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# Pine Basics

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*This Guide gives brief instructions on how to use Pine, the recommended e-mail package for the UNIX system and Windows. For a fuller tutorial introduction, see Computer Services Guide C4.3, "Getting Started with Pine". This Guide assumes familiarity with e-mail concepts.*

## 1. Starting & Quitting Pine

To start Pine, Log on to the UNIX system, and when you see the \$ prompt, type **p**ine. If you are using Winsock Pine, simply double-click on the Pine icon.

To quit Pine, at almost any place in Pine, type **Q** (Quit). You are asked: **Really quit pine?** Type **y** (yes) or press <Return> to quit. In Winsock Pine you can also select Exit from the File menu.

## 2. The Main Menu

The Main Menu lists Pine's main options. To the left of each option or command name is the letter you must type to enter your choice. You can usually type either uppercase or lowercase letters, and you do not need to press <Return> to enter commands. Alternatively, note that one of the lines will be highlighted — you can select the highlighted option simply by pressing the <Return> key, and you can move the highlight using the cursor keys.

## 3. 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).

## 4. Writing a Message in Pine

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

In the <i>To:</i> field	Type the e-mail address of the recipient.
In the <i>Cc:</i> field	Type the e-mail address of anyone you want to receive a copy of the message
In the <i>Subject:</i> field	Type a meaningful description of the subject of your message.
Below the <i>Message Text</i> line	Type the text of your message.
To send your message	Press <b>CTRL-X</b> (Send). You are asked: <b>send message?</b> Type <b>y</b> (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.)

## 5. Reading Messages

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. When you exit the program, Pine will automatically save messages you have read to your saved-messages folder and delete them from your INBOX.

To see a list of the messages you have received in your INBOX folder, at the Pine Main Menu, type **I** (Folder Index). To view a message, at the Folder Index screen, use the arrow keys to move the highlight to the message you want to view. Type **V** (ViewMsg) or press <Return> to read a selected message. To see the next message, press **N** (NextMsg). You can use **P** to see the previous message. To return to the index, press **I** (Index).

## 6. 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.

## 7. 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. 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.

## 8. Saving a Message

Pine uses “folders” to store messages. As you use e-mail, 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. Every incoming message remains in your INBOX until you have read it (in which case it will automatically be saved to your saved-messages folder when you quit pine) or you delete or save it in another folder.
- The *saved-messages* folder — copies of messages you have read are stored in this folder unless you save them to other folders you create yourself.
- The *sent-mail* folder — copies of messages you send are automatically stored in this folder.

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. To access your folders and the messages that are stored in them, type **L** (Folder List). You will see a Folder List screen, in which your current folder is highlighted. (When you start Pine, the current folder is your INBOX.)

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, any read messages will also be deleted, having been saved to the saved-messages folder. It is useful to create additional folders for storing messages on particular subjects.

To save a message to a folder you specify, 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 with the prompt: **SAVE to folder [saved-messages]**. Type a foldername and press <Return>. If you do not already have a folder with that name, you will be asked whether you want to create it.

## 9. Deleting a Message

You keep your Pine folders clean by routinely deleting messages. Otherwise you will find more and more of your disk space is being taken up by old mail 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, select and open the folder that contains the message you wish to mark for deletion. At the Folder Index screen, select the message you want to mark for deletion, or simply view the message. 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.