



# HMC CIS Quick Guide

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## Getting Started

To launch Pine type pine at the UNIX prompt or pmdf pine at the VMS prompt. All of the screens in Pine include a title line which shows exactly which menu screen you are in. Menu items can be selected by using the arrow keys and then pressing the Enter key or by typing the letter to the left of the command. At the bottom of the menu are two lines of other keyboard commands.

## Help

The Help option of the main menu screen can be selected by choosing Help with the arrow keys or by typing a ?. Selecting Help takes you to another menu screen with a table of contents.

## Reading Mail

The Message Index command allows you to view the contents of your current mail folder and to read and reply to your mail. When you first start Pine, the current folder will be your new mail folder (your INBOX).

### Viewing and reading a message:

To view a message, first select it by highlighting it with the arrow keys and then type > or press the Enter key. This will take you to the View Message Screen, which shows the contents of the message.

### Deleting a message:

To delete a message, select the message and then press D. Messages are marked as deleted, but they will not actually be deleted until you exit Pine or Expunge them using the X command. Messages can be undeleted by pressing U for undelete, but once you have quit Pine or Expunged messages you cannot undelete them. You can also delete a message by pressing D while on the View Message Screen.

### Replying to and forwarding a message:

To reply to a message select the message and then press R. Pine will ask you if you want to include the original message. To forward a message select the message and then press F. You can also reply to and forward messages from the View Message Screen.

### Printing messages:

You can print messages at any time while a message or folder is being read. Select the message and type % to print the message to the printer (usually Cujo).

### Exporting messages:

Exporting a message saves it to a file. Type E and Pine will ask for a filename. Pine will save this file to your home directory.

### Saving a message to a folder:

To save a message to another mail folder, select it and then type S. The default folder is a folder named saved-messages, but you can specify the folder of your choice by typing in its name. If it's a new folder, Pine will ask if you want to create it. For more on folders see the section on organizing mail below.

## Sending Mail

Choosing Compose Message takes you to the Compose Message screen which consists primarily of an e-mail message template. At the bottom of the screen are two lines of keyboard commands specific to the Compose Message screen. Since you use the keyboard to type your message the commands are executed by holding down the Control key and then typing the command letter.

### Composing a message:

Enter the appropriate e-mail addresses on the To: and Cc: lines. Multiple addresses should be separated by commas. Enter the subject of your message on the Subject: line. You can then enter your message. The header can be changed at any time; simply use the arrow keys to go back up to the header section.

### Sending the message:

Send the message you are working on by pressing control-x (^x).

### Canceling the message:

Cancel a message by pressing ^c.

### Getting help:

The help screen can be accessed by using ^g.

### Inserting a file:

Insert a file into the message by moving the cursor

to the message text area and typing ^r. Pine will ask for the name of a file in your home directory. Type the name of the file if it's in your top directory, or the pathname of the file if it's in a subdirectory.

#### **Attaching a file:**

Attach a file to a message by moving the cursor to the header area and typing ^j. Pine will ask for the name of a file in your home directory. Type the name of the file if it's in your top directory, or the pathname of the file if it's in a subdirectory. Or type ^t to browse your files. The pathname to the file will appear in the Attachment: field in the header.

#### **Deleting and undeleting lines:**

Place the cursor anywhere on the line to be deleted and press ^k. To undelete a line, press ^u.

#### **Reformatting (Justifying) text:**

To reformat a paragraph of text, position the cursor anywhere in the paragraph and type ^j.

#### **Using Emacs in Pine:**

Emacs is an alternate editor to use in Pine. To get to emacs, press ^\_. Upon leaving emacs, Pine will return to the pine editor.

#### **Paging through messages:**

Pine allows paging in Compose Message. Pressing ^y takes you to the previous page, and ^v to the next page.

#### **Postponing a message:**

Pine will allow you to take a break from writing a message. You can send another message, read news, or quit pine, and then resume writing the message when you wish. The command ^o allows you to postpone the current message. Pine will keep this message (even if you quit Pine) until you send the message later or cancel it with ^c. To return to the message, type C at the Main Menu as though you were going to compose a note. Pine will ask if you want to resume editing your old note.

#### **Spell checking:**

Pine's spell checker can be accessed by pressing ^t. Pine allows the user to edit the words in question or to accept the spelling as is. You can get help in the spell checker by typing ^g and you can cancel the spell checker with ^c.

## **Organizing Mail**

The Folder List command (L) displays a menu with a list of all of your folders. Folders are an easy way of managing and archiving your e-mail. It is important to use folders in order to keep your INBOX from becoming too full. A big INBOX will slow Pine down as well as make it hard for you to find messages.

#### **Viewing a folder:**

Select a folder by highlighting it with the arrow keys and then pressing the Enter key. You can also change folders by typing G for Goto Folder. You'll just need to type the name of the folder you want to change to. Viewing a folder puts you into the Message Index screen where you can view the messages in that folder, delete messages, as well as reply to, and forward messages.

#### **Creating new folders:**

Typing A from the Folder List screen allows you to create a new mail folder. Typing the name for the new folder and pressing Enter will create a new folder. No messages will be in this folder until you put them there.

#### **Deleting folders:**

You can select folders to delete. Choose the folder you'd like to delete and type D. Pine will ask if you really want to delete it; type Y, and the folder will be deleted, along with any notes in it.

#### **Renaming folders:**

Folders can be renamed by selecting the folder and typing R. Pine will prompt for a new folder name and will rename the folder after the new name has been entered.

## **Address Book**

The address book is a convenient place to keep mail nicknames (aliases), lists of addresses, and addresses that you send mail to frequently.

#### **Adding a nickname:**

To add a new nickname to your personal address book open the address book by selecting it and pressing Enter or >. Press @ to add a new nickname.

Enter a short, easy-to-remember name for the nickname in the Nickname: field and then type the full e-mail address in the Addresses: field. You can fill out the other fields if you like. Type ^x to save your changes or ^c to cancel.

#### **Creating distribution lists:**

You can also create your own distribution lists by typing multiple e-mail addresses in the Addresses: field. Separate each address with a comma.

#### **Adding addresses to lists:**

After you've created a list, you can add addresses to it. Open the distribution list you'd like to change and type U to update it. Addresses may be added to the list in the same manner as when the list was created.

#### **Deleting nicknames:**

To delete a nickname or distribution list select it and type D. Pine will ask if you really want to delete it. Typing Y will delete it.

#### **Extracting addresses from messages:**

Pine allows you to extract addresses from messages you've received and place them in your address book. While you're reading a message, type T. Pine will list all the addresses in the header of the message. You can choose to keep any of these. Select the addresses you'd like to keep and type T on each one. Pine will ask for a nickname for it. Type a name and then press Enter. Pine will then take you to the Add Nickname screen.

## **Where to Go for More Help**

You can get online context-sensitive help in Pine by typing the ? key. Pine was developed by Computing & Communications at the University of Washington. The University of Washington has extensive documentation about Pine on their Web site at <http://www.washington.edu/pine/>.