

Pine

August 2001

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PINE 3.90 MAIN MENU                               Folder:INBOX  2 Messages
?      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

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[Folder "INBOX" opened with 2 messages]

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

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Figure 1. A Pine Main Menu Screen

Starting and Quitting Pine

To start:

Log in to your e-mail account. (At the *login:* prompt, type your username and press [Enter]. At the *password:* prompt, type your password and press [Enter].)
At the \$ prompt, type **pine** and press [Enter].

To quit:

When you want to leave Pine, go to the Main Menu and type **Q** (Quit)

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.

Writing a Message in Pine

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

In the command menu below, the ^ 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

Figure 2. A Pine Compose Message Screen

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PINE 3.90 COMPOSE MESSAGE                Folder:INBOX 2 Messages

To   :
Cc   :
Attchmnt:
Subject :
----- Message Text -----

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

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 on the next page (figure 3).

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. 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.

Figure 3. A Pine Compose Message Screen

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                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          ^R Read File    ^Y Prev Pg     ^K Cut Text     ^O Postpone
^C Cancel        ^J Justify       ^W Where is    ^V Next Pg     ^U UnCut Text   ^T To Spell
  
```

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.

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. 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).

Hints for 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.