1.
INTRODUCTION

What Lafite Is

Lafite is an easy-to-use, display-oriented electronic message system. Like all electronic message systems, Lafite combines the advantages of the postal service and the telephone system. You can compose messages at leisure and in private, transmit them rapidly, and print copies of the messages you send and receive.

However, Lafite offers more than most electronic message systems. It uses the Interlisp-D window interface, which enables you to read and write many messages simultaneously while you are using other Interlisp systems. It is also fully integrated with the TEdit text editor, which allows you to write messages using all of TEdit's editing and formatting capabilities. In addition, Lafite enables you to create mail folders and file your messages in them and to create, save, and use special message forms.

What This Manual Is About

This manual is designed to help you use Lafite. It assumes you understand the basic principles of using your Xerox Lisp workstation and the Interlisp-D environment. If you need information on operating your workstation, refer to its user's manual. The *Friendly Dandelion Primer* and the *Interlisp-D Reference Manual* describe the Interlisp environment.

If you are a new Lafite user, you will find it helpful to skim through the manual, then return to the beginning and practice using Lafite's features in the order in which they are described. If you are an experienced Lafite user, you should just skim through the manual, then turn to the appropriate section whenever you need help. If you are a technically knowledgeable or adventurous user, you may want to know how to customize the system. Information on modifying Lafite's behavior is provided in chapter 13, "Customizing Lafite."

You can find some useful background information in chapter 2, "Things to Know Before You Start." Chapter 3, "Obtaining Lafite," tells you how to log in and how to load Lafite and the other software you need to use it. In chapter 4, "Entering Lafite," you can find out how to access Lafite and how to use the highest-level Lafite window, the status window. You can learn how to read your mail in chapter 5, "Reading Messages," and how to update your mail files in chapter 6, "Deleting Messages and Updating the Mail Folder." Chapter 7, "Printing Messages," tells you how to obtain hard copies of your messages, and chapter 8, "Filing Messages," tells you how to organize them. You can find out how to compose and transmit Lafite mail in chapters 9 and 10, "Writing Messages" and "Sending Messages." Chapter 11, "Leaving Lafite," describes several ways you can exit the system.

If Lafite does not seem to be operating correctly, you can turn to chapter 12, ''Troubleshooting Lafite Problems.'' Chapter 13, ''Customizing Lafite,'' tells you how to change Lafite's global variables (we have tried to make it accessible to nonprogrammers who are willing to do a little extra reading). And chapter 14, ''Using Lafite-Related Lisp Library Packages,'' contains user's guides to the Lafite Find and Mail Scavenger Lisp Library packages.

You will find several different kinds of reference material at the end of this manual. Appendix A, ''Using Lafite Courteously,'' is a guide to message system etiquette. You can look up technical terms used in the manual in the glossary at the end of appendix A. After appendix A, you will find a quick-reference section giving brief summaries of Lafite's commands and a chart of message marks. At the very end, there is an index that shows you where to find all the important information given in this manual.