

Commands

Commands which apply to an object are displayed in the command prompting line(s) at the bottom of the screen in which the object is displayed.

The following commands are available with Con-nect:

ADD	ENCLOSE	MENU	REPLIES
ADDRESS	ERASE	MODIFY	REPLY
ASCENDING	EXPORT	MX	RULE
CANCEL	FILE	NOTEPAD	SEARCH
CHANGE	FIND	ORIGINAL	SEND
COLUMN <i>n</i>	FLIP	OUTPUT	SHARE
CONFIRM	FORMAT	PAGE <i>n</i>	SNAPSHOT
COPY	FORWARD	PERFORM	TOP
DEFAULT	HELP	PHONEPAD	TRANSLATE
DESCENDING	IMPORT	POSITION	UNDO
DESK	INFO	POSTPONE	USE
DETACH	LOCK	PRINT	USER
DISPLAY	LOGON	QUIT	X

This chapter discusses what each command does. In general, a specific command always works in the same way, regardless of the kind of object. Exceptions are discussed in the sections pertaining to the specific kinds of objects.

Editor and line commands are discussed in section *Text Processing*.

All the one-letter commands in the Con-nect menu are command aliases (see *Default Command Aliases*).

The following topics are covered below:

- Command Descriptions
- Special Characters as Commands

Command Descriptions

ADD

The ADD command is used to create a new Con-nect object. An "Add *Object*" screen is displayed, and you must specify the object definition criteria. You can optionally specify a name or date for the object as part of the command sequence; Con-nect automatically includes that information in the "Add" screen.

This command must be issued as part of a command sequence in conjunction with a specific kind of object.

ADDRESS

"Send" or "Forward Document" Screen

If issued from the "Send" or "Forward Document" screen, the ADDRESS command accesses the address management system (i.e. displays the "Address" screen).

Note:

You can alternatively enter an asterisk (*) in the "Addressee(s)" line of the "Send" or "Forward Document" screens to access the address management system.

Inbasket, Outbasket, Wastebasket

If issued in conjunction with a specific item in the Inbasket, Outbasket or Wastebasket, the ADDRESS command displays a list of addressees to whom the item was sent and the reception status of the item.

Mail Which Has Been Filed

After you have filed mail which has been sent to you (i.e. an item from your Inbasket), you can also issue the ADDRESS command in conjunction with the filed object to display the list of addressees to whom the mail item was sent and the reception status of the item.

Meeting

If issued in conjunction with a specific meeting in your calendar, the ADDRESS command displays a list of addressees to whom the invitation was sent and the reception status (accepted, declined or replied) of the invitation.

ASCENDING

"Contents of Folder *Name*" Screen

The ASCENDING command can only be issued from the command line of the "Contents of Folder *Name*" screen. It displays the objects within the folder in ascending date order (oldest items are listed first). If the object is one you added, the date displayed is the date the object was added. If the object was sent to you by another user, the date displayed is the date you filed it in your cabinet.

CANCEL

The CANCEL command is used to cancel a meeting (as a result, the meeting is also erased from your calendar), or to deactivate a reminder (the reminder is not erased from your calendar).

This command can only be issued from a "Display Calendar", "Display Reminder", "Display Meeting" or "Modify Meeting" screen.

CHANGE

See *Text Processing* for information regarding use of the editor command CHANGE.

COLUMN *n*

"Display Document-name" or "Modify Document-name" Screen

The command COLUMN *n* scrolls the document text to that column.

COLUMN *-n* scrolls the document text *n* columns to the left; COLUMN *+n* scrolls the document text *n* columns to the right.

CONFIRM

The CONFIRM command sends an object to another Con-nect user.

COPY

The COPY command creates a copy of an object in your cabinet. You can copy an object (except for a meeting) to another cabinet if its user has given you permission.

Cover notes, attached notes and procedures are *not* copied.

You can also copy the agenda of a meeting, appointment or invitation.

This command can be issued from any Con-nect screen, and must be issued in conjunction with the specific object.

"Reply" Screen

As long as you have *not* entered a reply, you can enter COPY in the command line to copy the message that you are replying to into the "Reply" screen, where you can now modify it.

Editor

See *Text Processing* for information regarding use of the editor command COPY.

DEFAULT

Mail

If issued from the "Send", "Reply" or "Forward Document" screen, the DEFAULT command displays a screen which lists the standard parameters for the send function. You can modify the parameters by typing over them.

Form

If issued from the form editor, the DEFAULT command displays a window in which you can specify the defaults for a user form. For example, when you use the form to send mail, input is only permitted in the fields you defined, or the defined input fields are indicated by an underscore.

DESCENDING

"Contents of Folder *Name*" Screen

The DESCENDING command can only be issued from the command line of the "Contents of Folder *Name*" screen. It displays the objects within the folder in the following order (this description does *not* apply to the ASCENDING command):

- All folders in ISN sequence starting with the smallest number.
- All files in ISN sequence starting with the smallest number.
- All other objects in descending chronological sequence (newest items are listed first). If the object is one you added, the date displayed is the date the object was added. If the object was sent to you by another user, the date displayed is the date you filed it in your cabinet.

This description also applies if the default sequence of a folder is descending.

DESK

The DESK command displays a list of the last 15 objects you worked with in the current Con-nect session. (Mail and calendar information are also listed.)

This command can be issued from any Con-nect screen without an object.

DETACH

Notepad Page

If issued in conjunction with a notepad page from the "Display Notepad Pages" screen, the DETACH command removes the page from the notepad and places it in the "Modify *Document-name*" screen, and you then treat it as a document.

Current Document

If issued in conjunction with a currently displayed document, the DETACH command displays the "Detach from current Object" window. This window lists cover notes and notes attached to the document, and enclosed documents. You can then remove the cover notes, attached notes or enclosures by specifying either the ERASE or DETACH command.

If you specify ERASE, the cover note, attached note or enclosure is removed from Con-nect entirely.

If you specify DETACH, the cover note, attached note or enclosure is placed in your default folder as a document. The name of the host document becomes the document name and is enclosed in parentheses.

Appointment or Meeting

If issued in conjunction with a currently displayed appointment or meeting, the DETACH command displays the "Detach from current Object" window. This window lists notes attached to the calendar entry. You can then remove the attached notes by specifying either the ERASE or DETACH command.

If you specify ERASE, the attached note is removed from Con-nect entirely.

If you specify DETACH, the attached note is placed in your default folder as a document. The subject of the calendar entry becomes the document name and is enclosed in parentheses.

DISPLAY

The DISPLAY command displays an object. See *Screens* for a discussion of the various "Display" screens which appear when this command is issued.

Note:

If you issue the DISPLAY command for a document which contains no text, the empty "Display *Document-name*" screen is displayed.

Issuing DISPLAY in the Command Line

The DISPLAY command is the default command for most objects, which means that you do *not* have to enter the command itself.

All you have to enter is either an object kind or the name of an object and press ENTER. If two different objects with the same name exist in your cabinet, a selection window appears, and you can select the object you want to display.

The command DISPLAY is executed by default when you enter objects and object names or dates in the command line as follows:

- **Object**
Displays a list of objects of that kind (except for the objects Profile and Pfkey, which have MODIFY as the default command; and the object Memo, which has SEND as the default command).
- **name**
Displays the specified object (except for the object Application, which has PERFORM as the default command; and for the objects Cabinet and Menu, which have USE as the default command).
- **Object name1 name2**
Displays an alphabetic list of objects, starting with *name1* and ending with *name2*.
- **Object date1 date2**
Displays a chronological list of calendar entries, starting with *name1* and ending with *name2*

Note:

When specifying a date in conjunction with the DISPLAY command, both a day and a month must be specified; if a year is not specified, the current year is assumed. The month can be specified as either letters or numbers. The day, month and year must be specified in the same order as shown in the upper right corner of your screen.

If you are not sure how to spell the name of an object but you know the first letters, you can enter the letters you know followed by an asterisk (*) to display a list of objects beginning with the letter(s) specified, e.g. "DISPLAY Document na*".

If you issue the DISPLAY command in the command line of a "Contents of Folder *Name*" screen or a "Display *Objects* by Name" screen, all objects listed in the screen (a maximum of 12 objects) are displayed one after the other. You issue the QUIT command to proceed from one object to the next.

Issuing DISPLAY in the Cmd-Column

If you issue the DI command in the Cmd-column in conjunction with a single object, Con-nect displays the object when you press ENTER. If you issue the DI command in the Cmd-column, in conjunction with several objects, Con-nect displays the first object when you press ENTER (you must issue the QUIT command to display the next object).

Note:

If you issue the DISPLAY command for an object which is empty (e.g. an empty folder, or a bulletin board which contains no entries), a message appears, saying that the object is empty. You must then remove the command adjacent to the empty object before Con-nect proceeds to execute the valid commands.

If you want to DISPLAY all objects listed in a "Contents of Folder *Name*" screen or a "Display *Objects* by Name" screen (a maximum of 12 objects), you do not have to mark every single object with DI in the Cmd-column to do so. Instead, you can enter DISPLAY in the command line as described above.

ENCLOSE

The ENCLOSE command attaches a copy of a document to a host document.

This command can only be issued from the "Display Documents by Name" screen or the "Contents of Folder *Name*" screen. In the "Contents of Folder *Name*" screen, the display sequence must be either ascending or descending, and not user-defined.

ERASE

The ERASE command removes an object from its current location. The keywords of an object are also erased.

- If ERASE is issued in conjunction with an object filed in a folder (except for distribution lists, command aliases and folders), the object is placed in the Wastebasket.
- If ERASE is issued in conjunction with an object which is *not* filed in a folder (or in conjunction with a distribution list, command alias or folder), the object is removed from Con-nect entirely and cannot be recovered.
- If ERASE is issued in conjunction with an object in the Wastebasket, the object is removed from Con-nect entirely and cannot be recovered.

EXPORT

The EXPORT command moves a copy of an object from your Con-nect cabinet to a Natural library or to a personal computer.

This command can be issued from any Con-nect screen, and must be issued in conjunction with the specific object.

FILE

The FILE command enables you to move an object into another file or folder. A "File" window is displayed, and you must enter the name of the folder (and optionally a file) into which you want to place the object. You can also use the FILE command to rename an object. See *Screens* for a discussion of the "File" window.

Caution:

Cover notes which are attached to documents in the Inbasket are filed with the document. Cover notes attached to other kinds of objects in the Inbasket are not filed and cannot be retrieved.

This command must be issued in conjunction with a specific object.

Issuing FILE in the Command Line

If you issue FILE in the command line of a "Contents of Folder *Name*" screen or a "Display *Objects* by Name" screen, all objects listed in the screen are selected for filing (a maximum of 12 objects). In the resulting "File" window, you can specify whether the objects are to be filed together.

The command sequence "FILE *folder-name file-name*" can only be issued in the command line of a "Display Object" screen, and you only have to press ENTER to file the object.

Issuing FILE in the Cmd-Column

You can issue the FI command in the Cmd-column in conjunction with several objects. See *Filing Several Objects at the Same Time*.

If you want to FILE all objects listed in a "Contents of Folder *Name*" screen or a "Display *Objects* by Name" screen, you do not have to mark every single object with FI in the Cmd-column to do so. Instead, you can enter FILE in the command line as described above.

Note:

You cannot file objects which have been created by the system administrator, i.e objects which are marked with (S) in the "Folder" column of a "Display *Objects* by Name" screen.

FIND

This command is only available if Con-nect Text Retrieval is installed.

The FIND command displays the "Find TRS Documents" screen in which you can specify search criteria to retrieve documents which have been filed in a TRS folder.

This command can be issued from any Con-nect screen without an object.

FLIP

In most screens, the FLIP command alternates between the display of the command prompting lines and the PF-key lines.

"Modify *Document-name*" Screen

If issued from the "Modify *Document-name*" screen, the FLIP command alternates between displaying PF-keys 1 to 12 and PF-keys 13 to 24.

FORMAT

Default formatting criteria are contained in your user profile.

Cnf or Txt Document

If issued in conjunction with a specific Cnf or Txt document, the FORMAT command enables you to change the formatting criteria for the current session, *and* to format the Cnf document with those formatting criteria. You can also specify whether the formatted document is 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 print criteria (see the commands OUTPUT and PRINT).

Any Other Con-nect Screen

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 enables you to change the formatting criteria for the current session.

FORWARD

When the FORWARD command is issued in conjunction with an item in the Inbasket, the "Forward Document" screen is displayed, and you can then send a copy of the mail item to other Con-nect users. To forward the mail item, you issue the CONFIRM command.

This command can only be issued from the Inbasket in conjunction with a specific item.

HELP

Accesses the Con-nect help system. This command can be issued from any Con-nect screen.

If issued from an input field (either by entering a question mark (?) in the field, or by placing the cursor in the field and pressing the PF-key assigned to HELP), help for the specific field is displayed.

IMPORT

The IMPORT command moves a copy of an object from a Natural library or from a personal computer to your Con-nect cabinet.

This command can be issued from any Con-nect screen without an object.

INFO

The INFO command displays a full screen or a window, showing the object definition criteria and information regarding the last change to the object. In some cases you can modify the object definition criteria by typing over the information displayed in this screen or window.

This command must be issued in conjunction with a specific object.

LOCK

The LOCK command locks your terminal, and thus the Con-nect session. This means that no other user can use your terminal until you unlock it by entering the password again. (The LOCK command must always be issued in conjunction with a password; you enter the password either as part of the command sequence or in the next screens).

This command can be issued from any Con-nect screen; without an object.

Caution:

It is only possible to completely lock your terminal, if there are no "escape from session" functions assigned in the TP-monitor.

LOGON

The LOGON command enables you to access a Natural library from your Con-nect session.

This command must be issued as part of a command sequence in conjunction with a specific library name, and can be issued from any Con-nect screen.

You return to the point in Con-nect from which you issued the "LOGON *library-name*" command by issuing the following Natural command

```
RETURN
```

or the following Natural statements

```
STACK TOP COMMAND 'RETURN'  
STOP
```

MENU

The MENU command terminates the current activity and returns to the default menu. When you issue the QUIT command from the default menu, you terminate the Con-nect session (you do not return to the previous function or screen). If no other menu has been specified, the default menu is the Con-nect menu.

If you have activated another menu (with the command sequence "USE Menu *name*"), the MENU command returns to the default menu which has been defined in your user profile.

This command can be issued from any Con-nect screen (except the default menu); without an object.

MODIFY

Document

If issued in conjunction with a document, the MODIFY command places the document in the "Modify *Document-name*" screen, where you can modify it.

PF-Key

If issued in conjunction with the object Pfkey, the MODIFY command enables you to change the PF-key assignments to suit your particular needs (this is the default command for the object Pfkey).

Profile

If issued in conjunction with the object Profile, the MODIFY command enables you to change your user profile to suit your particular needs (this is the default command for the object Profile).

Any Other Object

If issued in conjunction with any other object, the MODIFY command displays the "Modify" screen for that object. This screen shows the object definition criteria, and you can modify these specifications by typing over them.

MX

The MX command is used to re-arrange the sequence of items in a folder. This command is the only method of moving items from one page to another in a folder which contains more than 12 items.

User sequence must be activated prior to re-arranging the folder. Then you must mark the item to be moved with an X. You can page through the folder by repeatedly pressing ENTER. Finally, you must mark a second item with MX. Thereafter, as soon as you press ENTER, the X-marked item is moved to the line following the item marked with MX.

NOTEPAD

The NOTEPAD command (issued without an object or name) displays a window in which you can enter information (notes) as desired.

If issued in conjunction with a keyword (e.g. "NOTEPAD *keyword*"), the notepad page containing the keyword as its subject is displayed. If there are several notepad pages with the same keyword, a list is displayed and you can select the page you want.

This command can be issued from any Con-nect screen.

Note:

If you issue the command sequence "DISPLAY Notepad", a list of all notepad pages is displayed. Notes which are attached to a document or calendar entry are *not* displayed.

ORIGINAL

If you receive a reply to a mail item you sent, the ORIGINAL command enables you to display your original mail item without having to first access your Outbasket.

You can issue the ORIGINAL command in the "Reply" screen (not from the editor) to display the mail item to which you are replying. The text you have already written is saved, and when you issue the QUIT command, you return to the "Reply" screen where you can continue typing the reply.

This command can only be issued while the reply is displayed or from the "Reply" screen.

Editor

See *Text Processing* for information regarding use of the editor command ORIGINAL.

OUTPUT

Default printing (output) criteria are contained in your user profile.

Cnf or Txt Document

If issued in conjunction with a specific Cnf or Txt document, the OUTPUT command enables you to change the printing criteria for the current session, *and* print the document. The Cnf document will be formatted when it is printed, according to the formatting criteria (see the command FORMAT).

Any Other Con-nect Screen

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 enables you to change the printing criteria for the current session.

PAGE *n*

"Display Document-name" Screen

The PAGE *n* command scrolls the document text to a particular page (*n* is the page number). You can optionally specify a line number, and that line will be displayed at the top of the screen (e.g. PAGE 15 30 causes line 30 of page 15 to be displayed at the top of the screen).

Note:

The page number in this case refers to an actual page number if the document were to be printed, and not to a "screen page". It is only valid if page breaks have been specified.

Editor

See *Text Processing* for information regarding use of the positioning command PAGE.

PERFORM

Todo

If issued in conjunction with a todo, the PERFORM command executes the command sequence linked to the todo.

Application

If issued in conjunction with an application, the PERFORM command starts the application (this is the default command if you enter the name of an application without a command).

Query

If issued in conjunction with a query, the PERFORM command finds documents which contain the criteria which have been specified for the query (only available if Con-nect Text Retrieval is installed).

PHONEPAD

The PHONEPAD command displays a window in which you can enter information regarding a phone message (e.g. you can take a message for a colleague who is out of the office) and then send it by issuing the CONFIRM command.

This command can be issued from any Con-nect screen; without an object.

POSITION

"Display *Document-name*" Screen

The POSITION command displays a window from which you can select for display, items associated with the document: cover note, attached notes, body of the document, table of contents and index.

"Display *Objects by Name*" Screen

The POSITION command, followed by a blank and one or more characters, scrolls the screen so that the object whose name begins with the specified characters is displayed at the top.

The POSITION command, followed by a blank and one or more characters and an asterisk (*), displays only those objects beginning with the specified characters.

If no object beginning with the characters specified exists, the screen is scrolled so that the object whose name occurs next in the alphabetical list is displayed at the top.

"Contents of Folder *Name*" screen

You can only use the POSITION command when the folder is displayed in ascending or descending sequence. You cannot use this command when the folder is displayed in user-defined sequence.

The POSITION command, followed by a blank and a date, scrolls the screen so that the object with that date is displayed at the top. The list is in ascending or descending order, depending on the sequence of the folder.

If no object with this date exists, the screen is scrolled so that the object with the next date after or before (depending on the folder sequence) the date specified is displayed at the top.

Calendar Screens

The POSITION command, followed by a blank and a date (it can be a future or past date), scrolls the screen so that the first entry for that date is displayed at the top. If there is no entry for the date specified, the next entry is displayed.

Note:

When specifying a date in conjunction with the POSITION command, both a day and a month must be specified; if a year is not specified, the current year is assumed. The month can be specified as either letters or numbers. The day, month and year must be specified in the same order as shown in the upper right corner of your screen.

POSTPONE

You can issue the POSTPONE command in conjunction with a new mail item (with the exception of invitations) in your Inbasket to defer it until a later date. The item is removed from the Inbasket and stored in the Postponed file in your Inbasket. On the day you specify, it is returned to your Inbasket as a new mail item.

This command can only be issued while the mail item is displayed.

PRINT

The PRINT command enables you to obtain a hardcopy of an object (i.e. a copy of the object as it appears in the screen). The object will be 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. Otherwise, the printing criteria are those specified as a result of the OUTPUT command.

Calendar

See *Printing Your Calendar* for a discussion of how to print calendar items.

QUIT

The QUIT command closes windows, proceeds from one command to another if you issue a series of commands in the Cmd-column, or ends your current activity and returns to the previous screen.

The QUIT command, if issued from the Con-nect menu, does not return you to the previous function or screen, but instead terminates the Con-nect session.

The Period (.) as a QUIT Command

The period (.) is also a QUIT command, and can be issued in either the command line or the Cmd-column. If issued alone (not in conjunction with a command as described below), the period functions exactly like the QUIT command described above.

If issued with a command or command sequence in the command line or with a command(s) in the Cmd-column, the period causes Con-nect to perform the command(s), but not to return to the screen from which you issued the command(s). Instead, Con-nect skips over that screen and returns to the screen prior to the one from which you issued the command(s), i.e. you are taken back two screens.

If you are issuing command(s) in the Cmd-column, you mark the required object(s) with a command abbreviation, and enter a period in the next field. If you are issuing a command or command sequence in the command line, you enter the command followed by a blank and a period.

Editor

See *Text Processing* for information regarding use of the editor command QUIT.

REPLIES

Inbasket

If issued in conjunction with a specific item in the Inbasket (you must first DISPLAY the item) the REPLIES command displays your reply to the item. If you sent more than one reply, a list is shown.

Outbasket

If issued in conjunction with a specific item in the Outbasket, the REPLIES command displays the reply (or list of replies if there are more than one) to that item.

"Addressees for (*Object-name*)" Screen

If issued in conjunction with a mail item or meeting in the "Addressees for *Object-name*" screen, the RE (for REPLIES) command displays the reply from that addressee.

Meeting

If issued in conjunction with a specific meeting you have added, the REPLIES command displays the reply (or list of replies if there are more than one) to that meeting invitation.

REPLY

When the REPLY command is issued in conjunction with an item in the Inbasket, the "Reply" screen is displayed, and you can then respond to the sender and/or forwarder of a mail item. In addition, you can send the reply to any other user. To send the reply, you issue the CONFIRM command.

This command can only be issued from the Inbasket in conjunction with a specific item.

RULE

The RULE command is only available if Con-nect Text Retrieval is installed.

You can issue the command RULE in the command line of the following screens to display the TRS inverting rules: "Modify Folder", "Display *Document-name*", "Info for *Document-name*", "Display Reference Document" and "Modify Reference Document". When these screens are displayed, you can modify the inverting rules by typing over the specifications shown and pressing ENTER. These inverting rules are valid for all documents and reference documents which are contained in this folder.

If a document is stored in the system folder TRS-XXL, you can issue the command RULE in the command line of the following screens to display file information: "Display *Document-name*" and "Info for *Document-name*".

SEARCH

The SEARCH command displays a window in which you can specify the keywords of the object for which you want to search.

If SEARCH is issued in conjunction with a specific kind of object (Document, Reference or Calendar), the appropriate window is displayed, and you can enter additional search criteria.

This command can be issued from the command line of any Con-nect screen.

SEND

A Specific Object

If issued in conjunction with a specific object, the SEND command sends that object to another Con-nect user. If the object is currently displayed in the screen, you issue the command from the command line. If the screen shows a list of objects, you enter SE in the Cmd-column adjacent to the object you want to send. The "Send *Object-name*" screen is displayed, and you must enter the name(s) or ID(s) of the person(s) to whom you want to send the object. Issue the CONFIRM command to actually send the object.

A Memo

If issued from the command line of any other Con-nect screen, i.e. *not* in conjunction with a specific object, Con-nect automatically displays the "Send Memo" screen in which you can write a message to be sent (this is the default command if you enter "Memo" without a command). Issue the CONFIRM command to actually send the object.

SHARE

The SHARE command enables you to specify other users who can access your private cabinet. It also enables you to specify what functions another user may perform in your cabinet.

This command can be issued from any Con-nect screen; without an object.

SNAPSHOT

The SNAPSHOT command copies the current screen and places it in the editor ("Modify *Document-name*" screen) where it can be treated like any other document. When you leave the editor, the snapshot is placed in your default folder, and you can issue any of the commands which apply to documents.

Tip:

Each snapshot is given the name "(Snapshot)" - you may want to rename it to avoid confusion. While you are still in the "Modify *Document-name*" screen you can issue the editor command "RENAME *name*"; you can also rename the snapshot with the FILE or INFO command.

TOP

This command can only be issued from a screen which displays a list of objects or when you display/modify a document.

Cmd-Column

If issued in the Cmd-column adjacent to an object, the command TO scrolls the screen so that the marked object is moved to the top of the display.

Command Line

If issued in the command line, the command TOP scrolls the screen so that the list starts at the beginning.

Document

The TOP command scrolls to the top of the document.

TRANSLATE

The TRANSLATE command enables you to translate Bin, Cnf, FFT, Obj, RFT, Txt and Vce documents into another format.

This command can only be issued from the Cmd-column (in conjunction with a specific document) of a screen which displays a list of objects, or from the command line of the "Display *Document-name*" screen or the "Modify *Document-name*" screen.

UNDO

Outbasket

If issued in conjunction with an item in the Outbasket, the UNDO command retracts a mail item you have sent.

If some of the addressees have already read your mail item, it is not possible to undo the whole mail item. In this case, a window appears asking whether you want to undo the mail for the local addressees that have not yet read the mail item.

It is not possible to undo mail items that have been sent to an external mail node (e.g. TELEX or SNADS).

To remove a few people from the addressee list, you can also issue the ADDRESS command with the mail item to access the "Addressees for *Object-name*" screen and mark the names of those persons you want remove from the list with UN.

Meeting

If issued in conjunction with a meeting, the UNDO command retracts all invitations to the meeting. You can only undo the whole meeting if none of the addressees has read the invitation. The meeting is not, however, erased from your calendar (you must use CANCEL to erase it).

To remove a few people from the attendee list (even if the invitation has already been read by other attendees), you need not undo the whole meeting. You can issue the ADDRESS command with a meeting to access the "Addressees for *Meeting-name*") screen and mark the names of those persons you want to remove from the list with UN.

Editor

See *Text Processing* for information regarding use of the editor command UNDO.

USE

Cabinet

If issued in conjunction with a cabinet ID, the USE command allows you to access that cabinet (this is the default command if you enter the name of a cabinet without a command).

If the cabinet is a private cabinet, the owner of the cabinet must give you permission (using the SHARE command) before you can USE the cabinet.

Menu

If issued in conjunction with the name of a menu, the USE command activates that menu (this is the default command if you enter the name of a menu without a command).

USER

The USER command is used to display the contents of the folder in your user-specified sequence.

To arrange the items according to your own sequence, user sequence must be activated. See *Display Sequence of Objects in a Folder* for a description of how to arrange the objects in a folder in user-specified sequence.

This command can only be issued from the "Contents of Folder *Name*" screen.

X

The X command is used to mark an object which will subsequently be acted upon by an ENCLOSE or MX command.

This command can only be issued in the Cmd-column.

Special Characters as Commands

A few commands are assigned to special characters for easier and faster use:

+	Page forward in a list of objects.
-	Page backward in a list of objects
?	Display input help for the field in which the question mark is entered.
*=	Display the previous command or command sequence in the command line. To issue the command again, you must press ENTER. You can also modify the command before you issue it by pressing ENTER.
<i>n</i>	Scroll <i>n</i> lines backward.
<i>n</i>	Scroll <i>n</i> lines forward.