

Creating Files

What follows is a step-by-step procedure on how to create your files and get them ready for uploading.

1. First thing you should do is to click on the 'Configuration' menu and set the default directories for your files and the files that will be uploaded. The lists provided in the CIS Upload+ window will always show the contents of these two directories.
2. Fill in the necessary information such as the Title, keywords, description, etc.
3. Select a file to upload by double-clicking on the file in the 'Upload File' list. Or click on the 'Filename' button if the file you want to upload is not located in the default 'Upload' directory.
4. Save the file. As soon as the file is saved, the 'File' list will contain the Title for that file. The file name is displayed in the window caption. Example: "CIS Upload+ (myfile.cis)". I was going to display the name of the file in the 'File' list but decided that the Title would be much more descriptive.
5. If creating more than one file, then just change the data in the appropriate text boxes and select 'File...Save As' from the menu. Then enter the file name for the new file.
6. Repeat step 2-5 for as many files as will be uploaded.

You can look at the files that you have created by just clicking on the appropriate Title in the 'File' list.

Uploading Files

Uploading Files

This is a step-by-step procedure on how to upload your file and information to WinCIM.

1. Have all the information for the upload ready in CIS Upload+.
2. Minimize CIS Upload+. Minimizing it sets it 'On Top' of all windows so you can easily locate it when you are ready to upload.
3. Log on to CompuServe using WinCIM.
4. Go to the forum that you plan to make the upload and bring up the 'Library Contribute' dialog box.
5. Double-click on the CIS Upload+ icon (to maximize it).
6. Click on 'Send to WinCIM'. CIS Upload+ will now minimize itself, look for the 'Library Contribute' window, look for the 'Filename' text box in the 'Library Contribute' window, and enter all your information in the proper boxes. After all the information has been transferred (and everything went OK), CIS Upload+ will open the Library list for you to select the library.
7. Select the library.
8. Click on 'OK' to upload the file.
9. If uploading more than one file, then, after the first upload is complete:
 - i. double-click on CIS Upload+'s icon.
 - ii. select another data file from the 'File' list by clicking on the Title.
 - iii. click on 'Send to WinCIM'.

Repeat step #9 for as many files as will be uploaded.

Note: the 'Library Contribute' window does not have to be the top-most window, and the cursor does not have to be in the Filename box. All this is done automatically by CIS Upload+.

Creating Files

CIS Upload+

CIS Upload+ will save you time and money spent on-line by eliminating the need for you to enter all upload information while connected to CompuServe. Although the charges are suspended while the file is uploading, the charges are not suspended while you are entering the data.

All information can be entered at your own leisure for all uploads while off-line. All upload information can be retrieved with just a single mouse-click.

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[Forum List](#)

Forum List

This list will keep track all forums for which your file was uploaded. All information is entered by you. So you can type in anything you want in each of the text boxes. The only restriction on the information entered is that in the 'Count' text box, you have to enter an integer (0,1,2,3,...).

The information on this list is for your information only. This information will not be involved in any way with the forums you upload into or log on to.

Adding Forums:

To enter new forums, just click on the button 'Add/Edit'. A window will appear for you to enter the forum information. If you see other information on the text boxes, just overwrite them. Then click on the 'Add' button.

Editing Forums:

To edit a specific forum, click on the forum and then click on the 'Add/Edit' button. The information for the forum selected will appear on the forum window. Make the necessary changes and click on the 'Edit' button.

You can also double-click on the forum you want to edit to bring up the Forum window.

Deleting Forums:

To delete a specific forum, select the forum with your mouse and click on the 'Del' button.

Note: to delete all forums, click the 'Del' button with the right-button on your mouse.

