Way To Go! Help

Introduction

Way To Go is an extension of America Online for Windows(WAOL) designed to make each and every session not only more enjoyable, but more efficient as well. It makes routine or repetitive tasks easy and enjoyable. WAOL does not allow very much customization by the user, and this is where WTG! comes into the picture. WTG! allows user customization and enhances the WAOL experience.

WTG! provides many facilities to make online chatting easier. With a couple of clicks, a sound can be sent to all WAOL users in the room. Common shorthand expressions and other greeting can be pasted into the dialog very easily. The best news is that these sounds and expressions can be customized. And for anyone who has ever seen a shorthand message that they couldn't understand but were afraid to ask about, WTG! provides a dictionary of abbreviations and gestures that may be encountered online.

<u>Locating</u> your best friends one by one on WAOL involves a lot of repetition, but WTG! provides you with the ability to find anybody in your defined list quickly. After you locate them, you might want to   send them an <u>Instant Message</u>. All of this can be accomplished without typing their screen name every single time.

And while your having fun, chatting in a forum, or downloading you might want to monitor the amount of money and time you are spending. With WTG! never again will you need to ask yourself how long you have been on or how much money you've spent. If you are especially concerned about limiting each session, just tell WTG! how much time you want to spend and it will kindly ask you when the time comes if you really want to leave. Just tell WTG what your hourly rates are and it will do the rest.

So what are you waiting for? Go ahead and try it out. And if you like it, please remember to register so that future enhancements and new versions can be made possible.

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PRISM ELITE SOFTWARE

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"One ship drives east and another drives west
With the selfsame winds that blow.
'Tis the set of sails and not the gales
Which tells us the **way to go.**"

- Winds of Fate
  Ella Wheeler Wilcox (1850-1919)

Main Window

Click on the section of the dialog that you want information about

The main window is the window that is used most often. The buttons allow access to all of the menus. Also available are the minimize and roll-up buttons. The time and money tracking information is available in the green display portion of the window.

See Also
Dialogs
Menus

AOL Button

This button is used to access a menu to perform WAOL functions such as log on/off and exit WAOL. It also performs WAOL window sizing, such as minimizing during download.

Shorthand Button

This button accesses the shorthand dictionary and user defined shorthand terms.

Sound Button

This button allows you to insert your defined sounds into a WAOL chat, ready for sending.

Goto Button
Used to goto one of your predefined areas or enter a keyword to go somewhere undefined.

People Button

Send a message or locate a member online, either use a predefined member name or enter a new one.

Way To Go! Button

This button has many functions. Help can be accessed here as well as various configuration options. Also used to exit WTG!.

Clock Display

Used to monitor the time of day, time online or money spent. Change between options by clicking here.

Minimize Button

This button places the WTG! into an iconic state.

Roll-up Button

Used to reduce the area of screen space taken by WTG! by hiding the Clock Display and some other buttons, click again to return the window to it's normal state.

Dialogs

[Shorthand Dictionary](#)
[General Setup](#)
[Timer Setup](#)

See Also

[Main Window](#)
[Menus](#)
[INI File](#)

Menus

General Menu Information

AOL

Shorthand

Sound

Goto

People

Way To Go! Menu

See Also

Dialogs
Main Window
INI File

INI File Information

The Anatomy of an INI File

Sections of WTG.INI
General
Timer
Shorthand
Sound
Goto
People
Shorthand Dictionary

Note: When this documentation refers to WTG.INI, it is refering to any of your configuration files that have been created.

See Also
Dialogs
Main Window
Menus

License Agreement and Disclaimer

Users of Way To Go! (herein referred to as WTG!) must accept this disclaimer of warranty by:
WTG! IS SUPPLIED AS IS.   THE AUTHOR DISCLAIMS ALL WARRANTIES, EXPRESSED OR IMPLIED, INCLUDING, WITHOUT LIMITATION, THE WARRANTIES OF MERCHANTABILITY AND OF FITNESS FOR ANY PURPOSE.   TIM HILL AND PRISM ELITE SOFTWARE ASSUMES NO LIABILITY FOR DAMAGES, DIRECT OR CONSEQUENTIAL, WHICH MAY RESULT FROM THE USE OF WTG!.

WTG! is a "shareware program" and is provided at no charge to the user for evaluation, for 21 days.   Feel free to share it with your friends, but please do not give it away altered or as part of another system.   The essence of "user-supported" software is to provide personal computer users with quality software without high prices, and yet to provide incentive for programmers to continue to develop new products.   If you find this program useful and find that you are   using WTG! and continue to use WTG! after a reasonable trial period, you must make a registration payment of $15 to PES.   The $15 registration fee will license one copy for use on any one computer at any one time.   You must treat this software just like a book.   An example is that this software may be used by any number of people and may be freely moved from one computer location to another, so long as there is no possibility of it being used at one location while it's being used at another.   Just as a book cannot be read by two different persons at the same time.

Commercial users of WTG! must register and pay for their copies of WTG! within 21 days of use or their license is withdrawn.   Site-License arrangements may be made by contacting PES.

You are encouraged to pass a copy of WTG! along to your friends for evaluation.   Please encourage them to register their copy if they find that they can use it.   All registered users will receive a copy of the latest version of WTG!.

See Also
Description of Shareware
Registration Form
Support
About Way To Go!

What is Shareware?

Shareware distribution gives users a chance to try software before buying it. If you try a Shareware program and continue using it, you are expected to register. Individual programs differ on details -- some request registration while others require it, some specify a maximum trial period. With <u>registration</u>, you get anything from the simple right to continue using the software to an updated program with printed manual.

Copyright laws apply to both Shareware and commercial software, and the copyright holder retains all rights, with a few specific exceptions as stated below. Shareware authors are accomplished programmers, just like commercial authors, and the programs are of comparable quality. (In both cases, there are good programs and bad ones!) The main difference is in the method of distribution. The author specifically grants the right to copy and distribute the software, either to all and sundry or to a specific group. For example, some authors require written permission before a commercial disk vendor may copy their Shareware.

Shareware is a distribution method, not a type of software. You should find software that suits your needs and pocketbook, whether it's commercial or Shareware. The Shareware system makes fitting your needs easier, because you can try before you buy. And because the overhead is low, prices are low also. Shareware has the ultimate money-back guarantee -- if you don't use the product, you don't pay for it.

See Also
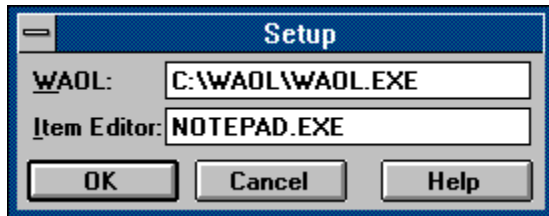<u>Registration Form</u>
<u>License Agreement and Disclaimer</u>
<u>Support</u>
<u>About Way To Go!</u>

General Setup Dialog

Click on the section of the dialog that you want information about

The general setup dialog allows you to specify the path of the WAOL executable file and the text editor which you wish to use when editing your WTG.INI file.

See Also
INI File

Control Box

Allows access to the control menu, sometimes referred to as the system menu. The control menu allows you to close or move the dialog with the keyboard.

Title Bar

This area of the dialog is used to identify the dialog as well as move it with the mouse.

OK Button

Choosing this button tells WTG! that you wish to accept any changes you have made to the dialog contents.

Cancel Button

Choosing this button tells WTG! to close the dialog without applying any changes that were made.

Help Button

Press this button to receive help.

WAOL

Fill this field with the file name and path of WAOL.

Item Editor

Fill this field with the executable name of the editor in which you wish to edit your WTG.INI.

Close Button
Use this to close the shorthand dictionary and return to the Main Window.

Refresh Button

Use this button to see any updates you've made to the shorthand section of WTG.INI during execution.

Edit Dictionary Button

Press this button to load WTG.INI into the editor you have chosen in the general setup dialog for editing.

Explanation Box
This area displays an explanation or definition of the highlighted term.

Shorthand List

This is a list of all the expressions that have been defined in the WTG.INI file.

Search Field

Enter a term in this box and the shorthand list will move to the closest alphabetical match it can find within the list.

Shorthand Dictionary Dialog
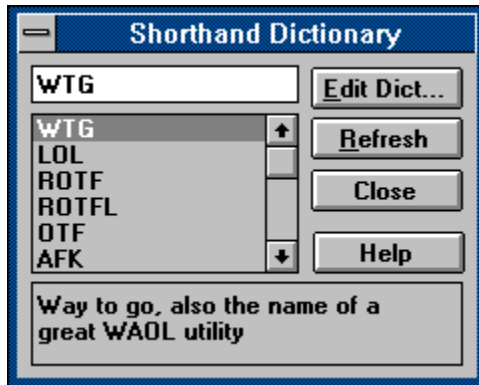
Click on the section of the dialog that you want information about

The shorthand dictionary dialog allows you to look up a expression or symbol that you may wish to know the meaning of. Using the Edit Items button you can load the WTG.INI into your text editor and add new shorthand terms and definitions.

See Also
INI File

Why Register Way To Go?

If you use Way To Go! regularly, please register it.   Way To Go! took many hours of development and testing to create.   Registration encourages the author to continue providing quality software to you and new enhanced versions of WTG!.   It also gives you many benefits:

- The feeling that you've bought something good with your money and have supported the shareware concept.
- Free minor updates (ver. 1.1, 1.2, etc.) of WTG!
- Major upgrades (ver. 2.0, 3.0, etc.) of WTG! for $5
- Announcements on new versions of WTG! and other Prism Elite Software products.
- The registration messages are taken out in the registered version

See Also
Description of Shareware
Registration Form
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Support
About Way To Go!

Timer Setup Dialog
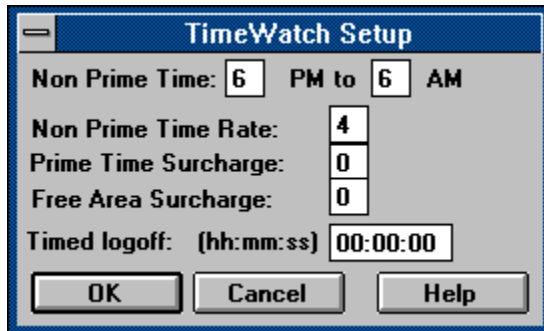
Click on the section of the dialog that you want information about

The timer setup dialog allow input of your various rates for use in tracking the amount of money you have spent. It allows you to input a amount of time that you want to spent online after which a message box will appear asking if you want to sign off.

See Also
INI File

Prime Time Surcharge

Enter the hourly telecommunications surcharge that applies when calling during prime time hours.

Non-Prime Time

Enter the cost of one non-prime time hour in this field.

Free Time Surcharge

Enter the hourly amount of any surcharge that you may incur in a free area of AOL such as the customer support areas.

Timed Logoff

If you want WTG! to inform you that you have been on a certain amount of time and ask if you wish to logoff then enter that amount of time here. If you do not want WTG! to do this then enter nothing.

General Menu Information

Menus allow access to the majority of functions in WTG!. Each menu has a specific purpose and represents a logical grouping of functions. Although some menu items have a predefined behavior and will always be available, a majority of them can be customized, by changing the WTG.INI file, to fit specific needs. All the information about menus in this help file is related to those menu items which do not change, but are essential for using the full capabilities of WTG!.

All menus are activated by clicking somewhere on the main window. Once activated all a selection can be made from the choices presented. On special entry that is at   the bottom of each menu is the [Cancel] option. This button is used to quickly make the menu disappear if with the mouse. Some menu items have an arrow pointing right that, when selected, presents you with another menu. These subgroups are just another related set of choices.

Using this general knowledge, you can go and explore the menu system or find more information about each specific menu.

See Also
INI File

AOL Menu

This menu contains items that do AOL system functions, such as resizing the WAOL window and sign on/off.

Sign On/Off
If you are offline, this item will log you on with the currently selected screen name. If you are online, this item will sign you off without confirmation.

Exit WAOL
This item will close the WAOL window and terminate execution.

Minimize WAOL
During special times in your WAOL session, such as downloading and uploading, it becomes impossible to reduce the WAOL window to an iconic state using the minimize button in the upper right-hand corner off the WAOL window. WTG! can minimize the window to an icon even at these times, removing the clutter of the WAOL window while you use your computer for other tasks.

Restore WAOL
This button is used to return the WAOL window from an iconic state back to a normal window.

Shorthand Menu

The shorthand menu provides access to all of your shorthand and shorthand groups, which are defined in the WTG.INI file. These shorthand terms are pasted into your WAOL chat window. Also available is the Shorthand dictionary.

Shorthand Dictionary
This item loads the Shorthand dictionary for viewing or editing.

See Also
INI File

Sound Menu

The sound menu is used to insert sounds defined in the WTG.INI into WAOL chats. There are no fixed menu items, except cancel, in this menu.

See Also
INI File

Goto Menu

This menu contains all of the locations that are defined in your WTG.INI file. Using this menu can save you the trouble of entering a keyword or "taking the long route" every time you want to go somewhere. A keyword entry option is also available.

Keyword
This item is identical to the keyword menu item provided with WAOL. It causes a dialog box, asking   for a keyword, to be displayed.

See Also
INI File

Way To Go! Registration Form

Print this form using the PRINT TOPIC selection under the File menu above. You may also copy this for to the clipboard to be used in your text editor by selecting Copy from the Edit menu.

Date: __-__-__

Name: _____
Company: _____ (optional)
Address: _____
City: _____ State: __ Zip Code: _____
AOL Screen Name: _____
(registered copy of Way To Go! will be sent online to this name)

WTG! Version: 1.01

How often do you use WTG/WAOL? _____/_____

On scale of 1 to 10, 10 being the highest, rate the following items:
The WTG! Main Program   ___
The WTG! Help File   ___
WTG! Setup   ___
WTG! Overall   ___

Which features do you like least?

What would you like to see added or changed?

Other Comments:

	Way To Go! Version 1.01	Quantity: _____ x $15 each
	Way To Go! Version 1.01 and one upgrade	Quantity: _____ x $20 each
		Total Payment: $ _____

Note: Please make all checks payable to Tim Hill.
Send Order Form and Check to:
  Prism Elite Software
  1322 Brookton CT.
  Indianapolis, IN 46260

Or send check to the the above address and send order form to PrismElite on America Online.

The Anatomy of an INI File

Note: When this documentation refers to WTG.INI, it is referring to any of your configuration files that have been created.

An INI file is a text file that is often used for configuration of programs. The Way To Go INI file, WTG.INI, plays an important part in the operation of WTG!.

The file is divided into sections. Each section has a heading enclosed in square brackets. For example, the General section heading looks like the following:

```
[GENERAL]
```

Under each heading are all of the data items. The meaning of these data entries depends on the section in which they exist. Data items use the following format:

SettingName=Setting

SettingName must be a configuration option that WTG! understands and the Setting should be a valid value for the SettingName. The Setting could be either a series of characters or a numeric value, depending on the meaning of the SettingName.

An example setting is the position of the main window. The position is stored as the x coordinate of the left of the main window and the y coordinate of the top of the main window. These items are located under the General section heading. So they might look like this in the WTG.INI file:

```
[GENERAL]
.
.
PosTop=100
PosLeft=50
.
.
.
[GOTO]
.
.
1=Windows Forum,windows
.
.
```

This is a rather straight forward example using numbers, but often a series of characters is used. If you entered a Keyword to use on the Goto menu for   example, text would be used instead of numbers.

It is important to understand how to configure each kind of entry in the WTG.INI file, to take full advantage of the customization features in WTG!. Often it is easy to discover the format of the entries by looking at entries that were originally defined when you downloaded WTG!, but specific details for customizing each section are found in their own section in this file.

People Menu

This menu allows you to locate or send an instant message to any member defined in the WTG.INI file simply by clicking on their name. It also provides a option to send a instant message or locate a member by entering the member's name.

Locate Member
This menu item opens another menu level with all of your defined members and an option to enter a member to locate.

Send Instant Message
Click on a name in the menu that appears when you click on this item and WTG! will complete the name field of the send instant message dialog, just enter your message and send it off. Also available is the option to send a message to any member by entering their name.

See Also
INI File

WTG! Menu

This menu is divided into two main sections. The Setup section allows for configuration and customization of various WTG! settings. The Help section is for accessing the online help system and the about box, which contains version information.

Help Menu
Contents
Loads the help contents screen. This is a good way to look at an overview of the help system.

Search
Allows searching of the help system by keyword.

Help On Help
Provides information about how to use the Windows Help system.

Product Support
Information about how to get additional assistance using WTG! or make suggestions and comments about WTG!.

About
Displays a copyright screen containing version and date of release information

Setup Menu
General
Loads the General Dialog, allowing configuration of the editor of your choice or the path of the WAOL executable.

Timer
Loads the Timer Setup Dialog, the dialog with options relating to the time and money tracking features of WTG!.

Stay On Top
Selecting this item toggles the Stay On Top ability of WTG! on and off. Normally it is desirable to enable Stay On Top so that WTG! will not become hidden behind the WAOL window.

Title Bar
Toggles the title bar of the WTG! main window on and off. Although most of the time you'll want to turn the title bar off so that it does not take extra screen space, the title bar is useful for easy movement of the main window around the screen.

Items
This selection is used to load the WTG.INI file, for editing, into the editor that you have chosen in the general setup dialog.

Save Window Position
Once located in a comfortable position, the position of the main window can be saved to the WTG.INI so that it will be in the same place in your next WTG! session.

Refresh
Causes WTG! to update it's settings to match the information in the WTG.INI file. This is used after editing the WTG.INI file with the Items menu selection.

See Also
INI File

Chatting with Shorthand

With Way To Go's Shorthand menu, you can easily insert shorthand and other text you regularly use while in WAOL's chat rooms.   This is an especially good feature for people, such as Guides and PC Forum staff that have repetitive sayings used many times daily.

To insert shorthand or text you have entered in your current configuration file:
1. Make sure the cursor is blinking in the chat text box.
2. Hold your mouse button down on the Shorthand button.
3. Select the item in that menu that you wish to insert.

Using the Shorthand Dictionary

If you have trouble figuring out or remembering shorthand, Way To Go's Shorthand Dictionary can help you.   It allows you to look up many pre-defined shorthand items, and to add your own shorthand and definitions.

To enter the Shorthand Dictionary:
1. Click on the Shorthand button.
2. Select "Shorthand Dictionary..." from the Shorthand menu.

To see the definition of a shorthand item:
1. Make sure the cursor is blinking in the search text field in the Shorthand Dictionary dialog.
2. Enter the text you want to search for, and the list box will move to the closest match.
3. Press enter when you have found the item you want to know the definition for.
         or
1. Scroll through the shorthand list and click once on an item to see the definition of it.

To edit the Shorthand Dictionary:
1. In the Shorthand Dictionary dialog, click on the Edit Dict. button bring up your editor defined in General Setup.

To Refresh the Shorthand Dictionary items since the last update:
1. In the Shorthand Dictionary dialog, click on the Refresh button.

Using Chat Area Sounds

Sending chat area sound commands was a nice addition to WAOL, but you may have trouble remembering what the specific filename that sound had.   Way To Go! allows you to insert sound commands quickly with out having to remember their filenames.

To insert sound commands you have entered in your current configuration file:
1. Make sure the cursor is blinking in the chat text box.
2. Hold your mouse button down on the Sound button.
3. Select the item in that menu that you wish to insert.

Getting Around with Keywords

With WAOL, you are limited to only ten keywords in your Goto menu.   This number may not be enough if you have many places you go while online each day.   Way To Go! allows you to have up to thirty keyword items in it's own Goto menu.

To goto a keyword you have entered in your current configuration file:
1. Hold your mouse button down on the Goto button.
2. Select the keyword in that menu that you wish to goto.

To goto a keyword not defined in your current configuration file:
1. Hold your mouse button down on the Goto button.
2. Select the "Keyword..." item from that menu.

Locating a Member Online/Sending an Instant Message

Locating all of your friends that are online and sending them an instant message can be a tedious task with WAOL.   You have to type each screen name and press enter each time. Way To Go! allows you to find somebody online quickly and send them an instant message.

To locate a member online you have defined in your current configuration file:
1. Hold down your mouse button on the People button.
2. Select the "Locate Member" menu item, with an arrow on the right side of it.
3. Select the person that you wish to locate online.

To locate a member online that is not in your current configuration file:
1. Hold down your mouse button on the People button.
2. Select the "Locate Member" menu item, with an arrow on the right side of it.
3. Select the "Locate Member..." item from that menu.

To send an instant message to a member online that you have defined in your current configuration file:
1. Hold down your mouse button on the People button.
2. Select the "Send Instant Message" menu item, with an arrow on the right side of it.
3. Select the person that you wish to send an instant message to.

To send an instant message to a member online that is not in your current configuration file:
1. Hold down your mouse button on the People button.
2. Select the "Send Instant Message" menu item, with an arrow on the right side of it.
3. Select the "Send Instant Message..." item from that menu.

Tracking Time Spent Online

While online, you may want to find out how long you've been on, how much you've spent, etc.   Way To Go!'s TimeWatch can tell you these things, plus tell you whether you're in a pay area or not, how much you've spent in free and pay areas, and the current time.

To change what you want shown on the timer:
1. Hold down your mouse button on the timer area, right after the WTG! button.
2. Select the menu item that you want the timer to show.
　　　or
1. Click the right mouse button while over the timer.   This will switch what to show without going through the menu.

Uninstalling Way To Go!

If you don't wish to use Way To Go! anymore, it's very easy to uninstall it.   To uninstall Way To Go!, you should delete the following files included in Way To Go!:

\WTG\WTG.EXE   The Way To Go! Executable Program
\WTG\WTG.HLP   The Way To Go! Help File, which you are reading now
\WTG\WTGSETUP.EXEThe Way To Go! Setup Program
\WTG\README.TXT   A Text File containing installation instructions and last minute notes
\WTG\REGISTER.TXT   Registration Form
\WTG\SURVEY.TXT   Survey for WTG!
\WTG\WTG.INI   The default Way To Go! INI (configuration) File
\WTG*.WTG   Other Way To Go configuration files, if you chose to install any.
\WTG\FILE_ID.DIZ   Description file
\WTG\DESC.SDI   Description file
If you installed any program groups/items, you should also delete those.

Note: \WTG represents your Way To Go! directory.

Product Support

There are several ways to reach Prism Elite Software (PES):

America Online: PrismElite
                    PES may be present at the Windows conference, held every
                    Tuesday and Thursday at 9:30PM EST in the Windows Forum.
                    Arrangements can be made if you'd like a private chat with PES.
Internet: prismelite@aol.com
BBS: SW Indy BBS, (317) 856-7562, Conference Number 101
RIME Network: PES can be reached in the Shareware and Windows conferences.
Address: Prism Elite Software
                    1322 Brookton CT.
                    Indianapolis, IN 46260

See Also

Description of Shareware
Registration Form
License Agreement and Disclaimer
About Way To Go!

General

This section of a Way To Go configuration file includes information
about the basic options and other general information.   This is located in the
"[General]" section of a configuration file.

Listed below is an example of the General section with descriptions of the settings in it:

`PosLeft=100`
The left position (in pixels) of the Way To Go window.
`PosTop=100`
The top position (in pixels) of the Way To Go window.
`StayOnTop=-1`
Determines whether Way To Go stays on top of other windows.
`Titlebar=0`
Determines whether WTG has a title bar.
`Rolled=0`
Determines whether WTG is rolled up.
`WAOL=C:\WAOL\WAOL.EXE`
The path and filename of America Online for Windows, used to run it at the startup of Way To
Go.
`SetupEditor=NOTEPAD.EXE`
The path and filename of the editor you wish to use to edit the current configuration file.
`RegName=Name`
`RegComp=Company`
(For registered users only)   Identified the registered user and company of Way To Go.

Shorthand Dictionary

This section of a Way To Go configuration file includes information used in the Shorthand Dictionary.   This is located in the "[Shorthand Dictionary]" section of a configuration file.   This section MUST be the last section in your configuration file.

An entry in the Shorthand Dictionary has the following format:
Shorthand=Shorthand Definition

Examples:

```
WTG=Way to go, or the name of a great WAOL utility.
ROTFL=Rolling on the floor laughing
BTW=By the way
:D=Laughing
```

Shorthand

This section of a Way To Go configuration file includes information used in the Shorthand menu.   This is located in the "[Shorthand]" section of a configuration file.   You can have up to thirty items in this menu.   One special entry you can have is a separator, which draws a line across the menu between the preceding and following menu item.   You can create a separator by entering "-" as the item.   You can also have special characters in your text, such as a carriage return.

An entry in the Shorthand menu has the following format:
Number=Shorthand

Examples:
```
1=Hi guys!  How are you doing?~
2=Goodnight everyone! :D
3=:D :D :D
4=ROTFLTIME
```

Way To Go allows you to have up to five group items (each with up to thirty items), in this menu.   They are in this format:
G Number=Group Name:Group Item 1 | Group Item 2 | Group Item 3 | ...
("|" is the pipe character)

Examples:
```
G1=Windows Forum: Welcome to the Windows forum! | How can we help you tonight?
| Goodnight!
G2=Welcomes: Hi! | Hi, how are you doing? | Hello all! | Hiya! | Hello, how's
everyone doing tonight
G3=Goodbyes: Bye! | Goodnight! | See ya! | Gotta get going.. | Nite! :)
G4=Quotes: I think; therefore I am. | Power corrupts.  Absolute power corrupts
absolutely.
G5=WTG 2.0: Can't you wait? | Enhanced | Powerful
```

TimeWatch

This section of a Way To Go configuration file includes information used by TimeWatch, which keeps track of your time while on America Online for Windows.

Listed below is an example of the TimeWatch section with descriptions of the settings in it:

`PrimeTime=10`
Amount of dollars per hour prime time use of America Online for Windows costs.
`NonPrimeTime=6`
Amount of dollars per hour nonprime time use of America Online for Windows costs.
`FreeAreaSurcharge=0`
Amount of dollars per hour a free area surcharge costs.
`TimeType=NonPrime`
Determines which rate to display in TimeWatch, NonPrime or Prime.
`TimedLogoff=00:45:00`
The amount time in a pay area in which you want Way To Go to prompt you to logoff, in the format hh:mm:ss.   If this is set to nothing, Way To Go will not prompt you at all.

Sound

This is located in the "[Sound]" section of a configuration file.   You can have up to thirty items in this menu.   One special entry you can have is a separator, which draws a line across the menu between the preceding and following menu item.   You can create a separator by entering "-,-" as the item.

An entry in the Shorthand menu has the following format:
Number=Sound Description, Sound Filename

Examples:
```
1=Welcome, WELCOME
2=Goodbye, GOODBYE
3=File's done, FILEDONE
4=Instant Message, IM
```

Goto

This section of a Way To Go configuration file includes information used in the Goto menu.   This is located in the "[Goto]" section of a configuration file.   You can have up to thirty items in this menu.   One special entry you can have is a separator, which draws a line across the menu between the preceding and following menu item.   You can create a separator by entering "-,-" as the item.

An entry in the Shorthand menu has the following format:
Number=Goto Keyword Description, goto keyword

Examples:
```
1=*The Grandstand*, grandstand
2=Windows, windows
3=Development, development
4=Apogee, apogee
5=File Search, file search
```

People

      This section of a Way To Go configuration file includes information used in the People menu.   This is located in the "[People]" section of a configuration file.   You can have up to thirty items in this menu.   One special entry you can have is a separator, which draws a line across the menu between the preceding and following menu item.   You can create a separator by entering "-" as the item.

An entry in the People menu has the following format:
Number=Person

Examples:
```
1=PrismElite
2=Tim112
3=SteveCase
4=PCA Jolie
5=Rpatrick00
```

Way To Go allows you to have up to five <u>group</u> items (each with up to thirty items), in this menu.   They are in this format:
G Number=Group Name:Group Item 1 | Group Item 2 | Group Item 3 | ...
("|" is the pipe character)

Examples:
```
G1=People Connection Guides:Guide W|Guide T| Guide G
G2=Friends:Jolie|PCC Wanda|FantasiGuy|HalWar|PCC Aldo
G4=Windows Forum:PC Andy|PCA Jolie|PCC Claire|PCC DrSJC|PCC Walt
G5=Prism Elite Software: PrismElite|Tim112
G3=More Friends:Shawn29|DHowell|JBENZver2|Ray CK|AngelicaD|BobV057G3
```

Figure A Group Menu.

Non-Prime Time Range

Enter the range of the Non-Prime Time Hours on America Online, in your area.

Sending Special Characters

Way To Go! (starting with version 1.01) allows you to have special characters in your text, such as a carriage return, or a function key.   The format that your text should be in is explained below:

Each key is represented by one or more characters.   To specify a single keyboard character, use the character itself.   For example, to represent the letter A, use "A" for keytext.   If you want to represent more than one character, append each additional character to the one preceding it.   To represent the letters A, B, and C, use "ABC" for keytext.

The plus sign (+), caret (^), percent sign (%), tilde (~), and parentheses ( ) have special meanings to WTG!.   To specify one of these characters, enclose it inside braces.   For example, to specify the plus sign, use {+}.   Brackets ([ ]) must also be enclosed in braces. To send brace characters, use {{} and {}}.

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}		Break	{BREAK}
Caps Lock	{CAPSLOCK}		Clear	{CLEAR}
Del	{DELETE} or {DEL}		Down Arrow	{DOWN}
End	{END}		Enter	{ENTER} or ~
Esc	{ESCAPE} or {ESC}		Help	{HELP}
Home	{HOME}		Ins	{INSERT}
Left Arrow	{LEFT}		Num Lock	{NUMLOCK}
Page Down	{PGDN}		Page Up	{PGUP}
Right Arrow	{RIGHT}		Scroll Lock	{SCROLLLOCK}
PrintScreen	{PRTSC}		Tab	{TAB}
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.

Examples:

```
1=Welcome to the Windows forum!~Tonights topic is Using WAOL Efficiently.~
```
(Tilde, "~", sends a carriage return)
```
2={F1}
3=%FN
4={CAPSLOCK}
```