

Using Pine E-mail



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Introduction

Pine is an easy-to-use electronic mail program. It features a full-screen text editor, called Pico, and an address book to keep track of E-mail addresses and group lists among other things.

NOTE: This handout discusses the features of Pine as installed on the ACS cluster. If you are using Pine on a different UNIX host on campus, you may experience slightly different behavior.

Starting Pine

At the ACS command prompt, type: `pine` and then press the Return key.

Quitting from Pine

To quit Pine, type `q`. Pine will ask if you really want to quit. Type `y` for yes. If you have marked any messages for deletion, Pine will ask if you would like to expunge those messages. Press `y` if you wish to delete them. If you have read any of the messages, you will also be asked if you would like to move those read messages to the received folder. If a folder does not exist, pine will ask for permission to create the folder. To confirm the action, press `y`. We recommend that you press `y` and move any read messages to the received folder. This will bring you back to the ACS command prompt.

Common Conventions

Pine has four lines of information that are displayed no matter what screen you are in. These four lines are:

Title Line (top line)

The first line of each screen shows you exactly which menu you are in. For example, the first screen you see is titled "FOLDER INDEX."

Information/Message/Error Line (third line from bottom)

The third line from the bottom is an information line. It will print notices when new mail arrives, descriptive messages when actions are completed, questions that require a short response and error messages if something is wrong.

Command Keys (bottom two lines)

The bottom two lines of the screen show what actions are possible and the Keyboard Commands to execute them. Pine will show the Keyboard Command as highlighted text along with its corresponding action located to the right of it in normal text. It is not necessary to press the Return key when issuing Key Commands.

Most of the Keyboard Commands in Pine are one-letter abbreviations of the action name itself. For example:

- c is the Keyboard Command to Compose a message in the Main Menu and the Folder Index.
- ^C (Ctrl-C) is the Keyboard Command to Cancel the message in the Compose Message screen.

When two or more actions have the same first letter, such as Previous Command and Print, some Keyboard Commands are not the first letter of the corresponding action.

- y is the Keyboard Command to Print a message (derived from "PrYnt.").

In the Compose Message screen, all the characters on the keyboard are needed to type a message, so Control (abbreviated "^" or "Ctrl") Key Commands are used to issue special commands. To use a Control Key Command, hold down the Ctrl key and simultaneously press the appropriate key.

Other Useful Commands

Canceling Commands (^C)

Ctrl-C cancels any actions that you have started and do not want to finish. For example, if you press Ctrl-X to send a message and decide you don't want to send it, you can press Ctrl-C to cancel the send operation. You will notice that whenever Pine displays "(y/n/^C)," you can enter yes, no, or Ctrl-C to completely cancel.

Re-drawing (Refreshing) the Screen (^L)

Ctrl-L clears your screen of unwanted characters which appear because of line noise or system messages. It also forces an immediate check for new mail (this is not necessary, because Pine will periodically check for new mail anyway).

Moving Around

Arrow Keys

On the Main Menu, you will see a highlighted bar. This is the "Selection Bar," and you can use the arrow keys to move the bar over the part of the screen you want to select.

You can also use the arrow keys in the Compose Message screen to view and edit a message.

Paging

Use the space bar and the minus sign (-) to page backward and forward. These commands are similar to the arrow keys but will scroll the text forward or back a full screen.

Return to Main Menu

You can return to the Main Menu from any screen by typing m.

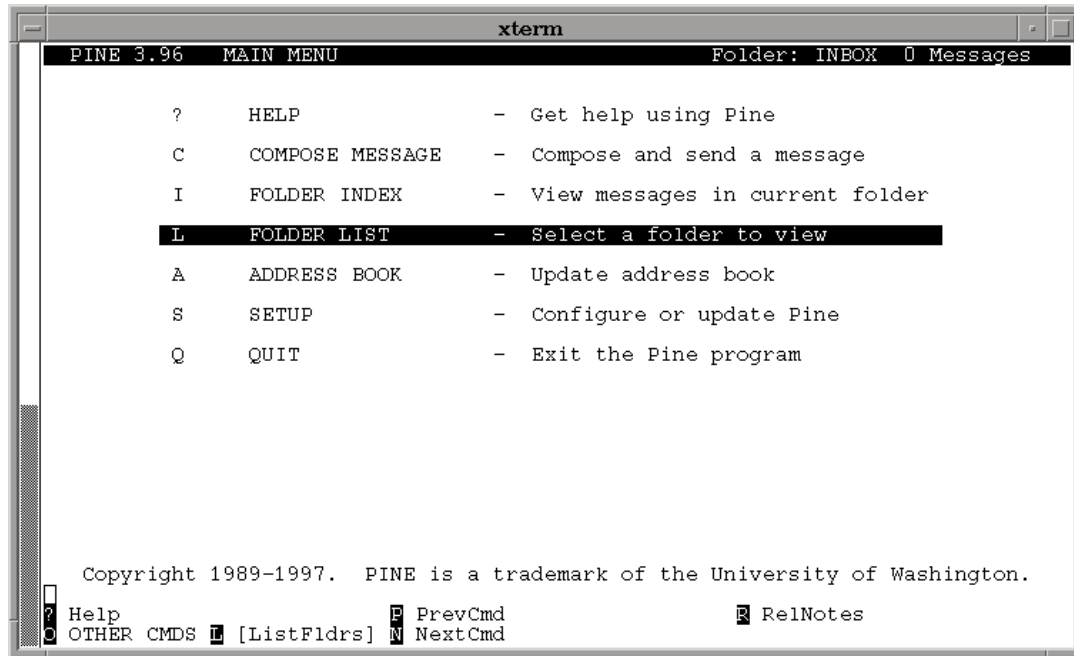
New Configuration Options

Pine includes an easy-to-use configuration menu. It allows you to customize the way Pine handles your mail by specifically configuring options and choosing features from a list.

To enter the Setup Configuration Menu, from the Main Menu, choose Setup, then Config. Pine will display a list of configurable options. For information about a particular option, use arrow keys to move the selection bar to that option, then type ? for help.

The Main Menu

When you first issue the command `pine`, you will be placed in the Folder Index. This is where Pine displays all your mail messages. To go to the Main Menu, press `m`.



Use the arrow keys to move your selection bar to the command you want to perform, or enter the letter of the command you want.

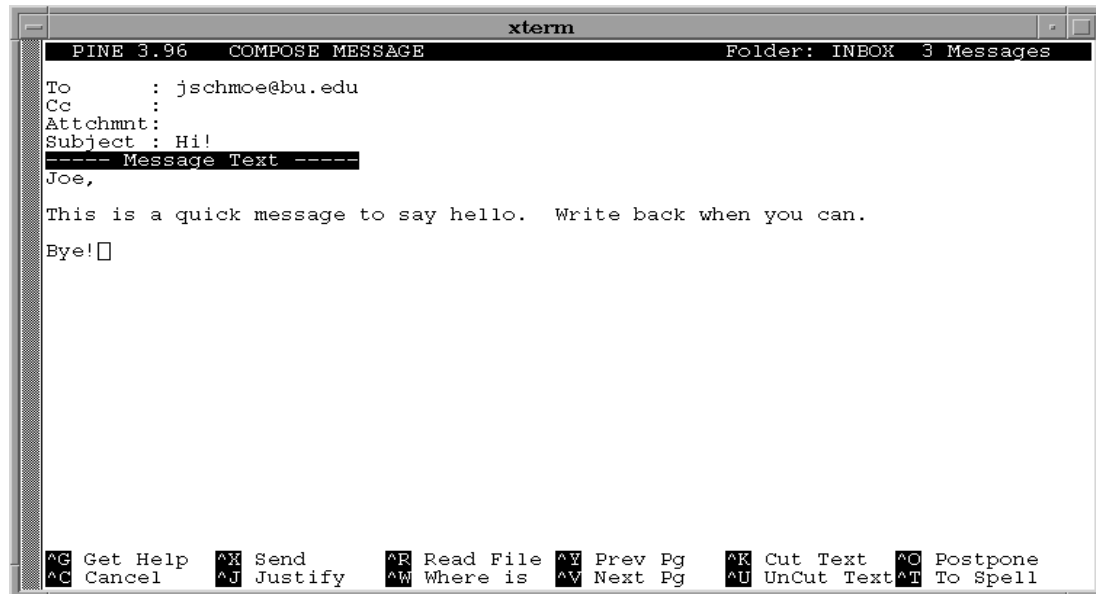
Main Menu Key Commands

? Help	Brings up an online help screen whenever you need it. Just look at the bottom two lines of the screen to find which command key invokes help.
C Compose Message	Sends you into the Compose Message screen where you create your outgoing messages.
I Folder Index	Allows you to browse through your messages in the current folder.
L Folder List	Opens the Folder List screen. You can then view messages that you have saved to different folders.
A Address Book	Opens your address book.
S Setup	Allows you to choose the Printer option to select a printer, the Config option to configure a variety of features, or the Update option to read updates on Pine development.
Q Quit	Quits Pine.

Composing and Sending Messages

The Compose Message Screen

From the Main Menu, or the folder index, type `c` to compose an outgoing message. You will see a screen similar to the following (this one has some text already entered):



The compose message screen consists of the following fields:

To

This is where you specify the recipient(s) of the E-mail message. When sending E-mail to another ACS user, you only need to list their login name. When sending E-mail to users on other systems, either at Boston University or elsewhere on the Internet, you must be sure to put the entire address, including the host and domain name (e.g. user@bu.edu).

Cc

Enter any people you want to send the message to who are not the direct recipients. Use a comma-separated list as you did in the To field for multiple recipients.

Attchmnt

This is for file attachments. See Attaching files to E-mail section for further details.

Subject

Enter a short, one-line subject about your message.

Message Text

Enter the text of your message here. You will want to be familiar with a few different commands in the Message Text section of the Compose Message screen.

NOTE: A caret (^) is used to denote the Control key, usually marked “Ctrl” on your keyboard. Therefore, the Ctrl-Q key combination is written as ^Q.

Compose Message Key Commands

NOTE: You don’t need to use navigational or editing key commands to move around in your messages—you can use arrow keys instead.

^E	Moves your cursor to the end of the line.
^A	Moves your cursor to the beginning of the line.
^K	“Kills” the line of text that your cursor is resting on. This is similar to cutting part of your text directly to the clipboard. The text can be retrieved using ^U.
^^	Start marking the text. Next, you use the arrow keys to move around the text and then use ^K to kill the block of text. (Mark is shown as ^^ . The first ^ indicates that you should hold down the Control key on your keyboard. The second ^ means “type the character ^” [shift-6].)
^U	Unkills the last line of text you killed, or the text that you have marked.
^X	Sends the message when you are done.
^C	Cancels the current message.
^G	The “Get Help” command. Pine will display online help about using the editor and sending messages.

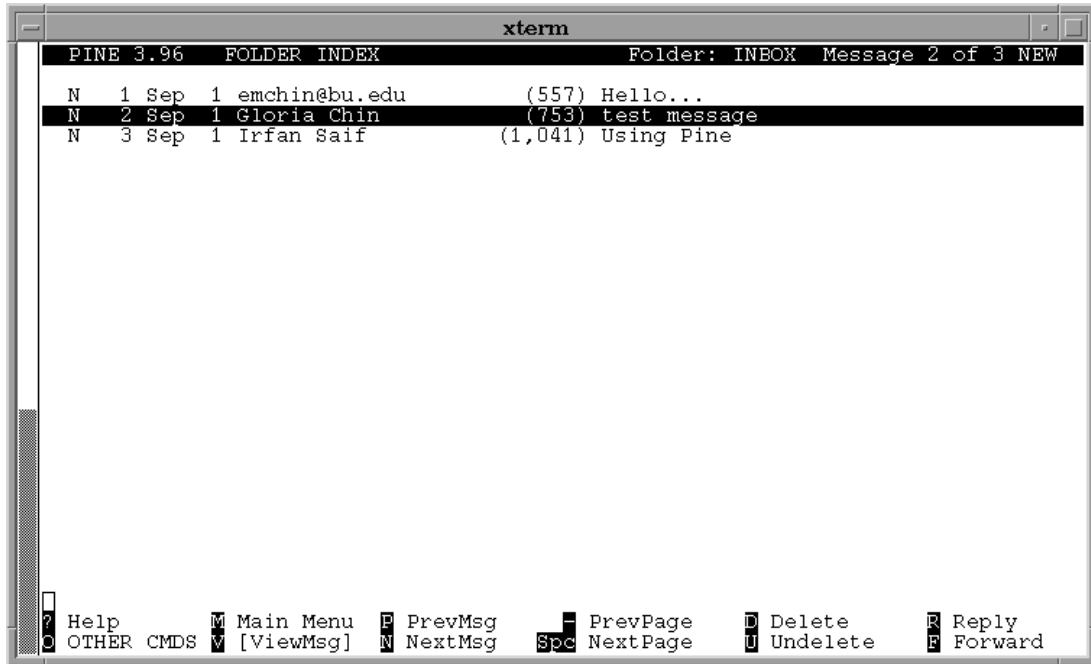
Sending the Message

After you have entered your message text, type ^X to send the message. Pine asks you to confirm that you want to send the message. If you reply y for Yes, Pine sends the message and returns you to the Main Menu.

Retrieving Your Messages

The Folder Index Screen

To retrieve messages, type `i` for Index. Pine will display the Folder Index screen:



Note the familiar first line of the screen (the Title Line) and the last three lines of the screen (the Information Line and the Keyboard Commands).

The rest of the lines are devoted to showing pertinent information about each message. Each line of text is a one-line summary of an actual message.

From left to right, the information for each message is as follows:

Message Line Information

Personal Marker

The “+” sign in the first column indicates the message was directed specifically to you. The messages that do not have the + marker could have been sent to class, work, or committee message groups or to other message groups of which you are a member.

Message Status Flag

There are several different message status flags that are automatically updated as you read and send your mail:

N

New message: You have not seen this message.

A

Answered: You have used the `R` command to reply to this message.

D	Deleted message: You have deleted this message either by explicitly deleting it or by saving the message to another folder.
(blank)	Viewed message: You have viewed this message but taken no action on it.
Message Number	Usually messages are numbered in the order in which they were received.
Date	This indicates when the message was sent.
From	This indicates who the message is from.
Size	Indicates how large the message is in characters.
Subject	Displays the subject of the message.

Use the arrow keys to move up and down the list, then press Enter to view the message.

Actions on the Current Message

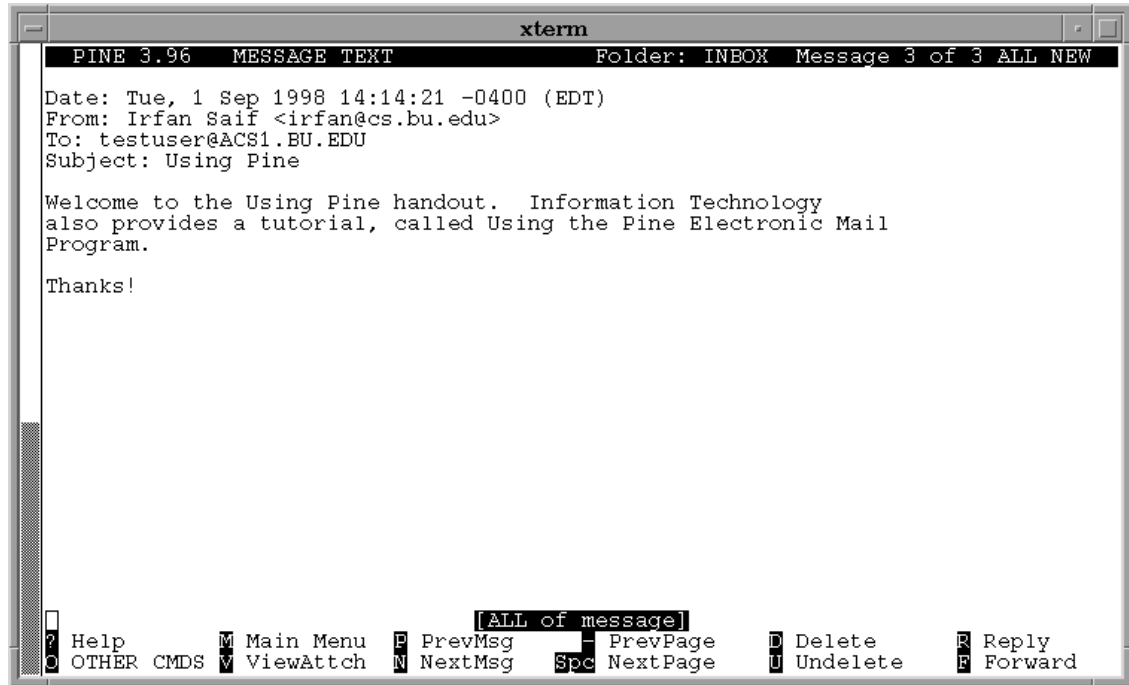
There are many operations that you can perform on your messages. Here are a few.

V	View	Type v or press Enter when you have selected the message you want to see.
D	Delete	Marks the message as deleted, but will not delete it until you quit Pine, or you type x to Expunge your mailbox (the Expunge command removes all deleted messages from your mailbox). If you change your mind and don't want to delete the message, enter the u key command to Undelete it. Be aware that if you do quit Pine and/or expunge your messages, they are gone for good.
S	Save	Saves a copy of the message into the folder of your choice. If you don't specify which folder, it will save it to a folder named "saved-messages." You can save messages according to any criteria you wish (for example, from a certain user or about a certain subject). You will notice that the message will be marked for deletion, but a copy of your message has already been saved.
R	Reply	Replies to the original author. Pine will ask if you want to include the original message in your reply. It is a good idea to include the relevant portions of the text. You can use the editor to intersperse your text throughout the original message and delete any non-relevant portions of the text.
F	Forward	Forwards the message to another person(s).
?	Help	More commands are available for you to use. At the Folder Index screen, type ? to see the Help screen.

Reading Your Mail

The Message Text Screen

Type `v` for View or press Return to read a message selected in the Folder Index.



Message Text Key Commands

Here are some common keys you will use to perform actions on your messages:

- Space Bar** The space bar scrolls text one screen at a time.
- Arrow Keys** Arrow keys allow you to scroll text one line at a time.

The following key commands are the same as in the Folder Index screen:

- Minus sign** If the text is more than one full screen, you can use the minus sign (-) to page up one full screen of text.
- R Reply** Reply to the message.
- F Forward** Forward the message.
- O Other Commands** Display other available commands.

Here are the most common keys you will use:

- S Save** Save the message.
- E Export** Save the message as a file in your home directory.
- Y Print** Print the message.

Replying to Messages

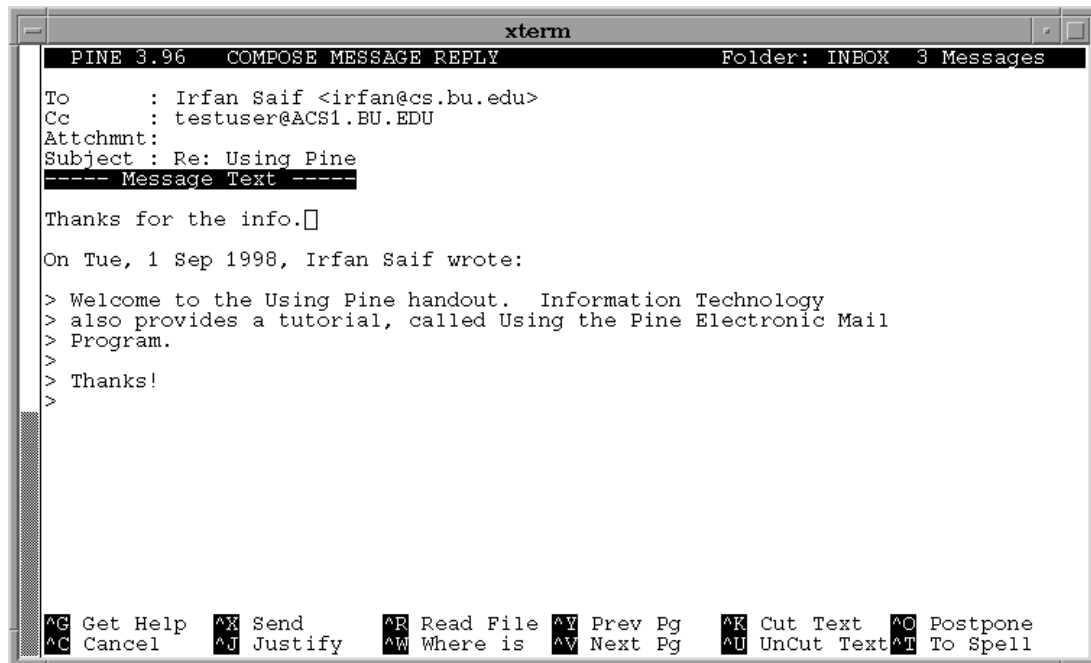
The Reply command allows you to reply to the author of the message (and anyone else too). You can invoke the Reply command from either the Folder Index screen or the Message Text screen. You get the same fields (To, Cc, and so on) and use the same commands as you do in the Compose Message screen.

When you reply to a message, one or two questions will appear in the Information Line of your screen depending on the circumstances of the message. The first is:

Include original message in Reply?

Pine is asking if you want to include the text of the original message in the reply. The letter n (no) that appears inside the brackets “[n]” is the default command. If you just press Return, you will select what is inside the brackets. To include a copy, press y.

If you choose to include the text, your Compose Message Reply screen will have the original author’s name on the To line, and the original text will have a > in the first character of each line. This is to indicate that the text is from the original message and you are replying to it.



It is a good idea to include only the relevant portions of the original text. A second question will appear if the original message was sent to multiple recipients or a group.

Reply to all recipients?

Pine is asking if you want everyone who received the original message to receive your response as well. For example, if jschmoe@bu.edu sent a message to your class list and you wanted to respond only to jschmoe, then you would *not* reply to all recipients.

Printing Messages

Printing by Default

By default, you are setup to print to the public printer, publp, in the basement of 111 Cummington Street. This generates double-sided, stapled, laser printed documents. To print a document, simply move to the message you wish to print and then press the `y` key.

Printing to an Attached Printer

If you are using Pine via Telnet, from your personal computer, you have the option to print messages directly to a printer attached to your desktop machine, as long as your terminal emulation software supports this function. For instructions on how to change your printer setup, see *Changing Your Printer Setup* (below).

Once you have setup your printer for printing to an attached printer, issuing the Print command will result in the message printing to your designated printer. (On a Macintosh, you select this printer using the Chooser; in a Windows environment, you use the Print Manager.)

To print a message, select it in the Folder Index screen and then type `y`. You can also print the currently open message: within the Message Text screen, just type `y`.

Pine will prompt you with the question

```
Print message N using "attached-to-ansi"? (y/n/^C) [y]:
```

where “*N*” is the number of your message. Type `Y` or press Return to print the message. Pine will display the information message

```
[Printing to attached desktop printer...]
```

Depending on your terminal emulation software, a print dialog box may appear. Click Print to print the message.

Changing Your Printer Setup

If Pine displays a question other than “print message *N* using ‘attached-to-ansi’?” you will need to change your printer setup in Pine. Follow these steps to change your printer setup to “attached-to-ansi”:

1. From the Main Menu, type `s`. Pine will display the question:
Choose a setup task from the menu below :
`^G Help` `P [Printer]` `U Update`
`^C Cancel` `C Config`
2. Type `p`. Pine will display the Select Printer screen.
3. At the “Enter printer number from above (1–3):” prompt, type `1` and press Return.

Actions on Multiple Messages

Pine allows you to perform message operations on more than one message at a time. You can select a set of messages in the current folder that match some specified criteria and then apply any of Pine's message operations (for example, Save, Export, Print, Forward, Reply, TakeAddr, Delete, Undelete) to the entire set of selected messages.

Multiple Message Operations

Acting on multiple messages requires two steps: (1) selecting a set of messages and then (2) applying a command to that set. The following commands allow you to act on multiple messages:

- :** **Select Current** Select current allows you to select the current message.
- ;** **Select** Select allows you to select messages based on their status (read, answered, and so on.), text, or date. You also get certain quick options to select a specific message or range of messages, to select the current message or to select all messages.

Selected messages are denoted by an "X" in the first column of their Folder Index entry.

After you have an initial selection, the Select command changes. It gives you selection "alteration" options: Unselect all, Unselect current, Broaden (implements a logical OR), and Narrow (implements a logical AND). You are allowed to use the Select command as many times as you need to get the selected set right.
- A** **Apply** Apply is the second step of most aggregate operations. After you select a set of messages, you issue the Apply command and then indicate which command you want to apply. The following commands can be applied to a selected message set: Delete, Undelete, Reply, Forward, Print, Take address, Save, and Export.
- Z** **Zoom** Like Apply, Zoom only becomes active when messages have been selected. Zoom is a toggle command which allows you to zoom in (to see only the selected messages) and zoom out (to see all messages in the folder).

The WhereIs command in the Folder Index screen also allows you to act on multiple messages. When you are in the Folder Index screen, type w to issue the WhereIs command. Enter the text or string that you want to match and then press "^X" instead of Return. Every message in the folder whose Index listing includes the match string will be selected.

Managing Your Mail

Why Manage Mail?

Pine allows you to save mail to folders. A folder is a container of messages, just like a physical folder is a container of papers. Mail you receive using Pine will not go away until you tell it to. So, if you don't delete or save your messages to other locations, your mailbox will fill up. Since each user has a finite amount of space allocated to them for mail storage, failure to file away messages will result in your mailbox quota being exceeded.

Another reason to manage your mail is to help you find information you want more easily. Organizing your mail into folders allows you to separate your messages by subject, person, topic, or anything else that you can think of.

Determining Quota Usage

You can find out how much space you are using by typing `mquota` at the ACS command prompt.

How Do I Manage My Folders?

You can create, delete, move, view, and perform other actions on your folders. This discussion only covers viewing, creating, and deleting folders. When you are in the Main Menu or the Folder Index screen, you can view a list of your folders by typing `l`.

Folder List Functions

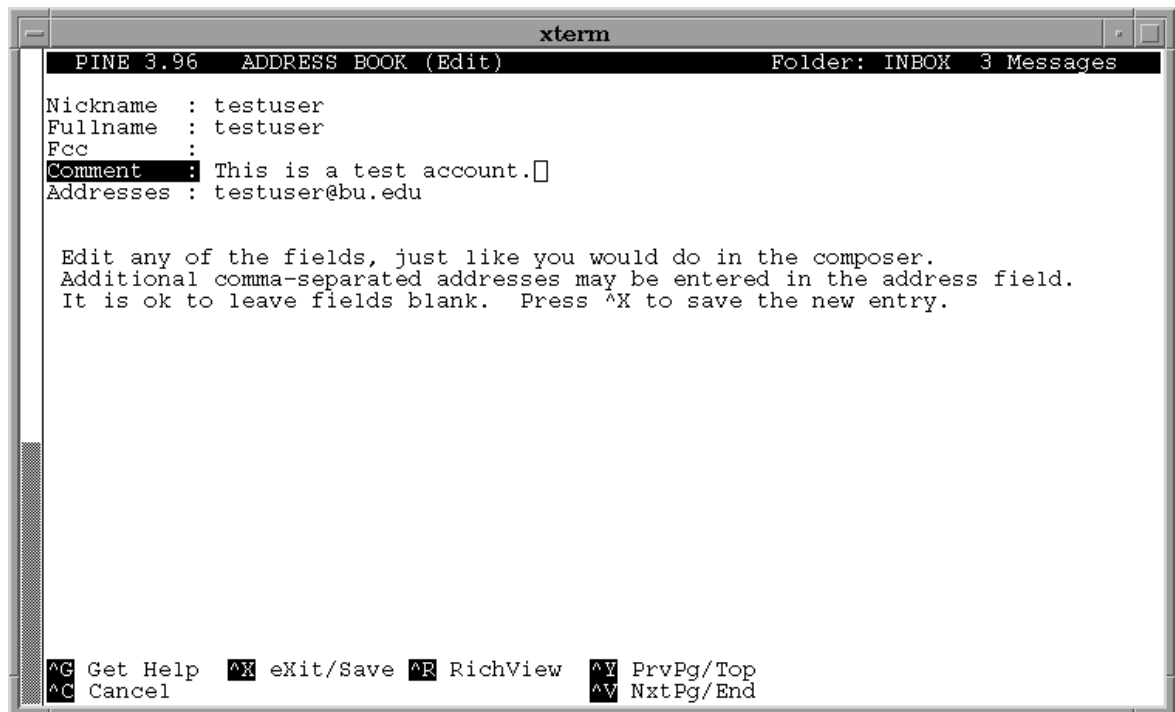
- | | |
|-------------------------|---|
| A Add | Allows you to add a new folder. (You can also create a folder from the Folder Index or View Message screens. When you choose Save and specify a folder name, Pine will check to see if the folder exists. If the folder does not exist, Pine will ask if you want to create a new folder with the name you gave.) |
| D Delete | Deletes a folder and all of the messages in it. Be careful when using this function! When you delete a folder, it and all the messages within it will be gone forever. |
| R Rename | Allows you to rename a folder. The Rename command will prompt you for the new name. |
| V View Folder | When you select a folder with your selection bar, the View function will move you directly into the Folder Index screen. This is the default command, so you can also press Return to view a folder. |

Keeping an Address Book

What Is an Address Book?

Pine has an address book where you can create and maintain lists of people or groups and their associated e-mail addresses.

The Pine address book is very similar to a real address book. You can reference people, their e-mail addresses, and their “nicknames,” (aliases) which you can then enter in the To or Cc fields in the Compose Message screen. When you enter a nickname, Pine will refer to your address book and find the full name and e-mail address. (Alternatively, within the Address Book screen you can select a person and press `c` to compose a message to him or her.) Here’s a typical Address Book screen:



Address Book Key Commands

- A Add** This command adds a new person to your address book. Pine will ask you three questions about the new user. This example shows how to add Joe Schmoe to the address book:
- The person’s full name (Schmoe, Joe).
- A “nickname” for this person (joe). You can use anything that you like for this person. This is what you will type at the To or Cc lines when composing a message.

NOTE: You can also use the TakeAddress command to add names to your Address Book. Enter `t` while you are reading a message (in the Message Text screen) or when a message is selected in the Index screen to add the message sender’s address to your Address Book.

S	Create List	You can create personal lists of names so you don't have to type in many different e-mail names or nicknames. These lists are private. No one else can see the groups that you have created.
D	Delete	If you select a person or distribution list, you can delete it from your address book with the <code>d</code> command.
	Arrow Keys	As always, you can use the arrow keys to move your selection bar to different locations on the screen.
	Space Bar	The space bar will scroll forward one page.
	Minus Sign	The minus sign (-) will scroll back one page.

Customizing Your Mail

Electronic mail can often seem impersonal and vague to the recipient. It is particularly confusing to see a "From:" line containing only a complicated Internet address that doesn't really tell you much about the sender of the message. One way to make sure that you automatically include basic identifying information about you or your organization in every message is to create a .signature file (note the period BEFORE the word signature - this is an important part of the filename).

What Is a .signature File?

A .signature file is a customization file, also referred to as a dotfile. Such files are called dotfiles because they begin with the dot (.) character and are usually hidden from view. A .signature file provides an easy way to customize your e-mail message. When you create a .signature file, Pine will automatically reference it.

A .signature file appears at the end of your message. Usually, people list their full name, e-mail address, organization, and telephone number. They may also include a fax number and a very brief comment about themselves. There is no set format or template to follow; however, network etiquette suggests that you keep your .signature file short—four lines or fewer. In addition, each line should contain no more than 75 characters. Most e-mail programs will wrap lines of text that are 75 or more characters.

Creating a .signature File

From within Pine, press `m` to get to the main menu. Then, press `s` to select the setup menu. To invoke the Signature Editor, press `s` again. Type in the contents of your signature file and then press `Ctrl-X` when you are done. Pine will ask you if you want to exit the editor and apply changes. To set your new signature, press `y`. Pine will then return you to the main menu.

Setup Configuration Menu

You can customize the way Pine handles your mail by specifically configuring options and choosing features from a list. For example, you may want to add a custom header to your outgoing messages or to have messages you've read automatically transferred to another folder.

To enter the Setup Configuration Menu, from the Main Menu, choose Setup, then Config. Pine will display a list of configurable options. For information about a particular option, use arrow keys to move the selection bar to that option, then type ? for help.

Attaching Files to E-mail

You can use Pine to send someone a file. To attach a file to a message, the file must be located on your ACS account.

Note that when you attach a file that has been created and formatted using a specific software program (such as Microsoft Word or Excel), the recipient of your message will need that application to open and use the file attachment in its original format.

If you have a file on your personal computer, that you wish to send as an attachment using Pine, you will first need to transfer that file to your ACS account. For instructions on how to do this, please contact the Personal Computing Support Center (Room B19, basement of 111 Cummington Street) at 353-7272 or E-mail them at pcsc@bu.edu. You can also copy the file to a floppy disk and then go to the Help Desk (Main terminal room, basement of 111 Cummington Street). A consultant there can assist you in transferring the file to your account.

1. Connect to your ACS account as you usually would; run Pine.
2. Type C to compose a new message (or reply to a message).
3. In the Compose Message screen, fill in the To, Cc, and Subject fields as usual.
4. In the Attachment field, enter the name of the file you wish to attach. If you do not recall the exact name and path of the file, press ^J and then ^T to get a file listing. Then you can use the arrow keys to select the correct file, and press Return to select it. Using the Ctrl-J option will also allow you to give a brief description of the attachment you are sending.
5. Type the mail message that is to accompany the attachment. Your recipient may find it helpful if you include in the message the name of the application that was originally used to create the file attachment.
6. Send the e-mail message.