User Guide

INTERNET IN A BOX™

The Complete Internet Solution

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INTRODUCTION

The Internet In A Box applications allow you to access the Internet with ease. Designed with the look and feel of other Windows applications, Internet In A Box applications provide an intuitive interface to the Internet, eliminating the need to learn complex commands. You can easily customize your Internet In A Box sessions with Mosaic hotlists, News personal groups, NFM Connections, and more, allowing you easy, quick access to the resources you use most frequently.

This Guide describes how to use the applications in Internet In A Box. All of the applications in Internet In A Box are documented in this Guide, except for the Dialer, which is documented in the *Installation & Configuration Guide*, and the UUCode and ImageView utilities; see the online help for information on using UUCode and ImageView.

All of the Internet In A Box applications feature on-line help. Be sure to check the on-line help for the most up to date information about the applications.

DOCUMENTATION SYMBOLS

Throughout this Guide, the following symbols are used to denote notes, hints, and warnings:

Note. Something to bear in mind when performing the described step or task.

*Technical Note. Information you **don't** need to know, but might be curious about.*

Hint. Shortcuts or suggestions.

Warning. Something to watch out for or avoid!

Chapter 1
SPRY Mosaic

INTRODUCTION

Mosaic is a browser program that enables you to access the Internet World Wide Web.

The World Wide Web provides a variety of rich multimedia information in a graphical, easy-to-use format. When people talk about the World Wide Web, they are principally referring to HTML documents located on Internet servers around the world. These documents, referred to as Web pages, include text, images, and multimedia files, as well as hyperlinks that jump to other Web pages and Internet sites. In addition to Web pages, the World Wide Web also includes ftp sites, gopher sites, news servers, and more.

Mosaic is designed to make it easy for you to browse the World Wide Web, and make the most out of the information you find there.

FEATURES

· Read information, view pictures and video, and play sounds and music.
· Organize favorite Web pages into hotlists that contain your favorite Web pages, including folders and subfolders, and add selected hotlists to your Mosaic menu.
· Access previously viewed Web pages.
· Read and post news, send e-mail, and access ftp and gopher sites.
· Drag and drop Web pages and images to other applications.
· View inline GIF and JPEG graphics.

ABOUT THIS GUIDE

This User Guide is designed to teach you how to use Mosaic to browse the World Wide Web, print and save Mosaic information, organize Web pages, access ftp, gopher, news and Mail, and more. For information on specific Mosaic commands and dialog boxes, refer to Mosaic's comprehensive online help, available in the Help menu.

If you are using Windows 95, you can take advantage of Mosaic's new context sensitive online help. You can get help with any item in a dialog box by clicking the ? button at the top of a dialog box, and then click an item you want information about. You can also click dialog items with your right mouse button to get information.

THE MOSAIC WINDOW

The Mosaic window is used to display Web pages, which often contain hyperlinks that you can click on to jump to another Web page. Some hyperlinks allow you to download a file or perform another action (such as sending an e-mail message).
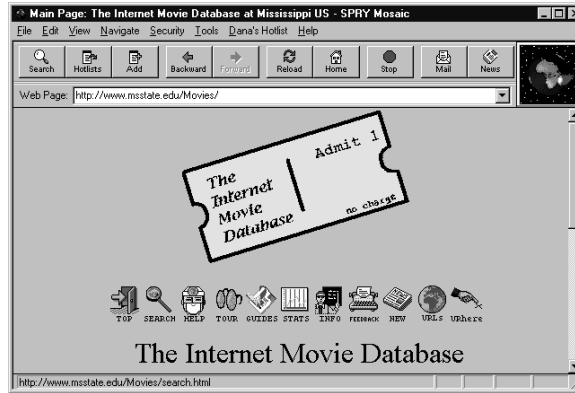
Hyperlinks are often indicated by colored or underlined text, or in the case of images, by a colored border (the default color is blue). You know you are on a hyperlink when your cursor changes to a pointing hand:

The toolbar at the top of the window contains buttons that serve as shortcuts for Mosaic menu items.

The **Web Page** box, found underneath the toolbar, contains a list of Web pages you have recently accessed.

You can select a Web page from the drop down list to immediately load that page, or type a URL (Web page address) for a Web page in this box and press ENTER to access that page.

*Many URLs take the form http://www.**name**.com; you can quickly access those URLs by typing **name**; for instance, typing **paramount** takes you to **http://www.paramount.com**.*

The Mosaic logo, found to the right of the **Web Page** box, moves to indicate that an action (such as loading a Web page or image, or downloading a file) is in progress.

Both the toolbar and the Web Page box can be shown or hidden by checking or unchecking Toolbar and Web Page Bar in the View menu. The toolbar style can be changed by changing the options in the Display tab of the View Options dialog box.

The status bar at the bottom of the Mosaic window displays the progress of various actions. When you place your cursor on a hyperlink, it displays the URL for that hyperlink.

MOSAIC'S SHORTCUT MENUS

Mosaic includes two special menus that you can access using your right mouse button.

THE HYPERLINK MENU

The Hyperlink menu appears when you click the right mouse button on a hyperlink. The menu items vary depending on the type of hyperlink you have highlighted. The Hyperlink menu options are listed below.

Menu	Description
Open	Opens the selected item.
Save To Disk	Saves the selected item to disk.
Get Information	Displays information about the selected item.
Copy URL	Copies the selected item's URL to the Windows clipboard.
Load Image	Opens the selected image in an external program.
Save Image To Disk	Saves the selected image to disk.
Get Image Information	Displays information about the selected image.
Copy Image URL	Copies the selected image's URL to the Windows clipboard.
Create Shortcut	Creates a Windows 95 shortcut for the currently selected URL. This option is only available in Windows 95.

THE QUICK MENU

The Quick menu appears when you click the right mouse button anywhere in a Web page **except** on a hyperlink. The first three menu options, Back, Forward, and Add to Hotlist, are equivalent to the Mosaic toolbar buttons Backward, Forward, and Add. The Quick menu options are listed below.

Menu	Description
Back	Returns to the Web page that was loaded before the current page.
Forward	Moves to the Web page that you viewed after the current page.
Add to Hotlist	Adds the currently displayed Web page to your current Mosaic hotlist.
Copy URL	Copies the URL of the current Web page to the Windows clipboard.
Create Shortcut	Creates a Windows 95 shortcut for the current Web page. This option is only available in Windows 95.

UNDERSTANDING URLS

A URL (Uniform Resource Locator) specifies the address, or location, of a resource on the Internet. Mosaic uses URLs to access many different types of resources, including ftp sites, telnet sites, gopher sites, and more. To access a resource, type the resource's URL in the **Web Page** box and press ENTER.

To access:	Type:
A Web page	**http://hostname/pathname**

where **hostname** is the IP address of the Web page, and **pathname** (optional) describes the exact pathname of the page.

Examples:

http://www.federation.gov/Enterprise

http://www.bakerstreet.com/cases.html

http://165.121.6.240

An anonymous ftp server	**ftp://hostname**

where **hostname** is the IP address of the ftp site.

Examples:

ftp://ftp.circe.com

ftp://165.121.6.45

A local HTML file	**file:///pathname**

where **pathname** indicates the full path of the HTML file.

Examples:

file:///c:\html\mypage.htm

file:///f:\tech\tequila.htm

A telnet server	**telnet://hostname**

where **hostname** is the IP address of the telnet site. You can add a port by adding a colon followed by the port number (for example, :23).

Examples:

telnet://odysseus.circe.com

telnet://165.121.6.220

telnet://165.121.6.6:23

A gopher server	**gopher://hostname**

where **hostname** is the IP address of the telnet site. Port information can be provided by adding a colon followed by the port number (for example, :70).

Examples:

gopher://gopher.narnia.com

gopher://gopher.gardenia.com

gopher://gopher.louvre.com:70/art

A USENET newsgroup	**news:newsgroupname**
	where **newsgroupname** is the name of the newsgroup you want to access.
	Example:
	news:alt.tv.seinfeld

See "Using ftp, gopher, news, and e-mail" for more detailed information on using URLs to access ftp, gopher, news, and mail resources.

Mosaic

BROWSING WEB PAGES

When you open a Web page in Mosaic, you see the text on that page, and any images on that page are loaded, top to bottom. You can control how images are loaded onto the page by changing the Images options in the Display tab of the View Options dialog box.

To stop loading the current page, click Stop Transfer on the Navigate menu (or click the Stop button on the Mosaic toolbar).

If a page does not load properly—for instance, all of the images on the page do not appear or the connection to the server "times out"—you can click Reload on the Navigate menu (or click the Reload button on the toolbar) to try to load the page again.

MOVING TO ANOTHER WEB PAGE

There are several ways to move to another Web page in Mosaic.

Click	To
A hyperlink	Jump to the Web page referenced by the hyperlink.

Red Dwarf

The **Backward** and **Forward** buttons on the toolbar	Move to the Web pages you accessed before and after the current page. (You can also type the **B** and **F** keys on your keyboard.)

The **Home** button on the toolbar	Access the startup Home page for Mosaic (defined in the Pages tab of the View Options dialog box.)

You can also type a URL (address) in the **Web Page** box (under the Mosaic toolbar) to access a Web page; type the URL for a Web page, or choose from a list of the Web pages you have recently visited. The History option (in the Navigate menu) will allow you to access a list of the Web pages you have visited this session and access any of those Web pages.

OPENING A WEB PAGE USING A URL

You can specify a Web page to open by supplying the URL (address) for that page. Most Web pages that you will encounter are HTML pages, which reside on HTTP sites. This type of URL is preceded by **http://** followed by the address and pathname of the HTML page, as in **http://www.bakerstreet.com/221B.html**.

For more information on URLs, see "Understanding URLs" earlier in this guide.

TO OPEN A WEB PAGE USING A URL:

1. Type a URL in the **Web Page** box found below the Mosaic toolbar.

2. Press ENTER.

> *You can paste a URL that you have copied from another program into this box. With your cursor in the box, press CTRL+V.*

OPENING A LOCAL FILE

You can open HTML files that are stored on your local system. You might do this to view a Web page without connecting to the Internet. You can easily save Web pages to a file; for more information on saving Web pages, see "Saving Web pages, files, and images" later in this guide.

Local Web pages usually have a file extension of .HTM.

TO OPEN A LOCAL WEB PAGE:

1. Click Open Local File on the File menu.

2. Locate the local Web page file.

WORKING WITH MOSAIC INFORMATION

You can copy, paste, save, and print the information you see in Web pages, as described in the sections that follow.

COPYING AND PASTING INFORMATION

Like other Windows programs, Mosaic includes full support for the Windows clipboard. You can paste information from another program into Mosaic, or copy information from Mosaic to other programs. For example, you can copy a URL from a mail message or news article and paste it into the **Web Page** box in order to quickly access that URL.

You can only copy and paste in areas in Mosaic where you can also type.

To	Do this
Copy information from Mosaic	Select the information, and press CTRL+C.
Copy a URL from a Web page	Move your cursor over the URL's hyperlink, click the right mouse button, and click Copy URL from the Hyperlink menu.
Paste information into Mosaic	Place your cursor at the location where you want to paste the information, and press CTRL+V.

SAVING WEB PAGES, FILES, AND IMAGES

There are several different ways to save items in Mosaic:

· Use Mosaic's Hyperlink menu.

Click a hyperlink for an item you want to save with the right mouse button and select either Save to Disk or Save Image to Disk from the Hyperlink menu.

· Use Load to Disk mode.

You can turn on Load to Disk mode to save each graphic or hyperlink that you click on, without loading it. Click Load to Disk Mode on the View menu (a check mark indicates that the mode is enabled). When Load to Disk Mode is enabled, each time you try to access an item you are prompted for a name and location to save the item. Note that items that you access are not be loaded or displayed; they are only saved.

Mosaic continues to try to save items until you disable Load to Disk Mode by selecting the Load to Disk Mode option again. If you want to use Load to Disk Mode selectively, you can temporarily enable it by holding down the SHIFT key while you click an item.

PRINTING A WEB PAGE

You can print the Web page you are currently viewing to a printer. If you want to see how the output will look when you print, click Print Preview on the File menu.

TO PRINT A WEB PAGE:

■ Click Print on the File menu. You can click the Setup button in the Print dialog box to specify a different printer or set up options for printing.

TO CHANGE THE PRINT MARGINS:

■ Click Print Margins on the File menu to adjust the margins of the printed document.

WORKING WITH HOTLISTS

You can store your favorite Web pages in a hotlist so that you can easily access those pages again. You might use hotlists to group Web pages by category, such as subject (Games, Sports, Weather, Work) or user (Joe's hotlist, Ryan's hotlist, Greg's hotlist). Individual hotlists can contain folders and subfolders to further organize your information.

Hotlists are stored in hotlist files (usually with the extension .HOT), which makes it easy for you to give your hotlists to other Mosaic users.

You can access hotlists from the Hotlists dialog box, or add them to Mosaic's menu bar for quick access.

ACCESSING A WEB PAGE USING A HOTLIST

You can use a hotlist to quickly access your favorite Web pages. Mosaic includes pre-defined hotlists to get you started.

TO ACCESS A WEB PAGE USING A HOTLIST:

1. Click Hotlists on the File menu. The Hotlists dialog box will appear, displaying your Mosaic hotlists.
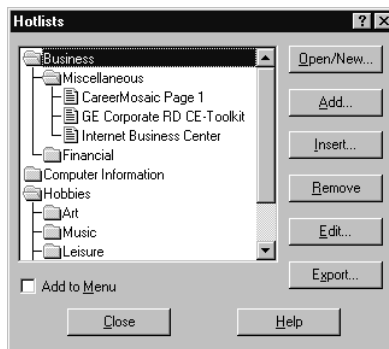
A hotlist is displayed as the icon. Above, Business, Computer Information, and Hobbies are all separate hotlists, which contain Web pages and subfolders.

2. Open the hotlist that contains the page you want to access by double-clicking the hotlist icon. You can double-click a folder icon in the hotlist to see the items in that folder.

3. Double-click the Web page you want to display.

CREATING A NEW HOTLIST

You can create a new hotlist so that you can organize your favorite Web page addresses for fast access.

TO CREATE A NEW HOTLIST:

1. Click Hotlists on the File menu. The Hotlists dialog box will appear, displaying your Mosaic hotlists.

2. Click the **Open/New** button.

3. Specify a filename and directory for your new hotlist (the extension .HOT is suggested).

4. Type a name for the hotlist. The name can be any length you want, but you may want to keep it short in case you add the hotlist to Mosaic's menu bar.

> *You can convert NCSA Mosaic menus to hotlists using the Import NCSA Menu as Hotlist command on the Options menu.*

OPENING A HOTLIST

You can open an existing hotlist file and add it to the Hotlists dialog box. This is useful if you receive a hotlist from someone else and want to add it to Mosaic, or want to add a hotlist that you previously removed from the Hotlists dialog box.

TO OPEN A HOTLIST:

1. Click Hotlists on the File menu.

2. Click the **Open/New** button. The Open/Create New Hotlist dialog box will appear.

3. Specify the hotlist file name.

ADDING A HOTLIST TO THE MOSAIC MENU

You can use any hotlist as a Mosaic menu, with all the hotlist items appearing as items on the menu. Folders within the hotlist will appear as menu items, and the folder contents will appear as sub-menu items.

TO ADD A HOTLIST TO THE MOSAIC MENU:

1. Click Hotlists on the File menu.

2. Select the hotlist you want to add to the Mosaic menu.

3. Check the **Add to Menu** box. The hotlist icon 📁 changes to the following icon:

   ☑️

   and the hotlist is added to the menu.

ADDING A WEB PAGE TO A HOTLIST

You can easily add a Web page to one of your hotlists.

TO ADD A WEB PAGE TO THE END OF THE CURRENT HOTLIST:

■ If you are currently viewing the Web page you want to add to a hotlist, you can click Add Web Page to Hotlist on the Navigate menu to add the document to the end of the current hotlist (the last hotlist you opened).

TO ADD A WEB PAGE TO A HOTLIST:

1. Click Hotlists on the File menu.

2. Select the hotlist to which you want to add the Web page.

3. Select the place in the hotlist where you want to place the Web page. The new Web page is added **above** the item you select.

   For instance, to insert the Web page "Cooking with Oregano" in between "Badminton tips" and "Wide World of Webcrawling," you would highlight "Wide World of Webcrawling" before inserting the new Web page.

4. Click the **Insert** button.

5. Click **Web Page** in the Insert New dialog box.

6. Fill out the next dialog box with information about the Web page. If you are currently viewing a Web page, this dialog box is filled out for you.

In the **Title** box, type the name you would like to use for this Web page in your hotlist. Spaces are permitted.

In the **URL** box, type the URL for the Web page. You can copy and paste a URL into this dialog box, if you choose.

> *You can also drag and drop a hyperlink into a hotlist or hotlist folder.*

ADDING FOLDERS TO A HOTLIST

You may want to use hotlist folders to help organize your information. You can place a folder anywhere in a hotlist, even inside another folder.

TO ADD A FOLDER TO A HOTLIST:

1. Select the hotlist to which you want to add the folder.

2. Select the place in the hotlist where you want to add the folder. The new folder will be added **above** the item you select.

   For instance, to insert a "Humor" folder between a "Hobbies" folder and a "Lists of Sites" folder, you would highlight "Lists of Sites" before inserting the new Web folder.

3. Click the **Insert** button.

4. Click **Folder** in the Insert New dialog box.

5. Specify a name for the new folder.

EXPORTING A HOTLIST

You can export any of your hotlists as an HTML file. You might do this to give the hotlist information to someone who doesn't have Mosaic. You can also use the hotlist as your default Home page.

TO EXPORT A HOTLIST:

1. Click Hotlists on the File menu.

2. Click the **Export** button.

3. Type a filename for the hotlist; the extension .HTM is suggested.

After you export the file, you can open it by clicking Open Local File on the File menu. The file is displayed as a Web page containing a list of hyperlinks that jump to the Web pages in your hotlist.

SEARCHING THE WORLD WIDE WEB

The default Mosaic hotlists and startup Home page contain many useful links that help you get started using the World Wide Web.

You can click the Search button on the toolbar, or click Search Internet on the Edit menu to quickly launch a Web page you can use to search the World Wide Web. By default, this page is the Internet Wizard, an easy-to-use search tool that uses keywords to search for information. You can change the search page that is loaded by changing the **Search Page** option in the Pages tab of the View Options dialog box (choose Options from the View menu).

There are many Web pages on the Internet that enable you to search for specific information or browse indexed lists of information. Some popular and useful sites are listed below. You can access these Web pages by typing the URL in the Web Page box under the toolbar, and pressing ENTER.

Web page	URL (address)
Yahoo!	http://www.yahoo.com
InfoSeek NetSearch	http://www2.infoseek.com
WebCrawler	http://webcrawler.com
World Wide Web Worm	http://www.cs.colorado.edu/home/mcbryan/WWWW.html
Web Servers	http://www.w3.org/hypertext/DataSources/WWW/Servers.html
Whole Internet Catalog	http://nearnet.gnn.com/wic/index.html
Archieplex	http://web.nexor.co.uk/public/archie/archieplex/archieplex.html

Mosaic

FINDING TEXT ON A WEB PAGE

You can search a Web page for particular text.

TO FIND TEXT ON A WEB PAGE:

1. Click Find on the Edit menu.

2. Type the text you want to search for in the **Find What:** box. If you wish to search only for words that match the capitalization of the specified text, check the **Match Case** box.

3. Click the **Find Next** button.

   The search starts at the top of the current screen and moves to the bottom. If the search word is found, the line of text containing the word appears at the top of the screen. Note that the word will not be high-lighted.

4. Click the **Find Next** button to find the next occurrence of the word.

   -OR-

   Click **Cancel** to close the dialog box.

USING FTP, GOPHER, NEWS, AND E-MAIL

Mosaic not only lets you view HTML pages specifically designed for the World Wide Web, but enables you to access other Internet resources such as ftp and gopher sites. You can also use Mosaic to access USENET news and send e-mail. Note that Mosaic is primarily designed for browsing the World Wide Web; for more full-featured use of ftp, gopher, news, and e-mail, more sophisticated programs may be more appropriate.

OVERVIEW OF FTP

File transfer protocol, or ftp, is used to send and receive files across networks. Mosaic allows you to use ftp to obtain files from the Internet. Anonymous ftp sites on the Internet contain countless freeware and shareware files that you can transfer to your PC.

Due to the popularity of ftp sites, there may be restrictions, such as limited hours for ftp access or limits to the number of users that can access a site at once.

OVERVIEW OF GOPHER

Gopher sites display collections of information organized by subject. You can access many different types of resources using gopher, including images, sounds, and searchable databases. You may need additional programs to view some of the items you find using gopher.

OVERVIEW OF NEWS

USENET news is a forum for discussion (similar to a bulletin board system, but on a much larger scale) that is found on the Internet. You can read news articles about specific topics and contribute to the discussions by posting (adding) your own articles.

Mosaic enables you to access news using Mosaic's built-in news function or the SPRY News program. If you have SPRY News on your system, Mosaic automatically launches it when you access a newsgroup or news article. If you do not have SPRY news, or prefer to use Mosaic's built-in news function, check the **Use Built-in Mail and News** box in the Services tab of the Tools Options dialog box.

In order to read news using Mosaic, you will need to have access to a *news server*. Mosaic is set up with a news server address you can use, but you may have limited access to this news server. Contact your system administrator or Internet service provider for more information about what news server you should use.

You should set up the news server address in Mosaic by typing it in the **news server** box in the Services tab of the Tools Options dialog box.

OVERVIEW OF E-MAIL

E-mail is a method used to send messages to other people. On some Mosaic Web pages, you may see hyperlinks that you can click on to send mail to a Web page author. Although Mosaic can be used to send mail, you cannot receive mail using Mosaic. If you want to receive mail, you need a dedicated mail program such as SPRY Mail and an account on a mail server.

Mosaic enables you to send mail using either Mosaic's built-in mail function or the SPRY Mail program. If you have SPRY Mail on your system, Mosaic automatically launches SPRY Mail whenever you try to send a mail message. If you do not have SPRY Mail, or you prefer to use Mosaic's built-in mail function, check the **Use Built-in Mail and News** box in the Services tab of the Tools Options dialog box.

In order to send mail using the built-in mail send feature, you need to specify an **SMTP Server** address in the Services tab of the Tools Options dialog box. A default server address is provided for you.

ACCESSING FTP SITES

You can access ftp sites and download files using Mosaic.

TO ACCESS AN FTP SITE:

1. Place your cursor in the **Web Page** box beneath the toolbar.

2. Enter the URL for the ftp site you want to connect to:

   ftp://hostname

   where **hostname** is the IP address of the ftp site.

   For example: **ftp://ftp.narnia.com**, or **ftp://165.121.6.26**.

   If you're connecting to an ftp site which requires a username and password, you can also type

   ftp://username:password@hostname

   where **username** and **password** are your username and password on the ftp site.

   For example, **ftp://lucy:aslan@ftp.narnia.com**.

   The ftp site is displayed as a list of files and folders. You can double-click a folder to open it and display its contents. A hyperlink at the top of the file (usually called Up to Parent Directory) takes you back to the previous level.
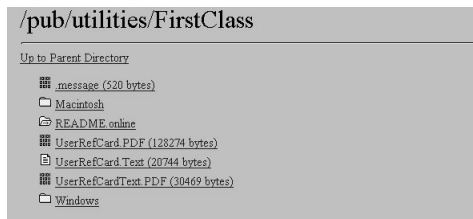
TO DOWNLOAD A FILE:

■ When you see a file you want to access, click the filename. Text files will be displayed in the Mosaic window. If you set up a program for the file (using the File Types option found in the Tools Options dialog box), the file is opened using the program. Otherwise, you are asked whether to save the file to disk.

For more information on specifying programs to use for specific file types, see "Setting up file types" later in this guide.

ACCESSING GOPHER SITES

You can access a gopher site using Mosaic.

TO ACCESS A GOPHER SITE:

1. Place your cursor in the **Web Page** box beneath the toolbar.

2. Enter the URL for the gopher site you want to connect to:

   gopher://hostname

   where **hostname** is the IP address of the gopher site.

   For example, **gopher://gopher.narnia.com**, or **gopher://165.121.6.45**.

   The gopher site appears as a list of different types of items.
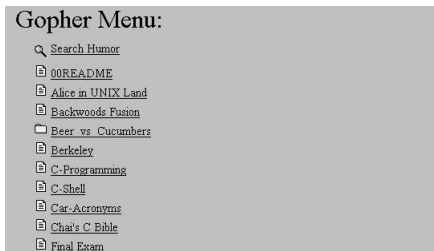
TO ACCESS A GOPHER ITEM:

■ When you see an item you want to access, double-click it. If the item is a text file, Mosaic displays it in the Mosaic window. If the item is a telnet, TN3270, or Rlogin site, Mosaic opens it using the tool set up in the Services tab of the Tools Options dialog box. If the item is a search tool, Mosaic allows you to search the indicated database.

For other items, if you have set up a program for that file (using the File Types option found in the Tools Options dialog box), the file will be opened using that program. Otherwise, you are asked if you want to save the file to disk.

For more information on specifying programs to use for specific file types, see "Setting up file types" later in this guide.

READING NEWS

You can read news on a news server using Mosaic. You may find links to newsgroups on the World Wide Web, or you may want to connect to a newsgroup directly, as described below.

TO ACCESS NEWS:

1. Click on a hyperlink that points to a newsgroup or news article.

   -OR-

   Place your cursor in the **Web Page** box beneath the toolbar and enter the appropriate URL, as described below:

To	Type
Access a specific newsgroup	**news:newsgroupname**
	where **newsgroupname** is the full name of the newsgroup you want to access.
	Example: **news:alt.smurfs**.
List all newsgroups	**news:***
List a range of newsgroups	**news:category.***
	where **category** is the part of the newsgroup name that you know, and ***** signifies all newsgroups within that category.
	For example, **news:alt.tv.*** would display alt.tv.simpsons, alt.tv.90210, etc., **news:alt.*** would display all the newsgroups with the prefix alt, and **news:comp.*** would display all the newsgroups with the prefix comp.

2. If you are viewing a list of newsgroups, you can double-click any newsgroup to display the articles in that newsgroup. A list of news articles will appear.

Mosaic displays news articles as bulleted items on the screen, grouped by threads (topics). Articles posted in response to an original article are indented below that article and are identified using the author's name, rather than an article subject.

> *By default, Mosaic displays descriptions of all the newsgroups; to disable this feature, clear the **Extended News Listing** box in the Services tab of the Tools Options dialog box. Note that unchecking this option disables threading in news (described below).*

3. To view an article, simply click its title in the article list.

   Mosaic displays hyperlinks at the top of the screen that you can click to navigate through threads. When you are viewing an article that is part of a thread, you will see either **Next thread** or **Next article in thread** and **Previous article in thread**, depending on where you are in the thread.

POSTING NEWS

You can use Mosaic to post a news article to a newsgroup, as described below. Note that some news servers and newsgroups do not allow you to post articles.

TO POST A NEWS ARTICLE FROM THE NEWSGROUP SCREEN:

1. Make sure the newsgroup you want to post to is displayed on the screen, with the articles in that newsgroup listed.

2. Click the **Post to newsgroup** hyperlink at the top of the screen, or, if you want to follow up the article (responding to the article thread, and including the text of the article), click the **Followup to message** hyperlink.

3. Fill out the Post news dialog box with information about your article. The **Sender** box may be filled out for you. Be sure to specify a **Subject** for your article and complete the **Sender** box.

4. Type your article in the space provided. All the standard Windows edit keys are supported; for instance, you can click CTRL-V to paste text from other programs into your article.

> *Mosaic's news feature does not automatically wrap words down to the next line when you reach the end of a line. You will need to press ENTER at the end of each line of your message so that your message is displayed properly when it is received.*

TO POST A NEWS ARTICLE USING A URL:

1. Place your cursor in the **Web Page** box beneath the toolbar.

2. Enter the following URL:

   newspost:newsgroupname[,newsgroupname,newsgroupname]
   [/followup]

   where **newsgroupname** is the name of the newsgroup where you want to post your message. You can specify multiple newsgroups by separating them by commas; do not use spaces between the commas.

   /**followup** is optional, and specifies that you want the posting to be a follow-up posting. If an article is currently displayed, the followup post will contain the text of the original article.

   Examples

   newspost:alt.tv.seinfeld

   newspost:rec.bicycles,rec.sports.cycling

   newspost:alt.suburbia/followup

SENDING E-MAIL

You can send e-mail messages using Mosaic. You may find hyperlinks that will send an e-mail message to the address indicated in the hyperlink text. You can also send e-mail as indicated below.

TO SEND MAIL FROM MOSAIC:

1. Place your cursor in the **Web Page** box beneath the toolbar.

2. Enter the following URL
   mailto:address

   where **address** is the e-mail address you want to send mail to.

   For example, **mailto:lucy@narnia.com**.

3. Fill out the Send Mail dialog box with information about your message. Be sure to specify a **Recipient** and a **Subject** for your message.

4. Type your mail message in the space provided. All the standard Windows edit keys are supported, including CTRL-V to paste text from other programs into your message.

Mosaic's Mail feature does not automatically wrap words down to the next line when you reach the end of a line. You need to press ENTER at the end of each line of your message so that your message will be displayed properly.

IMPROVING MOSAIC'S PERFORMANCE

There are several ways you can improve Mosaic's performance:

· Increase system memory.

As with any Windows program, Mosaic's performance improves if you have more available system memory. If you often load in large images or download large files, you should optimize your memory.

Using extended (not expanded) memory and a large Windows swapfile (at least twice as large as your physical RAM; for example, for 4 MB RAM, have a 8MB swapfile) may improve your performance. See your DOS and Windows documentation for additional information on increasing memory.

· Turn off inline images.

If you have a slow connection, or if you do not need to see images, you can turn off the display of images by clearing the **Automatically Load Images** option in the Display tab of the View Options dialog box. If you turn off this option, image placeholders load instead of the images, and Web pages load substantially faster. You can still selectively load in images by clicking the images with your right mouse button and selecting **Load Image** from the Hyperlink menu.

Note that many images are used as hyperlinks to other Web pages, so disabling this option may make it more difficult to navigate the Web. Many, but not all, Web pages display alternate methods for accessing images.

· Change how often Mosaic loads images.

If you have a slow Internet connection, you may want to change how often Mosaic loads images. Mosaic redraws the screen at the interval you specify using the **Image Update Frequency** in the Display tab of the View Options dialog box.

· Change how fast Mosaic loads images.

Normally, Mosaic loads and displays images with the highest quality possible. You can choose to have Mosaic load images faster, sacrificing some degree of quality, by changing the **Image Display** option in the Display tab of the View Options dialog box to be **Fastest Speed**.

· Change the caching value.

Mosaic has a number of caching options, which can be configured using the Cache options in the Advanced tab of the Tools Options dialog box.

Mosaic uses caching to store retrieved information on your computer in order to improve performance. When you next access the same

information, Mosaic accesses that information from the cache instead of from the Internet. If you frequently access the same Web pages, caching speeds up access to those pages.

Mosaic uses a combination of memory and disk caching to store Web page information. Memory caching uses available RAM to store information and is very fast. Disk caching creates files on your system (using a permanent amount of disk space); it is not as fast as memory caching, but is faster than retrieving a page from the Internet.

· Create a local startup Home page.

If your startup Home page does not change often, you may want to save the page to a local HTML file, so that you can access it more quickly. Then, specify the name of that file in the **Home Page** box in the Pages tab of the View Options dialog box.

CHANGING THE SCREEN APPEARANCE

There are several ways to change the appearance of the Mosaic window:

· Change the fonts used for text in the Mosaic window.

Text elements on a Web page have different styles associated with them (defined by the Web page author). You can change the font types and sizes that are used for these styles using the Fonts tab in the View Options dialog box, selecting the style you want to change, and clicking the **Change Font** button. You can also choose to enlarge or reduce all the fonts using this dialog box. Note that changes in this dialog box affect all Mosaic sessions.

· Change the appearance of the Mosaic hyperlinks.

You can change the color and underlining of Mosaic hyperlinks using the **Link Color** and **Visited Link Color** options in the Display tab in the View Options dialog box.

· Change the toolbar appearance.

The toolbar style can be changed between picture and text, picture only, and text only by changing the **Toolbar Style** option in the Display tab of the View Options dialog box.

· Display or hide the toolbar and Web Page bar.

You can hide the toolbar and Web Page bar (located beneath the toolbar) by unchecking the Toolbar and Web Page Bar options in the View menu.

SETTING UP FILE TYPES

Mosaic can display text, GIF and JPEG graphics, and can play AU and AIFF sound files. Other types of files, however, such as MPEG movie files, require you to use additional programs in order to display them.

You can specify which program Mosaic will use to open a certain type of file using file types.

TO CONFIGURE A FILE TYPE:

1. Click Options on the Tools menu.

2. Select the File Types tab in the Tools Options dialog box.

3. In the **MIME Type** box, select the MIME type of the item for which you want to set up a program. You may have to set up a new MIME type, if the MIME type you want is not listed. You should try to use the same MIME type that is used on the World Wide Web server you are accessing.

4. In the **Extensions** box, type any file extensions (such as .MPG, .AVI, or .DOC) you want to use for the specified MIME type. If you are providing several extensions, separate the extensions with commas. Note that UNIX servers sometime have case-sensitive filenames; you may want to use both upper and lower cases for the extension (for example, .mpg,.MPG,.mpeg).

   Since MIME types, not file extensions, are used when accessing items on an HTTP server, you only have to supply file extensions if you want to be able to access items on ftp or gopher sites using the program you specify.

5. In the **Program** box, type the full path and filename of the program you want to use for the specified MIME type. If you are not sure of the location of the program, click the **Browse** button.

Mosaic

SETTING UP **MIME** TYPES

Mosaic uses MIME types to decide how to treat items you try to access on an HTML Web page. For instance, MPEG movie files have MIME type video/mpeg, and TIFF graphics have type application/tiff. You can find out the MIME type of an item by clicking it with the right mouse button and choosing Get Information (or Get Image Information) from the Hyperlink menu that appears.

You may need to add new MIME types in order to set up programs properly in Mosaic (using the File Types tab in the Tools Options dialog box). Make sure you specify the MIME type correctly, because that is what Mosaic uses to recognize the item so that it can start a program.

TO ADD A **MIME** TYPE:

1. Click Options on the Tools menu.

2. Select the File Types tab in the Tools Options dialog box.

3. Click the **New** button.

4. Type a name for the new MIME type.

5. Click **OK** to add the new MIME type. The new MIME type will be added to the **Type:** list, and you can now set up programs for that MIME type to that MIME type.

> *Mosaic uses extensions, not MIME types, to recognize items on ftp sites. In order to set up file types for items on an ftp site, you will still need to set up a MIME type, however. The name for this MIME type can be anything you like, because the MIME type is not really used by Mosaic to determine which program to use to open the item. For example, if you wanted to set up a MIME type so that you could open Visio files, you might create a new MIME type called application/x-visio. You can then set up that MIME type, specifying the file extension for Visio files (.vsd) and setting up Visio as the program to use. It is conventional to name user-defined MIME types with an **x**-extension.*

UNDERSTANDING **MIME** TYPES

MIME (Multipurpose Internet Mail Extensions) is a general purpose encoding method for exchanging multimedia data over the Internet.

MIME types take the form **type/subtype**

where **type** is application, audio, image, text, or video,

and **subtype** is the actual file type (such as zip, mpeg, rtf).

MIME types are defined by the author of a Web page; there are MIME types currently in use for almost every type of file.

The following MIME types are included with Mosaic:

Type	Subtype	Description
application	/commonground	Common Ground files
application	/iges	IGES files
application	/mathematica	Mathematica files
application	/msword	Microsoft Word files
application	/pdf	Adobe Acrobat files
application	/postscript	Adobe Postscript files
application	/rtf	Rich Text Format files
application	/wordperfect5.1	Word Perfect 5.1 files
application	/zip	ZIP (compressed) files
audio	/aiff	Audio Image File Format audio files
audio	/basic	Sun/DEC/NeXT audio (*.AU) files
audio	/wav	Microsoft Windows WAVE (RIFF) audio files
audio	/x-midi	MIDI audio files
image	/gif	CompuServe GIF images
image	/jpeg	JPEG compressed images
image	/targa	AT&T Targa images
image	/tiff	Tagged Image File images
image	/x-win-bmp	Microsoft Windows Bitmap images
text	/html	HTML formatted text files
text	/plain	Plain ASCII text files
text	/richtext	Richtext text files
video	/mpeg	MPEG movie files
video	/msvideo	Microsoft Video (.AVI) files
video	/quicktime	Apple Quicktime movie files

SETTING UP TERMINAL PROGRAMS

If you need to connect to a telnet, TN3270, or Rlogin site, and have the appropriate programs on your system, you can configure Mosaic to use them automatically when connecting to those sites.

TO SET UP TERMINAL PROGRAMS:

1. Click Options on the Tools menu.

2. Select the Services tab in the Tools Options dialog box.

3. In the **Terminal Programs** box, fill out each of the boxes (**Telnet**, **Remote Login**, and **TN3270**) with the full pathname of the program you want to use. If you are not sure of the exact location of a program, you can click the **Browse** button next to the program box to search for the program on your system.

USING PROXY SERVERS

Some networks are not directly connected to the Internet, but are protected by Internet firewalls—software products designed to protect networks from outside intrusion. If your network is behind a firewall, Mosaic will have to communicate with proxy servers in order to access services on the Internet. Proxy servers forward requests for information to the requested server and return the information to Mosaic.

Mosaic supports proxy servers based on the ANS and CERN specifications. Contact your network administrator for information on any proxy servers used in your organization.

SETTING UP PROXY SERVERS

You can set up proxy servers for ftp, HTTP, S-HTTP, news, WAIS, and gopher.

TO SET UP PROXY SERVERS:

1. Click Options on the Tools menu.

2. Select the Proxies tab in the Tools Options dialog box.

3. Specify the address for each proxy server that you will need to use. This should be an IP address, such as **165.121.6.6**, or a fully qualified domain name, like **proxy.circe.com**. Note that proxy servers are often all found on the same machine (with the same port).

   If a specific port is also required to access a proxy server, type it in the **Port** box next to the server name.

4. You can exclude specific domains from proxy access using the **Exclude Domain** option. Specify the domain names you want to exclude; if you have more than one domain name, separate the domains with commas.

   When accessing a host on a specified domain, Mosaic will not go through a proxy server. For instance, if you are accessing information from your own network, you will not want to go through the proxy server to retrieve the information. Also, if you have another domain within your organization that is also behind your Internet firewall, you may want to bypass the proxy server and communicate directly with machines in that domain, since security is not an issue in those cases.

Once you define a proxy server for a service, Mosaic will always use a proxy server to access that service, unless you are accessing a domain listed in the **Exclude Domain** box.
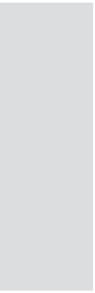
Chapter 2
SPRY Mail

SPRY Mail™ provides an efficient, easy to use way to send, receive and store Internet mail.

In order to use SPRY Mail, you need to have a *mail host*; this is a machine that is set up to receive your e-mail. SPRY Mail requires that a *POP3 server* be running on the mail host in order for you to receive mail.

FEATURES
- Use Address Books to address mail to individuals or groups of people.
- Send additional copies of mail with carbon copy and blind carbon copy features.
- Automatically attach "signature files" to messages.
- Automatically encode/decode binary file attachments to mail over the Internet using MIME or UUCode
- Insert text files into mail messages.
- Cut and paste between Mail and other Windows applications.
- Save the mail you send to a folder, automatically.
- Request a "return receipt" for mail you send, acknowledging that mail was received.
- Spell check messages before sending them.
- Scroll through your mailbox with Previous/Next buttons.
- Drag and drop messages to custom folders or subfolders.
- Specify how often Mail checks for new messages, and the notification method that should be used when messages are received.
- Show only the mail header information you wish to see.
- Change the font used to display mail.
- Sort mail by sender, date, subject, or size in ascending or descending order.
- Read, process, and compose mail when not connected to your mail host.
- Store mail in a *Remote* inbox (storing messages on the mail host) or a *Local* inbox (moving messages to your PC).
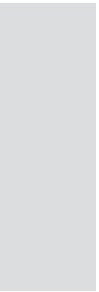
STARTING MAIL

You can start Mail by clicking on the **SPRY Mail** icon.

The first time you start Mail, you will be asked to specify a directory for your mail folders. These are folders where your mail messages are stored; you can create your own custom folders for mail. The directory \...\DATA\MAIL is suggested; click **OK** to accept this directory (it will be created), or specify your own path and filename. If you specify a new directory, it will be created.

The login dialog will appear, prompting you to log into your Mail host.

Figure 2-1

You must fill out the **Host**, **Username**, and **Password** information for your mail host in order to start Mail, even if you will be using the "Work Offline" option (see the section below). The login information is described below.

HOST
Specify the address of the machine that you connect to in order to receive your mail. You can identify your mail host by its Fully Qualified Domain Name (such as circe.odysseus.com) or IP address (such as 165.121.100.20), or by its host name in your **hosts** file.

USERNAME
Specify your username on the host you specified; this may be your "login name" on that system.

PASSWORD
Specify your password on the host you specified. You can have Mail remember your password, so that you do not have to type it each time you want to connect to mail.

Check *Remember Password* to have Mail remember your password. The next time you start Mail, your password will be automatically filled out in the Login dialog. Note that anyone will then be able to walk up and read your mail.

When you've specified the **Host**, **Username**, and **Password** for your mail host, click **OK**. Mail will open the connection to the host that you specify and you will see the Mail Console.

You can automate your login to fill in the Login dialog with any information you choose, or can completely bypass the login dialog, if desired; see the next section, "Automating your Mail Login" for information.

If you want to start Mail every time you start Windows, make a copy of the Mail icon (by holding down [Control] before moving it) and move it to your Windows Startup program group.

WORKING OFFLINE

Mail supports saving mail to mail folders and automatically downloading mail to your PC. This means that you can start Mail and work "offline", when not connected to your mail host. You must still login to Mail with your mail host, username, and password to use this feature, for security reasons.

Check **Work Offline** in the Mail login dialog before logging in. Mail will open just as it would normally, but you will not be connected to your mail host. You can still read mail in your local folders, print mail, and compose, reply and forward to mail. Any mail you compose and send will be moved to an **Outgoing Mail** box, and will be sent as soon as you have a connection.

When you are working offline, you can start a connection at any time; you can press the **Connect** button on the Toolbar in the upper right hand corner of your screen, or choose **Connect** in the **Mail** menu. You can also start a connection by choosing **Send Now** in the **Mail** menu, or by choosing **New Messages** in the **View** menu; this will force Mail to make a connection.

Likewise, when you are connected to your mail host, you can go offline at any time by clicking the **Disconnect** button in the upper right hand corner of the Toolbar, or by choosing **Disconnect** in the **Mail** menu. (The Toolbar button and menu item states will change depending on whether or not you are connected to your mail host).

EXITING MAIL

You can exit Mail by choosing **Exit** from the **M**ail menu or clicking the **Exit** button on the Toolbar. You can also doubleclick on the Windows System Menu to exit Mail.

Mail

AUTOMATING YOUR MAIL LOGIN

After the first time you login to Mail, Mail will automatically remember the hostname (for your e-mail host) and your e-mail username. The next time you connect to Mail, the login dialog will be filled out (your password will be filled out if you checked the *Remember Password* option). You can change the information that is automatically filled out in this dialog by choosing the **Login** option in the **Options** menu.

However, you may want to bypass the login dialog altogether with Mail's command line options. You can create an icon for Mail that will automatically login and connect, as described below.

AUTOMATING YOUR LOGIN USING COMMAND LINE OPTIONS:

1) Copy your regular Mail icon by holding down Control and dragging the icon to another location on your Windows desktop. (This is suggested, as you may not always want to log into Mail automatically).

2) Highlight the new Mail icon, and choose **Properties** from the Windows Program Manager's **File** menu. A <Program Item Properties> dialog will appear. Edit the Command Line option, as described below.

Add the following options to the end of the *Command Line* field:

-**h**   immediately followed by the hostname or address of your e-mail host

-**u**   immediately followed by your username on the e-mail host

-**p**   immediately followed by your password on the e-mail host

   Do not use spaces in between the parameters and the options.

   For example, **airmail.exe** -**hhost1.narnia.com** -**ulucy** -**paslan** would try to connect to host "host1.narnia.com" and login as user "lucy" with password "aslan".

   You may also want to edit the *Description* for the icon, so that you know that this icon will automatically log you into Mail (suggestion: Auto Start Mail).

3) Click OK. The icon you created should now log you directly into your Mail account when you doubleclick it.

THE MAIL CONSOLE

After you have logged in, the Mail Console will appear. The first time you start Mail, you will not see any messages.
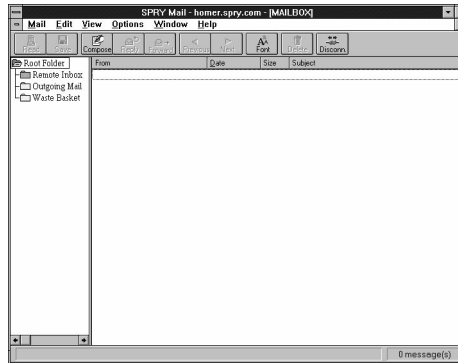

Figure 2-2

The *Toolbar* at the top of the console contains Toolbar buttons that serve as shortcuts for Mail menu items. The Toolbar style can be changed between *Picture & Text*, *Picture only*, and *Text only* by choosing **Toolbar Style** from the **Options** menu.

The *Status Bar* at the bottom of the Console displays concise help for Mail Toolbar buttons and menu items and will display the number of messages in Mail and other status messages.

Both the Toolbar and the Status Bar can be shown or hidden by checking or unchecking **Status Bar** or **Toolbar** in the **View** menu. The Toolbar and Status Bar will be displayed if checked.

Mail menu items and Toolbar buttons may be grayed out when a function cannot be performed.

Mail displays your **MAILBOX**, an area in Mail where your mail messages are stored. You will see several system folders in this screen. You can create additional folders and subfolders for mail messages. See "Using Folders to Store your Messages" for more information.

In the Mail Console, you can read, print, save, and delete mail, and you can use Toolbar buttons to compose new mail or reply or forward to mail messages.

Mail

The next section describes how you can compose and send a message.

COMPOSING AND SENDING MESSAGES

Mail allows you to compose new mail (or forward or reply to mail) with a number of special features. You can use Address Books to store your e-mail addresses, cut and paste text from other applications, attach binary files to your mail, and automatically attach "signature" files to your mail messages.

The <Compose Mail> screen is used to compose and send your messages. You can type your message using standard editing keys, paste information from Mail messages or other Windows applications, and attach files to your message.

COMPOSING A MESSAGE:

Click the Compose button on the Toolbar (or click Ctrl-N)

or

Choose Compose from the <u>M</u>ail menu.

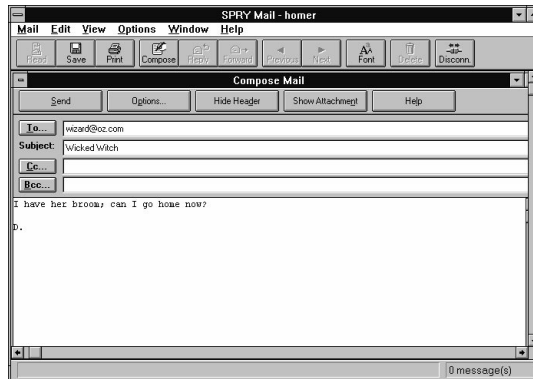You will see the <Compose Mail> dialog:

Figure 2-3

There are four message fields shown: **To:**, **Subject**, **CC:,** and **BCC:**.

To: is the person or people to whom you want to send the message. This is the only field that you **must** fill out. See the note on "Internet E-Mail Addresses" at the end of this chapter if you are unfamiliar with e-mail addresses on the Internet.

Subject is the subject of your message.   This is optional; you can fill it out however you want.

The **CC:** and **BCC:** fields are optional fields allowing you to send copies of this message to other people. They work just like the **To:** field. **CC:** will send your mail to the people you specify, but the mail they receive will be addressed to the person you specified in the **To:** field. **BCC:**, or Blind Carbon Copy, can be used to send a copy of the message to one or more additional people, *without* the main addressee(s) being aware that the message was sent to anyone else.

ADDRESSING A MAIL MESSAGE

There are two ways you can specify addresses in Mail*:* you can type them directly in the fields shown, or you can select them from an *Address Book*. Address books in Mail can contain the e-mail addresses of people to whom you frequently send mail, so that you can select addressee names from a list instead of typing their full e-mail address.

TYPING THE E-MAIL ADDRESS

Type the e-mail address for the person to whom you want to send mail in the **To:** field. If you want to add multiple addressees, separate them by commas.

You can also type any additional addresses you want to cc: (carbon copy) or bcc: (blind carbon copy) to in the **CC:** or **BCC:** fields, again separating them by commas, if there are more than one.

USING AN ADDRESS BOOK

Since many e-mail addresses on the Internet are long and may be hard to remember, you may want to use an *Address Book* in Mail to store peoples' e-mail addresses and the "alias names" that represent them. You can then select or type in alias names instead of long e-mail addresses. You can also create *group aliases*, allowing you to send mail to groups of people.

For example, you often send mail to Tom, whose Internet e-mail address is tom@jerry.tweety.com, so you put Tom's name and e-mail address in your address book, creating an alias name **tom** associated with that address. Then you can send mail to the alias name **tom** instead of having to type Tom's address.

You may find it useful to create several different Address Books—perhaps keeping separate personal and business Address Books, or grouping related people together. You can create as many Address Books as you want.

You can click the **To:**, **CC:**, or **BCC:** buttons in the <Compose Mail> screen to bring up the Address Book dialog. Alternately, you can open the Address Book dialog by choosing **Address Book** from the **Window** menu.
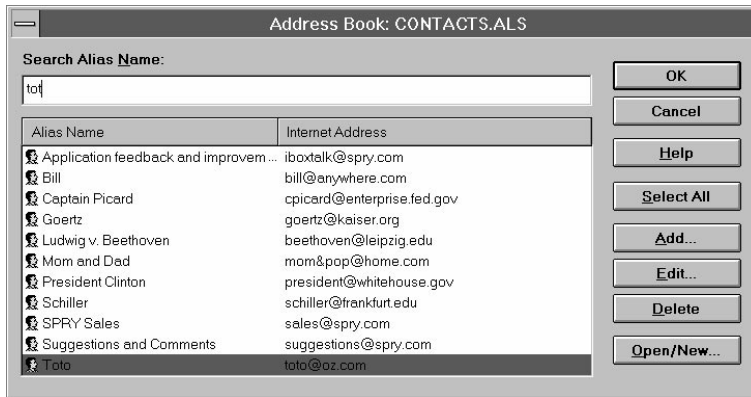
Mail

Figure 2-4

The <Address Book> dialog allows you to choose one or more people to address your message. You can also use this dialog to create a new Address Book, select a different Address Book, or maintain your existing Address Books—adding, editing, and deleting aliases. These options are described below.

This dialog contains a list of e-mail addresses, and corresponding **alias names** for those addresses. You can use the *Alias Name* search box to jump quickly to any aliases in your list; just start typing the alias name, and the cursor will move to the closest name in the list. Click **OK** when you have highlighted the address you want. You can also use the arrow keys or the scroll bar to move through the list of addresses, and doubleclick an alias name for the address you want. You will be returned to the <Compose Mail> screen, and the address you want will be added to the To:, CC:, or BCC: fields.

If you want to select several addresses, click on each address that you wish to send your message to. Each address you click will be highlighted. **Select All** will highlight all the aliases in the Address Book. To deselect an address, click on the address a second time (this will turn off the highlighting). Click **OK**. You will go back to the <Compose Mail> screen, and the alias names you chose to send mail to will be added to the **To** or **CC** or **BCC** box.

You can change Address Books, if you wish, by clicking the **Open/New** button.

CREATING A NEW ADDRESS BOOK:

The first time you start Mail, you will see a default Address Book that has been provided for you.

You can add your own e-mail addresses to this Address Book, if you want, but you will probably want to create your own separate Address Book for e-mail addresses (you can have multiple address books, if you like). Address Books are stored as files with the extension **.als**.

Click the **Open/New** button to switch to a different Address Book, and specify a name for the new Address Book. The name must be 8 letters or less. Mail will create your Address Book, and you will see an empty Address Book dialog.
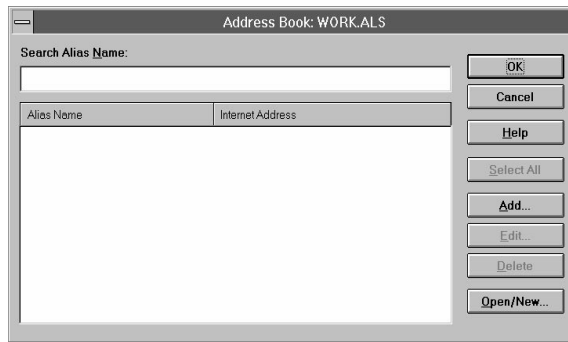

Figure 2-5

You can convert an existing text file into an Address Book, if you like. Just be sure the file has the following format:

```
Aliasname:Address1
```

```
Aliasname2:Address2
```

(and for groups)

```
Groupname:Address1,Address2,Address3
```

Save the text file in the directory where your address books (.ALS files) are typically stored. This is usually the \SPRY\DATA directory.

SELECTING AN ADDRESS BOOK:

Mail will always open the last Address Book that you used. If you wish to use a different Address Book, click the **Add/New** button. You will see a Windows file dialog that you can use to navigate your directories and choose a different Address Book file. (Note: this dialog will first look for files that end in **.als**, although you can specify different filenames).

ADDING AN ALIAS TO YOUR ADDRESS BOOK:

To add a new alias to the current Address Book, select **Add.** The <Address Book Detail> dialog will appear.
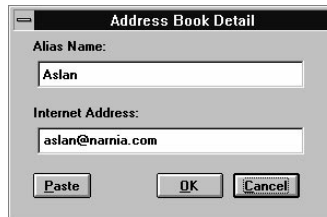

Figure 2-6

Type an alias name, (a short, easy to remember name for the addressee), and the corresponding Internet address.

You can use **Paste** to copy an Internet address from a mail message or from another application screen. You will first have to use **Copy** in the Mail message or other Windows program (like Windows Notepad or Word) to copy the Internet address to the Windows Clipboard. You will then be able to click the **Paste** button and insert the Internet address into the New Internet Address box. (This feature will also work for the *New Alias Name* field.) Note: when nothing has been cut or copied to the Clipboard, the **Paste** button will be grayed out and unavailable.

EDITING ALIASES:

You can edit the name or e-mail address of someone in your Address Book by selecting their name in the *Alias Name* list and clicking **Edit**. The <Address Book Detail> dialog will appear displaying the name and address; make any changes you want to make and click **OK**.

DELETING ALIASES:

You can delete one or more aliases in your Address Book. Click on the aliases you wish to delete until all the aliases you wish to delete are high-lighted. Then click **Delete** to remove them from the Address Book.

There is no confirmation when you delete aliases. You can restore deleted aliases if you choose Cancel (instead of OK) before you exit the Address Book dialog.

Note that any changes you make to the Address Book (adding, editing, and deleting aliases) will not take effect until you click **OK** to exit the

Address Book dialog. If you wish to cancel all the changes (restoring deleted aliases, removing newly added aliases, etc.), click **Cancel**.

USING GROUP ALIASES:

Aliases can be added for groups of users that you always send mail to by adding a *group name* to an Address Book. You can add a group alias just as you would a standard alias, by clicking **Add** in the <Address Book> dialog. Just assign a name for the group of people to mail to (i.e. **Sales**) and add the Internet addresses of the people in the group separated by commas (i.e. **john@companya.com**, **jane@companyb.com**, **peter@companyb.com**).

There is a limit to the number of characters you can type in the fields of the <Add Internet Address> dialog; if you want to create a large group, you will have to edit the Address Book you want to add the group to with a text editor like Windows Notepad, using the following format:

```
Groupname:Address1,Address2,Address3
```
(etc.)

The maximum size of an Internet address is 1024 bytes (approximately 1024 characters of text). When creating a large group in the Address Book, do not let addresses exceed this length, as this may produce an "overflow header" message in Internet mail and messages may not be sent correctly.

Mail

TYPING THE MESSAGE

You can type the body of your message in the box below the message header. You can, if you wish, hide the message header by clicking the **Hide Header** button (this will give you more room to type. A **Show Header** button will appear, allowing you to restore the header information.)

You can move around the screen using standard Windows editing keys. Text will wrap around the screen.

You can copy or move text inside a message you are composing, or paste text from another Windows application by using the **Cut**, **Copy**, and **Paste** commands in the menus. Highlight an area to be copied or moved using your mouse, then choose **Copy** to copy it (or click **Ctrl-C**), or **Cut** to move it (or click **Ctrl-X**). The information will be stored in the Windows Clipboard. You can then use **Paste** (or click **Ctrl-V**) to insert the information into a different area of the mail message, or use the **Paste** command in any other Windows application. You can also paste information from other Windows applications into Mail. Highlight the text you want to cut or copy, and use that application's **cut** or **copy** command. When you return to Mail, the **Paste** button will be active, and you can paste the text into your Mail message.

CHECKING SPELLING IN YOUR MESSAGE

Mail includes a Spell Check feature. If you have an application on your system that uses Microsoft's spelling dictionaries (such as Microsoft Office or Microsoft Word), you will be able to use Mail's Spell Check feature.

Select **Spell Check** in the **Edit** menu or by clicking [F7]. The Spell Check dialog will appear and will immediately begin checking your message.
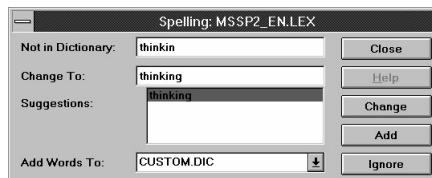

Figure 2-7

If any mistakes are detected, they will be listed as *Not In Dictionary*, and one or more suggestions for the correct spelling will be listed. Click **Ignore** to ignore and not make a change. To make a change, select a suggestion from the list, or fill out the Change To: dialog, and click **Change** to change the word. You can also **click Add** to add the word to the dictionary. The spell check will continue checking; when it is complete, click **Close** to close the dialog.

OPTIONS IN THE COMPOSE MAIL DIALOG

You can choose the **Hide Header** button to hide the Header information once you have filled it out.

Clicking the **Options** button in the <Compose Mail> dialog allows you to choose two additional options: requesting a return receipt, and specifying the message encoding type to use. These two options are described below.

REQUESTING A RETURN RECEIPT:

You can request a *return receipt* in Mail so that when you send a message, you can have a mail message sent to you to acknowledge that the mail was received by the remote mail server. This does **not** acknowledge that the person you are sending mail to has received the mail, only that the mail arrived at the server. Check *Request Return Receipt* in the <Compose Mail> Options dialog to request a return receipt. When you send the message, a receipt will be requested. When the remote mail server receives the message, you will be sent a mail message titled: "Returned Mail: Return Receipt", which includes the body of the message you sent. This is the return receipt.

*You must check the Request Return Receipt option **every time** you compose a message to receive a return receipt; this option is not automatically remembered.*

SPECIFYING THE MESSAGE ENCODING TYPE:

You can send files along with your mail messages so that the person receiving your mail can open or save the files you send. (Sending a file with a mail message is described in the next section.) You can use either MIME or UUCode to send your files; the method you should use to send files should be dependent on the mailer the person on the other end will be using. Generally, if their mailer supports MIME, MIME is probably a more efficient way to send the message attachment.

Check **MIME** or **UUCODE** in the <Compose Mail> Options dialog to select which method to use to encode files. The option you choose in this dialog will be remembered and will be used for all mail messages until you change it.

Mail

SENDING A FILE WITH A MESSAGE

You can insert a text file into your mail message, or attach a binary file (such as a graphics file, spreadsheet, word processing document, or other file with special formatting) to your message, as described below.

INSERTING A TEXT FILE IN YOUR MESSAGE

You can insert a text file in your mail messages by placing your cursor in your text where you would like to insert the text file, and choosing **Insert Text File** in the **Edit** menu. You will see a Windows file locate dialog; find the text file you want to attach, and click **OK**. The file will be inserted into the body of your message at the current (or most recent) cursor position.

ATTACHING A BINARY FILE TO YOUR MESSAGE

Binary files must be converted to a format that allows them to be sent over the Internet. In Mail, this is referred to as attaching a file. Mail includes two methods for doing this: MIME and UUCode. You can set which option is used by clicking the **Options** button in the <Compose Mail> dialog.

The recipient of your mail message must have a mailer, or other program, that can read the attachments you send. If their mailer does not support automatic uudecoding or MIME, the mail message may appear as "garbage" (unintelligible text on their screen) until they can decode it.

ATTACHING A FILE:

1) In the <Compose Mail> dialog, click the **Show Attachment** button. An empty window will appear right below your message, as shown below.

2) Click the **Attach** button. You will see an <Attach File> dialog that you can use to navigate your directories and choose a file to attach. Select the desired drive and directory and the filename that you want to attach.

   You can also drag and drop files directly to the attachment window from the File Manager or any other programs that support drag and drop.

   You will see an icon appear in the attachment window for the file you attached. (You can choose **Remove** to remove an attached file.)
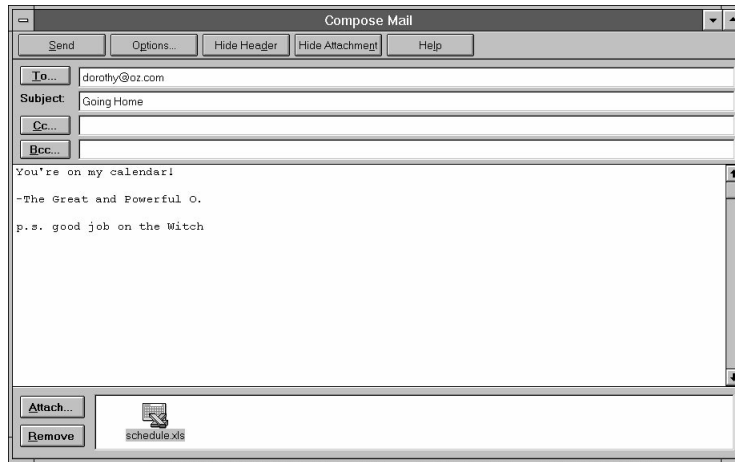
Figure 2-8

3) You can attach more than one file. When you have finished attaching
files, you can choose **Hide Attachment** to return to your <Compose
Mail> dialog, if desired. You can send the mail as you would normally,
by pressing the **Send** button. When you choose **Send**, Mail will begin
attaching the file. If the file is a text file, it should be attached quickly.
If it is a binary file, it may take some time to attach the file, as it has to
go through the uuencoding process (described above). When the file is
attached, the mail message will immediately be sent.

SENDING A MESSAGE

After you finish composing a mail message you can send it by clicking the **Send** button.

You can cancel any message before pressing **Send** by doubleclicking on the Windows System menu in the upper left hand corner of the <Compose Mail> dialog.   You will be asked to confirm that you really don't want to send the message. The <Compose Mail> dialog will close (none of the information you typed will be preserved).

The first time you try to send mail, you will be asked to supply some information about your mail host.

Figure 2-9

By default, Mail uses the SMTP (Simple Mail Transfer Protocol) method to send mail. To use this method to send mail, you need to fill out the provided dialog. The dialog has two fields, *Return Address* and *SMTP Host*. Your *Return Address* should already have been filled out, if you provided the information during installation (this is the same as your e-mail address). Your SMTP host is usually the same as the Host you connect to when you login. Type the address for that host (in Fully Qualified Domain Name format; i.e. circe.spry.com), unless you know that you use a different SMTP host.

If you prefer to use **POP3** as a send method, click **Cancel**. In the <Preferences> dialog (accessed using **Preferences** in the **Options** menu), change the *Send Method* to **POP3**, then re-send the mail message.

When you press **Send**, your mail will be sent immediately, if you are connected to your mail host. If you are **not** connected to your mail host (working "offline"), the mail will be moved to the **Outgoing Mail** folder until you are connected to the host, when it will be sent.

If you are not connected to the host, but want to send the mail immediately, you can choose **Send Now** from the **Mail** menu. Mail will start connecting to your host and will, if successful, send your mail.

Mail will add hard carriage returns to the end of each line of text when you send a message so that the message can be sent successfully over the Internet.

You will see a "Message sent successfully" message in the Status Bar after the mail message is sent.

OPTIONS WHEN SENDING MESSAGES

Several options are available when sending messages. These options can be set in the Mail <Preferences> dialog.
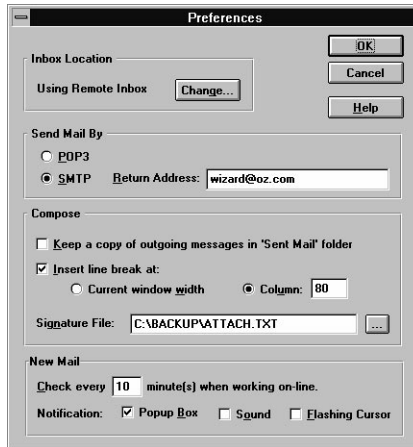

Figure 2-10

CHOOSING THE MAIL SEND METHOD

By default, Mail uses **SMTP** (Simple Mail Transfer Protocol) to send mail. This requires you to supply a return mail address (as described above). You can also choose to use **POP3** to send out mail if your mail host features the extended POP3 protocol (SMTP should work for most cases; contact your mail administrator if you are not sure which protocol to use). You can switch between protocols by choosing **Preferences** in the **Options** menu. You will see the <Preferences> dialog.

You can also change the nickname that appears in your mail messages by changing the *Return Address* field. Be sure to use one of these sample formats: **rapunzel@castle.com (Rap)**, **"Rap" rapunzel@castle.com**, or **Rap <rapunzel@castle.com>**, where Rap is the nickname you want to use.

SAVING SENT MAIL

Mail allows you to save sent mail in a **Sent Mail** folder, automatically. The **Sent Mail** folder is a system folder and cannot be deleted. By default, this folder is not used, since keeping sent mail will use up disk space on your hard drive.

Check the *Keep a copy of outgoing messages in Sent Mail folder* option in the <Preferences> dialog to save mail to the Sent Mail folder.

All messages you sent will automatically be stored in the Sent Mail folder. You can treat messages in this folder as if they were in any other folder; deleting them, moving them to other folders, etc.

CONTROLLING THE MESSAGE WIDTH

Mail automatically inserts a carriage return at the end of each line before it sends a composed mail message (this must be done so that the message can be sent and received properly over the Internet). Since most mailers can display messages at least 80 characters across, Mail by default adds the carriage return after the 80th character on each line.

Some mail programs can view messages wider than 80 characters. You can change the message width in Mail so that more (or less) text displays on each line by changing the value of the *Column* field. (The value of this field must be at least 32; if you supply a number less than 32, 32 will be used.) Alternately, you can have mail break the message at the current window width by selecting the *Current Window Width* option. The carriage returns will be added at the end of each line as the message is displayed.

ATTACHING A SIGNATURE FILE TO A MESSAGE

You can automatically attach a *signature* file to your message every time you send mail, containing your name and other contact information. This **must be** a text file. You can specify the name of this file using the **Preferences** option in the **Options** menu. For the *Signature File*, specify the path and filename of the file that you want to attach to your mail messages, such as **C:\FILES\ADDRESS.TXT**.

The file you specify will automatically be inserted at the end of the message whenever you start to compose mail. You can delete or change the text as you wish.

The other two options in this dialog, **Mail Notification** and **Check New Messages**, are explained in the next section, "Receiving Messages".

RECEIVING MESSAGES

When you first start Mail, you will probably not have any messages in your **MAILBOX**. You can choose how exactly messages are treated when they are received, as described below.

CHOOSING AN INBOX

Mail gives you two options for incoming mail:

- Keeping the mail in a **Remote Inbox** (leaving your mail on the host)
- Move incoming mail to a **Local Inbox**

The default option is **Remote Inbox.** When you are using this option, a *Remote Inbox* will display in your Mail folder list when you are connected to your mail host. All new mail will be kept on your mail host until you move it to a local folder or delete it. Only mail that you move to local folders will be available "offline" (when not connected to your mail host). You will have fast access to new mail messages (since new mail is not moved to your PC). Also, since your mail is kept on your mail host, you can still access old mail from any location.

You can, if you wish, choose to store mail in a **Local Inbox**. If you use a Local Inbox, all new mail you receive will automatically be moved to an **Inbox** folder on your PC and removed from your mail host. (Mail will take some time at startup to do this.) Old mail messages will automatically be available "offline" (when you are not connected to your mail host), and you will minimize the disk space you use on your mail host. However, since the mail is removed from your mail host, you will only be able to access this old mail using your PC.

You can change which Inbox you are using by choosing **Preferences** in the **O**ptions menu.

The *Inbox Location* will indicate which inbox you are currently using. Click **Change** to change the Inbox you are using, and choose which Inbox type you would like to use. The change you make will not take effect until you exit and restart Mail.

*If you change from Remote Inbox to Local Inbox, the **Remote Inbox** folder will no longer display (all messages in the **Remote Inbox** will be moved to your Local Inbox the next time you check for mail). However, if you later change back from Local Inbox to Remote Inbox, you will not be able to remove the Inbox (Local Inbox) folder; it is a system folder and cannot be removed.*

Mail

CHECKING FOR NEW MESSAGES

When you are connected to your mail host, Mail will check for new messages as often as you specify. Mail, by default, checks every five minutes. Any new messages will appear in your Inbox as "unopened" yellow envelopes. They may appear in different places in your Inbox, depending on how you are sorting your mail (see the next section, "Displaying and Sorting Mail Messages" for information on sorting mail).

You can change how often Mail checks for new mail by choosing **Preferences** in the **Options** dialog and specifying a different value for checking mail.
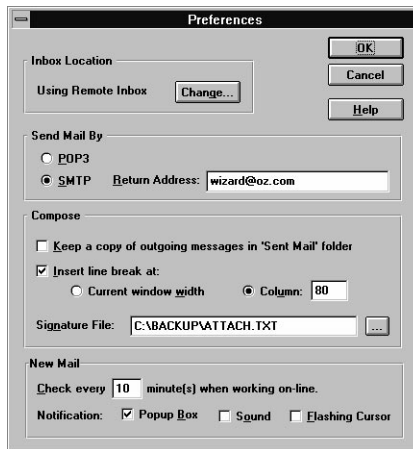
Figure 2-11

Change the *Check mail every __ minutes while working online* value to reflect how often you want Mail to check mail.

You can also check for messages immediately, whether or not you are connected to your mail host, by choosing **New Messages** from the **View** menu, or by pressing **F10**. You can only check for messages if you are connected to your mail host.

MONITORING FOR NEW MESSAGES

You may want to be notified when new mail arrives without having to leave Mail open on your desktop; you can do this by minimizing Mail. Click the **Minimize** arrow in the upper right corner of the Mail Console (or choose **Minimize** from the Windows System Menu). You will see a **Mailbox** icon in the lower left hand corner of your Windows Program Manager (if your Windows Program Manager is maximized or large, you may not see this icon).

When a message is received, the flag on the mailbox will go up, and a letter will appear in the mailbox. You can doubleclick on the Mailbox icon at any time to open Mail and read your new message(s).

You can also choose how you want to be notified about new mail by changing the *Notification* option in the <Preferences> dialog. Check the notification option or options you would like to use. Three options are listed:

Popup Box

When new messages arrive, a dialog box appear in the middle of the screen, notifying you that you have new mail. This box will disappear by itself in a few seconds, or you can click on it with your mouse to make it go away.

Sound

You will be notified when new messages arrive by a beep or other system sound (if you have a sound card, you can change the sound that is used by changing the **SPRY Mail** sound in your Windows Control Panel.)

Flashing Cursor

The cursor in the application you are currently using will flash when mail is received.

Mail

You can change how mail messages are displayed and sorted, as described in the next section.

DISPLAYING AND SORTING MESSAGES

When you receive mail messages, the **MAILBOX** lists the name/address of the mail sender, the date the message was sent, and the size and subject of the message. You can specify which font is used to display the messages, define which mail header information is displayed, or specify how to sort messages and which message details to display, as described in the sections that follow.

SETTING THE MAIL FONT

You can choose **Font** in the **Options** menu or click the **Font** button on the Toolbar to change the mail display text to different fonts, sizes and styles. This is for display purposes only--Internet mail is in ASCII format. The Mail screen will resize after you change fonts.

Mail only allows for fixed size fonts, so you will not be able to select some of the standard Windows fonts in this dialog.

DISPLAYING HEADER INFORMATION

Mail allows you to specify which mail header information to display. This is information such as the mail subject, who the mail is addressed to (To:, CC:), the date, and much other additional information.

By default, all the header information will be displayed in a mail message.


```
Hide Header

Return-Path: <brettm@microsoft.com>
Received: from netmail2.microsoft.com by homer.spry.com (4.1/SMI-4.1) id AA02638; Fri, 2 Dec 94 09:
Received: by netmail2.microsoft.com (5.65/25-eef) id AA09732; Fri, 2 Dec 94 10:06:25 -0800
Message-Id: <9412021806.AA09732@netmail2.microsoft.com>
Received: by netmail2 using fxenixd 1.0 Fri, 02 Dec 94 10:06:25 PST
X-Msmail-Priority: High
X-Msmail-Message-Id: 762899D4
X-Msmail-Conversation-Id: EE28249A
X-Msmail-Parent-Message-Id: EE28249A
From: Brett Marl <brettm@microsoft.com>
To: dana@spry.com
Date: Fri,  2 Dec 94 08:05:01 PST
Subject: Just when you thought it was safe...
Status: RO
X-Status:
```

Figure 2-12

The information you see may vary according to the mail program/host being used by the person sending mail to you.

You may not want to display the entire mail header; you can specify which information you really want to see. Click **Message Headers** to display the <Message Headers> dialog.

The selection *All* (display all header information) is checked on, by default. You can select *None* to display **no** header information (unless you think you can tell who sent you mail by the content of their message, this option may not be helpful).

To select which message headers you want to display, choose *Selection:*. You will then be able to click on the items you want to display in the message header.

Figure 2-13

If you are not sure which items you will need, look at some of the messages you've received to determine what information you find useful. The names of the items in the Selection field above should be the same (or very similar) to the actual header information you see.

When you have chosen the items you want to display, click **OK**. If you have any messages open, you will see a dialog asking you whether you want to have this change take place immediately; click **OK** to change the headers on any open messages. You will then see new headers on all messages you receive, displaying just the information you specified.
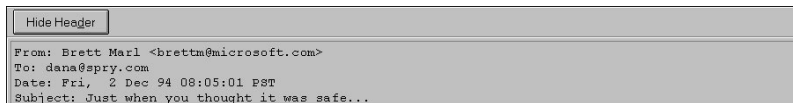
Figure 2-14

DISPLAYING AND SORTING MESSAGE DETAILS

Mail will automatically display all the details of your mail messages: the **sender**, **date**, **size**, and **subject**. You can choose whether or not you want to display the date and size of messages. Choose **Partial Detail** from the **View** menu; you can then uncheck the *Date* or *Size* option to hide these details (you cannot hide sender or subject information). Choose **All Details** from the **View** menu to again display all the message details.

You can easily change how the messages in your mailbox are sorted by clicking the detail fieldbar.

From	Date	Size	Subject

Figure 2-15

Click on the **From**, **Date**, **Size**, or **Subject** portion of the fieldbar to sort the mail using that detail. A checkmark will appear next to the option you selected. (You can also change the sorting by choosing the appropriate **Sort by...** option in the **View** menu.) The field that is currently being used to sort messages will appear in the fieldbar with its first letter underlined.

You can also change the width of any of these fields by moving the cursor to the dividing line between the fields on the fieldbar. The cursor will change to a double-headed arrow, and you can widen or narrow the fields.

By default, the mail will be sorted in *Ascending* order, as follows:

> **From:** alphabetical, a-z
> **Date:** oldest to newest
> **Size:** smallest to largest
> **Subject:** alphabetical, a-z.

You can change the order in which the messages are sorted, from *Ascending* to *Descending*. You change the Mail from Ascending to Descending order by holding down [Control] and clicking the fieldbar. The **View** menu will allow you to change that sort order by clicking **Sort in Ascending** or **Sort in Descending** from the **View** menu (this menu option will change depending on how you are currently sorting messages).

The Date of the message reflects the date it was sent, not the date the message was received. Messages sent to you from other time zones may have a later date/time than messages you receive locally; if you are sorting by date, local messages will appear in front of messages with a later date.

WORKING WITH MESSAGES

Mail allows you to read your mail messages and save them to a file or folder, delete them, print them, or forward or reply to messages, as described in the next few sections.

SELECTING MESSAGES

You will need to *select* Mail messages in order to read, save, or delete them. Select a message by clicking the message name with your mouse. To select additional messages, hold down the [Shift] or [Control] key while you click on message names.

[Shift] will select all the messages between the currently selected message and the message you clicked on.

[Control] will select only those messages you click on, allowing you to select messages that are not next to each other.

You can also click on a message and drag your mouse to highlight a series of messages.

Selecting multiple messages is useful when you are deleting or saving several messages, and can also be used to read messages in a particular order (or skip reading messages you do not want to read).

Mail

READING MESSAGES

You can read Mail messages one at a time or in a sequence (reading through selected messages in order).

READING MAIL MESSAGES:

1) Select one or more messages.

2) Click the **Read** button on the Toolbar

or

Choose **Read** from the **Mail** menu

or

Press [**Enter**]

You can also double-click on the message name to read the message immediately.

You will see the first message you selected appear in a window with the Subject of the message as the window name. Use the scroll bar to scroll through and read the message.

You can change which message header information (Received by, Date, To:, etc) is displayed using the **Message Headers** option in the **Options** menu; see the last section for information.

The **Previous** and **Next** buttons on the Toolbar, the **Previous** and **Next** menu items in the **View** menu, and the **Ctrl-PgUp** and **Ctrl-PgDn** keys can also be used to move up and down in the message list (the names Previous and Next are a little deceptive; regardless of your sort order, Previous is above the message you have selected, or are reading, and Next is below it).

If you have selected multiple messages to read, **Previous** and **Next** will only scroll through the messages you selected.

You can minimize a message you just read if you might want to refer to the message later. Click on the **Minimize** arrow in the upper right hand corner of the <Read Message> screen to minimize the message. Only one message at a time can be minimized, and if Mail is closed, the message will also be closed.

You can copy information from the mail message to the Windows Clipboard so that it can be pasted into Mail or another Windows program. To copy text, highlight the text with your mouse and choose **Copy** from the **Edit** menu (or click **Ctrl-C**); the text will be copied to the Windows Clipboard. You can then **Paste** the information using **Paste** (or **Ctrl-V**) in Mail and other applications.

READING FILES IN YOUR MESSAGES

If another SPRY Mail user sends you a file, or if you receive files sent from a mail program that supports MIME, the attached file will display in your received message's attachment window as an icon. SPRY Mail uses the *associations* in your Windows File Manager to try to determine the type of the file and display the correct icon.

If the file association exists, you can immediately doubleclick on the icon and start the associated application (see your Windows manual for more information on the association feature in File Manager).

You can also click on the **Save** button in the attachment window to save the file to your PC. SPRY Mail will present you with a standard Windows file save dialog and will allow you to save the file to your PC.

If SPRY Mail cannot convert/display an attached file, the file will not display properly as an attachment, and will appear as "garbage" text in the mail message body. This will happen if the file was sent in a format (such as bin-hex) that SPRY Mail does not recognize. In these cases, you will need to save the mail message containing the attachment(s) to a file and use a separate utility program to extract/translate the file.

Mail

PRINTING MESSAGES

You can print the current mail message you are reading, or you can select and print multiple messages from the MAILBOX screen.

Click the **Print** button on the Toolbar or choosing **Print** from the **Mail** menu to print your mail message(s). A <Print> dialog will appear; you can click **OK** to print the message. If you wish to change the current printer, click the **Setup** button in the <Print> dialog. The message(s) will be printed.

FINDING MESSAGES

Mail provides a **Find** feature to enable you to locate a message in a list of messages. You can search for any text in the message detail header: **Sender Name**, **Date**, **Size**, or **Subject.**

Mail does a search starting from the currently highlighted message down to the bottom of the message list. You may, therefore, want to highlight the first message in order to do a search of the entire list. Mail will only search the messages currently being displayed.

To search for message text, choose **Find** in the **Edit** menu. You will see a <Find> dialog box. Type in the exact text you want to search for (Mail searches are case sensitive; you may have to do two searches if you're not sure whether the word is capitalized). Click **OK** to search. Mail will find and highlight the first occurrence of the text or tell you the text could not be found.

If you want to search again, choose **Find Next** from the **Edit** menu or press [F3]. The next occurrence of the text will be highlighted. You can continue to use Find Next to highlight all occurrences of the text. This may be helpful because it enables you to then read, save, move or delete all the highlighted messages, if desired.

USING FOLDERS TO STORE YOUR MESSAGES

Mail provides **folder** capability to allow you to organize your saved mail. If you store your mail in folders, you can work with the mail when you are not connected to your mail host (when working "offline").

When you first use Mail, you will see several pre-defined folders in the MAILBOX screen. These are *system folders*, they cannot be removed.

You can create your own custom folders for storing mail. Creating, using, and deleting folders is described below.

CREATING A FOLDER:

You can create additional folders and subfolders for mail messages by choosing **New Folder** from the **Mail** menu.

You will be asked to specify a name for a new folder; specify any name you choose. If you click **OK**, the folder will be created as a folder hanging off the Root Folder.
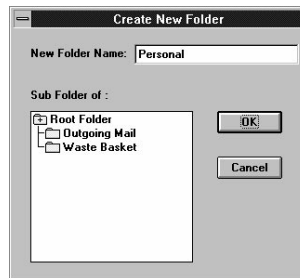
Figure 2-16

You can also make the new folder a *subfolder* of another folder, if you wish, by highlighting the folder name under ***Subfolder of:***.
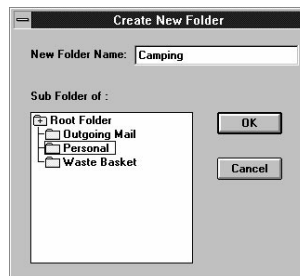
Figure 2-17

You can create folders many layers deep, if you choose. You can move messages between folders at any time.

New folders you create will display in the left hand panel of the Mail Console.
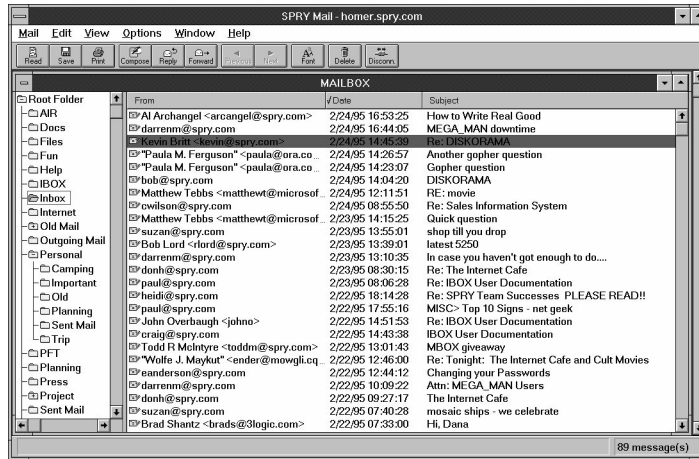
Figure 2-18

Folders in Mail behave very similarly to folders (directories) in Windows File Manager. When you doubleclick on a top-level folder, it will display any messages inside it, as well as any subfolders. Those subfolders in turn can be opened to display messages and other subfolders. Clicking on the folders again will close/collapse them.

MOVING MESSAGES TO A FOLDER:

Moving messages to a Mail folder is easy. There are two ways to move messages:

Select one or more messages using your mouse, and drag and drop them onto the folder where you want to put them.

or

Choose **Move** from the **Mail** menu and specify which folder to put the messages in. A dialog will appear asking you to specify a folder for the message(s). Click on the folder name to select it (doubleclick on a folder name to display any subfolders). Click **OK**; the messages will be moved to the folder you specified.

MOVING A FOLDER:

You can move a folder or subfolder to another position in the Mail folder tree by dragging and dropping the folder to the position you desire. Alternately, you can choose **Move Folder** from the **Mail** menu; indicate the destination folder where the folder should be moved (if no folder is selected, the folder will be moved under the Root Folder.) Click **OK**; the folder will be moved.

DELETING A FOLDER:

You can delete any folder by selecting it and choosing **Delete Folder** from the **Mail** menu. You will be asked to confirm that you want to delete the folder.

Deleting a folder will delete any subfolders and any messages in the folder in subfolders. Be sure that this is what you want to do.

Mail

SAVING MESSAGES TO FILES

You can save one or more Mail messages to a file, if you'd like. Only text information in the message will be saved. (You might want to use the information in another application).

You may find it more useful to save Mail messages to folders; see "Using Folders in Mail," for more information on how to create and use Mail folders.

SAVING MAIL MESSAGES:

1) Select one or more messages from the **MAILBOX**. You can also save a message you are currently reading. If you select several messages, the messages will all be stored in one file.

2) Click the **Save** button on the Toolbar

or

Choose **Save** from the **Mail** menu.

You will be asked to specify a directory and name for the text file. By default, messages will be saved to \...\DATA in your installation directory.

Your file will be saved in ASCII text format and can be read by an ASCII text editor such as Windows Notepad. Note that if you save many messages to a text file, you may be unable to open it in Windows Notepad; open the file in Microsoft Write or another word processor.

If you want, you can append messages to an existing file (add messages to the end of a text file); just specify an existing filename when you save the message. Mail will ask you to specify whether you want to append the message to the file or overwrite the file. Choose **Append** to add the message to the file.

DELETING MESSAGES

You can delete messages from Mail several ways.

DELETING MAIL MESSAGES:

1) Select one or more messages. You can also delete the message you are currently reading. (The **Find** command may be helpful in specifying the messages to delete.)

2) Click the **Delete** button on the Toolbar

or

Choose **Delete** from the **Mail** menu

or

Press the **Delete** key on your keyboard.

When you delete messages, you will be asked to confirm deleting each message that you have specified. Click **OK** to delete the message (messages are identified by the message number in the list).

If you delete a message from the Remote Inbox folder, it will be deleted immediately (after asking you for confirmation, as described below). However, messages in folders (or the Local Inbox) will not be deleted immediately; they will be moved to the **Waste Basket** folder. This folder will be emptied and all messages deleted whenever you exit Mail if **Empty Wastebasket on Exit** (in the **Options** menu) is checked. If this option is **not** checked, the messages will not be deleted unless you select them in the **Waste Basket** folder and choose **Delete**.

CONFIRMING MESSAGE DELETION

You can bypass confirming each message you delete by unchecking *Remote Message Delete* using the **Confirmation** option in the **Options** menu. When you delete files, if this box is checked, you will be asked to confirm that you want to delete the selected files. If the box is unchecked, files will be deleted without prompting. If you often delete large numbers of files, you may want to leave this option unchecked so that you will not have to confirm each file that you delete.

Mail

FORWARDING MESSAGES

You can forward any of your mail messages to other people.

You can forward a message you are currently reading, or you can forward a message listed in your Mail Console by highlighting it before choosing **Forward**.

The original message will be enclosed by two lines, *Begin Message* and *End Message*. You can add your own text to the message before you forward it.

FORWARDING A MESSAGE:

1) Open the message you want to forward, or highlight the message name in the Mail Console.

2) Click the **Forward** button on the Toolbar

or

Choose **Forward** in the **Mail** menu.

You will see the <Compose Mail> dialog. See "Composing Messages" earlier in this chapter for more information on composing and sending a message.

REPLYING TO MESSAGES

You can reply to any mail messages you receive. This will send a reply to the message's sender, using as a subject the Subject line of the received message (i.e. a reply to mail with subject "Tesseract" would read "RE:Tesseract"). You can choose whether or not to include the message text.

1) Open the message you want to reply to, or highlight it in your Mail Console.

2) Click the **Reply** button on the Toolbar

or

Choose **Reply** in the **Mail** menu.

You will be asked which method you want to use to reply to the message:

- **To Sender**: The reply message will be sent to the person who sent the mail to you. This is the default reply method.
- **To All:** The reply message will be sent to the person who sent the mail to you and all others who the sender CC'd to on the mail.
- **To Sender Include:** The reply message will be sent to the sender only, and will *include* the original received message. The original message will be labelled as being from you, and the message text will be indicated with text with the > sign at the left margin.
- **To All Include:** The reply message will reply to the sender and all of the people that the sender CC'd to, and also will include the original receiving message described above.

3) Choose the method you want to use to reply to the message, and click **OK**. You will see the <Compose Mail> screen. See "Composing Messages" for more information on composing and sending a message.

If you do not want to have to specify a reply method each time you reply to a message, you can disable the prompt for reply method that appears by unchecking **Reply Method** *in the <Confirmation> dialog (accessed using* **Confirmation** *in the* **Options** *menu). Reply to a message using your preferred reply method before disabling the reply method confirmation, so that the last reply method you chose will be used whenever you choose* **Reply**.

Mail

NOTE: INTERNET E-MAIL ADDRESSES

An e-mail address can take several formats; the standard Internet format is **name@place.ext**, where **name** is the sender's name, and **place.ext** is the *domain name* for the sender. The sender's name and domain name are typically separated by an @ symbol. The domain name usually represents the company, university, or organization name that the mail is routed from. For instance, holmes@mycroft.com might be from user *holmes*, working at Mycroft Corporation; lovecraft@cthulhu.miskatonic.edu might be from user *lovecraft* at Miskatonic University.

For some addresses on the Internet, like addresses from **CompuServe** or **America Online**, you will have to use a slightly different format. Some popular address formats are listed below.

For **CompuServe**, the address is a number (such as 76543,123). Change the commas to periods and mail to address@compuserve.com (76543.123@compuserve.com).

For **America Online** and **Delphi**, the address is usually a first initial and last name (sholmes); address the mail to the address@aol.com for America Online (sholmes@aol.com), or address@delphi.com for Delphi (sholmes@delphi.com).

For **Prodigy**, the address is usually assorted numbers and letters (UMH999A), address the mail to address@prodigy.com (UMH999A@prodigy.com).

For **MCIMail**, you might be given either a name, or a 7-digit "phone" number; address mail to **firstname_lastname@mcimail.com or 1234567@mcimail.com** (omit the hyphens in the number).

Mail also supports UUCP style addressing; i.e. holmes@mycroft.com could also be addressed as **mycroft.com!holmes**.

Chapter 3
SPRY News

SPRY News™ is a news reader program allowing you to access news services on the Internet, featuring a straightforward, easy-to-use Windows interface allowing you to read, save, and post news articles. SPRY News is a vast improvement over traditional command line based news readers, with Windows fonts and screens, an intuitive newsgroup browser, quick subscription and unsubscription to newsgroups, an efficient article editor, and intuitive menus and buttons.

FEATURES
- Group commonly read newsgroups in *personal groups*. Easily subscribe and unsubscribe to newsgroups by dragging and dropping them to personal groups.
- View all newsgroups on a news server in tree or list format using the *Newsgroup Browser*.
- Read related news articles (*threading*).
- Decode single and multi-part sound, video, and graphics files in news articles.
- Copy, save, or print News articles.
- Post articles; paste information from other Windows applications, or post binary file *attachments*.
- Display and sort news articles by news attributes (subject, date, who posted the articles).
- Catchup feature lets you mark all current news articles as read.
- Specify which news article header information to show.
- Change the news server you are using during your news session.
- Compose articles and subscribe and unsubscribe to newsgroups when offline.
- Support for ROT13 allows you to view "encrypted" articles.
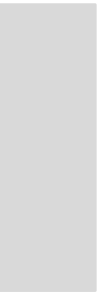
WHAT IS NEWS?

Many people with Internet access use Internet ***news services***. You can think of an Internet news service as a large computer bulletin board which can be accessed over the Internet and used as a forum for conversation, discussion, and information exchange. A news service contains ***newsgroups***, discussion areas dedicated to topics both educational and recreational.

Newsgroups usually have a naming convention, such as category.subcategory.subcategory, where the category is a general category of topics (these are predefined on most newsreaders; **rec** is recreational, **comp** is computers, **biz** is business, etc), and subcategories give you specifics on room content. Some possible newsgroups might be: rec.camping, comp.protocols.tcp-ip, comp.languages.c++, alt.tv.seinfeld, comp.unix.questions, and alt.fan.comics.

You can add to the discussion in a newsgroup by adding your message; this is called "posting". Messages posted to Internet news services are called ***articles***. News is not only a forum for discussion, it is a powerful medium of exchange; aside from discussions, news articles can contain binary files such as program files or source code.

The most well known and widespread news service (and the one you are most likely to use) is **USENET News**. USENET News began as a small service used by programmers and researchers and has grown into a huge worldwide news service used by a wide variety of people, from educational and business professionals to students and casual users. USENET News is a noncommercial service dedicated to information exchange. The USENET News has thousands of newsgroups which are updated constantly.

News

HOW DO I CONNECT TO NEWS?

You connect to a news service by connecting to a *News Server*, a machine which uses the Network News Transfer Protocol (NNTP) to access USENET or another news service. Although many News Servers may have access to the same news service (the USENET is the most common), not all News Servers will necessarily have all available newsgroups. The administrators of News Servers can choose which newsgroups to allow on their News Servers; some businesses do not allow recreational newsgroups, for instance. Thus, you may find different newsgroups on different News Servers, even though they may both be drawing from the same large pool of newsgroups.

Some News Servers may also be **read only***; meaning that users of that News Server can read articles, but cannot post articles to any of the newsgroups.*

WHICH NEWS SERVER SHOULD I USE?

During the Internet In A Box installation, a default news server address, news.interserv.com, was suggested for your news server. Unless you changed this address during the installation, SPRY News will automatically connect to this news server to display USENET news.

If you set up an account with InterServ, you will have full access to this news server, and will be able to view all the newsgroups and articles and post articles to the newsgroups.

However, if you set up an account with another Service Provider, you will only have limited access to this news server; you will see a limited number of newsgroups, and will not be able to post news articles. If your Internet Service Provider has a news server available, you will probably want to set up News to connect to this news server in order to have full access to USENET news.

There are two ways to change the news server that is used in SPRY News; you can use the <Default Hosts> dialog in the **Configuration Utility** (click the **Hosts** button in the **Configuration** section), or you can choose **Startup** in the SPRY News **Options** menu to specify the new news server to use.

STARTING NEWS

You start News by clicking on the SPRY News icon. When you start News, it will immediately start connecting you to the *news server* that was set up during the installation.   You will see the News Console.
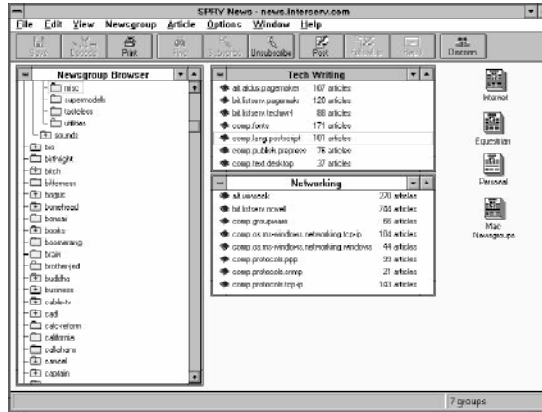
Figure 3-1

The *Toolbar* at the top of the News Console contains buttons that serve as shortcuts for News menu items. The *Status Bar* at the bottom of the Console displays concise help for **News** buttons and menu items and will display News status messages. Both the Toolbar and the Status Bar can be shown or hidden by checking or unchecking **Status Bar** or **Toolbar** in the **View** menu, and the Toolbar Style can be changed by selecting **Toolbar Style** in the **Options** menu.

When you connect, the News Status Bar (at the bottom of the Console) will read "Trying to connect to <News Server>", and then, after a connection is established, the message "Connected to <News Server name and information>".

You will then see the **Newsgroup Browser**, displaying newsgroups available on the news server. You will also see *Personal Groups*, collections of related newsgroups. Once you're familiar with News, you can create your own Personal Groups; see "Using Personal Groups" later in this chapter for more information.

*You can disconnect from a News Server at any time and work off-line by choosing **Disconnect** from the **File** menu. See the "Working Off-Line in News" section for more information.*

EXITING NEWS

You can exit News by choosing **Exit** from the **File** menu or clicking the **Exit** button on the Toolbar. You can also double-click on the Windows System Menu to exit News.

WORKING OFF-LINE IN NEWS

You can work off-line in SPRY News. This feature is most useful when using News over a SLIP or PPP dialup account. When you wish to work off-line, choose the **Disconnect** option in the **File** menu. **To save connect charges, be sure to disconnect the Dialer application, as well.** Working off-line is designed to allow you to perform administrative functions without incurring connect charges with your Internet Service Provider. The most common off-line functions you might perform include creating and updating personal groups (subscribing and unsubscribing to news-groups), examining the Newsgroup Browser, setting preferences and options, and performing searches. While off-line, you can also compose posts, follow-ups, and replies, although you must reconnect before sending.

When you are working off-line, you can only work with the elements you see on your screen. In other words, you may scroll through the list of articles in a newsgroup while off-line, but you cannot open and read articles while off-line. If you doubleclick on an article to read it while off-line, SPRY News will try to reconnect to your News Server. If you have selected the option *Prompt Before Reconnect* from the <Other Options> dialog, SPRY News will prompt you and ask if you would like to reconnect to your server. It is recommended, if you plan to work off-line, that you select this option or have the same option set in the Dialer, so that you will know when SPRY News is reconnecting.

You can connect News again by clicking the **Connect** button in the **File** menu; this will be available only when you are disconnected from News.

If you are working off-line to save dialup connection charges, be sure you disconnect the Dialer application, as well as News. The Discon-nect button in News does not automatically disconnect the Dialer, so charges can still be incurred.

BROWSING NEWSGROUPS

You can immediately open any of the included Personal Groups by double-clicking on the newsgroup names displayed in the Personal Group screen (some personal groups may be minimized, just doubleclick on the mini-mized icons to open the personal groups). This will display a list of all the articles in that newsgroup.

News includes a *Newsgroup Browser* that allows you to browse through all the newsgroups on a News Server and view the articles in any newsgroup. The Newsgroup Browser is automatically opened when you first open News; you can leave it maximized on your desktop, if you wish, or mini-mize it and only maximize it when you need to retrieve newsgroups.

Figure 3-2

Loading in the Newsgroup Browser will take varying amounts of time, depending on how many newsgroups are found on the News Server you selected, and whether **Auto Refresh** is on (see "Refreshing Newsgroups and Articles" for more information.). The first time you launch SPRY News after installing it, you may notice that it takes a very long time to load. SPRY News is recording all the available newsgroups to a file stored in your PC. The next time you start News, this will not take a long time.

When you first maximize the Newsgroup Browser, it lists all the news-groups available on the News Server you are using, in *list* format. This lists every newsgroup in alphabetical order from a-z.

You can scroll through the list of newsgroups using the arrow keys or Page Up and Page Down keys, or scroll through them using the Windows scroll bar. When you find a newsgroup that interests you, doubleclick on the newsgroup folder. This will display a list of all the articles in that news-group. You can then read any of the articles you choose.

News

USING THE NEWSGROUP BROWSER IN TREE STRUCTURE:

Tree mode is also available for the Newsgroup Browser. This allows you to expand and collapse newsgroups, making browsing easy and fast. You can change from List mode to Tree mode (and back) using the **Tree** and **List** commands in the **View** menu.

When you use the Newsgroup Browser in tree mode, you will first see only the general categories for newsgroups. (e.g. **comp** is the category for all the computer related newsgroups, like comp.lang.unix and comp.os.windows; **seattle** is the category for all the Seattle-based newsgroups, etc.)

Any folder displaying a + contains *sub-categories*. These categories make up the newsgroup name. In other words, to get to newsgroup **alt.alien.visitors**, you would open the folder **alt** then **alien** then **visitors**.
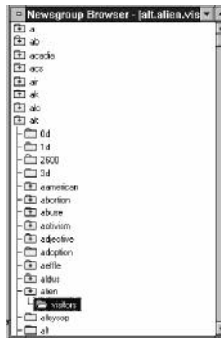
Figure 3-3

When you have fully opened a newsgroup, the articles in that newsgroup will display in an article screen. See the next section, "Reading Articles", for more information.

READING ARTICLES

When you open a Newsgroup in the Newsgroup Browser or from a Personal Group, you will see a "Transferring Article List" message, and a Status Bar indicator that will tell you how many articles are being read in.

The newsgroup window will appear.
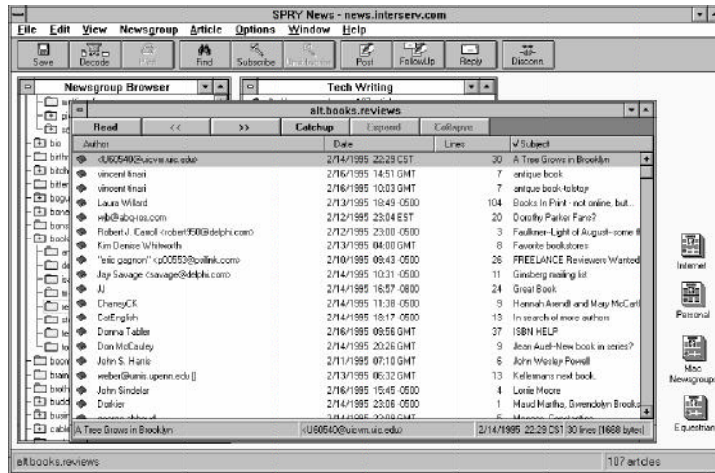
Figure 3-4

The newsgroup window title bar displays the name of the newsgroup, and the articles will initially display ordered by subject. The newsgroup window fieldbar displays the article status, author, date, number of lines, and subject of the article. You can change how the articles are sorted and which of these details are shown; see "Displaying and Sorting News Articles" for more information.

News also allows you to sort by threading; if this is the case, your screen will appear different. See "Using Threading" for more information.

The **article status** (book icon) next to the article shows you whether or not you have examined the article yet. Once you have opened the article, the status will change to an open book.

The **Author:** information tells you the name or nickname of the person who posted the article (the full Internet address can be found inside the header of the article).

The **Date:** information is the date the article was posted.

News

The **Lines:** value displays the number of lines in the posting; this will give you some idea of how long it will take to retrieve the article.

The **Subject:** information shows the subject of the news article. A **RE:** preceding the subject indicates that this is a *follow-up* to a previous article with that subject header. There may be many follow ups to a single article.

The *Window Status Bar* at the bottom of the Newsgroup window displays features of the currently selected article: the title of the article, the author, date and time of posting, and the size (the number of lines in the article and the size in bytes).

READING AN ARTICLE IN A NEWSGROUP:

1) Select the article.

2) Doubleclick on the article name

or

Choose **Read** in the **Article** menu, click the **Read** button in the news-group window Toolbar, or press **Enter.**

The article will open and display in a window.
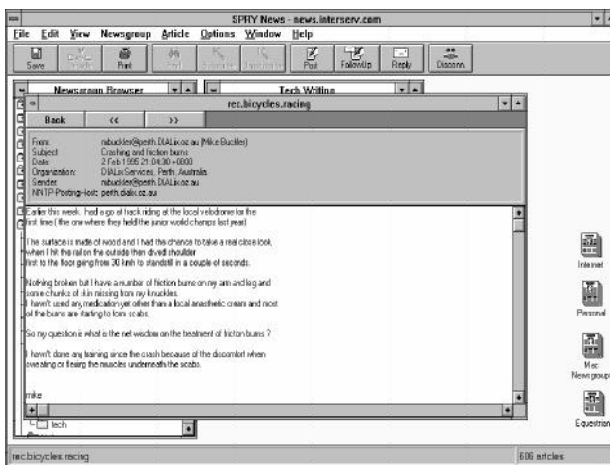
Figure 3-5

This window will be opened as a separate window from the newsgroup window.

You can choose to have the newsgroup window change into the article window. In the <Options> dialog, accessed using **Other** in the **Options** menu, choose *Use Newsgroup window to read article* instead of the default, *Open New window to read article*. Reading articles in a separate window is a matter of personal preference; there are no great advantages or disadvantages to either method. Reading articles in a separate window allows you to examine both the article as well as the article list at the same time. Reading in the same window is more efficient, because it decreases the number of windows on your desktop and your windows can be larger.

You can read through the article using the Windows scroll bars at the edge of the screen or any of the standard Windows movement keys: **Page Up**, **Page Down**, the arrow keys, **Home** and **End**.

You can specify which header information (i.e. Newsgroups:, From:, To:) can be displayed in this screen; see "Displaying and Sorting News Articles" for more information.

When you are reading an article in News you have several options: you can save the article to a file, print the article, or copy information from the article to other Windows programs. You can also post a follow up article on the same subject, or reply (send a mail message) to the person who posted the article.

When you are done reading the article, you can do any of the following:

- Click the **Back button** to return to the article screen or press the **Esc** key
- Click >> to move to the next article in the article screen (the article below the current article)
- Click << to move to the previous article in the article screen (the article above the current article)
- Doubleclick the Windows system menu to close the article (and newsgroup, if you are viewing in *Read In Place*" mode).

READING ARTICLES ENCODED WITH ROT13

Some articles in News contain somewhat questionable material. In order to avoid offending readers caught off guard, text is sometimes 'scrambled' using ROT13 message coding, which shifts each character 13 characters (an 'a' becomes an 'n', etc.). SPRY News includes a ROT13 coder/decoder. To use this feature, highlight the text (it can be all or just some of a news posting) and select **R**OT13 from the **E**dit menu.

News

ENCODING ARTICLES WITH **ROT13**

Encoding articles with ROT13 is done the same way you would read articles encoded with ROT13: highlight the text in the posting window that you would like to encode), and select **ROT13** from the **Edit** menu.

CATCHING UP

News includes a **Catchup** command that allows you to "catchup" in a newsgroup, marking all of the articles as "read" and hiding them from the display. The **Catchup** feature is used so that you don't have to read through articles that you've already read; in cases of newsgroups with many hundreds of articles, you may wish to use this feature so that you can start "from scratch" to try to keep up with the volume of articles that are created every day.

To catchup a newsgroup, have the newsgroup article screen open, and click the **Catchup** button on the article screen Toolbar, or click **Catchup** in the **Newsgroup** menu. You will be asked to confirm that you want to catchup. The newsgroup you are currently reading will close; you are *caught up*. The newsgroup is now "empty" (although the articles can be re-displayed); the next article(s) posted to that newsgroup after you use Catchup will appear at the beginning of that newsgroup.

If you try to open a caught up newsgroup, and **no new articles** have been added to the newsgroup, you will be presented with a dialog that informs you that you are caught up in that newsgroup, and asks you if you want to open it anyway. If you open the newsgroup anyway, the newsgroup will display as empty.

If you catchup a newsgroup, and decide that you do, after all, want to see those older articles, you can click **Show All Articles** in the **Newsgroup** menu to display all of the articles that were hidden using the **Catchup** command.

You can, if you wish, turn off the Confirmation dialogs that appear when using Catchup or trying to open a caught up dialog. In the <Other> dialog (accessed using **Other** in the **Options** menu), uncheck *Confirm on Catchup* or *Confirm on open of caught up Newsgroup.*

DISPLAYING AND SORTING NEWS ARTICLES

You can change the font used in your News screen, how articles are sorted in the Article window, and what header information is displayed. This section describes these options.

SETTING THE NEWS FONT

You can choose **Font** in the **Options** menu to change the news display text to different fonts, sizes and styles. The News screen will resize after you change fonts.

You can change the font for the News listings (newsgroups and articles) or for the **article screens**. You can only choose fixed fonts (such as Courier) for the article screen. To change these fonts, select the **Font** command when in either view. A Windows font dialog will appear allowing you to choose the font, font style, and font size to use when displaying lists or articles.

SORTING ARTICLES

When you are viewing an article in an article window, the *details* about those articles, the Author, Date, number of Lines, and Subject, are displayed in a detail fieldbar. (If you are sorting articles using threading, discussed in the "Threading" section, no fieldbar will display).

Author	Date	Lines	Subject

Figure 3-6

You can click on the **Author**, **Date**, **Lines**, or **Subject** portion of the fieldbar to sort the articles using that detail. (You can also choose the corresponding **Sort by...** option in the **View** menu.) A check mark will appear next to the sort method you have chosen

You can change the width of any of these fields by moving the cursor to the dividing line between the fields on the fieldbar; the cursor will change to a double-headed arrow, and you can widen or narrow the fields.

By default, news articles are sorted in *Ascending* order, as follows:

    From: alphabetical, a-z
    Date: oldest to newest
    Lines: smallest to largest
    Subject: alphabetical, a-z.

News

You can change the order in which the articles are sorted, from ***Ascending*** to ***Descending***. The **V**iew menu will display the sort order being used for the detail you are sorting on; to change it, select that option in the **V**iew menu.

Another option for sorting is listed in the View menu; you can sort by *Thread*. Threading is discussed in the next section.

DISPLAYING HEADER INFORMATION

News allows you to specify which news article header information to display. This is information such as the news subject, author, newsgroups the article is posted to.

By default, **all** the header information will be displayed.

Figure 3-7

The information you see may vary according to the news program/host being used by the person posting the article.

You may not want to display the entire news header; you can decide which information you really want to see, and specify that just that information be displayed.

Click **Message Headers** to display the <Article Headers> dialog.

Figure 3-8

The selection *All* (display all header information) is checked on, by default. You can select *None* to display **no** header information (unless you think you can tell who sent you mail by the content of their message, this option may not be helpful).

To select which message headers you want to display, choose *Selection:*. You will then be able to click on the items you want to display in the message header.

Figure 3-9

If you are not sure which items you will need, look at some of the messages you've received to determine what information you find useful. The names of the items in the Selection field above should be the same (or very similar) to the actual header information you see.

When you have chosen the items you want to display, click **OK**.

You will then see new headers on all news articles, displaying just the information you specified.

Figure 3-10

REFRESHING NEWSGROUPS AND ARTICLES

In USENET news, new newsgroups often appear and disappear; older articles expire and new ones are continually added. Because it takes some time to read in newsgroup and article information, you have the option of "refreshing" (updating) the newsgroup and article screens whenever you wish. When you refresh the screen, any changes that have occurred will be updated; if you do not, you may find that you cannot open some (deleted) newsgroups, or that you don't see new articles in a newsgroup.

You can refresh the current newsgroup screen (Newsgroup Browser or Personal Group) or article screen by choosing **Refresh** from the **Newsgroup** menu.

If you want to refresh **all** screens upon opening, check **Auto Refresh** to automatically refresh the newsgroup listing when opening. This process takes a little while (you will see a "Refreshing listbox" message in your Status Bar) but ensures that the news listings you see are accurate. However, if you would prefer to list newsgroups *faster*, you can disable this option by unchecking it; this will lessen the time it takes to re-list all the newsgroups. (Note: Newsgroup articles will automatically be refreshed when you open them).

You can choose **Refresh** from the Newsgroup menu at any time to refresh newsgroups in the window you have selected.

USING THREADING

When you're reading USENET news, you will notice that many of the posted articles are responses to previously posted articles, and many are responses to those responses. News keeps track of which articles are related to which others. *Threading* is a method that can be used to group those articles together, so that you can follow the sequence (the "thread") of an entire news conversation. News supports threading with an easy-to-use graphical interface.

Click **Sort by Thread** in the **View** menu to change the current display to show articles sorted by thread.

Figure 3-11

Articles will be listed first in alphabetical order, and then will be listed by thread. The first article in a thread (the "root" article) will be an article to which follow up articles were posted. The follow up articles are considered part of the thread, and are listed under the root article in a tree structure. Note: the root article is not necessarily the first article ever posted about that particular subject; the original root of the thread may have expired already.

In a thread, there can be follow up articles to the root article, or there can be follow-ups to those follow-ups (it can get quite complex). Thread links are shown in color to help you identify which article an article was following up to; the first level is black, the second blue, the third red, etc.

You can read an article in a thread as you would a normally displayed article. You can then click >> in the article screen Toolbar to move to the next article that thread. If you click >> when the thread is finished, you will move to the next thread. Likewise, clicking << will move you to the previous article in the thread, and then the previous thread.

News

When you are displaying articles by thread, you will not see all of the information about the article listed on each line as you do in other displays; you will only see the subject of the root article, and the author of each follow up article. If you highlight an article, however, you will see additional information listed in the Status Bar at the bottom of the screen. This was done to keep the screen manageable (since all of the subjects of the thread are usually the same).

You can *collapse* or *expand* specific threads. Collapsing an article thread hides all the follow-ups to that article, allowing you to ignore threads you're not interested in. When you collapse a thread, a small triangle indicator below the article name reminds you that there are connected articles underneath.

Expanding will display any collapsed articles under a thread.
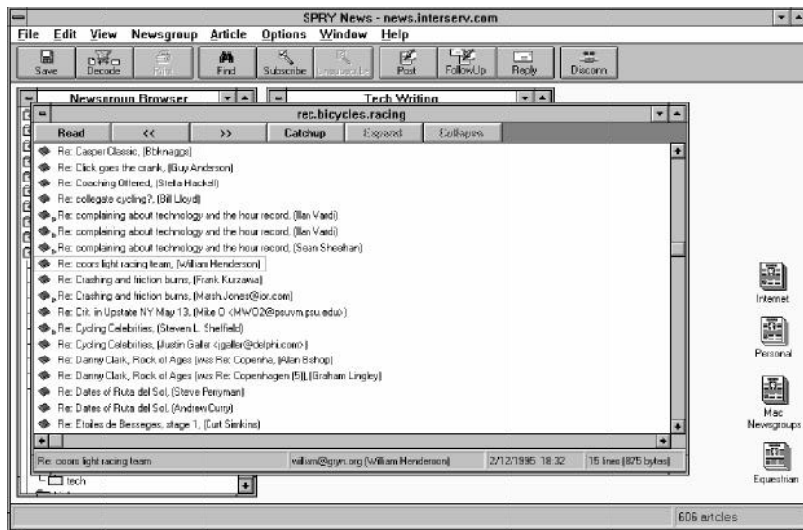
Figure 3-12

Highlight the top of the thread that you want to collapse, and click **Collapse** in the article screen Toolbar to hide all the connected threads. To expand them again, doubleclick on the article name, or click **Expand** in the article screen Toolbar. If you want to expand all threads quickly, click **Show All Articles** in the **Newsgroup** menu.

By default, all threads are expanded fully when you use Sort by Threading; if you want threads to stay collapsed until you open them, change the *Open all Threads Initially* option in the <Other> dialog (accessed using **Other** in the **Option** menu).

SAVING ARTICLES

You can save any currently displayed article to a text file using the **Save** command. You will be prompted to **Append** or **Overwrite** the file if it already exists.

SAVING AN ARTICLE TO A FILE:

1) Open the article.

2) Choose **Save As** from the **File** menu

or

Click the **Save** button on the Toolbar.

You will be asked to specify a filename for the article. The News program will suggest an extension of **.txt**. Type a name, and click **OK** or press [Enter]. The article will be saved to the filename you specified.

News

PRINTING ARTICLES

You can print any currently displayed article by using the **Print** command. The article will print to the default printer currently being used by Windows. If you want to change the printer that is used, you must change the default Windows printer in Windows Control Panel (see your Windows manual for more information).

PRINTING AN ARTICLE:

1) Open the article.

2) Choose **Print** from the **File** menu

or

Click the **Print** button on the Toolbar.

The article will immediately print to the Windows printer.

The **Print** command is "context sensitive"; you can also use it while displaying a list of articles or newsgroups. The currently displayed screen of articles or newsgroups will be printed to the default Windows printer.

COPYING INFORMATION FROM ARTICLES

You can copy information from a News article to other Windows applications by using the **Copy** command. The information will be copied to the Windows Clipboard. You can then paste the information into another Windows application (like Microsoft Word) by using that application's **Paste** command.

COPYING INFORMATION FROM A NEWS ARTICLE:

With the article open, highlight the text you want to copy with your mouse and click **Copy** in the **Edit** menu (or press **Ctrl**-**C**). The text will be copied to the Windows Clipboard and will be immediately available to **Paste** in any Windows application.

You can also copy information from any other Windows application and paste it into News postings using the News **Paste** command. See the "Posting Articles" section for more information.

News

FINDING ARTICLES

You can use the **Find** command in News to find text in newsgroup names or in article headers. **Find** will search the currently active newsgroup or article window.

Click **Find** in the **Options** menu; the <Find> dialog will appear.
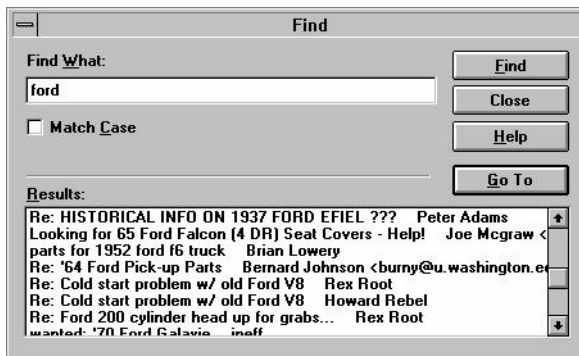
Figure 3-13

In the *Find What* field, type the text you want to find. You can check *Match Case* if you want to match the case of the text you typed (otherwise, a case-insensitive search will occur).

Click the **Find** button to search; all the newsgroups or article headers that match will be displayed in the *Results:* dialog. You can go to any of the located items by doubleclicking on the item name or by highlighting the item and clicking **Go To**.

DECODING FILES IN NEWS ARTICLES

Some articles that you will find in News are not actually articles; people will post shareware and freeware applications, graphics and sound files, and other **binary** files that they want to share with other USENET News readers. These files are typically stored in newsgroups with the word **binaries** in the name; i.e. **comp.binaries.ibmpc**, or **comp.binaries.pictures**. Encoded postings are usually identified in the subject line as a program or graphics file, with subjects like "program.exe, part 1 of 3", "program.exe, part 2 of 3", "program.exe, part 3 of 3".
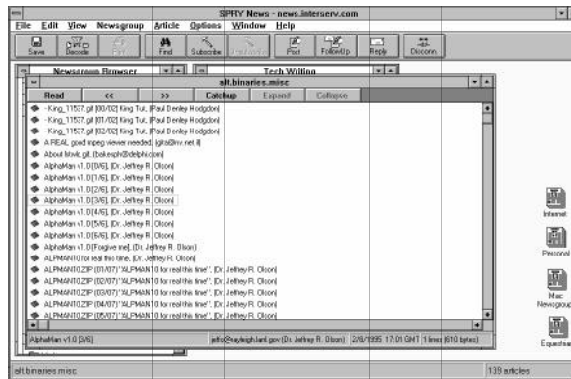
Figure 3-14

When you look at an article which is an encoded binary file, it will contain what looks like random ASCII characters (the article appears all garbled and incomprehensible). Since Internet News only supports posting ASCII text, binary files must be **uuencoded** before they can be posted to articles. This is a popular method used on the Internet to "convert" the binary file to ASCII so that it can be posted on the Internet. These articles can be **uudecoded** so that you can convert them back to their original binary files. News includes an automatic decoding feature which allows you to decode and view files like this that you find in News.

To decode a uuencoded file, select any of the parts of the file and click on the **Decode** button on the Toolbar or choose **Decode** from the **Article** menu. The <Save Decoded Articles> dialog appears, prompting you for a location to save the files to. Select the directory you wish to save your files to after they are decoded.

News
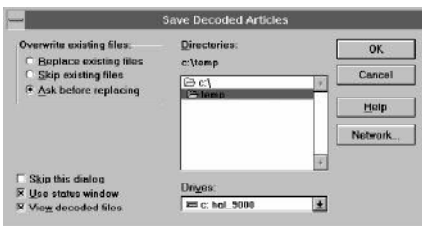
Figure 3-15

The <Save Decoded Articles> dialog box also has several other options you can select, described below.

The *Overwrite Existing Files* option lets you determine the overwrite preferences: *Replace existing files,* meaning files in the destination directory will be replaced if a file with the same name is decoded; *Skip existing files,* meaning a file will not be decoded if there is already a file with the same name in the destination directory; and *Ask before replacing,* meaning News will prompt you to confirm that you want to replace a file with a decoded file of the same name.

You can also determine whether or not you would like to see the <Save Decoded Articles> dialog during the decoding process. You can avoid being prompted for a destination directory during each decode by selecting *Skip this dialog.*

*If you select the 'Skip this dialog' option, News will save all decoded files to the last-specified destination and never prompt you for a destination. If you select this option, but later wish to change the destination directory, you can access the <Save Decoded Articles> dialog box by choosing **Decoding...** from the **Options** menu.*

The *Use status window* option allows you to turn on or off the <Decoding Status> dialog box described later in this section.

The *View decoded files* option allows you to have News try to open the decoded file using the **viewer** associated with the decoded file type. A viewer is an application used to open and view a file. For instance, ImageView, which is included with your SPRY applications, will open and view graphics files such as GIF and JPEG, popular Internet formats. (For more information on ImageView, see the ImageView chapter.) When you have the *View decoded files* option selected, and you decode a file whose type is associated with ImageView, News will try to open the file by starting ImageView, opening the decoded file, and making ImageView the active application in Windows.

In other words, with the *View decoded files* option, you can select a file, click on the **Decode** button, and in an instant, you can view it in its associated viewer.

If you have sound or video applications on your system, you can associate them with their respective file types in File Manager, and News can automatically start the viewer and open the file. See your Microsoft Windows documentation for more information on associating files in File Manager.

If you wish to have News try to open the decoded file using the associated viewer application, you should deselect the *Show status window* option; when this option is selected, the <Decoding Status> window (explained below) will remain the active window after decoding, and News will not automatically switch to the associated viewer, requiring you to manually switch from News to the viewer application.

News will only open the first viewer associated with a file. For instance, if you decode a zipped JPEG file (a JPEG file with a .zip extension) and the .zip file type is associated in File Manager, News will launch the associated application, which will then allow you to unzip the file. News will not, however, then open that file in its associated viewer (i.e. a JPEG file that has been zipped will not be unzipped and *opened in ImageView).*

IF YOU HAVE DIFFICULTY DECODING AN ARTICLE IN NEWS
The <Decoding Status> dialog box displays information on the current decoding session; this dialog box can be useful for troubleshooting and tracking the decoding process.
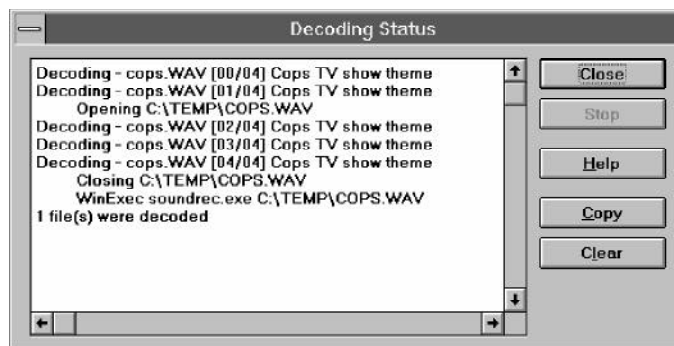
Figure 3-16

By highlighting message text in the <Decoding Status> dialog box and clicking on the **Copy** button, you can copy and paste status messages. This feature is useful for discussing decoding problems with the creator of a file. Clicking on the **Clear** button will clear all text from the dialog box.

A common error message you will encounter in the <Decoding Status> dialog box will be "ERROR: Files missing." This will occur when portions of an encoded file are missing (not present in the newsgroup). There is no solution to this issue, but you could reply to the posting and ask the creator to repost the missing files.

Another common error will read: ERROR: no viewer for xxxxxx, where xxxxxx is the path and filename of the encoded file you tried to decode. If you receive this error, you don't have a viewer associated with the file type. The viewer may be present on your system, but you still need to associate it in Windows File Manager. See your Microsoft Windows documentation for more information on associating file types in File Manager.

You will see more error messages than those listed above. They have been designed to be logical and easy to troubleshoot. Most often, the errors you encounter while decoding a file cannot be resolved without asking the creator of the file to repost the file.

The subject line for a series of encoded articles must contain information specifying that the file is part of a series: either "xxxx" 1/5 "xxxxx" or "xxxx 3 of 5 xxxxxx", where xxxx is extraneous file information (title, etc). Also, in order for the auto-decode feature to work, the extraneous information must match for each file in a series; otherwise, SPRY News will not consider the files part of the same series.

POSTING ARTICLES

You can post your own articles to a newsgroup if the newsgroup will permit it, and you have rights to post articles on that news server.

It is recommended that you familiarize yourself with USENET news before making any posts. USENET has its own particular guidelines and "etiquette" which can be mystifying at first. A good newsgroup to read and post questions to is the **news.newusers.questions** newsgroup. There is also often a **test** group that is designed for test posts; when you are starting to learn how to post you may want to post to the test group in your area; i.e. **seattle.test** or **ny.test**.

If you are posting an article **in response to** another article, you should use the **Follow Up** command. See the next section for more information on Follow Up.

POSTING AN ARTICLE TO A NEWSGROUP:

1) Select the newsgroup you wish to post an article to by highlighting the newsgroup or reading one of the articles in that newsgroup.

2) Choose **Post** from the **Article** menu or Click the **Post** button on the Toolbar.
You will see the <Post Article> screen.
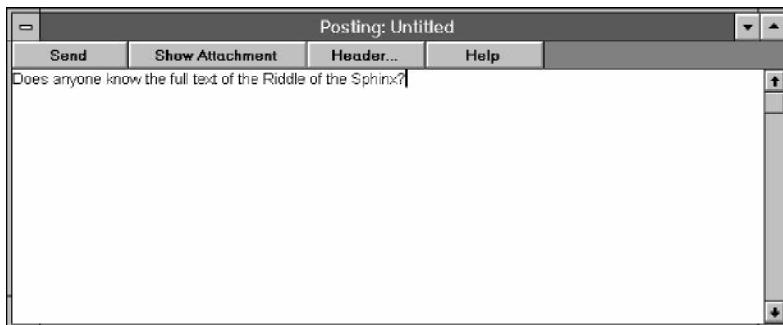
Figure 3-17

3) Type your article, using the standard Windows editing keys to move around the screen: **Page Up**, **Page Down**, the arrow keys, **Home** and **End**.

News

You can paste text into your article from another news article or from another Windows application. You must use the cut or copy command in the other article screen or application, and then click **Paste** in the **Edit** menu to paste the information at the cursor position.

You can also cut or copy any of the text you type in this article screen using the **Cut** and **Copy** commands in the **Edit** menu. The text can then be pasted into other Windows applications using those applications' Paste command.

You can also attach binary and text files to your article; see the section on attaching files, below.

4) Fill out the header information by clicking the **Header** button on the article screen Toolbar. The news header screen will appear. This contains the information that is used to post the article.

Figure 3-18

Fill out the Subject: field. (This is very important.) If you are posting a Follow Up article, the Subject field will be filled out for you; in this case, it is recommended that you not change this field, as it will help other people reading news follow the news article threads (see "Using Thread-ing in News" for more information).

The **From:** field specifies your return address. You can specify your mail address, along with a "nickname", if desired. Use one of these sample formats: **rapunzel@castle.com (Rap)**, **"Rap" rapunzel@castle.com**, or **Rap <rapunzel@castle.com>**, where Rap is your nickname.

Some of these fields can be filled out automatically for you by News. Choose **Signature** from the **Options** menu to customize these fields; they will then automatically appear when you post your article.

5) Click **Send** to post the article, or doubleclick the Windows System menu in the upper left hand corner of the screen to close this screen without sending the article.

There is no way to revoke or delete an article you've posted, so be sure your article is complete before posting!

ATTACHING FILES TO AN ARTICLE

You can insert ("attach") a binary file (such as a spreadsheet, word processing or graphics file) to your news article (or mail reply). You can also have News automatically attach a text file (a "signature" file) to every news article or mail message you create. These options are described below.

ATTACHING A BINARY FILE TO AN ARTICLE:

News automatically converts binary files to a format that allows them to be posted in a News Article. This process is called *uuencoding* the file. The reader of the news article **must have a uudecode program** (a popular file decoding method) in order to convert the file back to its original format.

You can attach a small file to your News posting without having to do any special conversion. However, News articles have a size limit of 64K. If the file you want to post is larger than 64K, you will have to use a UUencoding program to split the file into multiple parts; you will then have to post each of the parts of the file to the newsgroup.

1) In the <Post Article>, <Follow up>, or <Reply> screen, click the **Show Attachment** button. An empty window will appear below your article.
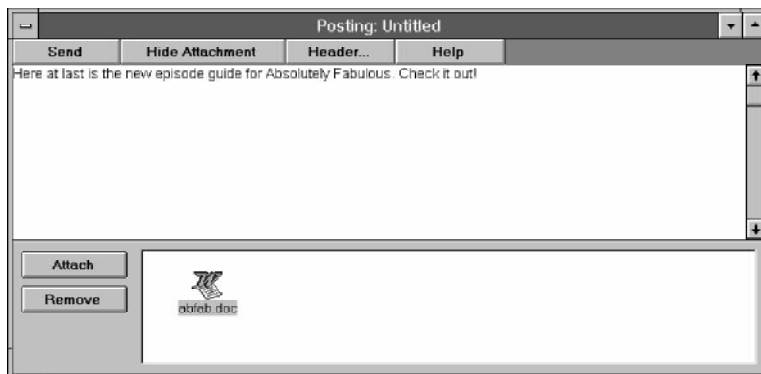
Figure 3-19

News

2) Click the **Attach** button. You will see an <Attach File> dialog that you can use to navigate your directories and choose a file to attach.   Select the desired drive and directory and the filename that you want to attach.

You will see an icon appear for the file you attached. (You can choose **Remove** to remove an attached file.)

3) When you have finished attaching the file, choose **Hide Attachment** to return to your posting screen, if desired. You can post the article as you would normally, by pressing the **Send** button. When you choose **Send**, News will begin attaching the file to the posting. If the file is a text file, it should be attached quickly. If it is a binary file, it may take some time to attach the file, as it has to go through the uuencoding process (as described above). When the file is attached, the news article will imme-diately be posted.

AUTOMATICALLY ATTACHING A TEXT FILE TO AN ARTICLE:

It is very common for news postings to contain a *signature*; some text at the end of the article that the author chooses to include in every article they post. Signatures range from the formal to the goofy; containing address information, quotes, trivia, fun Internet links, etc. They usually range from 1 to 5 lines.

You can create your own News signature, if you like. This is known as an *Auto Attach* file; it is automatically attached to every news article you post (or e-mail reply you send). If you are a SPRY Mail user, News will, by default, use your Mail Auto signature file in News.

1) If you do not yet have a file to use as your auto attach file, create the file using a text editor.

2) Click **Other** in the **Options** menu.

3) For the *Auto Attach* value, specify the name and path for the auto attach file. You can click **Browse** to browse your directory for this file, if necessary.

4) Click **OK**. The Auto Attach file will be used the next time you post an article (or send a Follow Up or e-mail reply).

FOLLOWING UP AN ARTICLE

Following up an article is almost the same as posting a new article, except that the **Subject** of your article will reference the article you are currently reading, and the text of that article will be included in your posting. Your news article is also "linked" to the original article, so that it will display as a follow up to that article when a news reader is displaying articles in "thread" mode.

FOLLOWING UP AN ARTICLE:

1) Open the article.

2) Choose **Follow up** from the **Article** menu

or

Click the **Follow up** button on the Toolbar.

3) The article you are following up will be included in the <Follow Up> screen; you can remove some or all of the article, if you'd like. Type your article in this screen. You can use standard Windows movement keys, like the cursor keys, **Page Up** and **Page Down**, to move around the screen.

You can copy and paste information to and from this article, and, if you wish, **Attach** files to the article. (See the "Posting Articles" section for more information on copy and paste and attaching files).

4) Click **Send** to send this follow up article, or double-click the Windows System menu in the upper left hand corner of the screen to close this screen without sending the article.

News

REPLYING TO AN ARTICLE

You can send an e-mail reply to the person who posted an article you've read.   This works just as if you were sending e-mail directly to the sender; you can add additional people to the addressee list (To: or CC: field), and change the subject line before sending the reply.

REPLYING TO AN ARTICLE:

1) Open or select the article.

2) Choose **Reply** from the **Article** menu

or

Click the **Reply** button on the Toolbar.

A reply screen will appear, addressed to the author of the article you selected, with the same subject as the news article. Change this header information, if desired.

3) Type your message in this screen. You can use standard Windows movement keys in this screen, like the cursor keys, **Page Up** and **Page Down** to move around the screen.

You can cut, copy and paste information to and from this message, and, if you wish, attach files to the article. (See the "Posting Articles" section for more information.)

4) Click **Send** to send this reply, or doubleclick the Windows System menu in the upper left hand corner of the screen to close this screen without sending the reply.

The article will be mailed to the person/people you indicated.

USING PERSONAL GROUPS

Due to the large numbers of available newsgroups (varying according to which news server you're attached to), it can be time consuming to wade through thousands of newsgroups just to read a selected group. News allows you to save different lists of newsgroups to *Personal Groups* so that you only access the groups you want to see. Some sample Personal Groups are included with News; you can create your own Personal Groups, grouping newsgroups in any way you like.

Personal Groups are different from the newsgroup browser; each newsgroup in a personal group contains additional information such as a book icon (indicating whether the newsgroup has been opened), the newsgroup name, and the **number of articles** in that newsgroup. Note: the number of articles is computed from the difference between the first article number and the last; due to deleted articles, this number may not be completely accurate.

CREATING A NEW PERSONAL GROUP

1) Click **Personal Group** in the **Window** menu. You will see the <Open Personal Group> dialog.
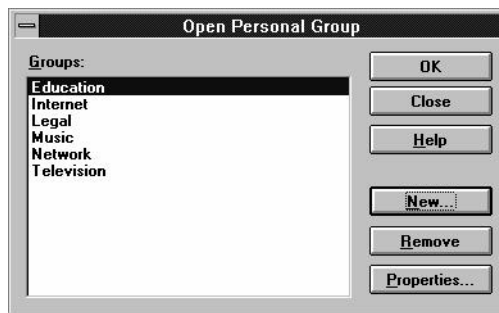
Figure 3-20

2) Click the **New** button to create a new personal group.

You will see the <Newsgroup Properties> screen.

Figure 3-21

News
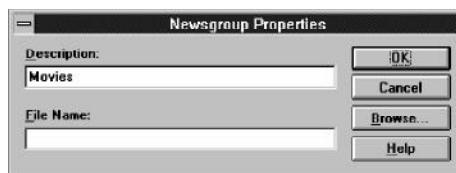
3) There are two items you can specify in this dialog, *Description* and *Filename*. You should specify a name for the Personal Group in the *Description* field. This can be any name you choose.

The *Filename* is optional; use this if you want to use a Personal Group that already exists. The filename for the Personal Group must be eight characters or less and contain no spaces (or characters illegal in DOS filenames).

4) Click **OK** to create the new Personal Group.

ADDING NEWSGROUPS TO A PERSONAL GROUP

You can add newsgroups to a Personal Group using the Newsgroup Browser. You can **Subscribe** newsgroups to a Personal Group, or drag and drop them into the personal group.

If the Personal Group is already open, it is easiest just to drag and drop the newsgroup(s) into the Personal Group:

1) Select one or more newsgroups (use **Shift** when highlighting to highlight a series of newsgroups, or use **Control** when highlighting to choose nonconsecutive newsgroups).

2) Drag and drop the newsgroup(s) into the Personal Group.

If the Personal Group you want to add the articles to is not yet open (or not yet created), it is easiest to use the **Subscribe** command:

1) Select one or more newsgroups (use **Shift** to highlight a series of news-groups, or use **Control** to choose nonconsecutive newsgroups).

2) Click **Subscribe** in the **Newsgroup** menu.

The <Open Personal Group> dialog box will be displayed. You should specify the Personal Group to which you want to add the highlighted newsgroup(s).
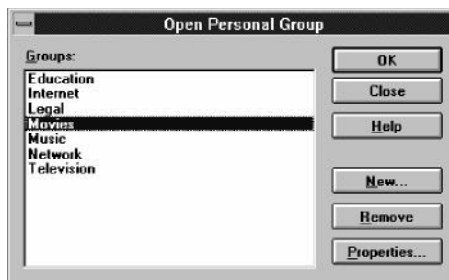
Figure 3-22

OPENING PERSONAL GROUPS

Once you have created Personal Groups, you can open them at any time from the <Open Personal Groups> dialog by highlighting the Personal Group name and clicking **OK**. The Personal Group will open in the News Console. You can then read any newsgroups in it. You can also add and remove newsgroups from it, as described below.

AUTOMATICALLY OPENING PERSONAL GROUPS

You can open one or more Personal Groups automatically when you start News. Open those Personal Groups on your screen, and check the **Save workspace on exit** option in the **Options** menu. When you exit and re-open News, the Personal Groups will open automatically.

News

UNSUBSCRIBING NEWSGROUPS

If you want to remove newsgroups from your Personal Group, you can **unsubscribe** them, as described below.

UNSUBSCRIBING A NEWSGROUP:

1) Select one or more newsgroups to unsubscribe by clicking on the news-group name(s) with your mouse to highlight it (them). You can select multiple newsgroups by using the standard Windows selection keys. Holding down [Shift] while clicking on newsgroups will select a series of newsgroups. Holding down [Ctrl] while clicking on newsgroups will select multiple newsgroups.

2) When you have chosen the newsgroups you want to unsubscribe to:

Choose **Unsubscribe** from the **Newsgroup** menu

or

Click the **Unsubscribe** button on the Toolbar.

The newsgroups you have unsubscribed to will be removed from the current Personal Group.

CHANGING OR REMOVING A PERSONAL GROUP

You can change the location or description of a Personal Group by choosing **Properties** in the <Open Personal Group> dialog, and typing the new information.

In this dialog, you can also remove a Personal Group by highlighting the Personal Group name and choosing **Delete**. This will permanently delete the Personal Group.

CHANGING THE STARTUP NEWS SERVER

News will connect to a default News Server whenever you startup News. You can specify a *different* News Server to connect to by default by choosing **Startup** in the **Options** menu; the <Startup Options> dialog will appear, displaying the News Server that News is setup to connect to automatically.
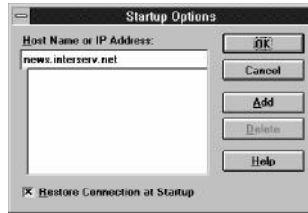
Figure 3-23

Click **Add** to add another News Server address. This can be an **IP address** (such as 165.121.6.30) or **fully qualified domain name** (such as news.service.net).

News will store the name of the News Server you choose so that you can automatically connect to it in the future.

In this dialog, you can also set up whether News should automatically connect to the selected News Server on startup. If you use more than one news server, you may want to use this setting. Uncheck *Restore Connection at Startup* to not connect to **any** News Server on startup.

If you use this option, you will need to connect to the News Server after starting News by choosing **Open Connection** from the **File** menu and specifying a News Server. You must close any active News connections before you will be able to open a new connection, or you can use the Change Server option described in the next section.

*You can disconnect from a News Server at any time by choosing **Disconnect** from the **File** menu.*

News

CHANGING NEWS SERVERS DURING YOUR NEWS SESSION

You can connect to a different News Server during your News session by selecting the **Change Server** option from the **File** menu. This will bring up the <Change Server> dialog.

Figure 3-24

Enter the News Server address you want to switch to. To add this address permanently to the list, click on the **Add** button. To switch to the new News Server, check *Connect Now* and click **OK.** Your server connection will change, and you will be connected to the new server.

Unless you have subscribed to a News Server, you probably won't be able to connect to it. To gain access to a News Server other than the default, contact that News Server's System Administrator.

Chapter 4
SPRY Network File Manager

Network File Manager™ **(NFM)** was developed as an enhancement to traditional *ftp-based* file transfer programs. The term *ftp* is a UNIX term referring to a protocol that is used to copy files to and from UNIX hosts. The Network File Manager can be used to transfer files between your PC and an *ftp site (*also referred to as *ftp server).*

Network File Manager works with the Windows File Manager; drag and drop files directly from an ftp site to your Windows "desktop", and vice versa.

Please note that NFM supports only procedures and file listings that are supported on the ftp server you're connected to.

NETWORK FILE MANAGER FEATURES
- Drag and drop file transfer between an ftp server and Windows **File Manager** or between two remote ftp servers.
- Move, copy, delete, and rename files and directories on a remote ftp server (if you have rights to do so).
- Use the familiar Windows **File Manager** style interface to view, sort, and manipulate files.
- Connect to multiple hosts at once.
- Automatically reconnect to one or more hosts at startup.
- Allows you to save complete connection information for your session.
- Set up default login, password, and connection information.
- Save window positions, fonts, and other settings.
- Edit NFM connection information: username, password, account number, host type, and advanced connection options.
- Support for many host types, including NetWare, VMS, VM, MVS, and Windows NT. NFM can also automatically detect host types.
- Support for Firewalls (currently, only ANS firewalls are supported).
- Log ftp session activity to screen or file.

NETWORK FILE MANAGER REQUIREMENTS

- The Microsoft Windows 3.1 **File Manager** program is required to use the drag and drop file transfer capabilities of the Network File Manager.

STARTING THE NETWORK FILE MANAGER

You start the Network File Manager (NFM) by clicking on the **NFM** icon. You will see a <Connect To>* dialog asking you to login to a host.

Connect To
Connection: SPRY ftp server
Host: ftp.spry.com
Host Type: Auto detect
User Name: anonymous
Password: *************
Account:
☑ Auto Save To Connection List
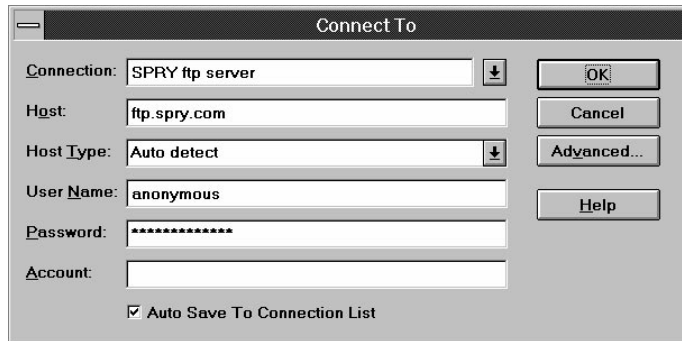
Figure 4-1

---

* If you have NFM set up to automatically reconnect you to each host you were connected to in your last NFM session, a <Reconnect To> dialog may appear before the <Connect To> dialog. See "NFM Startup Options" for more information on this reconnect option.

You are prompted for a connection name (optional), a host to connect to, a host type, username, password, and account.   These options are described below.

Connection (Optional):

You can save connection information for hosts that you connect to, including the host, username, password, host type, and account, as well as advanced connection information like the port and logging files you want to use.

You can specify *connections* for each host you connect to (or save multiple connections for the same host) so that you can easily reconnect to that host without having to specify the information again. Any connections you create will appear in the drop down *Connection:* list. You can then select them from that list, and the <Connect To> dialog will be filled out with the information you specified.

TO CREATE A NEW CONNECTION:

Specify any name you choose for the connection. You can use spaces, and use a logical name like "Microsoft FTP site" or "Gwen's Machine". Connection names cannot exceed 64 characters. You should then fill out the rest of the dialog. Checking the *Auto Save to Connection List* checkbox at the bottom of the dialog will save your connection automatically.

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Select a connection from the drop down list. The connection information you previously saved should appear in the dialog; if you need to supply additional information, you should fill it out.

*You can add, modify, or delete Connections using NFM's **Edit Connection List** feature. See "Configuring Connection Options" for more information.*

Host (Required):

Specify the address for the *ftp host* you will be connecting to. You can specify a host by its *IP address* (such as 165.121.6.65) or its *Fully Qualified Domain Name* (FQDN) (such as mycroft.bakerstreet.com). Type the IP address or FQDN in the hosts field.

Host Type:

Host type indicates the file format for the FTP host you are connecting to. FTP is set up to *Auto Detect* the host type; it will try to detect the file format of the remote host and display files accordingly. In most cases, you should leave the *Host Type:* field set at Auto Detect. If NFM has trouble displaying all the file information for files on the remote host, and you know the host type for the remote host, you should select that host type from the list, and try reconnecting. If you are unsure of the host type, and Auto Detect does not work, choose *Generic.*

User Name (Required):

Specify your username (login name) on the ftp host you have specified.

If you are connecting to an ***anonymous ftp site*** (a publicly accessible ftp site) on the Internet, you will usually be asked to specify a login name of **anonymous** with your e-mail address as your password (i.e. **lucy@narnia.com**).

Password (Required):

For **Password:**, specify your password on the ftp host. You **must** specify a password; if none is required on the host you are connecting to, type in a few random characters.

As mentioned above, anonymous ftp sites usually require you to supply your e-mail address as a password.

Account (Optional):

Some ftp hosts require an account number. If this is the case, fill out the account number in this field; it will be passed to the host.

Auto Save to Connection List

You can have NFM save a connection to the Connection List automatically by checking this option. If you select this option, you will have to specify a connection name in the ***Connection:*** field (see the description of *Connection*, above). If you have this option checked when you specify a new connection, it will automatically be saved to your Connection List. If you have this option checked and make changes to a connection you have already defined, those changes will be saved and will replace the old connection information.

If you do not have this option checked, but specify a new connection name for your NFM session, NFM will ask you if you want to save the new connection to the connection list. In most cases, you will probably want to save connections, since it makes reconnecting to a host easy.

You can have default information fill automatically in this dialog when connecting to any host; see "Specifying Default Connection Information" later in this chapter for more information.

Once you have typed in the required information, click **OK**

Advanced options are also available in this dialog; you can click the ***Advanced*** *button to specify advanced connection options for your session. These options are described in "Configuring Connection Options" later in this chapter.*

WHEN YOU CONNECT

You will start connecting to the FTP server you specified. The Status Bar at the bottom of the NFM Console will display *Connecting to <hostname>*. If a connection is made, the Network File Manager will bring up a *directory window* displaying the files on that host.

You can immediately begin transferring files; see "Working with Files in NFM" for information on file transfer and other operations.

IF YOU CAN'T CONNECT

When you are connecting to ftp sites on the Internet, you may run into situations like the following:

- FTP sites may sometimes be unavailable due to system down time or technical problems.
- Some hosts on the Internet will not permit anonymous FTP or require you to be an authorized user on their host.
- Anonymous ftp sites often carry restrictions on the number of users that can connect during prime-time (i.e. workday) hours.

In most cases, NFM will alert you to the particular problem by showing you an alert message when you try to connect to the host. However, due to the number of different ftp host types on the Internet, NFM is not always able to filter these messages correctly. If you are unable to connect to an NFM host, and do not see a message indicating the problem, you may want to log your session activity to a file; see the description of logging options in the "Configuring Connection Options" section later in this chapter.

OPENING MULTIPLE NFM SESSIONS

Once you've opened an NFM session, you can continue to open other NFM sessions. Choose **New Connection** from the **Window** menu or click the **Connect** button on the Toolbar. You will see the <Connect To> dialog, and can log in to another session.

If you have several NFM sessions open, you can change the way the session windows are displayed. The **Cascade** command in the **Window** menu will cascade all open NFM windows (windows are stacked on top of one another), and the **Tile** command in the **Window** menu will automatically tile all open NFM windows (windows are displayed side by side).

You can also minimize NFM sessions by choosing **Minimize** from the **Microsoft Windows System Menu**, and specify **Arrange Icons** to arrange any minimized NFM icons so that they are evenly spaced and do not overlap.

CLOSING NFM SESSIONS AND EXITING NFM

You can close all of your NFM sessions and keep NFM open; note that many menu options and dialogs will be unavailable when you are not connected to a host.

You can completely exit the Network File Manager by choosing **Exit** from the **File** menu or by doubleclicking the Windows System menu in the upper left hand corner of the NFM Console. This will close all open NFM sessions.

NFM

THE NFM CONSOLE

The first time you start the Network File Manager, the Network File
Manager and Windows File Manager will both be opened.
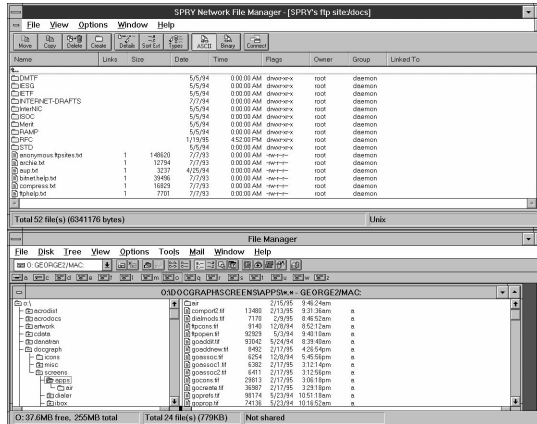
Figure 4-2

You can tile the two windows horizontally (Windows File Manager on top,
NFM on bottom) by choosing **Tile FM and NFM Horizontally** in the
Window menu (or by pressing **F6**) or tile the Windows File Manager and
NFM vertically (on top of one another) by choosing **Tile FM and NFM
Vertically** in the **Window** menu (or pressing **Alt-F6**).

If you do not want to open the Windows File Manager automatically, you
can uncheck **Start File Manager at Startup** in the <Startup Options>
dialog, accessed by choosing **Startup** in the **Options** menu.

The *Status Bar* at the bottom of the NFM Console displays information
on the current status of NFM operations, like connecting to a host or
copying a file. The *Toolbar* at the top of the NFM Console has buttons
displaying frequently used commands. You can see the meaning of a
Toolbar button by moving your mouse on top of it; the Status Bar will
display the function of the button. You can display the Toolbar as *Picture
only*, *Text only*, or *Both Picture and Text*, by choosing **Toolbar Style** in the
Options menu.

Both the Toolbar and the Status Bar can be hidden by unchecking **Show
Toolbar** and **Show Status Bar** in the **Options** menu. The Toolbar and
Status Bar will be displayed if checked.

You can also change the font that is used in the NFM Console by choosing
Font in the **Options** menu. A Windows font dialog box will appear; select
the font you want to use, and click **OK**.

WORKING WITH FILES IN NFM

Once the Network File Manager is open and connected to a remote host, you can begin copying/moving files between your PC and that remote host, or between two remote hosts. You can also perform other file operations like creating directories and renaming and deleting files/directories. This section explains basic file operations in NFM.

You can only perform file operations that you have rights to perform, or that the FTP server you are connected to supports. Some systems will not allow you to move files or create directories. (On anonymous FTP Servers, you will typically only have rights to copy files from that server to your PC).

Operations in the Network File Manager are very similar to operations in the Windows **File Manager**:

- You can view the files or directories inside a directory by double-clicking on the directory folder. You can also choose **Open** from the **File** menu to open a directory folder.

- To move up to the previous directory level, click on the up arrow at the top of the directory list.

- You can change directories by double-clicking on directory folders, just as you would when using the File Manager. Some host systems do not support changing directories with a mouse. In these cases, you can use the **Change Directory** command in the **File** menu to specify the name of the directory you want to change to. This is also a quick way to change directories if you know the full "pathname" of the directory you want. The next section explains how to specify remote host files and directories in this and other NFM dialogs.

NFM

SELECTING FILES AND DIRECTORIES

There are two ways to select files and directories for operations in NFM; you can specify them by filename, or you can select them using your mouse. These two methods are described below.

SELECTING FILES/DIRECTORIES BY FILENAME:

Specifying file and directory names for a remote host is very similar to specifying file and directory names on your local PC.

Files/directories on a host are denoted in NFM by a *hostname*, followed by a colon. They then use the *path name syntax* of the host system. For instance, a UNIX file from host **bart.marge.com** would be displayed in a NFM dialog box as:

`bart.marge.com:/home/files/myfile.txt`

Note that UNIX files use the forward slash instead of the backslash to denote subdirectories.

A DOS file is specified in the dialog with standard DOS filename syntax:

c:\files\filename.ext

The *hostname* used is based on the name or address you provided when you started the NFM session.

For the above reason, it is important not to name any of your hosts with a one character name, a-z, as these may also correspond to DOS drive letters, and NFM could not then distinguish them from DOS drives.

SELECTING FILES AND DIRECTORIES WITH YOUR MOUSE:

You can select a file or directory to operate on by clicking on the file or directory name with your mouse. You can also select multiple files by clicking on them with your mouse while holding down the [Ctrl] or [Shift] keys. [Shift] selects a series of adjacent files, while [Ctrl] allows you to individually select a number of non-adjacent files.

When the files/directories are selected, you can then use **File menu** operations on them, or drag and drop them onto a remote host or your local PC

(via Windows **File Manager**). See the next section, "Copying and Moving Files with NFM," for more information.

When filling out the file operation dialogs, the Current Directory (the currently selected or highlighted directory in NFM) is shown at the top of the dialog. If you do not specify a pathname for any files you are manipulating, their origins or destinations will be assumed to be the currently selected directory. To simplify operations, select the file or directory you want to operate on before choosing an NFM command.

COPYING AND MOVING FILES WITH NFM

The Network File Manager supports copying and moving files:

- From your PC to an NFM host.
- From an NFM host to your PC.
- From one NFM host to another NFM host.

You can copy and move files either by **dragging and dropping** them or by using the **File** menu **Copy** or **Move** commands and specifying the file names and locations.

NFM does not permit you to copy or move entire directories.

You may want to customize your method of file transfer to the task you have to do. **Drag and drop** is useful for moving many adjacent files or selecting files with nothing in common. It also permits you to move files without having to know the entire file pathname. Using **Copy** and **Move** from the **File** menu is useful when you want to specify a group of files with similar names (using wildcard techniques), all of the files in a large directory, or when you want to copy or move files that aren't currently displayed on your screen.

SETTING THE FILE TRANSFER METHOD

You should make sure that the correct file transfer method is set before transferring files with NFM. You can transfer files using **Binary** or **ASCII** file transfer. You should use **ASCII** when transferring ASCII text files (like files produced with Windows Notepad), and **Binary** when transferring binary files (non-text files, such as executable files, graphics files, or sound files). If a file contains special "control codes," (like a word processing document, graphics file, or a sound file) it should be transferred as **Binary**. You can specify the default file transfer mode to use by choosing this option. In most cases, you will probably want to leave this option as Binary, since you will probably mostly be transferring binary files.

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You can easily change this option during an NFM session by clicking on the **ASCII** and **Binary** buttons on the NFM Toolbar.

Click the **Binary** or **ASCII** button on the Toolbar before transferring files.

Since it is sometimes difficult to know before you transfer files what file transfer method to use, you may want to select **Binary** for most file transfers, and choose to examine text files using the **Open** command. See "Displaying and Printing Remote Host Files" for more information.

SETTING THE FILENAME TRANSLATION OPTION

You can specify whether files that are transferred are automatically renamed by NFM. Often, remote files have names longer than DOS allows (DOS allows up to eight characters with a three character extension). A long file name (example: tcp.ip.intro.txt) is automatically translated by NFM into a legal DOS filename by using up to eight characters of the filename, and adding an extension, if one was provided. (In the example, the file would become tcpipint.txt).

Checking **Confirm Filename Translation** on means that you will always be prompted whether to change the filename using this conversion method.

When this option is checked on, and you copy or move one or more files with long filenames, you will see a <Confirm Filename Translation Dialog>.

Figure 4-3

This dialog suggests a default filename for a file with a long filename. Select **Yes** to accept the provided filename, or change the filename to one you prefer before selecting **Yes**. Select **No** if you do not want to copy or move the file at the current time. If you are copying or moving several files, you will be prompted to accept filenames for each filename; you can select **Yes to All** to accept the default filenames for all long files in your copy/move transaction. **Cancel** will cancel the current file transfer or any file transfers in the batch.

COPYING AND MOVING FILES USING DRAG AND DROP

This is the easiest way to transfer files in NFM. "Dragging" is done by clicking on the file name (or group of file names) you want to transfer and holding down the mouse button while you move the mouse, thereby dragging the file with you. You can drag/copy (drag a copy of the selected file(s)) by simply dragging the file(s). You can drag/move by holding down **[Shift]** as you drag the file(s); note that this will not work when dragging files from the Windows File Manager. Note that when you move a file, the original file will be removed.

You then "drop" the file(s) by releasing the mouse button at the place that you want to copy or move the file(s). The file(s) will then be copied or moved.
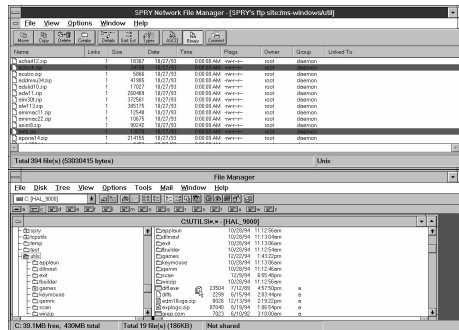
Figure 4-4

DRAG AND DROP FROM YOUR PC TO AN NFM HOST:

You can copy files from your **PC to an** NFM **host** using the Windows **File Manager**. Select the file(s) you want to copy in the Windows **File Manager**, drag them to an NFM directory window, and drop them onto the area where you want to move them. (You can only copy files to an NFM host if you have permission to do so on that host). **Moving** files from the Windows File Manager to NFM using drag and drop is not supported (due to Windows File Manager operation).

DRAG AND DROP FROM AN NFM HOST TO YOUR PC OR OTHER NFM HOST:

You can copy or move files from a NFM **host to your PC** or another NFM host by selecting the file(s) on your NFM Directory window, dragging the file(s) you selected (**[Ctrl]** drag to move) to your Windows **File Manager** screen, and dropping them onto the area where you want to move them. (You can only move files from an NFM host if you have permission to do so on that host).

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COPYING AND MOVING FILES USING THE FILE MENU

You can also copy or move files from an NFM host to your PC or another
NFM host, (or from your PC to an NFM host) by typing the file origin
and destination using the NFM **File** menu, as described below. This is
done the same way no matter where the source and destination files are
located.

1) Select the files or directories you want to copy or move using the mouse
(this is optional; if you don't select any files, you can specify the file by
pathname as described below).

2) Choose **Copy** or **Move** in the **File** menu (or press **F8** for **Copy** or **F7** for
Move). A <Copy> or <Move> dialog will appear, asking you to specify
the file origin and destination.

Figure 4-5

If you highlighted any files or directories before beginning the file
transfer operation, NFM will assume that you want to work with those
files, and will fill in the dialog box with those file names.

If you provide no pathname in this dialog, NFM will assume the files
you are specifying are found in the current directory on the current host
(the host directory window that is currently highlighted). This means
that there is an advantage to selecting your origin directory before
beginning a file operation, to eliminate having to type a long pathname.

3) Specify the names of the origin and destination file(s) in the appropriate
format. For a file on a NFM host, this would be in the following
format:

```
host:/files/myfile.txt
```

where **host** is the name of the host you are connected to;

and **/files/myfile.txt** is the path and filename of the file *in that host's
format*.

For a file on your PC, you would use the typical DOS format:

```
c:\files\myfile.txt
```

You can use these in any order; from NFM host to NFM host, from NFM host to PC, or from **PC** to NFM host. (Even from **PC** to **PC**, if you really must!).

The <Copy> and <Move> dialogs support the use of file wildcards, (? and *), which allow you to substitute for characters that you do not know (or wish to type). For instance, you could copy files from **sunhost:/home/files/data???** or from **c:\files*.txt**.

4) Click **OK**. The specified file(s) will be copied or moved.

*Remember that you will not be able to **copy or move files to** an NFM host, or **move files from** an NFM host, unless you have permission on that host.*

COPYING AND MOVING FILES ON A SINGLE HOST

You can copy and move files on one NFM host using the techniques described in the last section; however, you do not have to specify the *hostname* as you did there, since the origin and target destination are on the same system.

RENAMING A FILE/DIRECTORY

You can rename a file or directory by highlighting the file or directory you want to rename, and clicking **Rename** in the **File** menu. You will be prompted for a new filename or directory name. Type the name, and click **OK**.

You can also specify the original and new names for the file/directory in the dialog without highlighting them first.

CREATING A DIRECTORY

You can create a directory on a NFM host by selecting the location where you want the directory, and choosing **Create Directory** from the **File** menu (or pressing the **Create** button on the Toolbar). You can then specify the new directory name, and click **OK** to create the directory.

DELETING FILES/DIRECTORIES

To delete files/directories, select them using the mouse and choose **Delete** from the **File** menu or press the **Delete** key on your keyboard. (You can also specify the file/directory name(s) in this dialog). Click **OK** to delete the files/directories.

NFM

CONFIRMING FILE OPERATIONS

When you copy or move files, or delete or replace files on the host, you will automatically be prompted to confirm that you want to perform those actions. You can enable or disable this confirmation step using the <Confirmation> dialog in the **Options** menu, shown below.
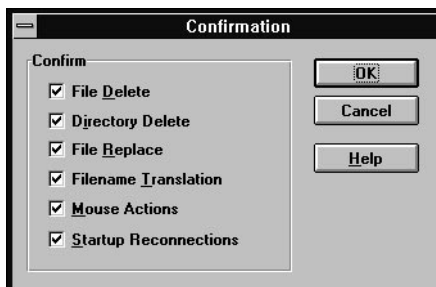
Figure 4-6

In this dialog, you can also specify whether to confirm mouse actions (any drag and drop activity), whether to confirm automatic reconnection to a host, and whether to ask for confirmation when translating a long filename during file transfer.

VIEWING AND PRINTING REMOTE HOST FILES

Once you have connected to a host, you may be able to directly view or print files with Network File Manager. NFM recognizes files just like the Windows File Manager, by examining the file's extension and checking to see what application is *associated* with that type of file. For instance, the file "hello.txt" has extension **txt**, which is associated by Network File Manager with the Windows Notepad application. So, when you try to view or print this file in Network File Manager using the **Open** or **Print** commands, the file will automatically be opened/printed using Windows Notepad.

Only files with file extensions can be opened by Network File Manager.

USING FILE ASSOCIATIONS

File associations in NFM work just the way they do in the Windows File Manager. You use an *Associate* command to tell NFM how to recognize associations, so that you can open or print a file directly from NFM.

NFM automatically uses any associations that were set up in Windows File Manager; you can then examine and change those associations and add additional associations.

You can add a new association at any time. You may find it convenient to add associations when you are actually highlighting a filename that you want to associate.

Click **Associate** from the **File** menu.   An <Associate> dialog will appear, showing a list of file associations. If you currently have a file highlighted, any association for that file will display.
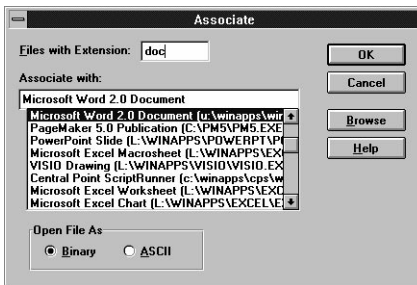
Figure 4-7

You can create a new association, or change an existing association by typing the extension you want to associate into the *Files with Extension* field (if you highlighted a file, it will already be there).

You can then choose the application to associate this extension with from the *Associate With* drop-down list. If the application is not in the list, you can use the **Browse** button to locate the application on your PC.

Because you are **transferring** the files (into your system memory) before you open or print them, you may need to specify the file transfer type for each file association. For text files, make sure that the *Open File As* value is set to **ASCII** to ensure that they will open correctly; for any other files (including word processing documents), you will probably want to set this value to **Binary**. For more information, see the previous section on "Setting the File Transfer Method."

Click **OK** when you have finished making associations.

VIEWING A REMOTE FILE

You can open a file on a remote host by double-clicking on it, selecting the file and pressing **Enter**, or choosing **Open** from the **File** menu. If there is an association set up for that file, NFM will launch the program associated with that file and display the file. (If there is no association for that file, NFM will display a message informing you that there is no association for that file).

If the file does not have an extension that you can associate with an application, you will have to transfer the file to your PC before you can open it in an application.

You can check the **Minimize on File Open** command if you wish to automatically minimize the Network File Manager Console when any NFM files are opened.

VIEWING FILE PROPERTIES

NFM allows you to view information on files on the host using the **Properties** and **Quick Properties** commands. The information that will be displayed is virtually the same information you will see if you are connecting to the host with the correct host driver and are displaying all the file details; therefore this feature is only really helpful if you are currently using the *Generic* host driver, or if you need additional information about a file that is not displayed, for some reason.

1) Select the file for which you want to see details.

2) Choose **Properties** from the **File** menu to display all available information from the host *in a dialog*. You can scroll through the dialog to read all the information. Click **OK** to close the <Properties> dialog.

or

Choose **Quick Properties** from the **File** menu (or press **Ctrl-Alt-Enter**) to display the properties in the *Status Bar*. The information will stay in the Status Bar until you highlight another file.

Properties and Quick Properties work only for files; if you try to use Properties or Quick Properties when highlighting a directory name, you will be informed that the highlighted item is a directory.

PRINTING A FILE

If you have an association set up for the file you want to print, you can print it by choosing **Print** from the **File** menu. NFM will launch the program associated with that file and print the file.

If the file does not have an extension that you can associate with an application, you will have to transfer the file to your PC before you can print it from an application.

NFM

CONFIGURING CONNECTION OPTIONS

NFM has several options that allow you to control how you connect to NFM sessions.

- You can specify advanced connection options for your session.
- You can specify default connection information that will fill out in the "Connect To" dialog that appears at the beginning of every session.
- You can change information for any Connections you have defined in the NFM Connection List.
- You can have NFM automatically reconnect to any hosts you were connected to in your last NFM session.

These options are described in the sections that follow.

ADVANCED CONNECTION OPTIONS

Advanced connection options, accessed by clicking the **Advanced** button in the <Connect To> dialog, are available when you connect. The options on the right hand side of this dialog (General options and Transaction Logging) can also be changed during your session by choosing the **Connection Settings** command from the **Options** menu.
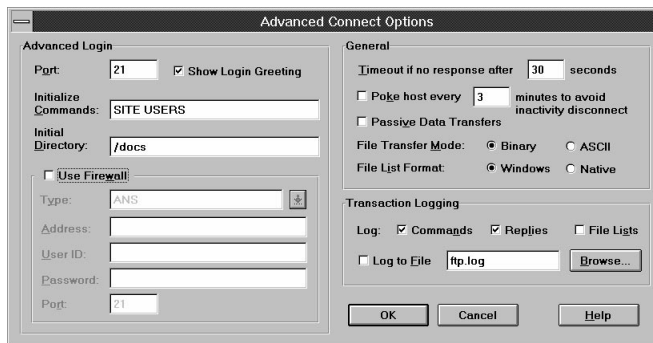
Figure 4-8

The <Advanced Connect Options> dialog options are described below. Note that changing these connection options upon login will only affect the session you are currently connecting to; if you want to save these options, you can save them to a *connection.* Alternately, you can use the **Default Connect Information** command to set these options for all of your sessions. See "Setting Default Options" for more information on setting this default information.

Advanced Login Options

Port

You can specify the FTP port you want to connect to. In most cases, the default port, 21, will work. Change this value **only** if you know that you need to connect to a different port on the FTP host.

Show Login Greeting

NFM normally displays greeting information from the host you are connecting to. Greeting information usually identifies the host and sometimes provides additional information about the host such as accessible hours, user limits, etc. The greeting information is displayed in a separate dialog; you can scroll through the greeting using the scroll bars, when displayed. You can turn off the display of the greeting by unchecking this option.

Initialize Commands

NFM allows you to pass a number of FTP protocol commands directly to the FTP server immediately after login. This option is provided to allow you to pass commands to servers that require special setup. This is an advanced option; you should only use this if you are familiar with ftp protocol commands or are specifically instructed that you need to send special initialization commands when connecting to an FTP host. You can use any FTP protocol commands in this field except for data transfer commands (RETR, STOR, LIST, NLST). Internet RFC (Request For Comments) 959 (5.3.1-5.3.2) describes FTP protocol commands and command syntax.

For example: some AS/400 ftp servers time out very quickly, and allow you to set a different time-out value using a TIME command. If this was the case for a server you were connecting to, you might type "TIME 60000" in this field to set the timeout value higher.

You can provide several commands in this field, separated by commas (spaces after the commas are optional).

Initial Directory

You can specify the initial directory you want to connect to once you connect to the FTP server. You can use this option to quickly connect to a directory on the FTP server. NFM also allows you the option of automatically reconnecting to the last directory you were in, using the Reconnect option; see "Automatically Restoring Connections" later in this section for more information.

NFM

Use Firewall

Some networks are protected by Internet *firewalls*. Firewalls secure networks against outside access by requiring all information to and from outside networks to go through the firewall. If your network uses a firewall, you must set up NFM so that it uses that firewall before you will be able to successfully use NFM. Currently, only ANS firewalls are supported by NFM.

You set up NFM to use the firewall by setting up the firewall address and your user ID and password on that firewall. Your network administrator should be able to supply this information. The fields you should fill out are described below.

Type

The type of firewall you are connecting to. Currently, only ANS firewalls are supported, so you should not change this option.

Address

The IP address of the machine which has the firewall on it (specifically, the FTP Proxy portion of the firewall; some firewalls span multiple machines). This will typically be a numeric IP address like 165.121.6.8.

User ID

Your user ID on the firewall. This will be a unique ID on that firewall, assigned by your network administrator, that you are required to use to connect to the firewall.

Password

Your password on the firewall. This is the password associated with your User ID, also assigned by your network administrator.

Port

The port to connect to on the firewall. For FTP, this is usually 21. Change this option only if specifically instructed to by your network administrator.

General Options

These options, as well as the Transaction Logging options, can be changed during your NFM session as well as when you connect to an FTP host.

Timeout if no response after __ seconds

This option controls how long NFM waits for response from the FTP server before assuming that the connection has been lost. This option affects the initial connection to the host, reading in a new directory, or trying to transfer a file. If the FTP server does not respond within the timeout value you specify, NFM will stop trying and will display a disconnect message. The default of 30 seconds should work for most cases; if the FTP server you're connecting to takes a long time to respond, you may want to increase this value so that NFM waits longer for a response before timing out.

This value must be at least 20 seconds, and can be as high as 999 seconds.

Poke host every __ minutes to avoid inactivity disconnect

FTP hosts will disconnect from NFM after a certain period of time if you are not performing any activity on that host (listing directories, transferring files, etc). Fortunately, NFM does not close when disconnected, and if you try to continue to work on that FTP server you will simply be informed that you were disconnected and asked if you want to reconnect.

You may, however, prefer not ever to be disconnected when working; you can set this value in NFM order to "trick" the remote server into believing that you are active on the host, even when you are not using NFM.

You can set this value between 1-99 minutes. Setting the value to 1 minute will help keep you from being disconnected inadvertently; the effect of values will vary depending on the FTP server you care connected to.

Passive Data Transfers

The FTP protocol which NFM uses to present remote file systems normally uses the PORT command to establish data transfer channels. If you need to get past Internet firewalls, or for some reason do not want to use the PORT command for data channel establishment, you can check this option to have NFM use the PASV command.

File Transfer Mode

When transferring files with NFM, you will need to choose between **ASCII** (text) and **Binary** (non-text files, such as executable files or graphic and sound files) methods of file transfer. Basically, if a file contains special "control codes," (like a word processing document, graphics file, or a sound file) it should be transferred as **Binary**. You can specify the default file transfer mode to use by choosing this option. In most cases, you will

NFM

probably want to leave this option as Binary, since you will probably mostly be transferring binary files.

You can easily change this option during an NFM session by clicking on the **ASCII** and **Binary** buttons on the NFM Toolbar.

If the wrong method is selected when you transfer a file, you may have problems. Transferred ASCII files may not display properly if Binary mode is chosen, and transferred Binary files may not execute properly if transferred using ASCII mode.

File List Format

You can use this option to specify how you want NFM to display details about files. By default, NFM displays files in Windows format; in other words, it displays them in the same order they are listed in the Windows File Manager: name first, then size, date, time, etc. When you are accessing remote file systems, you may want to display them in the order they are displayed on that file system, i.e. the **Native** format. For instance, UNIX hosts display file details in this order: flags, links, owner, group, size, date, and name.

Select **Windows** to display files in standard Windows order, with name first, then size, date, time, etc., or select **Native** to display files in the native file format of the remote system.

Transaction Logging

You can have FTP log all of your session activity to a file or to the screen. Logging your session activity may help you if you are having problems connecting to a host, accessing directories, or transferring files, by showing you the messages the host sends to NFM.

You can log three types of ftp transactions: FTP commands, FTP replies, and FTP file lists.

FTP **commands** are commands sent to the host; when you ask to change directories or copy files, etc.

FTP **replies** are the acknowledgement of those commands, such as "File Copied Successfully".

FTP **file lists** are the file lists produced in response to an FTP LIST or NLIST command. These are the file lists you would typically see in a character based FTP session. For instance, every time you change a directory, a new list of files is passed to NFM so that NFM can display the new directory on your screen.

Check which of these options you want to log. By default, all three types of transactions are logged. If you check any of these options, your session will automatically be logged to a window. Each directory window in NFM has a window pane, which is initially hidden, where the session will be logged.
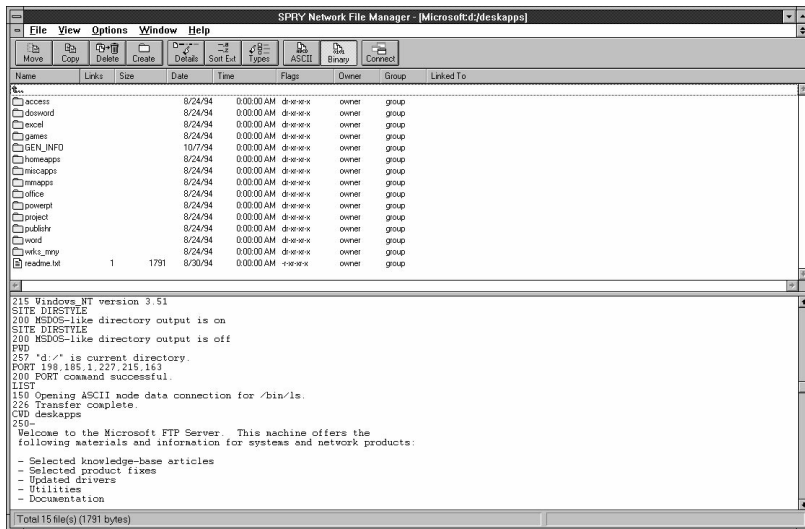
Figure 4-9

To display the logging pane, move your cursor to the thin border between your NFM directory window and the NFM Status Bar (if you are not displaying your Status Bar, it will be a border right on the bottom of your screen). Your cursor will turn into a double headed arrow which you can push up to display the logging pane, (if you need more space to view logging activity, maximize your NFM Console by clicking the Maximize arrow in the upper right hand corner of the Console.) Adjust the logging pane until you can view the session activity.

The **Clear Log** command in the **Window** menu will clear all logging window contents at any time.

If you want to save session activity permanently, or if you are having trouble connecting to a host and want to view the log, you should log your session to a file. Check the *Log to File* box to have NFM log to a file.

Normally, the log file that is used is **ftp.log** in the \...\BIN directory of your installation. If you are using an NFM Connection to connect to the FTP server, the log file will be renamed to a unique name for you.

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You can, however, specify any name (and location) you'd like for this file. You can specify a new name for this file by typing it in the provided field; it will be created. Also, you can click the **Browse** button and specify a directory and filename to use for the log file (again, if you specify a new filename in the Browse dialog, it will be created).

All your session activity will be written to the file that you specified. This file is overwritten each time you start a new session. If you want to save your last session log, change the name of the log file you are using, and exit and restart NFM.

You can read a log file using a text editor like Windows Notepad.

SPECIFYING DEFAULT CONNECTION INFORMATION

You can have NFM automatically fill out all of the options you specify upon connecting to a host, so that these options are always assumed. For instance, if you often login to anonymous ftp sites, you may want to have NFM always specify user name of anonymous with a password of your user name. If you specify this information in the <Default Connect Information> dialog, it will always display when you connect to a host (although you can change it, if you need to).

The <Default Connect Information> dialog is produced by selecting **Default Connect Information** from the **Options** menu. This dialog is filled out exactly as you would fill out the <Connect To> dialog.
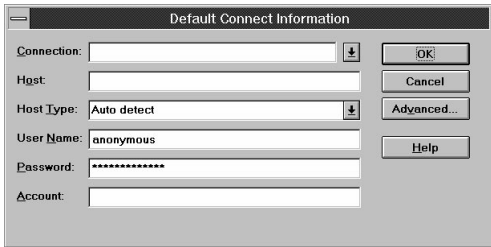
Figure 4-10

Fill out any information you want to have display in the <Connect To> dialog.

You can also click the **Advanced** button to specify default advanced options for NFM. For instance, if you need to use a firewall in order to use NFM, you would want the firewall information to be filled out automatically. A <Default Advanced Connect Options> dialog will appear.
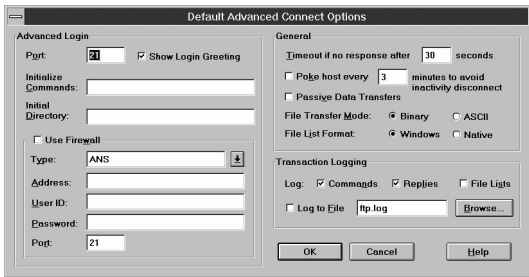
Figure 4-11

Fill out any information you want to have automatically appear in the Advanced portion of the <Connect To> dialog.

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The information you provide in these dialogs is also used by default when you add a new host using the *Edit Connection List* feature. See "Viewing and Changing your Connection List" for more information.

VIEWING AND CHANGING YOUR CONNECTION LIST

NFM allows you to view all the Connections you created, create new Connections, and edit information about those connections, using the <Edit Connection List> dialog. For more information on connections, see the "Starting NFM" section of this chapter.

The <Edit Connection List> dialog, produced by choosing **Edit Connection List** from the **File** menu, will display all your Connections.
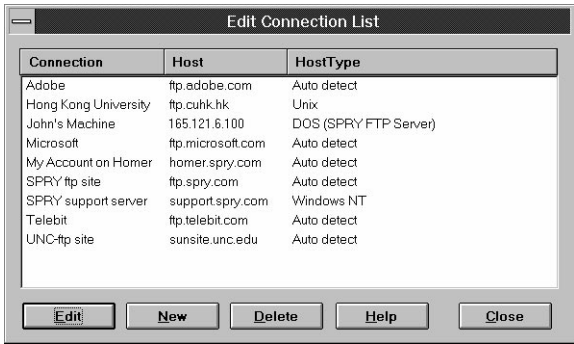
Figure 4-12

ADDING A NEW CONNECTION:

To add a new Connection, click the **New** button. A dialog will appear, asking you to specify information about the new connection. You can specify this information just as you would if you were connecting to the host; see "Starting NFM" for more information on how to fill out this dialog. Click **Advanced** to specify advanced connection options.

Click **OK** when you are finished creating this connection; the next time you connect, these settings will be used.

Figure 4-13

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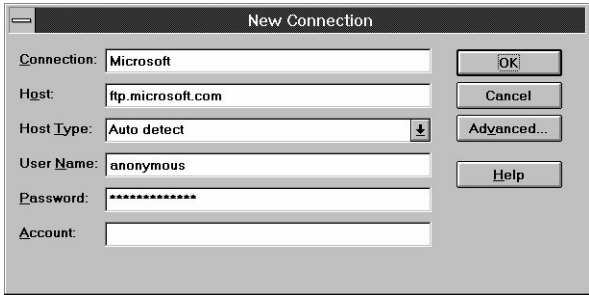
EDITING A CONNECTION:

Highlight one of your connections and click **Edit** to edit the information about the Connection. A dialog will appear, allowing you to change any of the specified information. You can change the information in this dialog (click **Advanced** to change advanced connection options). Click **OK** when you are finished editing the Connection; the next time you connect using this connection these settings will be used.

Figure 4-14

DELETING A CONNECTION:

To delete a Connection, highlight the Connection name and click the **Delete** button. The Connection will be removed from the Connection list and will not appear the next time you start NFM.

AUTOMATICALLY RESTORING CONNECTIONS

You can set up NFM to automatically try to restore any connections that were open the last time you used NFM. Choose **Startup** in the **Options** menu; the <Startup Options> dialog will appear. Selecting the *Restore Connections at Startup* option will cause NFM to try to open all of your currently open network connections.

By default, you will be prompted with a <Reconnect To> dialog for each connection that NFM tries to reopen. To reconnect to that session, click **OK**. You can, if you choose, ignore the reconnection and choose another FTP Server to connect to, or choose **Cancel** to decline the reconnection. If you **Cancel**, you will be presented with the standard <Connect To> dialog.

However, you can choose to disable this login prompt, so that NFM transparently reconnects to all of the current network connections the next time you start NFM, without requiring you to login to each session. You do this by unchecking the *Confirm Reconnections* option. If this option is unchecked, the connections will be restored automatically. (This option can also be set using the <Confirmation> dialog). You can also check *Restore Current Directory* to automatically display the directory you have current when the session is restored (as opposed to the home directory on that host).

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DISPLAYING FILES IN NFM

When you display files and directories on a remote host, they appear in a *directory window*. Files will be displayed as documents, and directories will be displayed as folders, similar to the Microsoft Windows **File Manager**.

There are several ways to change how files are displayed in the Network File Manager. You can specify the following options:

- *Which* file details are listed.
- The order in which files are listed.
- *Which* files are listed.

These options will be set for the current session only.

The methods used to change these settings are described below:

SETTING *WHICH* FILE DETAILS ARE LISTED:

You can change which of the file details (such as Name, Date, Size, Owner, etc) are listed by choosing **All File Details,** or **Partial Details** options in the NFM **View** menu, as described below.

All File Details	Displays all available file details for files on the host you are connected to. These details will vary according to the host.
Partial File Details	Allows you to specify which file details you want to display. Check the details that you want to display, and click OK. (You can also select this item by clicking on the Details button on the Toolbar.)

*You can change the size of the **Name** field by moving your cursor to the separator to the right of the Name field until it turns into a double headed arrow, holding down your mouse button, and moving it left or right to change the size of the field. Note: this will not apply if you are in **host directory list format**, or if you are using the **Generic** host driver to connect to hosts.*

NFM allows you to change how NFM sorts the files in the listing by clicking on the detail header for that detail (as shown below).

Name	Links	Size	Date	Time	Flags	Owner	Group	Linked To

Figure 4-15

You can also sort by choosing the **Sort by...** options in the **Options** menu.

The sorting is done by the methods described below.

Sort by Name

List files in alphabetical order (this is the default).

Sort by Type

List files in alphabetical order by their extensions (i.e. link.dll, test.dll, auto.exe, timer.exe, story.txt).

Sort by Size, Date, Owner, Group, Etc.

Other sorting options will appear in this menu based on the available file details of the host that you are connecting to. Sort by size will list files from smallest to largest, sort by date from oldest to newest.

SETTING *WHICH* FILES ARE LISTED:

You can also select which files are listed using **By File Type** in the **View** menu.

By File Type...

This dialog allows you to specify whether directories, programs, documents, or other files (non-directories, programs, and documents) are listed.

You can also list files with any given file specification by typing the specification using a wildcard combination (*, ?) in the provided dialog box. To select all files, leave this box blank.

*If you use wildcards, you must use the wildcard conventions used on the file system you are viewing. For instance, on a UNIX system, specifying *.txt would list only files with the extension **txt**, and specifying doc* would list only files that begin with the first three letters **doc** are listed.*

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SAVING YOUR NFM SETTINGS

NFM will save your current workspace and settings when you exit if you have checked **Save Workspace on Exit** in the **Options** menu. Whenever NFM starts, it restores the workspace to the last workspace that was saved. This includes reestablishing all connections, if you have the **Restore Connections on Startup** option (set using the **Startup** option in the **Options** menu).

The types of settings that will be saved are:

- Startup settings (whether to open File Manager on Startup, whether to automatically reconnect to the host)
- Console Settings (whether to display the Toolbar and Status Bar, the Toolbar type, the position and size of the NFM and File Manager windows).
- All your connection settings, including the layout (size and position) of NFM's work area, and all connection related settings such as the file listing options in the **View** menu.

Changes to the Associations and the Connection list are saved automatically, regardless of the Save Workspace setting.

Chapter 5
SPRY Gopher

SPRY Gopher™ is a networked information search and retrieval application for the Internet. With SPRY Gopher, you can access many different types of information **regardless of** the information's location, using whatever tools (ftp, telnet, a GIF viewer, etc.) are appropriate to the task.

Gopher displays and retrieves information from Internet *Gopher Servers*, sites on the Internet that are set up with Internet information, organized by topic. Gopher Servers are usually set up as menus; Gopher is set up with an easy-to-use tree-based screen that makes it even easier to navigate up and down these lists of information.

FEATURES

- Access a variety of resources including telnet sites, search databases, and files: from Macintosh and DOS binary files to sound and graphic files.
- Automatically transfer files to your PC, or immediately retrieve information (like text files, graphic files, and sound files) into the application you specify.
- Create custom Gopher windows containing the resources you want to access.
- Connect to multiple Gopher Servers at the same time; open multiple Gopher windows.
- View gopher information with intuitive Windows tree structure, making it easier to navigate "gopherspace". Gopher tracks every path you take to get information.
- View Gopher resource information in Status Bar.
- Designate primary and secondary Gopher Servers to connect to.
- Stop lengthy Gopher processes.
- Change the length of time Gopher tries to open a menu or resource.
- Connect to any Gopher server at any time.

WHAT IS GOPHER?

Gopher was designed as a unique interface for navigating, viewing and retrieving resources on Internet Gopher Servers.

Because the Internet contains such large quantities of information...

- **in widely divergent locations**
  universities, businesses, and private enterprises worldwide
- **in a variety of different formats**
  text and binary files, graphic images, sounds, databases
- **requiring a variety of tools**
  ftp, tn3270, telnet, search applications

...it became important for people to find a way of retrieving this information without having to become information retrieval *specialists.* **Gopher Servers** were developed to help meet this need.

Gopher Servers index a wide variety of information in a relatively organized fashion. Information is grouped on a Gopher Server by *category,* not by location, and the organization of the information is done by the Gopher Server administrator. Much of the information you find on a Gopher Server may actually be located elsewhere on the Internet; that is why we refer to Gopher as a tool for "navigating" the Internet.

A Gopher Server might list a category of items, like **Electronic music**, and include text files, sound files, music programs for IBM and Macintosh, and a search database for song titles. These items might be located at different sites around the world. But when you use gopher, you don't need to know where these resources are actually located to use them (although this information is available to you).

Gopher clients are programs that can connect to Gopher Servers and display and retrieve the information they hold, using whatever tools are appropriate. Gopher is a Gopher client that is an invaluable resource for opening, viewing, and retrieving information, because it provides a flexible interface that you can adapt to your own information needs. You can traverse Gopher Servers using a familiar Windows File Manager style tree structure, and click on the resources you see with your mouse. You can search for gopher information, connect to other hosts (using a telnet application, if you have one available), and transfer files to your PC or directly view them with your existing Windows applications. Gopher also includes many advanced customization features.

STARTING GOPHER

You can start Gopher by clicking on the **SPRY Gopher** icon. Gopher will start connecting to a Gopher Server address, that was pre-defined during installation. You can set Gopher to connect to a different Gopher Server on startup, if you prefer, or start Gopher without attaching to a Gopher Server (see the next section for more information).

When Gopher connects to the Gopher Server, you will see the Gopher Console, an area which displays the Gopher Server information.
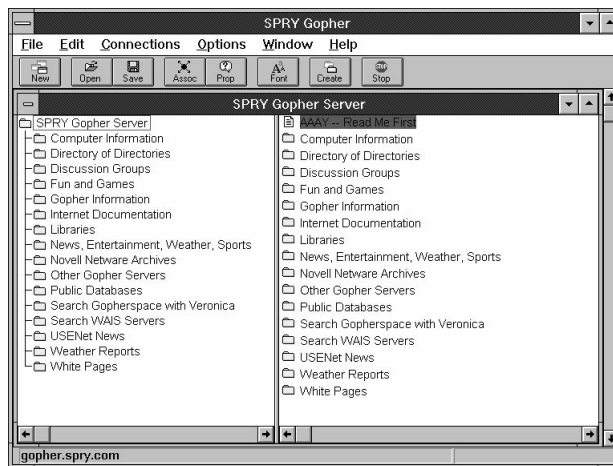
Figure 5-1

There are two windows on the Console, the ***browser pane***, on the left, and the ***list pane***, on the right. These panes will initially list the same information, but as you browse with Gopher, you will primarily use the browser pane to browse Gopher menus, whereas the list pane will list the information you find.

The ***Toolbar*** at the top of the console contains Toolbar buttons that serve as shortcuts for Gopher menu items. The ***Status Bar*** at the bottom of the Console displays concise help for **Gopher** menu items and Toolbar buttons and will display status messages such as the location of Gopher resources. The Toolbar style can be changed by choosing **Toolbar Style** in the **O**p-**tions** menu. Both the Toolbar and the Status Bar can be shown or hidden by checking or unchecking **Show Status Bar** and **Show Toolbar** in the **O**ptions menu.

EXITING GOPHER

You can exit Gopher by choosing **Exit** from the **File** menu. You can also doubleclick on the Windows System Menu to exit Gopher.

Gopher

CONNECTING TO GOPHER SERVERS

There are several ways Gopher can connect to Gopher Servers.

CONNECT TO THE DEFAULT GOPHER SERVER ON STARTUP

Gopher is initially set to automatically connect you to the SPRY Gopher Server, because the SPRY Gopher Server is set up as the **Default Gopher Server** in Gopher. You can change the server that Gopher starts with, or set Gopher to start with **no** Gopher Server, by using **Startup Settings** in the **Options** menu. See the next section, "Gopher Startup Options," for more information.

CONNECT TO THE DEFAULT GOPHER SERVER AFTER STARTUP

You can connect to the Default Gopher Server (described above) at any time by choosing **Connect to Default Server** in the **Connections** menu or pressing **Ctrl-D**. This might be useful if you closed the connection to your Default Server, and want to reconnect.

CONNECT TO A NEW GOPHER SERVER AT ANY TIME.

To connect to a new Gopher Server at any time, choose **Connect to New Server** from the **Connections** menu, or click the **New** button on the Toolbar. You will be asked to specify the *Title*, *Host*, *Port*, and *Selector* for that Server.

You can use this command if you want to open a second (or third, or fourth...) Gopher Server after you've connected. You may also use this command if you started Gopher without automatically connecting to a Gopher Server.

OPEN A SAVED GOPHER FILE

Gopher allows you to create customized Gopher windows containing Gopher resources you want to frequently access; you can save these windows to files and open them at any time. You can also use this method to store the locations of several different Gopher Servers. You use the **Create New Window** command in the **Window** men to create windows, and the **Save** or **Save As** command in the **File** menu to save the windows to Gopher Files. See "Customizing Gopher" for further information.

Depending on where the Gopher Server is you are connecting to, and how busy the time of day, there may be an initial delay connecting to the Server. Please be patient while connecting. A timeout message should appear if no connection can be made.

GOPHER STARTUP OPTIONS

You can, if you wish, setup other Gopher Servers to connect to automatically (or start Gopher without connecting to any Gopher Servers). The Gopher Startup options are described below.

STARTING GOPHER WITH OTHER GOPHER SERVERS:

Gopher includes a predefined Gopher Server, which will allow you to navigate the Internet, and reach almost all other Gopher Servers. You can start up Gopher with other Gopher Servers, if you wish. Note that for the most part, they all draw from the same pool of information; most Gopher Servers have doorways to other Gopher Servers all over the world.

Choose **Startup Settings** from the Gopher **Options** menu. You will see the <Startup Settings> dialog.
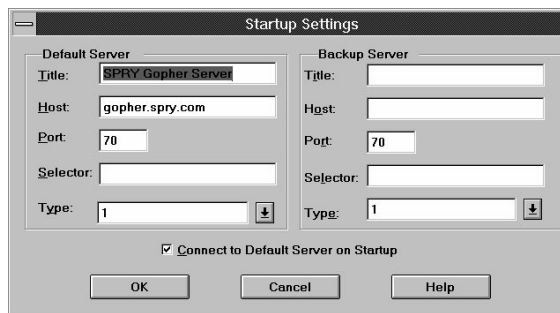
Figure 5-2

You can define two Gopher Servers in this dialog. The server defined as **Default Server** will be started automatically when Gopher starts, if *Connect to Default Server on Startup* is checked. (If this option is **not** checked, Gopher will start without making any connections.) The server defined as **Backup Server** is optional. When you define a backup server, Gopher will automatically try to connect to that server when the Default Server is not available. (You will see an error message if Gopher cannot connect to the Default Server, and then Gopher will try connecting to the Backup Server.)

This option is designed mainly to designate a main Gopher Server to start Gopher. If you want to be able to quickly access a Gopher Server or a saved Gopher configuration, you can create a Gopher Files storing the address of that Gopher Server, as described in the "Customizing Gopher" section later in this chapter.

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The fields for the <Startup Settings> dialog are described below in detail.

DEFAULT/BACKUP SERVER FIELDS

Title (Required)

A name you choose for the Gopher Server. This can be any name you choose.

Host (Required)

The fully qualified domain name (such as gopher.interserv.net) for the Gopher Server.

Gopher will specify a default Port, Selector, and Type for the Gopher Server, as described below. Do not change these unless you specifically know that they should have different values.

Port (Optional)

The port for the Gopher Server; usually 70. **Do not** change this option unless you know it to be different from 70.

Selector (Optional)

This is an advanced setting similar to a DOS Pathname which can be used to indicate the location of a resource on the host. In most cases, you will not need to change this field.

Type (Optional)

The *Type* setting (also known as the URL, or Uniform Resource Locator), is a setting used throughout Gopher (in Gopher, and other gopher programs) to define the *type* of a Gopher resource. For a Gopher Server, this value should be 1 (Gopher Subdirectory). See "Understanding Gopher Resources" for a listing of Type settings.

After setting these options, click **OK**. The options will be saved automatically; the next time you start Gopher, it will try to connect to the Server you defined.

NAVIGATING THROUGH GOPHER

When you first start Gopher, the Gopher Console displays the main Gopher Server directory and subdirectories, in a *window*. Unlike other Gopher applications, Gopher uses a tree structure to display Gopher information; other gopher applications show this information in "menu" format.
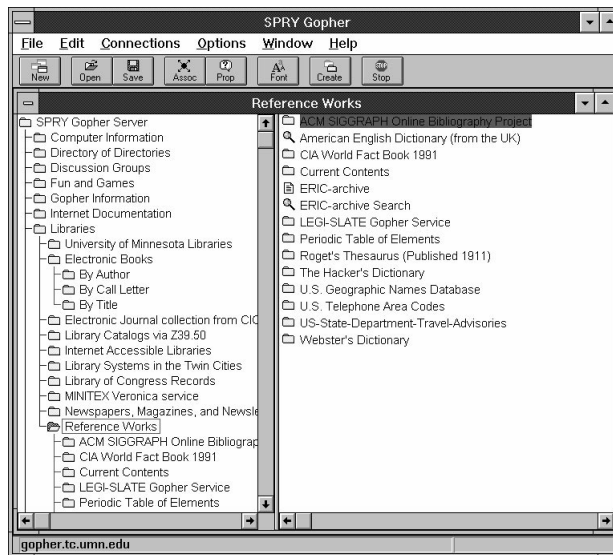
Figure 5-3

There are two parts to a Gopher window: the **browser pane** (on the left), and the **list pane** (on the right). You will see the name of the main Gopher directory in the browser pane, and a list of that directory's *subdirectories* and *resources* in the list pane. You can immediately click on the directory folders to open them and find the information they contain.

Gopher will supply you with a great many *resources*. Resources in Gopher can be text files, applications, sound and graphic files, telnet sites, search databases, and more. You might find information such as sports scores, reference books, magazine articles, pictures of helicopters, and fragments of movie dialogue. You can access many of these resources just by double-clicking on them.

Gopher

The next section describes Gopher resources and how to set up Gopher to properly access them.

UNDERSTANDING GOPHER RESOURCES

It is helpful to know something about the different kinds of resources that are found on Gopher and how they work. The icons next to resource names in the Gopher Console will show you what the resources represent. Most of the resources will be items you can view, retrieve, or use. Gopher will allow you to access most of the resources you see just by double-clicking on them.

Gopher automatically knows how to access many of these resources, but you may have to set up additional *associations* in Gopher before Gopher will be able to access them.

The table below shows the icons you will see in Gopher and the resources they represent (along with the Resource Type, a field used by Gopher to identify the resource), and describes the actions that occur when you access them.

The Resource Type is also known as the URL, or uniform resource locator. Gopher reads this information from the Gopher Server to recognize the resource.

RESOURCES IN GOPHER

ICON	RESOURCE(TYPE)	ACTION
📄	Text File (0)	The file will be opened by the text editor or word processor you have specified using the **Associate** command. You can then use your editor to save, print, or change the file.
📁	Subdirectory (1)	Displays other subdirectories and/or lists of resources.
🖥	Macintosh file (4)	Gopher will transfer the file to your PC; you will be prompted for a filename to save the file under.
▦	DOS file (5)	Gopher will transfer the file to your PC; you will be prompted for a filename to save the file under.
⬚	UUencoded file (6)	Gopher will transfer the file to your PC; you will be prompted for a filename to save the file under.

UUencoded files are binary files encapsulated in an ASCII header and footer; they must be decoded using a uuencode/uudecode program.

🔍 Search (7)

This indicates that you can search for the type of information specified in the name of this resource. Clicking on this item will bring up a search box.
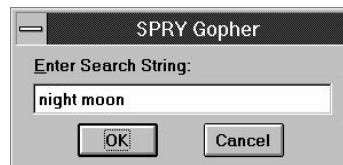
Figure 5-4

There are different ways to search for information that are dependent on the resource. A common search method is simply to type keywords in the box that appears. For instance, on a search item called **Song Lyric Search** you might type the keywords **night** and **moon**. This would bring up all of the articles indexed in that search database that contain those words. Depending on the gopher resource, you might get all the lyrics containing **night** *and* **moon**, or all the lyrics containing **night** *or* **moon**.

🖥 Telnet (8)

Clicking on this icon will start a Telnet session to connect you to the host which has the resource specified. This is currently set up to use the SPRY Telnet program. If you wish to use a different program to connect to Telnet resources, you can use the **Associate** command, described in the next section.

Gopher may provide a login ID and password for the Telnet resource you are accessing; type that ID, and any password (often you are asked to specify your e-mail address as a password).

Gopher

▓	Binary (9)	(Nonspecific binary file). Gopher will transfer this file to your PC; you will be prompted for a filename to save the file under.
▓	Image (I)	If you specified a graphics application using the **Associate** command, the image file will be opened by that application. If you do not have a graphics application, the image will be stored in a temporary file.
GIF	GIF (g)	If you specified a GIF viewer application using the **Associate** command, the GIF file will be opened by that application. If you do not have a GIF application, the image will be stored in a temporary file.
🖥	tn3270 (T)	Clicking on this icon will start a tn3270 session to connect you to the host which has the resource specified, using the tn3270 program you specified with the **Associate** command. If you do not have a tn3270 program, you will not be able to access these resources.
🔊	Sound (s)	If you specified a sound player application (like Microsoft Windows built-in **Media Player** or **Sound Recorder**) using the **Associate** command, the sound file will be opened by that application. If you do not have a sound application, the image will be stored in a temporary file.
❗	Server Error (3)	This icon usually indicates that the data object is not recognized by Gopher. The Server may be unavailable, or the resource may be incorrectly identified by the server.

ACCESSING RESOURCES: ASSOCIATIONS

Gopher lets you access many different kinds of resources. Most of the resources are files (text files, applications, graphics files), that you will want to view or use; others, such as Telnet and tn3270, connect you to remote systems. Gopher's behavior when accessing these resources is described below.

BINARY FILES
Gopher will prompt you with a file dialog allowing you to save the binary file as a file on your PC.

TEXT FILES, GIF FILES, IMAGE FILES, SOUND FILES
Gopher saves these files to *temporary files,* and will try to open them with the application associated with them.

TELNET AND TN3270 NODES
Gopher will try to access these nodes using the application associated with them.   For instance, when you click on a graphics file, the file will be stored in a temporary file (perhaps called TEMP.IMG). You will not notice this process, it is automatic. Then, if you have associated up a graphics application to view the image with (such as Windows Paintbrush), that application will be started, and will try to open the image.

Gopher allows you to access certain types of resources immediately, by setting up application *associations* for those resource types. This means that when you double-click on a resource, Gopher will automatically try to access that resource using the application you specify. For instance, you might want to access Telnet resources using your **Telnet** program, or access text files using Microsoft Word for Windows; you could set up these associations using the **Associate** command.

How Associations Really Work: Gopher launches the application with the name of the temporary file that it used for the resource as a parameter on the application's command line. If you are using Windows Notepad as the associated application for Text Files in Gopher, when you click on a Text File resource called "Knock Knock Jokes", Gopher would actually save the Knock Knock Jokes file to temp.txt, and then execute "NOTEPAD temp.txt."

Gopher

SETTING UP ASSOCIATIONS:

Select **Associate** in the **File** menu, or click the **Associate** button on the Toolbar. The <Associate> dialog will open.

Figure 5-5

The <Associate> dialog lets you view and change the associations for the different types of resources in Gopher (see "Understanding Gopher Resources" for more information about resources). When you select a type of file in the Files of Type: dialog, you will see the current association appear in the Associate with: field.

You can change an association by changing the *Associate with* value to the application you desire. Type the path and filename for the application in the Associate with: field, or browse files and directories on your PC by clicking the **Browse** button—a Windows file search dialog will appear; when you have found the directory and file you want to use, click OK.
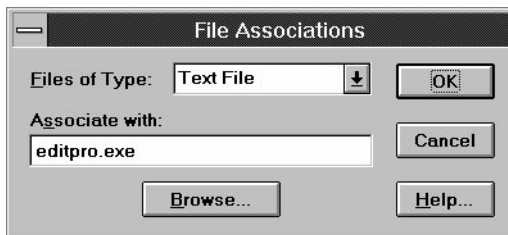
Figure 5-6

When you have specified all the changes you want to make to the associations dialog, click OK.

If you correctly associated the resource, when you next doubleclick on that type of resource, the associated application will be started and will try to open that resource.

When you open a resource using an associated application, you are actually active in the other application, and can use that application as you would normally. Closing that application will not close Gopher.

CUSTOMIZING GOPHER

There are several ways you can customize Gopher. Gopher allows you to create new *Gopher Windows*, containing just the resources you want to view.

For example, you may find a category called "Professional Sports Schedules" that you will want to check regularly. However, to locate it, you customarily have to navigate through several Gopher subdirectories to find it. Gopher lets you create a new window with "Professional Sports Schedules" as its title.   You can save that window to a file, so that you can open a connection to that resource immediately.
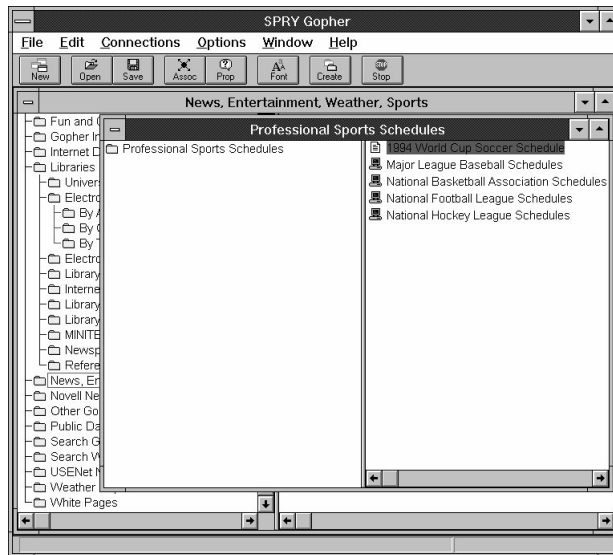
Figure 5-7

With Gopher, you can do several things. You can:

- Create a new window, with the subdirectory you have highlighted as the main directory of that window (as described above).
- Rename a Gopher window.
- Save a window to a Gopher File, so that you can quickly retrieve it and open only the resources that you want.
- Open a saved Gopher File to quickly access resources.
- Cut and paste Gopher resources from one window to another.
- Add a new resource to any Gopher window.

These tasks are described in this section.

Gopher

CREATING A GOPHER WINDOW

You can create a new window in Gopher using any subdirectory as the main, or "root" topic. For instance, perhaps you often access the item "Professional Sports Schedules" from the Gopher tree shown below, and want to create a separate window for it, rather than having to click on "News, Entertainment, Weather, Sports" and "Professional Sports Schedules" each time you want to access the sports schedules.
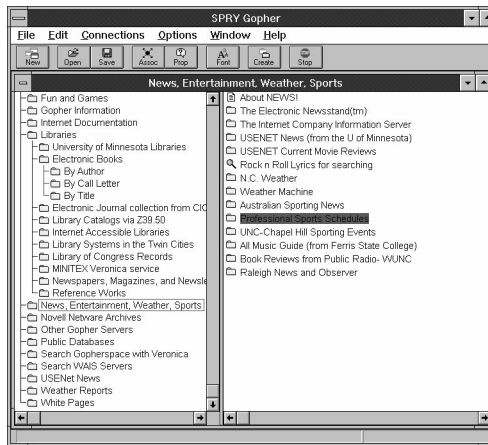
Figure 5-8

You would do this by selecting "Professional Sports Schedules" (or any other subdirectory for which you want to create a separate window), and using the **Create New Window** command in the **Window** menu.

Before you can use the **Create New Window** command, however, the subdirectory you want to create the window from must be in the **list pane** on the right hand side of the screen. You can do this by clicking on the "parent" topic of the target subdirectory, so that your topic moves to the list pane. In the example provided, you would have to click on News, Entertainment, Weather, Sports to get the topic over to the list pane. Then you could select the "Professional Sports Schedule" subdirectory and choose **Create New Window** from the **Window** menu, or click the **Create** button on the Toolbar. A new window would be created.
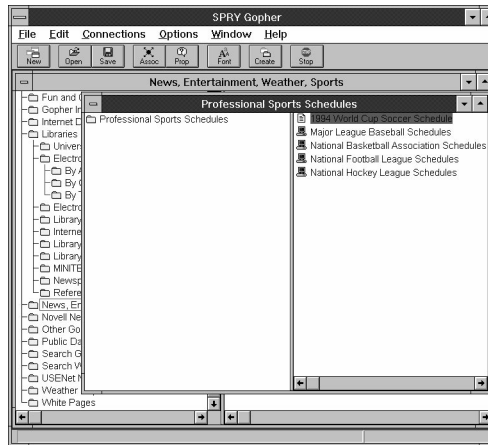
Figure 5-9

Depending on how Gopher is set up, this new window may appear to "replace" your current screen; however, it didn't. Your other windows are still open–just choose **Tile** or **Cascade** from the **Window** menu to show all the windows at once. Or switch between windows by selecting the window titles from the titles shown in the **Window** menu.

You can, if you wish, rename a Gopher window by selecting the window and choosing the **Rename Window** command from the **Window** menu. Specify a new name for the window, and click **OK**.

SAVING A WINDOW TO A GOPHER FILE

Once you have created a new window, you should save it to a Gopher File, so that you can open it at any time. You do this by selecting the window (if you have several open) and choosing **Save** (or **Save As**, if you have already saved this window and want to save it under a different name) from the **File** menu. You can also press **Ctrl-S**. You will see a Windows file search box asking you to specify the name of the Gopher file to save the window to; an extension of .GGG is suggested. Specify a name and click **OK**. The Gopher window will be saved to the filename you specified.

OPENING A GOPHER FILE

You can open a saved window at any time by choosing **Open** in the **File** menu or clicking the **Open** button. You can also press **Ctrl-O**. You will see a Windows file search box asking you to specify the name of the Gopher File to open (it will look for files with extension .GGG by default). Specify the filename and click **OK**. When you open the Gopher File, Gopher will connect to the main directory in that window and displays the resources under that directory. (Note: if the resources change, you will see the new resources). You can open as many saved windows as you like.

Gopher

CUTTING, COPYING, AND PASTING WINDOW ITEMS

You can remove any resources from a Gopher window (cut), or copy resources from them to paste in other windows, as described below.

REMOVING A RESOURCE FROM A GOPHER WINDOW:

After highlighting the resource you want to remove, choose the **Cut** command from the **Edit** menu, or click **Ctrl**-**X**. The resource will be removed from the window, and the resource information will be copied to the Windows Clipboard, so that you can paste them in other windows, if desired.

COPYING RESOURCES FROM A GOPHER WINDOW:

After highlighting the resource you want to copy, choose the **Copy** command from the **Edit** menu, or click **Ctrl**-**C**. The resource information will be copied to the Windows Clipboard, so that you can paste them in other windows, if desired.

PASTING A RESOURCE INTO A GOPHER WINDOW:

You must have either **cut** or **copied** a Gopher resource in order to **paste** it into another window. Highlight the place in the window where you want to paste the copied or cut resource--the resource will be pasted just underneath the resource you highlighted--and choose **Paste** from the **Edit** menu, or click **Ctrl**-**V**. The new resource will be pasted at the bottom of the window.

You can use these features to create a custom window with your favorite resources and then **save** the Gopher session containing that menu and open it whenever you want to access those resources. **Do not forget to save the window**, so your new menu or changes to resources will be preserved.

ADDING A NEW RESOURCE TO A WINDOW

You can add new gopher items to a window. Highlight the window you want to add the item to, and choose **Add New Item** from the **Edit** menu. You should then specify information about the item you want to add.
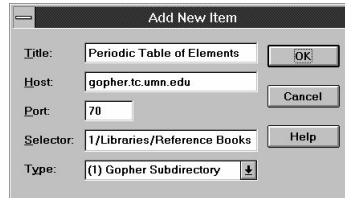
Figure 5-10

Title (Required)

A name you choose for the resource. This can be any name you choose.

Host (Required)

The address of the host where the resource is found (such as gopher.tc.umn.edu).

Port (Optional)

The port for the resource (usually 70). **Leave this option blank** unless you know the specific port for this resource.

Selector

You may need to fill out this item to properly connect to a resource. This is a setting similar to a DOS Pathname which can be used to indicate the location of a resource on the host. The syntax of the selector is N/Selectorinfo, where N is the Type ID of the resource. (Ex: 1/Libraries/Reference Books/PeriodicTable)

Type (Optional)

Type is a setting used throughout Gopher (in Gopher, and other gopher programs) to define the *type ID* of a Gopher resource. For a Gopher Server, this value should be 1 (Gopher Subdirectory). See the "Understanding Gopher Resources" table earlier in this chapter for a listing of Type IDs.

Click **OK** to add the resource item; it will be added to the window just below the currently highlighted resource. You must save the window using the **Save** command in order to keep the item in the window.

Gopher

LOCATING A RESOURCE: PROPERTIES

Whenever you open a subdirectory, the Status Bar will display the location of that subdirectory (in other words, the location of that Gopher Server). This is a quick way for you to know where the resource you are looking for is located. However, sometimes you may want to know more information about where a resource is located--perhaps to access it using another application.

You can choose **Properties** in the **Connections** menu, or click the **Properties** button to examine information about a Gopher resource.

```
┌─────────────────────────────────────────────┐
│ ▭          Properties                        │
├─────────────────────────────────────────────┤
│  Title     Alice's Adventures in Wonderland  │
│                                              │
│  Host      spinaltap.micro.umn.edu           │
│                                              │
│  Port      70                                │
│                                              │
│  Selector  1/Gutenberg/Alice                 │
│                                              │
│  Type      1 - Gopher Submenu                │
│                                              │
│              ┌──────┐    ┌──────┐            │
│              │ OK   │    │ Help │            │
│              └──────┘    └──────┘            │
└─────────────────────────────────────────────┘
```
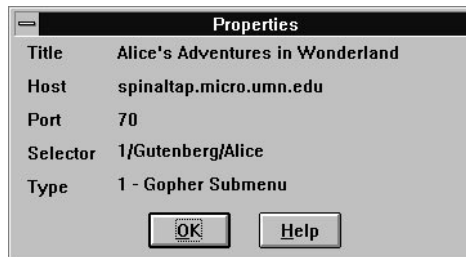
Figure 5-11

The fields in this screen are described below.

The **Title** is the name the Gopher Server assigned to the resource.

The **Host** is the location of this resource. This hostname is useful information as it indicates where you could reach this resource using other applications, if necessary.

The **Port** is the port of this resource; this may vary depending on the Server the resource resides on.

The **Selector** is the exact location of the resource on the host. Like the host, this item may help you locate the resource if you connect to the host using another application.

The **Type** is the Resource Type ID of this resource. Refer to the "Understanding Gopher Resources" Table earlier in this chapter for the list of resource type IDs and what they mean.

SETTING GOPHER OPTIONS

Gopher allows you to change how long Gopher waits for a connection and the number of times it tries to connect. You can also control whether the Toolbar and Status Bar options are displayed and what font is used in Gopher windows.

CHANGING THE TIMEOUT LENGTH AND THE NUMBER OF CONNECTION TRIES:

Choosing **Preferences** in the **Options** menu will produce the following dialog:
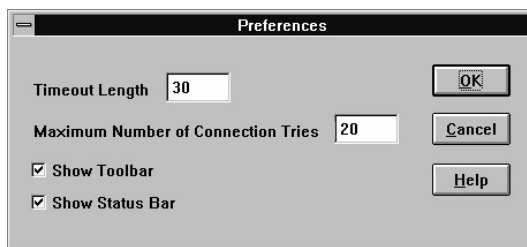
Figure 5-12

Timeout length defines how long Gopher will wait for the connection to complete when you try to access a Gopher resource. The default is 30 seconds.

Maximum Number of Connection Tries defines how many times Gopher will try to open a connection to a resource. The default is 20 times.

In other words, with the settings shown above, Gopher would try to connect 20 times, waiting 30 seconds each time.

You can also use this dialog to show the Gopher Toolbar and Status Bar.

SETTING THE GOPHER FONT:

You can choose **Font** from the **Options** menu to set the font, font style and size that Gopher uses to display text in Gopher Windows. Changing the fonts in Gopher will change the text appearance in the current window only, and the screen window will resize to maintain the current view. (To change the font in another window, you must choose **Font** again with that window highlighted).

The <Font> dialog box displays a standard Windows font selection screen. Choose the font, font style and font size you want for the current session and click OK. The font changes will take effect only in the current session unless you have Save Settings on Exit checked.

Gopher

FINDING INFORMATION IN GOPHER

There is no formal method for finding information in Gopher; a utility named **Veronica** does exist to allow you to search for information throughout "gopherspace" (all the gopher servers everywhere). You will find this utility on many Gopher Servers (on the SPRY Gopher Server, it is found as resource "Search Gopherspace with Veronica").

Veronica is used just like other search utilities throughout Gopher; just type the text that you hope to find in a resource title on Gopher. Veronica will locate it for you.

Chapter 6
SPRY Telnet

SPRY Telnet™ is a terminal emulation application which allows you to connect to a remote host and execute programs as if you were directly working on that host, using an easy-to-use, customizable Windows interface.

SPRY Telnet's features include printing and capturing of session activity, login scripts, custom configurable sessions, and support for multiple sessions.

SPRY TELNET FEATURES

- Supports VT52, VT100, and VT220 terminal emulation.
- Supports 80 or 132 column mode.
- Open up to 15 concurrent Telnet sessions.
- Save your Telnet settings to *custom sessions* that can be started automatically when starting Windows or by clicking a custom Telnet icon.
- Capture Telnet sessions to file or printer.
- Print session text, or copy session text within SPRY Telnet or to other Windows applications.
- Paste information from other Windows applications to an application in Telnet.
- Automate sessions with Telnet script language.
- Customize your terminal, fonts, and colors.
- Use the *Remember hosts* feature to remembers the hosts you've connected to.
- Edit Telnet host names, addresses, and descriptions.
- Enable/disable the Telnet scrollback buffer, and set scrollback buffer size.
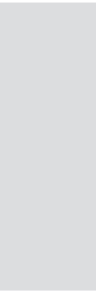
STARTING TELNET

You can start SPRY Telnet by clicking on the **SPRY Telnet** icon. You will
see the <Open Telnet Session> dialog.
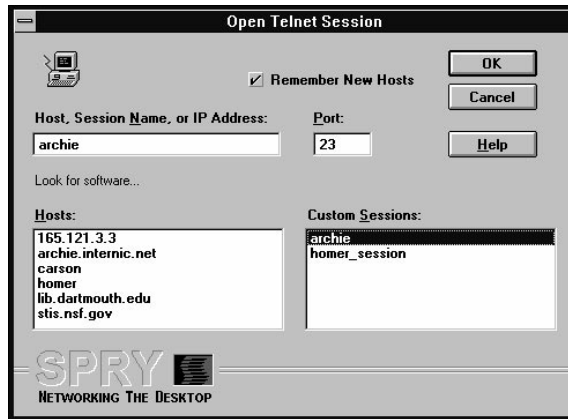
Figure 6-1

You are prompted to type in either a **Host Name**, **Session Name**, or **IP
Address**, or select a Host or Custom Session from the lists. You can also
specify a telnet port, if necessary. These selections are described below.

HOST NAME/HOSTS LIST
Type the name of the host in the provided box and click **OK** to open a
session to that host, or choose a host from the *Hosts:* list by double-
clicking its name.

Hosts in the Hosts List are hosts that you connected to with the *Remember
new hosts* option checked. You can maintain this list of hosts inside Telnet
using the **Edit Hosts** command; see "Editing the Telnet Hosts List" for
more information.

SESSION NAME/CUSTOM SESSION LIST
SPRY Telnet allows you to create *custom sessions*, telnet sessions which you
create that save your current connection information (host name, port) and
any settings for that connection (login script, colors, size, terminal settings,
etc.). This allows you to quickly connect to a host using the settings you
prefer. For more information on custom sessions, see "Using Custom
Sessions" later in this chapter.

Any custom sessions you create will appear in the *Custom Sessions:* list.
You can start a custom session by double-clicking on the session name.

IP ADDRESS

You can also connect to a host by specifying its *IP address* (such as 165.121.6.55) or its *Fully Qualified Domain Name* (such as marshwiggle.narnia.com). Type the IP Address or Fully Qualified Domain Name in the supplied field, and click **OK**.

PORT

SPRY Telnet's default, 23, will work for most hosts. Only change this number if you are connecting to a host whose port number is not 23.

REMEMBER NEW HOSTS

Checking this option will cause SPRY Telnet to remember all the new hosts you type into the ***Host , Session Name or IP Address*** box, storing them in the Telnet **Hosts list**. This option is checked "on" by default. Uncheck this option if you don't want SPRY Telnet to remember the host you are connecting to and add it to your **Hosts: list**. See "Editing the Telnet Host Lists" later in this chapter for more information.

Once you have selected a host, session, or IP address, click **OK**. SPRY Telnet will attempt to open a Telnet session to the specified host. If a connection is made, a Telnet Console with the name of that host, session, or IP address will be opened, and the host's 'login' prompt will be displayed.

Figure 6-2

SPRY Telnet will display "Connected" at the bottom of your screen if a connection is made, and you will see the login prompt for your host.

The *Toolbar* at the top of the Console contains buttons that serve as shortcuts for Telnet menu items. You can see the meaning of a Toolbar button by putting your mouse on top of it; the Status Bar will display the function of the button.   The Toolbar style can be changed between *Picture & Text*, *Picture only*, and *Text only* by choosing **Toolbar Style** from the **Settings** menu.

The *Status Bar* at the bottom of the screen displays concise help for SPRY Telnet menu items and Toolbar buttons, and contains display lights that show the status of Capture to File, Echo to Printer, and Num Lock.

Both the Toolbar and the Status Bar can be shown or hidden by checking or unchecking **Status Bar** or **Toolbar** in the **View** menu. The Toolbar and Status Bar will be displayed if checked.

EXITING **SPRY** TELNET

Logging out of your remote host will automatically exit SPRY Telnet; this is the recommended way to end a Telnet session. You can also exit a SPRY Telnet session by choosing **Exit** from the **File** menu or by double-clicking the Windows System menu in the upper left hand corner of the Telnet console. This will only close the Telnet session that is currently active. You must individually close each session you have open; there is no way to close all open Telnet Sessions.

OPENING OTHER TELNET SESSIONS

You can open a Telnet session as described earlier by clicking on the SPRY Telnet icon. You can also start a Telnet session from within your current Telnet session by clicking the **Open** button on the Toolbar or choosing **Open Session** from the **File** menu. You will see the <Open Telnet Session> dialog and can begin a new Telnet session.

You can easily switch between open Telnet sessions by using the **Windows** *Task Switcher* (holding down **Alt** and clicking the **TAB** key until you see the session you want, then letting go of both keys.) Alternately, you can minimize sessions at the bottom of your screen (using the **Minimize** arrow in the upper right hand corner of your Telnet Console or the **Minimize** option in the Telnet Windows System menu).

Telnet

EDITING THE TELNET HOSTS LIST

SPRY Telnet includes an **Edit Hosts** feature that allows you to edit the name, address and port, and descriptions of each host that you have "remembered" using the **Remember New Hosts** feature. These hosts were added to your *Hosts List*. When you choose **Edit Hosts** from the **File** menu, the dialog below appears.
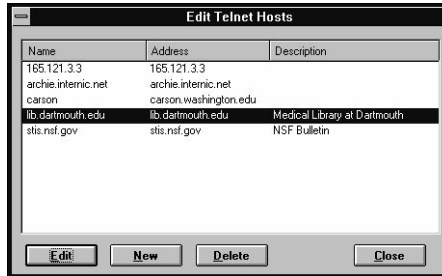
Figure 6-3

ADDING OR EDITING A HOST:

To add a new host, click the **New** button, or click **Edit** to edit an existing host. A dialog like the one below appears; the dialog will be empty if you are adding a host.
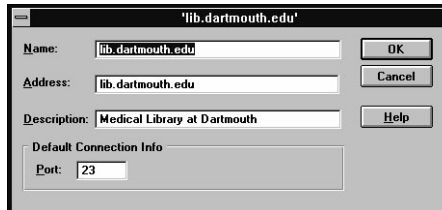
Figure 6-4

To add a host, fill in a name for the host, the host address (either an IP address or a Fully Qualified Domain Name), and a description for the host (optional), and click **OK**. The host will be added to your hosts list.

To edit a host, change the appropriate fields, and click **OK**. You will see the changes you made the next time you start Telnet.

DELETING HOSTS:

To delete a host, select that host with your mouse by clicking on it to highlight the host's name, and click **Delete**. The host will be removed from the host list and will not appear the next time you start Telnet.

PRINTING IN TELNET

You can print the text in your current Telnet screen to the printer you have selected in Windows. If you wish to print more than one screen of text, see the next section, "Capturing Telnet Activity to a File or Printer."

PRINTING IN TELNET:

Click the **Print** button on the Toolbar or choose **Print** from the Telnet **File** menu.

SPRY Telnet will print the selected text to the default printer (selected in Windows). To print to a different printer, change **Print Setup** in the Telnet **File** menu before printing.

COPYING AND PASTING TEXT IN TELNET

You can copy some or all of the text on your SPRY Telnet screen, and paste it back into your Telnet screen or into another Windows application. You can also paste text from other Windows applications to your SPRY Telnet screen.

You might want to use these features if you wanted to paste text you've created in a Windows word processing program into an editor on your remote host. Or you might want to copy text displayed on your Telnet screen (a list of files or usernames, for instance), and paste it into a command you are typing or a message you're addressing, or paste it into another Windows application.

COPYING TEXT FROM TELNET:

1) Select text using the mouse, or select all the available session text by choosing **Select All** from the Telnet **Edit** menu.

2) Click the **Copy** button on the Toolbar, choose **Copy** from the Telnet **Edit** menu, or click the *right* mouse button (with the text selected).
You will not notice any changes on your screen, but the selected text has been copied to the Windows Clipboard, and is now available to be pasted either in another Windows application (using that application's **Paste** command) or using the **Paste** command in SPRY Telnet (described below).

PASTING TEXT INTO TELNET:

You can use the **Paste** command to paste information into your Telnet screen at the current cursor position. Paste will only be available if you have recently used the **Copy** command in SPRY Telnet or in another Windows application, or if there is information currently in the Windows Clipboard from another source.

Note that **Paste** will **only** work if you are in a position where you can paste text; for instance, in a text editor with the cursor in insert mode.

1) Move your cursor to the place on your Telnet Console where you want to paste information (at your prompt, in your text editor, etc.):

2) Click the **Paste** button on the Toolbar, choose **Paste** from the Telnet **Edit** menu, or click the *right* mouse button.
The information you want to copy will be pasted (inserted) at the current cursor location.

CAPTURING TELNET ACTIVITY TO A FILE OR PRINTER

You can capture text from your Telnet session to a file or printer; this redirects all the output from your session to the file or printer from the moment you start the capture command. SPRY Telnet also allows you to capture the currently displayed screen, copying it to a file. These three methods of acquiring text are described in this section.

CAPTURING TEXT TO A FILE:

Click on the **Capture to File** button on the Toolbar, or choose **Capture to File** in the Telnet **File** menu.

If you have not specified a filename to automatically capture the session to, Telnet will assign one, named CAPTUR##.TXT or CAPTUR##.DAT, where ## is a number from 00 to 99, and automatically capture to that file. This number is incremented each time you do a capture. (When the CAPTUR99 file is reached, it will restart again with CAPTUR00).

Alternately, you can specify a filename to capture your sessions to (a "Capture File") by specifying a *Capture File* in the <Session> dialog in the Telnet **Settings** menu. If you have a filename selected, you will be asked each time you capture whether you want to write over that file. See "Customizing Telnet Settings" for more information.

There are two ways you can capture text to a file. You can capture **Text Only**, or you can capture **Text and Control Characters**. Text Only is the default; Text and Control Characters will capture everything that comes from the host, such as control codes, escape codes, line feeds and carriage returns. You can choose between these options using **Session** in the Telnet **Settings** menu.

When you start **Capture to File**, the Capture light on the Status Bar will turn on, reminding you that everything generated during your session is being saved to a file.

To end capturing to a file, click again on the **Capture to File** button on the Toolbar, or select **Capture to File** from the **File** menu (unchecking the menu option). The Capture light will turn off, and the capture file will be closed.

If you want to automatically capture your sessions to a file when you start Telnet, exit Telnet with the Capture command active, and **Save Settings on Exit** chosen. Your current capture file will be closed, and the next time you start the same Telnet session, capture will start automatically.

Capturing text to a printer:

Click on the **Echo** button on the Toolbar or choose **Echo to Printer** in the Telnet **File** menu.

All subsequent session text will be printed on the default printer (selected in Windows). To print to a different printer, change **Print Setup** in the Telnet **File** menu before printing.

The **Print Echo** light on the Status Bar will be turned on and will remain on until you have finished capturing text to the printer.

To end capturing text to the printer, click again on the button on the Toolbar, or select **Echo to Printer** from the **File** menu (unchecking the menu option). The Print Echo light will turn off, and text will stop printing.

If you want to automatically capture your sessions to a printer when you start Telnet, exit Telnet with the **Echo to Printer** command active, and **Save Settings on Exit** chosen. The next time you start the same Telnet session, print capture will start automatically.

Capturing the screen to a file:

Click on the **Capture** button on the Toolbar or choose **Capture Screen** from the Telnet **File** menu.

You will see a dialog that will prompt you for a filename for this screen capture. The default file ending for this file is **.cap**.

Type the filename for the screen capture and click OK. The screen will be saved to the named file, the file will be closed, and you will return to the Telnet Console.

The currently displayed screen will be captured to an ASCII file with each line terminated by a <CR><LF> pair. This makes it easy to load the image into a word processor or text editor for inclusion in a document.

If the screen you are capturing contains DEC Special Graphics characters, they will be translated to their nearest ASCII equivalents before being written to disk.

CUSTOMIZING TELNET SETTINGS

You can customize SPRY Telnet using dialogs in the Telnet **Settings** menu. You may never need to change any of these options. Consult the online help for information about using these dialogs.

Choose **Session** to specify settings for the current session, such as the current login script and capture file.
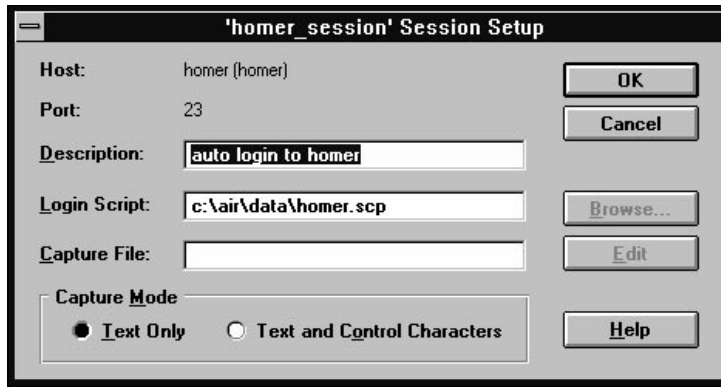
Figure 6-5

Choose **Terminal** to set Telnet terminal options, such as terminal emulation and size. You can map keys on your Telnet keyboard by clicking the **Keyboard** button.
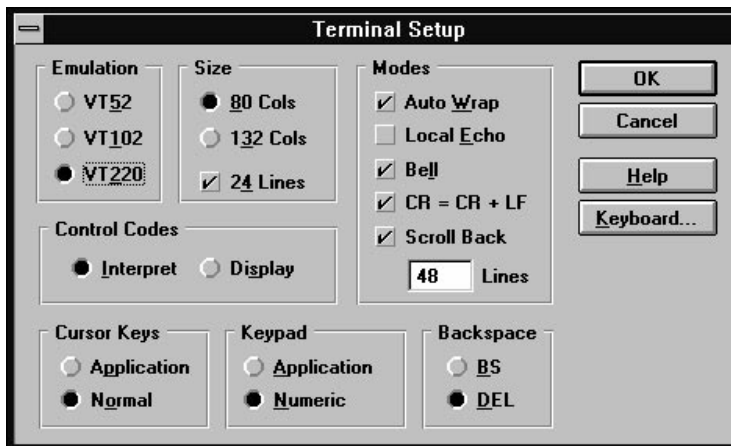
Figure 6-6

Choose **Colors** to set colors for your Telnet background, text, and bold text.
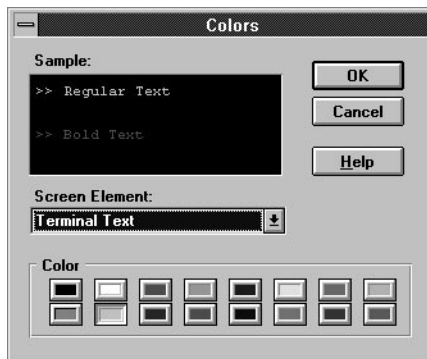
Figure 6-7

FONT

Choose **Font** to change the font, font style and size that Telnet uses to display text. Note that only fixed fonts appear in this dialog; Telnet also includes several VT fonts designed for ease of use with Telnet displays.
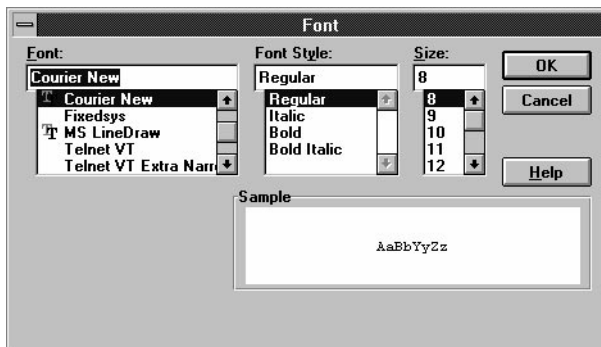
Figure 6-8

USING CUSTOM SESSIONS

Although you can save SPRY Telnet settings at any time by changing them with the Telnet menus and exiting with **Save Settings on Exit**, your changes will affect **all** Telnet sessions. If you want to set up different settings for different Telnet hosts, you will want to create **custom sessions**.

Custom sessions are especially useful for setting up login scripts that can automatically log you into your host and start a host application. You can also set up different colors, fonts, terminal settings for each custom session. Basically, any option you can set in the Telnet menus can be set during a custom session, and those changes will affect only that session.

For instance, you might create a "VI" session for using the VI editor on your local host that logs you into your host, starts VI, and sets your preferences for screen colors and fonts. Or you might create an archie session that logs you into an archie server, starts archie, and turns "capture file" on so that your archie results are automatically dumped to a file. All custom sessions are associated directly with a specific host.

When you first start using SPRY Telnet, experiment to find out your general preferences for colors, fonts, terminal and other settings. Set Telnet up with those preferences, and choose **Save Settings on Exit**; this will save those settings as your default settings. Then, when you start creating Custom Sessions, you can start with those default settings, and then customize them to suit your needs.

Once you have created a custom Telnet session, you can update the session settings at any time.

CREATING A CUSTOM **SPRY** TELNET SESSION:

1) Connect to the host for which you want to create a custom session.

2) Set your Telnet options the way that you would like them for the custom session, including a custom login script, if desired.

3) Choose **Save As Custom Session As** from the **File** menu. You will be prompted for the name of a session, and a session description. Type this information and press **[Enter]** to create the new session.

After creating a custom Telnet session, you should exit and restart Telnet before creating another Telnet session.

STARTING A CUSTOM SESSION:

You can start custom Telnet sessions from the initial <Open Telnet Session> dialog.

Type the session name in the **Host, IP address or Session Name** box and click **OK**, or choose the session from the drop down session list.

The Telnet Console will open with the custom session you created.

UPDATING A CUSTOM SESSION:

If you make changes and have **Save Settings on Exit** checked, the settings in the session you are using will be updated when you exit SPRY Telnet.

or

Choose **Save As Custom Session** from the **File** menu. You will be prompted for the name of a session. Type an existing session name; the current session will be updated (overwritten) with the current settings, and your session name will change to the name you specified.

You can change the session description that appears in the <Open Telnet Session> dialog by choosing Session in the **Settings** menu and changing the Description field.

DELETING A CUSTOM SESSION:

If you want to delete a custom session, choose **Delete Custom Session** in the **Settings** menu. You will be asked to specify which session you want to delete. Choose the session, and click **OK**. The session will be deleted permanently.

USING TELNET SCRIPTS

SPRY Telnet includes a basic script language which allows you to create scripts that you can execute to automate repetitive tasks, like logging in or typing a frequently used sequence of commands. You can create a script file from within SPRY Telnet, or use an ASCII text editor like Windows Notepad to create a script at any time.

See the online help for information on creating and using Telnet login scripts.

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