Getting Started Information

Introduction

Thank you for your interest in GoCIS . We would like to provide you with a little bit of information about Logix Systems, GoCIS, Installing GoCIS, and help in Getting Started.

We started to create GoCIS over two years ago. Having used CompuServe for several years, and with our increasing use of Windows, we were frustrated with the lack of a true Windows automated access product for CompuServe.

So, we looked for development tools to use in writing such a product. Our primary concern was in producing an easy to use, intuitive user interface that took advantage of the capabilities Windows offers. We also wanted a product that would allow us to create this in as short a time as possible. We decided Visual Basic was the product to use, and have found it to perform up to most of our expectations.

In designing GoCIS, we took an approach that we thought was consistent with the object/action paradigm of Windows usage. We hope that you will find this intuitive and easy to use. It was not, and will not, be our intent to provide the exact same way of interacting with CompuServe that other access products offer.   To do this would require that we compromise the capabilities of Windows.

We think GoCIS currently provides many valuable functions and capabilities. We are planning, and working on, adding even more features. However, there comes a time with every product when you must finally send it out with the current set of features. We think you will agree that GoCIS has significant value in it's current state. And, we hope you will provide feedback on which additional features you would like to see added in the next release.

If you run into any problems or just have suggestions for improvements, we promise to do everything we can to respond to your reports.

What's coming

As you use GoCIS you will no doubt find many functions you would like to see GoCIS provide. We are already at work on the next major release of GoCIS, which will include many additional functions. As we said above, we would like your feedback on additional functions you would like to see. Following is a list of functions we currently intend to introduce in the future:

- Improvements in offline message processing such as:
Thread marking history
Mark thread to follow
- Notification of pending messages/mail to be read for a forum
- Remove of duplicates from catalog
- Font/Color setting
- Communication performance improvements

What to do

First of all you should install GoCIS as described in the Installing GoCIS section of this document.

Once you have installed GoCIS, if you are like most technical people, you will want to start GoCIS up and jump right into using GoCIS. That would be great! However, at some point we appreciate it if you would follow the instructions in the Quick Start section of the manual, to become better acquainted with the major features of GoCIS.

Installing GoCIS

What you Should Know to Use GoCIS

Before installing and using GoCIS, you should have a basic knowledge of your computer and the Windows environment. In particular, you should be familiar with the use of menus, windows, and dialogue boxes and other controls typically used in the Windows environment.

You should be able to select items by highlighting them with the arrow keys, or clicking on them with the mouse. You must also have an understanding of the operation of your modem.

For more information about the Windows operating system, refer to your Microsoft Windows User Guide. For more information about your modem, refer to the manual that came with your modem.

System Requirements

GoCIS requires the following minimum hardware and software environment to run acceptably:

> An IBM PC, PS/2 or 100% compatible computer.
>
> A 386/20 CPU chip.
>
> At least a floppy disk drive of 1.2MB 5.25" or a 720K 3.5" floppy and a hard disk.
>
> At least 2 megabytes or more of RAM. The more RAM you have the better GoCIS will run.
>
> Approximately 1.5 megabytes of free space on your hard disk drive in order to install the complete GoCIS product. If you already have some of the required DLL's the space will be correspondingly less.
>
> Microsoft Windows 3.0 or 3.1 running enhanced mode installed on your system.
>
> An Asynchronous modem from 1200 - 14400 Baud.

GoCIS may run on configurations that do not meet these minimum requirements; however, the performance may not be acceptable.

Installation

If you Downloaded GoCIS from CompuServe

If you downloaded GoCIS from CompuServe you will need to follow the instructions contained in INSTALL.TXT

If you are installing GoCIS from the distribution diskettes

This procedure is based on the installation of GoCIS on a PC with Windows and a mouse.

1.   Start Windows.

2.   Insert the GoCIS disk into a floppy drive.

3.   Select the **FILE/RUN** menu item from the *Program Manager* window.

4.   Enter *drive*:INSTALL, where *drive* is A or B, depending on where you inserted the installation disk.

5.   The GoCIS installation program will present a window prompting you for the name of the directory to install GoCIS into and allowing you to select the type of installation to perform.

      Enter the Directory you want to install GoCIS into and then press **Full Install** or **Custom Install** to continue the installation of GoCIS. **Full Install** will install the GoCIS program files, help files and all the DLL's that GoCIS requires. **Custom Install** will allow you to select which files to install. If you are not sure of which files you need to install, select **Full Install** and the installation program will automatically determine the correct files to install. (GoCIS will not overlay existing files that are newer than GoCIS distributed files with the same name)

6.   If you selected **Full Install** you will see a window informing you of the progress of the installation. You may press the **Cancel** button at anytime to stop the installation of GoCIS.

7.   If you selected **Custom Install** you will see a selection window. You must click on each item in the selection window that you want to have installed. After you have selected the appropriate items, press the **Continue** button to continue the installation process.

8.   If you have done a **Full Install**, after all the files have been installed you will be asked if you want to create a program group for GoCIS. Press the **Yes** button to create the group.

9.   After the program group is created, a window is displayed with information about GoCIS. You should read the information and press the **Continue** button when you are done.

10.   Finally, you will see a window indicating you have successfully installed GoCIS.   Press the **OK** button on this window to complete the installation of GoCIS.

Using GoCIS for the First Time

This section will help you to get started using GoCIS in as short a time as possible. It is presented as a tutorial that you should follow from start to finish. After you read and perform the instructions in the tutorial, you should be able to use GoCIS to do the following:

> Start GoCIS
> Configure GoCIS for your use
> Use the Address Book
> Send and Read EMail messages
> Get section names for a forum
> Read messages from a forum
> Send a message to a forum
> Search for a file to download from a forum
> Download a file from a forum

Start GoCIS

To start GoCIS you can click on the GoCIS ICON if you used the install program and selected "Yes" to create a program group (or you have created a program item for GoCIS in the Program Manager). You may also use the Program Manager **File/Run** menu item to run **GOCIS.EXE** from the directory in which you installed GoCIS.

Configure GoCIS for your use

The first time you start GoCIS you will be asked if you want to configure GoCIS for your use. Press the **OK** button to have GoCIS present a series of configuration windows.

You must fill in proper values in each of the configuration windows to allow GoCIS to connect to CompuServe. For more information on how to fill in the values on each of these windows, please use the help system or reference the appropriate sections of the GoCIS User Guide for the following topics.

> **CompuServe User ID**
> **Processing Options**
> **Default Directories**
> **Phone Number**
> **Communications Port**
> **Modem Settings**

Once you have entered the configuration information GoCIS will display the *Main Processing* **window**. This is the window you will use to start all offline and online processing with GoCIS.

Testing CompuServe Access

To make sure that you have successfully setup your parameters to allow GoCIS to access CompuServe please press the **Interactive** button on the *Main*

Processing window.

This will display the GoCIS Terminal window and you should see a series of modem commands being sent, followed by your User ID and finally messages from CompuServe indicating you have been successfully logged on.

At this point please type "OFF" and hit enter. Then select the **File/Exit** menu item on the Terminal window to exit this window and display the *Main Processing* window again.

If you encounter problems with GoCIS successfully connecting to CompuServe, please refer to Appendix B - Communication Problems in the GoCIS User Guide. Or, use the Help system to search for the Communication Problems topic.

Use the Address Book

The first thing we want to do in the Quick tour of GoCIS is add your CompuServe User ID to the GoCIS Address Book. To do this perform the following steps:

Select the **EMail/Edit Address Book** menu item on the *Main Processing* window.

Press the **ADD** button on the *Address Book* window.

Enter your name, CompuServe ID and any optional notes in the *Add to Address Book* window.

Press the **O**K button on the *Add to Address Book* window. You will see your name has been added to the Address Book.

Press **OK** on the *Address Book* window to return to the *Main Processing* window.

Send and Read EMail Messages

The next thing we want to do is use GoCIS to send yourself an EMail message so you can then use GoCIS to read that message. To do this, please perform the following steps:

Select the **EMail/Create Mail** menu item on the *Main Processing* window to start the EMail message create process. This will display a window for you to enter routing information into.

Press the **Browse** button on the *Mail Send To?* window. This will display the *Address Book* window for you to browse through and use for selecting a name and address for the EMail message you are about to create.

Click on your name in the *Address Book* window and press the **Select** button to select your name and address as the recipient of the message.

Enter "GoCIS EMail" in the <u>Subject</u> area of the *Mail Send To*? window and press the **OK** button on this window. You will then see the *EMail* window with a *Compose to* "your name" area in which you can start entering your EMail message.

Enter anything you want in the *Compose...* window and then select the **Send/Standard** menu item. This will schedule the message you just entered for sending to CompuServe and return you to the *Main Processing* window.

Once back at the *Main Processing* window, press the **Mail** button to have GoCIS logon to CompuServe and send your EMail message. You should see GoCIS successfully dial CompuServe, enter your name and User ID, Go Mail, Compose your message and logoff.

After GoCIS has sent you a mail message, the message will be read the next time you logon to CompuServe process mail.

To have GoCIS go ahead and read your EMail message, press the **Mail** button again. GoCIS will logon to CompuServe, notice that you have Electronic Mail waiting and read your mail message, saving it on your PC for you to read at your leisure.

After GoCIS logs off CompuServe you may browse through any mail messages that have been read by selecting the **EMail/Latest EMail Received** menu item from the *Main Processing* window. This will display your EMail messages for you to read. Do this now to browse the message you just read.

When you are done reading your EMail message select the **File/Exit** menu item to return to the *Main Processing* window.

Join and get section names for a forum

When you add a forum to GoCIS it is necessary to have GoCIS logon to CompuServe to obtain the current section names for that forum. You do this by performing the following steps:

(The Practice forum and Help forum have already been added to the initial version of GoCIS that you install, so all you have to do is join these forums and get section information.)

Do View versus Forum radio buttons

The selection of one of these buttons determines the scope of processing GoCIS will perform on CompuServe when you press the **Actions** or **Messages** button. A View is a group of forums. If <u>View</u> is selected, all the forums listed in the view will be included in online processing when you press the **Actions** or **Messages** button. If <u>Forum</u> is selected, you will see all the forums in the view "dimmed", indicating that only the currently selected forum will be processed when you press the **Actions** or **Messages** button.

Under the <u>Do View or Forum?</u> question on the *Main Processing* window click the **View** radio button. This tells GoCIS that you want to perform automated processing actions for both the Practice and Help forum that should be listed in the view at this time. You will notice the scheduled actions for each forum are listed after the "..." by each forum, which initially should read **Forum(Sections)**.

Press the **Actions** button to have GoCIS logon to CompuServe and automatically perform the scheduled actions of updating **Forum(Sections)**. At this time, GoCIS will go to the Practice and Help forums, join them if you are not a member, and obtain the section names for each forum.

Read messages from a forum

Double click the left mouse button on the Practice forum name. This will display the *Practice Processing Options* window.

Press the **Browse** button on the upper part of this window, following <u>Scan New Message Headers in Section.</u> This will display a list of section names for you to select one or more from, for including in "message header scan" processing by GoCIS.

Click on the section "General Information", in this list, and press the **O**K button. You will notice a "1" was entered by GoCIS in the entry area. This is the number of the "General Information" section and means that GoCIS will scan for all message headers in this section.

Press the **OK** button on the upper right corner of the *Practice Processing Options* window to return to the *Main Processing* window.

Click once on the Practice forum name to highlight that forum in the <u>Forum List</u> box.

Under the <u>Do View or Forum?</u> question on the *Main Processing* window click the **Forum** radio button. This tells GoCIS that you want to perform automated processing actions for only the currently highlighted forum, in this case is the Practice forum.

Press the **Messages** button to have GoCIS logon to CompuServe and obtain message headers for the "General Information" section of the Practice forum.

When GoCIS logs off CompuServe and displays the *Main Processing* window, single click the right mouse button on the Practice forum name. This is a shortcut to displaying the menu selection options for performing offline processing for a forum. Click on the **Messages** item, then click on the **Mark Message Headers** item.

This will display the *Practice Forum Message Headers* window containing a short "header" for each message currently in the "General Information" section of the Practice forum.

Click on a couple of the headers in the list box on this window that look interesting. This will highlight those messages for reading during the next online processing session of the Practice forum by GoCIS.

Press the **OK** button on this window to return to the *Main Processing* window. You should see **Message(Read)** after the "..." by the Practice forum in the Forum List box, indicating that you have marked messages to be read.

Press the **Actions** button to have GoCIS logon to CompuServe and do the **Message(Read)** action for the Practice forum.

When GoCIS logs off CompuServe and displays the *Main Processing* window, press the **ReadMsgs** button to display the *Practice Message* window. You may browse through messages in this window by pressing the down arrow button.

When you are done browsing through the messages, select the **File/Exit** menu item on the *Practice Message* window to return to the *Main Processing* window.

Send messages to a forum

You may create a message to send to a forum while reading messages, or you may initiate the create process from the *Main Processing* window. To send a new message to the "My TEST Message" section of the Practice forum, perform the following steps:

Click the right mouse button on the Practice forum. This will display a menu from which you should select the **Messages/Create New Message** menu items. This will display the *Send To?* window.

Press the **Browse** button on the *Send To?* window and double click on the SysOp entry in the address book.

Enter "Test message" in the Subject text area and then press the pull down arrow at the bottom of the *Send To?* window.

Use the scroll bar to find the entry in the pull down list called "My TEST Message" and click on that entry to select it as the section to send the message to. You may then press the **OK** button on this window.

Enter any message you want into the *Compose...* window that is displayed. When you have completed entering your message, select the **Send/Standard** menu item. This indicates you are done entering your message and will return you to the *Main Processing* window with an action of **Message(Send)** scheduled for the Practice forum.

Press the **Action** button to have GoCIS logon to CompuServe and send your message to the Practice forum.

Search for a file to download from a forum

To use GoCIS to download a file from a forum's libraries you must first create a Catalog of Files. This Catalog will contain information about all the files that match search criteria you specify for each forum. To do this perform the following steps:

Press the **LibScan** button on the right side of this window to indicate that you want to define and/or select search patterns to use in building a Catalog of Files.

A Search Criteria window will be displayed for you to use in defining the first pattern for this forum. To define a pattern, perform the following steps.

Enter "Recent files" in the Pattern Name/Name text entry area.

Enter "100" under the Days text entry area.

Press the **Browse** button to display a list of library sections for this forum. Click on the first one in this list and press the **OK** button on the *Practice Library(s)* window and the **OK** button on the *Search Criteria* window.

Press the **Mark All** button at the bottom of the *Library Search Patterns* window to select all the patterns for use in searching the Practice forum libraries for files to include in the Catalog of Files.

Press the **OK** button on this window and return to the *Main Processing* window. You should have a **Library(Scan)** action now scheduled for the Practice forum.

Press the **Action** button to have GoCIS logon to CompuServe and scan the Practice forum libraries for files that match your selected search patterns.

Download a file from a forum

After you have performed the steps under the section "Search for a file to download from a forum", detailed above, you should have a Catalog of Files to browse through. From this Catalog you may select any files you want to have GoCIS download to your computer. To select a file, and have GoCIS download it, please perform the following steps:

Click once on the Practice forum in the *Forum List* box to select it for processing. Then select the **Forum/Libraries/Catalog of Files** menu items. This will display the *Practice Catalog of Files* window containing a list of all the

files that matched the search criteria defined and selected as described above.

You may display information in the Catalog of Files in one of two ways. Select the **Options/Display File Description** menu items to change the format of the display between the two display types.

To select a file to have GoCIS download to your computer, click on a file name in the displayed list. This will mark the file for downloading. When you have marked at least one file, press the **OK** button on this window. This will return you to the *Main Processing* window with an action of **Library(Download)** scheduled for the Practice forum.

Press the **Action** button to have GoCIS logon to CompuServe and perform the scheduled Download action for the file you marked in the Catalog of Files of the Practice forum.

A window will be displayed during the download processing informing you of the current status of processing. After the download is complete for all files you marked, GoCIS will logoff CompuServe and display the *Main Processing* window.