

Documents

Documents are written with the Con-nect editor (see *Text Processing*). All of your documents are contained in folders or files. You can enclose up to ten documents with a host document. You can also attach notes from the notepad to a document.

This chapter covers the following topics:

- Adding a Document
 - Managing Your Documents
 - Commands for Documents
 - Printing Document Lists
 - Locked Documents
 - Enclosures
 - Attached Notes
 - Detaching Enclosures, Attached Notes and Cover Notes from a Document
-

Adding a Document

Issue the following command sequence from any point in Con-nect:

```
ADD Document
```

As a result, the "Add Document" screen appears.

```

11:58 AM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS          Add Document                          Wednesday

    Folder Work_____ File _____

Document Name _____

Create with _____ ( Form / Program )

Description _____
_____
_____

Keywords _____
_____

Private use _ or Security Read 7 Modify 7 Copy 7 Print 7

Expiration Date 2.Feb.95__ Archive on Expiration x
Complete the information above and press ENTER to add
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
    Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home

```

In addition to the information which you enter in every "Add" screen (see *The "Add" Screens*), you must specify the document definition criteria in the "Add Document" screen.

Document Name

A unique name that must not exceed 32 characters.

If you do not assign a name, you must enter a description, the beginning of which will serve as an identifier instead of the name.

Create with

Optional - if you use a form or program to create the document, you must enter the name here. The objects which have been allowed for you, are displayed to the right of this line.

To display a list of all forms defined in your cabinet, you can enter an asterisk (*) in this line and press ENTER. In the resulting window, you can mark a form and press ENTER to include the form name in this line.

See *Forms* and *Programs* for further information.

Keywords

Optional - you can specify up to six keywords. These keywords are of use when you issue the SEARCH command to locate documents (see *Search Facility*).

Expiration Date

If the expiration date shown in this line has been reached, the document is marked for further processing. The administrator specifies the maximum number of days a document will be kept. When a document is added, Con-nect automatically computes the expiration date based upon the value set by the administrator (ask your administrator for further information).

You can modify the expiration date by typing another date in this line. However, you cannot specify a date earlier than the date shown. If you specify a past date without the year, the following year is automatically provided.

Archive on Expiration

If this field is marked with an X, the document will be stored on some other medium (e.g. on tape) when the expiration date is reached. You can remove the X if you do not want to have the document archived.

Press ENTER to display the blank "Modify *Document-name*" screen (the editor) in which you type the document text.

See *Text Processing* for detailed information on the editor.

If you issue the QUIT command (or any other Con-nect command) to leave the blank "Modify *Document-name*" screen, the "Save Document Text" window appears, prompting you to attempt recovery, to retrieve the original, to abandon the editor, or to save the empty document. See the description of the QUIT command in section *Text Processing* for further information on the "Save Document Text" window.

When you write a document in the "Modify *Document-name*" screen and do *not* use Con-form instructions, the document format is Txt. When the document contains Con-form instructions, the document format is Cnf.

You can translate a Cnf document into an intermediate format (Int). The document text of an Int document cannot be modified. This makes sense, for example, if you want to send a document and want to make sure that the text cannot be further modified. See *Translating Documents* for further information.

Managing Your Documents

Issue the following command sequence from any point in Con-nect to display a list of all available documents:

```
DISPLAY Document
```

As a result, the "Display Documents by Name" screen appears.

```

12:02 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS          Display Documents by Name          Wednesday

Cmd Document Name          Enc Typ Folder          File          Date Filed
-----
__ Alexander                Txt Private                2.Feb.94
__ Analysis                 Txt Work                   31.Jan.94
__ Demo                     Txt Research               31.Jan.94
__ Draft                    Cnf Work                   31.Jan.94

__ Fiber-optics and Sharks  2 Txt Work                  1.Feb.94
__ January-94              Txt Research               Projects      31.Jan.94
__ Marketing Plan          3 Cnf Marketing            Strategy     31.Jan.94
__ New Strategy            Txt Marketing              Strategy     31.Jan.94

__ Report                   Txt Work                   1.Feb.94
__ Structure                Txt Work                   2.Feb.94
__ Test Results             Txt Work                   2.Feb.94
__ Tool                     Txt Work                   2.Feb.94

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
Command /
Copy      Display  Enclose  Erase    Export  File    Format  Info    Modify
Output   Print   Send     Top      Translat X

```

The "Display Documents by Name" screen lists all documents alphabetically. Your own documents are displayed first (those with a name are listed before those with a description as a name), followed by system documents. (System documents are created by the administrator; they are marked with (S) in the "Folder" column). The columns display the following information:

Document Name

The name you assigned to that document; or the description, if you did not assign a name.

If a document has a description as name, the description is always put in parentheses. If you have, for example, received and filed such a document (without entering a name in the "File" window), the description appears in double parentheses.

Enc

The number of documents that are enclosed with the document. For information on how to enclose documents, see *Enclosures*.

Typ

The format of the document. Con-nect handles the following document formats: Bin, Cnf, FFT, Int, Obj, RFT, Src, Txt and Vce. See *Document Formats* for further information.

Folder

The name of the folder in which the document is stored.

Documents which have been created by the Con-nect administrator are marked with (S); you can use these documents, but cannot erase, file or modify them. See your administrator for further information.

File

If you stored the document in a file, its name is displayed in this column.

Date Filed

The date when the document was first filed in the cabinet. When the document was sent to you by another user, this is the date when the document arrived in your cabinet.

Commands for Documents

The command prompting line of the "Display Documents by Name" screen shows all the commands which apply to documents. The commands are described in section *Commands*. The following exceptions apply when working with documents:

- COPY
- DISPLAY
- ENCLOSE
- EXPORT
- FORMAT
- INFO
- MODIFY
- OUTPUT
- PRINT
- SEND
- TRANSLATE
- X

COPY

When you issue the COPY command with a specific document, the "Copy Document" screen appears, containing additional information which is not displayed in other "Copy" screens (see *The "Copy" Screens*):

Copy with

- **Keywords**
When this field is marked, all keywords are copied. When this field is not marked, the keywords are not copied.
- **Attached Notes**
When this field is marked, all attached notes are copied. When this field is not marked, the attached notes are not copied.
- **Cover Notes**
When this field is marked, all cover notes are copied. When this field is not marked, the cover notes are not copied.
- **Enclosures**
When this field is marked, all enclosures are copied. When this field is not marked, the enclosures are not copied.

Keywords

When the object you want to copy has keywords, they are shown in these lines. You can also define different keywords for the copy. See *The "Add" Screens* for further information on keywords.

Procedures are *not* copied with a document.

When you have pressed ENTER to copy the document, the "Copy Document" screen re-appears with a blank "Document" line. Now you can issue any of the commands shown in the command prompting line to act upon the copy you have just made. For example, you can enter MODIFY in the command line to access the "Modify *Document-name*" screen, where you can edit the copy.

DISPLAY

You can only DISPLAY Txt, Cnf and Int documents. All other document formats must be translated first (see *Translating Documents* for further information). However, if an undisplayable document contains displayable enclosures, these enclosures can be displayed as described below.

When you issue the DISPLAY command with a specific document, the document is displayed. If there is a cover note attached to the item, it is displayed first. After you have read it, you must press ENTER to proceed to the actual text of the document.

```

12:03 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Display Fiber-optics and Sharks          Wednesday
Folder Work      File          Page 1          Line 1
  Notes 1 ----- Enclosed 2 -----
Marine biologists have charted some capricious changes in the
feeding habits of sharks.

In the past two years, sharks have repeatedly attacked the new
fiber-optic telephone cable off the Canary Islands. The marauding
is expensive. An average cable repair is laborious and costs at
least $150,000.

Press ENTER for next page, or type a command (FLIP for PF-keys)
Command /
Column Copy Detach Erase Export File Flip Format Info
Modify Output Page Position Print Quit Send Top Transl

```

The line above the document text always indicates whether the document contains attached notes or enclosures.

Enclosures are displayed when you press ENTER on the last page of the host document. You must press ENTER to proceed to the next enclosure (or, if there are no further enclosures, back to the cover note or document text). If you are reading a cover note or an enclosure, the middle of the line directly above the text tells you which part of the document you are currently reading.

When you issue the POSITION command in the command line of the "Display *Document-name*" screen, the "Position Document Display" window appears and you can select items associated with the document for display: cover note(s), attached notes, the body of the document, the table of contents or the index. Only those items which actually exist have input fields next to them. See *Reading Attached Notes* and the description of the POSITION command for further information.

The numbers of the page and of the line which is currently displayed at the top of the text are indicated at the top of the screen. If page breaks have not been specified, the page number is always 1.

When the document text exceeds one display page, you can press ENTER repeatedly to page through the whole document. You can also position the cursor within the displayed document text and press ENTER to scroll the line at the cursor position to the top of the screen.

There are several positioning commands (listed in the command prompting line of the "Display *Document-name*" screen) which enable you to look at various parts of the document:

COLUMN <i>+n</i>	Scroll text <i>n</i> columns to the right.
COLUMN <i>-n</i>	Scroll text <i>n</i> columns to the left.
COLUMN <i>n</i>	Scroll text to column <i>n</i> .
<i>+l</i>	Scroll <i>l</i> lines forward and position that line to the top of the screen; works only for the current page (as indicated in the page number at the top of the screen).
<i>-l</i>	Scroll <i>l</i> lines backward and position that line to the top of the screen (as indicated in the page number at the top of the screen).
TOP	Scroll text to the beginning of the text.

In contrast to the "Modify *Document-name*" screen, the PAGE command does not consider screen pages in the "Display *Document-name*" screen. When you are displaying a document, you should use the PAGE command only when page breaks have been specified.

PAGE <i>n</i>	Scroll to page <i>n</i> .
PAGE <i>n l</i>	Scroll to page <i>n</i> and position line <i>l</i> to the top of the screen.

ENCLOSE

You can enclose up to 10 documents with the host document (see *Enclosures*).

EXPORT

The EXPORT command moves a copy of an object to another destination, e.g. a Natural library or a personal computer. See *Exporting Documents* for further information.

FORMAT

Default formatting criteria are contained in your user profile (see *Print Defaults*).

If issued in conjunction with a specific Cnf or Txt document, the FORMAT command accesses the "Format *Document-name*" screen. You can specify whether you want the formatted document to be displayed, printed, filed, or modified and filed. If you specify that the formatted document is to be printed, it will be printed according to the printing criteria (see the description of OUTPUT below).

If issued from the command line of any other Con-nect screen, i.e. *not* in conjunction with a Cnf or Txt document, the FORMAT command accesses the "Specify Document Format Options" screen.

You can change the formatting criteria for the current session. Any time you FORMAT or PRINT a document, those criteria are applied.

The "Format *Document-name*" screen is shown below. It contains the same fields as the "Specify Format Values" screen.

```

12:04 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Format Marketing Plan          Wednesday
Folder  Marketing      File  Strategy
-----
Mark for      Formatted Display X
              Formatted Print  _
              Format and File  _   and Modify  _

              Starting at Page 1
              Ending at Page 999

              Formatting Profile  _
              Profile Name FPROFILE_____

Mark to include

              Pre-Format Procedures  _
              Post-Format Procedures  _
              System Variables  _
-----
Enter a command, press a PF-key, or enter * to display commands
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
              Help  Menu  Quit  Mod  Send                      Flip  Home

```

Specify the following information in the "Format *Document-name*" or "Specify Format Values" screen:

Formatted Display

To display a formatted version of the document, you must mark this field with any character.

Formatted Print

To print a formatted version of the document, you must mark this field with any character.

Format and File

To file a formatted copy of the document in a folder that you specify, you must mark this field with any character. You must enter a name for the copy in the resulting "Format and File Document" window.

And Modify

To place the formatted version of the document in the "Modify *Document-name*" screen, you must mark this field with any character. If you mark this field, you must also mark one of the three options as described above.

Starting at Page

When page breaks have been specified for the document, you can specify at which page you want to start the formatted printout or display.

Ending at Page

When page breaks have been specified for the document, you can specify at which page you want to end the formatted printout or display.

Formatting Profile

You must mark this field with any character if you want to activate the formatting profile which is provided in the next line.

Profile Name

You can enter a new formatting profile (including one of your own) instead of the system profile FPROFILE.

Formatting profiles are documents which contain the Con-form instructions and macros which are to be used when a document is formatted.

For example, if you want formatted documents to contain a centered header (e.g. "INTER-OFFICE MEMO"), and to contain line spacing of 6 lines per inch, with a pitch of 10 characters per inch, the formatting profile would be:

```
.LS 060
.CS 100
.CE ON
INTER-OFFICE MEMO
.CE OFF
```

See *Print Defaults* for further information.

Pre-Format Procedures

To activate the pre-formatting procedures which are linked to the document you must mark this field with any character.

Post-Format Procedures

To activate the post-formatting procedures which are linked to the document you must mark this field with any character.

System Variables

If you mark this field with any character, Con-nect enters the values for the Con-nect system variables which are included in the document text. See *Con-nect System Variables*.

See *Procedures* for further information on pre-formatting procedures and post-formatting procedures.

Press ENTER to change the formatting criteria for the current session.

You can also issue the following commands from the "Display *Document-name*" screen or the "Modify *Document-name*" screen (without having to access the "Format *Document-name*" screen first).

To display a formatted version of the document:

```
FORMAT DISPLAY
```

To file a formatted copy of the document:

```
FORMAT FILE
```

To print a formatted version of the document (according to the printing criteria specified with the OUTPUT command):

```
FORMAT PRINT
```

INFO

When you issue the INFO command with a specific document the "Info for *Document-name*" screen appears, containing the document definition criteria and additional information which is not displayed in other "Info" screens:

Add Procedures

You must mark this field with any character if you want to link procedures to a document. See *Linking Procedures to a Document* for further information.

Attached/Cover Notes

The number of attached notes and cover notes that are associated with the document.

Enclosures

The number of enclosures.

Expiration Date

You can modify the expiration date by typing another date in this line. However, you cannot specify a date earlier than the date shown. If you specify a past date without the year, the following year is automatically provided.

Archive on Expiration

You must remove the X if you do not want to have the object archived on some other medium (e.g. on tape).

You can modify the document definition criteria in the "Info for *Document-name*" screen.

When you have filed a mail item from the Inbasket/Outbasket into another folder, you can enter DEFAULT in the command line of the "Info for *Document-name*" screen to display your/the sender's send defaults.

Note:

To modify the name of a document, you enter a new name in the "Document Name" line of the "Info for *Document-name*" screen, or FILE the document under a new name. You can also access the editor and issue the editor command "RENAME *name*".

MODIFY

When you issue the MODIFY command with an existing document, the document is transferred to the "Modify *Document-name*" screen (editor) where you can modify the document text.

See *Text Processing* for detailed information on the editor.

OUTPUT

Default printing (output) criteria are contained in your user profile (see *Print Defaults*).

If issued in conjunction with a specific Cnf or Txt document, the OUTPUT command accesses the "Output *Document-name*" screen. You can change the printing criteria for the current session, and when you press ENTER one of the following occurs:

- if the field "Formatted Print" is marked in the "Format" screen, the document is formatted and printed according to the new printing criteria;
- if the field "Formatted Display" is marked in the "Format" screen the document is formatted and displayed. (You can then issue the PRINT command to obtain a copy of the document, printed according to the new printing criteria.)

If issued from the command line of any other Con-nect screen, i.e. *not* in conjunction with a Cnf or Txt document, the OUTPUT command accesses the "Specify Printer Output Options" screen. You can change the printing criteria for the current session, and any time you PRINT an object, it will be printed according to the new criteria.

The "Output *Document-name*" screen is shown below. It contains the same fields as the "Specify Printer Output Options" screen.

```

3:50 PM          * * * C O N - N E C T 3 * * *          20.Sep.2000
Cabinet LS      Output Report                          Wednesday
Folder  Work    File
-----
Printer Name    DAEPRTB2
Printer Profile HP-4P

Line Width     072   Left Margin      0
Page Length    065   Wrap Printed Line _

Mark to print:
Info           _
Attached/Cover Notes _
List of Replies _
List of Addressees _

Make all required changes and press ENTER to modify
Command /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help  Menu  Quit  In   Send  Foldr  Docs  Note  Cal   Flip  Last  Home

```

The printing criteria contained in your user profile are entered here by default.

Modify the printing criteria by typing over them.

Printer Name

The name of a printer to which a Con-nect object is sent when the PRINT command is issued.

To display a window showing a list of all defined printer names, you must enter an asterisk (*) in this line and press ENTER. You move the cursor to the name of the printer you want to use and press ENTER.

Printer Profile

When an object is printed, the printer profile specified in this line is used.

If you do not want to use this printer profile, you can specify the name of another printer profile.

To display a window showing a list of all defined printer profiles, you must enter an asterisk (*) and press ENTER. You move the cursor to the name of the profile you want to use and press ENTER.

When this line is blank, a printer profile is not used.

Line Width

The number of characters per line of printout.

Left Margin

Optional - the number of blank spaces at the beginning of each printed line.

Page Length

The number of lines per page of printout.

Wrap Printed Line

Optional - if marked, each line of text which is longer than the physical printer line is wrapped. When this field is not marked (default), lines that are longer than the physical printer line are truncated.

Mark to print

You can enter any character in the following fields to print the following items with the document:

- **Info**
Information about when and by whom an object was created, last modified, forwarded and/or sent.
- **Attached/Cover Notes**
Attached notes and cover notes.
- **List of Replies**
A list of users who sent a reply to a mail item.
- **List of Addressees**
The list of addressees to whom an object was sent.

Press ENTER to modify the printing criteria for the current session.

PRINT

When you issue the PRINT command with a document, a copy of the document as it appears in the screen is printed (i.e. it is *not*formatted). It is printed on the printer which is specified in the printing criteria for the current session.

If you have *not* issued the OUTPUT command during the session, the printing criteria are the defaults contained in your user profile (see *Print Defaults*). Otherwise, the printing criteria are those specified as a result of the OUTPUT command. The criteria are reset to the default values contained in your user profile when you leave the Con-nect session.

SEND

See *Sending Other Con-nect Objects* for a description of how to send a document.

If you send a document with cover notes, the cover notes are not automatically sent with the document. However, you can specify that they are also sent with the document (see *Modifying the Send Defaults*).

TRANSLATE

You can translate a document into another format by issuing the TRANSLATE command with the document (see *Translating a Document*).

X

The X command is used in conjunction with the ENCLOSE command. You can mark up to 10 documents that you want to enclose with the host document with the X command (see *Enclosures*).

Printing Document Lists

You can access the Utility function to print the following lists for documents from your own cabinet:

- a document list by name, folder, and date;
- content of a range of documents by name, folder, and date;
- the names of documents whose expiration date has passed.

See the *Con-nect Utilities* documentation, sections *Print Document List*, *Print Document Content* and *Print Expired Documents* for detailed information.

To access the Utility function directly from your Con-nect session, you can ADD an application. See *Adding an Application to Access the Con-nect Print Utilities* for further information.

Locked Documents

Locked Documents in a Shared Environment

If a user in a shared cabinet is currently editing a document (or if the same user tries to access the same document in different sessions at the same time) and you issue the MODIFY command with that document, a window appears informing you who is currently editing the document. This is to protect against problems associated with two users simultaneously modifying a document in a shared cabinet. The document remains locked until the active user leaves the "Modify *Document-name*" screen, thereby saving the document. You can then access the document and modify it.

System Interruptions

If a document is being edited in the "Modify *Document-name*" screen and a system interruption occurs, the document is locked. It is automatically unlocked after 2 calendar days.

You cannot change the definition criteria or the text of a locked document. Thus, when you issue the commands CHECK, FILE, INFO or MODIFY in conjunction with the locked document, a window appears displaying information as to who last edited the document and when it was locked.

Only the person who last edited the document can unlock the document by marking the "Mark to unlock" field of the "Document not available" window (before it is automatically unlocked after 2 days).

If another person was editing the document when the system interruption occurred, you can COPY the locked document and MODIFY the copy. You can also FILE the "(Undo *Document-name*)" version of the locked document under a new name and MODIFY this version.

Caution:

It is possible that the "(Undo *Document-name*)" version of the document is a more up-to-date version than the document which is locked.

The locked document contains only those changes to the text which were saved with the last SAVE command. However, a copy of the document with the description "(Undo *Document-name*)" is automatically updated when you press ENTER - according to the value that has been specified in the profile (see *Language, Command Sequence and Autosave* for further information).

Caution:

For example, if you create a new document (by issuing the command sequence "ADD Document") and enter text in the "Modify *Document-name*" screen without saving your text from time to time, that text will be lost if there is a system interruption.

Enclosures

You can enclose up to 10 documents with a host document. Enclosures are copies of the original documents and can only be displayed together with the host document. The original documents remain unaltered.

You cannot modify an enclosure. However, if you DETACH an enclosure from the host document, a copy of it is kept in your default folder and you can MODIFY the copy.

The following topics are covered below:

- Enclosing Documents
- Displaying Enclosed Documents
- Printing Enclosed Documents
- Sending Enclosed Documents

Enclosing Documents

To enclose a document you must first access either the "Contents of Folder" or the "Display Documents by Name" screen.

Issue one of the following command sequences from any point in Con-nect:

```
DISPLAY Folder name  
DISPLAY Document
```

Caution:

If you want to enclose documents in a "Contents of Folder" screen, make sure that the display sequence is either ascending or descending. If user sequence is specified, the X command is used to re-arrange the folder contents.

Select a document as the host document by marking it with EN for ENCLOSE and pressing ENTER.

You can enclose all other document formats with the host document.

Note:

You can also mark a document which already contains enclosures with EN. As a result, a window appears showing the enclosed documents and you can mark the enclosures that you want to retain. If you do not mark an enclosure, but press ENTER instead, all enclosures are detached. The "Enc" column in the "Display Documents by Name" screen is not updated at once; you must first enter ENCLOSE in the command line to complete the function.

Mark up to ten documents that you want to enclose with the host document with the X command (or with digits) and press ENTER.

Caution:

If you use digits to mark the documents, you must not enter the same number twice. If you enter a number twice, only the last document with that number is enclosed.

You can also enclose documents which are on other display pages of the "Display Documents by Name" or "Contents of Folder" screen; you press ENTER to display the appropriate page, mark the document with the X command and press ENTER.

Notes:

1. You can also enter EN a second time and press ENTER (for example, if you decide to use another document as host document). As a result, the "Enclose Documents" window appears and you can exclude a document by marking it with 0 (zero). Press ENTER to close the window; now you can mark further documents with X. To complete the function, you must enter ENCLOSE in the command line.
2. This description applies also, when you first mark the documents that you want to enclose and then mark the host document.

When you have marked all documents that you want to enclose, issue the following command to access the "Enclose Documents" window in which you can specify the sequence of the enclosures:

```
ENCLOSE
```

Caution:

When you enclose a document which already contains enclosures, only the host document is enclosed - not its enclosures.

```

12:06 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS       Enclose Document Fiber-optics and Sharks Wednesday

Cmd Document Name      E  +-----+
--- +-----+          !  ! Enclose Documents  !
__ Alexander           +-----+
__ Analysis            ! Seq Document Name  !
__ Demo                ! 1_ New Strategy    !
__ Draft               ! 2_ Test Results    !
                       !                               !
__ Fiber-optics and Sharks !                               !
__ January-94          !                               !
__ Marketing Plan      !                               !
__ New Strategy        !                               !
                       !                               !
__ Report              !                               !
__ Structure           !                               !
__ Test Results        ! With Fiber-optics and Sharks !
__ Tool                +-----+

Fill in sequence for enclosures - use 0 to exclude an object
Command / /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10---PF11---PF12---
Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home

```

The "Enclose Documents" window lists all selected documents. The name of the host document is displayed at the bottom of the window.

Specify the sequence for the enclosures by marking them with consecutive numbers from 1 to 10. If you decide not to include a document, mark it with 0 (zero).

After you have specified the sequence, press ENTER to enclose the documents and to close the window.

Displaying Enclosed Documents

If you display a document with enclosures, the line above the host document text indicates the number of enclosures. (If you receive a document with enclosures, and there is a cover note, the line above the cover note text indicates the number of enclosures.)

Enclosures are displayed when you press ENTER on the last page of the host document. You must press ENTER repeatedly to display all enclosures. The message below the header information indicates which enclosure you are currently reading, e.g. "Enclosed 1/3" if you are currently reading the first of three enclosures.

Printing Enclosed Documents

When you print a host document with enclosures, the enclosures are automatically printed with the host document.

Sending Enclosed Documents

When you send a host document with enclosures, the enclosures are automatically sent with the host document - you send the host document as usual.

However, you can also specify that the enclosures are not sent with the host document (see *Modifying the Send Defaults*).

Attached Notes

You can attach both newly created or already existing notepad pages to a document. Once the notepad page has been removed from the notepad (i.e. attached to a document), it is no longer stored with the other notepad pages. See *Notepad* for further information regarding notepad pages.

An attached note cannot be converted into a notepad page. When you DETACH an attached note from a document, it is converted to a document (see *Detaching Enclosures, Attached Notes and Cover Notes from a Document*).

You can attach up to 25 notepad pages to a document. Later when you read the attached notes, they are displayed in the same sequence as you attached them.

If you send a document with attached notes, the attached notes are not automatically sent with the document. However, you can specify that they are also sent with the document (see *Modifying the Send Defaults*).

The following topics are covered below:

- Attaching a Notepad Page to a Document
- Reading Attached Notes
- Printing Attached Notes

Attaching a Notepad Page to a Document

To attach a notepad page to a document you must first DISPLAY or MODIFY the document.

Next, issue the NOTEPAD command to access the "Notepad" window.

```

12:07 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Modify Fiber-optics and Sharks          Wednesday
Folder Work      File
...+...10...+...20...+...30.  +-----+
Marine biologists have charted s ! Notepad Subject: (or '*' to Select) !
feeding habits of sharks.      ! _____ !
                                +-----+
In the past two years, sharks ha ! _ Mark to Attach to current Object !
fiber-optic telephone cable off ! _____ !
is expensive. An average cable r ! _____ !
least $150,000.                ! _____ !
                                ! _____ !
                                ! _____ !
                                ! _____ !
                                ! _____ !
                                ! _____ !
                                +-----+

Text has been edited and saved
Command /                                          Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
Help Menu Quit In Send Foldr Docs Note Cal Flip Last Home

```

If you want to attach a *new* notepad page to a document, enter one or more keywords in the subject line, and the note text.

If you want to attach an *existing* notepad page, enter an asterisk (*) in the subject line and press ENTER. Mark the notepad page(s) you want to attach with any character and press ENTER. (If you already know the name of the notepad page, you can also enter its name in the subject line.)

In either case, mark the field "Mark to Attach to current Object" and press ENTER to remove the notepad page from the notepad and thus to attach it to the current document.

The blank "Notepad" window re-appears and you can attach further notepad pages or quit the function.

Reading Attached Notes

An attached note can only be retrieved via the document to which it has been attached.

If you want to check whether a document has attached notes, you must access the "Info" screen, or display the document and check the line directly above the text. (If the document contains attached notes, the number of attached notes is indicated to the left of this line.)

To read an attached note you must first DISPLAY the document.

To read the attached note(s), issue the following command in the "Display *Document-name*" screen:

POSITION

As a result, the "Position Document Display" window appears:

```

12:08 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Display Fiber-optics and Sharks      Wednesday
Folder Work          File
Notes 2 -----+-----+
Marine biologists have charted s !      Position Document Display      !
feeding habits of sharks.      +-----+
                                !      Mark to position to          !
In the past two years, sharks ha !      !
fiber-optic telephone cable off  !      _ Cover Note(s)          !
is expensive. An average cable r !      !
least $150,000.                !      _ Attached Note(s)       !
                                !      !
                                !      _ Body of Document        !
                                !      !
                                !      _ Table of Contents       !
                                !      !
                                !      _ Index                    !
                                !      !
                                +-----+
Enter a command, press a PF-key, or enter * to display commands
Command /
Column Copy Detach Erase Export File Flip Format Info
Modify Output Page Position Print Quit Send Top Transl
    
```

Only those items which actually exist have an input field next to them (the table of contents and the index are created using Con-form).

Mark the "Attached Note(s)" field with any character and press ENTER to display the first attached note.

If there are more attached notes, you must press ENTER repeatedly to leaf through them. The notes are displayed in the same sequence as you attached them. After you have read all attached notes, you issue the QUIT command to close the window and to return to the full display of the body of the document.

You can modify any attached note by typing over it. If you mark the "Erase" field of the attached note with any character and press ENTER, the note is erased from Con-nect (it is not placed in your Wastebasket).

Note:

You can also display attached notes from the Con-nect editor ("Modify *Document-name*" screen). However, the number of attached notes is not indicated in the line which is directly above the document text. When you issue the POSITION command in the "Modify *Document-name*" screen, the attached notes are immediately displayed.

Printing Attached Notes

If you want to print all notes attached to a document, you must issue the OUTPUT command (which changes the printing criteria for the current session) and mark the "Attached Notes" field in the resulting screen. See the description of the OUTPUT command earlier in this section.

You can also modify the print defaults and specify that all attached notes are always printed when you issue the PRINT command with a document. See *Print Defaults* for further information.

Detaching Enclosures, Attached Notes and Cover Notes from a Document

You can detach enclosures from the host document; you can also detach attached notes and cover notes from a document.

Display the host document and issue the following command:

```
DETACH
```

Tip:

You cannot issue the DETACH command from your Inbasket. If you want, for example, to detach a cover note from a document which has been sent to you, you must FILE the document first.

As a result, the "Detach from current Object" window appears.

```

12:08 PM          * * * C O N - N E C T 3 * * *          2.Feb.94
Cabinet LS      Display Fiber-optics and Sharks      Wednesday
Folder Work      Fil
  Notes 2 -----
Marine biologists have cha      !           Detach from current Object           !
feeding habits of sharks.      +-----+
                                ! Mark Attached Items                               Type !
                                ! -- -----                               !
In the past two years, sha      !  ___ E New Strategy                               Cnf !
fiber-optic telephone cabl      !  ___ E Test Results                               Txt !
is expensive. An average c      !  ___ N Cables                                   Txt !
least $150,000.                 !  ___ N Sharks                                   Txt !
                                !                                           !
                                !                                           !
                                !                                           !
                                !                                           !
                                !                                           !
                                !                                           !
                                +-----+
Enter a command, press a PF-key, or enter * to display commands
Command /
Detach  Erase  Flip
    
```

An enclosure is marked with E, an attached note with N and a cover note with C in the "Detach from current Object" window.

You can either DETACH or ERASE an enclosure, attached note or cover note.

- If you DETACH an enclosure, attached note or cover note, a copy of it is kept in your default folder. It receives the name of the host document as description (the name is shown in parentheses).
- If you ERASE an enclosure, attached note or cover note, it is erased from Con-nect. It is not placed in the Wastebasket.

Mark the enclosures, attached notes or cover notes with DE or ER in the window and press ENTER.

The name of each marked enclosure, attached note or cover note disappears from the window. (Since the enclosure is a copy of the original, the original remains unaltered.)

Issue the QUIT command to close the window and to return to the "Display *Document-name*" screen.

Note:

When you detach or erase *all* enclosures, attached notes or cover notes, the "Detach from current Object" window closes automatically.