



Pine Attachments

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Sending an attachment with Pine

PART 1 - UPLOADING THE FILE TO UHUNIX

First, make sure the person you are sending the file to can read that format. For example, if you want to send the person a picture file, make sure the person's computer is capable of viewing pictures. If you want to send the person a Word file, make sure the person has Word or an application that can import Word files.

Macintosh

The software used on the Macintosh to transfer files is called Fetch.

1. Start Fetch. Login to your *uhunix* account by filling in the window as follows:

Host: **uhunix#.its.hawaii.edu** (where # is 1, 2, or nothing)

User ID: **your ITS username** (for example, mine is teresa)

Password: **your password**

Directory: delete anything that's in this box

New Connection...

Enter host name, userid, and password (or choose from the shortcut menu):

Host:

User ID:

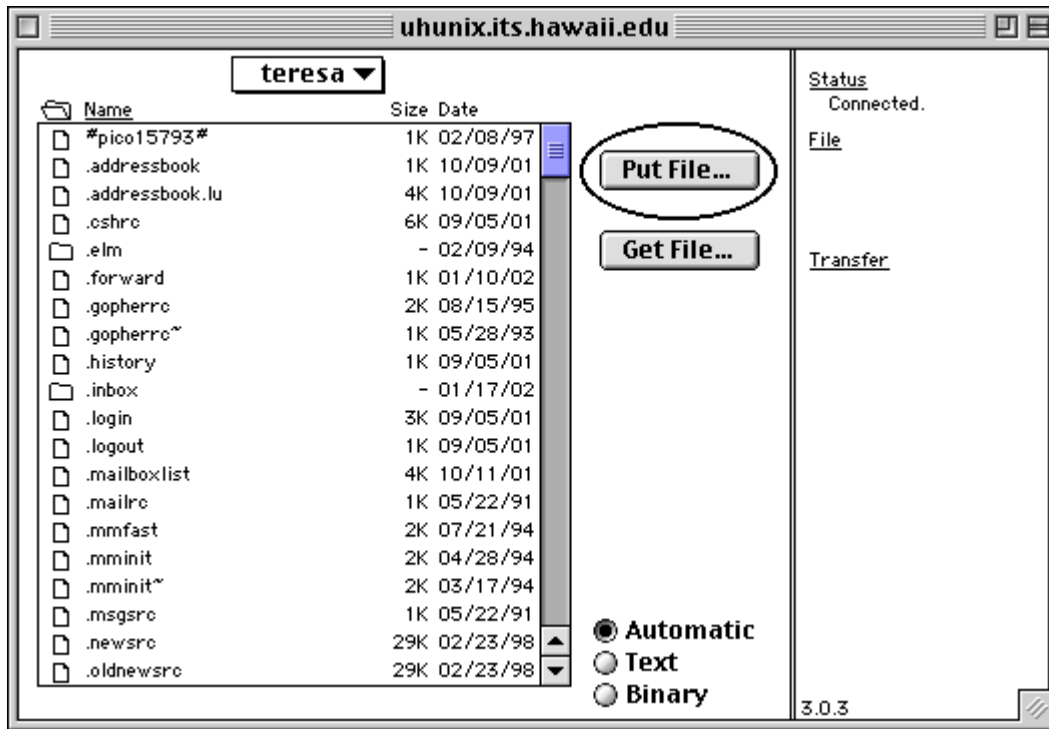
Password:

Directory:

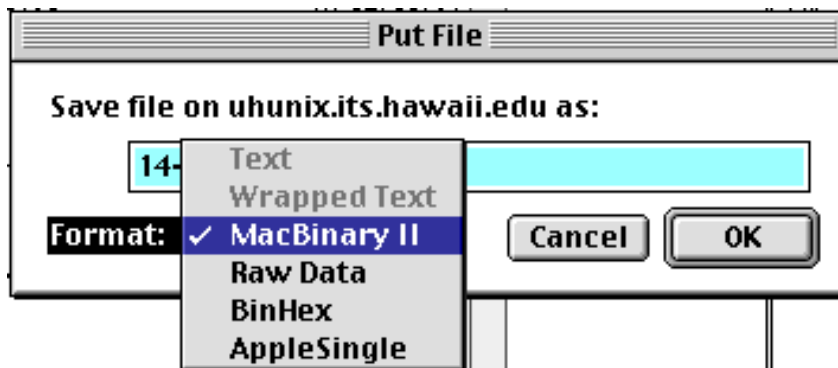
Shortcuts:

Click **OK**.

2. You will be connected to your *uhunix* account. Make sure the **Automatic** choice is blackened.
3. Click on **Put File...**



4. Locate the Macintosh file you wish to send. Highlight the file and click on **Open**.
5. You will be asked for a name and format. You should name the file something easy to type, for example **attach1**. Choose **MacBinary II** as the format if you know the person you are sending to uses a Macintosh, choose **Text** if you are sending a text-only file, or otherwise choose **Raw Data**. Click **OK**.



6. The file will now be transferred to your *uhunix* account. When it has been transferred, you can quit Fetch by going to the **File** menu and selecting **Quit**. This will also automatically log you out of your *uhunix* account.

Windows

The software used in the Windows operating system to transfer files is called WS_FTP.

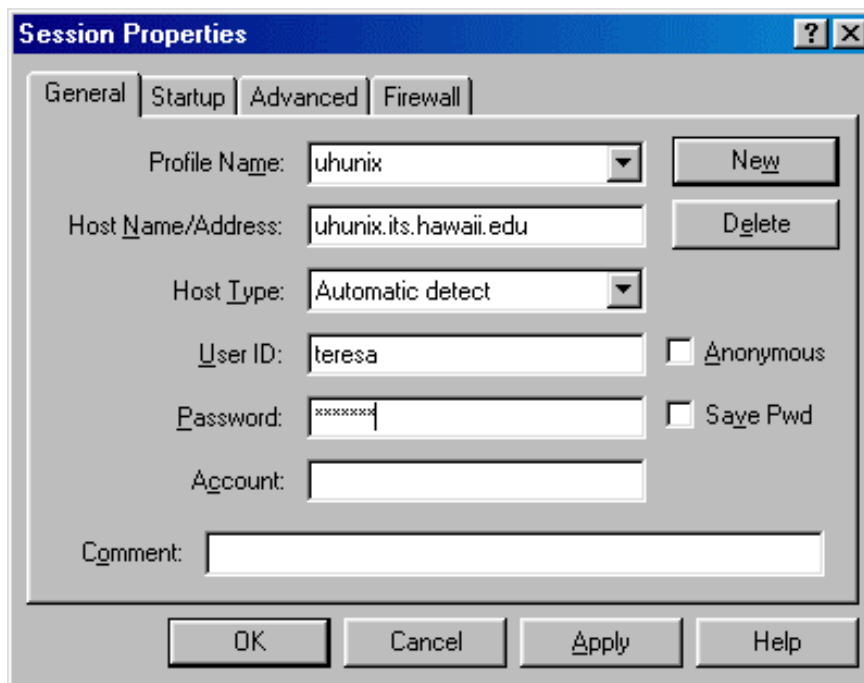
1. Start WS_FTP. Click on **New**. Fill in the Connection window as follows:

Profile Name: **uhunix#** (# is the number of the uhunix machine)

Host Name: **uhunix#.its.hawaii.edu** (where # is 1, 2, or nothing)

User ID: **your ITS username** (for example, mine is teresa)

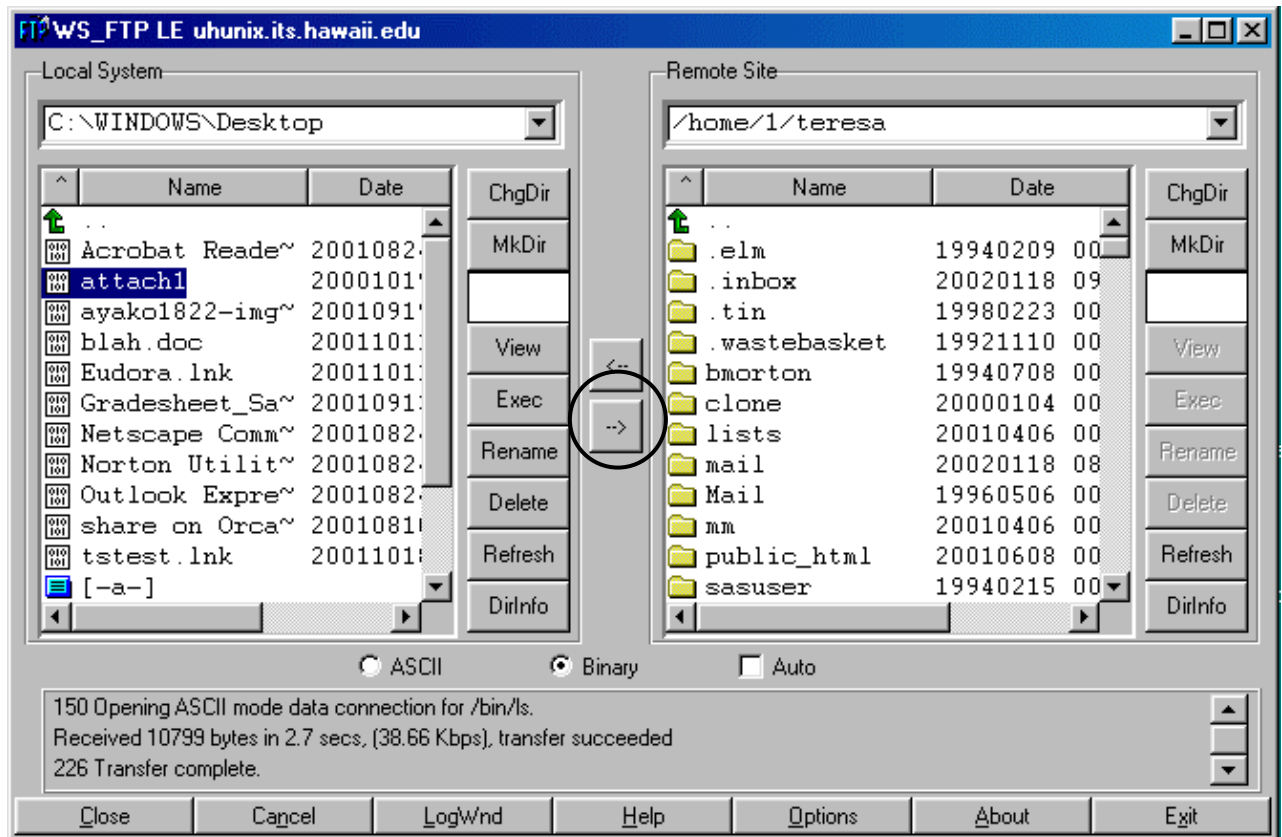
Password: **your password**



Click on **OK**.

2. You will now be connected to your *uhunix* account and another window will appear. Change the directory under Local System to the directory that contains the file you wish to send by clicking on the **ChgDir** button, then typing the name of the subdirectory. Click **OK**.
3. Your file should now be listed under **Local System**. Click once on the file to highlight it.

- If the file is a text-only file, make sure the **ASCII** button is blackened. Otherwise, leave the **Binary** button blackened. Click on the **→** button pointing to the Remote System side.



- The file will now be transferred to your *uhunix* account. When it has been transferred, you can quit WS_FTP by clicking on **Exit**. This will also automatically log you out of your *uhunix* account.

PART 2 - ATTACHING THE FILE TO A PINE E-MAIL MESSAGE

- Login to your *uhunix* account and get into Pine.
- Type **C** at the main menu to Compose a message.
- Fill in the **To:** and **Subject:** fields, but don't move the cursor into the body of the message yet. Press and hold the **Control** key then press the **j** key.
- You will see a message like the following at the bottom of the window:

File to attach:

Your cursor will be positioned to the right of the colon (:). Type the name of the file you want to send (the one you transferred in Part 1), then press the **Return** key.

- You will be asked for an Attachment comment. Press the **Return** key.

- Now you can type a message as you normally would. It is usually a good idea to write in the message what kind of file you're sending, i.e. a Word file, a picture, etc. When you are finished, send the message as you normally would. The attachment will automatically be encoded and sent with the message.

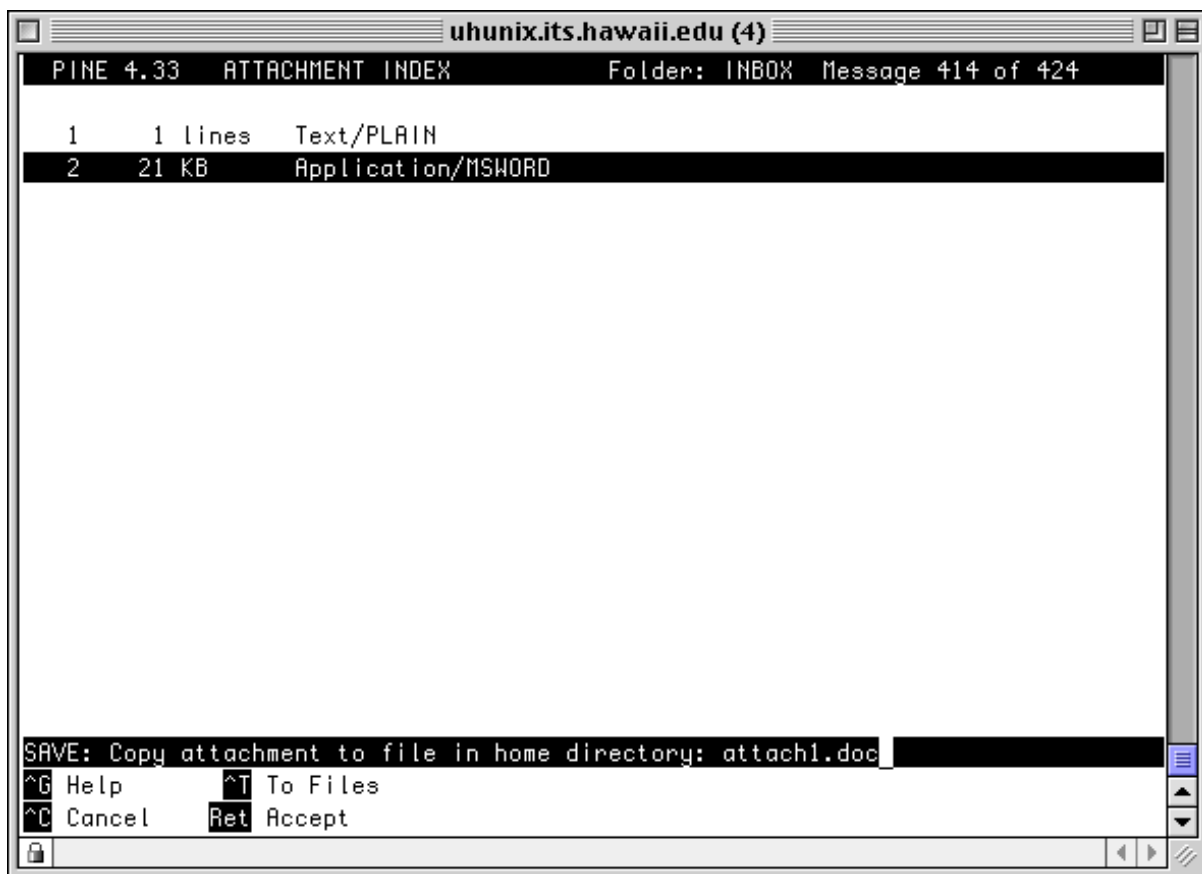
Receiving an attachment with Pine

PART 1 - SAVING THE ATTACHMENT OUT FROM THE E-MAIL MESSAGE

- Go into Pine. In your list of messages (the Index), highlight the message with the attachment.
- Press the **v** key. You should be looking at the Attachment Index. You should see a list of at least two items.
- Arrow down until the choice that says **Application/#####** is highlighted (##### could be several things, for example MSWORD or OCTET-STREAM). Press the **s** key.
- You should see the following at the bottom of the screen:

Copy attachment to file in home directory:

To the right of the colon (:) should be a name. Remember this name! If it's too long or too hard to remember, you can use the **Delete** key to erase this name, then type a new one that you can remember. Press the **Return** key.



5. If the message was successfully saved, you should now see something similar to this at the bottom of the window:

[Part #, 17KB written to “/home/#/userid/filename.ext”]

If you are prompted that this file already exists, please cancel the operation by pressing the **Control** and **c** keys, then press the **s** key again and type a different name.

6. Type a < (less-than sign). You will be back in your message. Quit Pine as you normally do, and logout of your *uhunix* account.

PART 2 - DOWNLOADING THE ATTACHMENT TO YOUR COMPUTER

Macintosh

The software used on the Macintosh to transfer files is called Fetch.

1. Start Fetch. Login to your *uhunix* account by filling in the window as follows:

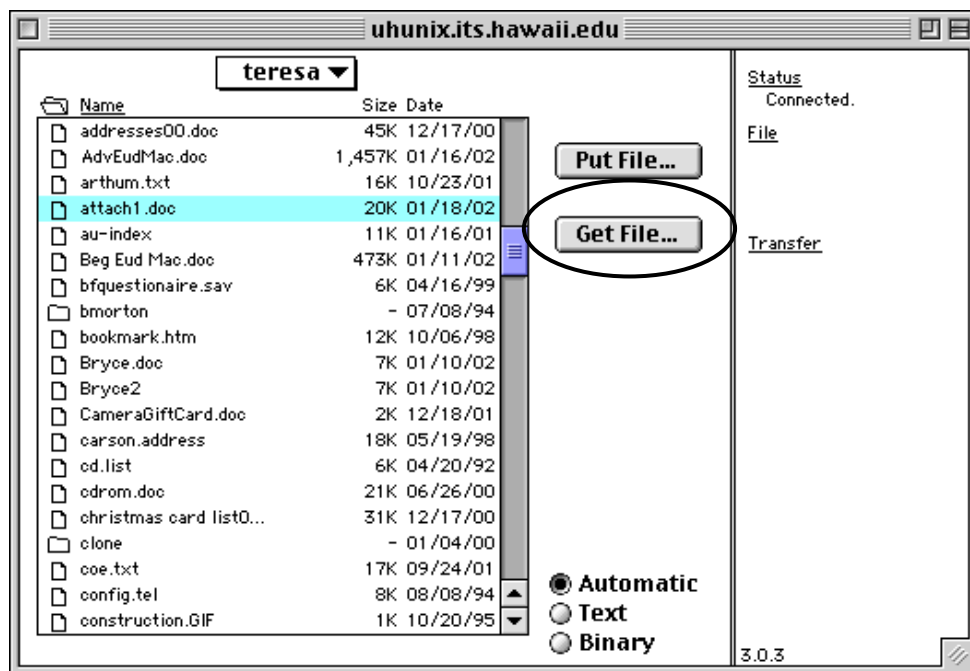
Host: **uhunix#.its.hawaii.edu** (where # is 1, 2, or nothing)

User ID: **your ITS username** (for example, mine is teresa)

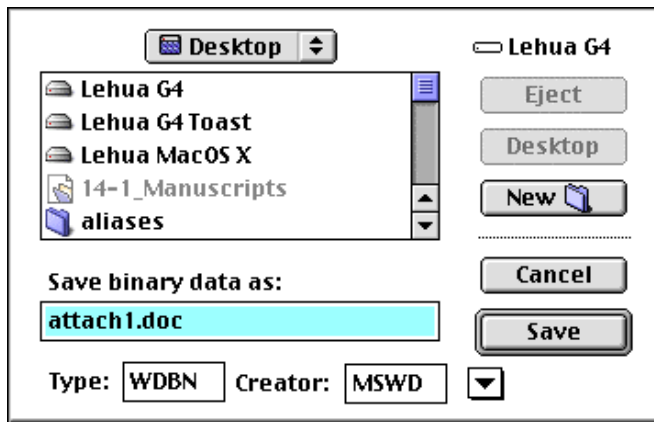
Password: **your password**

Directory: delete anything that's in this box

2. You will be connected to your *uhunix* account. Make sure the **Automatic** choice is blackened.
3. Scroll down the list of files until you see the file you saved in Part 1. Highlight this file and click on the **Get File...** button.



4. Click on the **Desktop** button so the file is saved to your Macintosh's Desktop. This is so you can easily find it later. Now click on **Save**. After the transfer is done, quit Fetch by going to the **File** menu and selecting **Quit**.



5. You should now have a file on your Macintosh's desktop with the name you chose earlier. You can double-click on the file to open it.

If this doesn't work, you may need to launch the appropriate program first. Once the program is open, go to the **File** menu and select **Open...** Click on **Desktop**, highlight the file, and click on **Open**.

Here are some programs you can use for different types of files:

Pictures: Netscape, JPEGView, GIFConverter, Photoshop

Documents: MS Word, ClarisWorks, WordPerfect

PDF files: Acrobat Reader

Windows

The software used in the Windows operating system to transfer files is called WS_FTP.

1. Start WS_FTP. Login to your *uhunix* account by filling in the Connection window as follows:

Profile Name: **uhunix#** (# is the number of the uhunix machine)

Host Name: **uhunix#.its.hawaii.edu** (where # is 1, 2, or nothing)

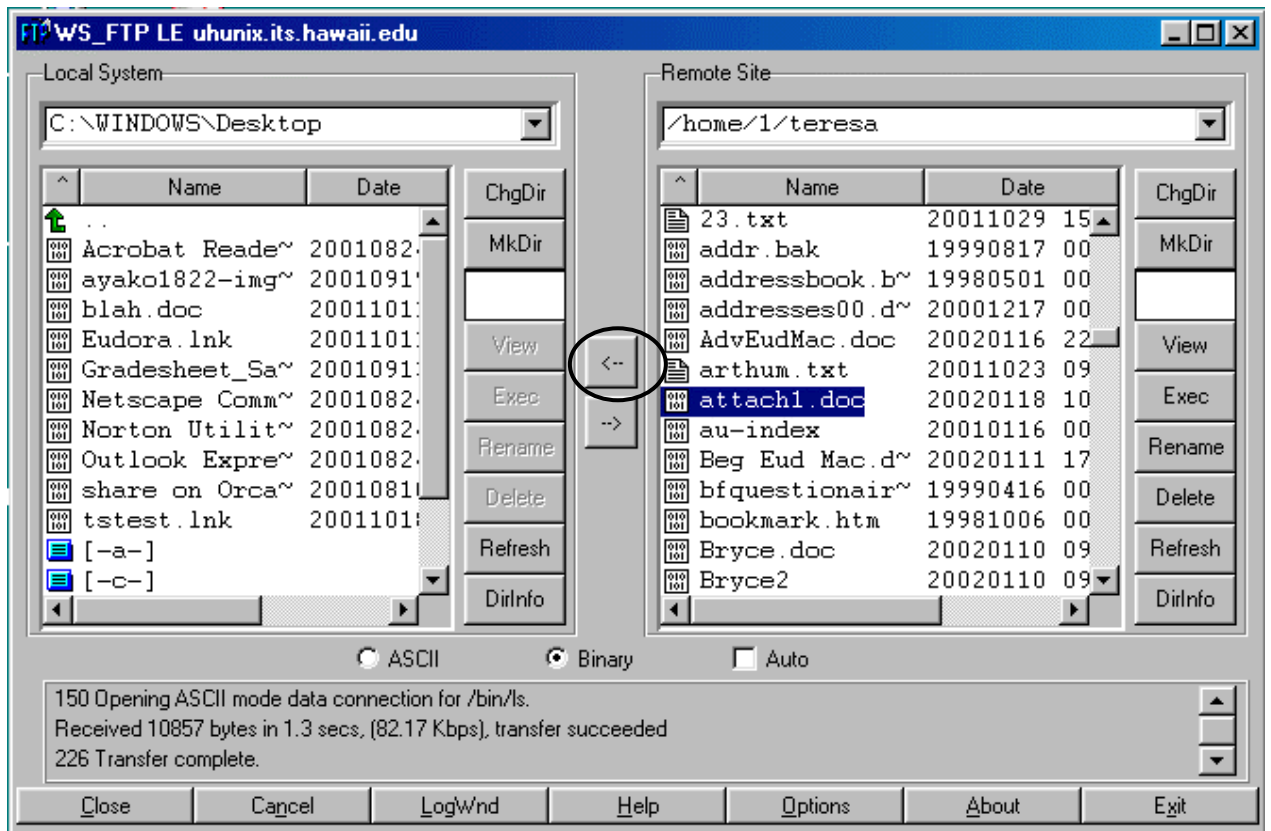
User ID: **your ITS username** (for example, mine is teresa)

Password: **your password**

Click on **OK**.

2. You will now be connected to your *uhunix* account and another window will appear. Note the directory under Local System. This is where the file will be downloaded to. If you want to download the file to a different directory, change directories by clicking on the **ChgDir** button, then typing the name of the subdirectory and click **OK**.
3. Scroll down the list of files under Remote System until you see the name of the file you saved in Part 1. Highlight the file by clicking on it once.

- If you know the file is a text-only file, make sure the **ASCII** button is blackened. Otherwise, leave the **Binary** button blackened. Click on the **<←** button pointing to the Local System side. WS_FTP will now download the highlighted file to the specified Local System directory. When the transfer is finished, you can quit WS_FTP by clicking on **Exit**.



- Launch the appropriate program to look at the attachment you just downloaded. Hopefully, the person who sent it to you told you what kind of file it is. Once the program has started, go to the **File** menu and select **Open...** Go to the directory containing the file, highlight the file, and click on **Open**.

Here are some programs you can use for different types of files:

Pictures: Netscape, Lview Pro, Paint Shop Pro, Photoshop

Documents: MS Word, WordPerfect, NotePad, WordPad

PDF files: Acrobat Reader

Getting Help

For additional assistance, please phone the ITS Help Desk at (808) 956-8883,
send e-mail to help@hawaii.edu, or fax (808) 956-2108.
The Help Desk's toll-free phone number is (800) 558-2669.

Or see the ITS Help Desk home page at www.hawaii.edu/help
The ITS walk-in Help Desk is located in
Keller 105 and Keller 213 on the UH Mānoa Campus.

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