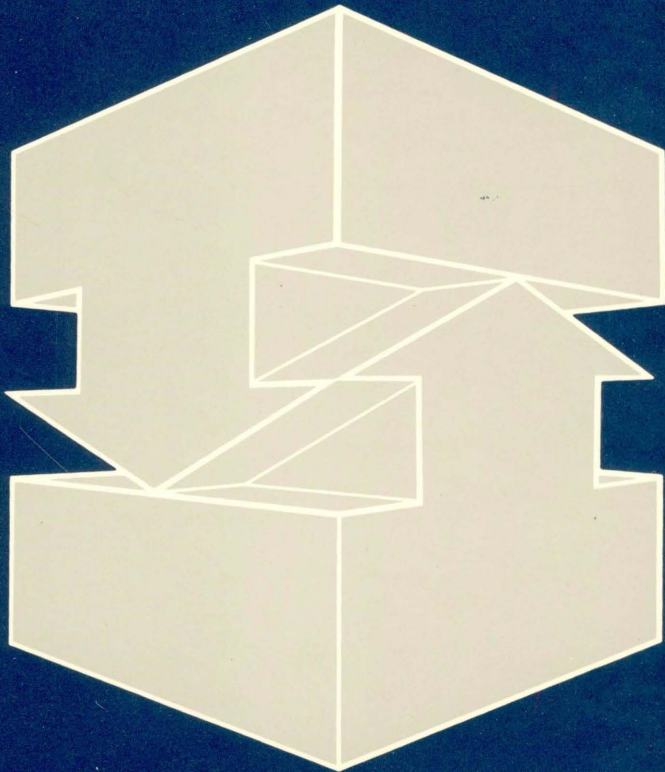


intel[®]

**GETTING STARTED
WITH iDIS™**

Getting Started with iDIS™



Order Number: 136972-002

GETTING STARTED WITH IDIS™

Order Number: 136972-002

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			4-SITE™

REV.	REVISION HISTORY	DATE
-001	Original Issue.	11/85
-002	Revised for iDIS Release 2.0	09/86

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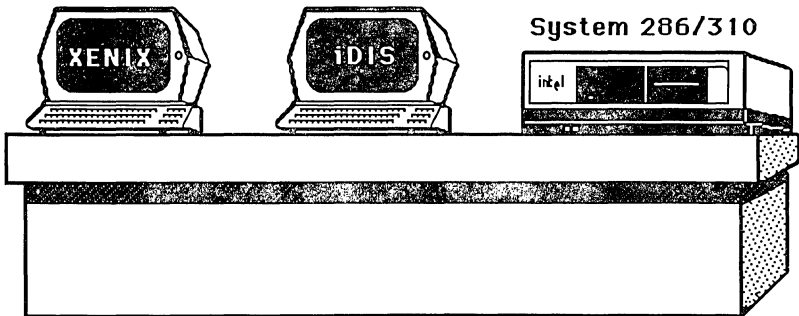
GETTING ACQUAINTED

intel

Overview

This manual is for the novice user. It assumes no prior computer experience. If your familiarity with office automation starts and stops with the electric typewriter, this manual should be the first piece of literature you read after your Intel 310 system (see Figure 1-1) is installed.

This manual will acquaint you with some basic computer terms and teach you how to access the system, how to send electronic mail, and how to exit from the system. This manual will also direct you to a group of tutorial manuals that will further explain various features such as word processing, electronic spreadsheets, etc.



PM14-731

Figure 1-1. System 310 and Terminals

Chapters 3, 4 and 6 are designed as exercises to give you hands-on experience. Since these exercises have specific starting and stopping points, they should be completed in one sitting.

This manual has been written to help you get started in using iDIS™. You will learn how to log in and log out on your terminal, how to access the help screens, and other basic concepts needed to become comfortable in using a terminal. Instructions of things you must do will be on the left-hand side of the page under the heading “Instructions”. On the right-hand side of the page under the heading “Comments”, you will find detailed explanations of what happened when you followed the instructions.

The focus of the tutorial section of this manual is on the mail system. After completing this tutorial you will be able to read your mail, send mail, file mail, repond to mail, delete mail, find the addresses of other users, and design personal mailing lists.

Terms and Concepts

This section will familiarize you with some of the terms and concepts that relate to using a computer.

Terminal

Terminals are devices with a keyboard similar to that of a standard typewriter. Your terminal is equipped with a screen that is similar to that of a small television set. Characters that you type on the keyboard will appear on the screen. The keyboard and screen together allow you to communicate with the computer.

There can be many terminals connected to the same computer, all being used by different people.

Cursor

The purpose of a terminal's cursor is to show you where the computer will place the next character that you type. Depending on the type of terminal you are using, your cursor can be either a little blinking line on the screen or a square that takes up the same space as a character. Its purpose is to show you, at a glance, where you are at that moment and where your next key-stroke will appear.

System Administrator/ Key Operator

Someone has been assigned to your computer as your System Administrator/Key Operator. This person has been trained on the computer and can answer most of your questions. As you do the exercises in this manual you will be directed to your System Administrator/Key Operator if you encounter problems.

Login ID

To gain access to the system, the system needs to know who you are. This is done by a procedure called logging in. When you tell the computer your login ID, you are identifying yourself to the computer.

You have been assigned a login ID by your System Administrator. Think of this as the “key” that “unlocks” the computer. Only authorized IDs are allowed to access the computer. When you correctly type your login ID the computer will let you proceed to the next step. If you type your login ID incorrectly, you will be denied access to the computer until you type it correctly.

Password

As a security measure you are able to select a unique password. Your password should be known only to you and your System Administrator/Key Operator.

The password consists of one to six characters in a combination of alphabetic and numeric characters.

NOTE

Your computer may not require a password. If you do not need to use a password, your login ID will be enough to gain access to the computer. If you do need a password, the computer will give you a message on your screen.

Prompt

Prompt is a term used to describe messages or a character that appear on your terminal screen that direct you to do something.

Note that sometimes it may take a few seconds for a prompt to reappear after typing in data or commands to your terminal.

Related Publications

Getting Started with iWORD, Order Number 137767.

iWORD User's Reference, Order Number 137768.

Getting Started with iPLAN, Order Number 137763.

iPLAN User's Reference, Order Number 137764.

Getting Started with iDB, Order Number 137765.

iDB User's Reference, Order Number 137766.

2

THE TERMINAL



Be sure you're sitting in front of your terminal when reading this chapter.

First, notice that there are two distinct parts of the terminal—the **keyboard** and the **screen** (also called the monitor). The keyboard resembles a typewriter and the screen resembles a television. Generally, what you type on the keyboard will show up on the screen.

The Keyboard

Figure 2-1 shows examples of typical keyboards. While your keyboard may not look exactly the same as those pictured, they basically all work the same way. (Later in this chapter you will be given alternate names for some of the keys that may more closely match your keyboard.)

In the keyboard illustrations, there are four main areas:

1. the typewriter block keys
2. the program function keys
3. the control block keys
4. the numeric block keys

NOTE

On some terminals (see illustration) the Control Block keys and the Numeric Block keys may be in the same location.

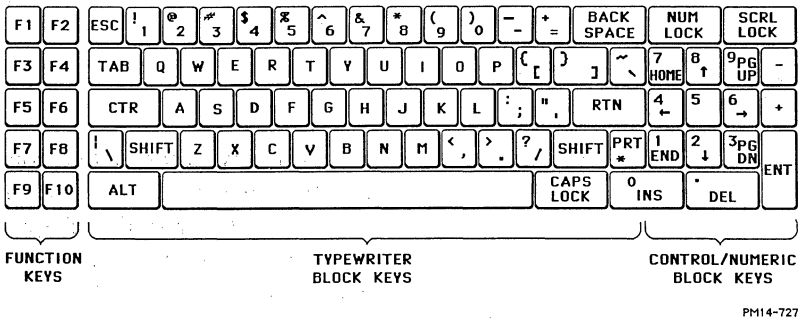
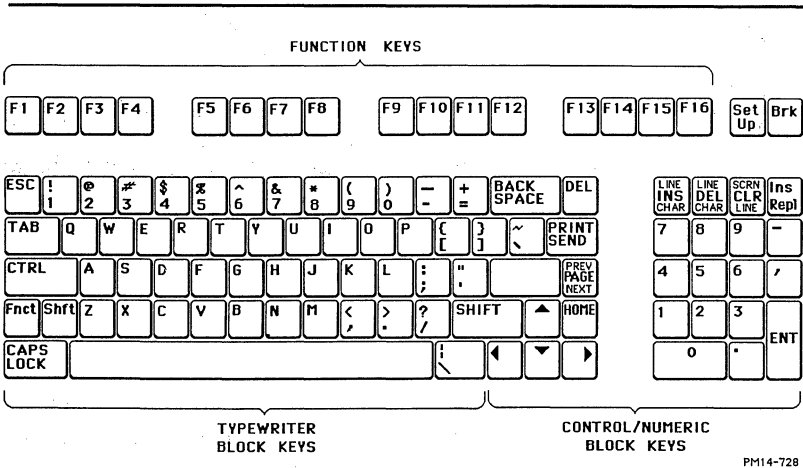


Figure 2-1. Wyse 50 Keyboard (Above) and ITT XTRA Keyboard (Below)

The Typewriter Block Keys

Look at this section of the keyboard closely. It's pretty much like a typewriter. There are keys that display the standard alphabet, punctuation, and numbers (0-9). There are also some other keys you may not have seen before. The ones you need to know to get started are defined below.

Symbol	Meaning
<code>CR</code>	This stands for carriage return. This may show on your terminal as <code>CR</code> , <code>RETURN</code> , <code>↵</code> , or <code>ENTER</code> . Pressing the <code>CR</code> key indicates to the computer that you have finished entering the command, data, or line.
<code>SHIFT</code>	This key may show on your terminal as <code>SHIFT</code> or <code>⇧</code> . Hold this key and any letter you press will be uppercase.
<code>CAP LOCK</code>	Press this key and all LETTERS you press will be in uppercase. (You need to press it again to get lowercase letters.)
<code>SPACE</code>	This is the space bar. It is not labeled on the keyboard, but is used to insert a blank space like the space bar on a typewriter.
<code>CTRL</code>	This is the control key. When you hold this key down while pressing another key you are able to give the computer information. This key will be explained in more detail as it is used. The control key may show up on your screen as <code>↑</code> or <code>^</code> .
<code>BACKSPACE</code>	(May be shown on your terminal as <code>←</code>). This key allows you to back up the cursor one character at a time.
<code>TAB</code> and <code>BACKTAB</code>	These two keys move you around the screen a pre-determined number of spaces. The <code>TAB</code> key moves the cursor forward and the <code>BACKTAB</code> key moves the cursor backwards.
<code>DEL</code>	(May show on your terminal as <code>⌫</code>). This key stands for DELETE. It is used to delete (erase) text or a command. (You will get a chance to use it in the next chapter.)

Symbol	Meaning
ESC	This key stands for ESCAPE. Using it allows you to escape (get out) from what you are doing. (You will also get a chance to use it in the next chapter.)

The Program Function Keys

These keys are typically identified with the letter F followed by a number (the number of function keys depend on your terminal). These are keys that are already programmed to perform functions or can be programmed by you to perform functions. These keys are used as a “shorthand” way of requesting specific actions (functions). They are not necessary to get started. The various manuals supplied with your system will give you more information on how to use these keys.

The Control Block Keys

For now, all you need to understand about this group of keys is how the arrows work. In most cases pressing the arrow keys will allow you to reposition the cursor as indicated by the arrow’s position.

The Numeric Block Keys

The numbered keys in the numeric block section of the keyboard work exactly the same as the numbered keys in the typewriter block of the keyboard. They have been put in this block to resemble a 10-key adding machine. This enables you to work faster if you are keying in a large volume of numerical data.

NOTE

Your computer will understand what to do if you press any of the keys covered in this chapter. However, if you

hit a key not discussed (such as SEND PAGE or PRINT) the computer may get confused and “freeze up” (stop working). If this happens, turn your terminal “off” for a few seconds. When you turn it back on, the problem will usually have disappeared. If the problem does not disappear, call your System Administrator/Key Operator.

3

GETTING STARTED



You should plan on completing this chapter in one sitting (approximately ½ hour).

This chapter is the beginning of your hands-on experience with your terminal.

NOTE

Throughout the rest of this manual you will find some portions of the text in different styles of type. System output (text that is on your screen) will look like this. User input (text you must type) will look like this.

Logging In

Before you gain access to the system, the system needs to know who you are and ascertain that you are allowed to access it. This is done by a procedure called logging in. This is where you identify yourself to the system.

Instructions	Comments
Turn on your terminal	Examine your terminal. Locate the on/off switch. Flip the switch “on” and get ready to start.
	After your terminal has been turned on and has warmed up (this may take a minute or so), the first message on your screen will be:
	login:

Instructions

Comments

Type your login ID
(example: **jgreen**)

Notice that whatever you type shows up on the screen. You must type your login ID exactly as it has been assigned to you. If you type it wrong you will be notified immediately, or if you use the password, after the next step.

Press

After typing your login ID, press the carriage return to indicate to the computer that you have finished inputting your login. You may then get a message (prompt) on your screen:

Password:

Note: If you don't, your system does not require a password and you can skip the next two instructions.

Type your password
(example: **friday**)

Notice that as you type your password nothing shows up on the screen! Your password is invisible to help keep it secret.

Press

When you've finished typing your password, press the carriage return key.

Once you have logged in (and, if required, entered a password), some messages are displayed on your screen (copyright messages, terminal type messages). Then your screen will go blank (dark) for a few seconds and you will see the following:

```

                                                                    (Top)
      INTEL DATABASE INFORMATION SYSTEM
" user" in the individual workarea on node " "

mail - Electronic mail

iDIS - iDIS office software

rmt - Remote operations

asw - Additional office software

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                                Physical login on node " "
      :-site menu  .?-help  .l-logout
Which action? _                               you have mail

```

PPS1-502

If your screen does not look like this, it will say:

Login Incorrect
Login:

This means the system either did not accept your login ID or your password and you have to type your login ID and password again.

Since the password is invisible, it is very easy to type it in wrong. Go slow and try it again. If, after the third try, you still get the "login incorrect" message, call your System Administrator/Key Operator.

Using the Keyboard

Assuming you have done everything right so far, you are now looking at the screen that is titled **INTEL DATABASE INFORMATION SYSTEM**.

The contents of this screen is called a “menu”. A menu lists your choices. This menu is the first menu you see and is referred to as the Top menu (you will notice that the menu name shows up in the upper right-hand corner on your screen). Many of the subjects on this menu also have menus associated with them.

NOTE

Your Top menu may have additional selections if you have been given different access rights by your System Administrator/Key Operator.

At the bottom left side of the screen the cursor appears after the comment **Which Action?**. The question is, now that you're here, what do you do?

Let's start off by learning different ways to choose menu selections.

One of the selections on the Top menu is:

asw - Additional office software

Suppose you want to choose this selection. There are four (4) ways to do this. Whichever is the most comfortable for you is the one you should use. Now you will get to try all four.

1. Type the characters **asw**

See how the selection is highlighted? As a matter of fact, it was highlighted the minute you pressed the “a” key.

Locate the `BACKSPACE` key and press it until `asw` is gone. Notice the section after `Which Action?` is blank.

2. Type `a`

Once again the selection `asw` is highlighted. You don't have to bother with the whole word like we did in step 1; the first letter is enough to get you there.

This time locate the `DEL` key and press it. Notice the section after `Which Action?` is blank.

3. Locate the `↓` key on the keyboard. Press this key until `asw` is highlighted.

Locate the `ESC` key and press it. (Depending on your terminal, you may have to press it twice.) Notice the section after `Which Action?` is blank.

4. Locate the `TAB` key on the keyboard. Press this key until `asw` is highlighted.

This time press either the `BACKSPACE`, `DEL`, or `ESC` key. Notice the section after `Which Action?` is blank.

Also notice towards the bottom of your screen, near the center in a highlighted area, the following:

```
:-site menu, .?-help, .1-logout
```

You may select these subjects from the Top menu by typing `;`, `.?`, or `.1`. To practice, do the following:

Instructions	Comments
Type <code>.?</code>	Typing the period (<code>.</code>) and question mark (<code>?</code>) indicates that you want to see the selection called "help". Almost immediately your screen shows the message: <code>One moment please...</code>

Instructions

Comments

Now you see a screen containing some general help information with the word **Resume** highlighted. To resume work you need to press the carriage return.

Press **CR**

You are returned to the Top menu.

Logging Off

Now that you've learned how to access the computer, how do you get out of it? To exit from the system:

Instructions

Comments

Type `.l (el)` **CR**

Your screen now shows the login prompt. This prompt means you have successfully logged out and you can turn the terminal power to "off".

Quick Review

In this chapter you learned:

1. how to login (by typing your login ID),
2. what a menu is and how to move in and out of the Top menu,
3. how to undo (cancel) a menu selection using the **BACKSPACE**, **DEL**, or **ESC** keys, and
4. how to logout (by typing `.l (el)` **CR**).

4

LEARNING MAIL



NOTE

You should plan on completing this chapter in one sitting (approximately 1 hour).

Following the instructions in Chapter 3, log in to the system. After logging in you will be looking at the Top menu. (If you are having trouble, go back to the last chapter and repeat the instructions you practiced there.) This time you will choose the “mail” selection from the Top menu and learn how it works.

Mail

Instructions	Comments
Select mail	Use one of the ways you learned in Chapter 3 (type m , type mail , press <input type="button" value="↓"/> or press <input type="button" value="TAB"/>) to access the selection called: mail - Electronic mail
Press <input type="button" value="CR"/>	When mail is highlighted on your screen: You are now looking at the Email Menu.

```

(Email)
ELECTRONIC MAIL
"user" in the individual workarea on node " "
MAIL IS ALWAYS PERFORMED IN YOUR INDIVIDUAL WORKAREA

read - Read mail
send - Send mail
old - Maintain old mail in mbox
recn - Reconstruct a file received by mail
dir - Browse personnel directory
lists - Maintain personal mailing lists

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
Which action? _                you have mail

```

PPS1-528

read—Read Mail

Notice that your screen is displaying the message:

you have mail.

Every new login ID has one piece of mail that is generated automatically. To read this piece of mail you must select **read - Read mail**.

Instructions

Comments

Select **read** Use one of the methods you practiced earlier (type **r**, type **read**, press , or press). When **read** is highlighted:

Press Your screen now shows that you have one piece of mail.

Use the **mb** command to mark a message to be saved in **mbox**. If you quit, via the **q** command, the marked messages will be saved. Quitting via the **x** command discards all actions. The **h** command will display the status of the messages. *mail version date* (*OpenNET version date*). Type **?** for help.

1 message

1 iDIS *day/date/time/xxx*

-

PPS1-529

To read this piece of mail:

Instructions

Comments

Press Your screen now looks like this:

```
Use the mb command to mark a message to be saved in mbox. If you quit, via
the q command, the marked messages will be saved. Quitting via the x command
discards all actions. The h command will display the status of the messages.
mail version date (OpenNET version date). Type ? for help.
```

```
1 message
```

```
  1 iDIS day/date/time/xxx
```

```
-
```

```
Message 1:
```

```
From iDIS day/date/time
```

```
To: login ID
```

```
Date: day/date/time
```

```
Welcome to iDIS!
```

```
-
```

PPS1-530

Now that you've read this piece of mail, you have a number of options:

1. **IGNORE** the mail—If you ignore a piece of mail it will show up every time you select the **read - Read mail** option. Unless you have a reason for wanting to see this piece of mail over and over again, ignoring mail is usually not a good choice.

2. **DELETE** the mail—Deletion causes the mail program to forget about the message. This is not irreversible; the message can be undeleted. Deleted messages, however, usually disappear never to be seen again.
3. **MARK** the mail to be saved in your mailbox—Any message can be saved in your mailbox (mbox) by simply typing a lower case “mb” after you’ve read that piece of mail. It will be saved as soon as you quit the mail reading session. However, if you save every piece of mail this way, soon your mailbox will be overflowing with old mail. It is a good spot to stick a piece of mail that you want to look at again.

This is not the same as ignoring the mail. When you ignore the mail, it will show up each time you choose the “read mail” selection. If you save it in your mailbox it will show up whenever you the maintain old mail in mbox selection.

4. **SAVE** the mail in a file—If you want to save a piece of mail, a file is the best place to put it. You can have many files and you can name them whatever you want. Also you can retrieve a file should you want to see it, or respond to it. Because you make the file names, you can have files called meetings, appointments, junk, etc., and put your mail in whatever file is appropriate.
5. **RESPOND** to the mail—Often it is easiest to respond to a piece of mail as you read it and get it out of the way. However, even after you respond, the original piece of mail shows up each time you choose the “read mail” selection until you dispose of it.

The best way to become familiar with these options is to try them. For now, let’s get rid of the piece of mail you currently have on your screen. You are going to delete it.

The message `Welcome to iDIS!` is still on your screen. The cursor is blinking below the message. To delete it:

Instructions

Comments

Type **d**

This deletes the message.

Type **q**

This means you want to quit the mail session. A prompt (message) will show up at the bottom of your screen advising you to press the carriage return or select ahead.

Press

You are returned to the Email menu. The message **you have mail** is no longer showing up on your screen.

send—Send Mail

You've learned how to read mail. Now let's learn how to send mail. To send a piece of mail:

Instructions

Comments

Select **send** Select "send" by using one of the methods you practiced earlier (type **s**, type **send**, press , or press). When send is highlighted:

Press

The following screen appears:

Please compose your message, ending each line with a RETURN.
Close the message by entering a . (period) and RETURN at the beginning of a line.

You may cancel the message with the DELETE key. If you wish to use an editor at any point in the composition of the message, you may enter ~e, followed by RETURN, at the beginning of a line. For a list of other facilities, enter ~?, followed by a RETURN.

To: *your login ID*
Subject: test 1

PPS1-531

Now you can type your message just like you would on a typewriter.

Instructions	Comments
Type This is test #1	Type this just like you would using a typewriter.
Press <input type="text" value="CR"/>	You have just typed your first iDIS mail message. Now, to send it:
Type . <input type="text" value="CR"/>	The period is a short way of telling mail that you are finished with your message. The <input type="text" value="CR"/> advances you to the next step.

Instructions

Comments

After pressing **CR**, the **Cc:** prompt will appear under your mail message. This prompt gives you the opportunity to copy additional people on this piece of mail. Since you do not want to copy anyone else:

Press **CR**

You are returned to the Email menu and your mail message has been sent.

Now choose the **read - Read mail** selection and you can read the piece of mail you sent to yourself!

When you finish reading this piece of mail do not file or delete it. For right now, leave it where it is so you can access it later.

To exit the mail reading session

Instructions

Comments

Type **q CR**

This stands for quit. Pressing **CR** is a confirmation that you really want to quit.

Press **CR**

This returns you to the Email menu.

Now you are going to send yourself three (3) more pieces of mail. The first one will say: **This is test #2**. The next one will say: **This is test #3**. The final one will say: **This is test #4**.

To do this, follow the instructions used to send your first piece of mail (**This is test #1**).

Go ahead and do this now. After you generate the mail message, exit from **send - Send mail** and send it to yourself. (Follow the instructions used to send your first piece of mail.)

Also, go ahead and send yourself messages #2, #3 and #4.

When you are all finished, you will have four (4) pieces of mail located in `read - Read mail`.

Disposing of Mail—Mailbox, Deleting, Saving, Responding

Instructions

Comments

Select `read` Use one of the methods you learned earlier. Your screen now looks like this:

Use the `mb` command to mark a message to be saved in `mbx`. If you quit, via the `q` command, the marked messages will be saved. Quitting via the `x` command discards all actions. The `h` command will display the status of the messages. `mail version date` (OpenNET version date). Type `?` for help.

4 messages

```
1 your login day/date/time ## "test 1"
2 your login day/date/time ## "test 2"
3 your login day/date/time ## "test 3"
4 your login day/date/time ## "test 4"
```

PPS1-532

Instructions

Comments

Press You will get the oldest (mail message #1) message first.

At this time, you are going to get a chance to:

1. Mark mail to be saved in your mailbox (mbox)
2. Delete mail
3. Save mail in a file
4. Respond to mail

Message #1 is on your screen now. To put it in your mailbox:

Instructions

Comments

Type **mb** This marks message #1 to be sent to your mbox where it is stored. To advance to the next message:

Press Now you are looking at your second mail message. This time you are going to delete message #2:

Type **d** Mail message #2 is now marked for deletion.

Message #3 is on your screen. Pretend that this is an important piece of mail that you may need to access again. You want to file it somewhere where you can get to it easily. You are going to create a file specifically for this piece of mail. Once this file is created, you will put the message into it.

Instructions

Comments

Creating a file is easy. First you want to SAVE the piece of mail and second you want to give it a unique name—a FILE-NAME. Let's give this piece of mail the name message3. Follow the instructions below to save message #3 in the file called message3.

Type **s**

("s" is a symbol that represents the word SAVE. By typing an **s**, you are telling the system that you want to save this message). But, to save the message, you must also give it a name . . .

Press the

SPACE BAR

Type **message3**.

Now you have named your file.

What should be showing on your screen now is:

s message3

Press **CR**

You will get a message stating that you have created a file called message3.

Press **CR**

Mail message #4 is on your screen. This time you are going to respond to your mail.

Type **r**

Typing the "r" tells the system that you want to respond to that piece of mail.

Press **CR**

As soon as you press **CR**, the following message will come up on your screen:

To: your login ID

Subject: test 4

Now you can type your response.

Instructions

Comments

Type **This is a response to mail message #4.**

Press

To send the message:

Type .

After pressing , the **Cc:** prompt will appear under your mail message. This prompt gives you the opportunity to copy additional people on this piece of mail. Since you do not want to copy anyone else:

Press

The following appears on your screen:

(end of message)

-

Type q

This ends the mail reading session. Messages you marked for your mailbox or for deletion have been excuted when you typed the “q” and . The following messages will appear on your screen:

Held 2 messages in /usr/spool/mail/your login

Saved 1 message in /usr/your login/mbox

-Press RETURN for menu or select ahead

Press

You are returned to the Email menu.

The two HELD messages are: the original message, **This is test #4**, and the response, **This is a response to mail message #4**.

The original message was not saved in a file or the mailbox and was not deleted. When you responded to it, it stayed in Read mail. The response is a new piece of mail that you haven't read yet.

The one SAVED message is the message you sent to your mailbox.

Let's look at the two messages you have to read:

Instructions

Comments

Select **read** Use one of the methods you practiced earlier (type **r**, type **read**, press , or press).

Press

The two HELD messages show up on your screen as follows:

```
Use the mb command to mark a message to be saved in mbox. If you quit, via
the q command, the marked messages will be saved. Quitting via the x command
discards all actions. The h command will display the status of the messages.
mail version date (OpenNET version date). Type ? for help.
```

```
2 messages
```

```
1 your login day/date/time ## "test 4"
2 your login day/date/time ## "test 4"
```

```
-
```

PPS1-533

You can now read these messages and delete them.

Instructions	Comments
Press <input type="text" value="CR"/>	This brings up message #1. To delete message #1 and bring up message #2:
Type d <input type="text" value="CR"/>	To delete message #2:
Type d <input type="text" value="CR"/>	To return to the Email menu:
Type q <input type="text" value="CR"/>	

A quick review of what you've done so far:

- Message #1 was sent to your mbox (**This is test 1**).
- Message #2 was deleted (**This is test 2**).
- Message #3 was saved in a file called message3 (**This is test 3**).
- Message #4 was responded to—generated a new message (**This is test 4**).

Then you received two more pieces of mail which you deleted after reading:

- Message #1 (**This is test 4**).
- Message #2 (**This is a response to mail message #4**).

NOTE

When the original messages 1, 2, and 3 were disposed of by either sending to the mailbox, deleting, or saving; the old message #4 became message #1.

Whatever happened to the original message #3 that was saved under the name of message3? How do you get that back if you want to see it again?

That's what you will learn in Chapter 6. In Chapter 5, you will learn shortcuts for moving around the menus.

Using an Editor to Send Mail

Using an editor for mail is an option that you may find faster and easier to use than what you've just learned. Other users will find it more complex as it gives you more ways to generate mail. The choice of which way you use to send mail is simply a matter of which way works best for you.

When you are sending mail, typing a tilde e (`~e`) at the beginning of a line will put you into an editor. The editor you access depends on how your system has been configured. For example, if you have the `iWORD` Word Processing package on your system, `~e` will access `iWORD`; if you have the `QOFFICE` Word Processor on your system, `~e` will access `QOFFICE`. If your system is not configured with a word processing package, `~e` will access the “vi” editor. To learn how to use these various editors, see the *iBASE User's Reference* and your existing editor/word processor documentation.

Why would you want to use an editor? Perhaps you started out sending a simple message that became more complicated as you went along so you decided that you would rather work using a word processor. Or, perhaps you wanted to add another sentence in the middle of your message and by accessing a word processor, you have these editing capabilities.

old—Maintain Old Mail in Mbox

When you select the option `old - Maintain old mail in mbox`, you will have access to all the mail you've read and stored in your mailbox using the “mb” command.

Select `old - Maintain old mail in mbox` and you will see that the piece of mail entitled, `test 1`, is stored there.

Mail stored in `old - Maintain old mail in mbox` can be treated exactly like regular mail: you can delete it, respond to it, save it in a file, or ignore it.

dir—Browse Personnel Directory

The “browse personnel directory” option provides you with information about other users (like a regular phone book).

You are allowed to enter text in either the “Name Information” field or the “Office Information” field, or both. For example, typing the name “Mary Smith” in the Name field would bring up a listing of all Marys and Smiths on the system. This listing would show, among other things, their login IDs, nodes, etc.

Typing the word “Mary” in the Name field would bring up a listing of all people whose first or last names either start with the letters Mary, whose first or last names are Mary, or whose names sound like Mary. For example, Mary Smith, Mary Jackson, Maryann Lee, Earl Marymann, Merry Smith.

The “browse personal directory” selection provides on-line help with detailed information as to how it works.

lists—Maintain Personal Distribution Lists

This feature allows you to define distribution lists (called aliases) for mail.

Say, for example, that each day you need to send mail messages to the same group of people. These people’s names are: Joe, Jim, Kathy, Jim, and Chris. Before you can send them mail you need to know each of their login IDs. For example:

Real Name	Login ID
Joe	joe
Jim	jhb
Kathy	redhead
Jim	jim
Chris	boss

An easy way to send them all mail is to assign them an alias. Since each of them need to see the same piece of mail on a daily basis, let's call them "daily".

Once you've set up an alias called "daily" that contains all of their login IDs, all you have to do is send mail to User ID "daily" and each of them will receive it.

To practice, you will set up an alias for yourself. You are going to get a chance to use an editor now. To set up an alias, you must use the "vi" editor. Follow the step-by-step instructions below and you will: 1) set up an alias file, and 2) learn a little bit about the "vi" editor.

Instructions

Comments

Select **lists**

Use one of the methods you practiced earlier (type **l**, type **lists**, press , or press). When **lists** is highlighted:

Press

You are now looking at a screen filled with text. The information above the broken line is not important for you to know about now. The information below the dotted line is an on-line tutorial of how to set up an alias. For example, the alias for daily would look like this:

```
alias daily joe jhb redhead jim boss
```

Instructions

Using the directional arrow keys, move down the screen until your cursor is highlighting the last # sign as shown:

Type a

Type **alias**

Type **king**

Type ***your login ID***

Press

Press

Type **:wq**

Press

Congratulations. You have just used an editor!

Now you can choose lists from the Email menu and see your alias there. Remember to exit this selection you must type: **:wq** .

Comments

```
#-----BEGIN ALIASES-----#
```

The “a” stands for append. You are going to append (add something) to this screen. Pressing will place your cursor on the first line that had a tilde (~) sign.

You have just picked the word king as an alias.

Your login now has the alias of king.

Your screen should look like this:

```
alias king your login
```

Your terminal may make a beeping sound.

The colon (:) means you are giving an instruction, the “w” means write this information into the file, and the “q” means quit.

You are back to the Email menu.

Now send yourself mail. But, when the Esmail menu prompts you, **Mail to User ID(s):**, type **king** instead of your login.

5

MENU COMMANDS



Included with your set of manuals is a small fold-up card entitled, "iDIS Navigation Summary". This one-page summary explains some "shortcuts" for navigating your way through the menus.

This chapter will introduce you to some **basic** shortcuts for menu navigation.

If You Type	Your Screen Will
.?	display general help information
.s	return you to the Top menu (s for start)
.b	return you to the last menu displayed (b for back)
.r	be redrawn (r for redraw)
.l	exit iDIS (l for logout)

More Shortcuts

It is possible to give more than one command at a time. When you are looking at your Top menu you can direct the computer to go to mail and to send mail in one command.

Up until now after you have logged in you have been doing the following to send mail:

1. Selecting **mail - Electronic mail** from the Top menu.

2. Selecting **send** - **Send mail** from the Email menu.

This can all be done from the Top menu by selecting **m** for Electronic mail **and s** for Send mail all on the same line.

The Top menu screen looks like this:

```

                                     (Top)
      INTEL DATABASE INFORMATION SYSTEM
" user" in the individual workarea on node " "

mail - Electronic mail

iDIS - iDIS office software

rmt  - Remote operations

asw  - Additional office software

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
      :-site menu  .?-help  .l-logout
Which action? _                you have mail
```

PPS1-502

Now you are going to send mail from the Top menu, entirely skipping the Email menu.

Next to the prompt, *Which action?* type: **m** **SPACE** **s** **CR**

NOTE

Be sure to leave a space between the letters m and s.

As you become familiar with the available menus, try selecting ahead to those you use most frequently.

6

INTRODUCTION TO FILES

intel

NOTE

You should plan on completing this chapter in one sitting (approximately ½ hour).

Hint: If you make a mistake that you don't know how to fix or get confused and need to start over, entering `.s` after any menu prompt will always bring you back to the Top menu.

In Chapter 4 you created a file called `message3` and saved a piece of mail using that filename. To access that piece of mail again, you need to become familiar with the selection called "file management".

Log in to the system and you will be looking at the Top menu. (If you are already logged in, return to the Top menu by typing `.s`.)

Select **iDIS - iDIS office software** and press **CR** . Your screen will look like this:

```

                                     (iDIS)
                                     iDIS OFFICE SOFTWARE
" user" in the individual workarea on node "  "

mail - Electronic mail

cal  - Maintain appointment calendar

db   - Local database operations

ss   - Spreadsheet operations

wp   - Word processing

file - File management

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                               Physical login on node "  "
_____ .b-back a menu  :-site menu  .?-help  .l-logout
which action? _                               you have mail
```

PPS1-537

Your iDIS menu may have additional selections (or less selections) depending on what features have been installed.

Select file - File management and press **CR** . Your screen will look like this:

```

                                     (Ftop)
                                FILE MANAGEMENT
" user" in the individual workarea on node " "

asw - Additional Office Software file cabinets

gen - General file cabinet

db - iDB file cabinet

ss - iPLAN file cabinet

wp - iWORD file cabinet

job - Host Job file cabinet

out - Host Output file cabinet

qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node " "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
which action? _                you have mail
```

PPS1-505

Your Ftop menu may have additional selections (or less selections) depending on what features have been installed.

Mail files are located in the General file cabinet. Therefore, to look at a mail file you must select: **gen - General file cabinet**

Select this option and press **CR** . The following screen appears:

```

                                     (Fops)
      FILE MANAGEMENT OPERATIONS
"user" in the individual workarea on node "  "
      Current cabinet is cabinet name

copy  - Copy/Translate operations
edit  - Create/Change a file
grant - Change file access permissions
mail  - Mail a file
name  - Rename a file
print - Print operations
rmt   - Remote-system/RJE Host operations
stats - List files and statistics
view  - View a file
xdel  - Delete a file *CAUTION*

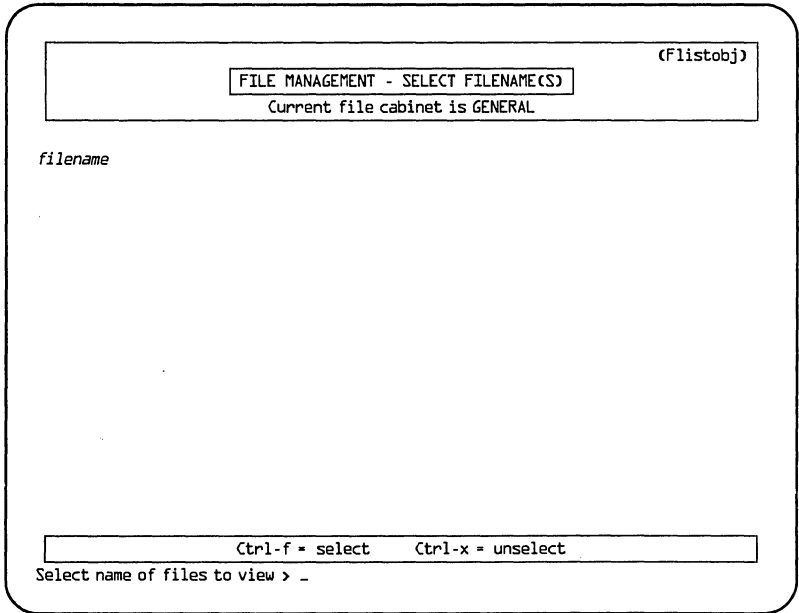
qdef - Define user actions:  1  2  3  4  5  6  7  8

day date time                Physical login on node "  "
.b-back a menu  :-site menu  .s-start  .?-help  .l-logout
which action? _  you have mail
```

PPS1-506

As you look at this menu, you will see that you have many options for your file, message3.

To keep it simple, let's just look at the file. To do this, select the option **view - View a file** and press **CR**. Your screen looks like this:



PPS1-501

Type in the filename (**message3**) and then press **CR** to view the file with this name. (You can also use the **TAB** key instead of typing out the filename.)

Remember: If you make a mistake that you don't know how to fix or get confused and need to start over, entering **.s** after any menu prompt will always bring you back to the Top menu.

Your screen now looks like this:

Press ? for help in viewing a file

Viewing message3

From *your login* *date/time*

To: *your login*

Date: *date/time*

This is test #3

Press RETURN for menu or select ahead>

PPS1-536

Press CR to return to the Fops menu.

.s will take you back to the Top menu.

7

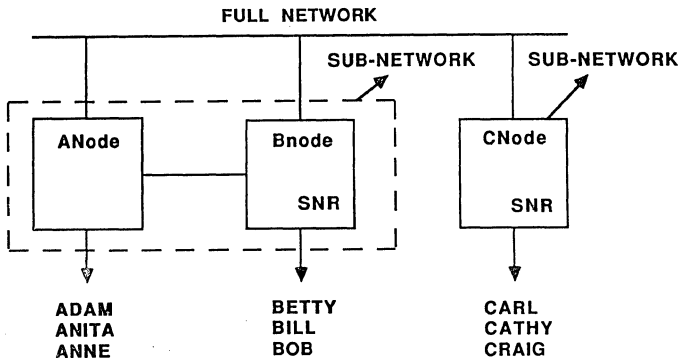
MAIL AND THE NETWORK



Definitions

- Full Network** All Intel systems (nodes) tied together via OpenNET.
- Subnet** A group of Intel nodes with a common set of users.
- SNR** (Sub-network Receiver). The Subnet master that is used as the gateway for other nodes on the sub-network to the full network for receiving mail.

Now that you've read the definitions, let's see if they can be explained in terms that are easily understandable. The picture below shows a full network with two sub-networks. Each sub-network contains an SNR.



PMD2-1002

All three nodes (ANode, BNode, CNode) are on the full network and have a group of users assigned to each node. (As an aid in understanding, each node's users have been given a login name to match their node name—all users on ANode have logins that begin with A, etc.)

ANode and BNode are a sub-network. Even though they are two separate nodes, by being on the sub-network they act (to the user) the same as being one node. (CNode is a sub-network containing only one node). In the simplest terms, if it takes two nodes to accommodate all the users, but they want access to all the same files, data, etc., they would be on the same sub-network.

8

WRAP-UP



This manual is not designed to make you a computer expert. This manual provides the essential basics to give you confidence in using the computer terminal attached to the Intel 310 computer. Once you feel comfortable logging in, moving around in the menus, sending mail, etc., you should plan to spend some time examining the other features that are part of this system.

Some of these features are defined below. If you can't decide what to learn about next, read the *iBASE User's Reference*. If you have other iDIS software on your system such as iWORD, iPLAN, or iDB refer to the sections below for an overview.

iWORD

iWORD is the Latitude word processing program. A document typed on a word processor is like a document typed on a typewriter except with a word processor you can:

- type faster,
- correct mistakes easier, and
- go into a document and change a word, and add or delete a line, without having to retype the entire document.

In iWORD, your screen is split into three sections. The top section is called the Command Panel and lists all the available commands available to you while using the word processor. The middle section of the screen is your work space (this is where what you're typing shows up). The bottom of

the screen contains status information. This is the area where you give iWORD commands (for example, “save this file”).

Getting Started with iWORD and the *iWORD User's Reference* will give you all of the details you need to use the iWORD word processing feature of iDIS.

iPLAN

iPLAN is a version of Multiplan*. It is an electronic spreadsheet that helps you analyze data. When using iPLAN, you are working on a large grid where you can enter words, numbers, or formulas. iPLAN is able to automatically perform calculations so you can design spreadsheets that enable you to ask “what if?”

For example, let's say you have your monthly household budget on an iPLAN spreadsheet. You can ask:

- What if my utility bills go up 10%?
- What if my pay is cut 5%?
- What if I paid off this credit card?

Getting Started with iPLAN and the *iPLAN User's Reference* provide the information and instructions you will need to perform spreadsheet operations using the iPLAN feature of iDIS.

iDB

iDB is a database management system (DBMS) that allows you to organize, store, manipulate, and retrieve data.

*Multiplan is a trademark of Microsoft Corporation.

For example, with iDB you could create a database that contains all employees of Company X by their name, social security number, salary, and job title. Then if you wanted a list of only those employees making over \$40,000/year who are managers, iDB could give you this information.

The information you will need to use the iDB feature of iDIS is contained in *Getting Started with iDB* and the *iDB User's Reference*.

Integration

iDIS and its features provide an integrated package. This means that data can be moved between the iWORD word processor, the iPLAN electronic spreadsheet, and the iDB database system.

For example, you could move your iDB database over to iPLAN and do some salary “what if” calculations. Then you could move this same database over to iWORD and create a typed document around the data and turn it into a memo or report.

A complete set of manuals has been provided with your iDIS software that explains, in detail, how to use these features. These manuals will be extremely useful to you as you learn and continue to use the iDIS features.



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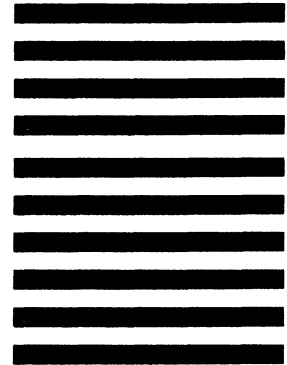
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