Con-nect

User's Guide

Version 3.3.3

software AG
THE XML COMPANY

Manual Order Number: CNT333-020IBB

This document applies to Con-nect Version 3.3.3 and to all subsequent releases. Specifications contained herein are subject to change and these changes will be reported in subsequent release notes or new editions.

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Con-nect User's Guide

Con-nect meets the needs of a wide scope of users; ranging from those who use it to perform daily office tasks, to those who perform special tasks - which may include the integration of Natural programs.

This documentation is subdivided into the following parts:

Part 1. Fundamentals	Contains all the information you need to get started with Con-nect. This part explains how to log on to Con-nect and how to issue commands. It also explains the general types of screens and commands used in Con-nect and the help system. The information in Part 1 is not repeated elsewhere in the documentation, so you should read this part of the documentation before proceeding to topics that interest you.
Part 2. Mail Handling	Contains all the information you need to handle your mail. This part explains how to send a memo or phone message, to enter the users to whom you frequently send mail in a distribution list, and to enter in your personal address book a nickname for a user whose name is difficult to remember. It also explains how to manage your new mail in the Inbasket (for example, how to reply to mail immediately, or postpone it so that it re-appears as a new mail item at a later date) and the mail you have sent to other users in the Outbasket (for example, how to check whether the addressee has already read your mail).
Part 3. Filing	Contains all the information you need to arrange your cabinet into folders and files. This part explains the function of the system folders and how to retrieve from the Wastebasket objects that you have erased.
Part 4. Document Management	Contains all the information you need to handle documents, including information about the Con-nect editor. This part explains how to import a PC file or Natural object, and how to export a Con-nect document to a PC or to a Natural library. It also explains the Con-nect document formats and how to translate a document into another format. Finally, it describes the printer profiles, i.e. the command sequences that are needed by a particular printer to produce the intended output.
Part 5. Time Management	Contains all the information you need to handle your Con-nect calendar. This part explains how to invite other users to a meeting, and to enter appointments, reminders and todos. It also explains how to manage resources (for example, a PC or a particular room) and "invite" a resource to a meeting.
Part 6. Other Office Functions	Explains how to use the notepad to write quick notes for your personal use, work with reference documents which are used to provide information on documents that are not stored in Con-nect, and to search for an object for which you have previously defined keywords. This part also explains how to use the bulletin board, to display the address and phone number of a specific Con-nect user, to copy a Con-nect screen to the Con-nect editor, to display a list of your last activities on your Con-nect desktop, and to lock your terminal so that you can leave your logged-on terminal unattended without the risk of an unauthorized person viewing the contents of your cabinet.

Part 7. A Customized Environment	Contains all the information you need to customize Con-nect so that it suits your individual needs. This part explains how to modify your user profile, your Con-nect password and the PF-key assignments. It also explains how to work with command aliases, menus and forms, and to authorize other users to access your cabinet.
Part 8. Integration of Natural	Contains all the information you need to integrate Natural programs into your office environment. This part explains how to create a document using a program, and to link a procedure to a document in order to replace the variables in a document text and to update your database. It also explains how to use an application to run a Natural program directly from your Con-nect session.
Part 9. Con-nect Text Retrieval	Contains all the information you need to work with Con-nect Text Retrieval. This part explains how to retrieve text from documents and reference documents and how to define queries.

The following topics are covered below:

- Conventions
- Terminology

Conventions

The following explains how commands, objects, names and dates are represented in this documentation.

However, when you enter a command or command sequence in the command line, you can use any combination of upper and lower case letters. See **Issuing Con-nect Commands** for further information on how to issue commands.

DISPLAY Document *name*

This denotes a command sequence.

DISPLAY

A command is entirely in upper case letters.

Document

The object in a command sequence starts with an upper case letter.

name

The name in a command sequence is printed in lower case italics. When you issue a command sequence, you must always replace the word *name* with the actual name.

date

The date in a command sequence is printed in lower case italics. When you issue a command sequence, you must always replace the word *date* with the actual date.

Terminology

This section defines the most frequently used terms in this documentation. You need to understand these terms to work successfully with Con-nect.

Administrator

The person who manages Con-nect in your environment. Your administrator can customize Con-nect to fit the needs of your environment.

Blank substitute character

When you use a name which consists of several words in a command sequence, you must replace each blank within the name by the blank substitute character. By default, the slash (/) is the blank substitute character. It is defined in your user profile. See **Language, Command Sequence and Autosave**.

Cabinet

The Con-nect storage space, which can be visualized as your office that contains all the objects you need to work with Con-nect. Generally, each user is assigned a private cabinet (no one else has access to that cabinet). In addition, Con-nect contains other types of cabinets which can be accessed by several users. Your administrator can tell you about the cabinets that are available to you within your environment.

Cabinet ID

The name which identifies a specific cabinet. The cabinet ID of your private cabinet is the same as your user ID.

Command

An instruction which tells Con-nect what to do with an object, or what new function to start. See **Commands**.

Command alias

A short replacement for a command or a command sequence. See **Command Aliases**.

Command abbreviation

The shortest character string which uniquely represents a command. Command abbreviations can be entered in the command line or in the Cmd-column.

Cmd-column

The Cmd-column consists of two-character long input fields which are located to the left of the object names in a screen which displays a list of objects. Command abbreviations can be entered in this column to perform an action on an object. The applicable commands are listed in the command prompting lines.

Command line

The line in which you enter a Con-nect command, command sequence or command alias. It is preceded by "Command /".

Command prompting line(s)

The command prompting lines are shown at the bottom of a screen. They are context-sensitive lines listing all the Con-nect commands which apply to the specific object(s) shown in the screen. The command FLIP, or the PF-key assigned to FLIP, alternates between the display of these lines and the PF-key lines.

Command sequence

A command issued in conjunction with an object and/or name or date. The standard sequence is "command object name" or "command object date" (name or date are only required if you refer to a specific object).

Date

A date associated with a Con-nect calendar entry.

Function

A discrete unit of work which can be performed using Con-nect, e.g. sending mail, reading items contained in your Inbasket, or writing a document. Functions are started by issuing a command, command sequence or command alias.

Name

A word (or words) which uniquely identifies an object. When you use a name which consists of several words in a command sequence, you must replace each blank within the name by the blank substitute character; by default, this is the slash (/).

Object

An item stored in Con-nect (for example, a document or meeting). Objects are discussed in individual sections later in this documentation.

PF-keys

A program function key. In many of the screens, commands are assigned to PF-keys, and can be issued by pressing the specific PF-key. Your administrator can modify the default PF-key assignments.

PF-key lines

The PF-key assignments are shown at the bottom of a screen. The first line lists the names of the PF-keys, and the line below it shows the command assigned to each key in that screen. The command FLIP, or the PF-key assigned to FLIP, alternates between the display of these lines and the command prompting lines.

Screen

The display on your monitor. It can, for example, be a menu, a document, information pertaining to an object, a list of objects or a series of lines which you must fill in. See **Con-nect Screens**.

User ID

The name by which Con-nect recognizes you. It is also the name of your private cabinet and identifies mail you send or receive.

Part 1. Fundamentals

This part contains all the information you need to get started with Con-nect. It is subdivided into the following sections:

- Using Con-nect
- Screens
- Commands
- Help

Using Con-nect

This chapter covers the following topics:

- About Your Environment
- Logging on to Con-nect
- About the Commands
- Issuing Commands in the Command Line
- Issuing Commands in the Cmd-Column
- Issuing Commands Using PF-Keys
- Special Functions Assigned to PF-Keys
- Navigating Within Con-nect
- Leaving Con-nect

About Your Environment

Your Con-nect administrator can customize Con-nect to suit your specific environment. For example, your administrator can modify the PF-key assignments, create command aliases and create menus. Thus, screens and PF-key assignments may be different from those shown in this documentation. Your administrator can also disallow the use of certain commands or objects, so that you cannot work with them. You should consult your administrator about any differences you may find.

Con-nect is supported in several languages, and there are certain things which are language-dependent. For example, the names of the system folders (such as Inbasket and Wastebasket) might be in a different language. If you work in a multi-language environment, ask your administrator how this might affect your cabinet or other cabinets that you are authorized to use.

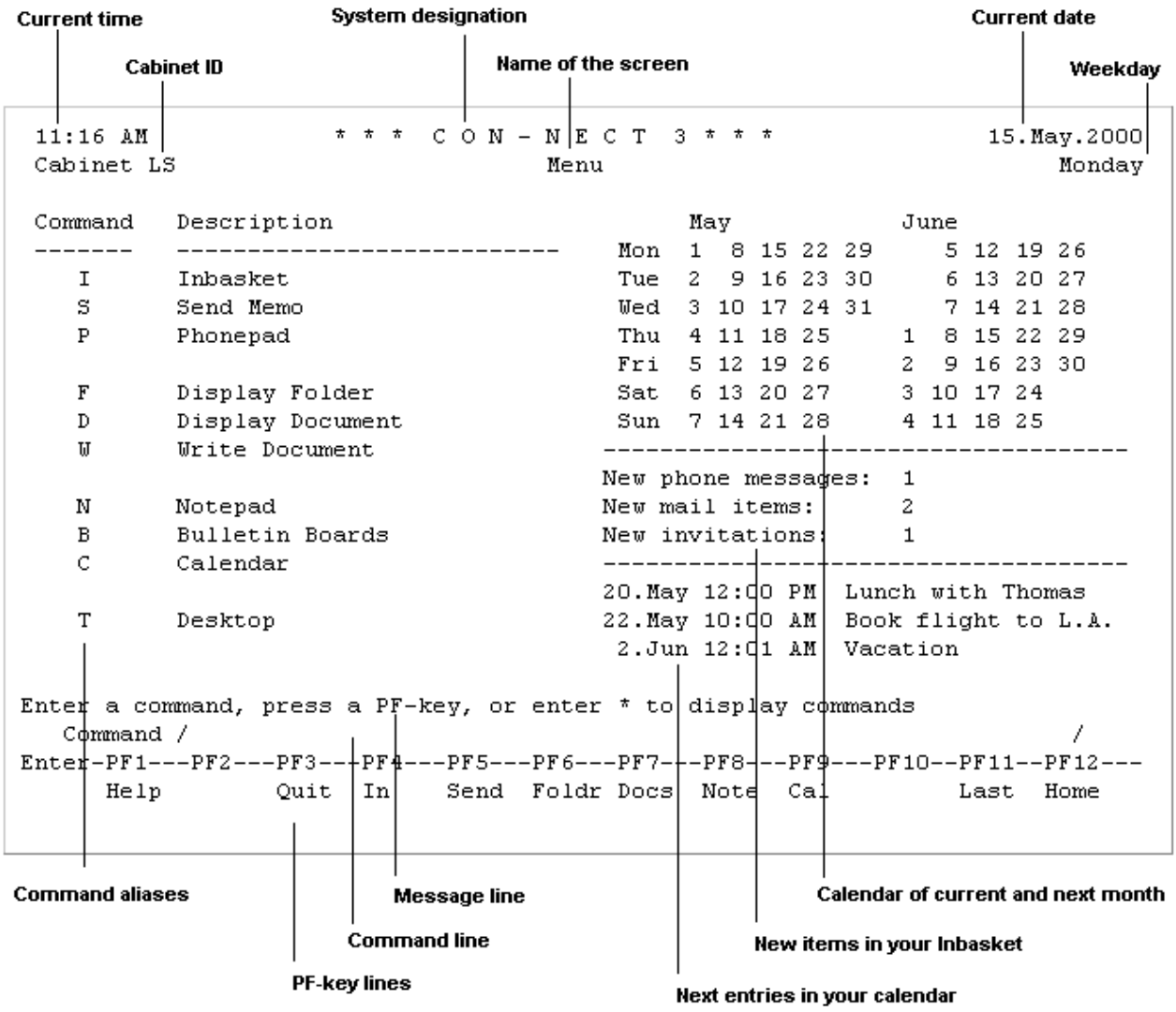
Logging on to Con-nect

The Con-nect administrator is the person who can tell you how to log on to Con-nect in your environment, and what password you should use the first time you log on.

You should define your own password, by modifying the password given to you by your administrator, the first time you log on. This protects your cabinet from unauthorized access. After you have finished reading this section, you should refer to **Folders and Password** for details on how to modify your password.

Each time you log on to Con-nect, you access the private cabinet which has been assigned to you. A user who does not know your password cannot access your private cabinet, unless you authorize that user to do so. See **Adding Shared Users to Your Private Cabinet**.

After you have logged on to Con-nect, the first screen you see is the default menu which has been defined in your user profile. If no other menu has been specified (either by yourself or your administrator), the Con-nect menu which is described below is displayed.



The two lines at the top of the above menu appear in each Con-nect screen. If the cabinet is your private cabinet, the cabinet ID shown in the upper left corner is also your user ID. Instead of the weekday, the number of the current Con-nect screen can also be shown in the upper right corner; see **Menu and Overlay Calendar**.

The left side of the menu lists frequently used Con-nect functions. A one-letter command alias is assigned to the command or command sequence necessary to start each function (for example, S is the command alias for "SEND Memo"). See **Default Command Aliases**.

The right side of the menu shows the calendar for the current and next month, the number of new items in your Inbasket, and the next entries in your calendar. When there are no new items in your Inbasket, and if there are no upcoming entries in your calendar, only the calendar for the current and next month is shown. The sequence in which these information-displays are shown in the menu can be modified. See **Menu and Overlay Calendar**.

The bottom lines of the menu contain the message line which prompts you what to do next, the command line in which you enter a Con-nect command, and the PF-key lines which show the current PF-key assignments. You can also define your own PF-key assignments. See **PF-Key Assignments**.

All Con-nect functions can be invoked from any screen in Con-nect. There is no need to return to the default menu to invoke another function. See **Navigating Within Con-nect**.

Note:
The Con-nect objects and functions are discussed individually in Parts II through IX of this documentation.

About the Commands

All the work you perform during a Con-nect session is accomplished by issuing commands. As a rule, the term "command" as used here, means a command sequence, command or command alias. These three terms are explained below.

The language in which you work and the sequence in which you enter a command sequence are determined by your user profile. See **Language, Command Sequence and Autosave**.

Important:
Throughout this documentation, the sequence "command object name" is used.

Command Sequence

A command sequence is always issued in the command line.

A command sequence comprises a command and an object. For example, to display a list of documents, you issue the following command sequence in the command line of any Con-nect screen and press ENTER:

```
DISPLAY Document
```

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

```
 1:07 PM            * * *  C O N - N E C T  3  * * *                1.Feb.94
Cabinet LS               Display Documents by Name                   Tuesday

Cmd Document Name                Enc Typ Folder         File      Date Filed
--- ---------------------------- --- --- -------------- --------- ------------
__  Analysis                         Txt Work                        3.Jan.94
__  Demo                             Txt Research                   20.Dec.93
__  Draft                            Cnf Work                       20.Dec.93
__  January-94                       Txt Research       Status      31.Jan.94

__  Marketing Plan                   Cnf Marketing      Strategy    10.Jan.94
__  New Strategy                     Txt Marketing      Strategy    31.Jan.94
__  New Tools                        Txt Work                       31.Jan.94
__  Report                           Txt Work                        1.Feb.94

__  Vacation                         Cnf Private                    31.Jan.94
__  CON-FORM1                        Txt (S)                        20.Oct.93
__  CON-FORM2                        Txt (S)                        25.Oct.93
__  CON-FORM4                        Txt (S)                        27.Jan.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
```

In most cases, you can also issue a name with the command sequence. In this case, the object is displayed directly - without intervening screens. For example:

```
DISPLAY Document report
```

As a result, the "Display *Document-name*" screen appears:

```
 1:08 PM            * * *  C O N - N E C T  3  * * *                1.Feb.94
Cabinet LS         Display Report                                    Tuesday
Folder  Work             File                          Page 1       Line 1
  ---------------------------------------------------------------------------
  This is the document called "Report".


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

The following commands can be used as part of a command sequence to access an object directly - without intervening screens:

Command	**Example**
ADD	ADD Document *document-name*
COPY	COPY Document *document-name*
DISPLAY	DISPLAY Document *document-name*
FORMAT	FORMAT Document *document-name*
INFO	INFO Document *document-name*
MODIFY	MODIFY Document *document-name*
PERFORM	PERFORM Application *application-name*
PRINT	PRINT Document *document-name*
SEND	SEND Document *document-name*
USE	USE Cabinet *cabinet-name*

Calendar Entries

Calendar entries cannot be accessed directly since they are not identified by a name. When you specify a date with the command sequence, you do not display a specific calendar entry. Rather a list of calendar entries is displayed, starting with the date you specified.

For example, you can specify the following command sequence to display a list of all appointments:

```
DISPLAY Appointment 10.Feb.94
```

As a result, the following screen appears, starting with the specified date:

```
 1:12 PM            * * *  C O N - N E C T  3  * * *                1.Feb.94
Cabinet LS              Display Appointm 10.Feb.94                   Tuesday

Cmd Day Date         Start    End      Typ   Subject              Doc Overlay
--- --- -----------  -------- -------- ----- -------------------- --- --------
__  Thu   10.Feb.94  12:00 PM  2:00 PM   A   Lunch with Thomas
__  Mon   14.Feb.94  12:01 AM 11:59 PM   A * Vacation
__  Tue   15.Feb.94  12:01 AM 11:59 PM   A > Vacation
__  Wed   16.Feb.94  12:01 AM 11:59 PM   A > Vacation

__                   10:00 AM  2:00 PM   A   New Tactics             ESH
__  Thu   17.Feb.94  12:01 AM 11:59 PM   A > Vacation
__  Fri   18.Feb.94  12:01 AM 11:59 PM   A < Vacation
__  Tue   22.Feb.94  12:01 AM 11:59 PM   A * Munich

__  Wed   23.Feb.94  12:01 AM 11:59 PM   A > Munich
__  Thu   24.Feb.94  12:01 AM 11:59 PM   A < Munich



Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Copy     Display  Erase    Info     Modify   Top
```

However, when you ADD a calendar entry and enter a date and time as part of the command sequence, this information is automatically entered in the "Add" screen. See **The "Add" Screens**.

See **Issuing Commands in the Command Line** for further information.

Command

The command prompting lines show all commands that apply to the object(s) shown in the current screen. The screen can either show a list of objects or a single object.

A command is issued either in the Cmd-column or in the command line.

Note:
There are also commands which cannot be issued with an object (such as SNAPSHOT or LOCK) and thus are not displayed in the command prompting lines. Such a command is always issued in the command line (it cannot be issued in the Cmd-column).

When the screen shows a list of objects, you can enter the first two characters of the command in the Cmd-column adjacent to the object that you wish to act upon. See **Issuing Commands in the Cmd-Column**.

In the following example, the object called "Report" has been marked with the first two letters of the DISPLAY command:

```
 1:13 PM             * * *  C O N - N E C T  3  * * *                 1.Feb.94
Cabinet LS                Display Documents by Name                   Tuesday

Cmd Document Name                Enc Typ Folder         File      Date Filed
--- ---------------------------- --- --- -------------- --------- ------------
__  Analysis                         Txt Work                        3.Jan.94
__  Demo                             Txt Research                   20.Dec.93
__  Draft                            Cnf Work                       20.Dec.93
__  January-94                       Txt Research       Status      31.Jan.94

__  Marketing Plan                   Cnf Marketing      Strategy    31.Jan.94
__  New Strategy                     Txt Marketing      Strategy    31.Jan.94
__  New Tools                        Txt Work                       31.Jan.94
di  Report                           Txt Work                        1.Feb.94

__  Vacation                         Cnf Private                    31.Jan.94
__  CON-FORM1                        Txt (S)                        20.Oct.93
__  CON-FORM2                        Txt (S)                        25.Oct.93
__  CON-FORM4                        Txt (S)                        27.Jan.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
```

Pressing ENTER will then DISPLAY the marked object (see the screen below).

When a single object is currently displayed, you can enter one of the commands shown in the command prompting lines in the command line. In the following example, the command SEND has been entered in the command line:

```
 1:14 PM            * * *  C O N - N E C T  3  * * *                1.Feb.94
Cabinet LS         Display Report                                    Tuesday
Folder  Work             File                          Page 1       Line 1
  ---------------------------------------------------------------------------
  This is the document called "Report".


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

Pressing ENTER will then display the "Send" screen in which you have to specify further information (such as the name of the user who is to receive the copy).

To act upon a specific object without intervening screens, you can issue the command sequence with the name of the object (for example, "DISPLAY Document report" or "SEND Document report").

See **Issuing Commands in the Command Line**.

Command Alias

A command alias is a short replacement for a command or command sequence. All commands shown in the Con-nect menu are command aliases.

A command alias is always issued in the command line.

You can also define your own command aliases. See **Command Aliases**.

Issuing Commands in the Command Line

Every Con-nect screen contains a command line (beginning with "Command /").

```
  Description Lunch appointment to discuss marketing tactics for our new
              fiber products

        Notes 0                                Add Note _ Display Notes _

     Keywords FIBER
              MARKETING
  Private use   or Security Read 7  Modify 7  Copy 7  Print 7

Enter a command, press a PF-key, or enter * to display commands
   Command /                                                              /
 Copy     Detach  Erase    Info     Modify   Print
```

Command line

You can use the command line in one of the following ways:

- To work with the *current* object (a single object which is displayed as in the above example screen), enter one of the commands shown in the command prompting line(s) and press `ENTER` - you must not specify an object or name.
- To work with *another* object (not the object which is displayed), or to start another function, enter the command sequence or command alias and press `ENTER`. You can also enter a command that must not be entered with an object (for example, SNAPSHOT or LOCK).

Blanks in a Command Sequence

When you enter a command sequence, you must always leave a blank between the command, object and parameter (i.e. the name or date). Thus, the command sequence to display a document named "research" is entered as follows:

```
DISPLAY Document research
```

Blank Substitute Character

When you ADD an object, it is possible to specify an object name which consists of more than one word. When you use the name in a command sequence, you must replace each blank within the name by the blank substitute character so that Con-nect recognizes the two-word name as a single unit. Thus, the command sequence to display a document named "research team" is entered as follows:

```
DISPLAY Document research/team
```

By default, the blank substitute character is a slash (/); however, your administrator may have changed it. You can check/modify the blank substitute character by issuing the command sequence "MODIFY Profile". See **Language, Command Sequence and Autosave**.

Abbreviations

When you issue a command or a command sequence in the command line, you can use abbreviations (i.e. truncate the command or object), provided you observe the following rules:

- The abbreviation must uniquely identify the command or object. For example, "DI Di" is the shortest unique abbreviation for the command sequence "DISPLAY Distribution".
- An abbreviation in the command line must not match a command alias. If an abbreviation matches a command alias, Con-nect performs the command sequence that has been assigned to the command alias. For example, if you want to display all distribution lists and you enter the command sequence "D Dist", Con-nect interprets D (which you intend as the abbreviation for DISPLAY) as the command alias D (assigned to the command sequence "DISPLAY Document"). Thus instead of displaying a list of all distribution lists, Con-nect displays a list of all documents.
- You must not abbreviate a name. However, if you only know the first few letters of a name, you can enter them followed by an asterisk (*), for example, "DI Do res*". Con-nect will then display a list of all documents whose names start with the letters preceding the asterisk.

Dates

When you specify a date as part of a command sequence (for example, "DISPLAY Calendar 1.5.94"), the day, month and year must be entered in the same order as the date which is shown in the upper right corner of your screen.

You can specify the month by either name or number.

You can also abbreviate (i.e. truncate) the month name. However, you must specify a unique abbreviation. For example, the abbreviation "Ju" is not unique since it refers to the months June and July. The abbreviation "Jun" is unique.

See **Entering Dates** for further information.

Issuing Commands in the Cmd-Column

Each screen which displays a list of objects contains a Cmd-column (in addition to the command line). The Cmd-column is a two-character input field to the left of each object in the list. The commands which apply to the objects shown in the screen are listed in the command prompting lines directly below the command line.

You can use the Cmd-column in one of the following ways:

- To work with *one* object in a list, mark it with the first two letters (or only the first letter if it uniquely identifies the command) of a command shown in the command prompting lines and press ENTER.
- To work with *more than one* object in a list, mark each object with the first two letters (or only the first letter if it uniquely identifies the command) of a command shown in the prompting lines and press ENTER. You can enter a different command for each object. For example:

```
11:46 AM              * * *  C O N - N E C T  3 * * *                15.May.2000
Cabinet LS                 Display Documents by Name                      Monday

Cmd Document Name                 Enc Typ Folder         File      Date Filed
--- ---------------------------- --- --- -------------- --------- ------------
er  Analysis                          Txt Work                      18.Jun.1999
__  Demo                              Txt Research                  21.Apr.2000
di  Draft                             Cnf Work                      21.Apr.2000
di  January-00                        Txt Research       Status     24.Oct.1999

__  Marketing Plan                    Cnf Marketing      Strategy   24.Oct.1999
mo  New Stategy                       Txt Marketing      Strategy   20.Oct.1999
__  New Tools                         Txt Work                      29.Apr.2000
__  Report                            Txt Work                      18.Jun.1999

er  Vacation                          Cnf Private                   12.May.2000



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

Cmd-column | Command line | Command prompting lines

When you have marked several objects and press ENTER, Con-nect shows the appropriate screen or window for the first marked object. To act upon the next marked object, you must issue the QUIT command.

The exception is the ERASE command. As soon as you press ENTER, all objects marked with ER are erased at once.

Issuing Commands Using PF-Keys

You can issue a command, command sequence or command alias which has been assigned to a PF-key by pressing the appropriate PF-key, regardless of where the cursor is. You must not press `ENTER` afterwards. The command is executed as soon as you press the PF-key.

```
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        Quit  In   | Send  Foldr Docs  Note  Cal         Last  Home
```

PF-key lines

The PF-key lines show all commands assigned to the PF-keys in a particular screen. If the command prompting lines are shown instead of the PF-key lines, you can issue the FLIP command to display the PF-key lines. By default, the FLIP command is assigned to `PF10`.

Since the PF-key assignments can be modified by yourself (see **PF-Key Assignments**) or your administrator, this documentation does not refer to a specific PF-key but to the actual command.

For example, this documentation instructs you to "issue the QUIT command". This means that you can either enter QUIT in the command line and press `ENTER`, or press the PF-key which has been assigned to the QUIT command. By default, the QUIT command is assigned to `PF3`. You can also use the period (.) as a QUIT command. See the description of the QUIT command.

The screens that are shown in the section **PF-Key Assignments** give an overview of the default PF-key assignments (i.e. the PF-key assignments as delivered with Con-nect).

Special Functions Assigned to PF-Keys

Paging Forwards in a List of Objects

In a screen displaying a list of objects, the command "+" displays the next screen.

By default, the command "+" is assigned to `PF8`. The name of that PF-key is "Forwd".

You can also issue the command "+" in the command line.

Paging Backwards in a List of Objects

In a screen displaying a list of objects, the command "-" displays the previous screen.

By default, the command "-" is assigned to `PF7`. The name of that PF-key is "Back".

You can also issue the command "-" in the command line.

Placing the Previous Command in the Command Line

The command *= places the previous command in the command line. To issue the previous command once more, you must press `ENTER`.

By default, the command *= is assigned to `PF11`. The name of that PF-key is "Last".

You can also issue the command *= in the command line.

You can modify the previous command before you issue it by pressing `ENTER`. This is useful if you want to perform the same command for different objects. For example, if the command was "MODIFY Document bb-xy-5" and the next document you want to modify is called bb-xy-6, all you have to do is change the document name and then issue the command by pressing `ENTER`.

Placing the Cursor in the Command Line

The command *++ places the cursor in the command line of the current screen.

By default, the command *++ is assigned to `PF12`. The name of that PF-key is "Home".

The command *++ *cannot* be issued in the command line.

Navigating Within Con-nect

You can move directly from one function to another and back again without having to display the default menu.

Starting a New Function

To start a new function, you enter the command, command sequence or command alias in the command line and press `ENTER`. If a function has been assigned to a PF-key (see the PF-key lines at the bottom of the current screen), you can also press the PF-key.

As a result, the appropriate screen for the function you specify is displayed. The general types of screens are explained in section **Screens**. The functions are explained in specific sections later in this documentation.

Returning to a Previous Function (Screen)

You can interrupt one function to start another function. The function you interrupt is suspended. After you have completed the new function, you can resume the function you interrupted by issuing the QUIT command.

Each time you issue the QUIT command you are returned one screen back. If you worked through several screens in the new function, you must issue the QUIT command repeatedly to return to the interrupted function.

For example, suppose you are writing a document (in the "Modify *Document-name*" screen) and need to check your calendar. Enter the command sequence "DISPLAY Calendar" in the command line to display your calendar. When you have finished reviewing the calendar, issue the QUIT command from the "Display Calendar" screen; as a result, the "Modify *Document-name*" screen is displayed and you can resume writing the document.

There is one exception. When you issue the QUIT command from the default menu, you leave Con-nect. See **Leaving Con-nect**.

Returning to the Default Menu

The default menu is the menu which has been defined in your user profile. See **Menu and Overlay Calendar**. If no other menu has been specified (either by yourself or your administrator), the default menu is the Con-nect menu.

To return to the default menu, you must issue the MENU command from any point in Con-nect. By default, the MENU command is assigned to `PF2`.

Leaving Con-nect

You can only leave Con-nect from the default menu (i.e. from the menu which has been defined in your profile). If no other menu has been specified (either by yourself or your administrator), the default menu is the Con-nect menu.

To leave Con-nect, you must issue the QUIT command from the default menu.

Now you have to log off (i.e. disconnect your terminal from the host computer). Your administrator can tell you how to do this.

If you define a command alias performing the following command sequence, you can leave Con-nect from any screen (see **Command Aliases**):

```
LOGON SYSCNT2 FIN
```

Screens

In addition to the Con-nect menu, six general types of screens are used in Con-nect. These types of screens are introduced in this chapter. No matter with what kind of object you work in a particular screen, the way you use the screen is always the same. The information which applies to a particular kind of object is explained in the section dealing with that object.

This chapter covers the following topics:

- The "Add" Screens
- The "Copy" Screens
- The "Display" Screens
- The "File" Windows
- The "Info" Screens
- The "Modify" Screens
- Other Types of Screens

The "Add" Screens

"Add" screens exist for any kind of object you can add (create) in Con-nect.

You can ADD the following objects: Address, Application, Appointment, Command, Distribution, Document, Folder, Form, Meeting, Menu, Printer, Procedure, Program, Reference, Reminder, Resource and Todo. Only your administrator can ADD a bulletin board or create a cabinet.

An "Add" screen is displayed when you issue the ADD command in conjunction with a specific kind of object. For example:

```
ADD Document
```

If you include a name or date and time as part of the command sequence (see the examples below), this information is automatically entered in the "Add" screen.

```
ADD Document research
ADD Appointment 22.April.94 10.00
```

In the latter example, the date refers to the starting date of a calendar entry, and the time refers to the starting time of the calendar entry. You cannot include the ending date and ending time in the command sequence.

Note:
Certain Con-nect objects are added using windows - these are described in the sections dealing with those objects.

The following is an example of the "Add Document" screen.

```
  1:20 PM             * * *  C O N - N E C T  3  * * *                1.Feb.94
 Cabinet LS                      Add Document                          Tuesday

          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 1.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 general, the following definition criteria are necessary for all kinds of objects.

Folder

The place where the object is to be stored in your cabinet.

Con-nect automatically provides the name of your default folder. The default folder is the folder which has been defined in your user profile (see **Folders and Password**).

If you want to store the object in another folder, you type the name of the folder in this line.

File

Optional - you can specify that the object is to be stored in a file within the folder specified above by typing the file name in this line.

When a default file has been defined in your user profile, Con-nect automatically provides the name of your default file.

***Object* Name**

The name by which the object is to be identified in Con-nect.

The name must be unique for the kind of object. For example, you must not add more than one document with the name "research". You may, however, add different kinds of objects (e.g. a document and a distribution list) which both have the same name.

It is possible to specify an object name which consists of more than one word. In this case, you insert a blank between each word. Later, when you use the name in a command sequence, you must replace the blanks within the name with the blank substitute character.

You must not use the blank substitute character as part of the name. By default, the slash (/) is the blank substitute character. It is defined in your user profile (see **Language, Command Sequence and Autosave**).

Description

Lines in which you can enter a brief description for the object. The description is shown in "Display", "Modify" or "Info" screens. For certain objects, a description is required (as discussed in the section relating to the particular kind of object).

Keywords

Optional - you can specify up to six keywords when you add certain kinds of objects. A keyword must not contain an asterisk (*).

These keywords are useful later when you use the SEARCH command to locate a specific object. See **Search Facility**.

You can enter an asterisk (*) in any of these lines. Con-nect then displays a list of all keywords you have previously specified (and the frequency with which you have used them). You can mark a maximum of 6 keywords and press `ENTER`. If the list of defined keywords is longer than can be displayed in the window, you must press `ENTER` repeatedly.

Keywords are intended for your personal use. Therefore, when you send an object for which you have defined keywords, the keywords are *not* sent with the object.

When you erase an object so that it is moved to the Wastebasket, its keywords are also erased. Thus, when you retrieve an object from the Wastebasket (i.e. when you file it into another folder of your cabinet), you must define all required keywords once more.

Private use

Optional - you can mark this field with any character to specify that this object is private.

This is important, when you have authorized other users to work in your cabinet (see **Adding Shared Users to Your Private Cabinet**). A private object cannot be accessed by another user, and it is not displayed in a list of objects when the other user accesses your cabinet.

When you mark an object as private, any security levels you specify (see below) are ignored.

Security Read _ Modify _ Copy _ Print _

When you add certain kinds objects in Con-nect, you can assign security levels to them.

By default, Con-nect enters your security levels (which have been defined by your administrator) in these fields. You can change these defaults by typing over them.

The security levels are important when you have authorized other users to work in your cabinet (see **Adding Shared Users to Your Private Cabinet**). You can specify what security levels those users must have in order to read (display), modify, copy or print an object in your cabinet.

The levels range from 0 to 9, with 0 being the lowest level (no protection) and 9 being the highest level. However, you are not allowed to assign a security level higher than your own (i.e. when your administrator has defined level 7 for you, you cannot assign level 9).

For example, an object with the read level 7 can be displayed by users who are authorized to read items of level 7 or higher. An object with the print level 0 can be printed by anybody (provided that your administrator has not disallowed the print function for a user).

You can also specify level X which provides absolute protection. No one can perform that function with the object but yourself. You can assign level X only in your own private cabinet. For example, an object with the modify level X cannot be modified by anybody except yourself.

After you have completed the information in the "Add" screen, you must press `ENTER` to add the object. One of the following things happens, depending on the kind of object:

- the next screen displayed refers to the object you are currently adding and you must take further action as indicated at the bottom of the screen; or
- a blank "Add" screen appears and you can add another object (of the same kind), or proceed to your next function.

The "Copy" Screens

"Copy" screens exist for each kind of object you can copy in Con-nect.

A "Copy" screen is displayed when you issue the COPY command in conjunction with a specific object. For example:

```
COPY Document fiber/optics
```

You must not specify a date as part of the command sequence. To copy an appointment or meeting, you must access a screen which shows a list of calendar entries and then mark the calendar entry with CO.

The following is an example of the "Copy Document" screen.

```
10:18 AM            * * *  C O N - N E C T  3  * * *              15.Feb.2002
Cabinet LS           Copy Document Acme-Visit                          Friday

     To Cabinet LS______
       Document ________________________________
         Folder Work___________  File ________________

      Copy with _ Keywords            X Attached Notes
                X Cover Notes         _ Enclosures

    Description ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________

       Keywords FIBER__________ _________________ _________________
                SHARKS_________ _________________ _________________

                Attached Notes  1   Cover Notes  1     Enclosures  0

Complete the information above and press ENTER to copy
   Command /                                                            /
```

In general, the following definition criteria are necessary for all kinds of objects.

To Cabinet

Con-nect automatically enters your own cabinet ID, assuming that you want to copy within your cabinet.

You can copy an object to another cabinet if its user has given you permission (see **Adding Shared Users to Your Private Cabinet**). To copy an object to another user's cabinet, you must enter the cabinet ID of that user.

Document

You must specify a name for the copy.

Since no two objects of the same kind can have the same name, you must enter a unique name for the copy.

Folder

The name of the folder in which the original object is stored is automatically provided in this line. If you want to file the copy in a different folder, you must type that name in this line.

File

If the original object is stored in a file from the folder specified above, the name of that file is automatically provided in this line. If you want to store the copy in a different file, you must type that name in this line.

If you do not want to store the copy in a file, you must leave this line blank.

Description

Some objects require a description; others require a description *or* a name; and for others, the description is optional (see the section dealing with the specific object).

After you have completed the information in the "Copy" screen, you must press ENTER to copy the object.

The "Copy" screen re-appears (the "Document" line is blank) and you can copy the object again or proceed to another function.

When you have pressed ENTER, you can apply the commands which are shown in the command prompting line to the copy you have just made. For example, if you have copied a document and want to modify the text, you enter the command MODIFY in the command line of the "Copy" screen to access the "Modify *Document-name*" screen, where you can edit the copy.

The "Display" Screens

There are several types of "Display" screens:

- Display *Object*
- Display *Objects* by Name
- Contents of Folder *Name*

This section does not consider the calendar screens. These screens are described in **Part 5. Time Management**.

Display *Object*

This kind of "Display" screen shows a single object.

A "Display *Object*" screen is displayed when you issue the DISPLAY command in conjunction with an object name. For example:

```
DISPLAY Form inter-office
```

The following is an example of the "Display Form" screen.

```
  2:17 PM            * * *  C O N - N E C T  3  * * *              25.Jul.2002
 Cabinet LS                      Display Form                         Thursday

          Folder Work            File

       Form name Visit
     Description



       User form X
      Entry form _         Cnf document
                  Display Cnf document _
         Program F9996759       Library CNT332
                                                 Selected addressee(s) 3
            Mark _ to display all selected addressee(s) or
                 _ only with active mail status message

     Private use    or security Read 7  Modify 7  Copy 7

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                     Flip  Last  Home
```

As a rule, a "Display *Object*" screen shows the object definition criteria. The following exceptions apply:

- The "Display Resource *name*" screen displays the calendar for the resource, i.e. days for which the resource has been scheduled.
- The "Display *Document-name*" screen contains the document text; the document definition criteria are displayed in the "Info" screen (see **The "Info" Screens**).

For certain kinds of objects, the definition criteria are shown in an "Info" screen.

Display *Objects* by Name

This kind of "Display" screen shows a list of objects that are all of the same kind. For example, you can display a list of all documents.

A "Display *Objects* by Name" screen is displayed when you issue the DISPLAY command in conjunction with a specific kind of object. For example:

```
DISPLAY Document
```

To display a list of objects, you must not specify a name as part of the command sequence. However, you can enter one or more letters followed by an asterisk (*) to display a list of objects beginning with the letter(s) specified. For example:

```
DISPLAY Document na*
```

The following is an example of the "Display Documents by Name" screen.

```
 1:27 PM             * * *  C O N - N E C T  3  * * *                1.Feb.94
Cabinet LS                Display Documents by Name                   Tuesday

Cmd Document Name                Enc Typ Folder         File      Date Filed
--- ---------------------------- --- --- -------------- --------- ------------
__  Analysis                         Txt Work                        3.Jan.94
__  Demo                             Txt Research                   20.Dec.93
__  Draft                            Cnf Work                       20.Dec.93
__  January-94                       Txt Research       Status      31.Jan.94

__  Marketing Plan                   Cnf Marketing      Strategy    10.Jan.94
__  New Strategy                     Txt Marketing      Strategy    31.Jan.94
__  New Tools                        Txt Work                       31.Jan.94
__  Report                           Txt Work                        1.Feb.94

__  Vacation                         Cnf Private                    31.Jan.94
__  CON-FORM1                        Txt (S)                        20.Oct.93
__  CON-FORM2                        Txt (S)                        25.Oct.93
__  CON-FORM4                        Txt (S)                        27.Jan.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
```

Your own objects are listed first, followed by those created by your administrator. The objects created by your administrator are marked with (S) in the "Folder" column. Each set of objects (those belonging to you and those created by your administrator) is listed in alphabetical order.

If the list is longer than can be shown on one display page, you can press ENTER or press the PF-key which has been assigned to the command "+" to display the next display page. You can also press the PF-key which has been assigned to the command "-" to display the previous page. When the end of the list is reached, pressing ENTER again starts the list at the beginning.

Scrolling the Screen

In the "Display *Objects*by Name" screen, you can use either the POSITION command or the TOP command to scroll the screen.

POSITION

The POSITION command scrolls the screen so that the object whose name begins with the characters you specify is displayed at the top. You must always specify the POSITION command in the command line.

You can either specify the POSITION command with an asterisk (*) after the characters you specify, or without an asterisk.

When you specify the POSITION command *with* an asterisk, only those objects whose names start with the specified characters are shown in the list. In this case, you enter the POSITION command as shown in the following example:

```
POSITION sag*
```

When you specify the POSITION command *without* an asterisk, the objects whose names start the specified characters are shown first in the list and are followed by all other objects whose names occur next in the alphabet (until the end of the list is reached). If no object beginning with the specified characters exists, the screen is scrolled so that the object whose name occurs next in the alphabetical list is displayed at the top. In this case, you enter the POSITION command as shown in the following example:

```
POSITION sag
```

The following applies to both cases mentioned above. When you press `ENTER` at the end of the list, the display restarts with the objects whose names start with the specified characters.

The POSITION command does not apply to objects that are identified by a description (the first characters of the description are shown in parentheses) or system objects (i.e. objects that are marked with (S) in the "Folder" column). However, if your list contains, for example, documents for which only the description is shown in parentheses, you can use the following trick to scroll the screen to these documents:

```
POSITION zz
```

TOP

You can issue the TOP command either in the command line or in the Cmd-column.

When you mark an object with TO in the Cmd-column, the screen is scrolled so that the marked object is moved to the top of the list.

When you issue the command TOP in the command line, the screen is scrolled so that the object list starts at the very beginning. When you have previously specified the POSITION command, the screen is scrolled so that the object list starts again with the characters you specified.

Contents of Folder *Name*

This kind of "Display" screen shows list of objects that are stored in a folder or in a file of a folder. Different kinds of objects can be stored in a folder or file.

A "Contents of Folder *Name*" screen is displayed when you issue the DISPLAY command in conjunction with a specific folder. For example:

```
DISPLAY Folder research
```

To display the contents of a file, you specify the command sequence as follows:

```
DISPLAY Folder folder-name file-name
```

To display the contents of a folder, including the contents of all files in that folder, you specify the command sequence as follows:

```
DISPLAY Folder folder-name *
```

Note:
If a folder or file is empty, you cannot display it.

```
 1:27 PM            * * *  C O N - N E C T  3  * * *                1.Feb.94
Cabinet LS          Contents of Folder Research                      Tuesday
                                                                  Descending
Cmd Item Name       (Description)               Object   Typ Itm Date Filed
--- ------------------------------------------- -------- --- --- ------------
__  Status                                      File          x      1.Feb.94
__  Demo                                        Document Txt        31.Jan.94 ‡ ‡ ‡
```

If the list is longer than can be shown on one display page, you can press `ENTER` or press the PF-key which has been assigned to the command "+" to display the next display page. You can also press the PF-key which has been assigned to the command "-" to display the previous page. When the end of the list is reached, pressing `ENTER` again starts the list at the beginning.

Scrolling the Screen

In the "Contents of Folder *Name*" screen, you can use either the POSITION command or the TOP command to scroll the screen.

POSITION

You can only use the POSITION command when the folder is displayed is ascending or decending sequence. You cannot use this command when the folder is displayed in user-defined sequence. You must always specify the POSITION command in the command line.

The POSITION command scrolls the screen so that the first object which was filed on the date you specify is displayed at the top. For example:

```
POSITION 24.Dec.93
```

If you do not specify a year, the current year is assumed. You can specify the month as either letters or numbers. You must specify the day, month and year in the same order as shown in the upper right corner of your screen.

When the folder is displayed in descending sequence, the object at the top is followed by objects that were filed *before* the date you specified. Furthermore, folders and files are not shown in the list (this exception does not apply when the folder is displayed in ascending sequence).

When the folder is displayed in ascending sequence, the object at the top is followed by objects that were filed *after* the date you specified.

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

When you press `ENTER` at the end of the list, the display restarts at the very beginning of the list (not with the object which was filed on the date you specify).

TOP

You can issue the TOP command either in the command line or in the Cmd-column.

When you mark an object with TO in the Cmd-column, the screen is scrolled so that the marked object is moved to the top.

When you issue the command TOP in the command line, the screen is scrolled so that the object list starts at the very beginning.

The "File" Windows

"File" windows exist for each kind of object you can file in Con-nect.

- Filing a Single Object
- Filing Several Objects at the Same Time
- Filing an Object Without Displaying the "File" Window

See the description of the FILE command for further information.

Filing a Single Object

To file an object, you can access a screen which shows a list of objects. You can then mark the object with FI (for FILE) in the Cmd-column to access the "File" window. Alternatively, when the object is currently displayed, you can enter FILE in the command line to access the "File" window.

The following is an example of the "File Document" window.

```
 1:24 PM            * * *  C O N - N E C T  3  * * *              18.Jan.2001
Cabinet LS                Display Documents by Name                  Thursday

Cmd Document Name                E   +---------------------------------------+
--- ---------------------------- -   !            File Document              !
__  Analysis                          +---------------------------------------+
__  Demo                             !                                       !
__  Draft                            !                                       !
fi  Fiber Optics                     !  _  Use only keywords specified below !
                                     !  _  Mark to File with original(s)     !
__  January-01                       !  Work___________ Folder               !
__  Marketing Plan                   !  _______________ File                 !
__  New Strategy                     !  Name                                 !
__  New Tools                        !  Fiber Optics_____________________    !
                                     !                                       !
__  Report                           !  Keywords                             !
__  Vacation                         !   ________________  ________________  !
__  CON-FORM1                        !   ________________  ________________  !
__  CON-FORM2                        !   ________________  ________________  !
                                     +---------------------------------------+
Enter a command, press a PF-key, or enter * to display commands
   Command /                                                              /
 Address  Copy     Display  Enclose  Erase    Export   File     Format   Info
 Modify   Output   Print    Send     Top      Translat X
```

In general, the following information is necessary to file an object:

Use only keywords specified below

This field is only shown when the object you are about to file has originals (see below).

If you mark the "Mark to File with original(s)" field and also mark this field, all objects are filed with the keywords that are specified in this window. The keywords of the first object are shown by default. If you leave this field blank, all objects are filed with the keywords that have previously been specified for them.

Mark to File with original(s)

This field is only shown when the object you are about to file has originals.

If you mark this field, all *previous* replies to this object are also filed in the folder that is specified in this window. Since replies with a date and time later than the document you are currently filing are not considered, it is recommended that you always file the most recent object.

So that you can easily retrieve all objects that you file together, it is recommended that you specify the same keyword(s) for all objects.

Folder

The name of the folder in which the object is currently stored is automatically shown in this line. If you have not previously filed the object (or if it is stored in the Inbasket, Outbasket or Wastebasket), the name of the default folder is shown here.

If you want to file the object in a different folder, you type that name in this line.

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

To take an object which is stored in a folder out of that folder and store it in the default folder, you erase the folder name in this line.

You can also FILE a folder. To take the folder out of the folder in which it is stored, you erase the folder name in this line. As a result, it becomes an individual folder which is listed in the "Display Folders" screen (a folder that is stored in another folder is not listed in the "Display Folders" screen). You can also file the folder in another folder by typing the name of the new folder in this line.

File

If the object is currently stored in a file within the folder specified above, that name is displayed here.

Optional - to file the object in another file of the above folder, you type that name in this line.

To display a list of all files that are stored in the above folder, you can enter an asterisk (*) in this line and press ENTER. In the resulting window, you can mark a file with the cursor and press ENTER to include the file name in the "File" window.

Optional - to take an object which is stored in a file out of that file (and store it in the folder specified in the line above), you erase the file name in this line.

Name

The name of the object that you want to file is automatically shown in this line. You can file the object under a new name (i.e. rename it) by typing over the name displayed here.

If the object does not have a name, it is identified by its description. The description is enclosed in parentheses and is shown directly below this line.

If you have also marked the "Mark to File with original(s)" field, renaming is not possible.

Keywords

Optional - you can specify up to six keywords when you file certain kinds of objects. A keyword must not contain an asterisk (*).

If keywords have already been defined, they are shown in these lines. You can modify the keywords, erase them or define new ones.

If you want a list of keywords you have already specified for objects, you can enter an asterisk (*) in any of these lines. Con-nect then displays a list of all keywords you have previously specified (and the frequency with which you have used them). You can mark a maximum of 6 keywords and press `ENTER`. If the list of defined keywords is longer than can be displayed in the window, you must press `ENTER` repeatedly.

See the description of the "Add" screen for further information on keywords.

After you have completed the above information, press `ENTER` to file the object.

The Specified Folder or File does not yet Exist

If you specify the name of a folder or file which does not yet exist, a window listing all folders or files in your cabinet, starting with the letters you specified, is displayed. You can then mark a folder or file with the cursor and press ENTER to include its name in the "File" window.

You can also mark the field at the bottom of the window with any character to add a new folder or file.

```
 1:29 PM            * * *  C O N - N E C T  3  * * *                1.Feb.94
Cabinet LS               Display Documents by Name                   Tuesday

Cmd Document Name                E   +----------------------------------------+
--- ---------------------------- -   ! Folder Reports         is not defined !
__  Analysis                         +----------------------------------------+
__  Demo                             !    Select one item                     !
__  Draft                            !    Research                            !
__  Fiber Optics                     !    Work                                !
                                     !                                        !
__  January-94                       !                                        !
__  Marketing Plan                   !                                        !
__  New Strategy                     !                                        !
__  New Tools                        !                                        !
                                     !                                        !
fi  Report                           !                                        !
__  Vacation                         ! _  OR mark to ADD:  Reports________   !
__  CON-FORM1                        !       Position to:  _________________  !
__  CON-FORM2                        +----------------------------------------+


  Command /                                                              /
Copy     Display  Enclose  Erase    Export   File     Format   Info     Modify
Output   Print    Send     Top      Translat X
```

Note:
In addition to adding a new folder or file using the "Add Folder" screen (see **Adding a Folder**), you can also add a folder or file using this method.

Filing Several Objects at the Same Time

To file several objects at the same time, you must first access a screen which shows a list of objects. You can then mark several objects with FI in the Cmd-column.

If you enter FILE in the command line of a screen which shows a list of objects, all listed objects (a maximum of 12 objects) are selected for filing.

```
 1:43 PM            * * *  C O N - N E C T  3  * * *              18.Jan.2001
Cabinet LS                Display Documents by Name                  Thursday

Cmd Document Name                E   +---------------------------------------+
--- ---------------------------- -   !            File Document              !
__  Analysis                          +---------------------------------------+
fi  Demo                            !  5  Items have been selected to File. !
fi  Draft                           !  _  Mark to File them together        !
fi  Fiber Optics                    !  _  Use only keywords specified below !
                                    !  _  Mark to File with original(s)     !
fi  January-01                      !  Research_______ Folder               !
__  Marketing Plan                  !  _______________ File                 !
__  New Strategy                    !  Name                                 !
__  New Tools                       !  Demo___________________________      !
                                    !                                       !
fi  Report                          !  Keywords                             !
__  Vacation                        !   ______________  ______________      !
__  CON-FORM1                       !   ______________  ______________      !
__  CON-FORM2                       !   ______________  ______________      !
                                    +---------------------------------------+
Enter a command, press a PF-key, or enter * to display commands
   Command /                                                              /
Address  Copy     Display  Enclose  Erase    Export   File     Format   Info
Modify   Output   Print    Send     Top      Translat X
```

When you file several objects at the same time, the following additional fields are displayed in the "File" window:

n Items have been selected to File

The number of objects that you want to file in shown here.

Mark to File them together

You can mark this field with any character to file all marked objects in the same folder and/or file.

If you leave this field blank, a "File" window is displayed for each object , and you must specify the folder and (optionally) the file in which you want to store the object. You may also specify a new name and define new keywords for each object. After you have completed your specifications, press ENTER to file the object and to proceed to the next object.

Use only keywords specified below

If you have marked the "Mark to File them together" field and also mark this field, all objects are filed with the keywords that are specified in this window. The keywords of the first object are shown by default. If you leave this field blank, all objects are filed with the keywords that have previously been specified for them.

Mark to File with original(s)

This field is only shown when at least one of the objects you are about to file has an original.

If you mark this field, all *previous* replies to this object are also filed in the folder that is specified in this window. Since replies with a date and time later than the document you are currently filing are not considered, it is recommended that you always file the most recent object.

So that you can easily retrieve all objects that you file together, it is recommended that you specify the same keyword(s) for all objects.

Caution:
If you mark the objects to be filed together, you cannot rename them as described in this section. You can only modify the name and keywords of the first object.

Filing an Object Without Displaying the "File" Window

When a single object is currently displayed, you can specify the name of the folder and file in which you want to store the object in the command line, as described below.

To store the object in a folder (and not in a file of that folder), you must specify the following command sequence:

```
FILE folder-name
```

To store the object in a file of a folder, you must specify the following command sequence:

```
FILE folder-name file-name
```

In both cases, a "File" window is not displayed.

The "Info" Screens

An "Info" screen is displayed when you issue the INFO command in conjunction with a specific object. For example:

```
INFO Document fiber-optics/and/sharks
```

You must not specify a date as part of the command sequence. To display information for a calendar entry, you must access a screen which shows a list of calendar entries and then mark the calendar entry with IN. Calendar entries use "Info" windows instead of screens.

As a rule, an "Info" screen displays the object definition criteria, i.e. information specified when the object was added or last modified.

The following is an example of the "Info for *Document-name*" screen.

```
 15:11               * * *  C O N - N E C T  3  * * *              21.Apr.1998
 Cabinet LS        Info for Fiber-optics and Sharks                   Tuesday
 Folder  Work             File
 ---------------------------------------------------------------------------
  Document Name Fiber-optics and Sharks           Document Format Txt
    Description ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
       Keywords CABLE__________  FIBER__________  ________________
                SHARK__________  ________________  ________________
 Add Procedures _            Attached/Cover Notes      Enclosures
    Private use _      Security Read 7  Modify 7  Copy 7  Print 7

Expiration Date 3.Sep.1999_    Archive on Expiration _
        Created 21.Apr.1998    15:11    by Long,Sonya           LS
       Modified 21.Apr.1998    15:11    by Long,Sonya           LS
         Mailed                          by
      Forwarded                          by

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
```

Depending on the kind of object, it may be possible to modify the object definition criteria in the "Info" screen by typing new specifications in the lines of the screen.

If it is possible to specify keywords for the object, you can enter an asterisk (*) in any of these lines and press ENTER. As a result, a list of all previously defined keywords (and the frequency with which you have used them) is displayed. You can mark a maximum of 6 keywords and press ENTER. If the list of defined keywords is longer than can be displayed in the window, you must press ENTER repeatedly.

Creation Date of an Object

For a document, the definition criteria are shown in an "Info" screen. There are other kinds of objects for which an "Info" screen does not exist. For example, for a reference document the definition criteria are shown in the "Display *Object*" screen and in the "Modify *Object*" screen.

The following information pertains to the creation date of an object - no matter in which type of screen it is shown.

```
         Created    6.Jul.93     2:23 PM by Starbuck,Thomas      TS
        Modified   13.Jul.93    11:28 AM by Long,Sonya           LS
          Mailed    9.Jul.93    10:14 AM by Starbuck,Thomas      TS
       Forwarded                          by

 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
```

For the above object, the following actions occurred:

- The object was created by Thomas Starbuck (6.Jul.93).
- The object was mailed to Sonya Long by Thomas Starbuck (9.Jul.93).

  The object arrived in Sonya Long’s cabinet on the same day it was mailed. This is the "Date Filed" for the object in Sonya Long’s cabinet (9.Jul.93); see the object called "Proposal from Thomas" in the example below.

```
  1:39 PM              * * *  C O N - N E C T  3 * * *                1.Feb.94
 Cabinet LS               Display Documents by Name                    Tuesday

 Cmd Document Name                Enc Typ Folder         File       Date Filed
 --- ---------------------------- --- --- -------------- ---------- -----------
 __  Alexander                        Txt Private                      7.Jan.94
 __  Analysis                         Txt Research       Projects      1.Feb.94
 __  Demo                             Txt Research       Projects     14.Jan.94
 __  Proposal from Thomas             Txt Work                         9.Jul.93
```

- The object was modified by Sonya Long (13.Jul.93). This does not affect the "Date Filed" in the above screen.

When you COPY an object and display the definition criteria for the copy, the creation date shown is the date the original object was created (i.e. this is not the date the copy was created). However, when you display a list of objects, the "Date Filed" shows the date the copy was first filed in your cabinet (which is the date the copy was created).

The "Modify" Screens

There are two types of "Modify" screens:

- Modify *Object*
- Modify *Document-name*

Modify *Object*

This type of screen displays the definition criteria, i.e. the information specified when the object was added or last modified.

A "Modify *Object*" screen is displayed when you issue the MODIFY command in conjunction with an object name. For example:

```
MODIFY Folder research
```

You must not specify a date as part of the command sequence. To modify a calendar entry, you must access a screen which shows a list of calendar entries and then mark the calendar entry with MO.

The following is an example of the "Modify Folder" screen.

```
10:31 AM            * * *  C O N - N E C T  3  * * *              18.Mar.2002
Cabinet LS                     Modify Folder                          Monday

Folder Name     Research_______            Filed in Folder   _______________

Description     ____________________________________________________________
                ____________________________________________________________
Sequence        1 (1-Ascending by Date 2-Descending by Date 3-User)
Layout from     2 (0-Standard 1-Cabinet 2-Folder)     Update Folder Layout _
Files           Status_________    Description  ____________________________
                _______________                 ____________________________
                _______________                 ____________________________
                _______________                 ____________________________
                _______________                 ____________________________
                _______________                 ____________________________
                _______________                 ____________________________
                _______________                 ____________________________
     More Files  _                                    Total Files
     Private Use _ or Security Read 7  Modify 7

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
```

You can modify the object definition criteria by typing over the information displayed in the "Modify *Object*" screen.

After you have made all changes in the "Modify *Object*" screen, you must press `ENTER` to modify the object. One of the following things happens, depending on the kind of object:

- the next screen displayed is specific to the object you are modifying and you must take further action as indicated at the bottom of the screen, or
- a message is displayed, telling you that the object was modified.

Modify *Document-name*

The Con-nect editor is also a "Modify" screen.

The editor is displayed when you issue the MODIFY command in conjunction with a document name. For example:

```
MODIFY Document fiber-optics/and/sharks
```

As a result, the "Modify *Document-name*" screen is displayed and you can modify the document text. See **Text Processing** for further information about the editor.

```
  1:38 PM             * * *  C O N - N E C T  3  * * *                1.Feb.94
 Cabinet LS        Modify  Fiber-optics and Sharks                     Tuesday
 Folder  Work             File                          Page      1 Line      1
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
   Marine biologists have charted some capricious changes in 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.









Enter a command, press a PF-key, or enter * to display commands
   Command /                                        / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

The "Modify *Document-name*" screen does *not* display the document definition criteria. To modify the document definition criteria, you must display the "Info" screen for the document (see **The "Info" Screens**).

Other Types of Screens

Selection windows appear if you enter a wrong command, or forget to enter an object if one is required. You can then select the correct command or object by marking it with the cursor and pressing ENTER.

Windows can also appear when you request information for an object. For example, a reminder is always displayed in a window.

Other types of screens and windows are function- or command-related. These screens and windows are described in the sections of this documentation dealing with the particular function associated with them.

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 *n*	FLIP	OUTPUT	SHARE
CONFIRM	FORMAT	PAGE *n*	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 is ascending or decending 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`.
n	Scroll *n* lines backward.
n	Scroll *n* lines forward.

Help

Con-nect provides two types of help:

- Automatic Help
- Con-nect Help System

Automatic Help

If you enter a wrong or incomplete command, or if you enter a wrong value in a field, help is displayed automatically. There are two types of automatic help:

- an error message appears above the command line and indicates what went wrong (in some cases, it tells you what you are supposed to do); and/or
- a window appears which displays all available commands or objects. Pressing `ENTER` displays the next page of commands or objects. You can enter the correct command or object in the command line. You can also select the command or object by placing the cursor next to it in the window and pressing `ENTER` (you need not remove the incorrect input from the command line).

Con-nect Help System

You can access the Con-nect help system at any time; for example, when you are unsure about what to enter in a field or how to use a function.

The following topics are covered below:

- Field Help
- Topic Help
- Find Topic
- Leaving the Help System

Field Help

When you are unsure what to enter in a specific field, you can:

- Enter a question mark (?) in that field and press `ENTER`.
- Or place the cursor in that field and press the PF-key assigned to the command HELP. As a result, the help text for that field is displayed. If you need more information about the current function, you can press `PF1` while the field help is still displayed. As a result, topic help for the current function is displayed.

Note:
The PF-key assignments of the Con-nect help system are not affected by your own PF-key assignments.

Topic Help

To display help for a particular topic, you can issue the command HELP followed by a particular topic in the command line.

Topics are the names of commands (including editor commands) and objects; for example, "Document" or "Display". Further topics are "Editor" and "TRS".

For example, to display help about documents, you specify the following:

```
HELP Document
```

For example, to display help about the editor command EX-Y, you specify the following:

```
HELP EX-Y
```

Note:
You can alternatively enter the first letter or letters of a topic to display a list of all help texts that contain a topic beginning with those letters.

If only one help text is available for the topic, it is displayed as soon as you press `ENTER`.

If several help texts deal with the topic, a list of all help texts containing the topic is displayed. To display a specific help text, you must mark it with any character and press `ENTER`. You can also mark several help texts and press `ENTER`; you must then press `PF3` to proceed from one help text to the next.

Find Topic

A "Find Topic" line is displayed at the top of each help screen. When a specific help text is displayed, a list of topics that are related to the current function is shown below that line.

You can enter a topic in the "Find Topic" line to display the help text(s) for that topic.

You can also enter several topics in the "Find Topic" line to display the help text(s) that contain *all* of the specified topics.

Leaving the Help System

To leave the help system, you must press `PF3`.

When you have chosen a help topic from a list of help topics, you must press `PF3` repeatedly to leave the help system.

You return to the screen from which you called the help system.

Part 2. Mail Handling

This part contains all the information you need to handle your mail. It is subdivided into the following sections:

- Sending Mail
- Distribution Lists
- Phone Messages
- Your Personal Address Book
- Inbasket and Outbasket

Sending Mail

This chapter covers the following topics:

- General Information
- Sending A Memo
- Sending Other Con-nect Objects
- Formatting Your Mail
- Modifying the Send Defaults
- Address Management System
- Printers as External Mail Nodes
- External Con-nect Nodes
- Con-nect Teleservices
- Con-nect SNADS
- Lotus AU/Con-nect: Internet E-mail

General Information

Using Con-nect, you can send mail to other users. You can modify the send defaults (for example, you can define another delivery date) or you can send an unformatted version of a Con-form document (which is usually formatted when sent) so that the addresssee can still see the Con-form instructions within the document text.

The address management system assists you if you are not sure about the names or user IDs of those to whom you want to send mail. It can also be used to specify the type of the mail you send (original, copy, blindcopy or private).

You can create distribution lists to speed addressing your mail and to make sure that no one is forgotten. See **Adding a Distribution List**.

You can create a personal address book containing the nicknames of addressees to whom you often send mail. See **Your Personal Address Book**.

If you cannot be reached via Con-nect for a while, you can set a mail status message. Thereafter, whenever another user sends mail to you, the message you have specified can be read by that user. See **Mail Status Message**.

Sending A Memo

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

```
SEND Memo
```

Memo is the default object for the SEND command, which means that if you enter SEND in the command line, without the object Memo, the "Send" screen is automatically displayed. However, there are two exceptions:

- If a list of objects is displayed (e.g. the "Display Documents by Name" screen) and you issue the command SEND without an object you are asked to select an object from the list (i.e. you must mark an object with SE).
- If an object (e.g. a document) is displayed and you issue the command SEND without an object, the currently displayed object is sent.

```
 12:55 PM            * * *  C O N - N E C T  3  * * *                18.Sep.95
 Cabinet LS                      Send Memo                              Monday


 Addressee(s)   ____________________________________ Selected 0    Sent to 0




 Subject        ____________________________________________________________
 Memo Text------------------------------------------------------ Use Editor _


 ---------------------------------------------------------------------------
Fill in addressee(s), subject and note - use CONFIRM to send
   Command /                                                              /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Confm Mod   Dflt  Addr  Frmat       Last  Home
```

Specify the following information in the "Send" screen:

Addressee(s)

The names of the addressee(s). The addressees must be separated by a blank. You can enter any combination of:

- last name;
- last name followed by first name - separated by a comma;
- user ID;
- nickname (from your personal address book);
- bulletin board;
- cabinet ID;
- distribution list; and
- external mail node.

For example, when you enter a last name in this line and more than one Con-nect user has that last name, a window appears which lists all users with that last name. You must then mark the required addressee(s) with any character and press `ENTER`.

When you only remember the first letters of a last name, you can specify them in this line followed by an asterisk (*). In this case, a list of all users whose names start with these letters appears in the window.

When you specify a last name with an asterisk followed by a first name, the first name is ignored for performance reasons.

When you specify a first name, it is not possible to specify the first letters followed by an asterisk (*). In this case, you must always specify the entire first name.

See **Address Management System** if you need help in selecting the addressees, need to remove an addressee from the list, or want the addressee to receive a copy, a blindcopy or private mail.

Subject

The subject of a memo is the heading under which the mail item is listed both in the addressee's Inbasket and in your own Outbasket.

If you do not enter a subject, Con-nect enters "Memo" and the current date and time as the subject as soon as you press `ENTER`. You can change this by typing a new subject over it prior to sending the memo.

The subject can have a maximum of 60 characters. However, only the first 32 characters of the subject, including blanks, are displayed in the addressee's Inbasket.

Use Editor

Optional - if you need more space to write your memo, you must mark this field and press `ENTER`. The text which you have already written in the "Send" screen is supplied in the editor ("Modify *Document-name*" screen), so that you can continue typing where you left off.

You can also issue the MODIFY command from the "Send" screen to access the editor. See **Text Processing** for details on how to use the editor.

When you have completed your text, you must issue the QUIT command to leave the editor and to return to the "Send" screen.

When you leave the editor using any other Con-nect command, you will find your suspended mail item in the Outbasket. You can then resume the send operation by issuing SE with the mail item.

Memo Text

You type the text of the memo in the lines below the subject.

Word wrapping is automatically activated in the "Send" screen. When word wrapping causes a new line which does not fit in the lines shown, the editor is automatically accessed and you must activate word wrapping yourself, i.e. you must specify the text margins for the *whole* text (see the description of the SET command in section **Text Processing**).

Optional - press `ENTER` to review the addressees before you send the memo.

If a selected user has set a mail status message, the message is displayed in a window as soon as you press `ENTER` or issue the CONFIRM command. You must then press `ENTER` again to close that window.

If a selected user has defined a Cc in the mail status message and/or a Cc or Cc 2 in the user address (see **Modifying Your Own User Address**), this is also added to the list of addressees. Thus, when you specify one addressee, up to three Cc addressees may also be added.

The number of addressees is shown adjacent to the "Selected" indicator; the names of the first 12 addressees are shown in the lines below (if you entered a distribution list, each member of the list is shown).

If you specified more than 12 addressees and want to check the names of all addressees, you can access the address management system.

You can add more addressees at this point by entering them in the "Addressee(s)" line. You can also modify the send defaults (see **Modifying the Send Defaults**).

Issue the following command to send the memo:

```
CONFIRM
```

The number of addressees to whom the memo was sent is shown adjacent to the "Sent to" indicator. The names of the addressees to whom the memo was sent are highlighted.

If the number shown adjacent to the "Selected" indicator is higher than the one shown adjacent to the "Sent to" indicator, one of the following may have occurred:

- You have specified the same addressee more than once. In this case, all duplicate addressees are removed when you send the mail item.
- You have sent a suspended mail item from your Outbasket where the addressees have already been specified before you suspended it. When the cabinet of an addressee has been deleted in the meantime, this addressee is removed from your addressee list.
- You have sent mail to a bulletin board using a nickname that is no longer valid. For example, when the administrator deletes the bulletin board called "Education" and later creates a new one with the same name, your nickname is no longer valid.

After you have sent the memo, you can enter more names or user IDs in the "Addressee(s)" line and send it again by issuing the CONFIRM command once more. However, you *cannot* modify the text, since it has already been sent to the first set of addressees.

A copy of each memo is stored in your Outbasket - even if you did not send the memo by issuing the CONFIRM command. See **Checking Your Outbasket**.

Tip:
If you wish to modify the memo text before sending it to other Con-nect users, you must access your Outbasket and file the memo in another folder (see the descriptions of the "File" windows and the FILE command for further information). You can then modify the text and send the modified memo to other users.

Sending Other Con-nect Objects

In addition to sending memos, you can send copies of the following objects from your cabinet to another Con-nect user: Application, Document, Form, Menu, Procedure, Program and Reference. See the appropriate sections for further information regarding these objects.

For example, to send a document, you must issue the SEND command in conjunction with that document:

```
SEND Document name
```

The "Send" screen is displayed and you must proceed as if you were sending a memo.

Since you are sending an existing object, Con-nect enters its name as subject in the "Send" screen. You can change this by typing a new subject over it.

You write the cover note in the lines below the subject.

If you want to send, for example, a reference document or program, you *must* write a cover note. However, when the addressee files this object, the cover note is lost. If you want to send important information with the object, you should send it as a separate memo.

Caution:
When the addressee files a document which is stored in his Inbasket, the cover note is filed with the document. When the addressee files any other Con-nect object, the cover note is lost.

You can also access the editor (i.e. the "Modify *Document-name*" screen) for a longer cover note. For example, to use an already existing document as a cover note, you can issue the editor command "COPY *document-name*" in the "Modify *Document-name*" screen (see the description of the COPY command in section **Text Processing**). This can be useful if you want to attach frequently-used information to the object you are sending.

Issue the following command to send the object:

```
CONFIRM
```

The keywords you specified for the object are *not* sent with the object.

A copy of each object is stored in your Outbasket - even if you did not send the object by issuing the CONFIRM command. See **Checking Your Outbasket** for further information.

Formatting Your Mail

The FORMAT command, when issued in the "Send" screen, alternates between formatted and unformatted sending of your mail (you can do this either before or after entering the message text):

```
FORMAT
```

See **Documents** for further information on the FORMAT command.

Sending a Formatted Con-form Document

A document which contains Con-form instructions is by default formatted when you issue the CONFIRM command. When you are about to send such a document, a message appears at the bottom of the screen, indicating that the document will be formatted.

Enclosures are not sent with a formatted Con-form document.

Sending an Unformatted Con-form Document

If you want to send an unformatted version of a document which contains Con-form instructions, you must issue the FORMAT command from the "Send" screen before you issue the CONFIRM command. When the addressee displays or modifies the document, the Con-form instructions are still shown.

Sending a Formatted Memo or Document

You can issue the FORMAT command from the "Send" screen for a memo or a document that does not contain Con-form instructions. A message appears at the bottom of the screen, indicating that the memo or document will be formatted (i.e. 3 blank lines will be inserted as a header) when you issue the CONFIRM command.

Modifying the Send Defaults

You can modify the send defaults at any point during a send function, provided that you have not yet sent the mail item (by issuing the CONFIRM command).

Issue the following command from the "Send" screen.

```
DEFAULT
```

As a result, the "Send Defaults" screen appears.

```
  2:07 PM            * * *  C O N - N E C T  3  * * *              14.Mar.2002
 Cabinet LS                    Send Defaults                          Thursday
                   Send Memo : Planning the next steps
-------------------------------------------------------------------------------
                            Repeated Delivery

   Delivery Date 14.Mar.2002  Delivery Time 2:07 PM_
         Deliver __ times    at an Interval _ ( 1 Daily, 2 Weekly, 3 Monthly )
 Expiration Date ___________ Expiration Time ________
-------------------------------------------------------------------------------
                            Message Attributes

 Mark to:                                Mark Priority:
   _ Format with Con-form                  _ Urgent    X Normal    _ Low
   X Show Mail Status Message
   X Allow Alternate Recipient           Mark to send without:
   X Disclose Recipients to each other     _ Enclosures
   X Allow Message Conversion              X Attached Notes (Notepad)
   _ Validate Recipient List only          _ Previous Cover/Forward Notes

Modify defaults as desired and press ENTER
   Command /                                                            /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit                                     Flip  Last  Home
```

The send defaults only apply to this specific send function. The next time you send the same mail item, the defaults you have specified no longer apply.

Modify the send defaults as described in the following sections below:

- Delivery Date/Time
- Repeat Instructions
- Expiration Date/Time
- Message Attributes
- Mail Priority
- Enclosed Items

Press ENTER to modify the send defaults.

Issue the QUIT command to return to the "Send" screen and proceed as described under Sending a Memo.

Delivery Date/Time

You can modify the delivery date and time. This feature is helpful if you have written a memo or prepared a document for sending, but then decide that the delivery should be postponed.

Delivery Date

Con-nect supplies the current date. You can change the delivery date of the mail item to any future date by typing a new date over it.

Day, month and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique. When you enter a past date without the year, the following year is automatically provided.

Delivery Time

Con-nect supplies the current time. You can change the delivery time of the mail item to any future time by typing a new time over it.

When you issue the ADDRESS command with this mail item in the Outbasket, the message "Awaiting distribution" is displayed in the "Addressees for (*Object-name*)" screen. The delivery date and time you specified is also shown in this screen. When you did not specify a time, 12:01 AM is shown (or 0:00 when you use the 24 hour time format).

Repeat Instructions

You can specify a repeated delivery:

Deliver __ Times

If you wish to have the mail item delivered more than once, you must specify how many times the mail item should be delivered by entering a number in this field.

Delivery Interval

The mail item is delivered at the intervals you specify, starting from the delivery date and time specified above.

You must enter the code number for the desired interval:

1	daily
2	weekly
3	monthly

All mail items for which you have specified a repeated delivery are stored in the Repeat-Delivery folder of the addressee. The addressee *cannot* display this folder.

As long as the first mail item has not been put into the Inbasket of the addressee, the message "Awaiting distribution" is displayed in your Outbasket (i.e. when you issue the ADDRESS command with that mail item).

See the UNDO command in the section **Checking Your Outbasket** for a description of how to undo a mail item for which repeated delivery has been specified.

When you delete a mail item for which you specified repeated delivery from the Wastebasket, your mail item is delivered only once. However, if such a mail item is stored in another folder (such as Work or Wastebasket), it is delivered at the interval you specified.

When you have specified repeated delivery for a mail item and your cabinet is then deleted, your mail item is only delivered once *after* the cabinet has been deleted.

Example

You specify the following information in the "Send Defaults" screen:

```
  1:09 PM              * * *  C O N - N E C T  3  * * *                14.Feb.96
 Cabinet LS                     Send Defaults                          Wednesday
                    Send Memo : Planning the next steps
-----------------------------------------------------------------------------
                            Repeated Delivery

 Delivery Date 18.Feb.96__  Delivery Time 1:09 PM__
       Deliver 3_ times    at an Interval 1 ( 1 Daily, 2 Weekly, 3 Monthly )
```

This memo will be delivered three times. The first memo will be delivered on the specified date: 18.Feb.96. The delivery will be repeated two times: on 19.Feb.96 and 20.Feb.96.

The delivery interval refers to the date displayed as the delivery date. For example, if the delivery date is a Monday and you specify weekly delivery, this message will be repeated on the following Monday. If the delivery date is 20.Feb. and you specify monthly delivery, this message will be repeated on the 20th of the following month.

Expiration Date/Time

You can specify an expiration date and time. This feature is useful if your memo becomes obsolete after a certain date and time. When the expiration date and time has been reached, the memo is automatically deleted from the Inbasket of each addressee who has not yet read the memo - it is not placed in the Wastebasket.

Expiration Date

You can specify any future date in this line.

Day, month and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique. When you enter a past date without the year, the following year is automatically provided.

Expiration Time

You can specify any future time in this line.

Message Attributes

You can modify the message attributes and you can specify the priority of your mail item:

Format with Con-form

When this field is marked, a memo or document that contains Con-form instructions is formatted when it is sent.

When this field is not marked, a memo or document that contains Con-form instructions is not formatted when it is sent.

If you are sending a memo or a document which does not contain Con-form instructions and this field is marked, 3 blank lines are inserted as a header.

Show Mail Status Message

This option determines whether mail status status messages are to be shown when you select the addressees for a mail item.

By default, this field is marked with an X. This means that all mail status messages of other users are shown.

You can remove the X, if you do not want to see the mail status messages of other users.

Allow Alternate Recipient

This option determines whether the mail item may be delivered to a default cabinet, if the specified addressee cannot be found at the target node.

By default, this field is marked with an X. To make sure that confidential mail is not delivered to a default cabinet, you can remove the X. If the addressee is not known at the target node, the appropriate status message is displayed in the "Addressees for (*Object-name*)" screen in your Outbasket.

Disclose Recipients to Each Other

By default, this field is marked with an X. This means, that if an addressee issues the ADDRESS command with the mail item, the names of all addressees are displayed in the "Addressees for (*Object-name*)" screen.

You can remove the X, if the names of the addressees are not to be displayed.

Allow Message Conversion

Several mail systems require a mail conversion when receiving mail from another system.

By default, this field is marked with an X to allow message conversion. When you want to make sure that important attributes (e.g. formatting instructions or graphics) of your message are not lost due to conversion, you can remove the X to prohibit conversion. If the target node cannot

handle your mail without conversion, the appropriate status message is displayed in the "Addressees for (*Object-name*)" screen in your Outbasket.

Validate Recipient List only

When you are not sure whether a certain addressee exists at the target node, you can mark this field with any character. Your message will not be delivered to the addressee; Con-nect just checks whether the specified addressee exists at the target node. If the addressee is not known at the target node, the appropriate status message is displayed in the "Addressees for (*Object-name*)" screen in your Outbasket. When this field is marked, a corresponding message is shown in the "Send" screen.

Mail Priority

Several mail systems distinguish mail priorities. Generally, mail items with higher priority are delivered before those with lower priorities.

Urgent

When you remove the X in the "Normal" field and mark this field with any character, other mail systems handle your mail item with a higher priority.

You can also specify this option for mail to other Con-nect users.

When you receive mail with higher priority, "Urgent" is displayed with this mail item in the "Type" column of your Inbasket.

Normal

By default, this field is marked with an X.

Low

This option has no influence on mail that you send to local Con-nect users.

Enclosed Items

When you send a document, you can specify whether the following items are to be sent with the document, or not:

Enclosures

By default, enclosures are automatically sent with a host document (see **Enclosures** for further information).

You can mark this field to specify that the enclosures are not sent with the host document.

Attached Notes (Notepad)

By default, attached notes are not sent with a document (see **Attached Notes** for further information).

You can remove the X from this field to specify that the attached notes are to be sent with the document.

Previous Cover/Forward Notes

By default, the previous cover notes are automatically sent with a document.

You can mark this field to specify that the cover notes are not sent with the document.

Address Management System

When you send mail you must specify one or more addressees. All users defined to Con-nect by the administrator are included in a list of addressees which is available to all Con-nect users. Con-nect provides an address management system which enables you to select addressees from this list.

The following topics are covered below:

- Accessing the Address Management System
- Selecting Addressees
- Displaying the Address of an Addressee
- Displaying Addressees with an Active Mail Status Message
- Specifying the Mail Type (Copy, Blindcopy and Private)
- Removing Addressees From the List (Undo)
- Specifying Addressee Attributes

Accessing the Address Management System

Access the address management system from the "Send" screen (either before or after you fill in addressees, subject and/or message text) by issuing the following command:

```
ADDRESS
```

You can also access the address management system by entering an asterisk (*) in the "Addressee(s)" line of the "Send" screen and pressing ENTER.

```
 10:56 AM            * * *  C O N - N E C T  3  * * *              25.Jul.2002
 Cabinet LS                       Address                             Thursday
                    Send Memo : Planning the next steps
    Addressee ____________________________________________________________
         Type *  N Last name  U User ID  A Address    B Bulletin    C Cabinet
                 D Distribution list     M Members of distribution  E External

Mark _ to display only addressees with active mail status message
Cmd Type Addressee          MSM Mailed   Read Read/Delivery Notify   Reply Req.
--- ---- -------------------- - ----------- - ---------------------- ----------
 __  _ O Eshberry,John        X                2   0     0 = Never           _
 __  _ O Mann,Katie                            2   0     1 = Non             _
 __  _ O Olivier,Karin                         2   0     2 = Always          _
                                                                             _
                                                                             _
                                                                             _
                                                                             _
                                                                             _
                                                                             _
                                                                             _
Use commands below or specify mail type (O, C, B or P)
   Command /                                                              /
 Display  Undo
```

Note:
The addressee attributes "Read/Delivery Notify" and "Reply Req." only apply to transport items. See **Specifying Addressee Attributes**.

The type and name of the object you are sending are displayed in the third line of the "Address" screen. If you have already entered addressees, these are displayed by name in the "Addressee" column. An X in the "MSM" column indicates that the corresponding addressee has an active mail status message.

If you have specified more than 10 addressees, you must remove the asterisk (*) in the "Addressee(s)" line of the "Address" screen and press ENTER to display the next page.

Since you can re-send items from your Outbasket, the mailing date is displayed in the "Mailed" column if you have already mailed this item to an addressee. An X in the "Read" column indicates that the addressee has already read your mail.

You can now

- select addressees,
- display the address for a user or cabinet (including transport service addressees),
- display only those addressees with an active mail status message,
- specify the mail type (copy, blindcopy or private) for each addressee,
- remove addressees from the list, or
- specify addressee attributes for transport items

as described in the following sections. You can also enter additional addressees in the "Addressee" line.

After you have completed your specifications in the "Address" screen, issue the QUIT command to return to the "Send" screen.

Issue the CONFIRM command in the "Send" screen to send the mail item.

You cannot send mail from the address management system.

Selecting Addressees

By default the "Addressee" line and the "Type" field at the top of the "Address" screen each contain an asterisk (*). If you press ENTER, an addressee selection window is displayed, listing all users in alphabetical order. If you have added addressees (nicknames) to your private address book, they are displayed before the users defined by the administrator.

To limit the addressees shown in the window, specify the following information in the "Address" screen:

Addressee

To display a list of addressees beginning with a certain character or string of characters, you enter the character(s) followed by an asterisk (e.g. Li*).

Type

To display a list of all addressees of a particular type (in alphabetical order), you enter one of the following codes:

N	All users according to their last names and all external mail nodes for which a last name has been defined.
U	All users according to their user IDs.
A	All nicknames in your personal address book (except those who are not defined to Con-nect) followed by the nicknames which have been defined by the administrator (e.g. for external mail nodes).
B	All bulletin boards.
C	All cabinets.
D	All distribution lists including those which have been added by yourself.
M	All members of a distribution list. In addition to specifying M in the "Type" field, you must also enter the name of a distribution list in the "Addressee" line. In contrast to the other codes, the members of the distribution list are immediately displayed in the "Address" screen (i.e. the addressee selection window does not appear).
E	All external mail nodes.

Press ENTER to display the addressee selection window.

```
 10:59 AM             * * *  C O N - N E C T  3  * * *              25.Jul.2002
 Cabinet LS                       Address                            Wednesday
                    Send Memo : Pla
    Addressee L*___________________   +---------------------------------------+
         Type N  N Last name  U Use   !    Mark Addressees to Select          !
                 D Distribution lis   +---------------------------------------+
                                      !    Addressee            Mail ID  Type !
Mark _ to display only addressees w   ! __ Laing,George         GLA      Name !
Cmd Type Addressee          MSM Mai   ! __ Lancaster,Sue        SLA      Name !
--- ---- -------------------- - ---   ! __ Lardner,Philip       PLA      Name !
 __  _ O Eshberry,John        X       ! __ Lehnert,Jerry        JLE      Name !
 __  _ C Mannings,Kate                ! __ Lindsay,Valery       VLI      Name !
 __  _ O Pinkerton,Thomas             ! __ List,Ann             ALI      Name !
                                      ! __ Long,Sonya           LS       Name !
                                      ! __ Long,William         WLO      Name !
                                      ! __ Lorenz,Georia        GLO      Name !
                                      ! __ Lowell,Sean          SLO      Name !
                                      ! or Position to _________________ _    !
                                      +---------------------------------------+

You can select 9996 addressees - use QUIT to close the window
   Command /                                                                /
 Display  Undo
```

To include an addressee, mark the field to the left of that addressee in the window with any character. You can press ENTER or press the PF-key which has been assigned to the command "+" to display the next page of the window. You can also press the PF-key which has been assigned to the command "-" to display the previous page of the window.

To scroll the list to a name beginning with a specific character or string of characters, you enter the character(s) followed by an asterisk (e.g. T* or Tas*) in the "or Position to" line at the bottom of the window and press ENTER.

You can also enter one of the codes described above (except M) in the field to the right of the "or Position to" line to display a list of all addressees of that type.

If a selected user has set a mail status message, the message is displayed in a window as soon as you press ENTER. You press ENTER again to proceed with the addressee selection.

Issue the QUIT command to close the window and to return to the "Address" screen.

The names you selected are shown in the "Addressee" columns of the "Address" screen. If you chose a distribution list, each member is displayed.

Displaying the Address of an Addressee

To display the address of a user or cabinet (including transport service addressees), you enter DI in the Cmd-column to the left of the addressee in the "Address" screen and press ENTER. When a mail status message is active, it is shown first.

Displaying Addressees with an Active Mail Status Message

After you have selected the addressees, you can choose to display only those addressees with an active mail status message. To do so, mark the "Mark _ to display only addressees with active mail status message" field (this field can be found above the list of selected addressees) and press ENTER. The name of the resulting screen indicates that only addressees with an active mail status message are displayed.

```
 11:01 AM            * * *  C O N - N E C T  3  * * *              25.Jul.2002
 Cabinet LS           Addressees with Mail Status Message              Thursday
                     Send Memo : Planning the next steps
    Addressee *_____________________________________________________________
         Type *  N Last name  U User ID  A Address    B Bulletin    C Cabinet
                 D Distribution list     M Members of distribution  E External

Mark _ to display all addressees
Cmd Type Addressee          MSM Mailed   Read Read/Delivery Notify   Reply Req.
--- ---- -------------------- - ----------- - ---------------------- ----------
 __  _ O Eshberry,John        X                 2   0     0 = Never           _
                                                         1 = Non             _
                                                         2 = Always          _
                                                                             _
                                                                             _
                                                                             _
                                                                             _
                                                                             _
                                                                             _
                                                                             _
Use commands below or specify mail type (O, C, B or P)
   Command /                                                                /
 Display  Undo
```

When only the addressees with an active mail status message are displayed, you can then return to the full list of selected addressees by marking the "Mark _ to display all addressees" field and pressing ENTER.

When you add new addressees on the screen showing only the addressees with an active mail status message, you are automatically returned to the full list of addressees.

Specifying the Mail Type (Copy, Blindcopy and Private)

By default, every addressee receives an original of the mail item. This is indicated by an O to the left of the addressee's name in the "Address" screen.

To send a copy or blindcopy instead of the original to a particular addressee, you enter C or B in the "Type" column to the left of the addressee in the "Address" screen and press ENTER. The subject of the mail item shown in the Inbasket of that addressee will be preceded by (C) for copy or (B) for blindcopy.

Names of addressees who receive a blindcopy are only displayed on *your* addressee list for the mail item. If an addressee issues the ADDRESS command to display the list of everyone receiving the item, the names of the addressees receiving a blindcopy are not included.

You can enter a P in the "Type" column to the left of the addressee in the "Address" screen and press ENTER to make sure that the mail item can only be read by this person. The subject of the mail item shown in the Inbasket of that addressee will be preceded by (P) for private. The subject cannot be seen by anyone else who has access to that cabinet (for example, if the addressee shares his cabinet).

Before you send the mail item, you can change the mail type as often as you please by repeating the procedure described above. Once the mail item has been sent, you can no longer change the mail type.

Note:
The copy, blindcopy and private options have no effect on telex, teletex, telefax and SNADS addressees.

Removing Addressees From the List (Undo)

To remove an addressee from the list, you enter UN in the Cmd-column to the left of the addressee in the "Address" screen and press ENTER.

Specifying Addressee Attributes

The transport service is a delivery method for sending mail to (and receiving mail from) other Con-nect nodes or mail systems.

When you send a transport item, you can modify the information in the following columns:

Read/Delivery Notify

The values in these columns depend on the mail service you use, and are determined by the administrator. You can modify these values for each addressee (provided that this has not been disallowed by your administrator).

If the mail item is not a transport service item, the fields in this columns are protected, i.e. you cannot modify the information in these fields.

The first column (Read Notify) determines, whether you want to be notified, when the addressee has touched (e.g. displayed, erased, filed) your mail.

The second column (Delivery Notify) determines, whether you want to be notified, when your mail has arrived at the external mail node.

Possible values for both columns are:

0	No read/delivery notification is requested.
1	A notification is only requested, if the mail item cannot be delivered.
2	A notification is always requested.

When you request notification, the appropriate status message is displayed in the "Addressees for (*Object-name*)" screen in your Outbasket. See the description of the ADDRESS command in section **Commands for the Outbasket** for further information.

Reply Req.

You can only mark the fields in this column, if the addressee's mail system supports this method.

You can mark a field with any character to request a reply from the addressee. When the addressee displays your mail, the message that the sender requests a reply is shown.

Printers as External Mail Nodes

Your administrator can define a printer as an external mail node. Thus, you can send mail to a printer (i.e. your mail is printed on the printer you specify).

You can also FORWARD mail to a printer (see the FORWARD command in section **Commands for the Inbasket** for further information). However, there is no indication that the mail has been forwarded by you.

The following topics are covered below:

- Sending Mail to a Printer
- Spoolfile
- Transport Service
- Checking the Reception Status of Your Mail

Sending Mail to a Printer

To send mail to a printer, you must first access the "Send" screen (see Sending a Memo). Specify the name of the printer node in the "Addressee(s)" line.

If you do not know the name of the printer node, you can access the "Address" screen (see **Address Management System**). All printer nodes belong to the addressee type E (External).

You can add the address for a printer node to your personal address book (see **Adding External Addresses to Your Personal Address Book**).

Issue the following command to send your mail to the printer:

```
CONFIRM
```

If applicable, the "Print Mail" window is displayed for each specified printer node. The following sections provide information on this window, depending on whether you are using the spoolfile method or the transport service to send mail. The window is displayed only when your administrator has allowed modifications.

Your name (i.e. the name of the sender) as well as the date and time of sending are printed at the top of the resulting output. The subject is also printed.

Spoolfile

When you use the spoolfile method, you must specify the name of the printer node for each printer or user to whom you want to send mail. Even if you want, for example, send your mail item twice to the same printer, you must specify the name of the printer node twice in the "Addressee" line of the "Send" screen.

When you use the spoolfile method to send mail and when your administrator has allowed modifications, the following window appears after you issued the CONFIRM command:

```
 11:34 AM             * * *  C O N - N E C T  3  * * *                14.Feb.96
 Cabinet LS                       Send Memo                           Wednesday
                  (Created by: Long,Sonya LS 14.Feb.96 13:42)
 Addressee(s) ____________________________________________________________
              Selected 1           Sent to 0
 Eshberry, John    +--------------------------------------+
                   !             Print Mail                !
                   !  ____________________________________  !
                   !  ____________________________________  !
 Subject Review    !  ____________________________________  !_________
------------------ !  ____________________________________  !-------------------
  Hello John,      !  ____________________________________  !
                   !  ____________________________________  !
  Please review th !    Program ________ for Header Lines  !
                   !            ________ for Printing      !
  Regards,         !    Printer 291_____ TID or LU         !
                   !     Cancel _                          !
  Sonya            !                                       !
------------------ +--------------------------------------+-------------------
 1 addressee(s) selected - use CONFIRM to send
   Command /                                                              /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Confm Mod   Dflt  Addr  Frmat Flip  Last  Home
```

In the first six lines of the window, you can specify any text you choose. This text is printed before your mail. It can be, for example, the name and address of the intended recipient.

Furthermore, you can specify the following information in the "Print Mail" window:

Program for Header Lines

The name of the program that is used to prepare the header lines of the printed output. See your administrator for further information.

Program for Printing

The name of the program that is used to control the entire printout. See your administrator for further information.

Printer

The printer that has been defined by the administrator is automatically entered in this line.

Cancel

You can cancel the mail item by marking this field with any character and pressing ENTER, or by pressing the PF-key assigned to the QUIT command. The "Sent to" field of the "Send" screen informs you that your mail item has been sent. However, the message line informs you that it has been canceled.

Send/print the mail item by pressing ENTER.

Transport Service

When the transport service is installed at your site, you need not (as required with the spoolfile method) specify the name of the printer node for each printer or user to whom you want to send mail. You specify the node name only once in the "Addressee" line of the "Send" screen and then specify all required information in the resulting window.

When the transport service is installed at your site and when your administrator has allowed modifications, the following window appears as soon as you press ENTER.

```
 11:34 AM            * * *  C O N - N E C T  3  * * *                14.Feb.96
 Cabinet LS                       Send Memo                          Wednesday
                 (Created by: Long,Sonya LS 14.Feb.96 13:42)
 Addressee(s) tspri_____________________________________________________
              Selected 0           Sent to 0
                   +----------------------------------------
                   !              Print Mail                !
                   !  ___________________________________   !
                   !  ___________________________________   !
 Subject Review    !  ___________________________________   ! _______
------------------ !  ___________________________________   ! -----------------
 Hello John,       !  ___________________________________   !
                   !  ___________________________________   !
 Please review th  !   Program ________ for Header Lines    !
                   !           ________ for Printing        !
 Regards,          !   Printer 289_____ TID or LU           !
                   +----------------------------------------
 Sonya
-------------------------------------------------------------------------------
   Command /                                                                /
Enter an addressee or use PF3 to quit the window
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                 Quit        Save
```

In the first six lines of the window, you can specify any text you choose. This text is printed before your mail. It can be, for example, the name and address of the intended recipient.

Furthermore, you can specify the following information in the "Print Mail" window:

Program for Header Lines

The name of the program that is used to prepare the header lines of the printed output. See your administrator for further information.

Program for Printing

The name of the program that is used to control the entire printout. See your administrator for further information.

Printer

The printer that has been defined by the administrator is automatically entered in this line.

Specify all required information and press PF5 to save the information.

As a result, the blank window re-appears and you can specify further information. For example, you can specify another printer or the name of another recipient. You must then press PF5 again to save the specified information.

When you have specified all information, press PF3 to close the window.

Issue the CONFIRM command in the "Send" screen to send/print the mail item.

Note:
The above-mentioned PF-keys are not affected by your own PF-key assignments.

Checking the Reception Status of Your Mail

A copy of each object you sent is stored in your Outbasket (see **Checking Your Outbasket**).

When you have specified a printer node as addressee and if you have sent the mail item to other Con-nect users at the same time, you cannot undo your mail to the regular Con-nect users.

When you display the Outbasket and issue the ADDRESS command with this mail item, the reception status is one of the following:

Awaiting Distribution

The mail item has been recorded internally by Con-nect and will be sent to the printer.

Delivered

The mail item has reached the printer node. This does *not* indicate that the addressee has read the item.

Delivered to Inbasket

This message appears only when you use the Transport Service. It indicates that the mail item has been put into the Inbasket of the addressee (in this case, the addressee is a printer). It does *not*indicate that the addressee has read your mail.

Canceled by Sender

This message appears only when you use the spoolfile method to send mail. It appears if you canceled the mail item in the "Print Mail" window.

External Con-nect Nodes

Any Con-nect object which can be sent, can also be sent to an external Con-nect node.

You can also use the commands FORWARD and REPLY. However, there is no indication in the addressee's Inbasket whether the reply refers to one of his Outbasket entries or whether the mail has been forwarded by you.

The following topics are covered below:

- Sending Mail to an External Con-nect Node
- Spoolfile
- Transport Service
- Checking the Reception Status of Your Mail

Sending Mail to an External Con-nect Node

To send an object to an addressee at an external Con-nect node, you must first access the "Send" screen (see **Sending a Memo**). Specify the name of the external Con-nect node in the "Addressee(s)" line.

If you do not know the name of the external Con-nect node, you can access the "Address" screen (see **Address Management System**). All external Con-nect addressees belong to the addressee type E (External).

You can also specify the copy, blindcopy and private options for external Con-nect addressees.

You can add an external Con-nect address to your personal address book (see **Adding External Addresses to Your Personal Address Book**).

Issue the following command to send the object:

```
CONFIRM
```

If applicable, a window is displayed for each specified node. The following sections provide information on this window, depending on whether you are using the spoolfile method or the transport service to send mail. The window is displayed only when the name of the addressee has not yet been specified.

Spoolfile

When you use the spoolfile method, you must specify the node name for each user to whom you want to send mail. Even if, for example, two users are located at the same node, you must specify the node name twice in the "Addressee" line of the "Send" screen.

When you use the spoolfile method to send mail and when the name of the addressee has not yet been specified, the following window appears after you issued the CONFIRM command:

```
 11:34 AM             * * *  C O N - N E C T  3  * * *                14.Feb.96
 Cabinet LS                        Send Memo                          Wednesday
                  (Created by: Long,Sonya LS 14.Feb.96 13:42)
 Addressee(s) ____________________________________________________________
              Selected 1           Sent to 0
 DALLAS


               +-----------------------------------------------+
 Subject Revie !        Send to Con-nect Node DALLAS            !_____
-------------- !                                               !---------------
  Hello Charle !  Addressee ________________________________   !
  please let u !     Cancel _                                  !
  and the subs !                                               !
  Regards,     +-----------------------------------------------+
  Sonya


-------------------------------------------------------------------------------
Mark for editor to modify cover note or use CONFIRM to send
   Command /                                                            /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Confm Mod   Dflt  Addr  Frmat       Last  Home
```

The name of the Con-nect node you specified is shown in this window.

Specify the following information in this window:

Addressee

The name of the person who is to receive your mail.

Cancel

You can cancel the mail item by marking this field with any character and pressing `ENTER`, or by pressing the PF-key assigned to the QUIT command. The "Sent to" field of the "Send" screen informs you that your mail item has been sent. However, the message line informs you that it has been canceled.

Send the mail item by pressing `ENTER`.

Transport Service

When the transport service is installed at your site, you need not (as required with the spoolfile method) specify the node name for each user to whom you want to send mail. You specify the node name only once in the "Addressee" line of the "Send" screen and then specify all intended addressees at that node in the resulting window.

When the transport service is installed at your site and when the name of the addressee has not yet been specified, the following window appears as soon as you press ENTER.

```
 11:34 AM            * * *  C O N - N E C T  3  * * *                14.Feb.96
 Cabinet LS                       Send Memo                          Wednesday
                  (Created by: Long,Sonya LS 14.Feb.96 13:42)
 Addressee(s) tsnode_____________________________________________________
              Selected 0           Sent to 0



               +---------------------------------------------+
 Subject Revi  !        Specify Multinode Addressee           ! _____
-------------- !                                              ! ---------------
 Hello Charle  !  Node  ECONNECT   User  ____________________ !
 please let u  !                                              !
 and the subs  +---------------------------------------------+
 Regards,
 Sonya


-----------------------------------------------------------------------------
   Command /                                                                /
Enter an addressee or use PF3 to quit the window
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  Quit        Save
```

The name of the Con-nect node you specified is shown in this window.

Specify the following information in this window:

User

The person who is to receive your mail. You can enter the following information:

- last name;
- last name followed by first name - separated by a comma;
- user ID;
- bulletin board; or
- cabinet ID.

You must ensure that the information you specify here uniquely identifies the intended addressee. Your local Con-nect system does not validate whether your information is unique or whether the intended addressee exits at the target node.

Specify an addressee and press PF5 to save the addressee.

As a result, the blank window re-appears and you can specify another addressee. You must save each addressee you specify by pressing PF5.

When you have specified all addressees, press PF3 to close the window.

Issue the CONFIRM command in the "Send" screen to send the mail item.

Note:
The above-mentioned PF-keys are not affected by your own PF-key assignments.

Checking the Reception Status of Your Mail

A copy of each object you sent is stored in your Outbasket (see **Checking Your Outbasket**).

When you have specified an external Con-nect user as addressee and if you have sent the mail item to other Con-nect users at the same time, you cannot undo your mail to the regular Con-nect users.

When you display the Outbasket and issue the ADDRESS command with this mail item, the reception status is one of the following:

Distribution in Progress

The mail item has been recorded internally by Con-nect and will be sent to the addressee.

Delivered

The mail item has reached the external Con-nect node of the addressee. This does *not* indicate that the addressee has read the item.

Delivered to Inbasket

This message appears only when you use the Transport Service. It indicates that the mail item has been put into the Inbasket of the addressee. It does *not* indicate that the addressee has read your mail.

Canceled by Sender

This message appears only when you use the spoolfile method to send mail. It appears if you canceled the mail item in the "Send to Con-nect Node *Node-name*" window.

Con-nect Teleservices

If Con-nect Teleservices is installed at your site, your administrator can define telex, teletex or telefax mail nodes. Thus, any Con-nect object which can be sent, can also be sent as a telex, teletex or telefax.

You can also use the commands FORWARD and REPLY to send a telex, teletex or telefax. However, the addressee cannot recognize whether your reply refers to one of his Outbasket entries or that the mail item has been forwarded by you.

The following topics are covered below:

- Sending a Telex, Teletex or Telefax
- Checking the Reception Status of Your Mail

Sending a Telex, Teletex or Telefax

To send a telex, teletex or telefax, you must first access the "Send" screen (see **Sending a Memo**). Specify the name of the telex, teletex or telefax node in the "Addressee(s)" line.

If you do not know the name of the telex, teletex or telefax node, you can access the "Address" screen (see **Address Management System**). All telex, teletex or telefax nodes belong to the addressee type E (External).

The copy, blindcopy and private options have no effect on telex, teletex or telefax addressees.

You can add the address for a telex, teletex or telefax node to your personal address book (see **Adding External Addresses to Your Personal Address Book**).

Issue the following command to send the telex, teletex or telefax:

```
CONFIRM
```

If applicable, the "Send Telex/Teletex/Telefax to *Node-name*" window is displayed for each specified addressee. This window contains, telex, teletex, or telefax send information, i.e. additional information which is not required when sending a memo or other objects. The window is displayed only when a telex, teletex or telefax number is not specified or when modifications are allowed before sending.

```
  4:24 PM              * * *  C O N - N E C T  3  * * *             14.Feb.94
 Cabinet LS                        Send                                C09000
                                   Memo Request Test Results
 Addressee(s) ____________________________________________________________
    +-------------------------------------------------------------------+
 RE !                    Send Telex to RESTELEX                          !
    !                                                                    !
    !  To:       ____________________________________________________  !
    !  From:     Long,Sonya__________________________________________  !
 Su !  Subject:  Request Test Results_____________________________      !
--- !                                                                   ! ---
  d !  Telex Number ________________________   Send Date 14.Feb.94__    !
    !   Answer Back _________________          Send Time 16:24___       !
    !  Number of Retries  0                       Device ________       !
    !                                                                    !
    !             Cancel _                                               !
    !                                                                    !
    +-------------------------------------------------------------------+
-------------------------------------------------------------------------------
or Mark to use Editor _
 1 addressee(s) selected - use CONFIRM to send
   Command /                                                            /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Confm Mod   Dflt  Addr  Frmat       Last  Home
```

The line at the top of the window shows the name of the telex, teletex or telefax node you specified. In addition, you can always modify the "To", "From" and "Subject" lines.

To

The name of the person who is to receive the telex, teletex or telefax. (The name of the addressee specified on the "Send" screen is the telex, teletex or telefax node name, and not necessarily the name of the intended recipient.)

From

The sender's (your) name - this is automatically filled in by Con-nect.

Subject

The subject of the telex, teletex or telefax. If this line has not been filled in, you must complete the missing information.

Telex, Teletex or Telefax Number

The addressee's telex, teletex or telefax number. If this line has not been filled in, you must enter the number.

Send Date

The date on which the telex, teletex or telefax should be sent.

By default, the current date is entered in this line. You can specify a different date if you are allowed.

Answer back

Telex and teletex numbers may have corresponding answer back messages.

If this message is entered, a check is made when the telex, or teletex is sent to see if the message and telex or teletex number correspond. If they do not correspond, the message "Cannot be delivered" appears in the telex or teletex reception status. If this line has not been filled in, you can fill it in; if you leave it blank, no check is made.

Send Time

The time at which the telex, teletex or telefax should be sent according to GMT.

By default, the current time is entered in this line. You can specify a different time. Enter the time in a 24h notation without delimiters, e.g. 1800 for 6 pm.

You cannot enter midnight as 24:00. Instead, you must enter 0:00 (i.e. 0000 in this case).

Number of Retries

The administrator may limit the number of times an attempt is made to send the telex, teletex or telefax, provided this facility is supported by the transmission hardware installed. You cannot make changes here.

Device

The telexbox from where the message is sent (defined by the administrator).

Cancel

You can always cancel the telex, teletex or telefax by marking this field with any character and pressing ENTER or by pressing the PF-key assigned to the QUIT command. This does not affect other addressees (nodes).

This is the only way to cancel a telex, teletex or telefax.

The "Sent to" field of the "Send" screen informs you that your telex, teletex or telefax has been sent. However, the when you issue the ADDRESS command (see below) you will see confirmation that it *has* been canceled.

After you have made all necessary modifications in the window, send the telex, teletex or telefax by pressing ENTER.

Checking the Reception Status of Your Mail

A copy of each telex, teletex or telefax you sent is stored in your Outbasket (see **Checking Your Outbasket**).

You cannot UNDO a telex, teletex or telefax after it has been sent. If you have specified a telex, teletex or telefax user as addressee and if you have sent the mail item to other Con-nect users at the same time, you cannot undo your mail to the regular Con-nect users.

When you display the Outbasket and issue the ADDRESS command with a telex, teletex or telefax, the reception status is one of the following:

Awaiting Distribution

The telex, teletex, or telefax has been recorded internally by Con-nect, and will be sent to the addressee at the time and date specified in the "Send Telex/Teletex/Telefax to *Node-name*" window.

Distribution in Process

The telex, teletex or telefax has been sent, i.e. it has been given to the telexbox.

Delivered

The telex, teletex or telefax has reached the telex, teletex or telefax facility of the addressee.

This does *not* indicate that the addressee has read the item.

Cannot be Delivered

The telex, teletex or telefax transmission was not successful.

This message is returned if the addressee could not be reached (for example, due to a busy signal or a wrong number) within the number of retries specified by the administrator.

This message is also returned if an answer back message was specified in the "Send Telex/Teletex to *Node-name*" window and it does not correspond to the telex or teletex number.

Canceled by Sender

This message appears if you canceled the telex, teletex or telefax in the "Send Telex/Teletex/Telefax to *Node-name*" window.

In contrast to mail items which have been sent to Con-nect users within your environment, the "Read" column remains empty - even if the addressee has read your mail. Furthermore, telex, teletex or telefax addressees who have read your mail are *not* included in the number shown in the "Read" column of the "Contents of Folder Outbasket" screen.

Con-nect SNADS

If Con-nect SNADS is installed at your site, your administrator can define SNADS nodes. Thus you can send memos and documents to an addressee at a SNADS node.

You can also use the commands FORWARD and REPLY to send a memo or document to an addressee at a SNADS node. However, the addressee cannot recognize whether your reply refers to one of his Outbasket entries or that the mail item has been forwarded by you.

The following topics are covered below:

- Sending Mail to a SNADS Node
- Checking the Reception Status of Your Mail

Sending Mail to a SNADS Node

To send a memo or document to an addressee at a SNADS node, you must first access the "Send" screen (see **Sending a Memo**). Specify the name of SNADS user in the "Addressee(s)" line. You can specify up to 256 SNADS addressees.

If you do not know the name of the SNADS node, you can access the "Address" screen (see **Address Management System**). All SNADS nodes belong to the addressee type E (External).

The copy, blindcopy and private options have no effect on SNADS addressees.

You can add the address for a SNADS node to your personal address book (see **Adding External Addresses to Your Personal Address Book**).

If you send a document with a cover note, it is sent as a DIA message. You can enter a maximum of 4 lines of cover note text, of which each line must not exceed 64 characters. If you write a longer cover note, the remaining text is ignored when sent.

Tip:
If you send a final form document (Txt) which has no cover note, this message will be marked (in SNADS terms) as a note rather than as a document. You can avoid this by entering "DOCU" or "DOKU" - this can be either in upper case or lower case - as the first four characters in the "Subject" line of the "Send" screen. (There may be office systems that handle notes and documents differently.)

Issue the following command to send the mail item:

```
CONFIRM
```

If applicable, the following window is displayed for each specified SNADS addressee. It contains SNADS send information, i.e. additional information which is not required for sending a normal mail item. The window is displayed only when a SNADS addressee has not fully been defined.

Note:
The window does not appear if all send information has been already filled in by the administrator or by the user with the ADD Address command.

```
 11:08 AM             * * *  C O N - N E C T  3  * * *                14.Feb.94
 Cabinet LS                        Send                                  Friday
                                   Memo (new projects)
 Ad ---------------------------------------------------------------------
    I                                                                     I
  D I                          Send Message to                           I
    I                                                                     I
    I   Recipient Node ID  (Group:) NEW_____  (Element:) YORK____        I
    I   Recipient User ID  (Group:) ________  (Element:) ________        I
 Su I                                                                     I
--- I   Your own ID is assumed to be                                     I ----
  D I   Origin Node ID     (Group:) MINNE     (Element:) SOTA             I
  t I   Origin User ID     (Group:) CONNECT1  (Element:) LS               I
  r I                                                                     I
  n I                                                                     I
  c I                   or mark  _ to CANCEL                              I
  R I                                                                     I
  S ---------------------------------------------------------------------
-------------------------------------------------------------------------------
or Mark to use Editor _

   Command /                                                               /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
```

The window also shows your local system's origin node ID (DSUN) and the origin user ID (DUN) which has been assigned to you. This is your SNADS address - another SNADS user can send a message to you by addressing it to the user ID and node ID which is displayed in this window.

Specify the following information in the window:

Recipient Node ID

The Distribution Service Unit Name (DSUN) of the recipient node. The DSUN identifies a specific SNADS node in the network and consists of two parts: the Routing Group Name and the Routing Element Name.

You cannot enter information here, if your administrator has already specified the recipient node ID (DSUN).

If your administrator has not entered information in the "Recipient Node ID" fields (i.e. if he has specified an asterisk (*) in either or both of the fields), you must supply the values for "Group" and/or "Element". You can obtain these names from your administrator.

Recipient User ID

The Distribution User Name (DUN) of the addressee. The DUN identifies a specific SNADS user in the network and consists of two parts: the Distribution Group Name and the Distribution Element Name.

If your administrator has not made all external SNADS addressees available by entering them in cabinet SYSCNT, you have to enter the recipient user ID here (if it is known to you).

Or mark _ to CANCEL

You can always cancel the mail item by marking this field with any non-blank character and pressing ENTER. This does not affect other addressees (nodes) because a new window is displayed for each addressee.

This is the only way to cancel the mail item.

The "Sent to" field of the "Send" screen informs you that your message has been sent. However, the respective Outbasket entry confirms that it *has* been canceled.

After you have made all necessary modifications in the window, send the mail item by pressing ENTER or any PF-key. (Even if you press the PF-key usually assigned to the QUIT command, the mail item will be sent, unless you mark the "Cancel" field in the window.)

Caution:
You cannot send enclosures with a document. Send them as regular mail items.

Checking the Reception Status of Your Mail

A copy of each memo or document you sent is stored in your Outbasket (see **Checking Your Outbasket**).

You cannot UNDO a SNADS mail item after it has been sent. If you have specified a SNADS user as addressee and if you have sent the mail item to other Con-nect users at the same time, you cannot undo your mail to the regular Con-nect users.

When you display the Outbasket and issue the ADDRESS command with a SNADS mail item, the reception status is one of the following:

Awaiting Distribution

The memo or document has been recorded internally by Con-nect, and will be sent to the addressee.

The specification of a send date and of repeated delivery - by issuing the DEFAULT command - are ignored by Con-nect SNADS. However, you can format the text with Con-form.

Delivered

The mail item has been put into the Inbasket of the addressee.

Further possible messages are "Routing Error", "Addressee unknown", "External System Failure", or "Object of this format cannot be distributed" which indicate that your mail item did not reach the addressee.

In contrast to mail items which have been sent to Con-nect users within your environment, the "Read" column remains empty - even if the SNADS user has read your mail. Furthermore, SNADS addressees who have read your mail are *not* included in the number shown in the "Read" column of the "Contents of Folder Outbasket" screen.

Lotus AU/Con-nect: Internet E-mail

All internet e-mail addressees are addresses outside of your Con-nect system, i.e. they are external addressees. Internet e-mail addressees require Lotus AU/Con-nect. For further information, see your Con-nect administrator.

The general procedure for sending memos or documents through internet e-mail is identical to sending any other mail item.

You can also use the commands FORWARD and REPLY to send a memo or document to an internet e-mail addressee.

The following topics are covered below:

- Sending Mail to an Internet E-mail Addressee
- Checking the Reception Status of Your Mail

Sending Mail to an Internet E-mail Addressee

To send a memo or document to an internet e-mail addressee, you must first access the "Send" screen (see **Sending a Memo**).

Enter the name of the internet e-mail addressee in the "Addressee" line. This is the name defined by your system administrator.

Press `ENTER` to define the addressee's internet e-mail address.

As a result, the following window appears:

```
 11:54 PM            * * *  C O N - N E C T  3  * * *                 22.Mar.99
Cabinet LS                       Send Memo                              Monday

    +-----------------------------------------------------------------+
Add !                         E-Mail Address                          ! 0
    ! kts(a)softwareag.com_____________________________________________ !
    !                                                                 !
    !                      (a) is used for ? (at sign)                !
    +-----------------------------------------------------------------+
Subject        ___________________________________________________________
Memo Text ------------------------------------------------------ Use Editor _









 ---------------------------------------------------------------------------
   Command /                                                              /
Enter an addressee or use PF3 to quit the window
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                  Quit        Save
```

Enter the addressee's internet e-mail address substituting the "at" symbol (@) with the lower-case letter "a" in brackets, i.e. "(a)".

For example, the internet e-mail address **kts@softwareag.com** would be entered as **kts(a)softwareag.com**.

Press `PF5` to save the address.

A new "E-mail Address" window is displayed where you can enter another internet e-mail address.

Press `PF3` to return to the "Send" screen.

After you have entered the message you want to send, issue the following command to send the mail item:

```
CONFIRM
```

Checking the Reception Status of Your Mail

A copy of each Internet e-mail is kept in your Outbasket.

In contrast to other mail items, you cannot UNDO a mail item which is sent to an internet e-mail address. However, if the memo or document is also sent to a user within your Con-nect system, the mail item can be undone for that user.

Distribution Lists

Your Con-nect administrator can add distribution lists which you can use to speed up your correspondence. To save time if you frequently send mail to the same group of users, you can also create your own distribution lists by assigning a name to each list of users.

If you enter the name of a distribution list as the addressee for a mail item, the item is sent automatically to each member of that list.

This chapter covers the following topics:

- Adding a Distribution List
- Managing Your Distribution Lists
- Commands for Distribution Lists

Adding a Distribution List

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

```
ADD Distribution
```

As a result, the "Add Distribution List" screen appears.

```
11:25 AM            * * *  C O N - N E C T  3  * * *              26.Feb.2002
Cabinet LS                  Add Distribution List                     Tuesday

         Folder Work___________ File ______________

      List Name ____________

    Description ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________

  Address level 9

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

    Add Members _



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**), specify the following distribution list definition criteria in the "Add Distribution List" screen.

List Name

A name that is unique among distribution lists and does not exceed 12 characters.

If you specify this name as addressee in the "Send" screen, your mail is automatically sent to all members of the distribution list.

Caution:
You cannot modify the name of a distribution list, once it has been added.

Address Level

The address level establishes limitations for the send function. Your own address level is automatically entered in this field. You can define another address level for your distribution list. You cannot enter an address level higher than your own address level (i.e. you cannot send anything to users who have an address level higher than your own address level).

The administrator can specify that a public, shared or standalone cabinet is not allowed to send or receive mail. In this case, you cannot add a distribution list (the appropriate message will be displayed).

Add Members

To add members to the distribution list, you mark this field with any character.

After you have completed your specifications, press ENTER to display the "Add Members to Distribution List" screen showing the name of the distribution list and its description.

```
 11:04 AM            * * *  C O N - N E C T  3  * * *              25.Jul.2002
 Cabinet LS            Add Members to Distribution List               Thursday



       List name Marketing     is a member of   0 other lists

     Description Members of the local marketing team




 Current members 0          0 are lists

       Member ID ____________________
       Mail type O (Original, Copy, Blindcopy, Private)

 Display members by ID _ or only users by last name _
                 only with active mail status message _

Fill in members 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
```

Enter the following information in the "Add Members to Distribution List" screen:

Member ID

The user IDs or last names of the Con-nect users that you want to add to the distribution list. The users must be separated by a blank.

For example, if you enter a last name and more than one Con-nect user has that last name, a window appears which lists all users with that last name. You must then mark the required user with any character and press ENTER.

You can also enter the last name followed by the first name - separated by a comma.

You can alternatively enter a bulletin board, a cabinet, another distribution list, an external mail node (e.g. a TELEX node) or a nickname.

You can enter an asterisk (*) in the "Member ID" line to display the addressee selection window (you can also enter characters followed by an asterisk (*) to display a list of all addressees beginning with the specified characters). You can mark the names you wish to add to the list with any character. Pressing `ENTER` displays the next page of the window. You issue the QUIT command to close the window and to return to the "Add Members to Distribution List" screen.

Mail type

The type of mail which the members you enter in the "Member ID" line are to receive:

O	Original
C	Copy
B	Blindcopy
P	Private mail

By default each member receives an original of a mail item. If you want particular members to receive copies or blindcopies of a mail item, enter C or B respectively in this field.

Press `ENTER` to add the members to the distribution list.

As a result, the blank "Member ID" line re-appears and you can add further members to the distribution list.

With each member added, the number after "Current members" increases. If you include another distribution list as a member, this is indicated in the "are lists" notation. The name of the last added member is shown to the right of the "Member ID" line.

If you specify a name or user ID which does not exist, a message indicating that the member was not added is displayed.

Display members

Optional - you can mark one of the following fields with any character:

- **by ID**
  Displays all members of the distribution list sorted by member ID.

- **only users by last name**
  Displays only the users that have been added to the distribution list, sorted by last name. Other members such as bulletin boards are not shown.

When you have marked one of the above fields, you can also mark the following field:

- **only with active mail status message**
  Displays only those members of the distribution list who have activated a mail status message.

If the members are displayed (either sorted by member ID or last name) and you want to add more members to the list, you must issue the QUIT command to return to the "Add Members to Distribution List" screen.

When you have added all the members to the distribution list, issue any command to quit the function.

Managing Your Distribution Lists

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

```
DISPLAY Distribution
```

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

```
11:47 AM            * * *  C O N - N E C T  3  * * *              26.Feb.2002
Cabinet LS           Display Distribution Lists by Name               Tuesday
                                                          Members      In
Cmd List Name    Cab Description                       You Total  Lists  Lists
--- ------------ --- --------------------------------- --- ------ ------ -----
__  Marketing        Members of the local marketing te     12     1      1
__  Team13           Members of research team for adva  *  9      0      0
__  SPANTRANS     *  Spanish Translation Team      (S)     4      0      0
__  TRANSPORT        All members nation-wide       (S)  *  25     0      0









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Copy     Display  Erase    File     Modify   Print    Top
```

The lists are arranged alphabetically. Your own lists are displayed first, followed by those created by the Con-nect administrator. The columns display the following information:

List Name

The name you enter in the "Addressee(s)" line when sending mail to the members of this list.

Cab

An asterisk (*) indicates that the list is for a shared cabinet at system level. You cannot add or modify members of such a list.

When your administrator adds a shared cabinet to your environment, Con-nect automatically creates a distribution list for this cabinet. Thus, you can send mail to all members of the shared cabinet. There is one exception: you cannot send mail to members who are located on a remote Con-nect node (see **Working With Other Cabinets**). The distribution list for the shared cabinet is updated each time, a member is added to or erased from the shared cabinet.

Description

The first 32 characters of the description of the list. Lists which have been created by the Con-nect administrator are marked with (S); you can use these distribution lists, but cannot erase, file or modify them.

You

An asterisk indicates that you are a member of the list.

Members Total

The total number of members, including bulletin boards, distribution lists, etc.

Members Lists

The number of distribution lists among the members.

In Lists

The number of distribution lists of which this list is itself a member.

Commands for Distribution Lists

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

- COPY
- DISPLAY
- ERASE

COPY

The following exceptions apply when you COPY a distribution list:

- Members at external mail nodes are not copied. This is indicated by an appropriate message.
- If a member of a distribution list is also a distribution list, that member is not copied.

DISPLAY

When you DISPLAY a specific distribution list, the "Display Distribution List" screen contains several fields which you can mark to display or add members. It also shows the date and time when the distribution list was created and last modified.

```
 11:10 AM            * * *  C O N - N E C T  3  * * *              25.Jul.2002
 Cabinet LS              Display Distribution List                    Thursday

          Folder Work            File
       List name Marketing     is a member of   0 other lists
     Description Members of the local marketing team



 Current members 3          0 are lists
   Address level 9
     Private use    or Security Read 9  Modify 9  Copy 9  Print 9

         Created 25.Jul.2002    11:04 AM by Long,Sonia           LS
        Modified 25.Jul.2002    11:10 AM by Long,Sonia           LS

 Display members by ID _ or only users by last name _
                 only with active mail status message _
     Add members _

Enter a command, press a PF-key, or enter * to display commands
   Command /                                                            /
 Copy     Erase    File     Flip     Modify   Print
```

To print the members of the distribution list, enter PRINT in the command line.

To display the members of the distribution list, you can mark one of the following "Display members" fields with any character:

- **by ID**
  Displays all members of the distribution list sorted by member ID.

- **only users by last name**
  Displays only the users that have been added to the distribution list, sorted by last name. Other members such as bulletin boards are not shown.

When you have marked one of the above fields, you can also mark the following field:

- **only with active mail status message**
  Displays only those members of the distribution list who have activated a mail status message.

As a result, the corresponding "Members of Distribution List *Name*" screen appears. For example:

```
 11:13 AM            * * *  C O N - N E C T  3  * * *              25.Jul.2002
 Cabinet LS         Members of Distribution List MARKETING            Thursday
                    All Members by ID with MSM
 Cmd Member Name          Member ID                  Type     Mail  Date Added
 --- -------------------- -------------------------- -------- ----- -----------
 __  Eshberry,John        ESH                        User       O   25.Jul.2002 ‖
 ‖                                                                               ‖
 ‖                                                                               ‖
 ‖                                                                               
```

ERASE

When you mark a specific distribution list in the "Display Distribution Lists by Name" screen with ER, the whole list is erased from Con-nect. It is not placed in the Wastebasket.

To remove members from a distribution list, the following steps are necessary:

DISPLAY a specific distribution list.

Mark the "Display members" field with any character to access the "Members of Distribution List *Name* screen.

Mark the member(s) you wish to remove from the list with ER and press `ENTER`.

Phone Messages

The phone message is intended to replace the standard office phone message pad.

You can send a phone message to notify other persons of phone calls received while they were out of the office.

This chapter covers the following topics:

- Sending a Phone Message
- Reading a Phone Message

Sending a Phone Message

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

```
PHONEPAD
```

The "Send Phone Message" screen appears.

```
  9:27 AM             * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS                   Send Phone Message                      Wednesday


  +-----------------------------------------------------------------------+
  !     To ______________________                Date    2.Feb.94 Time  9:27 AM !
  ! Caller ________________________________ Number ________________          !
  !     of ________________________________    Ext _____                     !
  ! Message                                                                  !
  ! ________________________________________________________________________ !
  ! ________________________________________________________________________ !
  ! ________________________________________________________________________ !
  ! ________________________________________________________________________ !
  ! ________________________________________________________________________ !
  !                                                Long,Sonya                !
  !                                                                          !
  ! Called X Pls Call _ Returned Call _ Wants to Meet _ Will Call _ Urgent _ !
  +-----------------------------------------------------------------------+


Fill in addressee and message - use CONFIRM to send
   Command /                                                            /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Confm                         Flip  Last  Home
```

Specify the following information in the "Send Phone Message" screen (your name - the signature at the bottom - as well as the date and time have already been filled in by Con-nect):

To

The last name or user ID of the addressee. You can also specify the nickname of a Con-nect user.

In contrast to the memo, you can only specify one addressee for a phone message.

If you enter a last name and more than one Con-nect user has that last name, a window appears which lists all users with that last name. You must then mark the required addressee with any non-blank character and press `ENTER`.

You can also enter the last name followed by the first name - separated by a comma.

You can also enter an asterisk (*) in this line to display the addressee selection window. See **Selecting Addressees** for a description of that window.

Caller

Optional - the name of the caller.

Number

Optional - the caller's phone number.

of

Optional - the caller's company, department, etc.

Ext

Optional - the caller's extension.

Message

Optional - the text of the message.

Called X Pls Call _ Returned Call _ Wants to Meet _ Will Call _ Urgent _

These fields can be used to inform the addressee of the necessary action. By default the field "Called" is marked with an X. You can optionally mark the appropriate action field(s) with any non-blank character.

Optional - press `ENTER` to review the addressee before you send the phone message.

If the selected user has set a mail status message, the message is displayed in a window as soon as you press `ENTER` or issue the CONFIRM command. You must then press `ENTER` again to close that window.

Issue the following command to send the phone message.

```
CONFIRM
```

The blank "Send Phone Message" screen re-appears and you can send another phone message, or quit the function.

A copy of each phone message you sent is stored in your Outbasket (see **Checking Your Outbasket**). In contrast to other mail items, no copy of the phone message is stored in your Outbasket if you do not send the phone message by issuing the CONFIRM command.

Tip:
Although a phone message can only be sent to one addressee, there are ways of notifying more than one person of its contents. You can either send the phone message to yourself and forward it from your Inbasket, or re-send it from your Outbasket.

Reading a Phone Message

Incoming phone messages are initially stored in your Inbasket in the file Phone. You read a phone message as you would any other mail item. See **The Files of Your Inbasket** for further information.

Your Personal Address Book

To save time in finding the name, user ID or telephone number of a specific person, you can add this information to your personal address book.

This chapter covers the following topics:

- General Information
- Adding Addresses to Your Personal Address Book
- Adding External Addresses to Your Personal Address Book
- Managing Your Address Book
- Commands for Addresses

General Information

You can assign a nickname to any Con-nect user. This feature is particularly useful if the user ID of an addressee is difficult to remember. Once you have assigned a nickname, Con-nect accepts the nickname in any context. If you enter the nickname as addressee for a mail item, Con-nect checks *your* address book for the related user ID, and sends the mail to the right addressee (even if the same nickname happens to have been assigned to a different addressee by another Con-nect user).

When adding addresses to your personal address book, you are not limited to Con-nect users. For example, you can include the address and telephone number of your doctor or tax advisor; however you *cannot* send anything to these addressees via Con-nect.

If your administrator has disallowed "Send External Mail", you cannot send mail to an external user, and you cannot create a nickname for an external user.

However, if your administrator has defined nicknames for external users (in cabinet SYSCNT), you can send mail using these nicknames (despite the fact, that the external send function has been disallowed for you).

Adding Addresses to Your Personal Address Book

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

```
ADD Address
```

The "Add Address" screen appears.

```
  9:28 AM            * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS                       Add Address                       Wednesday

    Address Name ____________________

 as Nickname for ______________________________ (any Send Addressee)

     Mark to Add _ Work/Home Address


          Folder Work___________ File ________________

     Description ____________________________________________________________
                 ________________________________________________________________
                 ________________________________________________________________
                 ________________________________________________________________

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


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              Mod               Frmat Flip  Last  Home
```

In addition to the information which you enter in every "Add" screen (see **The "Add" Screens**), you must specify the following information in the "Add Address" screen.

Address Name

A unique nickname that must not exceed 20 characters.

You can also enter the name of a person who is not a Con-nect user. However, you *cannot* send anything to this addressee via Con-nect.

You can use the nickname to send mail to this addressee. Of course, you can still use the person's name or user ID instead.

as Nickname for

The last name or user ID of the Con-nect user. You can also enter the name of a distribution list, a bulletin board, a cabinet or an external addressee.

For example, if you enter a last name and more than one Con-nect user has that last name, a window appears which lists all users with that last name. You must then mark the required user with any character and press ENTER.

You can also enter the last name followed by the first name - separated by a comma.

You can also enter an asterisk (*) in this line to select the name from a list. See **Selecting Addressees** for information regarding the resulting window.

You *must* leave this line blank if the nickname specified in the "Address Name" line applies to a person who is not a Con-nect user.

Mark to Add _ Work/Home Address

Optional - you can mark this field if you want to store the work or home address in your address book.

Press ENTER.

If you did not mark the "Mark to Add _ Work/Home Address" field, the blank "Add Address" screen re-appears and you can add another address, or quit the function.

If you marked the "Mark to Add _ Work/Home Address" field, the screens mentioned below are displayed.

If a mail status message has been set for the user, the mail status message is displayed first. You then have to press ENTER to display the "Add Address *Name*" screen.

```
 2:42 PM            * * *  C O N - N E C T  3  * * *                  4.Jan.00
Cabinet LS                  Add Address Johnny                         Tuesday

Mail Nickname for Eshberry,John         ESH

      Company Research Associates_____________  Title Manager_________________
   Department Public Relations_________________ Number __________
     Location Building 4_______________________
      Address 1537 Research Circle_____________________________________________
              _________________________________________________________________
              _________________________________________________________________
         City Maplewood_________________________  MN______
  Postal Code 55109_____ Country USA_____
      Phone 1 __1 777-1234_______ 103__      Phone 2 ___ _______________ _____
       Mobile ___ _______________ _____          Fax __1 777-1234_______ 891__
           Cc Long,Sonia                       Cc 2
              LS  (User)
       E-mail John.Eshberry(a)r-asso.com_________________________________________
     Internet http://www.r-asso.com______________________________________________
                                                     Mark for Home Address _
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               Frmat Flip  Last  Home
```

If you entered a Con-nect user as addressee, the user's name and user ID are filled in by Con-nect in the "Nickname for" line.

Note:
When you add a nickname for an external node, two additional lines appear below the "Nickname for" line and you can specify last name, first name, initial and sex.

If the user's work address has been defined by the administrator, this information is also shown. You can modify all address information except Cc and Cc 2.

The company name, department and phone number will also be shown in the "Display Addresses" screen (see **Managing Your Address Book**).

If you want to define the user's home address, mark the "Mark for Home Address" field and press ENTER. The "Add Home Address *name*" screen appears. If it has been permitted by the administrator, you can see the home address defined by the administrator. Otherwise, the screen is empty.

```
  2:45 PM            * * *  C O N - N E C T  3  * * *                 4.Jan.00
 Cabinet LS                Add Home Address Johnny                     Tuesday

 Mail Nickname for Eshberry,John         ESH

  Home Address 9999 Dodd Road_____________________________________________
               ________________________________________________________________
          City St. Paul_________________________  ________
   Postal Code 55111_____ Country USA_____
         Phone __1 555-987-654____ _____          Fax ___ _______________ _____
        E-mail ________________________________________________________________
 Miscellaneous
      Birthday 01.Jan. 1966_____________________________________________________
         Hobby Traveling________________________________________________________
       Married Yes______________________________________________________________
      Children Jessica, Charles_________________________________________________
  ___________ ________________________________________________________________
  ___________ ________________________________________________________________
 Copy misc.from _ (0-SYSCNT 1-LS 2-ESH)             Only Headers X Overwrite _

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               Frmat Flip  Last  Home
```

See **Modifying Your Own User Address** for information on the fields in these screens.

When working with nicknames for users and cabinets, you can decide whether the Miscellaneous information is copied from cabinet SYSCNT (option 0), your own cabinet (option 1) or from the cabinet for which you are adding the nickname (option 2). When working with nicknames for external addresses, distribution lists or bulletin boards, option 2 is not available.

Enter as much information as you wish and issue the QUIT command to add the information.

Caution:
If you do not issue the QUIT command to add the information, but issue any other command instead, the address is *not* saved.

The blank "Add Address" screen re-appears and you can add another address, or quit the function.

Adding External Addresses to Your Personal Address Book

You can add the following external addresses to your personal address book:

- Printer Node
- External Con-nect Node
- Telex, Teletex or Telefax Node
- SNADS Node
- Internet E-mail Address

Printer Node

To add a printer node to your personal address book, enter the name by which the administrator has defined the printer node in the "as Nickname for" line.

When you press `ENTER`, a window is displayed. You can specify further information in this window. See **Printers as External Mail Nodes** for information regarding this window.

When you mark the "Mark to allow modifications" field, the "Print Mail" window is displayed each time you send mail to that printer.

Press `ENTER` to add the printer node to your personal address book.

External Con-nect Node

To add an external Con-nect node to your personal address book, enter the name by which the administrator has defined the external Con-nect node in the "as Nickname for" line.

When you press `ENTER`, a window is displayed and you must specify the addressee at the external Con-nect node. See **External Con-nect Nodes** for information regarding this window.

Press `ENTER` to add the external Con-nect address to your personal address book.

Telex, Teletex or Telefax Node

To add a telex, teletex or telefax node to your personal address book, enter the name by which the administrator has defined the telex, teletex or telefax node in the "as Nickname for" line.

When you press `ENTER`, a window is displayed and you must specify the telex, teletex or telefax number of the node. See **Sending a Telex, Teletex or Telefax** for information on the fields in this window.

```
 9:40 AM            * * *  C O N - N E C T  3  * * *                14.Feb.94
Cabinet LS                       Add Address                          C01010

   Address Name Hoback_____________
   +-------------------------------------------------------------------+
as !                    Add Telex Node CHICAGO                          !
   !                                                                   !
   !  To:       ___________________________________________________   !
   !  From:     ___________________________________________________   !
   !  Subject:  _______________________________________________      !
   !       Telex Number ________________________                       !
   !        Answer Back _________________                              !
   !       Send between 0000 (hhmm) in GMT                             ! _
   !                and 0000 (hhmm) in GMT                             ! _
   !  Number of Retries  0              Device ________                ! _
   !              Mark _ to allow modifications at send                ! _
   !                                                                   !
   +-------------------------------------------------------------------+


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
```

You may also complete the other fields in the window if you want them to be filled in automatically by Con-nect each time you send a telex, teletex, or telefax to this address. If you want to fill in this information yourself, you must mark the "Mark to allow modifications at send" field.

Depending upon whether you specified a telex, teletex, or telefax number, or whether you allow the information to be modified before sending, one of the following will occur:

ModificationsAllowed	**Number Specified**	**Results**
No	No	A window appears. The fields "To", "From", "Subject", and "Number" can be modified.
No	Yes	A window does not appear.
Yes	No	A window appears. All fields can be modified.
Yes	Yes	A window appears. All fields can be modified.

Press ENTER to add the telex, teletex or telefax address to your personal address book.

SNADS Node

To add a SNADS node to your personal address book, enter the name by which the administrator has defined the SNADS node in the "as Nickname for" line.

When you press ENTER, a window is displayed and you have to specify the node ID and user ID of the recipient. See **Sending Mail to a SNADS Node** for information on the fields in this window.

```
11:55 AM            * * *  C O N - N E C T  3  * * *                14.Feb.94
Cabinet LS                       Add Address                          Friday

   Address Name Gerry_______________

as Nickname  ---------------------------------------------------- ee)
             I                                                   I
 Mark to def I               SNADS Node NEWYORK                  I
             I                                                   I
             I   Recipient Node ID:  NEW_____    YORK____        I
         Fol I                       (Group)    (Element)        I
             I                                                   I
       Comme I   Recipient User ID:  ________    ________        I _____________
             I                       (Group)    (Element)        I _____________
             I                                                   I _____________
             I                                                   I _____________
             ----------------------------------------------------
    Private use _  or Security Read 5  Modify 5  Copy 5  Print 5



  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
```

Press ENTER to add the SNADS address to your personal address book.

Internet E-mail Address

To add an Internet e-mail address to your personal address book, enter the name by which the administrator has defined the Internet e-mail node in the "as Nickname for" line.

When you press ENTER, the "E-Mail Adress" window is displayed.

```
 9:39               * * *  C O N - N E C T  3  * * *               13.Jan.2000
Cabinet LS                        Add Address                         Thursday

    +-----------------------------------------------------------------+
    !                         E-Mail Address                          !
as  ! _______________________________________________________________ !
    !                                                                 !
    !             As 'at' sign write (a) instead of @                 !
    +-----------------------------------------------------------------+

         Folder Work___________ File ________________

    Description ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________

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


  Command /                                                            /
nter an addressee or use PF3 to quit the window
nter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
                 Quit        Save
```

Enter the addressee's internet e-mail address substituting the "at" sign (@) with the lower-case letter "a" in brackets, i.e. "(a)".

Press PF5 to save the address.

Managing Your Address Book

Issue the following command sequence from any point in Con-nect to display a list of all available addresses in your personal address book:

```
DISPLAY Address
```

As a result, the "Display Addresses" screen appears:

```
 9:35 AM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS                   Display Addresses                     Wednesday

Cmd Address              Company/Department              Phone           Ext.
--- -------------------- ------------------------------- --------------- -----
__  Dentist                                             345349
__  Dr. Player                                          675353
__  Geoff                Fisherman                       6742            341
__  John                 Research Associates Public Rela 777             103

__  Katie                Translations Inc.               7462            768
__  Thomas               Car Service                     6142-92         317









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Display  Erase    File     Info     Modify   Print    Top
```

The addresses are arranged alphabetically. Your own addresses are displayed first followed by those created by the Con-nect administrator. The columns display the following information:

Address

The nickname you have given to the addressee, or the nickname the Con-nect administrator has given to an addressee.

Company/Department

The company name and department. Addresses which have been created by the Con-nect administrator are marked with (S); you can use these addresses, but cannot erase, file or modify them.

Phone

The work phone number.

Ext

The extension to the work phone number.

Commands for Addresses

The command prompting line of the "Display Addresses" screen shows all the commands which apply to addresses. The commands are described in section **Commands**. The following exceptions apply for addresses:

INFO

When you issue the INFO command in conjunction with a specific address, the "Info for Address *Name*" screen appears and you can modify the nickname and/or description.

MODIFY

When you issue the MODIFY command in conjunction with a specific address, you can modify the work/home address.

Inbasket and Outbasket

This chapter covers the following topics:

- General Information
- The Files of Your Inbasket
- Checking Your Inbasket
- Commands for the Inbasket
- Checking Your Outbasket
- Commands for the Outbasket
- Utilities

General Information

The Inbasket and Outbasket are system folders which initially contain all the mail that you handle during your daily office work. Since Inbasket and Outbasket are system folders, you cannot erase them.

All objects contained in the folders Inbasket and Outbasekt are displayed according to the default display sequence; this may be either ascending or descending date order (see **Display Sequence of Objects in a Folder**).

You can "save" your items in the Inbasket or Outbasket by filing them in another folder. See the descriptions of the "File" windows and the FILE command for further information.

The Files of Your Inbasket

The Inbasket consists of five files, into which all your incoming mail is sorted: Phone, New, Invitations, Opened and Postponed.

Issue the following command sequence from any point in Con-nect to display the files of your Inbasket:

```
DISPLAY Folder inbasket
```

As a result, the "Contents of Folder Inbasket" screen appears:

```
 9:36 AM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS          Contents of Folder Inbasket                    Wednesday
                                                                 Descending
Cmd Item Name       (Description)               Object   Typ Itm Date Filed
--- ------------------------------------------- -------- --- --- ------------
__  Phone                                       File          x     17.Jan.94
__  New                                         File          x     17.Jan.94
__  Invitations                                 File          x     17.Jan.94
__  Opened                                      File                17.Jan.94

__  Postponed                                   File                17.Jan.94









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                          /
Display  Erase    Export   File     Forward  Info     Output   Print    Reply
Top
```

The information in the following columns applies to the files contained in your Inbasket:

Item Name (Description)

The five files that constitute your Inbasket:

- **Phone**
  Contains all new phone messages.

- **New**
  Contains all new mail items.

- **Invitations**
  Contains all new invitations to meetings.

- **Opened**
  Once you have read a new mail item or phone message and have not erased or filed it, it is transferred to the file Opened. Accepted invitations are not transferred to this file; they are removed from the Inbasket and are entered in your calendar.

- **Postponed**
  If you want to read a new item again at a later date, you can postpone it. Such mail is stored in the file Postponed and will re-appear in your Inbasket as a new item on the specified date.

  When you display the file Postponed (for example, with the command sequence "DISPLAY Folder inbasket postponed"), all postponed mail items are listed. Date and time you specified for the new delivery are also displayed in this screen. See the description of the POSTPONE command for further information.

During the interval between which you first logon to Con-nect on the date at which the item is to be redelivered to you, and the time you specified for delivery, the item can neither be accessed in the file Postponed, nor in the file New.

Object

The object type. In this case: file.

Type

Not relevant here.

Itm

An X indicates that there are objects in the corresponding file. If there is no X, the file is empty.

Date Filed

The date on which the files were created by the administrator.

If you want to view the content of a particular file, mark that file with DI and press `ENTER`.

You can also enter the command sequence "DISPLAY Folder inbasket *file-name*" to display a specific file without intermediate steps.

As a result, the "Contents of Folder Inbasket *File-name*" screen appears.

However, there is a shorter way of displaying all new mail items immediately. This is explained below.

Checking Your Inbasket

The Con-nect menu always shows you the current status of your Inbasket. It tells you how many new mail items, phone messages or invitations have arrived since you last read your mail. If a message like the following is displayed in the right side of your Con-nect menu, you should read your Inbasket.

```
New phone messages:  3
New mail items:      5
New invitations:     1
```

Issue the command alias I (shown in the Con-nect menu) from any point in Con-nect to display a list of all mail items contained in your Inbasket (regardless of the files they are in):

In this case, the command alias represents the following command sequence:

```
DISPLAY Folder inbasket *
```

As a result, the "Contents of Folder Inbasket" screen appears:

```
 9:23 AM            * * *  C O N - N E C T  3  * * *                7.Dec.2001
Cabinet LS           Contents of Folder Inbasket                        Friday
                                                                     Descending
Cmd Subject                     Reply Type     Sent By               Date Mailed
--- ------------------------------ - -------- -------------------- -----------
__  Phonepad Mr Piper 39849334       Phone    Pinkerton,Thomas      7.Dec.2001
__  Minutes of Meeting               New      Eshberry,John         7.Dec.2001
__  Further Tests Next Month         New      Eshberry,John         7.Dec.2001
__  (P) Test Results                 New      Thomas,Jean           6.Dec.2001

__  Mon 14.Jan.2002 : Doc Updates    Invitati Landrey,Carol         6.Dec.2001
__  Tue 11.Dec.2001 : Strategy       Modified Bonanci,Elizabeth     6.Dec.2001
__  Wed 12.Dec.2001 : Testing        Modified Eshberry,John         6.Dec.2001
__  Fri 7.Dec.2001 : Marketing       Canceled Jumper,Julie          5.Dec.2001

__  Sales Meeting                  * Opened   Eshberry,John         5.Dec.2001
__  Name Change                      Opened   Landrey,Carol        28.Nov.2001



Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                              /
 Address  Display  Erase    Export   File     Forward  Info     Output   Print
 Reply    Top
```

The columns display the following information:

Subject

The information which was entered in the "Subject" line of the "Send" screen.

The following information is displayed to the *left* of the subject:

(C)	Copy
(B)	Blindcopy
(P)	Private

The following information is displayed to the *right* of the subject:

(F)	Forwarded
(R)	Reply
(P)	Postponed

Reply

One of the following characters can be displayed in this column:

*	You have sent a reply.
?	You have created a reply, but it has not yet been sent.

Type

The name of the Inbasket file in which the item is stored.

Several mail systems distinguish mail priorities. If mail with a higher priority is sent to you, "Urgent" is displayed highlighted in the "Type" column (instead of "New").

When a meeting has been modified or canceled, "Modified" or "Canceled" is displayed highlighted in the "Type" column.

Sent by

The sender's full name. If the item was forwarded to you, the name of the forwarder is shown, *not* the name of the person who sent the original.

Date Mailed

The date when the mail item was sent or forwarded to you.

The display sequence of the Inbasket is indicated directly above this column.

Commands for the Inbasket

The command prompting lines of the "Contents of Folder Inbasket" screen show all the commands which apply to the Inbasket. The commands are described in section **Commands**. The following exceptions apply when working with the Inbasket:

- ADDRESS
- DISPLAY
- EXPORT
- FILE
- FORWARD
- INFO
- POSTPONE
- REPLY

ADDRESS

When you issue the ADDRESS command with a specific mail item in your Inbasket, the "Addressees for (*Object-name*)" screen displays a list of all addressees who received the mail item. You can see who has read the item and who has sent a reply.

Several external mail systems support reply recipients. The sender of a mail item can specify who else is to receive your reply. All reply recipients are displayed at the bottom of the list - below all other addressees.

Valid commands for users, cabinets and transport service addressees: you can mark the name of an addressee with CO or DI:

- The COPY command creates a nickname for this addressee. The "Copy Mail Address to Nickname" window is displayed. You can modify the suggestion for the nickname in this window and then press `ENTER` to access the "Modify Address" screen.
- The DISPLAY command displays the full address of the addressee (depending on the addressee type, a screen appears containing the user or cabinet address, or a window containing information such as the e-mail address or external node).

See the ADDRESS command in section **Commands for the Outbasket** for a description of the "Addressees for (*Object-name*)" screen.

DISPLAY

Once you have read a new mail item or phone message and have not erased or filed it, it is transferred to the file Opened. Accepted invitations are not transferred to this file; they are removed from the Inbasket and are entered in your calendar. See **Receiving an Invitation to a Meeting**.

When you display a mail item or a phone message in your Inbasket, the name of the sender and the date when the item was mailed are shown at the top of the screen. The number of the page you are currently reading and the number of the line which is displayed at the top of the screen are also shown.

If a mail item contains a cover note and/or enclosures, the line directly above the text always tells you which part of the mail item you are currently reading.

If a cover note has been attached to the item, it is displayed first. After you have read it, you press `ENTER` to proceed to the actual text of the item. If there are enclosures, they are displayed when you press `ENTER` on the last page of the document text. You press `ENTER` to proceed to the next enclosure (or, if there are no further enclosures, back to the cover note).

Note:
Each received SNADS mail item contains a cover note consisting of one line (followed by a maximum of 4 message lines, if the sender has attached a cover note to his document) and shows the SNADS address of the sender: the origin node ID (Distribution Service Unit Name) and the origin user ID (Distribution User Name). Furthermore, the date and time at which the item was mailed, and a sequence number for further identification of the message are displayed.

If the mail item is, for example, a reference document, menu, or program, a message appears on the cover note telling you which type of object has been sent to you. In this case, you must issue the QUIT command to display the mail item.

If the mail item is, for example, an RFT or Vce document, you can only display the cover note. See **Document Formats** for information on the different formats.

Tip:
If you want to DETACH a cover note or an enclosure from a document in your Inbasket, you must FILE the document first.

When you display a reply to a mail item you have previously sent, you can issue the ORIGINAL command to display your original mail item. The ORIGINAL command can only be issued while the reply is displayed.

You can issue the REPLIES command to display your reply to a mail item you have previously received (without having to first access your Outbasket). If you sent more than one reply to that item, a list is shown and you can mark the reply you wish to read with DI and press `ENTER`. The REPLIES command can only be issued while the mail item is displayed.

You can also postpone a mail item (except invitations to a meeting). The POSTPONE command can only be issued while the mail item is displayed.

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.

FILE

When you FILE a memo, it becomes a document.

When you FILE a document which is contained in your Inbasket, cover notes and address list are also filed.

When you FILE any other Con-nect object, cover notes and address lists are *not* filed.

See the descriptions of the "File" windows and the FILE command for further information.

FORWARD

You can mail a copy of any item from your Inbasket to someone else by forwarding it. The original item cannot be changed, but you can attach a cover note with your comments to be mailed along with the copy.

Issue the FORWARD command with a specific mail item to access the "Forward Document" screen.

```
  1:10 PM             * * *  C O N - N E C T  3  * * *                18.Sep.95
 Cabinet LS                     Forward Document                        Monday
               (Mailed by: Eshberry,John ESH 15.Sep.95 2:02 PM)

 Forward to     ___________________________________ Selected 0    Sent to 0




 Subject        New Strategy_______________________________________________
 Forward Note ------------------------------------------------- Use Editor _









 ---------------------------------------------------------------------------
Fill in addressee(s), subject and note - use CONFIRM to send
   Command /                                                              /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Confm Mod   Dflt  Addr  Frmat       Last  Home
```

Enter the following information in the "Forward Document" screen:

Forward to

You specify the new addressee(s) just as you would when sending a memo.

You can access the address management system by entering an asterisk (*) in this line, or by issuing the ADDRESS command.

Subject

You can specify another subject for the mail item you want to forward.

Forward Note

Optional - you can add a cover note to the mail item.

Word wrapping is automatically activated in the "Forward Document" screen. When word wrapping causes a new line which does not fit in the lines shown, the editor is automatically accessed and you must activate word wrapping yourself, i.e. you must specify the text margins for the *whole* text (see the description of the SET command in section **Text Processing** for further information).

Use Editor

If you need more space for your cover note, you must mark this field and press ENTER to access the editor.

You can also issue the MODIFY command from the "Forward Document" screen to access the editor. See **Text Processing** for details on how to use the editor.

When you have completed your text, you must issue the QUIT command to leave the editor and to return to the "Forward Document" screen.

You can issue the FORMAT command in the "Forward Document" screen to alternate between formatted and unformatted sending of your mail. See **Formatting Your Mail** for further information.

You can issue the DEFAULT command in the "Forward Document" screen to modify the send defaults. See **Modifying the Send Defaults** for further information.

Send the item by issuing the CONFIRM command.

Note:
A forwarded mail item may contain a maximum of 25 cover notes. If another cover note is attached to a mail item which already contains 25 cover notes, the oldest cover note is removed.

INFO

When a repeated delivery has been specified for a mail item, this information is also displayed in the "Info for *Object-name*" screen.

When you receive a document from a user within your system, Con-nect computes the expiration date based upon the value set by the administrator (starting with the day it was sent).

When you receive a document from a user at an external node, the expiration date is always one year after the document has been sent.

You can enter the DEFAULT command in the command line of the "Info for *Object-name*" screen to display the send defaults that the sender has specified. You can also see whether the sender requests a reply.

Note:
You can also issue DEFAULT in the "Info for *Object-name*" screen after the mail item has been filed into a folder.

When you have received external mail and you access the "Info for *Object-name*" screen for that mail item, you can press ENTER to display the sender's address. If the mail is a Transport Service item, you can enter COPY in the command line of the "Info for *Object-name*" screen to create a nickname for the sender of the mail item. The "Copy Mail Address to Nickname" window is displayed. You can modify the suggestion for the nickname in this window and then press ENTER to access the "Modify Address" screen.

POSTPONE

If you want to defer reading a mail item in your Inbasket, you can postpone it. However, you cannot postpone an invitation to a meeting, since the invitation remains in your Inbasket as long as you do not accept or decline the meeting.

Issue the POSTPONE command while the mail item is displayed.

```
  9:45 AM             * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS        Inbasket        New Strategy                      Wednesday
    From Eshberry,John   Mailed   3
   --------------------------------   +---------------------------------------+
   Dear Sonya,                        !         Postpone Mail Delivery        !
   please send me a list of all cur   +---------------------------------------+
   John                               !                                       !
                                      !                                       !
                                      ! New Delivery Date 3.Feb.94___         !
                                      !              Time 12:01 AM            !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      +---------------------------------------+

Enter the current date or a date in the future
   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
```

Enter the following information in the "Postpone Mail Delivery" window:

New Delivery Date

Con-nect provides the next day as the new delivery date. You can modify this by typing another date in this line.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique. When you enter a past date without the year, the following year is automatically provided.

Time

When you use the AM/PM time format, Con-nect provides 12:01 AM as the new delivery time. When you use the 24 hour time format, Con-nect provides 0:00. You can modify this by typing another time in this line.

Press `ENTER` to close the window and to transfer the mail item to the Inbasket file Postponed.

You can display each mail item which is stored in the file Postponed or use any other command to act upon it.

The item remains in the file Postponed until the date you specified for the new delivery. On the specified date, the postponed item is put into your Inbasket file New, as if it had just been sent. After you have read the postponed item in the file New, it is transferred to the Inbasket file Opened. In contrast to other mail items, the postponed item is not sorted according to the date when it was sent, but according to the date when it reappeared in the file New (however, the date shown is the date when it was sent).

When you issue, for example, "POSTPONE 20.Dec.95" (with the new delivery date), the "Postpone Mail Delivery" window does not appear.

REPLY

You can send a reply to each mail item that is contained in your Inbasket.

Issue the REPLY command with a specific mail item to access the "Reply" screen.

```
 1:16 PM            * * *  C O N - N E C T  3  * * *                18.Sep.95
Cabinet LS                        Reply                                Monday
             (Forwarded by: Pinkerton,Thomas 18.Sep.95 1:16 PM)

Reply to       _ Eshberry,John                     ESH      (Sender)
               _ Pinkerton,Thomas                  TPI      (Forwarder)

Reply to       ___________________________________ Selected 0    Sent to 0

Subject        Marketing_____________________________________________________
Reply Message ------------------------------------------------- Use Editor _









 ---------------------------------------------------------------------------
Enter a reply, select addressees and use CONFIRM to send
   Command /                                                              /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Orig  Confm Mod   Dflt  Addr  Frmat       Last  Home
```

Con-nect provides the ID of the cabinet from which the mail item has been sent as addressee and the subject information. The reply is always sent to the cabinet, not to the name of the user which is also shown in the "Reply" screen. This is important if you reply to mail that a user has sent from a shared cabinet.

When you reply to an invitation to a meeting for which a subject was not specified, the starting date of the meeting is automatically entered as the subject.

When you reply to an external mail item for which a subject was not specified, you must specify a subject.

When you reply to a forwarded item (as in the above example), both the names of the sender and the forwarder are provided and you can select to whom you want to send the reply. If you want to send the reply to both, you mark both fields with any character.

You can also send your reply to any other user. To do so, specify the addressee's name in the "Reply to" line as described in section **Sending a Memo**. If you need help selecting the addressee(s), you can issue the ADDRESS command to access the address management system.

You type your reply in the lines under "Reply Message".

As long as you have *not* entered a reply in this screen, 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.

Word wrapping is automatically activated in the "Reply" screen. When word wrapping causes a new line which does not fit in the lines shown, the editor is automatically accessed and you must activate word wrapping yourself, i.e. you must specify the text margins for the *whole* text (see the description of the SET command in section **Text Processing** for further information).

If you need more space for your reply, you must mark the "Use Editor" field with any character and press ENTER to access the editor. You can also issue the MODIFY command from the "Reply" screen to access the editor. See **Text Processing** for details on how to use the editor. When you have completed your text, you must issue the QUIT command to leave the editor and to return to the "Reply" screen.

You can issue the ORIGINAL command in the "Reply" screen to display the mail item to which you are replying. When the original mail item is displayed, you issue the QUIT command to return to the "Reply" screen where you can continue typing your reply.

While typing your reply in the "Reply" screen, you can issue, for example, the "DISPLAY Calendar" command to check your calendar and then issue the QUIT command to continue typing your reply in the "Reply" screen.

You can also suspend your reply (either when you are in the "Reply" screen or in the Editor) and proceed to another task. The text you have written is saved. To resume writing your reply, you access the Outbasket and mark the reply with SE (for SEND). As a result, you are returned to the "Reply" screen.

You can enter DEFAULT in the command line to display the "Send Defaults" screen. If the user's cabinet has been removed in the meantime, you can, for example, disallow an alternate recipient. See **Modifying the Send Defaults** for further information.

You can issue the FORMAT command in the "Reply" screen to alternate between formatted and unformatted sending of your reply. See **Formatting Your Mail** for further information.

Several external mail systems support reply recipients. The sender of a mail item can specify who else is to receive your reply. When you receive such a mail item, an additional field is displayed in the "Reply" screen: "Mark for all reply recipients". When you mark this field with any character, your reply is also sent to all defined reply recipients.

To display all defined reply recipients, you issue the ADDRESS command with the mail item. All reply recipients are displayed at the bottom of the list - below all other addressees.

Send the reply by issuing the CONFIRM command.

Checking Your Outbasket

Copies of all objects you reply to, send or forward are automatically retained in your Outbasket. The Outbasket displays the reception status of a mail item. If the mail item has not been read, you can undo it. You can also send an item you have previously mailed to additional people by sending it directly from the Outbasket.

Issue the following command sequence from any point in Con-nect to display a list of all mail items contained in your Outbasket:

```
DISPLAY Folder outbasket
```

As a result, the "Contents of Folder Outbasket" screen appears:

```
 9:47 AM            * * *  C O N - N E C T  3  * * *                7.Dec.2001
Cabinet LS           Contents of Folder Outbasket                       Friday
                                                                    Descending
Cmd Subject                    Reply  Sent  Read Addressee         Date Mailed
--- ------------------------------ - ----- ----- ---------------- -----------
__  New Strategy                   *     2     1 Hawkins,Doug       7.Dec.2001
__  More Updates               (R)       1     0 Pinkerton,Thomas   7.Dec.2001
__  calender snapshot                    1     1 Eshberry,John      7.Dec.2001
__  Fiber-optics and Sharks              1     0 Kirkman,Katharine  6.Dec.2001

__  Further Tests next Month   (F)       1     1 Bluechair,Fuv      6.Dec.2001
__  Marketing Plan                       2     0 Eshberry,John      5.Dec.2001
__  Problem detected           (R) *     5     3 Carey,Alexander    3.Dec.2001
__  Forecasted Projects                  1     1 Hoback,Ernest      3.Dec.2001




Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                                /
 Address  Display  Erase    Export   File     Info     Output   Print    Replie
 Send     Top      Undo
```

The columns display the following information:

Subject

The subject of the mail item. For a phone message, "Phonepad" and the caller's name are shown.

The mail type is displayed in parentheses to the right of the subject:

(F)	You have forwarded the item from your Inbasket.
(R)	The item you sent was a reply.

Reply

An asterisk (*) in this column indicates that you have received a reply to this item.

Sent

The number of addressees to whom you sent the item.

Read

The number of addressees who have read the item.

Caution:
The character "-" in the columns "Sent" and "Read" indicates that "Validate Recipient List only" has been marked in the send defaults and that the mail item has therefore not been sent (see **Message Attributes** for further information).

Addressee

The name of the person who received the item. If the item was sent to more than one person, only the addressee which was specified first appears.

If you have replied to a user that has sent the mail item from a shared cabinet, the ID of the cabinet to which the reply has been sent is also shown (for example, "ESH/Long,Sonya").

Date Mailed

The date when you sent the item.

The display sequence of the Outbasket is indicated directly above this column.

Commands for the Outbasket

The command prompting lines of the "Contents of Folder Outbasket" screen show all the commands which apply to the Outbasket. The commands are described in section **Commands**. The following exceptions apply when working with the Outbasket:

- ADDRESS
- ERASE
- EXPORT
- FILE
- INFO
- REPLIES
- SEND
- UNDO

ADDRESS

You can check the reception status of a mail item.

Issue the ADDRESS command with a specific mail item to access the "Addressees for (*Object-name*" screen.

```
 9:51 AM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS         Addressees for (Just a Reminder)                 Wednesday

Cmd Addressee Name       Date Mailed Time     Date Read   Time     Type  Reply
--- -------------------- ----------- -------- ----------- -------- ---- ------
__  Bluechair,Fuv        2.Feb.94    9:29 AM  2.Feb.94    9:50 AM  O
                     Item above was read by : Eshberry,John ESH
__  Rogers,Roberta       2.Feb.94    9:29 AM  2.Feb.94    9:41 AM  O     X
__  Smith,Marlis         2.Feb.94    9:29 AM                      O



Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Copy     Display  Replies
```

The "Addressees for (*Object-name*)" screen shows the following information:

Addressee Name

All addressees of a particular mail item - no matter whether it was sent it to everyone at the same time, or whether further addressees were included at a later time.

If you have replied to a user that has sent the mail item from a shared cabinet, the ID of the cabinet to which the reply has been sent is also shown (for example, "ESH/Long,Sonya").

Mailed

The date and time when the item was sent.

Read

If the mail item has been read, the date and time when it has been read are displayed. If there is no entry, the mail item has not yet been read. If the item has been read by someone other than the addressee, that person's name is shown in parentheses.

Type

The type of mail item:

B	Blindcopy
C	Copy
O	Original
P	Private

Reply

If this column contains an X, the addressee has sent a reply to the message.

If you want to read a specific reply, you must mark the addressee with RE. If the addressee has sent only one reply, it is displayed immediately. If the addressee has sent more than one reply, a list of all replies is displayed and you can mark the replies you want to read with DI.

If you sent this mail item to an external mail node, a reception status may be displayed for each addressee.

To print a list of all addressees, you must issue the OUTPUT command (which changes the printing criteria for the current session) and mark the "Addressee List" field in the resulting screen. See the description of the OUTPUT command in the section **Documents** for further information.

You can also modify the print defaults and specify that the addressee list is always printed when you issue the PRINT command. See **Print Defaults** for further information.

Valid commands for users, cabinets and transport service addressees: you can mark the name of an addressee with CO or DI:

- The COPY command creates a nickname for this addressee. The "Copy Mail Address to Nickname" window is displayed. You can modify the suggestion for the nickname in this window and then press `ENTER` to access the "Modify Address" screen.
- The DISPLAY command displays the full address of the addressee (depending on the addressee type, a screen appears containing the user or cabinet address, or a window containing information such as the e-mail address or external node).

ERASE

When you ERASE an item from the Outbasket, it is placed in the Wastebasket. However, it is not undone - you cannot UNDO a mail item from the Wastebasket.

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.

FILE

When you FILE an item from your Outbasket into another folder, you can still UNDO the mail item. To do so, you must issue the ADDRESS command with the filed object. You can then mark the addressee(s) with UN.

See the descriptions of the "File" windows and the FILE command for further information.

INFO

When a repeated delivery has been specified for a mail item, this information is also displayed in the "Info for *Object-name*" screen.

You can enter DEFAULT in the command line of the "Info for *Object-name*" screen to display the send defaults that you have specified (provided that you have actually sent the mail item by issuing the CONFIRM command).

When you have sent mail to an external addressee and you access the "Info for *Object-name*" screen for that mail item, you can press `ENTER` to display the external address of that addressee.

REPLIES

If an item is in your Outbasket, you can read any replies immediately, without having to first access your Inbasket.

Issue the REPLIES command with a specific mail item.

```
 9:59 AM             * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS             Replies to Marketing                          Wednesday

Cmd From                 On          At       Folder          File
--- -------------------- ----------- -------- --------------- ---------------
__  Eshberry,John        2.Feb.94    9:46 AM  Work
__  Knee,James           2.Feb.94    9:58 AM  Inbasket        Opened
__  Mannings,Clyde       2.Feb.94    9:58 AM  Inbasket        New









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Display  Erase    File     Print
```

If there is only one reply, it is displayed immediately. If there is more than one reply, the "Replies to *Object-name*" screen displays a list of all replies and you can mark the replies you want to read with DI.

If you are reading a reply, you can issue the ORIGINAL command to display the original (the mail item that you have sent).

If you want to print all replies, you must issue the OUTPUT command (which changes the printing criteria for the current session) and mark the "Replies" field in the resulting screen. See the description of the OUTPUT command in section **Documents** for further information.

SEND

When you issue the SEND command with a mail item to send it to further addressees, the "Send" screen is displayed and you must enter the addressee(s). When you have already sent the item once, you cannot modify its text. You must issue the CONFIRM command to send the item.

UNDO

Copies of all items which you have sent are stored in your Outbasket. If you want to retract a mail item you have sent, you must issue the UNDO command with the mail item.

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).

When you undo a mail item, its text is not automatically erased. It remains in your Outbasket.

If you only want 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.

When you undo a mail item for which you have specified repeated delivery and if it has already been read by an addressee, the "Undo Repeat Delivery" window appears in which you can mark the "Mark to UNDO" field with any character to reset the counter for the repeated delivery to zero.

Utilities

Your administrator can use the batch utility "Delete Folder Contents" to delete objects in the Inbasket files New and Opened, in the Outbasket, in the Wastebasket, in the system folders Compose and Connect, and in an optional folder such as Work. Objects deleted from folders other than the Wastebasket are placed in the Wastebasket. Ask your Con-nect administrator for further information. The batch utility "Delete Folder Contents" is described in the *Con-nect Utilities* documentation.

Part 3. Filing

This part contains all the information you need to arrange your cabinet into folders and files. It is subdivided into the following sections:

- Folders
- Wastebasket

Folders

Con-nect parallels the structure and organization of a traditional office. The Con-nect storage system can be visualized as a cabinet, with subsystems of folders and files in which the Con-nect objects are stored and from which they are retrieved.

You can create your own personal filing system within your cabinet (i.e. you can add new folders and files), so that you will be able to re-arrange and store your Con-nect objects according to the system that suits you best. You can also define another folder layout for your own folders and for folder Work.

This chapter covers the following topics:

- System Folders
- Adding a Folder
- Customizing the Folder Layout
- Managing Your Folders
- Commands for Folders
- Display Sequence of Objects in a Folder
- Utilities

System Folders

Con-nect contains several folders in which the objects you use are stored. The system folders which cannot be erased are:

- Inbasket and Outbasket.
- Wastebasket.
- Work. This is the default folder. If you do not specify another default folder, the name "Work" is automatically provided in the "Add" screen when you ADD an object (see **Folders and Password** for a description of how to specify another default folder).
- Repeat-Delivery. All mail items for which you have specified a repeated delivery are stored in the Repeat-Delivery folder of the addressee (see **Modifying the Send Defaults** for information regarding repeated delivery). The addressee cannot display this folder.
- Compose. Reports created using the following Natural statements are placed in the Compose folder (see the Natural documentation for a description of these statements):

  ```
  COMPOSE
  DEFINE PRINTER
  ```

- Connect. All output generated using the following Natural statement is placed in the Connect folder (Super Natural uses this method):

  ```
  DEFINE PRINTER (n) OUTPUT 'CONNECT'
  ```

- TRS-XXL. When you work with Con-nect Text Retrieval and the document text exceeds the maximum length, the document is moved to the TRS-XXL folder (see **Inverting Text** for information regarding this folder).

Adding a Folder

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

```
ADD Folder
```

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

```
10:17 AM            * * *  C O N - N E C T  3  * * *              10.Aug.1999
Cabinet LS                        Add Folder                          Tuesday

Folder Name     ______________
Description     ____________________________________________________________
                ____________________________________________________________
Sequence        1 (1-Ascending by Date 2-Descending by Date 3-User)
Layout from     0 (0-Standard 1-Cabinet 2-Folder)     Update Folder Layout _
Files           ______________    Description  ____________________________
                ______________                 ____________________________
                ______________                 ____________________________
                ______________                 ____________________________
                ______________                 ____________________________
                ______________                 ____________________________
                ______________                 ____________________________
                ______________                 ____________________________


     Private Use _ or Security Read 7  Modify 7

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 following folder definition criteria in the "Add Folder" screen.

Folder Name

A unique name that must not exceed 15 characters.

Sequence

The objects in the folder are displayed according to the default sequence, which is specified here.

You can choose one of the following sequences (1 is automatically filled in by Con-nect):

1	Ascending sequence: the oldest objects are at the top, and the newest are at the bottom of the list.
2	Descending sequence: the newest objects are at the top, and the oldest are at the bottom of the list.
3	User sequence: you can then arrange the objects within the folder in any order you wish (see **User Sequence** in section **Display Sequence of Objects in a Folder** for further information).

Layout from

You can use one of the following layouts for the folder (0 is automatically filled in by Con-nect):

0	Standard: Con-nect's default layout is used.
1	Cabinet: the layout that has been defined in your user profile is used (see **Folders and Password**). When a layout has not yet been defined in your user profile, Con-nect uses the layout defined in cabinet SYSCNT. If a layout has not been defined in cabinet SYSCNT, Con-nect's default layout is used. Later, when the layout has been defined in your user profile, the folder is displayed according to this layout.
2	Folder: the layout that has been defined for the folder is used (see **Customizing the Folder Layout**). If a folder layout has not been defined, Con-nect's default layout is used.

Update Folder Layout

Optional - if you want to define a specific layout for the folder, mark this field and press ENTER to display the "Customize Layout of Folder *Name*" screen (see **Customizing the Folder Layout** for further information).

Files

Optional - you can initially specify up to eight files into which you can subdivide the new folder. If you want to specify more than eight files, you must access the "Modify Folder" screen.

Optional - you can enter a description adjacent to each file name you specify.

The sequence of a file is that of the folder in which it is stored.

Note:
If Con-nect Text Retrieval is installed in your system and you are allowed to use it, the "Add Folder" screen contains an additional field. See **Adding a TRS Folder** for further information.

Press ENTER to add the folder.

The blank "Add Folder" screen re-appears and you can add another folder or quit the function.

Caution:
When you specify that the folder is a private folder, the objects which you store in that folder are not automatically private as well. There is one exception: a file always inherits the same security levels as the

folder in which it is stored - thus, when the folder is private, each file that is stored in the folder is also private.

A private folder is not displayed in a list of folders when another user accesses your cabinet. However, if this user displays, for example, a list of documents, the documents which are stored in the private folder are also shown. Thus, to ensure that the objects in a private folder cannot be accessed by another user, you should also mark them as private.

Note:
To specify keywords for a folder or file, you must use the INFO command. See the description of the INFO command below.

Customizing the Folder Layout

You can define your own layout for the "Contents of Folder *Name*" screen.

Exception: it is not possible to define another layout for a system folder, with the exception of folder Work.

The "Customize Layout of Folder *Name*" screen is displayed when you ADD or MODIFY a folder and mark the "Update Folder Layout" field.

A similar screen - the "Customize Folder Layout in Cabinet" screen - is displayed when you mark the corresponding field in your user profile (see **Folders and Password**). This screen allows you to copy the layout *from* a cabinet (instead of copying the layout *to* a folder of a cabinet).

```
 11:48 AM            * * *  C O N - N E C T  3  * * *              10.Aug.1999
 Cabinet LS            Customize Layout of Folder Marketing            Tuesday

      Field      Pos Len           Header                   Reset to Standard _
Name,Description  _1 44 Item Name_______________________________ Name Length 15
Sender/Addressee  __ 16 Sender/Addressee_________________________
Object Type       _2 _8 Object__________
Document Format   _3 _3 Typ______________
Items in Folder   _4 _3 Itm______________
Mail Type         __ _2 IO_______________                Modify Mail Type Text _
Author ID         __ _8 Author__________
Modified ID       __ _8 Modified________  Date  Time Formats
Created           __ 12 Created_________  1.4.5  _   Date: 1 DD  2 MM  3 YY
Modified          __ 10 Modified________  1.4.5  _               4 MON 5 YYYY
Mailed            __ 10 Mailed__________  1.4.5  _   Time: 0 24h 1 am/pm
Filed             _5 12 Filed___________  1.4.5  _         Blank No Display
Enclosures        __ _3 Enc______________
Private Use       __ _1 P________________
             Total   74      Copy to Folder ________________ in Cabinet LS______
   Mark to Preview _
Folder configuration does not exist - press ENTER to create
   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 "Field" column contains the type of information that can be displayed in the "Contents of Folder *Name*" screen:

Name,Description

If an object has a name, its name is displayed. The length of the name displayed is determined by the value in the "Name Length" field (see the description below).

If an object does not have a name, its description is displayed in parentheses.

If an object has both a name and a description, its name is displayed first. The length of the description is the difference between the defined length for this field and the value specified in the "Name Length" field.

Sender/Addressee

The full name of the sender or addressee, or the name of the remote node.

Object Type

The kind of object. For example, a document or file.

Document Format

Applies to documents only and indicates the format of the document (e.g. Txt, Cnf or Bin; see **Document Formats**).

Items in Folder

Applies to folders and files only. When objects are stored in a folder or file, this is indicated by an X.

Mail Type

n abbreviation indicating the type of mail (e.g. "I<" for a received item). If you want to define other abbreviations, mark the "Modify Mail Type Text" field (see the description below).

Author ID

The user ID of the author.

Modified ID

The user ID of the user that last modified the item.

Created

Date and time the item was created. You define the time stamp layout in the "Date" and "Time" fields.

Modified

Date and time the item was last modified. You define the time stamp layout in the "Date" and "Time" fields.

Mailed

Date and time the item was mailed. You define the time stamp layout in the "Date" and "Time" fields.

Filed

Date and time the item was filed. You define the time stamp layout in the "Date" and "Time" fields.

Enclosures

The number of enclosures attached to a document.

Private Use

When the item is private, this is indicated by an X.

Specify the following to customize the folder layout:

Pos

The order in which the corresponding information is to be displayed in the "Contents of Folder *Name*" screen. Specify the order by entering consecutive numbers from 1 to 14 in this column. If you leave a field blank, the corresponding information is not displayed in the "Contents of Folder *Name*" screen.

Len

The field length for the corresponding information in the "Contents of Folder *Name*" screen. Specify the length by entering the required number of characters in this column.

The maximum length for all fields is 74. The currently defined total length is displayed in the "Total" field. If you exceed the maximum length, an error message is displayed as soon as you press `ENTER`. The layout is not saved in this case.

Header

The header for the corresponding information in the "Contents of Folder *Name*" screen. The header that you specify in this column must not exceed the length defined in the corresponding "Len" column.

Reset to Standard

When you mark this field and press `ENTER`, all fields are reverted to the standards delivered with Con-nect (not to the standards defined in SYSCNT) and to the language defined your user profile.

Name Length

Applies to the "Name,Description" field and determines the field length for the name (not for the description). Specify the name length by entering the required number of characters in this field.

Modify Mail Type Text

When you mark this field and press ENTER, the "Modify Mail Type Text for Contents of Folder Screen" window appears. You can then modify the abbreviations which indicate the different mail types. The initial default abbreviations are defined in cabinet SYSCNT.

Date

Specifies how the date is displayed for the adjacent fields (Created, Modified, Mailed and Filed).

The date values mean:

1	The day is shown as a number.
2	The month is shown as a number.
3	The year is shown as a two-digit number.
4	The month is shown as a three-letter abbreviation.
5	The year is shown as a four-digit number.

A delimiter separates the day, month, and year values. You can use any character, including a blank. In the example above, the date format is 1.4.5 which means that the date is displayed as "10.Aug.1999".

Time

Specifies how the time is displayed for the adjacent fields (Created, Modified, Mailed and Filed).

The time values mean:

0	24 hour display, e.g. 15:35.
1	AM/PM display, e.g. 3:35 PM.

If left blank, the time is not displayed.

The following fields are only shown when you invoke the "Customize Layout of Folder *Name*" screen from the "Add Folder" or "Modify Folder" screen:

Copy to Folder

You can copy the current layout to an existing folder in your cabinet. To do so, specify the name of the folder in this line. You can also enter an asterisk (*) in this line to select the folder from a window.

The folder is only shown with the new layout when layout option 2 has been specified. To verify/modify the layout option that has been defined, you have to access the "Modify Folder" screen.

in Cabinet

By default, the ID of the current cabinet is shown in this field. You can also copy the current layout to a folder in another cabinet if you are allowed to use this cabinet. To do so, enter the cabinet ID in this line or enter an asterisk (*) to select a cabinet from a window.

The following field is only shown when you invoke the "Customize Folder Layout in Cabinet" screen from your user profile:

Copy from Cabinet

If you want to copy the folder layout that has been defined in the user profile of another cabinet, enter the cabinet ID in this line. You can also enter an asterisk (*) in this line to select the cabinet from a window.

You need not be defined as a shared user to copy from another cabinet. The contents of the folder are not copied.

If you want to preview the layout before saving your changes, mark the "Mark to Preview" field and press `ENTER`.

The "Preview Layout" screen appears. It shows the currently defined layout and informs you of the number of free positions.

The line below the date indicates whether the objects in this folder are listed in ascending, descending or user-defined sequence (see **Display Sequence of Objects in a Folder**).

Press `ENTER` to return to the "Customize Layout of Folder *Name*" or "Customize Folder Layout in Cabinet" screen.

Press `ENTER` to save the folder layout.

Managing Your Folders

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

```
DISPLAY Folder
```

As a result, the "Display Folders" screen appears:

```
10:01 AM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS                    Display Folders                       Wednesday

Cmd Folder Name     Description                            Fil Fol Itm Trs Seq
--- --------------- -------------------------------------- --- --- --- --- ---
__  Compose                                                                 A
__  Connect                                                                 A
__  Inbasket                                               5        x       D
__  Marketing                                              1        x       D

__  Outbasket                                                       x       D
__  Private                                                         x       D
__  Repeat-Delivery                                                         A
__  Research                                               1        x       D

__  TRS-XXL                                                                 A
__  Wastebasket                                                     x       D
__  Work                                                   1        x       D


Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                              /
 Display  Erase    File     Info     Modify   Top
```

Note:
The "Display Folders" screen does not list the folders that are filed in a folder.

The "Display Folders" screen lists the folders in alphabetical order. The columns display the following information:

Folder Name

The name of the folder.

Description

The first 38 characters of the description of the folder.

Fil

The number of files that are defined within the folder.

Fol

This column contains an X, if the folder contains other folders.

Itm

This column contains an X, if objects are currently stored in this folder (including folders, excluding files).

Trs

This column contains an X, if the folder is a TRS folder (see **TRS Folders** for further information).

Seq

The sequence in which the objects are stored:

A	Ascending sequence
D	Descending sequence
U	User-defined sequence

Commands for Folders

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

- DISPLAY
- ERASE
- FILE
- INFO
- MODIFY

DISPLAY

When you DISPLAY a folder, the "Contents of Folder *Name*" screen is displayed (see **Screens**) showing a list of all objects that are filed in that folder.

You can determine the type of display as follows:

- **DISPLAY Folder *folder-name* ***
  Displays all objects stored in that folder, including all objects that are stored in the files of that folder (the names of the files are not shown).
- **DISPLAY Folder *folder-name* (without the asterisk)**
  Displays all the files within the folder, and all objects which are not stored in files in that folder.
- **DISPLAY Folder *folder-name file-name***
  Displays all objects stored in that file.

If the folder or file is empty, you cannot display it.

The commands which apply to each object are described in the sections dealing with these objects.

ERASE

To erase a folder, you must first erase all objects that are stored in it, and then ERASE the folder. The objects are placed in the Wastebasket and the folder itself is erased from Con-nect (the folder is not placed in the Wastebasket).

You can recover the objects which were stored in the folder from the Wastebasket. See **Wastebasket** for details.

FILE

The FILE command allows you to move a folder into another folder.

When you FILE folders into other folders, cyclic folder structures are not allowed. For example, folder A is filed in folder B and folder B is filed in folder C. Folder C can be filed in another folder, but it cannot be filed in folder A or B.

If Con-nect Text Retrieval is installed, neither the source folder nor the target folder may be a TRS folder.

See the descriptions of the "File" windows and the FILE command for further information on how to file other objects.

INFO

When you issue the INFO command with a specific folder, the "Info Folder" window is displayed:

```
10:08 AM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS                    Display Folders                       Wednesday

Cmd Folder Name     Description      +----------------------------------------+
--- --------------- --------------   !           Info Folder                  !
__  Compose                          +----------------------------------------+
__  Connect                          ! Folder    Research                     !
__  Inbasket                         !                                        !
__  Marketing                        ! Items     5                            !
                                     ! Created     31.Jan.94     10:13 AM     !
__  Outbasket                        ! by     Long,Sonya           LS         !
__  Private                          ! Modified                               !
__  Repeat-Delivery                  ! by                                     !
in  Research                         !                                        !
                                     ! Keywords                               !
__  TRS-XXL                          ! ______________     _______________     !
__  Wastebasket                      ! ______________     _______________     !
__  Work                             ! ______________     _______________     !
                                     +----------------------------------------+

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 Backw Forw  Cal   Flip  Last  Home
```

The number after "Items" refers to the number of objects that are stored in the folder. The number does not include the objects that are stored in a folder or file of that folder. If the folder contains more than 999 objects, the value ">999" is shown.

You can specify up to six keywords in the "Info Folder" window. A keyword must not contain an asterisk (*). Keywords are useful later when you use the SEARCH command to locate a specific object (see **Search Facility**). You can enter an asterisk (*) in any of the lines to display a list of all keywords you have previously defined for other objects. You can mark a maximum of 6 keywords and press `ENTER`. If the list of defined keywords is longer than can be displayed in the window, you must press `ENTER` repeatedly.

You can specify keywords for a file. To do so, you must either mark the file with IN or issue the command sequence "INFO Folder *folder-name file-name*" to access the "Info File" window. The "Info File" window is similar to the above "Info Folder" window. It contains an additional field below the folder name which contains the file name. For a file, the number after "Items" refers to the number of objects that are stored in the file.

You can also specify keywords for a system folder (such as the Inbasket or Work) or a system file (such as the Inbasket file New).

When you assign keywords to a folder or file, the keywords do not apply to the objects that are contained in the folder or file (i.e. the keywords for a folder do not apply to further folders, files or other objects in that folder).

MODIFY

When you issue the MODIFY command with a specific folder, the "Modify Folder" screen is displayed. This screen contains two additional fields, which are not contained in the "Add Folder" screen:

More Files

If you have already defined eight files, you can mark this field to add eight more files. There is no limit as to the number of files which may be contained in a folder.

filed in Folder

You can store this folder in another folder by entering the name of another folder in this line.

If the folder is already contained in another folder, Con-nect provides the name of this folder in this line. You can store the folder in a different folder by typing its name over the name shown (you can also enter an asterisk (*) to display a list of all folders).

You can also erase the name to take the folder out of the folder in which it is stored (it becomes an individual folder which is listed in the "Display Folders" screen).

Notes:

1. You cannot add more files to the folders Inbasket, Outbasket and Wastebasket. Thus, the "Modify Folder" screens for these folders do not contain the "More Files" field.
2. The fields "Layout from" and "Update Folder Layout" are not available for system folders, with the exception of folder Work.

Display Sequence of Objects in a Folder

You can arrange the objects in your folders in any sequence you please. A display sequence according to the filing date (whether ascending or descending) makes sense in a number of contexts, especially in folders such as the Inbasket or the Outbasket. However, in other folders you might wish to group the contents according to entirely different criteria: alphabetical order could prove useful, or an arrangement in groups delimited by a common subject, or you might want to sequence objects according to importance.

Important:
When you add a folder, you specify the default display sequence. This is the sequence which is used each time you access the folder.

The sequence of a file is that of the corresponding folder.

The following topics are covered below:

- Modifying the Default Sequence
- Modifying the Sequence for the Session Only
- User Sequence

Modifying the Default Sequence

Issue the MODIFY command in conjunction with the folder you want to modify:

```
MODIFY Folder name
```

As a result, the "Modify Folder" screen appears.

Specify the following information in the "Modify Folder" screen:

Sequence

You enter one of the following numbers:

1	Ascending sequence: the oldest objects are at the top, and the newest are at the bottom of the list.
2	Descending sequence: the newest objects are at the top, and the oldest are at the bottom of the list.
3	User sequence: the objects are arranged according to the sequence you specify (see **User Sequence** below).

Press `ENTER` to modify the default sequence.

The default sequence is used each time you display the contents of the folder. The sequence is always shown in the upper right corner of the screen, just below the date.

See the description of the command DESCENDING in section **Commands** for further information.

Modifying the Sequence for the Session Only

Issue the DISPLAY command in conjunction with a specific folder:

```
DISPLAY Folder name
```

As a result, the "Contents of Folder *Name*" screen appears.

Regardless of the default sequence specified for the folder, you can issue the following commands in the command line of the "Contents of Folder *Name*" screen:

```
ASCENDING
DESCENDING
USER
```

The display will be modified according to the sequence you specify and will remain in effect until you issue the command sequence "DISPLAY Folder *name*" again, at which time it will be reset to the default sequence.

However, if you return to this screen from another screen by issuing the QUIT command the specified sequence will still be in effect.

User Sequence

You can arrange the objects within your folders in any order you wish. There is one exception: you cannot specify user sequence for the Inbasket, Outbasket and Wastebasket.

Issue the DISPLAY command in conjunction with a specific folder:

```
DISPLAY Folder name
```

As a result, the "Contents of Folder *Name*" screen appears.

Make sure that the user sequence is in effect, and use one of the two methods as described below.

If you file objects into a folder which has user sequence as the default, these objects are always placed at the end of the list, from where you can move them to other positions in the list.

The user-specified sequence is always saved from session to session. For example, if the default sequence of a folder is "Descending" and you want to see the objects as you have grouped them, you must issue the USER command.

Re-arranging One Screen Page

This method works only on a single screen page of the "Contents of Folder *Name*" screen.

Mark the objects with 1- or 2-digit numbers from 1 through 12 to specify the lines to which you want to move the objects and press `ENTER`.

For example, if you want to position the last object on this screen page to the seventh line, you must mark it with 7 and press `ENTER`.

Moving an Object from One Screen Page to Another

Mark the object you want to move with X and press `ENTER`.

You can page through the list by repeatedly pressing `ENTER` or the PF-key assigned to the "+" command. You can also press the PF-key assigned to the "-" command to page backwards.

Mark a second object with MX and press `ENTER` to move the X-marked object to the line following the object marked with MX.

You can repeat this process as often as you wish.

Utilities

Con-nect provides several utilities. For example, your administrator can run utilities to:

- copy the contents of one or more folders of your cabinet to another cabinet;
- delete the oldest items from the folders Wastebasket, Outbasket, Inbasket Opened, Inbasket New, Compose, Connect and an optional folder;
- move the contents of one or more folders of your cabinet to another cabinet.

These utilities are described in the *Con-nect Utilities* documentation. See your administrator for further information.

Wastebasket

This chapter covers the following topics:

- General Information
- Retrieving an Object from the Wastebasket
- Commands for the Wastebasket

General Information

The Wastebasket is a system folder which cannot be erased.

When you erase an object which is filed in a folder, it does not disappear from Con-nect immediately, but is stored in the Wastebasket. The exceptions are distribution lists, command aliases and folders (these objects are erased immediately).

All objects contained in the Wastebasket are displayed according to the default display sequence; this may be either ascending or descending date order (see **Display Sequence of Objects in a Folder**).

You may decide not to erase the object after all, in which case you can retrieve it from the Wastebasket and file it in another folder.

When you erase an object, the keywords are also erased. When you retrieve an object from the Wastebasket (by filing it in a folder), you have to enter the keywords once more.

Caution:
You cannot retrieve an object that has been erased from the Wastebasket.

Your administrator can define the number of days an object is kept in the Wastebasket before it can be deleted from the system with the batch utility "Delete Folder Contents". Ask your administrator for further information. The batch utility "Delete Folder Contents" is described in *Con-nect Utilities*.

Objects which are *not* filed in a folder are erased from Con-nect immediately - they are not placed in the Wastebasket. These objects are calendar entries, resources, notepad pages, enclosures, attached notes, cover notes, profiles for shared users and bulletin boards (only your administrator can erase a bulletin board).

Retrieving an Object from the Wastebasket

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

```
DISPLAY Folder wastebasket
```

As a result, the "Contents of Folder Wastebasket" screen appears.

```
 10:09 AM            * * *  C O N - N E C T   3  * * *                 2.Feb.94
 Cabinet LS           Contents of Folder Wastebasket                  Wednesday
                                                                     Descending
 Cmd Item Name       (Description)                Object   Typ Itm   Date Filed
 --- ------------------------------------------- -------- --- --- ------------
 __  (Memo    1.Feb.94 11:53 AM)                  Document Txt         2.Feb.94
 __  (Meeting 10.Feb.94 canceled)                 Document Txt         2.Feb.94
 __  (Problem detected)                           Document Txt         2.Feb.94
 __  Fish                                         Referenc             2.Feb.94

 __  Training                                     Referenc             1.Feb.94
 __  Feeding Habits of Sharks                     Document RFT         1.Feb.94
 __  Marketing       Marketing Plan               Document Txt         1.Feb.94
 __  Structure                                    Document RFT         1.Feb.94

 __  Tool                                         Document Bin        31.Jan.94
 __  Alexander                                    Document Cnf        31.Jan.94
 __  Test Results                                 Document Txt        23.Jan.94
 __  (Phonepad Mr Willis)                         Document Txt        23.Jan.94

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                              /
 Address  Display  Erase    File     Info     Output   Print    Top      Transl
```

The columns display the following information:

Item Name (Description)

The name of the object.

Object

The object type.

Typ

If the object is a document, the document type is shown.

Itm

Not relevant here.

Date Filed

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

The line directly above this column header indicates whether the objects in this folder are listed in ascending or descending sequence (see **Display Sequence of Objects in a Folder**).

Mark the object that you want to retrieve with FI to access the "File" window in which you can specify the folder and (optionally) file in which you want to store the retrieved object.

See the description of the "File" windows in section **Screens** for further information.

Commands for the Wastebasket

The command prompting line of the "Contents of Folder Wastebasket" screen shows all the commands which apply to the Wastebasket. The commands are described in section **Commands**. The following exception applies when working with the Wastebasket:

ERASE

If you issue the ERASE command with an object contained in your Wastebasket, it is removed from Con-nect completely, and cannot be retrieved.

Part 4. Document Management

This part contains all the information you need to handle documents. It is subdivided into the following sections:

- Documents
- Text Processing
- Import/Export
- Translating Documents
- Printer Profiles

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 +*n*	Scroll text *n* columns to the right.
COLUMN -*n*	Scroll text *n* columns to the left.
COLUMN *n*	Scroll text to column *n*.
+*l*	Scroll *l* 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).
-*l*	Scroll *l* 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 *n*	Scroll to page *n*.
PAGE *n l*	Scroll to page *n* and position line *l* 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 notenter 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   !  --  --------------------------------- ---- !
   fiber-optic telephone cabl   !  __  E New Strategy                     Cnf !
   is expensive. An average c   !  __  E Test Results                     Txt !
   least $150,000.              !  __  N Cables                           Txt !
                                !  __  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.

Text Processing

This chapter introduces you to the text processing facilities offered by the Con-nect editor.

The following topics are covered below:

- The Con-nect Editor
- Issuing Commands in the Con-nect Editor
- Line Commands
- Editor Commands
- Con-nect System Variables
- Markers
- Positioning Commands
- Other Text Processing Commands

The Con-nect Editor

Text processing is performed in the Con-nect editor, i.e. the "Modify *Document-name*" screen.

See **Adding a Document** for further information. After you have completed your specifications in the "Add Document" screen, you press `ENTER` to display the blank "Modify *Document-name*" screen.

To modify an existing document, issue the MODIFY command in conjunction with the document:

```
MODIFY Document document-name
```

As a result, the "Modify *Document-name*" screen appears.

```
12:08 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS        Modify  Fiber-optics and Sharks                  Wednesday
Folder  Work            File                          Page      1 Line      1
  ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
  Marine biologists have charted some capricious changes in 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.









Enter a command, press a PF-key, or enter * to display commands
   Command /                                        / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

The name of the document which you are currently modifying is indicated to the right of the screen name. The "Modify *Document-name*" screen displays the following information above the text area:

Folder

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

File

If the document is stored in a file, the filename.

Page

The number of the currently shown display page (each display page consists of 16 lines).

Line

The number of the line which is currently displayed at the top of the text.

....+....10....+....20....

The scale always shows you which columns of a text are currently displayed. A line can be up to 250 characters long.

See **Markers** for a description of all markers which can appear in the scale above the text and/or to the left of the text.

The following information is displayed below the text area:

Used

The percentage of editor area that is currently filled with text. There is a limit to the amount of text you can enter. Warning messages automatically appear in the message line if you have used more than 85% of the editor area.

After the first warning message has appeared, you should stop editing and save the document. If you continue editing, it is later possible that you are not able to open the document (due to its size).

Dir

The direction indicator shows the current direction of command execution. "Dir +" indicates that commands are executed in a forward direction. See the description of the DIRECTION command for further information.

Del

The delimiter character. The default is a comma (,). The delimiter character precedes line commands to allow Con-nect to distinguish the command from the text. See the description of the DELIMIT command for further information.

Pressing `ENTER` displays the next display page. When you are on the last display page, pressing `ENTER` alternates between a full screen display of that page, and a display of only the last lines of that page. To return to the beginning of the text, you issue the TOP command.

You can use all 24 PF-keys no matter which PF-key line is currently displayed.

If the first set (PF-keys 1 through 12) is displayed, you can issue the FLIP command to display the second set (PF-keys 13 through 24) and vice versa.

The most frequently used commands are assigned to PF-keys, however, you can change the PF-key assignments of the "Modify *Document-name*" screen (see **PF-Key Assignments** for detailed information).

The HOME command is by default assigned to a PF-key. When you press that key, the cursor is placed in the command line.

Write or modify your text using the commands which are described in the following sections.

Saving the Document

To save your text without leaving the editor, issue the SAVE command. It is advisable to save your text at regular intervals while writing or modifying it.

Whenever you leave the "Modify *Document-name*" screen by issuing a Con-nect command, your modified version is automatically saved by Con-nect.

There is one exception: if you use the ABANDON command to leave the "Modify *Document-name*" screen, all changes which you made after issuing the last SAVE command are ignored.

Autosave

When you are editing your document, Con-nect creates a backup version of your document with the name "(Undo *Document-name*)" and stores it in your default folder.

This version 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).

When no system interruption occurs, the backup version is automatically deleted when you leave the editor with a Con-nect command. (There are some editor commands, e.g. COMPRESS, which also update this backup version.)

The backup version is *not* deleted, if you do *not* issue a Con-nect command to leave the editor (for example, if you leave the editor with a Net-Pass command), or if the system crashes. If this is the case, it is recommended that you check the "(Undo *Document-name*)" version of your document with the DISPLAY command. If this version contains, for example, your missing document text, you can FILE it under a new name and treat it like any other document. If this version is of no further use to you, you should ERASE it.

See also **Locked Documents**.

Issuing Commands in the Con-nect Editor

While typing your text, you can enter line commands and editor commands in the "Modify *Document-name*" screen. These commands are described in the following sections.

Important:
The description of commands applies to the default direction "Dir +". For example, if you copy text, the copy is inserted *below* the cursor position. If the direction is "Dir -", the copy is inserted *above* the cursor position.

See the description of the ,X and ,Y commands for an explanation of how to set the X- and Y-markers.

You can also use Con-form instructions (refer to the *Con-form User's Guide* for detailed information). A Con-form instruction is not executed immediately. The effects become visible only after the text has been formatted with Con-nect.

You can issue any other command sequence in the command line to leave the "Modify *Document-name*" screen and to start another function (your text is automatically saved by Con-nect).

Important:
Always confirm your text by pressing `ENTER` before you enter a line command or an editor command.

Issuing Line Commands

You issue a line command in one of the following ways:

- Type the line command at the beginning of the line you want to act upon and press `ENTER`. Each line command must be preceded by the delimiter character). The delimiter must be entered in the *first* column of a line. You must *not* enter a blank between the delimiter and the line command. Most line commands are executed in the direction determined by the DIRECTION command.

  Important:
  Throughout this documentation the default delimiter character is the comma (,).

- Position the cursor to the line where you want to execute the command and press the PF-key which has been assigned to the command. You need not press `ENTER`; the command is executed immediately. Applicable commands are shown in the PF-key lines.

Caution:
You should always press `ENTER` after having typed a line command at the beginning of a line. If you do not press `ENTER`, but press a PF-key instead, the line command is executed at cursor position. For example, if you enter the line command ,CX-Y and then press the PF-key assigned to the editor command TOP, the line is split at the cursor position and the marked text block is inserted between the split lines. After that, the TOP command is executed.

The line command that you type at the beginning of a line automatically disappears when you press `ENTER`. It does not overwrite your original text.

When you enter a question mark (?) in the first column of a line, you access the Con-nect help system. As a result, a help text appears showing a list of all available line commands.

Issuing Editor Commands

You issue an editor command in one of the following ways:

- Type the command in the command line of the "Modify *Document-name*" screen and press `ENTER`.
- Press the PF-key to which the command has been assigned. Applicable commands are shown in the PF-key lines. In some cases you have to position the cursor to the line you want to act upon before you press the PF-key.

Line Commands

This section describes the line commands in alphabetical order.

Command	Explanation
,C	copy a single line below the original
,C(*n*)	copy a single line *n* times below the original
,CX	copy the X-marked text
,CX(*n*)	copy the X-marked text *n* times
,CX-Y	copy the marked text block
,CX-Y(*n*)	copy the marked text block *n* times
,CY	copy the Y-marked text
,CY(*n*)	copy the Y-marked text *n* times
,D	delete a single line
,D(*n*)	delete *n* lines
,I	insert 8 blank lines
,I(*n*)	insert *n* blank lines
,J	join two lines
,L	leave the text line unchanged
,MX	move the X-marked text
,MX-Y	move the marked text block
,MY	move the Y-marked text
,P	scroll the line to the top of the screen
,S	split a line into two lines
,W	open a window of 8 blank lines
,W(*n*)	open a window of *n* blank lines
,X	mark a line with
,Y	mark a line with

,C - Copy a Single Line Below the Original

Enter ,C at the beginning of the line which you want to copy and press ENTER to insert the copy below that line.

,C(*n*) - Copy a Single Line Several Times Below the Original

For example, if you want to copy a line 5 times, you must enter ,C(5) at the beginning of the line you want to copy and press ENTER. As a result 5 copies of the line are inserted below that line.

,CX - Copy the X-Marked Text

Mark the line you want to copy with ,X and press ENTER.

You can also copy a part of the line: you must set the X-mark with the PF-key which is assigned to the ,X command to copy the text *after* the X-mark (i.e. the whole remainder of that line, starting with the character at the X-mark, is copied).

Position the cursor to another line. Enter ,CX at the beginning of that line and press ENTER to copy the marked text below that line.

,CX(*n*) - Copy the X-Marked Text Several Times

Mark the line you want to copy with ,X and press ENTER.

You can also copy a part of the line several times: you must set the X-mark with the PF-key which is assigned to the ,X command to copy the text *after* the X-mark (including the character at the X-mark).

For example, if you want to copy a line (or a part of the line) 4 times, you must enter ,CX(4) at the beginning of another line and press ENTER. As a result, 4 copies of the marked text are inserted below that line.

,CX-Y - Copy the Marked Text Block

Mark the text block you want to copy with X and Y.

Position the cursor to another line, enter ,CX-Y at the beginning of that line and press ENTER to copy the marked text block below that line.

You can also position the cursor to the *first character* of the line below which you want to place the copy and then press the PF-key which has been assigned to the ,CX-Y command.

When you position the cursor *within* a line and press the PF-key assigned to the ,CX-Y command, the line is split at the cursor position and the marked text block is inserted between the split lines.

You can also insert copies of your text block at different positions in the text. You do not RESET the text markers, but move the cursor to the position where you want to insert the next copy and re-issue the ,CX-Y command.

,CX-Y(*n*) - Copy the Marked Block Several Times

Mark the text block you want to copy with X and Y.

For example, if you want to copy a marked text block 3 times, you must enter ,CX-Y(3) at the beginning of another line and press ENTER. As a result, 3 copies of the marked text block are inserted below that line.

,CY - Copy the Y-Marked Text

Mark the line you want to copy with ,Y and press ENTER.

You can also copy a part of the line: you must set the Y-mark with the PF-key which is assigned to the ,Y command to copy the text *before* the Y-mark (including the character at the Y-mark).

Position the cursor to another line. Enter ,CY at the beginning of that line and press ENTER to copy the marked text below that line.

,CY(*n*) - Copy the Y-Marked Text Several Times

Mark the line you want to copy with ,Y and press ENTER.

You can also copy a part of the line several times: you must set the Y-mark with the PF-key which is assigned to the ,Y command to copy the text *before* the Y-mark (including the character at the Y-mark).

For example, if you want to copy a line (or a part of the line) 2 times, you must enter ,CY(2) at the beginning of another line and press ENTER. As a result, 2 copies of the marked text are inserted below that line.

,D - Delete a Single Line

Enter ,D at the beginning of the line you want to delete and press ENTER.

The deleted line disappears and the following lines are moved one line upwards.

When you use a PF-key to delete a line, you must first move the cursor to the beginning of the line which you want to delete and then press the PF-key which has been assigned to the ,D command.

,D(*n*) - Delete Several Lines

For example, if you want to delete 6 lines, you must enter ,D(6) at the beginning of a line and press ENTER. As a result, the next 6 lines, including the line in which you entered the command, are deleted.

Note:
You can also use editor commands to delete the marked text or to eliminate everything except the marked text (see the descriptions starting with the DX command).

,I - Insert 8 Blank Lines

Enter ,I at the beginning of the line below which you want to insert 8 blank lines and press ENTER.

In contrast to the ,W command, the unused blank lines are not deleted when you press ENTER.

,I(*n*) - Insert Several Blank Lines

The maximum number of blank lines which you can insert at one time is 14 (if you specify more than 14 lines, only 8 blank lines are inserted).

For example, if you want to insert 12 blank lines, you must enter ,I(12) at the beginning of the line below which you want to insert the blank lines and press ENTER.

In contrast to the ,W(*n*) command, the unused blank lines are not deleted when you press ENTER.

,J - Join Two Lines

Enter ,J at the beginning of the line which you want to join with the following line and press ENTER.

If the second line is too long to fit completely in the empty space of the first line as shown in the screen, Con-nect displays a highlighted L in the left-hand margin of the first line. To scroll your text to the left, so that you can see the remainder of the line, you issue the COLUMN command (see **Positioning Commands** later in this section). You can leave the text as it is, or split the line so that all of the text is visible in the screen (see the description of the ,S command).

,L - Leave the Text Line Unchanged

As long as you have *not* pressed ENTER, you can undo your changes to a text line.

Enter ,L at the beginning of the text line where you want to retrieve the original text and press ENTER.

,MX - Move the X-Marked Text

When you move text, it is removed from its original position and transferred to a new position.

Mark the line you want to move with ,X and press ENTER.

You can also move a part of the line: you must set the X-mark with the PF-key which is assigned to the ,X command to move the text *after* the X-mark (i.e. the whole remainder of that line, starting with the character at the X-mark, is moved).

Enter ,MX at the beginning of the line below which you want to move the marked text and press ENTER.

,MX-Y - Move the Marked Text Block

When you move a text block, it is removed from its original position and transferred to a new position.

Mark the text block you want to move with X and Y.

Enter ,MX-Y at the beginning of the line below which you want to insert the text block and press ENTER.

,MY - Move the Y-Marked Text

Mark the line you want to move with ,Y and press ENTER.

You can also move a part of the line: you must set the Y-mark with the PF-key which is assigned to the ,Y command to move the text *before* the Y-mark (including the character at the Y-mark). The remaining text after the Y-mark will be moved to the left.

Enter ,MY at the beginning of the line below which you want to move the marked text and press ENTER.

,P - Scroll a Line to the Top of the Screen

If the text has more than 17 lines and you are not on the last screen page of a document, you can scroll a line to the top of the screen.

Enter ,P at the beginning of the line which you want to scroll to the top of the screen and press ENTER.

,S - Split a Line into Two Lines

Enter ,S at the beginning of the line you want to split. Do not press ENTER immediately. You must first move the cursor to the position where you want to split the line.

As a result the text at the cursor position and to the right of it is moved to the next line; the subsequent text is automatically shifted one line downwards.

,W - Open a Window of 8 Blank Lines

Enter ,W at the beginning of the line below which you want to open a window of 8 blank lines and press ENTER.

When you position the cursor *within* the line and press the PF-key assigned to the ,W command, the window is opened at the cursor position.

Fill the blank lines with text - the lines which remain empty *below* the text you have just added are automatically deleted when you press ENTER.

Note:
The following applies to both the ,W and the ,W(*n*) commands. When you add or modify text below the window, the empty lines in the window are *not* deleted when you press ENTER. If the blank lines are to be deleted automatically, you should enter text only within the window and then press ENTER.

,W(*n*) - Open a Window of Several Blank Lines

The maximum number of blank lines in a window is 14 (if you specify more than 14 lines, a window of only 14 blank lines is opened).

For example, if you want to open of window of 4 blank lines, you must enter ,W(4) at the beginning of the line below which you want to open the window and press ENTER.

Fill the blank lines with text - the lines which remain empty *below* the text you have just added are automatically deleted when you press ENTER.

,X and ,Y - Set the X- and Y-Marker

Before you can copy or move text, you must mark the line(s) to be processed. Press ENTER to confirm your current text *before* you set the text markers.

Marking an Entire Line with X or Y

Enter ,X or ,Y at the beginning of a line and press ENTER to mark the whole line.

As a result the marked line is highlighted and an X or Y appears to the left of the text.

You can also position the cursor to the *first* column of a line and press the PF-key assigned to the ,X or ,Y command to mark the *whole* line.

Marking Text After the X

Position the cursor within the line and press the PF-key assigned to the ,X command to mark the text from the X-mark to the end of the line.

As a result the line in which you set the marker is highlighted and an X appears to the left of the text. Furthermore, an X appears in the scale above the text to indicate the column in which the X-marker has been set.

Note:
If you position the cursor in the *first* column and press the PF-key assigned to the ,X command, the *whole* line is marked. The X does *not* appear in the scale. You *cannot* mark a text block which starts in column 1 and ends in the *same* line.

Marking Text Before the Y

Position the cursor within the line and press the PF-key assigned to the ,Y command to mark the text from the beginning of the line to the Y-mark.

As a result the line in which you set the marker is highlighted and an Y appears to the left of the text. Furthermore, an Y appears in the scale above the text to indicate the column in which the Y-mark has been set.

Note:
If you mark two separate lines with X and Y and if the markers are in the same column, a Z appears in the scale above the text to indicate the column in which both the X-mark and the Y-mark have been set.

Marking a Text Block

A text block must be delimited with two markers: X which marks the beginning, and Y which marks the end of the text block. To set the markers, you proceed as described above. The marked text block is highlighted, and the markers X and Y appear to the left of the text.

If you want to mark a text block, the X-mark must be located before the Y-mark in the text. Otherwise, two separate lines are marked.

Caution:
Moving or deleting scales (see the description of the editor command SET) affects the text following the scale (text margins etc.). Thus, you should only mark that part of a text which belongs to a scale, i.e. do not mark a text block with X and Y if a scale is also included in this part of the text.

If the text block starts and ends *within* a line, the markers must be set with the PF-keys. In addition to the X- and Y-markers which appear to the left of the text, X and Y also appear in the scale above the text to indicate the columns in which the text block begins and ends.

You *cannot* mark a text block which starts in column 1 and ends in the *same* line.

```
 12:40 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS        Modify  Fiber-optics and Sharks                  Wednesday
 Folder  Work             File                          Page      1 Line      1
   ....+....10...+....20. X ....30...+....40...+....5 Y .+....60...+....70...+.
   Marine biologists have charted some capricious changes in the
   feeding habits of sharks.

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









Enter a command, press a PF-key, or enter * to display commands
   Command /                                        / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

If the text block starts and ends within the same line, a Z appears to the left of the text. If the X- and Y-markers have been set in the same column (of two separate lines) a Z appears in the scale.

Note:
The Y-mark alone can be used exactly as the X-mark to mark a single line (or part of a line), even if a text block is indicated by the X- and Y-marks. For example, you can enter ,CX to copy the X-marked text and ,MY to move the Y-marked text.

Re-Assigning Text Markers

To re-assign the text markers, you move the cursor to the desired text line and issue the ,X or ,Y command. As a result, this line is marked with an X or Y; the previous mark disappears.

Resetting the Text Markers

To cancel all current text markers, you issue the editor command RESET.

Editor Commands

This section describes the editor commands in alphabetical order.

Command	Explanation
ABANDON	leave the editor without saving the modifications
CENTER	center a text line
CHANGE	search for a character string and replace all occurrences of it with another character string
CLEAR	clear the edit area
COMPRESS	compress a marked text block
COMPRESS *n*	compress a marked text block (*n* being the right margin)
CONFORM	access the Con-form prompting window
COPY *name*	copy another document into the text
DELIMIT *parameter*	change the delimiter character for line commands
DIRECTION *parameter*	change the direction of command execution
DX	delete the X-marked text
DX-Y	delete the marked text block
DY	delete the Y-marked text
EX	eliminate all text before the X-mark
EX-Y	eliminate all text except the marked text block
EY	eliminate all text after the Y-mark
INPUT *parameter*	open a window to insert text at specified positions
NEWPAGE	specify a page break
NEWPAGE *n*	specify a page break and assign number *n* to the new page
ORIGINAL	return to the version of the document text last saved
QUIT	save text and leave the editor
RENAME *name*	rename the current document
RESET	reset the text markers
SAVE	save the text without leaving the editor
SAVE *name*	save and edit the current text under a new name
SCAN	scan the text
SCAN =	continue scanning the text
SET	define margins for word wrapping and set tabs
SHIFT	shift a marked text block 3 columns to the right

Command	Explanation
SHIFT +*n*	shift a marked text block *n* columns to the right
SHIFT -*n*	shift a marked text block *n* columns to the left
SPLIT *name*	work with two documents in a split screen
TELEX	check text for incompatibilities with the telex format
UNDO	ignore the last changes to the text

ABANDON - Leave the Editor Without Saving the Modifications

If you decide to discard your last changes to the document text, you can abandon the editor without saving these modifications. All changes which you made after issuing the last SAVE command are ignored.

When you ABANDON the empty "Modify *Document-name*" screen (for example, after having created the document using the command sequence "ADD Document"), an empty document is filed in the folder you specified.

Enter ABANDON in the command line and press `ENTER` to leave the editor without saving your text.

CENTER - Center a Text Line

Enter CENTER in the command line to center a text line.

Do not press `ENTER` immediately. You must first move the cursor to the line you want to center.

When you use a PF-key to center a line, you must first move the cursor to the line to be centered and then press the PF-key which has been assigned to the CENTER command.

CHANGE - Change Text

You can search for a specified character string (for example, a word or a part of a word) and replace all occurrences of the specified string with another character string. The string is only found, if the *whole* string is on the same line.

This function always replaces the specified character string in the whole text (or in the marked text block). There is one exception: if you mark the "Confirm Change" field, the function starts on the currently displayed page.

Enter the CHANGE in the command line and press `ENTER` to access the "Change" window.

```
 12:40 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   !               Change                  !
   feeding habits of sharks.          +---------------------------------------+
                                      !                                       !
   In the past two years, sharks ha   ! from ________________________________ !
   fiber-optic telephone cable off    !   to ________________________________ !
   is expensive. An average cable r   !      _    Confirm Change             !
   least $150,000.                    !                                       !
                                      !      _    Absolute                   !
                                      !      _    Only between X and Y Marks  !
                                      !      _    With no Value              !
                                      !                                       !
                                      !      1__  Start at Column            !
                                      !      250  End   at Column            !
                                      !                                       !
                                      +---------------------------------------+

Enter a command, press a PF-key, or enter * to display commands
   Command /                                          / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Specify the following information in the "Change" window:

from

The character string that you want to replace. It can be up to 25 characters long. Upper case and lower case are not treated as equivalents.

You can search for a word which is delimited by blanks, punctuation marks, special characters or a text margin. You can also search for a string of characters which contains special characters. (See the description of the SCAN command for examples.)

Caution:
The change function considers only character strings which do not exceed one line in the document text; i.e. this function does not find a character string that you enter in the "from" line (e.g. "John Eshberry"), if it starts in one line of the document text and continues in the next line.

To

The character string which you want to substitute for the above string. It can be up to 25 characters long.

Caution:
If the character string contains an underscore character (_), this function only works if the underscore character is at the beginning or within the string (for example, "_string" or "str_ng"). You cannot specify a single underscore character.

Confirm Change

Optional - you mark this field if you want to decide at every occurrence whether you want to replace or skip the found character string.

If you mark this field, this function starts on the currently displayed page and replaces text towards the end of the document (the direction indicated at the bottom of the screen is of no importance).

When you press ENTER to close the "Change" window, the first occurrence of the character string is highlighted. A message appears at the bottom of the screen and you must chose one of the following options:

- **Skip**
  You can mark this field and press ENTER to skip the current occurrence and proceed to the next;

- **Quit**
  You can mark this field and press ENTER to quit the change function. When you quit the change function (either by marking this field or by pressing the PF-key which is assigned to the QUIT command), all changes already made are undone.

- **Replace with**
  Con-nect supplies the character string you specified in the "Change" window in this line. You can press ENTER to confirm that the character string is to be replaced and to proceed to the next occurrence.

  You can also replace the current occurrence with another character string which you can type in this line.

Absolute

Optional - you can mark this field to search for a part of a word. As a result, Con-nect locates and replaces character strings that are contained in words.

The following description applies if you have also marked the "Confirm Change" field: if there are successive occurrences of a string that you want to replace within the same word, the *whole* word is highlighted. Example: you want to replace each X with another string - Con-nect encounters the word "XXXX" and highlights it. You press ENTER to replace the first X with the specified string. As a result, the *rest* of the word is highlighted and the character immediately to the left is suppressed (that does not mean that the character is deleted) to indicate the next occurrence which is to be replaced in the next step.

Only between X and Y Marks

Optional - you can mark this field to locate and replace text in the marked text block.

With no Value

Optional - you can mark this field and leave the "To" line blank to delete the character string at each occurrence.

If you did not mark the "Confirm Change" field, an asterisk (*) will automatically be entered in the first column of a line if the *whole* line has been replaced with no value.

Start at Column

Optional - you can determine the columns between which you want to locate and replace text. You specify the column in which the change function is to start.

You can enter a number between 1 and 250.

End at Column

Optional - you can specify the column in which the change function is to end.

You can enter a number between 1 and 250.

After you have completed your specifications, press `ENTER` to close the "Change" window and to start the search.

If you did not mark the "Confirm Change" field, all occurrences of the specified character string are replaced at once.

Markers

If word wrapping has *not* been activated (by issuing the SET command), each line in which a character string was found and replaced is marked with a highlighted R to the left of the text.

If you mark "Confirm Change" or "With no Value", no marker will appear.

If word wrapping *has* been activated, the marker S appears, since word wrapping can cause the replaced character string to be wrapped to a new line. After the process of replacing has been completed, Con-nect automatically scans the text for the character string that you entered in the "to" line and marks each line containing this character string. Thus, the lines which contained the string before are also marked with S. However, the marker appears only if the *whole* string is on the same line.

CLEAR - Clear the Edit Area

Enter CLEAR in the command line and press `ENTER` to clear the edit area (i.e. to display the blank "Modify *Document-name*" screen).

The blank "Modify *Document-name*" screen still shows the same document name above the edit area. When you issue a command to leave the blank "Modify *Document-name*" screen, the "Save Document Text" window appears (see the description of the editor command QUIT for further information).

COMPRESS - Compress a Marked Text Block

For example, if some of your text lines are only 20 characters long, and others 55, you can compress a text block to make your text look more uniform.

Mark the text block you want to compress with X and Y.

Enter COMPRESS in the command line and press `ENTER` to compress the marked text block.

As a result Con-nect fills a short line with text from the beginning of the next line, and so forth, to make the right-hand side of the text as uniform as possible. The text markers disappear after the execution of the COMPRESS command.

If you specify this command without a parameter, the right margin for the compressed text block is column 76.

Notes:

1. If one or more blanks are in the very beginning of a line, this line is not affected by either of the COMPRESS commands (e.g. if you centered a line).
2. You cannot issue either of the COMPRESS commands, if the SET command has been issued anywhere in the document text.
3. You should not issue either of the COMPRESS commands, if the NEWPAGE command has been issued within the marked text block.

COMPRESS *n* - Compress a Marked Text Block - *n* Being the Right Margin

You can specify a right margin for the compressed text block (i.e. a right margin other than column 76). The right margin (*n*) can be any column between 30 and 250; *n* must be greater than the longest word in your text.

Mark the text block you want to compress with X and Y.

Enter COMPRESS *n* in the command line and press `ENTER` to compress the marked text block.

CONFORM - Access the Con-form Prompting Window

Con-form features include: automatic creation of indexes, tables of contents, lists of figures, footnotes, page numbering and macros. See the *Con-form User's Guide* for detailed information on Con-form.

Enter CONFORM in the command line to access the Con-form prompting window which contains a list of Con-form instructions. Do not press ENTER immediately. You must first move the cursor to the line after which you want to insert the marked Con-form instruction(s).

```
 12:41 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   !  Mark to Select / Modify Parameter    !
   feeding habits of sharks.          +---------------------------------------+
                                      ! __ .lm 0         set left margin      !
   In the past two years, sharks ha   ! __ .rm 70        set right margin     !
   fiber-optic telephone cable off    ! __ .pl 60        set page length      !
   is expensive. An average cable r   ! __ .ls s         single line spacing  !
   least $150,000.                    ! __ .ls d         double line spacing  !
                                      ! __ .op hyp=e     hyphenation English  !
                                      ! __ .op hyb=4     chars before hyphen. !
                                      ! __ .op hya=4     chars after hyphen.  !
                                      ! __ .hp on        hyphen connection on !
                                      ! __ .hp off       hyphen connect. off  !
                                      ! __ .fi on        fill in lines        !
                                      ! __ .fi off       no line filling      !
                                      +---------------------------------------+

Enter a command, press a PF-key, or enter * to display commands
   Command /                                                            / l ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

You can press ENTER repeatedly to page through the list in the window.

Mark the Con-form instruction(s) you want to include in the current text with any character. You can modify the instructions shown in the window by typing another value over the provided parameter. You can press ENTER to display further Con-form instructions.

Issue the QUIT command to close the window and to include the marked Con-form instruction(s) in your text.

If you did not position the cursor to a specific line in the text *before* you issued the CONFORM command, the instruction(s) are inserted below the line which was displayed at the top of the screen when you issued the CONFORM command (from where you can move them to other positions).

COPY *name* - Copy Another Document into the Text

You can copy any document from your cabinet into the document you are currently modifying. The COPY command must always be entered with the name of a document from your cabinet.

Enter "COPY *name*" in the command line. If the name of the document contains blanks, you must replace the blanks by the blank substitute character.

Do not press `ENTER` immediately. You must first move the cursor to the position where you want the copy to be placed.

When you use a PF-key to copy another document into your text, you must enter the name of the document you want to copy in the command line, move the cursor to the position where you want the copy to be placed, and press the PF-key which has been assigned to the COPY command.

DELIMIT *parameter* - Change the Delimiter Character for Line Commands

The delimiter distinguishes line commands from the running text.

Enter "DELIMIT parameter" in the command line and press `ENTER` to change the delimiter.

Valid parameters are:

`, ; < > ( )`

From now on you have to issue the new delimiter character with a line command. For example, if you entered the semicolon (;) as parameter and want to delete a line, you must enter ;D.

You must not use those special characters as delimiter characters that are used in your TP-monitor, Net-Pass or Natural.

Caution:
The period (.) is not a valid delimiter character. It is the Con-form escape character which must be different from the one preceding a Con-nect line command.

DIRECTION *parameter* - Change the Direction

Con-nect's default direction is "Dir +". The direction is important with the following commands:

,C (copies text)
,I (inserts blank lines)
,M (moves text)
,W (opens a window of blank lines)
SCAN
SET

For example, in the forward direction (Dir +) the ,CX-Y command copies the marked text block below the line where you entered the command. Copying it in the backward direction (Dir -) places the copy above the line where you entered the command.

Enter "DIRECTION parameter" in the command line and press `ENTER` to change the direction. Valid parameters are: + (forward) and - (backward).

DX - Delete the X-Marked Text

Mark the line you want to delete with ,X and press `ENTER`.

You can also delete a part of the line: you must set the X-mark with the PF-key which is assigned to the ,X command to delete the text *after* the X-mark (i.e. the whole remainder of that line, starting with the character at the X-mark, is deleted).

Enter DX in the command line and press `ENTER` to delete the marked text.

DX-Y - Delete the Marked Text Block

Mark the text block you want to delete with X and Y.

Enter DX-Y in the command line and press `ENTER` to delete the marked text block.

DY - Delete the Y-Marked Text

Mark the line you want to delete with ,Y and press `ENTER`.

You can also delete a part of the line: you must set the Y-mark with the PF-key which is assigned to the ,Y command to delete the text *before* the Y-mark (including the character at the Y-mark).

Enter DY in the command line and press `ENTER` to delete the marked text.

EX - Eliminate all Text Before the X-Mark

Set the X-mark.

Enter EX in the command line and press ENTER to eliminate all text before the X-mark.

EX-Y - Eliminate all Text Except the Marked Text Block

Mark a text block with X and Y.

Enter EX-Y in the command line and press ENTER to eliminate all text except the marked text block.

EY - Eliminate all Text After the Y-Mark

Set the Y-mark.

Enter EY in the command line and press ENTER to eliminate all text after the Y-mark.

INPUT *parameter* - Open a Window to Insert Text at Specified Positions

For example, if you are writing a text and you are still waiting for information which is to be included in the text, you can enter a special character at every position in the text where text is still missing.

Enter a special character (e.g. @ or #) at every position in the text where you want to insert more text later.

When you want to insert the missing information in the text, you enter "INPUT *parameter*" in the command line and press ENTER. The parameter must be identical with the special character that you used in the text.

As a result, Con-nect searches for the special character and opens a window of eight blank lines at the first special character. If the special character is in the middle of a text line, the line is split at that position.

Insert the required text. Press ENTER to delete the remaining blank lines and to move to the next occurrence of the special character.

After you have passed a special character (either by inserting text or by pressing ENTER to close the window) it disappears.

Caution:
You must not use those special characters as parameters that are used in your TP-monitor, Net-Pass, or Natural. Do not use "&" as parameter, if you used this character to identify Con-form variables.

NEWPAGE - Specify a Page Break

Enter NEWPAGE in the command line to specify a page break within your text.

Do not press ENTER immediately. You must first move the cursor to the line *after* which the new page is to start.

The page break will not be put into effect until you print your text. However, it is indicated by the following notation at the point where the new page is to begin:

```
* * * *  ( )  * * * *
```

Deleting a Page Break

To delete a page break which you specified with the NEWPAGE command, you must copy the line before the page break below the original with the ,C command and press ENTER.

Enter ,D(2) in the copied line and press ENTER to delete the copy and the next line containing the page break information.

Tip:
It is recommended that you use the Con-form instruction .NP to start a new page since page breaks which you specify with Con-form can be deleted by typing over them.

NEWPAGE *n* - Specify a Page Break and Assign Number *n* to the Page

For example, if you want to assign the number 3 to the new page, you must enter "NEWPAGE 3" in the command line.

Do not press ENTER immediately. You must first move the cursor to the line *after* which the new page is to start.

ORIGINAL - Return to the Version of the Document Text Last Saved

Enter ORIGINAL in the command line and press ENTER to return to the last saved version of the document text.

QUIT - Save Text and Leave the Editor

Your text is automatically saved when you issue the QUIT command or any other Con-nect command (except ABANDON) to leave the "Modify *Document-name*" screen.

However, when you issue a command to leave the blank "Modify *Document-name*" screen or to save the empty document, the "Save Document Text" window appears:

```
 12:41 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.   +---------------------------------------+
                                     !           Save Document Text          !
                                     +---------------------------------------+
                                     !                                       !
                                     !                                       !
                                     !      The Edit Area is currently       !
                                     !                 empty                 !
                                     !                                       !
                                     !                                       !
                                     !      Mark to: _ attempt RECOVERY      !
                                     !               _ retrieve ORIGINAL     !
                                     !               _ ABANDON               !
                                     !               _ save empty Document   !
                                     !                                       !
                                     !                                       !
                                     +---------------------------------------+

Enter a command, press a PF-key, or enter * to display commands
   Command /                                          / used    %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Mark one of the following fields and press ENTER:

attempt RECOVERY

The backup version of your document with the name "(Undo *Document-name*)" is re-displayed in the "Modify *Document-name*" screen. If you do not modify the default value, this version is automatically updated every 10th time you press ENTER (see the description of the editor command UNDO for further information).

retrieve ORIGINAL

The last saved version of the document is re-displayed in the "Modify *Document-name*" screen.

ABANDON

Abandon the editor without saving the changes which you made after issuing the last SAVE command.

When you abandon the empty "Modify *Document-name*" screen, an empty document is saved.

save empty Document

the empty document is saved and the command that you issued to leave the blank "Modify *Document-name*" screen is performed.

RENAME *name* - Rename the Current Document

The RENAME command must be entered with the new name you want to give your document. If you want to enter a new name which contains blanks, you must replace the blanks by the blank substitute character.

There will be no copy of the document with the old name.

Enter "RENAME *name*" in the command line and press `ENTER` to rename the currently displayed document.

Note:
You can also rename a document in the "Info" screen.

RESET - Reset the X- and Y-Markers

Enter RESET in the command line and press `ENTER` to reset (cancel) the current X- and Y-markers.

SAVE - Save the Text Without Leaving the Editor

Your text is always saved when you leave the editor with a Con-nect command (e.g. by issuing the QUIT command). There is one exception: if you use the ABANDON command to leave the "Modify *Document-name*" screen, all changes which you made after issuing the last SAVE command are ignored.

Enter SAVE in the command line and press `ENTER` to save your text without leaving the editor.

SAVE *name* - Save and Edit the Current Text Under a New Name

The "SAVE *name*" command must be entered with a new and unique name. If you want to enter a new name which contains blanks, you must replace the blanks by the blank substitute character.

Enter "SAVE *name*" in the command line and press `ENTER` to save the current text as a new document under the specified name.

The original document is filed *without* the changes you made *after* the last SAVE command.

The copy of the original document (including all changes you made *after* the last SAVE command) appears in the "Modify *Document-name*" screen under the new name.

Caution:
When you add a document and enter text *without* issuing the SAVE command (you issue the "SAVE *name*" command instead), the original document will not contain any text.

SCAN - Scan the Text

You can search for a specified character string (for example, a word or a part of a word). Each occurrence of the character string that is found on the current page is indicated with a highlighted S in the left text margin.

The string is only found, if the *whole* string is on the same line.

This function searches in the direction which is indicated at the bottom of the screen (either "Dir +" or "Dir -"). It always starts on the currently displayed page.

Caution:
The scan function considers only character strings which do not exceed one line in the document text; i.e. this function does not find the specified character string (e.g. "John Eshberry"), if it starts in one line and continues in the next line.

Enter SCAN in the command line and press ENTER to access the "Scan" window.

```
 12:42 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   !                 Scan                  !
   feeding habits of sharks.          +---------------------------------------+
                                      !                                       !
   In the past two years, sharks ha   ! for  ________________________________ !
   fiber-optic telephone cable off    !                                       !
   is expensive. An average cable r   !                                       !
   least $150,000.                    !                                       !
                                      !      _    Absolute                    !
                                      !      _    Only between X and Y Marks  !
                                      !                                       !
                                      !                                       !
                                      !      1__  Start at Column             !
                                      !      250  End   at Column             !
                                      !                                       !
                                      +---------------------------------------+

Enter a command, press a PF-key, or enter * to display commands
   Command /                                          / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Specify the following information in the "Scan" window:

for

The string of characters that you are searching. The string can be up to 25 characters long. Upper case and lower case are not treated as equivalents.

You can search for a word which is delimited by blanks, punctuation marks, special characters or a text margin. (For example, if a word in your text is enclosed in double quotes, you need not put the string in double quotes when you enter it in the "for" line.)

You can also search for a string of characters which contains special characters (e.g. Mr. O'Toole).

For example, if you enter "optics" in the "for" line, the character string "fiber-optics" will be found in the document text, since the specified string is delimited by a special character and a blank.

If you enter special characters in the "for" line, strings containing these characters are only found in the document text, if the special character is preceded or followed by a blank (or another special character). For example, if you enter "-optics" (preceded by the hyphen), the string "fiber-optics" will not be found in the document text; in this case you must mark the "Absolute" field.

Absolute

Optional - you can mark this field to search for a part of a word (e.g. a part of a word which is delimited by letters or numbers).

only between X and Y Marks

Optional - you can mark this field to scan only the marked text block (the scan function starts on the currently displayed page).

Start at Column

Optional - for example, if you are creating tables, you can restrict the search to certain text columns. You specify the column in which the scan function is to start.

You can enter a number between 1 and 250.

End at Column

Optional - you can specify the column in which the scan function is to end.

You can enter a number between 1 and 250.

After you have completed your specifications, press ENTER to close the window and to start the scan. Con-nect searches the subsequent text and stops at the *first* occurrence of the string. On this display page, all further occurrences of the specified string are indicated by a highlighted S in the left margin.

Note:
If the direction is "Dir -", the first found occurrence of the string is at the bottom of the display page.

Continuing the Search

To continue the search, you must enter "SCAN =" in the command line and press ENTER to proceed to the next display page which contains the specified string. If you use this command frequently, you may wish to assign it to a PF-key.

SET - Define Margins for Word Wrapping and Set Tabulators

Word wrapping enables you to enter text without regard to line length or text margins. It also enables you to change the line length of an already existing text.

For example, if you are modifying your document by inserting, splitting and joining lines, your text is likely to contain lines of irregular length. As soon as word wrapping is activated by specifying the left and right margins, Con-nect re-arranges the line layout automatically within those margins.

If you want to use word wrapping and want to include certain Con-form instructions in your text later, the left margin must be 1. Some of the instructions which require 1 as left margin are the following: .FI, .JU, .HYP, .LM and .RM.

You can also specify up to 5 columns for a table by defining their positions and choosing the tabulator characters.

Enter SET in the command line to access the "Add Tabulators and Margins" window. Do not press `ENTER` immediately. If the direction is "Dir +", you must first move the cursor to the line *before* the one with which you want to start the function. If the direction is "Dir -", you must first position the cursor *on* the line with which you want to start the function.

Note:
You can also move the cursor to the appropriate line and press the PF-key which has been assigned to the SET command.

```
 12:42 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   !       Add Tabulators and Margins      !
   feeding habits of sharks.          +---------------------------------------+
                                      !                                       !
   In the past two years, sharks ha   ! Left Margin  ___ Character <          !
   fiber-optic telephone cable off    ! Right Margin ___           >          !
   is expensive. An average cable r   ! Tabulator    ___           _          !
   least $150,000.                    !              ___           _          !
                                      !              ___           _          !
                                      !              ___           _          !
                                      !              ___           _          !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      +---------------------------------------+

Enter a command, press a PF-key, or enter * to display commands
   Command /                                                            / l ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

To activate word wrapping you must specify the following information in the "Add Tabulators and Margins" window (see **Word Wrapping** below):

Left Margin

Enter the number of a column (see scale).

Right Margin

Enter the number of a column (see scale); the maximum is 249.

The difference between the left margin and the right margin must *not* be exactly 75. For example, you must not enter "1" for left margin and "76" for right margin; or "2" for left margin and "77" for right margin.

If you only specify the left margin (and no right margin), Con-nect automatically enters a right margin. The right margin is the number of the column of the left margin plus 76.

Character

The characters < and > cannot be changed. They are used to indicate the text margins used for word wrapping.

To arrange your text in columns you must specify the following information in the "Add Tabulators and Margins" window:

Tabulator

Enter the tabulator position (i.e. the number of the column; see scale). You can specify up to five tabs.

Character

You must not use special characters as tabulator characters that are used in your TP-monitor, Net-Pass, or Natural.

You cannot specify both soft tabs and hard tabs at the same time.

- **Set soft tabs**
  To set soft tabs you specify a tabulator character (any non-alphabetic character except < and >). You must choose a *different* tabulator character for each soft tab, e.g. @, /, &, #, or * (see **Soft Tabs** below for further information).

  If you specify a tabulator character twice, *all* tabs will be hard tabs and will be indicated by a slash (/) in the scale.

- **Set hard tabs**
  If you do not specify a tabulator character or if you specify the same character twice, Con-nect enters a slash (/) as the tabulator character for hard tabs (see **Hard Tabs** below for further information).

  You can only specify hard tabs, if you specify at least two tabulator positions - at least two tabulator characters must be the same. If you specify only one tabulator position (for example, by entering a slash), this will be a soft tab.

After you have completed your specifications, press ENTER to close the window. As a result, a new scale, indicating the new margins or tabulators, is displayed at the cursor position.

Word Wrapping

To activate word wrapping and thus to change the line length, you must specify the left and the right margin in the "Add Tabulators and Margins" window. The left margin is indicated by < in the *new* scale; the right margin is indicated by >.

Existing text is wrapped within the specified margins starting with the line in which the new scale appears. Word wrapping is *not* active in a range of text in which hard tabs have been defined.

Note:
You can modify the margins for word wrapping in the new scale (by entering SET in the command line, positioning the cursor in this scale and pressing ENTER). You type the new specifications over the specifications which are shown in the window.

Con-nect takes words from successive lines to fill up short lines, continuing this process line for line until the end of the text. If a line in the text extends beyond the right text margin, Con-nect carries the excess words over to the next line. There is one exception: if a word is too long to fit between the text margins, it is not wrapped.

When you specified a line length which is longer than the screen display, each line which exceeds the screen display is marked with L to the left of the text.

You can continue writing new text without regard to the line length after you have set the margins for word wrapping. Each time you press ENTER, the new text is wrapped according to the margins you specified.

To change the margins for *another* part of the text, you must issue the SET command again and specify the new margins.

```
12:44 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS        Modify  Fiber-optics and Sharks                  Wednesday
Folder  Work            File                          Page      1 Line      1
  ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
  Marine biologists have charted some capricious changes in the
  feeding habits of sharks.

  ....+... < ...+....20...+....30...+....40...+... > ...+....60...+....70...+.
           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.





Enter a command, press a PF-key, or enter * to display commands
   Command /                                        / used  2 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Note:
Word wrapping does not include automatic hyphenation.

Soft Tabs

When working with soft tabs, word wrapping can also be activated. However, word wrapping is not active in lines in which soft tabs have been defined. Text which is not prefixed by tabulator characters is wrapped within the specified margins.

To define soft tabs, you enter the tabulator positions in the "Tabulator" lines of the "Add Tabulators and Margins" window. You must specify a different non-alphabetic tabulator character (except < and >) for each soft tab.

The following example shows you how to enter the margins and soft tabs:

```
 12:45 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   !       Add Tabulators and Margins     !
   feeding habits of sharks.          +--------------------------------------+
                                      !                                      !
   In the past two years, sharks ha   ! Left Margin  5__ Character <         !
   fiber-optic telephone cable off    ! Right Margin 60_           >         !
   is expensive. An average cable r   ! Tabulator    10_           &         !
   least $150,000.                    !              20_           *         !
                                      !              40_           #         !
                                      !              ___           _         !
                                      !              ___           _         !
                                      !                                      !
                                      !                                      !
                                      !                                      !
                                      !                                      !
                                      +--------------------------------------+

Enter a command, press a PF-key, or enter * to display commands
   Command /                                                          / l ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Caution:
If you specify a tabulator character twice, these tabs will be hard tabs.

The positions of the soft tabs and the character you specified for each tab are indicated in the *new* scale.

You arrange your text in columns by entering the text in the line where it is intended to appear and by prefixing it with the specified tabulator character.

If you put blanks between the tabulator character and the following text, the blanks are also moved to the specified tabulator position.

If you enter text without a tabulator character, it is not tabulated.

You must enter the prefixed text in the correct sequence. For example, you must *not* enter the tabulator character for column 40 before the one for column 10.

Caution:
If a soft tab causes the text to be shifted beyond column 250, that text is lost.

Each time you press ENTER the prefixed text is moved to the specified tabulator position and the tabulator character disappears from the text (the prefixed text in the example below will be tabulated as soon as you press ENTER).

```
12:47 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS        Modify  Fiber-optics and Sharks                  Wednesday
Folder  Work            File                          Page      1 Line      1
  ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
  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.

  ... < .. & ...+... * ...+....30...+... # ...+....50...+... > ...+....70...+.
           Depth     Ft. Cable           No. of Sharks
           -----     ---------           -------------
  &1,000 *10,000 #150
  &2,000 *15,000 #100



Enter a command, press a PF-key, or enter * to display commands
   Command /                                          / used  2 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Notes:

1. When you modify the tabulator positions and/or tabulator characters in the new scale (by entering SET in the command line, positioning the cursor in this scale and pressing ENTER), already existing text is *not* moved to the new tabulator positions.
2. You can move existing text only to the *right* by prefixing the text with the tabulator character for the new tabulator position.

Hard Tabs

To define hard tabs, you must enter the tabulator positions in the "Tabulator" lines of the "Add Tabulators and Margins" window. You must specify at least two tabulator positions and must *not* use different tabulator characters (you need not enter tabulator characters).

Caution:
If you specify only one tabulator position, this will be a soft tab.

The positions of the hard tabs are indicated by a slash (/) in the *new* scale. Word wrapping is *not*active in text lines with hard tabs.

If you have set hard tabs, all text you *enter* following the new scale line is arranged in the columns you specified. You press the tab key to move to the first tabulator position and enter your text; you press the tab key again to move to the next tabulator position, and so on.

After you have completed the table you should reset the tabulators again (i.e. you issue the SET command once more and delete the specifications for the hard tabs in the resulting window). If you do *not* reset the tabulators, all text will continue to be entered in columns, i.e. each tabulator position is preceded by a blank which cannot be deleted.

If you want to include a table in the middle of your text and issue the SET command to specify the positions for the hard tabs, already existing text following the new scale is *not* arranged in columns.

```
 12:49 PM             * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS        Modify  Fiber-optics and Sharks                   Wednesday
 Folder  Work             File                          Page      1 Line      1
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
   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.

   ... < .. / ...+... / ...+....30...+... / ...+....50...+... > ...+....70...+.
            Depth     Ft. Cable           No. of Sharks
            -----     ---------           -------------
            1,000     10,000              150
            2,000     15,000              100

   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
   What is it about fiber-optic cable? Marine biologists accompanying
 Enter a command, press a PF-key, or enter * to display commands
   Command /                                          / used  2 %  Dir +  Del ,
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Note:
When you modify the tabulator positions in the new scale (by entering SET in the command line, positioning the cursor in this scale and pressing ENTER), already existing text is *not* moved to the new tabulator positions and all old hard tabs are still active.

SHIFT - Shift a Marked Text Block 3 Columns to the Right

Mark the first line of the text block with ,X and the last line with ,Y. Press `ENTER`.

Enter SHIFT without the parameter in the command line and press `ENTER` to shift the marked text block 3 columns to the right.

Caution:
You must *not* issue either of the SHIFT commands if the SET command has been issued anywhere in the document text.

In contrast to the COLUMN command (see **Positioning Commands**) which only scrolls the text, the SHIFT commands actually move the text to a new column.

SHIFT +*n* - Shift a Marked Text Block *n* Columns to the Right

Mark the first line of the text block with ,X and the last line with ,Y. Press `ENTER`.

Enter "SHIFT +*n*" in the command line and press `ENTER` to shift the marked text block *n* columns to the right.

You can replace *n* with any number between 1 and 99.

SHIFT -*n* - Shift a Marked Text Block *n* Columns to the Left

Mark the first line of the text block with ,X and the last line with ,Y. Press `ENTER`.

Enter "SHIFT -*n*" in the command line and press `ENTER` to shift the marked text block *n* columns to the left.

You can replace *n* with any number between 1 and 99.

Caution:
For example, if the text has been shifted to column 10 and you issue the command "SHIFT -20", the text can only be shifted 10 columns to the left (to column 0) since there are no negative columns. If the text is shifted beyond column 235, that text is lost.

SPLIT *name* - Work With Two Documents in a Split Screen

You can work with two documents simultaneously; both are displayed on your screen (i.e. a split screen) and you can use full editing facilities with both texts.

Enter "SPLIT *name*" in the command line and press ENTER to split the screen.

The SPLIT command must be entered with the name of an existing document from your cabinet. If the name of the document contains blanks, you must replace the blanks by the blank substitute character.

You can also enter the document name in the command line and press the PF-key which has been assigned to the SPLIT command.

As a result, the document which was current when you entered the SPLIT command is displayed in the top half of the screen. The document whose name you specified with the SPLIT command is displayed in the lower half.

The active document (the one you can modify) is always highlighted. Whenever you want to switch to the other document, you issue the SPLIT command again, this time without a name. You can use the positioning commands to move around within the active document.

```
 12:54 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS        Modify  Fiber-optics and Sharks                  Wednesday
 Folder  Work            File                          Page      1 Line      5
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
   fiber-optic telephone cable off the Canary Islands. The marauding
   is expensive. An average cable repair is laborious and costs at
   least $150,000.




   --------------- Modify  Demo                            -------------------
 Folder  Research        File                          Page      1 Line      1
   The computer animation that is used to demonstrate the feeding
   habits of sharks will be available by the beginning of next month.




Enter a command, press a PF-key, or enter * to display commands
   Command /                                          / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

You issue the QUIT command to close the currently active document. As a result the inactive document is displayed in full size in the "Modify *Document-name*" screen.

If you want to copy text from one document to the other, you must proceed as follows:

- Activate the document containing the text you want to copy, and mark the required text with the X- and Y-marks.
- Activate the other document, enter COPY in the command line, position the cursor to the point where you want to place the text and press ENTER.

TELEX - Check Text for Incompatibilities With the Telex Format

If you want to send your document as a telex, you can activate the telex mode to check for lines or characters in your written text which are not compatible with the telex format. Con-nect checks the *whole* text and notifies you with an appropriate message, if incompatible lines or characters are found. You must make the necessary changes to your text after each message and press ENTER to continue checking.

It is recommended that you activate the telex mode *after* you have finished editing your document. However, if you want to use the telex mode while editing your document, you must not enter a line command (such as ,W or ,X) at the beginning of a line since a line command is in this case executed at the cursor position. Instead, you should assign the line command to a PF-key.

Enter TELEX in the command line and press ENTER to activate the telex mode.

To deactivate the telex mode, you must enter TELEX once more and press ENTER.

Note:
If you do not want to complete the process of checking, and if there are still incompatible characters or lines in your text, you must deactivate the telex mode.

UNDO - Ignore Last Changes to the Text

Con-nect creates a backup version of your document with the description "(Undo *Document-name*)" and stores it in your default folder. If you do not modify the Con-nect default value, this version is automatically updated every 10th time you press ENTER. When no system interruption occurs, it is automatically deleted when you leave the editor with a Con-nect command (there are some editor commands, e.g. COMPRESS, which also update this backup version).

You can modify the default value, for example, to have the "(Undo *Document-name*)" version of the document updated every second time you press ENTER. See **Language, Command Sequence and Autosave** for a description of how to modify the default value.

Enter UNDO in the command line and press ENTER to return to the latest version of "(Undo *Document-name*)".

Note:
You can also enter ORIGINAL in the command line to ignore all changes which you made after entering the last SAVE command.

Con-nect System Variables

hen you write a document, you can enter variables in the text. The variables must be preceded by the variable character; the default is an ampersand (&).

To replace the variables with the appropriate values, you must FORMAT the document and mark the "System Variables" field in the "Format *Document-name*" screen (see the description of the FORMAT command in section **Documents**).

The values with which the following variables are replaced are those shown in the "Display User Address" screen.

Variable	Explanation
&YFNAME	Last name
&YFINI	Middle initial
&YFFNAME	First name
&YFSTRP	First line of home address
&YFNMBRP	Second line of home address
&YFCITYP	City of home address
&YFZIPP	Postal code of home address
&YFCNTRYP	Country of home address
&YFTELEPHP	Home phone number
&YFORG	Company name
&YFTITLE	Title (e.g. Manager)
&YFDEP	Department
&YFLOCW	Location
&YFNMBRW	First line of work address
&YFSTRW	Second line of work address
&YFCITYW	City of work address
&YFZIPW	Postal code of work address
&YFCNTRYW	Country of work address
&YFTELEPHW	Work phone number
&YFEXTW	Work phone extension number
&YFCOUNPHW	Country code for work phone

Note:
In the case of standalone, shared or public cabinets, the value for &YFNAME is taken from the description of the cabinet. &YFINI and &YFFNAME are not valid.

The values with which the following variables are replaced are taken from the user's profile.

Variable	Explanation
&YFLANG	Con-nect language code
&YFCABID	ID of the cabinet being used
&YFDOCNAME	Name of the document containing the variable

The following example shows how to use the Con-nect system variables in a text which also includes Con-form instructions and Con-form variables (see the *Con-form User's Guide* for further information):

```
.FI OFF
.SV CO=ACME
.TI 2
TO: All &CO Employees
FROM: &YFFNAME &YFNAME
DATE: &$DT
.FI ON;.JU ON
.SL 1
We are pleased to announce that &CO will
again be holding a fall grill party.
We are inviting all interested employees to
volunteer for the talent show which will
follow. Contact me at extension &YFEXTW if
you want to show off your talents!
.SL 1
You will receive information regarding the
date and location next week.
```

When the text above is formatted, it looks like the following:

```
  TO: All ACME Employees
FROM: Sonya Long
DATE: 14. 9.93

We are pleased to announce that ACME will again be holding a fall grill party.
We are inviting all interested employees to volunteer for the talent show which
will follow. Contact me at extension 2316 if you want to show off your talents!

You will receive information regarding the date and location next week.
```

Markers

The following markers can appear to the left of the text:

Marker	Explanation
L	the marked text line is longer than the screen display
R	a character string has been replaced in this line
S	a character string has been found in this line
X	the X-mark has been set in this line
Y	the Y-mark has been set in this line
Z	the X- and Y-marks have both been set in this line

The following markers can appear in the scale above the text:

Marker	Explanation
X	the X-mark has been set in this column
Y	the Y-mark has been set in this column
Z	the X- and Y-marks have both been set in this column

Positioning Commands

You can enter the following positioning commands in the command line of the "Modify *Document-name*" screen. Some of these commands may be assigned to PF-keys.

Command	Explanation
BOTTOM	scroll to the bottom of the document
COLUMN +*n*	scroll text *n* columns to the right
COLUMN -*n*	scroll text *n* columns to the left
COLUMN *n*	scroll text to column *n*
+H	scroll half a screen forward
-H	scroll half a screen backward
+*l*	scroll *l* lines forward and position that line to the top of the screen
-*l*	scroll *l* lines backward and position that line to the top of the screen
+P	scroll one screen page forward
-P	scroll one screen page backward
PAGE *n*	scroll to screen page *n*
PAGE *n l*	scroll to screen page *n* and position line *l* to the top of the screen
TOP	scroll to the top of the document
X	scroll to the line marked with X
Y	scroll to the line marked with Y

Other Text Processing Commands

You can enter the following commands in the command line of the "Modify *Document-name*" screen:

Command	Explanation
FLIP	toggle display of PF-key assignments
FORMAT DISPLAY	display a formatted version of the document
FORMAT FILE	file a formatted copy of the document
FORMAT PRINT	print a formatted version of the document according to the printing criteria specified with OUTPUT
OUTPUT	change the print defaults for the current session
PRINT	print an unformatted version of the document

Import/Export

Con-nect is fully integrated with Entire Connection to provide communication between a PC and the mainframe environment. Within the mainframe environment, there is a communication link between Con-nect and Natural.

This chapter covers the following topics:

- What can be Imported/Exported?
- What You can Do with an Imported File
- Communication With a PC
- Communication With the Mainframe Environment
- Importing to Con-nect
- Exporting Documents

What can be Imported/Exported?

You can import the following into Con-nect:

- a copy of a PC file, or
- a copy of an object from a Natural library.

Everything which is imported to Con-nect is stored as a document.

You can export the following from Con-nect:

- a copy of a Con-nect document to a PC, or
- a copy of a Con-nect document to a Natural library.

You can also export reference documents to a PC. See the description of the EXPORT command in section **Reference Documents** for further information.

When you work with Natural ISPF, you can export Natural ISPF objects to Con-nect and import Con-nect documents into Natural ISPF. See the Natural ISPF documentation for further infomation.

What You can Do with an Imported File

Everything which is imported to Con-nect is stored as a document.

Imported PC File

- **RFT**
  When the imported document is in the RFT format, you can TRANSLATE it into the Cnf format and then MODIFY it in the Con-nect editor. You can also TRANSLATE it into the Txt format. In this case, the translated document results in a hexadecimal dump which can be displayed.

- **FFT**
  When the imported document is in the FFT format, you can TRANSLATE it into two different Txt formats (either Con-nect final form text or a hexadecimal dump which can be displayed).

- **Bin/Vce**
  When the imported document is in the format Bin or Vce, you can TRANSLATE it into the Txt format. In these two cases, the translated document results in a hexadecimal dump which can be displayed.

You can SEND an imported document to another Con-nect user or EXPORT it back to a PC. This is possible with all document formats.

Imported Natural Item

- **Txt**
  When the imported document is in the Txt format, you can handle it like any other Con-nect document, except that you cannot export it back to a Natural library.

- **Src**
  When the imported document is in the Src format, you can SEND it to other users or EXPORT it back to a Natural library. You cannot translate, display, modify or print it.

- **Obj**
  When the imported document is in the Obj format, you can TRANSLATE it into the Txt format. In this case, the translated document results in a hexadecimal dump which can be displayed. You can SEND an Obj document to other users or EXPORT it back to a Natural library. You cannot display, modify or print it.

Communication With a PC

To import to or export from a PC, you must be using Con-nect from a PC, the PC Mode must be active and the TP monitor must be set to lower case.

If the PC Mode is not active, you must enter the following terminal command to activate PC Mode:

```
%+
```

If the TP monitor is not set to lower case, you must enter the following terminal command to set the TP monitor to lower case:

```
%L
```

You can enter the above terminal commands in any input field in Con-nect.

Communication With the Mainframe Environment

You can import to and export from any Natural library to which you have access. However, you can only export documents to a Natural library if they have previously been imported from a Natural library, i.e. the documents must have the formats Obj or Src. See **Document Formats** for further information.

Importing to Con-nect

To import a file from a PC, you must be using Con-nect from a PC, the PC Mode must be active and the TP monitor must be set to lower case (see **Communication With a PC**).

To import something to Con-nect, you must issue the following command from any point in Con-nect:

```
IMPORT
```

As a result, the "Import Document" screen appears:

```
 12:57 PM             * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS                     Import Document                      Wednesday

         Folder Work___________ File ________________
  Document Name ________________________________
    Description ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________

  Import from :
                _  PC Binary File
                _  PC Text File
                _  PC Revisable Form Text DCA
                _  PC Final Form Text DCA
                _  PC Voice Document
                _  NATURAL Source/Document
                _  NATURAL Source/Native
                _  NATURAL Object

Mark the import source and press ENTER
   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
```

Note:
If the PC Mode is not active, the "Import Document" screen does not contain the PC import sources displayed in this screen.

Specify the following information in the "Import Document" screen:

Folder

The name of your default folder is automatically entered by Con-nect. If you want to store the document in another folder, you must type that name in this line.

File

Optional - you can store the document in a file within the folder specified above.

Document Name

Optional - a unique name that must not exceed 32 characters. If you do not enter a document name, you *must* enter a description, which then serves as the identifier of the document.

Description

Optional - you can enter a brief description.

The following sections describe the remainder of the import procedure, depending on whether you are importing a file from a PC or an item from a Natural library.

All imported items are stored as documents in Con-nect.

Note:
You can also import user objects by issuing the following command sequence from any point in Con-nect: "IMPORT *user-object-name*". In this case, the user object is directly accessed (the "Import Document" screen does not appear). You can abbreviate the user object name, provided that the abbreviation uniquely identifies the user object. If the specified object name does not exist, or if the abbreviation is not unique, the "Import Document" screen will be accessed. Contact your administrator to find out which user objects are available and how to use them.

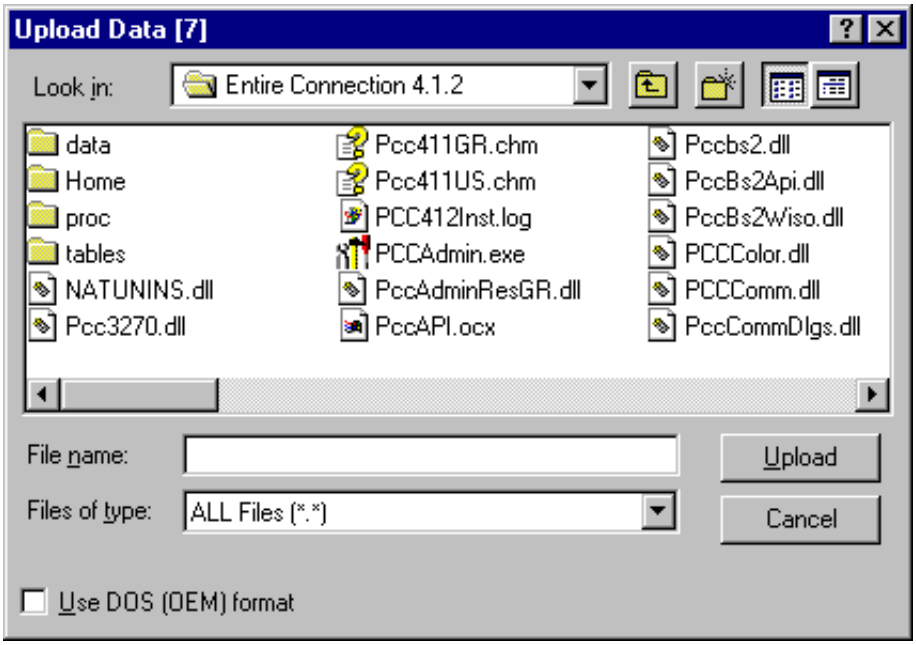
Importing a File from a PC

The following table shows the document formats for the imported files.

Import from	Format
PC Binary File	Bin
PC Text File	Txt
PC Revisable Form Text DCA	RFT
PC Final Form Text DCA	FFT
PC Voice Document	Vce

Mark the type of file you want to import in the "Import Document" screen and press ENTER.

The following Entire Connection dialog box appears:



Select the file you want to import.

The type of a file is identified by its extension. You can select the desired type from a drop-down list box. See your Entire Connection documentation for further information.

Choose the Upload button to import the file.

The blank "Import Document" screen re-appears and you can import something else.

Importing an Item from a Natural Library

The following table shows the document formats for the imported objects.

Import from	Format
Natural Source/Document	Txt
Natural Source/Native	Scr
Natural Object	Obj

Mark the type of item you want to import in the "Import Document" screen and press ENTER to display the "Import from Natural" window.

```
 12:59 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS                     Import Document                     Wednesday

         Folder Work___________ Fil   +---------------------------------------+
  Document Name Program____________   !          Import from NATURAL          !
    Description ___________________   +---------------------------------------+
                ___________________   ! Library:                               !
                ___________________   !                                        !
                ___________________   ! Program:                               !
                                      !                                        !
  Import from :                       !                                        !
                _  PC Binary File     !                                        !
                _  PC Text File       !                                        !
                _  PC Revisable For   !                                        !
                _  PC Final Form Te   !                                        !
                _  PC Voice Documen   !                                        !
                _  NATURAL Source/D   !                                        !
                _  NATURAL Source/N   !                                        !
                X  NATURAL Object     +---------------------------------------+

Complete the information above and press ENTER
   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
```

Specify the following information in the "Import from Natural" window:

Library

The name of the Natural library in which the item is stored (you must have access to this library).

Program

The name of the item you want to import.

You can import the following items from a Natural library: program, subprogram, external subroutine, helproutine, global data area, local data area, parameter data area, map, and copycode.

Press ENTER to import the item.

The blank "Import Document" screen re-appears and you can import something else.

Exporting Documents

To export a document to a PC, you must be using Con-nect from a PC, the PC Mode must be active and the TP monitor must be set to lower case (see **Communication With a PC**).

To export a document, you must issue the following command in the command line of the "Display *Document-name*" screen or the "Modify *Document-name*" screen:

```
EXPORT
```

You can also enter EX adjacent to the name of the document you want to export in the Cmd-column of a screen which displays a list of objects.

As a result, the "Export *Document-name*" screen appears:

```
12:59 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS        Export Fiber-optics and Sharks                   Wednesday
Folder    Work            File                  Format  Txt
-----------------------------------------------------------------------------
Description for Original:
          ____________________________________________________________
          ____________________________________________________________
          ____________________________________________________________
          ____________________________________________________________
Export to:
          _  PC Text File









Complete the information above and select a source
   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
```

Only the destinations which are applicable for the specific document appear in the "Export *Document-name*" screen.

Specify the following information in the "Export *Document-name*" screen:

Description for Original

If the document has a description, it is automatically displayed in these lines.

You can change the description by typing over it, for example, to indicate on the original that a copy of the document has been exported.

When you export a document with enclosures, the following applies:

- When the host document and all of its enclosures are displayable, one file is created.
- When the host document or one of its enclosures is not displayable, several files are created. In this case, an "Export *Document-name*" screen appears for each enclosure.

```
 17:03               * * *  C O N - N E C T  3  * * *              21.Apr.1998
 Cabinet LS         Export Fiber-optics and Sharks                     Tuesday
 Folder    Work             File                   Format  Bin
 ---------------------------------------------------------------------------
 Description for Original:
           ____________________________________________________________
           ____________________________________________________________
           ____________________________________________________________
           ____________________________________________________________
 Export Enclosure  Tests           to:
           _  PC Binary File









Mark the export destination or press ENTER to skip
   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 "Export *Document-name*" screen only shows the export destinations that apply to the current enclosure. If you do not mark a destination and press ENTER, the enclosure is not exported.

The following sections describe the remainder of the export procedure, depending on whether you are exporting a document to a PC or to a Natural library.

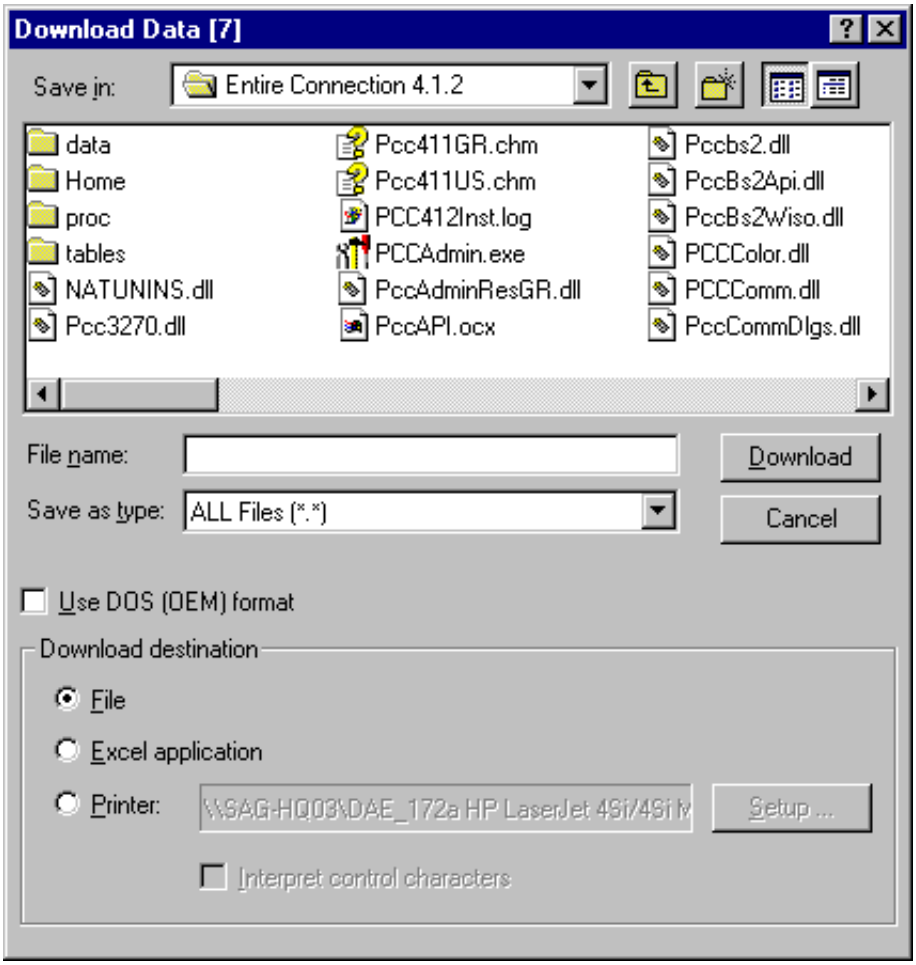
Exporting a Document to a PC

The following table shows the document formats that can be exported to a PC:

Format	Description
Bin	PC Binary File
Cnf	Con-form Document
FFT	PC Final Form Text DCA
RFT	PC Revisable Form Text DCA
Txt	Con-nect Final Form Document, or PC Text File
Vce	PC Voice Document

Mark the type of file in which the exported document is to be stored and press ENTER.

The following Entire Connection dialog box appears:



Note:
When you export a host document with undisplayable enclosures, this dialog box also appears for each enclosure that is to be exported.

Enter the PC file name under which you want to store the document on your PC.

If you want to export the document to the current PC directory, you only need to enter the file name. If you want to export the document to another directory, you must specify the path.

The file type is identified by its extension. You can select the desired file type from a drop-down list box. See your Entire Connection documentation for further information.

Choose the Download button to export the file.

The blank "Export *Document-name*" screen re-appears and you can export another document.

Exporting a Document to a Natural Library

The following table shows the document formats that can be exported to a Natural library:

Format	Description
Scr	Natural Source/Native
Obj	Natural Object

Only documents which have been imported from a Natural library can be exported back to a Natural library.

Mark the destination to which you want to export the document and press `ENTER` to display the "Export to Natural" window.

```
 1:00 PM             * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS         Export Code                                      Wednesday
Folder    Research         File  M
-----------------------------------   +---------------------------------------+
Description for Original:             !          Export to NATURAL            !
          exported back to library    +---------------------------------------+
          ________________________    ! Library:                              !
          ________________________    !                                       !
          ________________________    ! Program:                              !
Export to:                            !                                       !
          _  PC Binary File           !                                       !
          X  NATURAL Object           !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      !                                       !
                                      +---------------------------------------+

Complete the information above and press ENTER
   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
```

Specify the following information in the "Export to Natural" window:

Library

The name of the Natural library in which the item is to be stored. You must have access to this library. The name must not exceed eight characters.

Program

The name under which you want to store the item. The name must not exceed eight characters.

Press `ENTER` to export the document.

The blank "Export *Document-name*" screen re-appears and you can export another document.

Translating Documents

Many types of documents stored in Con-nect (including those which have been imported from a PC or a Natural library) can be translated into other formats.

Con-nect supports the document formats described below. However, your administrator may have created additional formats which suit specific requirements of your environment.

This chapter covers the following topics:

- Document Formats
- Translating a Document

Document Formats

The "Display Documents by Name" screen and the "Contents of Folder" screen display all documents stored in your cabinet. Items imported from Natural or files imported from a personal computer (PC) are also stored as documents (see **Import/Export**).

```
 1:08 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
__  Documentation                   FFT Work                          2.Feb.94

__  Draft                           Cnf Work                         31.Jan.94
__  Fiber-optics and Sharks       2 Txt Work                          1.Feb.94
__  Hex. Text                       RFT Work                          2.Feb.94
__  January-94                      Txt Research       Projects      31.Jan.94

__  Maria’s PC file                 Bin Work                          2.Feb.94
__  Marketing Plan                3 Cnf Marketing      Strategy      31.Jan.94
__  New Strategy                    Txt Marketing      Strategy      31.Jan.94
__  Planning Guide                  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 document format is shown in the "Typ" column of these screens.

- Txt - Final Form Documents
- Cnf - Con-form Document

- Int - Con-form Intermediate
- Bin - PC Binary File
- FFT - PC Final Form Text (DCA)
- RFT - PC Revisable Form Text (DCA)
- Src - Natural Source/Native
- Obj - Natural Object
- Vce - PC Voice Document

Txt - Final Form Documents

There are four different types of Txt documents:

- **Con-nect Final Form Text**
  A document created in Con-nect, which does not contain Con-form instructions.
- **Natural Source/Document**
  A Natural source program can be handled like any other Con-nect document. You cannot, however, export it back to a Natural library.
- **PC Text File**
  A PC text file can be handled like any other Con-nect document.
- **Hexadecimal Dump**
  A hexadecimal dump can be displayed.

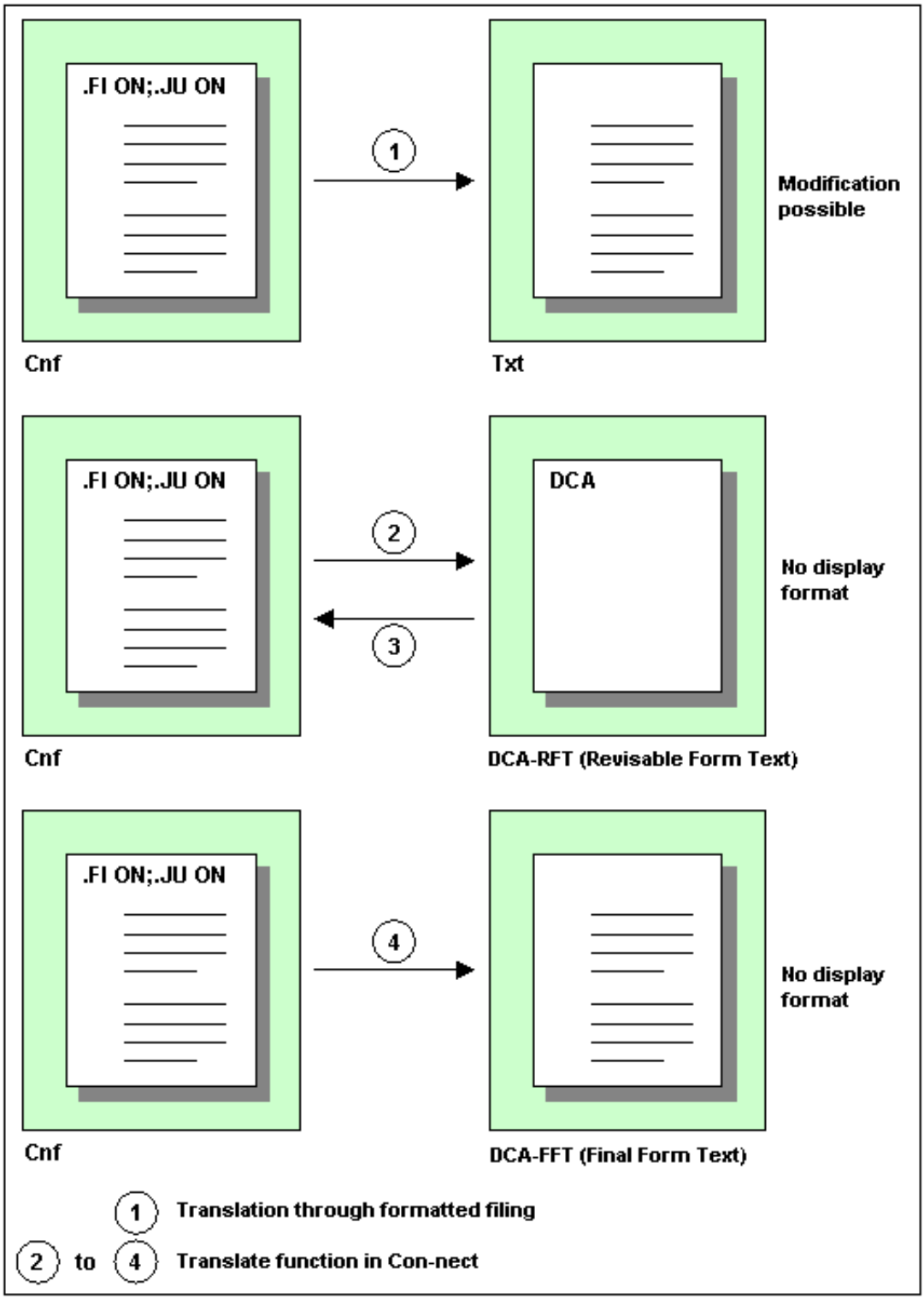
Any of the commands shown in the command prompting lines can be issued with a Txt document.

Cnf - Con-form Document

A Cnf document contains Con-form instructions. Any of the commands shown in the command prompting lines can be issued with a Cnf document.

Note:
When a Cnf document is translated into RFT format, the relevant components of the formatting profile specified in the print defaults are also invoked.

The following diagram gives you an overview of the Cnf document translation process:



Int - Con-form Intermediate

An Int document is a formatted Cnf document; it cannot be modified.

Any of the commands shown in the command prompting lines (with the exceptions of MODIFY and TRANSLATE) can be issued with an Int document.

Bin - PC Binary File

A Bin document cannot be displayed or modified. You can only FILE it, SEND it to other Con-nect users, EXPORT it to a PC, or TRANSLATE it.

FFT - PC Final Form Text (DCA)

An FFT document cannot be displayed or modified. You can only FILE it, SEND it to other Con-nect users, EXPORT it to a PC, or TRANSLATE it.

RFT - PC Revisable Form Text (DCA)

An RFT document cannot be displayed or modified until it has been translated into a modifiable format. You can only FILE it, SEND it to other Con-nect users, EXPORT it to a PC, or TRANSLATE it.

Note:
When an RFT document is translated into Cnf format, the Con-form instruction .OP GUT=0 is automatically generated, and the values specified for the left margin in the .LM instructions are adjusted accordingly; this improves the quality of conversion for documents with a left gutter of less than one inch. This has no effect when you PRINT the formatted document. The adjustments made to the left margin are visible on the screen when you DISPLAY the formatted the document.

When you translate a DCA document into Cnf format, Con-nect may split the Cnf document (depending on the size of the document) into up to 20 documents. These documents are numbered sequentially; the names start with the name of the Cnf document, followed by the internal number (e.g. "Name1", "Name2", ... "Name20"). Since Con-nect checks whether the name you entered is unique, a message may appear, telling you that a document with that name already exists.

Src - Natural Source/Native

A Src document cannot be translated. You can SEND it to other Con-nect users or EXPORT it to a Natural library.

Obj - Natural Object

You can SEND an Obj document to other Con-nect users or EXPORT it to a Natural library.

Vce - PC Voice Document

A Vce document cannot be displayed or modified. You can only FILE it, SEND it to other Con-nect users, EXPORT it to a PC, or TRANSLATE it.

Translating a Document

Documents can be translated into the following formats:

Document Format	Can be translated into the following formats:						
	Txt	Txt (hex)	Cnf	Int	Bin	FFT	RFT
Txt						x	
Cnf	x			x		x	x
Int	cannot be translated						
Bin		x					
FFT	x	x					
RFT		x	x				
Src	cannot be translated						
Obj		x					
Vce		x					

Issue the following command in the command line of the "Display *Document-name*" screen or "Modify *Document-name*" screen to translate the document:

```
TRANSLATE
```

or enter TR adjacent to the name of the document you want to translate in the Cmd-column of a screen which displays a list of documents.

As a result, the "Translate *Document-name*" screen appears.

```
  1:08 PM             * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS        Translate  Hex. Text                              Wednesday
  Folder Work            File                        Type RFT
-------------------------------------------------------------------------------

    Mark to  _ Edit  Translated Document    _ Query Symbol Set
             _ Print Translated Document    _ Query Con-form Control Characters
             _ Save  Translated Document

    Document Name  ______________________________
           Folder  Work___________ File  ______________

Translated Format  X Cnf   Con-form Document
                   _ Txt   Hexadecimal Dump





Complete the information above and press ENTER to translate
   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 screen header information indicates the document name, folder, file and the document type (format) - in this example, RFT.

Specify the following information in the "Translate *Document-name*" screen:

Edit

When you mark this field, the translated document is placed in the "Modify *Document-name*" screen where it can be modified.

Print

When you mark this field, the translated document is sent to the printer without being displayed first (the translated document is not saved).

Save

When you mark this field, the translated version is saved under a new name, while the original version remains unaltered.

Query Symbol Set

When you mark this field, the default language symbol set is displayed, and you can select one of the other supported sets by marking it with the cursor and pressing `ENTER`.

Note:
Only applies to Cnf documents which are to be translated to RFT format.

The symbol set is a set of language-specific signs and characters in hexadecimal code, used to ensure that the correct Con-form instructions for each special character are generated during the translation. The administrator has specified a default symbol set.

After translation is completed, the symbol set is reset to the default specification.

Query Con-form Control Characters

When you mark this field, the default Con-form control characters are displayed in a window. The control characters are used to identify Con-form instructions. The administrator has defined the default set of control characters.

Note:
Only applies to RFT documents.

You can modify the defaults by typing over the existing entries and pressing `ENTER`.

After the translation is completed, the character set is reset to the default specifications (see the *Con-form User's Guide* for further information).

The following control characters are displayed in the window:

- **Page-number character**
  Represents a reserved variable containing the current page number.
- **Instruction character**
  Each Con-form instruction begins with a period (.). You cannot specify another instruction character.
- **Escape character**
  Precedes escape sequences within the running text.
- **End-of-line character**
  Denotes the end of a text line, causing a break in line filling.
- **Variable character**
  Precedes a variable. Variables are assigned using the ".SV *name=value*" instruction.
- **Instruction separator character**
  Separates multiple Con-form instructions in the same line.
- **Tab character**
  Character used which denotes that the following text is to be moved to the defined tab position.
- **Decimal character**
  Character used when the sum of a calculation is not rounded to the nearest integer.
- **Hard space character**
  Character to be used as a hard space between two words. This means that these words cannot be separated by a line break.

Document Name

Optional - if you choose to edit or save the translated version, you must give the new document a unique name that must not exceed 32 characters.

Folder

The name of the folder in which the document is stored is automatically entered by Con-nect. If you want the document to be stored in another folder, you must type that name in this line

File

Optional - you can also store the document in a file within the folder.

Translated Format

Mark the format into which the specific document is to be translated (see **Document Formats**).

Press `ENTER` to translate the document (and perform any other actions which you have specified).

Printer Profiles

This chapter covers the following topics:

- General Information
- Adding a Printer Profile
- Printer Command Sequences
- Symbols in the Mainframe Environment
- Character Translations
- Managing Your Printer Profiles
- Commands for Printer Profiles
- Printing a List of All Logical Printers

General Information

As a general rule, the administrator defines and maintains printer profiles - they are indicated by an (S) in the "Display Printer Profiles" screen. The administrator may also authorize users to customize printing, which means they can define their own printer profiles.

A printer profile contains the command sequences required by a particular printer to produce the intended output. Without the correct profile, certain features such as bold printing and underscoring, do not work correctly.

The command sequences that a particular printer requires are listed in the corresponding printer manuals. These manuals are your first source of information if you want to specify a printer profile.

Since the "channels" between a terminal/workstation and a printer are usually long and intricate, the information provided by the printer manuals is not sufficient to define a printer profile successfully. Before you begin, you should ask your system programmer for detailed information.

Caution:
In a mainframe environment, the Natural PM module and the NTTAB or NTTAB1 macros for a printer may require modifications if non-printable characters are to be sent to the printer. You should discuss this with your administrator.

Adding a Printer Profile

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

```
ADD Printer
```

As a result, the "Add Printer Profile" screen appears.

```
  1:09 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS                Add  Printer Profile                     Wednesday

           Folder  Work___________ File ______________

     Profile Name  ________________________________

      Description  ____________________________________________________________
                   ____________________________________________________________
                   ____________________________________________________________
                   ____________________________________________________________
      Page Length  60_
      Line Length  65_

      Private use  _   or Security Read 7  Modify 7  Copy 7

   Mark to Modify  _   Command Sequences

                   _   Character Translations

Complete the information above and press ENTER to add
   Command /                                                                /
 Copy     Display  Erase    File     Info     Modify
```

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

Profile Name

A unique name that must not exceed 32 characters.

Page Length

The default page length (number of lines) is displayed.

Line Length

The default line length (number of characters) is displayed.

Command Sequences

You must mark this field with any character if you want to specify/modify the printer command sequences required to produce the intended output (for example, bold printing). See Printer Command Sequences.

Character Translations

Optional - you must mark this field with any character if you want to specify/modify the printer codes required to enable national characters to be printed correctly. See Character Translations

Press ENTER to add the printer profile.

Printer Command Sequences

If you marked the "Command Sequences" field in the "Add Printer Profile" screen, the "Add Sequence *Printer-name* screen appears (you press ENTER to display the second page).

```
 1:09 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS           Add Sequence Research                          Wednesday
Folder  Work            File
Hexadecimal Command Sequences must start and end with '$'.
Comment Lines must start with '*' in the first Column of Symbol.

Symbol      Printer Command Sequence ( maximum 4 lines )
--------    -------------------------------------------------------------
* RS____    Reset_____________________________________________________
* OP____    Open______________________________________________________
* CL____    Close_____________________________________________________
* FF____    Form Feed_________________________________________________
* F1____    Form Feed from Tray (Bin) 1_______________________________
* F2____    Form Feed from Tray (Bin) 2_______________________________
* M0____    Bold Print Off____________________________________________
* M1____    Bold Print On_____________________________________________
* I0____    Italic Off________________________________________________
* I1____    Italic On_________________________________________________
* S0____    Subscript Off_____________________________________________
* S1____    Subscript On______________________________________________
Enter a command, press a PF-key, or enter * to display commands
   Command /                                                          /
 Abandon  Bottom   Quit     Top
```

In this screen, you enter the information that a particular printer needs to use various Con-form text processing facilities, for example italic printing (see the *Con-form User's Guide*). These facilities are activated by escape sequences within the document text which contain the symbols defined here. Different printers require different printer command sequences to activate the escape sequences.

By default, Con-nect enters (as comments) the symbols which are usually required for the full range of Con-form facilities and a description of what each of these symbols represents.

Symbol

A symbol that is used in a Con-form escape sequence (for example, M1 to start boldface printing). This can be either a symbol with a fixed meaning or a user-defined symbol.

Printer Command Sequence

The command sequence executed by the printer when the symbol is encountered within the text of the document. The command sequence must not exceed four lines.

The default entries are intended to serve as examples of which symbols you *should* specify. These defaults are provided as comment lines which start with an asterisk (*). A comment line does not affect the printer; it can be used to explain what the (preceding or following) printer sequence does.

You must enter a printer command sequence as follows:

- To include one of the defaults, remove the asterisk (*) and the blank preceding the symbol, and type the *actual* printer command sequence over the description currently shown in the "Printer Command Sequence" line(s).
- To include a different printer command sequence, type over the defaults. You can also enter ,W (to open a window with blank lines) and enter the new sequence on the blank lines preceding or following the defaults.

The printer manual provides information regarding the actual printer command sequences.

You can use the following text processing and positioning commands while adding the command sequences:

,W
,W(*n*)
+*n*
-*n*
ABANDON
TOP
BOTTOM

Note:
When you do not enter a number with the ,W command, a window of 6 blank lines is opened. The maximum number of blank lines for the ,W(*n*) command is 10.

The screen below illustrates how the symbols and printer command sequences might be entered in a mainframe environment. The default values provided by Con-nect remain as comments below each sequence for the sake of clarity.

```
 1:10 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS           Add Sequence Research                         Wednesday
Folder  Work            File
Hexadecimal Command Sequences must start and end with '$'.
Comment Lines must start with '*' in the first Column of Symbol.

Symbol      Printer Command Sequence ( maximum 4 lines )
--------    ------------------------------------------------------------
M0          $1B$(s0B
* MO        Bold Print Off
M1          $1B$(s3B
* M1        Bold Print On
I0          $1B$(s0S
* I0        Italic Off
I1          $1B$(s1S
* I1        Italic On
S0          $1B$&a-36V$1B$(s0H
* S0        Subscript Off
S1          $1B$&a+36V$1B$(s17H$1B$&k12H
* S1        Subscript On
Enter a command, press a PF-key, or enter * to display commands
   Command /                                                            /
Abandon  Bottom   Quit     Top
```

You must start and end hexadecimal printer command sequences with a dollar sign ($).

To include a dollar sign in a printer command sequence, you must enter either $$ or enter its hexadecimal value (enclosed between two $ characters).

To include blanks in a command sequence, you must enter the hexadecimal value, e.g. 40, instead of the blank. These blanks are stored and not compressed. Blanks which you enter without using the hexadecimal value are only place holders, and are not considered as part of the command sequence.

To include a comment, you must enter an asterisk (*) in the first column of the "Symbol" column. Both the "Symbol" line and the corresponding "Printer Command Sequence" line are then interpreted as a comment. Each comment line must be preceded by an asterisk.

Note:
In a mainframe environment, the internal storage space for the command sequences and the character translations for one printer profile together is restricted to approximately 2 K. Blanks are not counted.

Issue the QUIT command to save the command sequences.

Symbols in the Mainframe Environment

When you specify the printer command sequences, you can use the following symbols:

- Symbols with a Fixed Meaning
- User-defined Symbols

Symbols with a Fixed Meaning

The symbol names below are fixed values that are defined in Con-form. You must *not* change them, since certain internal tasks would not be executed by Con-form if you replaced them by other symbols.

Symbols Which Must Not be Included in the Document Text

The following symbols must *not* be included in the document text - they are supported automatically.

Symbol	Description
CL	CLOSE. To reset the printer to its original state. This command is automatically transmitted after every formatted printout.
FF	FORM FEED.
NL	NEWLINE.
OP	OPEN. To initialize the printer. This command is automatically transmitted before every formatted printout.
RS	RESET. To reset the printer to the initial status.

Symbols Which Must be Included in the Document Text

To use the features below, the following symbols must be included in the document text, preceded by the Con-form escape character which is defined with the ".OP ESC=*character*" instruction:

Symbol	Description
A1	Switches left-to-right orientation on.
A0	Switches left-to-right orientation off.
B	Goes back one character.
E1	Switches superscript printing on.
E0	Switches superscript printing off.
I1	Switches italic printing on.
I0	Switches italic printing off.
M1	Switches boldface printing on.
M0	Switches boldface printing off.
S1	Switches subscript printing on.
S0	Switches subscript printing off.
U1	Switches underscoring on.
U0	Switches underscoring off.
Z1	Switches right-to-left orientation on.
Z0	Switches right-to-left orientation off.

For example, to invoke italic print within your text, you must specify an escape character, and then include the symbol for italic print in the document text as follows:

```
.OP ESC =/
This should be printed in /I1italic print/I0.
```

The resulting output would be as displayed below:

This should be printed in *italic print*.

Symbols Which Must be Defined in the Printer Profile

If you want Con-form to format your text automatically, using a specific pitch and line spacing, the corresponding Con-form instructions (e.g. .CS 100 and .LS 060) must be included in the document text. Additionally, the following symbols must be defined in the printer profile:

Symbol	Description
CI100	CI*nnn* to define pitch size in *nn.n* (10) characters per inch.
LI060	LI*nnn* to define line spacing of *nn.n* (6) lines per inch.

You must *not* include the symbols in the document text.

If the symbols have not been defined in the printer profile, the above Con-form instructions do not work correctly.

User-defined Symbols

You can define your own symbols. The symbols must also be included in the printer profile, along with the corresponding command sequences.

These symbols must be included in the document text, preceded by the escape character and enclosed either in parentheses or in apostrophes.

For example, you have defined a symbol called "Courier" which invokes this font. When you want to use parentheses, you include the following instructions in your document text:

```
.OP ESC=/
/(COURIER)
```

When you want to use apostrophes, you include the following instructions in your document text:

```
.OP ESC=/
/"COURIER"
```

Character Translations

If you marked the "Character Translations" field in the "Add Printer Profile" screen, the "Add Transl. *Printer-name*" screen appears.

```
 1:11 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS            Add Transl. Research                         Wednesday
Folder  Work            File
Hexadecimal command sequences must start and end with '$'.
Comment lines must start with '*' in the first column of Character.

Character   Printer Code ( maximum 4 lines )
---------   ------------------------------------------------------------
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
    __      ____________________________________________________________
Enter a command, press a PF-key, or enter * to display commands
   Command /                                                            /
 Abandon  Bottom   Quit     Top
```

This screen is used to specify the required national characters, special characters or diacritic signs. Before you enter the character translations, verify whether you need to switch to another character set for your printer.

Character

The character which is to be translated.

It can be either a single character or a two-character hexadecimal representation of a single-letter character.

Printer Code

The printer code which represents the special character.

The printer manual provides information regarding the printer codes necessary for printing special characters. The printer code that represents one character must not exceed four lines.

Enter the character which is to be translated in the "Character" column, and the corresponding printer codes in the "Printer Code" lines.

The following characters require special consideration:

*	Within Con-nect, any asterisk (*) signals the beginning of a comment; thus if it is to be part of the printer code, it must be entered as a hexadecimal value.
?	Within Con-nect, any question mark (?) in an input field other than the "Modify *Document-name*" (editor) screen, invokes the help facility; thus if it is to be part of the printer code, it must be entered as a hexadecimal value.
blank	If a blank is to be part of the printer code, it must be entered as a hexadecimal value.

When adding the character translations, you can use the same text processing and positioning commands as when adding the printer command sequences.

Issue the QUIT command to save the character translations.

The example below shows the character translations for the special German characters.

```
 1:18 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS            Add Transl. Research                         Wednesday
Folder  Work            File
Hexadecimal command sequences must start and end with '$'.
Comment lines must start with '*' in the first column of Character.

Character   Printer Code ( maximum 4 lines )
---------   ---------------------------------------------------------------
    ä       $7B$
    Ä       $5B$
    ö       $7C$
    Ö       $5C$
    ü       $7D$
    Ü       $5D$
    ß       $7E$
    __      ______________________________________________________________
    __      ______________________________________________________________
    __      ______________________________________________________________
    __      ______________________________________________________________
    __      ______________________________________________________________
Enter a command, press a PF-key, or enter * to display commands
   Command /                                                              /
Abandon  Bottom   Quit     Top
```

Managing Your Printer Profiles

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

```
DISPLAY Printer
```

As a result, the "Display Printer Profiles" screen appears.

```
 1:20 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS               Display Printer Profiles                  Wednesday

Cmd Printer Profile Name            Folder          File          Date Filed
--- ------------------------------- --------------- ------------- -----------
__  Research                        Work                             2.Feb.94
__  CANON                           (S)                             12.Jan.94
__  PRINTER-PROFILE1                (S)                              1.Oct.93
__  PRINTER-PROFILE2                (S)                             25.Oct.93

__  PRINTER-PROFILE4                (S)                             27.Jan.94









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                              /
 Copy     Display  Erase    File     Info     Modify   Top
```

The printer profiles are arranged alphabetically. Your own printer profiles are displayed first, followed by those created by the administrator.

The columns display the following information:

Printer Profile Name

The name of the profile to be used when an object is sent to the printer (see **Print Defaults** and the descriptions of the commands OUTPUT and PRINT in section **Documents**).

Folder

The name of the folder in which the printer profile is stored. The printer profiles created by the administrator are marked with (S); you can use these profiles, but cannot erase, file or modify them.

File

If the profile is stored in a file, the file name is displayed in this column.

Date Filed

The date when the printer profile was first filed.

Commands for Printer Profiles

The command prompting line of the "Display Printer Profiles" screen shows all the commands which apply to printer profiles. The commands are described in section **Commands**. The following exceptions apply when working with printer profiles:

- COPY
- DISPLAY
- MODIFY

COPY

Do *not* attempt to add a profile by copying one of the language-dependent printer profiles (PRINTER-PROFILE *n*) and then modifying it. The language-dependent profiles all end with a number, which indicates the language code for that profile (e.g. PRINTER-PROFILE1, PRINTER-PROFILE2). These profiles are only for language-dependent system use.

DISPLAY

When you issue the DISPLAY command with a specific printer profile, the resulting screen shows the definition criteria specified when the profile was added. In addition, it contains two fields which you can mark to display the command sequences and character translations associated with the profile.

MODIFY

When you issue the MODIFY command with a specific printer profile, you can change the definition criteria in the resulting screen. In addition, the screen contains two fields which you can mark to modify the command sequences and character translations associated with the profile. If you mark both fields, the "Modify Sequence *name*" screen appears first.

You modify the command sequences and character translations by typing over them. You can use the same commands which are available when a command sequence or character translation is added.

Any blanks that result from the deletion of characters from your command sequence remain visible in the modified command sequence. This has no effect on the interpretation of the sequence, since all blanks are compressed in the object storage. An entire line consisting only of blanks is automatically deleted.

If you want to include blanks in the command sequence, enter the hexadecimal value, e.g. 40, instead of the blank. These blanks are stored and not compressed. In a hexadecimal sequence, blanks should only occur at the end of a line. The sequence must be syntactically correct without the blanks.

You issue the QUIT command to save the modifications. If you issue the ABANDON command, the modifications are not saved.

Printing a List of All Logical Printers

You can print a list of all logical printers. The following information are printed: logical printer name, destination, printer profile name, and description (one line). See the *Con-nect Utilities* documentation, section **Print Logical Printers** 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**).

Part 5. Time Management

This part contains all the information you need to handle your Con-nect calendar. It is subdivided into the following sections:

- Basic Calendar Information
- Meetings
- Resources
- Appointments
- Reminders
- Todos
- Managing Your Calendar

Basic Calendar Information

You can use the Con-nect calendar to manage both your business and your personal schedule.

This chapter covers the following topics:

- Calendar Information on the Con-nect Menu
- Date and Time
- Entering Dates
- Time Formats
- Scrolling the Screen
- Overlay Calendar

Calendar Information on the Con-nect Menu

As many of your calendar entries as there is space for are displayed in the calendar information of the Con-nect menu.

```
 11:08              * * *  C O N - N E C T  3 * * *                19.Sep.2000
 Cabinet LS                          Menu                               Tuesday

 Command   Description                          September      October
 -------   ---------------------------    Mon     4 11 18 25     2  9 16 23 30
    I      Inbasket                       Tue     5 12 19 26     3 10 17 24 31
    S      Send Memo                      Wed     6 13 20 27     4 11 18 25
    P      Phonepad                       Thu     7 14 21 28     5 12 19 26
                                          Fri  1  8 15 22 29     6 13 20 27
    F      Display Folder                 Sat  2  9 16 23 30     7 14 21 28
    D      Display Document               Sun  3 10 17 24     1  8 15 22 29
    W      Write Document                ------------------------------------
                                         New phone messages:  1
    N      Notepad                       New mail items:      2
    B      Bulletin Boards               New invitations:     1
    C      Calendar                      ------------------------------------
                                         22.Sep  9:00 (R  Book flight to L.A.
    T      Desktop                       28.Sep 12:00 (A  Lunch with Thomas
                                         25.Dec 17:00 !M  Christmas Party

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        Quit  In    Send  Foldr Docs  Note  Cal         Last  Home
```

Your calendar can contain four types of entries:

Meeting

When you add a meeting, Con-nect can check the schedules of the persons you invite for free time. You can also invite a resource to a meeting. A resource is, for example, a PC, a particular room or a projector. Con-nect reserves the resources for the meeting, sends the invitations, and updates your calendar and the calendars of those who accepted the invitation. A meeting entry which is highlighted indicates that the meeting is pending, i.e. the invitations have not been sent to all attendees.

Appointment

You can enter appointments in your personal calendar. You can also enter repeated single-day appointments; for example, for every second Friday of a month.

Reminder

A reminder appears in your current screen at the time and the intervals you specify to remind you of a forthcoming event.

Todo

With help of the todo list, you can ensure that you do not forget to perform an important task.

The type of calendar entry is indicated by its first letter. One of the following characters can be displayed either before or after the type:

(	Before the type. Indicates that the calendar entry does not occupy time in your calendar.
*	After the type. Indicates the first day of an appointment or meeting which exceeds one day.
>	After the type. Indicates that the appointment or meeting is continued from the previous day and that it continues on the next day.
<	After the type. Indicates that the appointment or meeting is continued from the previous day and that it ends on that day.
x	Before the type M. Indicates a canceled meeting that has not been initiated by yourself.

The following information is shown for your *own* meetings before the type M:

!	The meeting has been initiated by yourself and occupies time in your calendar. It is neither pending nor has it been canceled.
?	The meeting is pending (i.e. the attendees have not been selected or the attendees have been selected, but the invitation has not been sent).
X	The meeting has been canceled.

The amount of calendar information shown in the Con-nect menu depends on the date and time formats of your profile. When you specify a long date and time format (for example, when the date is shown in the AM/PM format and the month is shown as a three-letter abbreviation), the type and the above characters are not shown. See **Date and Time Formats**for further information.

Meetings, appointments, reminders and todos are part of your Con-nect calendar and cannot be filed in folders or files. When you erase a calendar entry, it is erased from Con-nect and not placed in the Wastebasket.

Date and Time

In all calendar screens, date and time are displayed as specified in your user profile. For example, the month can be shown as a number or as a three-letter abbreviation, and the year can be shown as a two- or four-digit number. You can also specify that the time is either displayed in the 24 hour format or in the AM/PM format. See **Date and Time Formats** for further information.

Entering Dates

When you ADD a meeting (including the search for free time), appointment, reminder or todo, you need not enter a year with the date. Con-nect automatically uses the current year.

However, when you enter a *past* date without the year, Con-nect assumes that you refer to a date in the following year and automatically provides the following year. For example, suppose that today's date is April 15th, 1999. When you enter the date April 10th (without the year) and press `ENTER`, Con-nect automatically modifies this to April 10th, 2000. This logic also applies, when you MODIFY or COPY a meeting, appointment, reminder or todo.

When you use the short year format (a two-digit number) and enter a year (for example, 21), the century that will be used (1921 or 2021) depends on the sliding window value defined in your user profile (see **Date and Time Formats**).

When you issue a command sequence to display a list of calendar entries and do not specify a year (for example, "DISPLAY Meeting 10.Feb"), the current year is always used - even when you specify a past date.

Time Formats

Con-nect does not allow you to enter midnight as 24:00. Instead, when you want to specify a starting time, you must enter 0:00 (or 12:01 AM) and when you want to specify an ending time, you must enter 23:59 (or 11:59 PM). In addition, the exceptions described below apply.

24 Hour Time Format

When you add a calender entry, you should be aware of the following:

- When you enter 0:00 as the ending time *and* the ending date is later than the starting date, Con-nect automatically changes this to 23:59 of the day *before*.

When you switch from the 24 hour time format to the AM/PM time format, the display in the calendar lists is affected: the starting time 0:00 is changed to 12:01 AM.

AM/PM Time Format

In the AM/PM time format 12 AM signifies midnight and 12 PM signifies noon.

When you add a calender entry, you should be aware of the following:

- When you enter 12:00 AM as the starting time, Con-nect automatically changes this to 12:01 AM.
- When you enter 12:00 AM as the ending time *and* the ending date is later than the starting date, Con-nect automatically changes this to 11:59 PM of the day *before*.

When you switch from the AM/PM time format to the 24 hour time format, the display in the calendar lists is affected: the starting time 12:01 AM is changed to 0:00.

Scrolling the Screen

The following information applies to the calendar screens which show a list of objects.

If the screen is longer than can be shown on one display page, you can press `ENTER` or the PF-key which has been assigned to the command "+" to display the next display page. You can also press the PF-key which has been assigned to the command "-" to display the previous page. When the end of the list is reached, pressing `ENTER` again starts the list at the beginning.

You can also use the POSITION or TOP command to scroll the screen as described below.

POSITION

You must always specify the POSITION command in the command line.

The POSITION command scrolls the screen so that the first calendar entry with the date you specify is displayed at the top. The date can be a future or past date. For example:

```
POSITION 24.Dec.97
```

If you do not specify a year, the current year is assumed. You can specify the month as either letters or numbers. You must specify the day, month and year in the same order as shown in the upper right corner of your screen.

If there is no entry for the date you specified, the next entry after that date is displayed at the top.

When you press `ENTER` at the end of the list, the display restarts with the date you specified.

TOP

You can issue the TOP command either in the command line or in the Cmd-column.

When you mark an object with TO in the Cmd-column, the screen is scrolled so that the marked object is moved to the top.

When you issue the command TOP in the command line, the screen is scrolled so that the object list starts at the very beginning.

Overlay Calendar

You can display the calendar entries of one or two other Con-nect cabinets in your calendar screens. This can be private, shared or public cabinets. When you copy, display or modify a calendar entry in the overlay calendar, the ID of that cabinet is displayed in the upper left corner of the screen.

The security levels also apply to the overlay calendar. For example, a calendar entry with the read level 7 can only be displayed by a user who is authorized to display entries of level 7 or higher. Calendar entries which have been marked as private are not displayed in the overlay calendar.

To display the overlay calendar, the following steps are necessary:

1. The owner of a private cabinet must give you the permission to display and/or modify his calendar. See the description of the SHARE command in section **Adding Shared Users to Your Private Cabinet**.

   When another user has only allowed "Display Calendar" for you in the "Shared Cabinet Profile" screen, you can DISPLAY and PRINT this user’s calendar. You can also issue the INFO command with a calendar entry. You cannot modify or erase calendar entries.

   When "Modify Calendar" *and* "Display Calendar" have been allowed for you, you can DISPLAY, MODIFY and ERASE all of this user’s entries.

   Note:
   The first step is not necessary for public cabinets, since a public cabinet can be accessed by any user. To display the overlay calendar of a shared cabinet, you must have been defined as a member of that cabinet.

2. You must specify the IDs of the Con-nect cabinets, whose calendar entries are to be displayed in your calendar screens, in your profile. See **Menu and Overlay Calendar** for further information.

See the descriptions of the objects described in the following sections for further information/restrictions.

A "Company Calendar"

You can set up a "company calendar" from which other Con-nect users can copy all important appointments into their own calendars. There are different ways of implementing a company calendar, for example:

- Your administrator can add a public cabinet which can be accessed by any user (without a password). All Con-nect users can then COPY appointments from the calendar of the public cabinet into their own cabinets. They can also ADD appointments and other objects to the public cabinet, as well as MODIFY them.

- Your administrator can add a shared cabinet and specify those users who are allowed to modify the calendar of this cabinet; whereas all other users are only allowed to display the calendar and COPY the appointments into their own calendars.

  To do this, the administrator must first add a shared cabinet and specify all objects and commands that may be shown (but not modified) in the command and object table of that cabinet. Next, the administrator must execute a batch program (B06170) to add all members for this cabinet. This is described in detail in the *Con-nect Utilities* documentation, section **Mass Add/Delete Members to/from a Shared Cabinet**). Value 1 (profile of shared cabinet) must be specified for all members who are only allowed to display the calendar and COPY the appointments. Value 2 (the member’s own profile) must be specified for all users who are also allowed to add or modify appointments.

- There may also be a number of private cabinets with certain users allowed to access them (authorized by the SHARE command). These cabinets may be accessed, for example, by a secretary who then copies all important appointments from the calendars of these private cabinets into her own cabinet, thus making the appointments available for the members of her own department. The members can then COPY the appointments from the secretary’s calendar into their own calendars.

Meetings

This chapter covers the following topics:

- General Information
- Adding a Meeting
- Checking the Calendar
- Searching for Free Time
- Receiving an Invitation to a Meeting
- Receiving a Cancelation Notification for a Meeting
- Keeping Track of Meetings
- Commands for Meetings
- Notes Attached to a Meeting
- Printing the Meetings
- Locked Meetings

General Information

When you are planning a meeting, you can search for free time in the calendars of all invited attendees. The common free time periods in all calendars are displayed and you can select the most convenient date and time.

When the transport service is installed at your site, you can also invite users at other Con-nect nodes to a meeting. However, when you search for free time, the calendars of these users are not searched.

The invitations to the meeting appear in the Inbaskets of the attendees and Con-nect prompts them to accept or to decline the invitation. They can also send a reply to the invitation. As soon as an attendee accepts the invitation, his calendar is automatically updated. The attendee also has the option of declining the invitation, but nevertheless adding the meeting to his calendar. This means the attendee will receive any updates made to the meeting. The attendee also has the option of declining the invitation and not adding the meeting to his calendar. In this case, the attendee will not receive any updates made to the meeting.

Required resources (for example, a conference room or a projector) can also be scheduled. However, you cannot schedule a resource which is located at another Con-nect node. See **Resources** for further information.

The meeting is a calendar entry which also appears in the calendar information of your Con-nect menu.

Adding a Meeting

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

```
ADD Meeting
```

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

```
  1:38 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                        Add Meeting                          Monday

    Attendees ____________________________________________________________
              Selected 0           Invited 0        Search for free time _
         Date ___________ to ___________               No time occupancy _
         Time ________    to ________             Separate daily entries _
      Subject ____________________               Ignore existing entries _
                                     Check calendar __ days before/after
     Location ____________________________________________________________
       Agenda ________________________________ Editor _      Copy agenda _
  Description ____________________________________________________________
              ____________________________________________________________
              ____________________________________________________________


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

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 have to enter in every "Add" screen (see **The "Add" Screens**), you must specify the following information in the "Add Meeting" screen.

Attendees

The names of all persons that you want to invite. The attendees must be separated by a blank.

When the transport service is installed, you can also invite a user at another Con-nect node. However, you cannot schedule a resource which is located at another Con-nect node.

You can enter any combination of:

- last name;
- last name followed by first name - separated by a comma;
- user ID;
- nickname (from your personal address book);

- cabinet ID;
- distribution list; and
- resource.

If you enter a last name in this line and more than one Con-nect user has that last name, a window appears which lists all users with that last name. You must then mark the required attendee(s) with any character and press `ENTER`.

When you are searching for free time and if you have been prompted to mark the field "Ignore existing entries", you can make sure that your calendar is also checked: you can enter your own name or user ID in this line. When you issue the CONFIRM command to send the invitations, you will *not* receive an invitation in your Inbasket, since you are the originator of the meeting.

You can access the addressee selection window by entering an asterisk (*) in the "Attendees" line. You must first, however, enter a date and subject for the meeting. You issue the QUIT command to close the addressee selection window. (See **Selecting Addressees** for further information regarding the addressee selection window.)

You can also enter the name of a resource. Resources are treated as attendees, since Con-nect schedules the resource by addressing the resource administrator. If you do not know the name of a resource, you can access the addressee selection window and enter an R (for resource) in the field to the right of the "or Position to" line to display all available resources. (See **Resources** for further information.)

Search for free time

Optional - if you mark this field with any character, Con-nect searches the calendars of all attendees (except those at another Con-nect node) for mutually free time within the period you specified above.

See **Searching for Free Time** for further information.

Date

The (starting) date of the meeting.

If you want to search for free time, you must enter the first date that you want to include in the search.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique.

to

Optional - the ending date of the meeting.

If you want to search for free time, you must enter the last date that you want to include in your search.

No time occupancy

Optional - when you mark this field with any character, the specified time range is *not* reserved in your calendar. This means that if another user invites you to a meeting and searches your calendar, this time is not marked as occupied.

Thus, you can invite people to a meeting without attending the meeting yourself.

When this field is marked, Con-nect does not check whether there are parallel entries in your calendar (i.e. if there are parallel entries with time occupation, you are not prompted to mark the "Ignore existing entries" field).

Caution:
A time range is only reserved, if you enter a starting time *and* an ending time, and provided that you have *not* marked the "No time occupancy" field.

Time

The time the meeting is to start.

If you only enter a starting time (and no ending time), this time is *not* reserved. This means that if another user invites you to a meeting and searches your calendar, this time is not marked as occupied.

If you enter an ending time, but do not enter a starting time, Con-nect automatically enters 12:01 AM (when you are using the AM/PM time format) or 0:00 (when you are using the 24 hour time format) as the starting time.

to

Optional - the ending time of the meeting.

If you do not enter both a starting time and an ending time, Con-nect automatically enters the time range from 12:01 AM to 11:59 PM (when you are using the AM/PM time format) or 0:00 to 23:59 (when you are using the 24 hour time format).

Separate daily entries

Optional - if your meeting exceeds one day, you can mark this field with any character to reserve only the specified time range for each day.

If you mark this field and the starting time is later than the ending time, the specified time range is also reserved. For example, when you enter the time range from 6. June 8 PM (20:00) to 7. June 2 AM (2:00), the specified time range is reserved for two (!) days (starting in the evening and ending two hours after midnight).

If you do not mark this field, the *whole* time range starting with the starting time on the first day and ending with the ending time on the last day is reserved.

Subject

The subject of the meeting.

One of the following must be specified: subject, description or location. Since the subject serves as an identifier in calendar information of the Con-nect menu and in the calendar screens, it is recommended that you always enter a subject.

Ignore existing entries

Optional - if you mark this field with any character you can permit parallel entries with time occupation in your own calendar. In this case, Con-nect does not check whether there are existing entries in your calendar.

"Existing entries" are those entries which occupy time in your calendar (i.e. these calendar entries have an ending time and the "No time occupancy" field has not been marked).

If you do not mark this field, you can only add a parallel meeting to your calendar that does not occupy time (i.e. a meeting that only has a starting time and no ending time; or when the "No time occupancy" field has been marked).

If you have not marked this field and there are already meetings or appointments with time occupation in your calendar (provided that you have not marked the "No time occupancy" field), Con-nect prompts you to mark this field.

Check calendar

Optional - specify the number of days before and after the meeting date to display all scheduled meetings, appointments, todos and reminders currently in your calendar (see **Checking the Calendar**).

Location

Optional - the location of the meeting.

Agenda

Optional - the name of the agenda. When specify a name in this line, you must also mark *one* of the following fields:

- **Editor**
  When you mark this field, the name in the "Agenda" line is used as the name for a new agenda. The Con-nect editor is invoked and you can type the text of your agenda. See **Text Processing** for detailed information on the Con-nect editor. The agenda can only be retrieved via the meeting for which it has been created. It is not filed as a document.

- **Copy agenda**
  When you mark this field, the name in the "Agenda" line must be the name of an existing document in your cabinet.

  If you are unsure of the name, you can enter an asterisk (*) in the "Agenda" line (to begin the search with one or more particular letters, enter for example, "BIN*") and press `ENTER`. Mark the document you want to attach with any character and press `ENTER`.

The agenda is just a copy of a document. Thus, when you MODIFY the original document, the modifications are *not* included in the agenda.

After an agenda has been defined, the name of the field "Copy agenda" changes to "Display agenda". You can then display the agenda by marking the "Display agenda" field.

If you want to rename the agenda, you just have to type a new name in the "Agenda" line.

If you want to define another agenda, you first have to delete the current agenda. To do so, overwrite the name of the agenda with blanks and press ENTER. A window appears asking whether you want to erase or detach the agenda. When you select to detach the agenda, it is stored as a document in the default folder.

Description

Optional - information concerning the meeting. This information can be read by all attendees.

Keywords

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

Private use

Optional - when you mark this field with any character, the meeting is not displayed in the overlay calendar of another user. Or, the meeting is not displayed in your calendar, when another user accesses your cabinet with the command sequence "USE Cabinet *cabinet-ID*".

If you marked the "Check calendar" field, see **Checking the Calendar** for further information.

Otherwise, press ENTER to access the "Modify Meeting" screen and to enter the meeting in your calendar.

At this point, you are working with version one of the invitation (the version number is displayed below the screen title) and, since it has not been sent to the attendees, it is considered pending (as indicated to the right of the screen title). With each subsequent modification to the invitation (once it has been sent) the version number is increased. However, as long as you do not send the invitations, you can modify all your specifications without the invitation version number changing. See the description of the MODIFY command in this section for further information.

If a selected user has set a mail status message, the message is displayed in a window as soon as you press ENTER or issue the CONFIRM command. You must then press ENTER again to close that window.

Note:
Any Cc defined with the mail status message will not receive a copy of the invitation.

If you specified the name of another Con-nect node in the "Attendees" line and the name of the user at that node has not yet been specified, a window appears as soon as you press ENTER. In this window, you must specify the user at the other Con-nect node. See **External Con-nect Nodes** for further information regarding this window.

The number of selected attendees appears adjacent to the "Selected" indicator. If you want to review the attendee list or undo attendees, you can issue the ADDRESS command to access the "Addressees for (*Meeting-name*)" screen (you issue the QUIT command to return to the "Modify Meeting" screen).

Notes:

1. When you leave the "Modify Meeting" screen (for example, by issuing the QUIT command), you are notified in a window that the meeting is pending (i.e. the invitations have not been sent). You can either press `ENTER` to save and quit, in which case you are returned to the previous screen and the meeting is entered in your calendar as pending, or you can continue modifying the meeting.
2. You can enter the CANCEL command in the command line of the "Modify Meeting" screen, if you want to cancel the meeting that you are currently adding and thus remove it from your calendar. As a result, you are returned to the previous screen.

If you marked the "Search for free time" field, see **Searching for Free Time** for further information.

If you did *not* mark the "Search for free time" field, issue the following command to send the invitations:

```
CONFIRM
```

Each attendee receives an invitation in his Inbasket and, if an attendee accepts the invitation, his calendar is updated accordingly. The attendee also has the option of declining the invitation, but nevertheless adding the meeting to his calendar. In this case, if the meeting is modified (see the description of the MODIFY command in this section), the attendee will receive any future revised invitations. The attendee also has the option of declining the invitation and stopping all future revised invitations (see **Receiving an Invitation to a Meeting**).

Notes:

1. You can enter CANCEL in the command line of the "Modify Meeting" screen to cancel the meeting and enter a cancelation message in the resulting window. To retain the meeting in your calendar for future reference, mark the corresponding field. Press `ENTER` to send the cancelation message. For further information, see the description of the CANCEL command later in this section. For further information on the cancelation message, see **Receiving a Cancelation Notification for a Meeting**.
2. You can also enter UNDO in the command line of the "Modify Meeting" screen to retract all invitations you have sent (provided that none of the attendees has read the invitation and you have not invited a user at an external Con-nect node). When you undo a meeting, it is *not* erased from your calendar. Rather, it is displayed as a pending item, which you can modify and send again at a later date. To erase the meeting from your calendar you issue the CANCEL command.

Checking the Calendar

You can check your calendar for any conflicting entries before you send an invitation, modify/cancel a meeting, or accept an invitation.

Specify the number of days to be displayed before and after the meeting date in the "Check calendar" field and press ENTER:

```
 12:08 PM            * * *  C O N - N E C T  3  * * *                 29.Nov.99
 Cabinet LS        Check Calendar from 27.Nov.99   to 3.Dec.99           Monday
                                                                   Agenda
 Cmd Day Date        Start    End      Type  Subject             Notes Overlay
 --- --- ----------- -------- -------- ----- ------------------------ --------
 __  Mon   29.Nov.99 10:00 AM 11:59 PM   A * Marketing Strategy         JE
 __  Tue   30.Nov.99 12:01 AM  9:00 PM   A < Marketing Strategy

 __  Thu    2.Dec.99 10:00 AM 12:30 PM ? M   Product Strategy









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                              /
 Address  Cancel   Copy     Display  Erase    Info     Modify   Output   Print
 Replies  Top      Undo
```

The "Check Calendar from *Date-range*" screen displays your meetings, appointments, todos and reminders chronologically. These are all calendar items you added as well as meetings to which you are invited (i.e. the meetings you have accepted or have declined but added to your calendar). Each conflicting entry is highlighted, as well as any pending meetings.

For a description of the columns and the command prompting line, see **Keeping Track of Meetings**.

Issue the QUIT command to return to the previous screen.

Searching for Free Time

When the transport service is installed at your site, you can also invite users at other Con-nect nodes to a meeting. However, when you search for free time, the calendars of these users are not searched.

When you are searching for free time and if the meeting exceeds one day, the *whole* time range starting with the starting time on the first day and ending with the ending time of the last day is scanned.

Note:
Internally, Con-nect handles only time slices consisting of 5 minutes (i.e. each hour is split into 12 time slices).

When you are searching for free time, the starting time is brought up to the *next* 5 minutes and the ending time is brought down to the *previous* 5 minutes. For example, if you enter the time range 9:37 to 10:53, it is rounded off to 9:40 to 10:50 and Con-nect searches only this time range for the hours and/or minutes you specified. This guarantees, that Con-nect does not propose a free time range, which starts before and/or ends after the time you specified.

Note:
No free time is found in the above example if you are searching for 1 hour and 15 minutes, since Con-nect has internally rounded the time range off to 1 hour and 10 minutes.

You can search for a maximum of 24 hours a day. For example, when you include the time range from 24.April 5 PM (17:00) to 26.April 8 AM (8:00) in your search and specify to search for 9 free hours, free time can only be found on the second day (25.April). The first and the last day are not considered during the search, since the time ranges on these days (5 PM to midnight and midnight to 8 AM) cover less than 9 hours.

If you marked the "Search for free time" field, press ENTER to display the following fields at the top of the screen (in the same place where the "Attendees" line usually appears):

Search for __ hours __ minutes

You enter the duration of the meeting in these fields. You can search for a maximum of 24 hours a day.

When you enter less than 5 minutes, the time is automatically brought up to 5 minutes since Con-nect handles only time slices consisting of 5 minutes. When you enter, for example, 33 minutes, the time is brought up to 35 minutes.

If the meeting exceeds one day, the whole time range starting with the starting time on the first day and ending with the ending time of the last day is scanned - unless you mark the "within daily time range" field.

within daily time range

When this field is marked, Con-nect searches only the daily time range which has been entered in the "Time" fields.

Press ENTER to start the search for a free date and time.

Con-nect scans the calendars of all attendees within the specified time frame.

Note:
When a large number of calendars is scanned, from time to time the scanning status is shown in the message line.

When searching the calendars of the attendees, the starting time of an appointment or meeting for which time has been reserved is brought down to the *previous* 5 minutes and the ending time is brought up to the *next* 5 minutes. For example, the time range for an appointment starting at 9:37 and ending at 10:53 is rounded off to 9:35 to 10:55 (i.e. this time range is reserved). This guarantees that Con-nect does not propose an occupied time range within another user's calendar as free time.

The following topics are covered below:

- Free Time was Found for Each Invited Person
- No Free Time was Found for Some of the Invited Persons
- No Free Time was Found at All

Free Time was Found for Each Invited Person

If free time was found for each invited person, the following window appears, showing the common free period for each day:

```
  3:18 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                     Modify Meeting  (Pending)                Monday
                                Ver
   Search for 5_ hours 0_ minutes     +---------------------------------------+
        within daily time range X     !     Day Date        From     To       !
         Date 26.Nov.2002 to 30.11.   +---------------------------------------+
         Time 10:00 AM    to 5:00 P   !  __ Tue 26.Nov.2002 10:00 AM  5:00 PM !
      Subject Sales Meeting_______    !  __ Wed 27.Nov.2002 10:00 AM  5:00 PM !
                                      !  __ Thu 28.Nov.2002 10:00 AM  5:00 PM !
     Location ____________________    !  __ Fri 29.Nov.2002 10:00 AM  5:00 PM !
       Agenda ____________________    !                                       !
  Description ____________________    !                                       !
              ____________________    !                                       !
              ____________________    !                                       !
        Notes 0                       !                                       !
  Display history _                   !                                       !
     Keywords ________________  ____  !  Add meeting for:                     !
              ________________  ____  !         ___________ ________ ________ !
  Private use _ or Security Read 7    +---------------------------------------+

Specify date and time, or press ENTER to continue
   Command /                                                              /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit                          Addr  Frmat Flip  Last  Home
```

Note:
When you specify a long time range, Con-nect finds the first 10 free periods and the above window appears. To continue the search until the last specified date and time is reached, you must press `ENTER`.

Either mark a day with the cursor or with any character to enter the whole marked time range in the "Modify Meeting" screen, or specify the date and time in the lines at the bottom of the window (you can also issue the QUIT command to close the window and to return to the "Modify Meeting" screen and specify the date and time there):

Add meeting for

You enter a date in the first, the time the meeting is to begin in the second, and the time the meeting is to end in the third line.

If the meeting exceeds one day, you must specify the ending date in the "Modify Meeting" screen.

Press `ENTER` to close the window.

Issue the following command to send the invitations:

```
CONFIRM
```

No Free Time was Found for Some of the Invited Persons

If no free time was found for some of the invited persons, the following window appears:

```
  3:21 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                     Modify Meeting  (Pending)                Monday
                                Ver
   Search for 5_ hours 0_ minutes     +---------------------------------------+
        within daily time range X     !     Day Date        From     To       !
         Date 26.Nov.2002 to 30.Nov   +---------------------------------------+
         Time 10:00 AM    to 5:00 P   !  __ Tue 26.Nov.2002 10:00 AM  5:00 PM !
      Subject Sales Meeting_______    !  __ Wed 27.Nov.2002 10:00 AM  5:00 PM !
                                      !  __ Thu 28.Nov.2002 10:00 AM  5:00 PM !
     Location ______________________  !  Add meeting for:                     !
       Agenda ______________________  !         ___________ ________ ________ !
  Description ______________________  !                                       !
              ______________________  !  Not all attendees available !        !
              ______________________  !                                       !
        Notes 0                       !  Mark the proposed dates above        !
  Display history _                   !  with * or  DI to display             !
     Keywords ________________  ____  !  the calendar occupancy.              !
              ________________  ____  !                                       !
  Private use _ or Security Read 7    +---------------------------------------+

Specify date and time, or press ENTER to continue
   Command /                                                                /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit                          Addr  Frmat Flip  Last  Home
```

A maximum of 3 proposals is given in the window.

You can mark a specific date with DI or an asterisk (*) to display the "Calendar Occupancy" screen for this day (see below).

Caution:
When you mark a specific date with D (instead of DI), you do *not* display the "Calendar Occupancy" screen, but enter the whole time range in the "Modify Meeting" screen (as described below).

Either mark a day with the cursor or with any character (except the asterisk) to enter the whole marked time range in the "Modify Meeting" screen, or specify the date and time in the lines at the bottom of the window (you can also issue the QUIT command to close the window and to return to the "Modify Meeting" screen and specify the date and time there):

Add meeting for

You enter a date in the first, the time the meeting is to begin in the second, and the time the meeting is to end in the third line.

If the meeting exceeds one day, you must specify the ending date in the "Modify Meeting" screen.

Press `ENTER` to close the window.

Issue the following command to send the invitations:

```
CONFIRM
```

This is an example of the "Calendar Occupancy" screen:

```
 3:21 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
Cabinet LS       Calendar Occupancy 26.Nov.2002 10:00 AM -  5:00 PM     Monday

Attendee(s)           10..11..12..13..14..15..16..
--------------------- -------------------------------------------------------
Eshberry,John         XXXXXXXXXXXXXXXXXXXXXXXXXXX
Mannings,Paul
Waters,Kim









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                          Addr  Frmat Flip  Last  Home
```

The numbers to the right of "Attendee(s)" column indicate the hours. The occupied time of each attendee is indicated by an X. Each upper-case X represents a full quarter of an hour. A lower-case x is displayed, for example, when only 5 minutes (and not a full quarter of an hour) are occupied.

To specify the date and time you must issue the QUIT command to return to the previous window.

No Free Time was Found at All

If no free time was found at all, a message appears at the bottom of the screen.

Now you can try to find another free time range by modifying your specifications for date and/or time in the "Modify Meeting" screen and pressing `ENTER`.

You can also send the invitations (despite the fact that no free time was found). In this case, you must first remove the mark in the "Search for free time" field and press `ENTER` once more. Now you can issue the CONFIRM command to send the invitations.

Receiving an Invitation to a Meeting

The invitations you receive are put in your Inbasket.

When you display an invitation for a meeting that was updated, a window containing the update message is shown first. To display the invitation itself, you then have to press ENTER to close the window. When the invitation is displayed, the current meeting version number is shown below the name of the originator.

The following screen appears when you display a modified invitation:

```
  8:42 AM            * * *  C O N - N E C T  3  * * *                7.May.2002
 Cabinet LS        Display Modified Invitation from                    Tuesday
                Eshberrry,John        5.Jun.2002  9:00
                Version 2

         Date Fri 5.Jun.2002  to
         Time     9:00 AM     to     11:00 AM
      Subject Team Meeting
                                       Check calendar __ days before/after
     Location Room 250
       Agenda Summary                                     Display agenda _
  Description


        Notes                                   Add note _ Display notes _
  Display history _                               Display update message _

       Accept _                      Reply _           Decline and add   _
                                                       Decline and stop  _

You can accept, decline or reply to the invitation
   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
```

When this invitation covers a time range that is already occupied in your calendar, the appropriate message appears in the message line.

Specify the following in the "Display Invitation from" screen and press ENTER:

Check calendar

Specify the number of days before and after the meeting date to display any scheduled meetings or appointments currently in your calendar (see **Checking the Calendar**).

Display agenda

When the invitation contains an agenda, you can mark this field to display the agenda.

When the agenda is displayed, you can COPY or PRINT it.

When you copy the agenda, the "Copy Document" screen appears. The name of your default folder is shown in the "Folder" line. The subject of the invitation is shown in the "From" line. The name of the original document is shown in the first "Description" line. If the invitation has a description, it is shown in the next three lines of the description. See the description of the COPY command in section **Documents**.

When you issue the PRINT command in the screen which shows the agenda, the whole invitation is printed. It is printed according to the criteria that were defined in your user profile (see **Print Defaults**) or with the OUTPUT command. For an invitation, the following exception applies: when the "Info" field is marked in the "Print Defaults" window or in the "Specify Printer Output Options" screen, the number of attendees and resources that have accepted or declined the invitation is printed as well as the number of all pending and stopped invitations.

After you have read the agenda, you issue the QUIT command to return to the "Display Invitation from" screen.

Add note

If you want to attach a note to the invitation, mark this field with any character (see **Notes Attached to a Meeting**).

Display notes

If notes are attached to the invitation, you can mark this field with any character to display the notes.

Display history

You can mark this field to display the history of the meeting. This field is only available once a meeting has been modified i.e. version 2 or above. The "Display History of Meeting from" screen lists the meeting versions in chronological order, beginning with the most recent version.

Display update message

You can mark this field to display an update message from the originator. This field is only available if a meeting has been modified (i.e. version 2 or above).

Accept

You can mark this field to accept the invitation. The invitation is not transferred to the Inbasket file Opened. It is removed from the Inbasket and added to your calendar.

You should check your calendar (for example with the "Check calendar" field or by issuing the command sequence "DISPLAY Calendar *date*") before you accept a meeting.

Reply

You can mark this field to send a reply to the invitation. As a result, the "Reply" screen in which you can type your reply appears. You must issue the CONFIRM command to send the reply. (See the description of the REPLY command in section **Commands for the Inbasket** for further information regarding the "Reply" screen.)

You can mark this field in conjunction with "Accept", "Decline and add" or "Decline and stop".

Decline and add

You can mark this field to decline the invitation but nevertheless enter it in your calendar. This means you will receive any modifications made to the invitation. The time range is not reserved.

Decline and stop

You can mark this field to decline the invitation and erase it from Con-nect (it is not placed in your Wastebasket). In this case, you will not receive any modifications made to the invitation.

As soon as you accept or decline, the fields "Accept", "Reply", "Decline and add" and "Decline and stop" disappear from the "Display Invitation from" screen.

When you accept or decline an invitation, Con-nect enters either "Accepted", "Declined" or "Stopped" in the "Addressees for (*Meeting-name*)" screen so that each invited person can also review who will be attending the meeting. (This screen appears when you issue the ADDRESS command with the meeting.)

You can also accept an invitation after declining and adding, and you can also decline the participation in the meeting after having accepted the invitation. See the description of the MODIFY command later in this section. The messages in the "Addressees for (*Meeting-name*)" screen are modified accordingly.

Note:
As long as you do not accept or decline an invitation, it remains in your Inbasket.

Receiving a Cancelation Notification for a Meeting

When the originator of a meeting cancels the meeting, the meeting entry is not erased from your calendar until you display the cancelation notification. It is delivered in your Inbasket as type "Canceled".

When you display the cancelation notification, a window containing the cancelation message is shown first. To display the cancelation notification itself, you then have to press ENTER to close the window.

```
  8:55 AM            * * *  C O N - N E C T  3  * * *                7.May.2002
 Cabinet LS        Meeting CANCELED by Eshberry,John                   Tuesday
                                  17.Jun.2002  2:00 PM
                   Version 2

         Date Mon 17.Jun.2002 to
         Time     2:00 PM     to     5:00 PM
      Subject Planning
                                       Check calendar __ days before/after
     Location Room 250
       Agenda                                            Display agenda _
  Description


        Notes                                   Add note _ Display notes _
  Display history _                          Display cancelation message  _

                                     Reply _                       Retain _
                                                                   Erase  _

Meeting canceled. You can retain or erase it from your calendar.
   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 "Meeting CANCELED by" screen contains three fields which are not displayed in the "Display Invitation from" screen:

Display cancelation message

Mark this field to display the cancelation message.

Retain

Mark this field to retain the canceled meeting in your calendar, without occupying time. In this case, the meeting is listed as type "x M" (canceled meeting) in the "Display Calendar" screen. See **Keeping Track of Meetings**.

Erase

Mark this field to entirely erase the meeting from your calendar.

Keeping Track of Meetings

Issue the following command sequence from any point in Con-nect to display a list of your meetings starting with the current date (the date which is displayed to the right of the screen name indicates your next meeting):

```
DISPLAY Meeting
```

Issue the following command sequence from any point in Con-nect to display a list of your meetings starting with the date you specify (or with the next meeting, if there are no meetings for the specified date):

```
DISPLAY Meeting date
```

Issue the following command sequence from any point in Con-nect to display a list of your meetings starting and ending with the dates you specify:

```
DISPLAY Meeting from-date to-date
```

Note:
If you do not specify a year with the date, the current year is automatically displayed.

```
 12:43 PM            * * *  C O N - N E C T  3  * * *                  6.Dec.99
 Cabinet LS               Display Meeting  7.Dec.99                     Monday
                                                                 Agenda
 Cmd Day Date        Start    End      Type  Subject             Notes Overlay
 --- --- ----------- -------- -------- ----- ------------------------- --------
 __  Tue    7.Dec.99 10:00 AM  2:30 PM   M   Marketing Strategy    A
 __  Thu    9.Dec.99 12:00 PM  2:00 PM ? M   Testing                     ESH
 __  Fri   10.Dec.99 10:00 AM 11:30 AM   M   Planning
 __  Mon   20.Dec.99  1:00 PM  4:00 PM   M   Review                N

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Address  Cancel   Copy     Display  Info     Modify   Output   Print    Replie
 Top      Undo
```

The "Display Meeting" screen displays the meetings chronologically. These are the meetings which you added yourself as well as meetings to which you are invited (i.e. the meetings you have accepted or have declined but added to your calendar).

The columns display the following information:

Day

The name of the day.

Date

The date of the meeting.

Start

The starting time of a meeting.

End

The time the meeting ends on that day.

Type

The type of calendar entry: M for meeting.

A ! before the type indicates that the meeting has been initiated by yourself and occupies time in your calendar. It is neither pending nor has it been canceled.

A (before the type indicates that the meeting does *not* occupy time in your calendar.

A ? before the type indicates that the meeting is pending. Either no attendees have been selected or it has not been sent to all selected attendees.

An X (upper-case) before the type indicates that the meeting, which has been initiated by yourself, has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An x (lower-case) before the type indicates that the meeting, which has been initiated by someone else has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An asterisk (*) after the type indicates the first day of a meeting which exceeds one day.

> after the type indicates that the meeting is continued from the previous day and that it continues on the next day.

< after the type indicates that the meeting is continued from the previous day and that it ends on that day.

Subject

The subject of the meeting.

Agenda/Notes

This column is marked with A if the meeting contains an agenda and/or with N if the meeting contains attached notes.

Overlay

A user ID in this column indicates a meeting in the calendar of that user.

Commands for Meetings

The command prompting line of the "Display Meeting" screen shows all the commands that apply to meetings. The commands are described in section **Commands**. The following exceptions apply when working with meetings:

- ADDRESS
- CANCEL
- COPY
- DISPLAY
- INFO
- MODIFY
- REPLIES
- UNDO

ADDRESS

The ADDRESS command enables both the originator and the attendees to check the reception status of an invitation to a meeting.

When you issue the ADDRESS command with a specific meeting, the "Addressees for (*Meeting-name*)" screen appears.

```
 4:32 PM            * * *  C O N - N E C T  3  * * *              18.Feb.2002
Cabinet LS         Addressees for (Birthday party)                     Monday

Cmd Addressee Name       Date Mailed Time     Date Read   Time     Type  Reply
--- -------------------- ----------- -------- ----------- -------- ---- ------
__  Eshberry,John        18.Feb.2002 1:56 PM  18.Feb.2002 2:01 PM  O     X
              Declined 18.Feb.2002 3:39 PM   ( Accepted 18.Feb.2002 2:02 PM )
__  Mannings,Charles     18.Feb.2002 1:56 PM  18.Feb.2002 3:11 PM  O
              Accepted

__  Jumper,Julie         18.Feb.2002 1:56 PM  18.Feb.2002 3:57 PM  O     X
              Accepted 18.Feb.2002 3:47 PM   ( Declined 18.Feb.2002 2:23 PM )
__  Long,Sonia           18.Feb.2002 1:56 PM  18.Feb.2002 4:05 PM  O
              Stopped





Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
Copy     Display  Replies  Undo
```

The "Addressees for (*Meeting-name*)" screen shows the following information.

Addressee Name

All attendees invited to the meeting - no matter whether the invitation was sent to everyone at the same time, or whether further attendees were included later. If an attendee has accepted, declined or stopped the invitation, this is shown below the name.

When an attendee has accepted after having declined (or vice versa), the date of this action is also shown below the name. The current status is always shown at the beginning of the line. The information in parentheses applies to the attendee's first decision.

Date Mailed / Time

The date and time the invitation was sent.

Date Read / Time

The date and time when the attendee first displayed the invitation. If there is no entry, the attendee has not yet displayed the invitation.

Type

The mail type of an invitation is always O (original). An R after the O indicates that the attendee is a resource.

Reply

If this column contains an X, the attendee has sent a reply to the invitation. If you are the originator of the meeting and want to read a specific reply, you can mark the addressee with RE.

Valid commands for users, cabinets and transport service addressees: you can mark the name of an addressee with CO or DI:

- The COPY command creates a nickname for this addressee. The "Copy Mail Address to Nickname" window is displayed. You can modify the suggestion for the nickname in this window and then press ENTER to access the "Modify Address" screen.
- The DISPLAY command displays the full address of the addressee (depending on the addressee type, a screen appears containing the user or cabinet address, or a window containing information such as the e-mail address or external node).

CANCEL

If the originator issues the CANCEL command with a specific meeting and none has read the invitation, all invitations in the Inbaskets of the attendees are erased. However, when an attendee located at another Con-nect node has also been invited or if the version of the meeting being canceled is greater than 1, the invitations are not erased.

If the originator issues the CANCEL command with a specific meeting, after the invitation has been read by an attendee or when an attendee located at another Con-nect node was invited or when the version of the meeting being canceled is greater than 1, the "Cancelation Message" window appears. In this window, the originator can write a cancelation message which may be up to 10 lines long. All invited persons and resources receive a cancelation notification in their Inbaskets (type "Canceled") with the originator's cancelation message. See **Receiving a Cancelation Notification for a Meeting**.

If the "Mark to retain meeting in calendar" field is marked, the meeting is retained in the originator's calendar. If not, the meeting is erased from the originator's calendar - it is not placed in the Wastebasket. However, the meeting is not erased from the attendees' calendar until the cancelation notification is read.

If an invited person cancels the meeting, the meeting is erased from his calendar - it is not placed in his Wastebasket. The originator of the meeting is not notified by mail that this person will not attend the meeting. However, when the originator checks the reception status of an invitation which takes place in the future using the ADDRESS command, he can see that the addressee has declined and stopped the meeting.

To cancel a meeting which exceeds one day, you need not mark each day of the meeting in the "Display Meeting" screen with CA - you can mark any day of the meeting with CA to cancel the whole meeting.

Note:
You cannot CANCEL a meeting in the overlay calendar.

COPY

This feature is useful if you want to have similar meetings, for example, with the same persons regarding the same topic, but on different dates; or with different persons regarding the same topic.

You can create a meeting by copying an existing one with the COPY command. As a result, the "Modify Copied Meeting" screen appears which is similar to the "Modify Meeting" screen.

The "Modify Copied Meeting" screen contains an additional field which is not displayed in the "Modify Meeting" screen:

Repeated single day

Optional - you can mark this field with any character to specify repeated single-day meetings.

You can specify a maximum of 90 repeated single-day meetings.

This function adds only meetings which do not exceed 24 hours.

To specify repeated single-day meetings, you must also mark the "Ignore existing entries" field with any character.

This function does not search for free time.

You need not enter a new subject for the repeated meetings.

You should first edit the agenda. Mark the "Repeated single day" field after the agenda has been edited.

Agenda and attached notes are not copied.

If you want to remove already existing attendees from the address list, you must issue the ADDRESS command from the "Modify Copied Meeting" screen to access the "Addressees for (*Meeting-name*)" screen. Now you can mark the attendees that you want to remove from the list with UN (you issue the QUIT command to return to the "Modify Copied Meeting" screen).

When you copy a meeting which has been initiated by another user, this user is automatically added to the list of attendees.

Tip:
If you want to modify the values of a canceled meeting, copy it and then modify the values of the newly created meeting.

DISPLAY

When you display a meeting that was updated, a window containing the update message is shown first. To display the meeting itself, you have to press ENTER to close the window. When the meeting is displayed, the current meeting version number is shown below the screen name. If you want to display the meeting update message once more, you can then mark the "Display update message" field.

When you display a meeting that was canceled, a window containing the cancelation message is shown first. To display the meeting itself, you have to press ENTER to close the window. When the meeting is displayed, the word "Canceled" appears highlighted to the right of the meeting version number. If you want to display the cancelation message once more, you can then mark the "Display cancelation message" field.

When you display a meeting that is pending, the word "Pending" appears highlighted next to the screen name.

When you display a meeting for which a time range has not been reserved, "no time occupancy" appears highlighted to the right of the date.

When you display a meeting for which separate daily entries have been specified, "daily" appears highlighted to the right of the time.

You can attach notes to the meeting. When the meeting contains attached notes, you can mark the "Display notes" field to display them. See **Notes Attached to a Meeting** for further information.

When the meeting contains an agenda, you can mark the "Display agenda" field to display it.

When the agenda is displayed, you can COPY or PRINT it.

When you copy the agenda, the "Copy Document" screen appears. The name of your default folder is shown in the "Folder" line. The subject of the meeting is shown in the "From" line. The name of the original document is shown in the first "Description" line. If the meeting has a description, it is shown in

the next three lines of the description. If the meeting includes keywords, they are shown in the "Keywords" fields. See the description of the COPY command in section **Documents**.

When issue the PRINT command in the screen which shows the agenda, the whole meeting is printed. It is printed according to the criteria that were defined in your user profile (see **Print Defaults**) or with the OUTPUT command (see the description of the OUTPUT command in section **Documents**). For a meeting, the following exception applies: when the "Info" field is marked in the "Print Defaults" window or in the "Specify Printer Output Options" screen, the number of attendees and resources that have accepted or declined the meeting is printed as well as the number of all pending invitations.

INFO

The "Info" window for a meeting shows the number of attendees and resources which have accepted or declined the meeting. The number of pending invitations (i.e. invitations which have not yet been accepted, declined or stopped) is also shown.

```
 2:20 PM            * * *  C O N - N E C T  3  * * *                 6.Dec.99
Cabinet LS               Display Meeting  7.Dec.99                     Monday

Cmd Day Date        Start      +---------------------------------------------+
--- --- ----------- --------   !           Info Meeting                      !
__  Tue    7.Dec.99 10:00 AM   +---------------------------------------------+
__  Wed    8.Dec.99 10:00 AM   ! From Date 10.Dec.99    to                   !
 _  Thu    9.Dec.99 12:00 PM   !      Time 10:00 AM        11:30 AM         !
in  Fri   10.Dec.99 10:00 AM   ! Subject   Strategy                          !
                               ! Version   1                                 !
__                 10:00 AM   ! Created   6.Dec.99        10:45 AM         !
__  Thu   23.Dec.99  1:00 PM   !  by       Long,Sonya           LS          !
__  Fri   24.Dec.99  6:00 PM   ! Modified  6.Dec.99        10:45 AM         !
                               !  by       Long,Sonya            LS         !
                               !                                            !
                               !           Accepted Declined Stopped Pending !
                               ! Attendees      3        1       2       1   !
                               ! Resources                                  !
                               +---------------------------------------------+

Enter a command, press a PF-key, or enter * to display commands
   Command /                                                            /
 Address  Cancel   Copy     Display  Modify   Print    Replies  Undo
```

MODIFY

Originator

Only the originator of the meeting or a shared user authorized to modify the calendar can invite further attendees, change the date, time, subject, location of the meeting, and the agenda. As long as none has read the invitation and an attendee located at another Con-nect node has not been invited, the originator can UNDO the whole meeting.

A meeting can be modified even after it has been read by one, or all attendees.

```
  3:34 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                      Modify Meeting                          Monday
                                 Version 1
    Attendees ____________________________________________________________
              Selected 0           Invited 1        Search for free time _
         Date 29.Nov.2002 to ___________               No time occupancy _
         Time 5:00 PM_    to 10:00 PM             Separate daily entries _
      Subject Birthday party______               Ignore existing entries X
                                       Check calendar __ days before/after
     Location My office____________________________________________________
       Agenda ________________________________ Editor _      Copy agenda _
  Description ___________________________________________________________
              ___________________________________________________________
              ___________________________________________________________
        Notes 0                                Add note _ Display notes _
  Display history _                          Add meeting update message _
     Keywords ________________  ________________  ________________
              ________________  ________________  ________________
  Private use _ or Security Read 7  Modify 7  Copy 7  Print 7

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                         Addr  Frmat Flip  Last  Home
```

In addition to the fields displayed in the "Add Meeting" screen, the following fields are displayed:

Add note

If you want to attach a note to the invitation, mark this field with any character (see **Notes Attached to a Meeting**).

Display notes

If notes are attached to the invitation, you can mark this field with any character to display the notes.

Display history

Mark this field with any character to display the history of the invitation. The invitation versions are displayed in chronological order, beginning with the most current version.

Complete your modifications and press `ENTER`.

At this point, the version number is increased by one and the meeting is considered to be pending (i.e. the meeting has been added to your calendar, but the invitations have not been sent).

Note:
If you add additional attendees but do not modify any other information, the meeting version is not increased. The invitations are sent only to those new attendees when you issue the CONFIRM command.

Add meeting update message

Mark this field with any character to display a window in which you can enter your update message. You issue the QUIT command to save the message and return to the "Modify Meeting" screen. If you do not enter an update message, a message is automatically attached to the modified invitation, listing the changes made to the invitation.

If you issue the QUIT command before sending the invitations (with CONFIRM), a window is shown indicating that the meeting is pending. You can then press `ENTER` to save and quit. Or you can select one of the following:

- Continue modifying the meeting.
- Restore to previous version of the meeting (this option is only shown when the version number is greater than 1).
- Cancel meeting. This is the same as the CANCEL command: the meeting is deleted. This option is useful, for example, if you have decided that this meeting is no longer necessary.

Issue the CONFIRM command to send the modified invitations.

Note:
A modified invitation is displayed in the recipients Inbaskets as type "Modified".

If an attendee accepted a previous invitation version, the meeting is not removed from the attendees' calendar until the modified invitation is displayed.

If an attendee declined and stopped the previous invitation, the attendee will not receive the modified invitation (see **Receiving an Invitation to a Meeting**).

Attendees

If the invitations have already been sent, those attendees who have accepted the invitation (and those who have declined it but nevertheless added it to their calendar), can modify the keywords, the time occupancy and the security level.

```
 15:38              * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet ESH                    Modify Meeting                          Monday
                               Version 1

    From date 29.Nov.2002 to ___________               No time occupancy _
         time 17:00___       22:00___
      Subject Birthday party______
                                      Check calendar __ days before/after
     Location My office_____________________________________________________
       Agenda ________________________________            Display agenda _
  Description ___________________________________________________________
              ___________________________________________________________
              ___________________________________________________________
        Notes 0                                 Add note _ Display notes _
  Display history _                               Display Update Message _
                          Accepted 6.May.2002 15:37   Decline _    Reply _
     Keywords ______________  ______________  ______________
              ______________  ______________  ______________
  Private use _ or Security Read 9  Modify 9  Copy 9  Print 9

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                          Addr  Frmat Flip  Last  Home
```

Display Update Message

When an update message has been sent, you can mark this field with any character to display the update message in a window.

Decline/Accept

If an attendee has accepted an invitation, the date and time the invitation was accepted and the "Decline" field are shown above the keywords. The attendee can later decline the meeting by marking the "Decline" field.

If an attendee has declined and added an invitation, the date and time the invitation was declined and the "Accept" field are shown above the keywords. A time range for that meeting is not reserved in his calendar. The "No time occupancy" field in the "Modify Meeting" screen contains an X. The attendee can later accept the meeting by marking the "Accept" field.

Reply

You can mark this field with any character to send a reply to the originator of the meeting.

Overlay Calendar

When you MODIFY a meeting in the overlay calendar, you cannot add further attendees and you cannot issue the following commands: CANCEL, CONFIRM, REPLIES and UNDO. You can only modify the keywords, the time occupancy and the security level. However, when you access another user’s cabinet with the command sequence "USE Cabinet *cabinet-ID*", these restrictions do not apply.

REPLIES

If you are the originator of the meeting, you can read the replies to your invitation (without having to access your Inbasket) by marking a specific meeting with RE.

If there is only one reply, it is displayed immediately. If there is more than one reply, a list is displayed and you can mark the replies you want to read with DI.

Note:
You cannot issue the REPLIES command with a meeting in the overlay calendar.

UNDO

If you want to retract all invitations you have sent, you can issue the UNDO command with the meeting.

The copies of the invitations to meetings that you send are stored in your calendar, not in your Outbasket.

Caution:
You can only undo the *whole* meeting, when *none* of the attendees has read the invitation and if you have *not* specified an attendee located at another Con-nect node.

If some of the attendees have already read your invitation, it is not possible to undo the whole meeting. In this case, a window appears asking whether you want to undo the meeting for the local attendees that have not yet read their invitations.

If you only want 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. However, you cannot remove an attendee located at another Con-nect node from the attendee list.

When you UNDO the whole meeting, it is not erased from your calendar screens, but displayed as pending. You can then MODIFY all information and send it again.

To erase a meeting from your calendar screens, you must CANCEL the meeting.

You cannot UNDO a meeting in the overlay calendar.

Notes Attached to a Meeting

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

An attached note cannot be converted into a notepad page. When you DETACH an attached note from a meeting, it is converted into a document.

You can attach up to 24 notepad pages to a meeting. Later when you read the attached notes, they are displayed in the same sequence as you attached them.

Note:
Attached notes are intended for your personal use. Therefore, they are not sent with the invitation to a meeting. When your calendar contains an invitation to a meeting that has been initiated by another user, you can attach your own notes to this meeting.

The following topics are covered below:

- Attaching a Notepad Page to a Meeting
- Reading Attached Notes
- Printing Attached Notes
- Detaching Attached Notes

Attaching a Notepad Page to a Meeting

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

Next, mark the "Add note" field and press ENTER.

```
  9:05 AM            * * *  C O N - N E C T  3  * * *                7.May.2002
 Cabinet LS        Display Meeting from Jumper,Julie                   Tuesday
                   Version 1
                                          +---------------------------------------+
         Date Fri 29.Nov.2002 to          ! Notepad Subject: ( or '*' to Select ) !
         Time     5:00 PM     to          ! ______________________________       !
      Subject Birthday party              +---------------------------------------+
                                          ! _ Mark to Attach to Current Object    !
     Location My office                   ! ______________________________________ !
       Agenda                             ! ______________________________________ !
  Description                             ! ______________________________________ !
                                          ! ______________________________________ !
                                          ! ______________________________________ !
        Notes 0                           ! ______________________________________ !
  Display history _                       ! ______________________________________ !
                                          ! ______________________________________ !
     Keywords                             ! ______________________________________ !
                                          ! ______________________________________ !
  Private use   or Security Read 7        +---------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

If you want to attach a *new* notepad page to a meeting, 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 meeting.

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 meeting to which it has been attached.

To read an attached note you must first DISPLAY or MODIFY the meeting.

The number of attached notes is indicated in the "Notes" line of the "Display Meeting" or "Modify Meeting" screen.

Mark the "Display notes" 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.

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).

Printing Attached Notes

Attached notes are automatically printed with a meeting, when the "Attached/Cover Notes" field is marked in your user profile (see **Print Defaults**) or in the output options (see the description of the OUTPUT command in section **Documents**).

For detailed information on how to print a meeting, see **Printing the Meetings**.

Detaching Attached Notes

To detach an attached note you must first DISPLAY or MODIFY the meeting.

Issue the following command:

```
DETACH
```

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

```
  3:27 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                      Modify Meeting                          Monday

    Attendees _______________   +---------------------------------------------+
              Selected 0        !       Detach from current Object            !
         Date 26.Nov.2002 to    +---------------------------------------------+
         Time 10:00 AM    to    !  Mark Attached Items                   Type !
      Subject Sales Meeting__   !  --  -------------------------------- ---- !
                                !  __  N Brochures                        Txt !
     Location _______________   !  __  N Topics                          Txt !
       Agenda _______________   !                                            !
  Description _______________   !                                            !
              _______________   !                                            !
              _______________   !                                            !
        Notes 2                 !                                            !
  Display history _             !                                            !
     Keywords _______________   !                                            !
              _______________   !                                            !
  Private use _ or Security R   +---------------------------------------------+

Enter a command, press a PF-key, or enter * to display commands
   Command /                                                            /
 Detach   Erase    Flip
```

You can either DETACH or ERASE an attached note.

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

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

The name of each marked attached note disappears from the window.

Issue the QUIT command to close the window.

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

Printing the Meetings

You can either print an individual meeting or a list of all meetings within a specified time range.

Printing an Individual Meeting

To print the meeting, you can mark it with PR in a screen that shows a list of calendar entries (including the meeting history) or you issue PRINT in the command line when the meeting is displayed. When the meeting has an agenda, the agenda is always printed with the meeting.

The meeting is printed according to the criteria that were defined in your user profile (see **Print Defaults**) or with the OUTPUT command (see the description of the OUTPUT command in section **Documents**).

For a meeting, the following exceptions apply: Update messages for a meeting can only be printed from the "Display History of Meeting" screen. When the "Info" field is marked in the "Print Defaults" window or in the "Specify Printer Output Options" screen, the number of attendees and resources that have accepted or declined the meeting is printed as well as the number of all pending invitations.

When you issue the PRINT command in the screen which shows the agenda, the whole meeting is printed.

Printing a List of Meetings

You can print a list of all meetings any time you want.

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

```
PRINT Meeting from-date to-date Document
```

The parameters *from-date* and *to-date* are optional; they specify a range of dates to be printed.

The optional parameter "Document" causes the following items associated with a meeting to be printed as well: description, location, agenda (name and text) and attached notes. Attached notes are printed only when the "Attached/Cover Notes" field is marked in your user profile (see **Print Defaults**) or in the output options (see the description of the OUTPUT command in section **Documents**). If a meeting exceeds one day, this information is only printed for the *first* day of the meeting.

The following examples show how this function can be used.

PRINT Meeting 12.Mar Document	Print all meetings starting from March 12th with description, location, agenda and attached notes.
PRINT Meeting Document	Print all meetings starting from today with description, location, agenda and attached notes.
PRINT Meeting 1.Jan 31.Dec	Print all meetings from January 1st through December 31st without description, location, agenda and attached notes.

Note:
If you do not specify a year with the date, the current year is automatically printed.

Locked Meetings

Locked Meeting in a Shared Environment

If a user in a shared cabinet is currently modifying a meeting (or if the same user tries to access the same meeting in different sessions at the same time) and you issue the MODIFY, CANCEL, or UNDO command with that meeting, a window appears informing you who is currently modifying the meeting. This is to protect against problems associated with two users simultaneously modifying a meeting in a shared cabinet. The meeting remains locked until the active user leaves the "Modify Meeting" screen with the QUIT or MENU command, or until either the CANCEL or UNDO command is successfully executed. You can then access the meeting and modify it.

System Interruptions

If a meeting is being edited in the "Modify Meeting" screen and a system interruption occurs, the meeting is locked. It is automatically unlocked after 2 calendar days.

If you issue the commands MODIFY, CANCEL or UNDO in conjunction with the locked meeting, a window appears displaying information as to who last modified the meeting and when it was locked.

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

The locked meeting contains only those changes which were saved (when `ENTER` was pressed in the "Modify Meeting" screen).

Resources

A resource is, for example, a PC, a particular room or a projector.

When you add a resource, you make it available to all Con-nect users in your environment. If a resource you have added is "invited" to a meeting, the invitation is put into your Inbasket and you are responsible for managing the calendar of the resource.

Anyone who is planning a meeting can schedule ("invite") a resource by entering its name as an attendee in the "Add Meeting" screen.

This chapter covers the following topics:

- Adding a Resource
- Receiving an Invitation to a Meeting
- Receiving a Cancelation Notification to a Meeting
- Managing Your Resources
- Commands for Resources

Adding a Resource

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

```
ADD Resource
```

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

```
 9:18 AM            * * *  C O N - N E C T  3  * * *                7.May.2002
Cabinet LS                        Add Resource                        Tuesday



  Resource name ________

    Description ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________



    Private use _  or Security Read 7  Modify 7  Copy 7



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 following resource definition criteria in the "Add Resource" screen.

Resource name

A unique name that must not exceed 8 characters.

Press `ENTER` to add the resource.

The blank "Add Resource" screen re-appears and you can add another resource or quit the function.

Receiving an Invitation to a Meeting

If a resource you have added is "invited" to a meeting, the invitation is put into your Inbasket.

When you display an invitation for a meeting that was updated, a window containing the update message is shown first. To display the invitation itself, you then have to press ENTER to close the window. When the invitation is displayed, the current meeting version number is shown below the name of the originator.

The following screen appears when you display a modified invitation:

```
  9:17 AM            * * *  C O N - N E C T  3  * * *                7.May.2002
 Cabinet LS        Display Modified Invitation from                    Tuesday
                Jumper,Julie         22.Aug.2002  3:00 PM
                   Version 2

         Date Thu 22.Aug.2002 to
         Time     3:00 PM     to     10:00 PM
      Subject Party
                                       Check calendar __ days before/after
     Location
       Agenda                                              Display agenda _
  Description


     Resource ESPRESSO

  Display history _                                Display update message _

      Accept  _                      Reply _           Decline and stop  _

You can accept, decline or reply to the invitation
   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 name of the resource is displayed below the description. See **Receiving an Invitation to a Meeting** for a description of this screen (the fields "Add note", "Display notes" and "Decline and add" do not appear for a resource). The field "Check calendar" is treated differently for a resource.

Check calendar

Optional - specify the number of days before and after the meeting date to display all calendar entries of the resource. This is equivalent to issuing the command sequence "DISPLAY Resource *name date-range*". In this case, all conflicting entries in the calendar of the resource are highlighted.

When you accept the invitation for the resource, the date of the meeting is entered in the calendar of the resource (i.e. in the "Display Resource *Name*" screen). The date does *not* appear in the calendar information for your Con-nect menu.

Receiving a Cancelation Notification to a Meeting

When the originator of a meeting cancels the meeting, the meeting entry is not erased from the calendar of the resource until you display the cancelation notification. It is delivered in your Inbasket as type "Canceled".

When you display the cancelation notification, a window containing the cancelation message is shown first. To display the cancelation notification itself, you then have to press ENTER to close the window.

```
  9:23 AM            * * *  C O N - N E C T  3  * * *                7.May.2002
 Cabinet LS        Meeting CANCELED by Jumper,Julie                    Tuesday
                                  22.Aug.2002  3:00 PM
                   Version 2

         Date Thu 22.Aug.2002 to
         Time     3:00 PM     to     10:00 PM
      Subject Party
                                       Check calendar __ days before/after
     Location
       Agenda                                              Display agenda _
  Description


     Resource ESPRESSO

  Display history _                          Display cancelation message _

                                     Reply _                      Erase  _

Entry erased from calendar. Mark Erase to delete notification.
   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 name of the resource is displayed below the description. See **Receiving a Cancelation Notification for a Meeting** for a description of this screen (the fields "Add note", "Display notes" and "Retain" do not appear for a resource). The field "Check calendar" is treated differently for a resource (see above).

Managing Your Resources

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

```
DISPLAY Resource
```

As a result, the "Display Resources" screen appears:

```
 4:02 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS                    Display Resources                     Wednesday

Cmd Resource Description                                  (Owner)  Date Created
--- -------- ------------------------------------------------- -------------
__  Chart    Flip Charts (several)                        (ESH)        2.Feb.94
__  Coffee   Coffee machine Lab.                          (TPI)        8.Jan.94
__  Coffee1  Coffee machine 1st floor                                  1.Feb.94
__  PC1      Personal Computer 486                        (CAC)       12.Jan.94

__  PC2      Personal Computer XT (without hard disk)     (ESH)        2.Feb.94
__  Room-105 Conference Room 1st floor                                 1.Feb.94
__  Room-2   Demo Room                                                 1.Feb.94









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                                /
 Display  Erase    Info     Modify   Top
```

The "Display Resources" screen displays the resources alphabetically. The columns display the following information:

Resource

The name of the resource.

Description

The first 43 characters of the description of the resource.

(Owner)

The owner of the resource is indicated in parentheses. If the resource has been added by you, your user ID is not displayed.

Date Created

The date when the resource was created.

Commands for Resources

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

- DISPLAY
- ERASE
- MODIFY

DISPLAY

Each resource has its own calendar. Thus, when a resource is invited to a meeting, Con-nect can also search the calendar of the resource for free time.

When you DISPLAY a specific resource, the "Display Resource *Name*" screen shows the day(s) for which this resource has been scheduled:

```
 4:07 PM             * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS               Display Resource ROOM-105                  Wednesday

Cmd From Date       Time     To Date         Time  Daily  Subject
--- --------------- -------- --------------- ------------ --------------------
__  Mon  21.Feb.94   1:00 PM >Wed 23.Feb.94   2:00 PM dai Sales Meeting
__  Wed  23.Feb.94   3:00 PM Fri 25.Feb.94    5:00 PM dai Press Conference
__  Tue  15.Mar.94  12:01 AM >Thu 17.Mar.94  11:59 PM     Annual Meeting









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Display  Erase    Top
```

Note:
When you display the calendar of a resource which has been added by another Con-nect user, the commands DISPLAY and ERASE do not appear in the command prompting line of the "Display Resource *Name*" screen. However, if you are the administrator, these commands also appear.

The calendar entries are arranged chronologically. When separate daily entries have been specified for a meeting, this is indicated in the "Daily" column.

In this screen, date and time are displayed as specified in your user profile (see **Date and Time Formats**).

When the date of a meeting has passed, the resource does *not* automatically disappear from the "Display Resource *Name*" screen. You can either leave it the calendar of the resource for record-keeping purposes, or ERASE it. When you erase a meeting it is removed from the calendar of the resource - it is not placed in the Wastebasket.

When you issue, for example, the command "POSITION 11.1.94", the "Display Resource *Name*" screen starts with the specified date (or with the next calendar entry, if there are no entries for the specified date). However, when a meeting has started on the 10.1.94 and ends at the 12.1.94, it is *not* displayed, since the starting date has already passed.

ERASE

You can only ERASE the resources which have been added by yourself. If you are the administrator, you can erase all resources.

The resource is removed from Con-nect. It is not placed in the Wastebasket.

MODIFY

You can only MODIFY the resource definition criteria for resources which have been added by yourself. If you are the administrator, you can modify the resource definition criteria for all resources.

Appointments

You can enter both business and personal appointments in your calendar. You can also enter repeated appointments, for example, for every second Friday of a month. The appointment is a calendar entry which also appears in the calendar information of your Con-nect menu.

This chapter covers the following topics:

- Adding an Appointment
- Keeping Track of Appointments
- Commands for Appointments
- Notes Attached to an Appointment
- Printing the Appointments
- Locked Appointments

Adding an Appointment

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

```
ADD Appointment
```

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

```
  2:45 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                        Add Appointment                       Monday



         Date ___________ to ___________               No time occupancy _
         Time ________    to ________             Separate daily entries _
      Subject ____________________              Ignore existing entries _
                                     Check calendar __ days before/after
     Location ____________________________________________________________
       Agenda ___________________________________ Editor _      Copy agenda _
  Description ____________________________________________________________
              ____________________________________________________________
              ____________________________________________________________
        Notes 0                                Add note _ Display notes _

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

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 have to enter in every "Add" screen (see **The "Add" Screens**), you must specify the following information in the "Add Appointment" screen.

Date

The (starting) date of the appointment.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique.

to

Optional - the ending date of the appointment.

If the appointment exceeds one day, you must enter the ending date of the appointment.

No time occupancy

When you mark this field, the specified time range is *not* reserved in your calendar. This means that if another user invites you to a meeting and searches your calendar, this time is not marked as occupied.

Thus, you can add important dates such as school holidays or a computer fair, to your calendar.

When this field is marked, Con-nect does not check whether there are parallel entries in your calendar (i.e. if there are parallel entries with time occupation, you are not prompted to mark the "Ignore existing entries" field).

Caution:
A time range is only reserved, if you enter a starting time *and* an ending time, and provided that you have *not* marked the "No time occupancy" field.

Time

Optional - the starting time of the appointment.

If you only enter a starting time (and no ending time), this time is *not* reserved. This means that if another user invites you to a meeting and searches your calendar, this time is not marked as occupied.

If you enter an ending time, but do not enter a starting time, Con-nect automatically enters 12:01 AM (when you are using the AM/PM time format) or 0:00 (when you are using the 24 hour time format) as the starting time.

to

Optional - the ending time of the appointment.

If you do not enter both a starting time and an ending time, Con-nect automatically enters the time range from 12:01 AM to 11:59 PM (when you are using the AM/PM time format) or 0:00 to 23:59 (when you are using the 24 hour time format).

Separate daily entries

Optional - if your appointment exceeds one day, you can mark this field with any character to reserve only the specified time range for each day.

If you mark this field and the starting time is later than the ending time, the specified time range is also reserved. For example, when you enter the time range from 6. June 8 PM (20:00) to 7. June 2 AM (2:00), the specified time range is reserved for two (!) days (starting in the evening and ending two hours after midnight).

If you do not mark this field, the *whole* time range starting with the starting time on the first day and ending with the ending time of the last day is reserved.

Subject

The subject of the appointment.

One of the following must be specified: subject, description or location. Since the subject serves as an identifier in calendar information of the Con-nect menu and in the calendar screens, it is recommended that you always enter a subject.

Ignore existing entries

Optional - if you mark this field with any character you can permit parallel entries with time occupation in your own calendar. In this case, Con-nect does not check whether there are existing entries in your calendar.

"Existing entries" are those entries which occupy time in your calendar (i.e. these calendar entries have an ending time and the "No time occupancy" field has not been marked).

If you do not mark this field, you can only add a parallel appointment to your calendar which does not occupy time (i.e. an appointment that only has a starting time and no ending time; or when the "No time occupancy" field has been marked).

If you have not marked this field and there are already meetings or appointments with time occupation in your calendar (provided that you have not marked the "No time occupancy" field), Con-nect prompts you to mark this field.

Check calendar

Optional - specify the number of days before and after the appointment date to display all scheduled meetings, appointments, reminders or todos currently in your calendar (see **Checking the Calendar**).

Location

Optional - the location of the appointment.

Agenda

Optional - the name of the agenda. When specify a name in this line, you must also mark *one* of the following fields:

- **Editor**
  When you mark this field, the name in the "Agenda" line is used as the name for a new agenda. The Con-nect editor is invoked and you can type the text of your agenda. See **Text Processing** for detailed information on the Con-nect editor. The agenda can only be retrieved via the appointment for which it has been created. It is not filed as a document.

- **Copy agenda**
  When you mark this field, the name in the "Agenda" line must be the name of an existing document in your cabinet.

  If you are unsure of the name, you can enter an asterisk (*) in the "Agenda" line (to begin the search with one or more particular letters, enter for example, "BIN*") and press `ENTER`. Mark the document you want to attach with any character and press `ENTER`.

  The agenda is just a copy of a document. Thus, when you MODIFY the original document, the modifications are *not* included in the agenda.

After an agenda has been defined, the name of the field "Copy agenda" changes to "Display agenda". You can then display the agenda by marking the "Display agenda" field.

If you want to rename the agenda, you just have to type a new name in the "Agenda" line.

If you want to define another agenda, you first have to delete the previous agenda. To do so, overwrite the name of the agenda with blanks and press `ENTER`. A window appears asking whether you want to erase or detach the agenda. When you select to detach the agenda, it is stored as a document in the default folder.

Description

Optional - information concerning the appointment.

Add note

If you want to attach a note to the appointment, mark this field with any character (see **Notes Attached to an Appointment**).

Display notes

If you have attached notes to the appointment, you can mark this field with any character to display the notes (see **Reading Attached Notes**).

Keywords

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

Private use

Optional - when you mark this field with any character, the appointment is not displayed in the overlay calendar of another user. Furthermore, the appointment is not displayed in your calendar, when another user accesses your cabinet with the command sequence "USE Cabinet *cabinet-ID*".

Press ENTER to add the appointment.

The blank "Add Appointment" screen re-appears and you can add another appointment or quit the function.

Keeping Track of Appointments

Issue the following command sequence from any point in Con-nect to display a list of your appointments starting with the current date (the date which is displayed to the right of the screen name indicates your next appointment):

```
DISPLAY Appointment
```

Issue the following command sequence from any point in Con-nect to display a list of your appointments starting with the date you specify (or with the next appointment, if there are no appointments for the specified date):

```
DISPLAY Appointment date
```

Issue the following command sequence from any point in Con-nect to display a list of your appointments starting and ending with the dates you specify:

```
DISPLAY Appointment from-date to-date
```

Note:
If you do not specify a year with the date, the current year is automatically displayed.

```
10:54 AM            * * *  C O N - N E C T  3  * * *                 22.Oct.97
Cabinet LS               Display Appointm 24.Nov.97                  Wednesday
                                                                   Agenda
Cmd Day Date        Start    End      Type  Subject             Notes Overlay
--- --- ----------- -------- -------- ----- ------------------------ --------
__  Mon   24.Nov.97 11:00 AM  2:00 PM   A   Visit Alec Jr.        A
__  Fri   12.Dec.97 12:01 AM 11:59 PM   A * Vacation                   ESH
__  Sat   13.Dec.97 12:01 AM 11:59 PM   A > Vacation                   ESH
__  Sun   14.Dec.97 12:01 AM 11:59 PM   A > Vacation                   ESH

__  Mon   15.Dec.97 12:01 AM 11:59 PM   A > Vacation                   ESH
__                  12:00 PM  2:00 PM   A   Lunch with Thomas
__  Tue   16.Dec.97 12:01 AM 11:59 PM   A > Vacation                   ESH
__  Wed   17.Dec.97 12:01 AM 11:59 PM   A < Vacation                   ESH

__  Sun   21.Dec.97  9:00 AM 11:59 PM   A * Munich                  N
__  Mon   22.Dec.97 12:01 AM  8:00 PM   A < Munich                  N
__  Thu   25.Dec.97  3:00 PM 11:59 PM   A   Xmas Party              N


Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                          /
Copy     Display  Erase    Info     Modify   Output   Print    Top
```

The "Display Appointment" screen displays the appointments chronologically. The columns display the following information:

Day

The name of the day.

Date

The date of the appointment.

Start

The starting time of an appointment.

End

The time the appointment ends on that day.

Type

The type of calendar entry: A for appointment.

A (before the type indicates that the appointment does *not* occupy time in your calendar.

An asterisk (*) after the type indicates the first day of an appointment which exceeds one day.

> after the type indicates that the appointment is continued from the previous day and that it continues on the next day.

< after the type indicates that the appointment is continued from the previous day and that it ends on that day.

Subject

The subject of the appointment.

Agenda/Notes

This column is marked with A if the appointment contains an agenda and/or with N if the appointment contains attached notes.

Overlay

A user ID in this column indicates an appointment in the calendar of that user.

Commands for Appointments

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

- COPY
- DISPLAY
- ERASE

COPY

You can add an appointment to your calendar by copying an existing one (this can either be an appointment in your own calendar or in the overlay calendar) with the COPY command.

You can also copy an appointment to another cabinet, if its user has given you permission (see **Adding Shared Users to Your Private Cabinet**).

Agenda and attached notes are not copied.

When you copy an appointment from the overlay calendar, the cabinet ID of that user is displayed in the upper left corner of the "Copy Appointment" screen.

```
  2:57 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                       Copy Appointment                      Monday

 Copy to cabinet LS______
                                                      Repeated single day _
         Date 6.Dec.2002_ to ___________                No time occupancy _
         Time 11:00 AM    to 1:00 PM_             Separate daily entries _
      Subject Brunch_______________               Ignore existing entries _
                                        Check calendar __ days before/after

     Location My house_____________________________________________________
       Agenda _________________________________ Editor _      Copy agenda _
  Description ________________________________________________________________
              ________________________________________________________________
              ________________________________________________________________
        Notes 0                                 Add note _ Display notes _

     Keywords ________________  ________________  ________________
              ________________  ________________  ________________
  Private use _ or Security Read 0  Modify 0  Copy 0  Print 0
Complete the information above and press ENTER to copy
   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 "Copy Appointment" screen contains two additional fields which are not displayed in the "Add Appointment" screen:

Copy to cabinet

By default, Con-nect has entered your own cabinet ID. To copy an appointment to another user's cabinet, you must enter the cabinet ID of that user.

An appointment which has been copied from one cabinet into another cabinet will be displayed only once in the "Display Appointment" screen (i.e. it does not appear in the overlay calendar). However, in the following cases, both appointments will be shown: if you modify the information in one of the date and time fields, or in the "Separate daily entries" field while the "Copy Appointment" screen is still displayed; or, if the MODIFY command is issued with any of the appointments (original or copy).

Repeated single day

Optional - you can mark this field with any character to specify repeated single-day appointments.

You can specify a maximum of 90 repeated single-day appointments.

This function adds only appointments which do not exceed 24 hours.

To specify repeated single-day appointments, you must also mark the "Ignore existing entries" field with any character.

This function does not search for free time.

You need not enter a new subject for the repeated appointments.

The "Editor" field is not available when the "Repeated single day" field is marked. Use the "Copy agenda" field instead.

The "Add note" field is not available when the "Repeated single day" field is marked.

When you mark the "Repeated single day" field and press `ENTER`, the "Repeat Calendar Entry" window appears:

```
  2:59 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                       Copy Appointment                      Monday

 Copy to cabinet LS______             +---------------------------------------+
                                      !        Repeat Calendar Entry          !
         Date 6.Dec.2002_ to ______   +---------------------------------------+
         Time 11:00 AM    to 1:00 P   !  Every __ _ Day                      !
      Subject Brunch_____________     !           _ Week                     !
                                      !           _ Month                    !
                                      !           _ Year                     !
     Location My house_____________   !  Every __ _ Monday                   !
       Agenda ______________________  !           _ Tuesday                  !
  Description ______________________  !           _ Wednesday                !
              ______________________  !           _ Thursday                 !
              ______________________  !           _ Friday                   !
        Notes 0                       !           _ Saturday                 !
                                      !           _ Sunday                   !
     Keywords _______________  ____   !  Start 6.Dec.2002_  End ___________  !
              _______________  ____   +---------------------------------------+
  Private use _ or Security Read 0
Complete the information above and press ENTER to copy
   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
```

You specify a frequency in the first "Every" line by entering a number between 1 and 99. You mark an option (Day, Week, Month or Year) with any character.

You specify a frequency in the second "Every" line by entering a number between 1 and 99. You mark a day of the week with any character.

You can enter any logical combination of frequencies (see the examples below).

You enter the time range (starting and ending dates) for which you want to specify the repeated appointments in the lines at the bottom of the window. The ending date refers to the last day for which an appointment is to be added (this is important when you add appointments which continue after midnight; the ending date does not refer to the day on which the last appointment is to end).

To close the window and to copy the appointments, you must press `ENTER`.

Examples for repeated single-day appointments

To specify appointments for every second day, you enter "2" in the first "Every" line and mark "Day" with any character.

To specify appointments for the 11th of each month, the starting date must also be the 11th of a month. You enter "1" in the first "Every" line and mark "Month" with any character.

To specify appointments for every Monday, you enter "1" in the second "Every" line and mark "Monday" with any character.

To specify appointments for every second Friday of each third month, you enter "3" in the first "Every" line and mark "Month" with any character; next you enter "2" in the second "Every" line and mark "Friday" with any character.

When the starting date is on a Thursday and you enter "2" in the first "Every" line and mark "Week" with any character (you do not enter anything in the lines below), appointments are copied for each second Thursday.

Exceptions

To specify the *last* week of a month, you enter "5" in the second "Every" line.

To specify the *last* week of a year, you enter "53" in the second "Every" line.

For example, to specify appointments for each *last* Wednesday of a month, you must enter "1" in the first "Every" line and mark "Month" with any character; next you enter "5" in the second "Every" line and mark "Wednesday" with any character.

DISPLAY

You can attach notes to the appointment. When the appointment contains attached notes, you can mark the "Display notes" field to display them. See **Notes Attached to an Appointment** for further information.

When the appointment contains an agenda, you can mark the "Display agenda" field to display it. When the agenda is displayed, you can COPY or PRINT it.

When you copy the agenda, the "Copy Document" screen appears. The name of your default folder is shown in the "Folder" line. The subject of the appointment is shown in the "From" line. The name of the original document is shown in the first "Description" line. If the appointment has a description, it is shown in the next three lines of the description. If the appointment includes keywords, they are shown in the "Keywords" fields. See the description of the COPY command in section **Documents** for further information.

When issue the PRINT command in the screen which shows the agenda, the whole appointment is printed. It is printed according to the criteria that were defined in your user profile (see **Print Defaults**) or with the OUTPUT command (see the description of the OUTPUT command in section **Documents**).

ERASE

When you ERASE an appointment, it is removed from the calendar screens and calendar information - it is not placed in your Wastebasket.

To erase an appointment which exceeds one day, you need not mark each day of the appointment in the "Display Appointment" screen with ER - you can mark any day of the appointment with ER to erase the whole appointment.

If you want to erase repeated single-day appointments, you must mark each appointment you wish to erase with ER.

Notes Attached to an Appointment

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

An attached note cannot be converted into a notepad page. When you DETACH an attached note from an appointment, it is converted into a document.

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

The following topics are covered below:

- Attaching a Notepad Page to an Appointment
- Reading Attached Notes
- Printing Attached Notes
- Detaching Attached Notes

Attaching a Notepad Page to an Appointment

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

Next, mark the "Add note" field and press ENTER.

```
  3:02 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                      Modify Appointment                      Monday

                                      +---------------------------------------+
                                      ! Notepad Subject: ( or '*' to Select ) !
         Date 6.Dec.2002_ to ______   ! ___________________________________      !
         Time 11:00 AM    to 1:00 P   +---------------------------------------+
      Subject Brunch_______________   ! _ Mark to Attach to Current Object    !
                                      ! ______________________________________ !
     Location My house_______________ ! ______________________________________ !
       Agenda ______________________  ! ______________________________________ !
  Description ______________________  ! ______________________________________ !
              ______________________  ! ______________________________________ !
              ______________________  ! ______________________________________ !
        Notes 0                       ! ______________________________________ !
                                      ! ______________________________________ !
     Keywords ________________  ____  ! ______________________________________ !
              ________________  ____  ! ______________________________________ !
  Private use _ or Security Read 7    +---------------------------------------+

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
```

If you want to attach a *new* notepad page to an appointment, 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 appointment.

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 appointment to which it has been attached.

To read an attached note you must first DISPLAY or MODIFY the appointment.

The number of attached notes is indicated in the "Notes" line of the "Display Appointment" or "Modify Appointment" screen.

Mark the "Display notes" 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.

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).

Printing Attached Notes

Attached notes are automatically printed with an appointment, when the "Attached/Cover Notes" field is marked in your user profile (see **Print Defaults**) or in the output options (see the description of the OUTPUT command in section **Documents**).

For detailed information on how to print an appointment, see **Printing the Appointments**.

Detaching Attached Notes

To detach an attached note you must first DISPLAY or MODIFY the appointment.

Issue the following command:

```
DETACH
```

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

```
  3:06 PM            * * *  C O N - N E C T  3  * * *                6.May.2002
 Cabinet LS                      Modify Appointment                      Monday

                                 +---------------------------------------------+
                                 !       Detach from current Object            !
         Date 6.Dec.2002_ to     +---------------------------------------------+
         Time 11:00 AM    to     !  Mark Attached Items                   Type !
      Subject Brunch_________    !  --  -------------------------------- ---- !
                                 !  __  N Cake and tea                     Txt !
     Location My house_______    !  __  N Salad                            Txt !
       Agenda ________________   !  __  N Wine                             Txt !
  Description ________________   !  __  N Meat                             Txt !
              ________________   !                                             !
              ________________   !                                             !
        Notes 4                  !                                             !
                                 !                                             !
     Keywords ________________   !                                             !
              ________________   !                                             !
  Private use _ or Security R    +---------------------------------------------+

Make all required changes and press ENTER to modify
   Command /                                                              /
 Detach   Erase    Flip
```

You can either DETACH or ERASE an attached note.

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

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

The name of each marked attached note disappears from the window.

Issue the QUIT command to close the window.

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

Printing the Appointments

You can either print an individual appointment or a list of all appointments within a specified time range.

Printing an Individual Appointment

To print the appointment, you either mark it with PR in a screen which shows a list of calendar entries or you issue PRINT in the command line when the appointment is displayed. When the appointment has an agenda, the agenda is always printed with the appointment.

The appointment is printed according to the criteria that were defined in your user profile (see **Print Defaults**) or with the OUTPUT command (see the description of the OUTPUT command in section **Documents**).

When you issue the PRINT command in the screen which shows the agenda, the whole appointment is printed.

Printing a List of Appointments

You can print a list of all appointments any time you want.

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

```
PRINT Appointment from-date to-date Document
```

The parameters *from-date* and *to-date* are optional; they specify a range of dates to be printed.

The optional parameter "Document" causes the following items associated with an appointment to be printed as well: description, location, agenda (name and text) and attached notes. Attached notes are printed only when the "Attached/Cover Notes" field is marked in your user profile (see **Print Defaults**) or in the output options (see the description of the OUTPUT command in section **Documents**). If an appointment exceeds one day, this information is only printed for the *first* day of the appointment.

The following examples show how this function can be used:

PRINT Appointment 3.Jan Document	Print all appointments starting from January 3rd with description, location, agenda and attached notes.
PRINT Appointment Document	Print all appointments starting from today with description, location, agenda and attached notes.
PRINT Appointment 1.Jan 31.Dec	Print all appointments from January 1st through December 31st without description, location, agenda and attached notes.

Note:
If you do not specify a year with the date, the current year is automatically printed.

Locked Appointments

Locked Appointment in a Shared Environment

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

System Interruptions

If an appointment is being edited in the "Modify Appointment" screen and a system interruption occurs, the appointment is locked. It is automatically unlocked after 2 calendar days.

If you issue the MODIFY or ERASE command in conjunction with the locked appointment, a window appears displaying information as to who last modified the appointment and when it was locked.

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

The locked appointment contains only those changes which were saved (when `ENTER` was pressed in the "Modify Appointment" screen).

Reminders

The reminder (a window that appears in your current screen) makes sure that you do not forget important events. It appears at the intervals you specify and it disappears when you issue the QUIT command.

The reminder is a calendar entry which also appears in the calendar information of your Con-nect menu.

Tip:
There is no limit to the number of concurrent reminders, however, you should limit the number yourself, as it tends to become confusing if a different reminder appears every other minute.

A reminder appears only in your *own* cabinet at the specified intervals. When you access the cabinet of another user with the command sequence "USE Cabinet *cabinet-ID*", the reminders of that user do not appear (even if you have added the reminder yourself in that cabinet).

This chapter covers the following topics:

- Adding a Reminder
- Keeping Track of Reminders
- Commands for Reminders
- Printing the Reminders

Adding a Reminder

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

```
ADD Reminder
```

As a result, the "Add Reminder" window appears.

```
  4:13 PM            * * *  C O N - N E C T  3  * * *              7.May.2002
 Cabinet LS        Modify  Fiber-optics and Sharks                    Tuesday
 Folder  Work             File
   ....+....10...+....20...+....30.   +---------------------------------------+
   Marine biologists have charted s   !              Add Reminder             !
   feeding habits of sharks.          +---------------------------------------+
                                      ! Date     ___________ Time ________    !
   In the past two years, sharks ha   ! Subject  ____________________         !
   fiber-optic telephone cable off    ! Description                           !
   is expensive. An average cable r   ! ______________________________________ !
   least $150,000.                    ! ______________________________________ !
                                      ! ______________________________________ !
   ... < .. / ...+... / ...+....30.   ! ______________________________________ !
            Depth     Ft. Cable       ! ______________________________________ !
            -----     ---------       ! ______________________________________ !
            1,000     10,000          ! ______________________________________ !
            2,000     15,000          ! Repeat __ times, at intervals of      !
                                      !        __ days, __ hours __ minutes   !
   ....+....10...+....20...+....30.   +---------------------------------------+
   What is it about fiber-optic cab
Text has been edited and saved
   Command /                                                            / l ,
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
```

Enter the following information in the "Add Reminder" window:

Date

The date of the event about which you want to be reminded.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique.

If you do not specify a repetition factor, the reminder appears once when you press `ENTER` after the specified date and time have been reached.

Time

Optional - the time at which the reminder is to appear. If you do not enter a time, the reminder appears at the intervals you define until the specified date is reached.

If you do not enter a time, Con-nect automatically enters 12:01 AM (when you are using the AM/PM time format) or 0:00 (when you are using the 24 hour time format) as the time.

Subject

The subject of the reminder.

If you do not enter a subject, you must enter a description.

Since the subject serves as an identifier in calendar information of the Con-nect menu and in the calendar screens, it is recommended that you always enter a subject.

Description

Optional - information which is to appear with the reminder.

Repeat _ times

Optional - the repetition factor indicates how often the reminder is to appear *before* the specified date and time (in addition to the date and time specified).

You can enter a number from 1 through 99.

If you want to be reminded each day of an event - starting with the current day - and do not know how many days are between today and the date of the event, you can specify the highest possible repetition factor (99). Con-nect checks each time whether the repetition factor corresponds to the date you specified. If not, the repetition factor is automatically adjusted.

_ days, _ hours _ minutes

Optional - the interval at which the reminder is to appear *before* the specified date and time (for example, every second day, every 3 hours, or every 20 minutes).

You can specify an interval by entering a one- or two-digit number in the corresponding field. You can only specify one option.

The minimum interval is 3 minutes (if you specify a shorter interval, it is automatically set to 3 and the number of repetitions are modified accordingly).

For example, if you want to be reminded of something once each day - 10 days before the date is reached - you must enter "10" as the repetition factor and "1" in the "days" field. You will get the first reminder 10 days before the specified date.

Press `ENTER` to add the reminder.

The blank "Add Reminder" window re-appears and you can add another reminder or quit the function.

Keeping Track of Reminders

Issue the following command sequence from any point in Con-nect to display a list of your reminders starting with the current date (the date which is displayed to the right of the screen name indicates your next reminder):

```
DISPLAY Reminder
```

Issue the following command sequence from any point in Con-nect to display a list of your reminders starting with the date you specify (or with the next reminder, if there are no reminders for the specified date):

```
DISPLAY Reminder date
```

Issue the following command sequence from any point in Con-nect to display a list of your reminders starting and ending with the dates you specify:

```
DISPLAY Reminder from-date to-date
```

Note:
If you do not specify a year with the date, the current year is automatically displayed.

```
 4:22 PM            * * *  C O N - N E C T  3  * * *                 22.Oct.97
Cabinet LS               Display Reminder 10.Feb.98                  Wednesday
                                                                   Agenda
Cmd Day Date        Start    End      Type  Subject             Notes Overlay
--- --- ----------- -------- -------- ----- ------------------------ --------
__  Tue   10.Feb.98  3:00 PM          ( R   Call Thomas
__  Tue    3.Mar.98  2:00 PM          ( R   Book flight to L.A.
__  Thu    5.Mar.98  4:00 PM          ( R   Mary's birthday
__  Fri   17.Apr.98 10:00 AM          ( R   HQ Meeting

__  Wed   26.Aug.98  6:00 PM          ( R   Thomas' birthday









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
Cancel   Display  Erase    Info     Modify   Top
```

The "Display Reminder" screen displays the reminders chronologically. The columns display the following information:

Day

The name of the day.

Date

The date of the event about which you want to be reminded.

Start

The time of the event.

End

Not relevant here.

Type

The type of calendar entry: R for reminder.

A reminder has no ending time. Thus, a (is displayed before the type to indicate that the reminder does *not* occupy time in your calendar.

Subject

The subject of the reminder.

Agenda/Notes

Not relevant here.

Overlay

A user ID in this column indicates a reminder in the calendar of that user.

Commands for Reminders

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

- CANCEL
- ERASE
- MODIFY

CANCEL

You can CANCEL a reminder if the specified date and time has not yet been reached (for example, if the task about which you wanted to be reminded has already been completed).

However, the reminder is not removed from your calendar screens. You can always display your past reminders. The date and time you specified are substituted with the date and time when you canceled the reminder, and the repetition factor is set to 0.

ERASE

When you ERASE a reminder, the reminder is canceled *and* removed from the calendar screens and calendar information. It is not placed in your Wastebasket.

MODIFY

You can modify a reminder either with the MODIFY command, or while it appears at the specified time or interval.

When you specified a repetition factor and an interval, the information shown in the "Reminder" window indicates how often the reminder will appear before the specified date and time.

You can modify *all* information shown. You must press `ENTER` to confirm your modifications.

Printing the Reminders

You can print a list of all reminders any time you want.

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

```
PRINT Reminder from-date to-date Document
```

The parameters *from-date* and *to-date* are optional; they specify a range of dates to be printed. The optional parameter "Document" causes the descriptions of the reminders to be printed as well.

Note:
Only the first five lines of the description are printed.

The following examples show how this function can be used:

PRINT Reminder 3.Apr Document	Print all reminders starting from April 3rd with descriptions.
PRINT Reminder Document	Print all reminders starting from today with descriptions.
PRINT Reminder 1.Jan 31.Dec	Print all reminders from January 1st through December 31st without descriptions.

Note:
If you do not specify a year with the date, the current year is automatically printed.

Todos

The todo makes sure that you do not forget an important task.

You can use the todo to suspend a task. For example, you might be in the middle of modifying a text when it becomes necessary to do something else. If you link the current document to a todo, you can later resume the suspended task by performing the todo.

The todo is a calendar entry which also appears in the calendar information of your Con-nect menu.

This chapter covers the following topics:

- Adding a Todo
- Keeping Track of Todos
- Commands for Todos
- Printing the Todos

Adding a Todo

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

```
ADD Todo
```

As a result, the "Add Todo" window appears.

```
  4:17 PM             * * *  C O N - N E C T  3  * * *              7.May.2002
 Cabinet LS        Modify  Fiber-optics and Sharks                     Tuesday
 Folder  Work             File
   ....+....10...+....20...+....30.   +---------------------------------------+
   Marine biologists have charted s   !              Add Todo                 !
   feeding habits of sharks.          +---------------------------------------+
                                      ! Date     ___________ Time ________    !
   In the past two years, sharks ha   ! Subject  ____________________         !
   fiber-optic telephone cable off    ! Description                           !
   is expensive. An average cable r   ! ______________________________________ !
   least $150,000.                    ! ______________________________________ !
                                      ! ______________________________________ !
   ... < .. / ...+... / ...+....30.   ! ______________________________________ !
            Depth     Ft. Cable       ! Command                               !
            -----     ---------       ! Modify___________________________      !
            1,000     10,000          ! Document_________________________      !
            2,000     15,000          ! Fiber-optics/and/Sharks_________      !
                                      ! ______________________________      !
   ....+....10...+....20...+....30.   +---------------------------------------+
   What is it about fiber-optic cab
Complete the information above and press ENTER to add
   Command /                                                            / l ,
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
```

Enter the following information in the "Add Todo" window.

Date

The date on which you wish to perform this todo.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique.

Time

Optional - the time when you want to perform this todo.

If you do not enter a time, Con-nect automatically enters 12:01 AM (when you are using the AM/PM time format) or 0:00 (when you are using the 24 hour time format) as the time.

Subject

The subject of the todo.

If you do not enter a subject, you must enter a description.

Since the subject serves as an identifier in calendar information of the Con-nect menu and in the calendar screens, it is recommended that you always enter a subject.

Description

Optional - information concerning the todo.

Command

If your last command is executable, Con-nect fills in the command, object and parameter that correspond to your current task in the three lines.

If your last command is not executable (for example, if your last command was MENU), these lines remain blank.

Optional - you can link the todo to another task by typing another command, object and parameter in these lines.

Important:
Command, object and parameter must be entered in the same sequence as entered in the command line.

Press `ENTER` to add the todo.

The blank "Add Todo" window re-appears and you can add another todo or quit the function.

If you want to resume the suspended task, you must PERFORM the todo.

Keeping Track of Todos

Issue the following command sequence from any point in Con-nect to display a list of your todos starting with the current date (the date which is displayed to the right of the screen name indicates your next todo):

```
DISPLAY Todo
```

Issue the following command sequence from any point in Con-nect to display a list of your todos starting with the date you specify (or with the next todo, if there are no todos for the specified date):

```
DISPLAY Todo date
```

Issue the following command sequence from any point in Con-nect to display a list of your todos starting and ending with the dates you specify:

```
DISPLAY Todo from-date to-date
```

Note:
If you do not specify a year with the date, the current year is automatically displayed.

```
 4:24 PM            * * *  C O N - N E C T  3  * * *                22.Oct.97
Cabinet LS               Display Todo     26.Jan.98                 Wednesday
                                                                  Agenda
Cmd Day Date        Start    End      Type  Subject             Notes Overlay
--- --- ----------- -------- -------- ----- ------------------------ --------
__  Mon   26.Jan.98  2:00 PM          ( T   Book orders
__  Tue    3.Feb.98 10:00 AM          ( T   Fiber
__  Wed    4.Mar.98  3:00 PM          ( T   Results









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Display  Erase    Info     Modify   Perform  Top
```

The "Display Todo" screen displays the todos chronologically. There may be even todos for which you specified an earlier date - those are the todos you have not yet performed. If you do not perform the todo until the specified time, it is removed from the calendar information of your Con-nect menu; however, it is still displayed in the "Display Todo" screen.

The columns display the following information:

Day

The name of the day.

Date

The date on which you want to perform the todo.

Start

The time when you want to perform the todo.

End

Not relevant here.

Type

The type of calendar entry: T for todo.

A todo has no ending time. Thus, a (is displayed before the type to indicate that the todo does *not* occupy time in your calendar.

Subject

The subject of the todo.

Agenda/Notes

Not relevant here.

Overlay

A user ID in this column indicates a todo in the calendar of that user.

Commands for Todos

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

- ERASE
- MODIFY
- PERFORM

ERASE

When you ERASE a todo, it is removed from the calendar screens and calendar information. It is not placed in your Wastebasket.

MODIFY

The following restriction applies to the overlay calendar:

You cannot MODIFY the command sequence assigned to the todo, since the todo refers to objects in the cabinet of the other user. You can only modify the date, time, subject and description of the todo.

However, when you access another user’s cabinet with the command sequence "USE Cabinet *cabinet-ID*", this restriction does not apply.

PERFORM

When you add a todo, you specify a command, object and parameter. To carry out this command sequence, you must mark the todo with PE. As soon as a todo is performed, it is erased from your calendar. It is not placed in your Wastebasket.

The following restriction applies to the overlay calendar: you cannot PERFORM a todo in the overlay calendar, since the todo refers to objects in the cabinet of the other user. However, when you access another user’s cabinet with the command sequence "USE Cabinet *cabinet-ID*", this restriction does not apply.

Printing the Todos

You can print a list of all todos any time you want.

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

```
PRINT Todo from-date to-date Document
```

The parameters *from-date* and *to-date* are optional; they specify a range of dates to be printed. The optional parameter "Document" causes the descriptions and commands of the todos to be printed as well.

The following examples show how this function may be used:

PRINT Todo 3.Mar Document	Print all todos starting from March 3rd with descriptions and commands.
PRINT Todo Document	Print all todos starting from today with descriptions and commands.
PRINT Todo 1.Jan 31.Dec	Print all todos from January 1st through December 31st without descriptions and commands.

Note:
If you do not specify a year with the date, the current year is automatically printed.

Managing Your Calendar

Your Con-nect calendar contains entries for your meetings, appointments, reminders and todos, including all entries in the overlay calendar. As soon as an event has passed, the entry is removed from the calendar information of the Con-nect menu (an appointment or meeting will not be removed from the calendar information until the ending time of the event has passed).

All entries are retained in your calendar for record-keeping purposes until you erase them. There is one exception: a todo is automatically erased from your calendar as soon as it is performed.

Each resource has its own calendar. To display the calendar for a resource, you must DISPLAY the resource.

This chapter covers the following topics:

- Displaying the Calendar
- Commands for Calendar Entries
- Printing Your Calendar
- Displaying the Calendar by the Day
- Displaying the Calendar by the Week
- Displaying the Calendar by the Month
- Displaying the Calendar by the Year

Displaying the Calendar

Issue the following command sequence from any point in Con-nect to display a list of your calendar entries starting with the current date (the date which is displayed to the right of the screen name indicates your next calendar entry):

```
DISPLAY Calendar
```

Issue the following command sequence from any point in Con-nect to display a list of your calendar entries starting with the date you specify (or with the next calendar entry, if there are no entries for the specified date):

```
DISPLAY Calendar date
```

Issue the following command sequence from any point in Con-nect to display a list of your calendar entries starting and ending with the dates you specify:

```
DISPLAY Calendar from-date to-date
```

Note:
If you do not specify a year with the date, the current year is automatically displayed.

```
 11:53 AM            * * *  C O N - N E C T  3  * * *                 13.Dec.99
 Cabinet LS               Display Calendar 13.Dec.99                     Monday
                                                                  Agenda
 Cmd Day Date        Start    End      Type  Subject             Notes Overlay
 --- --- ----------- -------- -------- ----- ------------------------ --------
 __  Mon   13.Dec.99 11:00 PM 11:59 PM   M * Planning                  JE
 __  Tue   14.Dec.99 12:01 AM 12:30 AM   M < Planning                  JE
 __                   9:00 AM 10:00 AM   M   Strategy
 __                   9:00 AM 12:30 PM   M   Marketing                 JE

 __                  10:00 AM 12:00 PM   A   Brunch                 N
 __  Thu   16.Dec.99  9:00 AM 12:30 PM   M   Marketing                 JE
 __                   3:00 PM  5:00 PM ? M   Xmas Party Planning
 __  Sat   18.Dec.99 10:00 AM          ( T   Fiber

 __  Mon   20.Dec.99  9:00 AM          ( R   Call for Doctor Appt
 __  Thu   23.Dec.99  9:00 AM 11:59 PM   A * Vacation
 __                  11:00 AM  2:00 PM x M   more tests             N
 __  Fri   24.Dec.99 12:01 AM 11:59 PM   A > Vacation

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                          /
 Address  Cancel   Copy     Display  Erase    Info     Modify   Output   Perfor
 Print    Replies  Top      Undo
```

The "Display Calendar" screen displays the calendar entries chronologically. The columns display the following information:

Day

The name of the day.

Date

The date of the calendar entry.

Start

The starting time of an appointment or meeting; or the time of an event of which you want to be reminded; or the time at which you want to resume a todo.

End

The time the appointment or meeting ends on that day.

Type

The type of calendar entry:

A	Appointment
M	Meeting
R	Reminder
T	Todo

A (before the type indicates that the calendar entry (appointment, meeting, reminder or todo) does *not* occupy time in your calendar.

A ! before the type M indicates that the meeting has been initiated by yourself and occupies time in your calendar. It is neither pending nor has it been canceled.

A ? before the type M indicates that the meeting is pending. Either no attendees have been selected or it has not been sent to all selected attendees.

An X (upper-case) before the type M indicates that the meeting, which has been initiated by yourself, has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An x (lower-case) before the type M indicates that the meeting, which has been initiated by someone else has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An asterisk (*) after the type indicates the first day of an appointment or meeting which exceeds one day.

> after the type indicates that the appointment or meeting is continued from the previous day and that it continues on the next day.

< after the type indicates that the appointment or meeting is continued from the previous day and that it ends on that day.

Subject

The subject of the appointment, meeting, reminder or todo.

Agenda/Notes

This column is marked with A if a meeting or appointment contains an agenda and/or with N if a meeting or appointment contains attached notes.

Overlay

A user ID in this column indicates a calendar entry (appointment, meeting, reminder or todo) in the calendar of that user.

Commands for Calendar Entries

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

- ADDRESS
- CANCEL
- COPY
- DISPLAY
- ERASE
- MODIFY
- PERFORM
- REPLIES
- UNDO

ADDRESS

The ADDRESS command enables both the originator and the attendees to check the reception status of an invitation to a meeting. See the description of the ADDRESS command in section **Commands for Meetings** for further information.

CANCEL

You cancel a meeting or reminder with the CANCEL command.

To cancel a meeting which exceeds one day, you need not mark each day of the meeting in the "Display Calendar" screen with CA - you can mark any day of the meeting with CA to cancel the whole meeting.

See the description of the CANCEL command in sections **Commands for Meetings** and **Commands for Reminders** for further information.

COPY

You can add a meeting or an appointment by copying an existing one with the COPY command and changing specifications as necessary. Agenda and attached notes are not copied.

You can specify repeated single-day appointments or meetings. You can also copy an appointment to another cabinet, if its user has given you permission. See the description of the COPY command in sections **Commands for Appointments** and **Commands for Meetings** for further information.

DISPLAY

When the agenda of a meeting or appointment is displayed, you can COPY or PRINT it.

When you copy the agenda, the "Copy Document" screen appears. The name of your default folder is shown in the "Folder" line. The subject of the meeting or appointment is shown in the "From" line. The name of the original document is shown in the first "Description" line. If the meeting or appointment has a description, it is shown in the next three lines of the description. If the meeting or appointment includes keywords, they are shown in the "Keywords" fields. See the description of the COPY command in section **Documents** for further information.

When issue the PRINT command in the screen which shows the agenda, the whole meeting or appointment is printed. It is printed according to the criteria that were defined in your user profile (see **Print Defaults**) or with the OUTPUT command (see the description of the OUTPUT command in section **Documents**). For a meeting, the following exception applies: when the "Info" field is marked in the "Print Defaults" window or in the "Specify Printer Output Options" screen, the number of attendees and resources that have accepted or declined the meeting is printed as well as the number of all pending invitations.

You can attach notes to a meeting or appointment. See **Notes Attached to a Meeting** and **Notes Attached to an Appointment** for further information.

ERASE

You use the ERASE command to cancel an appointment, reminder or a todo (this command is not allowed with meetings).

As soon as you erase a calendar entry, it is removed from the calendar screens and calendar information. It is not placed in your Wastebasket.

To erase an appointment which exceeds one day, you need not mark each day of the appointment in the "Display Calendar" screen with ER - you can mark any day of the appointment with ER to erase the whole appointment.

If you want to erase repeated single-day appointments, you must mark each appointment you wish to erase with ER. See the description of the COPY command in section **Commands for Appointments** for further information regarding repeated single-day appointments.

MODIFY

You use the MODIFY command to modify any of your calendar entries. You can modify every specification for appointments, reminders and todos in the resulting "Modify" screen. There is one restriction: in the overlay calendar, you cannot modify the command sequence assigned to the todo.

See the description of the MODIFY command in section **Commands for Meetings** for information regarding modifying a meeting.

You can attach notes to a meeting or appointment. See **Notes Attached to a Meeting** and **Notes Attached to an Appointment** for further information.

PERFORM

When you add a todo, you specify a command, object and parameter. To carry out this command sequence, you must mark the todo with PE. As soon as a todo is performed, it is erased from your calendar. It is not placed in your Wastebasket.

You cannot PERFORM a todo in your overlay calendar.

REPLIES

If you are the originator of the meeting, you can read the replies to your invitation (without having to access your Inbasket) by marking a specific meeting with RE.

If there is only one reply, it is displayed immediately. If there is more than one reply, a list is displayed and you can mark the replies you want to read with DI.

You cannot issue the REPLIES command with a meeting in the overlay calendar.

UNDO

You issue the UNDO command with a meeting to retract all invitations you have sent. See the description of the UNDO command in section **Commands for Meetings** for further information.

Printing Your Calendar

You can either print an individual meeting/appointment or a list of all calendar entries within a specified time range.

Printing an Individual Meeting or Appointment

To print the meeting or appointment, you either mark it with PR in a screen which shows a list of calendar entries or you issue PRINT in the command line when the meeting or appointment is displayed. An agenda is always printed with the meeting or appointment.

The meeting or appointment is printed according to the criteria that were defined in your user profile (see **Print Defaults**) or with the OUTPUT command (see the description of the OUTPUT command in section **Documents**).

For a meeting, the following exceptions apply: Update messages for a meeting can only be printed from the "Display History of Meeting" screen. When the "Info" field is marked in the "Print Defaults" window or in the "Specify Printer Output Options" screen, the number of attendees and resources that have accepted or declined the meeting is printed as well as the number of all pending invitations.

When you issue the PRINT command in the screen which shows the agenda, the whole meeting or appointment is printed.

Printing a List of Calendar Entries

You can print your calendar any time you want.

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

```
PRINT Calendar from-date to-date Document
```

The parameters *from-date* and *to-date* are optional; they specify a range of dates to be printed.

The optional parameter "Document" causes the following items associated with a calendar item to be printed as well:

Meeting or appointment

Description, location, agenda (name and text) and attached notes. Attached notes are printed only when the "Attached/Cover Notes" field is marked in your user profile (see **Print Defaults**) or in the output options (see the description of theOUTPUT command in section **Documents**). If a meeting or appointment exceeds one day, this information is only printed for the *first* day of the meeting or appointment.

Reminder

The first five lines of the description.

Todo

Description and command sequence.

The following examples show how this function can be used.

PRINT Calendar 3.Jan Document	Print all entries starting from January 3rd with all above-mentioned items.
PRINT Calendar Document	Print all entries starting from today with all above-mentioned items.
PRINT Calendar 1.Jan 31.Dec	Print all entries from January 1st through December 31st without the above-mentioned items.

Note:
If you do not specify a year with the date, the current year is automatically printed.

Displaying the Calendar by the Day

Issue the following command sequence from any point in Con-nect to display the current day:

```
DISPLAY Day
```

Issue the following command sequence from any point in Con-nect to display a particular day:

```
DISPLAY Day date
```

The following examples show how this function can be used:

DISPLAY Day 11.Apr	Display April 11th of the current year
DISPLAY Day 11.Apr.96	Display April 11th 1996

```
  4:24 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS          Display Day 4.Feb.94    Friday                 Wednesday

    8 AM                                 1  3 PM
                                         1
    9 AM                                 1  4 PM
                                         1
   10 AM                                 1  5 PM
 1 10:00 AM         (T Fiber
 1 10:00 AM         (A Visit Alec Jr.      6 PM
 1 10:00 AM  5:00 PM  M Internal Traini
 1
 1 11 AM
 1
 1 12 PM
 1
 1  1 PM
 1
 1  2 PM

To display an entry, mark it with the cursor and press ENTER
   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
```

You display the next calendar page by pressing ENTER or the PF-key which has been assigned to the command "+". You display the previous calendar page by pressing the PF-key which has been assigned to the command "-"

You can also enter +*n* in the command line to page *n* days forward, or -*n* to page *n* days backward.

A number to the left of the time indicates that this period is occupied by *n* meetings or appointments (reminders, todos, and calendar entries in the overlay calendar are not considered by this number).

Meetings and appointments are characterized by starting time and ending time, or by 12:01 AM to 11:59 PM (0:00 to 23:59) if no time was specified.

Reminders and todos are characterized by the times you specified, or by 12:01 AM (0:00) if no time was specified.

The character to the left of the subject indicates the type of calendar entry: A (appointment), M (meeting), R (reminder) or T (todo).

A (before the type indicates that the calendar entry does *not* occupy time in your calendar. Such an appointment or meeting is not included in the number to the left of the time.

A ! before the type M indicates that the meeting has been initiated by yourself and occupies time in your calendar. It is neither pending nor has it been canceled.

A ? before the type M indicates that the meeting is pending. Either no attendees have been selected or it has not been sent to all selected attendees.

An X (upper-case) before the type M indicates that the meeting, which has been initiated by yourself, has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An x (lower-case) before the type M indicates that the meeting, which has been initiated by someone else has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An asterisk (*) after the type indicates the first day of an appointment or meeting which exceeds one day.

> after the type indicates that the appointment or meeting is continued from the previous day and that it continues on the next day.

< after the type indicates that the appointment or meeting is continued from the previous day and that it ends on that day.

A cabinet ID to the left of the subject indicates a calendar entry in the overlay calendar.

Your calendar entries are highlighted. Calendar entries in the overlay calendar are not highlighted.

You can display any calendar entry by placing the cursor on the entry and pressing `ENTER`.

f the display for the day exceeds one display page, this is indicated by ">>>>>>>>>>" at the bottom right of the screen. You press `ENTER` to display the next page.

You can enter the TOP command in the command line to return to the beginning of a day.

Displaying the Calendar by the Week

Issue the following command sequence from any point in Con-nect to display the current week:

```
DISPLAY Week
```

Issue the following command sequence from any point in Con-nect to display a week containing a particular date:

```
DISPLAY Week date
```

For example:

DISPLAY Week 11.Oct	Display the week of the current year containing October 11th
DISPLAY Week 11.Apr.96	Display the week containing April 11th 1996

Issue the following command sequence from any point in Con-nect to display a particular calendar week:

```
DISPLAY Week week-number
```

For example:

DISPLAY Week 41	Display week number 41 of the current year
DISPLAY Week 41/1996	Display week number 41 of the year 1996

When you want to display a specific calendar week not of the current year, you must enter the year in the yyyy format (it is not sufficient to enter yy), and you must use a special character such as the slash (/) or a period (.) to separate the week number from the year.

```
  4:24 PM             * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS                 Display Week  6/1994                     Wednesday

 Monday        7.Feb.94                  Friday       11.Feb.94
  9:00 AM 12:00 PM ?M Workshop            2:00 PM          (R Book Flight to L.

 Tuesday       8.Feb.94                  Saturday     12.Feb.94
 10:00 AM          (R HQ meeting
                                         Sunday       13.Feb.94
 Wednesday     9.Feb.94
  3:00 PM  4:00 PM  M Conference
  3:00 PM  4:00 PM  M ESH Conference

 Thursday     10.Feb.94
 10:00 AM 12:00 PM  M Last Discussion
 10:00 AM 12:00 PM  M ESH Last Discussi
 12:00 PM  2:00 PM  A Lunch with Thomas
  3:00 PM          (R Call Thomas


To display an entry, mark it with the cursor and press ENTER
   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
```

You display the next calendar page by pressing ENTER or the PF-key which has been assigned to the command "+". You display the previous calendar page by pressing the PF-key which has been assigned to the command "-"

You can also enter +*n* in the command line to page *n* weeks forward, or -*n* to page *n* weeks backward.

The time scale of the week begins with the day specified in the profile. If Monday has been specified as the first day of the week, the number of the week appears in the screen name. If another day has been specified as the first day of the week, the date of that day appears in the screen name (see **Date and Time Formats**).

Meetings and appointments are characterized by starting time and ending time, or by 12:01 AM to 11:59 PM (0:00 to 23:59) if no time was specified.

Reminders and todos are characterized by the times you specified, or by 12:01 AM (0:00) if no time was specified.

The character to the left of the subject indicates the type of calendar entry: A (appointment), M (meeting), R (reminder) or T (todo).

A (before the type indicates that the calendar entry does *not* occupy time in your calendar.

A ! before the type M indicates that the meeting has been initiated by yourself and occupies time in your calendar. It is neither pending nor has it been canceled.

A ? before the type M indicates that the meeting is pending. Either no attendees have been selected or it has not been sent to all selected attendees.

An X (upper-case) before the type M indicates that the meeting, which has been initiated by yourself, has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An x (lower-case) before the type M indicates that the meeting, which has been initiated by someone else has been canceled, but retained in your calendar (i.e. it does not occupy time in your calendar).

An asterisk (*) after the type indicates the first day of an appointment or meeting which exceeds one day.

> after the type indicates that the appointment or meeting is continued from the previous day and that it continues on the next day.

< after the type indicates that the appointment or meeting is continued from the previous day and that it ends on that day.

A cabinet ID to the left of the subject indicates a calendar entry in the overlay calendar.

Your calendar entries are highlighted. Calendar entries in the overlay calendar are not highlighted.

You can display any calendar entry by placing the cursor on the entry and pressing ENTER.

f the display for the week exceeds one display page, this is indicated by ">>>>>>>>>>" at the bottom right of the screen. You press ENTER to display the next page.

You can enter the TOP command in the command line to return to the beginning of the week.

Displaying the Calendar by the Month

Issue the following command sequence from any point in Con-nect to display the current month:

```
DISPLAY Month
```

Issue the following command sequence from any point in Con-nect to display a particular month:

```
DISPLAY Month date
```

The following examples show how this function can be used.

DISPLAY Month 4	Display April of the current year
DISPLAY Month Apr.96	Display April 1996

```
  4:25 PM             * * *  C O N - N E C T  3  * * *                2.Feb.94
 Cabinet LS                 Display Month February 1994               Wednesday

 Week Day     8AM ---------------- 7PM   Week Day     8AM ---------------- 7PM
   5 Tue  1   . . . . . . . . . . . .        Wed 16   . . . . . . . . . . . .
     Wed  2   . . . . . . . . . . T . .        Thu 17   . . . . . . . . . . . .
     Thu  3   . . . . . . . . . . . . .        Fri 18   . . . . . . . . . . . .
     Fri  4   . . 3 M M M M M M . . .          Sat 19   . . . . . . . . . . . .
     Sat  5   . . . . . . . T . . . .          Sun 20   . . . . . . . . . . . .
     Sun  6   . . . . . . . . . . . .        8 Mon 21   . . . . . . . . . . . .
   6 Mon  7   . M M M . . . . . . . .          Tue 22  *A A A A A A A A A A A A*
     Tue  8   . . R . . . . . . . . .          Wed 23  *A A A A A A A A A A A A*
     Wed  9   . . . . . . . M . . . .          Thu 24  *A A A A A A A A A A A A*
     Thu 10   . . M M A A . R . . . .          Fri 25   . . . . . . . . . . . .
     Fri 11   . . . . . . R . . . . .          Sat 26   . . . . . . . . . . . .
     Sat 12   . . . . . . . . . . . .          Sun 27   . . . . . . . . . . . .
     Sun 13   . . . . . . . . . . . .        9 Mon 28   . . . . . . . . . . . .
   7 Mon 14   . . . . . . . . . . . .
     Tue 15   . . M M M M . . . . . .

 To display a day, mark it with the cursor and press ENTER
    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
```

You display the next month by pressing ENTER or the PF-key which has been assigned to the command "+". You display the previous month by pressing the PF-key which has been assigned to the command "-"

You can also enter +*n* in the command line to page *n* months forward, or -*n* to page *n* months backward.

The time scale of the day begins with the time specified in the profile (see **Date and Time Formats**).

Calendar entries in the "Display Month" screen are marked by characters which indicate the type of entry, or by numbers which indicate that the period is occupied by more than one calendar entry (e.g. 2 indicates two overlapping entries). Calendar entries in the overlay calendar are *not* considered in the "Display

Month" screen.

An asterisk (*) to the left or to the right of the time scale indicates that a calendar entry occurs before or after the period covered by the scale.

You can display a specific day containing calendar entries by placing the cursor on the date and pressing `ENTER`.

Displaying the Calendar by the Year

Issue the following command sequence from any point in Con-nect to display the current year:

```
DISPLAY Year
```

As a result, the "Display Year" screen appears showing the *current* half of the year.

Issue the following command sequence from any point in Con-nect to display a particular year:

```
DISPLAY Year year-number
```

As a result, the "Display Year" screen appears showing the *first* half of the year. You press `ENTER` to display the second half of the year.

The following example shows how this function can be used. You can specify the year either as a four-digit- or two-digit-number:

DISPLAY Year 96	Display the first half of the year 1996

```
 4:25 PM            * * *  C O N - N E C T  3  * * *                2.Feb.94
Cabinet LS                  Display Year 1994                      Wednesday

                January                February               March
Monday             3 10 17 24 31          7 14 21 28             7 14 21 28
Tuesday            4 11 18 25          1  8 15 22             1  8 15 22 29
Wednesday          5 12 19 26          2  9 16 23             2  9 16 23 30
Thursday           6 13 20 27          3 10 17 24             3 10 17 24 31
Friday             7 14 21 28          4 11 18 25             4 11 18 25
Saturday        1  8 15 22 29          5 12 19 26             5 12 19 26
Sunday          2  9 16 23 30          6 13 20 27             6 13 20 27

                April                  May                    June
Monday             4 11 18 25             2  9 16 23 30          6 13 20 27
Tuesday            5 12 19 26             3 10 17 24 31          7 14 21 28
Wednesday          6 13 20 27             4 11 18 25          1  8 15 22 29
Thursday           7 14 21 28             5 12 19 26          2  9 16 23 30
Friday          1  8 15 22 29             6 13 20 27          3 10 17 24
Saturday        2  9 16 23 30             7 14 21 28          4 11 18 25
Sunday          3 10 17 24             1  8 15 22 29          5 12 19 26
To display a day, mark it with the cursor and press ENTER
   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
```

You display the next year by pressing ENTER or the PF-key which has been assigned to the command "+" when the last half of the year is displayed. You display the previous calendar page by pressing the PF-key which has been assigned to the command "-"

You can also enter +*n* in the command line to page *n* years forward, or -*n* to page *n* years backward. As a result, the first half of that year is displayed.

Each day with a calendar entry is highlighted. Calendar entries in the overlay calendar are *not* considered in the "Display Year" screen.

You can display a specific day which contains calendar entries by placing the cursor on the date and pressing ENTER.

Part 6. Other Office Functions

This part explains the use of various office functions. It is subdivided into the following sections:

- Notepad
- Reference Documents
- Search Facility
- Bulletin Boards
- User Addresses
- Snapshot
- Desktop
- Lock Facility

Notepad

The Con-nect notepad enables you to write notes for your personal use.

A notepad page can either be retained as a separate item or attached to one of the following objects: a document, a meeting or an appointment. You can also convert a notepad page into a document for further editing.

This chapter covers the following topics:

- Adding a Notepad Page
- Managing Your Notepad Pages
- Commands for Notepad Pages
- Retrieving Notepad Pages
- Modifying a Notepad Page

Adding a Notepad Page

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

```
NOTEPAD
```

As a result, the "Notepad" window appears.

```
10:20 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
Cabinet LS                Display Documents by Name                  Thursday

Cmd Document Name                E   +---------------------------------------+
--- ---------------------------- -   ! Notepad Subject:  (or '*' to Select)  !
__  Alexander                       ! ___________________________________      !
__  Analysis                        +---------------------------------------+
__  Demo                            !                                       !
__  Documentation                   ! _____________________________________ !
                                    ! _____________________________________ !
__  Draft                           ! _____________________________________ !
__  Fiber-optics and Sharks         ! _____________________________________ !
__  Hex. Text                       ! _____________________________________ !
__  January-94                      ! _____________________________________ !
                                    ! _____________________________________ !
__  Maria's PC file                 ! _____________________________________ !
__  Marketing Plan                  ! _____________________________________ !
__  New Strategy                    ! _____________________________________ !
__  Planning Guide                  +---------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Note:
If you issue the NOTEPAD command while displaying or modifying a document, meeting or appointment the "Notepad" window contains an additional field that allows you to attach the notepad page to the current object.

Specify the following information in the "Notepad" window:

Notepad Subject

Each word you enter in the subject line is stored as a keyword with which you can retrieve the notepad page later. You can create several notepad pages which contain the same subject.

Noisewords such as "a, an, and, but, if, in, is, it, on, the" are not stored as keywords. Your Con-nect administrator specifies the words that are defined as noisewords within your environment.

Note Text

You enter the text in the lines below the subject line. In contrast to the memo or the cover note, you cannot access the editor to write a longer note.

Press `ENTER` to add the notepad page.

The blank "Notepad" window re-appears and you can add another notepad page or quit the function.

Managing Your Notepad Pages

Issue the following command sequence from any point in Con-nect to display a list of all pages in your notepad:

```
DISPLAY Notepad
```

As a result, the "Display Notepad Pages" screen appears.

```
10:29 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
Cabinet LS                Display Notepad Pages                     Thursday

Cmd Subject                                   Date Created    Date Modified
--- -----------------------------------       ------------    -------------
__  annual report                             1.Feb.94
__  breeding habits                           1.Feb.94        3.Feb.94
__  cable                                     2.Feb.94
__  cable                                     3.Feb.94

__  cable repair                              2.Feb.94
__  deep sea fish                             3.Feb.94
__  guidelines                                1.Feb.94        3.Feb.94
__  storms                                    3.Feb.94





Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Detach   Display  Erase    Print    Top
```

Note:
The "Display Notepad Pages" screen lists only the pages of your notepad. The notes which are attached to documents, appointments and meetings are not displayed.

The "Display Notepad Pages" screen lists the notepad pages alphabetically. The columns display the following information:

Subject

The subject (keywords) of the notepad page.

Date Created

The date when you created the notepad page.

Date Modified

The date when you last modified the notepad page.

Commands for Notepad Pages

The command prompting line of the "Display Notepad Pages" screen shows all the commands which apply to notepad pages. The commands are described in section **Commands**. The following exceptions apply when working with notepad pages:

- DETACH
- DISPLAY
- ERASE

DETACH

When you issue the DETACH command with a specific notepad page, it is transferred to the editor ("Modify *Document-name*" screen). This automatically converts the notepad page into a document. The subject line of the notepad page becomes the document name.

This feature enables you to send a notepad page, or to include it in a larger text.

Once a notepad page is converted into a document, it is no longer displayed and listed together with the other notepad pages.

A document cannot be converted into a notepad page.

DISPLAY

When you issue the DISPLAY command with a specific notepad page, the "Notepad" window contains an additional field: "X to erase". You can erase the displayed notepad page by marking this field with X (upper case) and pressing `ENTER`.

To modify a notepad page, you type over the existing text and/or subject line and press `ENTER`.

ERASE

When you issue the ERASE command with a specific notepad page, the notepad page is erased from Con-nect. It is not placed in your Wastebasket.

Retrieving Notepad Pages

You can look up notes on your notepad by referring to one or more words from the subject line. You can choose among several ways to find your notepad page, as described below.

Note:
This description does not apply to notepad pages which have been attached to a document, meeting or appointment.

Issue the following command from any point in Con-nect to access the "Notepad" window:

```
NOTEPAD
```

The following topics are covered below:

- A List of all Existing Pages
- Existing Keywords
- The Keyword Index

A List of all Existing Pages

To display a list of all existing notepad pages, enter an asterisk (*) in the subject line of the "Notepad" window - but no text on the text lines - and press ENTER to display the "Select Notepad Page(s)" window listing all existing notepad pages.

```
 10:29 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                Display Documents by Name                  Thursday

 Cmd Document Name                E   +---------------------------------------+
 --- ---------------------------- -   ! Select Notepad Page(s) or             !
 __  Alexander                        ! Display Keyword Index  _ (Mark)       !
 __  Analysis                         +---------------------------------------+
 __  Demo                             ! __ annual report                      !
 __  Documentation                    ! __ breeding habits                    !
                                      ! __ cable                              !
 __  Draft                            ! __ cable                              !
 __  Fiber-optics and Sharks          ! __ cable repair                       !
 __  Hex. Text                        ! __ deep sea fish                      !
 __  January-94                       ! __ guidelines                         !
                                      ! __ storms                             !
 __  Maria's PC file                  !                                       !
 __  Marketing Plan                   !                                       !
 __  New Strategy                     !                                       !
 __  Planning Guide                   +---------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

If the list exceeds one notepad display, you must press ENTER repeatedly to leaf through it.

Mark the notepad page(s) you want to display with any character and press ENTER.

If you mark more than one page, the topmost page is displayed first. You proceed to the next one by pressing ENTER.

Note:
You can also issue the command sequence "DISPLAY Notepad" to display all notepad pages (see **Managing Your Notepad Pages**).

Existing Keywords

There are two ways to display the "Select Notepad Page(s)" window which lists all notepad pages whose subject line contains the specified keyword (if only one page is found, it is immediately displayed):

- you can issue the command sequence "NOTEPAD*keyword*" from any point in Con-nect (you have to substitute "keyword" with an existing keyword; if you enter several keywords, you must use the blank substitute character), or
- you can enter the keyword in the subject line of the "Notepad" window - but no text on the text lines - and press ENTER.

Caution:
If you enter more than one keyword, Con-nect finds only those notepad pages whose subject line contains *all* the specified keywords.

```
 10:29 AM             * * *  C O N - N E C T  3  * * *                 3.Feb.94
 Cabinet LS                Display Documents by Name                  Thursday

 Cmd Document Name                E   +---------------------------------------+
 --- ---------------------------- -   ! Select Notepad Page(s) or             !
 __  Alexander                        ! Display Keyword Index  _ (Mark)       !
 __  Analysis                         +---------------------------------------+
 __  Demo                             ! __ cable repair                       !
 __  Documentation                    ! __ cable                              !
                                      ! __ cable                              !
 __  Draft                            !                                       !
 __  Fiber-optics and Sharks          !                                       !
 __  Hex. Text                        !                                       !
 __  January-94                       !                                       !
                                      !                                       !
 __  Maria's PC file                  !                                       !
 __  Marketing Plan                   !                                       !
 __  New Strategy                     !                                       !
 __  Planning Guide                   +---------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

If the list exceeds one notepad display, you must press ENTER repeatedly to leaf through it.

Mark the notepad page(s) you want to display with any character and press ENTER.

If you mark more than one page, the topmost page is displayed first. You proceed to the next one by pressing ENTER.

The Keyword Index

Access the "Select Notepad Page(s)" window as described before. Mark the "Display Keyword Index" field with any character and press ENTER.

As a result, the "Select Keywords" window appears listing all registered keywords alphabetically. If the list exceeds one notepad display, you must press ENTER repeatedly to leaf through it.

```
 10:29 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS               Display Documents by Name                  Thursday

 Cmd Document Name                E   +---------------------------------------+
 --- ---------------------------- -   ! Select Keywords                Search !
 __  Alexander                        ! ________________________________   _  !
 __  Analysis                         +---------------------------------------+
 __  Demo                             !    Keyword                   Nr Notes !
 __  Documentation                    ! __ ANNUAL                        1   !
                                      ! __ BREEDING                      1   !
 __  Draft                            ! __ CABLE                         3   !
 __  Fiber-optics and Sharks          ! __ DEEP                          1   !
 __  Hex. Text                        ! __ FISH                          1   !
 __  January-94                       ! __ GUIDELINES                    1   !
                                      ! __ HABITS                        1   !
 __  Maria's PC file                  ! __ REPAIR                        1   !
 __  Marketing Plan                   ! __ REPORT                        1   !
 __  New Strategy                     ! __ SEA                           1   !
 __  Planning Guide                   +---------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

The number at the right of each keyword indicates in how many notepad pages it is contained.

Either enter a keyword in the "Select Keywords" line or mark a keyword with any character. Start the search by marking the "Search" field with any character and pressing ENTER.

Caution:
If you enter (or mark) more than one keyword, Con-nect finds only those notepad pages whose subject line contains *all* the specified keywords.

Con-nect searches the notepad for all notepad pages whose subject line contains the specified keyword(s). If only one page is found, it is immediately displayed; if Con-nect finds several pages containing the same keyword, a list of these pages is displayed, and you must mark the notepad page you want to display with any character.

Modifying a Notepad Page

To modify a notepad page, you type over the existing text and/or subject line.

As soon as you have modified the notepad page, the new keywords (which you have entered in the subject line) replace the previous ones in the keyword index as well as on the list of notepad pages.

Caution:
No copy of the original is retained. If you want to be sure not to lose important ideas, create a new notepad page rather than modifying an existing one.

Reference Documents

A reference document is not actually a document; it contains the information necessary to identify another document which is not stored in Con-nect.

Reference documents can be used, for example, to provide information on a collection of newspaper cuttings or a bibliography.

Reference documents can be found with the SEARCH command.

This chapter covers the following topics:

- Adding a Reference Document
- Managing Your Reference Documents
- Commands for Reference Documents

Adding a Reference Document

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

```
ADD Reference
```

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

```
 10:50 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                 Add Reference Document                   Thursday

          Folder Work___________ File _______________

   Document Name ________________________________

          Writer ____________________________________________________________
           Title ____________________________________________________________

     Description ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________

        Keywords ________________  ________________  ________________
                 ________________  ________________  ________________

     Private use _  or Security Read 7  Modify 7  Copy 7

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 following reference document definition criteria in the "Add Reference 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.

Writer

Optional - the writer of the work you are referring to.

Title

Optional - the title of the work you are referring to.

Keywords

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

Press `ENTER` to add the reference document.

The blank "Add Reference Document" screen re-appears and you can add another reference document or quit the function.

Managing Your Reference Documents

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

```
DISPLAY Reference
```

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

```
10:52 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
Cabinet LS          Display Reference Documents by Name              Thursday

Cmd Reference Document Name          Folder          File          Date Filed
--- -------------------------------- --------------- ------------- -----------
__  Basics                           Work                             3.Feb.94
__  Cable types                      Work                             3.Feb.94
__  Fish                             Work                             3.Feb.94
__  Reviews                          Work                             3.Feb.94

__  Trainer                          Work                             3.Feb.94
__  Training                         Work                             3.Feb.94
__  Video                            Work                             3.Feb.94





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

Note:
Reference documents do not appear in the "Display Documents by Name" screen.

The "Display Reference Documents by Name" screen lists all reference documents alphabetically. The columns display the following information:

Reference Document Name

The name of the reference document.

Folder

The folder in which the reference document is stored.

File

The file in which the reference document is stored.

Date Filed

The date when the reference document was first filed in the cabinet.

Commands for Reference Documents

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

- EXPORT
- PRINT
- SEND

EXPORT

You can export a reference document only to a PC.

To export a reference document to a PC, you must be using Con-nect from a PC, the PC mode must be active and the TP monitor must be set to lower case (see **Communication With a PC**).

Issue the EXPORT command in conjunction with the reference document that you want to export. As a result, the "Export *Reference-document-name*" screen appears in which you must mark the "PC File" field and press `ENTER`. In the resulting Entire Connection dialog box, specify the name under which you want to store the reference document on your PC and choose the OK button to export the reference document. For further information on the EXPORT command, see **Exporting Documents**.

Example 1: Displaying an Exported Reference Document on the PC

When you display the reference document on the PC, it may look as follows:

```
01 Work
02 Reference Document Name
03 Writer Name
04 Title of Book
05 Description1
05 Description2
05 Description3
05 Description4
06 KEYWORD1
06 KEYWORD4
06 KEYWORD2
06 KEYWORD5
06 KEYWORD3
06 KEYWORD6
07 X7777
08 199310021129LS
09 199310021134LS
```

Line 01 indicates in which folder the reference document is stored.

Line 07 indicates the security levels for Read, Modify and Copy. The X indicates a private object.

Line 08 contains information as to who created the reference document. It contains the date (October 2, 1993), the time (11:29) and the user ID (LS).

Line 09 contains information as to who modified the reference document.

Line 10 would contain information as to who sent the reference document.

Line 11 would contain information as to who forwarded the reference document.

Example 2: Displaying an Exported Reference Document on the PC

The following is an example of a reference document that has been sent to you and then been exported to a PC:

```
01 Work
03 Writer Name
04 Title of Book
05 Reference Document Name
05 Description2
07  7777
08 199310021137ESH
10 199310021138ESH
```

This reference document is not identified by a name (therefore line 02 is missing), but by its description (line 05). When a reference document is sent, the first line of the description is overwritten with the name which has been entered in the "Subject" line of the "Send" screen.

Line 07 does not start with an X but with a blank, indicating that this reference document has not been marked as private.

When you display a reference document which has been sent to you, the keyword lines are empty, since keywords are not sent with an object. Therefore lines 06 are missing in the above example.

Example 3: Using a Reference Document to Access a PC Image File

You can, for example, use an Entire Connection procedure file to display a PC image file whose name is in the "Title" field of a host reference document.

DISPLAY the reference document (do not enter any information in this screen).

Enter the name of procedure file shown below in the Entire Connection command line and press `ENTER`.

```
dos del c:\am\dwg.ncd
set pcfile 7 down data c:\am\dwg.ncd
type 'export' cr
type 'x' cr
open-i 1 c:\am\dwg.ncd
:loop
read 1 #parm1 #parm2
if #parm1 eq '04' goto quit
goto loop
:quit
dos 'c:\am\AM ' 'c:\am\' #parm2
exit
```

Note:
The above example exports the reference document to c:\am\dwg.ncd. Each line of the PC reference document is read until line 04 is found. This line contains (in #parm2) the name of the file containing the image. The line preceding "exit" defines the application for displaying the image.

As a result, the PC application defined in the procedure file is accessed and the specified image is displayed.

See the Entire Connection documentation for further information.

PRINT

When you issue the PRINT command with a specific reference document, the same information as in the "Display Reference Document" screen is printed:

```
11:46 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
Cabinet LS                Print Reference Document                  Thursday
Folder  Work            File
-----------------------------------------------------------------------------
  Document Name cable-types
         Writer John Smith
          Title A short history of fiber-optics
    Description Sharks and the Canary Islands



       Keywords SHARKS
                CABLE

    Private use    or Security Read 7  Modify 7  Copy 7

        Created  3.Feb.1994  11:37 AM by Eshberry,John        ESH
       Modified  3.Feb.1994  11:45 AM by Long,Sonya           LS
         Mailed  3.Feb.1994  11:38 AM by Eshberry,John        ESH
```

SEND

When you issue the SEND command with a specific reference document, the "Send" screen is displayed. You must enter the addressees *and* a cover note. Con-nect has already entered the name of the reference document in the "Subject" line. You must issue the CONFIRM command to send the reference document.

When the addressee displays this new mail item in his Inbasket, he first sees the cover note. A message appears telling him that the mail item is a reference document. To actually display the reference document, the addressee must issue the QUIT command.

When the addressee displays the reference document, the first line of the description is overwritten with the name which has been entered in the "Subject" line of the "Send" screen. Thus, if you want to send a reference document, you should always make sure that no important information is entered in the first line of the description.

To list the new reference document in the "Display Reference Documents by Name" screen, the addressee must first FILE the reference document.

When you send a reference document for which you have defined keywords, the keywords are not sent with the reference document. These keywords are intended for your personal use.

Search Facility

The search facility is useful if you have forgotten all or part of an item's name or if the number of items you have stored in your cabinet makes location via display screens impractical.

This chapter covers the following topics:

- General Information
- Searching via Keywords
- Searching for Documents
- Searching for Folders and Files
- Searching for Appointments and Meetings
- Searching for Reference Documents

General Information

You can search for documents, folders (including the files in the folder), reference documents, appointments or meetings. You can do this via keywords or by specifying the object you are looking for more precisely.

Note:
The search procedure does not consider system documents (documents which have been created by the administrator in cabinet SYSCNT).

Objects in the Inbasket (except for the names of the five Inbasket files), Outbasket and Wastebasket are not identified by names. They are identified by their descriptions. Thus, if you are searching via a name, these objects are *not* found.

Objects in the Wastebasket do not contain keywords. Thus, you cannot retrieve them by searching via keywords.

Searching via Keywords

If you are searching via keywords, Con-nect also finds objects which are identified by a description (not by a name). If you are searching via the name (see the following sections), objects which are identified by a description (and not by a name) are *not* found.

Issue the following command from any point in Con-nect to search for documents, folders, files, reference documents, appointments or meetings via keywords:

```
SEARCH
```

As a result, the "Search" window appears.

```
10:52 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
Cabinet LS                          Menu                             Thursday

Command   Description                +----------------------------------------+
-------   ------------------------   !                Search                  !
   I      Inbasket                   +----------------------------------------+
   S      Send Memo                  !   Appointm         Meeting             !
   P      Phonepad                   !   Document         Referenc            !
                                     !   Folder                               !
   F      Display Folder             !                                        !
   D      Display Document           !  Keywords _______________              !
   W      Write Document             !           _______________              !
                                     !           _______________              !
   N      Notepad                    !           _______________              !
   B      Bulletin Boards            !           _______________              !
   C      Calendar                   !           _______________              !
                                     ! Mark _ to combine Keywords with OR     !
   T      Desktop                    !                                        !
                                     +----------------------------------------+

Enter search criteria or quit
   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 objects which have been allowed for you, are displayed at the top of the "Search" window.

Specify the following information in the "Search" window:

Keywords

The keyword(s) of the object you are looking for. You can enter a maximum of 6 keywords (one keyword per line).

If you enter more than one keyword and if you do *not* mark the "Mark _ to combine Keywords with OR" field, Con-nect finds only those objects that contain *all* the specified keywords.

If you enter an asterisk (*) in any of these lines, a list of all defined keywords (and the frequency with which you have used them) is displayed. You can mark a maximum of 6 keywords and press `ENTER`. If the list of defined keywords is longer than can be displayed in the window, you must press `ENTER` repeatedly.

Mark _ to combine Keywords with OR

Optional - if you enter several keywords, you can mark this field with any character to find objects that contain any of the specified keywords (i.e. Con-nect finds also those objects which do not contain all the specified keywords).

Press ENTER to verify the search criteria.

Press ENTER a second time to display the search results.

If the search is successful, the following screen is displayed giving you a list of all objects which were found.

```
12:36 PM            * * *  C O N - N E C T  3  * * *              22.Apr.2002
Cabinet LS                                                             Monday
    Subject                      Doc Seq From Date      From Time  To
Cmd Name and/or (Description)    Enc Typ Folder         File       Date Filed
--- ---------------------------- --- --- -------------- ---------- -----------
__  Compose                           A                              8.Apr.2002
__  Demo                              D                             15.Apr.2002
__  Report                        3  Txt Work                       19.Apr.2002
__  Video                             A                             21.Apr.2002

__  Workshop                         Mee Fri 10.May.2002  9:00 AM 12:00 PM
__  Internal Training                Mee Mon 6.May.2002  12:01 AM >>>7.May
__  Munich                         X App Tue 14.May.2002  9:00 AM >>16.May





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

The columns display the following information (since the list can show different types of objects, there are two different headings for each column):

Subject / Name and/or (Description)

Either the subject of a meeting or appointment, or the name of a document, folder or reference document. When a document or reference document is not identified by a name but by a description, the description is shown in parentheses. When a file has been found, the file name is shown right after the folder name.

Doc / Enc

A number in this column refers to the total number of documents that are enclosed with this document.

An X in this column indicates that this calendar entry (appointment or meeting) has an agenda.

Seq / Typ

For a folder, the display sequence is shown (A=ascending, D=descending, U=user). For a document, the document format (such as Txt or Cnf) is shown. For a calendar entry, the type of entry is shown (App=appointment, Mee=meeting).

From Date / Folder

For a calendar entry, the starting date is shown. For a document or reference document, the name of the folder in which the object is stored is shown.

If a folder or file has a description, the description is shown in parentheses.

The name of a file is not shown in this column. The file name is shown right after the folder name (in the first column).

From Time / File

For a calendar entry the starting time is shown. For a document or reference document, the name of the file in which the object is stored is shown.

To / Date Filed

For a calendar entry that does not exceed one day, the ending *time* is shown. For a calendar entry that exceeds one day, the ending *date* is shown. For any other object, the date when the object has been filed in this cabinet is shown.

The command prompting lines of the above screen show all the commands which apply to the found items. The commands are described in section **Commands**. Since different types of objects can be shown in the search result, not all commands are allowed for all objects.

Searching for Documents

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

```
SEARCH Document
```

As a result, the "Search Document" window appears.

```
11:39 AM            * * *  C O N - N E C T  3  * * *              11.Jan.2001
Cabinet LS                          Menu                              Thursday

Command   Description       +-------------------------------------------------+
-------   ---------------   !                Search Document                  !
   I      Inbasket          +-------------------------------------------------+
   S      Send Memo         ! Document Name ____________________________________ !
   P      Phonepad          !        Folder ________________                  !
                            !          File ________________                  !
   F      Display Folder    !      Keywords ________________ ________________  !
   D      Display Documen   !               ________________ ________________  !
   W      Write Document    !               ________________ ________________  !
                            !          Mark _ to combine Keywords with OR    !
   N      Notepad           !        Author ____________________________      !
   B      Bulletin Boards   !  Date Created ____________ - ____________       !
   C      Calendar          !        Sender ____________________________      !
                            !     Recipient ____________________________      !
   T      Desktop           !   Date Mailed ____________ - ____________       !
                            +-------------------------------------------------+

Enter search criteria or quit
   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
```

Specify at least one of the following search criteria:

Document Name

The name of a document. If you enter anything in this line, documents identified by a description (not by a name) are *not* found.

If you only know the first letter or first few letters of the document name, you can, for example, enter "Ack*" to get a list of all documents starting with "Ack".

If you leave this line blank, all documents are found (including those identified by a description). However, you must specify a folder or keyword(s).

Folder / File

The name of the folder in which the document is stored. In addition to the folder, you can enter the name of a file.

However, if you do not know the name of the folder, you can enter an asterisk (*) in either of these lines to display the "Folder is not defined" window; if you mark a folder it is automatically entered in the "Folder" line of the above window.

Keywords

The keyword(s) of the object you are looking for. You can enter a maximum of 6 keywords (one keyword per line).

If you enter more than one keyword and if you do *not* mark the "Mark _ to combine Keywords with OR" field, Con-nect finds only those documents that contain *all* the specified keywords.

If you enter an asterisk (*) in any of these lines, a list of all defined keywords (and the frequency with which you have used them) is displayed. You can mark a maximum of 6 keywords and press `ENTER`. If the list of defined keywords is longer than can be displayed in the window, you must press `ENTER` repeatedly.

Mark _ to combine Keywords with OR

Optional - if you enter several keywords, you can mark this field with any character to find documents that contain any of the specified keywords (i.e. Con-nect finds also those documents which do not contain all the specified keywords).

Note:
To search for an author or a creation date, you must also specify one of the above search criteria.

Author

The name or user ID of the person who created the document.

If you enter an asterisk (*) in this line, the user IDs are displayed in a window. If you mark a user ID, it is automatically entered in the "Author" line.

Date Created

This line refers to the date on which a document was created. You can enter the starting date or both starting and ending date.

Sender

The name or user ID of the person who sent the document.

If you enter an asterisk (*) in this line, the user IDs are displayed in a window. If you mark a user ID, it is automatically entered in the "Sender" line.

Recipient

The name or user ID of the person to whom you have sent the document.

If you enter an asterisk (*) in this line, the user IDs are displayed in a window. If you mark a user ID, it is automatically entered in the "Recipient" line.

Note:
When you specify both a sender and a recipient, Con-nect searches for all documents that the specified sender has sent to the specified recipient.

Date Mailed

This line refers to the date on which a document was sent. You can enter the starting date or both starting and ending date. In this case, you must also enter a sender and/or recipient.

Press `ENTER` to verify the search criteria.

Press `ENTER` a second time to display the search results.

If the search is successful, the "Search Documents" screen is displayed giving you a list of the documents which were found.

If you have specified a sender or recipient, "Sent by: *user-ID*" or "Sent to: *user-ID*" is displayed below the screen name.

The command prompting line of the "Search Document" screen shows all the commands which apply to the items found. The commands are described in section **Commands**.

Searching for Folders and Files

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

```
SEARCH Folder
```

As a result, the "Search Folder / File" window appears.

```
 10:58 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                          Menu                             Thursday

 Command   Description                +----------------------------------------+
 -------   ------------------------   !      Search Folder / File              !
    I      Inbasket                   +----------------------------------------+
    S      Send Memo                  !                                        !
    P      Phonepad                   ! Object Name                            !
                                      !      ________________                  !
    F      Display Folder             !                                        !
    D      Display Document           ! Keywords                               !
    W      Write Document             !      ________________ ________________  !
                                      !      ________________ ________________  !
    N      Notepad                    !      ________________ ________________  !
    B      Bulletin Boards            !                                        !
    C      Calendar                   ! Mark _ to combine Keywords with OR     !
                                      !                                        !
    T      Desktop                    !                                        !
                                      +----------------------------------------+

Enter search criteria or quit
   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
```

Specify at least one of the following search criteria:

Object Name

The name of a folder or file.

If you only know the first letter or first few letters of the object name, you can, for example, enter "I*" to get a list of all objects starting with "I". When you specify a name with an asterisk (for example, "Work*") and do *not* specify a keyword, all folders beginning with the specified letters are found. The list also contains *all* files in these folders, even if the file names do not start with the specified letters.

When you specify a name without an asterisk and do *not* specify a keyword, Con-nect assumes that you specified a folder name. In this case, a file with the specified name is not found.

When you specify at least one keyword in addition to the information in this line, the resulting list contains only those folders and files that contain the specified keywords. Either the folder name or the file name must meet the search criteria. If the *folder name* starts with the defined letters and if a file in the folder contains the specified keywords, the file name can also start with different letters. If the *file name* starts with the defined letters and if the file contains the

specified keywords, the name of the folder in which the file is stored can also start with different letters.

Keywords

The keyword(s) of the object you are looking for. You can enter a maximum of 6 keywords (one keyword per line).

If you enter more than one keyword and if you do *not* mark the "Mark _ to combine Keywords with OR" field, Con-nect finds only those folders and files that contain *all* the specified keywords.

If you enter an asterisk (*) in any of these lines, a list of all defined keywords (and the frequency with which you have used them) is displayed. You can mark a maximum of 6 keywords and press `ENTER`. If the list of defined keywords is longer than can be displayed in the window, you must press `ENTER` repeatedly.

Mark _ to combine Keywords with OR

Optional - if you enter several keywords, you can mark this field with any character to find folders and files that contain any of the specified keywords (i.e. Con-nect finds also those folders and files which do not contain all the specified keywords).

Press `ENTER` to verify the search criteria.

Press `ENTER` a second time to display the search results.

If the search is successful, the "Search Folder / File" screen is displayed giving you a list of the folders and files which were found.

The command prompting line of the "Search Folder / File" screen shows all the commands which apply to the items found. The commands are described in section **Commands**.

Searching for Appointments and Meetings

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

```
SEARCH Calendar
```

As a result, the "Search Calendar" window appears.

```
 10:58 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                          Menu                             Thursday

 Command   Description                +----------------------------------------+
 -------   ------------------------   !           Search Calendar              !
    I      Inbasket                   +----------------------------------------+
    S      Send Memo                  !  Appointm         Meeting              !
    P      Phonepad                   !                                        !
                                      ! From Date ___________                  !
    F      Display Folder             !   to Date ___________                  !
    D      Display Document           !  Keywords ________________             !
    W      Write Document             !           ________________             !
                                      !           ________________             !
    N      Notepad                    !           ________________             !
    B      Bulletin Boards            !           ________________             !
    C      Calendar                   !           ________________             !
                                      ! Mark _ to combine Keywords with OR     !
    T      Desktop                    !    Author ______________________________ !
                                      +----------------------------------------+

Enter search criteria or quit
   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 objects which have been allowed for you are displayed at the top of the "Search Calendar" window.

Specify at least one of the following search criteria (you can also search for past appointments and meetings):

from Date

The day with which you want to start the search.

In contrast to displaying a list of calendar entries (which starts with the current date, if you do not enter a date with the command sequence), all appointments and meetings are found when you do not enter a starting date.

to Date

The day with which you want to end the search.

You can either enter a starting date, or both starting and ending date.

Keywords

The keyword(s) of the object you are looking for. You can enter a maximum of 6 keywords (one keyword per line).

If you enter more than one keyword and if you do *not*mark the "Mark _ to combine Keywords with OR" field, Con-nect finds only those appointments and meetings that contain *all* the specified keywords.

If you enter an asterisk (*) in any of these lines, a list of all defined keywords (and the frequency with which you have used them) is displayed. You can mark a maximum of 6 keywords and press `ENTER`. If the list of defined keywords is longer than can be displayed in the window, you must press `ENTER` repeatedly.

If a found meeting or appointment exceeds one day, the frequency with which you have used the keyword(s) is equal to the number of the days. For example, if the duration of a meeting is 3 days, the frequency is also 3.

Mark _ to combine Keywords with OR

Optional - if you enter several keywords, you can mark this field with any character to find appointments and meetings that contain any of the specified keywords (i.e. Con-nect finds also those appointments and meetings which do not contain all the specified keywords).

Author

The name or user ID of the person who created the calendar entry.

To search for an author, you must also specify one of the above search criteria.

If you enter an asterisk (*) in this line, the user IDs are displayed in a window. If you mark a user ID, it is automatically entered in the "Author" line.

Press `ENTER` to verify the search criteria.

Press `ENTER` a second time to display the search results.

If the search is successful, the "Search Calendar" screen is displayed giving you a list of the appointments and meetings which were found.

The command prompting line of the "Search Calendar" screen shows all the commands which apply to the items found. The commands are described in section **Commands**.

Searching for Reference Documents

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

```
SEARCH Reference
```

As a result, the "Search Reference Document" window appears.

```
 10:58 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                          Menu                             Thursday

 Command   Description                +----------------------------------------+
 -------   ------------------------   !      Search Reference Document         !
    I      Inbasket                   +----------------------------------------+
    S      Send Memo                  ! Document Name                           !
    P      Phonepad                   !      ________________________________   !
                                      !    Folder ________________              !
    F      Display Folder             !      File ________________              !
    D      Display Document           ! Keywords                                !
    W      Write Document             !      ________________ ________________  !
                                      !      ________________ ________________  !
    N      Notepad                    !      ________________ ________________  !
    B      Bulletin Boards            ! Mark _ to combine Keywords with OR      !
    C      Calendar                   !    Writer ____________________________  !
                                      !     Title ____________________________  !
    T      Desktop                    !                                        !
                                      +----------------------------------------+

Enter search criteria or quit
   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
```

Specify at least one of the following search criteria:

Document Name

The name of a reference document. If you enter anything in this line, reference documents identified by a description (not by a name) are *not* found.

If you only know the first letter or first few letters of the document name, you can, for example, enter "B*" to get a list of all reference documents starting with "B".

If you leave this line blank, all reference documents are found (including those identified by a description). However, you must specify a folder or keyword(s).

Folder / File

The name of the folder in which the document is stored. In addition to the folder, you can enter the name of a file.

However, if you do not know the name of the folder, you can enter an asterisk (*) in either of these lines to display the "Folder is not defined" window; if you mark a folder, it is automatically entered in the "Folder" line of the above window.

Keywords

The keyword(s) of the object you are looking for. You can enter a maximum of 6 keywords (one keyword per line).

If you enter more than one keyword and if you do *not* mark the "Mark _ to combine Keywords with OR" field, Con-nect finds only those reference documents that contain *all* the specified keywords.

If you enter an asterisk (*) in any of these lines, a list of all defined keywords (and the frequency with which you have used them) is displayed. You can mark a maximum of 6 keywords and press ENTER. If the list of defined keywords is longer than can be displayed in the window, you must press ENTER repeatedly.

Mark _ to combine Keywords with OR

Optional - if you enter several keywords, you can mark this field with any character to find reference documents that contain any of the specified keywords (i.e. Con-nect finds also those reference documents which do not contain all the specified keywords).

To search for a writer or a title, you must also specify one of the above search criteria.

Writer

The writer of the reference document.

This refers to the name of the writer which has been entered in the "Writer" line of the reference document - this does *not* refer to the person who created the reference document.

Title

The title of the reference document.

Press ENTER to verify the search criteria.

Press ENTER a second time to display the search results.

If the search is successful, the "Search Reference Document" screen is displayed giving you a list of the reference documents which were found.

The command prompting line of the "Search Reference Document" screen shows all the commands which apply to the items found. The commands are described in section **Commands**.

Bulletin Boards

The bulletin board facility can be visualized as a public announcement board. On this board the Con-nect administrator adds individual bulletin boards. For example, there might be a bulletin board labeled "Leisure" that advertises free time events, or another board named "Accommodation" that notifies all users of rooms or apartments to rent.

Every Con-nect user can SEND memos or documents to a bulletin board as well as DISPLAY any item on a bulletin board.

Since a bulletin board has the main objective of having its contents available for all users, only the Con-nect system administrator can modify or erase a bulletin board.

This chapter covers the following topics:

- Reading a Message on a Bulletin Board
- Commands for Items on a Bulletin Board
- Sending Mail to a Bulletin Board

Reading a Message on a Bulletin Board

Usually, there will be more than one bulletin board in your Con-nect environment.

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

```
DISPLAY Bulletin
```

As a result, the "Display Bulletin Boards" screen appears.

```
 10:59 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                Display Bulletin Boards                   Thursday

 Cmd Bulletin        Description                                   Newest Item
 --- --------------- ---------------------------------------------- -----------
 __  Company Sports  Latest sports news                               3.Jan.94
 __  Education       Internal Training                               7.Jan.94
 __  Events          Meetings and Social Events                      6.Feb.94
 __  Hints                                                           4.Feb.94

 __  Marketing       New Ideas                                       5.Feb.94
 __  Research        Latest Info from Research Department           16.Jan.94
 __  Search-Offer                                                   28.Jan.94 ‡‡‡
```

```
10:59 AM              * * *  C O N - N E C T  3  * * *            24.Apr.1998
Cabinet LS           Contents of Bulletin Board Education               Friday

Cmd Subject                                          Sent By          Date Mailed
--- ------------------------------------------- ---------------- -----------
__  Diving Lesson                                   Angle,Neil       23.Apr.1998
__  Spanish II                                      Perez,Ramon       9.Apr.1998


Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                                /
Address  Copy     Display  Export   Format   Info     Print    Top
```

Mark the item you want to read with DI and press ENTER.

You can reply to an item while it is displayed by issuing the REPLY command in the command line. The reply is sent to the person who put the item on the bulletin board (it is not sent to the board).

Note:
You are not allowed to MODIFY an item stored on a bulletin board, even if you are the author.

Commands for Items on a Bulletin Board

The command prompting line of the "Contents of Bulletin Board *Name*" screen shows all the commands which apply to the items on the bulletin board. The commands are described in section **Commands**. The following exceptions apply when working with items on a bulletin board:

ADDRESS

If you want to display the address of the sender, mark the item with AD and press `ENTER`. When the address is displayed, you can issue the COPY command to copy this address to your address book.

ERASE

To avoid accidental deletion of an item, only the Con-nect system administrator or the author of an item (i.e. the person who sent the item to the bulletin board) can erase it from the bulletin board.

When you ERASE an item from a bulletin board, it is placed in your Wastebasket. When you are a system administrator, the item is placed in the Wastebasket of the person who has sent the item to the bulletin board (not in the administrator's Wastebasket).

In the Wastebasket, you can use the INFO command to check who has erased your item from the bulletin board. This user's name is then shown in the "Modified" line of the "Info" screen.

Additionally, the system administrator can run a utility to delete the oldest items from one or a range of bulletin boards. Each deleted item is then placed in the Wastebasket of the person who has sent it to the bulletin board.

Sending Mail to a Bulletin Board

Anything that can be sent in Con-nect can be sent to a bulletin board: for example, a memo, a document or a snapshot.

To send an item to a bulletin board you must first access the "Send" screen (see **Sending A Memo**).

You must enter the name of the bulletin board as the addressee. If you are not sure about the name of a bulletin board, you can access the "Address" screen (see **Address Management System**). All bulletin boards belong to addressee type B (Bulletin).

You can also FORWARD a mail item to the bulletin board by entering the name of the bulletin board as addressee.

User Addresses

Your administrator assigns a user ID to each Con-nect user in your environment and defines each user's address. Thus, you can look up, for example, the phone number of another Con-nect user.

This function does not consider nicknames (see **Your Personal Address Book** for information regarding nicknames).

This chapter covers the following topics:

- Displaying a Specific User Address
- Displaying a List of User Addresses
- Commands for User Addresses
- Modifying Your Own User Address
- Printing User Addresses

Displaying a Specific User Address

If you know the last name of the user, issue the following command sequence from any point in Con-nect (you can also enter the last name followed by the first name - separated by a comma):

```
DISPLAY Name last-name
```

If you know the user ID of the user, issue the following command sequence from any point in Con-nect:

```
DISPLAY User userID
```

If there are more users with the same name or if the specified name is not found, the "Display Users by Name" screen appears starting with the specified characters. If the specified user ID has not been found, the "Display Users by Userid" screen (which is similar to the "Display Users by Name" screen) appears starting with the specified characters. See **Displaying a List of User Addresses** for further information.

If the specified name or user ID is found, the screens mentioned below are displayed.

If a mail status message has been set for the user, the mail status message is displayed first.

```
 12:00 PM            * * *  C O N - N E C T  3  * * *              19.Mar.2002
 Cabinet LS        Display User Address - Cabinet ESH                  Tuesday
                                     +----------------------------------------+
     Last Name Eshberry              ! Mail Status from  Eshberry,John        !
    First Name John                  +----------------------------------------+
       Company Research Associates   !                                        !
    Department Public Relations      ! Cc Long,Sonia                          !
      Location Building 4            !    LS (User)                           !
       Address 1537 Research Circle  !                                        !
                                     ! I'm out of the office until Apr. 5.    !
                                     ! In urgent cases, contact Sonia Long.   !
          City Maplewood             !                                        !
   Postal Code 55109      Country U  !                                        !
       Phone 1   1 777-1234          !                                        !
        Mobile                       !                                        !
            Cc Long,Sonia            !                                        !
               LS (User)             !                                        !
        E-mail John.Eshberry(a)r-as  !                                        !
      Internet http://www.r-asso.co  !                                        !
                                     +----------------------------------------+
Press ENTER to display address
   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
```

You then have to press ENTER to display the "Display User Address" screen:

```
 12:01 PM            * * *  C O N - N E C T  3  * * *                19.Mar.2002
 Cabinet LS        Display User Address - Cabinet ESH                    Tuesday

     Last Name Eshberry                                Initial W
    First Name John                                        Sex Male
       Company Research Associates               Title Manager
    Department Public Relations                 Number
      Location Building 4
       Address 1537 Research Circle


          City Maplewood
   Postal Code 55109      Country USA
       Phone 1   1 777-1234        103        Phone 2
        Mobile                                    Fax   1 777-1234        891
            Cc Long,Sonia                        Cc 2
               LS (User)
        E-mail John.Eshberry(a)r-asso.com
      Internet http://www.r-asso.com
                                 Mail Status _  Miscellaneous _   Home Address _
Press ENTER to display  Miscellaneous  or mark for next screen
   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 field names "Sex" and "Internet" are default names. Your administrator may have renamed these fields (for example, to "Salutation" and "Comments").

If Miscellaneous information has been defined, you can press ENTER once more to display the Miscellaneous information of the user:

Note:
Not all of the screens described below may be available for you. And it may be possible that you cannot see all of the fields at the bottom of the screen (Mail Status, Miscellaneous or Home Address). These fields indicate the available screens. The screens are only shown when the corresponding information is available or when it has been permitted by the administrator.

```
 12:01 PM            * * *  C O N - N E C T  3  * * *              19.Mar.2002
 Cabinet LS         Display Miscellaneous - Cabinet ESH                Tuesday

     Last Name Eshberry                                Initial W
    First Name John                                        Sex Male

        Header Description
      Birthday 01.Jan.1966
         Hobby Traveling
       Married Yes
      Children Jessica, Charles









                                 Mail Status _   Work Address _   Home Address _
Press ENTER to display  Home Address  or mark for next screen
   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
```

If it has been permitted by the administrator, you can press ENTER once more to display the home address of the user:

```
 12:02 PM            * * *  C O N - N E C T  3  * * *              19.Mar.2002
 Cabinet LS        Display Home Address - Cabinet ESH                   Tuesday

     Last Name Eshberry                                Initial W
    First Name John                                        Sex Male

  Home Address 9999 Dodd Road


          City St. Paul
   Postal Code 55111      Country USA

         Phone   1 555-987-654
           Fax

        E-mail



                                 Mail Status _   Work Address _  Miscellaneous _
Press ENTER to display  Work Address  or mark for next screen
   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
```

Displaying a List of User Addresses

When you issue either of the command sequences ("DISPLAY Name" or "DISPLAY User") without the last name or user ID, all users or user IDs are displayed alphabetically.

Last Name

If you remember only the beginning of a name, you can enter the first characters of the name followed by an asterisk (for example, "DISPLAY Name esh*") to access the "Display Users by Name" screen listing all users whose names start with the specified characters.

```
 11:02 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                 Display Users by Name                     Thursday

 Cmd Full Name                 Phone Number/Extension Department       User-ID
 --- ------------------------- ---------------------- ---------------- --------
 __  Eshberry,John             777-1234        103    Public Relations ESH
 __  Eshenberger,Dave          777-1234        318    Marketing        DES









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                              /
 Display  Modify   Top
```

User ID

If you remember only the beginning of a user ID, you can enter the first characters of the user ID followed by an asterisk (for example, "DISPLAY User es*") to access the "Display Users by Userid" screen listing all user IDs starting with the specified characters.

Commands for User Addresses

The command prompting lines of the "Display Users by Name" screen and of the "Display Users by Userid" screen show all the commands which apply to users/user IDs. The commands are described in section **Commands**. The following exceptions apply for system addresses:

DISPLAY

When you issue the DISPLAY command with a user address, the home address can only be displayed if this has been permitted by the administrator.

You can only display your *own* home address, if this has been permitted by the administrator.

MODIFY

Only an administrator can modify system addresses.

You can only modify your *own* work or home address when this has been permitted by the administrator. See **Modifying Your Own User Address** for further information.

Modifying Your Own User Address

You can only modify your *own* work or home address. When this has been permitted by the administrator, you can issue the following commands with your name or user ID:

```
MODIFY Name last-name
MODIFY User userID
```

Your work address is shown first.

```
12:03 PM            * * *  C O N - N E C T  3  * * *              19.Mar.2002
Cabinet ESH       Modify User Address - Cabinet ESH                   Tuesday

    Last Name Eshberry_________________________        Initial W
   First Name John_____________________________            Sex Male______
      Company Research Associates_______________  Title Manager_________________
   Department Public Relations_________________ Number __________
     Location Building 4_______________________
      Address 1537 Research Circle_____________________________________________
              ________________________________________________________________
              ________________________________________________________________
         City Maplewood__________________________  ________
  Postal Code 55109_____ Country USA_____
      Phone 1 __1 777-1234_______ 103__      Phone 2 ___ _______________ _____
       Mobile ___ _______________ _____          Fax __1 777-1234_______ 891__
     Set X Cc Long,Sonia__________        Set _ Cc 2 ____________________
              LS (User)
        E-mail John.Eshberry(a)r-asso.com_________________________________________
     Internet http://www.r-asso.com_______________________________________________
                                                Miscellaneous _   Home Address _
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
```

Make all required changes and press ENTER.

To modify your home address, mark the "Home Address" field.

```
 12:05 PM            * * *  C O N - N E C T  3  * * *               19.Mar.2002
 Cabinet ESH       Modify Home Address - Cabinet ESH                   Tuesday

     Last Name Eshberry                                Initial W
    First Name John                                        Sex Male

  Home Address 9999 Dodd Road_____________________________________________
               ___________________________________________________________

          City St. Paul_________________________ ________
   Postal Code 55111_____ Country USA_____

         Phone __1 555-987-654____ _____
           Fax ___ _______________ _____

        E-mail ___________________________________________________________



                                                  Work Address _  Miscellaneous _
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
```

Most fields are self-explanatory. Special fields of the work and home address are described below. Last name, first name, initial and sex can only be modified on the screen showing the work address.

Sex

"Sex" is the default name for this field. You can specify any value. For example, "F" or "Female".

Your administrator may have renamed this field (for example, to "Salutation").

Phone/Mobile/Fax

Three fields are provided for each number:

- Enter the country code (3 digits) in the first field. Leading zeros are automatically deleted.
- Enter the phone number (15 digits) in the second field.
- Enter the extension (5 digits) in the third field.

Phone 2 and mobile can only be specified for the work address.

Set Cc

This can only be defined on the screen showing the work address. You can specify who is to receive a copy of each mail item that is sent to you (Cc and Cc 2). This can be a nickname, user ID, cabinet name or bulletin board. You can also enter an asterisk (*) to select the addressee from a list.

To activate this feature, mark the "Set" field.

This feature does not apply to invitations to meetings.

A Cc can also be defined with a mail status message. However, the Cc defined with the mail status message works independently from Cc and Cc 2 defined in the user address. Thus, 3 different Cc definitions may be in use.

E-mail

This can be defined on both screens, work address and home address. You can specify your e-mail address. This is only for informational purposes.

Internet

This can only be defined on the screen showing the work address. "Internet" is the default name for this field. You can specify, for example, the home page of your company. This is only for informational purposes.

Your administrator may have renamed this field (for example, to "Comments").

To modify the Miscellaneous information, mark the "Miscellaneous" field.

```
 12:06 PM            * * *  C O N - N E C T  3  * * *               19.Mar.2002
 Cabinet ESH         Modify Miscellaneous - Cabinet ESH                Tuesday

     Last Name Eshberry                                Initial W
    First Name John                                        Sex Male

        Header Description
      Birthday 01.Jan.1966_____________________________________________________
         Hobby Traveling_______________________________________________________
       Married Yes_____________________________________________________________
      Children Jessica, Charles________________________________________________
  ____________ ___________________________________________________________________
  ____________ ___________________________________________________________________
  ____________ ___________________________________________________________________
  ____________ ___________________________________________________________________
  ____________ ___________________________________________________________________
  ____________ ___________________________________________________________________
 Copy from Cabinet ________   Mark Headers _ or All _            Confirm Copy _

                                                 Work Address _   Home Address _
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
```

Header / Description

Ten lines are provided where each line consists of two fields. The first field serves as the header (for example, Birthday or Hobby). The second field can contain any text.

Copy from Cabinet

Specify the name of the cabinet from which you want to copy the contents of the "Miscellaneous" lines. Next, mark either the "Mark Headers" field or the "or All" field. To store the copied items, mark the "Confirm Copy" field.

Mark Headers

When this field is marked, only the headers of the "Miscellaneous" lines are copied from the specified cabinet.

or All

When this field is marked, both headers and text are copied from the specified cabinet.

Confirm Copy

Mark this field if you want to overwrite the information in the "Miscellaneous" lines with that from the specified cabinet.

To modify your mail status, mark the "Mail Status" field. The mail status message is then shown and you can proceed as described in section **Your User Profile**.

Printing User Addresses

You can access the Utility function to print the following:

- a list in user-ID sequence, giving the user ID, phone number, extension, department and full name.
- a list in last-name sequence, giving the full name, phone number, extension, department and user ID.
- a list sorted according to user-defined criteria, giving the user ID, phone number, extension, department and full name.

See the *Con-nect Utilities* documentation, sections **Print Users** and **Print Names** 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**).

Snapshot

You can copy any Con-nect screen to the Con-nect editor ("Modify*Document-name*" screen). You can then modify the copy of the screen and treat it like a document.

For example, you can SEND a copy of your calendar screen to another user, or FILE a copy of a "Contents of Folder" screen as a document for recording purposes.

The message line of a screen (i.e. the line directly above the command line) is *not* copied.

This chapter covers the following topics:

- Copying the Current Screen

Copying the Current Screen

To copy the current Con-nect screen, issue the following command:

```
SNAPSHOT
```

As a result, a copy of the current screen is automatically transferred to the "Modify *Document-name*" screen. For example, if you issue the SNAPSHOT command in a calendar screen, the copy might look like the following:

```
 11:04 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS        Modify  (Snapshot)                                 Thursday
 Folder  Work             File                          Page      1 Line      1
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
 L 11:03 AM             * * *  C O N - N E C T  3  * * *                3.Feb.
 L Cabinet LS               Display Calendar 4.Feb.94                    Thursd

 L Cmd Day Date         Start    End      Typ   Subject              Doc Overla
 L --- --- -----------  -------- -------- ----- -------------------- --- ------
   __  Fri    4.Feb.94  10:00 AM          ( T   Fiber
   __                   10:00 AM          ( A   Visit Alec Jr.
   __                   10:00 AM  5:00 PM   M   Internal Training
   __  Sat    5.Feb.94   3:00 PM          ( T   Results

   __  Mon    7.Feb.94   9:00 AM 12:00 PM   M   Workshop
   __  Tue    8.Feb.94  10:00 AM          ( R   HQ meeting
   __  Wed    9.Feb.94   3:00 PM  4:00 PM   M   Conference
   __                    3:00 PM  4:00 PM   M   Conference               ESH

   __  Thu   10.Feb.94  10:00 AM 12:00 PM   M   Last Discussion
Enter a command, press a PF-key, or enter * to display commands
   Command /                                        / used  3 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

See **Text Processing** for detailed information on the Con-nect editor.

When you QUIT the "Modify *Document-name*" screen, the snapshot is stored in your default folder, but does not have a unique name. All snapshots are listed in the "Display Documents by Name" screen with the label "(Snapshot)".

If you work with a lot of snapshots it is advisable to rename the snapshot, e.g. by issuing the editor command "RENAME*name*" while the "Modify*Document-name*" screen is displayed, or by issuing the FILE command and entering a document name in the "File" window. The snapshot now appears under its new name in the "Display Documents by Name" screen. You can treat it as any other document, refer to it by name and use all commands which apply to documents.

Desktop

Your Con-nect desktop displays a list of the last 15 objects you worked with in the current Con-nect session.

The right side of the desktop is arranged in the same way as the Con-nect menu.

This chapter covers the following topics:

- Displaying Your Last Activities

Displaying Your Last Activities

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

```
DESK
```

As a result, the "Desktop" screen appears.

```
 11:06 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                        Desktop                             Thursday

    Current Items on Desk     Object           February       March
    ------------------------- --------    Mon     7 14 21 28     7 14 21 28
 __ Fiber-optics and Sharks   Document    Tue  1  8 15 22     1  8 15 22 29
 __ Marketing Plan            Document    Wed  2  9 16 23     2  9 16 23 30
 __ Inbasket                  Folder      Thu  3 10 17 24     3 10 17 24 31
 __ (HQ meeting)              Reminder    Fri  4 11 18 25     4 11 18 25
 __ Cable types               Referenc    Sat  5 12 19 26     5 12 19 26
                                          Sun  6 13 20 27     6 13 20 27
                                         -------------------------------------
                                         New phone messages:  1
                                         New mail items:      2
                                         -------------------------------------
                                          4.Feb 10:00 AM  Fiber
                                                10:00 AM  Visit Alec Jr.
                                                10:00 AM  Internal Training
                                          5.Feb  3:00 PM  Results

Select one object with the cursor or mark it and press ENTER
   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
```

Your past activities are listed in chronological order. The most recent activity is at the bottom of the list.

Objects that are erased (including those placed in the Wastebasket) are removed from the desktop.

To fetch an object onto your desktop (i.e. to display it) mark it with the cursor or any character and press `ENTER`.

When you work with an object in the desktop list, it is repositioned to the bottom of the list.

Your desktop is cleared when you leave the Con-nect session or use another cabinet.

Lock Facility

This facility helps to ensure the security of your personal cabinet environment. You can leave your logged-on terminal unattended for some time without the risk of an unauthorized person viewing the contents of your cabinet.

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

This chapter covers the following topics:

- Locking Your Terminal
- Unlocking Your Terminal

Locking Your Terminal

To lock your terminal, issue the following command sequence from any point in Con-nect:

```
LOCK password password
```

In this case, the password can be any word you choose (it need not be the password you use when logging on to Con-nect) and you lock your terminal by entering the password and its confirmation in one step.

However, if you prefer that the password remains invisible as you type it, you must issue the LOCK command - without the password and its confirmation - in the command line and press `ENTER`. You must enter the password in the command line of the next screen and press `ENTER`. You must confirm the password by entering it a second time and pressing `ENTER`. The password will not appear in the screen as you type it.

If an unauthorized person attempts to use your terminal while you are absent, Con-nect will not react.

Unlocking Your Terminal

Unlock your terminal by entering the password once more in the command line and pressing `ENTER`.

As a result, you are returned to the point at which you locked the terminal and you can resume your work.

Tip:
Although there is no upper time limit for the LOCK command, you should log off if you leave your terminal for a long period of time.

Part 7. A Customized Environment

This part contains all the information you need to customize Con-nect so that it suits your individual needs. It is subdivided into the following sections:

- Your User Profile
- PF-Key Assignments
- Command Aliases
- Creating Your Own Menus
- Forms
- Cabinets

Your User Profile

This chapter covers the following topics:

- General Information
- Modifying Your Profile
- Date and Time Formats
- Print Defaults
- Language, Command Sequence and Autosave
- Folders and Password
- Mail Status Message
- Menu and Overlay Calendar
- Screen Colors

General Information

The Con-nect administrator has defined a profile for each Con-nect cabinet. This profile consists of:

- a system profile, which applies to all Con-nect users;
- a cabinet profile, which applies to individual cabinets and users; and
- your user profile, which applies to your cabinet and user ID only.

Only the administrator can change the system profile and the cabinet profile. You can modify your user profile to suit your specific needs.

The language in which you work, the sequence in which you can enter commands and objects, the appearance of menus, the name of your default folder, and your password are all determined by your user profile.

Every time you logon to Con-nect, your user profile is activated. For example, if your command sequence is "command object name", you can always use this sequence when you access another cabinet, regardless of the command sequence specified by the person to whom that cabinet has been assigned.

Modifying Your Profile

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

```
MODIFY Profile
```

As a result, the "Modify Profile" screen appears.

```
11:29 AM            * * *  C O N - N E C T  3  * * *              11.Aug.1999
Cabinet LS                    Modify Profile                        Wednesday


  Mark to Modify:

  Date and Time Formats      _

  Print Defaults             _

  Language/Command/Autosave  _

  Folders and Password       _

  Mail Status Message        _

  Menu and Overlay Calendar  _

  Screen Colors              _

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Enter any character in the field adjacent to the part(s) of your profile which you want to modify and press ENTER.

A window appears, displaying the default specifications for that part of your profile. The initial specifications are set by the Con-nect administrator. Any time you modify these specifications, the modifications remain in effect (i.e. become defaults) until you modify them again.

After you have completed your modifications (by typing over the defaults), and have pressed ENTER, a message appears, telling you that the profile was modified. If you marked more than one part to modify, the next window appears, otherwise the "Modify Profile" screen is displayed again.

Date and Time Formats

You can specify how the date and time are displayed in Con-nect screens and in your calendar.

To modify the date and time formats, mark the corresponding field in the "Modify Profile" screen and press ENTER.

```
 11:37 AM            * * *  C O N - N E C T  3  * * *              11.Aug.1999
 Cabinet LS                    Modify Profile                        Wednesday

                                        +---------------------------------------+
   Mark to Modify:                      !         Date and Time Formats         !
                                        +---------------------------------------+
   Date and Time Formats      x         !    Date format 1.4.5  1 DD            !
                                        !   (Any character as   2 MM  4 MON     !
   Print Defaults             _         !    a delimiter)       3 YY  5 YYYY    !
                                        !                                       !
   Language/Command/Autosave  _         !    Time format 1   0 24h  1 am/pm     !
                                        !      Delimiter :                      !
   Folders and Password       _         !       Timezone 0   (from datacenter)  !
                                        !     Week start 1   1-7 Monday-Sunday  !
   Mail Status Message        _         !      Day start 9   0-23 hr            !
                                        !                                       !
   Menu and Overlay Calendar  _         ! Set cabinet sliding window __ 0-99 or !
                                        ! Mark to use system value   _  0       !
   Screen Colors              _         +---------------------------------------+

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
```

Modify the default date and time format specifications by typing over them.

Date format

How the date is displayed in all screens, and the order in which the day, month and year appear. The values mean:

1	The day is shown as a number.
2	The month is shown as a number.
3	The year is shown as a two-digit number.
4	The month is shown as a three-letter abbreviation.
5	The year is shown as a four-digit number.

A delimiter separates the day, month, and year values. You can use any character, including a blank. In the example above, the date format is 1.4.5 which means that the date is displayed as "11.Aug.1999".

Time format

How the time is displayed in all screens. The values mean:

0	24 hour display, e.g. 16:45.
1	AM/PM display, e.g. 4:45 PM.

Delimiter

The character which separates the hour and minute values. You can use any character, including a blank.

Timezone

The local time zone (taken from the data center) is the default, and is specified as 0. You can specify any other time zone by entering the number of hours ahead (e.g. 6) or behind (e.g. -8) your data center time zone; this is helpful when you add calendar entries. However, the upper left corner of all Con-nect screens always shows your local time.

Week start

The day which is shown as the first day of the week in the Con-nect menu, and calendar screens. The values mean:

1	The first day of the week is Monday.
2	The first day of the week is Tuesday.
...	
7	The first day of the week is Sunday.

Day start

The start of a 10-hour period within which you expect the greatest frequency of calendar entries. The time scale of a day shown on "Display Month" screen begins with this time and spans 10 hours. For example, the values mean:

0	The day starts at midnight (12 PM or 0:00) and ends at 10 o'clock in the morning (10 AM or 10:00).
8	The day starts at 8 o'clock in the morning (8 AM or 8:00) and ends at 6:00 o'clock in the evening (6 PM or 18:00).

An asterisk (*) to the left or to the right of the time scale of the "Display Month" screen indicates that a calendar entry occurs before or after the period covered by the scale.

Set cabinet sliding window

The sliding window determines which two-digit year values belong to the 20th or the 21st century. This is important if the year is shown as YY (code 3) and not as YYYY (code 5).

The sliding window covers a period of 100 years. The start and end of the sliding window is determined by the value you enter in the "Set cabinet sliding window" field or the value in the "Mark to use system value" field. As the range of the sliding window always begins in the past, the value you enter is automatically subtracted from the current year to determine the first year of the window range. To determine the last year of the sliding window, 99 is automatically added to the resulting year.

You can enter a value between 0 and 99.

For example, if the current year is 1998 and you enter 40 as the sliding window, the sliding window will cover the years 1958 to 2057. In this case, a two-digit year value (*nn*) from 58 to 99 is interpreted as 19*nn*, while a two-digit year value (*nn*) from 0 to 57 is interpreted as 20*nn*.

If you specify a value of 0, the sliding window mechanism is not used. This means that when you enter a two-digit year, Con-nect interprets it as in the current century.

Caution:
To insure that the sliding window covers adequate time in the past and in the present, it is recommended that you do not set the sliding window to either the low or top end of the range. For example, if you set the sliding window to 2, the range of the sliding window will be (assuming the current year is 1998) 1996 to 2095. This means that when you enter 95 as a two-digit year, Con-nect will interpret it as 2095 and not 1995.

If you enter a value here, you *must not* mark the "Mark to use system value" field.

Mark to use system value

Mark with any character. The number to the right of this field is the value defined as the system value.

If you mark this field, you *must not* enter a value in the "Set cabinet sliding window" field.

Press `ENTER` to save your modifications.

Print Defaults

You can specify the instructions which are sent to the printer when you print a Con-nect object.

To modify the print defaults, mark the corresponding field in the "Modify Profile" screen and press ENTER.

```
 8:45 AM            * * *  C O N - N E C T  3  * * *              22.Apr.2002
Cabinet LS                    Modify Profile                          Monday

                                      +---------------------------------------+
  Mark to Modify:                     !             Print Defaults            !
                                      +---------------------------------------+
  Date and Time Formats               ! Printer name                          !
                                      !    DAEPRTB2_________________________  !
  Print Defaults                      !   Page length 65 Wrap printed line _  !
                                      !    Line width  72     Left margin 0_  !
  Language/Command/Autosave           ! Mark to print _ Info                  !
                                      !               _ Attached/Cover notes  !
  Folders and Password                !               _ List of replies       !
                                      !               _ List of addressees    !
  Mail Status Message                 ! Printer profile                       !
                                      !    HP-4P____________________________  !
  Menu and Overlay Calendar           ! Formatting profile                    !
                                      !    FPROFILE_________________________  !
  Screen Colors                       +---------------------------------------+

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
```

Modify the print defaults 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. (A printer name is a combination of printer profile and printer destination which has been specified by the Con-nect administrator.)

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

You can also enter HARDCOPY as the printer name. In this case, the printer which has been defined by the Natural variable *HARDCOPY is used.

Page length

The number of lines (1 to 99) 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.

Line width

The number of characters (1 to 249) per line. The line width is only evaluated for certain languages (e.g. Hebrew). In other languages this information is not considered.

Left margin

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

Mark to print

Any character in the adjacent fields causes the following items to be printed with the object:

- **Info**
  Information about when and by whom an object was created, last modified, forwarded and/or sent. For a meeting, the number of attendees and resources that have accepted or declined the meeting is printed as well as the number of all pending invitations.

- **Attached/Cover notes**
  Attached notes and cover notes.

- **List of replies**
  The list of users who sent a reply to the mail item.

- **List of addressees**
  The list of addressees to whom an object was sent.

Printer profile

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

When your administrator has defined a printer profile for the printer you specified in the "Printer name" line of this window, its name is automatically entered in this line. If you do not want to use this printer profile, you can specify the name of another printer profile.

To display a window listing all defined printer profiles, you must enter an asterisk (*) in this line and press `ENTER`. To select a printer profile, you must move the cursor to the name of the printer profile and press `ENTER`.

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

Formatting profile

The name of the profile used to format the printout.

If you do not want to use the default profile when a document is formatted, you enter the name of the profile you want to use on this input line. A profile can be any Con-form document in either cabinet SYSCNT or your own cabinet.

Press ENTER to save your modifications.

Your modifications to the print defaults remain in effect until you change them again.

If you want to change the print defaults only for the current session (i.e. only until you leave Con-nect), you must use the OUTPUT command (see the description of the OUTPUT command in section **Documents**).

Caution:
Every time you access the "Print Defaults" window, the formatting profile that is specified in the "Format *Document-name*" screen or in the "Specify Document Format Options" screen (see the description of the FORMAT command in section **Documents**) is replaced with the formatting profile that is specified in the above window. It is replaced even if you do not modify anything in the above window.

Language, Command Sequence and Autosave

If more than one language is available in your environment, you can select the language you want to use, and the sequence in which you want to enter a command sequence (consisting of command, object and name).

You can change the names of the system folders to the language that is defined with the language code.

You can specify what character you want to use as a blank substitute within object names, and you can specify the default value for the "(Undo *Document-name*)" version of a document.

To modify the defaults, mark the corresponding field in the "Modify Profile" screen and press ENTER.

```
 12:03 PM            * * *  C O N - N E C T  3  * * *              26.Jul.2002
 Cabinet LS                    Modify Profile                           Friday

                                       +---------------------------------------+
   Mark to Modify:                     !     Language / Command / Autosave     !
                                       +---------------------------------------+
   Date and Time Formats      _        !         Language code 1               !
                                       !                                       !
   Print Defaults             _        !      Command sequence   mark for      !
                                       !                OBJECT name COMMAND    !
   Language/Command/Autosave  x        !                                       !
                                       ! Rename system folders _               !
   Folders and Password       _        !                                       !
                                       !      Blank substitute                 !
   Mail Status Message        _        !                                       !
                                       !       Autosave every 10 modifications !
   Menu and Overlay Calendar  _        !                                       !
                                       !                                       !
   Screen Colors              _        +---------------------------------------+

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   Flap  Last  Home
```

Modify the defaults by typing over them.

Language code

The code number of the language to be used. To choose a language from a list of all available languages, you enter a question mark (?) in this field.

Only codes for languages which have been installed on your system are valid. The language codes are:

1	English
2	German
3	French
4	Spanish
5	Italian
6	Dutch
7	Turkish
7	Icelandic
7	Finnish
7	Swedish
8	Danish
8	Hebrew
9	Norwegian
9	Portuguese (Brazilian)
9	Arabic
9	Russian

Command sequence

If you leave this field blank, the default command sequence, as used throughout this documentation, is used: "command object name" ("name" can also be a date or time).

You mark this field with any character if you want to use the alternative command sequence of "object name command".

Rename system folders

Used in conjunction with the "Language code" field. If marked, the names of all system folders (e.g. Inbasket and Outbasket) are translated into the language that has been defined for this cabinet. If not marked, the names of the system folders are not changed.

Blank substitute

The character which you must enter in place of the blank when specifying names, dates or times which contain blanks, so that Con-nect can interpret the name, date or time as one unit.

By default, the blank substitute character is a slash (/); however, your administrator may have changed it. You must *not* use a period (.), an asterisk (*) or the letter X as the blank substitute character.

Autosave

You can enter a number between 1 and 99.

The number you enter here, refers to the "(Undo *Document-name*)" version of a document (it also refers to the menulines in the menu editor). You can specify that this version is updated, for example, every second time you press `ENTER` while modifying the document in the editor.

See Autosave and UNDO in section **Text Processing** for further information.

Press `ENTER` to save your modifications.

Folders and Password

You can specify a default folder and file. You can also define the layout for the "Contents of Folder *Name*" screen and modify your Con-nect password.

To modify the defaults, mark the corresponding field in the "Modify Profile" screen and press ENTER.

```
  5:31 PM            * * *  C O N - N E C T  3  * * *              10.Aug.1999
 Cabinet KOL                   Modify Profile                          Tuesday

                                        +---------------------------------------+
   Mark to Modify:                      !         Folders and Password          !
                                        +---------------------------------------+
   Date and Time Formats      _         !                                       !
                                        ! Default Folder  Work                  !
   Print Defaults             _         !           File                        !
                                        !                                       !
   Language/Command/Autosave  _         ! Mark to Customize Folder _            !
                                        !                                       !
   Folders and Password       x         !        Password                       !
                                        !    New Password                       !
   Mail Status Message        _         !                                       !
                                        !                                       !
   Menu and Overlay Calendar  _         ! Your Administrator may have           !
                                        ! disallowed specific passwords.        !
   Screen Colors              _         +---------------------------------------+

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
```

Folders

Modify the default folder and file by typing over them.

Default Folder

The name of the default folder is automatically provided in the "Add" screen when you ADD an object.

You specify a different default folder by entering the name of either an existing folder within your cabinet or the name of a new folder. You must specify a default folder, i.e. this field cannot be left blank.

File

Optional - a file within the default folder.

You specify a file by entering the name of either an existing file within your cabinet or the name of a new file.

Press ENTER to save your modifications.

If you enter the name of a new folder or file in the lines above, a window appears, telling you that the folder or file is not defined and listing those that are. You must then either select one of the existing folders or files, or mark an input field to add the new folder or file (see **The "File" Windows**). You then press ENTER to return to the "Defaults and Password" window.

Folder Layout

Define the layout that is to be used for the "Contents of Folder *Name*" screens in your cabinet:

Mark to Customize Folder

Mark this field and press ENTER to display the "Customize Folder Layout in Cabinet" screen. See **Customizing the Folder Layout** for further information.

It is not possible to define another layout for a system folder, with the exception of folder Work.

Password

Modify your password as follows:

1. Enter your current password in the "Password" line.
2. Enter a new password in the "New Password" line.
3. Press ENTER.
4. Confirm the new password by entering it again in the "New Password" line.
5. Press ENTER.

A message appears, notifying you that your password was changed.

The administrator can specify that the cabinet ID or a specific string cannot be defined as a password. In this case, the password is checked each time you define a new password or access your cabinet. When an invalid password is detected, an appropriate message is displayed and you must define a new password.

Tip:
If you forget your password, ask your administrator to reset it (e.g. to your cabinet ID). You can then define a new password as described above.

Mail Status Message

If you cannot be reached via Con-nect for a while, you can set a mail status message.

You define the time range in which the mail status message is to be displayed. Thereafter, all users that send mail to you in the specified time range will see the message you specified.

You can define a user (Cc) who is to receive copies of all mail items that are sent to you.

Your administrator can also set a mail status message for you, for example, when you are ill.

Note:
The mail status message is not displayed when a user sends a reply to a memo or invitation.

To set a mail status message, mark the corresponding field in the "Modify Profile" screen and press ENTER.

```
  2:22 PM            * * *  C O N - N E C T  3  * * *              25.Jul.2002
 Cabinet LS                    Modify Profile                         Thursday
                                      +---------------------------------------+
                                      ! Set mail status message: X            !
   Mark to Modify:                    ! Date 25.Jul.2002 to 28.Jul.2002       !
                                      ! Time 8:00____    to 16:00___          !
   Date and Time Formats      _       ! Mark X to hide date and time          !
                                      !  Set _ Cc ____________________        !
   Print Defaults             _       !                                       !
                                      ! I am out of the office until_________ !
   Language/Command/Autosave  _       ! 28. July 2002. If you require________ !
                                      ! assistance in my absence, please_____ !
   Folders and Password       _       ! contact Jeanne Madard at X3254._____ !
                                      ! ______________________________________ !
   Mail Status Message        x       ! ______________________________________ !
                                      ! ______________________________________ !
   Menu and Overlay Calendar  _       ! ______________________________________ !
                                      ! ______________________________________ !
   Screen Colors              _       ! ______________________________________ !
                                      +---------------------------------------+
Modify message and press ENTER. Use QUIT to close the window
   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
```

Enter the following information:

Set mail status message

Enter any character in this field (the cursor is automatically placed in the field) to activate the mail status message.

Date

The (starting) date for the mail status message.

to

Optional - the ending date for the mail status message. It must not occur later than 3 years after the starting date.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique.

Time / to

The time range (start and ending time) in which the mail status message is to appear on the specified day(s). When the mail status message is to appear during the entire day, you specify 12:01 AM to 11:59 PM. See **Time Formats** in section **Basic Calender Information** for further information.

Mark _ to hide date and time

When you mark this field, the date and time range for the mail status message is not displayed in the mail status message window of another user.

Set

To activate the Cc feature, mark this field.

Cc

You can specify who is to receive a copy of each mail item that is sent to you. This can be a nickname, user ID, cabinet name or bulletin board. You can also enter an asterisk (*) to select the addressee from a list.

This feature does not apply to invitations to meetings.

A Cc can also be defined with a user address. See **Modifying Your Own User Address**. However, the Cc defined with the mail status message works independently from Cc and Cc 2 defined in the user address. Thus, 3 different Cc definitions may be in use.

Message text

In the lines below the Cc, type the message you want to be displayed when other users send you mail.

Press `ENTER` to confirm your modifications.

Issue the QUIT command to close the window and to return to the "Modify Profile" screen.

Caution:
Your modifications are not saved until you quit the "Modify Profile" screen.

When another user sends mail to you within the defined time range, the mail status message is shown.

When the mail status message is active and you access the Con-nect menu within the specified time range, you are notified that you have set a mail status message.

Canceling a Mail Status Message

Cancel the mail status message as follows:

1. Mark the "Mail Status Message" field in the "Modify Profile" screen and press `ENTER`.
2. In the window, remove the character from the "Set mail status message" field.
3. Press `ENTER` to confirm your modifications.

   The message is still shown in the window, but will not be displayed when someone attempts to send you mail.
4. Issue the QUIT command to close the window and to return to the "Modify Profile" screen.

Menu and Overlay Calendar

You can specify the sequence in which information is displayed on the Con-nect menu, and the character which is used as the vertical border for windows.You can also specify one or two cabinet IDs for your overlay calendar.

To modify the menu display or the overlay calendar, mark the corresponding field in the "Modify Profile" screen and press ENTER.

```
 12:04 PM            * * *  C O N - N E C T  3  * * *              11.Aug.1999
 Cabinet LS                    Modify Profile                        Wednesday

                                       +---------------------------------------+
   Mark to Modify:                     !      Menu and Overlay Calendar        !
                                       +---------------------------------------+
   Date and Time Formats      _        ! Main Menu Name                        !
                                       !   ________________________________    !
   Print Defaults             _        !         Display Month  1              !
                                       !                  Mail  2              !
   Language/Command/Autosave  _        !              Calendar  3              !
                                       !                                       !
   Folders and Password       _        !      Display Day Name  x              !
                                       !                                       !
   Mail Status Message        _        ! Overlay Calendar ID 1  ESH_____       !
                                       !                  ID 2  ________       !
   Menu and Overlay Calendar  x        !         Window Border  !              !
                                       !                                       !
   Screen Colors              _        +---------------------------------------+

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
```

Modify the specifications by typing over them.

Main Menu Name

By default, this line is blank and the menu which your administrator has been defined in cabinet SYSCNT is used as your main menu (if your administrator has not defined another menu, the Con-nect menu is the main menu).

If you want to have a menu which you have created (see **Creating Your Own Menus**) displayed as the main menu, or another system menu that has been defined in cabinet SYSCNT (marked with (S) in the "Display Menus" screen), you enter its name in this line.

When you enter a menu name in this line, Con-nect first looks for this menu in the cabinet that you are currently using. If no menu is found in the current cabinet, Con-nect checks cabinet SYSCNT. If no menu with that name is found at all, the Con-nect menu is used.

If you have previously used another menu as the main menu, and now want to use the default menu defined in cabinet SYSCNT again, you leave this line blank.

To activate the new menu, you must first quit Con-nect and then access it again.

Display

The sequence in which information (month, mail, calendar) is shown on the main menu. The values mean:

0	The information is not displayed.
1	The information is displayed first.
2	The information is displayed next.
3	The information is displayed last.

Display Day Name

If this field is marked, the current day name is displayed in the upper right corner of your screens (directly below the date); if the field is left blank, the Con-nect screen number is shown there.

Overlay Calendar ID

Optional - in your private cabinet, you can specify one or two IDs of other private cabinets (which you are allowed to access) for your overlay calendar.

If these users have given you permission to display/modify their calendars with the SHARE command, all entries from their calendars are shown on your calendar screens. See **Overlay Calendar** for further information.

In your private cabinet, you can also specify the IDs of public and shared cabinets. In a shared cabinet, only the IDs of other shared or public cabinets can be specified. In a public cabinet, only the IDs of other public cabinets can be specified.

Window Border

The character which is used as the vertical border of all Con-nect windows.

If your terminal supports reverse video, the window border is always shown in reverse video.

Note:
If your terminal does not show the window border in reverse video, it might be necessary to enter the appropriate Natural terminal command. For example, if you are using an IBM terminal type, you enter %T=3278 (or %T=3279 for a color terminal). See the Natural documentation for further information.

Press `ENTER` to save your modifications.

Screen Colors

You can specify the colors to be used for various types of text if you use a color terminal.

To modify the screen colors, mark the corresponding field in the "Modify Profile" screen and press ENTER.

```
 12:05 PM            * * *  C O N - N E C T  3  * * *              11.Aug.1999
 Cabinet LS                    Modify Profile                        Wednesday

                                       +---------------------------------------+
   Mark to Modify:                     !           Screen Colors               !
                                       +---------------------------------------+
   Date and Time Formats      _        !  Enter Color Number                   !
                                       !                   Default   Intense    !
   Print Defaults             _        !    Text               6         3     !
                                       !    Modifiable Field   3         5     !
   Language/Command/Autosave  _        !    Output             2         7     !
                                       !    Window Border      3               !
   Folders and Password       _        !                                       !
                                       !  Color Numbers                        !
   Mail Status Message        _        !    1 Blue              5 Red          !
                                       !    2 Green             6 Turquoise    !
   Menu and Overlay Calendar  _        !    3 Neutral           7 Yellow       !
                                       !    4 Pink                             !
   Screen Colors              x        +---------------------------------------+

Make changes and press ENTER to display the new colors
   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 lower part of the window displays the available colors and their numbers.

Enter the number of the colors you want to use in the "Default" and "Intense" columns. When you have completed your entries, press ENTER. The new color assignments are then shown.

Press ENTER again to save these assignments and to close the window.

Note:
If your color terminal does not show the specified colors, it might be necessary to enter the appropriate Natural terminal command. For example, if you are using an IBM terminal type, you enter %T=3279. See the Natural documentation for further information.

PF-Key Assignments

This chapter covers the following topics:

- The Default PF-Key Sets
- Modifying PF-Key Sets
- Resetting PF-Key Assignments to the System Defaults

The Default PF-Key Sets

Frequently-used commands or command sequences have been assigned to PF-keys. By default, different sets of PF-keys have been specified:

- Menu (displayed when you access Con-nect)
- Display Object
- Send
- Editor
- List of Objects

Since the frequency with which you use certain commands varies from screen to screen, Con-nect enables you to customize your personal office environment to meet your needs by modifying the PF-key set assignments. You can assign the functions that you most frequently need in a screen to the PF-key set for that type of screen.

Menu

```
 11:37 AM            * * *  C O N - N E C T  3  * * *              16.Jan.2001
 Cabinet LS                           Menu                              Tuesday

 Command   Description                +---------------------------------------+
 -------   ------------------------   ! Modify PF-Keys: Menu                  !
    I      Inbasket                   +---------------------------------------+
    S      Send Memo                  ! PF-key  1 Help  Value ?               !
    P      Phonepad                   !         2 Menu        MENU            !
                                      !         3 Quit        .               !
    F      Display Folder             !         4 In          I               !
    D      Display Document           !         5 Send        SEND MEMO       !
    W      Write Document             !         6 Foldr       DIS FOLDER      !
                                      !         7 Docs        DIS DOC         !
    N      Notepad                    !         8 Note        NOTE            !
    B      Bulletin Boards            !         9 Cal         DIS CALENDAR    !
    C      Calendar                   !        10 Flip        FLIP            !
                                      !        11 Last        *=              !
    T      Desktop                    !        12 Home        *++             !
                                      +---------------------------------------+

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
```

Display Object

```
 11:40 AM            * * *  C O N - N E C T  3  * * *              16.Jan.2001
 Cabinet LS         Display Fiber-optics and Sharks                   Tuesday
 Folder  Work             File
    Notes 2 -----------------------   +---------------------------------------+
   Marine biologists have charted s   ! Modify PF-Keys: Display Object        !
   feeding habits of sharks.          +---------------------------------------+
                                      ! PF-key  1 Help  Value ?               !
   In the past two years, sharks ha   !         2 Menu        MENU            !
   fiber-optic telephone cable off    !         3 Quit        .               !
   is expensive. An average cable r   !         4 Mod         MODIFY          !
   least $150,000.                    !         5 Send        SEND MEMO       !
                                      !         6 Left        COL +20         !
            Depth     Ft. Cable       !         7 Top         TOP             !
            -----     ---------       !         8 Bot         BOTTOM          !
            1,000     10,000          !         9 Right       COL -20         !
            2,000     15,000          !        10 Flip        FLIP            !
                                      !        11 Pos         POSITION        !
   What is it about fiber-optic cab   !        12 Home        *++             !
                                      +---------------------------------------+

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  Mod   Send                          Flip        Home
```

Send

```
 11:43 AM            * * *  C O N - N E C T  3  * * *              16.Jan.2001
 Cabinet LS                       Send Memo                            Tuesday

                                      +---------------------------------------+
 Addressee(s)   ___________________   ! Modify PF-Keys: Send                  !
                                      +---------------------------------------+
                                      ! PF-key  1 Help  Value ?               !
                                      !         2 Menu        MENU            !
                                      !         3 Quit        .               !
 Subject        ___________________   !         4 Orig        ORIGINAL        !
 Memo Text ------------------------   !         5 Confm       CONFIRM         !
                                      !         6 Mod         MODIFY          !
                                      !         7 Dflt        DEFAULT         !
                                      !         8 Addr        ADDRESS         !
                                      !         9 Frmat       FORMAT          !
                                      !        10 Flip        FLIP            !
                                      !        11 Last        *=              !
                                      !        12 Home        *++             !
                                      +---------------------------------------+
 ----------------------------------
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              Mod               Frmat Flip  Last  Home
```

Editor

```
 11:45 AM            * * *  C O N - N E C T  3  * * *              16.Jan.2001
 Cabinet LS        Modify  Fiber-optics and Sharks                    Tuesday
 Folder  Work             File
   ....+....10...+....20...+....30.   +--------------------------------------+
   Marine biologists have charted s   ! Modify PF-Keys: Editor               !
   feeding habits of sharks.          +--------------------------------------+
                                      ! PF-key  1 Help  Value ?               !
   In the past two years, sharks ha   !         2 Menu        MENU           !
   fiber-optic telephone cable off    !         3 Quit        .              !
   is expensive. An average cable r   !         4 Set         SET            !
   least $150,000.                    !         5                            !
                                      !         6 X           ,X             !
   ... < .. / ...+... / ...+....30.   !         7 Top         TOP            !
            Depth     Ft. Cable       !         8 Bot         BOTTOM         !
            -----     ---------       !         9 Y           ,Y             !
            1,000     10,000          !        10 Flip        FLIP           !
            2,000     15,000          !        11 CX-Y        ,CX-Y          !
                                      !        12 Home        *++            !
   ....+....10...+....20...+....30.   +--------------------------------------+
   What is it about fiber-optic cab
Make all required changes and press ENTER to modify
   Command /                                                            Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit              X                 Y     Flip  CX-Y  Home
```

Since the PF-key set "Modify" consists of 24 PF-keys, you must press ENTER to see the assignments for PF-keys 13 to 24.

```
 11:49 AM            * * *  C O N - N E C T  3  * * *              16.Jan.2001
 Cabinet LS        Modify  Fiber-optics and Sharks                    Tuesday
 Folder  Work             File
   ....+....10...+....20...+....30.   +--------------------------------------+
   Marine biologists have charted s   ! Modify PF-Keys: Editor               !
   feeding habits of sharks.          +--------------------------------------+
                                      ! PF-key 13 Help  Value HELP            !
   In the past two years, sharks ha   !        14 Menu        MENU           !
   fiber-optic telephone cable off    !        15 Quit        .              !
   is expensive. An average cable r   !        16 Set         SET            !
   least $150,000.                    !        17 Split       SPLIT          !
                                      !        18 X           ,X             !
   ... < .. / ...+... / ...+....30.   !        19 Windw       ,W             !
            Depth     Ft. Cable       !        20 Centr       CENTER         !
            -----     ---------       !        21 Y           ,Y             !
            1,000     10,000          !        22 Copy        COPY           !
            2,000     15,000          !        23 CX-Y        ,CX-Y          !
                                      !        24 Delet       ,D             !
   ....+....10...+....20...+....30.   +--------------------------------------+
   What is it about fiber-optic cab
Enter a command, press a PF-key, or enter * to display commands
   Command /                                                            Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit              X                 Y     Flip  CX-Y  Home
```

List of Objects

The PF-key assignments you specify in this window apply to screens which display a list of objects, e.g. the "Display Documents by Name" or "Contents of Folder" screens.

```
 11:52 AM            * * *  C O N - N E C T  3  * * *              16.Jan.2001
 Cabinet LS                Display Documents by Name                   Tuesday

 Cmd Document Name                E   +---------------------------------------+
 --- ---------------------------- -   ! Modify PF-Keys: List of Objects       !
 __  Alexander                        +---------------------------------------+
 __  Analysis                         ! PF-key  1 Help  Value ?               !
 __  Demo                             !         2 Menu        MENU            !
 __  Draft                            !         3 Quit        .               !
                                      !         4 In          I               !
 __  Fiber-optics and Sharks          !         5 Send        SEND MEMO       !
 __  January-01                       !         6 Foldr       DIS FOLDER      !
 __  Marketing Plan                   !         7 Backw       -               !
 __  New Strategy                     !         8 Forwd       +               !
                                      !         9 Cal         DIS CALENDAR    !
 __  Report                           !        10 Flip        FLIP            !
 __  Sructure                         !        11 Last        *=              !
 __  Test Results                     !        12 Home        *++             !
 __  Tool                             +---------------------------------------+

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
```

Modifying PF-Key Sets

If you want to modify the PF-key set for the *current* screen type, issue the following command sequence from the command line of that screen:

```
MODIFY Pfkey
```

As a result, the "Modify PF-Keys: *Set-name*" window for that screen type is shown.

If you want to modify the PF-key set for *another* screen type, issue the following command sequence from any point in Con-nect:

```
DISPLAY Pfkey
```

As a result, the "Display PF-Keys" window appears:

```
 8:54              * * *  C O N - N E C T  3  * * *              1.Feb.2001
Cabinet LS                          Menu                            Thursday

Command   Description                +----------------------------------------+
-------   ------------------------   !           Display PF-Keys              !
   I      Inbasket                   +----------------------------------------+
   S      Send Memo                  ! Mark a PF-Key set:                     !
   P      Phonepad                   !                                        !
                                     ! __  Menu                               !
   F      Display Folder             ! __  Display Object                     !
   D      Display Document           ! __  Send                               !
   W      Write Document             ! __  Editor                             !
                                     ! __  List of Objects                    !
   N      Notepad                    !                                        !
   B      Bulletin Boards            !                                        !
   C      Calendar                   !                                        !
                                     !                                        !
   T      Desktop                    !                                        !
                                     +----------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Caution:
When using another cabinet (either a shared cabinet which has been created by the administrator, or a private cabinet which the owner has shared with you), you modify your *own* PF-key assignments (not those of the cabinet that you are currently using).

Enter any character adjacent to the PF-key set(s) you want to modify and press `ENTER` to access the "Modify PF-Keys: *Set-name*" window.

Every "Modify PF-Keys: *Set-name*" window contains two columns which display the current assignments.

PF-key

The numbers of the PF-keys and their associated names (which appear below the corresponding numbers in the PF-key lines at the bottom of a screen).

The names can be any string of up to five characters.

Value

The command or command sequence to which each PF-key is assigned.

The command must be a valid Con-nect command, a valid abbreviation (truncation), a defined command alias or a special character that represents a valid command, such as the question mark (?) for HELP.

Modify the PF-key assignments by typing over them.

Press `ENTER` to save the new assignments.

Press `ENTER` once more to close the window.

If you selected more than one PF-key set for modification in the "Display PF-Keys" window, the next window appears and you can modify the next set of PF-key assignments.

Or, when you have modified the PF-key set "Menu", a window appears asking whether you want to copy the modified PF-key assignments to the PF-key set "List of Objects". When you have modified the PF-key set "List of Objects", a window appears asking whether you want to copy the modified PF-key assignments to the PF-key set "Menu". Example:

```
+---------------------------------------+
!   Modify PF-Keys: Menu                !
+---------------------------------------+
!                                       !
!   Press ENTER to save and quit        !
!                                       !
!   or mark one of the following:       !
!                                       !
!                                       !
!   Continue modifying PF-Keys      _   !
!                                       !
!   Copy to List of Objects PF-Keys _   !
!                                       !
!                                       !
!                                       !
+---------------------------------------+
```

If you mark the option for copying the PF-key set and press `ENTER`, the window for the corresponding PF-key set appears and you can modify further PF-key assignments.

The following exception applies for the PF-keys used for paging forwards and backwards in a list of objects. They are not replaced in the PF-key set "List of Objects". They are not copied to the PF-key set "Menu".

The PF-keys are only modified for the current language.

Resetting PF-Key Assignments to the System Defaults

To reset the PF-key assignments to the defaults assigned by the administrator, you must access the appropriate "Modify PF-Keys: *Set-name*" window (see **Modifying PF-Key Sets**).

Erase all entries for all PF-keys (i.e. entries for both "PF-key" and "Value") and press `ENTER`.

The PF-keys are automatically reset to the system default assignments (i.e. the next time you access the "Modify PF-Keys: *Set-name*" window, the default assignments are displayed).

Command Aliases

You can define command aliases which you can enter instead of commands or command sequences.

All one-letter codes that are displayed on the Con-nect menu are command aliases. For example, the command alias D represents the command sequence "DISPLAY Document" (see **Default Command Aliases** for a description of all command aliases that are supplied with Con-nect).

This chapter covers the following topics:

- Adding a Command Alias
- Managing Your Command Aliases
- Commands for Command Aliases
- Default Command Aliases
- Issuing A Command Alias With a Parameter
- The Info Command Table

Adding a Command Alias

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

```
ADD Command
```

As a result, the "Add Command Alias" screen appears.

```
 11:13 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                   Add Command Alias                      Thursday



  Alias Name ________

 Description _______________

 Command Sequence to Substitute:

   Command /                                                            /

 File in:

      Folder Work___________ File ________________




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              X                 Y     Flip  CX-Y  Home
```

In addition to the information which you specify in every "Add" screen, you must specify the following information:

Alias Name

The alias you wish to use for the command sequence.

The alias must be unique within the language you are currently using and it must begin with a letter. The alias may contain a maximum of 8 characters; it must not contain blanks.

If you are working with different languages and want to use command aliases in each language, you must specify the aliases in each language. You can specify the same name for different aliases in each language. When you issue such an alias, the alias for the current language is always executed. The aliases for another language are only active when you work in this language.

You must *not* use the letter X as the alias name. The alias must *not* be a system command (such as ADD or MODIFY).

Caution:
When you add an alias and give it the same name as one of the system aliases contained in cabinet SYSCNT (or the same name as a system command), it overrides the system alias (or system command). For example, if you add the alias I for the command sequence "DISPLAY Folder wastebasket", your Wastebasket, instead of your Inbasket, is displayed each time you issue the alias I.

Description

A description (maximum of 14 characters) which describes the alias.

The description proves especially helpful if the alias bears no relation to the command it represents.

Command

The command sequence that is to be represented by the alias. It must be entered in the current language and it must not contain any other aliases.

You don't have to type the full command or object - any valid abbreviation (truncation) is allowed as long it is unambiguous.

You can also substitute a parameter within the command sequence with the blank substitute character which has been defined in your user profile (see **Language, Command Sequence and Autosave**). By default, the blank substitute character is a slash (/).

Press `ENTER` to add the command alias.

Note:
Each time you add, modify or erase a command alias, a message telling you that the command table is being rebuilt appears.

The blank "Add Command Alias" screen re-appears and you can add another command alias or quit the function. You can also enter MODIFY in the command line to access the "Modify Command Alias" screen for the command alias you have just added.

You may now issue the newly defined alias, instead of the associated command or command sequence, in the command line from any point in Con-nect.

Managing Your Command Aliases

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

```
DISPLAY Command
```

As a result, the "Display Command Aliases" screen appears.

```
11:16 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
Cabinet LS               Display Command Aliases                    Thursday

Cmd Alias Name   Description    Command Sequence
--- ------------ -------------- ---------------------------------------------
__  ERRORS       Trace Applic.  PERF APPL TRACE
__  JOHN         phone no.      DIS USER ESH
__  MEET         all meetings   DIS MEET
__  SHARKS       updates        MOD DOC FIBER-OPTICS/AND/SHARKS

__  TRASH        wastebasket    DIS FOL WASTEBASKET
__  A            Address Book   DISPLAY ADDRESS                      (S)
__  B            Bulletins      DISPLAY BULLETIN                     (S)
__  C            Calendar       DISPLAY CALENDAR                     (S)

__  D            Documents      DISPLAY DOCUMENT                     (S)
__  F            Folders        DISPLAY FOLDER                       (S)
__  I            Inbasket       DISPLAY FOLDER 1 *                   (S)
__  N            Notepad        NOTEPAD                              (S)

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Display  Erase    File     Info     Modify   Top
```

Note:
When using another cabinet (either a shared cabinet which has been created by the administrator, or a private cabinet which the owner has shared with you), only those command aliases are shown that contain command sequences that have been permitted for the user of that cabinet (your own command aliases are not loaded).

Your own aliases are displayed before the aliases created by the Con-nect administrator. Each list of aliases is arranged alphabetically.

Only the aliases for the current language are displayed. The aliases for another language are only active when you work in that language. Even though you specified a folder name when you added an alias, the aliases of another language are not shown when you display the contents of that folder.

The columns of the "Display Command Aliases" screen display the following information:

Alias Name

The alias that you have to enter in the command line when you want to issue the command sequence represented by the alias.

Description

The description entered when the alias was added.

Command Sequence

The command sequence represented by the command alias. The aliases supplied with Con-nect or created by the administrator are marked with (S); you can use these aliases, but cannot erase, file or modify them.

Commands for Command Aliases

The command prompting line of the "Display Command Aliases" screen shows all the commands which apply to command aliases. The commands are described in section **Commands**. The following exceptions apply when working with command aliases.

ERASE

When you issue the ERASE command with a specific command alias, the alias is erased from Con-nect and is not placed in the Wastebasket. You cannot erase any of the aliases supplied with Con-nect or created by the administrator.

INFO

See **The Info Command Table** for detailed information.

MODIFY

When you MODIFY a command alias, you cannot enter a command sequence in another language. You can only specify a command sequence in the current language.

Default Command Aliases

The following command aliases are supplied with Con-nect and can be changed by the Con-nect administrator.

Alias	as Substitute for
A	DISPLAY Address (not displayed in the Con-nect menu)
B	DISPLAY Bulletin
C	DISPLAY Calendar
D	DISPLAY Document
F	DISPLAY Folder
I	DISPLAY Folder inbasket
N	NOTEPAD
O	DISPLAY Folder outbasket (not displayed in the Con-nect menu)
P	PHONEPAD
R	REPLY (only applicable when displaying an Inbasket item)
S	SEND Memo
T	DESK
W	ADD Document

Issuing A Command Alias With a Parameter

You can enter a command alias in the command line followed by a parameter. The parameter must always be entered *after* the alias.

The following examples only work if the command sequence (which has been specified in your user profile) is "command object name".

For example, you have specified the alias named FEB representing the command sequence "DISPLAY Calendar 1.Feb". To display all calendar entries of the current year starting with February, 1st and ending with March, 31st, you enter the following in the command line: "FEB 31.3".

You can also substitute a parameter after the command alias with the blank substitute character which has been defined in your user profile (see **Language, Command Sequence and Autosave**). By default, the blank substitute character is a slash (/).

For example, you can enter the system alias C representing the command sequence "DISPLAY Calendar" in the command line, followed by the blank substitute character and an ending date: "C / 31.3". This displays all calendar entries starting with the current day and ending with March, 31st. You must enter a blank before and after the blank substitute character.

The Info Command Table

The Info Command Table always refers to the current language. Commands, objects and aliases of other languages are not considered.

With each language, Con-nect can handle a total of 200 items from the following list:

- system commands (e.g. ADD),
- system objects (e.g. Document),
- user objects,
- system aliases (e.g. S for "SEND Memo"), and
- aliases you added yourself.

You can display information as to the number of commands, objects and aliases which have already been defined.

Either mark a command alias in the "Display Command Aliases" screen with IN, or issue the following command sequence from any point in Con-nect:

```
INFO Command
```

As a result, the "Info Command Table" window appears:

```
11:16 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
Cabinet LS                Display Command Aliases                    Thursday

Cmd Alias Name   Description    Co   +---------------------------------------+
--- ------------ -------------- --   !           Info Command Table          !
__  ERRORS       Trace Applic.  PE   +---------------------------------------+
__  JOHN         phone no.      DI   !   System Commands:   78               !
__  MEET         all meetings   DI   !          Aliases :   13               !
__  SHARKS       updates        MO   !        Not Active:    0               !
                                     !          Objects :   39               !
__  TRASH        wastebasket    DI   !       Last Change:  27.Jan.94         !
__  A            Address Book   DI   !                     12:48 PM SYSCNT   !
__  B            Bulletins      DI   !   User Aliases   :    5               !
__  C            Calendar       DI   !        Not Active:    0               !
                                     !       Last Change:  3.Feb.94          !
__  D            Documents      DI   !                     11:16 AM LS       !
__  F            Folders        DI   !                                       !
__  I            Inbasket       DI   !    65 System/User Aliases free        !
__  N            Notepad        NO   +---------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

The first half of the window displays the number of system commands, system objects and system aliases.

The second half of the window refers to the number of command aliases you added yourself. If 200 items have already been added to your Con-nect cabinet and you try to add another command alias, a message is displayed informing you that you cannot add further command aliases.

If the administrator adds more system aliases and the number of 200 is exceeded in your cabinet, you will not be notified. Your own aliases will become inactive. In this case, you can access the "Info Command Table" window and check the number of inactive user aliases in the second "Not Active" field. When the administrator erases the system aliases again, your own aliases will be active again.

In the "Display Command Aliases" screen, each list of aliases (user aliases and system aliases) is arranged alphabetically. The inactive user aliases are always those at the end of the alphabet.

If there is a system alias *and* a user alias with the same name, only the user alias will be active. However, the system alias is included in the number of system aliases in the "Info Command Table" window. It is also included in the number of inactive aliases in the first "Not Active" field.

In case, there are too many command aliases, system commands and objects have a higher priority than aliases. All system commands and objects are loaded first, followed by system aliases and then by user aliases.

The last line of the window displays the number of system and user aliases that can still be added. If another command alias is added (either by the administrator or yourself), this number decreases.

Creating Your Own Menus

Con-nect allows you to design menus to meet your individual needs. You can display and use any menu at any time during a Con-nect session, which means that you can always use the menu that best suits your requirements at the moment.

The first section of this section introduces the components of a menu, and shows examples of the types of menus you can create; it would be useful to read this information *before* you begin to create a menu of your own.

This chapter covers the following topics:

- Menus and Their Components
- Menu Types
- Creating a New Menu
- Modifying a Menu
- Using A Menu
- Defining Your Menu as the Default Menu
- Managing Your Menus
- Commands for Menus

Menus and Their Components

In this section the different components of a menu are illustrated by means of the Con-nect menu. The Con-nect menu contains each component of a menu.

The arrangement of the components of a menu is called the layout of the menu.

The following is a menu with text on the left, and calendar and mail information displayed on the right:

```
 11:18 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                          Menu                             Thursday

 Command   Description                          February       March
 -------   --------------------------    Mon     7 14 21 28     7 14 21 28
    I      Inbasket                      Tue  1  8 15 22     1  8 15 22 29
    S      Send Memo                     Wed  2  9 16 23     2  9 16 23 30
    P      Phonepad                      Thu  3 10 17 24     3 10 17 24 31
                                         Fri  4 11 18 25     4 11 18 25
    F      Display Folder                Sat  5 12 19 26     5 12 19 26
    D      Display Document              Sun  6 13 20 27     6 13 20 27
    W      Write Document               -------------------------------------
                                        New phone messages:  1
    N      Notepad                      New mail items:      2
    B      Bulletin Boards              -------------------------------------
    C      Calendar                      4.Feb 10:00 AM  Fiber
                                                10:00 AM  Visit Alec Jr.
    T      Desktop                              10:00 AM  Internal Training
                                         5.Feb  3:00 PM  Results

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        Quit  In    Send  Foldr Docs  Note  Cal         Last  Home
```

Menu Text Lines

The left side of the menu contains menu text lines. Each menu text line can represent a Con-nect command, or can merely be informative text. A menu can have a maximum of 16 menu text lines.

You can define cursor-sensitive menu text lines for your own menus (see **Defining New Menu Text Lines**). The Con-nect menu does not have cursor-sensitive lines.

Calendar and Mail Information

The right side of the menu contains the following information:

- **Month**
  A calendar of the current month and a calender of the next month.
- **Inbasket**
  The status of your Inbasket, i.e. whether you received any new phone messages, invitations or mail items.
- **Calendar**
  Current and upcoming reminders, appointments, meetings or todos.

PF-Key Lines

The bottom two lines of the screen list the names of the PF-keys and the commands assigned to them.

Menu Types

There is no limit to the number of menus you can create. You have a choice of three basic menu types:

- text at the left, with optional calendar and mail information displayed on the right;
- text in the center, with no calendar and mail information; or
- free-form, with text in any position and no calendar and mail information.

The first two menu types consist of text lines that represent valid Con-nect commands which invoke a function. You can specify that these two menu types have cursor-sensitive menu text lines, which means that you can start a function by placing the cursor in the appropriate line and pressing `ENTER`.

The free-form menu type does not have to contain text which represents commands or functions - i.e. the text lines can be anything you want.

Examples of the three types of menus which you can create are shown on the following pages.

A Menu with the Text at the Left

```
 11:27 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                      Menu Account                         Thursday

                                          4.Feb 10:00 AM  Fiber
    Mark with Cursor and press ENTER            10:00 AM  Visit Alec Jr.
    ********************************            10:00 AM  Internal Training
                                          5.Feb  3:00 PM  Results
 __ Review New Accounts                   7.Feb  9:00 AM  Workshop
 __ Budgeting                             8.Feb 10:00 AM  HQ meeting
 __ Update Balance                        9.Feb  3:00 PM  Conference
 __ Provisions                           10.Feb 10:00 AM  Last Discussion
 __ Involvencies                                 12:00 PM  Lunch with Thomas
                                                  3:00 PM  Call Thomas
 __ Natural Library Maintenance          11.Feb  2:00 PM  Book Flight to L.A.
                                         15.Feb 10:00 AM  Sales Meeting
                                         22.Feb 12:01 AM  Munich
                                         -------------------------------------
                                         New phone messages:  1
                                         New mail items:      2

To select a command, mark it with the cursor and press ENTER
   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
```

This screen is an example of a menu with text at the left, and calendar and mail information displayed on the right.

The text lines in this sample screen are cursor-sensitive, which means that to start a function, you can select it with the cursor and press ENTER. A cursor-sensitive text line is characterized by the input field (__) to the left of the text line.

You can alternatively use the PF-keys, or you can start any other Con-nect function by entering the appropriate command or command alias in the command line.

Note:
You can also create menus with the text on the left and *without* cursor-sensitive text lines.

A Centered Menu

```
 11:35 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                      Menu Center                          Thursday


                        Cmd Description
                        ----------------------------------

                        RA  Review New Accounts
                        BU  Budgeting
                        UP  Update Balance
                        PR  Provisions
                        IN  Involvencies
                        LM  Natural Library Maintenance





New: 1 phone messages, 2 mail items and 0 invitations
   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
```

This screen is an example of a centered menu (i.e. with text in the middle) without cursor-sensitive text lines, which means that to start a function, you must either enter a command or command alias in the command line, or press a PF-key.

The command codes listed in a menu which does not have cursor-sensitive lines must be valid command aliases (see **Command Aliases**).

The number of new items in your Inbasket is displayed directly above the command line.

Note:
A centered menu displays no calendar information.

A Free-Form Menu

```
 11:39 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                       Menu main                           Thursday



                       This is my Personal Menu
                     ****************************

            SHARK      edit the document concerning feeding habits
            PLAN       edit the Marketing Plan

            RS         folder Research
            CALL       phone numbers personal address book

            I          Inbasket
            O          Outbasket
            TRASH      Wastebasket




New: 1 phone messages, 2 mail items and 0 invitations
   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
```

This screen is an example of a free-form menu.

In addition, the text lines do not have to represent Con-nect commands or functions.

You start a function either by pressing a PF-key, or by entering a command in the command line.

The number of new items in your Inbasket is displayed directly above the command line.

Note:
A free-form menu does not have cursor-sensitive text lines and does not display calendar information.

Creating a New Menu

The following steps are required to create a menu:

1. You must define new menu text lines (if you know that all the text lines you want to use are already defined, you can proceed directly to the next step).
2. You must add the menu:
   - you must first define the layout definition criteria;
   - next you must define the menu layout (i.e. the text lines and the sequence in which they are to appear).

Defining New Menu Text Lines

Con-nect contains a default set of menu text lines - the lines from the menu which is displayed each time you access Con-nect. Each time you create new menu text lines, Con-nect adds them to the default set of menu text lines and stores them in an "editor", i.e. the "Modify Menulines" screen.

The first step when you want to create new menu text lines is to access the "Modify Menulines" screen.

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

```
MODIFY Menu
```

As a result, the "Modify Menulines" screen appears. If you have not previously defined your own menu text lines, the default menu text lines of Con-nect are shown.

If you have already defined your own menu text lines, the "Modify Menulines" screen contains your last changes.

```
 11:41 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                    Modify Menulines                       Thursday
                                                        Page      1 Line      1
   Menu Text Line ..................... Command......for a cursor-sensitive line
   !Cmd  Description>
    --- ------------------------------
     I   Inbasket                      I
     S   Send Memo                     S
     P   Phonepad                      P
     F   Display Folder                F
     D   Display Document              D
     W   Write Document                W
     N   Notepad                       NOTE
     B   Bulletin Board                B
     C   Calendar                      C
     T   Desktop                       DESK




Enter a command, press a PF-key, or enter * to display commands
   Command /                                          / used  2 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit              X     Top   Bot   Y     Flip  CX-Y  Home
```

The "Modify Menulines" screen contains two columns:

Menu Text Line

The text of a menu line. You can enter a description, a command or any text.

A menu text line must not be more than 30 characters long (otherwise, it would not fit in the menu screen). If the text lines are not to be cursor-sensitive, it is helpful if they contain a code which denotes a command or command alias which can be used to start the function.

Command ... for a cursor-sensitive line

The command associated with a menu text line.

Any valid command or command sequence is permitted, including: the special characters to designate QUIT (.) or LAST (*=); valid abbreviations; and defined command aliases. You can also include the name of an object as part of a command sequence.

If a menu text line does not have an associated command (e.g. if it is a heading line), the corresponding line in this column is left blank.

By default, all menu text lines are cursor-sensitive (see **Adding a New Menu - Defining the Layout Definition Criteria** for further information).

Add new menu text lines or modify existing menu text lines.

There is no limit to the number of menu text lines that you may define. You can:

- type over the default menu text lines of Con-nect;
- type over/delete all menu text lines, which you do not need any more;
- use the editor line command ,W to open a window of 8 empty lines.

Caution:
Typing over/deleting the default menu text lines of Con-nect or the commands in the "Modify Menulines" screen does not change or delete them. Only the menu text lines and commands, which have been defined by yourself are affected by this; you can no longer use them for further menu layouts.

If the menu text line is to be cursor-sensitive, specify the command associated with it.

```
 11:18 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                     Modify Menulines                      Thursday
                                                        Page      1 Line      1
   Menu Text Line ..................... Command......for a cursor-sensitive line
   Mark with Cursor and press ENTER
   ********************************
   Review New Accounts                 perf appl account
   Budgeting                           dis fol budget
   Update Balance                      mod doc balance
   Provisions                          logon prov
   Involvencies                        send form overdraft
   Natural Library Maintenance         logon natmain
     N   Notepad                       NOTE
     B   Bulletin Board                B
     C   Calendar                      C
     T   Desktop                       DESK




Enter a command, press a PF-key, or enter * to display commands
   Command /                                        / used  2 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit              X     Top   Bot   Y     Flip  CX-Y  Home
```

To display another page of the "Modify Menulines" screen, you either press ENTER or issue one of the following positioning commands: TOP, BOTTOM or PAGE *n l*. You can also use the line command ,P.

You can use all line commands except ,J and ,S. You cannot set the X- and Y-markers within the same line. See **Text Processing** for further information.

Note:
All blank lines are automatically deleted when you press ENTER in the menu editor. Thus the line commands ,W and ,I function in the same way (in contrast to the "Modify *Document-name*" screen).

Press ENTER after you have completed your entries, to include the new text lines in the "editor".

At this point, you can proceed to design the layout of your menu (see **Adding a New Menu - Defining the Layout Definition Criteria**), or you can start any other Con-nect function. The menu text lines are stored in the "editor" and are available anytime you want to use them.

Resetting the Menu Text Lines

If you want to reset the contents of the "editor" so that it contains only the Con-nect default set of menu text lines, erase all lines contained in the "editor" and press `ENTER`.

This does not affect menus which you have created using these menu text lines.

The next time you access the "editor" (with the "MODIFY Menu" command), only the Con-nect default set of menu text lines is shown.

Adding a New Menu - Defining the Layout Definition Criteria

The second step when you want to add a new menu is to access the "Add Menu" screen.

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

```
ADD Menu
```

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

```
 11:22 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                     Add Menu                              Thursday

          Folder Work___________ File _______________

       Menu Name _________________________________
     Description ______________________________________________________________
                 ______________________________________________________________
                 ______________________________________________________________
                 ______________________________________________________________

  Mark Menu Type X Text at Left with Info Display Month 1 Inbasket 2 Calendar 3
                 _ Text in Center
                 _ Free form Text

  Mark to Define _ a set of PF-keys
  Mark to Ignore _ cursor-sensitive lines

     Private use _ or Security Read 7 Modify 7 Copy 7

Text has been edited and saved
   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**), specify the following menu layout definition criteria:

Menu Name

A unique name that must not exceed 32 characters.

The name of the Con-nect menu is "Menu", therefore you should not use that name for a menu you create.

Menu Type

The type of menu which is to be added; the default menu type is "Text at Left". You alter the type by deleting the X and marking the type of your choice with any character.

Calendar and Mail Information

Optional - if you choose the menu type "Text at Left", you can choose the sequence in which the month, Inbasket and calendar appear in the menu. Enter one of the following values adjacent to each item:

0	The information is not displayed.
1	The information is displayed first.
2	The information is displayed next.
3	The information is displayed last.

Mark to define a set of PF-keys

If you want to define a new set of PF-keys for the menu, you mark this field with any character to display the "Define PF-key Set" window appears. You define the PF-keys as described in section **PF-Key Assignments** and then press `ENTER` to close the window and to access the "Modify Menu *Menu-name*" screen.

This new PF-key set is visible and functional when you activate the new menu with the command sequence "USE Menu *name*".

If you define this menu as the main menu in your profile (see **Menu and Overlay Calendar**), the PF-key set you specified here is only visible and functional if you have not specified your own PF-key assignments for menus (with "MODIFY Pfkey").

Mark to ignore cursor-sensitive lines

By default, the menu text lines are cursor-sensitive. If you don't want cursor-sensitive lines, mark the field with any character.

After you have completed your specifications, press `ENTER`.

The "Modify Menu *Menu-name*" screen appears, and you must specify which menu text lines (see **Defining New Menu Text Lines**) you want to include in the menu. This is described in section **Defining the Menu Layout**.

Defining the Menu Layout

The following sections are specific to the type of menu you are adding.

- Menus with the Text at the Left or in the Center
- Free-form Menus

Menus with the Text at the Left or in the Center

```
 11:23 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                  Modify Menu Account                      Thursday

 Seq Current Menu Text Lines            Num Available Menulines
  __                                      1 Mark with Cursor and press ENTER
  __                                      2 ********************************
  __                                      3 Review New Accounts
  __                                      4 Budgeting
  __                                      5 Update Balance
  __                                      6 Provisions
  __                                      7 Involvencies
  __                                      8 Natural Library Maintenance
  __                                      9   N   Notepad
  __                                     10   B   Bulletin Board
  __                                     11   C   Calendar
  __                                     12   T   Desktop
  __                                     13 !Cmd  Description>
  __                                     14  --- ------------------------------
  __                                     15   I   Inbasket
  __                                     16   S   Send Memo
Enter sequence numbers of desired lines - X removes a line
   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 right side of the "Modify Menu *Menu-name*" screen displays the list of menu text lines which are available. Your own text lines are displayed above the default menu text lines of Con-nect. Each text line has a number.

If more than 16 menu text lines have been defined, you can scroll the display one page forward by pressing ENTER. When you reach the end of the list, the display will re-start at the beginning.

The left side of the screen contains blank columns labeled "Seq" (for sequence) and "Current Menu Text Lines".

The final step in designing the layout of the menu is to specify the menu text lines which are to be included, and the sequence in which they are to appear.

In the "Seq" column, enter the numbers corresponding to the text lines (shown in the right side of this screen) that you want to include in your menu.

You can enter up to 16 numbers. If you leave an input field blank, the corresponding line in the menu will also be blank.

```
 11:23 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                  Modify Menu Account                      Thursday

 Seq Current Menu Text Lines            Num Available Menulines
  __                                      1 Mark with Cursor and press ENTER
  1_                                      2 ******************************
  2_                                      3 Review New Accounts
  __                                      4 Budgeting
  3_                                      5 Update Balance
  4_                                      6 Provisions
  5_                                      7 Involvencies
  6_                                      8 Natural Library Maintenance
  7_                                      9   N   Notepad
  __                                     10   B   Bulletin Board
  8_                                     11   C   Calendar
  __                                     12   T   Desktop
  __                                     13 !Cmd  Description>
  __                                     14  --- ------------------------------
  __                                     15   I   Inbasket
  __                                     16   S   Send Memo
Enter sequence numbers of desired lines - X removes a line
   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
```

After you have completed your entries, press ENTER.

As a result, the menu text lines you chose are shown on the left side of the screen, in the order you specified.

The menu text lines which are available continue to be displayed on the right side of the screen. When you press ENTER again (and do not enter anything in the "Seq" column), the display of the available menu text lines is scrolled.

```
 11:25 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                  Modify Menu Account                      Thursday

 Seq Current Menu Text Lines            Num Available Menulines
  __                                      1 Mark with Cursor and press ENTER
  __ Mark with Cursor and press ENTER     2 ******************************
  __ ******************************      3 Review New Accounts
  __                                      4 Budgeting
  __ Review New Accounts                  5 Update Balance
  __ Budgeting                            6 Provisions
  __ Update Balance                       7 Involvencies
  __ Provisions                           8 Natural Library Maintenance
  __ Involvencies                         9   N   Notepad
  __                                     10   B   Bulletin Board
  __ Natural Library Maintenance         11   C   Calendar
  __                                     12   T   Desktop
  __                                     13 !Cmd  Description>
  __                                     14  --- ------------------------------
  __                                     15   I   Inbasket
  __                                     16   S   Send Memo
Menu has been modified
   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
```

If you are not satisfied, you can modify the layout by repeating the process; enter the numbers in an altered sequence and press ENTER once more.

To remove a line from the menu, mark the "Seq" column with an X.

Issue the QUIT command to save the menu.

Free-form Menus

Since a free-form menu does not make use of pre-defined menu text lines, the "Modify Menu *Menu-name*" screen is simply a blank screen.

```
 11:40 AM             * * *  C O N - N E C T  3  * * *                3.Feb.94
 Cabinet LS                 Modify Menu Personnel                     Thursday
 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
```

Type the menu text lines as you want them to appear on the new menu.

Press ENTER to save the menu.

Modifying a Menu

You can modify the following:

- menu text lines
- layout definition criteria
- menu layout

Modifying Menu Text Lines

Access the "Modify Menulines" screen by issuing the following command sequence from any point in Con-nect.

```
MODIFY Menu
```

Proceed as described in section **Defining New Menu Text Lines**.

Caution:
Modifying the text lines does not mean that the menu itself is automatically modified to include these lines.

Modifying the Layout Definition Criteria

Initially, the menu name and layout definition criteria are specified in the "Add Menu" screen. If you want to change any of these criteria, you must access the "Info" screen for the menu.

Issue the INFO command in conjunction with the menu you want to modify.

```
INFO Menu name
```

Make all required changes by typing over the current definition criteria and pressing `ENTER`.

You cannot change a menu with text lines at the left or in the center into a free-form menu; and you cannot change a free-form menu into a menu with text lines at the left or in the center.

Modifying the Menu Layout

Menus with the Text at the Left or in the Center

Access the "Modify Menu *Menu-name*" screen by issuing the MODIFY command in conjunction with the menu you want to modify.

```
MODIFY Menu name
```

Specify menu text lines as discussed in section **Defining the Menu Layout**.

Free-Form Menus

Access the "Modify Menu *Menu-name*" screen by issuing the MODIFY command in conjunction with the menu you want to modify.

```
MODIFY Menu name
```

Change the menu text lines of the free-form menu by typing over the current version and pressing `ENTER`.

The menu is modified to incorporate the modified menu text lines.

Using A Menu

To use a menu, enter the USE command in conjunction with the menu you want to use.

```
USE Menu name
```

The menu is displayed (becomes active), and you can invoke a function in any of the following ways:

- enter the command in the command line;
- if the menu contains cursor-sensitive menu text lines, position the cursor on the menu text line and press ENTER; or
- press the appropriate PF-key.

To leave a menu (i.e. deactivate it), and return to the default menu which has been defined in your user profile, issue the following command:

```
MENU
```

Defining Your Menu as the Default Menu

If you want to have your new menu displayed as the default menu (instead of the Con-nect menu), specify its name as the "Main Menu Name" as described in section **Menu and Overlay Calendar**. You must also specify the order for the calender and mail information; this must correspond to the order you specified when you added the menu. This menu is then displayed the next time you log on to Con-nect, and every time thereafter until you change your profile again.

Managing Your Menus

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

```
DISPLAY Menu
```

As a result, the "Display Menus" screen appears.

```
11:40 AM            * * *  C O N - N E C T  3  * * *                3.Feb.94
Cabinet LS                     Display Menus                         Thursday

Cmd Menu Name                        Folder          File          Date Filed
--- -------------------------------- --------------- ------------- -----------
__  Account                          Work                             3.Feb.94
__  Account2                         Work                             3.Feb.94
__  Center                           Work                             3.Feb.94
__  Main                             Work                             3.Feb.94

__  Personnel                        Work                             3.Feb.94









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Copy     Display  Erase    File     Info     Modify   Send     Top      Use
```

The menus are arranged alphabetically. Your own menus are displayed first, followed by those created by the system administrator. The columns display the following information:

Menu Name

The name assigned to the menu.

Folder

The folder in which the menu is stored. Menus created by the system administrator are marked with (S).

File

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

Dated Filed

The date when the menu was first filed in the cabinet.

Commands for Menus

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

- DISPLAY
- INFO
- MODIFY
- SEND
- USE

DISPLAY

The DISPLAY command invokes a non-functional display of the menu text lines; calendar and mail information are not shown.

INFO

The INFO command accesses the "Info" screen, in which you can modify the layout definition criteria for the menu (see **Modifying the Layout Definition Criteria**).

MODIFY

The MODIFY command allows you to modify the sequence of the menu text lines or to choose other menu text lines (see **Modifying the Menu Layout**).

SEND

The SEND command sends a copy of the menu to any other Con-nect user.

When the new mail item is displayed in the addressee's Inbasket, the cover note is shown first. To display the menu, the addressee must issue the QUIT command.

To actually use the menu, the addressee must first FILE it and then issue the USE command with it.

USE

The USE command activates the menu (see **Using A Menu**).

Forms

Con-nect enables you to design forms that meet the requirements of the information structure in your company. Natural programs are used to handle the forms. For example, a form can be a standard memo layout used for internal mailing within your company or perhaps a standard billing form you send to your customers.

Important:
When using forms, the library SYSCNT2 must be defined as a steplib.

This chapter covers the following topics:

- Types of Forms
- Adding a Form
- Working with Forms
- Managing Your Forms
- Commands for Forms
- Integrating Forms into the Con-nect Office

Types of Forms

There are three types of forms:

- **User Form**
  A form which is created via an interactive series of screens. A user form can contain a maximum of 16 lines.

- **Natural Form**
  A form which is created via a program and associated maps. A Natural form can contain as many lines as the buffer will support.

- **Entry Form**
  A form which is created via an interactive series of screens. An entry form is used in connection with a document containing Con-form variables. This Con-form (Cnf) document can contain as many lines as the editor buffer can support. When you want to use the entry form, you must add an additional document and specify the form name in the "Add Document" screen. The form will then be displayed and you can fill the variables with the actual information. This information will be included in the resulting document. Optional - you can send the document which has been created using the entry form.

A user form or a Natural form can be used to create a document, or to send mail. When you use a form to send mail, you can predefine addressees or use global variables to pass the addressee information from the form program to the Send function.

Adding a Form

When you add a form in Con-nect, you interactively design a user form or an entry form. You can also link an existing Natural program to a form name which can later be identified by Con-nect.

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

```
ADD Form
```

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

```
11:01 AM            * * *  C O N - N E C T  3  * * *              26.Mar.2001
Cabinet LS                          Add Form                          Monday

         Folder Work___________ File ________________

       Form Name ________________________________
    Description ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________

      User Form _
  or Entry Form _              Cnf Document ________________________________
  or    Program ________
        Library SYSCNT2_

   Addressee(s) ____________________________________

    Private use _  or Security Read 7  Modify 7  Copy 7

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 following form definition criteria in the "Add Form" screen.

Form Name

A unique name which identifies the form within Con-nect. This name must not exceed 32 characters.

User Form

To add a user form, you mark this field with any character.

Entry Form

To add an entry form, you mark this field with any character. In addition, you must enter the name of a Cnf document in the "Cnf Document" line.

Cnf Document

When you add an entry form, you must enter the name of an existing Cnf document from your cabinet.

If the document name contains blanks, you must replace the blanks by the blank substitute character. By default, the blank substitute character is a slash (/). See **Language, Command Sequence and Autosave**.

You can also enter an asterisk (*) in this line to display a list of all available Cnf documents. To select a document, mark it with any character and press `ENTER`.

When you later modify the text of the original document, the modifications are *not* applied to the document which has been linked to the entry form. If you want to use the modified version of the document, see the description of the MODIFY command in this section for further information.

Program

To add a Natural form, you enter the Natural program name in this line. In addition, you must enter the library name in the "Library" line.

The Natural program must have been defined previously (by the Con-nect administrator, yourself or another user).

Do not enter a name in this line, if you are adding a user form or entry form. For these types of form, Con-nect automatically generates programs where the name start with "F99".

Library

The name of the current library is displayed by default. You can specify another library by typing over the default.

You can also enter an asterisk (*) in this line to display a list of all available libraries. To select a library, mark it with any character and press `ENTER`. The list provides the following options: the current library, the *STEPLIB library and up to 8 steplib libraries as defined in Natural Security.

When you add a user or entry form, the Natural program is created and cataloged in the current library. If you specified a library different than the current library, the Natural program is moved to the specified library after it has been cataloged.

When you add a Natural form, you must specify the Natural library in which the program is cataloged.

Addressee(s)

When you add a user form or Natural form, you can predefine addressees. You specify the addressees in the same way as you do when sending a memo. The addressees must be separated by a blank. See **Sending a Memo** for further information.

The address list created at this point is stored with the form. It can be changed when the form itself is modified.

When you send the form, the address list is copied. You can modify the copied address list before sending the form (e.g. you can define additional addressees or remove predefined addressees). These modifications are only valid for the current send process. They are not applied to the original address list which is stored with the form.

This field does not apply for entry forms.

Press ENTER to add the form.

The next sections describe the remainder of the procedure, depending on whether you are adding a user form, an entry form or a Natural form.

Creating a User Form

If you specified "User Form" in the "Add Form" screen and press ENTER, one of the following occurs, depending on whether you have specified addressees or not:

- **One or more addressees have been specified:**
  The "Modify Form" screen appears.

  If a selected user has set a mail status message, the message is displayed in a window as soon as you press ENTER. You must then press ENTER again to close that window.

  The number of addressees is shown adjacent to the "Selected" indicator. The name of the last addressee that was entered is shown below the "Addressee(s)" line.

  If a selected user has defined a Cc in the mail status message and/or a Cc or Cc 2 in the user address (see **Modifying Your Own User Address**), this is also added to the list of addressees. Thus, when you specify one addressee, up to three Cc addressees may also be added.

```
 11:26 AM            * * *  C O N - N E C T  3  * * *              26.Mar.2001
 Cabinet LS                       Modify Form                          Monday

          Folder Work___________ File ________________

       Form Name Interoffice_____________________
     Description ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________

       User Form X
   or Entry Form _              Cnf Document ________________________________
   or    Program F9997028
         Library SYSCNT2_                                   Mark to compile _

    Addressee(s) ____________________________________            Selected 2
                 Eshberry,George
     Private use _  or Security Read 7  Modify 7  Copy 7

 2 addressee(s) selected - press ENTER to access the form editor
   Command /                                                              /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit              Mod         Addr  Frmat Flip  Last  Home
```

  You can add more addressees at this point by entering them in the "Addressee(s)" line and pressing ENTER.

  You can also issue the ADDRESS command to access the address management system. You can then select further addressees from a selection window or remove addressees from the list. You can also define that an addressee is to receive a copy, a blindcopy or private mail. See **Address Management System** for further information.

  To access the Con-nect user form editor, press ENTER while the "Addressee(s)" line is empty.

- **No addressees have been specified:**
  The Con-nect user form editor is displayed immediately and you must design the form as described below.

The Con-nect User Form Editor

```
---------------------------------------------------------------------------
                          Con-nect User Form Editor

  You can use this screen to define a form by entering text lines, input
  fields or by using one of the standard fields shown below. This explanation
  will disappear when you press ENTER.
  To create input fields on the form, mark the start of the field with a plus
  symbol (+) and follow it with a series of Xs. If you want a field filled in
  by Con-nect, use a '+' followed by one of the symbols below:

  +SUBJ Memo subject   +DATE in your format   +TIME hh:mm    +FROM your name
  +DAY  Day of week    +FULL Month dd,yyyy    +DASH dashes   +TO   addressee
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                    Dflt              Flip  Last  Home
```

The editor screen contains instructions on how to create the form. These instructions will disappear the first time you press ENTER, i.e. all 16 lines of the screen will then be available for the form.

Note:
Two user form examples are included later in this section. See **Using a User Form to Send Mail** and **Using a User Form to Create a Document**.

A user form contains two components: text lines and input fields. You can define a maximum of 16 lines for a user form.

Enter each text line at the position you want it to appear on the form.

Define input fields on the form. Each input field must start with a plus sign (+).

For example:

```
                              INTER-OFFICE MEMO
      To: +TO
    From: +FROM
 Subject: +SUBJ
    Date: +DATE
    File: +XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

 +DASH
```

If you want an input field to be filled in by Con-nect (e.g. with the current date), you mark the beginning of the field with a plus sign (+) and then enter the symbol (e.g. DATE) representing the information Con-nect is to supply.

To define an input field in which you can later enter information, mark the beginning of the field with a plus sign (+), and then enter an X for each character to specify the field length.

If you specify +TO and +SUBJ in the form editor, you can send mail directly, using the form, without intervening screens.

The following table lists all symbols you can use in the user form editor. The "Length" column contains the default field length for each symbol.

Symbol	Length	Description
+SUBJ	60	Used to send mail. Interpreted as the "Subject" line of the "Send" screen. You can then enter a subject. If +SUBJ is not specified, "Form" and the date and time, when your mail was sent, is automatically entered as the subject.
+DAY	10	The current day of the week is automatically provided (e.g. Tuesday).
+DATE	12	The current date is automatically provided in the format which was specified in your user profile.
+FULL	20	The current date is automatically provided in the format "month-name dd,yyyy" (e.g. June 16,1992)
+TIME	8	The current time is automatically provided in the format which was specified in your user profile (e.g. either 14:45 or 2:45 PM).
+DASH	75	Con-nect automatically inserts a 75 character long dashed line.
+FROM	20	Your name is automatically provided (e.g. Long,Sonya).
+TO	60	Used to send mail. Interpreted as the "Addressee(s)" line of the "Send" screen. You can then enter the addressees.
+XXXX	user-defined	Input field in which you can enter text. To define the field length, you must enter an X for each character (e.g. if the input field is to be 10 characters long, you must enter "+XXXXXXXXXX").

The addressees that are specified using +TO are not saved in the address list of the form. +TO can be used to specify additional addressees when sending the form.

If you specify more than one input field in the same line, the total length of the fields (and associated text lines) must not exceed 77 characters.

Note:
If you enter several fields in one line and the total length of the fields exceeds 77 characters, the appropriate error message appears and the cursor is positioned on the name of the field which caused the error.

The number of fields and words you can specify depends on the Natural profile parameter FSIZE (see the Natural documentation). You can use the following calculation to determine the number of fields that are allowed:

```
(FSIZE - 12000) / 40
```

You can use the following line commands:

,C (to copy a text line)
,D (to delete a text line)
,I (to insert a text line)

In contrast to the "Modify *Document-name*" screen, the above line commands only act upon a single line in the user form editor; i.e. you *cannot* specify the number of lines such as ,D(3). See **Text Processing** for further information on line commands.

After you have defined the form components, press `ENTER` to create the form.

Each time you press `ENTER`, Con-nect validates your input, i.e. Con-nect checks the line length and the FSIZE.

When a message appears indicating that the form is too complex, the FSIZE parameter is too small. In this case, you can finish editing the form and save it by issuing the QUIT command. However, the form is not cataloged (i.e. you cannot work with it, until the FSIZE parameter is increased). See your administrator for further information.

Optional - you can modify the defaults for the user form (see below).

Issue the QUIT command to save the form.

For comprehensive examples, see **Using a User Form to Send Mail** and **Using a User Form to Create a Document**.

Defaults for the User Form

You can modify the defaults for the user form.

Issue the following command from the user form editor.

```
DEFAULT
```

As a result, the "Modify Defaults for User Form" window appears.

```
                                      +---------------------------------------+
                                      !  Modify Defaults for User Form        !
                                      +---------------------------------------+
                                      !                                       !
                                      !  Mark to:                             !
-----------------------------------   !                                       !
                          Con-nect    !  _  Permit input only in fields       !
                                      !  _  Permit usage of command line      !
  You can use this screen to define   !  _  Use filler character for fields   !
  fields or by using one of the sta   !  _  Expand the 'TO' field             !
  will disappear when you press ENT   !                                       !
  To create input fields on the for   !                                       !
  symbol (+) and follow it with a s   !                                       !
  by Con-nect, use a '+' followed b   !                                       !
                                      !                                       !
  +SUBJ Memo subject   +DATE in you   +---------------------------------------+
  +DAY  Day of week    +FULL Month
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                    Dflt              Flip  Last  Home
```

The defaults only apply to this specific user form. You can mark the following fields with any character:

Permit input only in fields

Optional - you can enter information only in the fields you have defined. All other fields are protected fields in which you cannot enter text.

When you do *not* mark this field, you can enter text in all 16 lines of the user form.

Permit usage of command line

Optional - the command line will be provided.

Use filler character for fields

Optional - the length of the defined input fields is indicated by underscores.

Expand the "TO" field

Optional - when you use the form to send mail and the mail item is displayed, for example, in the Inbasket or Outbasket, each specified addressee is shown in an extra line. The addressees with the mail type "Original" are shown first, followed by those who receive copies of your mail item.

When you do *not* mark this field, only the first addressee you entered (and who receives an original mail item) is shown on the form. Therefore, if you use the form to send a mail item to more than one addressee, it is recommended that you mark this field.

Issue the QUIT command to close the window and to return to the user form editor.

Creating an Entry Form

Since the entry form logic differs from the logic of the other form types, it is recommended that you first read **Using an Entry Form to Create a Document** before you continue with this section.

If you specified "Entry Form" in the "Add Form" screen, the Con-nect entry form editor is displayed.

The Con-nect Entry Form Editor

```
---------------------------------------------------------------------------
                        Con-nect Entry Form Editor

  You can use this screen to define an entry form by entering text lines
  and the Con-form variables defined in the Cnf document. A variable must
  begin with an ampersand (&). Its length is specified by the length of the
  variable name. If the variable length is greater than the name, enter a
  series of periods (.) after the variable name to specify the length.
  (e.g. Name (A20)  :    &NAME...............   )

  This explanation will disappear when you press ENTER.

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  Orig  Confm                        Flip  Last  Home
```

The screen shows an explanation on how to create an entry form; the explanation disappears the first time you press `ENTER`.

An entry form consists of two components: text lines and input fields. The input fields are the Con-form variables of the Cnf document that you specified for this entry form. A variable name must not exceed 32 characters. The variable names must be the same in the entry form editor and in the document.

A maximum of 16 lines is available in the entry form editor. This restriction does not apply to the documents that are used with the entry form.

Enter the text lines and the Con-form variables in the positions where you want them to appear on the form.

You can also select the Con-form variables from a window (see **Selecting the Variables from a Window**).

ach variable must begin with an ampersand (&). If the number of characters following the ampersand is not sufficient to define the length of the input field, enter periods (.) after the variable name (for example, if the input field is to be twenty characters long, specify "&NAME.....").

The length of an input field must not exceed 77 characters. If you specify more than one input field on the same line, the total length of the fields (and associated text lines) must not exceed 77 characters.

Note:
If you enter several fields in one line and the total length of the fields exceeds 77 characters, the appropriate error message appears and the cursor is positioned on the name of the field, which caused the error.

Since the entry form is used to substitute variables in the document with the information you specify, you must not specify a variable more than once in the entry form editor. However, in the document, the same variable can appear several times and it is always filled with the same value.

Do *not* specify Con-nect system variables (such as &YFNAME) or Con-form system variables (such as &$DT) in the entry form editor. If you want to use these variables, specify them in the original Cnf document (i.e. the document that you specify in the "Add Form" screen). Later, when you add the second document (i.e. the document for which you have to specify the entry form in the "Add Document" screen), the system variables will be filled with the actual values.

You can use the following line commands:

,C (to copy a text line)
,D (to delete a text line)
,I (to insert a text line)

In contrast to the "Modify *Document-name*" screen, the above line commands only act upon a single line in the entry form editor; i.e. you *cannot* specify the number of lines such as ,D(3). See **Text Processing** for further information on line commands.

After you have defined the form components, press `ENTER` to create the form.

Each time you press `ENTER`, Con-nect validates your input, i.e. Con-nect checks the line length and the FSIZE.

When a message appears, indicating that the form is too complex, the FSIZE parameter is too small. In this case, you can finish editing the form and save it by issuing the QUIT command. However, the form is not cataloged (i.e. you cannot work with it, until the FSIZE parameter is increased). See your administrator for further information.

Issue the QUIT command to save the form.

Selecting the Variables from a Window

When you issue the ORIGINAL command, the "Mark Variables to Select" window is displayed, listing all Con-form variables which have been defined in the document (except the system variables).

```
                                      +---------------------------------------+
                                      !     Mark Variables to Select          !
                                      +---------------------------------------+
                                      !  __ SALUT                             !
                                      !  __ FIRST                             !
-----------------------------------   !  __ LAST                              !
                       Con-nect Ent   !  __ NUM                               !
                                      !  __ STREET                            !
  You can use this screen to define   !  __ CITY                              !
  and the Con-form variables define   !  __ STATE                             !
  begin with an ampersand (&). Its    !  __ ZIP                               !
  variable name. If the variable le   !                                       !
  series of periods (.) after the v   !                                       !
  (e.g. Name (A20)  :    &NAME.....   !                                       !
                                      !                                       !
  This explanation will disappear w   +---------------------------------------+

 0  variable(s) selected - press ENTER for next page
   Command /                                                                 /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Orig  Confm                        Flip  Last  Home
```

Mark each variable you want to use with any character and press ENTER.

Issue the QUIT command to close the window and to return to the entry form editor.

A message above the command line indicates which variable is currently selected. Repeat the process described below for each variable you selected.

```
-------------------------------------------------------------------------------
                       Con-nect Entry Form Editor
 Use ORIGINAL to select the variables used in the Con-form document.

 8  variable(s) - position cursor for  SALUT  and confirm
   Command /                                                                 /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Orig  Confm                        Flip  Last  Home
```

Move the cursor to the position on the form where the variable is to appear.

Press the PF-key which has been assigned to the CONFIRM command to position the variable at the cursor position.

f the number of characters following the ampersand (&) is not sufficient to define the length of the input field, enter periods (.) after the variable name.

Creating a Natural Form

If you entered a program name and library for a Natural form in the "Add Form" screen, the form is created when you press `ENTER`; it is stored in the folder and file you specified in the "Add Form" screen.

If you have predefined addressees or if the program contains global variables with which you can pass the addressee and subject information from the form program to the Send function of Con-nect, you can send mail directly, using the form.

If the program does not contain a global variable for the subject, "Form" and the date and time, when your mail was sent, is automatically entered as the subject.

See **Using a Natural Form to Create a Document** for an example.

Working with Forms

You can perform many of your daily office tasks using either the forms you create or those which have been created by your administrator.

The following step-by-step descriptions show you how to use forms:

- Using a User Form to Send Mail
- Using a User Form to Create a Document
- Using an Entry Form to Create a Document
- Using a Natural Form to Create a Document

Using a User Form to Send Mail

When you issue the command sequence "SEND Memo", the "Send" screen appears (see **Sending A Memo**) and you can enter text for the memo. However, you may want to create and use your own layouts for different types of mail which you send within your organization.

Note:
Using a form to send mail is not the same as sending the form (i.e. the form definition) to another user. If you want another user to be able to use a form you create, you must COPY the form to that user's cabinet.

To send mail using a user form, the following steps are necessary:

ADD a user form as discussed in section **Creating a User Form**.

The example below describes a user form for an internal memo which can be sent directly to other users.

```
 12:30 PM            * * *  C O N - N E C T  3  * * *              26.Mar.2001
 Cabinet LS                          Add Form                          Monday

          Folder Work___________ File ______________

       Form Name Inter-office____________________
     Description ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________

       User Form x
   or Entry Form _              Cnf Document ________________________________
   or    Program ________
         Library SYSCNT2_

    Addressee(s) ___________________________________

     Private use _  or Security Read 7  Modify 7  Copy 7

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
```

If you want, you can also predefine addressees at this point.

Press ENTER to access the user form editor.

Enter the text lines and define the input fields in the positions where you want them to appear on the form.

```
                              INTER-OFFICE MEMO
       To: +TO
     From: +FROM
  Subject: +SUBJ
     Date: +DATE
     File: +XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

  +DASH
 ------------------------------------------------------------------------------
                           Con-nect User Form Editor

   You can use this screen to define a form by entering text lines, input
   fields or by using one of the standard fields shown below. This explanation
   will disappear when you press ENTER.
   To create input fields on the form, mark the start of the field with a plus
   symbol (+) and follow it with a series of Xs. If you want a field filled in
   by Con-nect, use a '+' followed by one of the symbols below:

   +SUBJ Memo subject   +DATE in your format   +TIME hh:mm    +FROM your name
   +DAY  Day of week    +FULL Month dd,yyyy    +DASH dashes   +TO   addressee
 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                    Dflt              Flip  Last  Home
```

The words "INTER-OFFICE MEMO", "To", "From", "Subject", "Date" and "File" have been entered as text lines. Except for the line INTER-OFFICE MEMO, these text lines are followed by input fields.

The "From" and "Date" fields will be filled in automatically by Con-nect.

The "To" and "Subject" fields must be filled in by the user, and will be treated like the "Addressee(s)" and "Subject" lines of the "Send" screen.

The "File" line is an input field which can be filled in by the user.

Below the "File" field, Con-nect will automatically insert a dashed line (+DASH).

Optional - issue the DEFAULT command from the user form editor to access the "Modify Defaults for User Form" window.

```
                            INTER-OFFICE MEMO
      To: +TO
    From: +FROM
 Subject: +SUBJ                      +---------------------------------------+
    Date: +DATE                      !  Modify Defaults for User Form        !
    File: +XXXXXXXXXXXXXXXXXXXXXXXXX +---------------------------------------+
                                     !                                       !
 +DASH                               !  Mark to:                             !
-----------------------------------  !                                       !
                          Con-nect   !  _  Permit input only in fields       !
                                     !  x  Permit usage of command line      !
  You can use this screen to define  !  x  Use filler character for fields   !
  fields or by using one of the sta  !  x  Expand the 'TO' field             !
  will disappear when you press ENT  !                                       !
  To create input fields on the for  !                                       !
  symbol (+) and follow it with a s  !                                       !
  by Con-nect, use a '+' followed b  !                                       !
                                     !                                       !
  +SUBJ Memo subject   +DATE in you  +---------------------------------------+
  +DAY  Day of week    +FULL Month
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                    Dflt              Flip  Last  Home
```

In this example, the following fields have been marked in the "Modify Defaults for User Form" window:

Permit usage of command line

The command line will be provided.

Use filler character for fields

The length of the defined input fields will be indicated by underscores.

Expand the "TO" field

When the mail item is displayed, each specified addressee will be shown in an extra line. The addressees with the mail type "Original" are shown first, followed by those who receive copies of your mail item.

The "Permit input only in fields" field has not been marked. Thus, when you send the form, you can enter text in all 16 lines of the form.

Issue the QUIT command to close the "Modify Defaults for User Form" window.

After you have defined all form components, press `ENTER` to create the form.

Issue the QUIT command to save the form.

To send mail using the user form, issue the SEND command in conjunction with the form name:

```
SEND Form name
```

As a result, the blank form is displayed on your screen.

```
 12:30 PM                * * *  C O N - N E C T  3 * * *           26.Mar.2001
 Cabinet LS                                                              Monday
  ---------------------------------------------------------------------------
                             INTER-OFFICE MEMO
       To:  ____________________________________________________________
     From:  Long,Sonya
  Subject:  ____________________________________________________________
     Date:  26.Mar.2001
     File:  _____________________________________

  ---------------------------------------------------------------------------









  ---------------------------------------------------------------------------

   Command /                                                              /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Confm       Dflt  Addr
```

Fill in the "To" and "Subject" fields. You can optionally fill in the "File" field.

You can access the address management system by issuing the ADDRESS command (see **Address Management System**).

You can modify the send defaults by issuing the DEFAULT command (see **Modifying the Send Defaults**).

Issue the CONFIRM command to send your mail.

If you have specified one or more addressees (either in the +TO field or by accessing the address management system), the form is sent to the specified addressee(s) as soon as you issue the CONFIRM command.

If you have *not* specified an addressee, the "Send" screen appears and you must enter the addressee(s). You can optionally attach a cover note to the form. You must then issue the CONFIRM command once more to send your mail.

If you did not specify a subject (+SUBJ), "Form" and the date and time when you sent the form is automatically entered as the subject. The subject (and not the form header or name) is shown in the Inbasket of the addressee(s).

Using a User Form to Create a Document

When you ADD a document, you access the "Modify *Document-name*" screen. However, you can also create and use standard layouts for documents prepared within your organization.

To create a document using a user form, the following steps are necessary:

ADD a user form as discussed in section **Creating a User Form**.

```
 13:45 PM            * * *  C O N - N E C T  3  * * *              26.Mar.2001
 Cabinet LS                          Add Form                          Monday

          Folder Work___________ File ________________

       Form Name Visitform_______________________
     Description ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________

       User Form x
   or Entry Form _              Cnf Document ________________________________
   or    Program ________
         Library SYSCNT2_

    Addressee(s) ____________________________________

     Private use _  or Security Read 7  Modify 7  Copy 7

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
```

Press ENTER to access the user form editor.

Enter the text lines and define the input fields in the positions where you want them to appear on the form.

```
                           Customer Visit Report

  By:        +FROM
  Customer:  +XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
  Date:      +DATE


-------------------------------------------------------------------------------
                          Con-nect User Form Editor

  You can use this screen to define a form by entering text lines, input
  fields or by using one of the standard fields shown below. This explanation
  will disappear when you press ENTER.
  To create input fields on the form, mark the start of the field with a plus
  symbol (+) and follow it with a series of Xs. If you want a field filled in
  by Con-nect, use a '+' followed by one of the symbols below:

  +SUBJ Memo subject   +DATE in your format   +TIME hh:mm    +FROM your name
  +DAY  Day of week    +FULL Month dd,yyyy    +DASH dashes   +TO   addressee
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                    Dflt              Flip  Last  Home
```

Optional - issue the DEFAULT command from the user form editor to access the "Modify Defaults for User Form" window.

```
                     Customer Visit Report

 By:       +FROM                       +---------------------------------------+
 Customer: +XXXXXXXXXXXXXXXXXXXXXXX    !  Modify Defaults for User Form        !
 Date:     +DATE                       +---------------------------------------+
                                       !                                       !
                                       !  Mark to:                             !
-----------------------------------    !                                       !
                          Con-nect     !  x  Permit input only in fields       !
                                       !  x  Permit usage of command line      !
  You can use this screen to define    !  x  Use filler character for fields   !
  fields or by using one of the sta    !  _  Expand the 'TO' field             !
  will disappear when you press ENT    !                                       !
  To create input fields on the for    !                                       !
  symbol (+) and follow it with a s    !                                       !
  by Con-nect, use a '+' followed b    !                                       !
                                       !                                       !
  +SUBJ Memo subject   +DATE in you    +---------------------------------------+
  +DAY  Day of week    +FULL Month
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                    Dflt              Flip  Last  Home
```

In this example, the following fields have been marked in the "Modify Defaults for User Form" window:

Permit input only in fields

When you press ENTER in the "Add document" screen, a new screen appears showing the document which has been created by the form. When this field has been marked, you can enter information only in the fields you have defined. All other fields are protected fields in which you cannot enter text. However, when you issue the MODIFY command to place the document in the "Modify *Document-name*" screen, you can enter text in all lines of the document.

Permit usage of command line

The command line will be provided.

Use filler character for fields

The length of the defined input fields will be indicated by an underscore.

Issue the QUIT command to close the "Modify Defaults for User Form" window.

After you have defined all form components, press ENTER to create the form.

Issue the QUIT command to save the form.

ADD a document. In addition to the document definition criteria, enter the name of the user form in the "Add Document" screen.

```
 13:46 PM            * * *  C O N - N E C T  3  * * *              26.Mar.2001
 Cabinet LS                      Add Document                          Monday

          Folder Work___________ File ________________

   Document Name Acme-Visit_______________________

     Create with Visitform_________________________  ( Form / Program )

     Description ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________

        Keywords ________________  ________________  ________________
                 ________________  ________________  ________________

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

 Expiration Date 26.Mar.2002  Archive on Expiration _
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              Mod               Frmat Flip  Last  Home
```

Press ENTER to display the document created by the form.

```
 13:47 PM            * * *  C O N - N E C T  3  * * *             26.Mar.2001
 Cabinet LS                                                            Monday
  ---------------------------------------------------------------------------

                      Customer Visit Report

  By:        Long,Sonya
  Customer:  ____________________________________________
  Date:      26.Mar.2001









  ---------------------------------------------------------------------------

   Command /                                                              /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Mod
```

Note:
If the "Permit input only in fields" field has not been marked in the "Modify Defaults for User Form" window, you can enter information in all lines in the above screen.

Issue the MODIFY command to place the document in the "Modify *Document-name*" screen, where you can complete it using the editor functions (see **Text Processing**).

```
 13:48 PM            * * *  C O N - N E C T  3  * * *             26.Mar.2001
 Cabinet LS        Modify  Acme-Visit                                  Monday
 Folder  Work             File                        Page      1 Line      1
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.

                   Customer Visit Report

   By:       Long,Sonya
   Customer:
   Date:     26.Mar.2001









Enter a command, press a PF-key, or enter * to display commands
   Command /                                        / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

After you have completed your document, issue the QUIT command to save it.

Using an Entry Form to Create a Document

To create a document using an entry form, the following steps are necessary:

ADD a document which contains all required information (the document text and Con-form variables). Do not define the values for the variables.

```
 13:50 PM            * * *  C O N - N E C T  3  * * *              26.Mar.2001
 Cabinet LS        Modify  Birthday                                     Monday
 Folder  Work             File                          Page      1 Line      1
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
   .rm 60;.lm 2
   .sl 2
                                          Sun Valley, &$DT
   .sl 2
   &SALUT
   &FIRST &LAST
   &NUM &STREET
   .sl 1
   &CITY, &STATE &ZIP
   .sl 3
   Dear &SALUT &LAST,
   .sl 1
   A nice little birthday present is waiting for you in my office.
   .sl 1
   We’re all looking forward to another year of perfect cooperation
   with you.
Enter a command, press a PF-key, or enter * to display commands
   Command /                                        / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

ou can also specify Con-form system variables (such as &$DT) or Con-nect system variables (such as &YFNAME).

Note:
See **Con-nect System Variables** in section **Text Processing**. For a description of the Con-form system variables, see the *Con-form User’s Guide*.

ADD an entry form as discussed in section **Creating an Entry Form**. Specify the name of the Cnf document you have previously created in the "Cnf Document" line.

```
 14:10 PM            * * *  C O N - N E C T  3  * * *              26.Mar.2001
 Cabinet LS                          Add Form                          Monday

          Folder Work___________ File _______________

       Form Name Birthday_________________________
     Description ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________

       User Form _
   or Entry Form x              Cnf Document Birthday_________________________
   or    Program ________
         Library SYSCNT2_

    Addressee(s) ___________________________________

     Private use _  or Security Read 7  Modify 7  Copy 7

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
```

Press ENTER to access the entry form editor.

```
 ------------------------------------------------------------------------------
                        Con-nect Entry Form Editor

   You can use this screen to define an entry form by entering text lines
   and the Con-form variables defined in the Cnf document. A variable must
   begin with an ampersand (&). Its length is specified by the length of the
   variable name. If the variable length is greater than the name, enter a
   series of periods (.) after the variable name to specify the length.
   (e.g. Name (A20)  :    &NAME................   )

   This explanation will disappear when you press ENTER.

 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  Orig  Confm                        Flip  Last  Home
```

Enter the text lines and the Con-form variables in the positions where you want them to appear on the form.

If the number of characters following the ampersand (&) is not sufficient to define the length of the input field, enter periods (.) after the variable name.

If you want to select the Con-form variables from a window, issue the ORIGINAL command to display the "Mark Variables to Select" window.

```
                                        +---------------------------------------+
                                        !     Mark Variables to Select          !
                                        +---------------------------------------+
                                        !  __ SALUT                             !
                                        !  __ FIRST                             !
-----------------------------------     !  __ LAST                              !
                       Con-nect Ent     !  __ NUM                               !
                                        !  __ STREET                            !
  You can use this screen to define     !  __ CITY                              !
  and the Con-form variables define     !  __ STATE                             !
  begin with an ampersand (&). Its      !  __ ZIP                               !
  variable name. If the variable le     !                                       !
  series of periods (.) after the v     !                                       !
  (e.g. Name (A20)  :    &NAME.....     !                                       !
                                        !                                       !
  This explanation will disappear w     +---------------------------------------+

 0  variable(s) selected - press ENTER for next page
   Command /                                                                  /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Orig  Confm                        Flip  Last  Home
```

Mark all variables in the window and press ENTER. Issue the QUIT command to close the window.

Enter your text and move the cursor to the position on the form where the variable is to appear. Press the PF-key which has been assigned to the CONFIRM command to position the variable at the cursor position.

```
                 B I R T H D A Y   L E T T E R
               ********************************


     Salutation : &SALUT









-------------------------------------------------------------------------------
                       Con-nect Entry Form Editor
 Use ORIGINAL to select the variables used in the Con-form document.

 7  variable(s) - position cursor for  FIRST  and confirm
   Command /                                                                  /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Orig  Confm                        Flip  Last  Home
```

If the number of characters following the ampersand (&) is not sufficient to define the length of the input field, enter periods (.) after the variable name.

Repeat this process for each variable you selected from the window.

```
                 B I R T H D A Y   L E T T E R
               ********************************


     Salutation : &SALUT

     Firstname  : &FIRST...............

     Lastname   : &LAST................

     Number     : &NUMB                   Street   : &STREET................

     City       : &CITY................

     State      : &STATE...............   Zip Code : &ZIP..
-----------------------------------------------------------------------------
                       Con-nect Entry Form Editor
 Use ORIGINAL to select the variables used in the Con-form document.

Entry form was modified, use QUIT to save it
   Command /                                                              /
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Orig  Confm                        Flip  Last  Home
```

After you have defined the form components, press ENTER to validate the input.

Issue the QUIT command to save the form.

ADD another document. In addition to the document definition criteria, enter the name of the entry form in the "Create with" line.

```
 14:30 PM            * * *  C O N - N E C T  3  * * *             26.Mar.2001
 Cabinet LS                      Add Document                          Monday

          Folder Work___________ File _______________

   Document Name Birthday-JMA____________________

     Create with Birthday_________________________  ( Form / Program )

     Description ______________________________________________________________
                 ______________________________________________________________
                 ______________________________________________________________
                 ______________________________________________________________

        Keywords _______________  ________________  ________________
                 _______________  ________________  ________________

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

 Expiration Date 26.Mar.2002  Archive on Expiration _
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              X                 Y     Flip  CX-Y  Home
```

Press ENTER to display the entry form.

```
  14:31 PM            * * *  C O N - N E C T  3  * * *             26.Mar.2001
 Cabinet LS                                                             Monday
  ---------------------------------------------------------------------------

                 B I R T H D A Y   L E T T E R
               *********************************


      Salutation :  _____

      Firstname  :  ____________________

      Lastname   :  ____________________

      Number     :  ____                  Street   :  ________________________

      City       :  ____________________

      State      :  ____________________   Zip Code :  _____
  ---------------------------------------------------------------------------


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Mod
```

Fill in the form as appropriate.

```
 14:33 PM            * * *  C O N - N E C T  3  * * *              26.Mar.2001
 Cabinet LS                                                              Monday
  ---------------------------------------------------------------------------

                 B I R T H D A Y   L E T T E R
               ********************************


      Salutation :  Mr.__

      Firstname  :  John_________________

      Lastname   :  Martin_______________

      Number     :  45__                   Street   :  Park View______________

      City       :  Maplewood___________

      State      :  Minn._________________  Zip Code :  55109
  ---------------------------------------------------------------------------


Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit        Mod
```

Press the PF-key which has been assigned to the MODIFY command to place the document in the "Modify *Document-name*" screen.

```
 14:35 PM             * * *  C O N - N E C T  3  * * *              26.Mar.2001
 Cabinet LS        Modify  Birthday-JMA                                  Monday
 Folder  Work             File                          Page      1 Line      1
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.



                                          Sun Valley, 26. 3.01


     Mr.
     John Martin
     45 Park View

     Maplewood, Minn. 55109



     Dear Mr. Martin,

Enter a command, press a PF-key, or enter * to display commands
   Command /                                          / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

The variables have been filled with the information you specified in the previous screen. All Con-form system variables and Con-nect system variables you specified in the original document, are automatically replaced with the appropriate values. In the above example, &$DT has been replaced with the current date. You can now further modify the document text (see **Text Processing**).

Issue the QUIT command to save the document.

Optional - to send the document which has been created using the entry form (i.e. the document containing all information you just filled in) to another user, issue the SEND command in conjunction with the document.

Using a Natural Form to Create a Document

You can also create a document using a Natural form.

The following example uses a program to create a Natural form, which is in turn used to create a document. The document contains information from the database, and can be modified in the editor.

A Natural program must be created.

```
0010 ***************************************************************
0020 * Program Name : SAMPLE-PROGRAM NATURAL FORM SMPL9
0030 * Created by   : Sonya Long
0040 * Date         : 4.Feb.1999
0050 *
0060 * Creates A Natural Form
0070 **************************************************************
0080 DEFINE DATA LOCAL
0090 01 #DEPARTMENT (A10)
0100 01 BEST-VIEW VIEW OF EMPLOYEES
0110   02 DEPT
0120   02 NAME
0130   02 FIRST-NAME
0140   02 LEAVE-DUE
0150 01 #COUNTER      (N2)
0160 01 #FIRSTNAME    (A20/100)
0170 01 #LASTNAME     (A20/100)
0180 01 #LEAVEDAY     (N2/100)
0190 01 #NUMBER       (N2/100)
0200 01 #USER-NAME    (A20)
0210 01 #MONTH        (A22)
0220 01 #SENDNAME     (A20)
0230 END-DEFINE
0240 *
0250 SET CONTROL 'Z'
0260 INPUT 'DEPT = ' #DEPARTMENT
0270 *
0280 MOVE 1 TO #COUNTER
0290 *                                    /* SELECT DATA
0300 READ BEST-VIEW BY NAME WHERE (DEPT=#DEPARTMENT)AND (LEAVE-DUE > 23)
0310 *
0320  MOVE #COUNTER       TO #NUMBER   (#COUNTER)
0330  MOVE NAME           TO #LASTNAME (#COUNTER)
0340  MOVE FIRST-NAME     TO #FIRSTNAME(#COUNTER)
0350  MOVE LEAVE-DUE      TO #LEAVEDAY (#COUNTER)
0360  ADD 1 TO #COUNTER
0370 *
0380 END-READ
0390 *                                    /* SELECTED DATA IN MAP
0400 *
0410   INPUT USING MAP 'FORM9   '
0420       #DEPARTMENT #FIRSTNAME(*) #LASTNAME(*) #LEAVEDAY(*) #MONTH
0430       #NUMBER(*) #SENDNAME #USER-NAME
0440 *
0450 SET CONTROL 'C'                      /* MAP IN ESIZE
0460 *
0470 END
```

You can also use other methods to produce text in the Con-nect editor. For example, you can create a Natural program containing the following statement:

```
DEFINE PRINTER (1) OUTPUT 'SOURCE'
```

ADD a Natural form as discussed in section **Creating a Natural Form**. Specify the name of the Natural program and the library in which it is cataloged.

```
 15:15 PM            * * *  C O N - N E C T  3  * * *              26.Mar.2001
 Cabinet LS                          Add Form                          Monday

          Folder Work___________ File _______________

       Form Name Vacation-Form____________________
     Description ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________

       User Form _
   or Entry Form _              Cnf Document ________________________________
   or    Program SMPL9___
         Library SYSCNT2_

    Addressee(s) ____________________________________

     Private use _  or Security Read 7  Modify 7  Copy 7

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
```

ADD a document and enter the name of the form in the "Create with" line.

```
  15:20 PM             * * *  C O N - N E C T  3  * * *              26.Mar.2001
  Cabinet LS                      Add Document                          Monday

           Folder Work___________ File _______________

    Document Name Vacation-01____________________

      Create with Vacation-Form____________________  ( Form / Program )

      Description ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________

         Keywords ________________  ________________  ________________
                  ________________  ________________  ________________

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

  Expiration Date 26.Mar.2002  Archive on Expiration _
 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
```

Press ENTER to display the following message from the program:

```
DEPT =
```

Enter the name of the department (COMP02) and press ENTER.

As a result the form created by the program appears.

```
Information about Vacation Plan (Monthly Report : February              )

Department :  COMP02
From       :  PERSONNEL
Worked out :  SONYA LONG

Here is the monthly list of vacation of employees and their days
of leave this year:

  1    ROGER                  BESSON                 33
  2    ANNIE                  GODEFROY               33
  3    DANIEL                 GREGOIRE               33
  4    WALTER                 HAMSON                 25
  5    GORKA                  NIEDA                  24
  6    WALTER                 REDMAN                 26
  7    ANTONIO                VILLAR                 25
  8    WILFRED                WILDE                  24
  9    FRANK                  WOOD                   27
```

Press ENTER to place the form in the "Modify *Document-name*" screen.

```
 15:30 PM            * * *  C O N - N E C T  3  * * *             26.Mar.2001
 Cabinet LS        Modify  Vacation-01                                Monday
 Folder  Work             File                          Page      1 Line      1
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.


   Information about Vacation Plan (Monthly Report : February              )

   Department :  COMP02
   From       :  PERSONNEL
   Worked out :  SONYA LONG

   Here is the monthly list of vacation of employees and their days
   of leave this year:

     1    ROGER                  BESSON                 33
     2    ANNIE                  GODEFROY               33
     3    DANIEL                 GREGOIRE               33
     4    WALTER                 HAMSON                 25
     5    GORKA                  NIEDA                  24
Enter a command, press a PF-key, or enter * to display commands
   Command /                                        / used  1 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Managing Your Forms

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

```
DISPLAY Form
```

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

```
16:31 PM            * * *  C O N - N E C T  3  * * *                26.Mar.2001
Cabinet LS                 Display Forms by Name                        Monday

Cmd Form Name                      Program  Library  Folder        Date Filed
--- ------------------------------ -------- -------- ------------- -----------
__  Birthday                       F9997028 SYSCNT2  Work          26.Mar.2001
__  Inter-office                   F9997031 SYSCNT2  Work          26.Mar.2001
__  Orders                         F9997030 SYSCNT2  Work          26.Mar.2001
__  Vacation-Form                  F9997029 SYSCNT2  Work          26.Mar.2001

__  Visitform                      F9997032 SYSCNT2  Work          26.Mar.2001









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                                /
 Address  Copy     Display  Erase    File     Modify   Send     Top
```

The forms are arranged alphabetically. Your own forms are displayed first, followed by those created by the Con-nect administrator. The columns display the following information:

Form Name

The name of the form.

Program

The name of the Natural program that creates the form. The F99... programs are Natural programs which Con-nect generates to create a user form or entry form. If you erase the form, the program is also erased. If you copy the form, the program is also copied.

Library

The name of the Natural library in which the program is cataloged.

Folder

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

Forms which have been created by the Con-nect administrator are marked with (S); you can use these forms, but cannot erase, file or modify them.

Date Filed

The date when the form was first filed in the cabinet.

Commands for Forms

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

- ADDRESS
- COPY
- DISPLAY
- ERASE
- MODIFY
- SEND

ADDRESS

The ADDRESS command displays all addressees you specified when adding or modifying the form.

If you want to display only those addressees who have activated a mail status message, see the description of the DISPLAY command.

Valid commands for users, cabinets and transport service addressees: you can mark the name of an addressee with CO, DI or UN:

- The COPY command creates a nickname for this addressee. The "Copy Mail Address to Nickname" window is displayed. You can modify the suggestion for the nickname in this window and then press `ENTER` to access the "Modify Address" screen.
- The DISPLAY command displays the full address of the addressee (depending on the addressee type, a screen appears containing the user or cabinet address, or a window containing information such as the e-mail address or external node).
- The UNDO command removes this addressee from the list of predefined addressees.

COPY

The COPY command allows you to send a copy of the form definition criteria to another user - provided that the user has authorized you to access his cabinet (see **Adding Shared Users to Your Private Cabinet**). The Natural program which created the form is also copied.

When you copy an entry form to another user's cabinet, the Cnf document is also copied to this cabinet.

When you copy a form, the address list is not copied.

DISPLAY

The DISPLAY command displays the form definition criteria you specified when the form was added. The only way to display the actual user form or entry form is to issue the MODIFY command in conjunction with the form. For a Natural form, you must access the Natural program.

If you want to display the Cnf document which has been linked to an entry form, you can mark the "Display Cnf Document" field. Then, you can also PRINT the document.

If you want to display the addressee list, you can mark one of the following fields:

- **Mark _ to display all selected addressee(s)**
  Displays all predefined addressees. Alternatively, you can also issue the ADDRESS command with a form.

- **only with active mail status message**
  Displays only those predefined addressees who have activated a mail status message.

ERASE

The ERASE command erases the form definition and places it in your Wastebasket. The Natural program which created the form is also deleted. Other users (for example, those who received a copy of your form) can still work with this form, since the program which created the form is also copied.

MODIFY

The MODIFY command allows you to modify the form definition criteria. You can change a user form into a Natural form, but you cannot change a Natural form into a user form.

When you just want to modify, for example, the form name, description or library of a user form or entry form, you can specify that the form is to be recompiled without accessing the form editor. To do so, mark the field "Mark to compile".

User Form

If you are modifying a user form and press `ENTER`, the user form editor is accessed and you can modify the fields and/or the text of the form. To save the modifications, you must first press `ENTER` and then issue the QUIT command.

If you issue the DEFAULT command from the user form editor and modify the defaults, the form is automatically changed according to the new criteria.

Entry Form

If you are modifying an entry form and press `ENTER`, the entry form editor is accessed and you can modify fields and/or the text of the form. You can also define new fields which have been added to the Con-form document. To save the modifications, you must first press `ENTER` and then issue the QUIT command.

If you modify the original document, these changes are *not* applied to the document which has been linked to the entry form.

If you want to use the modified version of the document, you must specify the document name once more in the "Modify Form" screen; i.e. you must type over the document name shown in the "Cnf Document" line with the *same* name.

If the modified document contains additional variables, you *must* also modify the entry form and define the new variables in the entry form editor.

You can also specify another document for the entry form; for example, a German translation of the document which uses the *same* variables.

If you specify another document which uses different variables, and if you do not define these variables in the entry form, an error will occur when you try to add a document which uses this form.

SEND

The SEND command allows you to send mail using a standard form. This can either be a user form or a Natural form.

If addressees have been predefined or if the global variables with which you can pass the addressee and subject information from the form program to the Send function of Con-nect were specified when the form was created, you can send mail directly, using the form.

When you add or remove addressees at this point, the modifications only apply to the current send procedure. The address list that has been stored with the form itself is not modified.

You cannot send an entry form itself, but you can send the document which has been created by the entry form.

You must use the COPY command to send a copy of the form to another user.

Integrating Forms into the Con-nect Office

The following suggestions may be useful in integrating forms into your Con-nect office.

You can assign a command alias to the command sequence "SEND Form *name*" (see **Command Aliases**).

You can assign the command sequence "SEND Form *name*" to a PF-key (see **PF-Key Assignments**).

You can create a new menu that contains the form, or incorporate the form into an existing menu (see **Creating Your Own Menus**). You can then choose to have that menu displayed as your "Menu" each time you access Con-nect (see **Menu and Overlay Calendar**).

Cabinets

This chapter discusses how to authorize another user to access your private cabinet, as well as how to use other cabinets that you are authorized to use.

The following topics are covered:

- Types of Cabinets
- Adding Shared Users to Your Private Cabinet
- Functions Which are Never Permitted
- Managing the Shared Users of Your Private Cabinet
- Displaying a List of All Shared Users
- Commands for Shared Users
- Working With Other Cabinets

Types of Cabinets

Your Con-nect environment can contain four different types of cabinets:

- **Private Cabinet**
  Each time you log on to Con-nect, you access the private cabinet which has been assigned to you. When you do not authorize other users to access your cabinet, a user who does not know your password cannot access your private cabinet. You can authorize other users to access your private cabinet (using the SHARE command). In this case, you create a profile for each user and define exactly what functions can be performed from your cabinet. You can authorize a user to handle your mail, your calendar, and all other objects stored in your cabinet (except those marked as private). You can modify or cancel every privilege whenever you want. Each authorized user can access your private cabinet without the password.

- **Shared Cabinet**
  The administrator determines the users who are authorized to access a shared cabinet and defines the functions that each user can perform in that cabinet. In a shared cabinet, all defined cabinet users can access project data simultaneously. However, Con-nect ensures that several users cannot modify data at the same time. Updates, though made only once, are instantly available to everybody. Each defined cabinet user can access the shared cabinet without the password.

- **Public Cabinet**
  A public cabinet can be accessed by any user. A password is not required and each user can perform each function which is allowed in that cabinet.

- **Standalone Cabinet**
  A standalone cabinet has no user directly associated with it. It can only be accessed with the password. Standalone cabinets are not listed in the "Display Available Cabinets by Name" screen. Only the cabinet administrator can display a list in which a standalone cabinet is shown.

When your administrator has authorized you, you can access authorized public and shared cabinets (you cannot use private or standalone cabinets) of another Con-nect system (referred to as "remote Con-nect node"). Thus, you are able to check the bulletin board of another Con-nect node.

Adding Shared Users to Your Private Cabinet

Issue the following command from any point in Con-nect to authorize another user to access your private cabinet:

```
SHARE
```

As a result, the "Share Cabinet" screen appears.

```
 3:52 PM              * * *  C O N - N E C T  3 * * *            19.Sep.2000
Cabinet LS                     Share Cabinet                          Tuesday



          Name or User-ID ____________________


Select a Function:        _ Add Shared User

                          _ Display Shared User

                          _ Display Shared Users

                          _ Modify Shared User

                          _ Erase Shared User



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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Specify the following information in the "Share Cabinet" screen:

Name or User-ID

The name (*last-name* or *last-name,first-name*) or user ID of the person that you want to authorize to access your private cabinet.

You can only specify one user at a time.

Mark the "Add Shared User" field with any character and press ENTER.

Note:
For the other functions shown in this screen, see **Managing the Shared Users of Your Private Cabinet**.

The "Shared Cabinet Profile" screen appears. Con-nect has filled in the full name and user ID of the user whom you specified in the "Share Cabinet" screen, and has entered your own security levels. This profile determines what functions the user can perform from your cabinet.

```
  3:53 PM            * * *  C O N - N E C T  3 * * *                19.Sep.2000
 Cabinet LS                  Shared Cabinet Profile                     Tuesday

   Shared with Eshberry,John        ESH      added  19.Sep.2000  3:53 PM

   Valid from Date ___________ to ___________
              Time ________      ________
   or as defined for the Mail Status Message _ of LS

   Security level for Read 7  Modify 7  Copy 7  Print 7

   Permitted Functions     _ Read Mail  _ Reply  _ Forward
   (Mark to allow)         _ Send Mail
                           _ Modify Mail Status Message
                           _ Display Calendar
                           _ Modify Calendar
                           _ Display other Objects
                           _ Modify other Objects
                           _ Erase other Objects

Shared member has been added - you may modify the profile
   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
```

Specify the following information in the "Shared Cabinet Profile" screen:

Valid from Date/Time

Optional - you can define a period of time in which the user is allowed to use the permitted functions in your cabinet. Specify a starting date and a starting time.

Day, month, and (optionally) year must be entered in the same sequence as shown in the upper right corner of the screen. When you abbreviate (truncate) the name of the month, you must make sure that the abbreviation is unique.

to

Optional - specify an ending date and an ending time for the period in which the user is allowed to use the permitted functions in your cabinet.

or as defined for the Mail Status Message _ of *user ID*

Optional - if marked, date and time in the "Valid from" lines are replaced by the currently defined values in your user profile. After the end date defined for the mail status message has been reached, date and time in the "Valid from" lines are automatically erased.

Security level for Read _ Modify _ Copy _ Print _

The level which a user must have to be able to read, modify, copy or print an object within your cabinet.

When a user with whom you have shared your cabinet attempts to read (display), modify, copy or print an object in your cabinet, Con-nect compares the level assigned to the object with the level you enter here (see **The "Add" Screens** for further information on security levels). If the security level for the object is greater than the level specified here, the shared user cannot

perform that function with the object.

The security levels for the shared private cabinet range from 0 (lowest level) to 9 (highest level). The highest level you can specify is the level that has been set for you, even if the other user can access items with a higher security level within his own cabinet. If you leave a level field blank, the user can only access objects with the level 0.

To copy a document to another user's cabinet, you must also allow "Modify other Objects".

Read Mail

The user can DISPLAY your Inbasket and mark the mail items with DI for DISPLAY.

Reply

The user can issue the REPLY command to send an answer to an item in your Inbasket.

To allow a user to reply to your mail, you must also allow "Read Mail".

Forward

The user can DISPLAY items in your Inbasket and FORWARD them to other users.

The forwarded item indicates your name and the user ID of the user who forwarded it.

To allow a user to forward your mail, you must also allow "Read Mail". The "Forward" permission does not include "Reply" permission.

Send Mail

The user can issue the SEND command, and has access to your personal address book.

The user can send memos, phone messages and any object that he is permitted to display (depending on the security levels).

The "Send" permission does not include "Read Mail", "Reply" or "Forward" permission.

Modify Mail Status Message

The user can issue the command sequence "MODIFY Profile" to modify your mail status message.

Display Calendar

The user can DISPLAY all your calendar entries, but cannot add new calendar entries, or modify or erase existing entries.

The user can display and print notes that are attached to an appointment or meeting.

Modify Calendar

The user can DISPLAY, MODIFY, ERASE, CANCEL or PERFORM all of your calendar entries.

The user can also ADD appointments, reminders, meetings and todo items in your calendar.

The user can attach notes to or detach notes from an appointment or meeting.

To allow a user to modify your calendar, you must also allow "Display Calendar" permission.

Display other Objects

The user can DISPLAY all other objects contained in your cabinet.

Modify other Objects

The user can MODIFY all objects that he was only permitted to display so far. He cannot, however, erase any of them. He can also COPY objects into your cabinet.

As soon as FILE, INFO or MODIFY is issued with a document, a document is locked for all other users and remains locked until the function has been completed. In the case of a system interruption, the document remains locked until it is unlocked by the original user. Or if the user does not unlock the document, it is automatically unlocked after two calendar days.

Erase other Objects

The user can ERASE all objects that he was only permitted to display or modify so far.

Note:
The term "other objects" does *not* include mail items or calendar entries.

After you have completed the profile specifications, press `ENTER` to add the shared user.

The "Share Cabinet" screen is displayed again, with the name of the user you just added shown below the "Name or User-ID" line. You can add another shared user by entering the name in the "Name or User-ID" line, and marking the "Add Shared User" field. You can share your cabinet with as many other users as you like.

Functions Which are Never Permitted

Regardless of the functions permitted above, certain functions can never be permitted. A shared user *cannot* perform the following from your cabinet:

- DISPLAY an object which is marked as private;
- ERASE or MODIFY a folder;
- MODIFY your user profile;
- issue the SHARE command to allow another user to access your private cabinet, or to modify the profiles of users authorized to share your cabinet.

Managing the Shared Users of Your Private Cabinet

You can display, modify or erase the profile of a shared user. You can also display a list of all shared users.

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

```
SHARE
```

As a result, the "Share Cabinet" screen appears.

```
 11:28 AM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                     Share Cabinet                          Friday



           Name or User-ID ____________________


 Select a Function:        _ Add Shared User

                           _ Display Shared User

                           _ Display Shared Users

                           _ Modify Shared User

                           _ Erase Shared User



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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Specify the following information on the "Share Cabinet" screen:

Name or User-ID

The name (*last-name* or *last-name,first-name*) or user ID of the person whose profile you want to display, modify or erase.

You can only specify one user at a time.

To display a list of all users who are authorized to access your cabinet, you must leave this line blank. The resulting screen (see below), also allows you to display, modify or erase a profile.

Mark the appropriate field with any character and press `ENTER`.

Displaying a List of All Shared Users

Mark the "Display Shared Users" field in the "Share Cabinet" screen with any character and press ENTER.

The "Display Shared Users of Cabinet" is displayed, listing all users that you have authorized to access your private cabinet.

```
 14:06                * * *  C O N - N E C T  3  * * *                9.Jan.2001
 Cabinet LS             Display Shared Users of Cabinet                  Tuesday

 Cmd User Name            User-ID  Last Access Time     Valid From  Valid To
 --- -------------------- -------- ----------- -------- ----------- -----------
 __  Eshberry,John        ESH
 __  Mann,Katie           KTS                           10.Jan.2001 15.Jan.2001
 __  Long,Sonia           LS                            Mail Status

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                                /
 Display  Erase    Modify
```

The authorized users are listed in alphabetical order according to their user IDs.

User Name

The name of the user who is authorized to access your private cabinet.

User-ID

The ID of the cabinet from which the command sequence "USE Cabinet *id*" was issued (see **Using Another Cabinet** for further information regarding this command sequence).

If a user other than the user whom you have authorized has accessed your private cabinet, this is indicated in an additional line.

Last Access Time

The date and time when the command sequence "USE Cabinet *id*" was issued.

Valid From

The date when the shared user's rights in your cabinet will start.

When a date is not shown, the user is always allowed to use your cabinet.

Valid To

The date when the shared user’s rights in your cabinet will end. When a date is not shown, the user is always allowed to use your cabinet.

The following applies when the "as defined for the Mail Status Message" field has been marked in the "Shared Cabinet Profile" screen (see Adding Shared Users to Your Private Cabinet):

- When the mail status message has been set in the user profile, the corresponding dates are shown in the columns "Valid From" and "Valid To".
- When the mail status message has *not* been set in the user profile, the string "Mail Status" is shown in the "Valid From" column.

Commands for Shared Users

The command prompting line of the "Display Shared Users of Cabinet" screen shows all the commands which apply to shared users:

DISPLAY

The DISPLAY command accesses the "Shared Cabinet Profile" screen, containing the profile you created for the shared user. You cannot modify profile specifications in this screen.

ERASE

The ERASE command removes a user from the list of those who can access your private cabinet. The profile you created for the shared user is removed from Con-nect and is not placed in your Wastebasket.

MODIFY

The MODIFY command accesses the "Shared Cabinet Profile" screen, containing the profile you created for the shared user, and you can modify all profile specifications in this screen.

Working With Other Cabinets

The following topics are covered below:

- Displaying a List of All Cabinets that You are Allowed to Access
- Using Another Cabinet
- Returning to Your Own Cabinet
- Following Up On Shared Activities
- Printing a List of All Users Who Last Logged on to Your Cabinet

Displaying a List of All Cabinets that You are Allowed to Access

To display a list of all the cabinets that you are allowed to access, issue the following command sequence from any point in Con-nect:

```
DISPLAY Cabinet
```

The "Display Available Cabinets by Name" screen is displayed, and you can mark the cabinet that you want to access with US (for USE).

```
11:29 AM            * * *  C O N - N E C T  3  * * *                4.Feb.94
Cabinet LS          Display Available Cabinets by Name                Friday

Cmd Cabinet  User Name / Description          Type     Last Access   User/Node
--- -------- -------------------------------- -------- ------------- ---------
__  DEVELOP  Development                      Public      3.Feb.94    *
__  Docs     Documentation Standards          Public      1.Feb.94  > DENVER
__  ESH      ESH                              Private     2.Feb.94    *
__  LS       Long,Sonya                       Private     4.Feb.94    LS









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Top      Use
```

The "Display Available Cabinets by Name" screen lists local cabinets as well as remote cabinets. The cabinets are displayed in the following sequence:

- Cabinet SYSCNT (only displayed when you are a system administrator).
- All public cabinets of your local Con-nect node in alphabetical order.
- All authorized public cabinets of all remote Con-nect nodes in alphabetical order (only displayed when the administrator has authorized remote access for you).
- All memberships on your local Con-nect node (i.e. shared cabinets and private cabinets that you are allowed to use) in alphabetical order.
- All authorized shared cabinets of all remote Con-nect nodes in alphabetical order (only displayed when the administrator has authorized remote access for you).
- Your own cabinet.

The columns in the "Display Available Cabinets by Name" screen contain the following information:

Cabinet

The name of the cabinet.

User Name / Description

For a private cabinet, the user's name is displayed. For a shared or public cabinet, the cabinet's description is displayed.

Type

The type of cabinet: private, shared or public. Standalone cabinets are not listed in this screen.

Last Access

The date when the last access to this cabinet occurred.

User / Node

When you were the last to access this cabinet, your user ID is shown. When any other user has accessed the cabinet, an asterisk (*) is shown. When the cabinet is located on another Con-nect node, the name of that node is shown.

When you are currently using a shared or public cabinet on a remote Con-nect node, the "Display Available Cabinets by Name" screen does not display the cabinets of your local Con-nect node (however, it always displays your own private cabinet).

Using Another Cabinet

To access a cabinet, you can either mark the cabinet that you want to access with US (for USE) in the "Display Available Cabinets by Name" screen, or issue the following command sequence from any point in Con-nect:

```
USE Cabinet cabinet-name
```

When you are authorized to use the cabinet, you are instantly given access to the cabinet.

When there are several cabinets on different Con-nect nodes with the same name, a list of all cabinets with that name is displayed and you must mark the cabinet that you want to access with US (for USE).

When you read a new mail item in that cabinet (you accessed the cabinet *without* a password), your name is displayed in the "Addressees for (*Object-name*)" screen. See the description of the ADDRESS command in section **Commands for the Outbasket** for further information.

Cabinet Profiles

When you have been defined as a member of a shared cabinet by the administrator, with the profile of the shared cabinet, the following exception applies: when you are printing something from the shared cabinet, the printer that has been defined in your private cabinet profile is used.

When you use a cabinet on a remote Con-nect node, the profile of that cabinet is used. However, the following features are dependant on your local assignments: the language in which you work, the PF-key assignments, the printer you can use and the time zone.

Password

The following information applies only to cabinets on your local Con-nect node.

You can access any cabinet if you know the password of the cabinet. To do so, you issue the command sequence "USE Cabinet *cabinet-name password*". If you do not enter the password with the command sequence and if a password is required, Con-nect prompts you to enter the password.

If you logon to a private cabinet using the password, Con-nect accepts you as the person to whom the cabinet has been assigned. Thus, if you modify, for example, a document in another user's cabinet, the "Modified" information in the "Info for *Document-name*" screen shows the name of this cabinet (not your user ID).

Unauthorized Logon Attempts

All unauthorized logon attempts to a cabinet are registered. The administrator can specify the number of unauthorized logon attempts to a cabinet after which your cabinet will be locked. A locked cabinet can only be unlocked by the cabinet or system administrator.

Remote Cabinets

When you are working with a cabinet on a remote Con-nect node, the following restrictions apply:

- You cannot send mail to your local Con-nect node or another external node. However, you can send mail to the users on the node on which you are currently working.
- You cannot work with forms, applications, programs and procedures.
- You cannot issue the LOGON command.
- You cannot modify the PF-key assignments.
- You cannot use Con-nect Text Retrieval.
- You cannot access a private cabinet or standalone cabinet (even if you know the password).

Returning to Your Own Cabinet

To return to your own cabinet, you can issue the following command sequence from any point in Con-nect:

```
USE Cabinet *
```

You can also issue the name of your cabinet (which is also your user ID) with the command sequence:

```
USE Cabinet cabinet-name
```

You can also issue the above command sequences when you are currently using a cabinet on a remote Con-nect node.

The following information applies when you are currently using a cabinet on a remote Con-nect node. When you issue the command sequence "USE Cabinet *cabinet-name*" and there are several cabinets with the same name, a list of all cabinets with that name is displayed and you must mark your cabinet with US (for USE).

Following Up On Shared Activities

To track the date and time of changes made to an object, and the name of the user who made the last change, enter the INFO command in conjunction with the object. For example:

```
INFO Document document-name
```

As a result, the "Info" screen is displayed.

```
Expiration Date 3.Feb.95___    Archive on Expiration X
        Created   31.Jan.94    11:54 AM by Fox,Stephan          FOX
       Modified    3.Feb.94    10:23 AM by Millar,Rowena        RMI
         Mailed                         by
      Forwarded                         by

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
```

When a user from a remote Con-nect node worked with the object, a 7 digit number, which is preceded by an asterisk (*), is shown instead of the user ID. For example:

```
Expiration Date 3.Feb.95___    Archive on Expiration _
        Created    3.Feb.94    10:24 AM by Rose,Alex            *9999933
       Modified    3.Feb.94    10:24 AM by Rose,Alex            *9999933
         Mailed                         by
      Forwarded                         by

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
```

Printing a List of All Users Who Last Logged on to Your Cabinet

You can print an alphabetical list of all users (according to the user ID) who last logged on to your cabinet. The list also contains the date and time of the last logon. See the *Con-nect Utilities* documentation, section **Print Cabinet Logons** 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**).

Note:
The above information does *not* apply when you are currently using a cabinet on a remote Con-nect node.

Part 8. Integration of Natural

This part contains all the information you need to integrate Natural programs into your office environment. It is subdivided into the following sections:

- Programs
- Procedures
- Applications

Programs

Con-nect offers an interface which enables you to use an existing Natural program to create a document in Con-nect. The Natural program itself is not added to Con-nect, it is merely made known to Con-nect via a program definition.

For example, a Natural program can be written to list all entries in a customer’s file, check the entries against another list containing the addressees of a recent direct mailing campaign, and indicate whether each customer has received an advertising letter. If you create a document with this program, the results are brought directly into the "Modify *Document-name*" screen (editor) where you can use them, for example, to write your monthly activity report.

See the example at the end of this chapter for a Natural program which is made known to Con-nect and used to create a document.

This chapter covers the following topics:

- Adding a Program
- Creating a Document with a Program
- Managing Your Programs
- Commands for Programs
- Example

Adding a Program

When you add a program in Con-nect, you link an existing Natural program to a program name which can later be identified by Con-nect. This process does *not* bring the Natural program into Con-nect.

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

```
ADD Program
```

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

```
 11:33 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                        Add Program                         Friday

          Folder Work___________ File _______________

    Program Name ________________________________

     Description ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________


         Program ________  and Library SYSCNT2_

     Private use _  or Security Read 7  Modify 7  Copy 7



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 following program definition criteria in the "Add Program" screen.

Program Name

A unique name which identifies the program within Con-nect (the name can be the same as the name of the Natural program discussed below). The name must not exceed 32 characters.

Program

The Natural program which is to be executed whenever a document is added using the program name specified above.

The Natural program must have been defined previously (by the Con-nect administrator, yourself or another user).

Library

The name of the Natural library in which the program is cataloged. The library defined as STEPLIB is displayed by default. You can specify the current library by typing over the default. (Only the library defined as STEPLIB or the current library may be specified.)

Press `ENTER` to add the program.

Creating a Document with a Program

You can create documents using the programs which have been identified to Con-nect via the program definition.

The first step is to add a program as discussed in section **Adding a Program**.

To create a document using a program, issue the following command sequence from any point in Con-nect.

```
ADD Document name
```

The "Add Document" screen is displayed.

In addition to the document definition criteria, enter the name of the program you wish to use in creating the document.

Press `ENTER`.

The program creates the document and places it in the "Modify *Document-name*" screen, where you can modify it using the editor functions (see **Text Processing**).

After you have completed the document, issue the QUIT command to save it.

Managing Your Programs

Issue the following command sequence from any point in Con-nect to display a list of all available programs which have been made known to Con-nect:

```
DISPLAY Program
```

As a result, the "Display Programs" screen appears.

```
11:35 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
Cabinet LS                    Display Programs                         Friday

Cmd Program Name                   Program  Library  Folder        Date Filed
--- ------------------------------ -------- -------- ------------- -----------
__  Vacation-letter                VAC      SYSCNT2  Work             4.Feb.94
__  Mail                           MAIL     SYSCNT2  (S)              2.Feb.94









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                                /
 Display  Erase    File     Modify   Send     Top
```

The programs are arranged alphabetically. Your own programs are displayed first, followed by those created by the Con-nect administrator. The columns display the following information:

Program Name

The Con-nect program name.

Program

The name of the Natural program to which the Con-nect program name refers.

Library

The name of the Natural library in which the program is cataloged.

Folder

The name of the folder in which the program is stored. Programs which have been created by the Con-nect administrator are marked with (S); you can use these programs, but cannot erase, file or modify them.

Date Filed

The date when the program was first filed in the cabinet.

Commands for Programs

The command prompting line of the "Display Programs" screen shows all the commands which apply to Con-nect programs. The commands are described in section **Commands**. The following exceptions apply when working with programs:

- DISPLAY
- MODIFY
- SEND

DISPLAY

The DISPLAY command displays the program definition criteria specified when the program was added. (The program itself is stored in a Natural library, and the only way to display it is via the appropriate Natural commands and statements.)

MODIFY

The MODIFY command allows you to modify the Con-nect program definition criteria, but does not allow you to modify the Natural program itself. You can, however, enter the name of another Natural program to be used for the Con-nect program.

SEND

When you SEND a Con-nect program, the "Send" screen appears; you enter addressee(s), attach a cover note (mandatory) to the program and send it with the CONFIRM command, just as with any other mail item.

When the addressee displays the new mail item in the Inbasket, the cover note is shown first. A message at the bottom of the Inbasket screen says that the mail item is a program. To display the program definition criteria, the addressee must issue the QUIT command.

To use the Con-nect program, the addressee must first FILE it and then specify its name in the "Add Document" screen as discussed in section **Adding a Program**.

If you want to send the actual Natural program to another user, you must use the IMPORT command to bring the program into Con-nect (see **Importing to Con-nect**) and then SEND it. However, this is not necessary since every user can access a Natural program.

Example

This example demonstrates how to create a document listing all employees in a specific department who have more than 20 remaining days of vacation in the year.

A Natural program must first be created to extract the data from the database, compute the vacation remaining and create the document.

The example is a Natural program which uses the API subprogram Z-ADD11 to add the document.

```
0010 ****************************************************************
0020 * PROGRAM NAME : SMPL3
0030 * created by   : Sonya Long
0040 * date         : 17.1.94
0050 *
0060 ***************************************************************
0070 DEFINE DATA LOCAL
0080 01 #CNT        (B10)
0090 01 #DEPARTMENT (A10)
0100 01 BEST-VIEW VIEW OF EMPLOYEES
0110   02 NAME
0120   02 FIRST-NAME
0130   02 DEPT
0140   02 LEAVE-START (1:12)
0150   02 LEAVE-END   (1:12)
0160   02 LEAVE-DUE
0170 01 #I        (N1)
0180 01 #N        (N1)
0190 *
0200 * PARAMETERS FOR API
0210 *
0220 01 RETURN-CODE  (N2)
0230 01 CABINET-NAME(A8)
0240 01 PASSWORD     (A8)
0250 01 DOC-NAME     (A32)
0260 01 SUBJECT      (A60/1:4)
0270 01 DOC-ISN      (P8)
0280 END-DEFINE
0290 *
0300 INPUT 'PLEASE INPUT DEPARTMENT: ' #DEPARTMENT
0310 *
0320 DEFINE PRINTER (1) OUTPUT 'SOURCE'  /* DEFINE THE OUTPUT AREA
0330 FORMAT(1) PS=0
0340 SET CONTROL 'Z'                     /*ERASE WORK AREA
0350 *
0360 MOVE *USER TO CABINET-NAME
0370 *
0380 WRITE (1)'THIS IS THE LIST OF EMPLOYEES IN DEPARTMENT'#DEPARTMENT
0390 WRITE (1)'WITH MORE THAN 20 DAYS OF VACATION REMAINING THIS YEAR'
0400 WRITE (1)'AND WITH THEIR LAST PLANNED VACATION DAYS IN THE YEAR'
0410 WRITE (1)' '
0420 WRITE (1)'NAME' 30T 'DEPT' 40T 'LEAVE-DUE' 50T 'PLANNED LEAVE'
0430 WRITE (1)'-------------------------------------------------------'*DATE
0440 WRITE (1)' '
0450 READ BEST-VIEW BY DEPT WHERE ((DEPT=#DEPARTMENT)AND (LEAVE-DUE > 20))
0460 *
0470 FOR #I=2 TO 5
0480  IF LEAVE-START(#I)= 000000 THEN
0490      COMPUTE #N = #I - 1
0500  END-IF
```

```
0510 MOVE 5 TO #I
0520 END-FOR
0530 WRITE (1) NOTITLE NAME 30T DEPT
0540              40T LEAVE-DUE 50T LEAVE-START(#N) LEAVE-END(#N)
0550 END-READ
0560 CALLNAT 'Z-ADD11' RETURN-CODE CABINET-NAME PASSWORD
0570              DOC-NAME SUBJECT(*) DOC-ISN
0580 *
0590 *
0600 IF NOT RETURN-CODE = 51
0610   WRITE 'RETURN-CODE' RETURN-CODE
0620 END-IF
0630 END
```

Add a program as described in section **Adding a Program**.

```
 11:36 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                        Add Program                         Friday

          Folder Work___________ File ________________

     Program Name Sample-3________________________

      Description Creates a special vacation list_____________________________
                  ______________________________________________________________
                  ______________________________________________________________
                  ______________________________________________________________


          Program SMPL3___  and Library SYSCNT2_

      Private use _  or Security Read 7  Modify 7  Copy 7



 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
```

Create a document ("ADD Document") and specify the name of the program to be used in creating the document.

```
 11:36 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                      Add Document                          Friday

          Folder Work___________ File _______________

   Document Name Vacation List___________________

     Create with Sample-3_________________________  ( Form / Program )

     Description A vacation list of all employees in COMP02___________________
                 ______________________________________________________________
                 ______________________________________________________________
                 ______________________________________________________________

        Keywords _______________  ________________  ________________
                 _______________  ________________  ________________

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

 Expiration Date 4.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
```

Press ENTER.

As a result, the "Modify *Document-name*" screen, containing the document created by the program appears.

```
 11:37 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS        Modify  Vacation List                               Friday
 Folder  Work             File                         Page      1 Line      1
   ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
   THIS IS THE LIST OF EMPLOYEES IN DEPARTMENT COMP02
   WITH MORE THAN 20 DAYS OF VACATION REMAINING THIS YEAR
   AND WITH THEIR LAST PLANNED VACATION DAYS IN THE YEAR

   NAME                DEPT         LEAVE-DUE   PLANNED LEAVE
   ----------------------------------------------------94/02/04

   BOLAN               COMP02        33         94/04/13 94/04/24
   ROSE                COMP02        33         94/06/01 94/06/05
   ULRICH              COMP02        32         94/03/16 94/03/20
   HANSEN              COMP02        31         94/04/27 94/05/01
   PINKERTON           COMP02        30         94/02/17 94/02/28
   FORD                COMP02        30         94/02/26 94/02/28
   LAMPERT             COMP02        29         94/03/18 94/03/20
   BACH                COMP02        29         94/05/26 94/06/03
   OSBOURNE            COMP02        28         94/03/26 94/03/27
Enter a command, press a PF-key, or enter * to list commands
   Command /                                        / used  3 %  Dir +  Del ,
Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
      Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Procedures

Con-nect offers an interface (the procedure) which enables you to use an existing Natural program to replace variables in a document with actual data when the document is formatted in Con-nect.

The Natural program itself is not added to Con-nect, it is merely made known to Con-nect via a procedure definition.

The examples at the end of this chapter show how procedures can be added and used to create a document.

This chapter covers the following topics:

- Types of Procedures
- Adding a Procedure
- Linking Procedures to a Document
- Formatting a Document Which Has Linked Procedures
- Managing Your Procedures
- Commands for Procedures
- Examples

Types of Procedures

There are two types of procedures:

- **Pre-formatting Procedure**
  Supplies values to replace variables in a document during the formatting process.
- **Post-formatting Procedure**
  Initiates activities after the document formatting has been completed (can be used to update a database).

Adding a Procedure

When you add a procedure in Con-nect, you link an existing Natural program to a procedure name which can later be identified by Con-nect. This process does *not* bring the Natural program into Con-nect.

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

```
ADD Procedure
```

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

```
 11:38 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                       Add Procedure                         Friday

          Folder Work___________ File ________________

  Procedure Name ________________________________

     Description ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________
                 ____________________________________________________________


         Program ________  and Library SYSCNT2_

     Private use _  or Security Read 7  Modify 7  Copy 7



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 following procedure definition criteria in the "Add Procedure" screen.

Procedure Name

A unique name which identifies the procedure within Con-nect. The name must not exceed 32 characters.

Program

The Natural program which is to be executed whenever a document is formatted using the "Procedure Name" specified above.

The Natural program must have been previously defined (by the Con-nect administrator, yourself or another user).

Library

The name of the Natural library in which the program is cataloged. The library defined as STEPLIB is specified by default. You can specify the current library by typing over the default. (Only the library defined as STEPLIB or the current library may be specified.)

Press ENTER to add the procedure.

The blank "Add Procedure" screen re-appears and you can add another procedure.

Linking Procedures to a Document

You can link procedures to documents which contain variables.

The first step is to add a procedure as discussed in section **Adding a Procedure**.

The second step is to access the "Info" screen for the document and then link the procedure to the document. Issue the INFO command in conjunction with the document:

```
INFO Document name
```

The "Info" screen appears.

```
 11:40 AM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS        Info for sample-doc                                Friday
 Folder  Work             File
 ---------------------------------------------------------------------------
  Document Name sample-doc
    Description A document with variables that are to be replaced with data_
                from the database - using a procedure_______________________
                ____________________________________________________________
                ____________________________________________________________
       Keywords ________________  ________________  ________________
                ________________  ________________  ________________
 Add Procedures _            Attached/Cover Notes      Enclosures
    Private use _      Security Read 7  Modify 7  Copy 7  Print 7

Expiration Date 4.Feb.95___    Archive on Expiration X
        Created    4.Feb.94    11:40 AM by Long,Sonya           LS
       Modified    4.Feb.94    11:40 AM by Long,Sonya           LS
         Mailed                         by
      Forwarded                         by

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
```

Mark the "Add Procedures" field with any character and press ENTER to display the "Add Procedures for Document" window.

```
 11:41 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS        Info for sample-doc                                 Friday
 Folder  Work             File
 ----------------------------------   +---------------------------------------+
  Document Name sample-doc            !      Add Procedures for Document      !
    Description A document with var   +---------------------------------------+
                from the database -   ! Formatting Profile                     !
                ___________________   !    ________________________________    !
                ___________________   ! Pre-Format Procedures                 !
       Keywords ________________  __   !    ________________________________    !
                ________________  __   !    ________________________________    !
 Add Procedures x            Attach   !    ________________________________    !
    Private use _      Security Rea   !    ________________________________    !
                                      ! Post-Format Procedures                !
Expiration Date 4.Feb.95___    Arch   !    ________________________________    !
        Created    4.Feb.94    11:4   !    ________________________________    !
       Modified    4.Feb.94    11:4   !    ________________________________    !
         Mailed                       !    ________________________________    !
      Forwarded                       +---------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Enter the names of the pre-format and/or post-format procedures (a maximum of four each) in the appropriate lines.

You can also specify a formatting profile for the document. The formatting profile you specify in the above window will only be used when the following applies in the "Format *Document-name*" screen or in the "Specify Document Format Options" screen (see the description of the FORMAT command in section **Documents**):

- the "Profile Name" line does not contain the name of a formatting profile; and
- the "Formatting Profile" field is marked.

Press ENTER to close the window and to link the procedures to the document.

Formatting a Document Which Has Linked Procedures

To format a document using the associated procedures, issue the FORMAT command in conjunction with the document:

```
FORMAT Document name
```

The "Format *Document-name*" screen is displayed. You can then format the document and display, print, file or modify it (see the description of the FORMAT command in section **Documents**).

The variables in the document are replaced with actual values as specified by the procedure.

You can also, for example, specify post-formatting procedures to update a database.

Managing Your Procedures

Issue the following command sequence from any point in Con-nect to display a list of all available procedures which have been made know to Con-nect:

```
DISPLAY Procedure
```

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

```
11:42 AM            * * *  C O N - N E C T  3  * * *                4.Feb.94
Cabinet LS              Display Procedures by Name                    Friday

Cmd Procedure Name                 Program  Library  Folder        Date Filed
--- ------------------------------ -------- -------- ------------- -----------
__  Sample-3                       SMPL3    SYSCNT2  Work             4.Feb.94
__  Sample-6                       SMPL6    SYSCNT2  Work             4.Feb.94
__  Personnel                      PERSON   SYSCNT2  (S)              3.Feb.94
__  Vacation-list                  VACLIST  SYSCNT2  (S)              1.Feb.94









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Display  Erase    File     Modify   Send     Top
```

The procedures are arranged alphabetically. Your own procedures are displayed first, followed by those created by the Con-nect administrator.

The columns display the following information:

Procedure Name

The name of the procedure.

Program

The name of the Natural program to which the Con-nect procedure name refers.

Library

The name of the Natural library in which the program is cataloged.

Folder

The name of the folder in which the procedure is stored. Procedures which have been created by the Con-nect administrator are marked with (S); you can use these procedures, but cannot erase, file or modify them.

Date Filed

The date when the procedure was first filed in the cabinet.

Commands for Procedures

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

- DISPLAY
- MODIFY
- SEND

DISPLAY

The DISPLAY command displays the procedure definition criteria specified when the procedure was added. (The actual program which comprises the procedure is stored in a Natural library, and the only way to display it is via the appropriate Natural commands and statements.)

MODIFY

The MODIFY command allows you to modify the procedure definition criteria (which identifies the Natural program to Con-nect), but does not allow you to modify the Natural program itself. You can, however, specify that another Natural program be used for the procedure.

SEND

When you SEND a procedure, the "Send" screen appears; you enter addressee(s), attach a cover note (mandatory) to the procedure, and send it with the CONFIRM command, just as with any other mail item.

When the addressee displays the new mail item in the Inbasket, the cover note is shown first. A message at the bottom of the Inbasket screen says that the mail item is a procedure. To display the procedure definition criteria, the addressee must issue the QUIT command.

To use the procedure, the addressee must first FILE it and then link it to a document as discussed in section **Linking Procedures to a Document**.

If you want to send the actual Natural program which comprises the procedure to another user, you must use the IMPORT command to bring the program into Con-nect (see **Importing to Con-nect**) and then SEND it. However, this is not necessary since every user can access a Natural program.

Examples

Below are examples for the different types of procedures:

- Pre-Formatting Procedure
- Post-Formatting Procedure

Pre-Formatting Procedure

This example is a pre-formatting procedure used to create a document that is to be sent to a specific employee, who has not yet submitted a vacation request for the current year. It uses the COMPOSE statement to replace variables in that document with information from the database when you FORMAT the document.

According to your specifications in the "Format *Document-name*" screen, a formatted version of the document will be displayed or printed; or a formatted copy of the document will be filed in a folder that you specify. You can also specify that a formatted copy of the document will be placed in the "Modify *Document-name*" screen.

A Natural program must first be created to extract the data from the database and to compute the leave which must be taken.

```
0010 ***************************************************************
0020 * Program Name : SMPL4 (Pre-formatting)
0030 * created by   : Sonya Long
0040 * date         : 17.Jan.94
0050 **************************************************************
0060 DEFINE DATA LOCAL
0070 01 #NAME     (A20)
0080 01 VAC-VIEW VIEW OF EMPLOYEES
0090   02 NAME
0100   02 FIRST-NAME
0110   02 DEPT
0120   02 LEAVE-START (1:5)
0130   02 LEAVE-END   (1:5)
0140   02 LEAVE-DUE
0150 01 #DATE
0160 01 #I        (N1)
0170 01 #N        (N1)
0180 END-DEFINE
0190 *
0200 MOVE *DATE TO #DATE
0210 MOVE 'Hamson' to #NAME
0220 FIND VAC-VIEW WITH NAME EQ #NAME
0230 *
0240 FOR #I=2 TO 5
0250  IF LEAVE-START(#I)= 000000 THEN
0260    COMPUTE #N = #I - 1
0270  END-IF
0280 MOVE 5 TO #I
0290 END-FOR
0300 *
0310 IF LEAVE-START(#N)= 000000 THEN
0320    COMPOSE ASSIGNING
0330      'FNAME'    = FIRST-NAME,
0340      'NAME'     = NAME,0350      'DEPT'     = DEPT,
0360      'LEAVEDUE' = LEAVE-DUE
```

```
0370      'DATE'     = #DATE
0380  END-IF
0390 END-FIND
0400 END
```

A pre-formatting procedure must not reference a level 1 GDA, otherwise the document will not be formatted correctly.

Add a document which contains variables which are to be replaced with data from the database.

he variables must be the same as those assigned in the program. Like Con-form variables, they are characterized by a preceding & (this is only valid as long as you do not redefine the variable character & with the Con-form instruction .OP VSG=*character*).

```
  11:40 AM            * * *  C O N - N E C T  3  * * *                4.Feb.94
  Cabinet LS        Modify  Vacation                                   Friday
  Folder  Work             File                          Page      1 Line      1
    ....+....10...+....20...+....30...+....40...+....50...+....60...+....70...+.
    &fname &name                                                  &date
    &dept

    Dear &fname,

    You have &leavedue remaining days of vacation this year. Due to a change in
    company policy, all vacation must be taken before the end of the year.
    Therefore, could you please notify the supervisor of your department
    of your vacation plans for the remainder of the year.

    In addition, the office will be closed Dec. 23 through Dec. 25,
    therefore we have inserted those three days in your vacation plan.

    Thank you for your cooperation.

Enter a command, press a PF-key, or enter * to display commands
    Command /                                        / used  1 %  Dir +  Del ,
 Enter-PF1---PF2---PF3---PF4---PF5---PF6---PF7---PF8---PF9---PF10--PF11--PF12---
       Help  Menu  Quit  Set         X     Top   Bot   Y     Flip  CX-Y  Home
```

Add a procedure as described in section **Adding a Procedure**.

```
 11:42 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                       Add Procedure                        Friday

          Folder Work___________ File _______________

  Procedure Name Sample-4_________________________

     Description Pre-formatting procedure_____________________________________
                 ________________________________________________________________
                 ________________________________________________________________
                 ________________________________________________________________


         Program SMPL4___  and Library SYSCNT2_

     Private use _  or Security Read 7  Modify 7  Copy 7




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
```

Access the "Info" screen for the document and mark the "Add Procedures" field.

```
 11:45 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS        Info for Vacation                                   Friday
 Folder  Work             File
 ---------------------------------------------------------------------------
  Document Name Vacation
    Description ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
                ____________________________________________________________
       Keywords ________________  ________________  ________________
                ________________  ________________  ________________
 Add Procedures x            Attached/Cover Notes      Enclosures
    Private use _      Security Read 7  Modify 7  Copy 7  Print 7

Expiration Date 4.Feb.95___    Archive on Expiration X
        Created   31.Jan.94    10:19 AM by Long,Sonya           LS
       Modified    4.Feb.94    11:45 AM by Long,Sonya           LS
         Mailed                          by
      Forwarded                          by

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
```

Press ENTER to access the "Add Procedures for Document" window.

```
 11:45 AM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS        Info for Vacation                                  Friday
 Folder  Work             File
 ----------------------------------   +--------------------------------------+
  Document Name Vacation              !      Add Procedures for Document     !
    Description ___________________   +--------------------------------------+
                ___________________   ! Formatting Profile                   !
                ___________________   !    ________________________________   !
                ___________________   ! Pre-Format Procedures                !
       Keywords ________________  __   !    SAMPLE-4________________________   !
                ________________  __   !    ________________________________   !
 Add Procedures x            Attach   !    ________________________________   !
    Private use _      Security Rea   !    ________________________________   !
                                      ! Post-Format Procedures               !
Expiration Date 4.Feb.95___    Arch   !    ________________________________   !
        Created   31.Jan.94    10:1   !    ________________________________   !
       Modified    4.Feb.94    11:4   !    ________________________________   !
         Mailed                       !    ________________________________   !
      Forwarded                       +--------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Enter the name of the procedure as a pre-format procedure and press ENTER.

FORMAT the document and mark the following fields: "Format and File" and "Pre-Format Procedures".

```
 11:46 AM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS         Format Vacation                                    Friday
 Folder    Work             File
-------------------------------------------------------------------------------
   Mark for    Formatted Display _
                 Formatted Print _
                 Format and File x    and Modify _

                Starting at Page 1
                  Ending at Page 999

              Formatting Profile _
                    Profile Name FPROFILE_________________________

   Mark to include

           Pre-Format Procedures x
          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
```

Press ENTER to file a formatted copy of the document.

When you display the formatted copy of the document, all variables have been replaced with data from the database:

```
 11:47 AM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS         Display Vacation                                  Friday
 Folder  Work             File                         Page 1       Line 1
   ---------------------------------------------------------------------------



   Walter Hamson                                                   4.Feb.94
   COMP02

   Dear Walter,

   You have 25 remaining days of vacation this year. Due to a change in
   company policy, all vacation must be taken before the end of the year.
   Therefore, could you please notify the supervisor of your department
   of your vacation plans for the remainder of the year.

   In addition, the office will be closed Dec. 23 through Dec. 25,
   therefore we have inserted those three days in your vacation plan.

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

Post-Formatting Procedure

This example is a post-formatting procedure which can be linked to the document used in the previous example and thus update the database after the document has been formatted.

A Natural program must first be created to: extract the data from the database, compute the vacation available, and update it to reflect the new leave available after the three days in December have been subtracted.

```
0010 ***************************************************************
0020 * Program Name : SMPL6 (Post-formatting)
0030 * created by   : Sonya Long
0040 * date         : 17.Jan.94
0050 **************************************************************
0060 DEFINE DATA LOCAL
0070 01 VAC-VIEW VIEW OF EMPLOYEES
0080   02 NAME
0090   02 FIRST-NAME
0100   02 DEPT
0110   02 LEAVE-START (1:12)
0120   02 LEAVE-END   (1:12)
0130   02 LEAVE-DUE
0140 01 #NAME       (A20)
0150 END-DEFINE
0160 *
0170 COMPOSE EXTRACTING
0180 #NAME = 'NAME'
0190 FIND VAC-VIEW WITH NAME EQ #NAME
0200        ASSIGN LEAVE-START(1) = 2312940210        ASSIGN LEAVE-END(1)   = 251294
0220        COMPUTE LEAVE-DUE     = LEAVE-DUE - 3
0230     UPDATE
0240     END TRANSACTION
0250 END-FIND
0260 END
```

Add a procedure as described in section **Adding a Procedure**.

```
 11:47 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                       Add Procedure                        Friday

          Folder Work___________ File _______________

  Procedure Name Sample-6_________________________

     Description Post-formatting procedure___________________________________
                 ________________________________________________________________
                 ________________________________________________________________
                 ________________________________________________________________


         Program SMPL6___  and Library SYSCNT2_

     Private use _  or Security Read 7  Modify 7  Copy 7




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  Mod   Send                          Flip        Home
```

Access the "Info" screen for the document, and mark the "Add Procedures" field .

Press ENTER to access the "Add Procedures for Document" window.

```
 11:48 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS        Info for Vacation                                    Friday
 Folder  Work             File
 ---------------------------------   +---------------------------------------+
  Document Name Vacation             !      Add Procedures for Document      !
    Description ___________________  +---------------------------------------+
                ___________________  ! Formatting Profile                    !
                ___________________  !    ________________________________   !
                ___________________  ! Pre-Format Procedures                 !
       Keywords ________________  __ !    SAMPLE-4________________________   !
                ________________  __ !    ________________________________   !
 Add Procedures x            Attach  !    ________________________________   !
    Private use _      Security Rea  !    ________________________________   !
                                     ! Post-Format Procedures                !
Expiration Date 4.Feb.95___    Arch  !    SAMPLE-6________________________   !
        Created   31.Jan.94    10:1  !    ________________________________   !
       Modified    4.Feb.94    11:4  !    ________________________________   !
         Mailed                      !    ________________________________   !
      Forwarded                      +---------------------------------------+

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Enter the name of the procedure as a post-formatting procedure and press ENTER.

FORMAT the document and mark the following fields: "Pre-Format Procedures" and "Post-Format Procedures".

```
 11:48 AM             * * *  C O N - N E C T  3  * * *                 4.Feb.94
 Cabinet LS         Format Vacation                                     Friday
 Folder    Work             File
-------------------------------------------------------------------------------
   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 x
          Post-Format Procedures x
                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
```

Press ENTER to format the document, and to run the program (post-formatting procedure) to update the database.

Applications

Con-nect offers an interface (the application) which enables you to run (PERFORM) an existing Natural program from within your Con-nect session. The Natural program itself is not added to Con-nect, it is merely made known to Con-nect via an application definition.

Through use of Con-nect applications, you have direct access to the data processing capabilities of your system. You can maintain data directly from Con-nect, as well as use it in your daily office work.

This chapter covers the following topics:

- Adding an Application
- Adding an Application to Access the Con-nect Print Utilities
- Working with Applications
- Managing Your Applications
- Commands for Applications
- Example

Adding an Application

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

```
ADD Application
```

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

```
 11:49 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                     Add Application                        Friday

           Folder Work___________ File ________________

 Application Name ________________________________


      Description ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________


      Private use _  or Security Read 7  Modify 7




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  Mod   Send                          Flip        Home
```

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

Application Name

A unique name which identifies the application within Con-nect. This name must not exceed 32 characters.

Press ENTER to display the "Add Application" window.

```
 11:49 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                     Add Application                        Friday

           Folder Work___________ F   +---------------------------------------+
                                      !            Add Application            !
 Application Name SN________________  +---------------------------------------+
                                      !                                       !
                                      ! Library:   ________                   !
      Description Super Natural____   !                                       !
                  __________________  ! Program:   ________                  !
                  __________________  !                                       !
                  __________________  ! Parameters:                          !
                                      !   1)  ________________________________  !
                                      !   2)  ________________________________  !
      Private use _  or Security Re   !   3)  ________________________________  !
                                      !   4)  ________________________________  !
                                      !   5)  ________________________________  !
                                      !   6)  ________________________________  !
                                      +---------------------------------------+

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  Mod   Send                          Flip        Home
```

Specify the following information in the "Add Application" window:

Library Name

The name of the Natural library in which the program is cataloged.

Program Name

The Natural program which is to be executed whenever an application is performed.

The Natural program must have been defined previously (by the Con-nect administrator, yourself or another user).

Parameters

Optional - parameters which are passed to the application when it is performed. You may specify a maximum of six parameters.

The parameters will be placed in the Natural stack and will be read by the first INPUT statement of the application. In addition to other parameters, you can specify the following:

/C/	for current cabinet ID (A8).
/N/	for current name (A20).
/I/	for ISN of the current object (N10).
/P/	for password of current cabinet (A16); for usage of Administration and Utilities only.
/H/	for the name of your home node in the transport service (A8).

In all cases, the slash (/) is the pseudo blank character.

Press `ENTER` to close the window and to add the application.

The blank "Add Application" screen re-appears and you can add another application.

Adding an Application to Access the Con-nect Print Utilities

If Natural Security allows you to use the Natural library SYSCNT2B, you can perform the following utilities directly from your Con-nect session:

- Print Cabinet Logons
- Print Cabinet Functions
- Print Cabinet Commands
- Print Document List
- Print Document Content
- Print Expired Document List
- Print Users
- Print Users Sorted
- Print Names
- Print Logical Printers

See the *Con-nect Utilities* documentation for detailed information.

To access the print utilities from Con-nect, you must first ADD an application.

Specify the following information in the "Add Application" window:

Library Name

Specify "SYSCNT2B" as the name of the Natural library in which the program is cataloged.

Program Name

Specify "Menu" as the name of the Natural program which is to be executed.

Press `ENTER` to close the window and to add the application.

To work with one of the above utilities, you must PERFORM the application:

```
PERFORM Application name
```

As a result, the "Utilities - Main Menu" appears. Select "Format/Print Utilities" to access the "Utilities - Format/Print" screen. Mark the required utility with any character and press `ENTER`.

Note:
The System Maintenance functions can only be performed by an administrator.

Working with Applications

You can perform many of your daily office tasks using the applications which are available to you within your environment.

The following topics are covered below:

- Performing an Application
- Returning from an Application which is not in the Con-nect Library
- Integrating Applications into the Con-nect Office

Performing an Application

To start an application, issue the PERFORM command in conjunction with the application:

```
PERFORM Application name
```

Generally, when you leave an application which you have performed from Con-nect, you are returned to your Con-nect session.

Returning from an Application which is not in the Con-nect Library

There are two methods of returning from an application which is not in the Con-nect library (SYSCNT2) to a Con-nect session.

Include the following Natural statements in the application to cause an automatic return when the application is exited:

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

Or exit the application (refer to the documentation for the application or to the application administrator) and then issue the following Natural command:

```
RETURN
```

Integrating Applications into the Con-nect Office

The following suggestions may be useful in integrating applications into your Con-nect office.

PERFORM is the default command for an application. If you assigned a unique name to the application (i.e. if there is no other object with that name in your cabinet), you can simply enter the name of the application in the command line and press `ENTER` to perform it.

You can assign the command sequence "PERFORM Application *name*" to a PF-key (see **PF-Key Assignments**).

You can create a new menu that contains the application, or incorporate it into an existing menu (see **Creating Your Own Menus**). You can then choose to have that menu displayed as your "Menu" each time you access Con-nect (see **Menu and Overlay Calendar**).

Managing Your Applications

Issue the following command sequence from any point in Con-nect to display a list of all available applications which have been made known to Con-nect:

```
DISPLAY Application
```

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

```
11:53 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
Cabinet LS              Display Applications by Name                   Friday

Cmd Name                 Description                           Folder
--- -------------------- ------------------------------------- ---------------
__  SN                   Super Natural                         Work
__  D-TRACE                                                    (S)









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                              /
 Display  Erase    File     Modify   Perform  Send     Top
```

The applications are arranged alphabetically. Your own applications are displayed first, followed by those created by the Con-nect administrator.

The columns display the following information:

Name

The name of the application.

Description

The description entered when the application was added.

Folder

The name of the folder in which the application is stored. Applications which have been created by the Con-nect administrator are marked with (S); you can use these applications, but cannot erase, file or modify them.

Commands for Applications

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

- DISPLAY
- MODIFY
- PERFORM
- SEND

DISPLAY

The DISPLAY command displays the application definition criteria specified when the program was added. (The application itself is stored in a Natural library, and the only way to display it is via the appropriate Natural commands and statements.)

MODIFY

The MODIFY command allows you to modify the application definition criteria (which identifies the Natural program to Con-nect), but does not allow you to modify the Natural program itself. You can, however, specify that another Natural program be used for the application, or modify the parameters.

PERFORM

The PERFORM command starts the application as discussed in section **Performing an Application**.

SEND

When you SEND an application, the "Send" screen appears; you enter addressee(s), attach a cover note (mandatory) to the application and send it with the CONFIRM command, just as with any other mail item.

When the addressee displays the new mail item in the Inbasket, the cover note is shown first. A message at the bottom of the Inbasket screen says that the mail item is an application. To display the application definition criteria, the addressee must issue the QUIT command.

To use the application, the addressee must must first FILE it and then issue the PERFORM command as discussed in section **Performing an Application**.

Example

This example demonstrates how to create a Con-nect document using an application (in this case, the Software AG product Super Natural).

First you must ADD an application as shown below:

```
 11:54 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                    Add Application                          Friday

           Folder Work___________ File ________________

 Application Name snat____________________________


      Description ______________________________________________________________
                  ______________________________________________________________
                  ______________________________________________________________
                  ______________________________________________________________


      Private use _  or Security Read 7  Modify 7




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
```

Press ENTER to display the "Add Application" window in which you enter the following information:

```
 11:54 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                    Add Application                          Friday

           Folder Work___________ F   +---------------------------------------+
                                      !            Add Application            !
 Application Name snat______________  +---------------------------------------+
                                      !                                       !
                                      ! Library:   SYSSN___                   !
      Description ________________    !                                       !
                  ________________    ! Program:   MENU____                   !
                  ________________    !                                       !
                  ________________    ! Parameters:                           !
                                      !   1)  ________________________________ !
                                      !   2)  ________________________________ !
      Private use _  or Security Re   !   3)  ________________________________ !
                                      !   4)  ________________________________ !
                                      !   5)  ________________________________ !
                                      !   6)  ________________________________ !
                                      +---------------------------------------+

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
```

Press ENTER to close the window and to add the application.

PERFORM the application and create a Super Natural transaction using Report Destination Con-nect. See the Super Natural documentation for further information.

In this example, the transaction selects the staff members in department COMP02 who have more than 22 days of vacation remaining.

RUN the Super Natural transaction.

As a result, a document is sent to the Con-nect system folder Connect.

Note:
If the transaction is of Report Type Con-nect and Report Destination Con-nect, a Con-nect document is created for *each* record found and is stored in the Con-nect system folder Compose.

Exit Super Natural and return to Con-nect. See your Super Natural administrator for further information.

The name of the document created by the Super Natural transaction is enclosed in parenthesis. The document is identified by a prefix supplied by Super Natural, transaction ID and date and time of transaction execution.

```
 11:55 AM             * * *  C O N - N E C T  3  * * *                 4.Feb.94
 Cabinet LS                Display Documents by Name                    Friday

 Cmd Document Name                Enc Typ Folder         File      Date Filed
 --- ---------------------------- --- --- -------------- --------- ------------
 __  Planning Guide                   Txt Work                        2.Feb.94
 __  Report                           Txt Work                        1.Feb.94
 __  sample-doc                       Txt Work                        4.Feb.94
 __  Structure                        Txt Work                        2.Feb.94

 __  Test Results                     Txt Work                        2.Feb.94
 __  Tool                             Txt Work                        2.Feb.94
 __  Vacation                         Txt Work                       31.Jan.94
 __  Work Results                     Cnf Work                        1.Feb.94

 __  Zoo                              Txt Work                        3.Feb.94
 DI  (ICONN    1994/02/04 10:33)      Txt Connect                     4.Feb.94
 __  CON-FORM1                        Txt (S)                        20.Oct.93
 __  CON-FORM2                        Txt (S)                        25.Oct.93

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 following example is a document created by a Super Natural transaction.

```
 11:56 AM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS         Display (ICONN    1994/02/04 10:33)                 Friday
 Folder  Connect          File                          Page 1       Line 1
   ---------------------------------------------------------------------------
   101      DEPT ='COMP02'                                                  1
            AND LEAVE-DUE > 22                                           4.Feb.94
        FIRST-NAME              NAME         DEPARTMENT LEAVE
                                                CODE     DUE   PLANNED LEAVE
   -------------------- -------------------- ---------- ----- -------- --------

   LARS                 BOLAN                COMP02      33   94/04/13 94/04/24
   HARRY                ROSE                 COMP02      33   94/06/01 94/06/05
   ULRICH               CHRIS                COMP02      32   94/03/16 94/03/20
   SYBIL                HANSEN               COMP02      31   94/04/27 94/05/01
   THOMAS               PINKERTON            COMP02      30   94/02/17 94/02/28
   KARIN                FORD                 COMP02      30   94/02/26 94/02/28
   JAMES                LAMPERT              COMP02      29   94/03/18 94/03/20
   ROGER                BACH                 COMP02      29   94/05/26 94/06/03
   WILLIAM              OSBOURNE             COMP02      28   94/03/26 94/03/27

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

Part 9. Con-nect Text Retrieval

Con-nect Text Retrieval is a selectable unit offered with Con-nect. This feature enables you to retrieve text from a document which is filed in a TRS folder.

Con-nect Text Retrieval is only available to you if it has been installed in your environment and when you are allowed to use it.

This part contains all the information you need to work with Con-nect Text Retrieval. It is subdivided into the following sections:

- TRS Folders
- Words, Categories, Synonyms and Roots
- Retrieving Text
- Inverting Text
- Queries

TRS Folders

This chapter covers the following topics:

- General Information
- Adding a TRS Folder
- Overview of Inversion Rules
- Defining the TRS Inverting Rules
- Inversion of Long Vocabulary Lists
- Inversion of a Stopword List
- Managing Your TRS Folders
- Commands for TRS Folders

General Information

Any document with which you want to use Con-nect Text Retrieval must be filed in a TRS folder. You cannot retrieve text from a document which is not filed in a TRS folder, even if it contains the criteria that you have specified with the FIND command.

Before text from a document can be retrieved, the document must be inverted, i.e. you must FILE it. Con-nect Text Retrieval inverts all documents filed in a TRS folder according to the inverting rules of the folder.

You can retrieve text from documents by searching for specific words, categories, roots, synonyms, or parts of a text. In addition to this, you can also use the standard Con-nect search criteria: the information contained in the description lines of a document and/or the keywords.

Reference documents can also be filed in a TRS folder and can thus be retrieved by searching for the writer, the title, the information contained in the description lines of a reference document and/or the keywords.

Adding a TRS Folder

There are several types of TRS folder. Each type is associated with specific inverting rules.

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

```
ADD Folder
```

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

```
 11:59 AM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                       Add Folder                          Friday

 Folder Name     ________________
 Description     ______________________________________________________________
                 ______________________________________________________________
 Sequence        1 (1-Ascending by Date 2-Descending by Date 3-User)

 Files           ________________    Description  ______________________________
                 ________________                 ______________________________
                 ________________                 ______________________________
                 ________________                 ______________________________
                 ________________                 ______________________________
                 ________________                 ______________________________
                 ________________                 ______________________________
                 ________________                 ______________________________

     Private Use _ or Security Read 7  Modify 7
      TRS Folder _

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
```

See **Adding a Folder** in section **Folders** for detailed information. A TRS folder may also contain files.

If Con-nect Text Retrieval is installed in your system and you are allowed to use it, the "Add Folder" screen contains an additional field:

TRS Folder

You must mark this field with any character to add a TRS folder.

Press `ENTER` to display the "Define TRS Inverting Rules" screen.

```
 12:00 PM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS               Define TRS Inverting Rules                    Friday
                                       for Folder Contracts
       Mark to _ exclude categories
               _ include categories
               _ include marked words

      Category _________________________________ Word-marking Symbol __
               _________________________________                     __
               _________________________________                     __
               _________________________________                     __
               _________________________________                     __
               _________________________________                     __
               _________________________________                     __
               _________________________________                     __
               _________________________________                     __
               _________________________________                     __

   Append inverted words to category  _________________________________

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

Overview of Inversion Rules

The internal word length of Con-nect Text Retrieval is 32. Thus, words with more than 32 characters are inverted with the first 32 characters only.

Caution:
You cannot add words or categories with blank spaces such as "New York" otherwise an error will occur.

You can take one of the following possible actions when you define the TRS inversion rules in the "Define TRS Inverting Rules" screen:

Invert All Words

- Mark the "exclude categories" field.

Invert All Words Except those of Specific Categories

- Mark the "exclude categories" field;
- enter the names of the categories in the "Category" lines - one category per line.

Invert All Words of Specific Categories

- Mark the "include categories" field;
- enter the names of the categories in the "Category" lines - one category per line.

Invert All Marked Words

- Mark the "include marked words" field;
- enter one or more word-marking symbols in the "Word-marking Symbol" fields.

Invert the Marked Words of Specific Categories

- Mark the "include marked words" field;
- enter the names of the categories in the "Category" lines - one category per line;
- enter a different word-marking symbol for each category in the "Word-marking Symbol" field adjacent to each "Category" line.

Invert All Words and Append them to a Special Category

- Mark the "exclude categories" field;
- enter the name of a category in the "Append inverted words to category" line.

Defining the TRS Inverting Rules

Specify the following information in the "Define TRS Inverting Rules" screen according to the type of TRS folder you want to create:

exclude categories

If you mark this field you have three possibilities:

- You can invert *all* words of a document. You must *not* enter a category in the "Category" lines.
- You can exclude the words belonging to the categories that you list in the "Category" lines. All words which do not belong to these categories are inverted and can be searched for.
- You can invert all words of a document and append them to a special category. You must enter a category in the "Append inverted words to category" line.

include categories

You can mark this field if you want to include the words belonging to the categories that you list in the "Category" lines. Only the words belonging to the specified categories are inverted and can be searched for.

If you do not enter a category, the documents stored in this folder are not inverted and you cannot retrieve text from these documents.

include marked words

You can mark this field if you want to include only the marked words of a document. The description, keywords, writer and title are not inverted.

If you mark this field you have two possibilities:

- You can invert *all* marked words of a document. You enter one or more word-marking symbols in the "Word-marking Symbol" fields. You must *not* enter a category in the "Category" lines.
- You can invert all marked words of a document belonging to specified categories. You enter a category in the "Category" lines and enter a different word-marking symbol for each category in the "Word-marking Symbol" field adjacent to each "Category" line.

Category

The names of the categories.

You enter the names of the categories according to the option specified above. You can enter one category per line; up to 10 categories are permitted.

You can either enter the names of new categories (they will be automatically created by Con-nect) or the names of already existing categories.

Word-marking Symbol

You use this option in conjunction with the "include marked words" option.

You can use any character or combination of two characters as a word-marking symbol. You are advised to use symbols that do not otherwise occur in the running text.

You can enter word-marking symbols either with or without assigning categories.

While adding or modifying a document, you must mark the words you want to invert with a word-marking symbol. For example, if you want to invert "tunafish", this word must be preceded by the word-marking symbol and an equal sign (e.g. aa=tunafish). The word-marking symbols are visible in the document text. Only the marked words are inverted and can be searched for.

Append inverted words to category

You use this option *only* in conjunction with the "exclude categories" option. You must *not* enter a category in the "Category" lines.

You can append all words contained in the documents which are stored in this TRS folder to a special category: you enter the name of the category in this line. You can either enter the name of a new category (it will be automatically created by Con-nect) or the name of an already existing category.

Press `ENTER` to add the TRS folder.

Inversion of Long Vocabulary Lists

The option "Append inverted words to category" is helpful if you want to create a long vocabulary list without inverting each word individually.

You proceed as follows:

1. Define a TRS folder with the inverting rules "exclude categories" and enter a category name in the "Append inverted words to category" line (we will name this category "Terms").

2. Create a document which is simply a list of all the words that you want to invert for future text retrieval (we will name this document "Vocabulary") and file this document in the TRS folder created above.

   As a result, all words of the document "Vocabulary" are assigned to the category "Terms". If you modify the document, all additional words are inverted and assigned to this category as well. If you erase words, these are removed from the list.

3. Define a second TRS folder with the option "*include* category" and enter the name of the category "Terms".

4. Add new documents and file them into this folder; or file existing documents into this folder.

   As a result, only the words which are contained in the category "Terms" are inverted in this folder.

Inversion of a Stopword List

To create a stopword list (words which are not to be inverted), you proceed as follows:

1. Define a TRS folder with the inverting rules "exclude categories" and enter a category name (e.g. "Stopwords") in the "Append inverted words to category" line.

2. Create a document which contains all of the stopwords, for example "maybe when how why" and file this document in the TRS folder created above.

   As a result, all words contained in this document are assigned to the category "Stopwords". If you modify the document, all additional words are inverted and assigned to this category as well. If you erase words, these are removed from the list.

3. Define a second TRS folder with the option "*exclude* category" and enter the name of the category "Stopwords".

   As a result, all words in this folder - except the stopwords contained in the category "Stopwords" - are inverted.

Managing Your TRS Folders

A TRS folder is treated as any other folder in your cabinet.

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

```
DISPLAY Folder
```

As a result, the "Display Folders" screen appears.

```
 12:03 PM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                   Display Folders                          Friday

 Cmd Folder Name     Description                            Fil Fol Itm Trs Seq
 --- --------------- -------------------------------------- --- --- --- --- ---
 __  Compose                                                                A
 __  Connect                                                                A
 __  Contracts       TRS folder                                     x   x   D
 __  Inbasket                                               5       x       D

 __  Marketing                                              1       x       D
 __  Outbasket                                                      x       D
 __  Private                                                        x       D
 __  References      Invert marked words                            x   x   D

 __  Repeat-Delivery                                                        A
 __  Reports         Invert all words of a document                 x   x   D
 __  Research                                               4       x       D
 __  TRS-XXL                                                                A

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Display  Erase    File     Info     Modify   Top
```

See **Managing Your Folders** in section **Folders** for a description of the "Display Folders" screen. The column "Trs" contains an X if the folder is a TRS folder.

Commands for TRS Folders

The command prompting line of the "Display Folders" screen shows all the commands which apply to folders. The commands are described in sections **Commands** and **Commands for Folders**. The following exceptions apply when working with a TRS folder:

- MODIFY
- RULE

MODIFY

When you issue the MODIFY command with a TRS folder, the "Modify Folder" screen contains an additional field:

Mark to modify Inverting Rules

To modify the inverting rules of this TRS folder, you must mark this field to display the "Define TRS Inverting Rules" screen (see **Defining the TRS Inverting Rules**).

If you modify the inverting rules for a TRS folder, you cannot retrieve text from documents previously stored in this folder according to the new rules; you can only retrieve text according to the inverting rules you defined before you modified them. The new inverting rules do not apply until the utility "Invert Contents of TRS Folders in Cabinet(s)" is run (see the *Con-nect Utilities* documentation for further information).

You can also add a new TRS folder with new inverting rules - rather than modifying the rules of an existing TRS folder - and move all documents from the old to the new TRS folder by issuing the FILE command.

Instead of marking the "Mark to modify Inverting Rules" field, you can also enter RULE in the command line of the "Modify Folder" screen to access the "Define TRS Inverting Rules" screen.

RULE

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";
- "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*";
- "Info for *Document-name*".

The window "File Information about Folder TRS-XXL" is displayed and indicates where the document will be filed after the batch utility "Invert Long Documents" is run. Since the TRS-XXL folder is not a TRS folder, the inverting rules *cannot* be modified from these screens. For further information regarding the folder TRS-XXL, see **Inverting Text**.

Words, Categories, Synonyms and Roots

This chapter covers the following topics:

- General Information
- Adding a Word
- Displaying Inverted Words
- Modifying Inverted Words
- Adding Categories, Synonyms and Roots
- Displaying Categories, Synonyms or Roots
- Modifying Categories, Synonyms or Roots

General Information

When you add a TRS folder, you can define categories in the "Define TRS Inverting Rules" screen. All words in the documents stored in this TRS folder are assigned to these categories.

However, you can assign additional sub-topics (i.e. categories, roots and synonyms) to an inverted word at a later point in time. You do this by issuing the MODIFY command with a specific word (see **Modifying Inverted Words**).

You can also assign additional words to a category, root or synonym at a later time by issuing the MODIFY command with a specific sub-topic (see **Modifying Categories, Synonyms or Roots**).

In addition, you can display all categories, synonyms and roots defined to a particular word, or all words defined to a particular category, synonym or root.

Adding a Word

Words are inverted automatically when you file a document in a TRS folder according to the folder's inverting rules. However, you can add additional words to be inverted.

To invert additional words, issue the following command sequence from any point in Con-nect:

```
ADD Word
```

As a result, the "Add Word" screen appears:

```
 12:03 PM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                      Add Word                              Friday

       Word _________________________________

 Categories _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________

   Synonyms _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________

      Roots _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________

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
```

Specify the following information in the "Add Word" screen:

Word

To invert a word, it is sufficient to enter it in the "Word" line and to press `ENTER`. The word is inverted without categories or roots. However, the new word is defined as a synonym to itself. For example, if you add the word "Seagull", the synonym Seagull is automatically defined to the new word.

If you want, you can assign categories, synonyms or roots to a word. Enter them in the respective lines - one per line.

Note:
A word or sub-topic cannot contain blank spaces (e.g. New York) otherwise an error will occur

Categories

You can enter up to 99 categories.

Synonyms

You can enter up to 99 synonyms.

Roots

You can enter up to 99 roots.

Note:
The terms "root" and "synonym" are not applied in a grammatical sense - you can enter any terms you like.

Caution:
The syntax checker does not check for spelling errors. Thus, if a word or sub-topic contains an asterisk (*), it is not recognized.

Press ENTER to add the word and to display another "Add Word" screen.

The new "Add Word" screen contains your last entries for category, synonym and root. You can enter another word in the "Word" line. You can modify the entries for category, synonym and root. You can enter as many words as you like.

Displaying Inverted Words

You can display a list of inverted words or a specific word at any time within Con-nect.

Displaying a List of Inverted Words

To display a list of all inverted words, issue the following command sequence from any point in Con-nect:

```
DISPLAY Word
```

As a result, the "Display Words" screen appears:

```
12:04 PM            * * *  C O N - N E C T  3  * * *                4.Feb.94
Cabinet LS                    Display Words                           Friday

Cmd Word                            Categories                       Syn Rts
--- ------------------------------- --------------------------------- --- ---
__  BABOON                          ANIMALS APES MAMMALS               X
__  BOBCAT                          ANIMALS CATS                       X
__  CABBAGE                         RECIPES VEGETABLES                 X   X
__  COCK                            BIRDS FOWL

__  COUGAR                          ANIMALS CATS                       X
__  CYCLING                         MOUNTAIN-BIKING RACING SPORTS   >  X
__  HEN                             BIRDS FOWL                         X   X
__  MUSHROOM                        RECIPES VEGETABLE                  X   X

__  MUSSEL                          BIVALVE SEA                        X   X
__  MEDAN                           CITIES                             X
__  MUNCHEN                         CITIES GERMANY
__  VIRGINIA                        BEACHES FARMING STATES TRAVEL   >  X   X

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                            /
 Display  Modify   Top
```

The "Display Words" screen displays the inverted words in alphabetical order.

ny categories defined to a word are displayed in the "Categories" column. If all categories defined to a word cannot be displayed in the "Display Words" screen, a > is displayed to the right of the categories listed.

If a synonym and/or root is defined to a word, the columns "Syn" and/or "Rts" are marked with an X.

Optional - if you want to display words beginning with a particular letter or letters, issue the command sequence "DISPLAY Word" with a character or string of characters followed by an asterisk (*).

For example, if you want to display only those words which begin with TE, you issue the command sequence "DISPLAY Word te*".

Displaying a Specific Inverted Word

In addition to displaying a list of all inverted words, you can display a specific word and all categories, synonyms and roots defined to it.

To display a specific inverted word, issue the following command sequence from any point in Con-nect:

```
DISPLAY Word name
```

As a result, the "Display Word *name*" screens appears:

```
 12:04 PM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS         Display Word BIRD                                  Friday

 Categories ANIMAL___________________________ KINGDOM___________________________
            VERTEBRATE_______________________ BIRD-DOGS_______________________
            _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________

   Synonyms BIRD_____________________________ PREY_____________________________
            FOWL_____________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________

      Roots KINGFISHER_______________________ TUFTED-TIT-MOUSE_________________
       1- 8 NIGHTINGALE______________________ NUTHATCH___________________________
            ROBIN____________________________ CARDINAL___________________________
            BLUE-BIRD________________________ RED-HEADED-WOODPECKER___________ >

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

The "Display Word *name*" screen displays the currently defined categories, synonyms and roots for that word.

> at the bottom right corner of a sub-topic indicates that the sub-topic contains more entries than can be displayed in this screen. Below the heading for that sub-topic is a marker which indicates which entries (e.g. 1-10) of the sub-topic are displayed.

If a sub-topic contains more entries than can be displayed in this screen, you can press `ENTER` to display the next entries. When the last entries are displayed, the > disappears. Pressing `ENTER` again returns you to the beginning of the entries.

Modifying Inverted Words

You can modify an inverted word by either adding or deleting categories, synonyms or roots. However, you cannot delete or modify a word itself once it has been inverted.

To modify an inverted word, issue the following command sequence from any point in Con-nect:

```
MODIFY Word name
```

As a result, the "Modify Word *name*" screen appears:

```
 12:05 PM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS          Modify Word BIRD                                  Friday

 Categories ANIMAL___________________________ KINGDOM___________________________
            VERTEBRATE_______________________ BIRD-DOGS______________________
            _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________

   Synonyms BIRD_____________________________ PREY____________________________
            FOWL_____________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________
            _________________________________ _________________________________

      Roots KINGFISHER_______________________ TUFTED-TIT-MOUSE_________________
       1- 8 NIGHTINGALE______________________ NUTHATCH___________________________
            ROBIN____________________________ CARDINAL___________________________
            BLUE-BIRD________________________ RED-HEADED-WOODPECKER___________ >
            Mark to select from a window     _ Categories _ Synonyms _ Roots
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 "Modify Word *name*" screen displays the currently defined categories, synonyms and roots for that word.

> at the bottom right corner of a sub-topic indicates that the sub-topic contains more entries than can be displayed in this screen. Below the heading for that sub-topic is a marker which indicates which entries (e.g. 1-10) of the sub-topic are displayed.

When you select one or more of the sub-topics from the "Mark to select from a window" field, a window appears which lists all entries for that sub-topic. Any sub-topic defined to the word you are modifying is marked with an X. From this list you can add or delete a sub-topic (see below).

Adding Categories, Synonyms or Roots to an Inverted Word

You can add additional categories, synonyms or roots to a word by typing the entry in any blank line for that sub-topic.

For example, if you want to add a synonym, you can enter it in one of the blank lines for the sub-topic synonyms.

If no blank lines are available, press ENTER until the last page for that sub-topic is displayed. The last page always contains blank lines.

Enter the sub-topic in any blank line and press ENTER to save the new sub-topic.

Optional - you can access the "Select *Sub-topic*" window to add an existing category, synonym or root to an inverted word as described above.

```
 12:06 PM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS           Modify Word BIRD                                 Friday

 Categories ANIMAL_________________   +--------------------------------------+
            VERTEBRATE______________   !            Select Synonyms            !
            ________________________   +--------------------------------------+
            ________________________   ! Mark Synonyms                        !
            ________________________   !  __  BINGE                           !
                                       !  X_  BIRD                            !
   Synonyms BIRD___________________    !  __  BITTERN                         !
            FOWL___________________    !  __  BLASPHEMOUS                     !
            ________________________   !  __  BLASTULA                        !
            ________________________   !  __  BLOWFISH                        !
            ________________________   !  __  BLUE                            !
                                       !  __  BLUES                           !
      Roots KINGFISHER______________   !  __  BOTHER                          !
       1- 8 NIGHTINGALE_____________   !  __  BOTULINUM                       !
            ROBIN___________________   !      Position to: __________         !
            CROW____________________   +--------------------------------------+

Select by marking it with any character
   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
```

Mark the sub-topic you want with any character and press ENTER to save the change.

The "Modify Word" screen is updated after you issue the QUIT command to leave the window.

Deleting Categories, Synonyms or Roots Defined to an Inverted Word

You can delete a category, synonym or root from an inverted word by deleting it from the line, or by typing over the sub-topic with a new sub-topic.

Press `ENTER` to save the change.

Optional - you can access the "Select *Sub-topic*" window to delete a sub-topic from a word as described above.

Delete the X next to the sub-topic you want to delete and press `ENTER` to save the change.

The "Modify Word *name*" screen is updated after you issue the QUIT command to leave the window.

Adding Categories, Synonyms and Roots

To add a category, synonym or root, issue one of the following command sequences from any point in Con-nect:

```
ADD Category
ADD Synonym
ADD Root
```

As a result, the "Add *Sub-topic*" screen appears:

```
 12:36 PM             * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                      Add Category                          Friday

  Category _______________________________

     Words _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________
           _______________________________    _______________________________

           Mark to assign more words _

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
```

Specify the following information in the "Add *Sub-topic*" screen:

Sub-topic

The name of the category, synonym or root.

Caution:
A sub-topic (or word) cannot contain blank spaces (e.g. New York) otherwise an error will occur.

Words

To add a sub-topic, you must define at least one word to the sub-topic. If you do not define a word to the sub-topic, the sub-topic is not saved.

You can enter as many words as you want to a sub-topic - one word per line.

Caution:
The syntax checker does not check for spelling errors. Thus, if a word or sub-topic contains an asterisk (*), it is not recognized.

Optional - if you require additional lines, mark the "Mark to assign more words" field with any character and press ENTER. As a result, the "Modify *Sub-topic name*" screen is displayed (see **Modifying Categories, Synonyms or Roots**).

Note:
Pressing ENTER after you mark the "Mark to assign more words" field automatically adds the new sub-topic.

Press ENTER to add the sub-topic and to display another "Add *Sub-topic*" screen.

Displaying Categories, Synonyms or Roots

You can display a list of all categories, synonyms or roots, or you can display a specific category, synonym or root.

Displaying a List of all Categories, Synonyms or Roots

To display a list of all categories, synonyms or roots, issue one of the following command sequences from any point in Con-nect:

```
DISPLAY Category
DISPLAY Synonym
DISPLAY Root
```

As a result, the "Display *Sub-topic*" screen appears:

```
12:36 PM            * * *  C O N - N E C T  3  * * *                4.Feb.94
Cabinet LS                  Display Category                          Friday

Cmd Category                         Occ Words
--- ------------------------------- --- -------------------------------------
__  APES                               7 BABOON CHIMPANZEE GIBBON GORILLA MA >
__  BIRDS                            104 CROW CUCKOO TUFTED-TIT-MOUSE ROBIN  >
__  BIVALVE                            4 CLAM MUSSEL OYSTER SCALLOP
__  CATS                               9 BOBCAT COUGAR JAGUAR LEOPARD LION L >

__  CELLO                              3 MUSIC STRINGS ORCHESTRA QUARTET
__  CITIES                          >999 KENT KATSINA ESKISTUNA LODZ MEDAN U >
__  CLOTH                              3 COTTON POLYESTER WOOL
__  FOWL                               9 COCK DUCK HEN GOOSE GROUSE PARTRIDG >

__  MOLLUSCS                           9 CONCH CUTTLEFISH LIMPET OCTOPUS SQU >
__  SPORTS                            15 CYCLING DIVING RUNNING SKIING SWIMM >
__  VEGETABLES                        34 AUBERGINE BEANS CABBAGE CARROTS CUC >
__  WATERFOWL                         27 ALBATROSS BITTERN CRANE CORMORANT C >

Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
  Command /                                                                /
Display  Modify
```

The "Display *Sub-topic*" screen displays the sub-topics in alphabetical order. For example, the "Display Category" screen displays all categories. The following information is displayed:

Occ

ccurrences. The number of words defined to the sub-topic. A > is displayed to the left of the number if more than 999 words are defined to a sub-topic.

Words

he words defined to the sub-topic. A > is displayed to the right of the "Word" column if all words defined to a specific sub-topic cannot be displayed in this screen.

Displaying a Specific Category, Synonym or Root

To display a specific category, synonym or root, issue one of the following command sequences from any point in Con-nect:

```
DISPLAY Category name
DISPLAY Synonym name
DISPLAY Root name
```

As a result, the "Display *Sub-topic name*" screen appears:

```
 12:38 PM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS        Display Category COUNTRIES                          Friday

      Words                      ( Display of   1  to  30  out of  39  )
      ---------------------------------------------------------------
      AUSTRIA                          BELGIUM
      BRAZIL                           CANADA
      CHILE                            CHINA
      CUBA                             EGYPT
      ENGLAND                          FRANCE
      GEORGIA                          GERMANY
      GREENLAND                        HUNGRY
      ICELAND                          INDIA
      IRAQ                             IRELAND
      ITALY                            JAPAN
      LEBANON                          MALDIVES
      MEXICO                           NETHERLANDS
      N.ZEALAND                        NORWAY
      PAKISTAN                         PERU
      POLAND                           RUSSIA
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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

The "Display *Sub-topic name*" screen displays all words defined to that sub-topic.

If the number of words defined to the sub-topic does not exceed the maximum number (determined by your administrator) that can be alphabetized, the words are displayed in alphabetical order.

If the number of words exceeds the maximum number, the words are not displayed in any specific order.

The "Display of" field indicates the total number of words defined to the sub-topic and which words are currently displayed.

For example, the screen above displays all words defined to the category countries which contains a total of 39 words. The total number of words does not exceed the maximum number that can be alphabetized, thus, they are displayed in alphabetical order. Currently, the first 30 words are displayed.

Modifying Categories, Synonyms or Roots

You can modify a category, synonym or root by either adding a word, or by deleting an inverted word from a sub-topic.

To modify a category, synonym or root, issue one of the following command sequences from any point in Con-nect:

```
MODIFY Category name
MODIFY Synonym name
MODIFY Root name
```

As a result, the "Modify *Sub-topic name*" screen appears:

```
 12:39 PM            * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS         Modify Category COUNTRIES                          Friday

      Words                                                   Total   39
      ------------------------------------------------------------
      AUSTRIA_________________________  BELGIUM_________________________
      BRAZIL__________________________  CANADA__________________________
      CHILE___________________________  CHINA___________________________
      CUBA____________________________  EGYPT___________________________
      ENGLAND_________________________  FRANCE__________________________
      GEORGIA_________________________  GERMANY_________________________
      GREENLAND_______________________  HUNGRY__________________________
      ICELAND_________________________  INDIA___________________________
      IRAQ____________________________  IRELAND_________________________
      ITALY___________________________  JAPAN___________________________
      LEBANON_________________________  MALDIVES________________________
      MEXICO__________________________  NETHERLANDS_____________________
      Mark to select from a window _ or
      Position to ________________________________

 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 "Modify *Sub-topic name*" screen displays the words defined to that sub-topic.

If the number of words defined to the sub-topic does not exceed the maximum number (determined by your administrator) that can be alphabetized, the words are displayed in alphabetical order. To display the list beginning with a certain word, you can enter a character, a string of characters or a word in the "Position to" field and press ENTER.

If the number of words does exceed the maximum number, the words are not displayed in any specific order as shown below. In this case, the "Position to" field is not available, however, you can mark the "restart at top" field with any character to start the list of words at the beginning of the list.

You can mark the "Mark to select from a window" field with any character and press ENTER to display the "Select Word" window. It lists all inverted words. Any word defined to the sub-topic you are modifying is marked with an X. From this list you can add or delete a word from a category, synonym or root (see below).

Adding a Word to a Category, Synonym or Root

You can add additional words to a category, synonym or root by typing the entry in a blank line of the "Modify *Sub-topic name*" screen.

If no blank lines are available and the list of words is displayed in alphabetical order, proceed with the following:

- Display the last page of words by entering a word or character in the "Position to" field and pressing `ENTER`.

  The last page always contains blank lines.

- Enter the word you want in any blank line and press `ENTER` to save the new word.

If no blank lines are available and the list of words are not in alphabetical order, proceed with the following:

- Enter the number of blank lines you want displayed in the "Reserve __ fields to add new words" field and press `ENTER`.

  As a result, each time you modify this sub-topic, the blank lines are always displayed.

- Enter the word you want in one of the resulting blank lines and press `ENTER` to save the word.

Optional - you can access the "Select Word" window as described above to add an existing word to a sub-topic:

- Mark the word you want with any character and press `ENTER` to save the word:

The "Modify *Sub-topic name*" screen is updated after you issue the QUIT command to leave the window.

Deleting an Inverted Word from a Category, Synonym or Root

You can delete a word from a sub-topic by deleting the word from the line, or by typing a new word over it.

Once a word has been inverted, it cannot be deleted from the TRS folder nor can it be modified. Thus, the word is only deleted from that sub-topic.

Warning:
If you delete all words defined to a sub-topic, that sub-topic is automatically deleted from the TRS folder.

Optional - you can access the "Select Word" window as described above to delete an inverted word from a sub-topic.

Delete the X next to the word and press `ENTER` to save the change.

The "Modify *Sub-topic name*" screen is updated when you issue the QUIT command to leave the window.

Retrieving Text

This chapter covers the following topics:

- Specifying the Search Criteria
- Truncation
- Boolean and Proximity Operators
- Categories in a TRS Folder

Specifying the Search Criteria

Issue the following command from any point in Con-nect to retrieve text from a document:

```
FIND
```

As a result, the "Find TRS Documents" screen appears.

```
 3:59 PM            * * *  C O N - N E C T  3  * * *                4.Feb.94
Cabinet LS                   Find TRS Documents                       Friday

1 Document Text   ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________
2 Description     ____________________________________________________________
                  ____________________________________________________________
                  ____________________________________________________________
3 Keywords        ____________________________________________________________
                  ____________________________________________________________
4 Writer/Author   ____________________________________________________________
                  ____________________________________________________________
5 Title/Name      ____________________________________________________________
                  ____________________________________________________________
Combine FIND No.  1 + 2 + 3 + 4 + 5______________ with + (AND) or , (OR)

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

You can only search for words that have been inverted.

Enter the search criteria separated by boolean or proximity operators (see **Boolean and Proximity Operators** below).

1 Document Text

You can enter one or more words. Con-nect retrieves text from the documents for which the specified words have been inverted.

You need not enter the whole word. You can substitute a part of the word with an asterisk (*). See **Truncation** for further information.

You can also search for individual words which have been marked with word-marking symbols (you do not enter the word-marking symbols in this case).

If you want to retrieve words that have been assigned to a category, synonym or root, the name of the category, synonym or root must be preceded by the appropriate marker. The marker and the name of the category, synonym, or root must be separated by a blank.

The following markers are available:

- CATEGORY or CAT, e.g. "CAT species"
- SYNONYM or SYN, e.g. "SYN elephant"
- ROOT, e.g. "ROOT temperature"
- PHONETIC or PHON, e.g. "PHON principal"

The PHONETIC marker automatically displays a list of homophonous names or words (words that sound alike but are different in spelling), for example "principal" or "principle".

Note:
Categories, synonyms, and roots must be defined with one of the following command sequences before they can be retrieved with the FIND command: "ADD Word", "ADD Category", "ADD Synonym", or "ADD Root". See **Adding a Word** and **Adding Categories, Synonyms and Roots** for further information.

When you enter a word *and* a category, synonym or root, the word must always be entered *before* the category, synonym or root. For example, you enter "lion AND CAT species" in the "Document Text" line.

See **Categories in a TRS Folder** for further information on categories.

2 Description

You can enter one or more words which are contained in the description lines of the required documents.

3 Keywords

You can enter one or more keywords that are assigned to the required documents.

4 Writer/Author

The following information applies to reference documents. You can enter one or more writers. You can enter any part of the writer's name. For example, you can enter only the first name or a part of the last name and substitute the missing part with an asterisk (*); see **Truncation** for further information.

The following information applies to documents. You can enter one or more authors. The author may be the person who added the document, or the person who last modified the document. You can either enter the user ID or the last name. You can enter any part of the user ID or last name and substitute the missing part with an asterisk (*).

5 Title/Name

The following information applies to reference documents. You can enter one or more titles. You can also enter a part of a title and substitute the missing part with an asterisk (*).

The following information applies to documents. You can enter one or more document names. You can enter any part of the document name and substitute the missing part with an asterisk (*).

Note:
When a document name has not been defined, the document is identified by the first line of its description.

Combine FIND No.

Each type of line is assigned a number, e.g. 1 for "Document text" and 3 for "Keywords". You can enter the numbers of the criteria you want to combine with the appropriate boolean operators. The three following boolean operators are available:

- + or AND
- , or OR
- NOT

If you do not enter anything in this line, AND is assumed to be the default.

Press `ENTER` to start the search.

If one or more documents are found, the number found is indicated in the "Found" column to the right of the corresponding criteria.

```
 4:00 PM                  * * *  C O N - N E C T  3  * * *            4.Feb.94
Cabinet LS                    Find TRS Documents                        Friday
                                                                         Found
1 Document Text   Birds_____________________________________________        4
                  ____________________________________________________
                  ____________________________________________________
                  ____________________________________________________
                  ____________________________________________________
                  ____________________________________________________
2 Description     animal______________________________________________        2
                  ____________________________________________________
                  ____________________________________________________
3 Keywords        nesting_____________________________________________        3
                  ____________________________________________________
4 Writer/Author   ____________________________________________________
                  ____________________________________________________
5 Title/Name      ____________________________________________________
                  ____________________________________________________
Combine FIND No.  1 , 2 , 3_____________________ with + (AND) or , (OR)
                                                  Combined Total            5
DISPLAY to see found documents or press ENTER to modify criteria
   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
```

If no documents fulfilling all specified criteria are found, the respective message is displayed. However, this does not necessarily indicate that no documents were found; it indicates that no document was found which contained *all* criteria. If you are looking for any of the specified criteria, you must use the OR operator.

You can modify or extend your search by pressing `ENTER` and entering the additional search criteria.

Issue the following command from the "Find TRS Documents" screen

```
DISPLAY
```

As a result, the "Display TRS Documents" screen appears. It lists all found documents and reference documents (if only one document or reference document is found, that document is displayed immediately).

```
 4:02 PM                * * *  C O N - N E C T  3  * * *              4.Feb.94
Cabinet LS                 Display TRS Documents                        Friday

Cmd Document Name                Enc Typ Folder         File       Date Filed
--- ---------------------------- --- --- -------------- ---------- -----------
__  Nesting Habits                  Txt Meadows        Meadow Lar    4.Feb.94
__  Observation for 1991            Txt Meadows        Eastern US   26.Jan.94
__  Spoonbills of the FL. Keys      Txt Wetlands                    22.Dec.93
__  Spoonbill Population in LA      Txt Wetlands       Louisanna    22.Dec.93

__  The Bright Breasted             Txt Hummingbirds   Eastern US   27.Jan.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 command prompting line of the "Display TRS Documents" screen shows all commands which apply to documents and reference documents. The commands are described in section **Commands**.

The following exceptions apply when issuing the DISPLAY command in conjunction with a TRS item:

When you mark a document or reference document with DI, the following is displayed according to the search criteria you entered in the "Find TRS Documents" screen:

Search Criteria	Display of
Document Text	The document text. All occurrences of a specified word are highlighted.
Description	The document text (not the screen displaying the description).
Keywords	The document text (not the screen displaying the keywords).
Writer	The reference document or document text.
Title	The reference document.

You can issue DISPLAY in the command line of the "Display TRS Documents" screen to display all found documents and reference documents consecutively.

When a document is displayed, all words specified as the search criteria are highlighted. You can page from one highlighted word to the next by entering the FIND command in the command line.

Issue the QUIT command to return to the "Find TRS Documents" screen.

The "Find TRS Documents" screen displays the last search criteria you specified. You can continue building upon the search criteria or quit completely from the find function by issuing the QUIT command once more.

If you issue the FIND command during the same Con-nect session, the last search criteria are displayed in the "Find TRS Documents" screen. You can either use the criteria again or specify new search criteria.

Truncation

When you enter the search criteria in the "Find TRS Documents" screen, you need not enter the whole word. You can replace a part of the word with an asterisk (*).

The following three options are available:

Option	Retrieval of all documents containing
wo*	Words beginning with "wo".
*ord	Words ending with "ord".
w*rd	Words beginning with "w" and ending with "rd".

Boolean and Proximity Operators

If you are in the "Find TRS Documents" screen, you can enter several words in each line and specify the search criteria by using the AND, OR, NOT or ADJ operators. You must separate the operators and the specified words by blanks.

When you are looking for a specific word pair, you can use the proximity operator ADJ. For example, when you specify "New ADJ York", all documents containing the word pair "New York" are retrieved.

If you do not specify an operator, AND is assumed to be the default.

Operator	Retrieval of all documents
AND	Which contain all specified words (default).
OR	Which contain some or all the specified words.
NOT	Which do not contain the specified words.
ADJ	Which contain the specified word pair.

You can also enter the symbols "+" for AND and "," for OR. In this case you need not separate the operators and the specified words by blanks.

Bracketing of words is allowed; e.g. if you enter "(rodent+quadruped) OR mouse", all documents containing "rodent" and "quadruped" or "mouse" are retrieved.

You can also combine the find criteria for the document text, description, keywords, writer and title in the "Combine FIND No." line. Since each type of search criterion is assigned a number, you only have to enter the numbers you want to combine with the appropriate boolean operators. You cannot use the proximity operator ADJ in the "Combine FIND No." line.

Categories in a TRS Folder

You define categories for each TRS folder in the "Define Inverting Rules" screen (see **Defining the TRS Inverting Rules**). During the search process, a category is split into separate words. Thus, when you issue the FIND command to search for inverted words, a category is *not* linked to a specific folder. Words contained in this category are also found in other TRS folders.

Example

The categories "Countries" and "Names" have been defined to folder A. This folder contains a document with the words "Jack" and "Greece".

The category "Countries" has been excluded from folder B. This folder contains a document with the words "Jack" and "Greece".

No category has been defined to/excluded from folder C. This folder contains a document with the words "Jack" and "Greece".

You issue the FIND command and enter "Jack AND CAT Countries" in the "Document Text" line of the "Find TRS Documents" screen.

As a result, *both* the documents filed in folder A and C are found (although the documents are filed in different folders), since the words defined to categories "Countries" and "Names" are inverted.

Inverting Text

This chapter covers the following topics:

- General Information
- Commands Which Initiate the Inversion Process
- Information Which is Inverted

General Information

Before searching for documents or reference documents containing a specific text string, the document must be inverted in Con-nect. Con-nect Text Retrieval automatically inverts all documents and reference documents that are filed in a TRS folder according to the inverting rules of that folder.

When a document is inverted, the system first verifies whether the document text does not exceed the maximum length (determined by your administrator) that can be inverted online. If it does not, the document is inverted immediately and filed in the requested TRS folder.

If the document text exceeds the maximum length, the document is moved to the system folder TRS-XXL and inverted when your administrator runs the batch utility "Invert Long Documents".

While the document is stored in the TRS-XXL system folder, you can continue to access and update it. Once the utility is run, the document is inverted and moved back to the original folder or, if specified, a new TRS folder.

Note:
Even though the modifications may result in shortening the document, the document is not inverted and moved to the specified TRS folder until the "Invert Long Documents" utility is run.

Commands Which Initiate the Inversion Process

A TRS document is not inverted every time you access it. Rather, only a few commands initiate the inversion process with certain commands inverting different sections of the document or reference document. The following table illustrates those commands and the sections of the document or reference document which are inverted (depending upon the inversion rules of the folder):

Command	Document	Reference Document
ADD	All sections (i.e. description, keywords, author, document name and document text) are inverted.	All sections (i.e. description, keywords, writer and title) are inverted.
COPY	All sections are inverted.	All sections are inverted.
ERASE	You can no longer retrieve a document which has been erased.	You can no longer retrieve a reference document which has been erased.
FILE	All sections are inverted (applies only when the new folder is also a TRS folder).	All sections are inverted (applies only when the new folder is also a TRS folder).
IMPORT	All sections are inverted.	
INFO	If modified, the description, keywords, author and/or document name are inverted. The document length is not checked (therefore a long document is not moved to folder TRS-XXL).	
MODIFY	The document text is inverted whenever you issue SAVE or any other Con-nect command to leave the editor (except ABANDON).	All sections are inverted.
QUIT	The document text and the author are inverted.	
SAVE	The document text and the author are inverted.	
TRANSLATE	All sections are inverted.	

Caution:
To save CPU time, do not issue the SAVE or QUIT command if the TRS document has not been modified or if you do not want to save the modifications. Rather, issue the ABANDON command. Issuing the SAVE or QUIT command *always* inverts the document.

Information Which is Inverted

The following table illustrates the information within a document or reference document which may be inverted (depending upon the command issued and the inversion rules of the folder):

	Document	**Reference Document**
Text	For a Txt or Cnf document the text is inverted. For all other document formats, the text is not inverted.	Not applicable.
Description	The description that has been specified for the document is inverted.	The description that has been specified for the reference document is inverted.
Keyword	The keywords that have been specified for the document are inverted.	The keywords that have been specified for the reference document are inverted.
Writer/Author	The author's user ID and last name are inverted. If the document is modified, the modifier's user ID and last name are also inverted.	The writer that has been specified for the reference document is inverted.
Title/Name	The document name is inverted. If a document name is not specified, the first line of the description is inverted.	The title that has been specified for the reference document is inverted.

Queries

Con-nect Text Retrieval allows the definition of queries. You can store these TRS queries to perform them in forthcoming sessions. Furthermore, you can store the results of these queries for the current session.

This chapter covers the following topics:

- Adding a Query
- Managing Your Queries
- Performing a Query
- Managing Your Results
- Commands for Results

Adding a Query

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

```
ADD Query
```

As a result, the "Add User Query" screen appears.

```
  4:03 PM                * * *  C O N - N E C T  3  * * *              4.Feb.94
 Cabinet LS                  Add User Query                               Friday

          Folder Work___________ File _______________

      Query Name _______________________________

     Query Lines Birds_____________________________________________________
                 ______________________________________________________________
                 ______________________________________________________________
                 ______________________________________________________________
                 ______________________________________________________________
                 ______________________________________________________________
     Private use _  or Security Read 7  Modify 7  Copy 7  Print 7
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 following information in the "Add User Query" screen:

Query Name

A unique name.

Query Lines

You must enter the search criteria as described in section **Specifying the Search Criteria** for the "Document Text" lines of the "Find TRS Documents" screen.

Press `ENTER` to add the query.

The blank "Add User Query" screen re-appears and you can add another query or quit the function.

Managing Your Queries

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

```
DISPLAY Query
```

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

```
 4:04 PM              * * *  C O N - N E C T  3  * * *                4.Feb.94
Cabinet LS                  Display Queries by Name                     Friday

Cmd Query Name                        Folder          File          Date Filed
--- ------------------------------- --------------- ------------- -----------
__  Fibers                            Work                             4.Feb.94
__  Sharks                            Work                             4.Feb.94









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                                /
 Display  Erase    File     Modify   Perform  Print    Top
```

The "Display Queries by Name" screen displays all queries alphabetically. The columns display the following information:

Query Name

The name you assigned to the query.

Folder

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

File

If you specified a file, its name is displayed in this column.

Dated Filed

The date when the query was created (and thus filed).

The command prompting line of the "Display Queries by Name" screen shows all the commands which apply to queries. The commands are described in section **Commands**. See the following section for a description of how to perform a query.

Performing a Query

You can perform a query to search for specific words. Then you can use the result of that query as a subset to limit future searches to only those documents which are contained in this subset.

Issue the PERFORM command with a query to find the documents which contain the criteria which have been defined for that query.

```
PERFORM Query name
```

If documents fulfilling the specified criteria are found, the following screen appears (the number which is shown to the right of the screen name indicates the internal TRS query name for the shown results):

```
  4:06 PM              * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS              Results for Query Number 0101                  Friday

  Find Documents                                                      Found:
  that contain:    Biras                                                     4 ‡ ‡ ‡
```

If you have defined a subset, only the documents of the subset are searched. You can only use one subset at a time.

Caution:
Subsets are saved for the current session only and are erased when you use another cabinet or leave Con-nect.

You can mark one of the following fields in the "Results for Query Number *n*" screen:

Mark _ to use result as subset

Optional - you can use the results of this query as a subset for further queries (i.e. only the documents of the subset are searched in further queries. You need not search *all* documents).

To cancel the current subset, you must mark this field with C and press `ENTER`.

To overwrite the current subset, you must mark this field with any character except C and press `ENTER`. As a result a window appears. You enter a description to be stored with the results and press `ENTER`.

Mark _ to save query

Optional - you can mark this field with any character to save the contents of the query as a query and press `ENTER`.

This is equivalent to adding or modifying a query.

As a result a window appears. You enter the name of the folder in which you want to store the query (you can also enter the name of a file) and the name of the new query. If the name you enter is already used and if you want to overwrite the existing query, you must mark the "Overwrite Existing?" field with any character and press `ENTER`.

Mark _ to save results

Optional - you can mark this field with any character to save the results of the query and press `ENTER`.

As a result a window appears. You enter a description to be stored with the results and press `ENTER`.

The results are only stored for this session.

To modify the search criteria, you must press `ENTER` to display the following screen - you must *not* mark an option:

```
  4:07 PM                * * *  C O N - N E C T  3  * * *                4.Feb.94
 Cabinet LS                     Find TRS Documents                        Friday

  Find Documents
  that contain:    Birds_____________________________________________________
                   ___________________________________________________________
                   ___________________________________________________________
                   ___________________________________________________________
                   ___________________________________________________________
                   ___________________________________________________________



  with Subset:     100 ____________________________________________________
                   ___________________________________________________________
                   ___________________________________________________________
                   ___________________________________________________________
                   ___________________________________________________________
                   ___________________________________________________________

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  In    Send  Foldr Docs  Note  Cal   Flip  Last  Home
```

You can modify the search criteria and press ENTER to return to the "Results for Query Number *n*" screen which now contains the results of the new query.

Issue the DISPLAY command from the "Results for Query Number *n*" screen to display the "Display TRS Documents" screen listing all found documents. (If only one document has been found, it is displayed immediately).

The command prompting line of the "Display TRS Documents" screen shows all the commands which apply to documents. The commands are described in section **Commands**.

When you issue the DISPLAY command with a found document, all occurrences of a specified word are highlighted.

You can also enter DISPLAY in the command line of the "Display TRS Documents" screen to display all found documents listed in the screen (a maximum of 12 documents). You issue the QUIT command to proceed from one document to the next.

When you issue the QUIT command from the "Display TRS Documents" screen, the "Find TRS Documents" screen appears (see above).

Managing Your Results

You can store the results of your queries by marking the appropriate field in the "Results for Query Number *n*" screen (see **Performing a Query**).

Caution:
Results are saved for the current session only and are erased when you use another cabinet or leave Con-nect.

Issue the following command sequence from any point in Con-nect to display a list of all currently saved results:

```
DISPLAY Results
```

The "Display Results" screen appears.

```
 4:07 PM              * * *  C O N - N E C T  3  * * *              4.Feb.94
Cabinet LS                   Display Results                          Friday

Cmd Description                      Quantity        Query Number  Time Filed
--- ---------------------------------- --------------- ------------- -----------
__  (L) * * * Last Query * * *        4               101           16:06
__  (S) Bird results                  4               100           16:04









Cmds are 1 or 2 characters from the list below (FLIP for PF-keys)
   Command /                                                              /
 Display  Info     Modify   Top      Use
```

The "Display Results" screen displays all results chronologically according to their performance time.

The columns display the following information:

Description

The description of the result.

If you did not save the results of the last query, its description is "(L) * * * Last Query * * *".

The currently active subset is marked with (S).

Quantity

The number of found documents.

Query Number

The TRS number of the query name.

Time Filed

The time the results were saved.

Commands for Results

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

- DISPLAY
- INFO
- MODIFY
- USE

DISPLAY

When you issue the DISPLAY command with a result, the "Display TRS Documents" screen listing all found documents appears. (If only one document has been found, it is displayed immediately).

When you DISPLAY a document, all occurrences of a specified word are highlighted.

INFO

When you issue the INFO command with a result, the contents of the query (which produced this result) is displayed.

MODIFY

When you issue the MODIFY command with a result, you can only modify the description.

USE

You can use results as subsets.

To use a specific result as the new subset, you issue the USE command with that result. The new subset will be marked with (S) and all subsequent queries will be performed on the new subset.

If you choose to use the results of the last query, which is marked with (L), a window appears, prompting you to enter a description for the result.