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THE BASIC TNLS-8 COURSE OUTLINE

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Applications Development

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THE BASIC TNLS-8 COURSE OUTLINE

INTRODUCTION TO NLS

NLS = on Line System

TNLS = Typewriter Version

CAPABILITIES OF SYSTEM:

Composing

Editing

Studying

Structuring

Browsing - viewing

Printing

Publishing

Communicating -

Sending and receiving mail, messages, documents; teleconferencing;
etc.

Storing and retrieving -

Record keeping, library services, data bases, searching, etc.

Calculating

SOME NOTES

This is designed for use when terminals are available for all participants to use/view easily. It is intended to be the first course a person receives on NLS. The commands are shown as they would appear with partial prompting.

COURSE ORGANIZATION

The course is organized by concepts of what a user can do with TNLS at this level. The seven concepts [listed below] are ordered as one would need them to use the system. Under each concept are the exact commands that instruct the computer to perform the function that goes with the concept. There is a command summary at the end of the course outline that lists the same commands alphabetically for easy reference.

The commands which are included in this first course have been selected to let a user write, edit, store, and communicate typewritten information [text]. Those items labeled [Optional] can be covered on the second day of the course.

TNLS CONCEPTS: [Things you can do as covered in this course:]

1. FILES FOR STORAGE
2. TYPING IN INFORMATION
3. TYPING OUT INFORMATION
4. EDITING
5. COMMUNICATING
6. ADDRESSING
7. TROUBLE SHOOTING AND HELP

DEFINITIONS FOR THE COURSE OUTLINE

COMMANDS: You typing some characters to tell the computer what to do.

<SP> means strike the SPACE bar.

Upper case and underlined characters in a TNLS command phrase are what you type.

Words or characters that are uppercase and underlined represent something appropriate that you type.

TYPEIN = a string of characters from the keyboard, ending with an OK.

OK: means you type a carriage return, indicated by a CR.

CR: means you strike the carriage return key; OK.

WHERE YOU ARE: Where the computer thinks you are pointing [to some character in some file]; you tell it by specifying an address; this is where your command will be done.

CTRL means you hold down the control [CTRL] key while typing the specified character.

BASE C: is the TNLS ready signal. It means that you can type in an editing or file-handling command [like home base...].

SEND C: is the Sendmail subsystem ready signal. It means that you can type in a Sendmail command.

GETTING TO NLS

THE TERMINAL AND USE [if dialing in]

If dialing in, turn on, dial TIP number, place receiver in cradle after hearing tone, and make sure terminal is online.

NETWORK [if used]

Net login: brief summary for dial in users [steps are numbered]

[I] Type E [to get the Network's attention]

[III] Type @ 0 <SP> 43 CR
[to Open a connection to Office-1, Host 43; Host 49 for BBNB]

You now should be connected to TENEX
[@ is the TENEX ready signal]

TENEX EXECUTIVE

Login procedure:

[III] Type LOG <SP> USERNAME <SP> PASSWORD <SP> CR
[the last SPACE fills in the account number automatically; you're then ready to call NLS]

[Optional] Group allocation quota:
GROUPSTAT CR [to see who else is using your slot]

Calling NLS:

[IV] Type NLS CR

[Optional] To get back to TENEX:

BASE C: Goto (subsystem) C: Tenex CR
[you may continue in NLS by typing QUIT CR]

To leave the system, logout in NLS:

BASE C: <SP> Logout OK: CR

To close the network connection:

@ C CR

BASIC TNLS:

Abort command = CTRL X [kills the command before the final CR]

1. FILES

The initials file

The initials file is automatically your first file, and is named after your initials [it is also one of your mailboxes]

The origin statement

The origin statement contains the file name and other information about the file for the system. It should not be edited. It is numbered 0, but no number will be printed.

Creating new files -- use the Create File command

BASE C: <SP>Create C: File T: FILENAME CR
< DIRECTORY, FILENAME.NLS;1, >

[a filename can be any short "word", like a folder label]

[Optional] To see a list of all your files use the Show Directory command:

BASE C: <SP>SHow C: Directory (of) T/OK: CR
OK: CR OK:

To work in another file:

BASE C: Load C: File T: FILENAME CR

2. TYPING IN INFORMATION

Insert Statement - lets you enter sentences, headings, or paragraphs

BASE C: Insert C: Statement (to follow) A: ADDRESS CR
L: CR
T: TYPEIN CR

[ADDRESS means statement number; TYPEIN means you type whatever you want in the statement]

[Optional] Continue to insert by typing a CTRL E instead of the first CR for a final OK:

[puts you in the "Enter mode" -- you type CR
to end each statement, when you are finished
type a CTRL X after the prompt L:]

Backspace: You may backspace while typing to immediately
correct errors

backspace character = CTRL A
[the deleted character will be printed after a slash]
backspace word = CTRL W
[an underline or backarrow will be printed]

[Optional] To insert text at the end of a statement:

BASE C: Inter C: Text (to follow) A: STATEMENT NUMBER +e CR
T: TYPEIN CR

[+e means the end of the statement]

3. TYPING OUT INFORMATION *To stop printing type a CTRL O
[it takes some time to get through!!]

Printing the file:

BASE C: Print C: File OK: CR

Printing a statement:

BASE C: Print C: Statement at A: STATEMENT NUMBER CR
V: CR

Printing the rest of the file:

BASE C: Print C: Rest OK: CR

[Optional] Easy print: A shortcut to print the current statement

BASE C: \ [backslash prints the statement where you are]

4. EDITING

To change information that has been typed in:

To change information within a statement:

Substitute Text in Statement [to correct most errors]:

BASE C: Substitute C: Text (in) C: Statement (at) A: ADDRESS
 CR
 (New TEXT) T: TYPEIN CR
 (Old TEXT) T: TYPEIN CR Finished? S/Y/N: Y [for yes]
 Substitutions made: Number

[replaces the old text with the new text
 every time it occurs in the statement]

To change whole statements:

Delete Statement

BASE C: Delete C: Statement (at) A: ADDRESS CR
 OK: CR

[Optional] Move Statement:

BASE C: Move C: Statement (from) A: ADDRESS CR
 (to follow) A: ADDRESS CR
 L: CR

[Optional] Copy Statement:

BASE C: Copy C: Statement (from) A: ADDRESS CR
 (to follow) A: ADDRESS CR
 L: CR

To Delete a File

BASE C: Delete C: File T: FILENAME CR
 OK: CR

[Careful, this removes all versions of
 the file. You can Undelete a File anytime
 before Logout with the Undelete command.]

To Update a File: [should be done periodically to save changes for backup, not imperative]

BASE C: Update C: File OK/C: CR
<DIRECTORY, FILENAME.NLS;2,>

[Optional] Formatting Technique: use carriage returns to control line length

To type a carriage return within a TYPEIN, type CTRL V CR

5. [Optional] COMMUNICATING

SENDMAIL SYSTEM: How to Send Journal Mail

Example of submitting a message using idents [or .lastname] and Interrogate [where the system prompts you]:

BASE C: Goto (subsystem) C: Sendmail OK: CR

SEND C: Interrogate OK: CR

(distribute for action to:) T: JMB,FEEDBACK,SGR CR

(distribute for information-only to:) T: JCN CR

(title:) T: Your Example CR

(type of source:) C: Message T: TYPEIN CR

(show status?) Y/N: Y [the status typed by the system:]

TITLE: Your Example

AUTHOR(S): jhb

DISTRIBUTE FOR ACTION TO: jmb feedback sgr

DISTRIBUTE FOR INFO-ONLY TO: jcn

MESSAGE: [Typein of message will be repeated]

(send the mail now?) Y/N: Y [for yes]

Completed

SEND C: Quit OK/C: CR

To send a Statement that's already stored online, use the following instead of Message for the type of source in the Interrogate command [see the Command Summary for an example]

(type of source:) C: Statement A: ADDRESS CR

To send a File use the following instead of Message [see the Command Summary for an example]

(type of source:) C: File A: FILENAME CR

How to read journal mail you've received

The mail box is in your initials file under a statement called "(Journal)"

Use the Print Journal command

BASE C: Print C: Journal (mail) OK: CR

To empty your mail box: substitute (read) for (journal)

[this will empty your mailbox by having all journal mail that is already read put in a different place from incoming mail. A new journal mailbox will be created whenever there is mail to be delivered. This is a temporary method for the present course level]

TENEX ways of communicating: SNDMSG and LINK

To send a Message in TENEX

BASE C: Goto (subsystem) C: Tenex OK: CR
[must QUIT]:

@SNDMSG CR [the system will prompt you:]
(To (? for help):) TYPEIN CR [lastnames separated by comma]
(cc (? for help):) TYPEIN CR [lastnames separated by comma]
(Subject:) TYPEIN CR [subject of your message]
(Message ? for help): TYPEIN
CRTL Z [to terminate and send the message]
(Q, S, ?, carriage return:) CR [to send the message]

@QUIT CR [to go back to where you were in TNLS]

To read a Message in TENEX

MESS CR

In some systems you must use the readmail command:

READMAIL CR CR

Linking [in TENEX] [first ask where the person is:]

BASE C: Quit OK/C: Nls OK: CR
WHERE <SP> USERNAME CR [do not link when user is in
SNMSG, OUTPRC, NOUTPRC, or XLIST]

LINK <SP> USERNAME CR [precede comment with a ";" and end
with a CR; repeat every 3 lines]

BYE CR [to break the link]
CON CR [returns you to NLS]

6. ADDRESSING

Where the control marker is -- type a / [see the questionmark key on some terminals]

This will show an arrow pointing to the character that you are at: ==>x

To move the control marker within your current file use the Jump to Address command

BASE C: Jump (to) C: Address A: ADDRESS CR

An address can be one of the following anytime you see the prompt A:

STATEMENT NUMBER [NOTE: TNLS automatically renumbers statements when appropriate]

BASE C: Jump (to) C: Address A: STATEMENT NUMBER CR

[Optional] "TYPEIN" To find some word or text, enclose whatever word or series of characters you want to find in quotes:

BASE C: Jump (to) C: Address A: "TYPEIN" CR

[takes you to the first occurrence of the TYPEIN to the right and down in your file]

[Optional] STATEMENT NUMBER and "TYPEIN"; To find some word or text starting in a particular statement use:

BASE C: Jump (to) C: Address A: STATEMENT NUMBER "TYPEIN" CR

[Optional] STATEMENT NUMBER .t ("tail"); To find the last statement in the file. Use this address to add statements to the end of your file.

BASE C: Jump (to) C: Address A: STATEMENT NUMBER .t CR

Addressing across files and directories

To address another file:

BASE C: Jump (to) C: Address A: FILENAME, CR

To address another person's file:

BASE C: Jump (to) C: Address A: DIRECTORY,FILENAME, CR

To address a particular statement in another person's file:

BASE C: Jump (to) C: Address A: DIRECTORY,FILENAME,STATEMENT
NUMBER CR

7. TROUBLE SHOOTING AND HELP

Immediate assistance from the system:

Type ? for a list of all the possible command words.

[Optional] Status commands

Two CTRL T's [note words RUNNING or WAIT -- system should be either running or waiting for you]

Call SRI-ARC, [415 326-6200, ext. 3630]
Or link to Feedback, Bair, Roetter, or Beck at Office-1

[Optional] FEEDBACK mechanism: [any complaints, questions, problems, suggestions]

SNMSG or Sendmail to FEEDBACK
Response should be no later than 1 working day

[Optional] Remedies

CTRL C, RESET CR, NLS CR
[use CTRL C only in emergencies to get to Tenex]

If your connection is broken:

Repeat Step 2 of the Net login procedure on page 4
To check if you are detached, use the where command:

WHERE <SP> USERNAME CR

If you are detached, instead of logging in, type:

ATT <SP> USERNAME <SP> PASSWORD <SP> CR

CTRL O [to wake up NLS if that's where you were, or:]

CTRL C NLS CR [to start over again]

If you accidentally delete a file:

BASE C:Undelete C: File T: FILENAME CR

Undeleted files are:

(FILENAME)

PRACTICE

In addition to trying each command, there is an instructional document called "TNLS-8 Primer" which was written to be used for practice.

TNLS COMMAND SUMMARY FOR THIS COURSE: [alphabetical] you type that part of the command that is capitalized and underlined. CR = Carriage Return.

BACKSPACE CHARACTER = CTRL A; BACKSPACE WORD = CTRL W

CARRIAGE RETURN [formatting] = CTRL V CR

CONTINUE TO INSERT = CTRL E instead of the CR ending your typin
[CTRL X to stop inserting]

COPY STATEMENT:

Copy C: Statement (from) A: ADDRESS CR
(to follow) A: ADDRESS CR
L: CR

CREATE FILE:

<SP>Create C: File T: FILENAME CR

DELETE STATEMENT:

Delete C: Statement (at) A: ADDRESS CR
OK: CR

DELETE FILE:

Delete C: File T: FILENAME CR
OK: CR

GOTO TENEX:

Goto (subsystem) C: Tenex OK: CR

INSERT STATEMENT:

Insert C: Statement (to follow) A: ADDRESS L: CR
T: TYPEIN CR

INSERT TEXT at the end of a statement

Insert C: Text (to follow) A: STATEMENT NUMBER +e CR
T: TYPEIN CR

JUMP TO ADDRESS:

Jump (to) C: Address A: ADDRESS CR

Jump (to) C: Address A: "TYPEIN" CR

Jump (to) C: Address A: STATEMENT NUMBER "TYPEIN" CR

Jump (to) C: Address A: FILENAME, CR

Jump (to) C: Address A: DIRECTORY,FILENAME, CR

Jump (to) C: Address A: DIRECTORY,FILENAME,STATEMENT NUMBER CR

LOAD FILE:

Load C: File T: FILENAME CR

LOGOUT:

<SP>Logout OK: CR

MOVE STATEMENT:

Move C: Statement (from) A: ADDRESS CR

(to follow) A: ADDRESS CR

L: CR

PRINT FILE:

Print C: File OK: CR

PRINT JOURNAL:

Print C: Journal (mail) OK: CR

PRINT REST:

Print C: Rest OK: CR

Stop printing = CTRL O

PRINT STATEMENT:

Print C: Statement at A: ADDRESS CR

V: CR

Easy print = \

QUIT IN TENEX:

QUIT CR

SHOW DIRECTORY:

<SP>SHOW C: Directory (of) OK/T: CR
OK: CR OK:

SUBSTITUTE TEXT IN STATEMENT:

Substitute C: Text (in) C: Statement (at) A: ADDRESS CR
(New TEXT) T: TYPEIN CR
(Old TEXT) T: TYPEIN CR Finished? S/Y/N: ANSWER
Substitutions made: Number

TAIL = 1 .t for ADDRESS

[the last statement in the file -- when single level]

UPDATE A FILE:

Update C: File OK/C: CR

SENDMAIL SYSTEM:

Submit Message or Statement or File, idents [or .lastname], and Interrogate:

BASE C: Goto (subsystem) C: Sendmail OK: CR

SEND C: Interrogate OK: CR

(distribute for action to:) T: JMB,FEED,JCN CR

(distribute for information-only to:) T: RWW CR

(title:) T: Your Example CR

(type of source:) C: Message T: TYPEIN CR

OR..type of source:) C: Statement A: ADDRESS CR

OR..type of source:) C: File A: FILENAME, CR

(show status?) Y/N: Y
TITLE: Example
AUTHOR(S): JHB
DISTRIBUTE FOR ACTION TO: jmb feed jcn
DISTRIBUTE FOR INFO-ONLY TO: rww
MESSAGE: TYPEIN of message.
(Send the mail now?) Y/N: Y

Completed

Quit OK/C: CR