

ULTRIX Worksystem Software

digital

DECwindows Desktop Applications Guide

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ULTRIX Worksystem Software DECwindows Desktop Applications Guide

Order No. AA-MA88A-TE

ULTRIX Worksystem Software, Version 2.0

Digital Equipment Corporation

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About This Guide

Purpose of This Guide

This guide describes the ULTRIX DECwindows Version 1.0 Desktop Applications.

Who Should Use This Guide

This guide is intended for all ULTRIX DECwindows users. This guide assumes the user has read the *DECwindows User's Guide* to become familiar with DECwindows terms and the techniques for manipulating windows. In addition, the user should have some experience using the DECwindows Session Manager and User Executive applications.

Structure of This Guide

This draft includes the following chapters:

- Chapter 1—Using the Calculator
- Chapter 2—Using the Calendar
- Chapter 3—Using the Cardfiler
- Chapter 4—Using the Clock
- Chapter 5—Using DECTerm
- Chapter 6—Using the DDIF Viewer
- Chapter 7—Using Mail
- Chapter 8—Using the Notepad Editor
- Chapter 9—Using Paint

- Chapter 10—Using the PostScript Previewer
- Chapter 11—Puzzling

Conventions

mouse

The term *mouse* refers to any pointing device, such as a mouse, a puck, or a stylus.

MB1, MB2, and MB3

MB1 indicates the left mouse button. MB2 indicates the middle mouse button, and MB3 indicates the right mouse button. (The buttons can be redefined by the user.)

PB1, PB2, PB3, PB4

PB1, PB2, PB3, and PB4 indicate buttons on the puck.

SB1, SB2

SB1 and SB2 indicate buttons on the stylus.

Ctrl/x

A sequence such as Ctrl/x indicates that you must hold down the key labeled Ctrl while you press another key or a pointing device button.

PF1

A sequence such as PF1 indicates that you must first press and release the key labeled PF1, then press and release another key or a pointing device button.

Delete

A key name is shown enclosed to indicate that you press a key on the keyboard.

...

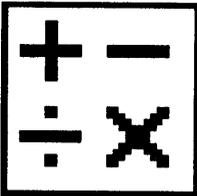
In examples, a horizontal ellipsis indicates one of the following possibilities:

- Additional optional arguments in a statement have been omitted.
- The preceding item or items can be repeated one or more times.
- Additional parameters, values, or other information can be entered.

.
. .
.

A vertical ellipsis indicates the omission of items from a code example or command format; the items are omitted because they are not important to the topic being discussed.

Using the Calculator



The Calculator performs simple arithmetic functions—addition, subtraction, multiplication, division—and computes percentages and square roots. Unlike a handheld calculator, it has two displays. The top display is the accumulator, which shows the number being entered or the current result, and the bottom display is the memory.

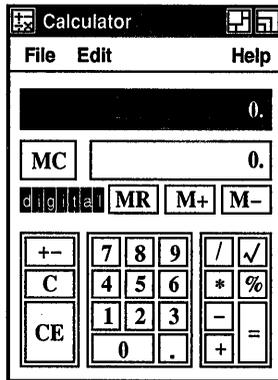
This chapter describes how to

- Start the calculator
- Enter data
- Perform arithmetic functions
- Use the memory
- Transfer data to or from the clipboard
- Exit from the calculator

Starting the Calculator

To start the Calculator, choose the Calculator menu item from UE's Applications menu.

A small calculator is displayed on your screen. You can move and change the size of the Calculator window as you wish.



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Operating the Calculator

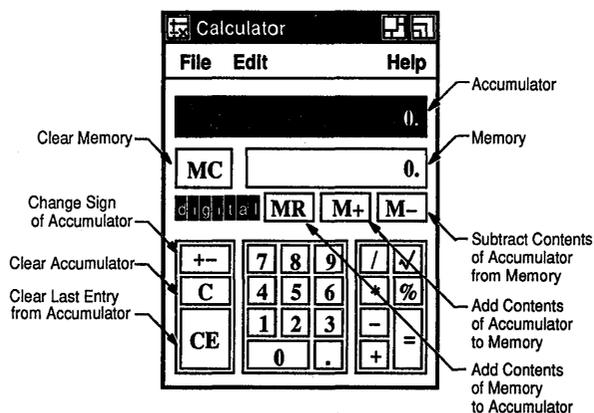
You can use Calculator with either the mouse or the keyboard.

With the mouse, point to the appropriate button and click MB1.

With the keyboard, enter the numbers 0 to 9 from the main keyboard or the keypad. Press the Shift key to enter the arithmetic functions (+, -, *, /, %, =) on the main keyboard.

From the keypad, the pressing the following keys produces the corresponding function:

Press...	To Produce...
PF1	/
PF2	$\sqrt{a, b}$
PF3	*
PF4	%
comma key	+
Enter or Do	=
F17	MC
F18	MR
F19	M+
F20	M-



When you enter data into the accumulator, notice that Calculator uses a decimal point to distinguish between random digits and an operand. See what happens as you enter the following data:

- 1 Enter 1134 and notice that no decimal point appears in the accumulator.
- 2 Enter a plus sign (+). Calculator inserts a decimal point after the digits 1134 to signify the completion of an operand.

Depending on the contents of the accumulator, you can use one of the following methods to correct mistakes in computation:

- Press the Delete key to erase the last digits entered in the accumulator.

- Click on the CE button to void the last operand entered.
- Choose the Undo menu item from the Edit menu to reverse the last operation, for example, to restore the last operand or to remove the previous paste operation.

Performing Arithmetic Functions

Calculator displays numbers in the range of plus or minus 999,999,999. It performs all calculations in left to right order and treats operators with equal importance.

For example, to evaluate the equation $6 + 5 * 3$:

- 1 Find the sum of $6 + 5$.
Calculator displays an 11.
- 2 Find the product of $11 * 3$.
The result is 33.

Also note the way Calculator computes percentages. For example, to determine 6 percent of 195:

- 1 Enter 195.
Calculator displays the digits in the accumulator.
- 2 Enter * and Calculator inserts a decimal point.
- 3 Enter 6.
The number 6 is displayed in the accumulator.
- 4 Enter %.
The result, 11.7, is displayed in the accumulator.

Storing Values in Memory

Use the memory display to store results and values for later computation. The figure in memory starts out as zero. You can add the contents of the accumulator to memory or subtract the contents of the accumulator from memory, using the M+ and M- buttons respectively. To enter the contents of memory into the accumulator, click on the MR button. Clear the contents of memory with the MC button.

Copying Text with the Calculator

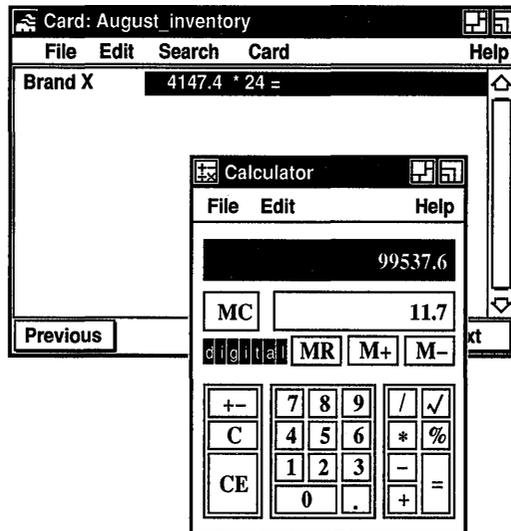
You can copy numbers from other applications into the Calculator's accumulator and from the Calculator accumulator or memory into another application.

Use the Copy menu item from the Edit menu to transfer data from the active display in the Calculator window to another application window. For example:

- 1 Click on the accumulator display.
- 2 Enter a number into the accumulator.
- 3 Choose the Copy menu item from the Edit menu. Or, for greater speed, press and hold MB2 to display a pop-up menu and choose the Copy menu item.

Now you can paste the data from the clipboard to another application window.

Use the Paste menu item from the Edit menu to copy data from the clipboard. This data can be copied directly from another window, or it can be the result of an equation copied from another window. Calculator treats the contents of a paste operation just as if you typed in the data from the keyboard yourself.

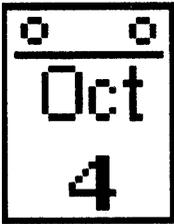


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Exiting from the Calculator

To exit from the Calculator, choose the Quit menu item from the File menu.

Using the Calendar



The Calendar combines the functions of a desktop calendar and an appointment book to help you keep track of your meetings and plan your time. The Calendar enables you to look at a year or month display, or to review your scheduled appointments a day at a time.

You can also create several different calendars to use for specific purposes. For example, you could create one calendar to keep track of your personal engagements, and another calendar to be used by a group of people to schedule conference room reservations.

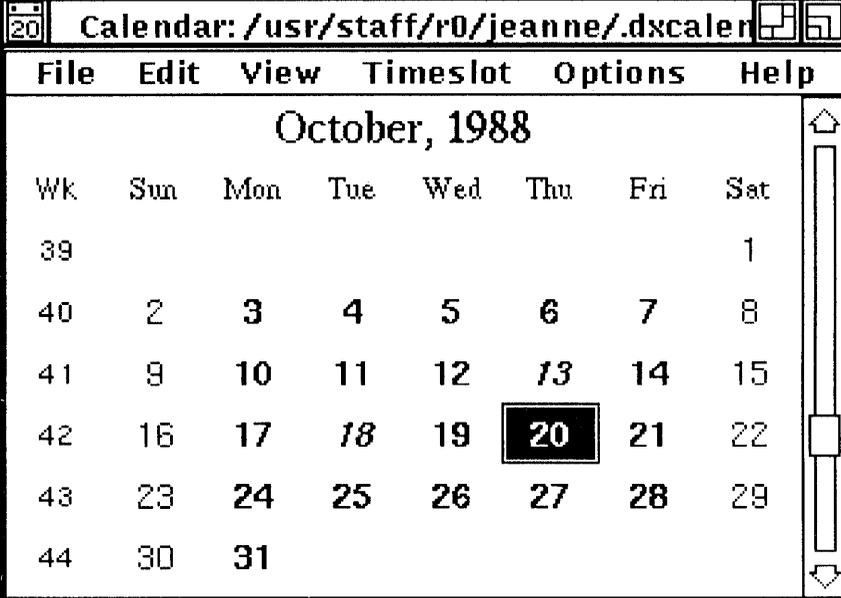
This chapter describes how to

- Move around Calendar
- Create and delete entries
- Set alarms and repeat entries
- Move entries
- Use Calendar's clock
- Mark special days
- Print part of a calendar
- Work with multiple calendars
- Create, rename, and delete a calendar
- Customize a calendar

Starting the Calendar

To start the Calendar, choose the Calendar menu item from UE's Applications menu.

The month display appears on your screen.



October, 1988							
Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

The month display shows the current month and year, with the days in the month arranged by week in rows. The current day has a box around it.

Moving Around Calendar

Calendar has three main displays: the month display, the day display, and the year display, which looks like 12 small month displays set out in a 4 by 3 matrix.

Scroll bars allow you to move backwards and forwards within a display, for example, to look at a future or a previous month when you are in a month display.

To move from one type of display to another, double click on the appropriate item in the current display. For example, double clicking on one of the days visible in the month display opens the day display. Alternately, double clicking on a month in the year display opens the display for that month.

From the View menu, you can choose the Selected, Today, Day, Month, and Year menu items. Choosing the Today menu item displays the current day. To choose the Selected, Day, Month, and Year menu items, you must first select a day.

Creating an Entry

By double clicking on a particular day, you can open a display that shows timeslots from 8:00 a.m. to 5:30 p.m. Use the scroll bars to display timeslots earlier or later than the times shown. You can type entries, such as an appointment, directly into the timeslots. Or, by using the timeslot editor, you can type longer entries, activate alarms to remind you of appointments, and cause messages to repeat at regular intervals.

To record a short entry directly into a day display:

- 1 Display the day in which you want to make the entry.
- 2 Click (and drag to resize, if necessary) on the desired time in the day display.
- 3 Enter the text in the timeslot.
- 4 Click on the time again.

When a day has at least one entry in it, its day number changes from a normal font (*nn*) to an italic font (*nn*) wherever it is displayed. You can then distinguish between days containing appointments and free days in the month and year displays.

To create a longer entry using the timeslot editor:

- 1 Click on the desired timeslot in the day display.

- Choose the Edit... menu item from the Timeslot menu or double click on the desired timeslot.

The timeslot editor is displayed:

Calendar: /usr/staff/r0/jeanne/dxcalendar.dwc

File Edit View Timeslot Options Help

October, 1988 November, 1988

Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Wk	Sun	Mon	Tue	Wed	Thu	Fri	Sat
39							1	44		1	2	3	4	5	
40	2	3	4	5	6	7	8	45	6	7	8	9	10	11	12
41	9	10	11	12	13	14	15	46	13	14	15	16	17	18	19
42	16	17	18	19	20	21	22	47	20	21	22	23	24	25	26
43	23	24	25	26	27	28	29	48	27	28	29	30			
44	30	31													

Thursday the 20th of October, 1988

8:00am	
-30-	
9:00	
-30-	
10:00	
-30-	
11:00	
-30-	
12:00pm	
-30-	
1:00	
-30-	
2:00	
-30-	
3:00	
-30-	
4:00	
-30-	
5:00	
-30-	

Previous Day 10:02pm Next Day

- 3 Enter the text and adjust the alarms and repeat intervals as required (see the sections **Setting Alarms** and **Making Repeat Entries**).

The timeslot editor uses standard DECwindows editing commands.

- 4 Click on the OK button to confirm the entry and to dismiss the timeslot editor.

If you exit the editor without having entered any text, or if you delete all the text describing a previous entry, the timeslot remains unscheduled.

Changing the Size of a Timeslot

To change the size of an entry, press MB1 on the time you want to use as a starting point and drag the top edge of the timeslot up, or the bottom edge of the timeslot down. The timeslot is redrawn to the new size.

You can use this method to reduce or expand the time allocated for an entry. If you reduce the size of a timeslot, some text may no longer fit in the display, but it is not lost. The text reappears if you expand the timeslot again.

Setting Alarms

The timeslot editor allows you to set alarms for an entry, which cause an alarm to ring and a message to be displayed at the times you specify. You can set alarms to ring at one or all of the following times:

- At entry time
- 1 to 15 minutes before the time you specified for the entry
- 1 to 60 minutes before the time you specified for the entry
- 1 to 24 hours before the time you specified for the entry

To set one or more alarms:

- 1 Click on the desired timeslot in the day display.
- 2 Choose the Edit... menu item from the Timeslot menu. The timeslot editor is displayed.
- 3 Write the entry if you have not already done so.
- 4 Click on the toggle button to set an alarm.

By default, alarms ring 5 minutes before the entry time and at the entry time.

- 5 Move the arrow in the scale to adjust to the time you want.
- 6 Click on the OK button to save the settings and to dismiss the timeslot editor.

Deleting an Entry

To remove or clear the contents of a timeslot:

- 1 Click on the timeslot in the day display that contains the entry you want to delete.
- 2 Choose the Edit... menu item from the Timeslot menu. The timeslot editor is displayed.
- 3 Click on the Delete Entry button.
A dialog box is displayed, asking you to confirm that you want to delete the entry.
- 4 Click on Yes to confirm that you want to delete the entry.

Making Repeat Entries

Often, entries in a calendar are regular events. Calendar makes it easy to schedule these events by allowing you to specify the time interval at which the entry should be repeated.

You can repeat an entry at the following intervals:

- None
- Daily
- Weekly
- Every fortnight (two weeks)
- Every four weeks

These settings are made from the timeslot editor. To set a repeat interval for an entry:

- 1 Click on the timeslot in the day display that has the first occurrence of the entry.
- 2 Choose the Edit... menu item from the Timeslot menu. The timeslot editor is displayed.
- 3 Write the entry if you have not already done so.
- 4 Choose the repeat interval you want by clicking on the appropriate option button.

You can only choose one repeat interval at a time. The preset option is None.

- 5 Click on the OK button to save the settings and to dismiss the timeslot editor.

If you change or delete an entry that is repeated, a dialog box is displayed, asking if you want to make the change or deletion in just this instance, from this point on, or every time, including past instances.

Moving an Entry from One Timeslot to Another

You can copy or move the entire contents of an entry, or just a piece of text, to another timeslot. If you select the time, then any alarms or repeat intervals associated with the entry are transferred, along with the text, to the new timeslot. Selecting just the text from the timeslot transfers just the text.

To move an entry from one timeslot to another:

- 1 Display the day that has the timeslot you want to move.
- 2 To select the entire entry from a timeslot, click on the time. To copy just a piece of text, select it by clicking and dragging the pointer over the portion of text you want.
- 3 Choose the Cut or Copy menu item from the Edit menu. If you want the entry to remain in the original timeslot, choose the Copy menu item. If you want to delete the entry from the original timeslot, use the Cut menu item.
- 4 If you are moving the entry to a different day, display the new day.
- 5 Click on the time to which you want to move or copy the entry or text.
- 6 Choose the Paste menu item from the Edit menu to insert the entry or text in the new location.

If you are moving the whole entry (time and text) and you want to move it to the same time on a different day, you do not have to display the new day. After selecting the desired day in the month display, choose the Paste menu item from the Edit menu. This causes the entry to be inserted on that day, at the same time.

Using the Clock in the Day Display

The Clock provides a digital display of the current time. If you click on the clock, the timeslots visible in the day display adjust so that the first timeslot contains the time in the current increment that directly precedes the actual time. For example, if the timeslots in the day display are set to be in half hour intervals and you click on the clock at 10:57, the day display will adjust so that the first time slot contains the time 10:30. If the day display is not displaying the current day, clicking on the clock causes the day display to return to the current day.

As a timeslot passes, it is scrolled off the top of the display. Thus the display is kept as current as possible. This is convenient if you significantly reduce the size of the day display, because it keeps the most immediate timeslots in view.

To stop this automatic scrolling, move the timeslot by any other method, such as adjusting the scroll bar.

If you are making an entry in a timeslot when it is due to be scrolled, it does not disappear. The scroll mechanism waits until the next interval is over and then catches up.

The Show AM/PM customizing option allows you to choose between a 12-hour and 24-hour clock. Whichever clock you choose is reflected by all Calendar-displayed times and clocks.

Marking Special Days

You can mark days of particular importance, such as major project milestones, holidays, or birthdays. Marking particular days alters the display font so that those days can be distinguished from other days in the various Calendar displays.

To mark a day:

- 1 Select the desired day from any of the Calendar displays.
- 2 Pull down the Options menu and drag the pointer to the submenu icon next to the Mark menu item to view the submenu.

Whichever menu item is currently in use for the selected day is dimmed in the submenu.

- 3 Choose the desired menu item from the Mark submenu:

Choose	To Produce
Work Day	Bold font
Nonwork Day	Standard Calendar font
Special	Bold, larger font; on color workstations, displayed in red font
Default	The standard Calendar font the day had before it was previously marked with Work Day, Nonwork Day, or Special menu item.

The day is now marked in the specified manner.

Printing a Part of a Calendar

You can print a timeslot entry or all of the entries in a day or a week.

To print a part of a Calendar display:

- 1 Display the day that relates to the entry or entries you want printed.

For example, if you are printing a timeslot, display the day that contains the timeslot. If you are printing the entries in a day, display the day itself; to print the entries in a week, display a day that falls in that week.

- 2 Click on the time, day number, or week number, as appropriate.
- 3 Choose the Print... menu item from the File menu. Calendar displays a dialog box.

Thursday the 20th of October, 1988

From: 1:30pm To: 2:00pm

Output File Name

Create New File
 Append to File

Limit lines per entry

Lines per entry

The dialog box shows the time period you have selected and provides a default name for the file to be sent to the printer. It also enables you to limit the number of lines you want printed per entry by clicking on the Limit Lines Per Entry option and moving the arrow in the scale to set the desired limit.

- 4 Change the default name provided by the dialog box if you want, and then confirm your request by clicking on the OK button.

The requested section (timeslot, day, or week) is copied to the named file, and the file sent to the printer.

Working with Multiple Calendars

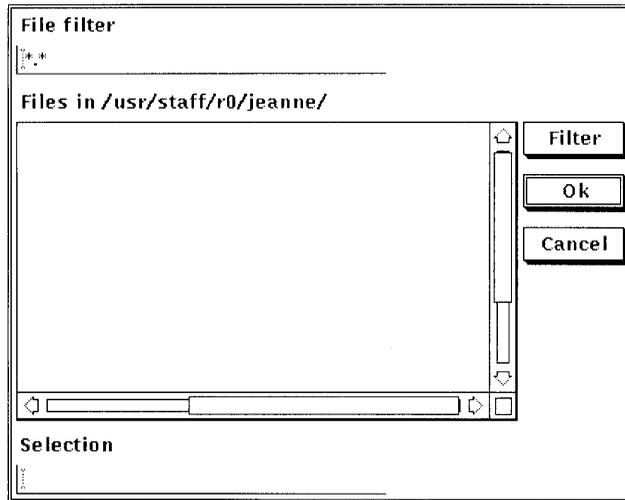
You can create, open, save, print, and delete calendars. You can create different calendars to use for specific purposes. For example, you could designate some calendars for your personal use and other calendars for use by a group.

You can use the Open... menu item from Calendar's File menu, to open a calendar even if you do not have privileges to modify it. This makes it possible to use a calendar for informal sharing of information. For example, a group secretary can create a calendar for events of group-wide interest, so that everyone on a team can see when group activities are going on. Only one person at a time can write in this calendar, and the calendar cannot be read while it is being modified. If no one is modifying the file, an unlimited number of people can read it simultaneously.

Creating a New Calendar

To create a new calendar:

- 1 Choose the Open... menu item from the File menu. Calendar displays a dialog box.



- 2 Type a unique file name for the new calendar in the Selection text entry field, and click on the OK button. The default file type is DWC.

A dialog box is displayed, asking if the calendar currently being displayed should be removed before displaying the new calendar, or if you want to keep both calendars on the screen at the same time. Click on Replace or New to make your choice.

- 3 Calendar asks if you want to create a new file. Click on Yes to create a new calendar.

By default, the new calendar is presented in a month display containing the current day.

The calendar file name can always be changed again (see the section Renaming an Existing Calendar).

Opening an Existing Calendar

To open an existing calendar:

- 1 Choose the Open... menu item from the File menu.

Calendar displays a dialog box that prompts you for the name of the calendar you want to open. The file list box lists the names of any calendar files in the current directory; that is, files that have the type DWC.

- 2 Select the file name you want to view and click on OK.

If you want to open a calendar file that is not listed, type the name of that file in the Selection text entry field and click on the OK button. Or, use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type DWC, type the complete directory specification—/jones/staff/*.dwc—in the File Filter text entry field and click on the Filter button. Then double click on the file name of the calendar you want to open.

A dialog box is displayed, asking if the calendar currently being displayed should be removed before displaying the new calendar, or if you want to keep both calendars on the screen at the same time. Click on New or Remove to make your choice.

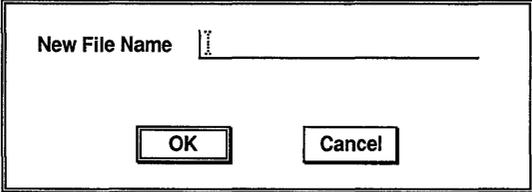
If you specify the name of a calendar which you are not allowed to read, the Open operation fails and a message box is displayed, explaining the cause of the failure.

- 3 The calendar is opened.

Renaming an Existing Calendar

To rename the current calendar, choose the Name As... menu item from the File menu.

A dialog box is displayed:



The dialog box has a title bar that says "New File Name". Below the title bar is a text entry field with a cursor. At the bottom of the dialog box are two buttons: "OK" and "Cancel".

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Type in the new calendar name. Calendar supplies the file type DWC by default. You can only rename calendars in which you are allowed to write.

Closing a Calendar

Choose the Close menu item from the File menu to close the current calendar.

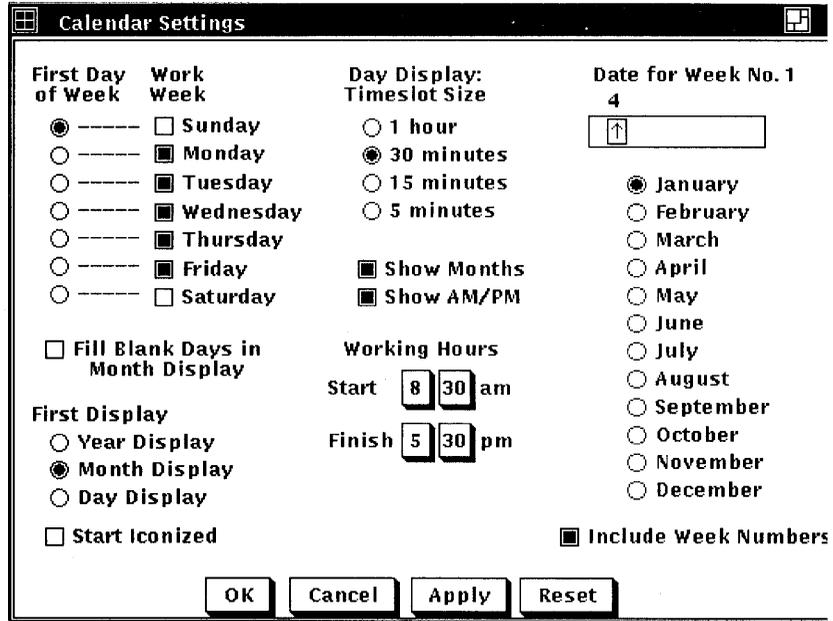
Deleting a Calendar

Choose the Delete... menu item from the File menu to delete a calendar. Calendar displays a dialog box, asking whether you really want to delete the calendar. If you do not have sufficient privileges to delete the specified calendar, an error message is displayed.

Customizing a Calendar

Many different features can be changed to customize the appearance and behavior of the various displays presented by the Calendar. All of these changes are made by selecting items from the Options menu.

Calendar displays a dialog box.



Shaded buttons indicate the current settings. Click on a button or its label to change the setting. Click on the Apply button to apply your changes without closing the dialog box. Click on the OK button to apply your changes and close the dialog box.

From the Change Settings dialog box, you can modify any of the following calendar features:

First Day of Week

Unless you specify otherwise, the first day of the week is Sunday, as indicated by a shaded option button. You can designate another day as the first day of the week by clicking on it.

Work Week

Normally, Calendar designates Monday through Friday as the work week, as indicated by the shaded toggle buttons immediately to the left of the days. You can change the settings by clicking on the days you want to use for your work week.

Fill Blank Days in Month Display

Unless you specify otherwise, Calendar leaves the days not filled by the current month blank. When you turn on the Fill Blank Days in Month Display option, Calendar fills the blank days at the beginning and end of the current month with the dates of the preceding and following months.

First Display

When you start Calendar, the month display appears on your screen by default. You can click on Year Display or Day Display to choose either of those options to be the first display you see when you start Calendar.

Start Iconized

Normally, when you start Calendar you see a display of the current month. By turning on the Start Iconized option, you can cause Calendar to start as an icon.

Day Display: Timeslot Size

By default, the day display has timeslots broken up into 30-minute intervals. You can choose 1-hour, 15-minute or 5-minute intervals instead.

Show Months

Unless you specify otherwise, Calendar displays the current and next month at the top of a day display. You can disable this option by turning off the Show Months option.

Show AM/PM

By default, Calendar has a 12-hour time system that uses AM and PM in its day display to differentiate timeslots. If you disable the Show AM/PM option, Calendar uses a 24-hour time system in its day display—for example, 1 p.m. becomes 13:00, and so on.

Working Hours

Calendar uses the preset options 8:30 a.m. to 5:30 p.m. for working hours, which determine the timeslots it uses in the day display. You can change these values by clicking on the appropriate box to set the time you want.

Date for Week No. 1

In every month display, the leftmost column lists the number of each week. This is in effect as long as the Include Week Numbers option is turned on. By default, weeks are numbered starting with the first week of January as week number one. The following weeks are numbered accordingly, ending with the last week in December as number 52.

The Date for Week No. 1 option enables you to set the week you want to designate as the first week of the year by choosing the desired month and moving the arrow in the scale to the desired date. For example, if your fiscal year starts the first week of July and you want to designate that week as the first week of the year, choose July from the list of months and choose a date number that falls in the first week of July. To ensure that the date you choose falls in the first full week of the month, you may want to choose a date such as July 6.

The date January 4 is the preset option, which ensures that the first full week in January is used as the first week of the year.

Include Week Numbers

Unless you specify otherwise, the leftmost column in every month display lists the number of each week, starting with the first week of January as week number one. You can disable this feature by turning off the Include Week Numbers option.

Saving Customized Features

To save your customized features, choose the Save Settings menu item from the Customize menu. This causes your new settings to be used whenever you start a Calendar session. The size and placement of all displays are also saved.

To restore your settings to the currently saved defaults, drag the pointer to the submenu icon next to the Customize menu item, and release MB1 over the Restore Settings menu item.

To restore your settings to the system defaults, drag the pointer to the submenu icon next to the Customize menu item, and release MB1 over the Use Defaults menu item.

Changing the Shape of a Display

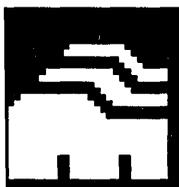
You can change the size of any Calendar display by using the window's size button. If you resize the display to be smaller than the elements inside it, Calendar will try to rearrange the elements to fit the new size, but some of the elements may not be visible. For example, if you resize the year display so that is only big enough to display 8 months, Calendar will display only the next 8 months.

To save the size settings from one session to the next, use the Save Settings menu item on the Customize submenu from the Options menu.

Exiting from the Calendar

To exit from Calendar and close all open calendars, choose the Exit menu item from the File menu.

Using the Cardfiler



The Cardfiler lets you create an electronic box of index cards. This electronic file box is called a **card file**. Card files contain **cards**, which can hold any kind of information you like, such as names, addresses, and telephone numbers. For example, you could have a card file called Food filled with cards that contain recipes and names of restaurants.

By organizing your index cards into sets (card files), you can keep one group of cards separate from another group, for example, your business cards and your personal cards.

This chapter describes how to

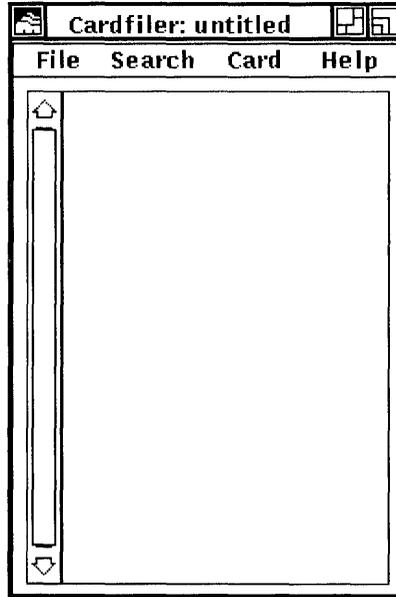
- Start the Cardfiler
- Create and add cards to a card file
- View topics in a card file
- Search a card file for text
- Edit a card
- Incorporate graphics
- Open an existing card file
- Save a card file
- Merge two card files
- Exit from the Cardfiler

Starting the Cardfiler

To start the Cardfiler, enter the following command in a DECterm terminal emulator window:

```
% dxcardfiler &
```

The Cardfiler displays an empty card file in the Cardfiler window. Initially, the card file is empty, but it fills up with index topics as you add cards.

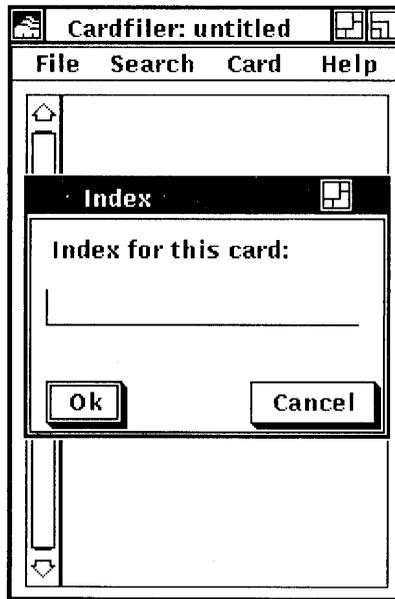


Adding a Card

You start a file of index cards by adding a card. As you add cards they are sorted alphabetically according to the topic you type in the card's index field. Very likely, this topic will be the name of something, such as a person or business. By displaying the topic of each index card, the card file window lists the contents of the card file. To add a card:

- 1 Choose the Create Card... menu item from the Card menu.

The Cardfiler displays a blank index card in the Card window. The dialog box prompts you to type the topic of the new index card.



- 2 Type the new topic under which you want the card filed.
- 3 Press the Return key or click on the OK button.

The text you just typed is added to the title bar at the top of the Card window and to the contents of the Cardfiler window. You can add information to the new card.

- 4 Type any information belonging on the index card, for example, an address.

Type the text as you want it to appear, using the Return key, space bar, and Tab key to format it. Cards can contain up to 4000 characters, and up to 64K bytes of graphics.

- 5 When you are finished with the index card, choose the Close menu item from the file menu.

The Card window is closed and the contents of the index card are added to your card file.

You can open another index card in the card file without closing the current card. When you choose the Create Card... menu item from the Card menu in the Cardfiler window, the Cardfiler automatically saves any changes you made to the current index

card and returns it to the card file before it opens a new card in the file.

Viewing the Contents of a Card File

Although you can look at only one index card at a time, you can easily switch from one card to another by selecting a card from the card file window. When your card file contains too many cards to list in a window at a time, you can use the scroll bar to move through the file. You can also search the contents of a card file for a given text string.

Opening an Existing Card

To display the contents of a card you have already created, select the card from the card file window by pointing to its index line and clicking MB1.

The card's index topic becomes shaded and the contents of the card are displayed in the Card window.

Scrolling Through a Card File

As you accumulate cards, they cannot be listed all at once in the card file window. The scroll bar along the left side of the card file lets you scroll through the list of the index cards in your file. To scroll through the list of index cards in your file, click and hold MB1 on the stepping arrow. The position of the slider indicates your position in the list. When the slider is at the top of the scroll bar, you are at the beginning of the list. When the slider is at the bottom of the scroll bar, you are at the end of the list.

Finding Text

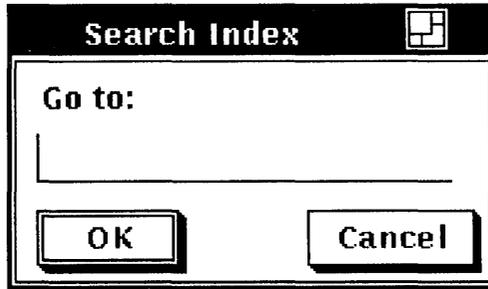
You can search a card file for any text string. The text can be a word, a number, or any other characters that you can type on your keyboard. Because the Cardfiler treats spaces as text, you can search for two or more words.

The Cardfiler searches either the index topics or the contents of the index cards.

To search the index topics in a card file for specific text:

- 1 Choose the Search Index... menu item from the Search menu in the card file window.

Cardfiler displays a dialog box.



- 2 Type the text you want located.
- 3 Press Return or click on the OK button.

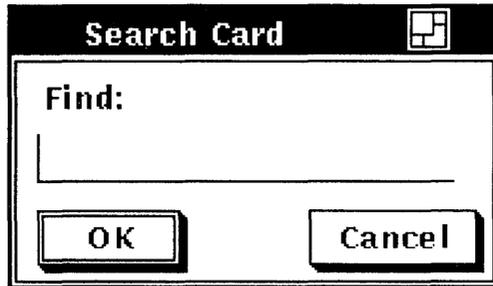
The Cardfiler searches the topics of all index cards in the file and displays the first card in your file containing the text string.

You can continue to search for a text string by choosing the Find Next menu item from the Search menu in the card file window. The Cardfiler continues to search the card file for the text and displays each card that contains the text in its index field.

To search the contents of each card in the file for specific text:

- 1 Choose the Search Card... menu item from the Search menu in the card file window.

Cardfiler displays a dialog box.



- 2 Type the text string you want located.
- 3 Press Return or click on the OK button.

The Cardfiler searches all index cards in the file and displays the first card in your file containing the text string.

You can continue to search for a text string by choosing the Find Next menu item from the Search menu in the card file window. The Cardfiler continues to search the card file for the text and displays each card that contains the text.

Editing a Card

The Cardfiler editing commands let you copy, delete, and rearrange text on an index card. If you decide you do not want to save your edits, Cardfiler can restore the card to its original state.

Renaming a Card

To change the topic of an index card, you modify the index line:

- 1 Select the card you want to rename from the card file window by pointing to it and clicking MB1.
- 2 Choose the Rename... menu item from the Card menu on the Card window.
- 3 Use the arrow keys to move the text cursor and the Delete key to erase unwanted text.
- 4 Type the new topic under which you want the card filed.
- 5 Click on the OK button.

The card is renamed and remains open. If you want to close the card, choose the Close menu item from the card's File menu.

Moving the Text Cursor

When you create a new card, the text cursor appears in the upper left corner of the card window. When you open an existing card, the text cursor remains where it was when you last edited the card.

If you are creating a new card and want to move the text cursor, use the Return key or place the pointer where you want the text cursor and click MB1. You can use this method to move the text cursor on an existing card, or you can use the arrow keys to move the text cursor anywhere in the existing text (except to the index line).

Selecting Text

In order to delete, move, or copy text, you must first select that text. Select the text by pressing and holding MB1, dragging the pointer over the text, and releasing MB1. This highlights the selected text. The Cardfiler stores this text until you tell it what to do.

Deleting Text

To delete small amounts of text on your card, use the Delete key. If you selected text for deletion, press any key to delete the highlighted text.

Moving Text

Because the Cardfiler saves the last text you selected and deleted, you can move text from one location on a card to another or between cards.

To move text on a card:

- 1 Select the text you want moved to another location on the card.
- 2 Choose the Cut menu item from the Edit menu.
- 3 Move the text cursor to where you want the deleted text inserted by using the Return and arrow keys or by positioning the pointer and clicking MB1.
- 4 Choose the Paste menu item from the Edit menu.
The deleted text appears in the new location.

To move text from one card to another:

- 1 Select the text you want to move to another card.
- 2 Choose the Cut menu item from the Edit menu.
- 3 From the card file window, click on the card to which you want to move the text.
The new card is opened.
- 4 Move the text cursor to where you want the deleted text inserted by using the Return and arrow keys or by positioning the pointer and clicking MB1.
- 5 Choose the Paste menu item from the Edit menu.
The selected text is inserted in the new location.

Copying Text

Because the Cardfiler keeps track of your selected text, you can copy text from one location on a card to another and between cards.

To copy text on a card:

- 1 Select the text you want copied to another location on the card.
- 2 Move the text cursor to where you want the selected text copied by using the Return and arrow keys or by positioning the pointer and clicking MB1.
- 3 Click MB2.
The selected text is copied to the new location.

To copy text from one card to another:

- 1 Select the text you want copied to another card.
- 2 Choose the Copy menu item from the Edit menu to store the copied text.
- 3 From the card file, click on the card to which you want to move the text.
The new card is opened.
- 4 Move the text cursor to where you want the selected text copied by using the Return and arrow keys or by positioning the pointer and clicking MB1.
- 5 Choose the Paste menu item from the Edit menu.

The text is copied to the new location.

Incorporating Graphics

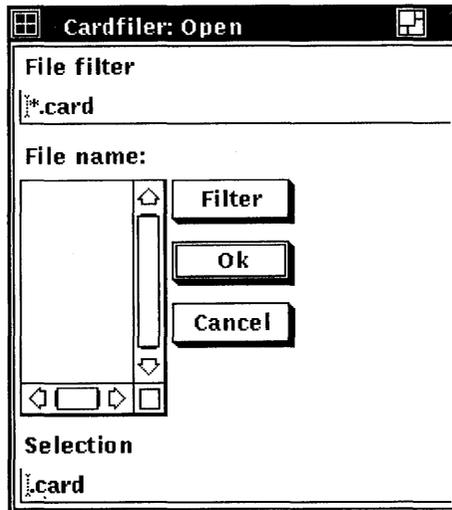
You can add graphics, such as those you create with the Paint program, to index cards. The Cardfiler places a graphic at the top of a card, keeping the picture's original size, and relocates text to the remaining space. Choose the Read Graphic menu item to incorporate a graphic. Choose the Clear Graphic menu item to erase it.

Opening a Card File

You can open a new card file or reopen an existing file. If you try to open another card file without first saving any changes you made to the current file, a dialog box is displayed, asking whether you want to save your changes. Click on the Yes button to save your changes. Click on the No button to return to the current file.

To open a card file:

- 1 Choose the Open... menu item from the File menu.
Cardfiler displays a dialog box.



- 2 To open an existing card file, select the name of the file you want to open.
Use the scroll bars to view a complete list of your card files. The card file name you select is displayed in the text field.

If you want to open a new file, type the file name you want to use in the Selection text field and click on the OK button. The new name is displayed in the title bar, and the Cardfiler asks if you want to open a new file. Click on the Acknowledged button to verify that you do.

The new card file is displayed.

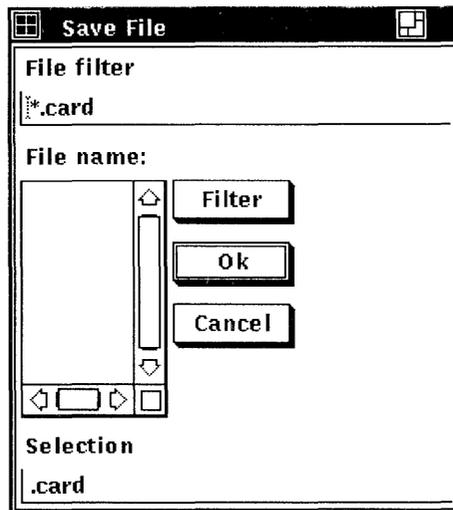
Saving a Card File

Whether you create a new card file or make changes to an existing card file, such as adding or deleting a card or changing any information on a card, you need to save that card file when you are done working with it.

To save a new card file or change the name of an existing one:

- 1 Choose the Save As... menu item from the File menu in the card file window.

Cardfiler displays a dialog box, prompting you for the name of the file.



- 2 Using the Delete and arrow keys, delete any text in the Selection text field and type the name of file. The default file type for card file names is card.

Give the file a name that you can easily recognize. For example, if the card file contains the numbers of your business associates in Rome, you can name the file rome.card. Giving the file a file type of card lets you quickly recognize that this is a card file.

- 3 Press Return or click on the OK button.

You are returned to the card file window. If you saved a new card file, notice that the name of the card file in the title bar has changed from untitled to rome.card. If you saved an existing card file, the card file name is replaced by rome.card.

To save the current card file, choose the Save menu item from the File menu in the card file window.

To save the current card file under a new file name:

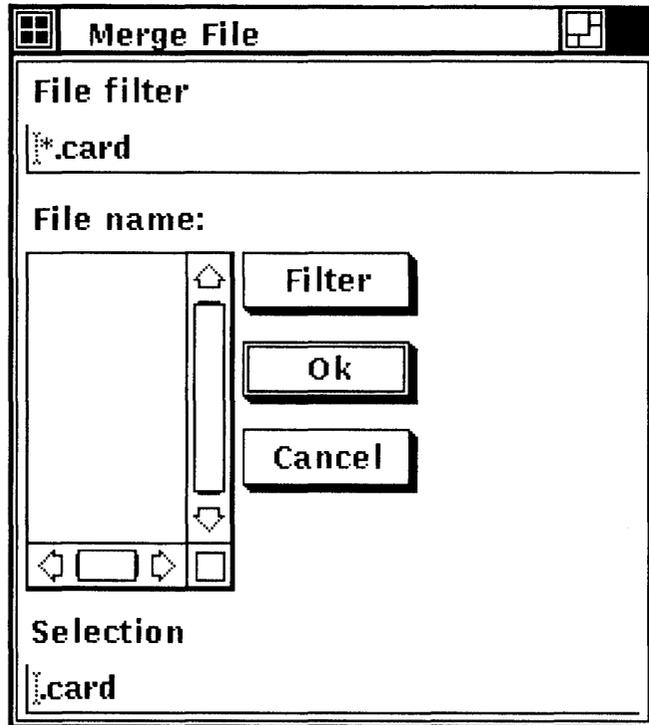
- 1 Choose the Save As... menu item from the File menu in the card file window.
- 2 Using the Delete and arrow keys, delete any text in the text field and type the file's new name.
- 3 Press Return or click on the OK button.

You are returned to the card file window. Notice that the title bar contains the new card file name.

Merging Card Files

You can merge the contents of the current file with another file, resulting in a card file that combines and sorts the contents of both files. The card file whose contents were merged with the current card file remains unchanged.

- 1 Choose the Merge... menu item from the File menu on the card file window.
Cardfiler displays a dialog box.



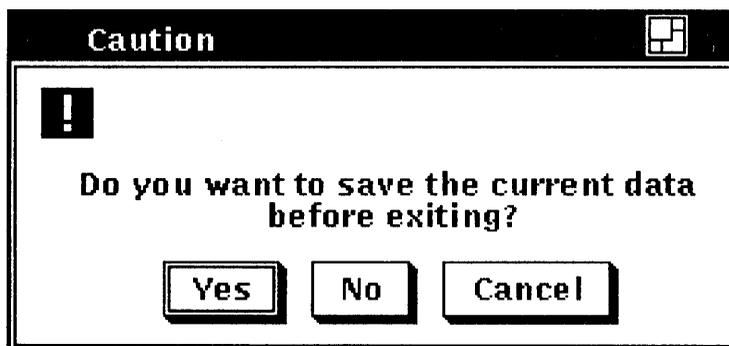
- 2 Select the name of the file you want to merge with the current file. Use the scroll bars to view a complete list of your files. The file name you selected is displayed in the text field.
- 3 Press Return or click on the OK button.

The contents of the two card files are merged and sorted alphabetically.

Exiting from the Cardfiler

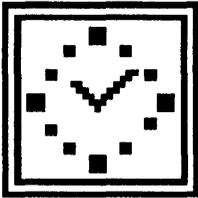
To exit from the Cardfiler, choose the Quit menu item from the File menu in the card file window.

If you have not saved any changes or additions to the current file, Cardfiler displays a dialog box, asking whether you want to save your changes.



Click on the Yes button to save your changes and exit from the Cardfiler or the No button to exit from the Cardfiler without saving your changes. To return to the Cardfiler window, click on the Cancel button.

Using the Clock



The Clock displays the time (in both analog and digital format) and the date. You can change this display to suit your needs. You can also set the Clock's alarm to remind you of appointments.

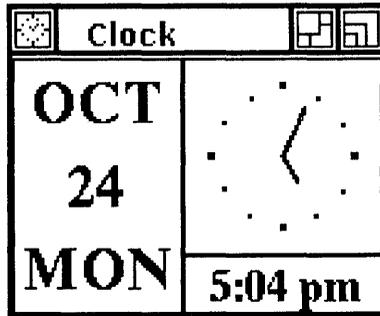
This chapter describes how to

- Start the Clock
- Customize the Clock display
- Set the alarm
- Exit from the Clock

Starting the Clock

To start the Clock, choose the Clock menu item from UE's Applications menu.

The Clock is displayed on your screen. You can move and change the size of the Clock as you wish.



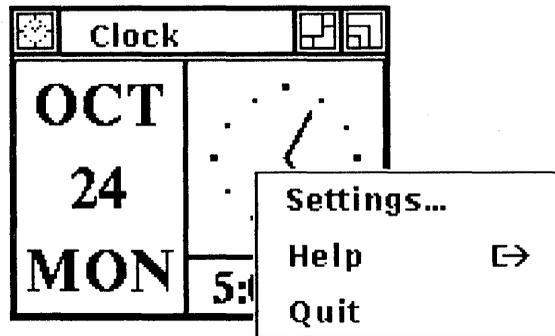
Changing the Clock Display

You can customize the Clock display to include any combination of the date and time areas.

To change the Clock display:

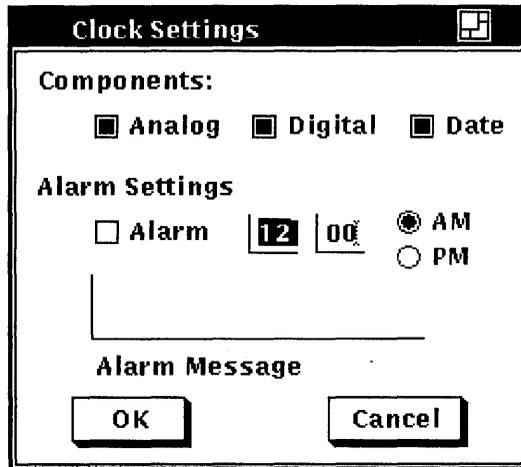
- 1 Place the pointer anywhere in the Clock display.
- 2 Press and hold MB2.

Clock displays a pop-up menu.



3 Choose the Settings... menu item.

Clock displays a dialog box.



Shaded toggle buttons indicate the current settings. Click MB1 on a toggle button or its label to change the setting. For example, if you want only the analog clock displayed and the Analog, Digital, and Date toggle buttons are shaded, click on the Digital and Date toggle buttons to disable those settings.

Click on the OK button to save any changed settings. Click on the Cancel button to return to the date and time display without changing any settings.

You can also display the Settings... dialog box directly without first displaying the pop-up menu by double-clicking MB1 anywhere on the Clock display.

Setting the Alarm

You can set the alarm to remind you of an appointment—or lunch.

To set the alarm from the Settings dialog box:

- 1 Click MB1 on the alarm toggle button to switch the alarm on.
- 2 Move to the hours field and type the hour at which you want the alarm to go off. You can either use a 12-hour clock, in which case you need to specify AM or PM, or you can use a 24-hour clock (military time).

Use the Delete key to erase any number already entered or to correct typing mistakes.

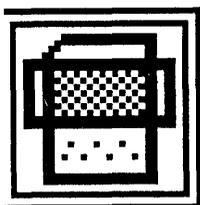
- 3 Move to the minutes field and finish entering the time you want the alarm to go off.
- 4 If you are using a 12-hour clock or if the time you specify is less than 12:00, click on either the AM or PM option button.
- 5 To display a message on your screen when the alarm goes off, move to the alarm message field and type your message. Alarm messages may contain up to 200 characters.
- 6 Click on the OK button to save the settings. Click on the Cancel button to return to the date and time display without changing any settings.

When the alarm goes off, click on the Acknowledged button to clear the alarm message from your screen.

Exiting from the Clock

To exit from the Clock, choose the Quit menu item from the Clock's pop-up menu.

Using the DDIF Viewer



The DDIF Viewer lets you view DDIF (DIGITAL Document Interchange Format) files. DDIF is a standard format for the storage and interchange of compound documents. Compound documents contain multiple elements, for example, text and graphics. DDIF files cannot be viewed as ordinary text files.

The DDIF Viewer displays only DDIF files. If you specify a file that is not a DDIF file, for example, a text (ASCII) file, the file is converted to DDIF before it is displayed.

This chapter describes how to

- Start the DDIF Viewer
- Display DDIF files
- Change processing options
- Exit from the DDIF Viewer

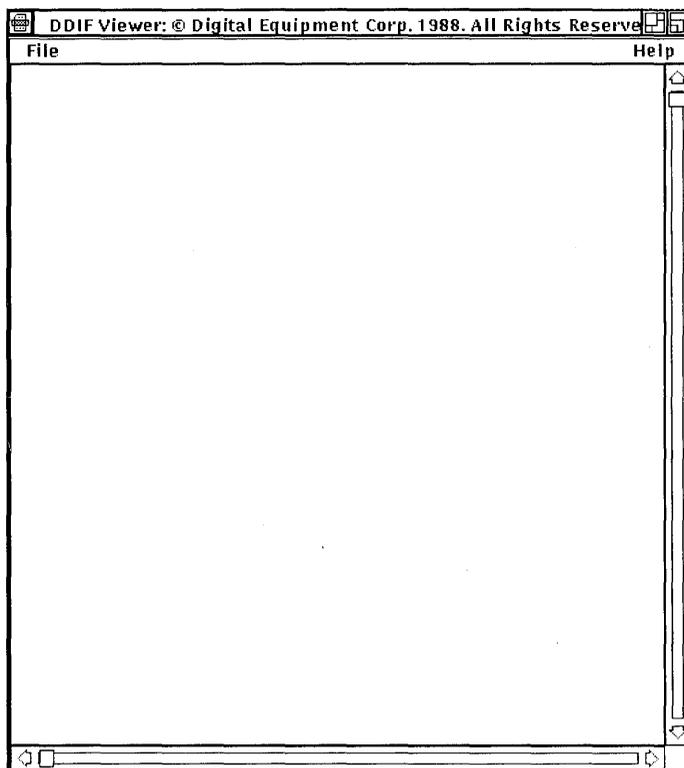
Starting the DDIF Viewer

To start the DDIF Viewer and view a file, choose the DDIF menu item from UE's Applications menu or enter the following command in a DECterm terminal emulator window:

```
% dxvdoc &
```

You can specify several options on the command line to specify the format of the file or files to be displayed, the optional processing to be applied, and the name of the first file. See the ULTRIX Worksystem Software reference page on the **xvdoc(1X)** command for information about these command options.

The DDIF Viewer displays its main window, which is where you view DDIF files.

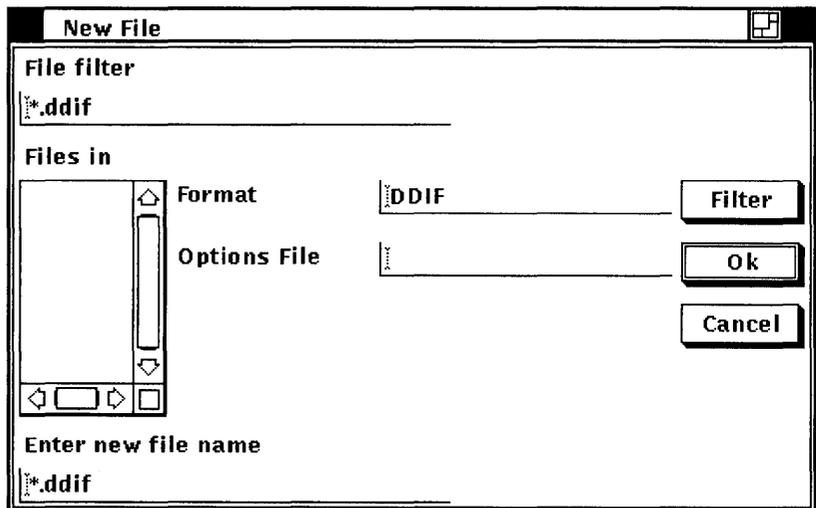


Viewing DDIF Files

To view a DDIF file in the DDIF Viewer window, you must open it. To open a DDIF file:

- 1 Choose the Open... menu item from the File menu.

The Viewer displays a dialog box that prompts you for the name of the file you want to view. The file list box lists the names of any DDIF files in the current directory.



- 2 Type in the format of the file you want to view.
Type TEXT if you want to view a TEXT file. Type DDIF if you want to view a DDIF file.
- 3 Optionally, enter the name of a file containing the processing options to be applied as your file is loaded for viewing.
If you do not specify an options file, preset processing options are used. See the ULTRIX Worksystem Software reference page on the **xvdoc(1X)** command for information about these options.
- 4 Double click on the file name you want to view.
The DDIF Viewer displays the file you specified.

If you want to view a DDIF or TEXT file that is not listed, type the name of that file in the Enter new file name text field and click on the OK button. Or, use the File filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type ddif, type the complete directory specification `—/jones/project/*.*.ddif`—in the File Filter text entry field and click on the Filter button. Then double click on the file name of the file you want to view.

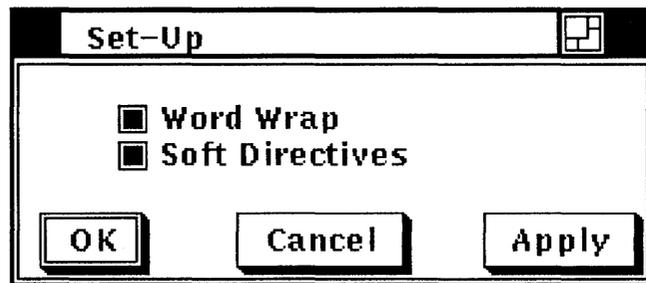
The DDIF Viewer displays the contents of the file you specified. The title bar contains the name of the file currently viewed.

Changing Processing Options

You can change the processing options that the DDIF Viewer uses to display your file. By default, the DDIF Viewer uses automatic word wrapping and soft directives. Soft directives consist of formatting information inserted into the file by a text editor or converter. (Form feeds and carriage returns are two kinds of soft directives.) If the file you are viewing was created with a tool or converter that does not write soft directives, the default processing options may produce an unclear display. By turning soft directives on or off, you may make an unclear display more readable.

To change the processing options:

- 1 Choose the Set-Up... menu item from the File menu.
The Viewer displays a dialog box.



- 2 Click on the toggle buttons to change either processing option.
- 3 Click on Apply.
The DDIF Viewer closes the file and reopens it with the new options in effect.

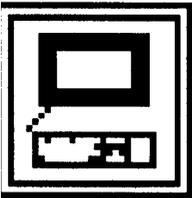
Closing a File

When you have finished viewing a file, close it by choosing the Close menu item from the File menu. This keeps the DDIF Viewer active for you to open another file. If you open another file without closing the current one, the DDIF Viewer closes the current file before opening the next one.

Exiting from the DDIF Viewer

To exit from the DDIF Viewer, choose the Exit menu item from the File menu. If you did not close the last file you viewed, the DDIF Viewer closes it before exiting.

Using DECterm



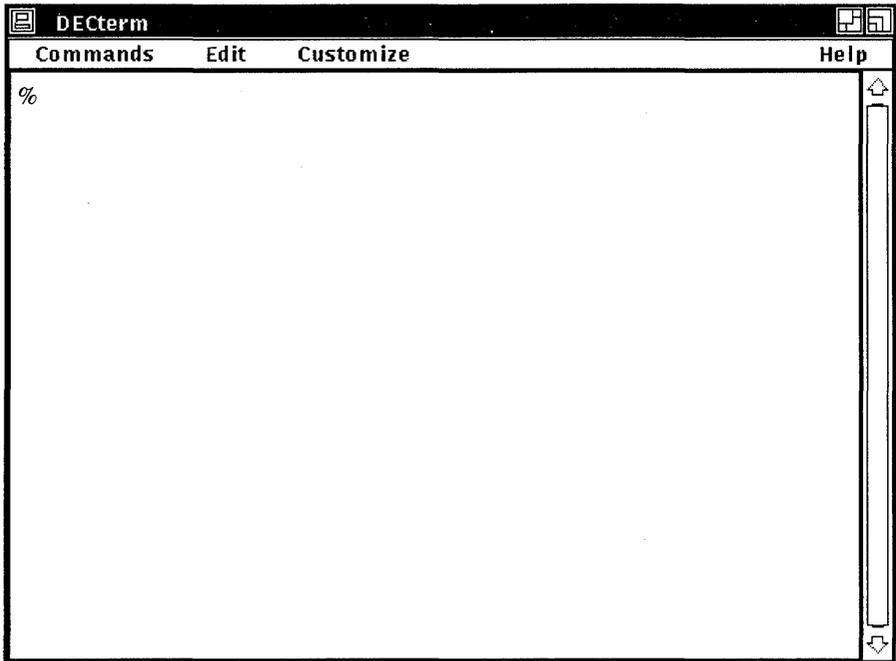
DECterm creates a window that emulates a VT320 terminal.

This chapter describes how to

- Create a DECterm emulator window
- Customize DECterm characteristics
- Copy information
- Change DECterm windows
- Compose characters
- Exit from a DECterm window

Creating a DECterm Window

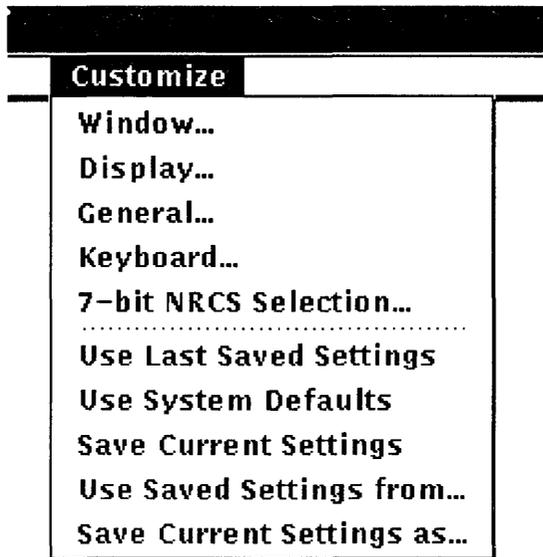
To create a DECterm window, choose the Terminal Window menu item from the Session Manager's Create menu.



Give the DECterm window input focus by pointing to the window and clicking MB1.

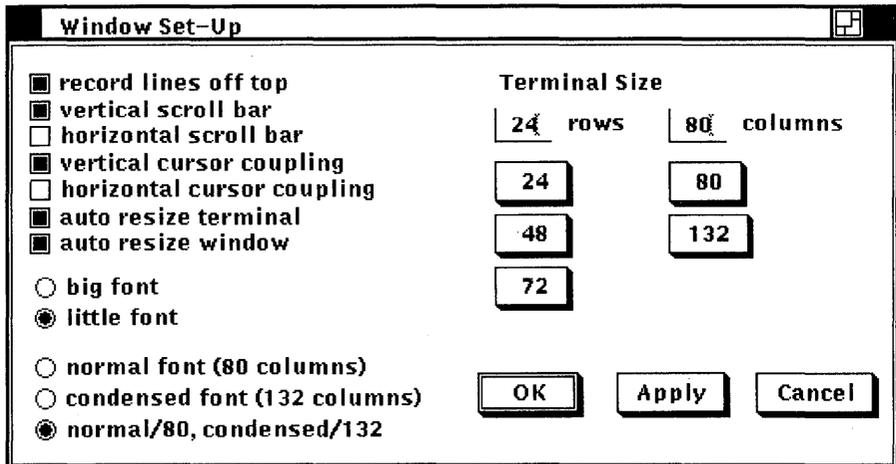
Customizing DECterm

Once you have created a DECterm window, you can choose the operating features you want the window to have and then save these features by using the DECterm Customize menu.



Customizing a Window

You can change DECterm's window features, such as the size of the window, by choosing the **Window...** menu item from the **Customize** menu. DECterm displays a dialog box.



Shaded buttons indicate the current settings. Click MB1 on a button or its label to change the setting. Click on the Apply button to apply your changes without closing the dialog box. Click on the OK button to apply your changes and close the dialog box.

From the Window dialog box, you can customize any of the following window features:

Record Lines Off Top

Normally, lines that are scrolled off the top of the DECterm display are not saved. To save lines that are scrolled off the top of the DECterm display, click on Record Lines Off Top. A shaded toggle button indicates that DECterm is saving the lines.

To view the lines that are scrolled off the top of the display, use the vertical scroll bar. By default, DECterm does not have vertical scroll bars, so you have to turn them on from the Window dialog box.

Vertical Scroll Bar

Unless you specify otherwise, DECterm windows do not display vertical scroll bars. Click on Vertical Scroll Bar to display a vertical scroll bar on the right-hand side of your DECterm window.

Horizontal Scroll Bar

Normally, DECterm windows do not display horizontal scroll bars. Click on Horizontal Scroll Bar to display a horizontal scroll bar at the bottom of your DECterm window.

Vertical Cursor Coupling

By default, when you vertically change the size of your window or terminal, the cursor remains visible. For example, if your screen display contains 24 rows and you shrink it to five rows, the cursor remains visible and allows you to enter text. You can disable this option by clicking on it.

Horizontal Cursor Coupling

By default, when you horizontally change the size of your window or terminal (for example, from 132 columns to 80 columns), the cursor does not remain visible. You can override this default by turning on the Horizontal Cursor Coupling option.

Auto Resize Terminal

By default, when you use the Window Set-Up dialog box to modify your terminal size, the window size changes to conform to it. Clicking on Auto Resize Terminal causes the terminal size to change to conform to the window size whenever you modify the window size.

Auto Resize Window

By default, when you modify the terminal size, the window size changes to conform to it. Disabling Auto Resize Window means that if your terminal characteristics cause more characters to be displayed than your current window size can accommodate, those characters will not appear in the window.

Big Font

Unless you specify otherwise, the Little Font option is on, which causes DECterm to display a 12-point font. Clicking on the Big Font option displays an 18-point font.

Little Font

Unless you specify otherwise, the Little Font option is on, which causes DECterm to display a 12-point font.

Normal Font

Clicking on the Normal Font option causes the Normal Font (80 columns) to be used. The preset option for font size is Normal Font/80, Condensed/132.

Condensed Font

Clicking on the Condensed Font option causes the Condensed Font (132 columns) to be used. The preset option for font size is Normal Font/80, Condensed/132.

Normal Font/80, Condensed/132

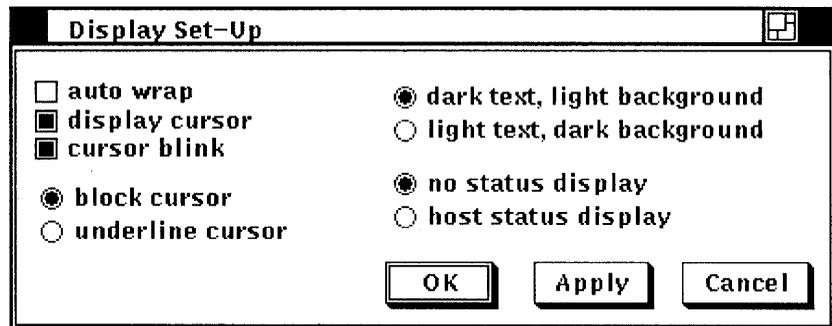
The preset option for font size is Normal Font/80, Condensed/132, which causes the font to adjust to match the width of the terminal.

Terminal Size

Normally, the terminal size is set to 24 rows and 80 columns. By clicking on the size you want, you can change the row setting to 48 or 72, and the column setting to 132. You can also set the column and row to be any number from 1 to 132 by clicking on the text entry field, deleting any existing numbers, and typing in the new settings.

Customizing a Display

You can modify DECterm's display features, such as the type of cursor, by choosing the Display... menu item from the Customize menu. DECterm displays a dialog box.



From the Display dialog box, you can customize any of the following display features:

Auto Wrap

Normally, when the cursor reaches the right margin, each new character deletes the previous character. Clicking on Auto Wrap causes new characters to be displayed on the next line.

Display Cursor

Unless you specify otherwise, a cursor is displayed in your DECterm window. Disabling Display Cursor causes your cursor to become invisible.

Cursor Blink

Unless you specify otherwise, your cursor blinks. Disabling Cursor Blink causes a non-blinking cursor to be displayed.

Block Cursor

Unless you specify otherwise, the cursor displayed in your DECterm window is block shaped.

Underline Cursor

The default cursor for DECterm is block shaped. Clicking on the Underline Cursor option causes an underline cursor to be displayed.

Dark Text, Light Background

Unless you specify otherwise, DECterm displays dark text with a light background.

Light Text, Dark Background

You can change the default of dark text with a light background by clicking on the Light Text, Dark Background option.

No Status Display

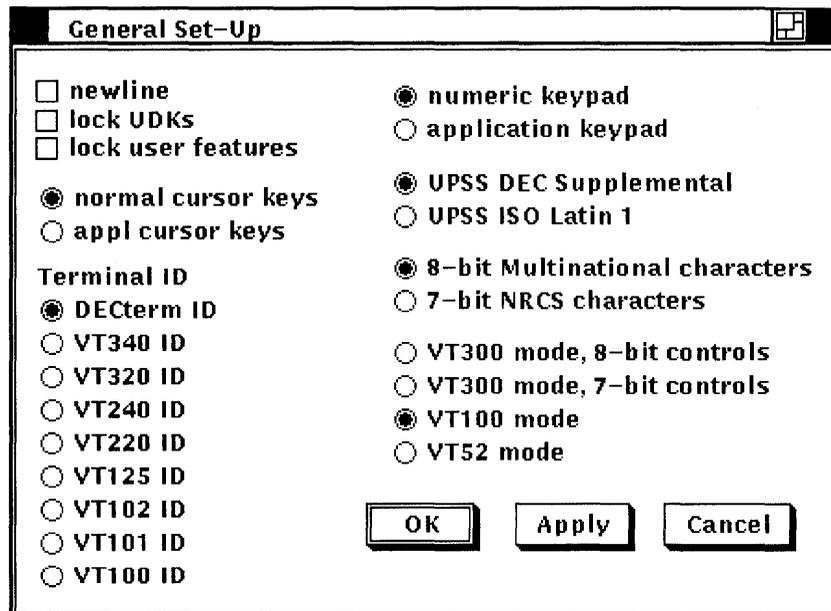
Unless you specify otherwise, you do not receive host status messages. Host status messages, when activated, appear on the bottom line of your window display.

Host Status Display

To receive host status messages, turn on the Host Status Display option, which causes the messages to appear on the bottom line of your window display. You can only set Host Status Display on a 300-series terminal.

Customizing General Features

You can change general features, such as the terminal type, by choosing the General... menu item from the Customize menu. DECterm displays a dialog box.



From the General dialog box, you can set any of the following terminal features:

New Line

Normally, pressing the Return key does not move the cursor to start a new line. Clicking on New Line causes the cursor to move to start a new line when you press the Return key.

Lock UDKs

Your keyboard contains keys you can define for your own use. Unless you specify otherwise, once you have defined a key, the host system can change the function of the key back to the system default. Clicking on Lock UDKs locks the user defined keys so that the host system cannot change your definitions.

Lock User Features

DECterm lets you change two user features: Auto Repeat and Foreground and Background Display. The host system can chang

these functions to the system default unless you click on the Lock User Features option to prevent it from doing so.

Normal Cursor Keys

Unless you specify otherwise, the Normal Cursor Keys is on, which causes the Arrow keys to move the cursor up, down, left, and right.

Appl Cursor Keys

By clicking on the Application Cursor Keys option, you can override the Normal Cursor Keys default and set the Arrow keys to application-specific functions.

Terminal ID

You can set the device attributes response (Terminal ID) by using the Terminal ID menu item. The Terminal ID lets the host system know specific operating attributes of the terminal. The preset option is DECterm ID.

You can choose the following Terminal IDs:

- DECterm
- VT340
- VT320
- VT240
- VT220
- VT125
- VT102
- VT101
- VT100

Numeric Keypad

Unless you specify otherwise, the Numeric Keypad option is set, which means that pressing the numeric keypad produces the characters that appear on the keycaps.

Application Keypad

You can override the Numeric Keypad default by clicking on the Application Keypad option, which causes the numeric keypad to function as a set of user defined keys.

UPSS DEC Supplemental

Unless you specify otherwise, the UPSS DEC Supplemental option is on, which causes the DEC Multinational Character Set to be in effect.

Row	Column				0		1		2		3		4		5		6		7	
	b8	b7	b6	Bits	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	b4	b3	b2	b1	0	0	0	1	0	1	0	0	0	1	0	1	1	0	1	1
0	0	0	0	0	NUL	0	DLE	20	SP	40	0	@	100	P	120	'	140	p	160	
						0		16		32			64		80		96		112	
						1		17		33			65		81		97		113	
1	0	0	0	1	SOH	1	DC1	21	!	41	1	A	101	Q	121	a	141	q	161	
						1		18		34			66		82		98		114	
						2		19		35			67		83		99		115	
2	0	0	1	0	STX	2	DC2	22	"	42	2	B	102	R	122	b	142	r	162	
						2		12		36			68		84		100		116	
						3		13		37			69		85		101		117	
3	0	0	1	1	ETX	3	DC3	23	#	43	3	C	103	S	123	c	143	s	163	
						3		19		38			70		86		102		118	
						4		20		39			71		87		103		119	
4	0	1	0	0	EOT	4	DC4	24	\$	44	4	D	104	T	124	d	144	t	164	
						4		14		40			72		88		104		120	
						5		15		41			73		89		105		121	
5	0	1	0	1	ENQ	5	NAK	25	%	45	5	E	105	U	125	e	145	u	165	
						5		16		42			74		90		106		122	
						6		17		43			75		91		107		123	
6	0	1	1	0	ACK	6	SYN	26	&	46	6	F	106	V	126	f	146	v	166	
						6		22		44			76		92		108		124	
						7		23		45			77		93		109		125	
7	0	1	1	1	BEL	7	ETB	27	'	47	7	G	107	W	127	g	147	w	167	
						7		17		46			78		94		110		126	
						8		18		47			79		95		111		127	
8	1	0	0	0	BS	8	CAN	30	(50	8	H	110	X	130	h	150	x	170	
						8		24		40			72		88		104		120	
						9		25		41			73		89		105		121	
9	1	0	0	1	HT	9	EM	31)	51	9	I	111	Y	131	i	151	y	171	
						9		19		42			74		90		106		122	
						10		20		43			75		91		107		123	
10	1	0	1	0	LF	10	SUB	32	*	52	:	J	112	Z	132	j	152	z	172	
						10		1A		44			76		92		108		124	
						11		21		45			77		93		109		125	
11	1	0	1	1	VT	11	ESC	33	+	53	;	K	113	[133	k	153	{	173	
						11		1B		43			75		91		107		123	
						12		22		44			76		92		108		124	
12	1	1	0	0	FF	12	FS	34	,	54	<	L	114	\	134	l	154		174	
						12		1C		44			76		92		108		124	
						13		23		45			77		93		109		125	
13	1	1	0	1	CR	13	GS	35	-	55	=	M	115]	135	m	155	}	175	
						13		1D		45			77		93		109		125	
						14		24		46			78		94		110		126	
14	1	1	1	0	SO	14	RS	36	.	56	>	N	116	^	136	n	156	~	176	
						14		1E		46			78		94		110		126	
						15		25		47			79		95		111		127	
15	1	1	1	1	SI	15	US	37	/	57	?	O	117	_	137	o	157	DEL	177	
						15		1F		47			79		95		111		127	

Key ← C0 Codes → ← CL Codes (ASCII Graphic) →

Character	33	Octal
	27	Decimal
	1B	Hex

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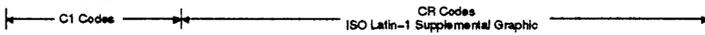
8		9		10		11		12		13		14		15		Column				Row				
1	0	1	0	1	0	1	0	1	0	1	0	1	0	1	1	b6	b7	b6	b5		b4	b3	b2	b1
	200 128 80		DCS	220 144 80		240 160 A0	*	260 176 B0		Á	300 192 C0		320 208 D0	á	340 224 E0		360 240 F0	0	0	0	0	0	0	0
	201 129 81		PU1	221 145 81	i	241 161 A1	±	261 177 B1		Á	301 193 C1	ñ	321 209 D1	á	341 225 E1	ñ	361 241 F1	0	0	0	0	1	1	1
	202 130 82		PU2	222 146 82	e	242 162 A2	²	262 178 B2		Á	302 194 C2	ò	322 210 D2	á	342 226 E2	ò	362 242 F2	0	0	0	1	0	2	2
	203 131 83		STS	223 147 83	ε	243 163 A3	³	263 179 B3		Á	303 195 C3	ó	323 211 D3	á	343 227 E3	ó	363 242 F3	0	0	0	1	1	3	3
	204 132 84	IND	CCH	224 148 84		244 164 A4		264 180 B4		Á	304 196 C4	ô	324 212 D4	á	344 228 E4	ô	364 244 F4	0	1	0	0	0	4	4
	205 133 85	NEL	MW	225 149 85	¥	245 165 A5	μ	265 181 B5		Á	305 197 C5	õ	325 213 D5	á	345 229 E5	õ	365 245 F5	0	1	0	1	5	5	5
	206 134 86	SSA	SPA	226 150 86		246 166 A6	¶	266 182 B6		Æ	306 198 C6	ö	326 214 D6	æ	346 230 E6	ö	366 246 F6	0	1	1	0	6	6	6
	207 135 87	ESA	EPA	227 151 87	§	247 167 A7		267 183 B7		Ç	307 199 C7	œ	327 215 D7	ç	347 231 E7	œ	367 247 F7	0	1	1	1	7	7	7
	210 136 88	HTS		230 152 88	π	250 168 A8		270 184 B8		È	310 200 C8	ø	330 216 D8	è	350 232 E8	ø	370 248 F8	1	0	0	0	8	8	8
	211 137 89	HTS		231 153 89	©	251 169 A9	¹	271 185 B9		É	311 201 C9	ù	331 217 D9	é	351 233 E9	ù	371 249 F9	1	0	0	1	9	9	9
	212 138 8A	VTS		232 154 8A	ª	252 170 AA	º	272 186 BA		Ê	312 202 CA	ú	332 218 DA	ê	352 234 EA	ú	372 250 FA	1	0	1	0	10	10	10
	213 139 8B	PLD	CSI	233 155 8B	«	253 171 AB	»	273 187 BB		Ë	313 203 CB	û	333 219 DB	ë	353 235 EB	û	373 251 FB	1	0	1	1	11	11	11
	214 140 8C	PLU	ST	234 156 8C		254 172 AC	¼	274 188 BC	l		314 204 CC	ü	334 220 DC	l	354 236 EC	ü	374 252 FC	1	1	0	0	12	12	12
	215 141 8D	RI	OSC	235 157 8D		255 173 AD	½	275 189 BD	í		315 205 CD	ý	335 221 DD	í	355 237 ED	ý	375 253 FD	1	1	0	1	13	13	13
	216 142 8E	SS2	PM	236 158 8E		256 174 AE		276 190 BE	î		316 206 CE		336 222 DE	î	356 238 EE		376 254 FE	1	1	1	0	14	14	14
	217 143 8F	SS3	APC	237 159 8F		257 175 AF	¾	277 191 BF	ï		317 207 CF	ß	337 223 DF	ï	357 239 EF		377 255 FF	1	1	1	1	15	15	15

← C1 Codes → CR Codes (DEC Supplemental Graphic) →

UPSS ISO Latin-1

You can override the UPSS DEC Supplemental default by clicking on the UPSS ISO Latin-1 option, which causes the International Standards Organization (ISO) Character Set to be in effect.

8		9		10		11		12		13		14		15		Column
1	0	1	0	1	0	1	0	1	0	1	0	1	1	1	1	b6 b7 b5 b4 b3 b2 b1
	200 128 80	DCS	220 144 90	NBSP	240 180 A0	'	260 176 B0	À	300 192 C0	Ð	320 208 D0	à	340 224 E0	ð	360 240 F0	0 0 0 0
	201 129 81	PU1	221 145 91	ı	241 161 A1	±	261 177 B1	Á	301 193 C1	Ñ	321 209 D1	á	341 225 E1	ñ	361 241 F1	0 0 0 1
	202 130 82	PU2	222 146 92	€	242 162 A2	²	262 178 B2	Â	302 194 C2	Ò	322 210 D2	â	342 226 E2	ò	362 242 F2	0 0 1 0
	203 131 83	STS	223 147 93	£	243 163 A3	³	263 179 B3	Ã	303 195 C3	Ó	323 211 D3	ã	343 227 E3	ó	363 243 F3	0 0 1 1
IND	210 132 84	CCH	224 148 94	κ	244 164 A4	'	264 180 B4	Ä	304 196 C4	Ó	324 212 D4	ä	344 228 E4	ö	364 244 F4	0 1 0 0
NEL	205 133 85	MW	225 149 95	¥	245 165 A5	μ	265 181 B5	Å	305 197 C5	Ö	325 213 D5	å	345 229 E5	ö	365 245 F5	0 1 0 1
SSA	206 134 86	SPA	226 150 96	ı	246 166 A6	ƒ	266 182 B6	Æ	306 198 C6	Û	326 214 D6	æ	346 230 E6	ö	366 246 F6	0 1 1 0
ESA	207 135 87	EPA	227 151 97	§	247 167 A7	'	267 183 B7	Ç	307 199 C7	×	327 215 D7	ç	347 231 E7	+	367 247 F7	0 1 1 1
HTS	210 136 88		230 152 98	"	250 168 A8	,	270 184 B8	È	310 200 C8	Ø	330 216 D8	è	350 232 E8	®	370 248 F8	1 0 0 0
HTS	211 137 89		231 153 99	©	251 169 A9	ı	271 185 B9	É	311 201 C9	Ù	331 217 D9	é	351 233 E9	ù	371 249 F9	1 0 0 1
VTS	212 138 9A		232 154 9A	ª	252 170 AA	ª	272 186 BA	Ê	312 202 CA	Ú	332 218 DA	ê	352 234 EA	ú	372 250 FA	1 0 1 0
DLP	213 139 8B	CSI	233 155 9B	«	253 171 AB	»	273 187 BB	Ë	313 203 CB	Û	333 219 DB	ë	353 235 EB	û	373 251 FB	1 0 1 1
PLU	214 140 8C	ST	234 156 9C	-	254 172 AC	¼	274 188 BC	Ì	314 204 CC	Ü	334 220 DC	ì	354 236 EC	ü	374 252 FC	1 1 0 0
RI	215 141 8D	OSC	235 157 9D	-	255 173 AD	½	275 189 BD	Í	315 205 CD	Ý	335 221 DD	í	355 237 ED	ý	375 253 FD	1 1 0 1
SS2	216 142 8E	PM	236 158 9E	®	256 174 AE	¾	276 190 BE	Î	316 206 CE	Þ	336 222 DE	î	356 238 EE	þ	376 254 FE	1 1 1 0
SS3	217 143 8F	APC	237 159 9F	-	257 175 AF	¿	277 191 BF	Ï	317 207 CF	ß	337 223 DF	ï	357 239 EF	ÿ	377 255 FF	1 1 1 1



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Note *To use these character sets, the Character Set mode menu item must be set to 8-bit characters.*

8-Bit Multinational Character

Unless you specify otherwise, the character mode is set to 8 bits for use with the DEC Supplemental Character Set.

7-Bit NRCS Characters

To use the National Replacement Character Sets, click on the 7-Bit Character Mode option. The preset option is the 8-Bit Multinational Character set.

VT300 Mode, 8-Bit Controls

Unless you specify otherwise, the terminal emulator option is VT300 Terminal Mode, 8-Bit Controls, which causes DECterm to emulate a VT300 with 8-bit control characters.

Note *For each new DECterm window, you can choose to emulate the same terminal or different terminals.*

VT300 Terminal Mode, 7-Bit Controls

You can override the VT300 Terminal Mode, 8-Bit Controls default option by clicking on the VT300 Terminal Mode, 7-Bit Controls option, which causes DECterm to emulate a VT300 with 7-bit control characters.

VT100 Mode

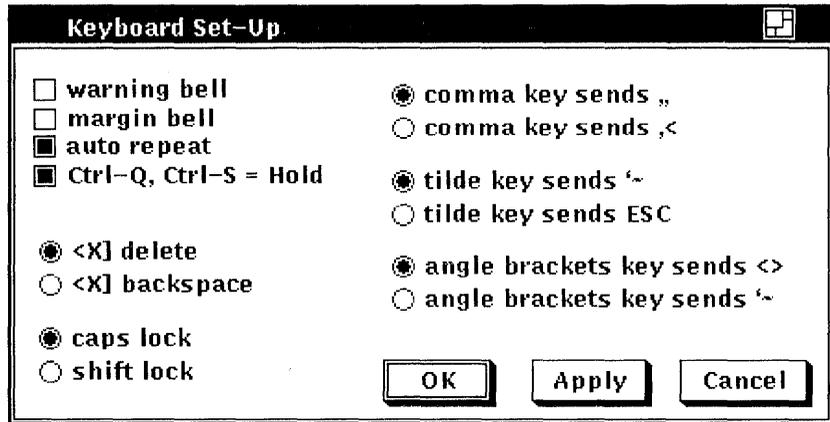
You can override the VT300 Terminal Mode, 8-Bit Controls default option by clicking on the VT100 Mode option, which causes DECterm to emulate a VT100 terminal.

VT52 Mode

You can override the VT300 Terminal Mode, 8-Bit Controls default option by clicking on the VT52 Terminal Mode option, which causes DECterm to emulate a VT52 terminal.

Customizing a Keyboard

You can set keyboard features, such as turning the warning bell on or off, by choosing the Keyboard... menu item from the Customize menu. DECterm displays a dialog box.



From the Keyboard dialog box, you can set the following keyboard features:

Warning Bell

Unless you specify otherwise, the keyboard warning bell is set to ring when errors occur. You can disable this function by turning off the Warning Bell option.

Margin Bell

By default, the margin bell does not ring when the cursor reaches the right margin. You can cause it to ring by clicking on Margin Bell.

Keyclick

Unless you specify otherwise, the keyboard keys click when you press them. You can disable this function by turning off the Keyclick option.

Auto Repeat

By default, characters repeat when you hold the key down. You can disable this function by turning off the Auto Repeat option.

Note *If you set the Lock User Feature option, the host system cannot change this setting.*

Ctrl-Q, Ctrl-S = Hold

Unless you specify otherwise, pressing Ctrl/S causes your screen display to stop scrolling, and pressing Ctrl/Q causes it to resume scrolling.

Compose Character Key

Normally, the Compose Character Key option is set, enabling you to display characters that are not standard keys on your keyboard by using compose sequences. See the section Composing Characters for detailed information on composing characters.

Delete

By default, the Delete option is set, which causes the key to function as a Delete key.

Backspace

You can override the Delete default by clicking on the Backspace option, which causes the key to function as a non-destructive Backspace key.

Caps Lock

Unless you specify otherwise, the Caps Lock option is in effect, which means that the Lock key causes alphabetic keys to display uppercase characters, and other keys to display the bottom character on their keycaps.

Shift Lock

You can override the Caps Lock default by clicking on the Shift Lock option, which causes the Lock key to make all keys display the top character on their keycaps.

Comma Key Sends ,,

By default the Comma Key Sends ,, option is set, which causes a comma to be displayed when you press the comma key. (This applies to a North American or Dutch keyboard dialect.)

Comma Key Sends ,<

You can override the Comma Key Sends ,, default by clicking on the Comma Key Sends ,< option, which causes a comma to be displayed when you press the comma key shifted, and an < to be displayed when you press the comma key unshifted. (This applies to a North American or Dutch keyboard dialect.)

Tilde Key Sends ‘~

Unless you specify otherwise, the Tilde Key Sends ‘~ option is set, which causes the ~‘ key to display a left single quote (‘) when unshifted and a tilde (~) when shifted, as the key is labeled. (This applies to a North American or Dutch keyboard dialect.)

Tilde Key Sends ESC

You can override the Tilde Key Sends ~‘ default by clicking on the Tilde Key Sends ESC option, which causes the ~‘ key to function as an escape (ESC). (This applies to a North American or Dutch keyboard dialect.)

Angle Brackets Key Sends <>

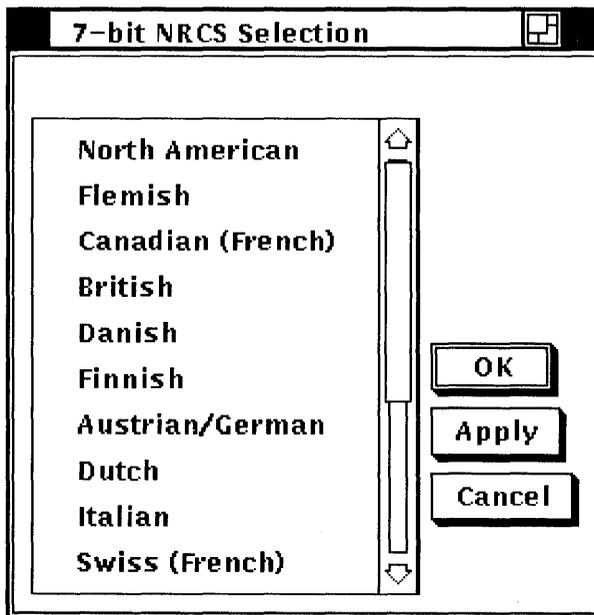
Normally, the Angle Bracket Key Sends <> option is set, which causes the angle bracket key to display a < when unshifted and a > when shifted. (This applies to a North American or Dutch keyboard dialect.)

Angle Brackets Key Sends ‘~

You can override the Angle Bracket Key Sends <> default by clicking on the Angle Brackets Key Sends ‘~, which causes the <> key to function as an escape (ESC). (This applies to a North American or Dutch keyboard dialect.)

Choosing a National Replacement Character Set

You can pick a National Replacement Character Set (NRCS) that corresponds to the chosen keyboard dialect by choosing the 7-Bit NRCS Selection... menu item on the Customize menu. DECterm displays a dialog box.

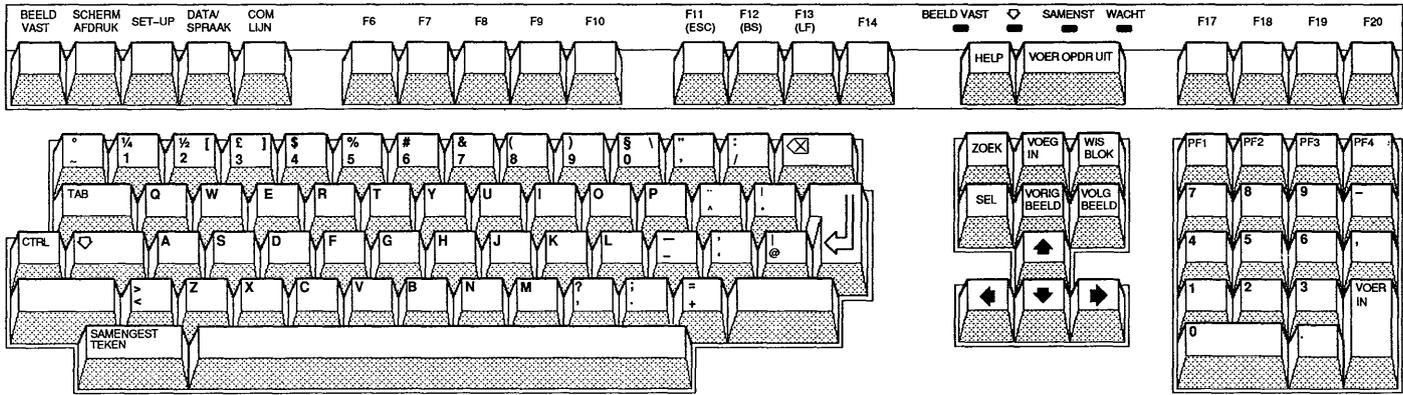


From the 7-Bit NRCS Selection dialog box, you can select the following character sets:

- Austrian/German (See Figure 6-1.)
- Dutch (See Figure 6-2.)
- Italian (See Figure 6-3.)
- Swiss (French) (See Figure 6-4.)
- Swiss (German) (See Figure 6-5.)
- Swedish (See Figure 6-6.)
- Norwegian (See Figure 6-7.)
- Belgian/Flemish (See Figure 6-8.)
- Belgian/French (See Figure 6-9.)

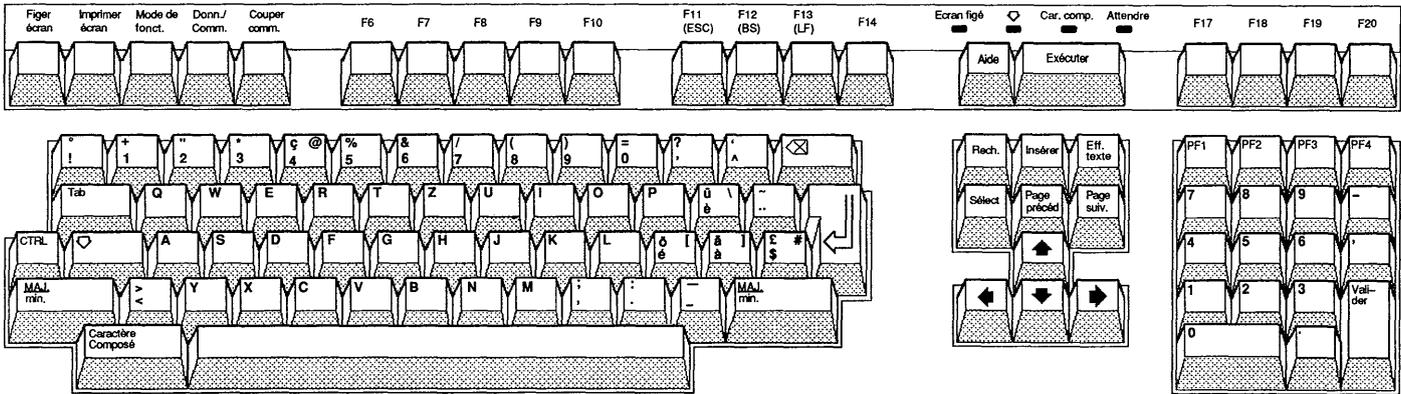
- Spanish (See Figure 6-10.)
- Portuguese (See Figure 6-11.)

The following figures illustrate these character sets.



ZK-0389A-GE

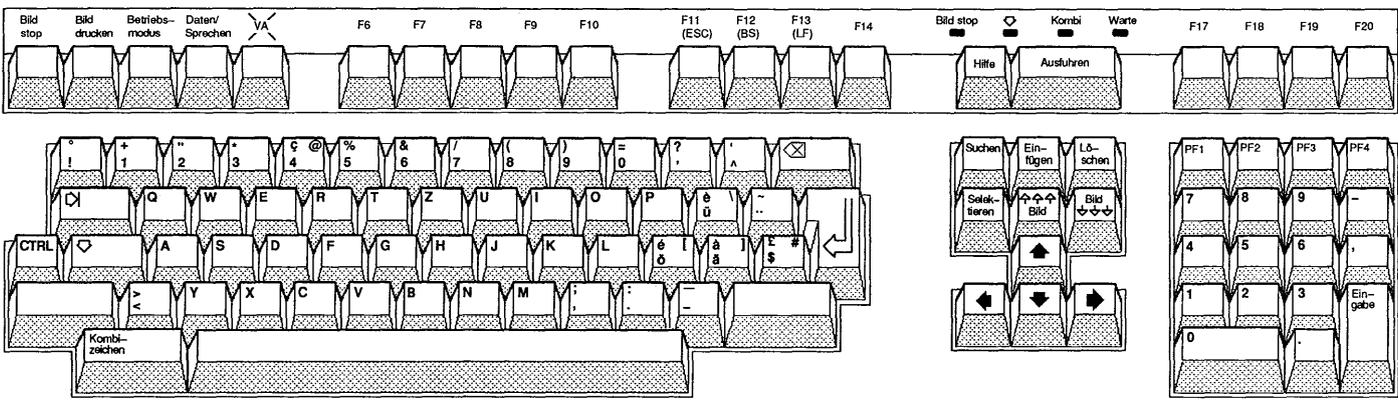
Figure 6-2 The Dutch Character Set



ZK-0394A-GE

Figure 6-4 The Swiss (French) Character Set

Figure 6-5 The Swiss (German) Character Set



ZK-0395A-GE

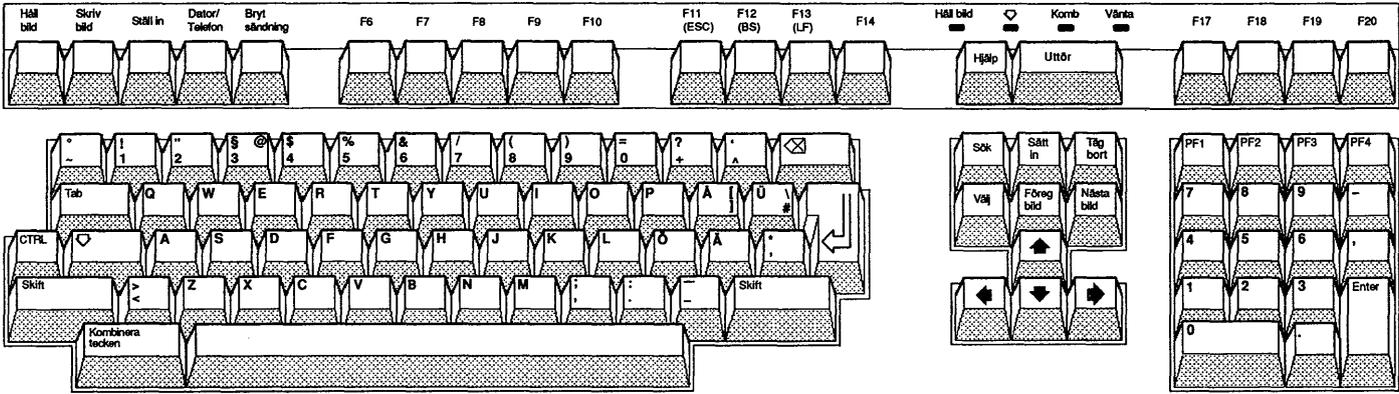
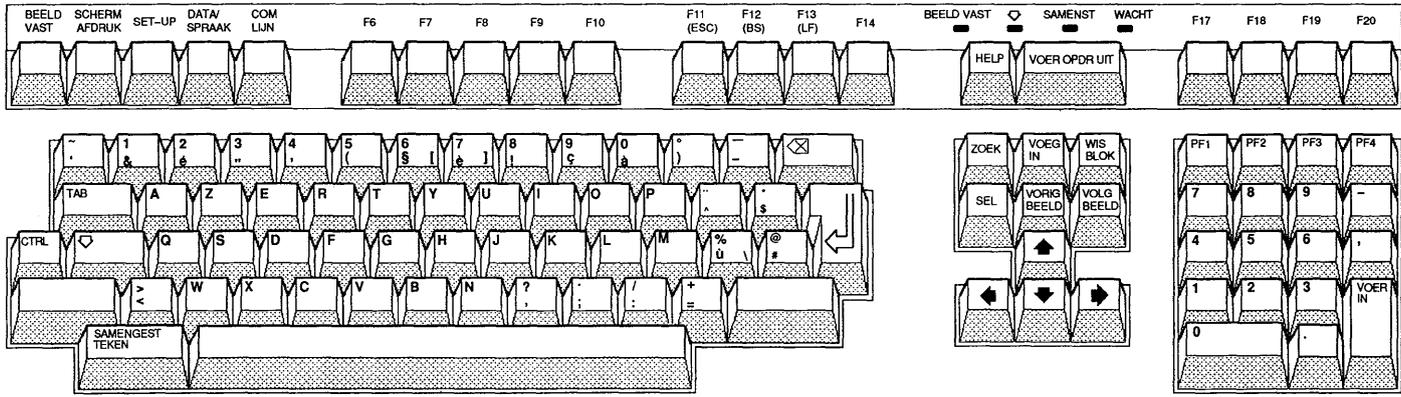


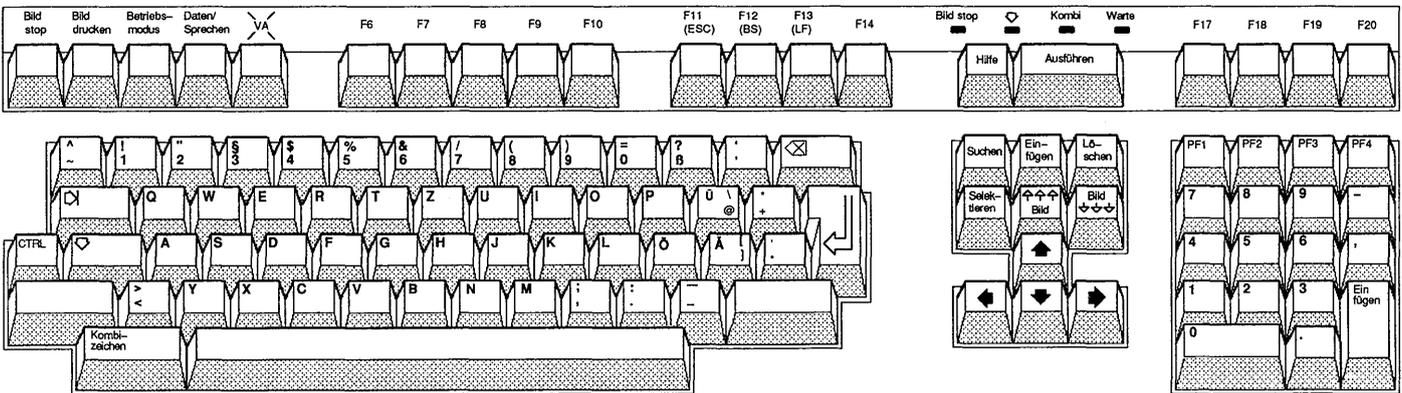
Figure 6-6 The Swedish Character Set



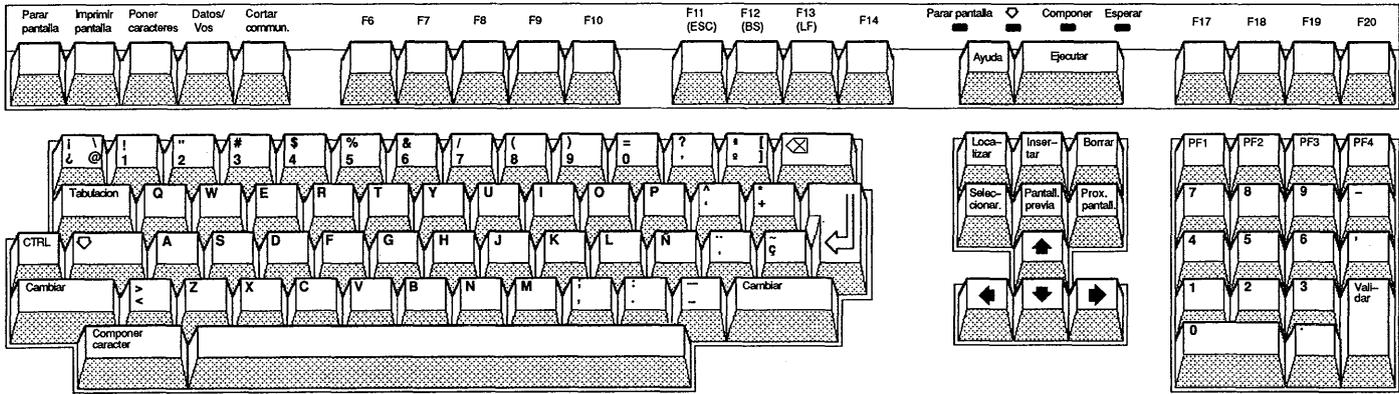
ZK-0386A-GE

Figure 6-8 The Belgian/Flemish

Figure 6-9 The Belgian/French Character Set



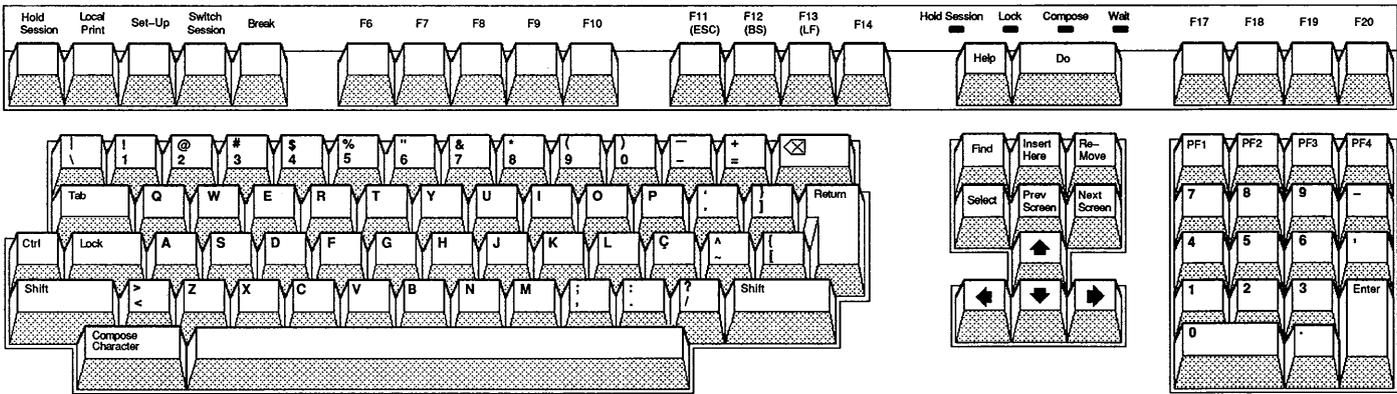
ZK-0387A-GE



ZK-0392A-GE

Figure 6-10 The Spanish Character Set

Figure 6-11 The Portuguese Character Set



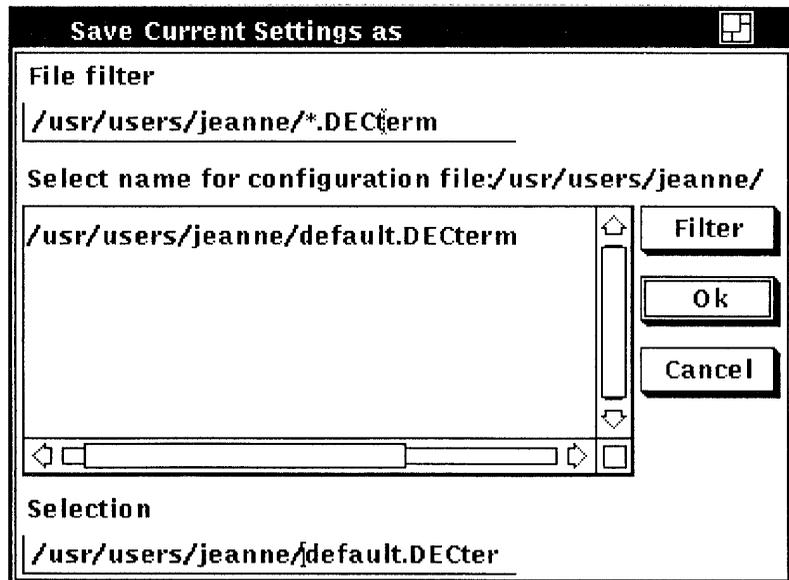
ZK-0396A-GE

Saving and Restoring Customized Features

Once you modify DECterm settings, you can save your changes. When you save your changes, DECterm uses these settings each time you create a DECterm window. If you change your mind and want to use the settings that came with your system, you can restore the original defaults.

To save customized settings:

- Choose the Save Current Settings menu item from the Customize menu for routine saving of customized features.
- Choose the Save Current Settings As... menu item from the Customize menu when you want to save the current customized features with a new or different file name. DECterm displays a dialog box.

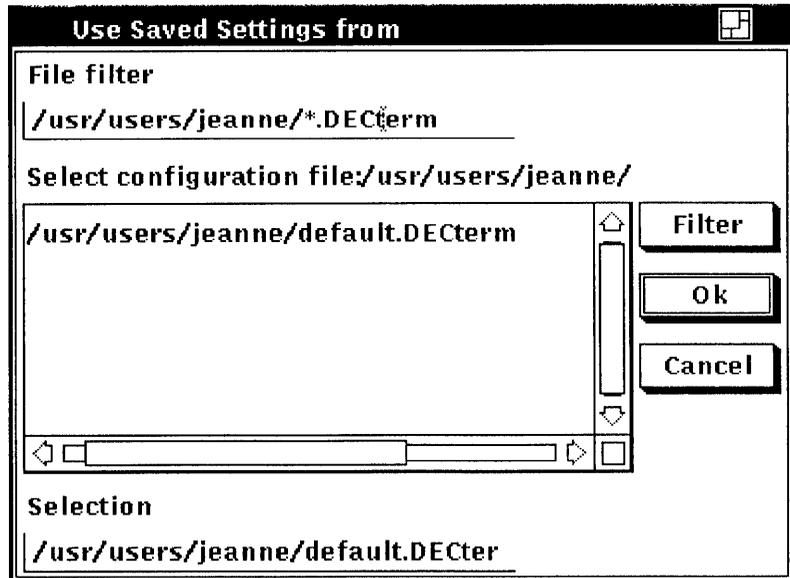


The dialog box prompts you for the name of the file you want to use to save your customized features. The file list box lists the names of any files in the current directory that contain customized features. By default, these files have the type DECTERM.

To use a file name that is not listed, type the name of that file in the Selection text field and click on the OK button.

To restore customized settings:

- Choose the Use Last Saved Settings menu item from the Customize menu to restore an existing file.
- Choose the Use System Defaults menu item from the Customize menu to restore the system defaults.
- Choose the Use Saved Settings From... menu item from the Customize menu to restore previously saved settings. DECterm displays a dialog box.



The dialog box prompts you for the name of the file you want to use to save your customized features. The file list box lists the names of any files in the current directory that contain customized features. By default, these files have the type DECterm. Double click on the file name of the file you want to use.

Copying Information

You can copy text using the Edit Menu.

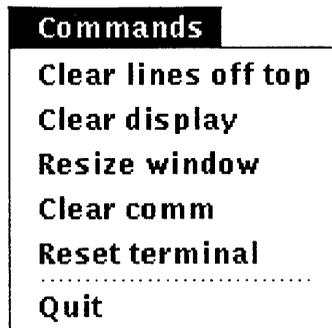
To copy text:

- 1 Select the text you want to copy by pressing and holding MB1, dragging the pointer over the text, and releasing MB1.
The selected area is highlighted.
- 2 Choose the Copy menu item from the Edit menu to store the copied text.
- 3 Click on the area you want to place the text.
- 4 Choose the Paste menu item from the Edit menu.

The selected text is copied to the new location.

Altering DECterm Windows

You can change the size of and clear information from a DECterm window by using the Commands menu.



Clear Lines Off Top

You can erase information stored in the transcript by choosing the Clear Lines Off Top menu item. The transcript is a memory buffer that contains the last 100 lines of your screen display. If you turned on the Record Lines Off Top option from the Customize menu, you can read the transcript (that is, the lines that scrolled off the top of your screen) by using the scroll bars.

Clear Display

You can clear all information displayed in a window by choosing the Clear Display menu item.

Resize Window

You can change the size of a DECterm window by choosing the Resize Window menu item.

Clear Comm

You can clear the communication buffers by choosing the Clear Comm menu item.

Reset Terminal

You can reset DECterm by choosing the Reset Terminal menu item. Resetting DECterm restores the currently saved defaults.

Exiting from DECterm

To exit from DECterm and close the DECterm window, choose the Quit menu item or type logout.

Composing Characters

You can create characters that do not exist as standard keys on your keyboard by using **compose sequences**. A compose sequence is a series of keystrokes that creates characters. You can create any character from the character set DECterm is currently using. (To choose a character set, see the section Customizing DECterm.)

Depending on your keyboard, you compose characters in either of the following ways:

- You use three-stroke sequences for a VT320 keyboard.
- You use two-stroke sequences on all keyboards except the North American/United Kingdom, the Dutch, and the Norwegian/Danish keyboards, which all use three-stroke sequences.

To compose a character:

- 1 Find the character you want to create in column 1 of Table 6-1, Table 6-2, or Table 6-3.
- 2 To compose a three-stroke sequence, press the Compose key and space bar, and then type the two characters in column 2. To compose a two-stroke sequence, type the two characters in column 3. The desired character is displayed.

To cancel a compose sequence, press the Compose key and space bar, <X> key, Tab key, Return key, or Enter key.

Note *The North American / United Kingdom and Dutch keyboards do not have diacritical marks. If you use a diacritical mark, DECterm will use an equivalent character.*

Table 6-1 Composing Characters in Multinational Characters Mode

Character	Three-stroke Sequence	Two-stroke Sequence
" quotation mark	`` space bar	`` space bar
# number sign	++	
' apostrophe	´ space bar	´ space bar
@ commercial at	A A	
[opening bracket	((
\ backslash	// or / <	
] closing bracket))	
^ circumflex accent	^ space bar	^ space bar
` grave accent	` space bar	` space bar
{ opening brace	(-	
vertical line	/ ^	
} closing brace) -	
~ tilde	~ space bar	~ space bar
¡ inverted !	!!	
¢ cent sign	C / or C	

(continued on next page)

Table 6-1 (Cont.) Composing Characters in Multinational Characters Mode

Character	Three-stroke Sequence	Two-stroke Sequence
£ pound sign	L- or L=	
¥ yen sign	Y- or Y=	
§ section sign	SO or S! or S0	
¤ currency sign	XO or X0	
© copyright sign	CO or C0	
ª feminine ordinal	A_	
« open angle brackets	< <	
° degree sign	0 ^	
+/- plus or minus sign	+-	
² superscript 2	2 ^	
³ superscript 3	3 ^	
µ micro sign	/ U	
¶ paragraph sign	P!	
· middle dot	. ^	
¹ superscript 1	1 ^	
º masculine ordinal	O_	
» closed angle brackets	>>	
¼ fraction one-quarter	1 4	
½ fraction one-half	1 2	
¿ inverted ?	??	
À A grave	A`	`A
Á A acute	A'	'A
Â A circumflex	A^	^A
Ã A tilde	A~	~A
Ä A umlaut	A" or "A	"A
Å A ring	A* or A	A

(degree sign)

(continued on next page)

Table 6-1 (Cont.) Composing Characters in Multinational Characters Mode

Character	Three-stroke Sequence	Two-stroke Sequence
Æ A E diphthong	AE	
Ç C cedilla	C,	
È E grave	E`	`E
É E acute	E'	'E
Ê E circumflex	E^	^E
Ë E umlaut	E" or "E	"E
Ì I grave	I`	`I
Í I acute	I'	'I
Î I circumflex	I^	^I
Ï I umlaut	I" or "I	"I
Ñ N tilde	N~	~N
Ò O grave	O`	`O
Ó O acute	O'	'O
Ô O circumflex	O^	^O
Õ O tilde	O~	~O
Ö O umlaut	O" or "O	"O
Œ O E diphthong	O E	
Ø O slash	o/	
Ù U grave	U`	`U
Ú U acute	U'	'U
Û U circumflex	U^	^U
Ü U umlaut	U" or "U	"U
ÿ Y umlaut	Y" or "Y	"Y
ß German small sharp s	ss	
à a grave	a`	`a
á a acute	a'	'a
â a circumflex	a^	^a
ã a tilde	a~	~a

(continued on next page)

Table 6-1 (Cont.) Composing Characters in Multinational Characters Mode

Character	Three-stroke Sequence	Two-stroke Sequence
ä a umlaut	a" or "a	"a
å a ring	a* or a° (degree sign)	°a
æ a e diphthong	a e	
ç c cedilla	c , (comma)	
è e grave	e`	`e
é e acute	e'	'e
ê e circumflex	e^	^e
ë e umlaut	e" or "e	"e
ì i grave	i`	`i
í i acute	i'	'i
î i circumflex	i^	^i
ï i umlaut	i" or "i	"i
ñ n tilde	n~	~n
ò o grave	o`	`o
ó o acute	o'	'o
ô o circumflex	o^	^o
õ o tilde	o~	~o
ö o umlaut	o" or "o	"o
œ o e diphthong	o e	
ø o slash	o/	
ù u grave	u`	`u
ú u acute	u'	'u
û u circumflex	u^	^u
ü u umlaut	u" or "u	"u
ÿ y umlaut	y" or "y	"y

(continued on next page)

Table 6-1 (Cont.) Composing Characters in Multinational Characters Mode

Character	Three-stroke Sequence	Two-stroke Sequence
ISO Characters		
no break space	sp sp	
broken vertical bar	or ! ^	
-, logical not	- , *	
SHY soft (syllable) hyphen	- -	
RO registered trademark	R O	
-- macron	- ^	
3/4 three-quarters	3 4 *	
:-: division sign	- :	
xx multiplication sign	x x	
´ acute accent	' '	
, cedilla	, ,	
¨ diereses	" "	¨ space bar
Y´ Y acute	Y´	'Y
y´ y acute	y´	'y
TH capital Icelandic thorn	T H	
th small Icelandic thorn	t h	
-D capital Icelandic Eth	- D	
-d small Icelandic Eth	- d	

Table 6-2 Composing Characters in National Replacement Mode Using Typewriter Keys

Character	Three-stroke Sequence	Two-stroke Sequence
British		
£ pound sign	L- or L=	
` grave accent	` space bar	
Danish		
# number sign	++	
' apostrophe	' space bar	
@ commercial at	AA	
` grave accent	` space bar	
Dutch		
£ pound sign	L- or L=	
' apostrophe	' space bar	
one-quarter	1 4	
one-half	1 2	
3/4 three-quarters	3 4	
ij i j sign	ij	
fl Florin	f -	
` grave accent	` space bar	
' acute accent	' '	
.. diereses	" ^	
Finnish		
# number sign	++	

(continued on next page)

Table 6-2 (Cont.) Composing Characters in National Replacement Mode Using Typewriter Keys

Character	Three-stroke Sequence	Two-stroke Sequence
-----------	-----------------------	---------------------

'	apostrophe	' space bar
---	------------	-------------

Flemish and French/Belgian

£	pound sign	L- or L=
'	apostrophe	' space bar
`	grave accent	` space bar

French Canadian

'	apostrophe	' space bar	
à	a grave	`a	`a
â	a circumflex	^ a	^ a
è	e grave	`e	`e
ê	e circumflex	^ e	^ e
î	i circumflex	^ i	^ i
ô	o circumflex	^ o	^ o
ù	u grave	`u	`u
û	u circumflex	^ u	^ u

German/Austrian

'	apostrophe	' space bar
`	grave accent	` space bar

Italian

'	apostrophe	' space bar
---	------------	-------------

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Table 6-2 (Cont.)

Composing Characters in National Replacement Mode Using Typewriter Keys

Character	Three-stroke Sequence	Two-stroke Sequence
Norwegian		
'	apostrophe	' space bar
`	grave accent	` space bar
Portuguese		
'	apostrophe	' space bar
`	grave accent	` space bar
Ã	A tilde	~ A
Õ	O tilde	~ O
ã	a tilde	~ a
õ	o tilde	~ o
Spanish		
£	pound sign	L- or L=
'	apostrophe	' space bar
§	section sign	!S or OS or 0S
`	grave accent	` space bar
~	tilde	~ space bar
Swedish		
#	number sign	++
'	apostrophe	' space bar
É	E acute	' E
é	e acute	' e

(continued on next page)

Table 6-2 (Cont.) Composing Characters in National Replacement Mode Using Typewriter Keys

Character	Three-stroke Sequence	Two-stroke Sequence
Swiss (French) and Swiss (German)		
'	apostrophe	' space bar
ê	e circumflex	^ e
î	i circumflex	^ i
ô	o circumflex	^ o
ù	u grave	` u
û	u circumflex	^ u

Table 6-3 Composing Characters in National Replacement Mode Using Data Processing Keys

Character	Three-stroke Sequence
"	quotation mark
#	number sign
'	apostrophe
@	commercial at
[opening bracket
\	backslash
]	closing bracket
'	apostrophe
{	opening brace
	vertical bar
}	closing brace
~	tilde character

Using Mail



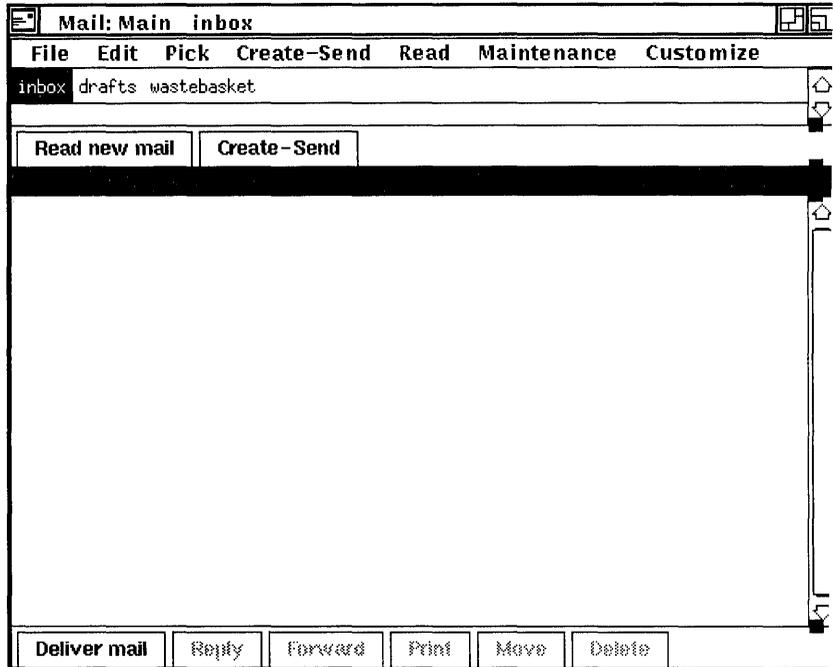
Mail allows you to exchange messages with other computer users. You can use Mail to send messages, read messages sent to you, and print, file, delete, reply to, and forward messages.

This chapter describes how to

- Send messages
- Read messages
- Reply to messages
- Forward messages
- Print messages
- Create files from messages
- Working with folders
- Customize your Mail environment
- Exit from Mail

Starting Mail

To start Mail, choose the Mail menu item from UE's Applications Menu. Mail displays the main window.



The main window lists your Mail folders and messages. Folders help you organize your mail messages. You use Mail folders as you would use folders in your office file cabinet. You might file all messages on a related topic in one folder. You can create as many folders as you need.

Folders can be opened to reveal their contents, and closed to conceal their contents. To open a folder, double click MB1 on the folder name. To close a folder, double click MB1 on name of an open folder.

When you enter Mail for the first time, three folders, inbox, drafts, and wastebasket, are listed in the Folder index. The inbox folder contains messages that have been sent to you. The drafts folder contains drafts of messages you create and the wastebasket folder contains messages that you have deleted.

The inbox is also automatically opened when you enter Mail. If there are any messages in the inbox, they are listed in the Message index. Messages are chronologically arranged by date received. To display messages in a different folder, open that folder.

Near the bottom of the window is a row of push buttons. These buttons allow you to execute the tasks you most commonly perform with messages. Many of the push buttons are disabled when you first start Mail and remain so until you select a specific message.

Pressing MB2 over an object in a Mail window displays a pop-up menu. Pop-up menus contain many commonly performed tasks. The items on a pop-up menu vary according to the type of object (folder or message) on which you are positioned, and act on the object on which you are positioned.

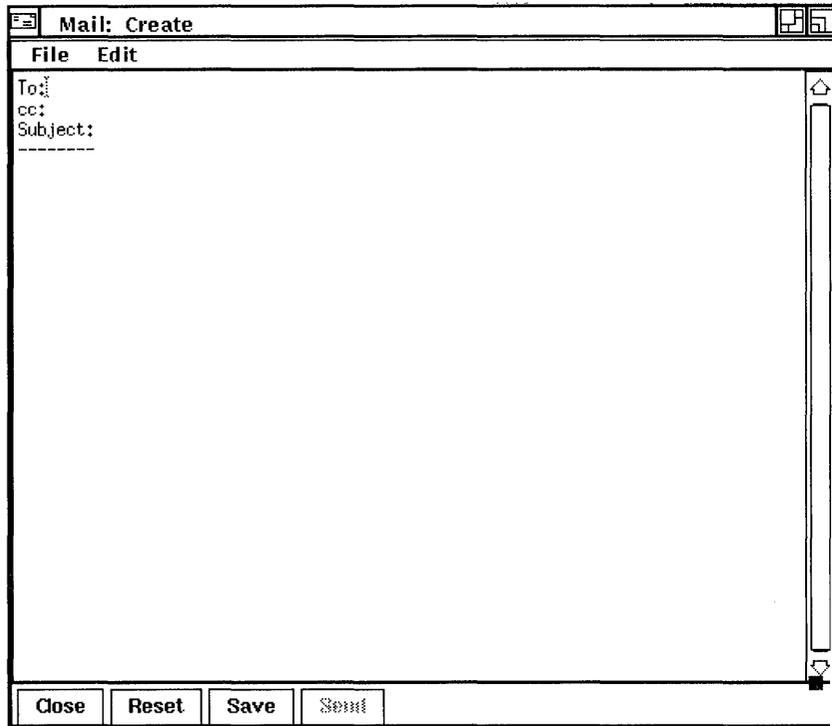
Pop-up menu items and push buttons duplicate pull-down menu items. Where you can choose among a push button, pop-up menu, or pull-down menu to execute a task, instructions in this chapter list one way to accomplish the task. Depending on your working style, you may prefer to use one of the other methods once you are familiar with Mail.

Sending Messages

You can create and send a mail message or an existing file to one user or many users with Mail.

Sending a Message

To send a mail message to any user on your system or another system, click on the Create-Send button in the main window. A Create-Send window opens. You can have multiple Create-Send windows opened at one time.



The Create-Send window is divided into an envelope area and a message area. The envelope area contains the following items:

Field	Description
To:	In this field you specify the person or persons to whom you want to send the message. You may enter a user name, with optional node name. Separate names with commas.
CC:	In this field you specify users to receive copies of the message, if desired.
Subject:	The subject of the message (optional).

To enter text in a field, point to the field and click MB1. Enter your message text in the message area. Use the built-in editing commands, described in the *DECwindows User's Guide*, to correct mistakes.

To send the message, click on the Send button. Once the message is sent the Send button is dimmed until you begin composing another message.

To close the window, click on the Quit button. This deletes all text in the window and closes the window.

To clear the window without closing it, click on the Reset button. The text in the Create-Send window is erased and the window can be used to send another message.

Saving a Draft of a Message

Selecting Save allows you to save a draft of the message in the drafts folder. The message can still be sent or canceled after it has been saved.

Resuming Work on a Draft Message

You can continue working on a draft of a message that you previously saved. (See the section Sending a Message for information on saving a message.)

To resume work on a draft message:

- 1 Select a message from the main window.
- 2 Choose the Use as comp menu item from the main window's File menu.

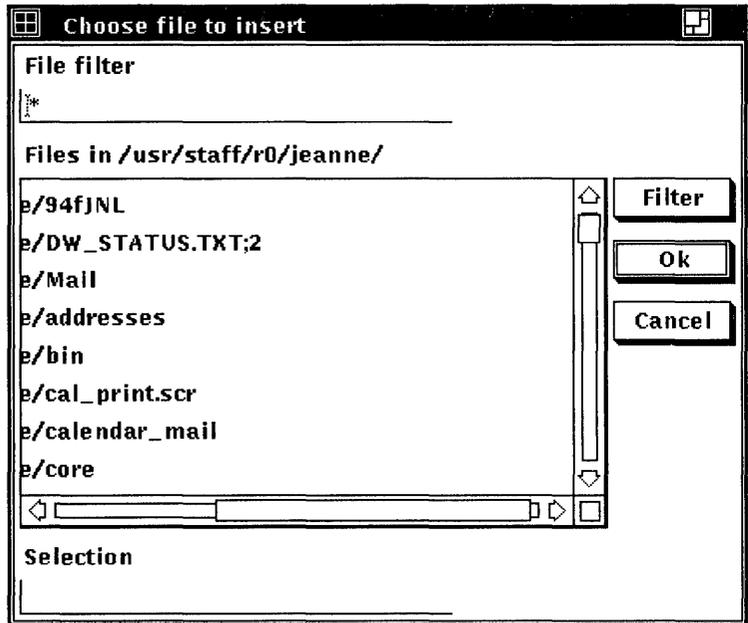
When you choose the Use as comp menu item, Mail displays a Create-Send window that contains the contents of the selected message.

Including a File in a Message

You can insert an existing file into a mail message.

To include a file in a message:

- 1 Choose the Include File... menu item from the Create-Send window's File menu. Mail displays a dialog box.



The dialog box prompts you for the name of the file you want to include. The file list box lists the names of all files in the current directory.

- 2 Double click on the name of the file you want to include.

The contents of the file are displayed in the Create-Send window. You can edit the file if desired.

You can also use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type TXT, type the full directory path `-/jones/messages/*.txt-` in the File filter text entry field and click on the Filter button. Then double click on the file name of the file you want to include.

- 3 Click on the Send button to send the message.

Selecting Messages

Message commands act on messages displayed in the Message Index pane. To indicate that a message or set of messages are to be acted on, you first need to select them.

To select a single message, click the left mouse button on either the message or the envelope icon beside the message.

To select a range of messages from the Message Index pane, you can follow one of two procedures. The first procedure is to press MB1 on the first message to be selected, drag the mouse to the last message to be selected, and release MB1. The second procedure is to select the first message, then place the mouse pointer on the last message to be selected, and press the SHIFT key and left mouse button.

To add a message to the current selection, first place the mouse pointer on the envelope icon of the message to be included in the selection, press and hold the SHIFT key, and click the left mouse button.

To select all messages in the open folder, choose the Select all menu item from the Edit menu in the main window.

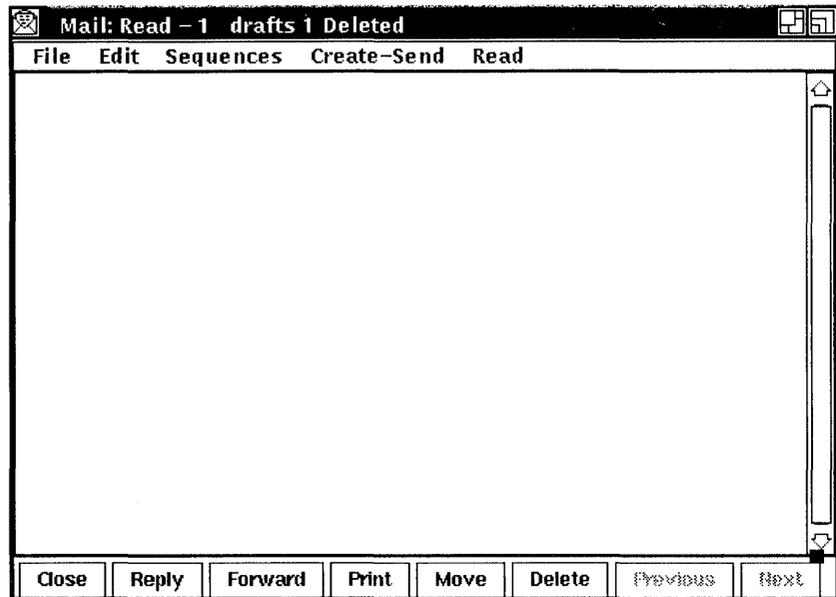
To cancel the selection of one object, select another object by clicking MB1, or position to the selected object and press and hold the Shift key and click MB1.

Reading Messages

You can use Mail to read an old or new mail message. New messages are added to the inbox folder; old messages (messages that have been read) are held in the inbox folder until you move them elsewhere.

Reading a New Message

To read a new message, click on the Read New Mail button. This adds new messages to the inbox folder, opens the inbox folder, and displays the first message received since the inbox folder was last opened. The message is displayed in a Read window.



The message pane displays the mail message. Use the scroll bar to display any text that does not fit in this pane.

The small black square on the pane dividing line is called a pane adjustment knob. Using this knob you can adjust the relative size of the panes. Making one pane smaller makes the other pane larger. This allows you to view more text in either pane without resizing the window. To use the pane adjustment knob, move to the knob, press MB1, drag the pane dividing line to the desired location, and release MB1.

If you receive a message whose contents are not text (such as a file containing spreadsheet data) the file cannot be viewed in Mail. Mail displays a message informing you of the problem. You can print, forward, extract, or reply to the message. See the appropriate sections of this chapter for information on printing, forwarding, extracting, and replying to messages.

To continue to read new messages, click on the Next or Previous button to read the next or previous message in the folder.

If you receive new mail while reading messages in the inbox, choose the Read New Mail menu item on the pop-up menu in the Read window's message pane. This displays the first message received since the inbox folder was last opened.

To close a Read window, click on the Close button.

Displaying a List of New Messages

You can add new messages to your inbox folder and update the list of new messages without reading a message. To update the inbox, click on the Deliver Mail button in the main window. Mail cannot be delivered if the inbox is open in a Read window or if you are replying to a message in the inbox.

Reading an Old Message

To read an old message (one that has already been read), point to the envelope symbol beside the appropriate message in the Message Index pane and double click MB1.

To read a series of old messages:

- 1** Select the messages to be read by holding down the Shift key and clicking on the desired messages.
- 2** Move to one of the selected messages, press MB2, and choose the Read in Default menu item from the pop-up menu.
- 3** In the Read window, choose the Next Selected or Previous Selected menu item from the Read menu to display the next or previous selected message.

Multiple Read Windows

You can open more than one Read window at one time. This allows you to read multiple messages at once, or to read new mail without disrupting the message you are currently reading.

The first Read window you display is your default Read window, identified by the number 1 in the window's title bar. Additional Read windows are identified by the number in their title bar, for example, Read-2, Read-3, and so on.

The default Read window is used to display messages unless you specify another window. For example, clicking on the Read New Mail button or double clicking on a message envelope icon in the main window will display the message in your default Read window.

To read new mail in another Read window, choose the New Mail In New menu item from the main window's Read menu. A new Read window is opened and the first message received since inbox was last opened is displayed.

To read an old message in another Read window, select the message and choose the In New menu item from the main window's Read menu.

If you have already opened multiple Read windows, you can specify the window in which to read the selected message by pulling down the main window's Read menu, dragging the pointer to the submenu icon next to the In Window menu item, and releasing MB1 over one of the listed Read windows.

To use a different window as the default Read window, choose the Make Default Window menu item from the Read window's File menu. The number 1 will be displayed in the window's title bar, and will be removed from the previous default window's title bar.

Replying to Messages

You can reply to a selected message or to the message currently displayed in a Read window.

To reply to the first selected or currently displayed message, click on the Reply button in the main or Read window.

Replying to a message opens a Create-Send window. In the To: field, Mail inserts the name of the sender of the original message. In the Subject: field, Mail inserts the subject of the original message preceded by RE:.

Enter text and make any desired edits.

To send the reply, click on the Send button. To close the Create-Send window, click on the Close button.

Forwarding Messages

You can forward the selected message or the message currently displayed in a Read window to another user.

To forward the selected or currently displayed message, click on the Forward button in the main or Read window.

The header (the address information) is included in the forwarded message in most cases. Headers are not included in messages created with editors which do not produce ASCII files, such as files created with DECwindows Paint.

Forwarding a message opens a Create-Send window. In the Subject: field, Mail inserts the subject of the forwarded message preceded by FWD:. In the message area, Mail inserts the forwarded message.

Enter the address information, and make any desired changes to the text.

Click on the Send button to send the message. Click on the Close button to close the window.

Printing Messages

You can print selected messages or the message currently displayed in a Read window. Messages can be printed using your default print settings or you can modify the print settings for the messages being printed.

To print the selected or currently displayed message using your default print settings, click on the Print button in the main or Read window. See the ULTRIX Worksystem Software reference page on the **dxmail(1X)** command for information about customizing the print command.

To print the selected or currently displayed message using altered print settings:

- 1 Choose the Print... menu item on the File menu in the main or Read window.

The Include Message Contents button is set to indicate that the contents of the message are to be printed. You can disable this feature by clicking on it, which also disables the Include Header Information feature.

The Include Header Information button is set to indicate that the header information (the sender's name, date, subject, and so on) are to be printed. You can disable this feature by clicking on it.

- 2 To change additional print settings, click on the Options... button.

See the *DECwindows User's Guide* for more information about the Print Defaults dialog box.

- 3 Click on the OK button to print the messages.

Creating a File from a Mail Message

You can create files from mail messages. You can select existing messages to be copied to a file, or you can create a file from a message you are reading or creating.

To create a file from the selected or currently displayed message:

- 1 Choose the Extract... menu item from the File menu in the main, Create-Send, or Read window.
- 2 Enter the name of the file to be created. If you want to append the message to an existing file, enter the name of that file.
- 3 Click on the OK button to create the file.

Deleting and Retrieving Messages

You can delete mail messages, and retrieve deleted messages.

To delete selected messages or the message currently displayed in the Read window, click on the Delete button in the main or Read window.

The index is updated to show which messages have been marked for deletion. Messages are not actually deleted until the folder is closed. You can still perform many Mail functions on messages which are marked for deletion, such as moving, copying, and printing. When the folder is closed, the messages are deleted and reference to them is removed.

Once the wastebasket is emptied, the deleted messages are irretrievable.

To reverse the delete operation in the main window, before the folder is closed select the messages to be retrieved, pull down the Edit menu, and choose the Undo Move/Delete menu item.

To undo the delete operation in a Read window, choose Undo Move/Delete menu item from the Edit menu.

To update the index of messages to reflect that the messages have been moved to the WASTEBASKET folder, either select the Commit Changes menu item from the Maintenance menu in the main window or reopen the folder that contains the deleted message.

If the message has already been moved to the WASTEBASKET, you can retrieve the message by moving it to another folder. See the section Moving and Copying Messages to Another Folder for more information about moving messages between folders.

Working with Folders

You can create and delete folders, move and copy messages between folders, and renumber and sort messages within folders. These options are described in the following sections.

Creating New Folders

To create a new folder, choose the **Create folder...** menu item from the **Maintenance** menu in the main window.

Mail displays a dialog box in which you enter the name of the new folder to be created. Folder names are limited to 39 characters and can contain letters, numbers, spaces, periods, dashes, underscores, and dollar signs.

Deleting Folders

To delete folders, select the folder to be deleted, then choose the **Delete folder...** menu item from the **Maintenance** menu. If the folder is not empty, Mail displays a dialog box in which you confirm whether to delete the folder or cancel the delete request.

If you attempt to delete the inbox folder, all messages in the inbox are deleted but the folder is not deleted.

When a folder is deleted, any messages that existed in the folder are placed in the wastebasket folder and can be retrieved until the wastebasket folder is emptied.

Moving and Copying Messages to Another Folder

You may move or copy a message or group of messages from one folder to a different folder. Moving messages to another folder removes them from the original folder. Copying messages to another folder does not remove them from the original folder.

You can move and copy messages from either the main or Read windows.

To move selected messages or the message currently displayed in the Read window:

- 1 Select or display the message to be moved or copied.
- 2 Select the folder you are moving or copying the message to.
- 3 Click on the **Move** or **Copy** button in either the main or Read window.

When you click on the **Move** or **Copy** button, Mail marks the message appropriately.

Messages are not actually moved or copied until the folder is closed. You can still perform many Mail functions on messages which are marked for moving or copying, such as deleting, and printing. When the folder is closed, the messages are moved or copied.

To undo the move or copy operation in the main window, select the messages to be retrieved and choose the Undo Move/Delete menu item from the main window's Edit menu.

To undo the move operation in a Read window, select the Undo Move/Delete menu item from the Read window's Edit menu. You cannot undo the copy operation.

Renumbering and Sorting Messages

To renumber your messages in the open folder so they start from one and increment by one, choose the Renumber Messages menu item from the Maintenance menu in the main window.

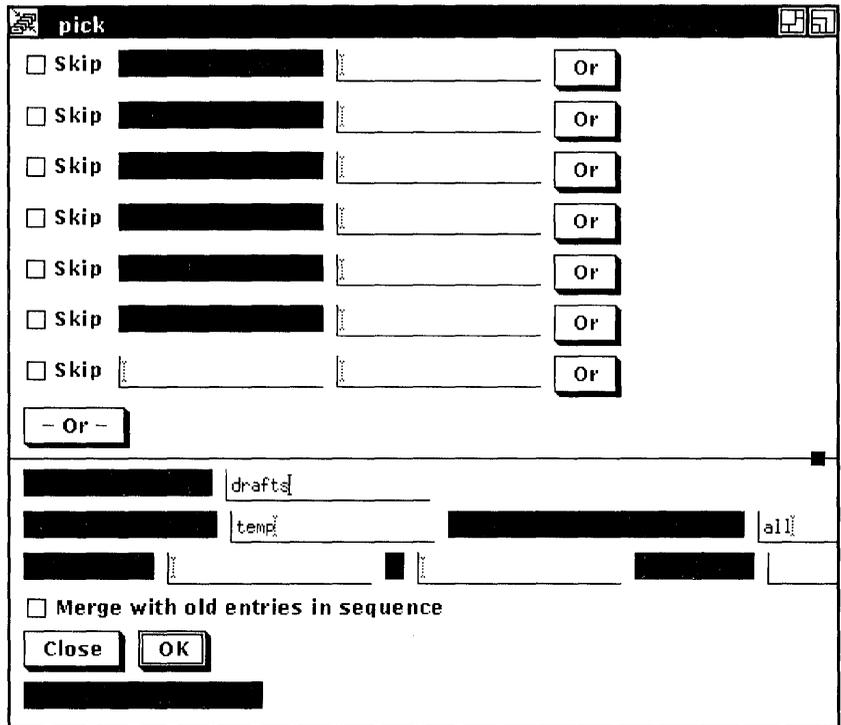
To sort the messages in the open folder in increasing order by date, choose the Sort by Date menu item from the Maintenance menu in the main window.

To cause Mail to check and make sure its information about the folder is correct, choose the Rescan Folder menu item from the Maintenance menu in the main window.

Picking Messages

Picking messages allows you to create a subset of the messages in a folder based on their having some criteria in common. This subset is called a message sequence. You can then perform functions, such as copying, moving, extracting, or reading, on the subset of picked messages. In addition, you can open and delete a specified message sequence by selecting the appropriate menu item from the Pick menu.

To pick messages, first open or select the folder containing the messages and choose the Pick from open folder... or Pick from selected folder... menu item from the Edit menu in the main window. Mail displays a dialog box.



The dialog box allows you to specify the criteria for picking messages. For example, you could specify that you would like to pick those messages containing a certain word in the subject, or those from a certain sender.

You can enter multiple selection criteria to further limit the messages to be picked. For example, you could enter text in the From: field and the On: field in the dialog box to pick messages that the specified user sent to you on the specified day.

Only those messages in the open or selected folder are searched for the specified criteria.

Once a subset of messages has been picked, the index is updated to list only the picked messages. When the folder is closed, the picking criteria is lost. All messages will again be listed in the index.

Text fields, which are the first five fields in the dialog box, search for matching text anywhere in the field and are not case sensitive. For example, entering the text John in the From: field might pick messages from Jane Johnson, John Doe, and Olav Bejohnesson.

Each field in the pick dialog box is described in Table 7-1.

Table 7-1 Pick Dialog Box Fields

Field	Function
From:	To pick all messages in the open folder that were sent from a certain user, enter the user name of the sender.
To:	To pick all messages in the open folder that were sent to a certain user, enter the user name of the addressee or the name of a distribution list.
Cc:	To pick all messages in the open folder that were sent as a courtesy copy to certain users, enter the user names of the addressees.
Date:	To pick messages received on a certain date, enter the date in the format DD- <i>MMM</i> -YYYY.
Subject:	To pick messages with a common subject, enter the subject or text included in the subject.
Search:	To pick messages containing a word or phrase in the body of the messages, enter the word or phrase.

Next, enter the appropriate information in the text fields at the bottom of the dialog box. The date range specifies that messages received between certain dates and times are picked. Enter the date and, if desired, the time in the format DD-*MMM*-YYYY HH:MM:SS.

When you have finished entering the picking criteria, select either the OK screen button to pick the designated messages, or the Cancel screen button to cancel the pick.

Opening a New Main Window

To create a new main window, first select the folder from the current Mail window. Next, choose the Open In New menu item from the File menu. A new main window is displayed, and the current folder is opened.

You can perform all Mail functions on the folders and messages displayed in this window. You can customize certain Mail features to suit your working environment by modifying your mail profile. Modifying your mail profile allows you to alter the way your messages are sent, stored, and displayed. To modify your mail profile, choose the Modify mail profile... menu item from the Customize menu.

The Mail Profile dialog box has the following options:

- Skip to next message upon deleting current one.
- Skip to next message upon moving current one.
- Commit changes in a folder upon closing it.
- Renumber messages in a folder after every commit.
- Put deleted messages into wastebasket instead of deleting immediately.
- Incorporate new messages when invoking Show Unopened
- Buttons affect the current message if no messages are selected.
- Beep instead of putting up a No New Mail dialog box.

An option is on when the corresponding square is shaded. To turn an option off, click on the appropriate black square.

Selecting the OK screen button saves the profile settings. Selecting the Cancel screen button returns the original settings to the profile, making no changes to the profile as it appeared when the dialog box was first displayed.

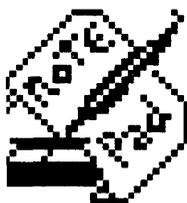
For more information about customizing your mail profile and the Mail window, see the ULTRIX Worksystem Software reference page **dxmail(1X)**.

Exiting from Mail

To exit from the Mail application, choose the **Exit** menu item from the main window's **File** menu. The main window and any open **Read** or **Create-Send** windows are closed. Open folders are closed. If **Create-Send** windows have been modified, for example, if a message has been created but not sent, Mail displays a dialog box asking if you really want to exit.

If multiple main windows are open, the **File** menu contains the **Close** menu item rather than **Exit**. Choosing **Close** closes only the main window from which **Close** is chosen. When there is only one remaining main window, its **File** menu contains the **Exit** menu item.

Using the Notepad Editor



The Notepad editor is a text program that lets you do everyday tasks, such as recording messages, writing letters, and building data files.

The Notepad editor saves your notes in files, which you can store for later revision or incorporation into other files.

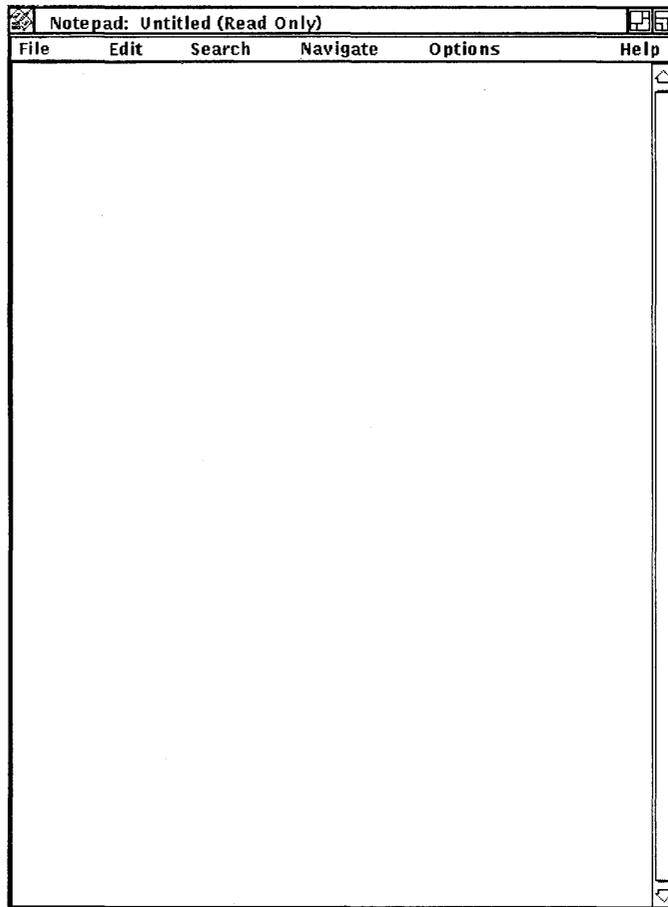
This chapter describes how to

- Start the editor
- Type and format text
- Edit a file
- Name a file
- Open a second Notepad
- Open an existing file
- Merge files
- Find and replace text
- Exit from an editing session

Starting the Notepad Editor

To start the Notepad editor, choose the Notepad menu item from UE's Applications menu.

Notepad displays an empty editing window, in which you can type text from the keyboard or copy in an existing file for editing. Notepad is interactive, so you see the changes to a file as you make them.



Typing Text

To enter text in the Notepad window, give the window input focus and begin typing text from the keyboard. Notepad enters the text at the position marked by the text insertion cursor. Initially, the insertion cursor is displayed in the upper left corner, but it moves right as you type.

The Notepad inserts text into a temporary holding area called a **buffer**. The contents of the buffer appear in the Notepad window. At the beginning of an editing session, the buffer may contain very little text, but the buffer grows longer as you add information.

A buffer exists only during the editing session. When you end an editing session, you direct the Notepad editor to save or discard the contents of the buffer.

Formatting Text

Use the Tab key, the space bar, and the Return key to arrange text in the Notepad window as you want it to appear.

You can also size the Notepad window so it has the line width you want. Notepad wraps text lines at the right margin automatically so you do not have to press the Return key at the end of every line.

Scrolling the Buffer

As your text buffer grows, it extends beyond the frame of the Notepad window. To view text at the beginning or end of the buffer, use the vertical scroll bar along the right side of the window. The position of the slider indicates your position in the buffer. When the slider is at the top of the scroll bar, you are at the beginning of the buffer. When the slider is at the bottom of the scroll bar, you are at the end of the buffer.

Editing a File

The Notepad navigation and editing commands let you move within a text buffer quickly and easily, adding or modifying information.

Positioning the Cursor

When you insert text in the buffer, Notepad adds the text at the current cursor position, pushing existing text to the right. Therefore, the cursor is normally positioned at the spot where you last entered text.

To move the text insertion cursor, position the pointer anywhere in the Notepad window or on your workstation screen where there is text or spaces and click MB1.

With a long buffer, reposition the text cursor using menu items from the Navigate menu. Choose the Go To Top menu item to move to the top of the buffer. Choose the Go To Bottom menu item to move to the bottom of the buffer.

To reposition to a specific line in the buffer:

- 1 Choose the Go To Line... menu item from the Navigate menu. The Notepad displays a line dialog box.
- 2 Type the line number.
- 3 Press the Return key or click on the Go To Line button.

Notepad repositions the cursor to the specified line.

Another method of positioning on a certain line is to select the line number in the text buffer and choose the Go To Selected Line menu item on the Navigate menu.

Selecting Text

In order to delete, move, or copy text in a buffer, you must first select it. Select text by pressing and holding MB1, dragging the pointer over the text, and releasing MB1. This highlights the selected text. Notepad stores this text until you tell it what to do.

Deleting Text

Use the Delete key to erase a few characters. To delete a line or a section of text, select the text and press the Delete key or begin inserting new text. Inserting new text causes the selected text to be deleted and the new text to take its place.

Canceling an Edit

To cancel your most recent edit, choose the Undo menu item on the Edit menu. For example, if you remove text with the Cut menu item, you can restore the text to its former location with the Undo menu item.

Notepad keeps a detailed record of all your edits so you can undo a series of edits. To cancel a series of edits:

- 1 Choose the Undo... menu item from the Edit menu. Notepad displays the Undo dialog box.
- 2 Click on the Undo screen button to cancel the last editing operation. Each time you click on the Undo button, the Notepad cancels another editing operation.
- 3 If you undo an editing operation by mistake, reinstate the edits by clicking on the Redo screen button.
- 4 To complete the operation, click on the Dismiss screen button

You can cancel all the edits of an editing session in one step by choosing the Revert menu item from the File menu. The Notepad restores the buffer to the state it was in when you first opened the file.

Moving Text

Because the Notepad saves the last text you selected and deleted, you can move text from one location in the text buffer to another location.

To move text in a buffer:

- 1 Select the text you want moved to another location.
- 2 Choose the Cut menu item from the Edit menu.
- 3 Move the text cursor to where you want the deleted text inserted by positioning the pointer and clicking MB1.
- 4 Choose the Paste menu item from the Edit menu.

The deleted text is moved to the new location.

Copying Text

Because Notepad keeps track of your selected text, you can copy text from one location in a text buffer to another location. To copy text in the text buffer:

- 1 Select the text you want copied to another location.
- 2 Choose the Copy menu item from the Edit menu to store the copied text.
- 3 Move the text cursor to where you want the selected text copied by positioning the pointer and clicking MB1.
- 4 Choose the Paste menu item from the Edit menu.

The selected text is copied to the new location.

Including an Existing File

You can include an existing file to the text buffer that you are currently editing.

To include a file

- 1 Move the text cursor to where you want the included file placed.
- 2 Choose the Include File... menu item from the File menu. Notepad displays the Open File dialog box.

- 3 Either select the file from the files listed in the dialog box or type the name of the file that you want to include.
- 4 Press the Return key or click on the OK button.

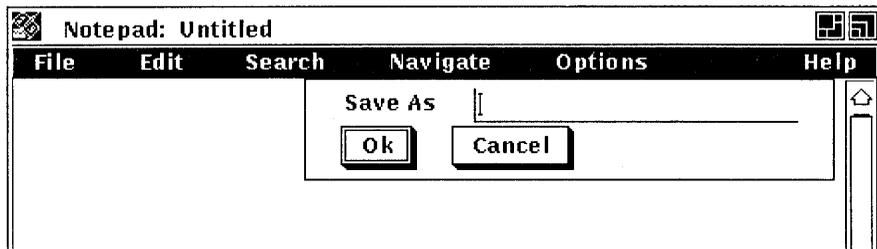
The contents of the included file appear in the editing window at the location you specified.

Saving Text in a File

When you add text to Notepad, the editor records the information in the buffer. Because a text buffer exists only for the editing session, if you want to save the contents of the buffer you must direct Notepad to write your text to a file.

To save the text in your buffer as a file:

- 1 Choose the Save As... menu item from the File menu.
Notepad displays a dialog box that prompts you for the name of the file.



- 2 Type the name of the file, assigning a name that corresponds to the contents of the file so that you can easily recognize it. Use the Delete and arrow keys to make any necessary corrections.
- 3 Press the Return key or click on the OK button.

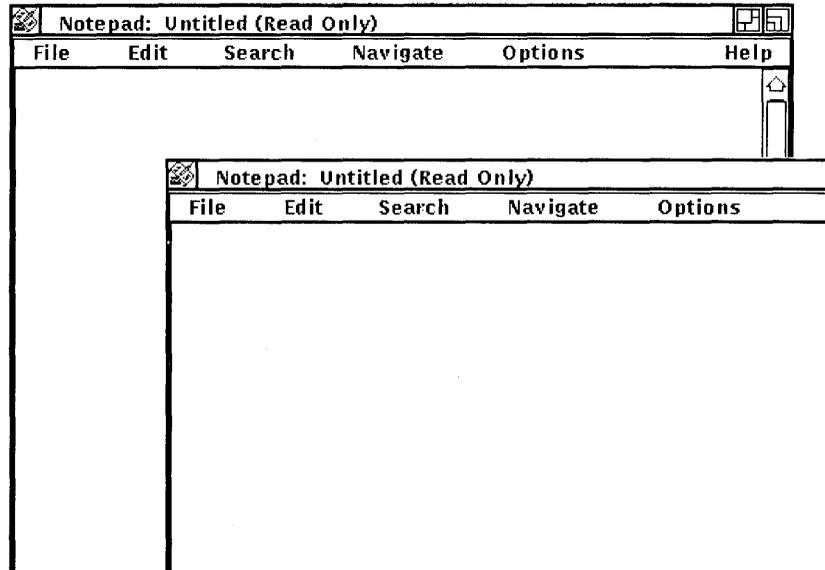
Notepad writes the contents of the buffer to the new file and posts the file name in the title bar of the editing window.

When you make changes to an existing file, it is also necessary to save the changes. Once a file has a name, use the Save menu item to update the file.

Opening a Second Notepad

You can open a second Notepad window without closing the first window. To create a second notepad window, choose the New menu item from the File menu. A second Notepad window opens.

Figure 8-1 The New Notepad



The editing you do in the second Notepad window can be completely independent of the first notepad, or you can copy and paste text from one notepad window to the other.

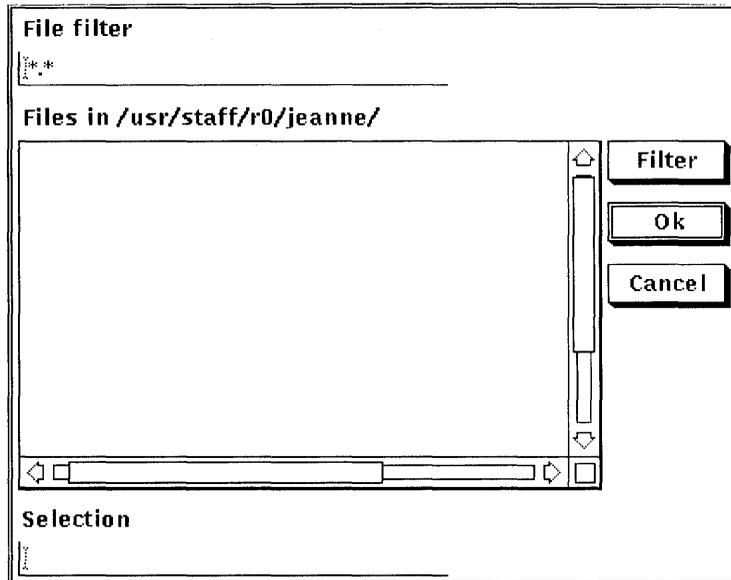
Opening an Existing File

When you want to edit an existing file, you direct Notepad to open the file and read its contents into the Notepad buffer.

To open an existing file:

- 1 Choose the Open... menu item from the File menu.

Notepad displays the Open File dialog box.



- 2 Either select the file from the files listed in the dialog box or type the file name.
- 3 Press the Return key or click on the OK button.

The contents of the file appear in the editing window and Notepad displays the file name in the title bar.

Merging Files

Whether you are writing a letter or a computer program, you can often save time by combining pieces of information from other letters or programs that you have written.

Copying Text from One Notepad to Another

To copy text from one notepad to another:

- 1 Select the text that you want to copy.
- 2 Choose the Copy menu item from the Edit menu.
- 3 Position the pointer in the other notepad window at the point where you want to insert the copied text.

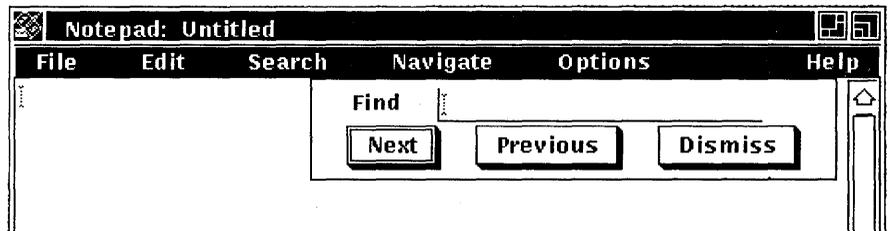
- 4 Choose the Paste menu item from the Edit menu.

Notepad inserts the copied text at the desired location, leaving the text in the other notepad intact.

Searching for Text

You can search a text buffer for any text, such as a word, a number, or any other characters that you can type with your keyboard. Because Notepad treats spaces as text, you can search for two or more words. The Notepad searches the buffer from the current cursor position and highlights the first occurrence of the text string.

- 1 Choose the Next... menu item from the Search menu.
Notepad displays the Find dialog box.



- 2 Type the text string you want to locate.
- 3 Click on the Next screen button to initiate a search from the current position to the end of the file.

You can continue to search for the text string by clicking on the Next screen button in the Find dialog box.

By default, the Notepad performs a case sensitive search. Choose the Set Search Options... menu item from the Options menu to make searches insensitive to case. A highlighted case sensitive button indicates that a case sensitive search is in effect.

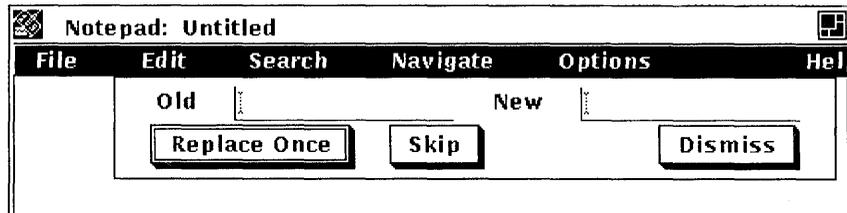
Notepad can also search a text buffer for a character pattern. You can add characters or delete characters from the search string during the search operation, and the Notepad returns to the initial search position in the buffer and looks again for the modified pattern. Choose the Next Incremental... menu item to search for patterns.

Replacing Text

The Notepad editor can replace one text string with another text string. This is especially useful if you have spelled a word incorrectly throughout a long file and you want to fix every occurrence of the misspelled word.

To replace a text string:

- 1 Choose the Replace All... menu item from the Search menu. Notepad displays a dialog box.



- 2 Type the old text that you want the Notepad to replace and press the Tab key to move the cursor to the next text entry field.
- 3 Type the new text that you want substituted and press the Return key.
- 4 Click on the Replace All button to initiate the replacement.
- 5 Click on the Dismiss button.

If you choose individual replacements, the Notepad searches the buffer from the current cursor position and highlights the first occurrence of the text. Click on the Replace Once button to replace the text with the new text. To skip an occurrence, click on the Skip button. To replace text in a selected range, select the text you want to perform a replace operation on and choose the Replace Within Selected Area... menu item from the Search menu.

Exiting from an Editing Session

To discard the edits from a session and close the editing window, choose the Quit menu item from the File menu.

Using Journal Files

The Notepad editor keeps a record of changes made to a file so it can reconstruct any editing session that is interrupted because of a system failure. (Failures occur for example, when a thunderstorm interrupts the electrical power.)

The record, called a journal file, usually exists only while an editing session is active. However, the file remains if the session ends abnormally.

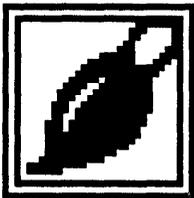
When you attempt to edit a file that has a journal file associated with it, Notepad displays the Recover dialog box, and asks you whether you want the previous edits restored.

If a session is interrupted before you create a file, the Notepad still saves your keystrokes in a journal file and assigns the untitled buffer a file name. The file name has the format `nnnnnnnn.JNL`, where `nnnnnnnn` is a process number that uniquely identifies the file.

To recover the session:

- 1 Choose the Open... menu item from the File menu.
- 2 Look at the list of files in your current directory. Select a file in the `nnnnnnnn.JNL` format, created on the appropriate day. The Notepad displays a Recover dialog box, asking you to confirm the recovery.
- 3 Click on the Yes button.

Using Paint



Paint is a graphics program that lets you create any kind of simple picture, such as a sketch, an illustration, or a map. From an assortment of art tools, you can choose those that enhance your picture, adding any details and accents it requires.

The Paint program can save your pictures for later use, print them on different kinds of printers, or copy them to other applications. You can also project these pictures on your terminal screen with the DDIF Viewer.

This chapter describes how to

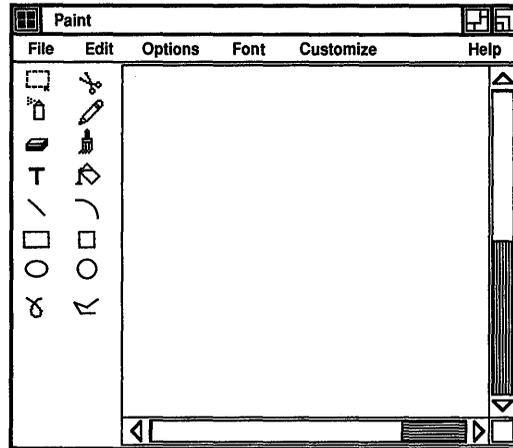
- Start Paint
- Select tools and menu items
- Erase
- Draw lines and shapes
- Introduce patterns into paintings
- Use the paintbrush
- Edit paintings
- Insert text
- Size and scroll the canvas
- Print paintings
- Exit from Paint

Starting Paint

To start Paint, enter the following command in a DECterm terminal emulator window:

```
% dxpaint &
```

The Paint program displays a drawing window that is bordered by a tool palette.



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The Paint window frames a portion of the canvas. Horizontal and vertical scroll bars indicate the percentage of the canvas displayed in the Paint window.

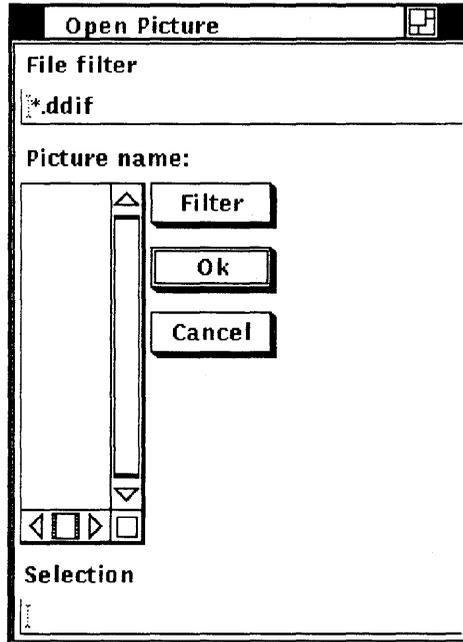
Learning the Basics

Paint is a bitmap graphics program, which means that it treats pictures as a collection of dots called pixels. Different drawing tools, such as the pencil, the paintbrush, and the text tool, edit the color of the pixels to either the foreground color or the background color to create a pattern. Because the Paint canvas has so many pixels in every square inch, you do not actually see patterns of dots. Instead you see a collection of lines, shapes, and text.

You can begin to understand Paint by modifying a sample picture called the Clock Tower. To display the Clock Tower:

- 1 In the Paint window, choose the Open... menu item from the File menu.

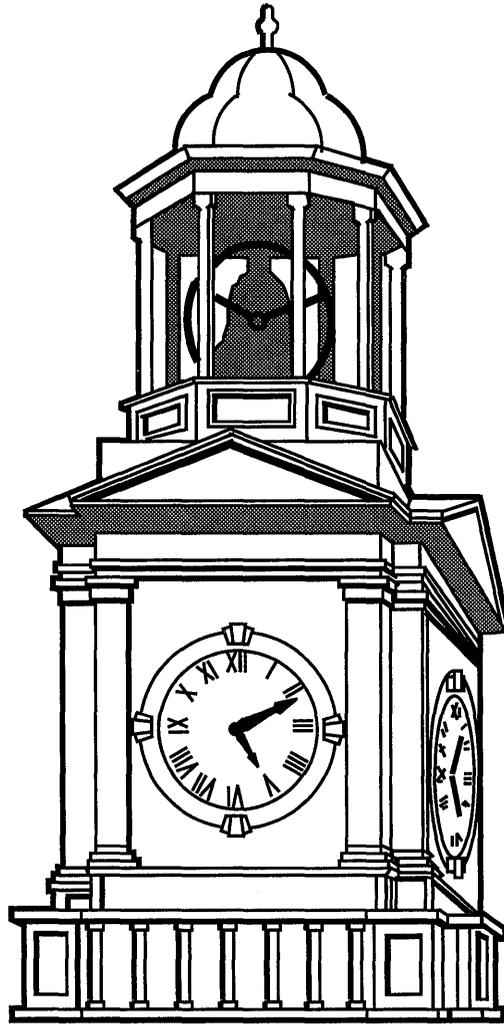
The Open Picture dialog box displays the names of any graphics files in the current directory.



- 2 Type in the picture file name, `/usr/examples/DDIF_graphics/clocktower.ddif`. DDIF is the standard format of a Paint file.
- 3 Click on the OK button or press the Return key.

Paint displays the Clock Tower picture. See Figure 9-1. You can use the Clock Tower to practice selecting tools and to experiment with some of the Paint menu items.

Figure 9-1 The Clock Tower



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Picking Out Tools

The tool palette offers a variety of art tools and basic shapes. You can work with a pencil, a paintbrush, a can of spray paint, or a paint bucket. The shapes on the tool palette let you build picture quickly and easily.

Notice in Figure 9–1 that the paintbrush tool is highlighted, indicating it is the current default. Only one tool on the tool palette is active at a time and that tool remains active until you make another selection.

Try changing the time on the Clock Tower. First, select the eraser to delete the current time. To use the eraser:

- 1 Place the pointer in the tool palette, position it on the eraser tool, and click MB1.
- 2 Move the pointer into the drawing window, position it in the center of the clock face, and click MB1.
The eraser is now active in the window.
- 3 Gently drag the eraser along each hand of the clock, eliminating the current time.

Now, draw in the current time, using the straight line tool:

- 1 Point to the straight line tool on the tool palette and click MB1.
- 2 Position the pointer in the center of the clock face and press MB1.
The straight line tool is now active, and one end of the line is anchored at the center of the clock. You can stretch and swing the line from the center point by moving the mouse. Try it.
- 3 Drag the pointer from the center of the clock to the current hour position. Once the line points to the correct time, release MB1.
- 4 Add a second line in the same manner for the minute hand.

If you make a mistake, choose the Undo menu item from the Edit menu.

Selecting Menu Items

Using the menu items in the Paint program, you can create special effects with a painting.

For example, the Invert menu item on the Edit menu creates a negative image of a painting. The Paint program can reverse the tones of the Clock Tower, switching the foreground color and the background color.

- 1 Click on the selection box tool.
- 2 Move the pointer into the drawing window and select the Clock Tower.

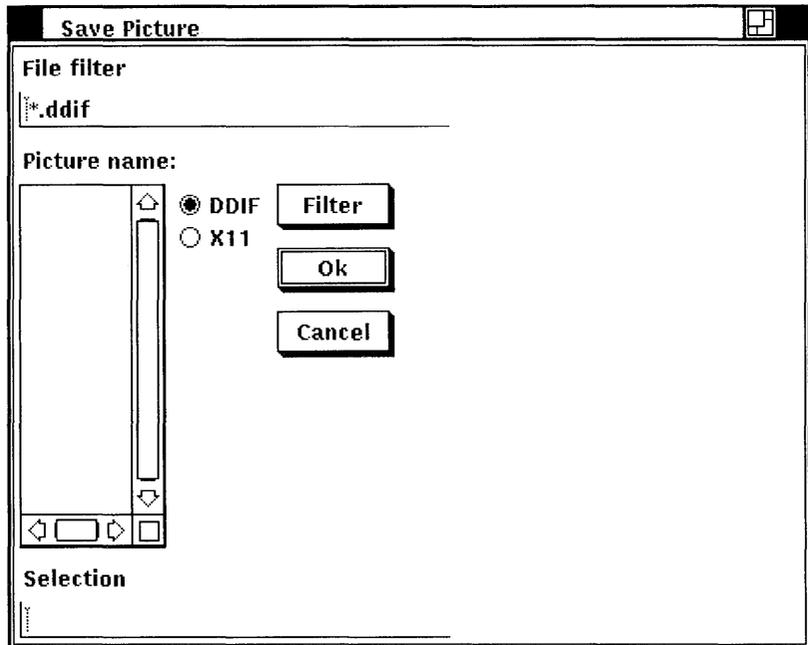
- 3 Choose the Invert menu item from the Edit menu.

Paint repaints the Clock Tower, making a negative of the original image.

Saving a Painting

To save your version of the Clock Tower:

- 1 Choose the Save As... menu item from the File menu.
Paint displays a dialog box and prompts you for a file name.



- 2 Type a file name using the form ~/filename.DDIF so that Paint saves the picture in your login directory.
- 3 Click on the OK button or press the Return key.

Printing a Painting

To print the Clock Tower, choose one of the Print menu items from the File menu. The Print menu item sends the painting to the default printer, whereas the Print As... menu item displays the print dialog box. Complete the dialog box as described in the *DECwindows User's Guide*.

Paint supports output to both PostScript and sixel printers, such as the LA50 and LA100. When printing on a LA50, set an aspect ratio of 2:1. All other printers have a 1:1 ratio.

Erasing

There are several ways to erase in Paint:

- Use the eraser tool.
- Select the area using the selection box tool or the scissors tool. Or, select the entire canvas using the Select All menu item from the Edit menu. Then choose the Clear menu item from the Edit menu.
- Choose the Undo menu item from the Edit menu to erase the last Paint operation.

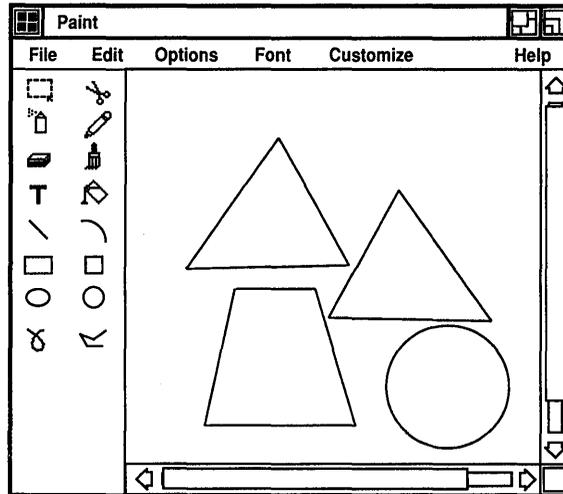
Drawing Lines and Shapes

The bottom half of the tool palette contains a collection of line and shape tools that you use in a similar way. Whenever you draw a straight line or a shape, the point where you click MB1 becomes its reference point. That is, you can stretch and swing the line or shape from this reference point by dragging the pointer, as illustrated in Figure 9–2. When the shape is correct, anchor it in place by releasing MB1.

For example, to draw a rectangle:

- 1 Click on the rectangle tool.
- 2 Position the pointer in the drawing window where you want one corner of the rectangle to be. Press MB1 and drag the pointer diagonally across the drawing surface until the rectangle has the desired width and height. (Notice how you can stretch and shrink the rectangle, even flip it over.)
- 3 Release MB1 to anchor the shape.

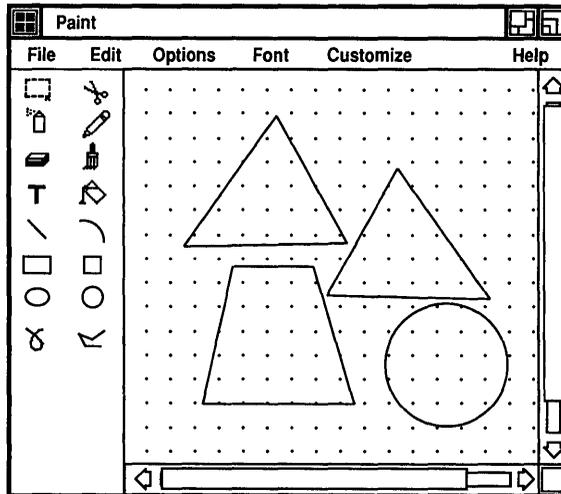
Figure 9-2 Drawing Simple Shapes



ZK-0312A-GE

If you want to line up a series of shapes or draw them equidistant to each other, choose the Grid menu item from the Options menu. It superimposes a horizontal and vertical pattern of dots on the drawing window, as shown in Figure 9-3, that serves as a guide, yet does not become part of your picture.

Figure 9-3 Drawing Aids

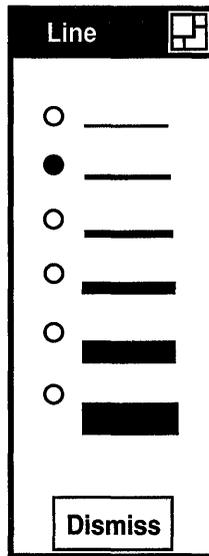


ZK-0313A-GE

Varying Line Width

Lines drawn with the shape tools can be thick or thin. To change the current line width:

- 1 Choose the Line Width... menu item from the Options menu. Paint displays a dialog box.



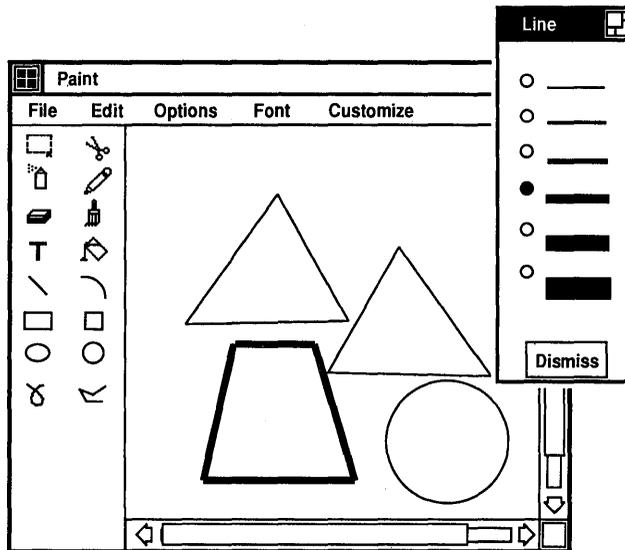
ZK-0122A-GE

- 2 Click on the line thickness you want.

For example, to draw polygons with different kinds of borders, choose the line width you want and then do the following:

- 1 Click on the polyline tool to make it active.
- 2 After positioning the pointer in the drawing window, drag the pointer to create one side of the polygon. Drag to create additional sides and double-click on the final corner.

Most of the time, geometric shapes or figures are opaque so you cannot see what lies behind them. However, using the Transparent menu item from the Options menu, you can let background images show through foreground images.



ZK-0314A-GE

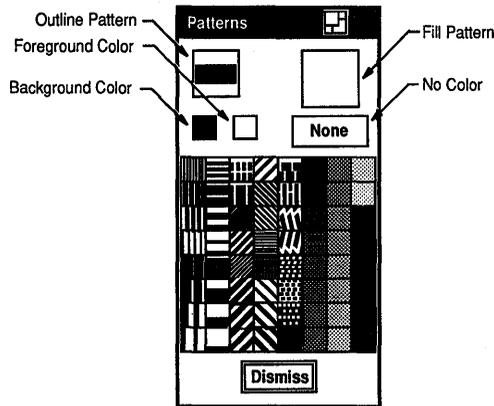
Using Patterns

Lines and shapes do not need to be a solid color. They can be striped, speckled, woven, dotted, and so on.

The line and shape tools, the spray can tool, and the paintbrush tool can paint patterned lines and borders. To use patterned lines:

- 1 Choose the Patterns... menu item from the Options menu. Paint displays the Patterns palette, which provides a selection of designs. See Figure 9-4.

Figure 9-4 The Patterns Palette



ZK-0144A-GE

- 2 Click on the outline button to change the current outline pattern, which is solid.
- 3 Click on any pattern.
Notice that the pattern you clicked on is displayed in the outline button, indicating it is the active pattern.
- 4 Click on the shape tool you want to use.

To create shapes with patterned centers:

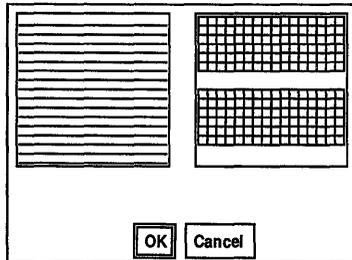
- 1 Choose the Patterns... menu item from the Options menu.
Paint displays the Patterns palette, illustrated in Figure 9-4.
- 2 Click on the Fill button to select a fill pattern.
- 3 Click on any pattern on the palette.
Notice that the pattern you click on is displayed in the Fill button, indicating it is the current default.
- 4 Click on any tool you want to use. The geometric shape tools and the paint bucket tool use the current fill pattern.
- 5 After positioning the pointer in the drawing window, drag the pointer to create a shape with a patterned center.
If you are using the paint bucket tool, position the pointer inside an enclosed shape. Any opening in the border causes the paint to spill out onto the canvas.

Creating Your Own Patterns

With Paint, you can create your own patterns and store them on the pattern palette during a Paint session. You create your own pattern from any of the patterns on the palette except the solid foreground and solid background patterns, illustrated in Figure 9-4.

To create your own pattern:

- 1 Decide whether you want an outline or a fill pattern, then click on the appropriate button on the Pattern palette.
- 2 Choose a pattern from the palette that is closest to what you want and click on it. Paint also provides a few blank patterns at the end of the palette that you can customize.
- 3 Choose the Edit Pattern... menu item from the Options menu. Paint displays a dialog box.



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Notice that this dialog box contains two boxes. In the left-hand box you see the pattern you chose from the palette. In the right-hand box you see the same pattern magnified.

While you are editing a pattern, the Edit Pattern dialog box has input focus, and the pointer assumes the shape of a pencil.

- 4 In the Edit Pattern dialog box, edit the magnified version of the pattern to create the effect you want.
Use the pencil to draw over pixels or click on individual pixels. The pencil tool turns a background pixel to the foreground color and a foreground pixel to the background color.
Refer to the pattern shown in the left-hand box to see how the magnified pattern looks under normal conditions.
- 5 Click on the OK button to complete the pattern and return to the drawing window.

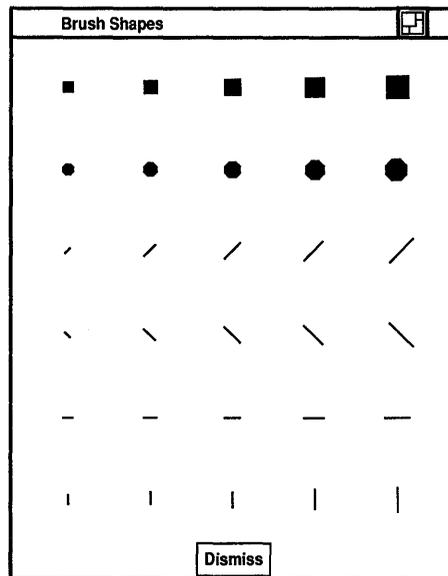
The edited pattern is available on the Pattern palette for the rest of the session, replacing the original pattern.

Using the Paintbrush

For an elegant stroke, one that creates a calligraphic effect, use the paintbrush. The paintbrush tool applies paint along the path of the pointer. Initially, the paintbrush has a solid stroke, but you can choose a patterned stroke by changing the outline pattern on the Patterns palette, as described in section Using Patterns.

To shape the tip of the paintbrush:

- 1 Click on the paintbrush tool.
- 2 Choose the Brush Shape... menu item from the Options menu. Paint displays a dialog box.



ZK-0123A-GE

- 3 Click on the brush shape you want.
- 4 Move the pointer into the drawing window and try out the new brush stroke.

Editing Paintings

With Paint's electronic canvas, you can easily rearrange images in the drawing window. You can delete images entirely, move them to another part of the window, or copy them. The Paint program can also size selected images, shrinking them or enlarging them as you wish. It can also crop a painting, retaining one section of the canvas while discarding the rest. For further effect, Paint can invert the foreground and background colors in a selected area.

Selecting Images

Two selection tools, the box and the scissors, mark a portion of the drawing window for a graphics operation. The selection box tool marks a rectangular area, while the selection scissors tool marks an area with an arbitrary shape. You can select the entire canvas with the Select All menu item on the Edit menu.

To use the selection box tool, position the pointer in one corner of the area to be selected and drag the pointer over the desired image.

To use the selection scissors tool, drag the pointer around the boundary of the desired object until you reach the starting point.

Paint stores the selected image until you tell it what to do.

Moving Images

You can move an image from one location in the Paint window to another. To move an image:

- 1 Select the image.
- 2 Position the pointer inside the selected area and drag the image to the desired location.

You can cancel the selection by clicking in another part of the window or by selecting another tool.

Copying Images

Once you select an image on the canvas, you can copy the image to the clipboard, leaving the original image intact. Then paste the clipboard image onto the canvas. Paint can paste graphic images from the clipboard, but it cannot paste text.

To copy an image:

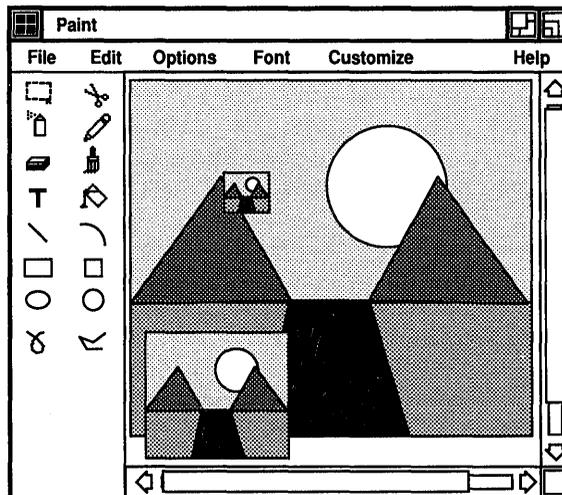
- 1 Select the image.

- 2 Choose the Copy menu item from the Edit menu.
Paint copies the image to the clipboard.
- 3 Choose the Paste menu item from the Edit menu.
Paint takes the image from the clipboard and puts it on the canvas, leaving it selected.
- 4 Position the pointer in the selected image and drag it to the proper location on the screen.
You can cancel the selection by clicking on another tool or by selecting another image.

Resizing Images

You can also modify the proportions of selected images. Use the Scale menu item from the Edit menu to enlarge or shrink a selected image. To scale an image:

- 1 Select the image.
- 2 Choose the Scale menu item from the Edit menu.
Paint displays a dialog box.



ZK-0316A-GE

- 3 Type a number less than 100 to shrink the figure by the desired percentage or a number greater than 100 to expand the figure.
- 4 Click on the OK button to complete the operation.

Cropping a Picture

Many times, one section of a painting develops so well that you decide to keep it, discarding the rest of the canvas. Use the **Crop** menu item to extract a portion of the picture. To crop a picture:

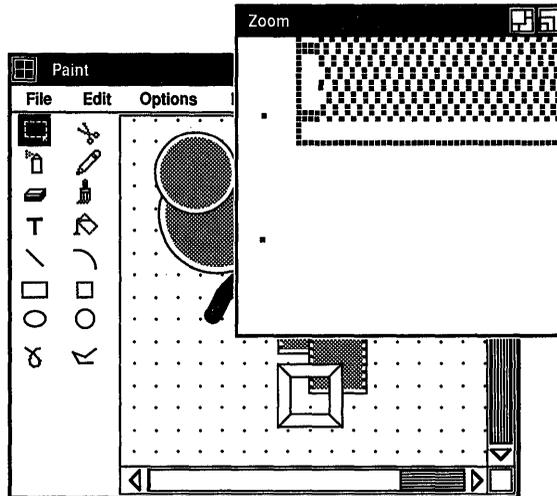
- 1 Select the section of the picture you want to keep.
- 2 Choose the **Crop** menu item from the **Edit** menu.
Paint repositions the cropped picture in the upper left corner of the window and discards the rest of the painting. You can restore the original picture with the **Undo** menu item.

Editing in Detail

Not only does Paint magnify patterns in the **Edit Patterns** dialog box so you can see them better, it also magnifies portions of the canvas with the **Zoom On** menu item. **Zoom** acts like a magnifying glass in the drawing window, enlarging an image to eight times its original size.

To magnify a portion of a painting:

- 1 Choose the **Zoom On** menu item from the **Options** menu.
The **Zoom** window opens beside the **Paint** window and a magnifying frame is displayed in the **Paint** window itself. The magnifying frame in the **Paint** window demonstrates the size of the image that Paint magnifies in the **Zoom** window. You can resize the **Zoom** window to edit a larger area of the canvas.



ZK-0145A-GE

- 2 Place the pointer inside the magnifying frame and drag the frame over the image that you want to edit.
Notice that the Zoom window contains an enlarged version of the image that is defined by the magnifying frame in the Paint window.
 - 3 Select the pencil tool from the tool palette.
 - 4 Bring the pointer into the Zoom window and use the pencil to add fine details to the image. Either click on individual pixels or draw over them.
Notice that the image in the drawing window changes as you edit in the Zoom window, so you can see how the modified figure looks in normal proportions. Continue editing pixels until you are satisfied with the overall effect.
 - 5 To edit other areas of the drawing window, drag the magnifying frame to the next location.
Edit the pixels in the Zoom window as before.
- To close the Zoom window, display the Options menu and click on the Zoom Off menu item.

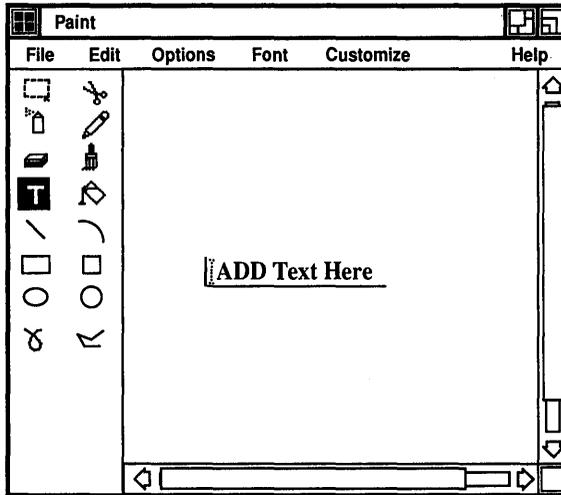
Inserting Text

You can insert text anywhere in the Paint window. The text can be different fonts, sizes, and styles, as illustrated in Figure 9-5. You can change the appearance of text in the drawing window up until the moment you click to complete the text entry. After that, Paint incorporates the text into the graphic image. To insert text:

- 1 Select the text tool.
- 2 Position the pointer in the Paint window where you want to insert text and click MB1.
Paint inserts a left corner bracket to mark the left margin of the text entry and displays the text insertion cursor next to it.
- 3 Type in text from the keyboard, formatting it with the Tab and Return keys.
- 4 To modify the text font, choose the Family menu item from the Font menu and display the pop-up menu. Click on the type of font that you want.
- 5 Change the text from normal to bold face by choosing the Style menu item on the Font menu. Display the pop-up menu from the Style item and click on Bold.
- 6 To adjust the size of the text, choose the Size menu item and display the pop-up menu. Click on the pica size that you want.
Paint applies the selections you make to the text you have already entered.
- 7 To complete the entry with its current characteristics, either move the pointer to another part of the window and click MB1 or select another tool.

The inserted text becomes part of the picture. You can no longer erase text with the delete key or change its characteristics with items from the Font menu.

Figure 9-5 Adding Text



ZK-0317A-GE

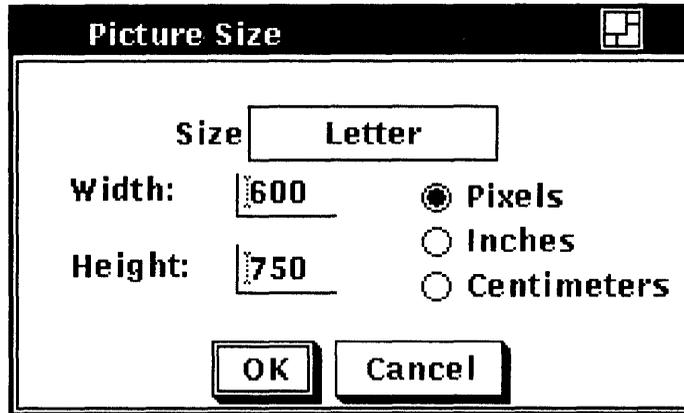
Sizing the Canvas

The default Paint window shows only a portion of the canvas. The scroll bars along the right side and the bottom of the window let you view the entire canvas. The position of the slider indicates your position in the canvas. When the slider is at the top of the scroll bar, you are at the beginning of the canvas. When the slider is at the bottom of the scroll bar, you are at the end of the canvas.

You can resize the Paint window to frame the entire canvas by clicking on the resize button.

You can also tailor the size of a Paint canvas. To alter the canvas:

- 1 Choose the **Picture Size...** menu item from the **Customize** menu.
Paint displays a dialog box.



The Picture Size dialog box shows the current canvas size with its dimensions converted to pixels, inches, or centimeters.

- 2 Click on the Size menu item to display a pop-up menu.
- 3 Choose the desired canvas size.
- 4 Click on the Dismiss screen button.

Exiting from Paint

To exit from Paint, choose the Quit menu item from the File menu.

Tool Summary

Table 9-1 lists the tools available on the Paint palette.

Table 9-1 Tool Summary

Tool	Action
Box	Select a rectangular area for editing.
Scissors	Select a shape for editing.
Spray can	Apply paint in the current outline pattern. (The slower the drag, the darker the coat.)
Pencil	Draw a thin line.
Eraser	Delete the image in the path of the pointer.
Paintbrush	Paint a free stroke.
Text	Print what is typed at the keyboard.
Paint bucket	Fill a closed shape with the current fill pattern.
Line	Draw a straight line. Shift-click for a 90-degree or a 45-degree line.
Arc	Sketch a horizontal or vertical arc, depending on the initial movement after the click. Shift-click for a quarter circle.
Rectangle	Draw a rectangle. Shift-click for a square.
Square	Draw a square.
Ellipse	Draw an oval shape. Shift-click for a circle.
Circle	Draw a circle.
Free-hand stroke	Draw a free-hand line in the selected line width and pattern.
Polyline	Draw a multisided figure with rounded corners. Click at each corner, double-click to complete shape. Shift-click for 45- or 90-degree angles.

Using the PostScript Previewer



The PostScript® Previewer lets you view formatted PostScript files on your workstation screen without printing them, thus saving you paper and trips to the printer.

This chapter describes how to

- Start the PostScript Previewer
- View a PostScript file
- Customize your PostScript display
- Exit from the PostScript Previewer

Starting the PostScript Previewer

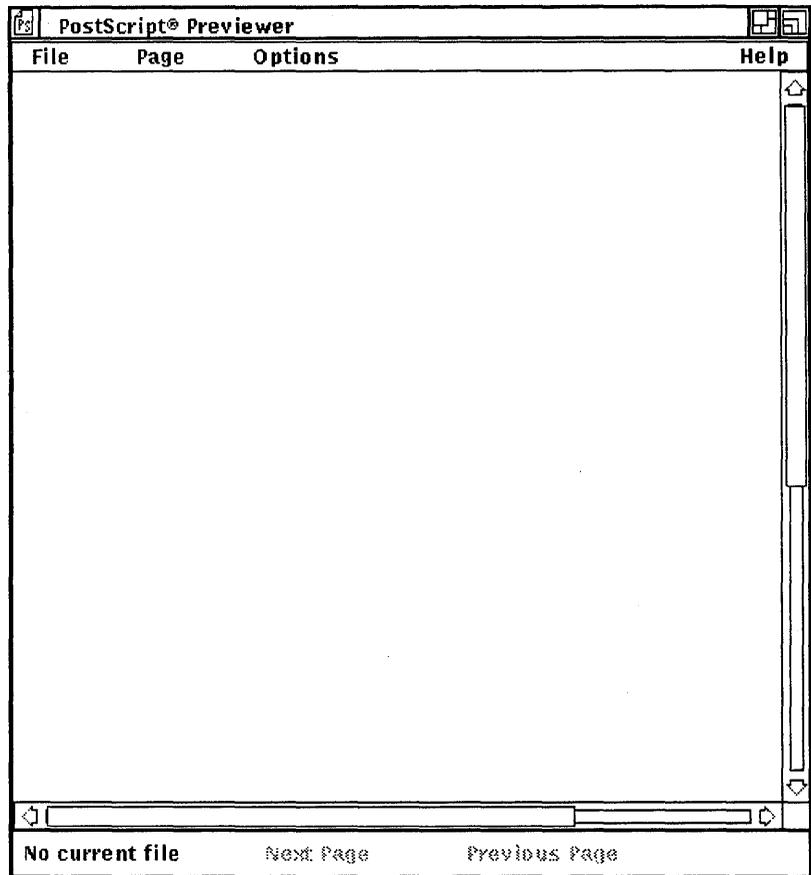
To start the PostScript Previewer, enter the following command in a terminal emulator window:

```
% dxpsview &
```

You can specify several options on the command line to specify the file to be displayed or characteristics of the PostScript Previewer window. See the ULTRIX Worksystem Software reference page on the **dxpsview(1X)** command for information about these command options.

The PostScript Previewer displays its main window, which is where you view PostScript files.

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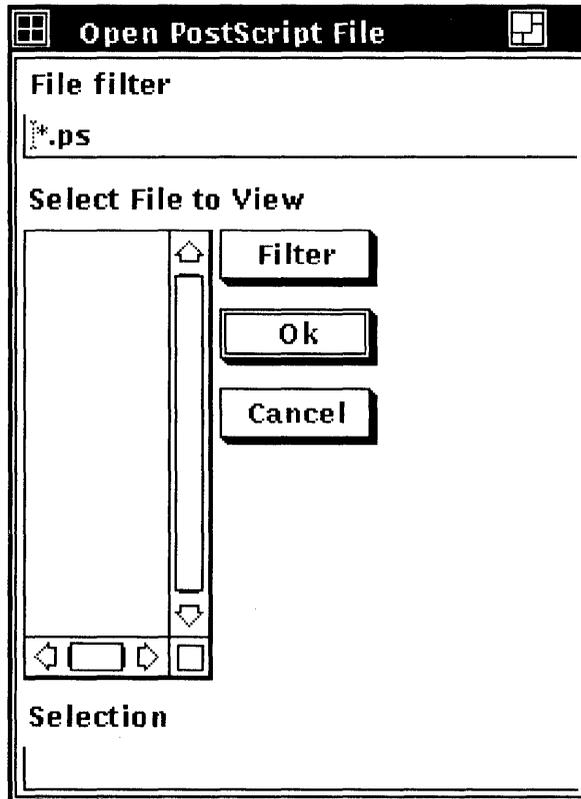


Viewing PostScript Files

To view a PostScript file in the PostScript Previewer window, you must open it. To open a PostScript file:

- 1 Choose the Open... menu item from the File menu.

The Previewer displays a dialog box that prompts you for the name of the file you want to view. The file list box lists the names of any PostScript files in the current directory.



- 2 Double click on the file name you want to view.

The PostScript Previewer displays the file you specified.

If you want to view a PostScript file that is not listed, type the name of that file in the Selection text entry field and click on the OK button. Or, use the File Filter text entry field to list a subset of files that you can then select from. For example, to list all files in another directory with the file type PS, type the full directory path `-/jones/project/*.ps` in the File filter text entry field and click on the Filter button. Then double click on the file name of the file you want to view.

If the file name of the file you want to view appears in any other window, you can select that file name and view the file. To view a file whose file name appears in another window:

- 1 Select the file name you want to view.
- 2 Choose the Open Selected menu item from the File menu.

The PostScript file you selected is displayed.

Paging Through the Displayed File

The number of the page currently displayed appears in the Status area in the lower left corner of the window. To view another page in the displayed file, you can

- Specify the number of the page you want to see
- Specify the next page
- Specify the previous page

To view a page whose number you specify:

- 1 Choose the Display... menu item from the Page menu.
- 2 Enter the number of the page you want to see.
- 3 Click on the OK button.

The PostScript Previewer displays that page.

To view the next page, you can either choose the third menu item from the Page menu or click on the Next Page button at the bottom of the Previewer window. You can continue to page through the file by choosing the appropriate menu item from the Page menu or by clicking on the Next Page and Previous Page buttons.

If you are viewing the first page in the file, the first menu item on the Page menu and the Previous Page button are unavailable. If you are viewing the last page in the file, the last menu item on the Page menu and Next Page push button are unavailable.

Revisiting the Current File

If you make changes to a PostScript file based on what you see when you view it, you do not have to close the file to see those changes in effect. By revisiting the file currently displayed, you can see the changes you made. This means you can modify the file in one window while you are viewing it in another, reprocess the file to produce new PostScript output, and view the modified file.

To revisit the currently displayed file, choose the Revisit Current menu item from the File menu. The file is redisplayed from the beginning.

Customizing the PostScript Previewer

By customizing the PostScript Previewer, you can

- Change the page size and orientation
- View a specific page without first having to view preceding pages
- View files either for format or content
- View files that contain unsupported PostScript tray size directives
- View PostScript files produced by VAX DOCUMENT

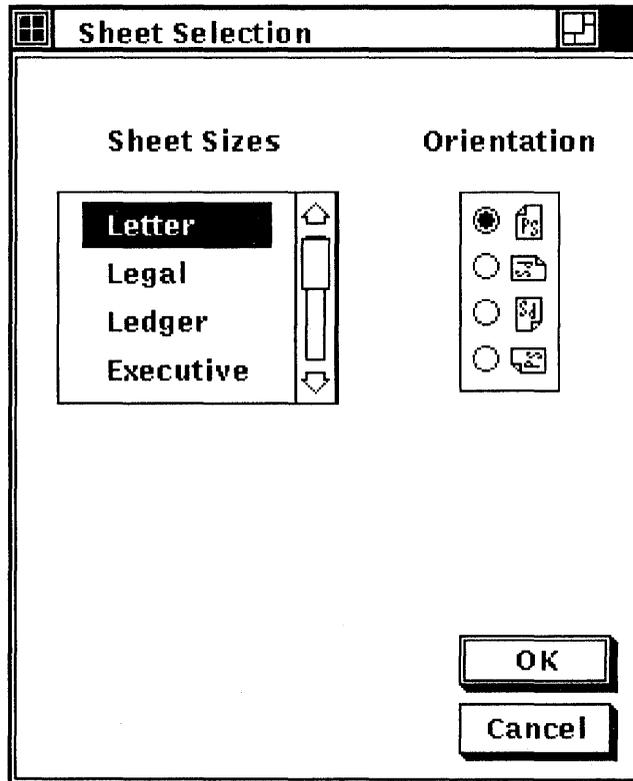
Changing the Page Size and Orientation

You can change the size and orientation of a page you want to view. Changing the page size does not change the size of the PostScript Previewer window. Instead, the display is formatted (in length and width) for the page size you specify. Unless you specify otherwise, the display page size is Letter (8.5 x 11 inches).

To change the page size of the file currently displayed:

- 1 Choose the Sheet Selection... menu item from the Options menu.

The Previewer displays a dialog box.



2 To choose a sheet size, click on the appropriate size.

The new sheet size takes effect at the next page operation, when another file is opened, or when the current file is reopened with the Revisit Current menu item.

You can choose from the following tray sizes:

- Letter (8.5 x 11 inches)
- Legal (8.5 x 14 inches)
- Ledger (11 x 17 inches)
- Executive (7.5 x 10.5 inches)

Unless you specify otherwise, the page is displayed upright at 0 degrees. You can view the page at 0, 90, 180, or 270 degrees. To change the orientation of the page in the Previewer window, click on the appropriate orientation symbol. The new page orientation takes effect at the next page operation, when another file is opened, or when the current file is reopened with the Revisit Current menu item.

Using Comments

When you choose the Use Comments menu item from the Options menu, the PostScript Previewer enables special formatting conventions (if they are already present in the file) that format pages independently of each other. This means that you can view page five of a file without having first viewed pages one through four.

The Use Comments menu item is in effect by default. This is indicated by the shaded Use Comments option button. If this option is disabled (indicated by the absence of a shaded option button) and you receive an error message when attempting to view a PostScript file, try correcting the problem by choosing the Use Comments menu item.

The Use Comments menu item does not take effect until another file is opened or the current file is reopened with the Revisit Current menu item.

Using Bitmap Widths

The Previewer displays files whose characters are well spaced and easily read. Notice, however, that the file may not appear on the screen exactly as it would look when printed.

Sometimes, you may want to view a file for format and layout and are less concerned with reading the actual text. If you are viewing a file that looks different on your terminal than it does when printed—perhaps the columns are not aligned precisely or a paragraph formatted for right justification appears instead with a ragged right margin—choose the Using Bitmap Widths menu item from the Options menu. When you choose this menu item, the Previewer adjusts the spacing between characters to approximate the look of a printed page. Notice, however, that the characters may be densely spaced and difficult to read.

The Use Bitmap Widths menu item, which is off by default, is in effect if its option button is highlighted. Any changes you make to this setting will be in effect at the next page operation.

Using Fake Trays

Some PostScript files contains tray size directives. These are device-specific PostScript programming language instructions that tell the printer which tray size to use. For example, a file might contain tray size directives that instruct the printer to switch from the letter tray (8.5 x 11) to the ledger tray (11 x 17) while that file is being printed.

The Previewer does not, however, permit the addition of tray size directives to PostScript files in this way. If you try to view a file that contains PostScript tray size directives, the Previewer displays an error message. To continue viewing the file:

- 1 Press RETURN to acknowledge the error message.
- 2 Choose the Use Fake Trays menu item on the Options menu. The Use Fake Trays menu item, which is off by default, is in effect if its option button is highlighted.
- 3 Choose the Revisit Current menu item from the File menu. The file is redisplayed from the beginning and the tray size remains the same.

To change the tray size, use the Sheet Selection dialog box.

Using VAX DOCUMENT Mode

Using the PostScript Previewer, you can view PostScript files produced by the VAX DOCUMENT electronic publishing system. However, VAX DOCUMENT Version 1.0 produces PostScript output that contains at least one font not available in the Previewer. In addition, special formatting conventions that allow you to view a page in the middle of a file without having first viewed the preceding pages are not enabled in VAX DOCUMENT PostScript files.

If you try to view a PostScript file produced by VAX DOCUMENT Version 1.0 and receive an error message reporting that a font is unrecognized, correct the problem by choosing the DOCUMENT Mode menu item. The DOCUMENT Mode menu item, which is off by default, is in effect if its option button is highlighted.

The DOCUMENT Mode menu item does not take effect until another file is opened or the current file is reopened with the Revisit Current menu item.

PostScript files produced by VAX DOCUMENT Version 1.1 or later do not require you to enable the DOCUMENT Mode menu item. To see which version of VAX DOCUMENT has been used to create a PostScript file, type the PostScript file and look at the first two lines. If these lines contain the following text, do not enable the DOCUMENT Mode menu item.

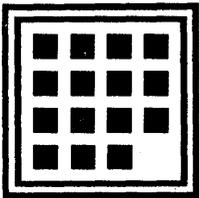
```
%!PS-Adobe-2.0  
%%Creator: VAX DOCUMENT V1.1
```

Exiting from the PostScript Previewer

To exit from the PostScript Previewer, choose the Exit menu item from the File menu. Before exiting, the PostScript Previewer closes the file being viewed.

The Puzzle is a video version of a number puzzle with slidable squares.

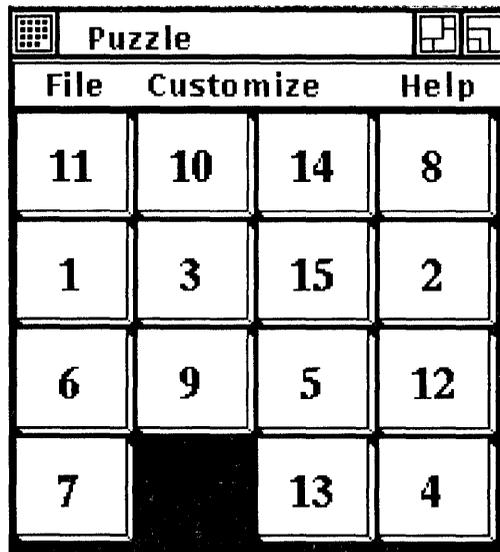
Starting the Puzzle



To start the Puzzle, enter the following command in a DECterm terminal emulator window:

```
% dxpuzzle &
```

The Puzzle is displayed.



Playing Around with the Puzzle

The puzzle squares are scrambled. The trick is to arrange them in ascending order in the fewest possible moves. The Puzzle keeps track of the number of moves you make.

Click on the square you want to move. Although you can move only those squares that are adjacent to the blank square, you can slide an entire row at a time.

To make the Puzzle easier or more challenging, choose the Settings... menu item from the Customize menu and change the settings.

Try increasing the number of squares displayed per side. To change the number of squares on each side, place the pointer on the number in the slider and drag to the left or right. Click on the OK button to change the settings, or the Cancel button to return to the Puzzle without changing any settings.

Starting a New Game

You do not have to win one game to start another. To start a new game and rescrumble the squares, choose the New Game menu item from the File menu.

Exiting from the Puzzle

To exit from the Puzzle, choose the Quit menu item from the File menu.

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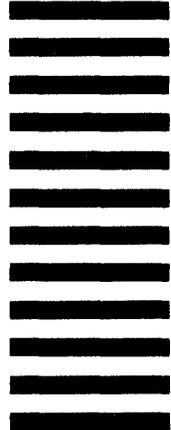
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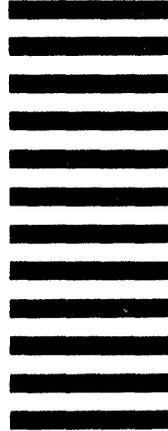
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