



**How to Use DECwindows  
Student Guide**

**EY-D209E-SG-0001**



First Printing, August 1989

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# About This Course

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*How to Use DECwindows* is a one-day lecture/lab course designed for users who are encountering a DECwindows system for the first time. The course covers the basic skills required to work within the DECwindows environment.

## Objectives

In this course you learn how to:

- Manipulate DECwindows.
- Start and use DECwindow applications.
- Manage files.

## Conventions

This guide uses the conventions described in the following table:

Convention	Description
<code>Return</code>	Text within a box identifies a key, such as <code>Return</code> .
<code>Ctrl C</code>	For sequences that use the <code>Ctrl</code> key, hold down <code>Ctrl</code> and press the second key.

## References

The following documentation provides additional information on the topics covered in this course.

- Overview of VMS DECwindows (Order Number: AA-MG17A-TE)
- VMS DECwindows User's Guide (Order Number: AA-MG18A-TE)
- VMS DECwindows Desktop Applications Guide (Order Number: AA-MG19A-TE)



# 1 Getting Started

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## Objectives

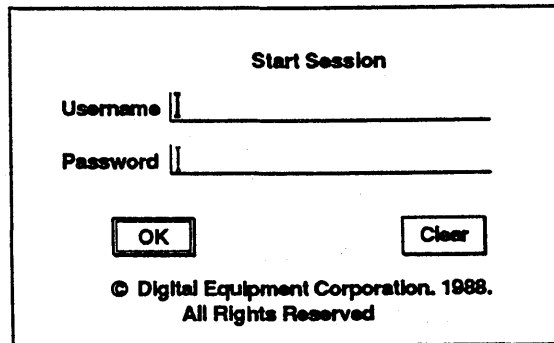
In this module you learn how to:

- Start a DECwindows session.
- Manipulate windows.
- Choose menu items.
- Use a dialog box.
- Quit a DECwindows session.

## Starting a DECwindows Session

You enter DECwindows by starting a session. To start a session, you enter login information (your Username and Password) in the Start Session dialog box.

DECwindows displays a dialog box whenever information is needed from the user.



The image shows a rectangular dialog box titled "Start Session". Inside the box, there are two input fields: "Username" and "Password", each with a vertical cursor icon at the beginning of the field. Below the input fields are two buttons: "OK" and "Clear". The "OK" button has a double border, while the "Clear" button has a single border. At the bottom of the dialog box, there is a copyright notice: "© Digital Equipment Corporation. 1988. All Rights Reserved".

Figure 1-1 Start Session dialog box

### Steps to Start a DECwindows Session

1. At the Username prompt, enter your username and press **Return**.

The **Delete** key is used to erase mistakes.

The **OK** push button has a double border. The double border indicates that you can either press **Return** or click on the button using the mouse to activate.

2. At the Password prompt, enter your password and press **Return**.

DECwindows displays a wristwatch whenever it is busy and you must wait. In this case, the system is verifying the Username and Password combination.

If incorrect information is entered, DECwindows does not let you start a session. Instead, it displays a Problem Report dialog box as a warning that you have made a mistake. You must press **Return** or click on the **Acknowledged** button to try again.

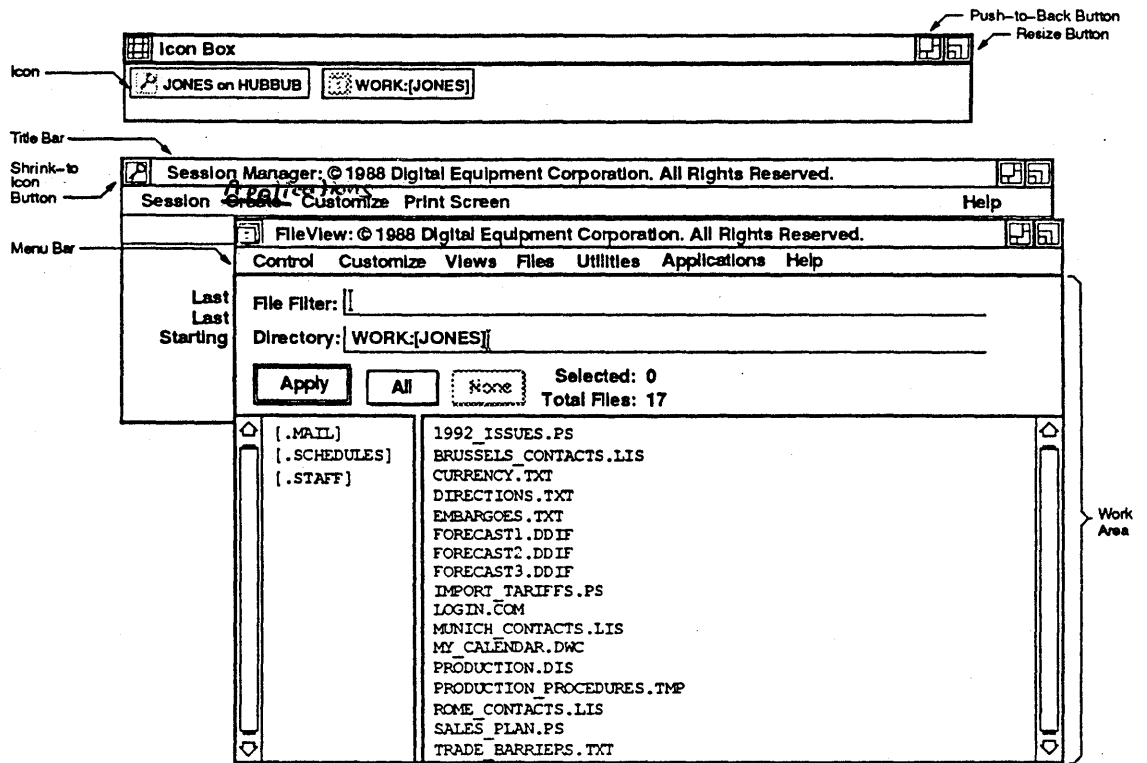


Figure 1-2 DECwindows initial screen display

## Manipulating Windows

In the DECwindows environment, all applications are based on the same user interface. Therefore the applications have the same appearance. For example, window components such as the title bar appear in the same location in every window. This consistency makes it easy to work with and learn applications running in multiple windows. Once you have learned to work in one window, you can work in any window.

Working with DECwindows applications is like working at a desk. At a desk, you can do several tasks at once. In DECwindows, you can have multiple windows open, and in each window you can perform a different task.

To manipulate windows you use the mouse. The mouse is the standard input device for DECwindows. (For most computers, the keyboard is the standard input device.)

## Using the Mouse

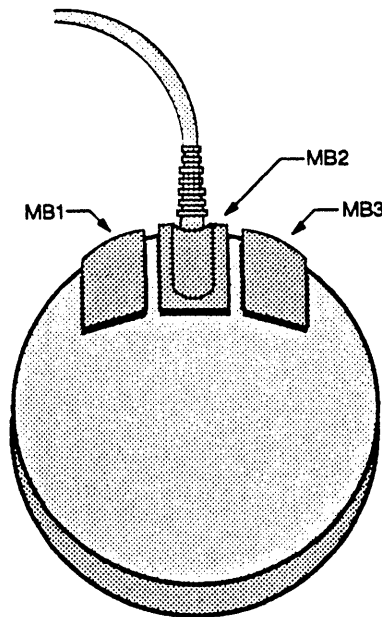


Figure 1-3 Mouse

- The standard mouse has three buttons.
- The left-most button is referred to as mouse button 1 **MB1**, the middle button is **MB2** and the right button is **MB3**.

The table below shows how to work with the mouse.

Action	Description
Click	Place the pointer on the object. Then press and release MB1.
Double-Click	Place the pointer on an object. Then press and release the mouse button twice in quick succession without moving the pointing device.
Drag	To drag the pointer, first place the pointer on an object. Press and hold the mouse button and move the mouse. Release the mouse button when the pointer is at the desired location.

Each pointer shape has a “hot spot,” a single point within the shape that determines precisely where you are pointing. The tip of the arrow shape is the “hot spot.”

## Giving Input Focus

In windowing systems, such as DECwindows workstations, keyboard input only appears in one window at a time. The window that displays the keyboard input is the active window. It has *input focus*. When a window has input focus, its title bar is highlighted.

### Steps to Give Input Focus

1. Point to the FileView's title bar. Avoid pointing to the buttons at either end.
2. Press and quickly release **MB1**.

This technique is called *clicking*.

3. Repeat the steps to give input focus to the Session Manager window.

The title bar of the window with input focus is highlighted, indicating the window is active.

## Shrinking Windows to Icons

When an application is running, it displays either as a window or as an icon. If you are not using a window but you want to keep the application running, store or *shrink* the window as an icon.

Shrinking windows to icons reduces visual distraction and lets you concentrate on the tasks in the displayed windows.

### Steps to Shrink a Window into an Icon

1. Point to the **Shrink-to-icon** button.
2. Click **MB1**.

The window disappears from the screen and its icon becomes highlighted in the Icon box.

### Steps to Redisplay a Window Stored as an Icon

1. Point to the appropriate icon.
2. Click **MB1**.

Note the following:

- The icon is no longer highlighted in the Icon box.
- The window appears at its original screen location.
- The window has input focus.

## Moving a Window

You can move any window with a title bar to any position on the screen. You can also move windows partially off the screen. You do this with a technique called *dragging*.

To drag, press and hold MB1, then move the pointer. Release MB1 when the pointer is at the desired location.

You move a window to:

- Reduce pointer movement between windows.
- Arrange your screen in a more efficient manner.
- Prevent a window from being covered up by moving it to a less cluttered portion of the screen.
- View contents of windows simultaneously.
- Edit between windows.

### Steps to Move a Window

1. Point to the title bar. (Avoid pointing to the buttons on either end of the title bar.)
2. Drag the window to its new screen position.

Note: As you drag the mouse, an outline appears.

3. Release **MB1** when the window outline is at the desired location.

Note that windows cannot be moved off the screen entirely. Moving them partially off the screen offers another way to reduce screen clutter.

## Changing the Size of a Window

You change the size of a window with the **Resize** button. Making a window smaller leaves more room for other windows. Enlarging a window may display more of the window contents.

### Steps to Resize a Window

1. Point to the **Resize** button.
2. Drag outside the current boundary of the window.

Note: An outline of the window displays.

3. Release **MB1** when the window is the size you want.

Note: To make a window smaller, drag the **Resize** button outside the current boundary of the window. Then drag to the left and downward until the outline is the size you want.



## Stacking Windows

The workstation screen can contain overlapping windows, much like a stack of papers on a desk. Overlapping windows are called stacked windows. With a stack of papers, you can shuffle the order to bring hidden papers to the top of the stack. In DECwindows, you use the **Push-to-back** button to move the top window to the bottom of the stack.

### Steps to Push the Top Window to the Back

1. Point to the top window's **Push-to-back** button.
2. Click **MB1**.

The top window is pushed to the bottom of the stack; the window under the top window becomes the top window.

3. Click on the **Push-to-back** button of the top window until you uncover the window you want.

### Steps to Display a Particular Window

1. Point anywhere in the window.

Note: Avoid the **Shrink-to-icon**, **Resize**, and **Push-to-back** buttons.

2. Click **MB1**.

## Selecting Menu Items

One way to work with DECwindows is to choose an item from a menu. The most common DECwindows menu is the Pull-down menu. Pull-down menus get their name because you "pull them down" from the menu bar.

### Viewing Menu Items

#### Steps to View Menu Items

1. Position the pointer on the appropriate menu in the menu bar.
2. Press and hold **MB1**.

A menu drops down automatically.

3. Move the pointer outside of the menu and release **MB1**.

The menu disappears and no action is taken.

### Selecting a Menu Item

By selecting a menu item, you tell DECwindows what you want to do.

#### Steps to Select a Menu Item

1. Position the pointer on the appropriate menu in the menu bar.
2. Drag the pointer downward.
3. Release **MB1** when the appropriate menu item is outlined.

## Using Scroll Bars

Scroll bars allow you to move through a display that does not fit in a window. They scroll your window up or down over the text or data.

The parts of a scroll bar:

- The stepping arrows on either end of the bar move you through text one line at a time.
- The scroll region is a long, thin box.
- The slider, the thicker box that overlays the scroll region, indicates your position in the text or display.

Slider size is relative to the total amount of information.

The table below describes how to use scroll bars.

To scroll	Do this
One line at a time	Click MB1 on the stepping arrows at either end of the scroll bar. To scroll continuously, press and hold MB1 on the stepping arrow.
Forward one window—full of text at a time	Point to the scroll region beneath the slider and click MB1.
Back one window—full of text at a time	Point to the scroll region above the slider and click MB1.
To another location in the list or file	Drag the slider to a position in the scroll region that corresponds to the general location you want to see.

## Using Dialog Boxes

Dialog boxes are special DECwindow windows. Some dialog boxes display options. Other dialog boxes allow you to enter additional data in response to some commands. Some appear automatically such as the Start Session dialog box; others are displayed when you select a menu item followed by three periods (an ellipsis).

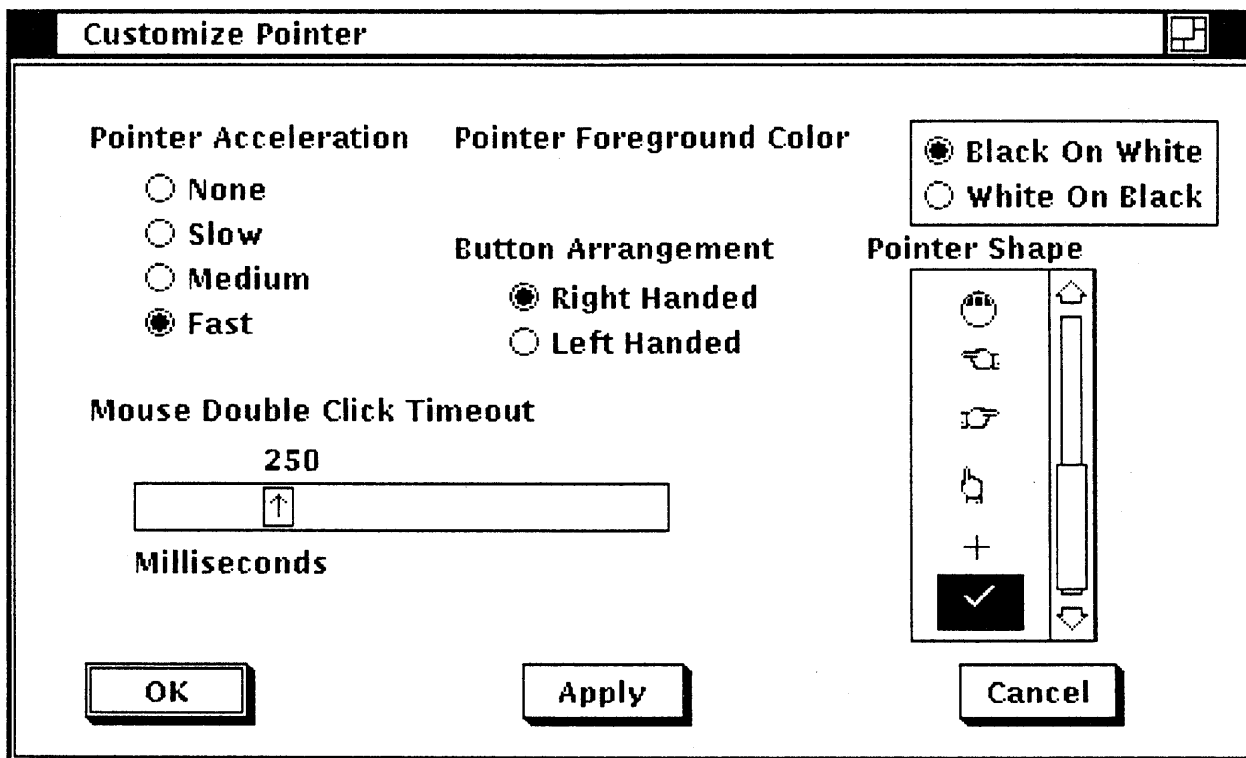


Figure 1-4 Customize Pointer dialog box

## Selecting Dialog Box Options

Each dialog box has options related to the menu with which it is associated.

Dialog boxes supply various ways for you to enter information.

You can:

- Click a round option button or a square toggle button. When a button is highlighted, the setting is on.
- Drag the slider in a scale until the arrow in the slider points to the value you want.
- Select choices from a list box.
- Enter text in a text entry field.

### Methods to Activate the Dialog Box Settings

- Click on either the **OK** or **Apply** buttons to activate the settings you have chosen.

When you click **OK**, you clear the dialog box from the screen.

When you click on **Apply**, the dialog box remains on the screen.

- Click on **Cancel** to clear the dialog box from the screen.

This setting will put away the dialog box without affecting changes made previously.

## Ending a DECwindows Session

Whenever you are not using your workstation you should either pause or quit your session to prevent someone else from accessing your account.

### Pausing a DECwindows Session

Pausing is placing your system on hold. Your session and the applications continue to run.

#### Steps to Pause a DECwindows Session

1. If the Session Manager window is stored as an icon, redisplay the window.
2. Point to the Session menu.
3. Click on **Pause**.

The entire workstation is locked by the Pause session display and dialog box.

4. Type your password and press **Return** to resume the session.

### Quitting a DECwindows Session

Before you quit DECwindows, you should close any open files and stop all applications.

#### Steps to Quit a DECwindows Session

1. If the Session Manager window is stored as an icon, redisplay the window.
2. From the Session menu, choose **Quit**.

A Confirmation dialog box appears.

3. Click on **Yes** to end your session. (Click on **No** if you want to continue your current session.)

The Start Session Dialog box displays.

## Review

Review the topics covered in this module:

- You start a DECwindows session by logging in at the Start Session dialog box.
- You can move, resize, stack, and shrink-to-icon all windows. In DECwindows, the information you enter through the keyboard or mouse is directed to one window at a time. A window that is ready to receive the information has "input focus."
- Most functions of an application are found in pull-down menus. You select these functions by choosing a menu item.
- Menu items followed by an ellipsis (...) will display a dialog box. A dialog box is a special window which allows users to select options or enter additional information.
- Pausing a session freezes the workstation display while allowing all applications to continue. Quitting a session stops all applications and ends the DECwindows session.

---

**Exercise: Working with Windows**

1. Start a DECwindows session.
  2. Shrink all windows to icons.
  3. Display all windows stored as icons.
  4. Select a different pointer shape.
  5. Resize the Session Manager window to make it as large as the FileView window.
  6. Pause your DECwindows session.
-



---

**Answer**

1. To start a DECwindows session, enter your Username and Password in the Start Session dialog box.
  2. To shrink a window, click on the **Shrink-to-icon** button in the upper left corner of the title bar.
  3. To display a window, click on its icon in the Icon box.
  4. To select a different pointer shape:
    - a. From the Session Manager menu bar, pull down Customize menu.
    - b. Click on **Pointer**.
    - c. Scroll through the list of pointer shapes.
    - d. Click on the pointer shape of your choice.
    - e. Click on **OK**.
  5. To change the size of the Session Manager window:
    - Point to to the **Resize** button.
    - Press and hold **MB1** and move the pointer to the right and upward until it is outside of the window.
    - Release **MB1** when the Session Manager window is as large as the FileView window.
  6. To pause a session, from the Session menu, click on **Pause**.
-



# 2

## Notepad

---

### Objectives

In this module you learn how to:

- Start Notepad.
- Enter text in Notepad.
- Save a Notepad file.
- Work with Notepad.
- Edit a Notepad file.
- Exit Notepad.

## Starting Notepad

You will learn a Desktop application called Notepad. Notepad is a simple, easy-to-use editor. It is intended for everyday tasks, such as jotting down notes. You might use Notepad to make a To Do list or to keep track of the day's events. Later, you could incorporate the notes into a status report.

All commands are located in the pull-down menus, so you do not have to memorize commands. All the desktop applications begin and end the same way. You start an application from the Applications menu in the FileView window. To leave applications, you either exit or quit.

### Steps to Start Notepad

1. If FileView is stored as an icon, redisplay as a window.
2. Point to FileView's Application menu and press **MB1**.
3. Drag the pointer through the pull-down menu items.
4. When you have outlined Notepad, release **MB1**.

A Work in Progress dialog box appears to let you know that Notepad is starting. Then Notepad displays an empty window.

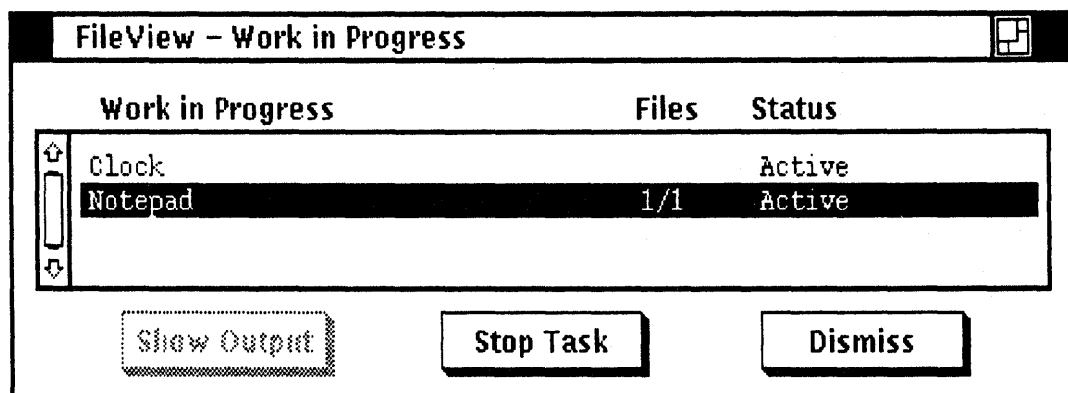


Figure 2-1 Work in Progress dialog box

## Entering Text in Notepad

The Notepad enters text at the position marked by the text insertion cursor and wraps it automatically to the next line.

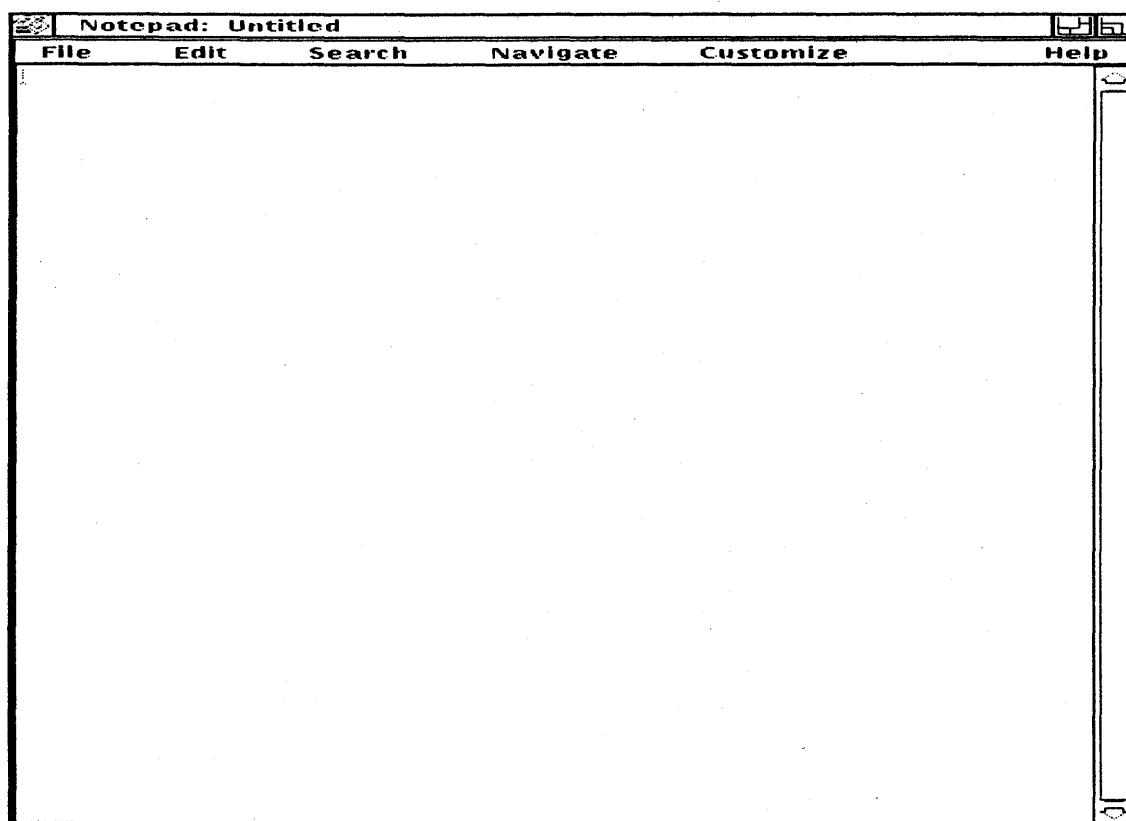


Figure 2-2 Notepad window

## Typing and Formatting Text

Here are some guidelines for entering text in Notepad:

- Click on the Notepad window to establish input focus.
- Text automatically wraps at the right margin.
- Use **Delete** to erase mistakes to the left of the cursor.
- Use **Tab**, **Space Bar**, and **Return** to arrange text.
- Resize the window to change the position of the right margin.

---

### Practice Text

To Do: Monday

Call Darlene about technical resources.

Call John about illustrations.

Plan agenda for staff meeting.

Complete expense report.

---

## Saving a Notepad File

Notepad offers two options for saving a new file, **Save** and **Save As**. Both options create a copy of the most recent version of a file in your directory without removing it from the screen.

If you are saving a file for the first time, both options provide a dialog box to enter a file name.

Once the file has been saved, use **Save** to incorporate updates to it; use **Save As** to save an existing file under a new name.

### Steps to Save a Notepad File

1. From the File Menu, choose **Save As**.

A dialog box displays.

2. Type the name of the file in the **Save As** dialog box.
3. Click on **OK**.

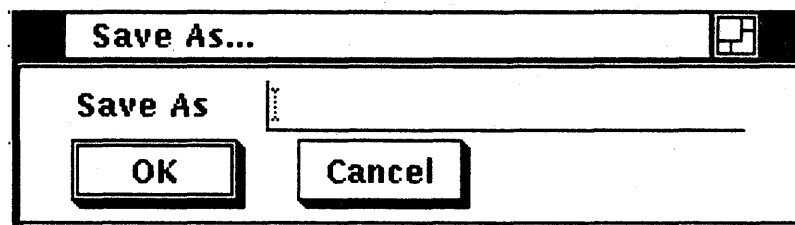


Figure 2-3 Save As dialog box

## Working with Notepad

You need to learn how to move cursor within a Notepad file and how to select and deselect text. These skills are fundamental tasks in this or any editor.

### Moving the Cursor

To change the contents of the Notepad, you first move the cursor to the point where the change is to be made. The cursor can be moved in several ways.

#### Steps to Move the Cursor

1. Point to the place in the file where you want to move the cursor and click **MB1**.

The insertion point changes to that location.

2. Use the right and left Arrow keys to move the text cursor one character to the right or left.
3. Use the up and down Arrow keys to move the text cursor one line up or down.
4. Press **F12** to move the cursor to the beginning of a line.
5. Press **Shift F12** to move the cursor to the end of a line.
6. From the Navigate menu, choose **Go to Top** or **Go to Bottom**.



## Selecting Text

You must select text before performing editing tasks on it. Selected text is highlighted, a visual indication that the editing task will be performed on the selected text.

There are two techniques for selecting text: mouse clicking or mouse dragging.

You use mouse clicking to select a unit of text, such as a word or a line. Use mouse dragging to select a range of text, such as a portion of a line, paragraph, or page.

### Steps to Select Text by Mouse Clicking

1. Point to the word you want to select and double click.

The word is highlighted.

2. Point to the line you want to select and click **MB1** three times.

The line is highlighted.

Note that only one set of text can be selected at a time.

## Selecting a Range of Text

To perform editing tasks such as deleting, moving, or copying text, you must first select the text you want to edit.

### Steps to Select a Range of Text

1. Click **MB1** in front of first word you want to select.
2. Drag past the last word you want to select.

### Steps to Extend the Current Selection Range

1. Position the pointer where you want the selection range to end.
2. Press **Shift** and click **MB1**.

## **Deselecting Text**

You may need to deselect text.

### **Steps to Deselect Text**

1. Point to any portion of the selected text.
2. Click **MB1**.

The text is no longer highlighted or selected.

## **Opening a Second Notepad Window**

You may want to refer to and copy information from one Notepad window to another.

### **Steps to Start a Second Notepad window without Closing the First Window**

1. From the File menu, choose **New**.  
  
A second untitled Notepad window opens directly over the first Notepad window.
2. Drag the second window aside so that both Notepad windows are visible.

# Editing a Notepad File

## Copying Text Between Windows

Most DECwindows applications, including Calendar, Cardfiler, EVE, FileView, Mail, and Notepad, allow you to move or copy text:

- From one place in a window to another.
- From one window to another window.
- From one application to another.

To move or copy text, you must select the text first, then choose one of two commands in the Edit menu, **Copy** or **Cut**. Both commands copy the selected text to the Clipboard, a special temporary holding area for cut or copied text.

- The **Copy** command copies selected text without removing it from the file.
- The **Cut** command copies selected text then removes it from the file.

### Steps to Copy Information between Windows

1. Select the text to be copied.
2. From the Edit menu, choose **Copy**.

The text remains in the original location and a copy of it is placed in the Clipboard.

3. Position the cursor in the other window at the point where you want to insert the copied text.
4. Click **MB1** to set input focus.
5. From the Edit menu of the window with input focus, choose **Paste**.

The copied text appears at the desired location.

## Deleting Text

There are several ways to delete text:

- To remove a word to the left of the cursor, press **F13**.
- To remove the word to the right of the cursor, press **Shift F13**.
- To remove a larger amount of text, use the **Cut** or **Copy** commands from the Edit menu.
- To replace text in one operation without using the **Cut** or **Copy** commands, select the text you want to clear and type the new text. The new text replaces the selected text. This is called **Pending Delete**.

## Canceling Edits

There are two ways to recover from mistakes:

- The **Undo** command in the Edit menu cancels the last edit provided you choose the command immediately.
- The **Revert** command in the File allows you to recall the last saved version of the file.

### Steps to Use the Revert Command

1. From the File menu, choose **Revert**.

A Dialog box appears asking if you want to save changes to the current file.

2. Click on **No**.

The contents of the file returns to the screen.

---

## Practice Text

To Do: Tuesday

Arrange meeting with technical reviewers.

Print illustrations.

Write status report.

Write John's performance review.

Prepare overheads for staff meeting.

---

## Using Quick Copy

Quick Copy is a fast method for copying text. Using Quick Copy you can copy text without pulling down menus and choosing **Cut** or **Copy** and **Paste**. The method works within a single window as well as between windows, including copying text between windows of two different applications.

### Steps to Quick Copy

1. Set input focus on the window to receive the text.
2. Position the cursor where the text is to be inserted.
3. Point to the text to be copied.
4. Drag **MB3** over the text to be copied.

Note: The text is underlined.

5. Release **MB3**.

The text is copied to the window with input focus.

---

**Practice Text**

**Status Report**

Identified and met with three technical resources.

Requested, received, printed and reviewed illustrations.

Planned agenda and overheads for staff meeting.

Wrote John's performance review.

---

## Exiting from Notepad

Every application takes up memory. When you shrink an application into an icon, the application continues to use the same amount of memory.

As you open new windows and assorted applications, each window uses additional memory. As a result, performance may suffer. Therefore, when you are finished with an application, exit from it.

The **Exit** or **Quit** menu items for most applications appear in the left-most pull-down menu.

### Steps to Exit from Notepad

1. Save any work.
2. From the File menu, choose **Exit**.

## Review

Review the topics covered in this module:

- Standard Desktop applications, such as Notepad, are started from the Applications menu in the FileView window.
- The Notepad is intended for everyday writing tasks. You can type text from the keyboard or copy existing text for editing.
- To save the contents of a file, use one of two commands: **Save** and **Save As**. Use **Save As** to name a new file or to save an existing file under a new name. Use **Save** to update changes to an existing file.
- You edit Notepad files by using both the mouse and the keyboard.
- Most editing tasks require you to move the cursor and select the text. Selection is done by clicking or dragging the mouse.
- When you finish using a DECwindows application, end the application by using the **Exit** command.



---

**Exercise: Starting Desktop Applications**

1. Start the Clock.
2. Start the Calculator.
3. Use the Calculator to figure out the mileage reimbursement for a trip of 60 miles. The reimbursement rate is .225 cents per mile.
4. Use the **Help** function in Calculator (Performing Arithmetic Functions, Copying Numbers to Other Applications) to find out how to copy the results of your calculation to an application running in another window.
5. Start Notepad.
6. Copy the result of your calculation into the Notepad window.
7. Create the following text in a Notepad file. Save the contents as *ToDo\_Wednesday.TXT*.

To Do: Wednesday

Distribute agenda for staff meeting.

Submit Mileage Reimbursement for (insert amount pasted from the calculator).

8. Close Calculator.
9. Close Notepad.

Leave the clock running.

---

---

**Answer**

1. From the Applications menu in FileView window, click on Clock.
2. From the Applications menu in FileView window, click on Calculator.
3. Enter data by moving the pointer to a button in the Calculator display and clicking **MB1** or by typing at the keyboard. If you type at the keyboard, you can use the number keys on the keyboard or the number keys on the keypad.

Perform arithmetic functions on the Calculator just as you would on a handheld calculator:

- a. Enter the first operand, 60. It appears in the accumulator.
  - b. Enter the function you want to perform, multiplication, represented by an asterisk (\*). The functions are addition (+), subtraction (-), multiplication (\*), and division (/).
  - c. Enter the second operand, .225. It appears in the accumulator.
  - d. Enter the equal sign (=). The result, 13.5, appears in the accumulator.
4. To copy a number from the Calculator's accumulator or memory:
    - a. Click on either the accumulator or memory to highlight the number.
    - b. Choose **Copy** from the Edit menu to copy the highlighted number.
  5. From the Applications menu in FileView window, click on Notepad.
  6. To copy the result of your calculation into the Notepad window, set input focus on Notepad. From the Edit menu, choose **Paste**.

7. Create the following text in a Notepad file. Save the contents as *ToDo\_Wednesday.TXT*.

To Do: Wednesday

Distribute agenda for staff meeting.

Submit Mileage Reimbursement for (paste amount copied from the calculator).

8. To close Calculator, from the File menu choose **Quit**.
  9. To close Notepad, from the File menu choose **Exit**.
-



# 3 FileView

---

## Objectives

In this module you learn how to:

- Start the FileView application.
- List files and subsets of files.
- Display files.
- Maintain files.
- Create a subdirectory.
- Navigate the directory structure.

## Starting FileView

FileView is an important window for two reasons:

- It allows you to access DECwindows applications.

Note that when you quit FileView, you also quit any applications started from FileView.

- It provides commands to work with your files.

By default, a FileView window opens at the start of a DECwindows session. If you exit the FileView window, or if for some reason a FileView window does not start automatically, you can create a FileView window without restarting DECwindows.

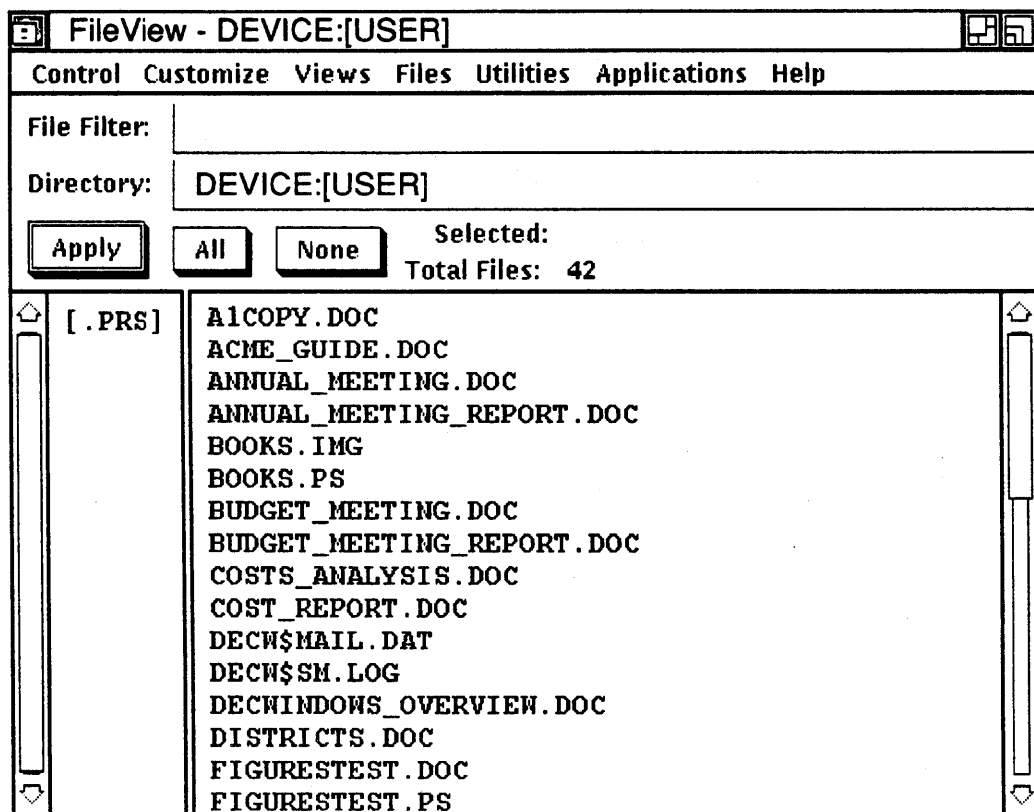


Figure 3-1 FileView window

**Steps to Create a FileView Window**

From the Session Manager's Create menu, choose **FileView Window**.

The FileView window opens.

## Listing Files

FileView provides a variety of ways for listing files in your account. When you first start DECwindows, the file list displays the files alphabetically in the top level directory. You can change the file listing to display more information.

### Steps to View all Files in your Directory

1. From the Views menu, choose one of the **Show:** commands.

## Using the File Filter

The File Filter lets you list a subset of files. By using the File Filter and a wild card, you can limit the display of files.

The asterisk is a wild card. It can represent all or part of a directory name, file name, and file type, as well as the entire version number.

### Steps to View a Partial Listing of Files

1. In the File Filter field, enter the file information.

Examples:

TO\*

\*.TXT

\*.\*

2. Click on **Apply**.



## Displaying Files

In addition to listing your files FileView provides two commands which allow you to see the contents of a file: **Type** and **Print**.

The most efficient way to use these commands is to select the file you want work on first before selecting the command. If a file is not selected before choosing a FileView command, FileView will display a dialog box that requests the file name(s) on which to perform the command.

## Selecting Files

### Steps to Select One File

1. Point to the file you want to select.
2. Click **MB1**.

The file name is highlighted.

### Steps to Select a Block of Adjacent Files

1. Point to the first file in the block.
2. Drag the pointer until all the files you want to select are highlighted.
3. Release **MB1**.

The block of files is highlighted.

### Steps to Select Scattered Files

1. Point to the the first file you want to select.
2. Click **MB1**.
3. Press **Shift** and click **MB1** on every other file you want to select.

### Steps to Select All Files

4. Click on **All**.

All files are selected at once.

## Canceling File Selection

You can cancel file selection in two ways:

### Steps to Cancel File Selection

1. To deselect individual files, point to each file you want to deselect, press **[Shift]** and click **MB1**.
2. To cancel the selection of all files, click **None**.

The files are no longer highlighted.

## Viewing the Contents of a File

To see the contents of a file without making any changes to it use the **Type** command.

Note that the **Type** command is located in two places: on the Files menu and from a pop-up menu.

DECwindows provides pop-up menus to make it easier for you to work with files and applications. Pop-up menus give you quick and direct access to functions within applications by reducing your use of the mouse.

Note that to view a pop-up menu in FileView position the mouse cursor on the work area directly beneath the menu bar and press **MB2**.

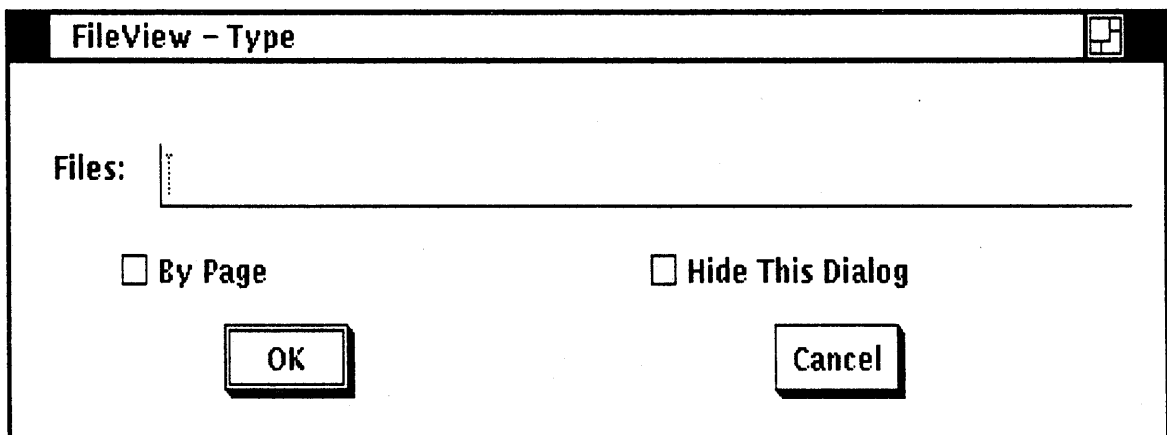


Figure 3-2 Type dialog box

### **Steps to View a File**

1. Select the file to be viewed.
2. From the pop-up menu, choose **Type**.

FileView displays a dialog box from which you can select options to tailor the operation you have chosen from the Files menu.

3. Click on **OK**.

A Task Output window opens and displays the contents of both files.

- If there is more than one page, press **Return** to display the following page.
  - If you have chosen more than one file, press **CTRL Z** to cancel the display of one file and continue with the next file.
  - The word “Done” appears at the upper right-hand corner of the Task Output window when the the task has been completed.
4. Click on **Dismiss**.

The Task Output window closes.

## Printing a File

You can print a file by using the **Print** command from the Files or pop-up menus. FileView sends the file to a print queue, where it is entered as a job to be printed. Once a file has been queued for printing, messages appear in the Session Manager window showing that the file has been queued for printing, that the job is completed, and if there are any error messages.

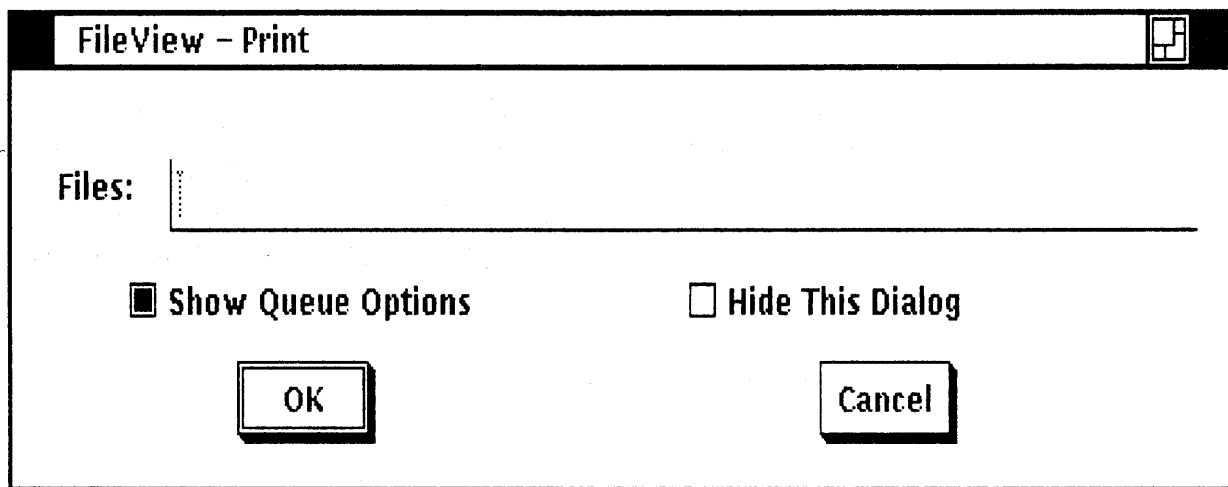


Figure 3-3 Print dialog box

### **Steps to Print a File**

1. Select the file you want to print.
2. From the Files menu, choose **Print**.

The Print dialog box displays.

3. Click on **Show Queue**.

Two listings appear: Print Formats and Printers.

- FileView displays all print formats supported by DECwindows, no matter what the file type of the file you selected for printing. Other applications, such as Paint, only show the print format of the file you have produced and want to print.
  - You must know which printer listed in the Printer dialog box will support the print format of the file you are trying to print. You get this information from the system manager.
4. Choose the appropriate format and printer.

## Maintaining Files

File maintenance is an important task for each computer user. DECwindows provides several commands for managing files.

### Copying Files

With DECwindows you can copy a file to a new file name or to a new directory. You can also combine two or more files into a single file. When you copy a file, the original file remains unchanged.

The image shows a dialog box titled "FileView - Copy". It has a title bar with a close button on the right. The main area contains two text input fields: "From:" and "To:". Below these fields are five checkboxes arranged in two columns: "Show Log", "Request Confirmation", "Concatenate Input Files", "Replace Existing Files", and "Hide This Dialog". At the bottom of the dialog are two buttons: "OK" and "Cancel".

Figure 3-4 Copy dialog box

### Steps to Copy a File

1. Select the file you want to copy.
2. From the Files menu, choose **Copy**.

The Copy dialog box displays.

3. Type the name of the file to receive the copy in the To field.
4. Click on **Show Log**.
5. Click on **OK**.

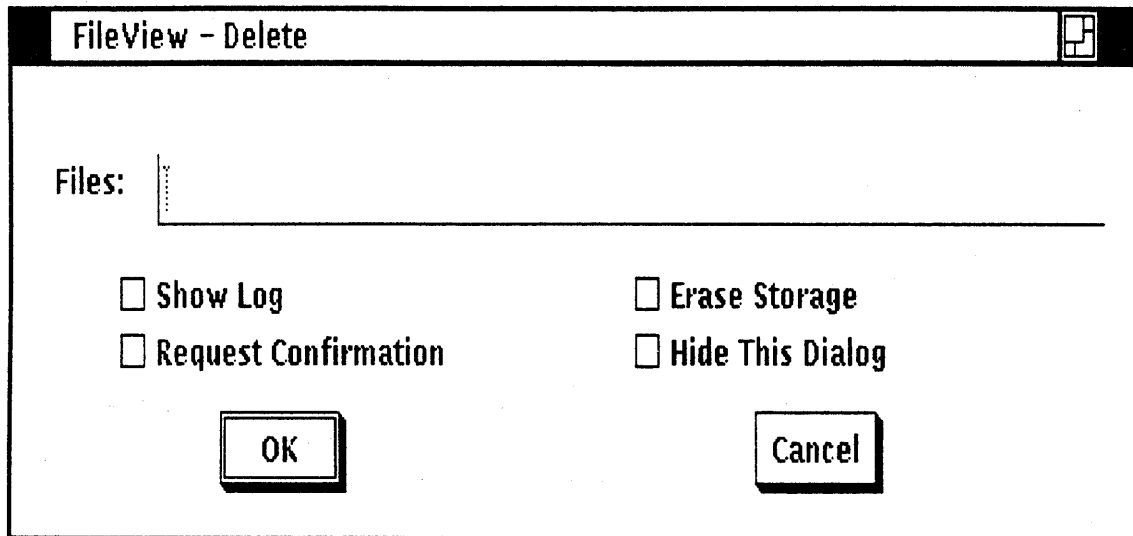
A Task Output window opens and displays the result of the copy operation.

6. Click on **Dismiss**.

The Task Output window closes.

## Deleting Files

When you no longer need a file, delete it. By deleting unnecessary files, you make room on your disk for other files.



**Figure 3-5 Delete dialog box**

### Steps to Delete a File

1. Select the file or files you want to delete.
2. From the Files menu, choose **Delete**.

A dialog box displays.

3. Click on the appropriate settings.
4. Click on **OK**.
5. Click on **Update**.

The directory listing is refreshed.



## Purging Files

Every time you modify a file you acquire a new version of it. These versions take up a great deal of space on your disk. You can delete all older versions of files by using the Purge command. Purging your directory makes room on your disk for other files.

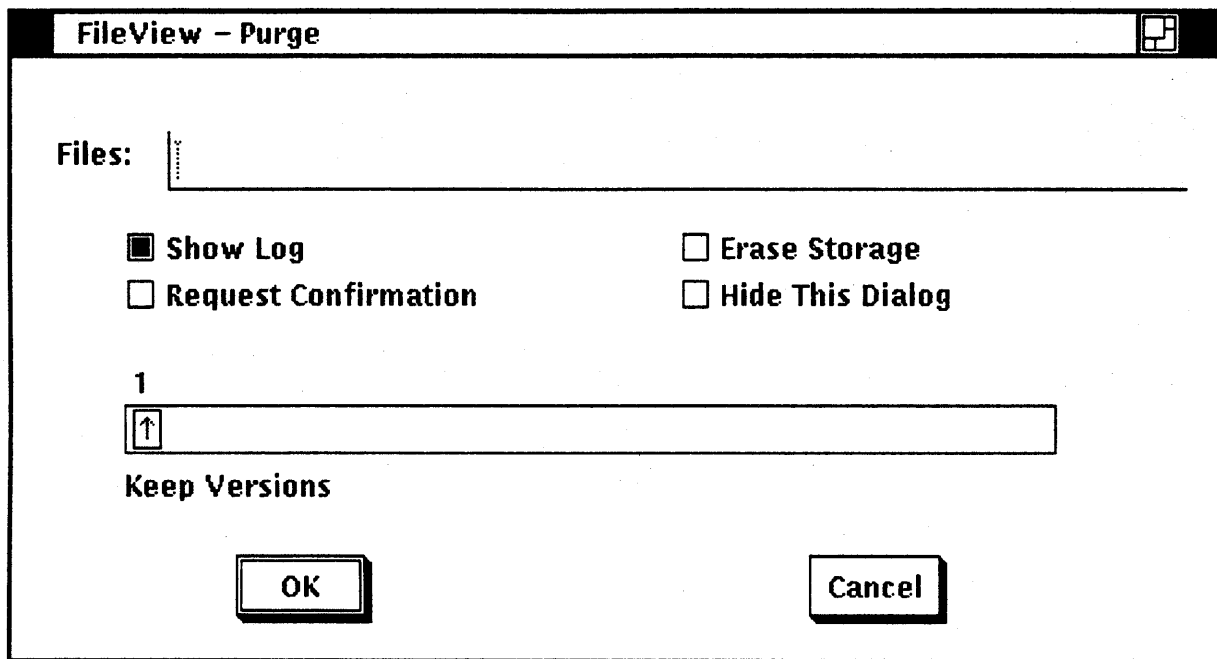


Figure 3-6 Purge dialog box

### Steps to Purge All Files

1. From the Views menu, choose **Startup**.
2. From the Views menu, choose **Show: All Versions**.
3. Click on **All**.
4. From the Files menu, choose **Purge**.
5. Change the appropriate settings.
6. Click on **OK**.
7. Click on **Update**.

## Creating a Subdirectory

In DECwindows, you have the option of creating additional work areas, called *subdirectories*, under your top level directory. Subdirectories are useful for storing and retrieving files related to a given topic. By grouping related files, you save time in locating and accessing files.

You can create up to seven tiers of subdirectories below your top level directory. The number of directories you have on each level is limited by the amount of disk space you have available.

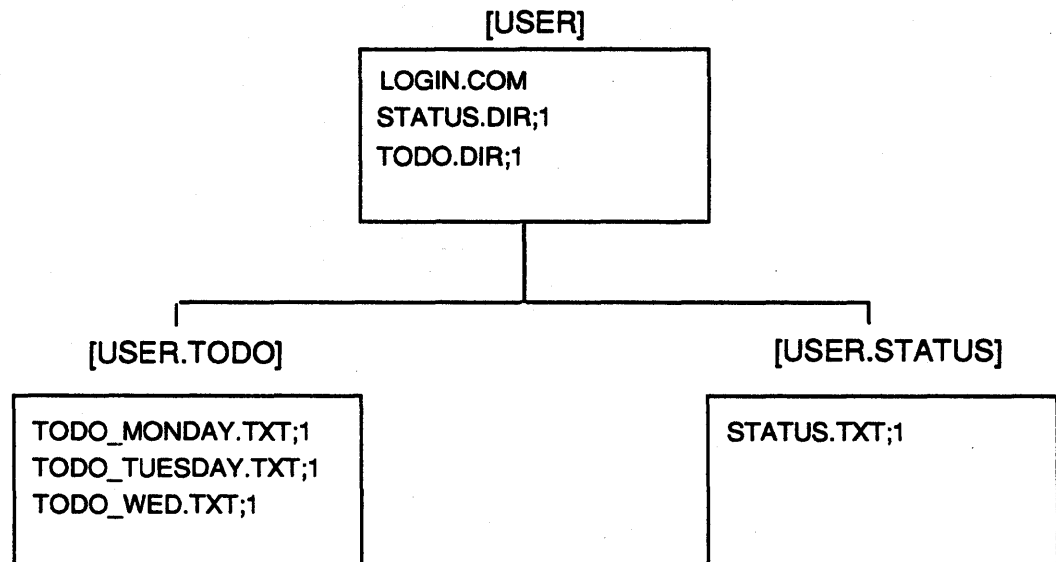


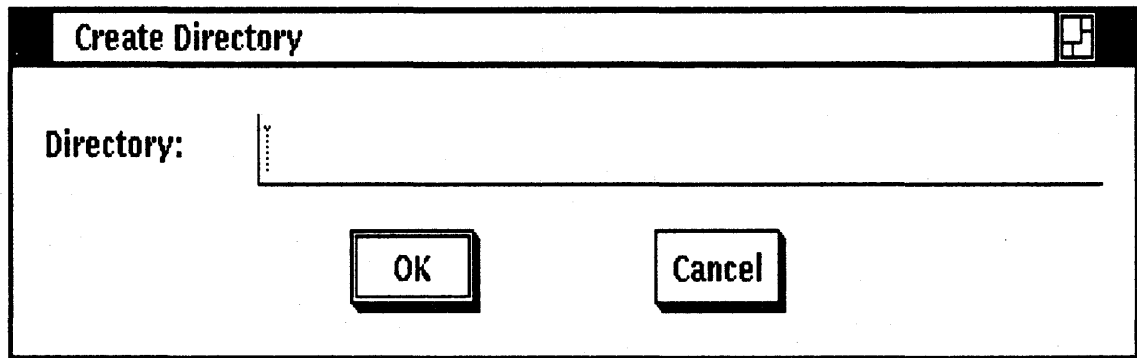
Figure 3-7 Directory structure

### Steps to Create a Directory

1. From the Utilities menu, choose **Create Directory**.
2. In the Create Directory dialog box, type the name of the new directory.
3. Click on **OK**.

Directories are a special type of file which:

- Have a file type of **.DIR**.
- Do not contain text.
- Act as a pointer to subdirectories.
- Cannot be edited.
- Have a version number of 1.



**Figure 3-8 Create Directory dialog box**

## Navigating the Directory Structure

When there are subdirectories in a DECwindows account FileView displays the names of the subdirectories in the Navigation List. Use the Navigation List to move up and down (navigate) the directory structure.

### Steps to Navigate the Directory Structure

1. Click on name of the directory in the Navigation List view the contents of a directory.
2. Click on the hyphen wild card to move up the directory structure one level.

## Copying Files To a Subdirectory

You can copy a file to a subdirectory. The original file remains in its original location; a copy of it is placed in the subdirectory.

### Steps to Copy Files into a Subdirectory

1. Select the file or files to be copied.
2. From the Files menu, choose **Copy**.
3. In the Copy dialog box, in the To field, click **MB1** immediately after the directory name.
4. Enter a period and the name of the subdirectory.

Make sure the closing bracket is intact.

5. Check the filename.

It is not necessary to type the filename unless you want to rename the file.

6. Change the appropriate settings in the Copy dialog box.
7. Click on **OK**.

The Task Output window opens and displays the result of the copy operation.

8. Click on **Dismiss** to close the Task Output window.

## Review

Review the topics covered in this module:

- Open a FileView window from the ~~Create~~<sup>Applications</sup> menu in the Session Manager menu bar.
- FileView provides a variety of ways to list your files. Using the File Filter and a wild card you can list subsets of files.
- FileView provides two commands for displaying files: the **Type** command for on-screen viewing and the **Print** command for a paper copy.
- FileView provides file maintenance commands. Three of them are **Copy**, **Delete**, and **Purge**.
- A subdirectory is a work area you create under your top level directory in which you store files related to a given topic.
- Use the Navigation List to move up and down (navigate) the directory structure. This is how you access your subdirectories and the files they contain.

**Exercise: Using FileView**

1. Choose the commands to display a brief listing and a listing which shows all versions of files in your top level directory. What is the difference in the number of files displayed?
  2. List the *Status.TXT* file.
  3. Create a subdirectory called *Status*.
  4. Copy *Status.TXT* file to the *Status* subdirectory.
-

---

**Answer**

1. From the Views menu, choose **Brief**. Note the number of files displayed in the Total Files field.

From the Views menu, choose **Show: All Versions**. Note the number of files displayed in the Total Files field. Find the difference.

2. In the File Filter field, type *Status\**. Click on **Apply**.
  3. From the Utilities menu, choose **Create Directory**. Type *Status* in the Create Directory dialog box. Click on **Apply**.
  4. Click on *Status.TXT* to select it. From the Files menu, choose **Copy**. In the Copy dialog box, click the insertion point after the last character in the User name in the To field. Type *.STATUS*. Click on **OK**.
-





# 4 Session Manager

---

## Objectives

In this module you learn how to:

- Create a terminal window.
- Customize a terminal window.
- Print portions or all of the screen.
- Capture portions or all of the screen to a file.
- Customize the DECwindows startup environment.

## Creating a Terminal Window

The Session Manager window:

- Displays on your screen at the start of every DECwindows session.
- Acts as a control panel for your current session.
- Displays messages in its Message Region.
- Ends your DECwindows session.

You can use the Session Manager window to create a VT320 terminal emulation window called DECterm. You can use a DECterm window to run applications that otherwise may not be supported in the DECwindows environment. You can also use a DECterm window for occasions when you prefer to use a command line interface to the system rather than the windowed interface.

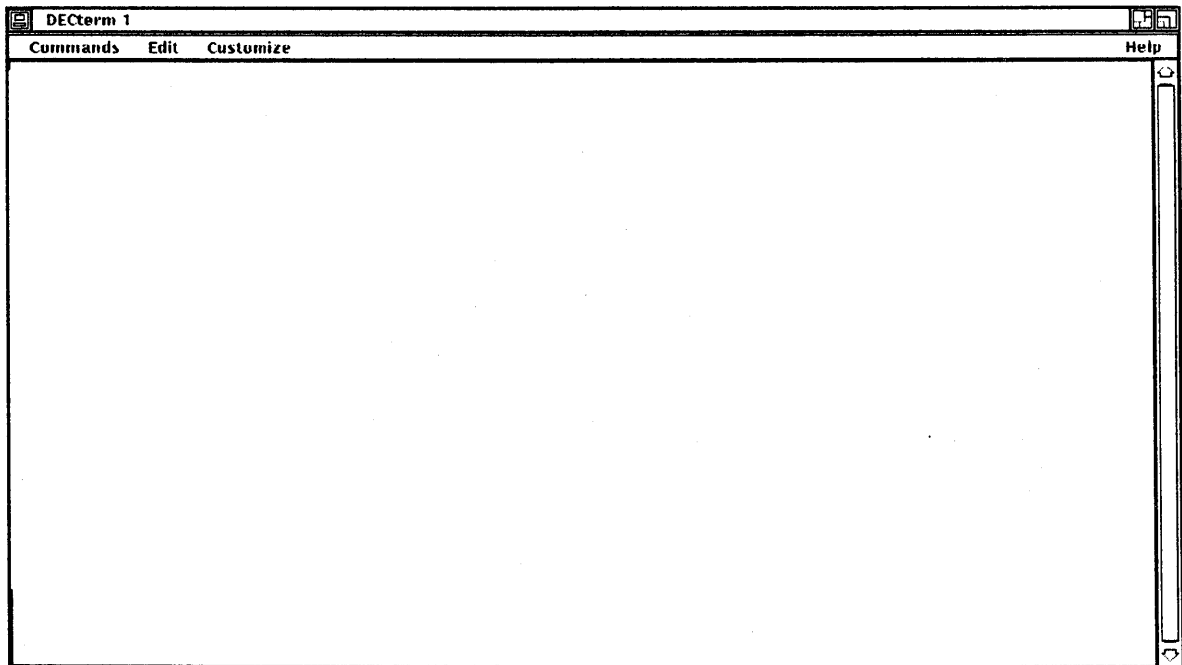


Figure 4-1 DECterm Window

**Steps to Create a Terminal Window**

1. From the Create menu, choose **Terminal Window**.

A DECterm window opens.

2. Give input focus to the window.

## Customizing a Terminal Window

Once you have created a DECterm window you can choose the features you want the terminal to have. Save these features by using the DECterm Customize menu.

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

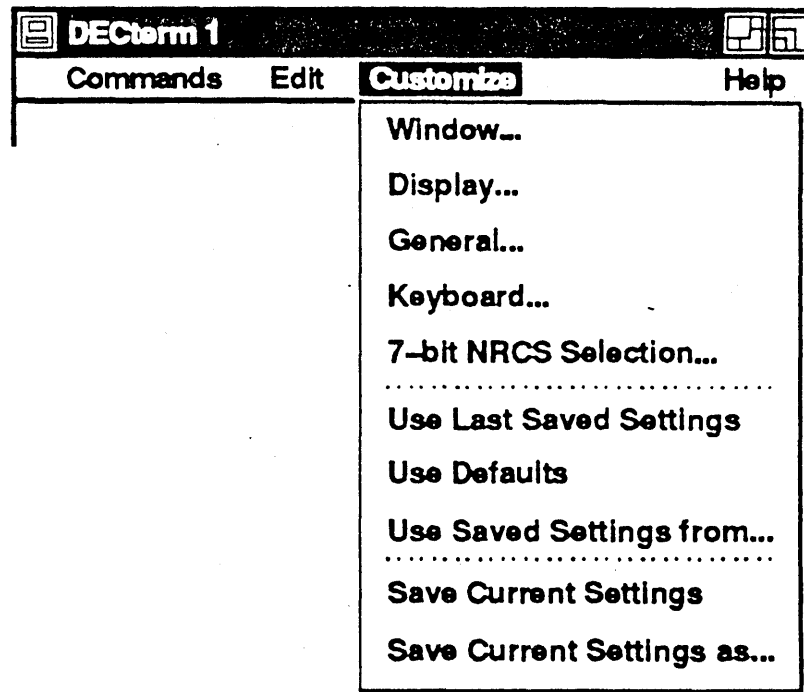


Figure 4-2 DECterm Customize Menu

### Steps to Customize a Terminal Window

1. From the Customize menu, choose **Window**.
2. Click on the settings you want to change.
3. Click on **Apply** or **OK**.
4. From the Customize menu, choose **Display**.
5. Click on the settings you want to change.
6. Click on **Apply** or **OK**.

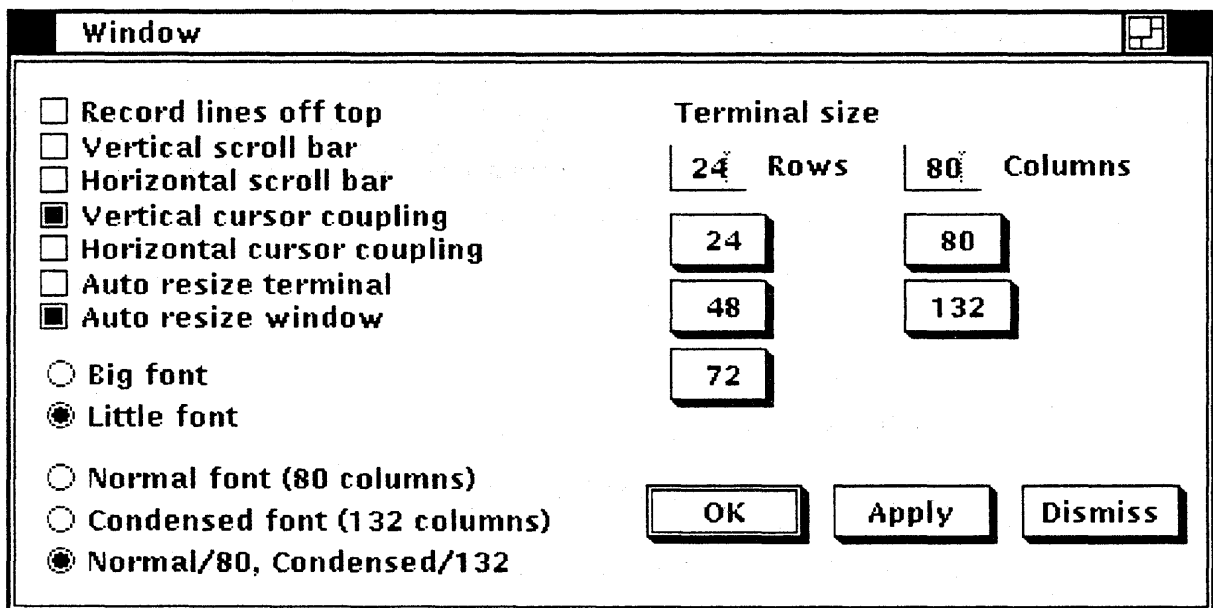
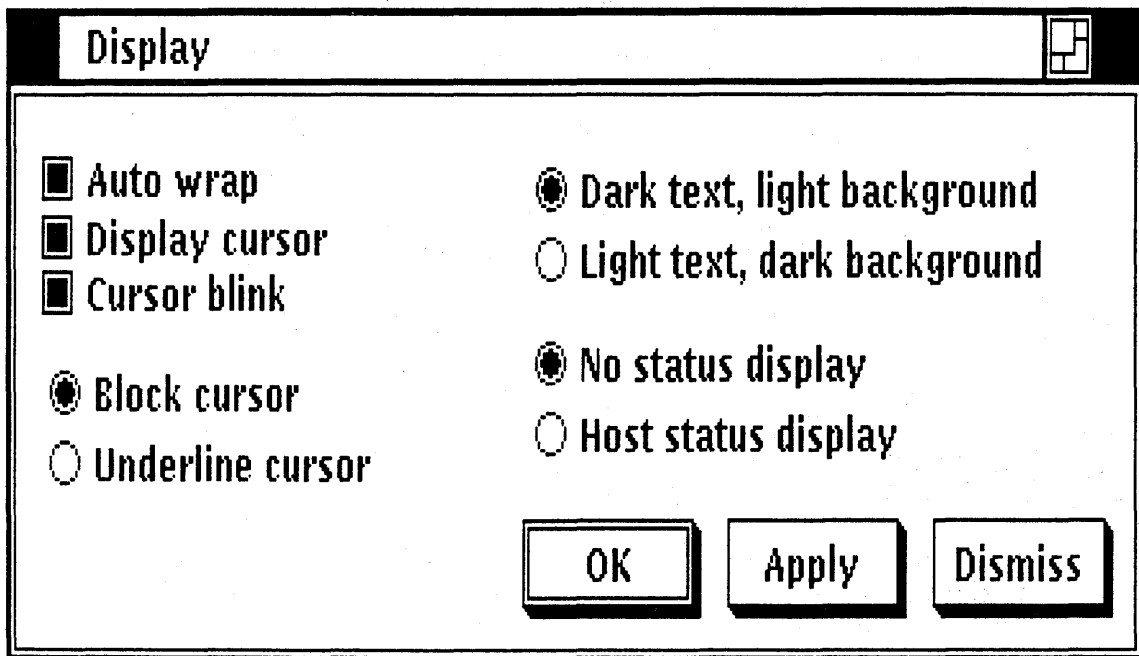


Figure 4-3 Customize window dialog box



**Figure 4-4 Display Dialog Box**

**Steps to Save Customized Settings**

From the Customize menu, choose **Save Current Settings**.

## Restoring Default Settings

If you want to use the settings that came with your system you can restore the defaults.

### Steps to Restore Defaults

From the Customize menu, choose **Use Defaults**.

The original settings are restored.

## Exiting from DECterm

There are two ways to exit from a DECterm window. You may either enter the command to log out of your process or choose **Quit** from the Commands menu in the DECterm window.

### Steps to Exit a DECterm Window

- From the Commands menu, choose **Quit**.

The DECterm window closes.

## Printing and Capturing Screens

DECwindow's print screen feature lets you take a snapshot of an screen or a portion of it. You can print the snapshot immediately or capture it in a file which can be printed later or included in another file.

### Printing Screens

#### Steps to Print the Entire Screen

1. Arrange the windows on your screen.
2. From the Print Screen menu, choose **Print Entire Screen**.

The Queue Options dialog box displays.

By default, the Session Manager formats the captured file for PostScript output.

The print queue to which the file will be sent is highlighted.

3. Click on the name of the appropriate printer, if necessary.
4. Click on **OK**.

The screen snapshot is written to a file that is deleted after printing.



## Changing Print Screen Settings

The default settings used to print a screen immediately may not be the correct settings for storing the screen in a file. You can change the settings for print screens.

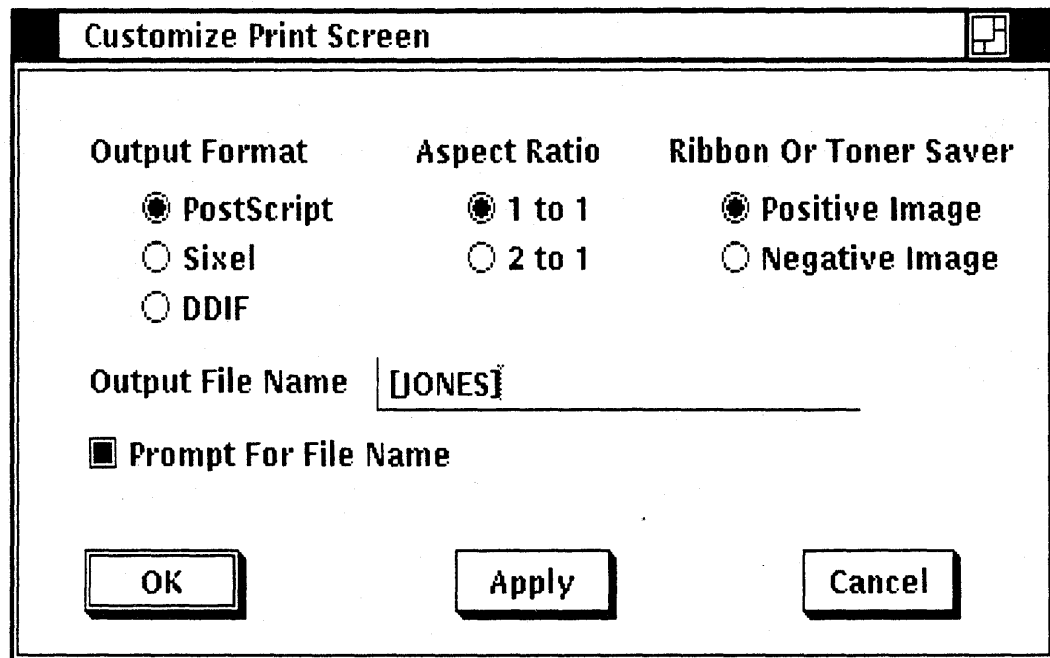


Figure 4-5 Customize Print Screen

### Steps to Change Print Screen Settings

1. From the Customize menu, choose **Print Screen**.

The Customize Print Screen dialog box displays.

2. Click on the settings you want to change.

The Sixel setting enables you to capture a screen that you can display in a DECterm window. If you were going to use the file in a DECwrite document you would click on DDIF.

The aspect ratio is 1 to 1, the setting needed to display the file in a DECterm window. This is the default setting. The print screen aspect ratio allows the snapshot of your screen to be printed without distortion on most devices. Some sixel printers require a 2 to 1 aspect ratio.

3. Type the name of your top level directory in the Output File Name field.

By default, DECwindows names the output file DECW\$CAPTURE.TMP. The file is placed in the SYS\$LOGIN directory, one in which you do not ordinarily store files.

4. Click on **OK**.

## Capturing a Portion of the Screen in a File

The DECwindows print screen feature also allows you to capture screens in a file.

### Steps to Capture a Portion of a Screen in a File

1. Arrange the screen for easy capture.
2. From the Print Screen menu, choose **Capture Portion of Screen**.

A dialog box displays.

By default, the screen will be captured in a file called `SYSS$LOGIN:DECW$CAPTURE.TMP`. However, in the Customized Print Screen dialog box, you specified the top level directory.

3. Type the name of the file in which to store the screen shots.
4. Click **OK**.

The pointer changes to a capture cursor, which looks like a plus sign.

5. Position the capture cursor at the upper left corner of the area you want to capture.
6. Drag the capture cursor until it surrounds the area you want.
7. Release **MB1**.

## Customizing Your DECwindows Environment

The DECwindows environment comes to you with a host of preset options that you can change. You can work successfully with DECwindows and never change these options, but by taking advantage of these customization features, you can design an environment to fit your own working style.

You can also customize the initial startup screen display. Use **Use System Defaults** if you want to return to the original default settings.

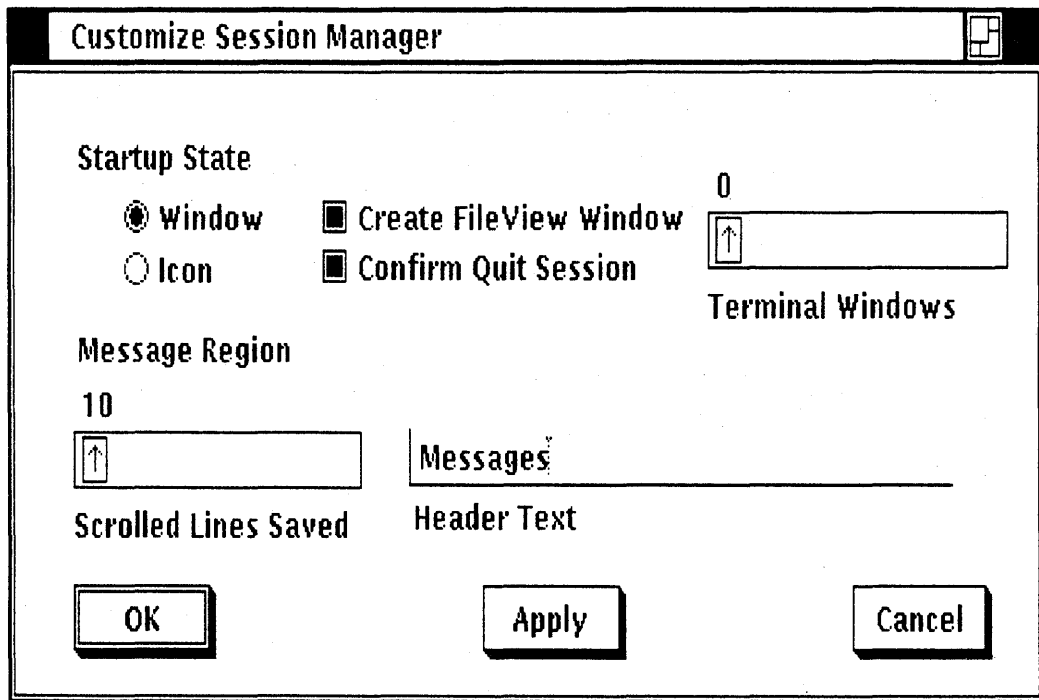


Figure 4-6 Customize Session Manager

### Steps to Change the Startup Screen

1. From the Customize menu, choose **Session Manager**.

The Customize Session Manager dialog box displays.

2. Click on the appropriate settings.

When you start up next, one DECterm window will be created.

3. Click on **OK**.

The dialog box disappears.

## Review

Review the topics covered in this module.

- You can create one or more terminal windows, called DECterms, to access host computers. You can change and save settings such as the size of the fonts and the screen display.
- You can print all or portions of the screen. You can also capture all or portions of the screen in a file.
- You can customize the DECwindows environment.

---

**Exercise: Customizing Your Session**

1. Create a DECterm window. Change the settings to system defaults.
  2. Use the **Print Screen** option to print your favorite DECwindows application.
  3. Delete all files you have created during class.
  4. Return to system defaults for the workstation startup.
  5. Quit DECwindows.
-

---

**Answer**

1. To print the screen of your favorite DECwindows application:
  - a. From the Customize menu, choose **Print Screen**.
  - b. Click on **PostScript**.
  - c. Confirm that output File is directed to your top level directory.
  - d. Click on **OK**.
  - e. Start your favorite application.
  - f. From the Print Screen menu, choose **Print Portion of Screen**.
  - g. Drag the capture cursor to surround the window containing your favorite application.
  - h. Release **MB1**.
  - i. Click on the name of the appropriate printer listed in the dialog box, if necessary.
  - j. Click on **OK**.
2. To delete all files you have created during class.
  - a. In the FileView window Navigation List, click on [*ToDo*] to enter the subdirectory.
  - b. Select and delete all files.
  - c. Click on the [-] wild card to return to your top level directory.
  - d. From the Navigation List, click on [*Status*].
  - e. Delete all files in the subdirectory.
  - f. Click on the [-] wild card to return to your top level directory.
  - g. Delete all files created during class.
3. To return to system defaults for workstation startup:
  - a. From the Customize menu, choose **Use System Defaults**.
  - b. Click on **OK**.



4. To quit DECwindows:
    - a. From the Session menu, choose **Quit**.
    - b. Click on **Yes** to confirm that you want to save the customized settings.
    - c. Click on **Yes** to confirm that you want to quit DECwindows.
-



# 5 DECwindows Mail

---

## Objectives

In this module you learn how to:

- Identify the features of DECwindows mail.
- Create and send a message.
- Create and use a distribution list to send a message.
- Read new mail messages.
- Manage mail messages.

## Overview of DECwindows Mail

DECwindows mail allows you to correspond with other computer users in your workgroup, at other locations, and even around the world. You can use Mail to send messages, read messages sent to you, and handle your messages.

### Steps to Start DECwindows Mail

From the Applications menu, choose **Mail**.

The main window of DECwindows mail displays.

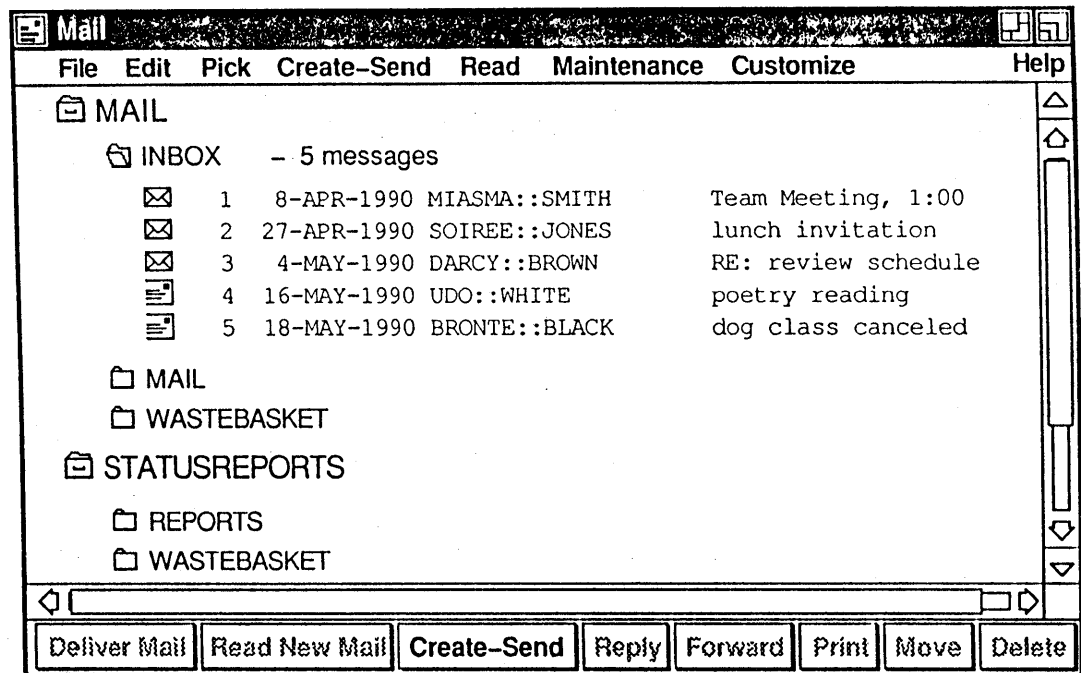


Figure 5-1 Main mail window

## Creating and Sending a Message

Using Mail you can create and send a message or an existing file to one or many users.

### Creating a Message

#### Steps to Create a Mail Message

Click on the **Create-Send** button in the main window.

A **Create-Send** window opens.

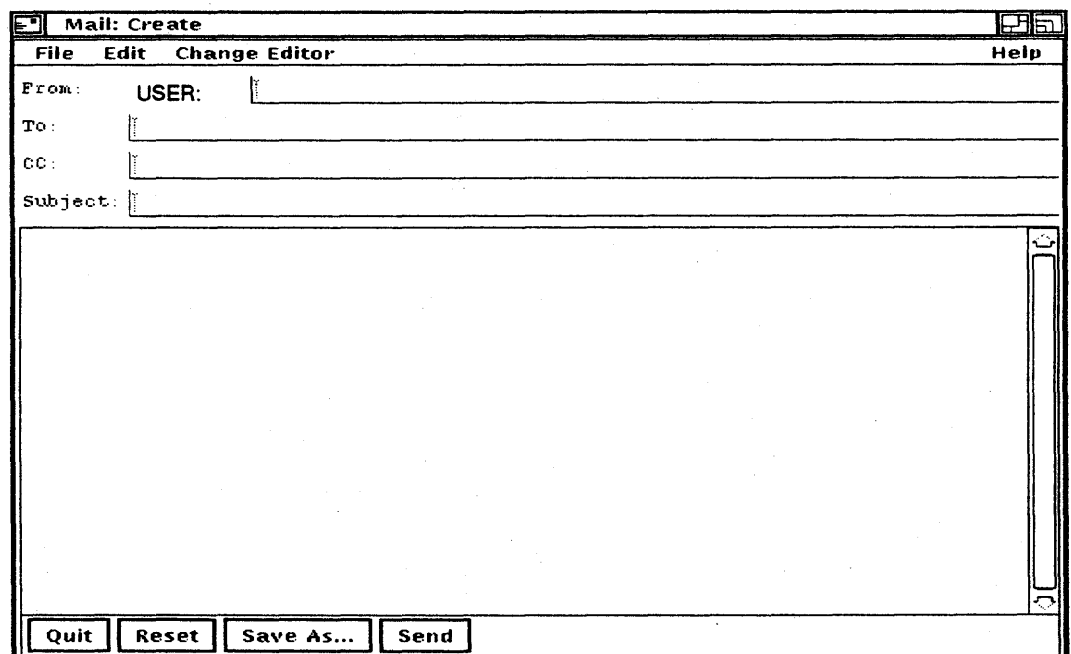


Figure 5-2 Create window

## Addressing a Mail Message

### Steps to Address a Message

1. In the To field, enter the username of the person to whom you are sending the message.

To send the same message to several users, separate usernames with commas. Press **Return** if you need more space.

2. Press **Tab** to go forward a field.

Press **Shift Tab** to go back a field.

3. Press **Tab** to advance to the Subject field.

The subject is optional. Press **Return** if you need more space.

4. Type the title of the message in the Subject field.

5. Press **Tab** to advance to the message area.

Note that if you are addressing messages to someone on a node other than your own, you must enter the person's node and VMS user name in the following format:

**Nodename::Username**

## Writing a Message

DECwindows mail uses the same editor as Notepad.

Type the message.

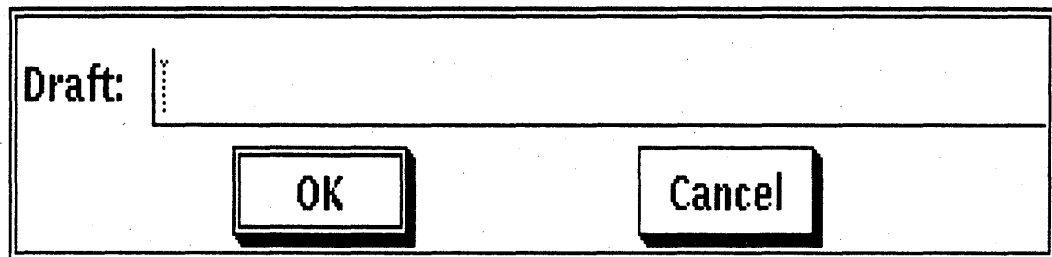
## Saving a Draft of a Message

By saving a draft of a message, you can continue working on it later.

### Steps to Save a Draft

1. Click on **Save As**.

Mail displays a dialog box.



**Figure 5-3 Draft dialog box**

2. Enter *DECwindows* a filename for for the draft message. Note:

Note that you can use up to 39 characters.

By default, a file extension of *.DRAFT* is appended automatically to the file name and the file is stored in your current directory.

3. Click on **OK** to save the draft message.
4. Click on **Quit** to exit the Create window.

## Resuming Work on a Draft Message

You can continue working on a draft of a message that you previously saved.

### Steps to Resume Work

1. Click on **Create-Send**.
2. Fill in the message header.
3. From the Create window's File menu, choose **Include Draft File**.

A dialog box with a list of draft files displays.

4. Double click on the appropriate draft file.

The draft message is displayed in the Create window, where you can continue to work on it.

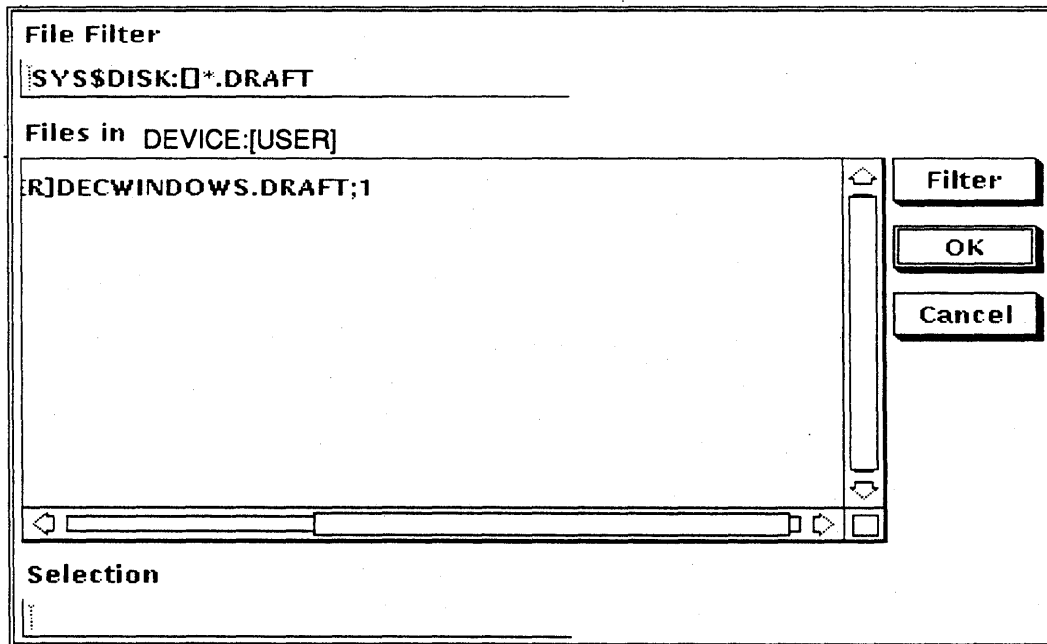


Figure 5-4 File filter list box



## **Sending a Message**

Once you have completed your message you can send it.

### **Steps to Send a Message**

1. Click on **Send**.

A Mail Send in Progress dialog box displays. It shows the status of the message you are sending.

2. Click on **OK** to clear the dialog box.
3. Click on **Reset** to clear the window without closing it.

The text in the window is erased, and you can use the window to send another message.

## **Sending an Existing File**

In addition to creating a message, you can send a text file you have previously created.

### **Steps to Send an Existing File**

1. Address the message header.
2. From the Create window's File menu, choose **Include File**.

A dialog box appears which lists all files in the current directory and prompts you for the name of the file you want to include.

3. Double click on file you want to send.

The file is displayed in the message area. You can edit the text.

4. Click on **Send**.
5. Click on **Quit**.

The Create window closes.

## Using A Distribution List

If you need to send one message to many users, you can create a file, called a distribution list, that contains a list of users.

### Creating a Distribution List

You use an editor, such as Notepad, to create a distribution list.

#### Steps to Create a Distribution List

1. Start Notepad.
2. Enter one username per line.
3. Save the file using a file extension of .DIS.
4. Exit Notepad.

## **Sending a Message to a Distribution List**

Once you have created a distribution list you can use it at any time to send mail to these addressees.

### **Steps to Send a Message Via a Distribution List**

1. Click on the To field in the envelope area of the Create-Send window.

2. Press **MB2**.

A pop-up menu is displayed.

3. Choose **Distribution List**.

Mail displays a dialog box which prompts you for the name of the distribution list file you want to use.

4. Double click on the appropriate distribution list.

The distribution list name is displayed in the To field.

5. Enter the remaining message header information.

6. Enter the message.

7. Click on **Send**.

8. Click on **Quit** to exit the Create window.

---

### **Practice Text**

Our next staff meeting will be held one week from today in the White Mountain Conference Room at 10:00. Send your agenda items to me by the end of the day.

---

## Reading A New Mail Message

New mail is delivered to the INBOX (or NEWMAIL) folder. When you receive new mail, a message is displayed in your Session Manager window.

When you are running mail and you receive new mail, the **Deliver Mail** and **Read New Mail** buttons in the main window become active. However, the new mail messages are not automatically listed.

## Displaying New Messages in the INBOX

### Steps to Display New Messages

1. Click on **Deliver Mail**.

The INBOX folder lists new messages delivered to you while you were running mail.

2. Double click on the message you want to read first.

DECwindows mail displays the message in a Read window.

3. Read the message.
4. Click on **Next** in the Read window to read the next message.
5. Click on **Close** to close a Read window.

A message you have read stays in the Mail folder until you move it to another folder or delete it.

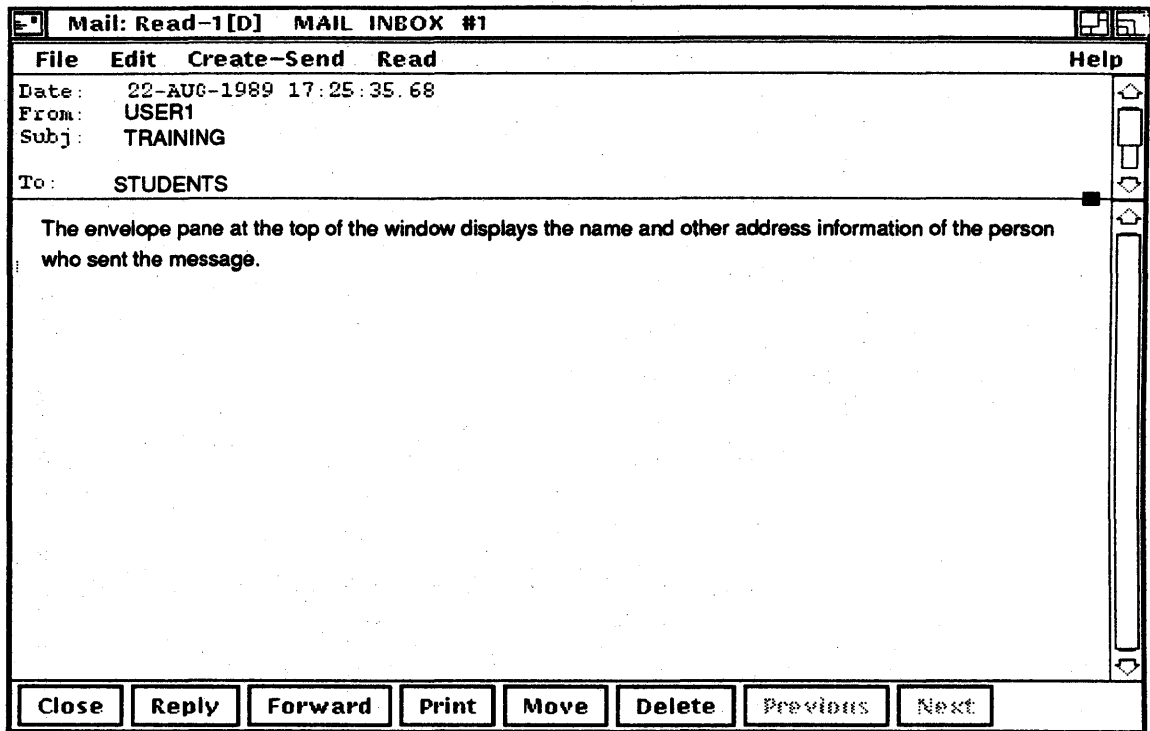


Figure 5-5 Read window

## Updating Folders

Mail messages that you have read move from the INBOX into the MAIL folder when you exit Mail or use the **Update** command. The **Update** command automatically deletes and moves any messages so marked without your leaving the folder.

### Steps to Update a Folder

1. Click on the folder name of the folder you want to update.

The folder name is selected.

2. Press MB2.

A pop-up menu appears.

3. Choose **Update folder**.

The folder listing displays 0 messages.

The messages have been moved, or *updated*.

## Opening and Closing Drawers and Folders

Opening a drawer shows the folders within it. Opening a folder shows the list of messages stored in the folder.

### Steps to Open and Close Folders and Drawers

1. Double click on a folder name to open it.

The folder opens. DECwindows Mail lists the files within the folder.

2. Double click on a folder name to close it.

The files are no longer listed.

3. Double click on a drawer to either open or close it.

An open drawer lists the folder within it.

A closed drawer lists no folders.

## Managing Mail Messages

Mail messages accumulate rapidly in the Mail folder. You should decide how to handle a mail message as you read it. Dealing with read messages is a way of managing your files efficiently.

### Selecting a Message

Before you work with a message, you must select it.

To select a message, point to its listing and click **MB1**.

### Replying to a Message

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

#### Steps to Reply to a Message

1. Select the mail message which you want to answer.
2. Click on **Reply**.

A Create window opens.

In the To field, Mail inserts the name of the sender of the original message.

In the Subject field, Mail inserts the subject of the original message preceded by RE:.

3. Enter your reply.
4. Click on **Send**.
5. Click on **Quit**.



## Refiling a message

You may move a message or group of messages from one folder to a different folder.

### Steps to Refile a Message

1. From the main window, double click on the message you want to refile.

This automatically opens a Read window and displays the message.

2. Click on **Move**.

A dialog box displays.

3. In the Drawer text field, enter the name of the appropriate drawer.
4. Press **Tab** to move to the Folder field.
5. Enter the appropriate folder name.
6. Click on **OK**.

The index is updated to show that the message has been marked to move.

7. Click on **Close**.

Note that until you close the folder which held the message originally the message will not be moved.

8. Close the folder (by double clicking on its folder name) which contains the message you have marked to move

Once the folder is closed, the message is refiled.

## **Deleting a Message**

The MAIL drawer can become cluttered with messages.

You must decide which messages to keep and which to delete.

### **Steps to Delete Mail Messages**

1. Select the messages you want to delete.
2. Click on **Delete**.

The index is updated to show the message has been marked for deletion.

3. Close the folder which stores the deleted message.

Once the folder is closed, deleted messages are moved to the WASTEBASKET folder.

## Emptying the Wastebasket

Deleted messages collect in the WASTEBASKET folder until you exit mail or deliberately empty the WASTEBASKET.

Note that through the Modify Mail Profile dialog box (Customize menu), there is a setting which can be toggled on to empty the WASTEBASKET automatically upon closing a drawer.

### Steps to Empty the WASTEBASKET

1. Click on WASTEBASKET.
2. From the main window, pull down the **Maintenance** menu.
3. Select **Empty Wastebasket**.
4. Double click on the drawer name to close the drawer.

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

## Review

Review the topics covered in this module:

- DECwindows mail allows you to exchange messages with other computer users.
- You can create and send a mail message or an existing file to one or many users.
- If you need to send one message to many users, create a file called a distribution list that contains a list of users. You then specify an at sign (@) and the file name in the To field when you send the message; for example, @CLASS.
- New mail messages are automatically listed in the INBOX folder; unread messages are identified by an icon resembling an addressed envelope.
- You maintain mail messages in several ways: by printing, deleting, and refiling.

---

**Exercise: DECwindows Mail**

1. Enter DECwindows mail.
  2. Create and send a mail message to the instructor. In it express your opinion of the class.
  3. Create and send a message using the CLASS.DIS distribution list. In the message, send agenda items for a staff meeting.
  4. Read any new mail messages you have received.
  5. Open each folder in your account and delete the messages within the folder.
  6. Empty the wastebasket.
  7. Quit DECwindows mail.
-

## Answer

1. To enter DECwindows Mail, point to the Applications menu in the FileView window. Choose **Mail**.
2. To create and send a message:
  - a. From the Main menu, click on **Create-Send**.
  - b. In the To field, enter the username of your instructor.
  - c. Press **Tab** to move to the Subject field and enter a subject such as *Opinion*.
  - d. Press **Tab** to move to the message area.
  - e. Type the message expressing your opinion of the class.
  - f. Click on **Send**.
3. To create and send a message using the CLASS.DIS distribution list,
  - a. Press **Reset** to clear the window without closing it.
  - b. In the To field, enter **@CLASS**.
  - c. Press **Tab** to move to the Subject field and enter *Agenda Items*.
  - d. Press **Tab** to move to the message area.
  - e. List the agenda items for a staff meeting.
  - f. Click on **Send**.
  - g. Close the Create window.
4. To read new mail:
  1. From the Main menu, click on **Deliver Mail**.
  2. Click on the mail message you want to read.
  3. After you read the message, click on **Next** to read the next message.
  4. When you have finished reading mail messages, click on **Close** to exit the Read window.

5. To open each folder and delete the messages within the folder:
    - a. From the main Menu, double click on each folder to open the folder.
    - b. Click on the first file.
    - c. Shift click on each succeeding file.
    - d. Click on the **Delete** button.
  6. To empty the WASTEBASKET:
    - a. Double click on a folder name to close the folder.
    - b. Double click on a drawer name to close the drawer.
    - c. From the Main window's Maintenance menu, choose **Empty Wastebasket**.
  7. To quit DECwindows mail, choose **Exit** from the File menu in the Main Mail window.
-





# 6 DECpaint

---

## Objectives

In this module you learn how to:

- Identify the features of DECpaint.
- Create graphics.
- Enhance graphics.
- Insert text in a graphic.
- Save and print DECpaint files.
- Send and receive DECpaint files through DECwindows mail.

## Overview of DECpaint

DECpaint is a graphics program that lets you create any kind of simple picture, such as a sketch, an illustration, or a map. From an assortment of art tools, you can draw freehand or pick shapes from a menu. You can then enhance the picture by selecting fill patterns to shade or "color" your picture.

### Steps to Start Paint

Choose **Paint** from **FileView's Application** window.

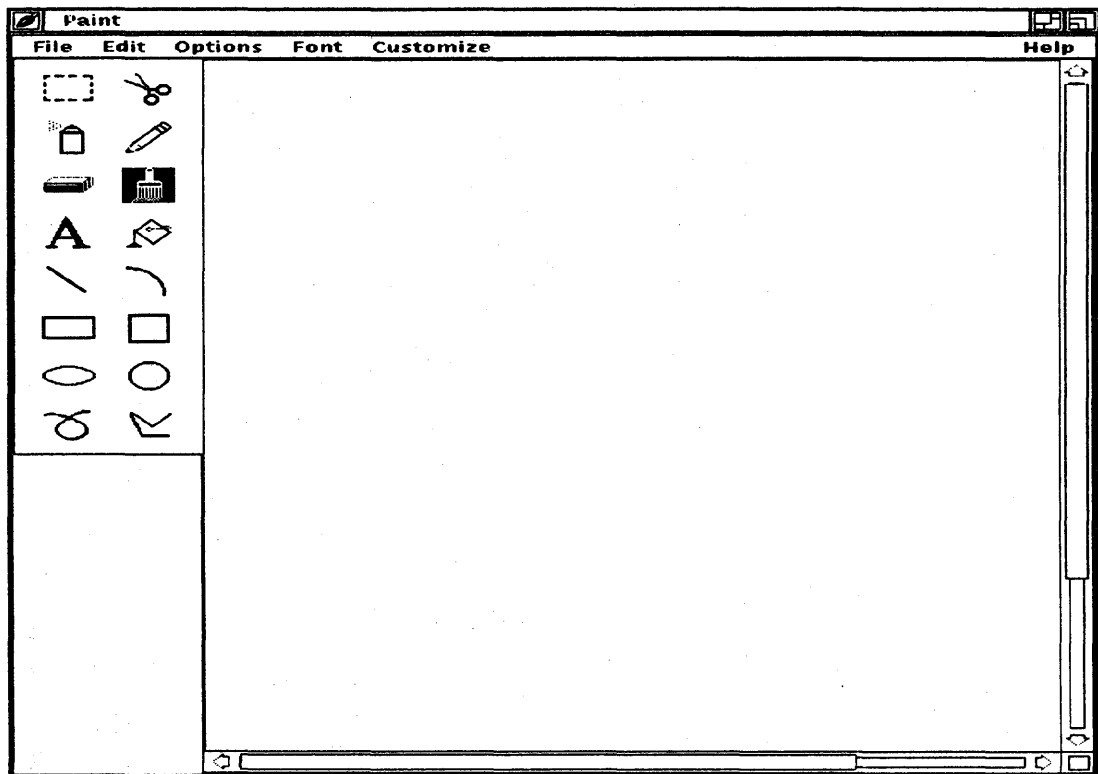


Figure 6-1 DECpaint window

## Creating Graphics

Only one tool on the tool palette is active at a time. The tool remains active until you make another selection.

### Steps to use the DECpaint Tools

1. Click on the DECpaint tool that you wish to use.
2. Point to the canvas.
3. Hold down **MB1** and drag the pointer.
4. Release **MB1** to stop using the DECpaint tool.

## Drawing Lines and Shapes

The bottom half of the tool palette contains a collection of lines and shape tools.

### Steps to Draw a Rectangle

1. Click on **Rectangle**.
2. Position the pointer in the drawing window where you want one corner of the rectangle to be.
3. Press **MB1** and drag the pointer diagonally across the drawing surface until the rectangle has the desired width and height.
4. Release **MB1** to anchor the shape.

The rectangle is filled with solid black, the default setting.

## Enhancing graphics

DECpaint's electronic canvas enables you to easily enhance your drawings. You can delete images entirely or you can change the line width and fill pattern of existing images.

### Selecting an Area of the Canvas

You need to select all or portions of a graphic before making changes or enhancing it. There are two selection tools to mark a portion of the window for a graphics operation.

- The **Selection Box** tool is used to select a rectangular area.
- The **Scissors** to select an irregular area.

#### Steps to Select a Portion of a Drawing Window

1. Click on the **Selection Box** tool.
2. Point to one corner of the area you want to erase.
3. Drag **MB1** to the opposite corner of the area.
4. Release **MB1**.

A rectangle on the screen surrounds the selected area.

#### Steps to Clear a Selected Area

1. Move the pointer inside the selected area.
2. From the Edit menu, choose **Clear**.

#### Steps to Cut Out an Irregular Portion of the Screen

1. Click on the **Scissors** tool.
2. Drag the pointer around a different area of the canvas, outlining an irregular portion of the drawing.
3. From the Edit menu, choose **Clear**.

## Selecting the Entire Canvas

### Steps to Erase an Entire Drawing

1. From the Edit menu, choose the **Select All** menu item.
2. From the Edit menu, choose **Clear**.

## Using Patterns

In addition to producing solid lines and objects with the default settings, you can also draw using striped, speckled, woven, and dotted lines and shapes.

The line and shape tools, the Spray Can, and the Paintbrush can paint patterned lines and borders. The default outline is solid.

## Changing the Borders

You can change the solid black border, or outline, of a figure by choosing a different type of border from the Patterns dialog box.

### Steps to Display the Patterns Dialog Box

From the **Options** menu, choose **Patterns**.

### Steps to Change the Border

1. Click on the **Border** button.
2. Click on a pattern.
3. Position the pointer in the drawing window.
4. Drag the pointer to create a figure with a patterned border.
5. Release **MB1**.

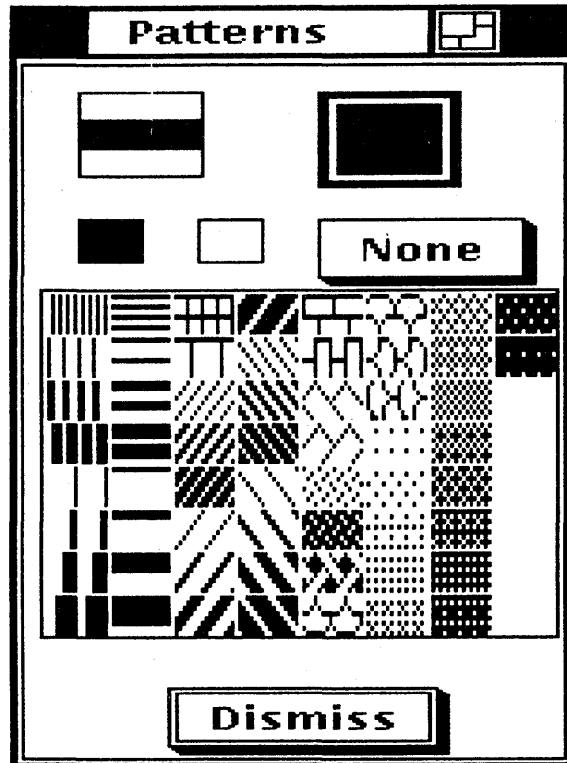


Figure 6-2 Patterns palette dialog box

## Changing the Fill

You can change the interior of a shape by using the Patterns Dialog box. In addition to a variety of patterns, you can choose a solid white or a transparent interior. The transparent interior is labeled "None."

### Steps to Fill Shapes

1. From the **Options** menu, choose **Patterns**.
2. Click on the **Fill Pattern** button.

Note the border of the **Fill Pattern** button becomes bolded.

3. Click on any pattern in the palette.

The pattern you choose displays in the interior of the **Fill Pattern** button. When you draw a shape, it will be filled with the same pattern as the **Fill Pattern** button.

4. Click on the shape to be filled.

5. Position the pointer in the drawing window, and drag the pointer to create the shape.

## Using the Paint Bucket

Another way to add a pattern to your drawing is to use the **Paint Bucket** tool.

You can fill existing shapes with the Paint Bucket tool by clicking **MB1** inside the shape you want to fill. The shape must be enclosed; any opening in the border causes the paint to spill out onto the canvas.

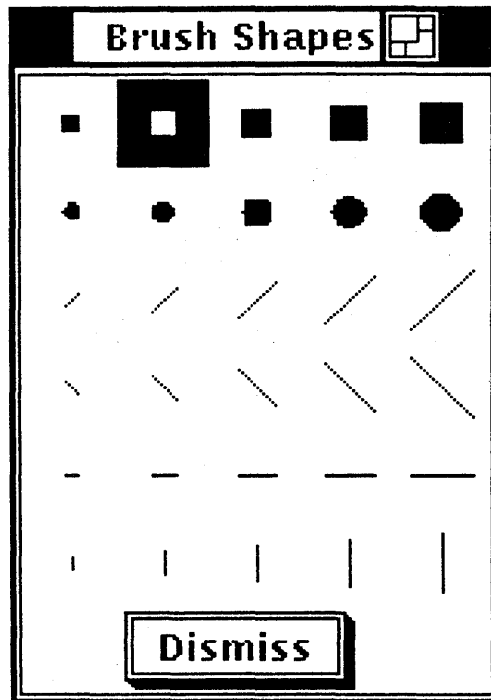
You can reverse filling a shape by choosing **Undo Flood** from the Edit menu.

### Steps to Use the Paint Bucket Tool

1. In the Patterns dialog box, click on a new pattern.
2. Click on the **Paint Bucket**.
3. Point to the shape and click **MB1**.

## Changing Brush Shapes

You can change the shape of the tip of the Paintbrush.



**Figure 6-3** Brush shapes dialog box

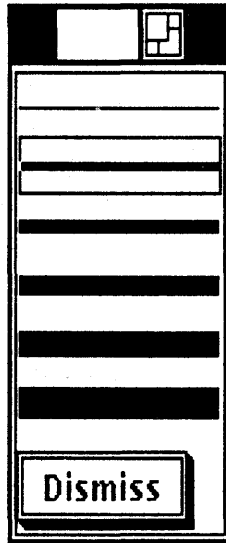
### Steps to Change the Shape of the Paintbrush Tip

1. Click on the **Paintbrush**.
2. From the Options menu, choose **Brush Shapes**.  
A dialog box displays.
3. Click on the brush shape you want.



## Varying Line Width

You can vary the thickness of a line.



**Figure 6-4** Line width dialog box

### Steps to Change Line Width

1. From the Options menu, choose **Line Width**.
2. Click on the line thickness you want.

## Inserting Text in a Graphic

You can insert text anywhere in the Paint window, and you can change the appearance of the text by using different fonts, sizes, and styles of type.

### Steps to Insert Text

1. From the tool palette, select the **Text** tool, the letter "A."
2. Position the pointer in the Paint window where you want to insert text and click **MB1**.
3. Type the text.

## Modifying the Appearance of Text

Until the moment you click to complete the text entry, you can change the appearance of text. After that, Paint incorporates the text into the graphic image.

### Steps to Change the Appearance of Text

1. From the Font menu, slide right on the submenu icon next to **Family**.  
The submenu appears and lists three choices: **Courier**, **Times**, and **Helvetica**.
2. Release **MB1** over the family you want.
3. From the Font menu, slide right on the submenu icon next to **Style**.  
The submenu appears and lists three choices: **Normal**, **Italic**, and **Bold**.
4. Release **MB1** over the style you want.
5. From the Font menu, slide right on the submenu icon next to **Size**.  
The submenu appears and lists five point sizes: 10, 12, 14, 18, and 24 picas.
6. Release **MB1** over the pica size you want.

## Saving and Printing DECpaint Files

You can save your pictures for later use and print them on different kinds of printers.

### Saving a Painting

#### Steps to Save a Painting

1. From the File menu, choose **Save As**.
2. Type a filename.

All paint files are given a .DDIF file type.

3. Click on **OK**.

### Printing a Painting

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

The File menu provides two menu items for printing a DECpaint file:

- **Print** sends the painting to the default printer.
- **Print...** displays the print dialog box.

## Sending and Receiving DECpaint Files through DECwindows Mail

You can use DECwindows mail to send and receive files created in DECpaint.

### Steps to Mail a Paint File

1. Start DECwindows mail.
2. From the menu bar in the main mail window, pull down the **Create-Send** menu.

3. Choose **File** and slide right on the submenu icon.

A submenu appears.

4. Choose **No editor**.

A dialog box appears and lists all files in the current directory.

5. Type **\*.DDIF** in the file filter and click on **Filter**.

6. Double click on the **.DDIF** file you created in Paint.

The create window opens.

Note that in the menu bar, the **Change Editor** option is not active. In the message area, the following note displays within parentheses:

**This message type cannot currently be displayed.**

7. Address the message to the student on your right.
8. Click on **Send**.

## Receiving a Paint file through DECwindows Mail

When you receive a paint file in DECwindows mail you can extract and place it in the paint window to view and edit it.

### Steps to Receive a Paint File

1. In the main Mail window, click on **Deliver Mail**.

The list of new mail messages displays.

2. Click on the file containing the paint file.

The file is selected.

3. From the File menu, choose **Extract**.

The Extracting Selected Messages dialog box appears.

4. Click on **Include Header Information** to toggle off.

5. In the File text field, type a filename and extension.

6. Start DECpaint.

7. From the File menu, choose **Open**.

The Open dialog box displays. It lists all .DDIF files. You can use the file filter to display other appropriate file types such as .IMG.

8. Type \*.IMG in the File Filter field and click **Filter**.

9. Click on the image file you want.

## Review

Review the topics covered in the module:

- DECpaint is a graphics program that lets you create simple pictures.
- You create drawings by using tools and shapes from the Tool Palette.
- You enhance the drawing by selecting different fill patterns, line widths and brush shapes. You can erase a portion or an entire drawing.
- You enter text by choosing the text tool from the Tool Palette. The text family, size, and style can be changed.
- DECpaint files have a .DDIF file type. You can save and print a paint file.
- DECwindows mail allows you to send and receive Paint files.

---

**DECpaint Exercise**

1. Start DECpaint.
  2. Create a diagram of your office.
  3. Save the file.
-

**Answer**

1. To start DECpaint, from FileView's Application menu, choose **Paint**.
  2. Use the tool palette to create a drawing.
  3. To save the file, from the File menu, choose **Save As**. Enter a file name in the dialog box and click on **OK**.
-