* **Mail facility** - A personal mail facility permits a user to send messages to any other user by typing the recipient's name, the subject of the message, and the text of the message. If the recipient is logged in, a notification that new mail has arrived appears on the recipient's terminal. Otherwise, the recipient is notified of the new mail at log-in time. Mail recipients can reply to messages and forward them to other users. Messages can be examined, printed, filed, and edited at the terminal. A directory and search capability is incorporated to permit rapid scanning of mail files. Multinode operation is available if DECnet-VAX is installed.

* **Phone facility** - An interactive communication utility with networking capability (optional DECnet-VAX license is required for multinode operation).

* **Disk I/O** - The general user can create and process sequential character files with a few simple DCL commands. Processing includes editing, expanding, copying, sorting, merging, and deleting files.

* **Command-level programming** - The general user can create special files called command procedures, that contain a series of DCL commands. When a user invokes a command procedure, the system processes all the commands. Command procedures save many keystrokes by permitting the user to catalog series of often- entered commands. In addition, the user can take advantage of special DCL commands to perform programming-type functions such as assigning symbolic names, evaluating numerical and logical expressions, accepting parameters, communicating with the interactive user invoking the command procedure, performing conditional (IF) and branching (GO TO) logic, and handling conditions.

VAX/VMS provides a number of line-mode editors and a line-mode/character-mode editor called EDT. In character mode (also known as keypad mode), EDT permits the user to quickly insert and delete any amount of text within the existing text. Some of the capabilities are as follows:

* **Position** - The user can move a cursor up, down, right, left, to the next word, to the preceding word, or to the end of the line to be in position for an editing operation.

* **Insertions** - To insert text, the user simply types the characters.

* **Deletions** - The user can delete the current character or word, the preceding character or word, or blocks of text.