8.   Filing Messages

Most users prefer not to keep all their messages in their one Active Mail folder, but rather disperse them into several different folders, usually sorted by topic. This makes it easier to locate old messages of interest. Lafite allows you to create additional mail folders as you wish and to move your messages freely among them.

The Move To Command

To move messages from one folder to another, select the message(s) that you wish to move. Then click on the Move To command with the left mouse button. A menu will appear listing your existing mail folders, plus the item "Other Folder." If you wish to move the messages into one of the existing folders, simply select the folder's name from the menu. Lafite then prompts you to confirm the move: "Click LEFT to confirm move to *FOLDER.*" If you click the left mouse button, Lafite completes the move, deleting the message(s) from the first folder's table of contents and marking them with an *m.* If you click the right mouse button, the move is aborted.

If you wish to move the messages into a folder not listed on the menu or to a new folder, select the "Other Folder" item. Lafite will prompt you with "*FILENAME* (CR to abort):" in the prompt region. Type the name of the folder, followed by a carriage return (or a bare carriage return if you change your mind and want to abort the command). Lafite then prompts you as above to confirm the move: "Click LEFT to confirm move to *FOLDERNAME,*" followed by "[*OLD FILE*]" if the file you named already exists, or "[*NEW FILE*]" if it doesn't (see figure 10). If you click the left mouse button, Lafite performs the move, creating a new folder if necessary, and adds the folder's name to the menu for future selection.
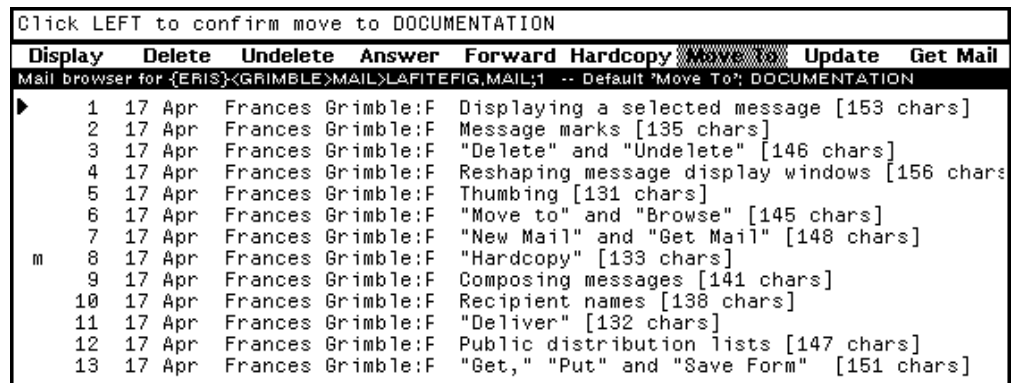
```
Click LEFT to confirm move to DOCUMENTATION
 Display     Delete    Undelete   Answer   Forward  Hardcopy Move To  Update    Get Mail
Mail browser for {ERIS}<GRIMBLE>MAIL>LAFITEFIG.MAIL;1 -- Default 'Move To': DOCUMENTATION
▶     1   17 Apr   Frances Grimble:F   Displaying a selected message [153 chars]
      2   17 Apr   Frances Grimble:F   Message marks [135 chars]
      3   17 Apr   Frances Grimble:F   "Delete" and "Undelete" [146 chars]
      4   17 Apr   Frances Grimble:F   Reshaping message display windows [156 chars
      5   17 Apr   Frances Grimble:F   Thumbing [131 chars]
      6   17 Apr   Frances Grimble:F   "Move to" and "Browse" [145 chars]
      7   17 Apr   Frances Grimble:F   "New Mail" and "Get Mail" [148 chars]
 m    8   17 Apr   Frances Grimble:F   "Hardcopy" [133 chars]
      9   17 Apr   Frances Grimble:F   Composing messages [141 chars]
     10   17 Apr   Frances Grimble:F   Recipient names [138 chars]
     11   17 Apr   Frances Grimble:F   "Deliver" [132 chars]
     12   17 Apr   Frances Grimble:F   Public distribution lists [147 chars]
     13   17 Apr   Frances Grimble:F   "Get," "Put" and "Save Form"  [151 chars]
```

Figure 10. A browser window showing a Move To confirmation prompt and the name of the current default Move To folder

In either case, once the move is complete, the information "Default 'Move To': *FOLDERNAME*" appears in the title bar of the browser.

This is for the benefit of the "accelerated" form of the Move To command. If you select the Move To command with the middle mouse button, Lafite performs the move to the folder named in the title bar without bringing up a menu of choices.

If you are already viewing the destination folder of a Move To in a browser on your screen, the newly moved messages are appended immediately to the browser's table of contents (although the browser is not scrolled to show them, as it would be with the Get Mail command).

How to Create New Folders

A new folder is automatically created if you ask to move mail into a folder that doesn't exist yet. You can also create a new folder without using the Move To command. Click on the Browse command from the Lafite status window and select "Other Folder" from the menu that appears. A small prompt window will appear with the prompt "FILENAME (CR to abort)" (see figure 11). Type the desired name of the folder and press the carriage return. If no folder of that name already exists, Lafite prompts you to confirm that you want a new folder, to make sure that you didn't merely mistype the name of an existing folder: "Click LEFT to confirm creating *FOLDERNAME*." If you click the left mouse button, Lafite will create the folder and prompt you to shape a browser window for the folder by showing a rectangle of dashed lines. The browser's table of contents will initially be blank, and the prompt region will report "Folder is empty." You can now retrieve new mail to this folder, using the Get Mail command, or move messages into it from another folder, as described above.

Figure 11. The prompt window for creating a new mail folder from the status window. The user first selected the Browse command, then the Other Folder item from the folder menu

How to View Other Folders

When you start up Lafite without specifying which folder you wish to view, Lafite automatically browses your default folder (usually ACTIVE.MAIL). If you instead wish to view a different mail folder at start-up time, then start Lafite by typing (LAFITE 'ON '*FOLDERNAME*) to the executive window. Once Lafite is started, you can view any folder by clicking on the Browse command from the Lafite status window and selecting the folder from the menu offered, or selecting "Other Folder" and typing its name.

The Forget Folder Command

Once you create a folder, it remains in your folder menu (the one offered by the Browse and Move To commands) until you either expunge all messages from the folder, thereby deleting the folder, or you explicitly ask that the folder be removed from the menu. This latter way is needed, for example, if you have browsed various public mail folders that you no longer wish to see in your folder menu.

You can remove a folder from the Browse menu by invoking the Browse command with the middle mouse button. The resulting menu provides four options: Browse, Forget Folder, Forget Message Form, and Browse Laurel File (see figure 12). Browse Laurel File can be used only within Xerox. The Browse command is the same as the one in the Lafite status window, and the Forget Form command is discussed in chapter 9, "Writing Messages." To use the Forget Folder command, simply click on it with the left mouse button and select the folder you want to remove with the same mouse button. The Interlisp-D prompt window will tell you that the folder has been forgotten.

Figure 12. The middle-button Browse menu, showing the options for browsing files and deleting menu items

"Forgetting" a folder only removes the folder from the menu; it does not delete the file. You can always browse the folder again by selecting Other Folder from the menu and typing the folder's name. Within Lafite, you can permanently delete a folder by deleting all its messages, expunging it, and closing its browser window. In this case, the folder's name is automatically removed from the folder menu. You can also delete a folder outside of Lafite by using the File Browser Lisp Library package to delete and expunge the folder and its table-of-contents file (named *FOLDERNAME*.MAIL-LAFITE-TOC), or using the function DELFILE to delete those two files, by typing (DELFILE *'{FILESERVER}<DIRECTORY>FOLDERNAME*) to the top-level executive. In either case, Lafite is unaware that you have deleted the folder behind its back, so you must use the Forget Folder command if you wish to remove the folder's name from the folder menu.