

LAUREL
TRAINING COURSE &
USER WORKBOOK

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ABSTRACT

This workbook is designed to aid the user while learning the LAUREL message system and assumes familiarity with the Xerox Document System EDITOR.

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MODULE 1

INTRODUCTION

Welcome to the LAUREL message system! The LAUREL message system is a part of the Xerox Document System. To the right is an overview of the course you are about to begin. It is a self-paced course, which means you will be working at your own speed. There will be an instructor available to assist you with problem areas, but all the information you need should be provided in this workbook.

This training manual will provide information about LAUREL and may be quite helpful later, when working on your own. Feel free to write any notes you might want in this workbook.

The course is broken into *modules*; each module contains the following organization:

- 8 Introduction
- 8 Explanation of a particular feature
- 8 A summary of what you have learned
- 8 An exercise for you to complete

You will be working from this workbook in the beginning, but for the most part you will actually be *using* LAUREL to learn.

OBJECTIVES

At the end of this module, you will have learned:

- 8 How to enter LAUREL
- 8 What the LAUREL display looks like
- 8 How to scroll in LAUREL
- 8 How to mark a menu item in LAUREL

MODULE 1

**INTRODUCTION:
HOW TO START LAUREL

THE LAUREL DISPLAY
HOW TO SCROLL**

MODULE 2

**HOW TO DELETE MESSAGES
HOW TO UNDELETE MESSAGES**

MODULE 3

MOVING MESSAGE FILES

MODULE 4

MOVING WINDOW BOUNDARIES

MODULE 5

ASSIGNING MARK CHARACTERS

MODULE 6

HOW TO THUMB

MODULE 7

**HOW TO COMPOSE AND
SEND MESSAGES**

MODULE 8

**HOW TO HARDCOPY A MESSAGE
THE LAUREL PROFILE**

MODULE 9

DISTRIBUTION LISTS

MODULE 10

HOW TO LEAVE LAUREL

YOUR FIRST LAUREL SESSION

This course assumes that you have a knowledge of the basic EDITOR functions (how to delete, insert and scroll text, how to mark a menu item). If you do not, you should review the EDITOR Training Course and User Workbook before attempting to go on.

To begin your LAUREL session, bring the Alto Executive to the screen by pushing the start button (or mark EXEC if you are in the EDITOR). Type LAUREL, followed by a RETURN.

The screen will go blank for a moment until the LAUREL display appears. Meanwhile, an hourglass figure will appear. This is LAUREL's way of asking you to be patient -- you will see it quite often during a LAUREL session. On the next page is an example of how your display should look at this point.

LaurelX 1.10

Name or Password Invalid

User {YOUR NAME }

New mail

Mail file {Active}

Day, Date, Time

free disk pages

Quit

Display

Hardcopy

Delete

Undelete

Move to { }

New form

Answer

Forward

Get, Put { }

When the cursor has resumed the shape of an arrow you can continue.

Notice the word **User** at the top left of the display. Is your name in the brackets that follow? If not, you must supply your name and password before you can continue. Move the cursor so that it points at the word **User** at the top left of the display.

```

LaurelX 1.10                                     Day, Date, Time
                                                # free disk pages
User { }           New mail       Mail file {Active}           Quit
  ^

```

Point at **User**, press and release the LEFT mouse button. The blinking caret will appear in the brackets following **User**. You now type in your last name or the name you are recognized as by the file server, and press the DO key. Your display should now look like this:

```

LaurelX 1.10                                     Day, Date, Time
                                                # free disk pages
Password { }       New mail       Mail file {Active}           Quit
  ^

```

Now you must supply your password. Your password must be the same as the one you use to access the file server. Type in your password, followed by pressing DO. Notice that LAUREL did not display your password as you typed it. Your mail files are private to you and are protected by your password.

If the words "You have new mail" appear over **User**, move the cursor so that it points at the word **New mail** on the same line as **User**.

```

LaurelX 1.10                                     Day, Date, Time
You have new mail                               # free disk pages
User { }           New mail           Mail file {Active}           Quit
      ^

```

Mark **New mail** by pressing and releasing the LEFT mouse button. Again, the cursor will change to an hourglass figure. When the cursor resumes the shape of an arrow you will see that there are several lines of text in the top window on your display. These are messages waiting for you!

The first message has a triangular symbol in the left margin indicating that it is the currently selected message. Move the cursor down to the next line of bold commands and mark **Display** in the same way you marked **New mail**.

```

LaurelX 1.10                                     Day, Date, Time
User {YOUR NAME }                               # free disk pages
User {YOUR NAME }   New mail   Mail file {Active}           Quit
z ? 1 Jan. 22 Garcia Lesson 1
  ? 2 Jan. 22 Garcia Lesson 2
  ? 3 Jan. 22 Garcia Lesson 3
  ? 4 Jan. 22 Garcia Lesson 4
  ? 5 Jan. 22 Garcia Lesson 5
  ? 6 Jan. 22 Garcia Lesson 6
  ? 7 Jan. 22 Garcia Lesson 7
  ? 8 Jan. 22 Garcia Lesson 8
  ? 9 Jan. 22 Garcia Lesson 9
  ? 10 Jan. 22 Garcia Lesson 10
      End of Messages.
Display           Hardcopy           Delete  Undelete  Move to { }
  ^

```

You should now see the first message displayed in the middle window.

Read the message in the middle area of your display screen and continue working from the display to continue your LAUREL lessons. You can use this workbook as a reference guide for each module as you proceed.

The Display

When you have activated LAUREL, the cursor will resume the shape of an arrow and you will see that there are four separate areas on the display screen. From top to bottom they are:

- * the table-of-contents window,
- * the message display window,
- * the composition and delivery window, and
- * the feedback window.

The table-of-contents window contains a directory of all the messages in your current mail file. The message display and composition windows are used to read incoming messages and to compose outgoing messages, respectively. The feedback window displays information in response to particular LAUREL commands.

Each of the first three windows is headed by its own "menu" that offers you a choice of commands and allows you to obtain information about the status of your messages.

The topmost menu, just above the table-of-contents window, contains commands and status information. The commands, like all commands on the LAUREL display, appear in **bold-face** type; the status information is in normal type. We call this menu the *upper menu*. It looks like this:

The Upper Menu

LaurelX 1.10	Day, Date, Time # free disk pages
User { }	Quit
New mail	Mail file {Active}

Below the table-of-contents window is the *selection menu*. The commands in this menu are used to manipulate selected messages in the table-of-contents. It looks like this:

The Selection Menu

Display	Hardcopy	Delete	Undelete	Move to { }
----------------	-----------------	---------------	-----------------	--------------------

Below the message display window is the *composition and delivery menu*. This menu contains commands for composing new messages and responding to old ones. It looks like this:

The Composition and Delivery Menu

New form **Answer** **Forward** **Get, Put { }**

The feedback window is separated from the composition window by a single horizontal line (the bottom-most line on your display). The feedback window provides status reports, exceptions, and confirmation requests. An example of a message you might see in this window is:

Press DO to confirm, CANCEL to cancel command.

The feedback window will be covered in more detail in a later module.

The Table-of-Contents Window

The table-of-contents window provides an index to the messages in your current mail file. Each entry in the index is numbered and contains the date sent, the sender, and the subject. LAUREL does not permit you to modify the information in the table-of-contents window, except to mark messages for classification purposes. (You'll learn how to do this later).

The Upper Menu

The menu at the top of the table-of-contents window shows the date and time, the version of LAUREL you are running, and the amount of free space remaining on your disk.

New mail

In order to read **New mail** you must be a *registered* user. This means that your name and password must be accepted by your file server. If you are not a registered user, the message "*name or password invalid*" will appear in the upper menu, just below the LAUREL version number.

```

LaurelX 1.10                                     Day, Date, Time
Name or password invalid                         # free disk pages
User{ }           New mail           Mail file {Active}           Quit
      ^

```

LAUREL will not allow you to receive messages until you have been registered successfully. Once you have supplied your name and password and if messages are waiting for you in your in-box, the words "*You have new mail*" will be displayed below the LAUREL version number at the top left-hand side of the upper menu.

```

LaurelX 1.10                                     Day, Date, Time
You have new mail                               # free disk pages
User{YourName}           New mail           Mail file {Active}           Quit

```

To enter a new name and password, point the cursor at **User** in the upper menu and press the LEFT mouse button.

```

LaurelX 1.10                                     Day, Date, Time
# free disk pages
User { }           New mail           Mail file {Active}           Quit
      ^

```

LAUREL will ask you to supply a user name in the brackets following **User**. Type in your user name (usually your last name) followed by pressing DO or RETURN. You must now supply your password, followed by pressing DO or RETURN. A fine point: position the cursor so that it points **at** the command from below, not so that it rests on top of it.

You can now instruct LAUREL to move the contents of your in-box to your current mail file by pointing the cursor at the **New mail** command in the upper menu and pressing the LEFT mouse button.

```

LaurelX 1.10                                     Day, Date, Time
You have new mail                               # free disk pages
User {YOUR NAME}      New mail  Mail file {Active}      Quit
      ▲

```

The command **New mail** will then appear on a gray background and the cursor will assume the shape of an hourglass, confirming that LAUREL is busy gathering messages for you. When all messages have been transferred, the gray background and hourglass disappear, and the table-of-contents window will be updated to reflect the new messages placed in your mail file. When you transfer mail files, notice that the page count of your disk is reduced. You may want to have a separate disk for LAUREL, since messages will take valuable space on a disk.

A triangular symbol at the left of a message in the Table-of-Contents indicates the currently selected message.

```

LaurelX 1.10                                     Day, Date, Time
# free disk pages
User {YOUR NAME }      New mail  Mail file {Active}      Quit
z ? 1 Jan. 22 Garcia Lesson 1
  ? 2 Jan. 22 Garcia Lesson 2
End of Messages.

```

You can scroll the table of contents up or down, as you have done in the EDITOR, to see which message you would like to view (We will discuss scrolling in more detail in just a few minutes.). When you have chosen a message to examine (by moving the cursor just to the left of a message in the Table of Contents), press the LEFT mouse button. This message will not be displayed until you mark **Display** in the selection menu.

The Message Display Window

Displaying Messages

You must first select the message you wish to examine in the table-of-contents window with the mouse. Position the cursor to the right of the scroll bar next to the message you wish to display in the table-of-contents window and press the LEFT mouse button.

To examine the message, point the cursor at **Display** in the Display Window and press the LEFT mouse button.

Display	Hardcopy	Delete	Undelete	Move to { }
----------------	-----------------	---------------	-----------------	--------------------

If you press the LEFT button once more, the selection pointer in the Upper Window will move to the next entry and the text of the next message will be displayed. Thus, although LAUREL permits you to move the selection pointer independently, you need not do so.

Scrolling

The table-of-contents window, the message display window, and the composition window each have a scroll bar in the margin to their extreme left. Within this scroll bar, the LEFT and RIGHT mouse buttons behave as they do in the EDITOR. The cursor will appear as a double-headed arrow when positioned in the scroll bar and will change to point up or down when the LEFT or RIGHT button is pressed.

SUMMARY INTRODUCTION

Using LAUREL you can receive and display messages at your workstation. The LAUREL display has four separate areas, three of which have their own menu offering a choice of commands. Menu commands are marked with the mouse. You can scroll in LAUREL with the mouse.

EXERCISE 1

Enter the Alto EXEC mode either by pushing the **START** button, or if you are in the EDITOR System Menu, mark **EXEC**. In the Alto EXEC, type **LAUREL RETURN**.

Mark **User**, type in the name by which your file server recognizes you (usually your last name) where the blinking caret appears between the brackets. Press **DO**.

Type in your password, press **DO**.

Mark **New mail**

Wait until the cursor resumes the shape of an arrow.

Mark **Display**

Read the message displayed in the middle window of your display.

MODULE 2

DELETE AND UNDELETE MENU COMMANDS

These next few pages will cover the **Delete** and **Undelete** menu commands available in LAUREL.

This module is for your reference; all learning exercises will be done using LAUREL.

PREREQUISITES

Completion of Module 1: How to start LAUREL, The LAUREL display, scrolling.

OBJECTIVES

At the end of this module, you will have learned:

- 8 How to delete and undelete messages in LAUREL

MODULE 2**HOW TO DELETE MESSAGES****HOW TO UNDELETE MESSAGES**

DELETING AND UNDELETING MESSAGES

After examining some of the messages in your mail file, you may wish to delete them. The **Delete** command, when activated by pointing the cursor at it and pressing the LEFT mouse button, will cause a line to be drawn through the selected message in the table-of-contents window.

```

LaurelX 1.10
User {YOUR NAME }          New mail  Mail file {Active}          Day, Date, Time
                                                                    # free disk pages
                                                                    Quit
z ? 1 Jan. 22 Garcia Lesson 1
  ? 2 Jan. 22 Garcia Lesson 2
      End of Messages.
```

```

Display          Hardcopy          Delete  Undelete  Move to { }
                ^
```

If you discover that you have inadvertently deleted some messages that you want to keep, reselect them, point the cursor at **Undelete**, and press the LEFT mouse button.

```

LaurelX 1.10
User {YOUR NAME }          New mail  Mail file {Active}          Day, Date, Time
                                                                    # free disk pages
                                                                    Quit
z ? 1 Jan. 22 Garcia Lesson 1
  ? 2 Jan. 22 Garcia Lesson 2
      End of Messages.
```

```

Display          Hardcopy          Delete  Undelete  Move to { }
                ^
```

The lines drawn through the table-of-contents entries of the selected message(s) will be removed. You may only undelete messages if you have not **Quit** or marked **Mail file** while still in LAUREL. Messages marked for deletion are permanently deleted from your disk upon **Quitting** or marking **Mail file**.

SUMMARY DELETING AND UNDELETING MESSAGES

Message deletion and undeletion is done by marking the message in the table-of-contents window with the LEFT mouse button and then marking **Delete** or **Undelete** in the menu above the message display window.

EXERCISE 2

Follow the instructions in Lesson 2 using LAUREL.

MODULE 3

MOVING MESSAGE FILES

In this module you will be learning how to manage your message files.

MODULE 3**MOVING MESSAGE FILES**

This module is for your reference; all learning exercises will be done using LAUREL.

PREREQUISITES

Completion of Module 2: How to delete and undelete messages in LAUREL

OBJECTIVES

At the end of this module, you will have learned:

- 8 How to move message files in LAUREL

MOVING FILES

LAUREL allows you to arrange your messages in separate mail files. You could think of a mail file as a separate folder in which to place specific messages. If you wish to move a message from the mail file you are now reading to another mail file, **Move to** will accomplish this. For example, you may want to segregate all messages having to do with a particular subject for future reference. When you mark **Move to**, a blinking caret will appear in the brackets next to the command.

```

Display          Hardcopy      Delete Undelete Move to { }
                                     ^

```

You may now fill in these brackets with the name of a mail file. Keep the name of the mail file short and do not insert spaces in the name. When you have finished typing the file name, terminate it by pressing DO. The feedback window will ask for a confirmation if you are creating a new file (press DO to confirm, CANCEL to cancel command). If the file name already in the brackets is the one you want, press DO. The selected message(s) will now be moved and deleted from your active mail file. If you wish to keep a copy of the message in your active file simply mark **Undelete**. In order to read the messages you have moved mark **Mail file**, insert the name of the file in the brackets and press DO.

```

LaurelX 1.10                                     Day, Date, Time
                                                # free disk pages
User {YOUR NAME }      New mail  Mail file {Help}      Quit
                                     ^

```

New mail is always deposited into the *current* mail file. To insure your mail is deposited in your active mail file always be sure that **Active** is in the brackets following **Mail file** before marking **New Mail**.

BRACKETS

Several LAUREL commands require that you fill in the brackets { } following the command name. For example, commands that manipulate a file need to know the name of the file on which they are to act.

When you mark a command with the LEFT mouse button, LAUREL prompts you to fill in the brackets by displaying a blinking caret within the brackets. If there is already text within the brackets, the caret follows the text. If you press DO, the caret disappears and the contents of the brackets remain unchanged. If you press BS, the contents of the brackets will be deleted letter by letter as if you had just typed that text. If you type anything else, it replaces the complete text within the brackets. Type-in is terminated by pressing DO. Pressing the CANCEL key terminates the entire command.

If you mark the command with the RIGHT mouse button, LAUREL executes the command immediately, using the information contained within the brackets, with no further action on your part.

SUMMARY MOVING MESSAGE FILES

Messages can be saved in their own separate file by marking the **Move to** command and supplying the name of the new file in the brackets following **Move to**.

EXERCISE 3

Follow the instructions in Lesson 3 using LAUREL.

MODULE 4

MOVING WINDOW BOUNDARIES

In this module you will learn about moving window boundaries on your LAUREL display.

MODULE 4**MOVING WINDOW BOUNDARIES**

This module is for your reference; all learning exercises will be done using LAUREL.

PREREQUISITES

Completion of the Module 3: Moving Message Files.

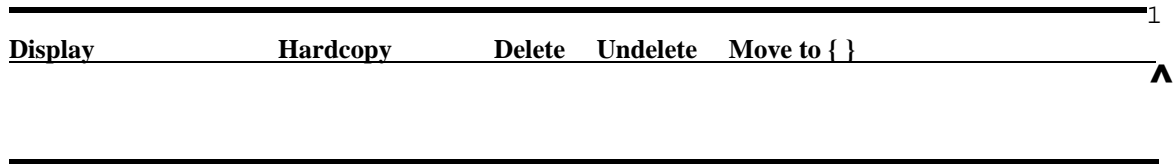
OBJECTIVES

At the end of this module, you will have learned:

- 8 How to move window boundaries in LAUREL

ADJUSTING WINDOW SIZES

You can adjust the boundaries of the three major windows using the small squares at the upper right-hand corner of the two lower menus. Point the cursor at the desired box, then press down and hold the MIDDLE mouse button.



By moving the mouse up or down, you drag the box with you to a new position on the display. When you release the mouse button, the menu will move to a new position, and the contents of the adjacent windows will be adjusted accordingly.

SUMMARY MOVING WINDOW BOUNDARIES

Window boundaries may be moved on your LAUREL display by pointing the cursor at the small square at the right of a window, pressing the MIDDLE mouse button and moving the mouse up or down until the desired position is reached.

EXERCISE 4

Follow the instructions in Lesson 4 using LAUREL.

MODULE 5

MARK CHARACTERS

In this module you will learn about "mark" characters for messages in your table-of-contents window in LAUREL.

MODULE 5**ASSIGNING MARK CHARACTERS**

This module is for your reference; all learning exercises will be done using LAUREL.

PREREQUISITES

Completion of the Module 4: Moving Window Boundaries.

OBJECTIVES

At the end of this module, you will have learned:

- 8 How to change a mark character for a message.

MARK CHARACTERS

Each new entry in the table-of-contents has a "?" to its left -- this indicates that the message has not yet been examined. When you read a message the "?" goes away. The "?" is a *mark character* that you can change to provide a classification of the message. For example, you may want to mark messages with a "!" to indicate you would like to go back and read them at a later date. To set a mark character, position the cursor to the left of the message you would like marked, but to the right of the line bar and selection pointers. Press the LEFT mouse button. A blinking caret will appear, inviting you to type a single character, such as "!". This character will be retained in the table-of-contents entry and displayed whenever the entry is in the table-of-contents window. You may change the mark character by positioning the cursor over the mark to be changed and repeating the preceding steps. A space is considered a valid mark character. (Therefore, a space can be used to "unmark" a message.)

LaurelX 1.10

Day, Date, Time
free disk pages

User {YOUR NAME } **New mail** **Mail file {Active}** **Quit**

z ! 1 Jan. 22 Garcia Lesson 1
^

SUMMARY CHANGING MARK CHARACTERS

Mark characters are used to specially identify a message in the table-of-contents window in LAUREL. A mark character can be changed by positioning the cursor at the left of the message and pressing the LEFT mouse button.

EXERCISE 5

Follow the instructions in Lesson 5 using LAUREL.

MODULE 6

THUMBING

In this module you will learn about "thumbing" in LAUREL.

MODULE 6**HOW TO THUMB**

This module is for your reference; all learning exercises will be done using LAUREL.

PREREQUISITES

Completion of the Module 5: Changing Mark Characters.

OBJECTIVES

At the end of this module, you will have learned:

- 8 How to "thumb" a message.

THUMBING

Thumbing differs from the EDITOR style. At the top of each of the scrollable windows is a thumbing bar which appears partially as a dashed line, whose position and length correspond to the text displayed in the window. When the cursor is positioned just below this bar and the MIDDLE mouse button is depressed and held, a short vertical line segment appears on the bar. Moving the mouse to the left or right and releasing the button causes a corresponding movement in this line segment. The position of the line segment relative to the left edge of the horizontal bar identifies a location within the text associated with the window. Thus, moving the line segment to the extreme right edge of the bar identifies the end of the associated text; positioning it in the center of the bar specifies the middle of the text. When the MIDDLE mouse button is released, the identified position is brought to the top of the window.

SUMMARY THUMBING

Text in LAUREL can be thumbed to a relative position by using the MIDDLE mouse button.

EXERCISE 6

Follow the instructions in Lesson 6 using LAUREL.

MODULE 7

COMPOSING AND SENDING MESSAGES

In this module you will learn about composing and sending messages in LAUREL.

This module is for your reference; all learning exercises will be done using LAUREL.

PREREQUISITES

Completion of the Module 6: How to "Thumb" in LAUREL.

OBJECTIVES

At the end of this module, you will have learned:

- 8 How to compose and send a message.
- 8 What the Feedback Window is for.

MODULE 7**HOW TO COMPOSE AND
SEND MESSAGES**

THE COMPOSITION AND DELIVERY WINDOW

The Composition and Delivery Window allows you to compose and deliver messages.

LAUREL provides you four ways to initialize the content of a message. You may compose a new message, or answer one you have received, or forward an existing one to a new recipient, or get a previously composed form or message from a file on your Alto disk. In the composition window (below the message display window), there are four commands corresponding to these actions: **New form**, **Answer**, **Forward**, and **Get**. Select the one you wish by positioning the cursor appropriately and pressing the LEFT mouse button.

Composition

LAUREL observes some of the same type-in conventions that you have learned in the EDITOR. When it expects you to supply text, it displays a blinking caret at the appropriate place on the screen and you type in the text. You may use the Quick Command COM-I to place the caret at the *beginning* of a word or letter, or the Quick Command COM-A to place the caret *following* a word or letter. To delete text, select it with the mouse and press DEL. You may delete an entire word by using the Quick Command COM-BS as you do in the EDITOR.

LAUREL does not recognize italics, bold-face, multiple fonts, or any other "looks" (such as justify or nesting). LAUREL does supply automatic line breaks as the EDITOR does, so you need not press RETURN except to produce white space.

New Form gives you a new message form in the composition window.

New form	Answer	Forward	Get, Put { }
-----------------	---------------	----------------	---------------------

To: |Recipients|
 Subject: |Topic|
 cc: |CopiesTo|

|Message|

End of message.

This form contains "To", "Subject", and "cc" lines, and permits you to edit these lines and compose the message body. When composing a message you should always fill in the "To" line and the "Subject" line, being careful not to delete the two blank lines provided by LAUREL following the "cc" line. (Select the keyword bracketed by black rectangles, e.g., [Recipients] and press DEL, then type in the proper information.) You may delete the "cc" line if it is not needed. When the message is delivered, LAUREL will supply your name and the date, so you need not include them. Messages may only be sent to *registered* Laurel users. Usually the registered name is the user's last name.

LAUREL will refuse to deliver any message whose header contains a bracketed line, e.g., [Recipients]. This protects you from simple oversights, such as forgetting to supply a "Subject".

Answer and **Forward** initialize a message form in a different way. Both take information from the message currently displayed in the message display window.

Answer fills in the "To" line with the sender of the currently displayed message and sets the subject to be "Re: sender's subject". It also sets the "cc" line to include all of the recipients of the message being answered. If you don't like these substitutions, you may change them using the editing capabilities mentioned above.

New form	Answer	Forward	Get, Put { }
	▲		

To: GARCIA
 Subject: Re: Lesson 1
 In-Reply-to: Your message of 24 Jan 1980 12:55 pm PST (Thursday)
 cc: [CopiesTo]

[Message]

End of message.

Forward copies the message body from the display window into the composition window and allows you to forward it to another LAUREL user.

New form **Answer** **Forward** **Get, Put { }**

To: |Recipients|
 Subject: |Topic|
 cc: |CopiesTo|

|Covering Message|

To: GARCIA
 Subject: Lesson 1

Welcome to Laurel. Since you are reading this message, you have already learned to use the "Display" command. So far, so good. Notice that you can't see the end of this message.

After selecting either **Answer** or **Forward**, you must complete the message by editing any remaining uninitialized lines in the message header and body.

Delivery

As you start to compose the message you wish to transmit, the word **Deliver** will appear in the Composition and Delivery Menu.

New form **Answer** **Forward** **Get, Put { }** **Deliver**

To: |Recipients|
 Subject: |Topic|
 cc: |CopiesTo|

|Message|

End of message.

When you wish to initiate the delivery of a message, point the cursor at **Deliver** and press the LEFT mouse button. LAUREL will fill in your name and the date (although they won't appear in the composition window) and proceed to send the message. A gray background will appear behind the **Deliver** command, and the cursor will change to an hourglass. If LAUREL discovers an error in the list of recipients, it will give you an opportunity to cancel the delivery (notice the feedback window) and correct the mistake.

After successful delivery, the word **Deliver** will disappear and will be replaced by "*delivered*". The feedback window tells you the number of recipients to whom the message will be delivered. If this number exceeds 30, you must confirm the delivery by pressing DO. The feedback window also tells you the size of the message (in characters).

Get and Put

With **Get** and **Put**, LAUREL provides the ability to do simple text editing tasks in the composition window. A typical use of **Get** and **Put** would be to save (**Put**) a composed message that couldn't be delivered due to network or file server problems, and retrieve it (**Get**) at a later date for sending. When you mark **Get** or **Put** the flashing caret will appear in the brackets following **Put**. You type the file name you wish to **Get**, or the file name you wish to save the text as (**Put**). As with the EDITOR, LAUREL will ask you for a confirmation before overwriting a file. **Get** and **Put** are terminated by pressing DO, cancelled by pressing CANCEL. If the file name appearing in the brackets is what you want, you do not need to retype it; press DO and **Get** or **Put** will operate on the file name enclosed in the brackets. The Quick Commands COM-G or COM-P will place the flashing caret automatically in the brackets following **Get** or **Put** if there is already a message in the composition window.

THE FEEDBACK WINDOW

LAUREL uses the feedback window for three classes of information: status reports, exceptions, and confirmation requests.

Status reports are displayed by various commands, e.g., *Delivered*, to report circumstances of interest to you but which require no direct action on your part.

Exceptions are notifications of errors made by LAUREL (or by you) and are flashed to alert you that some corrective action is probably required.

Confirmation requests flash both the feedback window and a "?" as the cursor, alerting you to the need for immediate action before LAUREL can continue. For example, LAUREL will prompt you for confirmation of an action by displaying the message

Press DO to confirm, CANCEL to cancel command.

in the feedback window at the bottom of the screen. Depress the DO key to confirm. The cursor will also have assumed the identity of a large flashing question mark. You confirm by pressing DO. If you press CANCEL the command will be terminated.

SUMMARY COMPOSING AND SENDING MESSAGES

Messages are composed and sent using the *Composition and Delivery Window* in LAUREL. LAUREL recognizes some of the same type-in conventions as the EDITOR; you type in text when the blinking caret is displayed. To delete text, select it and press DEL.

LAUREL supplies message forms that you can edit .

The *Feedback Window* provides information to you about the current state of LAUREL.

EXERCISE 7

Follow the instructions in Lesson 7 using LAUREL.

MODULE 8

HARDCOPYING MESSAGES

In this module you will learn about how to get a hardcopy of a message in LAUREL.

This module is for your reference; all learning exercises will be done using LAUREL.

PREREQUISITES

Completion of the Module 7: How to Compose and Send Messages in LAUREL.

OBJECTIVES

At the end of this module, you will have learned:

- 8 How to hardcopy a message.
- 8 What the Laurel profile is for and how to change it.

MODULE 8**HOW TO HARDCOPY A MESSAGE****THE LAUREL PROFILE**

HARDCOPY

Hardcopy using the Printing Server

To print a copy of one or more messages in your mail file, select the message in the table-of-contents, point at **Hardcopy**, and press the LEFT mouse button.

Display	Hardcopy	Delete	Undelete	Move to { }
	▲			

LAUREL will generate hardcopy of each message in the form of an inter-office memorandum, and send it to the printer specified in your LAUREL profile (explained below). To cancel the **Hardcopy** command, press CANCEL. Messages that have been deleted will not be printed. There are no other printing options you can exercise at the time the **Hardcopy** command is issued (i.e., number of copies). Before you use **Hardcopy**, be sure that your Laurel.profile has the proper server name. Read the section on the Laurel profile before attempting to hardcopy.

Hardcopy using the Hy-Type Printer

To print a copy of one or more messages in your mail file, select the message in the table-of-contents, point at **Hardcopy**, and press the LEFT mouse button. When the paper is ready, press the Space bar. To cancel the **Hardcopy** command, press CANCEL. LAUREL will generate hardcopy of each message in the form of an inter-office memorandum, and send it to the printer specified in your LAUREL profile (explained below). Read the section on the Laurel profile before attempting to hardcopy a message using the Hy-Type Printer.

The Laurel Profile

LAUREL obtains certain information and options from your LAUREL Profile, contained in the file Laurel.Profile on your disk. A standard LAUREL profile is installed on your disk when you obtain LAUREL. The only things in the LAUREL profile you are likely to want to change at present are the name of your printing server and some of the hardcopy format options. You may read in the Laurel.profile by using **Get** in the composition window and typing "Laurel.profile" in the brackets following **Get** (terminate **Get** by pressing DO).

If you edit the LAUREL profile you must *return to the* EDITOR and *re-enter* LAUREL (mark **Laurel** in the System Window) **before** selecting a message for hardcopy.

A typical Laurel.Profile for hardcopy on a printing server might be as follows:

```
Registry: PA
LaurelSupport: Brotz.PA
Hardcopy: Clover
HeraldFont: Helvetica 18
CopiesField: cc
```

There must not be blank lines in the file. The last character in the file must be the RETURN of the last line. To change your profile you will use the same editing features you learned in Module 7 (Composing and Sending Messages). You may only use LAUREL to edit your profile.

A typical Laurel.Profile for hardcopy on a Hy-Type Printer might be as follows:

```
Registry: PA
LaurelSupport: Brotz.PA
Hardcopy: Local
BodyFont: HyType 10
HeraldFont: Helvetica 18
CopiesField: cc
```

You must delete the line: *BodyFont: HyType 10* when you change the profile back to Hardcopy: Clover.

```
Registry: PA
```

The network address that you are identified with (*PA*) and that verifies your name and password for sending, retrieving and authenticating mail. When you send a message to someone outside of your registry you must include their registry address in the "To" line. For example: To: Smith.ES (El Segundo), or Jones.STHQ (Stamford Headquarters).

LaurelSupport: Brotz.PA

If you encounter a system malfunction in LAUREL, a message form will appear asking you to describe your problem. When you mark **Deliver**, the message will be sent to *Brotz.PA* for analysis of the malfunction.

Hardcopy: host name

The name or network address of the hardcopy server machine to which all hardcopies will be sent. The name or number of your printer may be entered here. If you enter the printer number, be sure to include the # following the number with no space in between.

HeraldFont: Helvetica 18

The size of the font that will display as the heading of your LAUREL message when you hardcopy it.

BodyFont: HyType 10

The size of the type wheel you will use when hardcopying a message using the Hy-Type printer. You may use HyType 10, 11 or 12.

CopiesField: cc

Sets the "copies to" line to be indicated by "cc:".

SUMMARY **HARDCOPYING MESSAGES**

Messages can be hardcopied in LAUREL by selecting a message in the table-of-contents window, displaying it, and marking **Hardcopy** in the menu above the message display window

You may need to edit your Laurel.profile before your hardcopy. The Laurel.profile instructs LAUREL which printing server to send your messages to, and identifies the sender.

EXERCISE 8

Follow the instructions in Lesson 8 using LAUREL.

MODULE 9

DISTRIBUTION LISTS

In this module you will learn about how to create a distribution list for sending messages in LAUREL.

MODULE 9**DISTRIBUTION LISTS**

This module is for your reference; all learning exercises will be done using LAUREL.

PREREQUISITES

Completion of the Module 8: How to Hardcopy Messages in LAUREL.

OBJECTIVES

At the end of this module, you will have learned:

- 8 How to create a distribution list.

DISTRIBUTION LISTS

Suppose you have a collection of people to whom you frequently send messages. To avoid having to type in the entire list of names every time you send a message to the group, you may create a distribution list that will save you the time. To create a distribution list mark **New form** in the composition window. Now delete **all** of the information in the window. Type in the list of names (remember that they must be the user name recognized by the file server), separated by commas *with no RETURN at the end*. So, a typical distribution list would look like this:

Brown, Jones, Smith, Rockefeller

Now, name this file (using **Put**): LocalUsers.dl. Note that there are no spaces in the name of the file. "dl" stands for Distribution List. Now you have a file on your disk called "LocalUsers.dl" with the names Brown, Jones, Smith, and Rockefeller in it.

When composing a message in LAUREL, insert the file name in the appropriate line of the message header (e.g., following "To" or "cc"), replacing the ".dl" with an up-arrow character ^:

To: LocalUsers^

While delivering the message, LAUREL will read the file to determine the recipients.

You may include multiple distribution lists or individual recipients, separating them all with commas. You need not worry about a recipient appearing in more than one distribution list. LAUREL will detect duplicate names among the recipients and ensure that each receives the message only once.

SUMMARY DISTRIBUTION LISTS

You can create distribution lists that include the names of a group of people to whom you frequently send messages.

EXERCISE 9

Follow the instructions in Lesson 9 using LAUREL.

MODULE 10

LEAVING LAUREL

In this module you will learn about how to leave LAUREL.

MODULE 10**HOW TO LEAVE LAUREL**

This module is for your reference; all learning exercises will be done using LAUREL.

PREREQUISITES

Completion of the Module 9: How to Create a Distribution List in LAUREL.

OBJECTIVES

At the end of this module, you will have learned:

- 8 How to leave LAUREL.

LEAVING LAUREL

To exit from LAUREL, point the cursor at **Quit** (in the upper menu) and press the LEFT mouse button.

LaurelX 1.10			Day, Date, Time
			# free disk pages
User { }	New mail	Mail file {Active}	Quit
			^

LAUREL will prompt you for confirmation (press DO). After you confirm, LAUREL will act on the deletions indicated in the table-of-contents window, eliminating all messages from the mail file that have lines drawn through their table-of-contents entries. If you select **Quit** with the RIGHT mouse button, LAUREL will omit the confirmation prompt. When you re-enter LAUREL at a later point, these messages will no longer appear in the table-of-contents. They are gone forever.

SUMMARY LEAVING LAUREL

To leave LAUREL, mark **Quit** in the upper menu.

EXERCISE 10

Follow the instructions in Lesson 10 using LAUREL.
