

# Using the HTCTU Internet Resources Training Schedule

|                      |                        |
|----------------------|------------------------|
| 9:00 - 9:15          | Introductions          |
| 9:15 - 9:30          | Internet Overview      |
| 9:30 - 10:00         | Telnet                 |
| <b>10:00 - 10:15</b> | <b>Break</b>           |
| 10:15 - 11:30        | E-mail                 |
| 11:30 - 12:00        | ListServer             |
| <b>12:00 - 1:00</b>  | <b>Lunch</b>           |
| 1:00 - 2:30          | Lynx (World Wide Web)  |
| 2:30 - 3:15          | Virtual College        |
| 3:15 - 3:30          | Internet Access Issues |

# Using the HTCTU Internet Resources Objectives

Participants will be able to:

1. *log into their existing Internet account*
2. *identify and use basic and intermediate features of the following HTCTU Internet resources*
  - *Pine E-mail*
  - *Listserver discussion groups*
  - *Gopher (An information access tool)*
  - *Lynx web browser*
  - *Electronic news forums*
  - *Virtual meeting rooms*

# Table of Contents

Getting Started With Pine

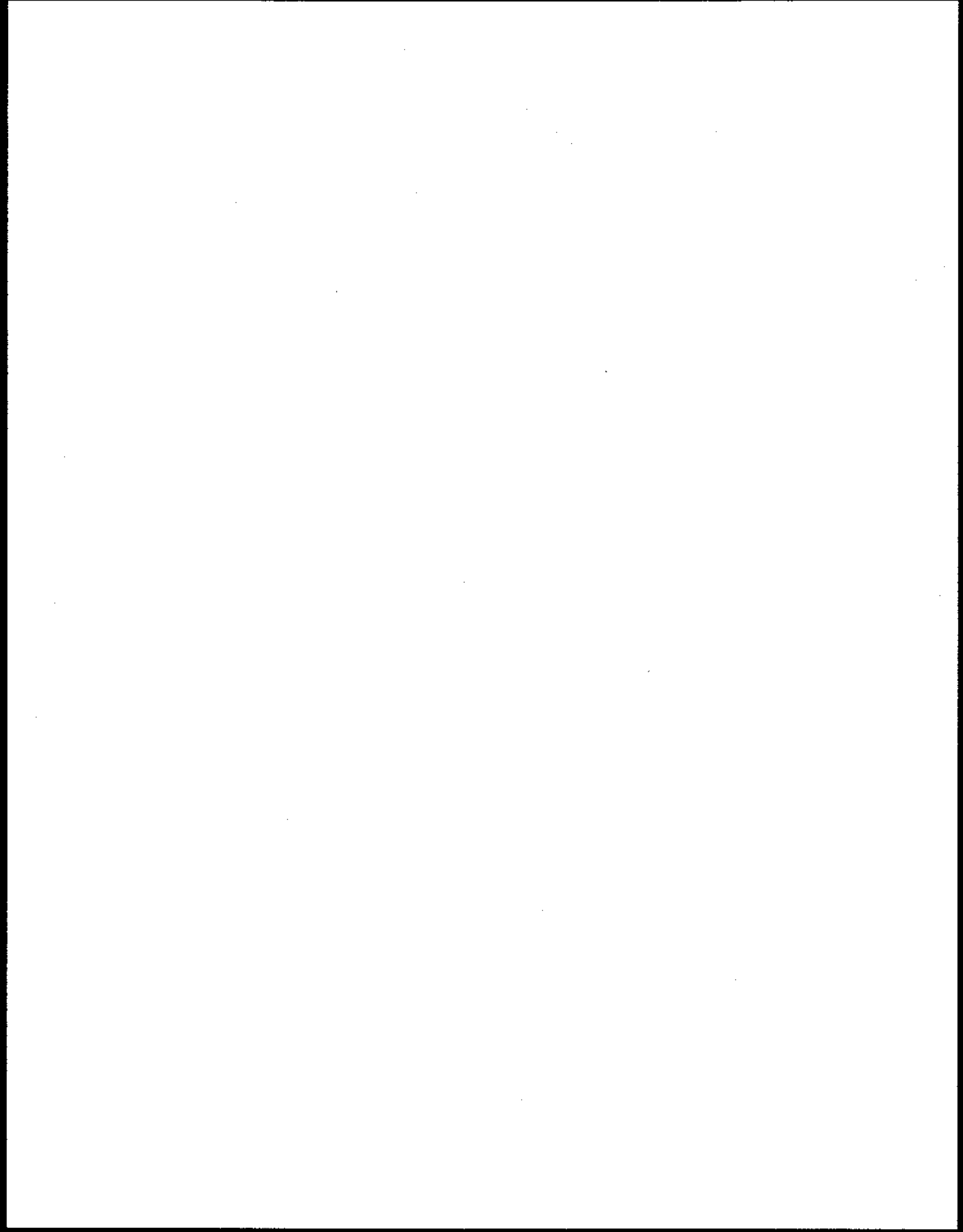
Using the HTCTU Listserver

Lynx Users Guide

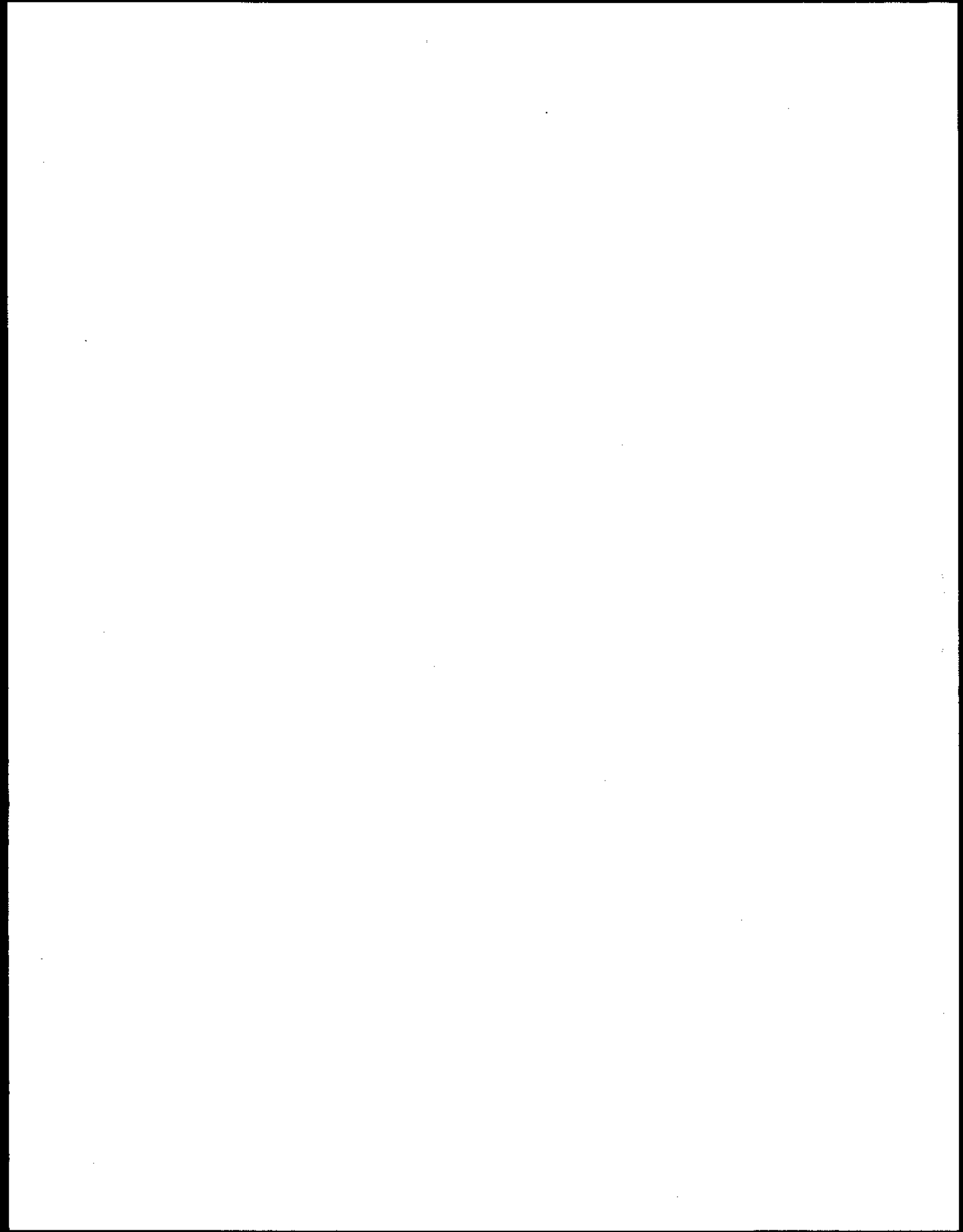
Virtual Worlds

Seven UNIX Commands You Can't Live Without

Smileys







# **Getting Started With Pine**



# Getting Started With Pine

*September 16, 1994 University of Washington, Computing & Communications*

**Pine(TM) is an electronic mail system created and maintained by the Computing & Communications group at the University of Washington. To help support Pine, a starter version of this document was created by C&C in 1994 for Pine 3.90. To meet local needs and conditions, modifications may have been made to either Pine or this document or both by local computer consultants. Press here to download a copy for local modification and use.**

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## Table of Contents

You can view this document by scrolling through it, or you can click a line in the following list to jump to that section. (You can return to the place you jumped from by clicking the "Back" button at the bottom of the window.)

- About Pine
- About This Document
- Before You Start Pine
- Starting and Quitting Pine
- Writing a Message in Pine
- Listing Messages
- Viewing a Message
- Replying to a Message
- Pine Folders
- Saving a Message



- Forwarding a Message
- Deleting a Message
- Using the Address Book
- Additional Pine Options
- Pine Can Do More
- Guidelines for Using Email
- Quitting Pine and Logging Out

## About Pine

Electronic mail (email) allows you to communicate quickly and easily with colleagues on campus and around the world. The use of email is rapidly increasing, changing teaching, learning, research, health care, business, and administration. Pine is a sophisticated yet easy-to-use email program that was created at the University of Washington with the specific goal of being responsive to new email users. Pine offers:

- On-Screen Menus and Messages: Pine displays your options in menus at the bottom of each screen, so you do not need to memorize commands. On-screen messages appear on a line above the command menu to give you warnings or information as you make a choice.
- Online HELP: Help is instantly available to provide information about the task you are performing.

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## About This Document

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This document should be read at your computer while you use Pine. The text that follows does not tell you everything about Pine. It only introduces Pine's main options and summarizes basic email guidelines. The best way to learn to use Pine is to explore it on your own. Pine was designed to make it easy for you to learn to use email: there is information on each screen and in the online help that shows you what to do or answers your questions. Try the different options and have fun



experimenting with Pine.

.....

## **Before You Start Pine**

Before you can use Pine to correspond by email, you need to have a userid (an account) on a computer and log in. For details, see the computing consultant for your department.

## **Starting and Quitting Pine**

To start: The details of how to start Pine vary considerably from site to site. Consult your local support staff for further information. After starting Pine, the Main Menu screen appears. Each Pine screen has a similar layout: the top line tells you the screen name and additional useful information, below that is the work area (on the Main Menu screen, the work area is a menu of options), then the message/prompt line, and finally the menu of commands.

To quit: When you want to leave Pine, type Q (Quit). For details, see "Quitting Pine and Logging Out".

### **The Main Menu**

The Main Menu lists Pine's main options (see Figure 1). The letter you must type to enter your choice is to the left of each option or command name. You can usually type either uppercase or lowercase letters, and you should not press <Return> to enter commands.

From the Main Menu, you can read online help, write and send a message, look at an index of your mail messages, open or maintain your mail folders, update your address book, configure or update Pine, and quit Pine.

.....



```

? HELP          -   Get help using Pine
C COMPOSE MESSAGE -   Compose and send a message
I FOLDER INDEX  -   View messages in current folder
L  FOLDER LIST  -   Select a folder to view
A ADDRESS BOOK  -   Update address book
S  SETUP        -   Configure or update Pine
Q  QUIT         -   Exit the Pine program

Copyright 1989-1994. PINE is a trademark of the University of Washington.
                        [Folder "INBOX" opened with 2 messages]

? Help          P PrevCmd R RelNotes
0 OTHER CMDS L [ListFldrs]  N NextCmd

```

---

Figure 1. A Pine Main Menu Screen

Now that you know how to start Pine, you can explore on your own, or you can browse the rest of this document for a summary of Pine's main features.

### Getting Help in Pine

To read the online help, use the Help command at the bottom of each screen. For example, at the Main Menu screen, type ? (Help). Because the help text is context sensitive, you never see all of it at once--only the part that relates to the Pine feature you are using. To exit the online help, type E (Exit Help).

## Writing a Message in Pine

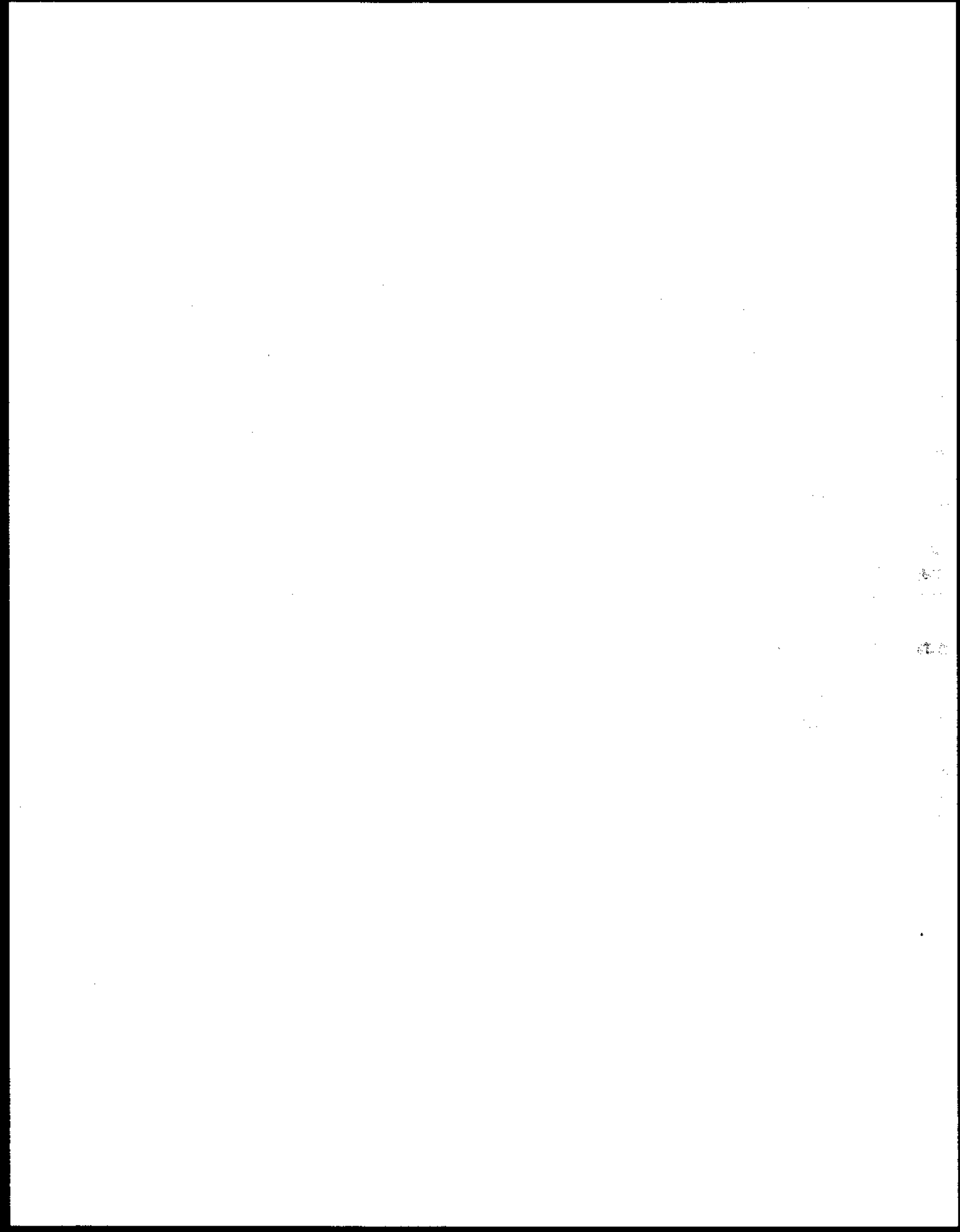
To write a message, type C (Compose) to see the Compose Message screen.

---

```
PINE 3.90 COMPOSE MESSAGE
```

```
Folder:INBOX 2 Messages
```

```
To
Cc
```



Attchmnt:  
Subject :  
- - Message Text

^G Get Help ^X Send ^R Rich Hdr ^A Y PrvPg/Top ^K Cut Line ^O Postpone  
^C Cancel ^D Del Char ^J Attach ^V NxtPg/End ^U UnDel Line ^T To AddrBk

---

## Figure 2. A Pine Compose Message Screen

In the command menu above, the <sup>A</sup> character is used to indicate the Control key. This means you must hold down the Control key (written in this document as <Control>) while you press the letter for each command.

Press <Control>G (Get Help) to see additional commands. To move around, use the arrow keys or <Control>N (Next line) and <Control>P (Previous line). To correct errors, use <Backspace> or <Delete>.

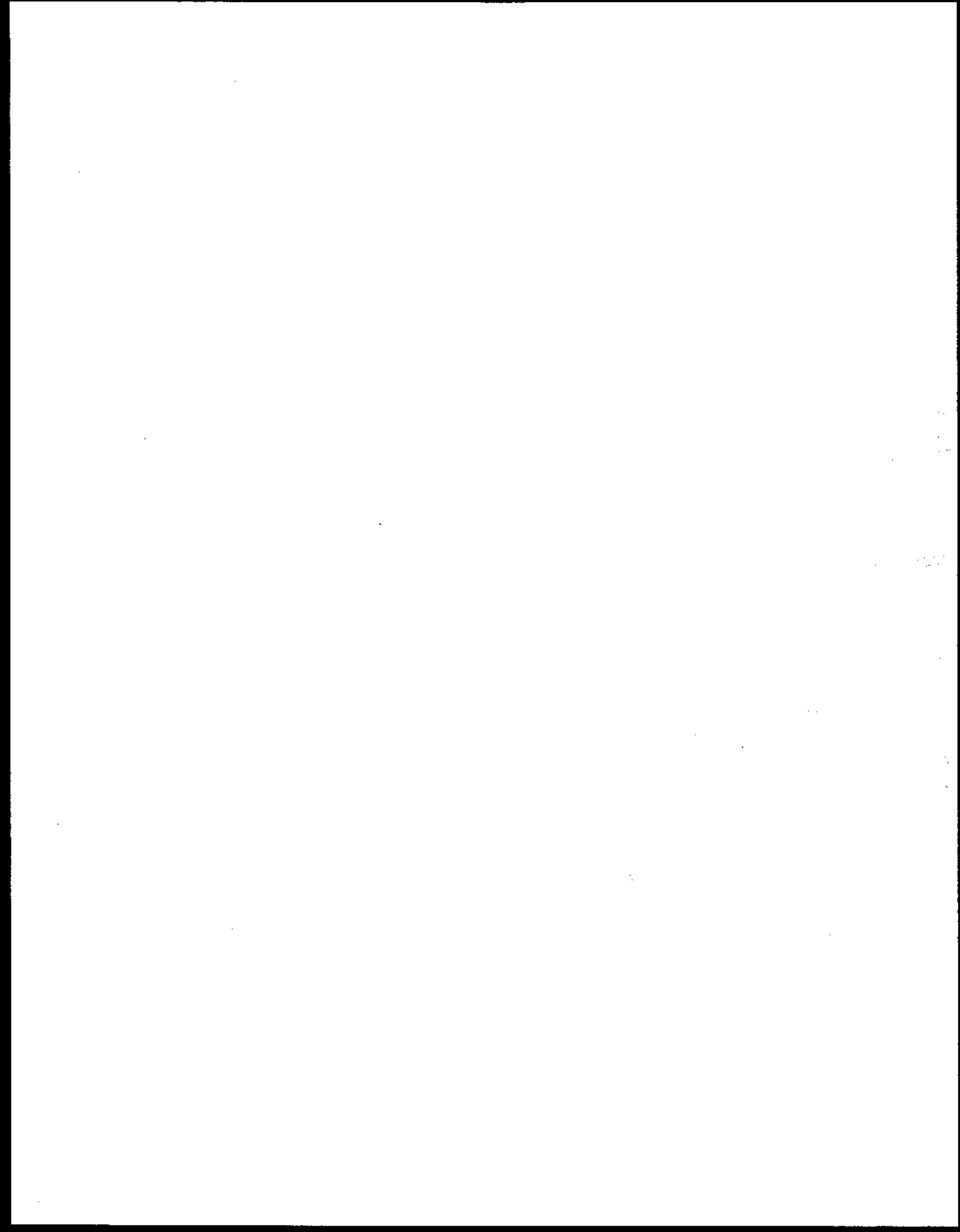
You might start experimenting in Pine by sending yourself a message. The following section shows you how.

## Writing and Sending a Test Message to Yourself

*To write and send a test message to yourself:*

1. Type C (Compose) to see the Compose Message screen.
2. In the To: field, type your email address and press <Return>.
3. In the Cc: field, press <Return>.
4. In the Attachment: field, press <Return>.
5. In the Subject: field, type Test and press <Return>.
6. Below the Message Text line, type This is a test.

If a user Jean Hughes at site *art.somewhere.edu* whose userid is *jhughes*



were to compose such a test message, the completed screen would look like the example below.

```
.....  
  
PINE 3.90 COMPOSE MESSAGE                               Folder:INBOX 2 Messages  
  
To      : Jean Hughes <jhughes@art.somewhere.edu>  
Cc  
Attchmnt:  
Subject : Test  
  - - Message Text  - -  
  
This is a test.  
  
  
^G Get Help ^X Send   AR Read File ^Y Pre^Y Pg ^K Cut Text AO Postpone  
^C Cancel AJ Justify ^W Where is ^V Next Pg ^U UnCut Text ^T To Spell
```

Figure 3. A Pine Compose Message Screen

7. To send your message, press **<Control>X** (Send).

You are asked:

```
Send message?
```

8. Type y (yes) or press **<Return>**.

The message is sent, and a copy is saved to your sent-mail folder. (If you type n (no) the message is not sent, and you can continue to work on it.)

This test message is very simple. There are, of course, other options you can use as you compose a message. A few are summarized in the next section, and complete information about options for the Compose Message screen is available in online help. As you compose a message, you can press **<Control>G** (Get Help) at any time to see details about your current task.

#### Hints for Writing a Message

To:

In this field, type the email addresses of your recipients. Separate the addresses with commas. When you are finished, press **<Return>**. Note that if you type in only the userid (login name) of your recipient, the Pine program



assumes that the "right-hand part" of your recipient's address is the same as yours (e.g., *art.somewhere.edu*), unless you explicitly enter a different one. Always check the addresses in both the To: and the Cc: fields for accuracy and completeness before you send a message.

**Finding and Formatting Addresses.** The best way to get a person's email address is to ask him or her for it. For more information on finding and formatting email addresses on local and remote computers, press <Control>G (Get Help) in the To: field.

**Using the Address Book.** In both the To: and the Cc: fields, you can enter a person's email address manually, or you can use an entry from your Pine Address Book. See "Using the Address Book".

#### Cc:

In this field, type the email addresses of the persons to whom you want to send copies. Separate their addresses with commas. When you are finished, or if you do not want to send any copies, press <Return>.

#### Attchmnt:

This is an advanced Pine feature that allows you to attach files, including word processing documents, spreadsheets, or images that exist on the same computer where you are running Pine. If you do not want to attach a file to your message, press <Return>. For more information, with your cursor in the Attchmnt: field, press <Control>G (Get Help).

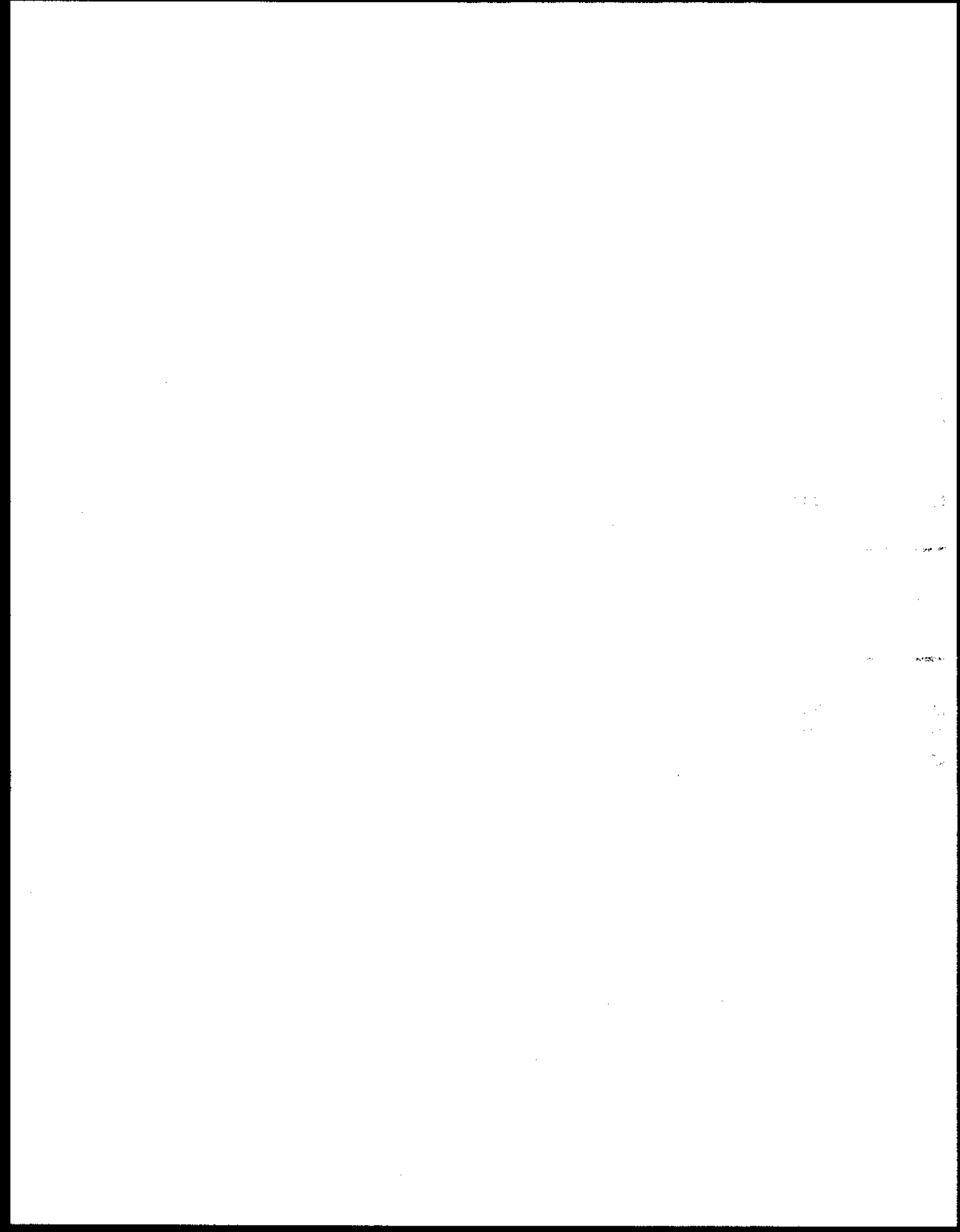
#### Subject:

In this field, enter a one-line description of your message. A short, pertinent description is appreciated by the recipients, since this is what they see when they scan their email index. When finished, press <Return>.

#### Message Text:

Type your message. To move around, use the arrow keys. To delete characters, press <Backspace> or <Delete>. To delete a line, press <Control>K. To justify your text, press <Control>J. To check your spelling, press <Control>T. To see other editing commands, press <Control>G (Get Help).

**Inserting a Plain Text File.** If you want to send a "plain text" file with your message, you can insert the file in the body of your message using the <Control>R (Read in a File) command. Plain text files are files created by text editors such as Pico, the editor you use when you compose a Pine



message. For information about inserting files, with your cursor in the Message Text: field, press <Control>G (Get Help).

## Hints for Sending a Message

### Sending a Message.

After your message is composed, press <Control>X, and then type y or press <Return>. Your message is sent and a copy is saved to the sent-mail folder. If a message cannot be delivered, it eventually is returned to you. If you want to re-send a message, you can use the F (Forward) command.

### Changing Your Mind.

If you change your mind after typing <Control>X, type n instead of y to continue to work on your message. While you are writing your message, you can press <Control>O (Postpone) to hold your message so you can work on it later, or you can press <Control>C (Cancel) to delete your message entirely. You are asked to confirm whether or not you want to cancel a message.

---

## Listing Messages

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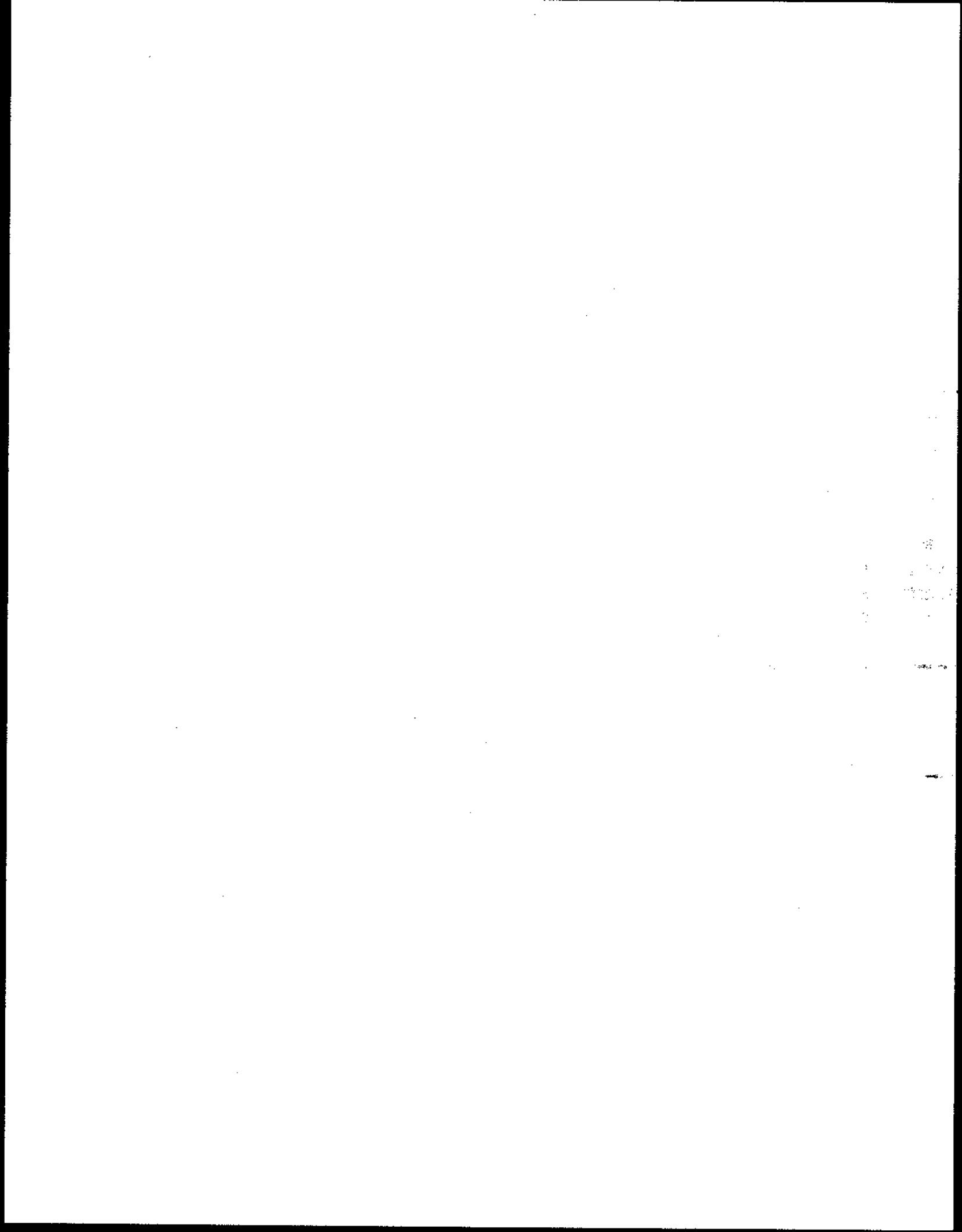
Pine stores messages sent to you (including those you send to yourself) in your INBOX folder. Messages remain in your INBOX folder until you delete them or save them in other folders. (You will learn more about the INBOX and other folders in "Pine Folders".)

*To see a list of the messages you have received in your INBOX folder:*

- At the Pine Main Menu, type I (Folder Index).

If you have any messages, they are listed as shown in the following example for the user named "jhughes."

See "Moving Between Folders" if you want to list the messages in a folder other than your INBOX.



```
D 1 Jan 10 Mu Li (486) Proposal
+ A 2 Jan 10 Christine Smith (500) NSF
+ N 3 Jan 11 To: jhughes (448) Test
```

```
? Help M Main Menu P PrevMsg - Prev Page D Delete R Reply
0 OTHER CMDS V [ViewMsg] N NextMsg Spc Next Page U Undelete F Forward
```

Figure 4. A Pine Folder Index Screen

The selected message is highlighted. The first column on the left shows the message status. It may be blank, or it may contain "N" if the message is new (unread), "+" if the message was sent directly to you (it is not a copy or from a list), "A" if you have answered the message (using the Reply command), or "D" if you have marked the message for deletion. The rest of the columns in the message line show you the message number, date sent, sender, size, and subject. For details, press ? (Help).

Most of the commands you need to handle your messages are listed at the bottom of the screen. You can type 0 (Other Commands) to see the additional commands that are available. You do not need to see these commands on the screen to use them. That is, you never need to type 0 as a prefix for any other command.

## Viewing a Message

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*To view a message:*

1. At the Folder Index screen, use the arrow keys to highlight the message you want to view.
2. Type V (ViewMsg) or press <Return> to read a selected message.

To see the next message, press N (NextMsg).

To return to the index, press I (Index).

.....



## Replying to a Message

.....

*To reply to a message that you have selected at the Folder Index screen or that you are viewing:*

- Type R (Reply).

You are asked whether you want to include the original message in your reply. Also, if the original message was sent to more than one person, you are asked if you want to reply to all recipients. Think carefully before you answer—it may be that you do not want your reply to be sent to more than just the author of the message. It is always a good idea to verify that the addresses in the To: and Cc: fields are correct before you send a message.

.....

## Pine Folders

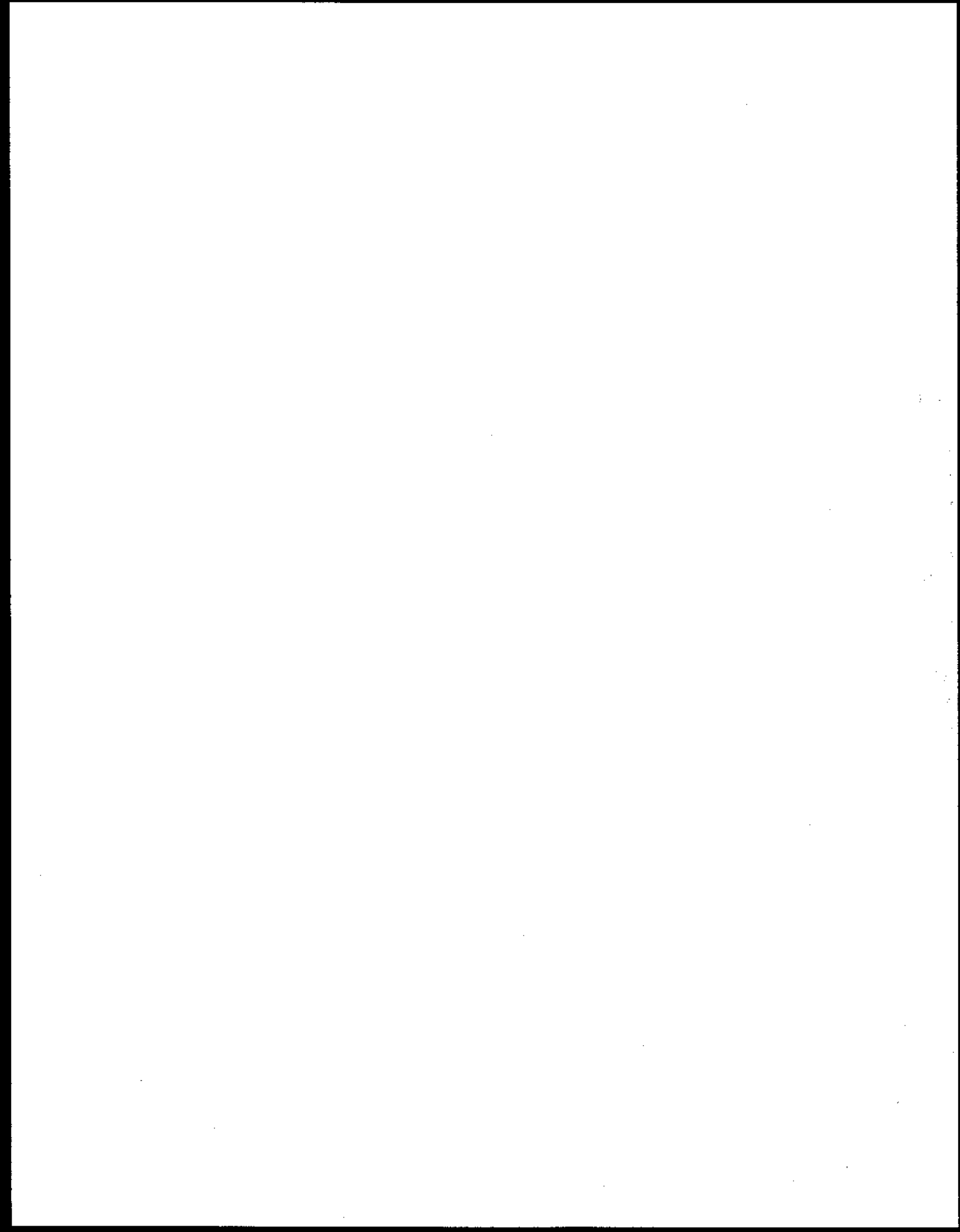
---

Incoming messages may quickly accumulate in your INBOX folder. Imagine what it would be like to find one hundred messages there. If you use email often, this may happen sooner than you expect. How should you organize the messages you wish to save?

### Organizing Messages With Folders

A Pine folder, like a folder in your file cabinet, is a storage place for messages. As you use email, you accumulate many messages and can organize them into different folders by topic, correspondent, date, or any other category that is meaningful to you. You can create your own folders, and Pine automatically provides three:

- The INBOX folder—messages sent to you are listed in this folder. When you first start Pine and go to the Folder Index screen, you are looking at the list of messages in your INBOX folder. Every incoming message remains in your INBOX until you delete it or save it in another folder.
- The saved-messages folder—copies of messages you save are stored in this



folder unless you save them to other folders you create yourself. See "Saving a Message".

- The sent-mail folder—copies of messages you send are automatically stored in this folder. This is convenient if you cannot remember whether you actually sent a message or if you want to send a message again.

## Keeping Folders Clean

Messages--whether they are in your INBOX or your other Pine folders—occupy storage space, and your storage space is limited.

- Check your email frequently to see if you have any new messages.

Do not keep too many messages in your INBOX folder. A large INBOX reduces performance: it takes longer to display large lists of messages when you start Pine, and it requires more time to move between messages.

Delete your incoming messages right away if you do not want them, or save them to other folders if you do.

- Routinely delete obsolete messages from all of your Pine folders.
- You will get a monthly message via Pine that asks if you want to delete entire sent-mail folders (and all the messages they contain) from previous months. To conserve space, it is a good idea to do this. If you choose to delete such sent mail, type y.

## Moving Between Folders

When you start Pine and press I (Index) at the Main Menu, you see a list of messages in your INBOX folder. If you want to see the messages in another folder, you need to go to that folder. The following text shows you two ways to go to another folder from nearly anywhere in Pine.

*To access your folders and the messages that are stored in them:*

1. Type L (Folder List).

You see a Folder List screen like the following, in which your current folder is highlighted. (When you start Pine, the current folder is your INBOX.)



```
.....  
PINE 3.90          FOLDER LIST      Folder:INBOX      3 Messages  
INBOX             sent-mail        saved-messages    101class  
  
? Help           M Main Menu P PrevFldr - PrevPage D Delete R Rename  
0 OTHER CMDS V [ViewFldr] N NextFldr Spc NextPage A Add  
.....
```

Figure 5. A Pine Folder List Screen

2. Use the arrow keys to highlight a folder.
3. To see an index of the messages in that folder, type V (ViewFldr) or press <Return>.

Note that this method of moving between folders takes you to the Folder List screen, which has a menu of commands that enable you to do such things as add, delete, and rename folders. If you simply want to move to and list the messages in another folder, try the method below.

*To move most quickly to the index of another folder:*

1. Type G (Goto Fldr). You are prompted for the name of a folder.
2. Type the folder name.

If you forget the name of the folder, press <Control>T (ToFldrs) and select a folder using the commands at the bottom of the screen.

3. Press <Return>.

You see the list of messages in the folder.

### Deleting a Folder

*To delete a folder and all of the messages it contains:*

1. Type L (Folder List).
2. Use the arrow keys to highlight a folder.

100  
100  
100  
100

3. To delete the entire folder of messages, type D (Delete).

You are asked:

```
Really delete "folder"?
```

4. Type y (yes) if you want to delete the folder and all of its messages.

The folder disappears. There is no way to undelete a deleted folder.

.....

## Saving a Message

.....

When you save a message, you are given a choice: you can store it in the saved-messages folder, or you can specify another folder.

Once you save a message, the copy in the INBOX folder is automatically marked for deletion so that you will only have one copy. When you quit Pine, you are asked to confirm whether or not you want to expunge the copy from the INBOX folder. To conserve space, it is a good idea to do this.

### Saving a Message to the Saved-Messages Folder

*To save a message to the saved-messages folder:*

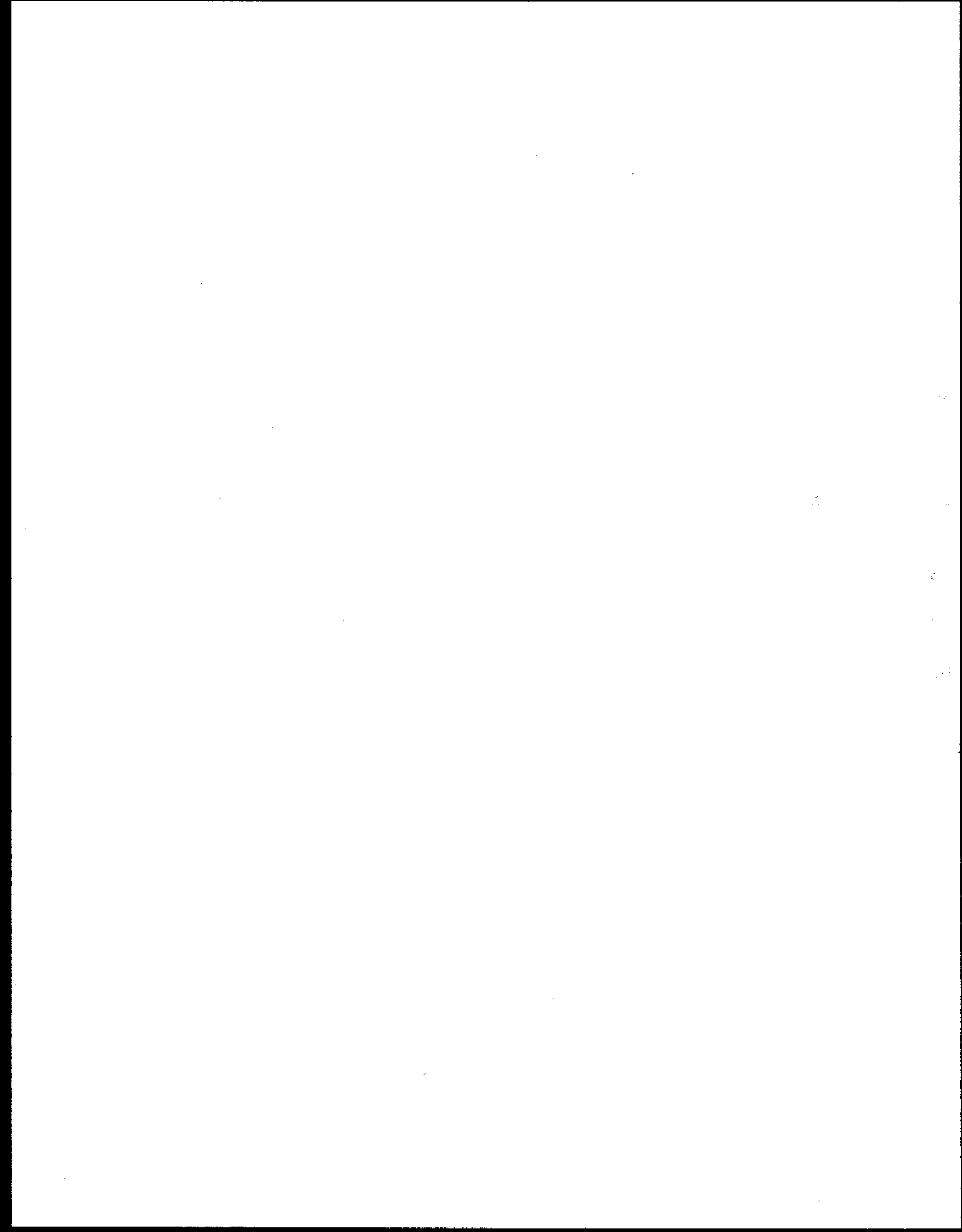
1. At the Index screen, use the arrow keys to [Folder "INBOX" opened with 2 messages] the message you want to save, or, at the Message Text screen as you view a message:

Type S (Save).

You are asked if you want to save the message to the saved-messages folder or to another folder:

```
SAVE to folder [saved-messages]:
```

2. Press <Return> to choose the default folder: ["saved-messages"].



Pine saves your message, and you see the following:

```
[Message "#" copied to folder "saved-messages" and marked deleted]
```

## Saving a Message to a Folder You Specify

You will find it useful to create additional folders for storing messages on particular subjects.

*To save a message to a folder you specify:*

1. At the Folder Index screen, use the arrow keys to highlight the message you want to save, or, at the Message Text screen as you view a message:

Type S (Save) to save a message.

You are asked if you want to save it to the saved-messages folder or another folder:

```
SAVE to folder [saved-messages]:
```

2. Type a *foldername* and press <Return>.

For example, to save a message to a folder named "papers," type papers and press <Return>.

If this is the first time you have named this folder, you see the message:

```
Folder "papers" doesn't exist. Create?
```

Type y or press <Return> to create the folder.

Once you have created the folder, or whenever you type the name of a folder that already exists, you see a message like this one:

```
[Message 4" copied to folder "papers" and marked deleted]
```

---

## Forwarding a Message

---



*To forward to a message that you have selected at the Folder Index screen or that you are viewing:*

Type F (Forward).

A copy of the message opens and the To: field is highlighted.

2. Enter the address of your recipient and send the message as usual. Note that you can modify the original message if you wish, for example, to forward only a portion of it or to add a message or notes of your own.

---

## Deleting a Message

---

You keep your Pine folders clean by routinely deleting messages. There are two steps to deleting a message: marking it for deletion, then expunging it.

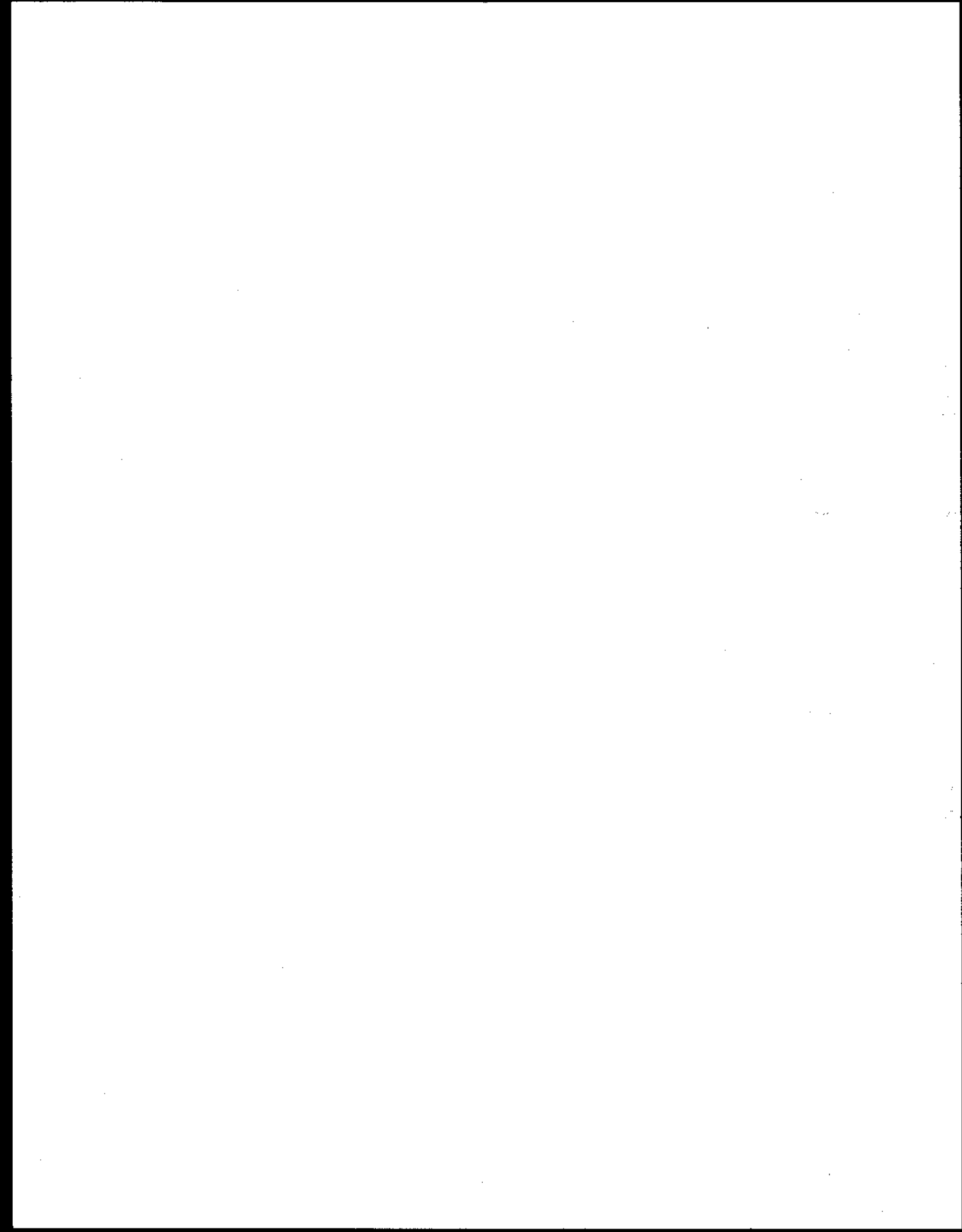
*To mark for deletion a message you do not want:*

1. Select and open the folder that contains the message you wish to mark for deletion. If you are a Pine beginner, this is probably your INBOX folder. See "Moving. Between Folders", if the message you want to mark for deletion is in a folder other than your INBOX.
2. At the Folder Index screen, select the message you want to mark for deletion, or simply view the message.
3. Type D (Delete).

If you are looking at the Folder Index screen when you mark a message for deletion, a "D" appears in the left-hand column of the message line.

If you are looking at the Message Text screen when you mark a message for deletion, a "DEL" appears in the upper right corner of your screen. The next message, if there is one, appears.

Repeat this process to mark additional messages for deletion.



## Undeleting a Message

If you change your mind about a message you have marked for deletion, use the U (Undelete) command to remove the deletion mark any time *before* you expunge a message. After you expunge a message, Pine cannot get it back.

## Expunging a Message

A message that is marked for deletion remains in Pine until you expunge it. You can expunge a message that is marked for deletion at any time, or you can wait until you quit Pine. Once you have a few messages marked for deletion, you may want to expunge them before you continue to work, because it is easier to look through a folder index that contains fewer messages.

*To expunge a message:*

1. At the Folder Index screen, type X (Expunge).

You are asked:

```
Expunge "#" message(s) from "folder"?
```

2. Type y (yes) or press <Return>.

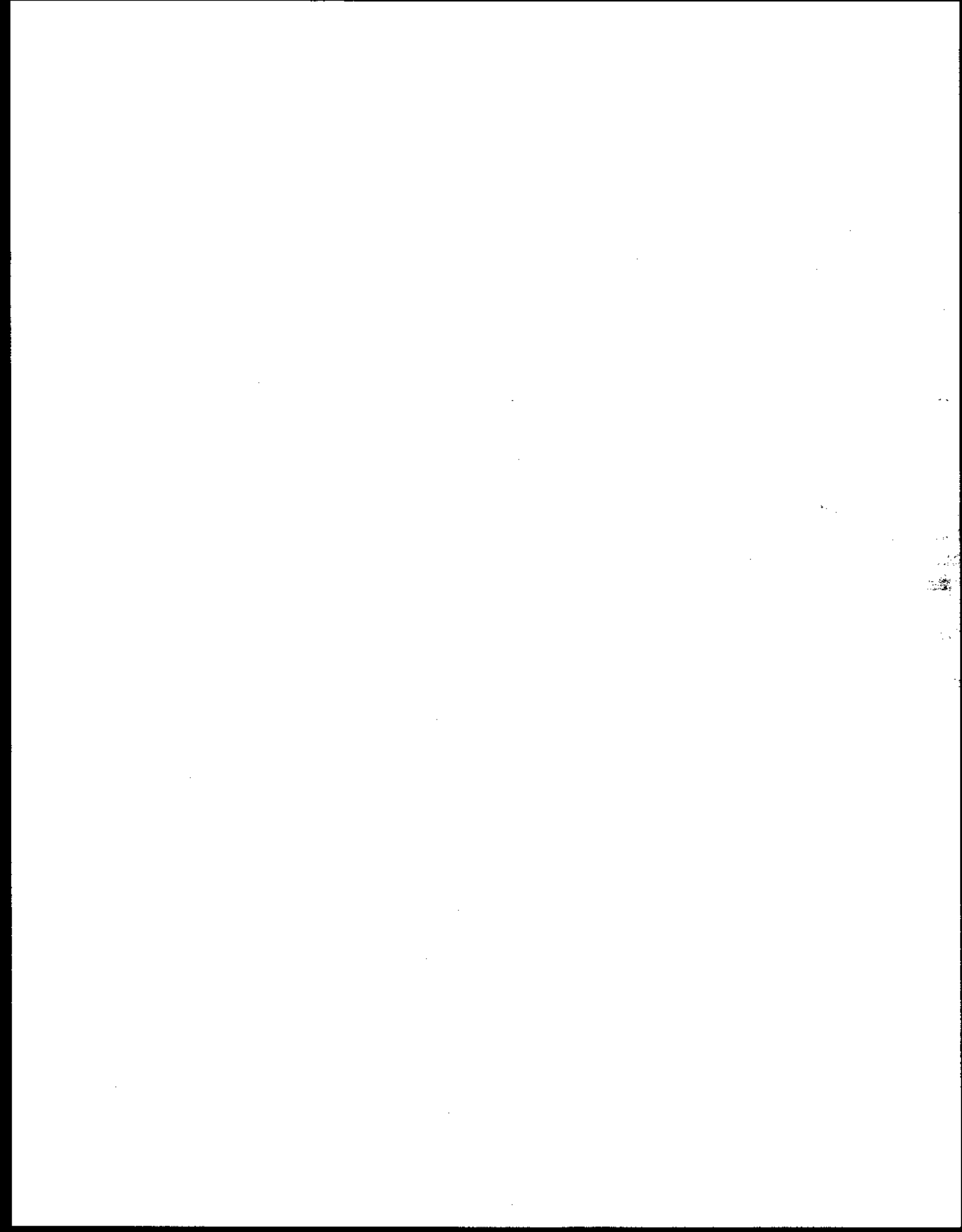
Messages marked for deletion disappear.

Note that you will be asked whether you want to expunge messages that are marked for deletion when you leave a folder (other than the INBOX) that contains messages marked for deletion, or when you quit your Pine session.

---

## Using the Address Book

As you use email, you build a list of email correspondents. Some of their addresses may be difficult to type or remember. You can use the Pine Address Book to store email addresses for individuals or groups, to create easily remembered "nicknames" for these addresses, and to quickly retrieve an email address when you are composing a message. Here is a sample page from an Address Book:



```

.....
PINE 3.90          ADDRESS BOOK      Folder:INBOX      Message 1 of 3

gomez  Gonzalez, George      ggonz@unixz.university.ca
mu     Li, Mu                    muli@u.university.edu
chris  Smith, Christine K.    cksmith@art.somewhere.edu
rt     Research Team        DISTRIBUTION LIST:
                                     gomez
                                     chris
                                     jhughes@art.somewhere.edu

? Help          M MainMenu P PrevEntry      - PrevPage D Delete S CreateList
0 OTHER CMDS E [Edit] N NextEntry Spc NextPage A Add      Z AddToList
.....

```

Figure 6. A Pine Address Book Screen

There are two ways to set up an individual address in your Address Book. You can add an address manually or take it more easily from an incoming message. With either method, you specify nicknames for your correspondents. You can also set up a group (list) address in your Address Book, but only manually.

### Adding an Individual Address

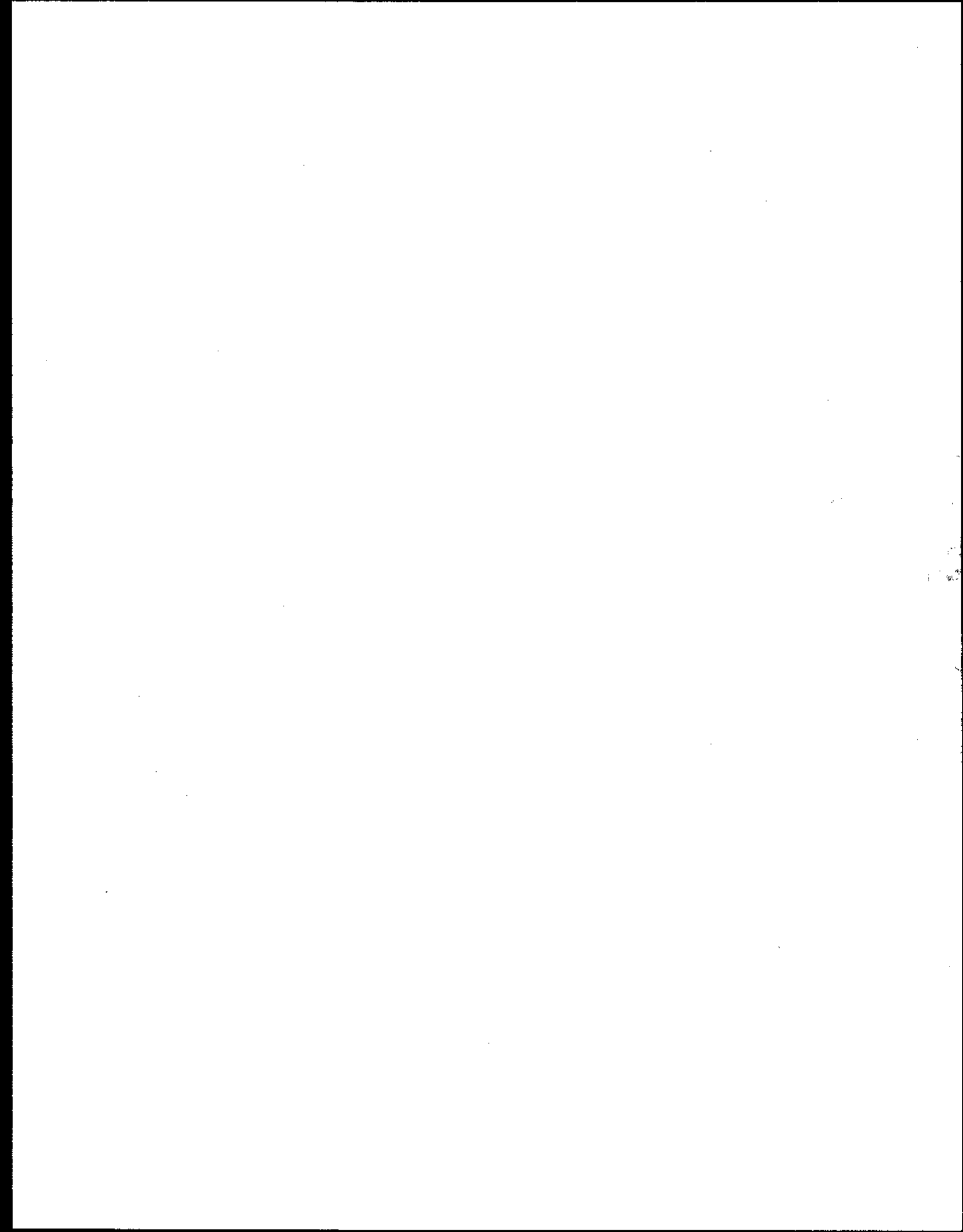
*To add an individual address manually:*

1. Note the address.
2. At the Pine Main Menu, type A (Address Book).
3. Type A (Add).
4. Follow the instructions. (Press <Control>G if you need help.)

### Taking an Individual Address From an Incoming Message

*To take an individual address from a message you are viewing or have selected in the index:*

1. Type T (Take Address). The T command is not visible on your screen unless you type 0 (Other Commands), but you need not see it to use it.



2. Follow the instructions. (Press <Control>G if you need help.)

### Adding a Group (List) Address

If you routinely send messages to a group, you can create a list address. That way you do not need to type each person's address every time you send a message to the group.

*To create a list address:*

1. At the Pine Main Menu, type A (Address Book).
2. Type S (CreateList).
3. Follow the instructions. (Press <Control>G if you need help.)

### Using Address Book Entries When Composing Email

When composing a message, at the To: or the Cc: (Carbon Copy) fields you can enter an email address in any of the following ways:

- Type the entire email address.
- Type a nickname you have set up in the Address Book.

For example, if your Address Book looked like the one in Figure 6, you could type the following nickname in the To: field:

MU

After you pressed <Return>, Pine would provide the full address for Mu from the Address Book as follows:

To: Mu Li <muli@u.university.edu>

- Select a name from the Address Book:

Move to the Address Book (with your cursor in the To: or Cc: field press <Control>T) and use the arrow keys to highlight the name you want. Type S (Select) or press <Return>.

100  
101  
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111  
112  
113  
114  
115  
116  
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# Additional Pine Options

Pine offers other options. To use them, at the Pine Main Menu, type S (Setup). You see a message asking you to choose from the options below or cancel:

- Printer--Choose a printer for Pine messages.
- Newpassword--Change your account password while still in Pine.
- Config (Setup Configuration)--Select additional options.
- Update—Update Pine. Includes technical notes and PC-Pine information.

The option allowing you to choose a printer is especially useful and is described in the following section.

## Choosing Printer Variables

Pine provides three options for printing. When choosing the appropriate option, you should contact your departmental computer consultant for advice.

*To choose the printing method for Pine:*

1. At the Pine Main Menu, type S (Setup).
2. Type P (Printer).
3. Follow the instructions. (Press <Control>G if you need help.)

## *Printing a Message*

Once you have chosen the printer variables, to print messages from either the Folder Index screen or the View Message screen, type Y (Print). You will be asked to confirm your choice.

Note that you can also use this command to print Pine's online help text.

---

^

^

r^

# Pine Can Do More

---

Pine has other useful features that have not been covered in this introductory document. Although originally designed for novice email users, Pine has evolved to support many advanced features. It has become an easy-to-use program for sending, receiving, and filing Internet electronic mail messages and bulletin board (Netnews) messages including multimedia attachments. There is also a PC version of Pine for use with IMAP mail servers. If you would like to learn more about Pine:

- Try all of the commands at the bottom of each Pine screen, including the ones that appear when you type 0 (OTHER CMDS).
- Read Pine's online help often. It contains tips to help you at every stage of learning Pine. Read about different functions, even those you do not use yet.
- For more advanced information, see the online Unix Manual entries for Pine and Pico. In addition, at the Pine Main Menu, choose R for release notes.

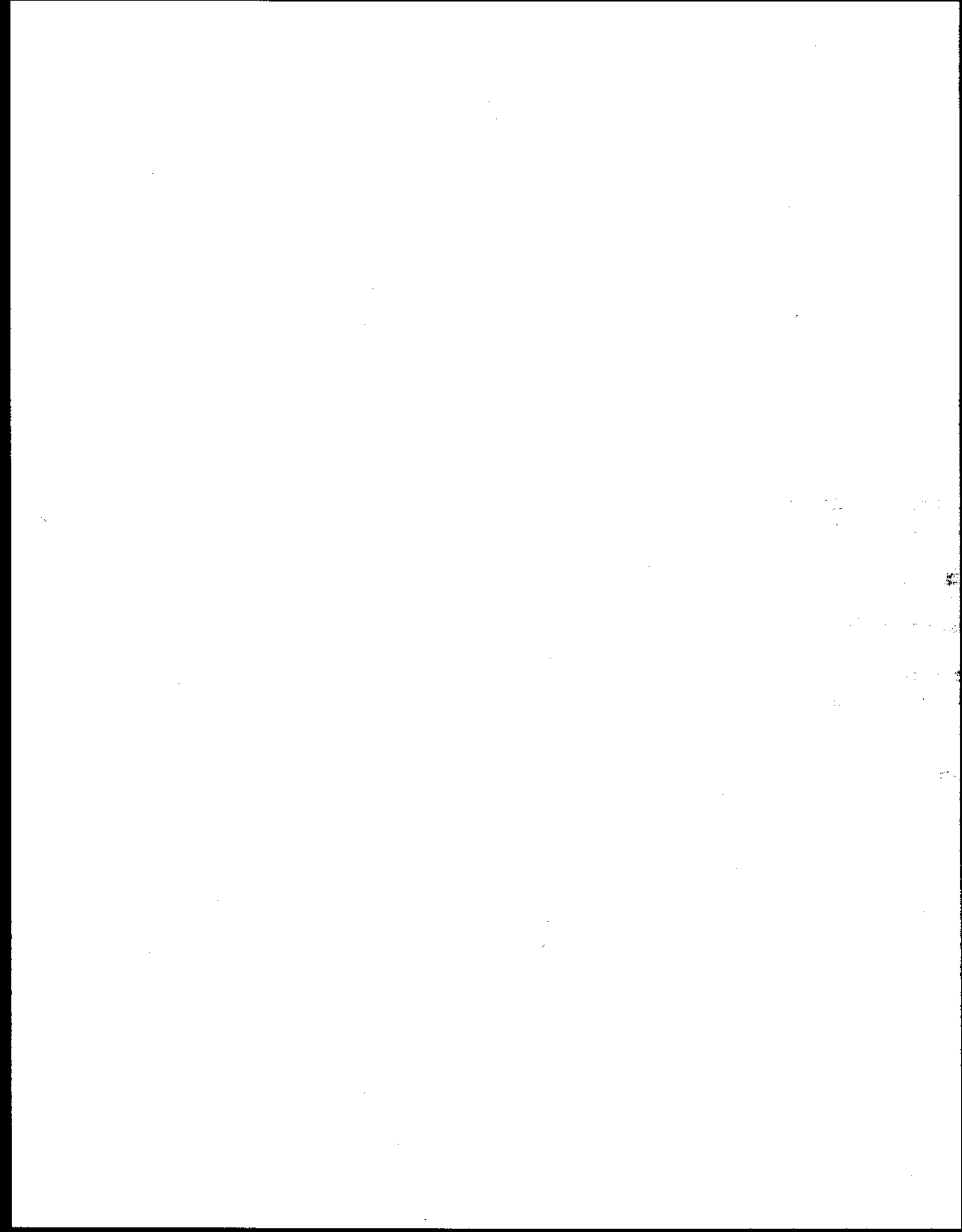
Your local system managers may have customized Pine to suit specific needs, and they may or may not offer all of Pine's ever-growing set of configuration and personal-preference options. Thus, your local system managers are a good source of information about additional Pine features.

---

## Guidelines for Using Email

Electronic mail is a unique medium of communication. Messages can be replied to or forwarded with speed and ease, and email has the potential to reach a wide audience. These features can also be misused. There are a few basic guidelines for the responsible use of email that can help you avoid common mistakes while you enjoy the full benefits of this technology.

The privacy of an email message cannot be guaranteed. An email message may be forwarded, printed, or permanently stored by any recipient. Email can be misdirected, even when you are careful. Do not put something in an email message



that you would not want read by everybody. And if you receive a message intended for someone else, let the sender know.

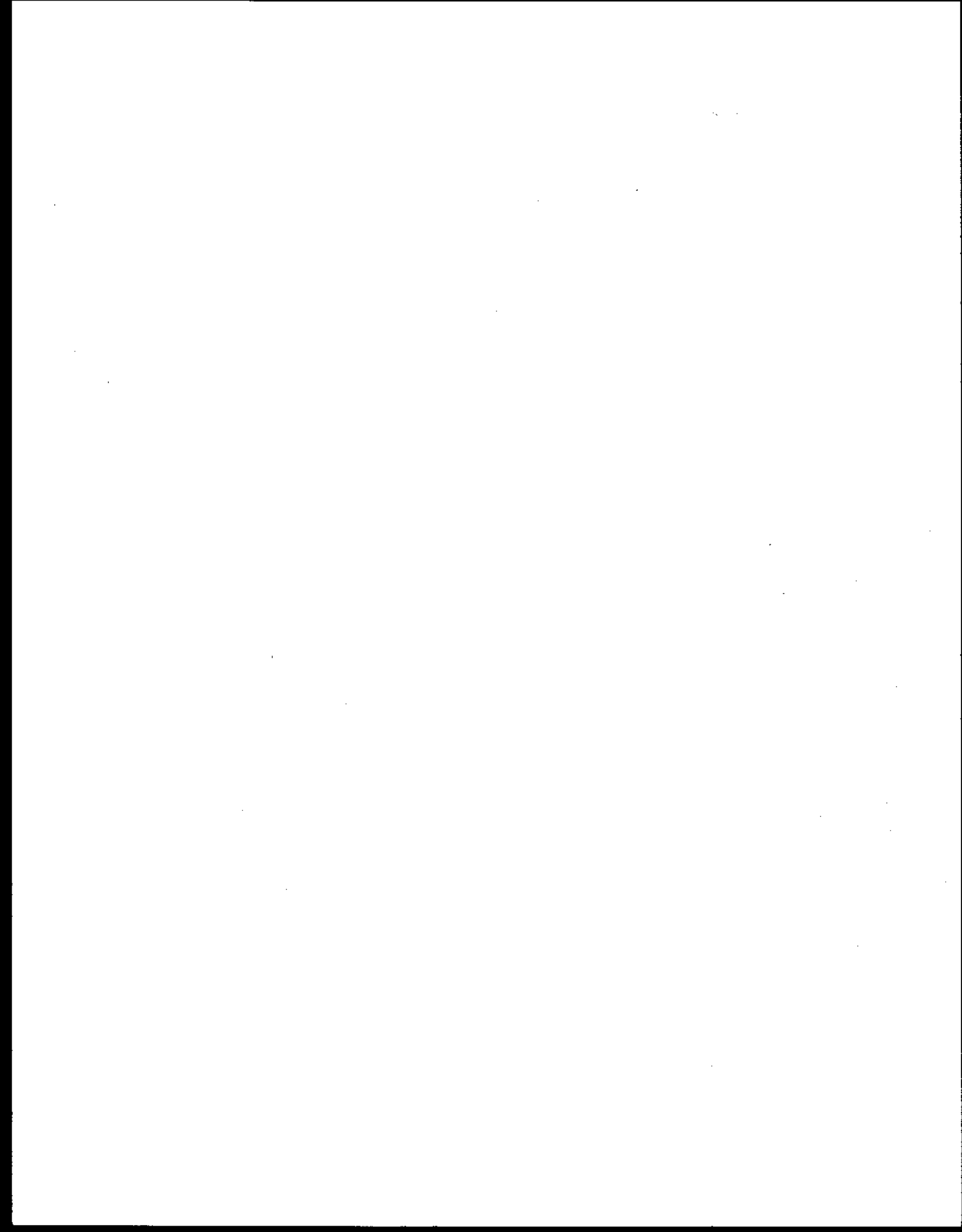
Email does not show the subtleties of voice or body language. Avoid attempts at irony or sarcasm. The most effective email is short, clear, and relevant. If you receive a message that makes you upset, do not respond immediately, and in any case, avoid "flaming," that is, sending an angry or rude message.

## Email Tips

As you use email, keep the following tips in mind:

- Email is easily forwarded to someone else. Although this is convenient, it is not always appropriate. If you are unsure, ask the sender before you forward a message.
- Email replies may go to more people than you realize. When replying to a message, be sure to look at the list of recipients.
- Email can be junk mail, so avoid unnecessary proliferation of messages.
- Email takes up computer space, so delete messages you no longer need.
- The integrity of an email message cannot be guaranteed. If a received message seems out of character for the sender, double-check before taking it seriously.
- Email is meant for informal correspondence as well as scholarly, scientific, and clinical communications. You should not use email for official record purposes where a memo would be required (e.g., personnel actions, organization changes, contracts, and policy statements).
- Email should not be considered private. Confidential information should not be sent by email.

## Quitting Pine and Logging Out



*To quit Pine:*

1. At almost any place in Pine, type Q (Quit).

You are asked:

Really quit pine?

2. Type y (yes) or press <Return> to quit.

It is a good idea to log off your computer whenever you are through with it or when you must leave it unattended.



pine home



# **Using the HTCTU Listserver**



## Using the HTCTU Listserver

Users can send command messages to the subscription address to subscribe, unsubscribe, change settings, get files etc.

The currently accepted commands from users are the following and all must appear in the \*BODY\* of the message. More than one command can be sent on separate lines

**BOLD TYPE** denotes aliases. (i.e. just send sub instead of subscribe) **COMMANDS ARE NOT CASE SENSITIVE**

**SUBSCRIBE List\_Name Your\_FirstName Your\_LastName**  
Subscribes you to the list called List\_Name.

**UNSUBSCRIBE List Name**  
Unsubscribes you from the list called List\_Name.

**LIST**  
Shows the list served at this site.

**REVIEW List\_Name**  
Shows the list of user currently subscribing to List\_Name.

**HELP**  
Sends a help message.

**INDEX List\_Name**  
List of files that can be GET  
(Text files that must be put in the Digests folder)

**SEARCH List\_Name Key\_Word**  
Searches the documents in INDEX for key\_word

**GET List\_Name File\_Name**  
Retrieves the file File\_Name (must be a text file in the digest folder)

**INFO List\_Name**  
Send info on the list (you have to edit the info to make it meaningful)



## SET List\_Name OPTION

Set subscription parameters to OPTION for the list List\_Name  
Currently available options are: (default options are indicated)

ACKN : Acknowledgment when you send a message to the list.

NOACKN : No Acknowledgment is sent [Default option].

CONCEAL : Hides your name from a REVIEW command.

NOCONCEAL : Shows your name [Default option].

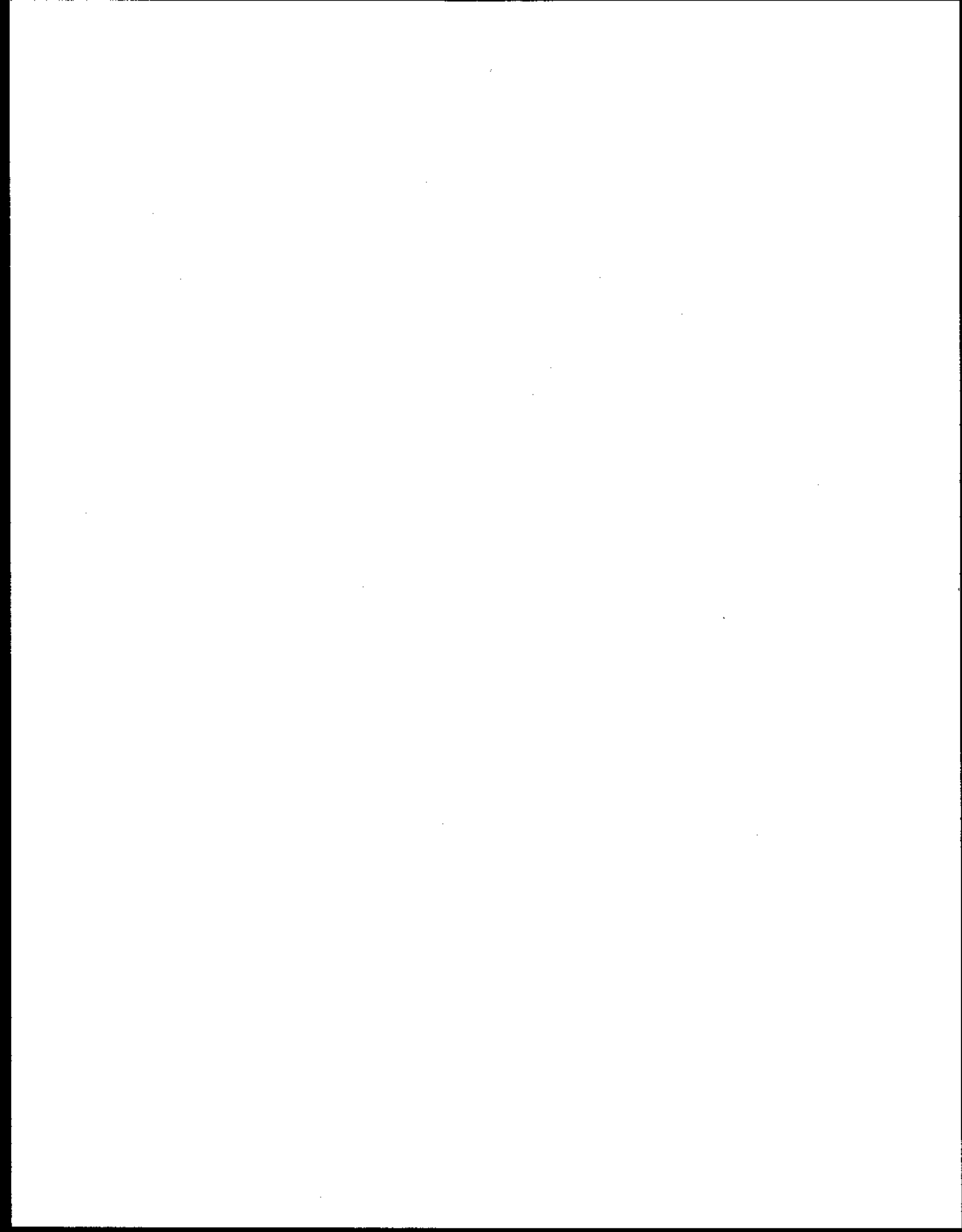
ACTIVE : Makes your subscription active [Default option]. INACTIVE : Suspends subscription until an ACTIVE command.

DIGEST : Sends you a digest rather than individual messages.

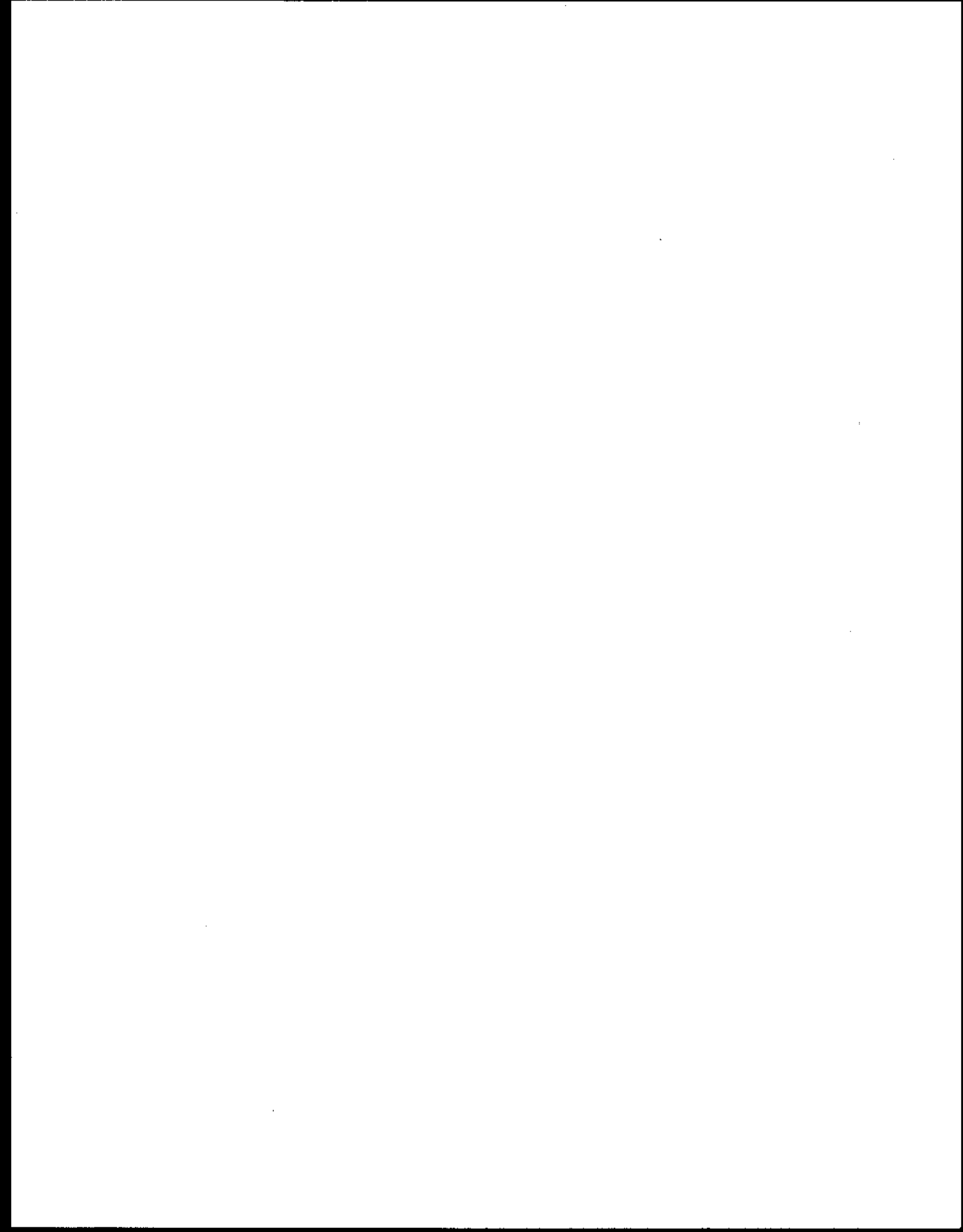
MAIL : Sends you individual messages. [Default option]

REPRO: Sends a copy list messages also to the original sender [Default option]

NOREPRO: Original senders do not get a copy of their message



# **Lynx Users Guide**



# Lynx Users Guide Version 2.3

Lynx is a fully-featured World Wide Web (WWW) client for users running cursor-addressable, character-cell display devices (e.g., vt100 terminals, vt100 emulators running on PCs or Macs, or any other "curses-oriented" display). It will display hypertext markup language (HTML) hypertext documents containing links to files residing on the local system, as well as files residing on remote systems running Gopher, HTTP, FTP, WAIS, and NNTP servers. Current versions of Lynx run on UNIX and VMS. A DOS version is in development.

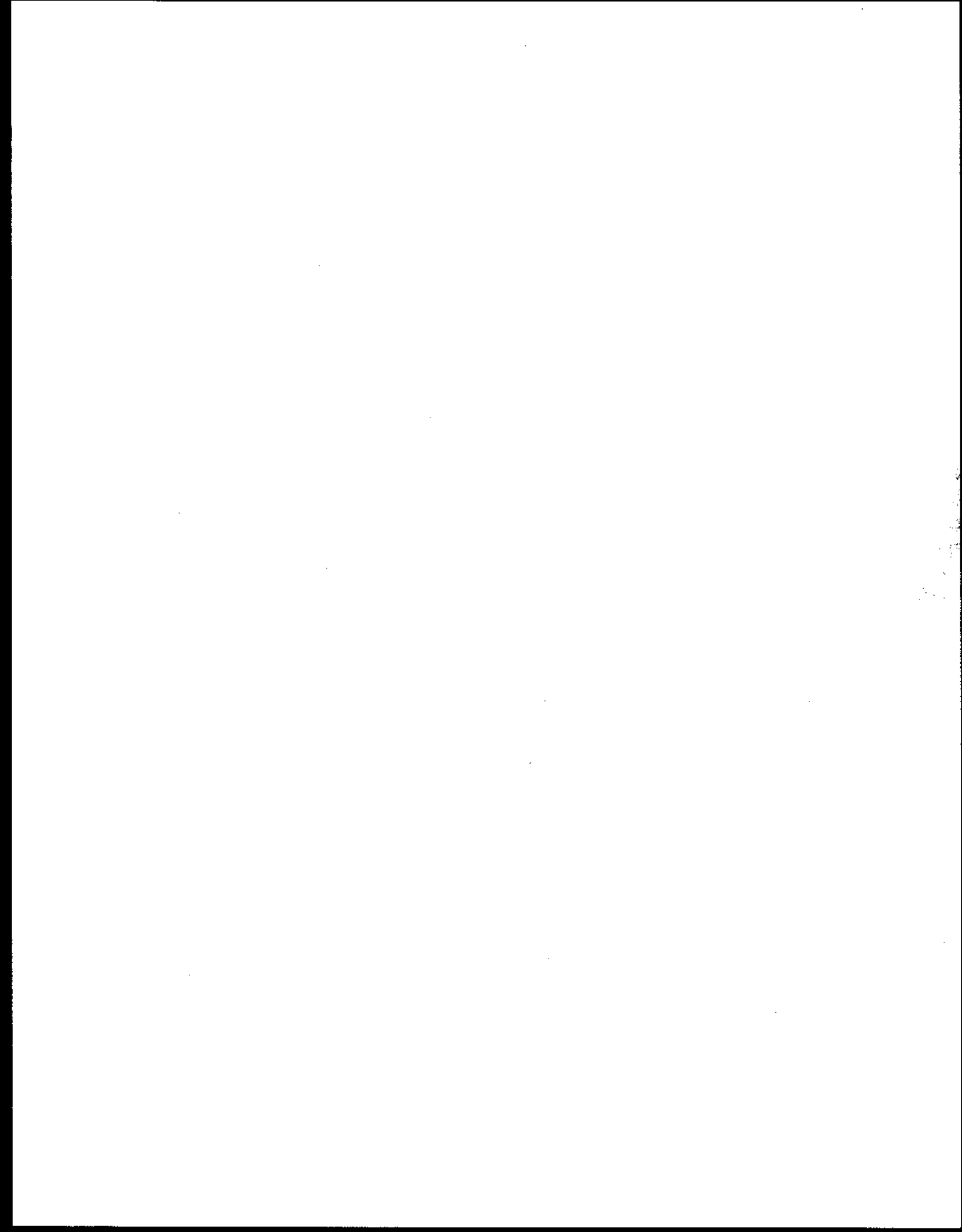
Lynx can be used to access information on the World Wide Web, or to build information systems intended primarily for local access. For example, Lynx has been used to build several Campus Wide Information Systems (CWIS). In addition, Lynx can be used to build systems isolated within a single LAN.

## Select a topic

- Viewing local files with Lynx
- Lynx online help
- Leaving Lynx
- Starting Lynx with a Remote File
- Starting Lynx with the the WWW\_HOME environment variable.
- Navigating hypertext documents with Lynx
- Printing, Mailing, and Saving files to disk.
- Lynx searching commands
- Lynx options menu
- Comments and mailto: links
- USENET News posting
- Viewing the HTML document source and editing documents
- Reloading files and refreshing the display
- Lynx bookmarks
- Other useful commands
- The Lynx command
- Lynx development history
- Additional Information

## Viewing local files with Lynx

Lynx can be started by entering the Lynx command along with the name of a file to



display. For example these commands could all be used to display an arbitrary ASCII text file.

## UNIX

```
lynx myfile
```

```
lynx /home/my-dir/myfile
```

## VMS

```
lynx dua5:[my-directory]myfile
```

When executed, Lynx will clear the screen and display as much of the specified file as will fit on the screen. Pressing a down-arrow will bring up the next screen, and pressing an up-arrow will bring up the previous screen. If no file is specified at startup, a default file will be displayed. (The default is configured by the system administrator when the command is installed.)

Lynx will also display files written in the HyperText Markup Language (HTML), if the file's name ends with the characters ".html". HTML is a file format that allows users to create a file that contains (among other things) hypertext links to other files. Several files linked together may be described as a *hypertext document*.

For example, these commands could be used to display files containing HTML hypertext:

## UNIX

```
lynx myfile.html
```

```
lynx /home/my-dir/myfile.html
```

## VMS

```
lynx dua5:[me]myfile.html
```

When Lynx displays an HTML file, it shows links as "bold face" text, except for one link, which is shown as "highlighted" text. Whether "boldface" or "highlighted" text shows up as reverse video, boldface type, or a color change, etc. depends on the display device being used (and the way in which that device has been configured). Lynx has no control over the exact presentation of links.

The one link displayed as "highlighted" text is the currently "selected" link. Lynx will display the file associated with the selected link when a right-arrow or a Return key is pressed. To select a particular link, press the up-arrow or down-arrow keys until the desired link becomes "highlighted," and then press the right-arrow or Return key to view the linked information. Information included in the HTML file tells Lynx where to find the linked file and what kind of server will provide it (i.e. HTTP, Gopher, etc.).



When a binary file is encountered Lynx will ask the user if he/she wishes to download the file or cancel. If the user selects 'D' for download, Lynx will transfer the file into a temporary location and present the user with a list of options. The only default option is "save file to disk", which is disabled if Lynx is running in anonymous mode. Any number of additional download methods may be defined in the lynx.cfg file by the system administrator. Programs like kermit, zmodem and FTP are some possible options. ToC

## Lynx online help

Online help is available while viewing any document. Press the '?' or 'H' key to see a list of help topics. See the section titled 'Navigating hypertext documents with Lynx' for information on navigating through the help files. ToC

## Leaving Lynx

To exit Lynx use the 'q' command. You will be asked whether you really want to quit. Answering 'y' will exit and 'n' will return you to the current document. Use 'Q' or CTRL-D to quit without verification. ToC

## Starting Lynx with a Remote File

If you wish to view a remote file (that is, a file residing on some computer system other than the one upon which you are running Lynx) without first viewing a local file, you must identify that file by using a Uniform Resource Locator (URL). URL's take the general form:

```
PROTOCOL :// HOST / PATH / FILENAME
```

where

PROTOCOL

identifies the communications protocol used by the server that will provide the file. As mentioned earlier, Lynx (and any WWW client) can interact with a variety of servers, each with its own protocol.

HOST

is the Internet address of the computer system on which the server is running,  
and

PATH and FILENAME



identify the directory path and file of interest.

Here are some sample URL's.

### HTTP (HyperText Transfer Protocol)

```
http://www.cc.ukans.edu/lynx_help/lynx_help_main.html
```

### Gopher

```
gopher://gopher.micro.umn.edu/11/
```

### FTP (File Transfer Protocol)

```
ftp://ftp2.cc.ukans.edu/pub/lynx/README
```

### WAIS (Wide Area Information Service protocol)

```
wais://cnidr.org/directory-of-servers
```

A URL may be specified to Lynx on the command line, as in:

```
lynx http://kufacts.cc.ukans.edu/cwis/start_kufacts.html
```

### ToC

## Starting Lynx with the the WWW\_HOME environment variable.

You may also specify a starting file for Lynx using the WWW\_HOME environment variable,

### UNIX

```
ksh
```

```
export WWW_HOME=http://info.cern.ch/default.html
```

```
csh
```

```
setenv WWW_HOME http://info.cern.ch/default.html
```

### VMS

```
define "WWW_HOME" "http://info.cern.ch/default.html"
```

## Navigating hypertext documents with Lynx

The process of moving within a hypertext web, selecting and displaying links is known as "navigation." With Lynx almost all navigation can be accomplished with the arrow keys and the numeric keypad.



```

      arrow keys          | of | | | UP |
                          | text 71 | | 81 | 91
+-----+-----+-----+-----+
| SELECT | | | | |
| pre^ /1\1 | | | | |
| link | | | | |
+-----+-----+-----+-----+
| BACK | SELECT | DISPLAY | | END | | | Page |
|<-- pre^ | next | | sel. -->| | of | | | DOWN |
| doc. | link \1/I link | | | | | text 11 | \I/ 21 | 31
+-----+-----+-----+-----+

```

There are also a few other keyboard commands to aid in navigation. Some of these commands depend on the fact that Lynx keeps a list of each file you visit called the "history list". The "backspace" or "delete" key will show you the whole history list. Any of the documents shown in the list may be revisited by selecting them from the history screen. The 'm' key command will take you back to the starting document.

The 'i' key presents an index of documents. The default index is usually a document pointing to servers around the world, but the index can be changed by the system administrator or on the command line using the `-index` switch, and therefore depends on how the Lynx program you are using was configured.

If you choose a link to a server with active access authorization Lynx will automatically prompt for a username and a password. If you give the correct information, you will then be served the requested information. Lynx will automatically send your username and password to the same server if it is needed again. ToC

## Printing, Mailing, and Saving files to disk.

Documents may be printed using the 'p' command. After pressing the 'p' key a menu of Print Options will be displayed. The menu will vary according to several factors. First, some sites set up special accounts to let users run Lynx to access local information systems. Typically these accounts require no passwords and do not require users to identify themselves. As a result such accounts are called "anonymous" accounts, and their users are considered "anonymous" users. In most configurations, all Lynx users (including anonymous users) are able to mail files to themselves and print the entire file to the screen.

Additional print options are available for users who are using Lynx from their own accounts (that is, so-called "non-anonymous users"). In particular, the "save to a local file" option allows you to save the document into a file on your disk space. Any number of additional print options may also be available as configured by your system administrator. ToC



# Lynx searching commands

Two commands activate searching in Lynx: "I" and "s". While viewing a normal document use the "I" command to find a word or phrase within the current document. The search type will depend on the search option setting in the options menu (see below). The search options are case sensitive and case insensitive. Some documents are designated "index documents". These documents can be searched to retrieve additional information from an index server. The "s" key allows searching of index documents. ToC

# Lynx options menu

The Lynx Options Menu may be accessed by pressing the 'o' key. The current Lynx Options Menu contains the following configurable options.

## Options Menu

|                        |                               |
|------------------------|-------------------------------|
| E)ditor                | emacs                         |
| D)ISPLAY variable      | aixtest.cc.ukans.edu:0.0      |
| Bookmark file          | home page                     |
| F)TP sort criteria     | By Filename                   |
| P)ersonal mail address | montulli@ukanaix.cc.ukans.edu |
| S)earching type        | CASE INSENSITIVE              |
| C)haracter set         | ISO Latin 1                   |
| V)I keys               | OFF                           |
| e(M)acs keys           | OFF                           |
| K)eypad as arrows      |                               |
| or Numbered links      | : Numbers act as arrows       |
| U)ser mode             | : Advanced                    |
| L)ocal execution links | : Always off                  |

An option can be changed by entering the capital letter of the option you want to change (i.e. 'E' for Editor). For fields where text must be entered, simply enter the text by typing on the keyboard. The Backspace and Delete keys can be used to correct mistakes, and CTRL-U can be used to erase the whole line. When you are done entering a change press the Return key to get back to the `command?` prompt.

For fields where you must choose from a list of choices, press any key to toggle the choices and press the Return key to finish the change.

When you are done changing options use the 'r' command to return to Lynx or the '>' command to save the options to a `.lynxrc` file and return to Lynx.

The following table describes the options available on the Options Menu:



## Editor

The editor to be invoked when editing browsable files, and sending mail or comments. The full pathname of the editor command should be specified when possible.

## DISPLAY variable

This option is only available on UNIX systems and is only relevant to X Window users. The DISPLAY variable is picked up automatically from the environment if it has been previously set.

## Bookmark file

This is the filename and location of your personal bookmark file. The bookmark file allows frequently travelled links to be stored in a personal easy to access file. Using the 'a' command (see below) you may save any link into your bookmark file. If the path specified does not begin with a slash then the path will reference your home directory.

## FTP sort criteria

This option allows you to specify how files will be sorted within FTP listings. The current options include "By Filename", "By Size", "By Type", and "By Date".

## Personal mail address

This mail address will be used to help you send files to yourself and will be included as the From: address in any mail or comments that you send. It will also be sent as the From: field in all HTTP get requests.

## Searching type

Searching type has two possible values: CASE INSENSITIVE (default) and CASE SENSITIVE. The searching type effects inter-document searches only, and determines whether searches for words within documents will be done in a case-sensitive or case-insensitive manner.

## VI keys

If set to ON then the lowercase h,j,k, and l keys will be mapped to left, down, up, and right arrow, respectively.

## Emacs keys

If set to ON then the CTRL-P, CTRL-N, CTRL-F, and CTRL-B keys will be mapped to up, down, right, and left arrow, respectively.

## Keypad as arrows or numbered links

This option gives the choice between navigating with the arrow keys or having every link numbered so that the links may be selected by numbers as well as using the arrow keys.

## User Mode

There are three possible choices: Novice, Intermediate, and Advanced.

### Novice

In Novice mode two lines of help are displayed at the bottom of the screen.

### Intermediate



Intermediate mode turns off the help lines.

Advanced

Advanced mode displays the URL of the currently selected link at the bottom of the screen.

Local execution scripts or links

Local execution can be activated by the system administrator. If it has not been activated you will not see this option in the options menu. When a local execution script is encountered Lynx checks the users options to see whether the script can be executed. Users have the following options:

Always off

Local execution scripts will never be executed

For Local files only

Local execution scripts will only be executed if the script to be executed resides on the local machine, and is referenced by a URL that begins with "file:/ /localhost"

Always on

All local execution scripts will be executed

If the users options permit the script to be executed Lynx will spawn a shell and run the script. If the script cannot be executed Lynx will show the script within the Lynx window and inform the user that the script is not allowed to be executed and will ask the user to check his/her options. ToC

## Comments and mailto: links

At any time while viewing documents within Lynx, you may use the 'c' command to send a mail message to the owner of the current document if the author of the document has specified ownership. If no ownership is specified then comments are disabled. Certain links called "mailto:" links will also allow you to send mail to other people. Using the mail features within Lynx is straightforward.

Once you have decided to send a comment or have selected a "mailto:" link a new screen will appear showing you who you are sending the message to. Lynx will ask for your name, your e-mail address, and the subject of the message. If you have filled in the "personal mail address" field in the Options Menu, your e-mail address will be filled in automatically. After entering the above information, if you have an editor defined in the Options Menu and you are not an anonymous user then your specified editor will be spawned for you so that you can enter your message. If you do not have an editor defined or you are an anonymous user, a simple line mode input scheme will allow you to enter your message.

To finish sending the message, exit your spawned editor or, if you are using the



simple line mode input scheme, type a "." (period) on a line by itself. You will be asked a final time whether to send the message. If you press 'y' then the message will be sent, if you press 'n' the message will be deleted. ToC

## USENET News posting

While reading news articles with Lynx you should see a link that says "Reply to user@host" and a link that says "Reply to newsgroup(s)"

Reply to user@host

user@host will actually appear as the mail address of the person who posted the news article. Selecting the link will allow you to send a message to the person who wrote the message you are currently viewing. You will be given the option of including the original message in your reply.

Reply to newsgroup(s)

Selecting this link will allow you to post back to the newsgroup that you are currently reading and any newsgroups that the message may be cross-posted to. You will be given the option of including the original message in your reply. Once you have typed in your message the **inews** program will be called to post your message to your news host. ToC

## Viewing the HTML document source and editing documents

When viewing HTML documents it is possible to view the unrendered (i.e., the original HTML) source of the document by pressing the ' \' (backslash) key. The document will be reloaded from the server or disk and displayed on the screen unrendered. When viewing unrendered documents you may print them as any normal document.

Selecting the "Print to a local file" option from the Print Menu, makes it possible to save the source of the document to disk so that you may have a local copy of the document.

NOTE: When saving an HTML document it is important to name the document with a ".html" extension, if you want to read it with Lynx again later.

Lynx can allow users to edit documents that reside on the local system. To enable editing, documents must be referenced using a "file:" URL or by specifying a plain filename on the command line as in the following two examples:



```
lynx file://localhost/FULL/PATH/FILENAME
lynx path/filename.html
```

In addition, the user must also specify an editor in the Options Menu so that Lynx knows which editor to use. If the file is specified correctly and an editor is defined, then you may edit documents by using the 'e' command. When the 'e' command is entered your specified editor is spawned to edit the file. After changes are completed, exit your editor and you will return to Lynx. Lynx will reload and render the file so that changes can be immediately examined. ToC

## Reloading files and refreshing the display

The CTRL-R command will reload and rerender the file that you are currently viewing. CTRL-L or CTRL-W will refresh or wipe the screen to remove or correct any errors that may be caused by operating system or other messages. ToC

## Lynx bookmarks

It is often useful to place a bookmark to aid in returning quickly to a document. To use the bookmark feature you must first use the Options Menu to specify a bookmark filename.

To save a bookmark to the document you wish to place in the bookmark file press the 'a' key and you will be asked

```
Save D)ocument or L)ink to bookmark file or C)ancel? (d,l,c):
```

Answer 'd' to save a link to the document you are currently viewing or 'l' to save the link that is currently selected on the page. Selecting 'c' will cancel without saving anything to your bookmark file.

Use the 'v' command to view the list of bookmarks you have saved. While viewing the bookmark list you may select a bookmark as you would any other link. ToC

## Other useful commands

When '!' is pressed your default shell will be spawned. When you quit or exit the shell you will return to Lynx. (Usually 'exit' under UNIX and 'logout' under VMS) This command is usually disabled for anonymous users.



## g

The 'g' command allows any URL to be viewed. Pressing the 'g' command will bring up a prompt asking for URL. Type in the URL that you wish to view.

The '=' command shows information about the current document and the currently selected link if there is one. The number of lines in the file, URL, title, owner, and type are shown.

## z

Lynx supports completely interruptable I/O processes. Press the 'z' key at any time during a connect or transfer process and the process will be halted. If any data was transferred before the interrupt, it will be displayed. ToC

# The Lynx command

The basic syntax of the Lynx command can be represented as one of the following:

```
lynx [options]
lynx [options] pathname
lynx [options] URL
```

where

pathname

is the name of an ASCII text file or an HTML file that enters a hypertext network.

- o If no file is specified, Lynx will use a default starting file and base directory determined during installation.
- o If a specified file is local (i.e., not a URL) Lynx displays that file and uses the directory in which that file resides as the base directory.
- o If a URL is specified, the file will be retrieved, and only the server base directory will be relevant to further accesses.

options

can be selected from the following list, where items in all-caps indicate that a substitution must be made.

`anonymous`

used to specify the anonymous account

`case`

enable case-sensitive string searching

`-cache=NUMBER`

set the `NUMBER` of documents cached in memory. The default is 10.



`cfg=FILENAME`  
specifies a Lynx configuration file other than the default `lynx.cfg`.

`display=DISPLAY`  
set the display variable for X rexeced programs

`dump`  
dumps the formatted output of the default document or one specified on the command line to standard out. Under UNIX this can be used in the following way: `lynx -dump http://info.cem.ch/default.html`

`editor=EDITOR`  
enable edit mode using the specified `EDITOR` (`vi`, `ed`, `emacs`, etc.)

`emacskeys`  
enable emacs-like key movement

`-exec`  
enable local program execution

`locexec`  
enable local program execution from local files only

`-noexec`  
disable local program execution (default)

`-help`  
print this Lynx command syntax usage message

`-index=URL`  
set the default index file to the specified `URL`

`noprint`  
disable print functions

`print`  
enable print functions (default)

`restrictions`  
allows a list of services to be disabled selectively and takes the following form: "`lynx -restrictions=[default], [all], [inside_telnet], [outside_telnet], [shell], [editor], [bookmark], [option_save], [print], [file_url], [download], [exec]`"

`all`  
restricts all options.

`bookmark`  
disallow changing the location of the bookmark file.

`default`  
same as command line option `-anonymous`. Disables default services for anonymous users. Currently set to all restricted except for: `inside_telnet`, `outside_telnet`, and `goto`. Defaults are setable within `userdefs.h`.

`download`  
disallow saving binary files to disk in the download menu.



editor  
    disallow editing.

exec  
    disable execution scripts.

file\_url  
    disallow using G)oto to go to file: URL's.

goto  
    disable the 'g' (goto) command.

inside\_telnet  
    disallow telnets for people coming from inside your domain.

options\_save  
    disallow saving options in .lynxrc.

outside\_telnet  
    disallow telnets for people coming from outside your domain.

print  
    disallow most print options.

shell  
    disallow shell escapes.

show cursor  
    If enabled the cursor will not be hidden in the right hand corner but will instead be positioned at the start of the currently selected link. show cursor is the default for systems without FANCY\_CURSES capabilities, and the default configuration can be changed in userdefs.h.

source  
    works the same as dump but outputs HTML source instead of formatted text.

telnet  
    disable recognition of embedded telnet commands completely.

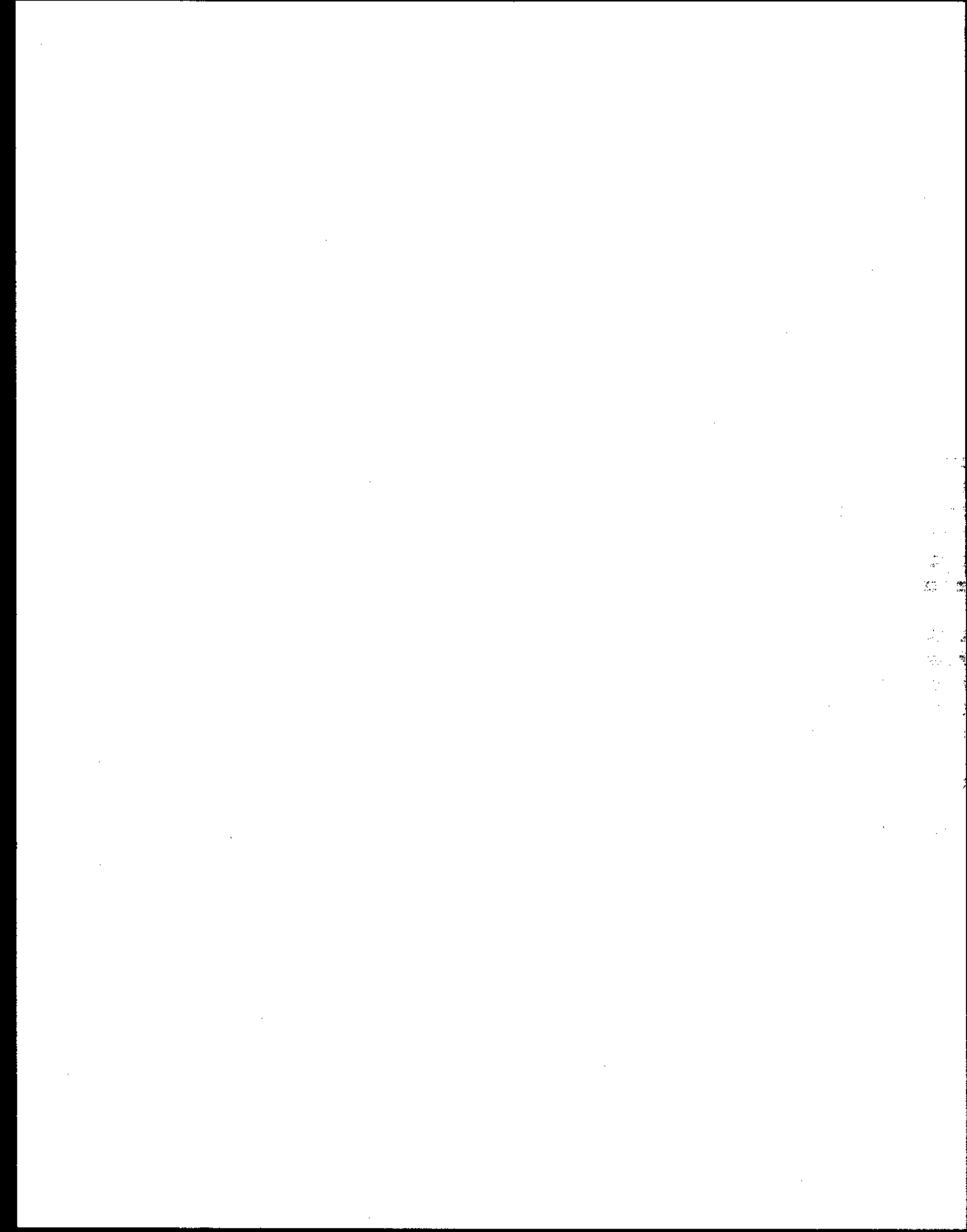
term=TERM  
    tell Lynx what terminal type to assume its talking to. (This may be useful for remote execution, when, for example, Lynx connects to a remote TCP/IP port that starts a script that, in turn, starts another Lynx process.)

-trace  
    turns on WWW trace mode

vikeys  
    enable vi-like key movement

version  
    print version information

No options are required, nor is a starting file required. White space may be



substituted for any equal sign (=) appearing in the option list above. ToC

## **Lynx development history**

Lynx grew out of efforts to build a campus-wide information system at The University of Kansas. The earliest versions of Lynx provided a user-friendly, distributed hypertext interface for users connected to multiuser (UN\*X and VMS) systems via curses-oriented display devices. A custom hypertext format was developed to support hypertext links to local files and files on remote Gopher servers. Using Gopher servers for distributed file service allowed information providers to publish information from a wide variety of platforms (including UN\*X, VMS, VM/CMS and Macintosh). In addition, Lynx became the most user-friendly Gopher client, although that was only an ancillary capability.

This distributed approach let providers retain complete control over their information, but it made communication between users and providers somewhat more difficult. Following the lead of Neal Erdwien, of Kansas State University, the Lynx hypertext format was extended to include links for including ownership information with each file. This information made it possible for users running Lynx clients to send comments and suggestions via e-mail to the providers.

This early version of Lynx was also augmented to support hypertext links to programs running on remote systems. It included the ability to open a Telnet connection, as well as the ability to start programs via rexec, inetd, or by direct socket connects. These capabilities were included to allow users to access databases or custom program interfaces.

A subsequent version of Lynx incorporated the World Wide Web libraries to allow access to the full list of WWW servers, along with the option to build hypertext documents in HTML, rather than the native Lynx format. HTML has become far more widely used, and the native format is being phased out. With the addition of the WWW libraries, Lynx became a fully-featured WWW client, limited only by the display capabilities offered in the curses environment.

At The University of Kansas, Lynx is used in several different ways to give users access to the campus wide information system. First, it is run on several local clients from a script named "kufacts" that points to the starting file located on a local server. Second, it runs whenever a user logs into an account called "kufacts" on a system named kufacts.cc.ukans.edu. Users without a local account may use this system to explore the KU CWIS and experiment with Lynx.



Lynx was designed by Lou Montulli, Charles Rezac and Michael Grobe of Academic Computing Services at The University of Kansas. Lynx was implemented by Lou Montulli and is now maintained by Garrett Arch Blythe.

Lynx has incorporated code from a variety of sources along the way. The earliest versions of Lynx included code from Earl Fogel of Computing Services at the University of Saskatchewan, who implemented HYPERREZ in the UN\*X environment. Those versions also incorporated libraries from the UN\*X Gopher clients developed at the University of Minnesota, and the later versions of Lynx rely on the WWW client library code developed by Tim Berners-Lee (and others) and the WWW community.

Lynx is presently available via anonymous FTP from ftp2.cc.ukans.edu. ToC

## **Additional Information**

For a tutorial introduction to HTML see:

hap: / / www.ncsa.uiuc.edu/ demoweb /html-primer.html.

For a quick reference guide to HTML see:

http: / / kuhttp.cc.ukans.edu/lynx\_help /HTML\_quick.html

For reference information on HTML see:

http://info.cern.ch/hypertext/WWW/MarkUp/MarkUp.html

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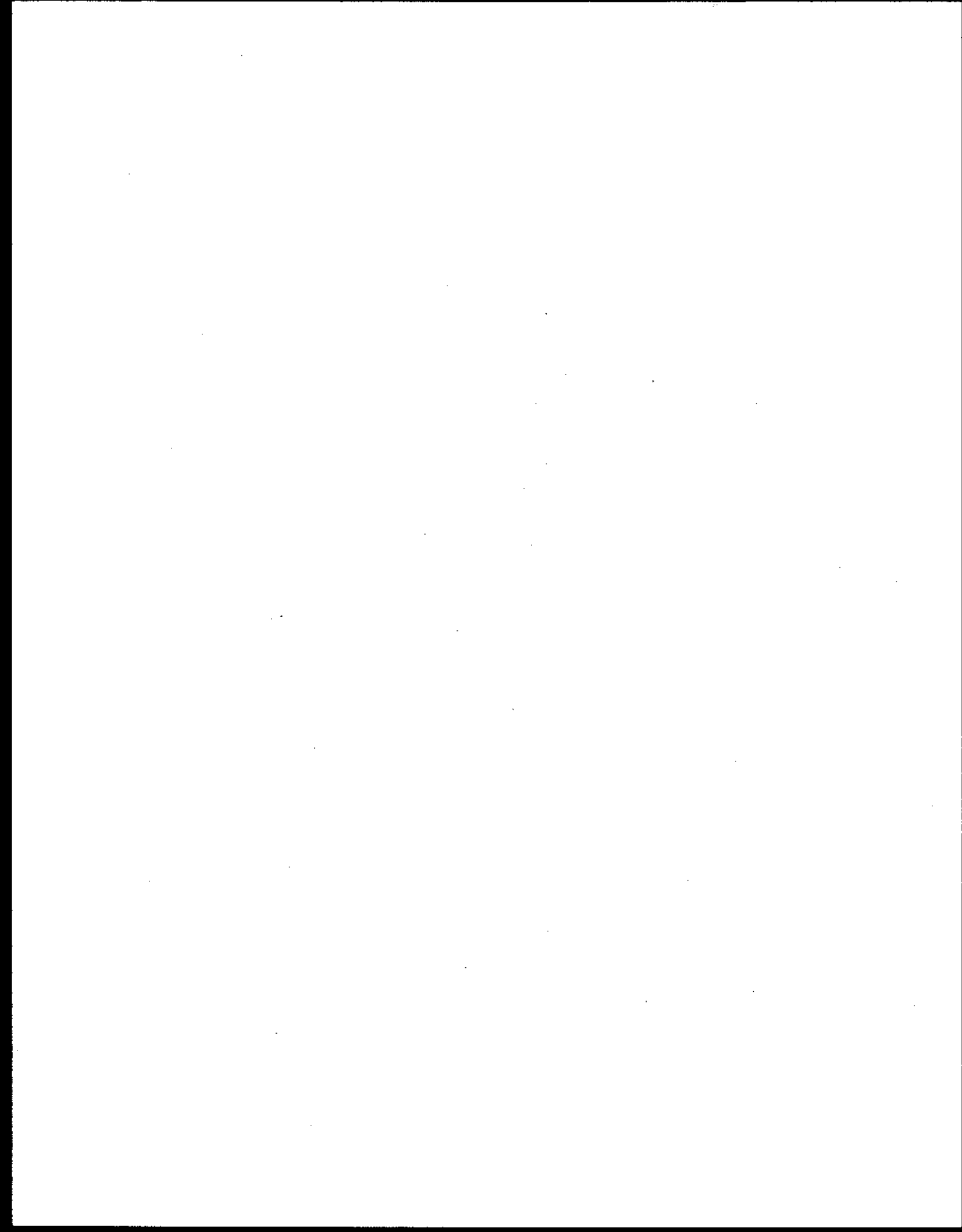
ToC







# **Virtual Worlds**



## Virtual Worlds

One of the more fascinating resources on Internet are MUSEs (Multi User Simulated Environments) also know as virtual worlds. Users entering these text based virtual worlds may interact in real-time with one another or other objects and places. It is not unusual for forty or more people to be simultaneously logged into the same world.

There are hundreds of virtual worlds on Internet. Each world is built around a theme. Some are purely social, others game or exploration oriented, while a few are dedicated to teaching and learning. DeanzaMUSE here at De Anza Community College is an excellent example of a MUSE environment dedicated to teaching and learning.

Because these new teaching/learning environments hold so much potential for distance learning, we're going on a brief visit to DeanzaMUSE.

To enter DeanzaMUSE, log into ginko as guest with a password of scenic103. Next, type connect explorer1 deanza. This will log you into DeanzaMUSE at the Fountain. The following basic commands will help you move around and explore the environment:

```
QUIT - quit and leave muse
WHO - print list of users currently on this muse
help - access online help
news - access online news about this muse's events and topics

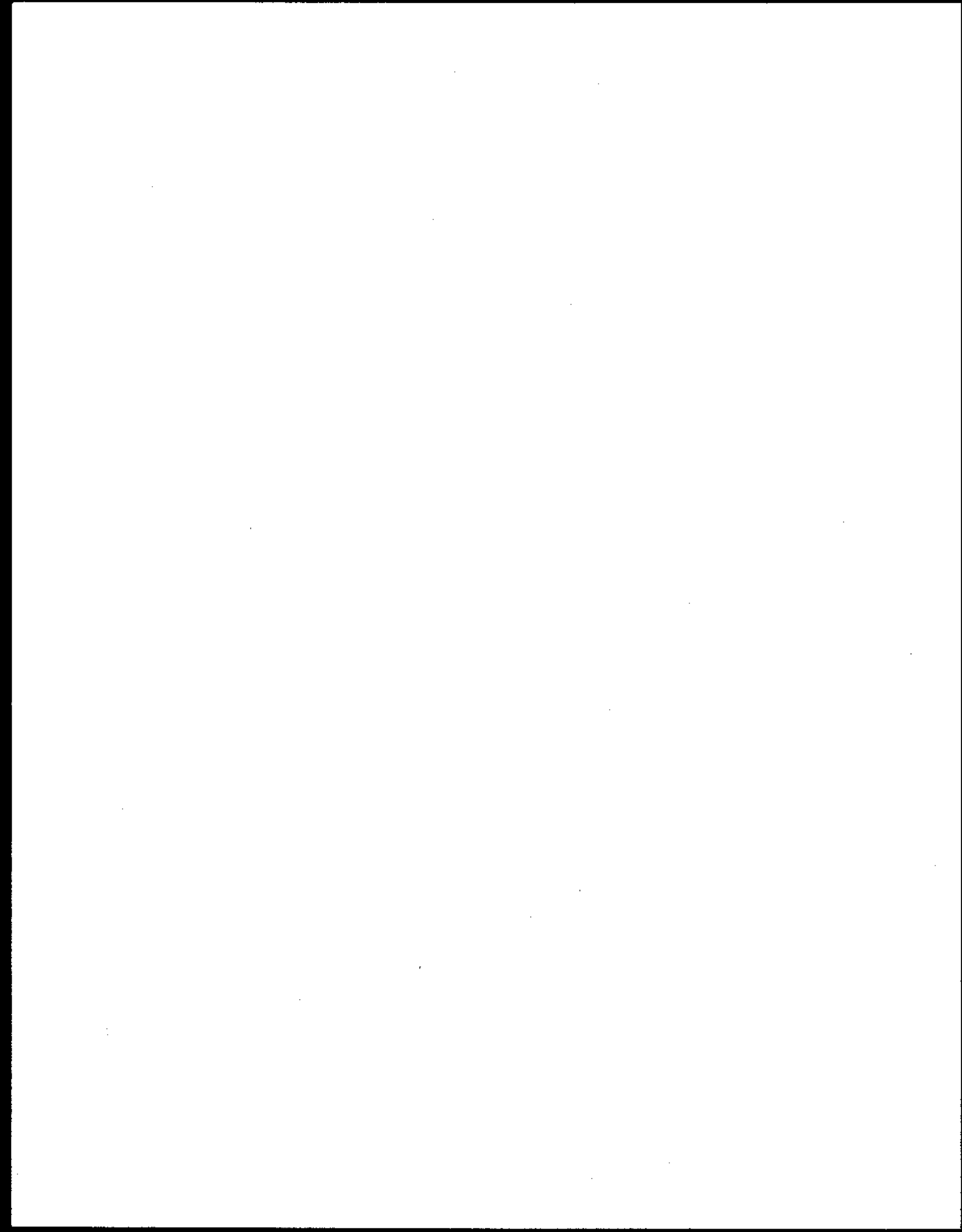
say <something> - make your character 'say' <something>
    Example: say Hi Everyone!
page <player>=<message> - send a <message> to a <player> on the muse
    Example: page Jin=Hello, Can you help me?
look - look at the room you're in, or at a person or object in it.
    Examples: look
                look Fountain
go <exit> - go through one of the obvious exits in the room.
    Example: go out
```







# **Seven UNIX Commands You Can't Live Without**



Go to the previous, next section.

## Seven UNIX Commands you can't live without:

- Wildcards

If you connect to the Net through a Unix system, eventually you'll have to come to terms with Unix. For better or worse, most Unix systems do NOT shield you from their inner workings -- if you want to copy a Usenet posting to a file, for example, you'll have to use some Unix commands if you ever want to do anything with that file.

Like MS-DOS, Unix is an operating system - it tells the computer how to do things. Now while Unix may have a reputation as being even more complex than MS-DOS, in most cases, a few basic, and simple, commands should be all you'll ever need.

If your own computer uses MS-DOS or PC-DOS, the basic concepts will seem very familiar -- but watch out for the `cd` command, which works differently enough from the similarly named DOS command that it will drive you crazy. Also, unlike MS-DOS, Unix is case sensitive -- if you type commands or directory names in the wrong case, you'll get an error message.

If you're used to working on a Mac, you'll have to remember that Unix stores files in "directories" rather than "folders." Unix directories are organized like branches on a tree. At the bottom is the "root" directory, with sub-directories branching off that (and sub-directories in turn can have sub-directories). The Mac equivalent of a Unix sub-directory is a folder within another folder.

- `cat`      Equivalent to the MS-DOS "type" command. To pause a file every screen, **type** `cat file |more'`, better: `'more file'`, where "file" is the name of the file you want to see. Hitting control-C will stop the display. You can also use `'cat'` for writing or uploading text files to your name or home directory (similar to the MS-DOS `'copy con:'` command). If you type `cat >test'` you start a file called "test". You can either write something simple (no editing once you've finished a line and you have to hit return at the end of each line) or upload something into that file using your communications software's ASCII protocol). To close the file, hit control-D.
- `cd`        The "change directory" command. To change from your present directory to another, **type** `cd directory'` and hit enter. Unlike MS-DOS, which uses a `\` to



denote sub-directories (for example: stuff\ text), Unix uses a / (for example: stuff/text). So to change from your present directory to the stuff/text sub-directory, you would type `cd stuff/text` and then hit enter. As in MS-DOS, you do not need the first backslash if the subdirectory comes off the directory you're already in. To move back up a directory tree, you would type `cd ..` followed by enter. Note the space between the `cd` and the two periods -- this is where MS-DOS users will really go nuts.

`cp` Copies a file. The syntax is '`cp file1 file2`' which would copy file1 to file2 (or overwrite file2 with file1).

`ls` This command, when followed by enter, tells you what's in the directory, similar to the DOS `dir` command, except in alphabetical order.

`ls -l`

will stop the listing every 24 lines -- handy if there are a lot of things in the directory. The basic `ls` command does not list "hidden" files, such as the `.login` file that controls how your system interacts with Unix. To see these files, type '`ls -a`' or '`ls -a | more`'

`ls -l` will tell you the size of each file in bytes and tell you when each was created or modified.

`mv` Similar to the MS-DOS rename command. In fact, '`mv file1 file2`' will rename file1 as file2, The command can also be used to move files between directories.

`mv file1 News` would move file1 to your News directory.

`rm` Deletes a file. Type '`rm filename`' and hit enter (but beware: when you hit enter, it's gone for good).

Go to the previous, next section.



# Smileys



Go to the previous, next section.

## Smileys

When you're involved in an online discussion, you can't see the smiles or shrugs that the other person might make in a live conversation to show he's only kidding. But online, there's no body language. So what you might think is funny, somebody else might take as an insult. To try to keep such misunderstandings from erupting into bitter disputes, we have smileys. Tilt your head to the left and look at the following sideways. : -) . Or simply : ) . This is your basic "smiley." Use it to indicate people should not take that comment you just made as seriously as they might otherwise. You make a smiley by typing a colon, a hyphen and a right parenthetical bracket. Some people prefer using the word "grin," usually in this form:

<grin>

Sometimes, though, you'll see it as \*grin\* or even just <g> for short. Some other smileys include:

; -) Wink;

: -( Frown;

: -o Surprise;

8-) Wearing glasses;

.1 -) Abe Lincoln.

OK, so maybe the last two are a little bogus : - ), but for some really fancy ones, see section The Unofficial Smiley Dictionary.

Go to the previous, next section.



Go to the previous, next section.

## Basic Smileys

;) Your basic smiley. This smiley is used to inflect a sarcastic or joking statement since we can't hear voice inflection over e-mail.

; -) Winky smiley. User just made a flirtatious and/or sarcastic remark. More of a "don't hit me for what I just said" smiley.

: - ( Frowning smiley. User did not like that last statement or is upset or depressed about something.

: -1 Indifferent smiley. Better than a : - ( but not quite as good as a : -) .

: -> User just made a really biting sarcastic remark. Worse than a ; - ) .

>:-> User just made a really devilish remark.

>; -> Winky and devil combined. A very lewd remark was just made.

Go to the previous, next section.

