

File Menu

New

Opens a new instance of YOU'VE GOT MAIL!'s Text Editor

Open

Shows the File Open Dialog Box, allowing you to view and edit a text file.

Close

Closes the currently active Text Editor Window. If the file has changed, prompts you to save it.

Save

Saves the file to disk. If the file hasn't been saved before, allows you to name and choose a directory for it.

Save As

Shows the File Save Dialog Box, allowing you to name the text file and choose a directory for it.

Save to Archive

Adds the current incoming or outgoing mail file to the end of your incoming or outgoing archive file.

Exit

Closes YOU'VE GOT MAIL!. If you have Read or Write windows open, YOU'VE GOT MAIL! will offer to save them for your next session.

Close Read/Write Window

Closes the currently active Read or Write Window.

Setup YOU'VE GOT MAIL!

Shows the Setup Dialog Box

Note: not all choices may be available or enabled depending on the context.

Edit Menu

Cut

Removes the selected text from the document, placing it on the Windows clipboard.

Copy

Places a copy of the selected text on the Windows clipboard, while leaving the original in the document.

Paste

Inserts the Windows clipboard's text contents at the insertion point.

Paste Quote

Inserts the Windows clipboard's text contents at the insertion point, surrounded by your choice of symbols, e.g. "...clipboard contents..." or >>>clipboard contents<<<. Useful for indicating quotes from another letter or text file.

Add Date/Time

Inserts the current system date and time at the insertion point.

Add Signature 1-10

Inserts pre-written signatures into your letter at the insertion point. See Signatures for more info.

Note: not all choices may be available or enabled depending on the context.

Signatures

YOU'VE GOT MAIL! lets you store for later playback up to 10 separate signatures in its .ini file for each screen name. Once you've set them up, signing your letters with a flourish couldn't be easier! You can even use YOU'VE GOT MAIL!'s Add Date/Time feature to date and timestamp your letters. For example, this entry in YGM.INI:

```
[ScreenName]
Signature1=~~{- 10}>This letter written using YOU'VE GOT MAIL!© at {F5}.<{-
10}
```

...will look like this when the user "ScreenName" plays it back:

```
————>This letter written using YOU'VE GOT MAIL!© at 1/15/95 6:12:16 PM.<————
```

This example shows how to use special keys in your signatures as well as how to condense the signature entries in your ygm.ini file (located in your Windows directory). For most signatures, the size won't be a concern, but there is a limit of 256 characters in an .ini file entry, so it is something to be aware of. Here are the rules on "programming" your signatures:

To specify characters that aren't displayed when you press a key (such as Enter or Tab) and keys that represent actions rather than characters, use the codes shown below:

| Key | Code | Key | Code |
|-------------|-------------------------------|------------|--------------|
| Backspace | {BACKSPACE} or {BS} or {BKSP} | Clear | {CLEAR} |
| Del | {DELETE} or {DEL} | Down Arrow | {DOWN} |
| End | {END} | Enter | {ENTER} or ~ |
| Home | {HOME} | Left Arrow | {LEFT} |
| Num Lock | {NUMLOCK} | Page Down | {PGDN} |
| Page Up | {PGUP} | Tab | {TAB} |
| Right Arrow | {RIGHT} | Up Arrow | {UP} |
| (| {(} |) | {)} |
| { | {} | } | {}} |
| F1 | {F1} | F2 | {F2} |
| F3 | {F3} | F4 | {F4} |
| F5 | {F5} | F6 | {F6} |
| F7 | {F7} | F8 | {F8} |
| F9 | {F9} | F10 | {F10} |
| F11 | {F11} | F12 | {F12} |
| F13 | {F13} | F14 | {F14} |
| F15 | {F15} | F16 | {F16} |

To specify keys combined with any combination of Shift, Ctrl, and Alt keys, precede the regular key code with one or more of the following codes:

| Key | Code |
|---------|------|
| Shift | + |
| Control | ^ |
| Alt | % |

To specify that Shift, Ctrl, and/or Alt should be held down while several other keys are pressed, enclose the keys' code in parentheses. For example, to have the Shift key held down while E

and C are pressed, use “+(EC)”. To have Shift held down while E is pressed, followed by C being pressed without Shift, use “+EC”.

To specify repeating keys, use the form {key number}; you must put a space between key and number. For example, {LEFT 42} means press the Left Arrow key 42 times; {h 10} means press h 10 times.

Playing Your Signatures

Once you've placed your signatures into your ygm.ini file and saved it, the next Write Window you open will show your signatures in the lower part of the Edit menu — then, it's just a matter of making sure the insertion point is where you want your signature to appear, clicking on Edit, and then on the signature you want You've Got Mail! to play.

Mail Menu

Write A Letter

Opens an empty Write Window.

Delete/Restore from/to Next Session's Mail

Marks or unmarks a specific document for deletion from the batch of incoming mail you can carry over to your next session. You can undo your choice at any time prior to quitting the program. You do still have to answer the dialog box "Yes" to save the batch of mail.

Note: not all choices may be available or enabled depending on the context.

Window Menu

Cascade

Cascades Read, Write and Text Editor child windows.

Tile Horizontal

Tiles Read, Write and Text Editor child windows horizontally.

Tile Vertical

Tiles Read, Write and Text Editor child windows vertically.

Arrange Icons

Lines up any Read, Write and Text Editor icons.

Memorize Window Size & Position

Memorizes the current YOU'VE GOT MAIL! parent window size and position for the current user's next session.

Window List

Shows list of all YOU'VE GOT MAIL! child windows with current window checked—allows you to select one.

Note: not all choices may be available or enabled depending on the context.

Connect to AOL Menu

Logon

Starts Windows AOL, copies your outgoing letters (if any) to Compose Mail windows and allows you to copy documents to disk using YOU'VE GOT MAIL!'s Online Buttons. Starts the logon procedure if you've chosen AutoLogon in User Setup. Use this menu choice whenever you're not actually online. If you use another WAOL addon to log on and log off, be sure to unselect AutoLogon in User Setup.

Switch to WAOL (Already Online)

Activates Windows AOL, copies your new outgoing letters (if any) to Compose Mail windows and allows you to copy documents to disk using YOU'VE GOT MAIL!'s Online Buttons. Use this option if you're logged on to AOL. It's especially important to use this menu choice if you're signed on and have Attached Files on any of the mail you'll be copying to WAOL.

Note: not all choices may be available or enabled depending on the context.

Address Books Menu

Use an Address List

Allows you to choose an existing Address Book file for the current outgoing letter.

Create an Address List

Allows you to create a new Address Book file.

Edit an Address List

Allows you to choose an existing Address Book file for editing.

Note: not all choices may be available or enabled depending on the context.

YOU'VE GOT MAIL!

Welcome to YOU'VE GOT MAIL! Help

Click on the colored underlined topics below for help on specific parts of YOU'VE GOT MAIL! or use the "<<" and ">>" buttons above to read through this help file sequentially. YOU'VE GOT MAIL!'s help is "context-sensitive" so if you have a problem or question while running it, press F1 and the appropriate help topic will appear.

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Read Window

The Read Window is the child window your new e-mail will be viewed in. It consists of a title bar, a headers area, where you'll see the Subject, To:, cc:, From: and Date: information, some command buttons and the main text area. If you used YOU'VE GOT MAIL! to copy documents other than e-mail (such as magazine articles, bulletin board posts or other online information) from AOL, the headers area may or may not contain information.

Previous/Next Buttons

Clicking on these buttons will step through the documents you've copied from AOL. They will be disabled (grayed) if you are viewing the first or last document in the list.

Reply Button

Click on this button to open a Write Window, with the subject, To: and cc: fields already filled in. You'll be able to view this letter as you compose your reply.

Save to Archive Button

Click on this button to add the document you're viewing to your incoming mail archive file. (Won't be enabled if you chose Auto-Archiving for incoming mail in User Setup or if you've already archived the document.)

Subject:, To:, From:, cc:, Date: Fields

These fields show the headers information if you're looking at a piece of e-mail. Double-clicking on the words "To:," "From:" or "cc:" will also allow you to choose an address book for editing (or to create a new one, if you haven't created any YOU'VE GOT MAIL! address books yet).

Note: not all choices may be available or enabled depending on the context.

Write Window

The Write Window is the child window you compose your outgoing e-mail in. It consists of a title bar, a headers area, where you'll see the Subject:, To:, cc:, From: and Date: information, some command buttons, a button you can push to attach a file and the main text area. If you used the Read Window's Reply command button to create the Write Window, the Subject:, To: and cc: fields will already be filled in.

Attach File Button

Click this button if you want to send a copy of a disk file with your letter. The Attach File dialog box will appear and you'll be able to choose the file to attach. After you've attached the file, you'll be able to see the path and filename you've chosen immediately to the left of the button, and the button will now say "Detach File." Click on it again if you decide not to send the file.

Done Writing Button

Click this button to tell YOU'VE GOT MAIL! you're finished writing the letter. YOU'VE GOT MAIL! saves the letter to disk and adds it to the list of letters to be copied to WAOL the next time you logon. If you've included a lot of names in the To: and/or cc: field, YOU'VE GOT MAIL! will check to make sure they all fit in WAOL compose mail windows, rearranging them, and even creating additional copies of your letter if necessary.

Save to Archive Button

Click on this button to add the document to your outgoing mail archive file. The letter will be added to your archive file only after copying to AOL and confirming that it was successfully sent. (Won't be enabled if you chose Auto-Archiving for outgoing mail in User Setup or if you've already archived the document.)

Subject:, To:, From:, cc:, Date: Fields

These fields hold the headers information of your letter. The From: and Date: fields are automatically filled in for you, and YOU'VE GOT MAIL!'s Address Book editor will automatically fill in the To: list with the names you select. Double-clicking on the words "To:," "From:" or "cc:" will allow you to choose an address book to use without going through the Address Books menu.

Note: not all choices may be available or enabled depending on the context.

Text Editor

YOU'VE GOT MAIL! includes a simple text editor which can be used to view, compose and edit text files. To activate it, choose New or Open from the File menu. You can have as many instances of the text editor open as your computer's memory will allow. The Text Editor can open and manipulate files of up to 32K in size—see the File Info field of the File/Open dialog box for the size of any file before you open it.

Choosing/Creating Address Lists

YOU'VE GOT MAIL! includes an easy-to-use address book editor. To create a new address book, choose Address Books/Create an Address Book from any YOU'VE GOT MAIL! Menu bar—to edit an existing Address Book choose Address Books/Edit an Address Book. YOU'VE GOT MAIL! will remember which address book you used or edited last during the current session the next time you choose Edit an Address Book.

Naming an Address Book

Address Books are simple text files that are stored in your Archive Directory which include e-mail addresses and, optionally, comments about each address (the real name that goes with an e-mail address, for example). When you create a new address book, you'll be prompted to give it a name—it may be up to 8 characters long (YOU'VE GOT MAIL! adds the extension “.adr”) and it may include any characters that are legal in a DOS filename. You should use a filename that will remind you who's included in the list, and organize your address books so that you can easily send letters to the same group(s) of people.

OK Button

Opens the Address List Editor with the selected list open and ready to use or edit.

Cancel Button

Closes the Address Books Window without choosing an address list.

Using/Editing Address Lists

YOU'VE GOT MAIL!'s Address Book editor allows you to create and use as many address books as you want, and each book can hold as many addresses as you want. (WAOL's To: and cc: boxes will only hold up to 256 characters each in the current version—WAOL 2.0—since this may change in the future, YOU'VE GOT MAIL! will put all of the addresses in the To: box first and then offer to overflow any additional addresses to the cc: box and additional copies of your letter if necessary.) The editor consists of a title bar showing the name of the current list, the list window, several command buttons and two text windows, one for your addresses and another for comments relating to each address.

The List Window

The List Window shows the addresses and their comments that are currently included in the list. When you add an address, it's immediately added to the list in the list window in its proper position, sorted alphabetically. You can select one, several or all of the addresses on a list by using the standard Windows multiple selection keys (Ctrl-click selects multiple addresses one at a time, Shift-Click selects all the addresses between the first and last one you click). If you just want to send your letter to one name, or you're editing the list and need to correct an entry, double-click on it.

The Address Window

New addresses for the current list are typed or pasted into the address window. Once the address is in the text window and it's correct, click on Add and the address will be added to the list. If the address is a non-AOL (Internet) address, be sure to add the appropriate suffix to the address. You can also enclose the address in parentheses if you know you'll always want to "Blind Copy" mail to that address.

The Comments Window

Type comments about the e-mail address in the Address Window here. You can put the person's real name and any other information desired in this field. YOU'VE GOT MAIL! will automatically remove the comments before putting the address in the To: list. This window holds up to 250 characters of information.

OK Button

Click on OK to save your changes or copy the addresses you've selected to your outgoing letter.

Select All Button

Click on Select All to highlight every address in the current list. If you want to select all but one, you can hold down the Ctrl key and click on the name to unselect—this will leave the other addresses selected.

Add Sender Button

Click on Add Sender to put the "From" name in the Read Window into the Address List Editor's text window. Type a comment in the comments window if desired, then click on Add to add the address to the list.

Add/Replace Button

Clicking on Add adds the address in the text box to the list. If the button says "Replace," the address in the text window will replace the selected address in the list box.

Delete Button

Clicking on Delete removes the highlighted name from the list.

Cancel Button

Clicking on Cancel undoes any changes you might have made and closes the Address List editor window.

Using Large Address Lists

If you want to send the same letter to many people, just compose your letter, select all the addresses, add any addresses you need to manually, click Done Writing, and YOU'VE GOT MAIL! will handle the details. If YOU'VE GOT MAIL! determines that there may be more addresses than will fit in a single letter, it will automatically create as many copies as are necessary. **Important:** Due to Windows System Resources constraints, be aware that attempting to create more than about 12 Write Windows may cause an out of memory error, so try to keep your large mailings below about 500 addresses at a time.

Note: not all choices may be available or enabled depending on the context.

File Dialog Box

YOU'VE GOT MAIL!'s File Dialog Box is used to select text files to open (in the Text Editor), files to attach to outgoing e-mail and to save text files to disk. It works like any other Windows File dialog box, with a couple notable exceptions.

File Text Box

Here you can type in the filename if desired, or change the extension or the "filter" to help you locate a specific file or type of file. It also shows the filename of the currently selected file in the Files List Box. YOU'VE GOT MAIL! will automatically remember the last file extension you opened or saved, as well as its drive and directory.

Files List Box

Shows all the files in the current directory that match the filter in the Files of Type pattern box or File Text Box.

Directory List Box

Allows you to select the directory to search.

Drives List Box

Allows you to select the drive to search.

File Info

Shows the date and time the selected file was last modified and the size of the selected file in bytes.

If you attempt to save a file to a filename that already exists, you'll see an extension to the dialog box warning you and you'll have three options:

Append

Adds the current file to the end of the selected file.

Overwrite

Replaces the selected file with the current file.

Cancel

Allows you to back out without affecting the existing file.

Enter Screen Name

YOU'VE GOT MAIL! keeps track of the current Screen Name, so your outgoing archive files will show the correct "From" name in each letter's headers section. The current Screen Name is also shown in YOU'VE GOT MAIL!'s title bar and on the online buttons window (to remind you which screen name you're using). To change to another Screen Name you must quit YOU'VE GOT MAIL! and start again.

Typing in a new Screen Name—one that hasn't been used in YOU'VE GOT MAIL! before—will automatically start the Setup routine.

YOU'VE GOT MAIL! tip: You can bypass having to enter the Screen Name when starting YOU'VE GOT MAIL! by adding the Screen Name to the command line in your Windows Shell's File/Properties window, for example:

```
c:\ygm\ygm.exe Screen Name
```

You can set up several YOU'VE GOT MAIL! icons, each with a different screen name in its command line if you wish—see your Windows documentation for procedures.

While Online

(You may want to print this topic for use during your first few on line sessions using YOU'VE GOT MAIL!—choose File/Print from the menu in this help window.)

YOU'VE GOT MAIL! isn't a totally automatic mail grabber like some offline reader/navigators—you *do* have to operate AOL while you're online in order to choose the documents you want to save to disk for offline reading. YOU'VE GOT MAIL! *will*, however, simplify and speed up the process of getting your e-mail and other text from AOL and greatly simplify the process of reading, replying and organizing the text you copy from AOL. After starting or activating WAOL, YOU'VE GOT MAIL! will become a small window added to WAOL, showing the following buttons:

Continue Button

(Only visible if you don't use AutoLogon or started YOU'VE GOT MAIL! after already logging on) Click on Continue after you've chosen your Screen Name from the list and typed in your Password.

Copy and Cancel Buttons

When you see a document you want to copy, highlight a bit of it with the mouse (you may need to double-click the textbox the document's in to make sure it's the "active" window) and then click on the Copy button. The Copy and Logoff buttons will disappear and be replaced by a Cancel button while YOU'VE GOT MAIL! copies the document to disk. When the document is saved to your disk, the little window will change colors, you'll see a message to that effect and the Copy and Logoff buttons will reappear.

Note: Your "Num Lock" and/or "Caps Lock" lights may flash while YOU'VE GOT MAIL! is copying the document. This is normal.

Log Off Button

Click on Log Off when you're done with the online session—YOU'VE GOT MAIL! will send the keystrokes to WAOL that sign you off, and show you YOU'VE GOT MAIL!'s parent window, as well as any new e-mail or other text documents you've copied to your computer. If you're unable to log on to AOL for some reason, you can switch back to YOU'VE GOT MAIL! without completely closing WAOL—just hold down the Alt key while you click on Log Off.

YOU'VE GOT MAIL! Tip: If you're downloading files, choose the "Download Later" option in WAOL's Download Manager and use YOU'VE GOT MAIL! to log off—you'll be able to read your new mail while the file(s) download to your computer! Be sure that the "Logoff when done" box in WAOL is checked before switching back to YOU'VE GOT MAIL!

Moving the online buttons

If you find you need to move the online buttons, double-click anywhere on the little window (**except** on any of the command buttons) and it will move to the next position to the left.

Minimizing the online buttons

Hold down the Shift key and left-click anywhere on the form (**except** on any of the command buttons) and the form will be minimized, allowing you to move it anywhere on the screen. It will stay on top, reminding you that YOU'VE GOT MAIL! is running. To restore it to its previous position, double-click on the minimized icon.

Setup

YOU'VE GOT MAIL!'s Setup dialog box allows you to choose an existing Screen Name from a list for editing or deleting and add a new Screen Name.

Screen Name

If you are setting up YOU'VE GOT MAIL! for the first time, the Screen Name you entered in the Enter Screen Name dialog box will be in the combo box under Screen Name and click on Add New User. If you're making changes to a Screen Name's setup, click on the down arrow, select a Screen Name from the list and click on the Edit (Screen Name) button.

OK Button

(Only enabled after something's been changed.) Memorizes the changes you've made. You must click here after setting up each user and/or screen name in order to set up another one.

Add (New User) Button

(Only enabled when you've typed in a new Screen Name or during first-time setup.) Allows you to set up an additional Screen Name.

Edit (Screen Name) Button

(Only enabled when you choose a Screen Name from the list.) Allows you to make changes to an existing Screen Name's setup info.

Delete User Button

(Only enabled when you choose a Screen Name from the list.) Allows you to remove a user from YOU'VE GOT MAIL!'s setup.

Cancel Button

Allows you to back out without memorizing any changes made since the last time you clicked on OK.

User Setup

This dialog box allows you to setup user-specific options—where each user's archive files and address book files are kept, the names of the archive files, whether or not incoming and/or outgoing e-mail is automatically archived, whether the user wants YOU'VE GOT MAIL! to send the keystrokes to WAOL to logon automatically, the maximum size for the archive files, before YOU'VE GOT MAIL! will warn the user that they're getting large, where the Online Buttons will appear in WAOL's client area and also tell YOU'VE GOT MAIL! where your copy of WAOL.EXE is located.

Auto Archiving

Each user can choose whether YOU'VE GOT MAIL! automatically archives all incoming and/or outgoing e-mail by checking or unchecking the boxes. You can rename the archive files if you wish—remember to use DOS filenaming conventions. Immediately below the incoming and outgoing archive filenames and checkboxes is a directory listbox where each user can specify their individual Archive Directory—where each user's archive files will be kept.

Note: This is also where each user's address book files (*.adr) and e-mail saved from session to session will be kept.

Important: It is **highly** recommended that you establish **separate** archive directories for **each** YOU'VE GOT MAIL! user!

Other Options

Use Auto Logon

If you've set up WAOL to logon without requiring that the Screen Name be chosen and the password manually entered, check this box. Otherwise, leave it unchecked, and YOU'VE GOT MAIL! will wait for you to enter the information. If you have more than one user setup in YOU'VE GOT MAIL!, it's *strongly* recommended that all the users leave that box unchecked to prevent confusion resulting from YOU'VE GOT MAIL! thinking that one user is logging on when in fact it's another screen name that's online.

Maximum Size for Archive Files in Bytes

The default is 30,000 bytes—about the largest size file Windows' Notepad can open and still word-wrap. If you use a different text editor, feel free to adjust this figure upwards. YOU'VE GOT MAIL!'s text editor can hold approximately 32K of text. YOU'VE GOT MAIL! won't stop archiving your incoming and/or outgoing mail when you reach the size entered here—it will merely warn you that the file is larger than the size entered, which means that it's time to zip, rename or move the archive file.

Online Button Location

Click on the circle where you want the online buttons to appear when you logon, in relation to WAOL's parent window.

WAOL Options

Version

Choose WAOL 1.x if your copy of WAOL.EXE is version 1.0, 1.1 or 1.5. Choose WAOL 2.x if your copy is version 2.0 or above.

Location of WAOL.EXE

Select and double-click on the directory where WAOL.EXE is on your computer. The default is C:\WAOL or C:\AOL20. YOU'VE GOT MAIL! will verify that WAOL.EXE does exist in the directory you select before allowing you to leave Setup.

OK Button

Click here when you're through setting up this Screen Name.

Cancel Button

Click here to back out and start over.

System Requirements

Required Hardware

- » A PC capable of running Windows AOL software (i386 or above, 4MB or more RAM, VGA video or above and a modem).
- » A mouse or pointing device.
- » A hard drive with 0.5MB free for YGM.EXE, YGM.HLP and VBRUN300.DLL, and additional room for e-mail, Address Book and archive files.

Required Software

- » A working copy of Microsoft Windows 3.1 or above.
- » A working copy of Windows America OnLine software 1.0 or above (version 1.1 revision 38 or above for best results).
- » VBRUN300.DLL (should be located in your Windows\System directory)

Keyboard Shortcuts

YOU'VE GOT MAIL! uses the standard Windows conventions for keyboard shortcuts. See the individual menu items, command button labels and dialog box labels for Alt-key combinations (underlined letters). Some frequently-used menu commands (File Save, Save to Archive) also have Ctrl-key combinations. Address list boxes follow Windows conventions for multiple selections.

Saving your Mail

YOU'VE GOT MAIL! will save your current incoming and outgoing e-mail from session to session—just quit the program without closing your mail windows and answer the dialog box's question when you quit.

Incoming and outgoing mail is saved from session to session (if requested) in your archive directory.

Registering YOU'VE GOT MAIL!

YOU'VE GOT MAIL! is distributed as shareware, which means you have the right to use it for a 21 day trial period, and you may distribute it freely, providing you include all the files included in YGM12.ZIP. If you find YOU'VE GOT MAIL! useful, please choose File/Print Topic in this Help window to print out this registration form, fill in the blanks and mail it and your check for \$19.95 + \$2.50 shipping and handling (total \$22.45) to:

**Rachel Barnot
2826 Penny Lane
Austintown, OH 44515**

You'll receive a personalized, registered copy of YOU'VE GOT MAIL! (without that pesky reminder screen), a printed User's Manual, technical support from the authors online, a free upgrade to the next version of YOU'VE GOT MAIL! and a surprise software gift! Why not register **today!**

YOU'VE GOT MAIL! Registration Form

Name: _____

AOL Screen Name:

Address:

City, State, Zip

Disk Size: (circle your choice)

3-1/2" 5-1/4"

Text File

A disk file consisting of only text characters. Also known as an ASCII (gesundheit!) file.

Directory

A metaphor for a disk data structure similar to a file folder in which disk files and/or other (sub)directories are stored. Directories are how DOS disks are organized, to make it easier for you and your computer to find particular files.

Archive File

A disk file holding a copy of all of your incoming and/or outgoing e-mail. Named inmail.txt and outmail.txt by default. The "Save to Archive" button or menu choice automatically adds the current letter to the appropriate file.

Selected

The highlighted item(s) in a listbox or highlighted text in a textbox.

Clipboard

A temporary storage area in memory that Windows provides to help move information from one place to another. Cutting or copying information places that information on the Clipboard until you replace it with new copied or cut information. While the information is on the clipboard, it can be pasted into other documents.

Insertion Point

The location where newly typed characters will appear—where the flashing cursor is.

Cascade

A method of arranging windows on screen where the titlebars are visible but the windows may overlap each other.

Tile

A method of arranging windows onscreen where the windows do not overlap, like tiles on a floor.

Current User

You! If it's your screen name in the title bar.

Child Window

A window that exists only inside another (parent) window—Read, Write and Text Editor windows are child windows.

Parent Window

The main window of an application that supports multiple Child Windows—WAOL and YOU'VE GOT MAIL! both use parent and child windows.

Title Bar

The bar at the top of a window—typically shows the window's name and sometimes the name of its contents.

Headers

Information pertaining to an entire document, typically kept at the beginning (head). For example: To:, cc:, From:, Subject: and Date: fields.

Command Button

A push-button that you can “push” by clicking with the mouse or using an Alt-Key combination from the keyboard. Carries out a command.

E-mail

Electronic Mail—virtually instantaneous, efficient, high-tech computerized communication, as opposed to “Snail-Mail” where actual, physical paper is actually, physically, s-l-o-w-l-y delivered to your recipient.

Instance

A copy of a window or program running independently from other copies.

DOS Filenames

Consist of an up to 8 character name followed by a period and an up to 3 character extension. Only alphanumeric characters and a few symbols are allowed. See your DOS manual.

Screen Name

A unique "address" used by America OnLine members.

VBRUN300.DLL

A Dynamic Link Library file required to run programs written in Microsoft's Visual Basic version 3.0 programming language. It should be kept in your Windows\System directory.

Alt-Key

A key combination to access menu choices and command buttons. Hold down the Alt button and type the underlined key, e.g.: Alt-F brings down the File Menu.

Ctrl-Key

A key combination used to execute frequently used commands. For example, YOU'VE GOT MAIL! supports Ctrl-S to save the current letter to its archive file. Hold down the Ctrl key and type S. See the menus for other Ctrl-Key combinations.

Archive Directory

The directory where each user's e-mail archive files and address book files are kept. Individual incoming and outgoing e-mail files are kept here if saved from session to session as well. Should be different for each user. Use a directory or subdirectory on your hard drive rather than a floppy disk for your archive directory.

WAOL

Windows America OnLine software. America OnLine Inc.'s front-end software for use with Microsoft Windows.

Online Buttons

The small window YOU'VE GOT MAIL! adds to WAOL's window while you're online—holds the Copy, Logoff, Continue and Cancel buttons and a status message. Used for copying the active textbox's contents to your hard drive.

