

Contents for NavCIS

To learn how to use Help, press F1.

Help is available on the following topics:

[Action Toolbar Button](#)
[Adding a Group](#)
[Address Book](#)
[Auto Read Headers](#)
[Auto Update Libraries](#)
[Carbon Copy](#)
[Catalog](#)
[Compose a Message](#)
[CompuServe User Phone Book](#)
[Configure Hardware](#)
[Create a Catalog](#)
[Creating Groups](#)
[Edit / Delete Outgoing Actions](#)
[File Finder](#)
[Forum Action](#)
[Forum Description Line](#)
[Forums](#)
[Forum Icons](#)
[Forum Section Configuration](#)
[Forum Settings](#)
[Forum Settings Toolbar Button](#)
[Gateway](#)
[Global Configuration](#)
[Help Toolbar Button](#)
[Importing Address Books](#)
[Mail Forum](#)
[Marking Headers](#)
[Message Settings](#)
[New Toolbar Button](#)
[Ordering NavCIS Pro](#)
[Printer Configuration Button](#)
[Scan Announcements](#)
[Stock Quotations](#)
[Update Forum Info](#)
[Upload a File](#)
[Viewing Catalogs](#)
[Weather Services](#)

Forum Settings Help

Click on this button to add, edit, or delete forums from your screen. If you are using the "drag 'n drop" icons on the right hand side of the desktop, click on the icon and drag it to the desktop surface.

BE AWARE that forums have two "states" when displayed on the desktop surface. They are either "active" or "inactive". An active forum's name is displayed in white (or green in the Windows version) and the mailbox looks normal. An inactive forum's name is displayed in black and the mailbox looks "inset" or concave.

ACTIVE FORUMS

will fully interact with CompuServe during sessions. An inactive forum is defined, but will not interact with CompuServe during sessions. To make an active forum inactive, simply click on it once. The forum icon will change to a "debossed" inset look and the forum title will change to black. To reactivate an inactive forum, simply click on it once.

Help Toolbar Button

To use the context sensitive help system built into NavCIS, use the "focus ring" to highlight the item you want help on. The "focus ring" is a square of small black (or sometimes white) dots that shows you which button would be activated if you hit <enter>. To change the focus, use the <Tab> key or your right-hand mouse button.

Once the focus is set, press <F1>; a context sensitive window will appear. Hyperlinks to other related subject will appear in red. Here's an example hyperlink: [New](#). Clicking on "New" will automatically bring up help on the "New" session button.

New Toolbar button

Click on this button to initiate a "New" session.

A "New" will do the following:

1. Check & read waiting mail in your mailbox.
2. Read forum thread headers (titles) for active forums.
3. Auto read thread titles for keywords (if you have configured forums for same) and download those threads.
4. Scan active forums for waiting messages to you.
5. Up or download waiting files.
6. Update forum libs, forum index, and other necessary "maintenance" functions.

Once all the activity has been done, NavCIS will automatically disconnect from CompuServe and change the forum icons to reflect the changed status of each active forum.

Once a "New" has been done, it is typically followed by an Action session to take care of items like replies, threads to read, and other items you have specified.

Mail Forum

The Mail forum is a bit different than other forums. To begin with, it does not have any sections to configure like other forums do. Also, it is where e-mail messages are held for you. In most cases, the Mail forum is left active so you can receive mail that is sent to you.

The Mail forum is animated to indicate actions. For instance, the mailbox has envelopes sticking out of it to indicate that there is new mail waiting to be read,

When a file exists to be uploaded, an up/down arrow will appear in the upper-left corner.

A "Messages" section for the Mail forum exists and should be configured to meet your particular needs. To get to it, double click on the Mail icon. The Forum Action box for Mail will appear, click on the "Settings" button. The Configure Message settings dialogue box will appear.

On the left side you can specify how to handle downloading waiting messages. "Never" means that your mailbox will NEVER be queried for mail. "During a New Only" means that waiting mail will only be picked up during a "New" session. This is the default. "Always" means that whenever mail is detected during any kind of session, it will be grabbed.

On the right side of the dialogue box you define how to handle Outgoing messages. You have three choices: "Do not save a copy" of what you wrote, "Prompt before saving a copy", and "Always save a copy" of what you wrote. Saving a copy of what you wrote, whether it was a new message or a reply, helps you remember what you said to whom. The default is "Prompt before saving a copy".

The last two options, "Days Before Archiving" and "Max days to hold messages" are both NavCIS Pro features. Days before archiving means that after 31 days (the default), the message will be compressed and appended to the archive file. This feature allows you to keep all

your messages without consuming tons of precious disk space. After 365 days (again, the default), messages in the archive file that are 366 days old (or 1+ the number you have defined), are automatically erased. This number may be set as high as 999 days.

Action Toolbar Button

Click on this button to do the following:

1. Upload replies to CompuServe.
2. Read thread headers that have been marked for download in active forums.
3. Upload or download files.

Typically, an "Action" session is done after a "New" session has occurred. It is the best way to send your responses back to CompuServe. A typical session using NavCIS with CompuServe calls for a "New" followed by an "Action" or two.

Composing a Message

Use this feature to Compose a message to someone. If you are using the Toolbar icon, simply click on it. If you are using the "drag 'n drop" icon, click on the envelope, and drag it over to the forum you wish to write the message in. The editor that is invoked is CUA compliant. Composed messages will be sent with the next New or Action session.

Configure Hardware

Select the correct comm port number that your modem is using (1 through 4), then select the baud rate of your modem. Currently, CompuServe does not support a baud rate higher than 9600 baud, but that is likely to change. That's why higher baud settings are allowed.

Next, enter in the phone number for your local CompuServe connection. To call an outside line, you may need to dial "9" (or some other number), then dial CompuServe. For instance:

9,555-1234

If a longer pause is required, use two "," commas. Each comma will increase the pause by approximately 1 second. To use a calling card number, please read the NavCIS manual (see Index under "Calling card, using".)

You can change the Initialization string if necessary, but it most likely will not be required. Consult your modem manual in order to change this string. The Dial Prefix is set to Tone dialing. If you need to change it to Pulse, it should be changed from "ATDT" to "ATDP".

For more information on modem configuration, consult the NavCIS manual..

Printer Configuration Button

Printing and print configuration are not enabled in the NavCIS SE version. If you wish to print, please upgrade to NavCIS Pro. To order, click on the "O" for Order Pro icon on the toolbar.

After a few questions, an order will be ready to go via e-mail directly to Dvorak Development with your next "New" or "Action" session. We accept Visa, MasterCard, American Express, Discover and COD orders. Or you can call us at 303-494-0298.

Global Configuration

Click on this button to set your CompuServe sign-on information (your user ID and password), as well as your name, address, and other pertinent details. This information **MUST BE** entered **BEFORE** your first "New" session.

Capture System Information refers to the system messages that CompuServe posts. If this is "on", NavCIS will capture these notices as standard e-mail messages and place them into your Mail forum for your later review.

Auto Read Headers

NavCIS has the ability to check thread titles for key words that you have defined. If it finds a match, it will automatically download the thread messages in the matching header, thereby saving you from the necessity of reading tens or even hundreds of thread headers each day.

To configure the Auto Read feature for a particular forum: double click on the forum icon. When the Forum Actions box appears, click on the "Settings" button.

Next, click on the "Sections" button. You'll need to turn "on" the sections in the forum that you are interested in. Do this by clicking in the appropriate check box.

Next, look at the upper right-hand corner of the Sections dialogue box. Turn "on" the "Auto Read KEYED Hdrs" selection. Then go up to the top and type in the key words you want to search for. NavCIS's search is case independent, so it does not matter if you type in upper or lower case, NavCIS will find matches regardless. For instance, if you are checking the Science Fiction forum, and want to scan headers for the keywords "Heinlein" and "Haldeman", simply type in HEINLEIN HALDEMAN. Make sure you separate them with a space. Word fragments will not be identified and Auto read by NavCIS. Therefore, "cat" will not download threads with the word CATALOG or CATASTROPHE in them.

Up to 81 characters may be entered on the Key Word line, make sure each is separated by a space. Phrases cannot be searched for, only single words.

Forum Action

This dialogue box is used for a variety of forum related functions. To activate this dialogue box, double-click on an active forum icon.

NEW:

Click on this button to read any new messages that have been downloaded.

HEADERS:

Click this button to review new thread headers.

CURRENT:

Click on this button to access the messages database. Starts at first message that is 30 days old or less.

SEARCH:

Click on this button to search for Old messages... Search for messages based on Who sent it, subject matter, message number or search within the message text for a match. This feature is not active in NavCIS SE, only in NavCIS Pro. To order NavCIS Pro, click on the Order Toolbar button.

CATALOG:

Click on this button to view a forum's catalog. Catalogs must first be created (using the drag 'n drop Catalog + Lib icon).

Settings:

Click on this button to configure a forum's sections, libraries, message handling, etc.

OUTGOING ACTIONS:

If you need to edit or delete an outgoing action, it is initiated from this dialogue box. Double click on the item to be edited or deleted. Once an action has been sent up to CompuServe, there is no way to edit it.

Forum Settings

To choose a new forum, click on the Browse button. Browse lists forums by description, along with their associated GO name. You may also type in the name of the GO command directly, even if it is not really a forum (as long as it is a VALID GO keyword). NAVCIS is an example of this.

Gateway (Other than CIS):

This is an advanced feature for users who need to access forums that are not really part of CompuServe. Please consult the NavCIS Manual for more info about gateways.

Use an Alias:

Turn this on to use a forum specific "alias". In the Science Fiction forum you might be "Jubal Harshaw, 71555,0012", but in the European Forum, you might go by "Msr. Jeemetiaye, 71555,0012". If you do not specify an alias, your Global name will be used (defined in Global parameters).

Forum Active (On-screen):

If this is on, then the forum will appear on the desktop surface. When its on the surface, it can still be activated and deactivated by clicking on it once.

Update Forum Information:

Turn this on to force a refresh on Section and Libraries. It is also necessary to turn this on if you have just changed your Alias.

Scan Announcements:

If you want to capture and read Forum system messages, turn this on.

Auto Update Libraries

Turning this feature on will cause NavCIS to update your library listing once every X days. Only library sections that are marked active will be scanned. If no sections are marked, no sections will be scanned.

Gateways

Enter information in here for forums requiring gateway information. Typically, only interactive forums require additional gateway information. As such, most are unsuitable for a navigator such as NavCIS. If nothing is entered, NavCIS assumes that CIS (CompuServe Information Services) is the gateway.

Forum Description Line

By clicking on a forum from the Browse Forum dialogue box, this field will be automatically filled in. You may edit it to suit your needs. A "+" at the end of the description means the forum is not part of CompuServe's basic services package. A "\$" means that the forum bears an additional charge over and above CompuServe's standard charge. Typically, a "\$" indicates a highly interactive forum for specific information searching.

Update Forum Info

Turn this on to force NavCIS to update a forum's information...

Information that will be updated includes section and library names and numbers, and the name you use in the forum. If you change your Alias, you must update the forum in order to "set" your new alias name into the forum. The forum update marker will automatically disappear after the update has

Scan Announcements

Turn this setting on if you want NavCIS to capture forum system announcements as messages. This option lets you keep up with special event announcements along with system announcements regarding a forum

Compose a Message

A message must have an addressee, so at the very least, make sure you have a CompuServe ID# on the "To:" line, ALL, SYSOP, or *SYSOP (send to Sysop, private) if in a forum. For the MAIL forum, only a valid CompuServe ID number will work.

If you already have a list of names and user IDs you'd like to import into NavCIS, NavCIS SE can import Tapcis, OzCIS, CIM, and WinCIM ID lists.

To go to the subject field, press <TAB> or use your mouse pointer. Enter a subject. Press <TAB> again to go to the receipt box. If you want a receipt from CompuServe when the msg is read, press <Enter>, if not, just press <TAB>.

The "Forum:" allows you to change the forum that the msg is being sent to. If its the MAIL forum, then no Section Name or # is needed.

Once again, press <TAB> to get to the editing area. This editor follows standard CUA conventions. Messages on the MAIL forum may be up to 10K long. Messages on other forums should be limited to 2K (until changed by CompuServe).

Forum Help

On-screen marker:

In the DOS version, a red marker to the left of the forum name indicates that it will be displayed on the desktop. In the Windows version, this is indicated by a solid blue highlight.

ADD a Forum:

To add a new forum definition, click here. NavCIS SE is limited to three user defined forum definitions. For more than three definitions, [order](#) NavCIS Pro.

REMOVE a Forum:

Click on this button to remove the currently highlighted forum definition. The definition will be removed regardless of whether the forum has an "on-screen" marker or not.

FORUM Settings:

To change a forum's Section and Message settings, click here.

DEFAULT Settings:

Press this button to change the default settings for a newly created forum.

Create a Catalog

What is a catalog? A catalog is a listing of the files available in a library section. Typically, each forum has many library sections, and each can have hundreds of files in it. A catalog gives you an easy way to capture, and then browse off-line, through a library's files. The Mail forum does not have any library sections.

Drag this icon to the active forum icon you wish to create a catalog search for. Fill out the resulting dialog box to create a catalog of desired characteristics.

Catalog Help

File Mask:

This defaults to "*.*", or all files in a given library section. You can change it to any mask that follows standard 6.3 CompuServe file notation. Example:
*.TXT, *.ZIP, B*.ZIP, QUOTE.*

Key Words:

Only interested in files that have the word NAVCIS in the key-word listing for each file? If you do not care about a keyword search, leave this field blank.

Max Days Old:

If you are not interested in files older than 60 days, enter 60.

Long Description check box:

As a default, NavCIS only downloads the file name and the title line (approx. 50 chars long). However, if you click on this box, NavCIS will also download each file's full description, which may be as long as 549 characters per file.

Library section:

Double click on the library section names you wish to create catalogs for. If no library section names are listed, it means that you have just defined the Forum and have not yet logged on to CompuServe. NavCIS has not yet had a chance to query the new forum for its sections and library names.

Section for Search:

Library sections that you have selected to search appear in this window. If you change your mind and decide not to create a catalog for a specific library, double click on the library name and it will disappear.

Upload File

To upload a file, click and drag this icon over to the Mail forum. In SE, you may only upload files through the Mail forum. To upload files to other forums and their libraries, you must use NavCIS Pro. To learn more about ordering NavCIS Pro, click on the order icon on the main screen.

Upload a File

To:

Like Compose, enter a valid CID # here. Also, if you have defined a group, you may upload a file to a group. The Add button allows you to add new users to the NavCIS phone book.

Subject:

Enter a valid subject. If you also enter in the entire filename being uploaded on the subject line, that will be the filename that NavCIS sends to the receiver. Example:

New program file: PROGMAN.EXE

Otherwise, NavCIS will create a self-defined filename something like this: MAIL0000.001

File Name:

Enter in the full path and filename for your computer, example:

C:\TOOLS\PROGMAN.EXE

Or, use the Browse button to find the file and click on it. If you see ".." in the file browse window, that means move up the tree to the parent directory of the current directory you are in.

Viewing Catalogs

Click on "Download" to mark this file for downloading. NavCIS will download it on the next New or Online session. Notice the information listed about the file: its bytes size, its count (that is, the number of times it has been downloaded by other CompuServe users), the date it was posted to the library, its title, and finally, the keywords as defined by the person who uploaded the file.

Marking Headers

To mark a header for download, click on the left-hand side. To remove a mark, simply click on it again (or press <Enter>). The first number you see listed is the message number. The next number (if there is one) in brackets "[3]" indicates the number of replies to the message that will be included in the download. Next comes the subject of the message thread, followed by the section number and the name of the section. Headers that have already been read will be grayed and will display a small "READ" flag.

Ordering NavCIS Pro

To order NavCIS Pro via e-mail, click on the "O" for order Pro icon on the toolbar. A brief description screen will appear, followed by the order entry screen. Verify the address information, enter the billing information, and select the method of shipment. A total will be presented. If everything is correct, press the "E-Mail" button, and the order will be sent directly to Dvorak Development & Publishing Corp. via e-mail. A confirmation of receipt of order will be sent back you via e-mail.

Stock Quotations

Press on this icon to setup a stock quote query. The actual query will occur with the next New or Action session.

This feature is not available in NavCIS SE, but comes in the Pro version. To upgrade, press the "O" for order icon.

Weather Services

Press this icon to setup a weather query.
The actual query will occur with your next
New or Action session.

This feature does not work in SE, but is
available in NavCIS Pro. To upgrade, click
on the "O" for order icon.

File Finder

Click on this icon to configure a search of CompuServe for a specific file or key. This powerful utility will help you find files located anywhere on CompuServe.

This feature is not active in SE, but is available in NavCIS Pro. To upgrade, click on the "O" for order toolbar icon.

Edit / Delete Outgoing Actions

You can either edit your action definition or delete it entirely. If you delete it, the action will NOT be created with your next online session. If you edit your definition, and press OK, the creation will take place with your next online session and it will follow your updated changes.

Address Book

To import a list of CompuServe users, go to the Configuration menu and click on Import Address Book. NavCIS can import CIM and WinCIM, Tapcis, and OzCIS CompuServe user lists.

ADD:

Press this button to add a new user to your list.

EDIT:

This button allows you to edit the currently highlighted entry.

REMOVE:

This button will remove the currently highlighted user from the phone book.

GROUPS:

Click on this button to create a group. A group allows you to send the same message to a pre-defined group of users easily. Groups begin with an asterisk and are placed at the top of the Phone book. Example: *The Boys
For more help on Groups, click [here](#).

OK:

Press this button when you are finished making changes to the address book.

HELP:

Call this help window.

Creating Groups

To Create a pre-defined group, you must first enter the user names into the address book. Either import names using the Import function in the Configuration menu, or type them in manually using the Add button.

ADD a Group:

From this menu, press the Add button. More help is available from the Help button in the Adding a Group dialogue box.

EDIT a Group:

Use this button to edit a pre-existing group. The currently highlighted group will be the edited group. Use the <Tab> key to change the focus.

REMOVE a Group:

Press here to remove the currently highlighted group.

OK:

Click here when finished.

HELP:

Invoke this help window.

Adding a Group

Type in the name of the new group. DO NOT put an asterisk before the name -- NavCIS will do that for you. Press <enter>. Notice how the window title, "Address Book" changed to white. Now either double-click, or use the arrow keys and <enter>, to select the group members. As you double-click on them, their names and IDs will appear in the right-hand window, "Group Members". To delete a user from the "Group Members" window, either double-click on their name, or use the <Tab> key to change windows and then the arrow and <enter> keys.

Carbon Copy

Click on the name from the user entries in the phone book that you want to receive a carbon copy of the message. If the name is not already in your user list, go to the Add line and type it in. It will be displayed in the "Carbon Copies To" window when you press <enter>. However, it will NOT be added to your general user list. Do this through the Phone book ADD button.

If you are using a keyboard, use the <Tab> key to change windows, and the up & down arrow and <enter> key to choose the CC names.

To delete someone from the "Carbon Copies To" window, either double-click on their name, or use the <tab> key to change to the window, and then the arrow key to highlight their name, and press <enter>. The undesired name will disappear.

CompuServe User Phone Book

Click on this icon for quick access to your list of CompuServe users and their IDs. You can add, edit, and delete users. You can also create Groups of users.

GROUPS:

A group is a list of related users. Once a group is defined, the Group name will appear in the pull-down pick lists. Groups always appear (in alphabetical order) at the top of the list. Groups are easy to identify since they have an asterisk in front of the Group name, and the name is capitalized, i.e.,

*GOLF BUDDIES

NavCIS also has the capability to import user ID lists from other navigation products. This feature is found in the Configuration Menu, Import Address Book.

Message Settings

Download waiting messages: Never means that it will never download a message specifically addressed and sent to you. During a NEW only means that waiting messages will be picked up during a New session only. Always means that waiting msgs will be read during any type of session: New, Action, or Interactive.

Auto Scan headers means that NavCIS will pick up new header (thread) titles during each New session.

Days before archiving and Max days to Hold are both NavCIS Pro features and refer to the length of time old messages will be retained for search functions.

With Outgoing messages you have 3 choices: Do not save a copy of your messages, prompt at the time you send it, and always save a copy of your message for your later review.

Import Address Books

To import a list of CompuServe users, go to the Configuration menu and click on Import Address Book. NavCIS can import CIM and WinCIM, Tapcis, and OzCIS CompuServe user lists.

Forums

Forums have three distinct states: Defined, Active, and Inactive. A forum must first be defined before it can be displayed on the desktop. To define a forum, click on the Forum icon and select Add.

An Active forum is a forum that is on the desktop and is functional. Its title appears in green text and the icon appears "embossed", that is, it sticks out a bit in a 3-D fashion.

An Inactive forum is on the desktop, but will not be functional during New or Action sessions. Its forum title is black and the mailbox looks inset, or recessed. Also, inactive forums do not show any pending activity such as waiting mail or threads to download. If these states existed when they were de-activated, they will resume when they are re-activated.

To de-activate an active icon, click on it once. To re-activate it, click on it again.

FORUM ACTIONS:

To read new messages or mark headers or look at a catalog, simply double click on an active forum. The Forum Actions dialogue box will appear.

Animation and what it means:

Envelopes sticking out - new mail waiting.

Flag up - mail to send to CompuServe.

Clipboard - headers to check.

Clipboard with check - header msgs to read.

Up/down arrow - file upload or download, or
new catalog to review.

End of Forum help.

Forum Section Configuration

This allows you to configure the message and library sections for a given forum.

A forum can be configured so that message headers of interest are Auto Downloaded. Library sections can also be configured to Auto Download Files that conform to configured parameters.

