POWWOW

Professional

ASHMOUNT *research*

Licensing & Registration

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POWWOW is supplied to the user under license on the following terms:-

- The software is licensed for a single user.
- The user does not become the owner of the software, but has bought the right to use the software.
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Demonstration Version

A demonstration version of POWWOW is available for download from all the on-line services supported by POWWOW, as is a copy of the manual. The demonstration version is complete apart from one command, Prune, which is disabled. You are free to use the demonstration version in order to evaluate POWWOW, but you must only use it for a maximum of 14 days. After that you must either delete it from your system, or register the software with Ashmount Research.

Registration

You can register POWWOW by VISA or Access (Mastercard) - using the Auto-Register feature (**Help, Register**), or GO SWREG on CompuServe. For further details, please consult the README file, or contact Ashmount Research.

Support

POWWOW support is available from the relevant forums/forums on the remote services POWWOW connects to.

On CIX: ASHMOUNT and REG_ASHMOUNT (for registered users). Our ID is ashmount.

On COMPUSERVE: GO ASHMOUNT (or GO POWWOW). Our ID is 70007,5437.

On DELPHI: ASHMOUNT. Our ID is ashmount.

We would prefer to deal with problems via the conferencing systems or by E-mail, but if your problem is urgent, please call or fax instead.

Our telephone number is +44 171 935 7712.

Our fax number is +44 171 935 7713.

Our address is 26 Baker Street, LONDON W1M 1DF, UK.

In some countries, support may be available through a local agent or distributor.

Contents

Welcome to POWWOW 3

Chapter One

Welcome to POWWOW, the most versatile and flexible application in existence for using the resources now available on on-line, dial-up services like CompuServe, Delphi, BIX, Caucus and CIX. Conferencing, electronic mail (E-mail), binary mail, file transfer, information services, product support - POWWOW helps you to access all of these, in the most economic and efficient way. What's more, it helps to manage the information and turn it into useful, useable knowledge.

This opening section explains the essentials:-

• What POWWOW is
• How it can help you get the most out of on-line systems
• What's new in version 3
• How to install POWWOW

By the time you have finished this section you will have a basic understanding of what POWWOW can do for you and the advanced new features in version 3. You will also have it successfully installed on your PC.

1.1 Introduction

Welcome to POWWOW. We hope that you will enjoy using it. We have enjoyed creating it over the last 4 years with and for members of the electronic community. POWWOW enables you to access the information and services of dial-up services automatically - making the services easier, more convenient and cheaper to use. POWWOW will handle:-

• E-mail (local and Internet) system
• Forum/Conference areas
• File Transfers (binmail and Library/File lists)

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a) Why use POWWOW?

In the beginning, most of the services concerned were purely on-line systems. In other words, subscribers would connect their computers and modems to their phone lines, dial up, and perform all the work they needed to do by typing the correct commands down the line, waiting for a response, typing some more, collecting waiting messages, downloading them - all "live" on-line - with on-line charges

and phone charges mounting up all the time. Not only is this expensive it is also slow.

Off-Line Readers

Then came off-line readers (OLRs). These allow their users to perform those commands, compose their messages, issue their requests "off-line" - on their own computers, in their own time, without a live connection to the "on-line" system..

These commands are all collected into a script. At a time convenient to the user, he/she connects to the remote system, and that script runs through its actions. Messages are posted, requests issued and waiting messages downloaded. Then the connection is terminated as quickly as possible, to minimise service and phone charges.

One of the first off-line readers was **TelePathy** from Ashmount Research - for the UK-based system CIX. This was the DOS program on which POWWOW was based.

The user then settles down to read through the messages, answering appropriately, at leisure.

POWWOW follows that same basic concept, now greatly refined and presented in a form familiar to users of Microsoft Windows, with a wide range of configurable options to enhance your usage. POWWOW also offers a great deal of choice on the method used to work with it - the standard Windows menu-structure, hot-keys, or a large collection of tool-buttons.

And, in so doing, POWWOW can cut on-line and phone charges by as much as 90%.

Multi-Service working

POWWOW Professional takes things yet another step forward. Traditionally, off-line readers have been written for a specific service, often by users of that service. Those who needed to connect to other services had to master (and buy) another OLR - if there was one. But POWWOW Professional includes modules to connect to a several such services (currently CompuServe, CIX, BIX, Caucus, Delphi - with more on the way) - all from one program, using a common interface, common commands, common display.

What's more, POWWOW has a number of powerful tools to enable you to manage and use the information gathered from remote systems. In Professional, these tools can help you merge the important information, coming from a variety of sources, into a single, local knowledge-base.

POWWOW Professional is enabled to handle all the services currently supported.

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b) How POWWOW Works

POWWOW works in a cyclical manner. Completing the cycle brings you back to the beginning again.

① **Off-Line**
- You write new E-mail that you want to send.
- You reply to existing private mail messages.
- You join new forum/conference discussion. You drop out of others.
- You request files to be downloaded and uploaded.
  - All these instructions and messages are put into a script file which contains the batch of instructions which you gave POWWOW. This all happens off-line. Telephone or connect time has not been used.

② **Connect**
- At a time convenient to you, instruct POWWOW to dial up the service.
- On top of any of the previous instructions that you have given POWWOW will automatically download any new mail messages as well as new forum/conference messages that may have appeared since you last logged on. POWWOW will also execute any scheduled instructions that you might have asked it to perform.
- POWWOW handles the communications automatically and much faster than you could do if you went on-line manually to perform the same effect. That speed reflects itself in reduced telephone and service connection charges.
  - When POWWOW has finished liaising with the remote system, it disconnects the telephone line and:-

③ Off-Line

- When the connection is finished POWWOW imports all new mail and forum/conference messages for you to read and puts downloaded files in the download specified directory. You are now ready to read the messages in stage ①.
  - The sequence has gone full circle. There are other steps available to refine this process, and the actual process will differ slightly from service to service.

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c) What is CompuServe?

CompuServe is an international dial-up system based in the USA (Ohio), but with many points of access (nodes) all around the world. It has some 2.4 million members, world-wide. It offers Forums (conferencing) which cover everything from high-level technical support to hobbies and games. The are Library-fulls of files available for download. It offers E-mail (between its members and across the Internet) and binmail (sending binary files between members - not available across Internet).

In addition CompuServe offers a wide range of information services - databases which members can search and download the result. Many of these are provided via "Gateways" to other systems but access to these is usually as simple and transparent as any CompuServe-based activity.

CompuServe is primarily intended as an on-line system. In other words, it is designed to be used "live" - navigating in real-time through a system of menus. Indeed, CompuServe offers software (CIM & WINCIM) to help perform these tasks. POWWOW users may still want to have one of these tools available for specific tasks, but we believe that POWWOW can improve on them for general use.

How POWWOW deals with CompuServe

Simply, POWWOW maintains a mirror-image of your CompuServe activities on your local computer. Just as CompuServe is split into forums, which in turn are split into sections, POWWOW also holds your messages in these
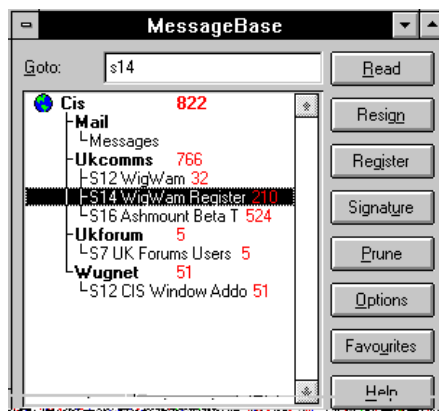
divisions. However, POWWOW presents these forum/sections in a more useful form - as a tree-like hierarchy.

In addition, POWWOW sub-divides messages even further - in the form of "Threads". A thread is a collection of messages on one subject, where participants have added replies to an initial "Root" message.

You, or anyone else, may post a new message with a new subject line. (A "Compose" in CompuServe-speak.) That would be a Root message. You or others may respond to that Root ("Reply"). Other Replies may be added to Replies. Thus a thread develops.

It is one of POWWOW's special features to represent these threads graphically, in such a way that allows you to trace the conversation back to its origin, to see where digressions occurred, to check that your own points have not already been made.

Flags	Number	From	Subject
📂	...29620	**Roy Brocklebank**	**I have not been able t**
	└29904	Andrew Craven	from a short dip into you
📂	29635	**Robb Baugher**	**Macro Icons**
🖘	└29690	Ashmount Research	to load an icon with your
🖘	├29725	Robb Baugher	Cool! That works fine, I
🖘	└29753	Robb Baugher	I got the icons to load fo

d) What is CIX?

CIX (pronounced Kicks), or Compulink Information eXchange, was set up in 1985 as the UK's first public access on-line E-mail and conferencing service. It allowed both private individuals and companies to send local and world-wide E-mail as well as set up both private and public discussion areas. These are known as conferences. They are extensively used for product support and information distribution. CIX is now used by over 15,000 regular subscribers. It has a strong bias towards "professionals" with the bulk of its members working in the computer or related areas.

CIX since the start added to the original software the file transfer capabilities so that you can send, store and receive files over the system.

POWWOW for CIX has been continuously developed since 1991 to provide you with a seamless connection to CIX and is used by thousands of users. We thank all users for their continual support and ideas that has made POWWOW what it is today.

CIX also accesses Internet E-mail and Internet News Groups, which are supported in POWWOW.

CIX is located in Surbiton, south London, and has over 100 modem access lines. CIX is based on the CoSy conferencing software and has been extensively modified and updated to give you one of the most advanced conferencing systems in Europe.

How POWWOW deals with CIX

Simply, POWWOW maintains a mirror-image of your CIX activities on your local computer. Just as CIX is split into conferences, which in turn are split into topics, POWWOW also holds your messages in these divisions. However, POWWOW presents these conference/topics in a more useful form - as a tree-like hierarchy.

In addition, POWWOW sub-divides messages even further - in the form of "Threads". A thread is a collection of messages on one subject, where participants have added comments to an initial "Root" message.

You, or anyone else, may post a new message with a new subject line. (A "Say" in CIX-speak.) That would be a Root message. You or others may respond to that Root ("Comment"). Other Comments may be added to Comments. Thus a thread develops.

It is one of POWWOW's special features to represent these threads graphically, in such a way that allows you to trace the conversation back to its origin, to see where digressions occurred, to check that your own points have not already been made.
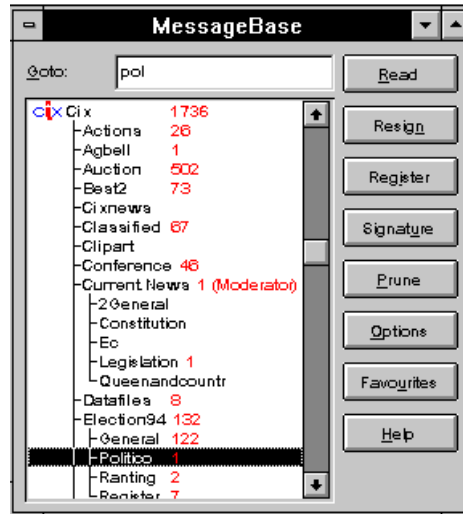
Flags	Number	From	Subject
🗑	└2515	ciles	Can you tell me more. I am runnins W
👍	└2518	ashmount	it's only really necessary if you have a
🔒	└2519	ithorne	It is. The 16550's on some machines,
📂	**2520**	**stevee**	**message deletions**
📧	└2523	ashmount	Cheers, stevee, thanks for the nice co
📧	└2524	stevee	thanks taz
📧	└2527	ashmount	it's easier than that,

e) What is Delphi?

Started in the US in 1983, Delphi expanded to the UK in 1994, offering a wide range of services, but specialising in entertainment information. (a large shareholding is owned by News International - owners of the Fox Network and BSkyB). It has about 300,000 members.

As with the other services, POWWOW maintains a mirror-image of your Delphi activities on your local computer. Just as Delphi is split into forums and topics, POWWOW also holds your messages in these divisions. However, POWWOW presents them in a more useful form - as a tree-like hierarchy.

In addition, POWWOW sub-divides messages even further - in the form of "Threads". A thread is a collection of messages on one subject, where participants have added comments to an initial "Root" message.

You, or anyone else, may post a new message with a new subject line. (An "Add" in Delphi-speak.) That would be a Root message. You or others may respond to that Root ("Reply"). Other Replies may be added to Replies. Thus a thread develops.

It is one of POWWOW's special features to represent these threads graphically, in such a way that allows you to trace the conversation back to its origin, to see where digressions occurred, to check that your own points have not already been made.

f) Management

POWWOW takes things much further than the original concept of an off-line reader. The material downloaded from "out there" contains useful information; POWWOW provides the tools to manage that information, to organise it into Bookmark Sets or into Folders,

allowing you to create local knowledge-bases or information sets from your message base.

In addition, POWWOW provides tools to manage the message base itself - to Prune old, unwanted threads, delete or resign unwanted forums or sections and re-build all-important message base indexes.

The range of functions available to you will unfold as you work your way through this manual - or you may find them in the program itself and wish to read the "official" description. Either way, we hope you enjoy POWWOW, and find it a useful addition to your hard disk.

f) Thinking Big

You may have bought POWWOW as an individual, intending to use it to connect to one or two particular services, but POWWOW's structure, and the ongoing development of Ashmount Research, means that you are not locked in to your first choice. POWWOW Professional can encompass several different services (currently including BIX, CIX, CompuServe, Delphi, MSMail and ccMail, with direct Internet access also available soon), handling them side-by-side, using a common interface and common (configurable) terminology.

And if you or your company want to integrate any or all of these services across your network, POWWOW's "groupware" big brother, POWWOW Workgroup, can do all of the above and more - providing Local conferencing, E-mail and file transfer - and the upgrade is seamless, almost unnoticeable.

But, many of you know all of that. Those who have used POWWOW 2 will have some experience of these features. So, what's so special about POWWOW 3?

1.2 New in 3

Many of the features introduced in POWWOW 2 have been enhanced and refined in version 3. Considerable work has been done to make the general operation much more robust and reliable. But Ashmount have continued to add new features to the package, often a users' requests. Here is a brief summary:-

- Enhanced User Interface - many changes and improvements.
- Multiple Document Access (MDI) - see Chap 4 POWWOW*'s Windows*.
- Favourite Places - your choice of forum/sections, at the click of a button.
- Extensive user configurability - see Chap 5 *Options & Settings*.
- Multiple Signatures - section-by-section, if desired. See 4.1.b.
- Quick Config - the essential options reduced to a minimum - see 2.a.
- Background Operation - connection & import in the background
- Advanced Scheduler - set up regular actions, daily, weekly, monthly. See 2.h.
- Search - now much more powerful. See 6.3.b.
- Bookmarks - easier to use, and more powerful. These now provide the link between Search engine and the Folders feature. See 6.3.a.
- Folders - an extremely powerful new function for collating the gems from your message base into your own, personal knowledge base. See 6.3.c.
- Move Message/Thread - When threads have become un-attached, you can re-link them. See 7.4.c.
- Action reports - reports on connections, file uploads/downloads etc.
- Statistics - information on the size and distribution of your message base. See 6.3.e.
- Spelling Checker - no more excuse for speeling misteaks! See 3.2 & 4.5.
- Dialler - you can now phone from the Address Book. See 4.7.
- Attach File/Auto Uuencoding - now much easier to send files across CompuServe and beyond. See 3.2.c.
- Post Its - notification of high priority messages. See 4.5.b.
- Mail Aliases - Send messages to mailing lists using a simple, memorable name. See 4.5.b.
- Configurable Right mouse button. See 5.3.g.
  - Telnet Access - connect to CompuServe, Delphi & CIX via the Internet.

1.3 Installation

Installing POWWOW is easy and straightforward. You need:-

- A PC running Windows 3.1 or greater

- 4Mb RAM
- 3Mb spare disk space
  - A Hayes compatible modem

Setting up the Setup

You will have received your copy of POWWOW by one of two methods:-

▣ Distribution Disk

Insert the supplied disk (Disk 1) in your floppy drive.

☎ Modem Download

- Create a temporary directory on your hard disk.
- Copy the downloaded file (POWWOW3.EXE) to that temporary directory.
  - From Program Manager or File Manager, **Run** POWWOW3.EXE. This will expand the compressed file into its component parts.

Setup

You are now ready to install POWWOW.

Run the SETUP program, either from the floppy disk or the installation directory. (Use Program Manager or File Manager, both of which have a **Run** command.)

When you install POWWOW the first question it will ask you is where you want it to be installed. The default directory is C:\POWWOW3, but you can choose any you want. If the directory you choose does not exist, Setup will create it..

> Users upgrading from WigWam 2 can safely point the setup at their existing installation directory. You may wish to take a backup first, but there should be no problems.
> The installation will carry over as many of your previous settings as possible, but several of them have changed so much that your old settings have no equivalents.
> The POWWOW 3 package includes a DELOLD.BAT file to delete redundant files. You do not *have* to use it; the old files will not interfere with the new ones.

Click on OK. POWWOW will now install itself on your hard disk. It is an intelligent installation package and will check for disk space before it proceeds.

It will ask you if you want to create a program Group. Answer Yes, to save you time in having to create the program icons. A set of release

notes will be then displayed on the screen for you. Please read these carefully. They are not long. They contain any essential information that you need to know. When you have done this click on the POWWOW icon.

First time Running

The first time you run POWWOW it will take through the Comms Settings for each of the services to be used. If you do not want to fill these in immediately, you can

Users upgrading from WigWam 1.xx or TelePathy 1.xx should contact Ashmount. You will need an Upgrade program to convert your message base into POWWOW format.

Cancel each of these dialogs - but remember that you will need to complete these before making any connections. In order to communicate with any service you need to have:-

- Your ID and password (if you have one)
- Modem type
- Comms Port (serial port) to which the modem is connected
  - The Telephone number to ring (for most services, we have included a valid number, but you may have a closer node, or another prefix to add)

- all available. Once you have done this POWWOW is now installed and ready - well done. You can now proceed to Chapter 2 *Connecting*.

1.3 About the manual

Most of the services accessed by POWWOW have a great deal in common - they perform similar tasks, like sending E-Mail, posting open messages, holding files for upload/download. They achieve these in different ways of course, using different protocols and procedures. Wherever possible, POWWOW hides these technical differences, believing that the user (you) will simply want to get things done, without having to remember precise routines for each service.

Terminology

However, each system tends to have its own vocabulary - a set of terms to describe the actions available to a user of that service. The open discussion areas are called Forums on CompuServe and Delphi,

Conferences on CoSy systems (BIX & CIX). Their sub-divisions are called Sections on CompuServe, Topics on Delphi and CoSy.

For users accustomed to the terminology of a particular service, POWWOW can be configured to follow that terminology *in all services*. Select **Admin, User Options, Others, Terminology** to choose which.

CompuServe (CIS)	Delphi	CIX, BIX (CoSy)
Forum	Forum	Conference
Section	Topic	Topic
Library List	Database	File List
Compose	**A**dd	**S**ay
Reply	**R**eply	**C**omment*

The commands, which have their initial letters in **B**old, will only operate as such when the Terminology is set appropriately

CoSy also has the concept of "R**eply by Mail" - which POWWOW also supports, but this is only available when POWWOW is set to use CoSy terminology.*

Wherever possible, this manual will describe actions and settings in POWWOW terms - applicable to all services. However, some specific features apply only to particular services. These will, of course, be described in terms of the relevant service.

Elsewhere, the alternative terminology may be shown (i.e. File List/Library List/Database), but since this would be somewhat cumbersome if followed throughout, a bias will be shown for CompuServe terminology.

Manual Conventions

Menu Commands

Menu commands are shown in bold-face, as in:-
Admin, User Options, Others, Terminology, Delphi.

In the above case, you would access this particular command (which is an extreme example) by the following route:-

1. Open the **Admin** menu

2. Select **User Options** from the list
3. Choose the **Others** tab on the tabbed dialog
4. Open the **Terminology** drop-down
5. Select **Delphi**

Keyboard Short-cuts

Keyboard short-cuts are represented in this form:-
⌨ Ctrl ⌨ F2 ⌨ ← ⌨ C ⌨ SPACE ⌨ O etc.

⌨ Alt +⌨ E means that you should hold down the Alt key whilst pressing "E".

Mouse & Buttons

Where a command can be accessed via a tool-button, this symbol ⌨ will point you to the inner margin, where the button itself will be shown.

Manual Structure

The next two chapters - *Connecting* and *Reading & Writing* - deal briefly with the core tasks you will be using POWWOW for. The next two chapters - *POWWOW 's Windows* and *Options & Settings* offer considerably more detail on what facilities exist in POWWOW, how to access them, and how to use them. The last two chapters - *Managing Information* and *Housekeeping* - deal with more advanced features.

POWWOW is constantly developing, and there will be some features in your installation which are not covered here. Please refer to the README file which came with your download or your distribution disks. This will point out any late changes to the program and warn of known errors in this manual.

Help

Throughout this manual, the **Help** commands have been ignored, largely because POWWOW's on-line Help system does a better job of explaining itself than could be done here.

POWWOW Help covers the operation of the program from a different perspective. It is context-sensitive. (With a menu item highlighted, press SHIFT+F1, or, with the mouse hovering over one of the buttons, press the Right Mouse Button.) It has its own "hyper-text" navigator ⌨.

If a subject is not explained to your satisfaction in the manual, try the Help. If neither lifts the mist from your eyes, ask in the support conference/forum on the appropriate service. These are listed on the inside of the front cover.

Connecting

As you might expect, the initial process of connecting to any remote service will depend on the service itself, on your particular status on the system, and on your own hardware. Once the preliminaries have been completed successfully, a connection (a "blink" in POWWOW-speak) is much simpler.

2.1 Connecting to CompuServe

There are a few steps to be taken before CompuServe connections settle into their routine.

a) New to POWWOW

There are a few steps required to configure POWWOW and CompuServe to work with each other.

Comms Settings

POWWOW offers a wide range of options for fine-tuning your comms, and for dealing with special cases. These are detailed in the chapter Options & Settings. But, for now, there are only a few items which need to be set. The important items can be accessed via **Admin, Comms Settings**. POWWOW will ask you which service you wish to set. Select **CIS**.

Essentials

Take care to enter UserID and Password *exactly* as it was given to you. This especially true of passwords, which are case-sensitive, and often contain punctuation marks.

> Starting from installation, the only items you *must* get right are:-
> In the **Basic** section - **User ID, Password** & **Phone**
> In the **Modem** section - **Modem** & **Port**.
> For the rest, the defaults will probably suffice.

The phone number will depend on your nearest (or cheapest) CompuServe node. Note that some nodes can only accept connections

at lower speeds. The number in a fresh installation of POWWOW is the London (UK) node.

If you have been using another program to connect to CompuServe, you will know the correct comms port. However, do not assume that the modem initialisation string can simply be copied over. POWWOW requires Hardware Flow Control to be set; that is not always true of other programs.

Either select the correct modem from the POWWOW's modem list, or use the other initialisation string - but check your modem manual for the command to set Hardware Flow Control (RTS/CTS).

Non-standard Logons CompuServe

Some methods of connecting to CompuServe may require the use of one of the special logon scripts. Open the **Script** drop-down to see the list of available scripts. If none of these is suitable, it is possible to write your own, but, to begin with, it is probably best to work with a simple CompuServe node and make sure that is working properly before attempting anything unorthodox.

> **Finding your Comms Port**
> Most standard computers come with 2 comms ports, one of which is used by your mouse. Find out which, and it is fairly safe to assume that the other is connected to your modem
> You may have other useful programs, but most Windows users will have MSD.EXE.
> You will need to exit Windows to use it. Run MSD from the DOS prompt. Select Mouse.... Look for "Mouse COM Port:". If it is "COM1" , your modem is probably on COM2 - or vice versa.

Set Service Options

When you are confident that the basic comms settings are right, you now need to configure CompuServe to work efficiently with POWWOW.

Essentially, CompuServe is an on-line system, designed for use in real time. It has a system of menus to help on-line users find their way around. POWWOW doesn't need them; indeed, they slow the whole process down.

So, running **Set Options** from the **Admin, Connect** dialog (make sure that CIS is highlighted) will dial up CompuServe, alter some essential options, and
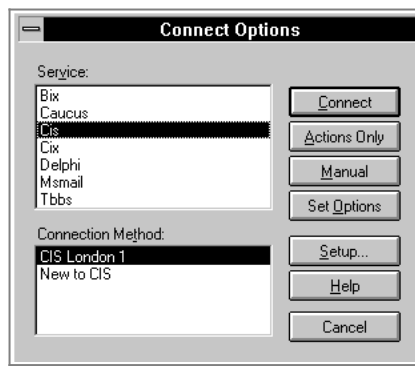
disconnect. If you attempt to connect without first running Set Options, POWWOW will warn you.

"Handle"

Once you have initiated a Set Options connection, POWWOW will ask you to enter your "Mail Name or Handle". This is the name which CompuServe will attach to any mail you send on the system. A similar choice is available for each forum you join. You need not use the same name for everything, although it is probably simpler to do so.

This "handle" is not the same as your signature, which POWWOW allows you to pre-set, section-by-section if necessary.

UseNet

If you plan to use CompuServe's access to UseNet newsgroups, there is one further step to take. Select **Service, UseNet, Change Name, Organisation and Msg Limit.**

This script should be run once before collecting any UseNet messages.

The following options are set:

- Name - the name you want on any UseNet postings
- Organisation - your organisation name if you want to include it on your UseNet postings
  - Message Limit - number of messages to collect when you first join a NewsGroup.

Note that your UseNet signature is not the same as your CompuServe "Mail Name or Handle".

Joining Forums

Next, you will need to join some forums. Note that you will have to do this through POWWOW *even if* you already a member. POWWOW needs to know you have joined, and will download essential forum information in the process. (This information can be viewed via **Service, View Forum Information**. ⌐⎙)

N.B. the **Service** menu shows commands relevant to the service being viewed in the Message window. If no messages are being viewed, POWWOW will not know which service you want to deal with, and these commands will not be available. If the command you want is not

available, just open *any* CompuServe section (the "dummy" sections included in the install will do the job), so that a CompuServe message is in the Message window.

Use **Service, View Service Forums** ⌐⊡ to see a list of forums. You can join forums in this list by selecting them and clicking **Join**. Alternatively, if you know the name of the forum you want, use **Service, Join Service Forum** ⌐⊡, and enter the forum name in the dialog. Each time, you will be asked to enter your "Handle" for this forum. As with the Mail Handle you entered for Set Options, this is the name associated with your messages. It can be different from forum to forum, but things are probably simpler if they aren't.

> You should note that not all "forums" really message forums. Many of the "Go" names are actually menus, leading to the real message areas. You will need to find out the "Go" word for these areas. Other names lead to interactive services. Many of these are accessible via POWWOW scripts (showing on the **Service** menu). If the relevant script does not exist, it can probably be written in the POWWOW script language. If you don't feel confident about writing scripts, ask in the UKCOMMS forum. Someone may well have done what you need.

When you have joined all the forums you want (you can always join others later), select **Admin, Connect** again.

POWWOW will connect to CompuServe again, set some individual options for each forum, download information about the forums, and disconnect.

Sections to Collect

Select **Admin, Sections to Collect** ⌐⊡. In the left-hand box, you will see a list of the forums you have just joined. When you select one of them, the second column will show the sections available in that forum (you may need to press **More** to see the full list).
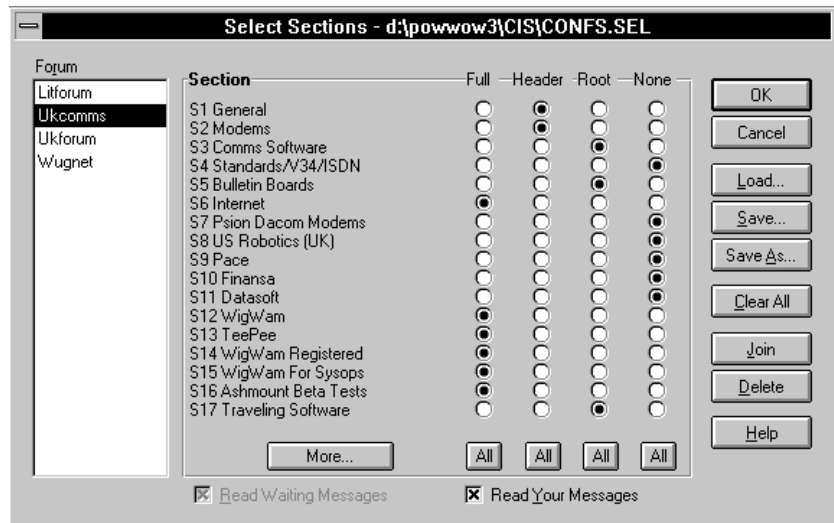
The next four columns are used to set how you wish to treat each section. As you can see, this dialog offers a wide range of choice, which will be explained shortly. But, if you're becoming a little impatient to read some messages, just pick a few sections, click on **Full** in the relevant row, and click **OK**.

Downloading Messages

Once again, run **Admin, Connect, Connect** ⌂. POWWOW will connect to CompuServe again but, this time will download the messages you have asked for, and will Import them into the POWWOW message base, where you can begin to read them.

You can watch the progress of the connection in the Terminal window - and, for the first few connections, that is probably advisable - but it is a *Background* process. This means you can switch away to another window, or minimise the Terminal window, allowing you to get on with other things. The same applies to the Import process (see 2.g).

Fine-tuning Downloads

But, sooner or later, you're going to want to refine those downloads so that you aren't swamped by unwanted messages. **Sections to Collect** is the instrument to control the extent and detail of the material grabbed from CompuServe.

Forums & Sections

As has been said, the left-hand column of this dialog lists the forums you have joined. Selecting one of them will reveal the sections

available within that forum. You may need to press **More** to see all the sections. Usually, the section names will give you some idea of the subjects discussed there.

There will probably be several you can rule out immediately, others which look essential, and some which *might* be useful, but you'd like to test the water before diving in.

Download Status

The four columns of "radio" buttons control the kind of download requested from each section.

Full

As the name suggests, this will download the full text of new messages in the relevant section. This option is complete in its coverage, means you won't miss anything, and is immediate (other methods of download require a double-pass connection), but it should be reserved for sections whose material is urgent or unmissable - or the section is quiet enough to bear total download.

Header

This choice will downloads the headers of all new messages posted in that section, maintaining the thread structure (showing how the discussion has developed around each subject).

A header shows the message number and the subject of a message, but none of the body text. It may not show you everything you need to know about the subject in question, but it *can* usually tell you enough to reject subjects which do not interest you.

Once you have downloaded some headers, you can work through them quite quickly, and mark the (potentially) interesting ones for POWWOW to **Fetch** on the next connection.

This method reduces the volume of downloads by a significant amount. It is useful for dealing with sections with a high traffic, giving a fair taste of the proceedings.

If you lose interest in a marked thread, repeat the **Action, Fetch Full Message** command. This will remove the Fetch marker. Watch out for threads that may have become fragmented (due to the "bonus" problem described above). The easiest way to make sure is to "collapse" the thread ⊟, and then unmark the lot in one go.

Root

This choice also downloads headers, but only the header of the "Root" message of each thread. The Root message is the first message posted on a subject - it defines the subject. When you **Compose** a message of your own, that will be a Root message.

You can still mark interesting threads for fetching - using the same method as described above. The full text of *all* the messages in the marked threads will be downloaded. But no further reply headers will be downloaded (remember, it's Roots-only), so there will be no inheritance of the Fetch marker.

However, if Root downloading reveals a thread you would like to follow, you can, at that point, switch to **Header**, so that your interest in that thread will be maintained. Nor is there anything to stop you switching to **Full** if you decide that the section in question is worthy of more attention.

With the message highlighted in the Message window, select **Action, Fetch Full Message**, or press ⊡ (usually on the same key as the full stop or period.) or use the button ⬚.
All of that thread will be marked with the ▶ fetch flag. On the next connection, Full or Actions-only, the body text of those messages will be downloaded, and slotted in to the existing thread structure (and marked unread, so you won't miss them).
In addition, any further messages added to the thread since your last connection will also be

---

When you are downloading Headers, you may wish to clear out old headers you have not marked for full download. If so, check the **Strip Headers** box in **Admin, Comms Settings, Options**. When new headers are imported, headers which have not been marked will be deleted.
On the other hand, these headers do not take up much space, and new headers will be downloaded and added to header threads. If those headers have been stripped, the new downloads will appear as orphans. (This is not the case with Root downloads, where there are no "child" messages).

None

As you might expect, this choice will not download anything from that section (with the exception of "Read Waiting Messages", described below).

All

If you want to treat all the sections in a forum exactly the same, there is an **All** button for each of the four columns, which will impose that choice throughout.

Read Waiting Messages

If you have chosen not to download any messages from a forum, this option becomes available. If you accept the option (by checking the box), POWWOW will visit the forum and check if any messages have been posted - addressed specifically to you. If so, it will download them.

This option can be useful if you have asked a specific question in a busy support forum, and are not interested in anything but a specific reply to that question.

You should be aware, however, that the visit to the forum takes up a little time, and if your have several fruitless "Read Waiting Messages" visits selected, this can add up to an appreciable chunk of on-line time - and time is money!

If you are downloading **Full** messages, you won't need to worry about this, but if you are downloading headers (of The **Header** or **Root** varieties), then any message you post will also be downloaded as headers - unless you check this box, in which case, the full text of your own messages will be downloaded.

Alternative Selection Files

So far, we have been dealing with a single, comprehensive download strategy, and it may well be that this will be enough to satisfy your needs, bearing in mind that you can easily change your strategy to suit changing circumstances.

But you are not limited to one strategy alone. POWWOW allows for any number of selection strategies, which can each be tailored to suit particular circumstances. You might want to be able to grab important messages from tightly-selected areas during the high-charge periods

of the day-time, whilst taking a more leisurely, more generous harvest in the evening, when charges are low.

OK

If, having made your choices in the Full/Header/Root/None columns, you now press the OK button, that set of choices will be the one used when you next connect. By default, those choices are saved to a file called CONFS.SEL (the name of that file is shown in the title bar of the Sections to Collect dialog and, again, in the Terminal window, so you can remind yourself of the processes underway).

Cancel

This button will abandon any changes you may have made in this session, and close the dialog.

Load

This button will load another selection file (*.SEL), previously saved to disk. If you then press the OK button, that selection will be the active one.

Save

This will save the current settings to disk, using the current file-name. Use this when you wish to change one of your existing selection files.

Save As

This will save the current settings to disk, and prompt you for a new file name. Use this to create another selection file which you may want to call on at another time.

Other buttons

Clear All

Use this button when you wish to start your selections from scratch. It will clear every section in every forum of all downloads - it will set everything to **None**. If you press this button by accident, don't panic - just press **Cancel**. This will abandon the changes you have made.

Join

This function is not strictly a Sections to Collect matter, but it is likely that reviewing your download strategy will remind you that you intended to join another forum or two. This button allows you to do so, without having to close the dialog and open the **Service** menu. The Join button does not offer you the Forum list, however - it requires you to know the name of the forum you want.

Delete

Use this button to remove a redundant forum from the Sections to Collect list. Highlight the unwanted forum first. This will not delete the forum from your hard disk - it is designed for forums which have already been pruned to zero - only the forum details (which put the forum in the Sections to Collect list) remain.

2.2 Connecting to CIX

a) New to POWWOW

Please follow these steps to optimise your POWWOW settings.

Comms Settings

POWWOW offers a wide range of options for fine-tuning your comms, and for dealing with special cases. These are detailed in the chapter Options & Settings. But, for now, there are only a few items which need to be set. The important settings can be accessed via **Admin, Comms Settings**. Select **CIX** from the pick-list.

Essentials

Take care to enter UserID ("nickname") and Password *exactly* as you enter them for CIX. This is

Starting from installation, the only items you *must* get right are:-
In the **Basic** section - **User ID** & **Password**
In the **Modem** section - **Modem** & **Port**.
For the rest, the defaults will probably suffice.

especially true of passwords which are case-sensitive, and often contain punctuation marks.

The phone number entered in the installation is correct (there are others, which can be used as alternates, but leave that for now).

If you have been using another program to connect to CIX, you will know the correct comms port. However, do not assume that the modem initialisation string can simply be copied over. POWWOW requires Hardware Flow Control to be set; that is not always true of other programs.

Either select the correct modem from the POWWOW's modem list, or use the other initialisation string - but check your modem manual for the command to set Hardware Flow Control (RTS/CTS).

It is not necessary to re-join any conferences of which you are already a member; CIX will remember who you are.

If you have only just joined CIX, there will still be some messages waiting for you; everyone is joined

> **Finding your Comms Port**
> Most standard computers come with 2 comm ports, one of which is used by your mouse. Find out which, and it is fairly safe to assume that the other is connected to your modem.
> You may have other useful programs, but most Windows users will have MSD.EXE.
> You will need to exit Windows to use it. Run MSD from the DOS prompt. Select Mouse.... Look for "Mouse COM Port:". If it is "COM1" , your modem is probably on COM2 - or vice versa.

to the CIXNEWS conference (not to be confused with POWWOW's CIXNEWS service - the name given to UseNet Newsgroups via CIX). To join others, select **Service, View Service Conferences** . This will show you a recent list of CIX conferences. You can join from here. (The ASHMOUNT conference would be a good place to start - come and say hello). Just highlight the conference you are interested in, and click **Join**.

c) Upgrading

If you are upgrading from WigWam 2, most of your previous settings will be retained during installation, but it would not hurt to check through the previous section, just to make sure.

Those wishing to upgrade from WigWam 1.xx or TelePathy should contact Ashmount Research. There is an UPGRADE program specifically written to accomplish this.

---

d) Connecting

To connect to CIX, select **Admin, Connect** or press ⌨Ctrl+⌨T, or use the button ⌞⊟. You will be offered a choice of connections:-

---

Connect Options

Service

The first box shows the services to which you can connect. Highlight the one you want.

Connection Method

This box contains the alternate options you have set up.

Choose the one you wish to use. It will default to the first in the list - which can be set in Communications Settings. The CIX1 setting, supplied in the installation, should be enough to begin with.

Connect

This button will initiate a "Full" connection, during which POWWOW will connect to CIX, post all the messages and commands you have entered and collect all the new messages, in all the conferences, download them, and sign off.

Actions only

As the name implies, this button will connect to CIX, post your messages and carry out your commands, download any E-mail waiting for you, but will *not* download your conference messages. Useful when you are in a hurry, or when connection charges are at their highest.
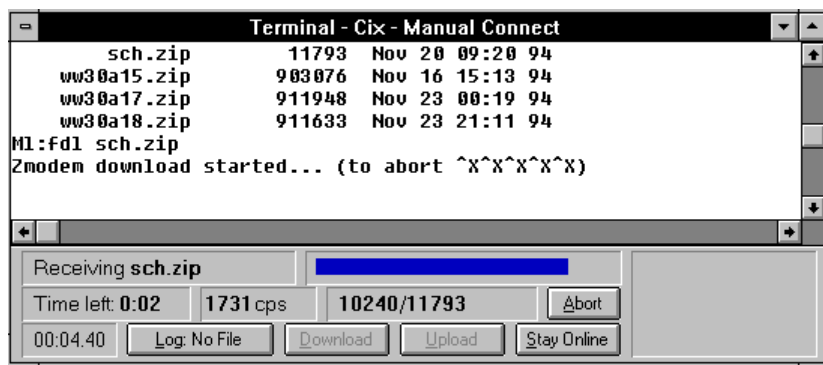
Manual

There are times when you need to go on-line manually - to check your CIX options, or to join in a Chat session. This button will call up CIX, enter your name and password, and leave the rest up to you.

Cancel

This will abort the whole connection process, and return you to the state you were in before you started.

The Connection

For first time use, select the **Connect** button. POWWOW will open its Terminal window, send the initialisation string to your modem, and dial CIX. The details of the transactions POWWOW carries out with CIX need not concern us at the moment. When these have been completed, POWWOW will disconnect, and the Terminal window will close.

e) Connecting to CIXNEWS

In POWWOW 3, newsgroup messages are collected and posted on the same connection as CIX. On a **Review** before connection, there is a **CIXNEWS** box. Check it, and any waiting messages will be posted or collected.

Alternatively, you can schedule a **CIXNEWS** connection via **Admin, Scheduler**. (7.4.d)

You should bear in mind that newsgroups can give extremely large downloads (for very little value). If you are unfamiliar with UseNet messaging, you should tread carefully.

POWWOW represents newsgroups in the same conference/topic structure as the other services, but there are, in fact, no "conferences". Each "topic" is a separate entity, and should be joined and resigned individually.

To join a newsgroup, first ensure that you are viewing CIXNEWS messages (the "dummy" message included in your installation will do). Select **Service, View Service Conferences**. This will show a recent listing of available newsgroups (CIX does not carry every newsgroup that exists - there is a degree of censorship involved). Select your desired newsgroups from this list.

Set Headers

UseNet messages come with detailed information about the route they took in getting to you. Consequently, the headers of some messages can be considerably larger than the message body itself.

To limit the number of lines devoted to headers, select **Admin, Set Headers** (- ▦ -). In this dialog, choose the headers you want to keep. If you want to keep them all, check the **All Headers** box. You can use multiple selection to highlight several items.

If you are not sure how parsimonious to be, click the **Preview** button, and PowWow will demonstrate what such a message would look like.

Note that there are some lines which PowWow must keep, in order to maintain essential information.

Note also that the lines you do not
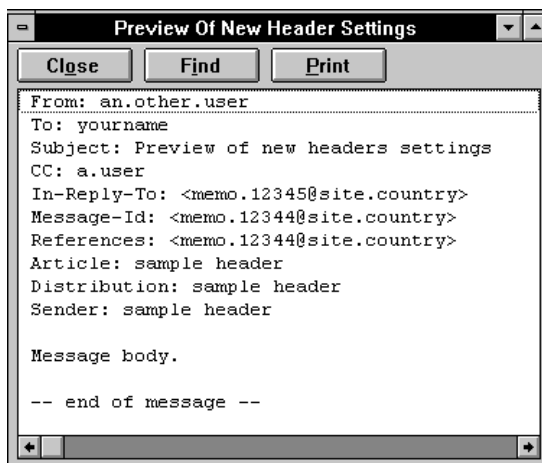
choose will be thrown away - it is not just a matter of which lines to display.

You can, of course, alter your choices at any time, but the changes will only affect new messages.

2.3 Connecting to Delphi

There are a few steps to be taken before Delphi connections settle into their routine.

Comms Settings

POWWOW offers a wide range of options for fine-tuning your comms, and for dealing with special cases. These are detailed in the chapter *Options & Settings*. But, for now, there are only a few items which need to be set. The important items can be accessed via **Admin, Comms Settings**. POWWOW will ask you which service you wish to set. Select **Delphi**.

Communications Settings - Delphi			
Basic	Comms	Modem	Options

Connection parameters

User ID: `ashtech5`   Phone: `071 284 2424`

Password: `********`   Script: `delnode.scr`

Delphi Base: ● United Kingdom   ○ United States of America

Multiple Option Setup

Name: `Del1`

[Add]   [Delete]   [Set Default]

[OK] [Cancel] [Phone Dir] [Help]

a) Essentials

Take care to enter UserID and Password *exactly* as it was given to you. This especially true of

> Starting from installation, the only items you *must* get right are:-
> In the **Basic** section - **User ID, Password, Phone & Delphi Base**.
> In the **Modem** section - **Modem & Port**.
> For the rest, the defaults will probably suffice.

passwords, which are case-sensitive, and often contain punctuation marks.

The phone number will depend on your nearest (or cheapest) Delphi node. The number in a fresh installation of POWWOW is the London (UK) node.

If you have been using another program to connect to Delphi, you will know the correct comms port. However, do not assume that the modem initialisation string can simply be copied over. POWWOW requires Hardware Flow Control to be set; that is not always true of other programs.

Either select the correct modem from the POWWOW's modem list, or use the other initialisation string - but check your modem manual for the command to set Hardware Flow Control (RTS/CTS).

b) Logon Script - UK/US
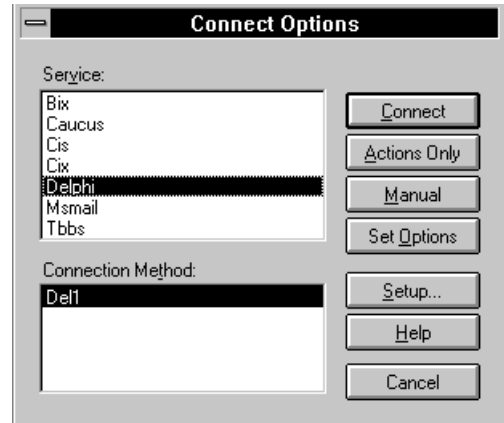
> **Finding your Comms Port**
> Most standard computers come with 2 comms ports, one of which is used by your mouse. Find out which, and it is fairly safe to assume that the other is connected to your modem.
> You may have other useful programs, but most Windows users will have MSD.EXE.
> You will need to exit Windows to use it. Run MSD from the DOS prompt. Select Mouse.... Look for "Mouse COM Port:". If it is "COM1" , your modem is probably on COM2 - or vice versa.

Open the **Script** drop-down to see the list of available scripts. *Delnode.scr* is the standard script for UK connections. *Delphius.scr* is the equivalent for use in the US. *GNS.scr* is for connecting via DIALPLUS. If none of these is suitable, it is possible to write your own (see the Technical Reference), but, to begin with, it is probably best to keep things simple and make sure that is working properly before attempting anything unorthodox.

In addition to the script, ensure that **Delphi Base** is correctly set. If dialling a Delphi number in the UK, check the **United Kingdom** button; if dialling the US, check **United States**.

c) Set Options

When you are confident that the basic comms settings are right, you now need to configure Delphi to work efficiently with POWWOW.

Run **Set Options** from the **Admin, Connect** dialog (make sure that Delphi is highlighted) POWWOW will dial up Delphi, alter some essential options,
and disconnect. If you attempt to connect without first running Set Options, POWWOW will warn you.

Connect Options

Ser_v_ice:

Bix
Caucus
Cis
Cix
Delphi
Msmail
Tbbs

Connection Method:

Del1

Connect
Actions Only
Manual
Set _O_ptions
Setup...
Help
Cancel

Name for Mail

Once you have initiated a Set Options connection, POWWOW will ask you to enter your Name for Mail. This is the name which Delphi will attach to any mail you send on the system.

The "Name for Mail" is not the same as your signature. POWWOW allows you to set a different signature for each topic, if desired.

Once Set Service Options has finished successfully, you can move on to the next step. If it does not complete successfully, you should review your comms settings.

d) Joining Forums

Next, you will need to join some forums. Note that you will have to do this through POWWOW *even if* you already a member. POWWOW needs to know you have joined, and will download essential forum information in the process.
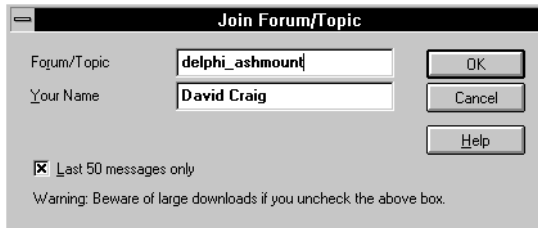
Use **Service, View Service Forums** to see a list of forums.

> **N.B.** the **Service** menu shows commands relevant to the service being viewed in the Message window. If no messages are being viewed, POWWOW will not know which service you want to deal with, and these commands will not be available. If the command you want is not available, just open *any* Delphi topic (the "dummy" topics included in the install will do the job), so that a Delphi message is in the Message window.

You can join forums in this list by selecting them and clicking **Join**. Alternatively, if you know the name of the forum you want, use **Service, Join Service Forum** 🖱, and enter the forum name in the dialog. Each time, you will be asked to enter **Your Name** - for this forum. As with Set Service Options, this is the name associated with your messages. It can be different from forum to forum, but things are probably simpler if they aren't.

This dialog also has a check-box, marked **Last 50 messages only**. You are advised to check this. Otherwise, Delphi will send you *every* message in the forum - and that could be a lot.

When you have joined all the forums you want (you can always join others later), select **Admin, Connect** again.

Join Forum/Topic		
Forum/Topic	delphi_ashmount|	OK
Your Name	David Craig	Cancel
		Help

☒ Last 50 messages only

Warning: Beware of large downloads if you uncheck the above box.

POWWOW will connect to CompuServe again, set some individual options for each forum, download information about the forums, and disconnect.

---

e) Topics to Collect

Select **Admin, Topics to Collect** 🖱. Choose Delphi from the dialog. In the left-hand box, you will see a list of the forums you have just joined. When you select one of them, the second column will show the topics available in that forum.

The columns on the right are used to set how you wish to treat each topic. If you're becoming a little impatient to read some messages, just pick a few topics, click on **Full** in the relevant row, and click **OK**.

All

If you want to treat all the topics in a forum exactly the same, there is an **All** button for each of the columns, which will impose that choice throughout.

Alternative Selection Files

So far, we have been dealing with a single, comprehensive download strategy, and it may well be that this will be enough to satisfy your needs, bearing in mind that you can easily change your strategy to suit changing circumstances.

But you are not limited to one strategy alone. POWWOW allows for any number of selection strategies, which can each be tailored to suit particular circumstances. You might want to be able to grab important messages from tightly-selected areas during the high-charge periods of the day-time, whilst taking a more leisurely, more generous harvest in the evening, when charges are low.

OK

If, having made your choices in the Full /None columns, you now press the OK button, that set of choices will be the one used when you next connect. By default, those choices are saved to a file called CONFS.SEL (the name of that file is shown in the title bar of the Sections to Collect dialog and, again, in the Terminal window, so you can remind yourself of the processes underway).

Cancel

This button will abandon any changes you may have made in this session, and close the dialog.

Load

This button will load another selection file (*.SEL), previously saved to disk. If you then press the OK button, that selection will be the active one.

Save

This will save the current settings to disk, using the current file-name. Use this when you wish to change one of your existing selection files.

Save As

This will save the current settings to disk, and prompt you for a new file name. Use this to create another selection file which you may want to call on at another time.

Other buttons

Clear All

Use this button when you wish to start your selections from scratch. It will clear every topic in every forum of all downloads - it will set everything to **None**. If you press this button by accident, don't panic - just press **Cancel**. This will abandon the changes you have made.

Join

This function is not strictly a Topics to Collect matter, but it is likely that reviewing your download strategy will remind you that you intended to join another forum or two. This button allows you to do so, without having to close the dialog and open the **Service** menu. The Join button does not offer you the Forum list, however - it requires you to know the name of the forum you want.

Delete

Use this button to remove a redundant forum from the Topics to Collect list. Highlight the unwanted forum first. This will not delete the forum from your hard disk - it is designed for forums which have already been pruned to zero - only the forum details (which put the forum in the Topics to Collect list) remain to be deleted.

f) Downloading Messages

Once again, run **Admin, Connect, Connect** 🔲, choosing Delphi. POWWOW will connect again but, this time will download the messages you have asked for, and will Import them into the POWWOW message base, where you can begin to read them.

You can watch the progress of the connection in the Terminal window - and, for the first few connections, that is probably advisable - but it is a *Background* process. This means you can switch away to another window, or minimise the Terminal window, allowing you to get on with other things. The same applies to the Import process (see 2.4).
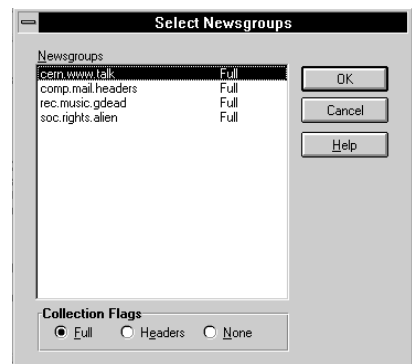
g) Connecting to DELNEWS

DELNEWS is the name POWWOW gives to newsgroups collected via Delphi.

POWWOW represents newsgroups in the same conference/topic structure as the other services, but there are, in fact, no "conferences". Each "topic" is a separate entity, and should be joined and resigned individually.

To join a newsgroup, first ensure that you are viewing DELNEWS messages (the "dummy" message included in your installation will do). Select **Service, View Service Conferences** 🔲. This will show a recent listing of available newsgroups (you will find that the first few thousand are in alphabetical order, with the rest, at the end, added in no particular order). Select your desired newsgroups from this list.

You will be prompted for the number of messages you wish to download on your initial connection.

After your next connection, you will be able to use **Topics to Collect** 🔲 to choose how you wish to treat these groups. The newsgroups to which you have subscribed will be listed

in this dialog. Alongside, the "radio" buttons allow you to select **Full** or **Header** downloads (or **None**, if you wish to stop downloading entirely).

On the following connection to Delphi, these newsgroups will be downloaded to your Delnews service. First time around, only the number of messages you requested will be downloaded (see above). However, this number will not be obeyed exactly, due to the way in which newsgroup messages are received (or not received) by Delphi.

Thereafter, you will receive *all* messages posted in the newsgroups to which you subscribe.

Your requests for newsgroups will be handled in the same connection as your normal Delphi messages, and will appear in Review.

Headers

If you have downloaded headers from a newsgroup, you can then browse through those headers for subjects (or authors) of interest. If you decide that you want to see the full text of a particular message, mark it with the ⊠ key (above the full stop, or period, on most keyboards) ⌐. On a subsequent Delphi connection, these full-text messages will be retrieved, and will be marked Unread, so you can read them.

2.4 Import

> **N.B.** Messages are not held indefinitely on Delphi's Internet server. If you leave it for a few days, you may find that the message(s) you want have gone.

Whichever service you have connected to, POWWOW will have downloaded a file, containing all the messages to be added to your message base. POWWOW Message Importer will sort through that file and place the individual messages in the sections/topics to which they belong, and extract information about where each message belongs in particular threads.

You can watch this progress in action if you choose **Foreground Import** in **User Options, Others**. (The Import window will be minimised - double-click to restore it.) Otherwise, the Import flag ⌐ on the Information Bar will provide a little animation to tell you that the import is going on.

POWWOW cannot add messages to a topic you are currently reading. If the Importer has messages to add to a section/topic you are reading, those messages will be deferred until later (when you have finished reading that topic). POWWOW checks on that section/topic periodically - the period depends on **Global Setup, Security, Deferred Import poll** period, but you need not concern yourself with that unless you experience problems with delayed topics/sections. You can simply continue with your reading.

Alternatively, you can switch away to a quieter section/topic, wait for the deferred messages to import, and then return to the busy section/topic.

a) Message Import Queue

File, Message Import Queue ⌐⊡ will open a list of any files already awaiting import. These will mostly be *.tmp files in the PENDING directory (below your main POWWOW directory), which are the deferred messages which POWWOW could not Import because you were reading the topic they were bound for. Opening the Message Import Queue will activate Import on those files, without any further action from you.

If you need to import other files (from a workspace file downloaded with another program, or a message file from a previous installation), press **Add.**

A dialog will open to allow you to specify how you want that Import to happen.

Service
Choose the service you want the messages to appear in.

Mail name
Always "messages"

Filename

The name of the source file. Use the **Browse** button to find the correct file/path.

Type

This refers to the type of message in the source file. As you will see, POWWOW is capable of handling a wide variety. Newsnet refers to the CIXNEWS/DELNEWS format. The "Ashmount native" setting is used to re-import messages which have already been converted to the POWWOW style.

Options

- Insert Messages - to import messages older than ones already in your message base. It's probably best to leave this checked at all times.
- Strip Header - only relevant to CompuServe. Will clear out unmarked Headers in CompuServe sections.
- Full Thread - automatically mark headers for full download, if they are comments to messages already so marked.
- Delete File - remove the source file. It won't actually be deleted, but copied to a MSG file in the BACKUP directory.
  - Thread by Subject - only relevant to CIXNEWS messages. This refers to a different method for threading newsgroup messages - by subject rather than by ID.

OK will place the file in the Import Queue. You can **Close** the Queue immediately; it will not interrupt the importing process, which is a background function.

Import Display

If you have not checked **Foreground Import** in **User Options, Others** (5.3.g), the Import itself will happen in the background, but the "Letterbox" graphic in the Toolbar will begin an animation, to show that something is going on, and a progress bar will show how much has been imported.

If you want Foreground Import (and have selected it), the Import Display will give you more detail about where messages are going, and how the process is progressing. (Even with Background Import, you can still access the Import Display - press Alt-TAB or Ctrl-Esc to bring it to the fore.)

The display shows the name of the file currently being imported, the topic to which those messages are currently being added - even the number of the current message, although that will change too fast to be

strictly useful (unless it stops). The "barometer" scale shows how much further the process has to run (on this particular file - there may be others in the queue. The status line shows what Import is currently doing.
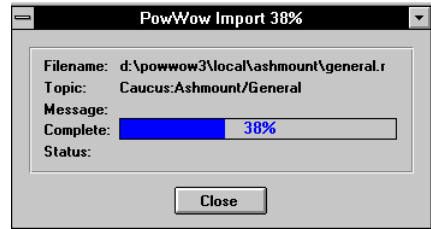
Close

Import will not close down automatically. It is a separate program from POWWOW itself. Even when run in the background, it will stay open until POWWOW itself closes, or you decide to shut it down. If you do so while messages are being added, POWWOW will warn you, but will allow you to do so. Messages already added will not be subtracted.

The **Copy to Folder** and **Move Message/Thread** commands also use the Importer, so having the program already open will speed these up.

If you wish, you can minimise Import, or send it to the background again.

2.5 Multiple Connections

When you have satisfied yourself that each of your service connections is working correctly, you can start to speed things up, by using multiple connections.

Select **Admin, Connect**, as usual. When the Connect Options dialog asks you which service you wish to connect to, you can decide to connect to them all, or any combination of the total.
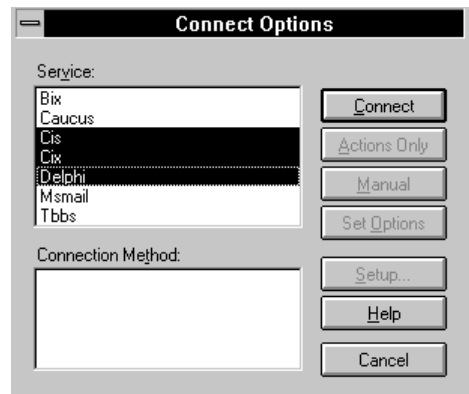
Use Ctrl-click (with your mouse) or Shift-cursor (with the keyboard) to highlight two or more services. Only the "Full" **Connect** option will be available - Actions Only and Manual will be unavailable.

Each service connection will use the default Connection Method. There will be no **Review** before connection, so no chance to correct mistakes. The **Cancel** button is your escape route.

When you click on the **Connect** button, POWWOW will proceed to connect to, and import messages from all the services you select - in alphabetical order.

Since this involves a considerable amount of processor and disk activity, it is probably best to leave POWWOW to get on with it. Within Ashmount, this procedure has become known as the "Shower Option" - (put POWWOW to work while you're having your morning shower!) .

2.6 Scheduler

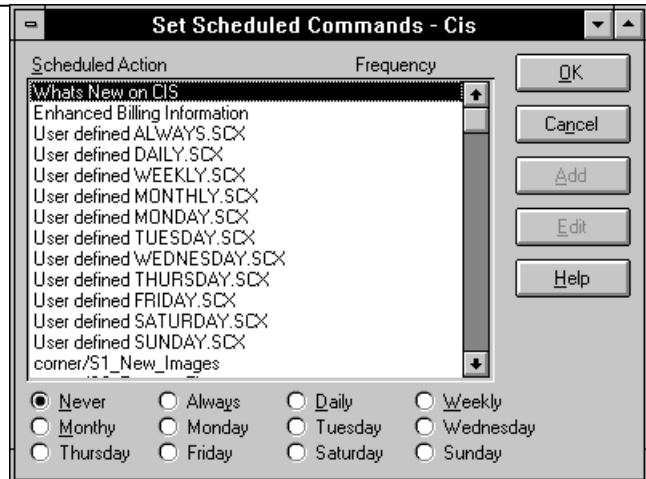The Scheduler ⌨ offers yet more control over the nature of your connections.

It offers the ability to invoke a great number of commands and procedures automatically, on a regular basis, with a huge range of choice of when the commands will happen. Separate Schedulers exist for each service.

a) Scheduled Action

This list divides into three sections:-

Service-Specific

The first group of commands are service-specific.

Set Scheduled Commands - Cis

Scheduled Action	Frequency
Whats New on CIS	
Enhanced Billing Information	
User defined ALWAYS.SCX	
User defined DAILY.SCX	
User defined WEEKLY.SCX	
User defined MONTHLY.SCX	
User defined MONDAY.SCX	
User defined TUESDAY.SCX	
User defined WEDNESDAY.SCX	
User defined THURSDAY.SCX	
User defined FRIDAY.SCX	
User defined SATURDAY.SCX	
User defined SUNDAY.SCX	
corner/S1_New_Images	

OK Cancel Add Edit Help

○ Never ○ Always ○ Daily ○ Weekly
○ Monthy ○ Monday ○ Tuesday ○ Wednesday
○ Thursday ○ Friday ○ Saturday ○ Sunday

CompuServe

There are two commands available in this part of the Scheduler (currently) - **What's New on CIS** (download the What's New information) and **Enhanced Billing Information** (download a detailed summary of you CompuServe billing status). More of these may be added by the time you get your copy of POWWOW.

CIX

Currently, there are four CIX-specific commands here. **Refresh Mail Directory** (download a listing of your private Mail directory on CIX - you can then view this list in the **FileList Manager**, downloading and uploading from there.), **Clear Read Mail** (which erases Mail messages you have read - at the CIX end), **Check for FTP** (download any batched FTP files) and **Collect CIXNEWS** (Download messages from newsgroups).

Delphi

At the moment there are no Delphi-specific commands included here. These will be added later, as more scripts are developed.

SCX (User defined script files)

These are designed to be collections of commands, assembled by you, to be scheduled by you, to suit your requirements. Setting them up may seem a little complicated at first, but once you've done one, you'll find them easy.

First, highlight one of the SCX files and schedule it, by selecting one of the Timing buttons. Then, with the item still highlighted, press **Add**.

This will open an **Add Script Command** dialog, containing *all* the commands available in the lower half of the **Service** menu.

For details of what these do, and how they work see 6.2,3,4.b. Many of these commands require the entry of some parameters. You will have to enter these at this stage. Some, like Upload File to Mail for instance, will only make sense if you regularly need to upload the *same* file name to your mail directory.

You can continue to add commands to the SCX file. If you feel you have made a mistake (perhaps after it has run once, and has produced an error , you can **Edit** it. Pressing this button will open the **Review** window (see 4.6), in which you can edit or delete individual items.

If you want to stop any of these SCXs operating altogether, just set the timing to **Never**.

It is likely that you will want to familiarise yourself with the processes involved before you commit yourself to regular, scheduled actions. But it does not take much imagination to see that this dialog offers a very powerful tool for the enhancement of your POWWOW use.

> **N.B.** The actions you schedule will appear in Review immediately before the connection. At that time, you will be able to edit, delete or hold the command, if, as it turns out, you don't really want it to happen after all.

Refresh FileList

This list shows all the Databases/LibraryLists/FileLists which POWWOW knows about (remember that different services call these lists by different names). From these lists, you may schedule the refreshing of any of them. Please note that, in *all* cases, a complete refresh is requested. If (on CompuServe) you want an update, rather than a completely new LibraryList, you will need to make this one of the items in a Weekly or Monthly SCX.

b) Timing

Each of these items can be scheduled to any of the twelve settings. Even the SCX (script) items, which bear names which imply a particular timing, can be scheduled to whatever routine *you* wish to set. The MONTHLY.SCX *could* be set to run daily, if you wish. In practice, it is probably wiser to associate the name with the action.

There are twelve "radio" buttons. Highlight one of the items in the Scheduled Action box, and then select one of these buttons, to impose a schedule.

Never cancels any existing setting.

Always - this action will happen on each and every connection.

Daily - this action will happen once a day (if you connect that day). It will happen on the first connection of the day.

Weekly - this action will happen once a week. The timing starts as soon as you click **OK** on the Scheduler.

Monthly - this action will happen every (calendar) month, starting *now*.

Monday....Sunday - actions will happen on the day specified *if you connect that day*. If not, the command(s) will remain in the queue for the next day.

Reading & Writing

Chapter Three

3.1 E-Mail and Conferencing

POWWOW's prime aim is to help you read and write messages. The fact that these messages may travel down phone-lines, along dedicated "super-highway" connections, even bounced off satellites, should not distract from the essential requirement of clear and simple communication by the written word.

In this medium, such communication falls into two distinct categories - E-mail and conferencing.

a) E-mail

Electronic mail carries many of the characteristics of correspondence by letter. One person writes to another, who can then reply. The subject is entirely a matter for the correspondents. Of course, either end of the conversation can decide to copy their letter to other interested parties, but, essentially, e-mail is one-to-one communication.
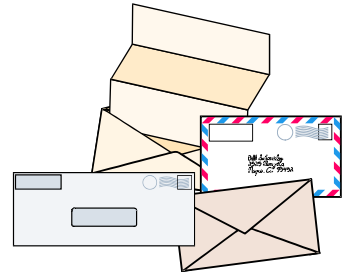
When we write a (paper) letter and put it in an envelope, we write the address on the outside. A similar process applies to E-mail. It is tempting to view electronic communication as machines talking to machines, with arcane symbols and meaningless gobbledegook as their hidden language. But when you send an E-mail message, you are not sending it to a machine, you are sending it to another person, at a certain address. That address may be *on* a machine, but you should not need to worry any more about that than you would about a post-code or zip-code.

Indeed, one of POWWOW's jobs is to take care of these addresses, so that you can concentrate on the important work - writing your letter.
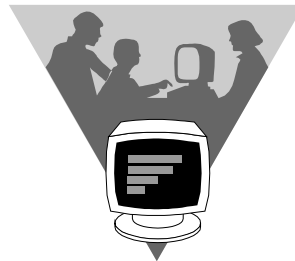
b) Conferencing

Electronic conferencing bears some resemblance to the traditional assembly of a number of people in a room, gathered to discuss a particular subject of mutual interest. But the similarity is far from exact.

- To take part in an electronic conference, an individual has to make an explicit decision to enter into the discussion. In some cases, entry may be free and easy - in others, the organiser of the forum/conference (the sysop/moderator), may exercise strict control over new members.
- When someone posts a message to an electronic conference, that message is received by all the members of that conference (unless it is specifically kept private).
  - Electronic conferences contain wisdom and foolishness in the usual proportions.

And there the resemblance ends.

Unlike conventional conferences, however, the electronic kind does not require its participants to be in the same place *or* in the same time (so, no parking problems). The loudest voice doesn't win the argument; the quiet, thoughtful contribution will get a hearing. And you *can* use that witty retort you thought up half-an-hour afterwards.

In fact, an electronic conference is more like a continuous Letters Page in a newspaper or magazine - one assertion being rebutted by another, examples and experiences being added to the discussion, along with digressions, jokes and diatribes. On the other hand, it may be a simpler matter of a question asked, with one or more answers posted in reply.

In practice, these electronic forums consist of many conversations, all running simultaneously. One participant will post a message

> If E-mail is one-to-one,
> Conferencing is one-to-many.

("Compose" "Say" or "Add" a "Root message"). Others will reply ("Reply" or "Comment") to that message, and further replies will add to the chain.

In POWWOW, we call that conversation a Thread, and it is one of POWWOW's special attributes that it displays such threads graphically, in such a way which allows you to follow the course of a discussion as it develops, trace it back to its source, see where the digressions happened, pick out the gems and, when it has passed its sell-by date, leave it alone and move on to another.

Once again, it is worth remembering that different services use different terminology, but POWWOW uses only one set of these at a time.

For users accustomed to the terminology of a particular service, POWWOW can be configured to follow that terminology *in all services*. Choose your terminology in **Admin, User Options, Others, Terminology**.

CompuServe (CIS)	Delphi	CoSy (BIX, CIX)
Forum	Forum	Conference
Section	Topic	Topic
Library List	Database	File list
Compose	**A**dd	**S**ay
Reply	**R**eply	**C**omment*

The commands, which have their initial letters in **B**old, will only operate as such when the Terminology is set appropriately

*CoSy also has the concept of "**R**eply by Mail" - which POWWOW also supports, but this is only available when POWWOW is set to use CIX (CoSy) terminology.*

3.2 Reading your messages

Two of POWWOW's windows play a central rôle in your message reading.

The MessageBase window contains a tree-like representation of your message base structure, from which you can choose, with precision, which section you wish to read (and perform other selective tasks on your message base).

At the top of the "tree" are the services (i.e. CIX, CIS, Delphi, Local). Below that are the Forums/Conferences, which are, in turn, sub-divided into Sections/Topics.
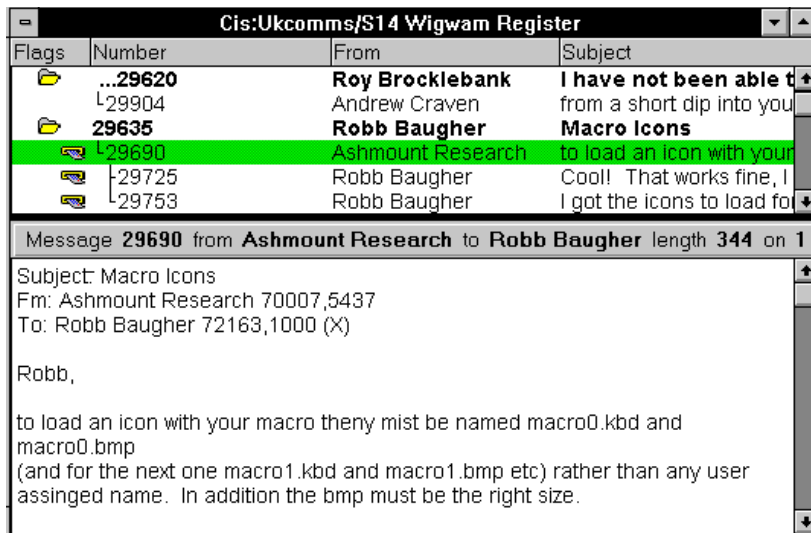
The Message window contains the messages themselves. The text of the current message appears in the Message display - the lower part of the window - while the context of that message is shown in the Thread display - the upper part. In between, on the Header bar, details about that message are shown.

a) Choosing a section/topic

You will probably want to check for personal mail first. Double-click on the Mail flag ⌨ at the right-hand end of the Information bar (which lies at the bottom of the POWWOW screen).

POWWOW will ask which service you wish to view. The Message window will open, if it is not already there, at the appropriate Mail/messages. POWWOW treats mail as if it were just another forum/section (conference/topic).

If you wish to look at a specific section/topic, choose it from the MessageBase window. If this window is not already open, you can raise it with the ⌨ key (below the question mark on most keyboards), with the button ⌨, or via the **Action** menu.

POWWOW will always look for the next unread message in whatever section/topic you are in. If there are no unread messages in that section, it will take you to the last thread.

Once the Message window is open, reading the rest of your messages is simple. Just press ENTER (for Next Unread), or the button ⌨.

POWWOW will take you through the unread messages of each thread, then on to the next thread, until there are no more unread messages.

Using the same command will take you on to the next section/topic with unread messages, and the next, until all messages in all sections have been read.

The order in which Forums/Conferences appear can be controlled using **Admin, User Options, Display, Set Read Order**. (see 5.3.b)

There are a number of different ways of choosing sections/topics, to allow for users who are happier with the keyboard, or with the mouse, or who never read manuals.

Search Box

Designed to help the mouseless, this text box allows you to find the forum/section (conference/topic) you want. As you type, it will search for a match in the conference/topic names (not necessarily the first letters - it will search for any sub-string within the conference/topic name). You will seldom need to type more than three or four letters. When the forum/section you want is highlighted, press ENTER to go there.

Cursor Keys

With the focus in the MessageBase list (the main listing of conference/topics), highlight one of the topics. You can use the ⬆⬇ cursor keys to find the one you want. If this conference is "collapsed" (i.e., the topics within the conference are concealed), pressing the Right cursor will expand it, revealing the topics within. Use the ⬆⬇ cursors to pick the precise topic you want. Then, pressing ➡ cursor again will open that topic, opening the Message window (if necessary) to show the messages from that topic.

This ability to expand/collapse extends all the way up and down the hierarchy. At one extreme, all CompuServe messages are contained within the CompuServe "Service". The service is split into forums, the forums split into sections, the sections split into threads, the threads split into individual messages. The cursor keys can take you all the way up and down this chain.

One of the perils of MDI windows You can control the amount of detail appearing in the MessageBase window when it first opens.

Using **Admin, User Options, Join, Join Style**, select Services Only to collapse the hierarchy totally, Services and Forums to conceal the sections, and All Sections to show the entire "tree".

or a list or a text box. Use ⎀TAB⎀ to rotate around these. Focus will be indicated differently for different kinds of controls. For a text box, like the Search box, you will know when it has the focus when a typing cursor (a vertical, flashing bar) appears in it.

The same structure applies to all services (only the names change, when you choose different terminology).

Mouse

You can use the mouse to select your target topic. If the topics are collapsed into their conference, double-clicking on that conference will expand it (and *vice versa*). When you can see the precise topic you want, double-clicking on it will take you to it, opening the Message window if necessary.

Ctrl-J

Pressing ⌷+⌷ brings up a floating text-box, into which you can type the conference/topic (forum/section) name - in full. There is no attempt to search for a match in the MessageBase list. This method is specifically intended for use with Macros - allowing you to perform topic-specific tasks with precision.

Favourite Places

The **Favourite Places** button on the MessageBase window allows you to set up to ten section/topics as favourites (or "favorites"). When you have done so, you can move the appropriate tool-buttons 🖰 to the Tool Bar, and use them to take you quickly to your most important/most amusing topics - whether or not there are any unread messages there.

b) Reading Order

Without further intervention, reading Next Unread (pressing ENTER or 🖰) will take you through your forums in alphabetical order (CIX conferences are different - the "natural" order depends on the order in which you joined the conferences). It is likely that you will want to re-order this sequence, reading the most urgent material first.

Use **Admin, User Options, Display, Read Order** to do this.

All your forums/conferences will appear in the Un-Ordered list. Highlight one, click on Copy To, and it will be moved to the Ordered list.

If one of the
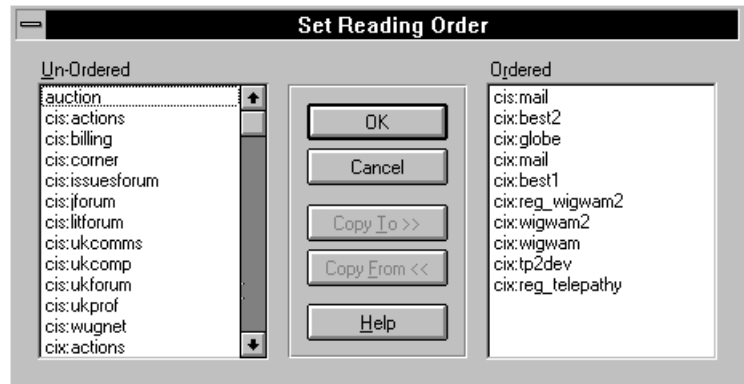
Ordered forums/conferences is wrongly placed, highlight it and press Copy From.

If you highlight an item in the Un-Ordered list *and* one in the Ordered list, and click on Copy To, the first item will be placed above the highlighted item in the Ordered list.

When the list on the right looks sensible to you, click **OK**. You won't have to stick to this forever - experience may suggest a better ordering.

Henceforth, POWWOW will follow that order, as far as it goes. When all items on the Ordered list have been read, POWWOW will revert to the "natural" order.

It is not possible to impose an order on specific sections or topics; POWWOW will read all sections/topics within a forum/conference before moving on to the next.

Setting a Reading Order does not restrict you from switching to a specific section/topic in the manner described above. If you do so, POWWOW will read through the *forum/conference* you have selected (all sections/topics, not just the particular one you've selected), before reverting to the Reading Order.

You can also postpone reading the current section or topic. **View, Next Topic/Section** (key N or ⬆) will move on to the next section/topic, whilst leaving the unread messages in the current one untouched. When you do this, a letter "**P**" - for "postponed" - will appear beside that item, in the MessageBase Window.

Similarly, **View, Previous Section** (**Previous Topic**) (key P, button ⬆) will go back to the previous section/topic.

When you reach the end of your forums/conferences, and there are no more messages Unread, the Message window will close. You can still re-open it, to look at old messages, by selecting a section/topic from the MessageBase window.

c) Reading Messages

Whether you have meticulously chosen the precise section/topic you want, or simply accepted the next one on the list, you should now have the Message Window on your screen.
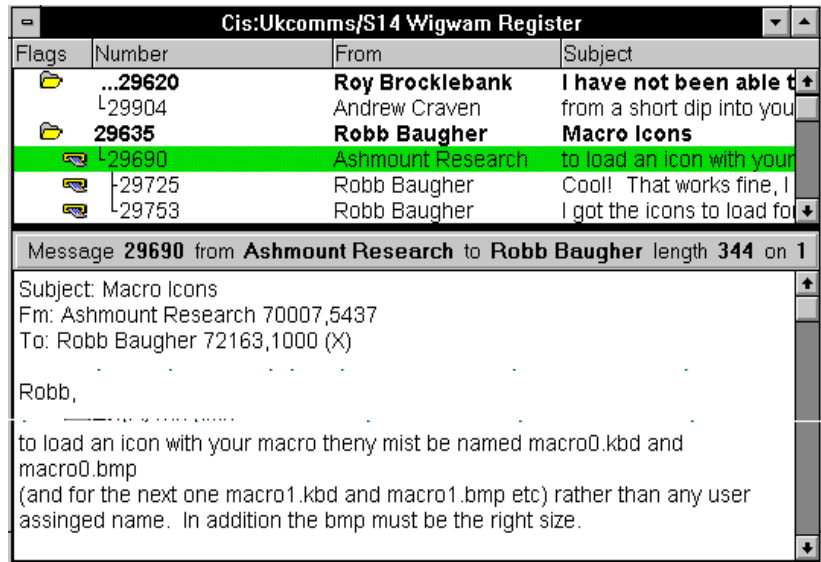
In all likelihood, this is where you will spend most of your time within POWWOW. We have tried to make the display as friendly and useful as possible, but it may be worth spending a little time setting up this particular window to suit your way of working and your taste. For details of what is possible, and how to make your choices, see Chapter 5 *Options & Settings*.

It is particularly important that you can recognise the **Current** message - as highlighted in the Thread display. This is the message whose full text appears in the Message display. A great many of POWWOW's commands operate on the current message, so it's best to know which one that is. Similarly, many commands operate on the current section/topic or on the current Service.

N.B.
Many of POWWOW's service-specific commands, particularly those on the **Service** menu, will refer to the service being viewed in the Message Window. If this window is not open, POWWOW will not know which service you wish to refer to, and many of these commands will be unavailable.

If ever you find a needed command unavailable, open the Message window at any section/topic within the service required, and the commands should appear.

View Modes

One choice which has a strong bearing on how you use this window is the **View Mode**, which controls the way in which threads are displayed in the Thread display (the upper section of the window). This is set in the **View** menu.

View Threads ⌐⊡ displays all the messages, in their full thread structure, so you can always see the context of the messages.

View Roots Only ⌐⊡ displays only the "Root" message of each thread. That is the first message posted (a "Say"), although this might, occasionally be an "orphan", where the original first message has been lost somehow. Although only the Root message is displayed, the rest are still available. ⊡ will expand the thread fully, just as ⊡ will collapse it.

View Chronologically ⌐⊡ displays the messages in the order they were posted. No thread information is shown. You wouldn't normally use this mode, but it is useful to check for holes in the message base, or for the last message posted.

Navigation Keys

Thread display

In the Thread display, the ⊞⊞ cursor keys operate as expected. But ⌐⊡⌐⊡ keys are reserved for the Message display, In their place, use ⌐⊡+⌐⊡ or Grey-minus and ⌐⊡+⌐⊡ or Grey-plus (the "Grey" plus and minus keys are normally alongside the numberpad, on the right side of most keyboards.)

The ⊞⊞ cursor keys have special meaning here, traversing the hierarchy from service-forum-section-thread-message and back again.

Message Display

The cursor key do not operate here. If you need to edge the message up or down, use the scroll-bar. However, ⌐⊡⌐⊡ operate as expected.

Reading Keys

As has been stated above, the ⌐⊡ key is the Next Unread key. It is functionally equivalent to **Actions, Next Unread** ⌐⊡ It marks the current message as Read, and moves on to the next one. At the end of a section/topic, it will go to the last thread - to give you a

chance to take some action in that section/topic before you leave it. When next pressed, ENTER will find the next section/topic in your Read Order and display the first unread message there.

Another useful key is the SPACE bar ⌐. This marks the current message as read. It will also move on to the Next Unread message, but will not move to the next section/topic.

The crucial difference comes in the case of Roots Mode viewing, or where the thread is collapsed in the Thread display. In such cases, ENTER will still find, and show, the Next Unread message within the thread, whereas SPACE will mark the whole thread as Read.

Backtrack

If you have been over-eager in your use of the ENTER or SPACE keys, and have whipped past messages you wanted to pay attention to, the command **Action, Previous Message** ⌐, or the Backspace key, will retrace your steps. Note that this is not an Undo key - it will not unmark messages - but it will help you find them again, so you can unmark them yourself.

Mark Unread

If you simply want to unmark a message's Read status, use **Edit, Mark Unread**, keyboard U or ⌐.

d) *Not* Reading Messages

> Simply in order to read your messages, that is just about all you need to know. Of course, POWWOW has many commands to help you do special things with messages and to make better use of the information they hold, but we will look at those later, in Chapter 6, *Managing Information*.

It is not unusual to download 200-300 messages every day from each service - more if you get carried away. It would be very easy to end up spending a couple of hours reading that lot. Self-restraint is one answer, but not all of us can manage that. Because of the way CompuServe works, it is possible to separate the wheat from the chaff before downloading it to some extent, using Header-only downloads (see 2.1.f). It is still going to be advisable to use the various features of POWWOW designed to help you develop a strategy for slashing through the undergrowth.

Resign

The easiest way to thin out those downloads is to stop downloading from those sections/topics you don't really need. On CompuServe and Delphi, it is not necessary to resign forums you no longer want to use - just stop downloading from them. You may want to return to them later. If so, it is advisable to re-join from POWWOW. Sysops often clear out inactive members after six months or so. In any case, re-joining ensures that you will have the latest conference details (and section lists).

You can, however, resign forums - or even just sections - *locally.* In other words, you can "hide" sections or forums from immediate view. This can be extremely useful when dealing with sensitive material - perhaps when you are sharing your copy of POWWOW with other members of your household.

POWWOW will accept up to five different login names (at the local level). Each login can resign unwanted sections, without disturbing other logins' ability to read them.

On CIX, you will continue to download messages from all the conference/topics you belong to, so the only way to limit downloads is to resign unwanted topics.

Use the MessageBase window, select the section(s) you want to resign (remember that you can select multiple sections, and resign them all at once). Click the **Resign** button.

The first dialog asks you to confirm which section(s) you want to deal with; the **Current** section (the one you are viewing in the Message window), the **Current** Forum (again, the one in the Message window, but involving all the sections in that conference) or **Selected Sections** (the section(s) selected in the MessageBase window)

The subsequent dialog offers you a number of ways of dealing with unwanted sections.
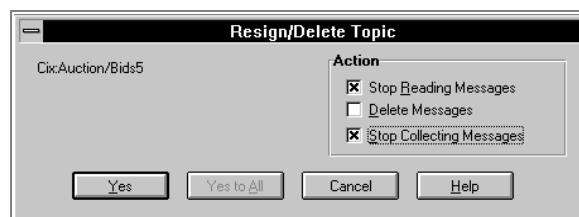
At the top-left of the dialog will be shown the first of the sections you have chosen.

Stop Reading Messages

Check this to remove the section(s) from sight. The messages in the section(s) will not (necessarily) be deleted. Messages will not (necessarily) stop being downloaded.

To reverse this "local" resign, use the **Register** button on the MessageBase window. You will be shown all the sections available which are not in your *visible* message base.

Neither **Stop Reading Messages** nor **Delete Messages** with stop messages being downloaded. You must use **Stop Collecting** Messages (for CIX), or Sections **to Collect** (CompuServe & Delphi) (2.1,3.f) to achieve that.

Delete Messages

As the name suggests, checking this box removes the section(s) from your hard disk. However, it will not (necessarily) stop messages being downloaded to the section(s).

Stop Collecting Messages

This option will only be available for CIX conference/topics or CIXNEWS newsgroups. It will issue a Resign command on CIX itself, and no further messages will be downloaded from those topics. Note that you can resign individual topics without resigning the whole conference. In many large conferences, there may be only one or two topics which are useful to you. In the case of CIXNEWS newsgroups, you can *only* resign at "topic" level.

Note also that resigning and re-joining a topic destroys all your pointers for that topic - you start from scratch.

Yes/Yes to All

When you have decided which of the above boxes to check, click on "Yes" if you are only dealing with one topic. Click on "Yes to All" if you are dealing with a number of topics (using multiple selection or a whole conference).

Cancel

This will abandon any resignation/deletion.

Ignore

When you come across a thread which deals with a subject outside your area of interest, or which has descended into useless nit-picking or the trading of insults, POWWOW gives you the option of Ignoring that thread.

Select **Edit, Ignore** 🖱️, or, more simply, press Ⅱ. That thread will take on a different colour from the rest, as set in **User Options, Display, Colours**. All further additions to that thread will share that coloration. All further additions will automatically be marked as read. You need waste no more time on it.

These new messages will still be downloaded - there is no mechanism for distinguishing them before they are downloaded - but they need not take up any more of your time. However, if a topic contains nothing but ignored threads (in which case there's something wrong with your downloading strategy), POWWOW will still visit that topic, since it doesn't know that everything is Ignored until it gets there.

POWWOW provides the further option of swapping this Ignore flag for a Delete flag - so that these wasteful messages can be pruned away. Use **File, Delete Ignored Messages** 🖱️.

If, however, you discover you have Ignored a thread unjustly, the Ignore flag can be removed just as easily (the Ignore command is a toggle - on/off).

Marking threads as Read

There may be threads which you do not wish to read, but do not wish to Ignore either. You can simply mark the whole thread as Read. The method differs slightly, depending on whether you are viewing in **Roots Mode** or **Thread Mode**.

In **Roots Mode**, only the first message in the thread appears in the Thread display - usually showing the Subject which initiated the subsequent discussion. If you know that this subject does not interest you, you can mark the whole thread as Read by pressing the SPACE bar. POWWOW will then move on to the next thread containing unread

messages. You can dismiss a great deal of unwanted material, very quickly.

In large topics, where you are only interested in occasional items, you might wish to switch to Roots Mode, for such topics are easier to deal with in this way.

In **Thread Mode**, the threads are fully expanded. To mark a thread as Read, you will need to collapse it (with the ⊟ cursor) before pressing SPACE.

Mark as Read

POWWOW recognises that there will be times when some less-than-vital material simply will not be read. So, there is the **Mark as Read** command - on the **File** menu. The options within this command are:-

Current section/topic

That is, the section showing in the Message window. As this likely to be the most common requirement, POWWOW provides a means to perform it directly. Use **Action, Mark Section as Read** ⌐⊟.

Selected section(s)/topic(s)

You may choose a single section, or multiple sections - in the MessageBase window - on which to operate this command.

All sections/topic(s)

This will mark all sections, in all forums, *in all services*, as Read. This is useful when your less important forums have built up and you can no longer be bothered to work your way through them.

Skip

The **Skip** command, on the **Action** menu allows you to mark particular tracts of your message base as read (or unread). Selecting it brings up a dialog with a number of choices.
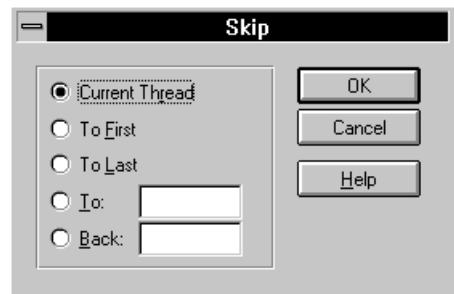
Current Thread

Equivalent to ⊟, SPACE, this marks the current thread as read.

To First

Skips back to the beginning of the current section, marking all the messages unread.

To Last

Equivalent to **Mark Section Read (Mark Topic Read)**.

To

Marks as read all messages in the section, up to, and including the message whose number you enter in this box.

Back

Marks unread all messages from the last one, to the one whose number you enter in this box.

3.3 Writing Messages

When dealing with the creation of your own contributions to various discussions, we need to separate the task of writing from the task of putting the resulting text where it belongs.

Text

The text itself is written in POWWOW's editor. The same layout and commands apply in all forms of message. The editor is simple - there is little point introducing fancy formatting into messages which may well be read on machines with no facility for using that format. Indeed, there are so many "standards" of format that the chances of your target audience sharing yours is very low.

If you need to send high-quality, finely-produced documents to someone you know to have the ability to use them, there is a facility for doing this - see *Attach File*, below.

Address

The task of sending your finished text to the right place is also made as simple as possible. Largely, it depends on the context of the

message - where you are in the message base, what messages (if any) you are currently reading.

First, we will deal with the process of starting a message - which, in turn, decides the way in which that message will be sent - and then we'll look at the common commands used for *all* message editing.

---

a) Reply

If, while reading some of the messages downloaded from one of your services, you want to answer a question, or correct someone's error, or just vent your spleen, just select **Action, Reply**, or ⌐⌐). This starts the process of Replying to the current message.

> The current message is the one highlighted in the Thread display in the Message window. Replies/Comments will be "threaded" to it.

There are also handy keyboard short-cuts, which change according to the terminology chosen:-

CompuServe (CIS)	Delphi	CIX, BIX, (CoSy)
Reply - ⌨	**R**eply - ⌨	**C**omment - ⌨

You do not need to specify any address or message number - POWWOW will take care of all that. On the other hand, you cannot Reply (Comment) unless you are reading a message - you need to be looking at the Message window.

```
Reply - Cis:Ukcomms/S12 WigWam #29623

  OK    Defer    Cancel    Include    Help     ☐ Private ☐ Send As Shown    (Width: 66)

WigWam already knows where this message is going - it is a reply
to the message #29623, in Section 12 of UKCOMMS.

The normal editor commands apply - text will wrap automatically at
the end of the line (in this case, at 66 characters). The
signature is added automatically

The Scribe

  8:11                                                              INSERT
```

The Reply Editor window will open. The title bar shows the name of the forum/section you are contributing to, and the message number you are answering.

For more details of the operation of the POWWOW Editor, see later in this chapter (3.3.d)

Signature

The message will open with your signature already entered - provided you have created one for this topic/section. See Chapter 4.1.b to find out how to set your signatures.

Include

If you want to include the text of the message you are replying to, perhaps in order to make clear precisely which point(s) you are answering, click the **Include** button. That text will become part of your new message - indented and marked with the > character. You can, of course, edit this text. It is not a good idea to quote whole messages, but can be useful to quote individual sentences or phrases.

Defer

If you get half-way through your message and need to break off, perhaps to go and check some fact you wish to quote, **Defer** will close the editor, but will not throw away the text you have written. When you next open the editor - either for Reply (Comment), Compose (Say) or Mail, that text will appear in the editor, ready to be added to.

Defer can be useful if you realise that you are about to send this message to the wrong place, or the wrong person. After clicking Defer, you can point your message more accurately and open the editor again

Cancel

Cancel will abandon the message and all the text will be lost.

OK

When you have finished your message, click **OK**. POWWOW will place your message in its list of actions to fulfil during the next connection to the appropriate service. If you need to add or subtract from this message, you can still do so. Select **Admin, Review** or F2 and you can re-edit your message (or delete it entirely). You will have an opportunity to Review immediately before connecting. (4.6)

Private (CIS only)

Check this box if you want this message to appear *only* to the individual you are replying to. If the message you are replying to is itself Private, CompuServe will automatically make yours Private, too.

Some forums do not allow Private messages.

It is good form to Withdraw Private messages when they have served their purpose. To do this, highlight the message in the Thread display and press ⬚ or ⬚. You can only withdraw your own messages, unless you are a sysop.

This command has no relevance to CIX or Delphi, and will not appear on those editors.

Send as Shown (CIS only)

Checking this box will cause POWWOW to send your message in the format you see in the message editor. Unchecked, and CompuServe will re-format it to fit the recipients' settings.

This option should be used for lists and tables. It is a "sticky" command - it will stay the way you set it, from one message to the next.

This command has no relevance to CIX or Delphi, and will not appear on those editors.

Show Replies

When you have completed your message, a red bubble 🐚 will appear beside the message you have replied to (in the Thread Display). If, you later come across that message, or another with that bubble beside it, and you want to remind yourself what you said, select **Action, Show Replies** to view your message. You cannot edit the message from here. To do this, use **Review** (4.6) The bubble, and the ability to Show Replies, will disappear once the message(s) have been posted.

b) Compose

If, while reading a section, you wish to raise an issue of your own, ask a question or make an announcement, select **Action, Compose** or ⬚.

There is a convenient keyboard short-cut - which changes according to the terminology chosen:-

CompuServe (CIS)	Delphi	CIX, BIX (CoSy)
Compose - Ⓒ	Add - Ⓐ	Say - Ⓢ

```
┌─────────────────────────────────────────────────────────────┐
│ �'                    Compose - Cis:Ukcomms/S12 WigWam    ▾ ▲ │
├─────────────────────────────────────────────────────────────┤
│ ┌──────┐ ┌────────────────────────┐      ┌───────────┐       │
│ │ To: │ │All                      │      │·Originator│       │
│ └──────┘ └────────────────────────┘      └───────────┘       │
│ Subject: ┌────────────────────────┐     □ Send As Shown      │
│          │Manual                   │                          │
│ ┌────┐ ┌──────┐ ┌──────┐ ┌───────┐ ┌──────┐  □ Private       │
│ │ OK │ │Defer │ │Cancel│ │Include│ │ Help │       (Width: 66)│
│ └────┘ └──────┘ └──────┘ └───────┘ └──────┘                   │
│ ┌─────────────────────────────────────────────────────────┐▲│
│ │Composed messages will be "Root" messages of future threads.││
│ │They can be addressed to individuals, but will be seen by all,│
│ │unless the Private box is ticked.                          ││
│ │                                                           ││
│ │The same editing commands apply                            ││
│ │                                                           ││
│ │The Scribe│                                                ▼│
│ └─────────────────────────────────────────────────────────┘ │
│ ┌──────┐                                          ┌────────┐ │
│ │ 7:11 │                                          │ INSERT │ │
│ └──────┘                                          └────────┘ │
└─────────────────────────────────────────────────────────────┘
```

The Compose (Say/Add) Editor window will open. Once again, you must be viewing a section in the Message window. Otherwise, POWWOW won't know where to send your message.

This window is almost exactly the same as the Reply window. But there are a few differences:-

To:

This button gives access to the Address Book (4.9), allowing you to enter a correct address, without having to remember the precise ID. If, of course, you know the ID, you can enter it in the text-box alongside.

Since this message will be seen by everyone in the Section/Topic (unless you check Private - see below), you can also put "All" in the To: box.

Originator

If you want to address your message to the author of the current message (the one highlighted in the Thread display), use the Originator button. You may want to browse through the Thread display to find the correct address. Since this message will not be threaded to any other, the Originator message need only be in the correct Section.

Subject

Put a brief title in here, so that your readers can quickly see the point of your message. This phrase will be the title of a thread, so it helps everyone if it is clear.

Receipt (CIS only)

If you want notification that the target recipient has received the message, check this box. In fact, there is very little point in doing this with any but Private messages. This command is not relevant to CIX or Delphi, and will not appear on those editors.

Other commands

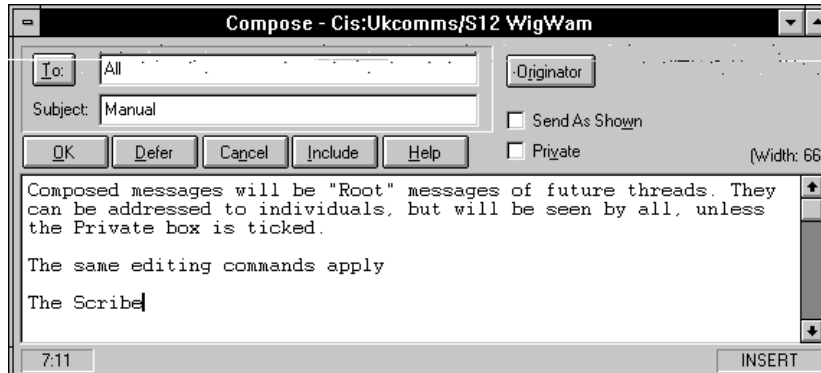With a "Compose" ("Say" or "Add"), the **Include** button quotes the text of the *current* message - i.e., the one currently highlighted in the Thread display. You can browse through the Section messages to find the message text you want.

You can check whether you have already posted a "Compose" in the current section by selecting **Action, Show Composed (Show Says/Show Adds)**. This will show any previously posted Composes awaiting uploading.

---

c) Mail

Press ▣ (or **Mail, Send Mail**, or ✉, to open the Mail editor. POWWOW will assume that you want to send your mail via the service you are viewing (in the Message window). The title bar of the Mail Editor will show you which service your message is heading for.

If you are using the **CoSy** terminology, the **Reply by Mail** command becomes available. If, when viewing a normal topic message, you wish to reply to its author, but wish to keep that correspondence private, press ℝ. This will open the Mail editor, with the author's address already entered. The message you write will be sent by the private mail system.

You can over-ride this routing if you wish, and send this message to another service, simply by inserting the relevant service prefix:-

Service	Prefix
BIX	bix:
Caucus	caucus:
CompuServe	cis:
CIX	cix:
Delphi	delphi:
MSMail	msmail:

Note that the prefix ends in a colon.

This re-routing only applies if you have a module to connect to the relevant service. If you wish to send a message to someone on Delphi, but you do not have an account there, you must send Internet mail via one of the services you *do* have.

So, to send such a message via CompuServe, you need to enter

cis:>INTERNET:ashtech5@delphi.com.

(the ">INTERNET:" prefix is unique to CompuServe. Other services will simply recognise that the address should be routed on to the Internet.)

To send to the same address via CIX, enter

cix:ashtech5@delphi.com

To send Internet mail *to* CompuServe, you should replace the comma in the ID with a period (full stop) - i.e. 70007.5437@compuserve.com

Reply (Comment) in Mail

If you are reading your Mail/messages section, and you wish to reply to a message you have received, press ⬚ or ⬚ (for **R**eply or **C**omment - depending on the terminology you have chosen), and the Mail editor will open - with your correspondent's address already entered.

Mail Header

```
┌─────────────────────────────────────────────────────────────────┐
│ ─                      Mail - [cis]                        ▼ ▲   │
├─────────────────────────────────────────────────────────────────┤
│ ┌─────┐  ┌────────────────────────────────────┐   ┌───────────┐ │
│ │ To: │  │ cis:Ashmount Research [70007,5437]  │   │ Originator│ │
│ └─────┘  └────────────────────────────────────┘   └───────────┘ │
│          ┌────────────────────────────────────┐                 │
│ CC:      │ cis:David Craig [100111,2464]       │   ☐ Receipt     │
│          └────────────────────────────────────┘                 │
│          ┌────────────────────────────────────┐                 │
│ Subject: │ Manuals                             │   ☐ Post It     │
│          └────────────────────────────────────┘                 │
│ ┌──────┐ ┌───────┐ ┌────────┐ ┌─────────┐ ┌────────────┐ ┌──────┐│
│ │  OK  │ │ Defer │ │ Cancel │ │ Include │ │ Attach File│ │ Help ││
│ └──────┘ └───────┘ └────────┘ └─────────┘ └────────────┘ └──────┘│
│ ┌───────────────────────────────────────────────────────────┬─┐ │
│ │ Please note that writing the Powwow manual requires       │▲│ │
│ │ the creation of a great many imaginary messages, like     │ │ │
│ │ this one, to demonstrate the program's various            │ │ │
│ │ elements.                                                 │ │ │
│ │                                                           │ │ │
│ │ The Scribe│                                               │▼│ │
│ └───────────────────────────────────────────────────────────┴─┘ │
│ ┌──────┐                                            ┌──────────┐ │
│ │ 6:11 │                                            │  INSERT  │ │
│ └──────┘                                            └──────────┘ │
└─────────────────────────────────────────────────────────────────┘
```

The header (the upper section of the window) is a little more detailed for Mail messages. POWWOW does not yet know where to send this message; you will need to tell it. (However, if you are Replying in Mail, the target will already be filled in.). The header is the same for all services.

To:

This button opens the Address Book - the best place to store frequently-used addresses, especially since POWWOW can transfer addresses *exactly* from incoming mail or forum messages, thus ensuring that even the most involved address is entered correctly.

From within the Address Book, find the address you want, click **To:**, and POWWOW will enter the address in the text box.

You can enter more than one address in this box - separate them with semi-colons (;) - if you want the same message to go to several people.

Originator

This button enters the address of the author of the current message.

> X400 mail addresses contain semi-colons, so you can't use these as separators. Use "\"(*backslash*) as well, thus:-cis:>X400: (c=US\;a=COMPUSERVE\;p=CS MAIL\;d=ID:7007,5437)

Cc:

This box is for any "Carbon copy" recipients you wish to enter. You can enter them from the Address Book (click the **To:** button again, and use the Cc function there) or

type them in directly. Again, you can put several addresses in here, separated by semi-colons.

Addresses

You will see that POWWOW enters *all* addresses in full, when they have been collected from incoming messages. For example, if you copied my address from a message, POWWOW would store it as *cis:100111,2464@compuserve.com*. But you do not need to remember all of that. You can send a message to *10011,2464* (such a friendly number, I always think) - and it will reach me. The same applies to any ID - *with the proviso that you are viewing the correct service*. In fact, with Mail Aliases (see below), this process can be made even easier (and even friendlier).

Internet Addresses

When POWWOW stores an Internet address, it will also store it in full - for example, *cis:strum@cix.compulink.co.uk* (me, again). When you enter such an address without POWWOW's help, you must enter it in full, too.

Mail Aliases

For complicated addresses or mailing lists, you can enter an alias name in the To: field, to match an alias entry in the Address Book.

In the Name field of the Address Book, put a name you will remember (ANAME). In the associated Address field, put the address or string of addresses, separated by semi-colons. You cannot mix addresses for different services in an alias, unless of course you want to send the mail via the Internet.

When you want to send a message to those address(es), put &ANAME in the To: field of the Mail Header (that's ampersand+your alias). When the message is posted, the alias will be expanded, and the message sent to all the addresses.

So, if your Address book has a line with the name "scribe" and the address "100111,2464", you can

> Alias names are case-sensitive.

send a mail message to me by entering "&scribe" in the To: box of the Mail header.

Post It

To give your message high priority status, check this box. If your correspondent is also using POWWOW/POWWOW Workgroup (version 3 only), a note will pop up when it arrives, warning them of its importance.

Attach File

This button provides you with a method for transferring binary files to other users of the service. These can be program files, formatted documents, images - whatever you want.

> Most of the other buttons on the Mail Editor behave the same as in the other Editor windows. There is one important exception - **Attach File**

Click on it, and POWWOW will present you with a standard Windows file-browser, so you can identify the file you want to send.

When you have done so, POWWOW will put the file-name in the **Subject** box, along with the file-size.

You will need to fill in the address(es), as described above. You can send one file to several targets in this way.

d) The Editor

Common Commands

One set of formatting commands apply in all the Editor's manifestations. At its simplest, you need only type from beginning to end, and the Editor will wrap the lines neatly. Delete and Backspace remove errors ahead and behind the cursor, as expected. You can select text in standard Windows fashion (Shift-cursor for one character at a time, Ctrl-Shift-cursor for one word at a time). You can cut, copy and paste to and from the clipboard. You can switch between Insert and

> **NB.** You can use Attach File to send binaries to addresses *beyond* a service, even though Internet cannot mail binary files. If you attach a file to an Internet address, and send it via CompuServe, Delphi or CIX, POWWOW will UUENCODE it automatically, and send it on its way. If you send such a file to several addresses (by chaining them together), everyone on the list will get the UUENCODED version, even if they reside on the local service.
> You should be aware that large files may be split up into smaller chunks before they arrive at their destination.
> You should use the Mail body to inform the recipient what you are sending, and how to handle it. (They will need a UUDECODER at the other end).

Overwrite mode (a reminder of the current state appears at the bottom of the window).

Editor Menu

Within any of the Editor windows, a specific menu is available, by clicking the Right Mouse Button (this is unaffected by choices made in User Options).

The menu contains the following commands:-

Undo	Ctrl+Z
Cut	Ctrl+X

All of the commands on the Editor menu (plus a few others) are also available via the Main menu - *but only when the Editor is open*.

Spell Check...

Undo

Retracts the last action in the Editor - a deletion, a cut or a paste, for instance.

Cut

Moves the selected text to the clipboard.

This is the generic Windows clipboard, so such text can be made available for other applications, if required.

Copy

Copies the selected text to the clipboard.

Paste

Inserts the contents of the clipboard at the current insertion point (where the cursor is).

Clear

Deletes selected text (the same as pressing the Delete key).

Insert User Note

Inserts the contents of the User Note. For more on the Notes Editor, see 4.5.e.

Quote Message

Inserts the text of the message currently highlighted in the Message window. (The same as clicking the **Include** button)

Insert File

Inserts the contents of a chosen disk-file. (Take some care with this command. Some files may be essential to POWWOW's operation, and the program would object if they were accessed at the wrong time).

Spell Check

You can use this function to check your outgoing messages for mis-spellings

There are (currently) two dictionaries - one for UK English (MAINUK.DIC), one for US English (MAINUS.DIC). When you **Add** words to the dictionary, they are stored in CUSTOM.DIC.

The Spell checker will check all the words in your Editor, and offer corrections when something appropriate is available. As with most spell-checkers, you can add new words to the dictionary when they appear in the dialog. (The dictionary file is not editable).

You can set the Spell Checker to run automatically by selecting **Admin, User Options, Editor, Auto Spellcheck**.

Keyboard Commands

The POWWOW editor includes a number of keyboard formatting shortcuts.

Ctrl+T	Delete word	Ctrl+A	Move to home
Ctrl+Y	Delete line	Ctrl+F	Move to end of line

Editor Commands (Main Menu)

File, Save As

Saves the Editor text as a disk file. You can choose the file name in a standard Windows file-save dialog, with the last file name used as the default.

File, Save Selection

Saves the selected text as a disk file.

3.4 Joining in

Of course, to get full value of your membership of your remote service(s), you will want to be able to join new forums/conferences.

a) View Service Forums

So, with the Message window open in the relevant service, select **Service, View Service Forums** ⌨. POWWOW will show you a list of all the forums/conferences available to you on that service.

POWWOW comes supplied with a fairly recent list for each service. If you want to update that list, press **Refresh** on the viewer.

If you are looking for a particular forum or subject, use **Find** to search for a text string, or you can just page through the list until you see something that interests you. Highlight the forum/conference and press **Join**. On the next connection, you will be joined.

> **N.B.** POWWOW needs to know which service you are dealing with before it can obey the following commands. It decides which service you want by looking at current message in the Message window. If this window is not open (or is open at a Local
>
> Note that not all the forums in the CompuServe list are really message forums. Many are "Pages", which offer access to special services, or to menus which lead through Gateways to several "real" forums.
> To access the services, use the commands on the **Service** menu (If the particular service you require is not covered there, you may need to develop a script to handle it - more on this in the *Technical Reference*).
> The forums which lie below menus all have their own "GO" word to allow you to join them directly. Find out the Go word, and Join that.

CIXNEWS/DELNEWS

The same processes apply to joining newsgroups via CIXNEWS or DELNEWS, but remember that you will need to have CIXNEWS or DELNEWS messages on screen (the "dummy" ones will do) before accessing the newsgroup list via **View Service Conferences**.

b) Join Service Forum

If you know the name of the forum/conference you want to join, the **Service, Join Service Forum/Conference c**ommand is much quicker method. It offers you a dialog into which you can enter the forum/section name.

On CIX, you can join a single topic in a conference, but you need to know its name. Unfortunately, the CIX Conference List does not reveal topic names.

> On CIX, you will receive messages from a newly-joined conference during your next connection.
> On CompuServe or Delphi, you will not see any messages (apart from a "Newsflash") until you have Selected some sections/topics to download (2.1,3f).

POWWOW's Windows

MDI

Most of POWWOW's functions now appear in their own windows. The technical term Multi-Document Interface (MDI) is just a fancy way of saying that you can have several windows open at once, and swap between them, move, re-size and close them, using a common set of commands, similar to those used in other Windows applications. These commands can be found in your Windows manual, but here are some of them, for easy reference.

Ctrl-Tab	Will switch between POWWOW's internal windows (Alt-Tab switches between applications). This command will rotate round all open windows, until you reach the one you want
Ctrl-F4	Closes the current window.
Ctrl-F6	Moves to next window.
Shift-cursor	Used to select multiple items in a list (adjacent ones only).
Shift-mouse click	Also selects extended items - can be used to select a range
Ctrl-mouse click	Selects multiple items - one at a time, adjacent or not.
Alt-(grey)Minus	Opens Control menu (top left corner of window - gives access to Close/Move/Size commands)
Click on control bar	Opens Control menu.

To the right of the window's title bar are the sizing controls, which change according to the window's state. A window may be **Minimised**, in which case it will be reduced to an icon and stored along the bottom of the screen. Click on the single down-arrow to minimise. If the window is **Maximised** (occupying the full screen), the Minimise arrow will still be there, joined by a double up/down arrow. Clicking on the double arrow places the window in a mid-way state, which we might call **Midimised** (it's not the proper word - but you know what it means).

In general use, it's probably best to set your windows in the "midimised" state. Not only does this give the choice of bigger or smaller, it also causes fewer oddities with the default MDI behaviour, which POWWOW follows, even if it is, at times, a little strange.

If this behaviour is too strange for you, you can choose **Classic MDI Behaviour** from **User Options, Display**. Using this, the windows won't "remember" their positions - nor will other windows "inherit" their state in the same way.

4.1 MessageBase Window

This window is central to POWWOW's operation. Although it is possible to use the program without it - pressing ENTER within the Message Window will take you to the next unread message, and on to the section with unread messages according to your reading order. You will probably want to have this window on your screen most of the time. In the **Actions** menu, **MessageBase** will *always* be available. Alternatively the key ⌧ (below the question mark on most keyboards), or the button ⌂ will raise the MessageBase window.

You may, of course, move or re-size this window to suit your preferences.

It contains a list of all the forum/sections which you have chosen for your message base, and allows you to switch from one to another swiftly and easily.

a) Section Navigation

POWWOW provides a number of alternative ways of selecting a new section/topic to read.

Search Box

At the top of the MessageBase Window is a text-box. You may enter part of a conference/topic name here, and press ENTER to Read it. As you begin to type, the highlight bar will search for a match.

When the topic/section you want is highlighted, pressing ENTER will take you there. This method will be particularly useful for keyboard-only users.

Cursor Keys

The highlight bar can be moved with the ↑↓ cursor keys, or with the PgUp, PgDn, Home and End keys.

The ←→ cursor keys also come into play; to expand or collapse the "branches" of the MessageBase tree. When the highlight bar is on a section, ← will collapse the topics into the conference. Another ← will collapse all forums into the appropriate Service grouping. The → cursor will expand these levels. once again. One more → cursor will take you to the highlighted topic.

You may control the way in which this message base tree displays in **Admin, User Options, Display**.

Mouse

Double-clicking on the section/topic you want will take you there. Double-clicking on a forum/conference will expand/collapse the sections/topics. Clicking on the **Read** button will take you to the highlighted section/topic.

Ctrl-J

Pressing Ctrl+J brings up a text box, into which you can enter the name of the section/topic you want to view. When you accept the entry (press ENTER, or click OK), that section/topic will be opened. This option is particularly useful for the creation of your own macros, to allow you to perform section(topic)-specific tasks.

Favourite Places

The **Favourite Places** button on the MessageBase window allows you to define up to ten sections/topics as favourites (these can be in any service). When you have done so, you can move the appropriate tool-

buttons ⌖ to the Tool Bar, and use them to take you quickly to your most important/most amusing sections/topics.

---

b) Section Operations

As well as controlling your reading of sections, the MessageBase window is also used to select the sections/topics on which various operations act. POWWOW can operate on individual sections/topics, or on multiples (selected by holding down the ⌘ key, while clicking on additional sections/topics, or the SHIFT key, while using the ↑↓ cursor keys).

Resign

Clicking on the Resign button opens a dialog which offers you a number of choices. You may delete selected sections/topics, stop further downloads from them (CIX only) or resign them locally (the messages will still be there, but will not be visible, until you **Register**

> You can resign sections locally ("Stop Reading Messages"), without resigning the sections on the remote service or clearing out the existing messages ("Delete"). Sections which you resign locally can be re-joined using **Register**.

them again). You may also perform combinations of actions on the selected sections.

Register

Clicking this buttons opens a list of forum/sections (conference/topics) which you have resigned (locally), or ones to which you have not been Auto-joined. Select the topic/section you wish to return to your (open) message base.

Signature

A signature may be placed at the bottom of each message you send. POWWOW can add a different signature for each section/topic, if required.

> Over-elaborate signatures can be very annoying to other users, who have to pay to download them. Also, something that looks artfully-crafted and amusing to you, may look like a jumble of meaningless characters on someone else's screen. Keep it simple.

You can set a global signature by selecting the root Service, and clicking on the **Signature**

button, or you can select multiple sections to carry a common Signature. You can then work on special cases, one by one.
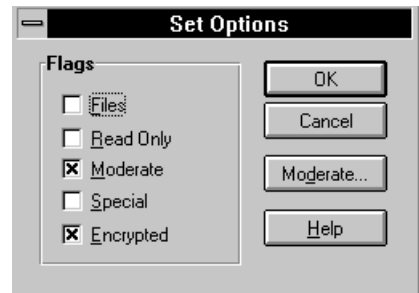
Prune

Pruning is POWWOW's method of clearing out old, unwanted messages. Clicking on the **Prune** button opens a dialog, offering you a number of choices. You may Prune **All sections/topics** (the entire message base - all services), **Selected sections/topics** (one or several - as highlighted in the MessageBase List), or **Current section/topic** (the one showing in the Message Window - not necessarily the one highlighted in the MessageBase Window). More on this in Chapter 7.1

Options

Clicking this button allows you to set a number of Forum/Section (Conference/Topic) flags:-

- Files - Denotes that the section/topic in question has a library (file) list
- Read/Only - If checked, you will not be able to add new messages to this section/topic.
- Moderate - Makes you a (local) moderator of the conference.
- Closed - Makes the forum closed.
- Special - Used for pseudo-forums. Prevents POWWOW from attempting to download forum information from, or uploading messages to, non-existent service forums/conferences. Using Copy to Folder to a pseudo forum/conference will automatically set the Special flag. If you use this command to merge genuine topics/sections, you will need to remove the Special flag.
  - Encrypted - The topic is locally encrypted. This has no bearing on remote services.

4.2 Message Window

Flags	Number	From	Subject
🗑️📁	└1337	nrms	Has anyone uploaded this to CIX? If not could they please? (pretty ◆
🚩 🔒	├1262	cmiles	Courier V34 works fine at 57600 DTE rate here as does Sonix Vol
🗑️	└1275	imagineer	OK, thanks for the reports folks.
📂	1213	pperrin	**FAQ - POWWOW -> WIGWAM**
📧	└1215	imagineer	WW3 CIX should have the following directory structure.
📧	└1259	pperrin	Cheers, it worked this time :-)
📧	└1267	taz	it's internal documentation only right now - it will appear, but not ju
📂 📧	1220	rleggat	**Read only topic**
📧	└1222	mal	Press the options button in the message base window, uncheck ◆

Message **1215** from **imagineer** on **15/02/95 2:37** comment to **1213**

WW3 CIX should have the following directory structure.

WIGWAM3
  BACKUP
  CIX
  CIXNEWS
  LOCAL
  PENDING

There may also be a directory tree of the type USERNAME.UI.

Any other additional dirs [apart from dirs begining with a % sign] will

This window contains the messages, displayed for you to read in the lower section, with the context ("thread") of each message displayed in the upper section.

You can control the proportion of the Message Window devoted to each of these sections. Place the cursor on the black line at the bottom of the Thread Display, just above the Header Bar. The cursor will change into a "drag" symbol (a horizontal bar, with arrows above and below). Hold down the Left Mouse button and drag the bar to your chosen position.

You can, of course, re-size the whole Message Window to suit your preferences. POWWOW will wrap messages to fit the new size. Since some messages will have been formatted (by their senders) this wrap may produce unattractive results. It is up to you to balance your chosen width against the occasional message which may be difficult to follow.

Title Bar

Starting at the top of the window, the Title Bar shows the name of the service, forum/conference and section/topic being viewed.

a) Thread Display

In the upper section of the Message Window, POWWOW displays the status, numbers, authors and subjects of the current message (the one displayed in the lower, Message Display), and of other messages associated with the current one.

Navigation

The ⬆⬇ cursor keys act, as expected, on the highlight bar, which shows the current message, moving the highlight up or down. The message in the Message Display will change accordingly.

PgUp PgDn do *not* affect the Thread Display (they are reserved for the Message Display). The equivalent actions are performed by Ctrl+PgUp/ Ctrl+PgDn, or Grey-⊟, Grey-⊞ (the grey keys on the number pad - on the right of most keyboards). Alternatively, the vertical scrollbar will move up or down a "page" at a time.

Home will take you to the first message in the section/topic, End will take you to the last.

The ⬅➡ cursor keys have a special purpose in this part of the display; to navigate the thread hierarchy.

If the highlight bar is on a Reply message (i.e. not the beginning of a thread), pressing ⬅ will "collapse" the thread, so that only the Root message shows in the Thread Display (the Root message is the one which initiated the thread). Pressing ➡ at this point would "expand" that thread again.

However, if you pressed ⬅ on a thread which is already collapsed, POWWOW will take you one step further up the hierarchy, and switch focus to the MessageBase Window, where the highlight will be on the section/topic you have just been reading.

So, ⬅➡ can take you from Service to forum/conference to section/topic to Root to Reply/Comment, and all the way back again.

To move to the message to which the current message is a reply, press Q or TAB or click the button. In this way, you can work your way back up the thread.

To move back to the last message read, press **Backspace** (**Previous Message** on the **Actions** menu -). This can be useful if you have been skipping through messages too quickly, and spot something interesting, just as it disappears off the screen.

Thread Elements

POWWOW splits the Thread Display into four elements - Flags, Number, From and Subject. The space occupied by each of these elements

> Please note that **Backspace** will not undo actions. It will not, for instance, reset an Unread flag, or a Delete flag. It can, however, be used to find a message, so you can reset the flag yourself.

can be controlled by the user. Place the cursor on the dividers between these headings (on the top line, immediately below the title bar). The cursor will change into a "drag" symbol (a vertical bar with arrows on either side). Click on the left mouse button, and drag the divider wherever you want it. The columns to which these headings refer will re-size accordingly.

You may also want to change the Font used in this display (via **Admin, User Options, Display, Fonts**). The larger the font, the less information will fit. You may find that choosing the right colours (via **Admin, User Options, Display, Colours**) helps to make the display easier to use.

Flags

This column contains a number of symbols, indicating the status of each message. There may be several symbols attached to a given message, which is why POWWOW allows you to stretch the space available for them.

> Some flags have different meanings, depending on whether the threads they apply to are expanded or collapsed.

Flag	In expanded thread	In collapsed thread
•••	The root message of this thread is not in your message base. (Otherwise known as an "orphan")	The root message of this thread is not in your message base.
📁	None	This is the root message of a collapsed thread. (Press Right

			Cursor to expand it.)
	📂	This is the root message of a 'expanded' thread. (press ⬅ to collapse it)	None
	🖾	This message is unread.	This thread contains unread messages - and the root message is unread
	🖾	Not applicable	The thread contains unread messages, but the root message *has* been read.
	🔒	This message is marked for keeping (protected from pruning)Some messages in this thread are marked for keeping (press Ⓚ to remove this flag)	
	🗑	This message is marked for deletion (It will be removed when you Prune this section)	Some messages in this thread are marked for deletion. (press Ⓓ or ⌫ to remove this flag)
	🛍	This message is part of the current Bookmark SetA message in this thread is part of the current Bookmark Set. (press Ⓑ to remove this flag)	
	🐾	You have composed a reply to this message, which is awaiting upload.	You have composed a reply to a message in this thread, which is awaiting upload
	W	This message marked to be withdrawn from the remote service (or has already been withdrawn)	A message within this thread marked for withdrawal

Number

This column contains the message-number. In most cases, this will be the number allocated by the remote service from which the messages came, but in some cases, where the remote service doesn't number the items, POWWOW will have assigned the numbers to help you keep track.

In this column, POWWOW does one of its most useful tricks - displaying the structure of the thread - showing which message answers which, where digressions drift off, how this thread started in

the first place. Once again, you may need to stretch this column to display the structure of complex threads.

From

Fairly obviously, this column displays the ID of the authors of messages. There is one exception; in the Mail/Messages pseudo-section, it may be more useful to know to whom you have sent a message. If you agree, select **Mail to You** in **Comms Settings, Options**.

Subject

This column displays the subject line of the message. Where there is no subject line, as such, POWWOW attempts to find the first substantive line of the message, and displays that.

Display Modes

POWWOW offers three modes of display in this section, which can be selected via **Action, View Threads/Roots Only/Chronologically**.

View Threads

In this mode, POWWOW displays the current message in the context of a thread of conversation, showing the message to which the current one is replying and showing any further replies to that. Depending on the complexity of the discourse, various sub-threads or digressions may be shown. If there is space, POWWOW will also display parts of adjacent threads.

View Roots Only

As the title suggests, this mode displays only the Root messages (i.e. messages which begin new conversations, showing none of the replies). The replies are still available, by using the ▣ cursor, or by pressing ENTER to move to the Next Unread .

This mode is useful is busy sections/topics, when you may not wish to follow every thread. Pressing SPACE (on an unexpanded thread), will mark that whole thread as Read, and move you on to the next thread with unread messages. You may also use the navigation keys to browse through the whole section, in search of threads which interest you.

View Chronologically 🖰

In this mode, messages are displayed in the order in which they were received. This mode is unlikely to be useful for normal reading, but can be useful in identifying earliest/latest messages, or in finding gaps in the message base.

Involvement

POWWOW will display threads containing messages from you in a user-defined colour. It will also display threads containing messages from a user-defined group of IDs (a Workgroup), in another, user-defined colour. These colours are selected via **Admin, User Options, Display, Colours**. The Workgroup is defined in **Admin, Comms Settings, Terminal, Workgroup**. You may have a different workgroup set for each service.

b) Header Bar

Across the middle of the Message Window, POWWOW displays information from the header of the message. You can control the detail included via **Admin, User Options, Reading.**

c) Message Display

Ultimately, this part of POWWOW is where you will spend most of your time, for this is where the current message body is shown.

Message Body

A straightforward display of the message itself. You can adjust the colours and fonts used via **Admin, User Options**. PgUp/PgDn 🖰 scrolls the text.

Reading

Pressing ENTER marks the current message as **Read** and moves on to the **Next Unread** message, no matter which viewing mode you are using. It is possible to go through all your new messages with nothing more energetic than this simple action.

Pressing ⌷SPACE⌷ or the 🖱 button also marks the current message as read, but there is a subtle difference in behaviour, which depends on the viewing mode being used. In **View Threads** mode, the behaviour is almost identical to that produced by ⌷ENTER⌷, with the exception that ⌷SPACE⌷ will not move to another section. In **View Roots Only** mode, or when a thread is "collapsed", ⌷SPACE⌷ will mark the

> Remember, Right-Cursor expands a collapsed thread; Left-Cursor collapses an expanded thread

whole thread as Read, and move on to the next *thread*. This is a useful way of eliminating uninteresting subjects from your reading.

File/Print

The main menu (with associated hot-keys) allows you to perform a number of actions on the message text.

⌷Ctrl⌷+⌷A⌷ **(File, Save As) or** 🖱 **creates a copy of the current message in a disk-file. If the filename chosen already exists, the text will be appended to the original. If the filename doesn't exist, it will be created.**

⌷Ctrl⌷+⌷P⌷ **(File, Print) or** 🖱 **prints a copy of the message text. There is a Printer Setup** 🖱 **item on the File menu, to control the printer options. Admin, User Options, Display and Others control the Font used for printing, and the Left Margin (some printers try to print too far to the left - use this to compensate).**

Copy to Folder

You can copy or move messages to your own private pseudo-section/topic, thereby creating a folder of useful information. Use **Mail, Copy to Folder** 🖱. If you enter a section which does not exist, it will be created. Checking the **Delete** box will mark the existing message(s) for deletion. They will not actually be removed until you run Prune. More on this powerful command in Chapter 6.5.c.

4.3 LibraryList Manager

CompuServe (CIS)	Delphi	CoSy (BIX, CIX)
Library List	Database	File list

On CompuServe, the Library lists reside within the forum, but are not directly attached to the sections, although most sysops try to line up their Libraries with the appropriate Section.

On CIX, File lists are attached to one or more topics within a conference. Usually, but not always, the name of that topic will imply that files are stored there. The moderator of that conference may add other file lists at a later date.

On Delphi, most topics have their own database (even though there are some "shared" databases, POWWOW treats them as individuals).

Like the MessageBase window, the LibraryList Manager window organises library lists into a tree-like hierarchy. Like that window, the LibraryList Manager window allows you to navigate from Service to forum/conference to File list, using the usual mouse-clicks, or the ⬅➡ keys. You can raise the LibraryList Manager Window via the **Actions** menu (or 🖱).

Search

Like the MessageBase window, the LibraryList Manager window has a text-box at the top. Entering a name in this box will allow you to highlight that file list, thus allowing you to perform whatever actions you have planned. As in the MessageBase window, POWWOW will attempt to match the file list

Before starting to enter characters in the Search box, make sure that's where the characters are going. Ensure that the focus is on the Library list window, and, specifically, on the Search box (there'll be a flashing cursor in the box). If not, TAB around the buttons until you get there.

name on the first character, and sort out ambiguities on the second or third. This facility is designed to help keyboarders, particularly.

View

Click this button to view the highlighted file list. This has the same effect as the right arrow key. If you do not have the relevant file list, POWWOW will ask you if you wish to collect it from the remote service. Otherwise, POWWOW will display the file list in the File list viewer (see below). You can select multiple lists, and POWWOW will display these in multiple viewers. Take care with this - it can be quite alarming to see your screen fill with viewer after viewer.

Refresh

Use this button to update the highlighted file list from the remote service. This will be done during your next connection. If you find yourself doing this regularly, you might find it easier to use the **Scheduler** (**Admin, Scheduler**) ⌐ (2.6) to automate regular refreshes of important file lists

It may be that you will want to refresh a number of File lists at once - multiple selection can do this. Take care if you press **Refresh** with several items highlighted, or even an entire service - that's a lot of File lists.

Erase

Simply, this will delete the highlighted file list from your hard disk - only necessary when disk-space is running low.

If you Erase all the Libraries in a Forum (in CompuServe) you will also delete any remaining information about that forum, and you won't be able to perform any operations on it until you update the forum information.

Upload

Use this button to upload a file to the selected file list. POWWOW will open a Windows file-browser to help you locate the file you wish to upload. Make sure that section/topic will accept files. You can also use the **Action, Upload File** command, or the ⌐ button.

Download

If you know the name of a file in a certain file list, use this button to download it. If you're not sure, it's probably best to view the file list and download it from there (that way, you can be sure of spelling the filename correctly). You can also use the **Action, Download File** command, or the ⬚ button.

All/Collected

The radio buttons on the bottom right of the window control the content of the window.

All - shows all the File lists connected with the forums/conferences you have in your message base - whether or not you have the actual lists.

Collected - restricts the display to those File lists you have actually collected.

4.4 Terminal Window

The Terminal Window opens when you connect (Ctrl+T or ⬚). Its behaviour and appearance will be slightly different from service to service.

For the most part, connections will be automatic processes, and there is no reason for you to monitor its progress. Indeed, as the connection is a background process, you can safely get on with other work.

However, for the curious, and for those for whom things are not working at their best, the Terminal window gives you considerable information on the progress of events.

Title Bar

At the top of the window, POWWOW shows the name of the window, the service to which you are connecting, and the type of connection (Full, Actions-only or Manual).

Terminal Display

This box shows the dialog between POWWOW and the remote system. If you are familiar with on-line work, this will be self-explanatory. If not, it's probably too late to start now. The Status Display (see below) shows the important information. Note that the CompuServe Terminal Display is often blank, as re-drawing the screen would slow down transfers. In such cases, the Status Display shows what is happening.

```
┌─┬──────────────────── Terminal - Cix - Manual Connect ────────────────┬─┬─┐
│ ▢ │                                                                    │▼│▲│
│───┼────────────────────────────────────────────────────────────────────┼─┤
│        sch.zip           11793   Nov 20 09:20 94                       │▲│
│     ww30a15.zip          903076  Nov 16 15:13 94                       │ │
│     ww30a17.zip          911948  Nov 23 00:19 94                       │ │
│     ww30a18.zip          911633  Nov 23 21:11 94                       │ │
│  M1:fdl sch.zip                                                        │ │
│  Zmodem download started... (to abort ^X^X^X^X^X)                      │ │
│                                                                        │▼│
│ ┌─┬──┬──────────────────────────────────────────────────────────┬─┐      │
│ │◄│  │                                                          │►│      │
│ └─┴──┴──────────────────────────────────────────────────────────┴─┘      │
│                                                                           │
│  ┌────────────────────────────┬────────────────────────────┬──────────┐  │
│  │ Receiving sch.zip          │ ██████████████████████████ │          │  │
│  ├──────────────┬─────────────┼────────────────────┬───────┤          │  │
│  │ Time left: 0:02 │ 1731 cps  │ 10240/11793        │ Abort │          │  │
│  ├──────────┬────┴────────┬───┴────────┬───────────┼───────┴──────────┤  │
│  │ 00:04.40 │ Log: No File │ Download   │ Upload    │ Stay Online      │  │
│  └──────────┴─────────────┴────────────┴───────────┴──────────────────┘  │
└───────────────────────────────────────────────────────────────────────────┘
```
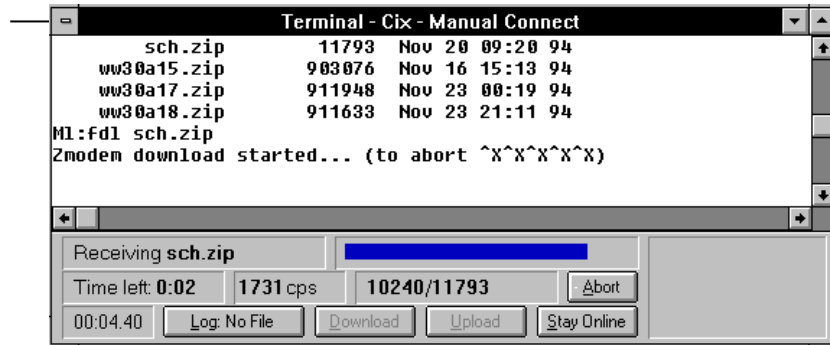
Status Display

This section of the window will change according to the actions being performed at the time. The illustration shows a frozen moment during a file download.

Action report

The first box (top left of the Status Display) will show the action being performed at that moment.

Download/Upload Meter

Beside it, a "barometer" scale will give a graphical indication of the progress of a file transfer.

Time Left

An estimation of how much linger this file transfer will take.

cps

A report on the transfer rate - in **c**haracters **p**er **s**econd. This is liable to fluctuate during the transfer.

Transfer Ratio

This shows the amount of the file received/sent, and the total size of the file.

Time On-line

This shows how much time has elapsed since you logged on.

Buttons

Abort

If you need to cancel a file transfer, press **Abort**. You will remain on-line, but you may need to press ⌈ENTER⌋ to get things going again. If no file transfer is in progress, **Abort** will cancel the connection. (N.B. With Delphi connections, **Abort** will cancel the whole connection, whatever the status.)

Log

This is a toggle switch. In a normal connection, this will show that a log-file is being used. You should not interrupt this without good reason. However, especially during a Manual Connection, you may wish to switch a log-file on. You will be prompted for a file name.

Stay On-line

If you wish to perform some on-line actions, in the course of an automatic connection, press this button. You will then need to take responsibility for quitting CompuServe cleanly (typing "BYE" will quit CompuServe or CIX, closing the window with ⌈Ctrl⌋+⌈F4⌋ will cut the connection). On Delphi, there is no easy way out, other than to close the Terminal.

4.5 Editor Windows

POWWOW has its own internal editor. It is straightforward and designed for sending text messages to systems where many readers could not deal with complex compound documents.

Nevertheless, POWWOW offers a number of aids to improve the messages you send, whilst taking great care to ensure that the text you type ends up where you want it to go.

It can be accessed by **File, Run Editor** ⌐.

The Editor appears in a number of guises. The Mail Editor, the Compose/Say/Add & Reply/Comment Editor, the Notes Editor - all use the same basic commands. The prime difference between these is the Header section at the top of the window, which controls how and where the message should go.

a) Common Commands

> POWWOW also allows you to specify an external editor, so you can work on documents or text-files without leaving the program. This is entirely separate from the internal editor used for messages.

One set of formatting commands apply in all the Editor's manifestations. At its simplest, you need only type from beginning to end, and the Editor will wrap the lines neatly. Delete and Backspace remove errors ahead and behind the cursor, as expected. You can select text in standard Windows fashion (Shift-cursor for one character at a time, Ctrl-Shift-cursor for one word at a time). You can cut, copy and paste to and from the clipboard. You can switch between Insert and Overwrite mode (a reminder of the current state appears at the bottom of the window).

Editor Menu

Within any of the Editor windows, a specific menu is available, by clicking the Right Mouse Button (this is unaffected by choices made in User Options).

The menu contains the following commands:-

Undo	Ctrl+Z
Cut	Ctrl+X
Copy	Ctrl+C
Paste	Ctrl+V
Clear	Del
Insert User Note	
Quote Message	
Insert File...	
Spell Check...	

Undo

Retracts the last action in the Editor - a deletion, a cut or a paste, for instance.

Cut

Moves the selected text to the clipboard. This is the generic Windows clipboard, so such text can be made available for other applications, if required.

Copy

Copies the selected text to the clipboard.

Paste

Inserts the contents of the clipboard at the current insertion point (where the cursor is).

Clear

Deletes selected text (the same as pressing the Delete key).

Insert User Note

Inserts the contents of the User Note.

Quote Message

Inserts the text of the message currently highlighted in the Message window. (The same as clicking the **Include** button.)

Insert File

Inserts the contents of a chosen disk-file. (Take some care with this command. Some files may be essential to POWWOW's operation, and the program would object if they were accessed at the wrong time).

Spell Check

You can use this function to check your outgoing messages for mis-spellings

There are (currently) two dictionaries - one for UK English (MAINUK.DIC), one for US English (MAINUS.DIC).

The Spell checker will check all the words in your Editor, and offer corrections when something appropriate is available. As with most

spell-checkers, you can add new words to the dictionary when they appear in the dialog. (The dictionary file is not editable).

Keyboard Commands

In the spirit of backwards compatibility, the POWWOW editor includes a number of keyboard formatting shortcuts.

Ctrl+T	Delete word	Ctrl+A	Move to home
Ctrl+Y	Delete line	Ctrl+F	Move to end of line

Editor Commands (Main Menu)

File, Save As

Saves the Editor text as a disk file. You can choose the file name in a standard Windows file-save dialog, with the last file name used as the default.

File, Save Selection

Saves the selected text as a disk file.

b) Mail Editor

The Mail Editor will open when you press M, or select **Mail, Send Mail**, or click on the Mail button. POWWOW will assume that you want to use the service you are viewing in the Message window. If that is not the case, you will have to re-route the address manually, by placing the relevant prefix in front of the address.

```
┌─────────────────────────────────────────────────────────────────┐
│ □                            Mail                          ▼ ▲   │
├─────────────────────────────────────────────────────────────────┤
│ ┌────┐ ┌──────────────────────────────────┐  ┌──────────┐       │
│ │ To:│ │ cis:Ashmount [70007,5437]        │  │Originator│       │
│ └────┘ └──────────────────────────────────┘  └──────────┘       │
│ CC:    ┌──────────────────────────────────┐   ☐ Receipt         │
│        └──────────────────────────────────┘                     │
│ Subject: ┌────────────────────────────────┐  ☒ Post It          │
│          │ Manual                         │                     │
│          └────────────────────────────────┘                     │
│ ┌────┐ ┌─────┐ ┌──────┐ ┌───────┐ ┌──────────┐ ┌────┐           │
│ │ OK │ │Defer│ │Cancel│ │Include│ │Attach File│ │Help│  (Width: 66)│
│ └────┘ └─────┘ └──────┘ └───────┘ └──────────┘ └────┘           │
├─────────────────────────────────────────────────────────────────┤
│ Dear Reader,                                                  ▲  │
│ The Mail editor is essentially the same as the Compose editor,   │
│ with a few additions. The difference is the route it takes to its│
│ recipient, and its privacy                                       │
│                                                                  │
│ The Scribe                                                       │
│                                                               ▼  │
├─────────────────────────────────────────────────────────────────┤
│  6:11                                                   INSERT   │
└─────────────────────────────────────────────────────────────────┘
```
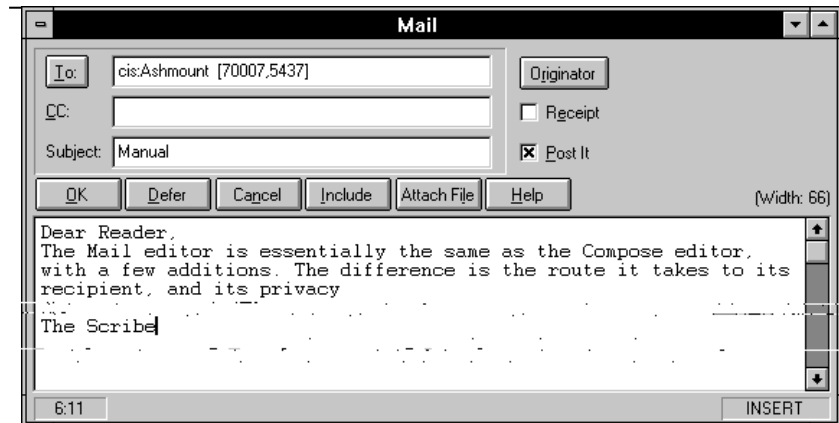
To:

The first thing POWWOW needs to know is the intended recipient for this mail.

The simplest and most reliable way of entering this E-mail address is via the Address Book. Since you can enter addresses to the Address Book directly from messages received, you can avoid any need to key in complicated strings, with the risk of making mistakes. For more on this option, see below. Click on the **To:** button to access the Address Book.

You may also wish to send a mail message in response to a forum/conference message you have been reading. In such a case, the **Originator** button (see below) will enter the correct address for you.

If, however, you do not have the address you want in your Address Book, and the message in question is not an answer to an existing forum message, you will need to enter the address yourself.

The address should be entered carefully, just as you would enter it if you were on line.

Within a particular service, another member's address is the same as

> Although POWWOW's automatic address-entering will insert the *full* address, including the Internet suffix, you do not need to do that, unless your message is intended to travel *beyond* the service.

his/her ID, and should be entered just as you would enter your own into the Comms Settings. Sending E-mail via Internet requires a much longer and complicated address. Take great care when entering these; one character wrong, and you can miss by a whole continent!

You can enter several addresses in the "To:" box. Separate them with semi-colons. The message will go to each address on this list.

Mail Aliases

For complicated addresses or mailing lists, you can enter an alias name in the To: field, to match an alias entry in the Address Book.

> X400 mail addresses contain semi-colons, so you can't use these as separators. Use "\"(*backslash*) as well, thus:-cis:>X400: (c=US\;a=COMPUSERVE\;p=CS MAIL\;d=ID:7007,5437)

In the Name field of the Address Book, put a name you will remember (ANAME). In the associated Address field, put the address or string of addresses, separated by semi-colons.

When you want to send a message to those address(es), put &ANAME in the To: field of the Mail Header (that's ampersand+your alias). When the message is posted, the alias will be expanded, and the message sent to all the addresses.

Cc:

> Alias names are case-sensitive.

You may wish a copy of a message to go another address. If so, place that address in this box. The same rules apply as in the "To:" box.

The Address Book and **Originator** can be used to enter addresses here, as well. In the latter case, ensure that the typing cursor is in the correct box.

Subject

Enter a brief heading for your message. POWWOW will not force you to do so, but it will be helpful to the recipient if you can give an quick idea of what your message is about.

Originator

Click this button to enter the address in the header of the message highlighted in the Message window. This can go in the "To:" box or the "Cc:" box, depending on where the focus is (where the typing cursor is).

Post It

Check this box to flag your message as "High Priority". If the recipient is a fellow POWWOW-user, he/she will be greeted by a Post It note, drawing attention to your message - providing they have chosen **Check for Post Its** in their User Options.

OK

Accepts that you have finished entering your message, and checked those options you want to check, and adds the message to the list of actions to be carried out next time you connect.

Defer

If you have not finished with the message, but you do not wish to cancel it, pressing Defer will close the Editor window, but hold your work until you open the Editor again. This is useful if you realise that the message is going to the wrong place, or if you need to check something before proceeding.

Cancel

Closes the Editor window, and abandons everything you have just done.

Include

If you wish to include the text if the message you are reading (the one currently highlighted in the Message window), click Include. The quoted text will be identified by ">" characters at the beginning of each line.

> If you "Include" a message, the addition of the ">" characters may take your new message beyond your normal line width, causing it to wrap awkwardly. If so, re-size the Editor window until the wrap corrects itself.

Attach File

Use this button to associate a disk-file with your message. To put it another way, this button allows you to send binary mail to

> If you send an attached file to an Internet address via CompuServe, Delphi or CIX, POWWOW will automatically UUENCODE the file, and send it on.

another member of the service, and associate a mail message with it, to ensure that the recipient knows what is coming.

When you use this function, POWWOW will invite you to identify the file, using a standard file-browser. When you accept that file, it's name (and size) will be entered in the Subject box.

When you come to connect, POWWOW will send the file and the message, each by the most appropriate route, so that they come together again when they reach the recipient.

Width

This is a notice showing the width to which the Editor is formatting. To change it, simply re-size the Editor window. Or you can change your default width in **User Options, Editor**.

Row, Column

At the bottom left of the editor, POWWOW shows you the row and column you are currently working at.

Insert/Overwrite

At the bottom right, POWWOW shows the Insert/Overwrite status.

c) Compose Editor
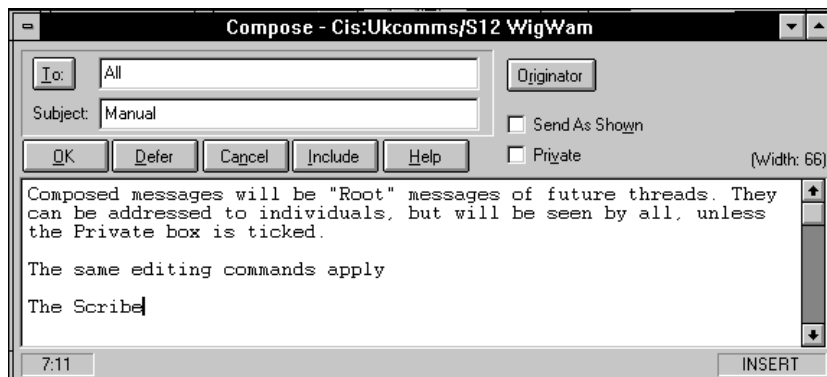
The "Compose" (Say/Add) Editor is almost identical to the Mail Editor. The crucial difference is that there is no need to enter an address. When you choose **Action, Compose (Say, Add)**, press C, (S or A when the appropriate terminology is chosen) or ⬆️,

to open the Compose Editor, you must already be reading a section/topic. Your message will be posted (as a "Root" message) to that section/topic. The Title Bar shows you which section that is.
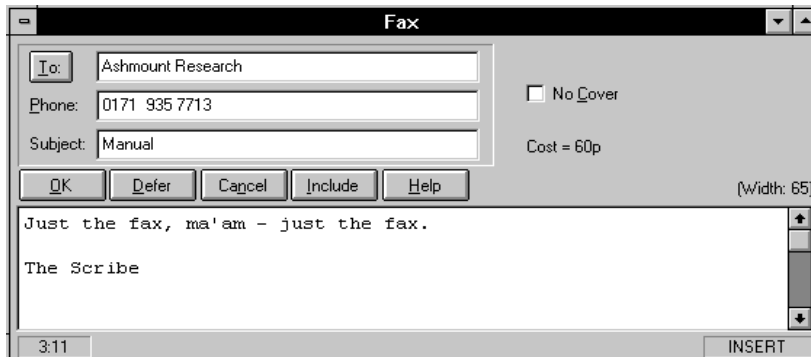
For Delphi and CompuServe, you will have a "To" line to fill, so that you can direct your words to a particular person, but you could equally enter "All" in this box. Everyone in the forum will see the message, unless (CompuServe only) you check the **Private** box.

---

d) Reply Editor
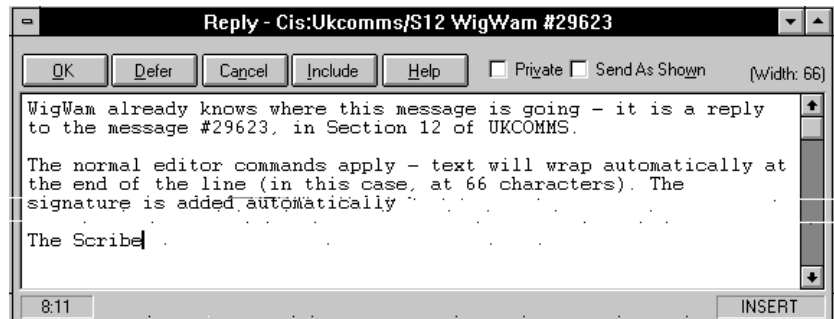
Once again, the Reply Editor is very similar to those described above. With the **Action, Reply** ▣ **(Comment** ▣**)** command (or ▛▷), you need to be viewing a section/topic message. Your message will be posted to that section/topic, as a reply to the highlighted message. The Title Bar shows you which service, section/topic and message that is.

e) Fax Editor

```
┌─────────────────────────────────────────────────────────────┐
│ ═                              Fax                      ▼ ▲   │
├─────────────────────────────────────────────────────────────┤
│  ┌──────┐  ┌──────────────────────────────┐                  │
│  │ To:  │  │ Ashmount Research            │   ☐ No Cover      │
│  └──────┘  └──────────────────────────────┘                  │
│  Phone:    ┌──────────────────────────────┐                  │
│            │ 0171  935 7713               │   Cost = 60p      │
│            └──────────────────────────────┘                  │
│  Subject:  ┌──────────────────────────────┐                  │
│            │ Manual                       │                   │
│            └──────────────────────────────┘                  │
│  ┌────┐ ┌──────┐ ┌───────┐ ┌────────┐ ┌──────┐               │
│  │ OK │ │ Defer│ │ Cancel│ │ Include│ │ Help │    (Width: 65) │
│  └────┘ └──────┘ └───────┘ └────────┘ └──────┘               │
│  ┌──────────────────────────────────────────────────────┐ ▲ │
│  │ Just the fax, ma'am – just the fax.                  │   │
│  │                                                      │   │
│  │ The Scribe                                           │   │
│  │                                                      │   │
│  │                                                      │ ▼ │
│  └──────────────────────────────────────────────────────┘   │
│  3:11                                            INSERT       │
└─────────────────────────────────────────────────────────────┘
```

Both CIX and CompuServe offer the facility to send faxes via
E-mail. Whilst viewing the relevant service, select **Mail, Send**
Fax ⌐. The Fax Editor will open. There are slight differences
between the headers for CIX and CompuServe, but the general idea is
the same.

To

This button gives access to the Address Book, where you can store fax
numbers as well as E-mail addresses. And you can enter them into
new fax messages when you need them. However, you can also
simply enter the name of the recipient in the first text-box.

Phone

Enter the fax number you want CIX or CompuServe to ring.

CompuServe - These faxes originate in the US, and the number
should be entered accordingly - i.e. as if you were yourself faxing
from a US number.

CIX - Numbers should be entered as you would dial them yourself
from the UK - including full international prefixes, if necessary.

Subject

Enter a brief Subject line.

No Cover (CIX only)

CIX offers the facility to include a customised cover sheet, with
graphics, for an individual user. This needs to be set up, on-line on

CIX itself. By default, POWWOW will send with this cover attached. Check this box if you do not wish this to happen.

Fax Body

Fax by E-mail is purely a text process. No fancy fonts or graphics can be transmitted via either gateway. The POWWOW Fax editor is essentially the same as all the others.

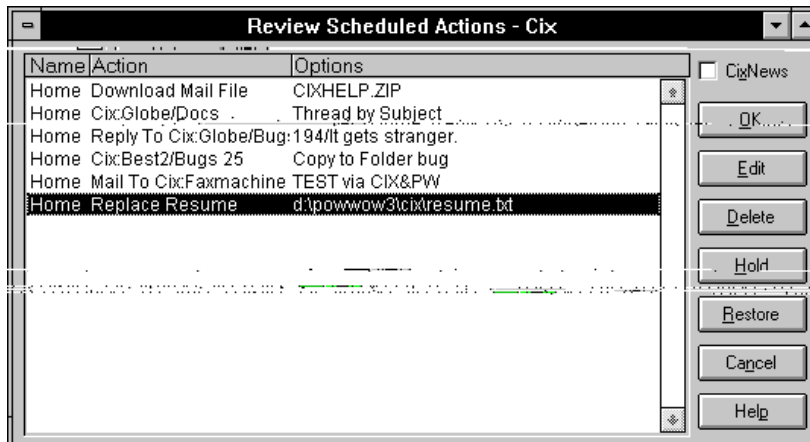Enter your text as you would for a Mail message.

---

f) Edit Notes

POWWOW maintains a file of notes for each user. You can use it in any way you choose - to assemble fragments of messages into a concise text file, to prepare text for later inclusion into messages, as a staging post for moving text between different places or just as a handy scribble pad.

Available via **File, Edit Notes**, ⌐⊟, this uses the same editor as for creating messages. It has the same internal menu, accessed with the Right Mouse button, as well as the appropriate commands available on the Main menu.

It has no command buttons of its own - because it doesn't need them.

4.6 Review Window

```
┌──────────────────────────────────────────────────────────────────────┐
│ ─ │            Review Scheduled Actions - Cix              │ ▼ │ ▲ │
├──────────────────────────────────────────────────────────────────────┤
│ ┌────────────────────────────────────────────────┐ ☐ CixNews          │
│ │Name│Action              │Options              │ ▲                   │
│ │Home  Download Mail File    CIXHELP.ZIP        │    ┌──────────┐     │
│ │Home  Cix:Globe/Docs .      Thread by Subject   │    │  . OK.... │     │
│ │Home  Reply To Cix:Globe/Bug:194/It gets stranger.│   └──────────┘     │
│ │Home  Cix:Best2/Bugs 25     Copy to Folder bug  │    ┌──────────┐     │
│ │Home  Mail To Cix:Faxmachine TEST via CIX&PW    │    │   Edit   │     │
│ │Home  Replace Resume        d:\powwow3\cix\resume.txt│ └──────────┘     │
│ │                                                │    ┌──────────┐     │
│ │                                                │    │  Delete  │     │
│ │                                                │    └──────────┘     │
│ │                                                │    ┌──────────┐     │
│ │                                                │    │  . Hold  │     │
│ │                                                │ ▼  └──────────┘     │
│ └────────────────────────────────────────────────┘    ┌──────────┐     │
│                                                        │ Restore  │     │
│                                                        └──────────┘     │
│                                                        ┌──────────┐     │
│                                                        │  Cancel  │     │
│                                                        └──────────┘     │
│                                                        ┌──────────┐     │
│                                                        │  Help    │     │
│                                                        └──────────┘     │
└──────────────────────────────────────────────────────────────────────┘
```

As you write messages or issue commands, a list of these pending events is assembled for each service. You can view this list at any time, by opening the Review Window (**Admin, Review**, or F2). It will follow the *current* service - the one open in your Message window. If you wish, you can keep this window open, and watch your commands being added. However, if you do so, Review will poll the system to check for new additions. On slower machines, this can introduce a noticeable and unwelcome delay.

In between connections, Review will not show any scheduled events (see **Admin, Scheduler -** 2.6), or any of the Sections to Collect commands (see **Sections to Collect** - 2.1,3.f).

Review Before Connection

If you check Review Before Connection in **User Options, Terminal**, the Review window will open immediately before connecting to the remote service. This time, Review will contain *all* the pending commands, and this will give you a chance to have second thoughts, allowing you to delete unfortunate messages (click the **Delete** button, or press Alt+D), edit mistakes (the **Edit button**, or press Alt+E) or postpone a particular action until another time (**Hold**, or Alt+H).

Hold

If you select this button, the selected item will not be activated in the next connection. The item will be greyed out in the list. To un-hold that item, so that it will be activated on the next connection, use **Hold** again (the button will be re-named "**Unhold**" when appropriate).

Restore

If POWWOW detects that a connection has not been completed successfully, the commands from that connection will not be cleared, and a warning notice displayed. If this happens, try to identify any commands which might have been acted upon before the connection failed.

On the other hand, there are some circumstances where POWWOW believes that a connection has been successful, but something unforeseen has spoiled the process (most likely, some change in the way the remote service behaves). In such circumstances, **Restore** (Keyboard ⎇+R̲) will bring back a previous collections of commands, to give you another chance with that connection. All the backed-up collections are offered to you. You may need to check though several to find the one you want.

Be careful with this. In most cases, a connection will have been *partially* successful. **Restore** brings back *all* the commands in that set. Try to identify which ones have been carried out, and remove them (**Delete**) from the list.

Reviewing Review

If you find that you have been over-enthusiastic in you editing/deleting, you can return everything to their pre-Review state by Cancelling (click **Cancel**, or ⎇+C̲). You can then re-start the connection, and have a second go at the Action list.

CIXNEWS

Cixnews has its own Review, which can be called up while reading Cixnews messages. However there is no Cixnews **Review before Connect**. Instead, the CIX **Review before Connect** has a CIXNEWS box. Checking this enables a Cixnews connection - as part of your CIX connection.

Last Chance

During a Review Before Connection, it is not possible to add new commands. By this stage, POWWOW has already collated several files and sorted them into order. It cannot insert new items now. If you remember something you *must* do, **Cancel** Review, do it, and start the connection again.

4.7 Bookmarks Windows

a) Set Window

The Bookmarks Set window allows you to switch between Bookmark Sets, by clicking on the relevant radio button or on the name itself. The same thing can be achieved via the keyboard. Press Alt+1...Alt+2 etc., to access one of the ten Bookmark Sets. The name you have assigned will appear on the Status Bar (if you have the Status Bar enabled). To open this window, select **Bookmark, Set Window.**

To change the name of a Set, select **Bookmark, Edit Set Names...**
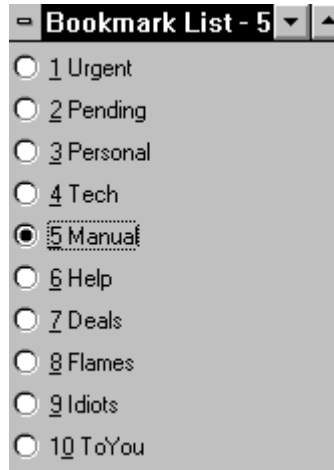
b) List Set Window
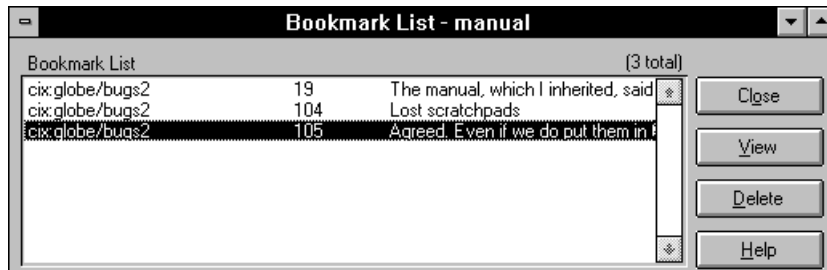
The List Set window shows the messages involved in the current Bookmark Set - the location of such messages, the message-number, and the subject line.

The buttons behave as follows:-

Close

Closes the List Set window.

View

Opens the highlighted message in the Message window, in its original context.

Delete

Removes the bookmark from the highlighted message.

c) Edit Set Names

This dialog (it is not a true window - i.e., you cannot keep it on the screen and work on something else) allows you to give your chosen name to each Bookmark Set.
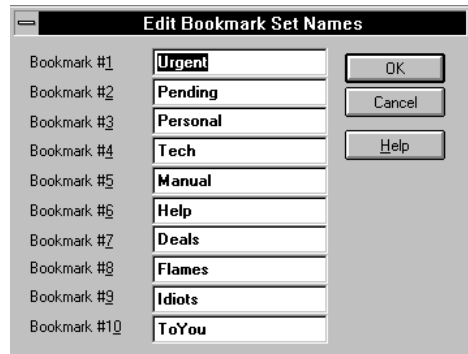
Note that if you do a Search, the results of that search will be bookmarked, in the current set, and the current set will be re-named with the "search" word.

Edit Bookmark Set Names

Bookmark #1	Urgent
Bookmark #2	Pending
Bookmark #3	Personal
Bookmark #4	Tech
Bookmark #5	Manual
Bookmark #6	Help
Bookmark #7	Deals
Bookmark #8	Flames
Bookmark #9	Idiots
Bookmark #10	ToYou

OK

Cancel

Help

d) Menus

Many of the commands relevant to Bookmarks are available via the menus, particularly the Bookmark menu.

4.8 View Windows

There are several places in POWWOW where the user is shown information, without the immediate opportunity to edit it (mostly because POWWOW needs to keep control of the formatting to such a degree that any user input might be dangerous. These come under two broad headings - the Information Viewer and the List Viewer.

a) Information Viewer

View, Show Information

The commands under this menu item all use the same viewer. If you keep this window open, the information from each command will be added to the existing contents. You can then Print the contents, or Copy them to the clipboard.

New Messages

Shows the number of messages still unread - and where they are ⌐◻.

Moderators

Shows which forums are moderated locally⌐◻ (mostly for POWWOW Workgroup - but also useful for CIX).

Joined forums

This is a list of forums in your *visible* message base⌐◻.

POWWOW has a package for sysops on CompuServe. If you interested, please contact Ashmount Research.

Unjoined forums

This is a list of forum/conferences ⌐◻ existing on your hard disk, but not visible in the MessageBase window, because you have resigned them (locally - see panel).

POWWOW supports the concept of a *local* Resign and Register. Using the **Resign** button in the MessageBa window offers you the choice of keeping existing messages, continuing to download new ones, but **Stop Reading Messages**. This is equivalent to a local Resign. Use **Register** to see those messages again.

All forums/conferences

Use this to obtain a list of every forum/conference POWWOW knows about.

b) List Viewer

A different kind of viewer is used for browsing through lists - Library/File lists, forum/conference lists etc. These are designed to

read a list, line by line, and to perform actions on the contents of a highlighted line - download a particular file from a Library list, join a particular forum from the forum list. These viewers have buttons relevant to the type of list being viewed.

The colour of the list displays can be changed via **Admin, User Options, Display, Colours** - if you find the default red a little vigorous for a Monday morning.

4.9 Address Book Window
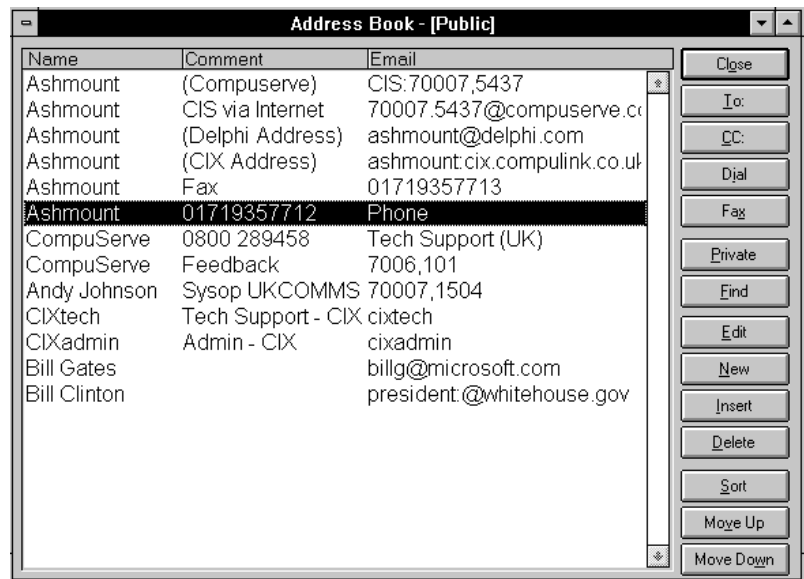
The Address Book holds E-mail addresses and telephone numbers for frequent correspondents. It can be opened via the menu - **Mail, Address Book**, via the hot-key - Ctrl+B, via the tool-button , or from the Mail Message Editor. Like all the other windows, you can keep it open all the time, or minimise it, so that its icon is available at the bottom of the screen.

You can use the Address Book to enter E-mail addresses, ensuring that they are correct. Since you can insert them directly *from* E-mail messages, you can be sure that re-keying errors are eliminated.

The Address Book can also be used for dialling telephone numbers, without needing to open up a special Personal Information Manager.

There are three fields - **Name, Reply, Address** -self-explanatory in content. The columns in which they appear can be re-sized, by dragging the dividers at the top of the window.

Mail Aliases

For complicated addresses or mailing lists, you can enter an alias name in the To: field, to match an alias entry in the Address Book.

In the Name field of the Address Book, put a name you will remember (ANAME). In the associated Address field, put the address or string of addresses, separated by semi-colons.

When you want to send a message to those address(es), put &ANAME in the To: field of the Mail Header (that's ampersand+your alias). When the message is posted, the alias will be expanded, and the message sent to all the addresses.

The alias will search the Private Address Book first, and then the Public Address Book.

The Address Book buttons work as follows:-

> Alias names are case-sensitive. You cannot mix addresses for different services in an alias.

Close

Closes the Address Book window. POWWOW will ask you if you wish to save any changes you have made.

To

Opens up the Mail Message Editor (if it is not already open), with the highlighted address entered in the "To:" box. In this way, you can decide to send a message to someone, open the Address Book to find the address, and send the message, without needing to remember the address, or re-key it.

Cc

Opens up the Mail Message Editor (if it is not already open), with the highlighted address entered in the "Cc:" box.

Dial

Dials the telephone number associated with the highlighted address. You should set the Comm Port to be used for this dialling in **Admin, User Options, Terminal**. POWWOW does not automatically use the same Comm Port set in Comms Settings. Of course, there must be a modem, powered up and connected to that Comm Port.

When the number has dialled, pick up the phone and press any key to disengage the modem.

Fax

Starts the process of sending a fax via CompuServe or CIX's fax gateways. A special message editor will open, allowing you to enter the text, and the address highlighted will be placed automatically in the "To:" box.

N.B. A phone number to be dialled should be entered in the N.B. this will not activate a fax modem in your own machine, but will send a Mail message to a special gateway on the remote service, from which the fax will be sent. These services are text-only.
"**Address**" field.

Private & Public

Each user has access to a Private Address Book and to the Public Address Book. Obviously, this feature is intended for multi-user versions of the program, but even a single user can make use of it. Indeed, since "single-user" POWWOW is capable of supporting up to five local usernames, it is possible to have up to six address books within POWWOW, but each "user" would only see two.

To see your Private Address Book, click the **Private** button (which then becomes a **Public** button, allowing you to toggle back).

Find

Allows you to find an address. Clicking this button will open a standard "Find" dialog .

Edit

Allows you to edit an existing address, perhaps to update the Comments.

New

Allows you to enter a new address, manually. A simple dialog will open for you to fill in. The new address will be inserted above the current highlight.

Insert

Use the Insert button to place the address from a message header (the one currently highlighted in the Message window), into the Address Book, thus ensuring it is entered correctly, and will be available when you want to send a message to that person. POWWOW will show you a dialog, giving you a chance to add any replies.

Delete

Removes the highlighted address from the list.

Sort

Allows you to sort the addresses, by Name or by surname (i.e. the second word in the Name field), to make addresses easier to find.

Move Up

Moves the highlighted address up one line.

Move Down

Moves the highlighted address down one line.

4.10 Others

a) Portraits

This window helps to introduce some humanity into this faceless electronic medium, by showing a portrait of the author of the message you are reading.

Of course, you have to have a copy of such a portrait on your hard disk. Some will be available on the remote service, and we hope that

the existence of this facility will encourage more people to upload pictures, or to swap them amongst themselves.

To view the Portrait window, select **View, Portraits** 🖱.

Format

The portrait files should be in BMP format (the basic Windows bitmap) - no more than 256 colours. There is no maximum size, but something like 200 pixels square would be reasonable.

The filename should match the correspondent's name, as it appears in the From column of the Thread display, with any DOS-illegal characters (spaces, punctuation etc.) replaced by underscores. Names longer than eight characters should be truncated - the BMP extension should be left alone.
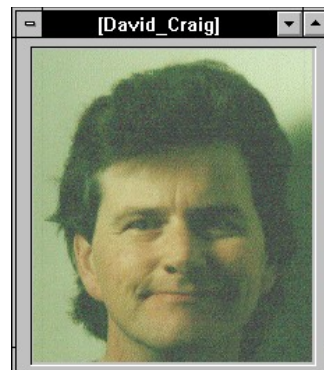
In cases where your correspondents are too shy to upload anything, you can create your own bitmaps, as appropriate. Be creative!

Location

The BMP files should be kept in the download directory, or in the \<service> sub-directory.

---

b) Resumes

CIX offers the facility to keep a text file, on-line, describing yourself to other users. The same facility is available to others. Everyone on CIX has a Resume, even if it only contains the proper name behind the nickname, and a note of the last time he/she logged on. Many Cixen go to great trouble to compose their resumes, which may contain copious details of their work experience, or more whimsical inventions.

To view the Resumes window, select **View, Resumes** or Ctrl+R 🖱.
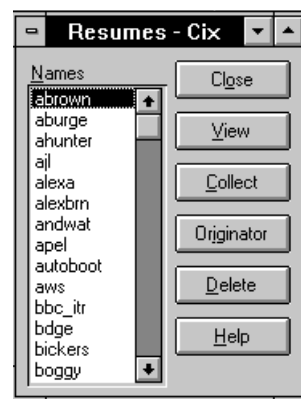
In the window is a list of the resumes you have already downloaded. You can select a nickname from this list.

The buttons behave as follows:-

View

If you have the resume you want (i.e. if the nickname is in the list), highlight it and press **View**. You may print from the viewer.

Collect

If you do not have the required resume, or you wish to up-date an existing one, highlight the nickname, or enter it in the box, and press **Collect**. The resume will be gathered during your next connection.

> If you have already downloaded a some resumes, either manually or via another OLR, place them in the %RESUMES sub-directory, renaming them in the form <nickname>.res.

Originator

This will offer to collect the resume for the author of the current message (the one showing in the Message Window).

Delete

Removes the highlighted resume.

Edit Resume

Edit, My Resume ⌐⊟ allows you to manipulate your own Resume. If you do not already have a copy of it locally, POWWOW will offer to download it. If you have, it will open an edit window so you can make any alterations necessary. Pressing **OK** in this window will upload the new version.

---

c) Information Bar

> If you have a copy of your own resume, but POWWOW can't find it, make sure it is in the %RESUMES directory, and named RESUME.TXT.

Along the bottom of the POWWOW screen, the Information Bar gives reports on the status of various items. It also holds a number of buttons which perform useful actions. To reveal it, if it is not already there, choose **View, Show Information Bar** ⌐⊟. If you do not want the Information Bar,

but want to see some status information (not the full set of information, and none of the actions), try **View, Show Status Box** .

Files

The folder symbol appears on the Information Bar when you are viewing a section/topic with a library list/file list associated with it. (If you believe this is incorrect, you can use the **Options** button on the MessageBase window to correct it.)

Moderator

The sheriff's star appears when you are reading a section/topic of which you are (local) moderator (sysop/wizop). (If you believe this is incorrect, you can use the **Options** button on the MessageBase window to correct it.)

This is particularly appropriate for CIX, but POWWOW does have a package for Sysops. If you are interested in this, please contact Ashmount Research for details.

Read-Only

The crossed pen appears when you are reading a section/topic which is marked as Read-Only. (If you believe this is incorrect, you can use the **Options** button on the MessageBase window to correct it.)

Message count update

The letterbox is there all the time. You can double-click on it to obtain an instant update of the message count. While an Import is going on, the letterbox animates, to tell you what is happening in the background.

Macro

The camcorder appears when you record or play a macro. (There is a slight difference - there is a little red light during record - but it's probably too small to notice.)

Bookmark Set

The book shows the current Bookmark Set. You can double- click on it to List the current Bookmark Set.

Thread Count

This shows the number of unread messages in the current thread. Calculating this is a considerable task, and users with slower machines may wish to switch this off, which they can do in **User Options, Display**.
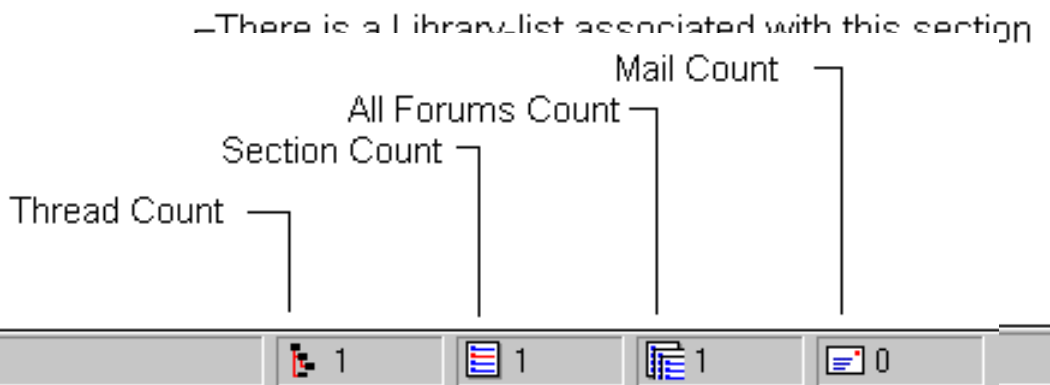
Section/Topic Count

Shows the number of messages unread in the current section/topic.

Total Count

Shows the total number of unread messages across all services.

Mail Count

Shows the number of mail messages (from all services) unread. Double-click on this flag to reveal a dialog, allowing you to choose which service's mail you want to read. From there, POWWOW will open the relevant Mail topic.

─There is a Library-list associated with this section

Mail Count ─┐

All Forums Count ─┐

Section Count ─┐

Thread Count ──┐

| 1 | 1 | 1 | 0 |

Options & Settings

Chapter Five

POWWOW offers a great degree of control over the way it works and the way it looks. We have tried to make the *default* choices (those which are pre-set) as sensible, useful and attractive as we can, but it's your computer - you decide.

In some areas, particularly Communication Settings, it is not just a matter of taste - there will be an ideal set of choices to suit your equipment. Wherever possible, we have included alternate settings which should work with most systems.

Essentials

POWWOW uses tabbed dialogs for many of it's configuration choices. This helps to divide detailed specifications into sensible chunks and group them appropriately. To open a particular section, just click on the associated tab (or use ⌨Ctrl+ ⌨TAB to find the one you want).

> Starting from installation, the only items you *must* get right are:-
> In the **Comms Settings, Basic** section - **User ID, Password** & **Phone**
> (for Delphi - **Delphi Base**)
> In the **Modem** section - **Modem** & **Port**.
> For the rest, the defaults will probably suffice.

5.1 Comms Settings

POWWOW has to connect to the outside world via your computer, your modem and the telephone line. There are some links in this chain which *must* be correct, or nothing useful will happen. Other options are capable of fine-tuning - to obtain the optimum performance. Still others are purely optional - they exist to allow you to work the way *you* want to.

To access the Comms Settings dialogs, select **Admin, Comms Settings** from the main menu ⌨. There is a different collection of Settings for each service; the remote machine often requires different settings. You will be prompted for the service you want to change. However, the dialogs used for the various services is the same - although some elements may be "greyed out" when they are not relevant.

a) Basic

This section sets the essential elements needed for connection to the outside world.

Connection parameters

This section deals with the fundamentals. Upgraders will find that their settings have been carried over from the previous installation. New users may find that these items are filled in with suggested settings, or have already been established during installation.

User ID

This is the User name, nickname, or ID which you use to log on to the service. Enter the User ID as the remote service expects to receive it.

Password

This is the password your remote service asks for, before it will let you into the system. Enter it *precisely* as that service expects it. Remember that most passwords are case-sensitive, and that extra spaces or punctuation count as characters. When you enter your password, the characters will not appear on the screen, but a row of asterisks will take their place. This is a conventional safeguard, in case someone is looking over your shoulder as you type.

The remote service will allow you to change your password, even though it may assign one initially. Remember to change it within POWWOW as well, or the remote service won't let you in.

Phone

This is the telephone number your modem will ring to connect to the remote service. In many cases, there will be only one appropriate number - that of your nearest point of access - which you will be calling regularly. If you need to dial 9 for an outside line, you can include that here, in the form: 9,01714908881. The comma gives your local exchange a moment to switch you through.

In most cases, the User ID, Password and one Phone number will be all you need to enter in this section.

However, POWWOW offers a number of options to cope with other situations.

Multi-phone

Where the remote service has several numbers, you won't want to persist with one which repeatedly gives a busy signal. You will want to try the next number without needing to change your Comms Settings. If this is the case, enter *all* the numbers - on one line, separated by semi-colons, thus;

> 01713901244;01713901255;01713999798

If your numbers are set up this way, POWWOW will ring the first number. If that is busy (or unobtainable) POWWOW will move on to the next, and try that, and so on.

You should bear in mind that many CompuServe nodes are speed-specific, and a second number may not behave the same as the first.

Script

This is the script used to complete the log-on sequence to the remote service. In most cases, the one already entered will be correct, but

---

Passwords are a matter of personal choice. You must balance simplicity against paranoia (and amnesia). It is your responsibility to remember your password. POWWOW will remember it - it is encrypted in a file called ASHMOUNT.INI - but if some mishap occurs to your computer, you will need to re-install POWWOW, and re-enter your password.

You should change your password on a remote service regularly. You may not have any sensitive information attached to your account, but there are people who will try to obtain access to accounts, and run up large bills, just for the hell of it.

If a password is too complex, you won't be able to remember it. If it is too simple, it is hardly worth protecting.

One useful technique is to think of a simple word - say "ashmount" - and throw in one or more punctuation characters. "as$mou?nt" would be much more difficult to guess, and reasonably easy to remember.

POWWOW provides a number of alternatives, especially for users who need to use third-party providers to access CompuServe. Delphi modules also contain (at least) two logon scripts - one for the US, one for the UK. In addition, there are scripts to enable Telnet connections. See **Telnet**, later in this chapter.

The drop-down list box shows the alternatives. If an appropriate script does not exist for your circumstances, refer to the Scripts section of the Technical Reference, for help in creating your own login script - or ask in the appropriate support forum.

Delphi Base

This option will only be available when setting up Delphi connections. Delphi US behaves slightly differently from Delphi UK, and POWWOW needs to know how to treat the connection. Note that it is the number you are *calling* which counts - not where you are calling *from*.

Multiple Option Setups

Some users will need to access their remote service in a variety of different ways. If that is just a matter of different phone numbers, the Multi-phone function (see above) or the Phone Directory (see below) might be the most appropriate way of dealing with this.

But others may need different login scripts, different modems, different everything. To handle this, POWWOW offers up to ten Option Setups. In each of these, you may adjust any of the settings, in any of the tabbed sections, and these changes will apply *to that setup only* - and to that service only.

Name

The drop-down list box shows the names of existing Option Setups, and allows you to select one to work on. This box also allows you to assign a name to each Setup - a name which means something to you. When you initiate a connection, you will be offered a choice of these Setups, and it will be these names which POWWOW will offer you.

> You can only have one User ID & Password per service, however. Changing this in any Option Setup will change it in *all* Setups. If you need to access a service via more than one account, contact Ashmount. There is no safe way to do this using Multiple Option Setups.

Add

Press Add to create a new Setup. The settings from the previous one will be carried over, so you need only adjust the items you need to adjust. Enter a new Name, to identify the new Setup.

Delete

Use this button to get rid of unwanted Setups. The current Setup will be deleted - i.e., the one whose name is showing in the Name box.

Set Default

Use this button to promote the current Setup (the one whose name is in the Name box) to be your default Setup. Although all Setups are offered for choice during the connection sequence, the default Setup will be highlighted, and can be accepted with a simple press of the ENTER key. This will be used, without asking, in an automated sequence - such as a multiple connection.

Phone Directory

The Phone Directory offers yet another way of changing your point of access to the remote service. It is likely to be of most use to users

> This option is accessible in all the tabbed sections, along with the **OK, Cancel** and **Help** buttons.

who use POWWOW on the move, either globe-trotting, or just between home and office.

Enter any numbers you may use on your travels in the directory, along with a brief, descriptive name. When you need to change your telephone access number, select **Phone Dir**, and pick the new number (highlight it and click **OK**. This will insert that number into the Phone section of the Comms Setting. None of the other settings will change.

b) Comms

In most cases, this section will be correct, as shipped. The settings deal with the way in which your system exchanges data with the remote system. All the (current) services use the same settings.
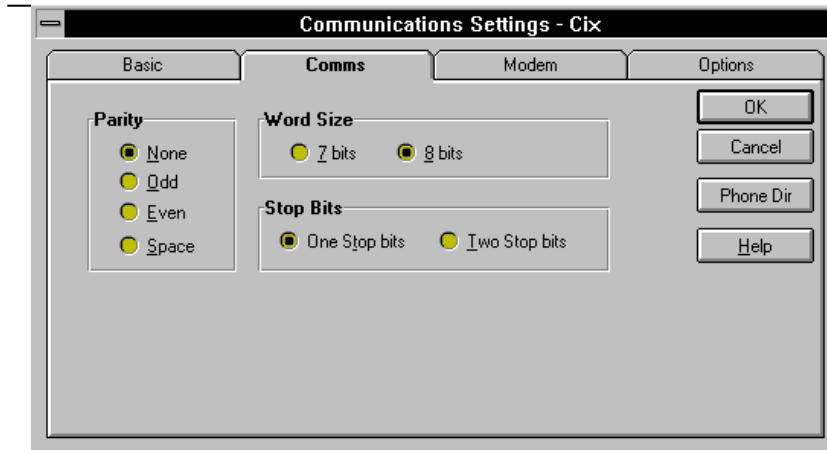
Parity

Usually, **None**.

Word Size

Most services require 8-bit word-size, but 7-bit is available for special circumstances. Some CompuServe literature recommends 7-bit connections. This does not apply with POWWOW.

Stop Bits

One is the normal setting.

c) Modem

```
┌─────────────────────────────────────────────────────────────┐
│ ─   │          Communications Settings - Cis                  │
├─────────────────────────────────────────────────────────────┤
│  ╱ Basic ╲ ╱ Comms ╲ ╱  Modem  ╲ ╱ Options ╲                  │
│                                               ┌──────────┐    │
│                                               │    OK    │    │
│  Modem     [                          ] [▼]   └──────────┘    │
│                                               ┌──────────┐    │
│  Init String  [ATZ                          ] │  Cancel  │    │
│                                               └──────────┘    │
│  Dial String [ATDT      ]   Wait  [45 ]       ┌──────────┐    │
│                                               │ Phone Dir│    │
│  Connect  [CONNECT   ]   Redials  [5  ]       └──────────┘    │
│                                               ┌──────────┐    │
│  Hangup   [          ]                        │   Help   │    │
│                                               └──────────┘    │
│  Baud  [9600   ][▼]        Port  [COM1  ][▼]                  │
│                                                               │
└─────────────────────────────────────────────────────────────┘
```
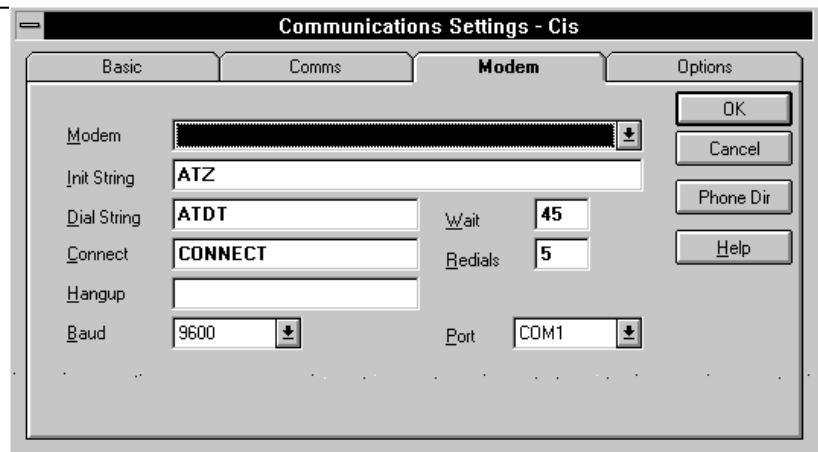
Modem

POWWOW comes supplied with a list of modem initialisation strings for many popular modems. There are (currently) 380 in the list. Open the drop-down list box, and look for your modem. If you find it, select it, and POWWOW will insert the appropriate string in the **Init String** field. We cannot guarantee that every string is precisely right for all circumstances, but the supplied one is a very good starting point.

If you don't find your particular modem in the list, select one of the modem models, closest to your modem. Failing that, try the first item in the list - giving a generic setting which will, almost certainly, serve adequately.

Init String

Selecting the right modem should insert the right string in this field. But you may over-ride the standard modem setting, and edit the initialisation string directly. If you are experiencing problems with lost connections, or garbled data, it is almost certain that the solution lies in perfecting the initialisation string, which contains instructions to your modem on how to conduct its conversation with the remote modem.

What should it set?

The initialisation string should:-

1. Set Hardware Flow-Control On - otherwise known as RTS/CTS flow control. The Hayes standard command for this is &K3.
2. Set Error-correction On. This is often (but not always) &Q5.

3. Set Highest Connection Speed. The speed of your connection to the remote service is set by the initialisation string, not by the Baud setting (see below). This setting varies so much, there is little value in suggesting the most likely one. You can assume, however, that the factory defaults will try to achieve the fastest speeds possible.

4. For CIX, you should also set Compression ON - for CompuServe or Delphi, set it OFF.

Although most modems claim to follow the "Hayes" standard, in practice, there are so many varieties of "standards" that a check of the modem manual may be necessary.

If the prospect of ploughing through yet another manual fills you with dread, try this:

<div align="center">AT&F\r</div>

For most modems, this will set the modem back to factory defaults. You can presume that the modem manufacturer will want to ship the goods in the best possible configuration. This may be an "all-purposes" configuration, capable of improvement in your special case, but factory defaults are a safe place to start.

Init String - Special Characters

The Modem Init string (or the Dial String) can contain any normal character your modem requires, and it will be sent to the modem unchanged. It can also contain control characters, which should be prefixed by ^. So ^M sends Ctrl-M (which is equivalent to a carriage return). The following special characters can also be used:-

Sequence	Meaning
\r	Carriage Return - same as ^M
\n	Line Feed
\p	Pause (about 2 seconds) - same as a comma
\b	Send break
\\	Backslash - POWWOW treats a single backslash as part of one of the special characters above. If your modem specifically needs a backslash character, double it.

Dial String

This is the command which will be sent immediately before the telephone number, instructing the modem to dial (and how). **ATDT**

will tell the modem to dial using tone-dialling (DTMF). **ATDP** will tell it to use pulse (rotary) dialling.

If you need to dial some prefix, either to get through a local switchboard, or to route your call through a special account, you can place these extra numbers in your Dial String, in the form:

ATDT9, or ATDT133,1234567890

The commas introduce a short pause into the string - often needed to give time for the switchboard or the phone company to get ready for the telephone number itself.

Alternatively, such special strings of numbers can be included in the Phone number, as set in the **Basic** section of Comms Settings (preferable if you don't need to use these every time).

Connect

The Connect string is what POWWOW expects the modem to say when it makes contact with the remote service; it is almost always "CONNECT".

Hangup

The Hangup string is sent to the modem at the end of a connection, telling it to hang up the line. The usual command is **ATH** or **ATH0**.

Baud

This drop-down list controls the speed at which your computer (controlled by POWWOW) connects with your modem. *It is not the speed at which your modem connects to the remote service*. That is controlled by the initialisation string (and the capabilities of your modem).

The chain of connection goes something like this:-

Your modem and the modem at the remote service negotiate the speed at which their
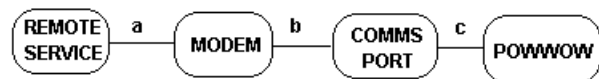
Three stages of comms speed control:-

a) Modem initialisation string
b) Comms Settings, Baud Rate
c) Automatic

part of the transaction will be carried out. Most modern modems, and most CompuServe & Delphi nodes will handle 14,400 baud **(a)** (with faster modems being introduced in some places). CIX will handle 28,800.

The computer processor connects internally to the comms port (via the Windows driver). This part of the chain can run (theoretically) at 115,000 baud **(c)**.

The link between the modem and the comms port has to bridge these different rates **(b)**. Each comms port has a small buffer (a UART) to store incoming characters awaiting processing. It is this rate which this setting controls. If it is set too low, you will be throttling the efficiency of the modem. If it is set too high, the buffer will overflow, and characters will be lost.

> We must emphasise this point - it is one of the most common misconceptions amongst new users of any comms program. *Two* links in the connection chain are under your control; modem-to-modem speed is controlled by your Init String (and the remote modem), the internal processing speed is controlled by **Baud** rate.

The same chain applies to internal modems as well, even though they act as their own comms port.

Some comms port buffers are more efficient than others. The "standard" UART is a 8250, but a 16550 UART is *strongly* recommended for high speed communications. To find out what kind of UART you have, run MSD.EXE *before* running Windows. Look in the Ports section. It is regrettable that many flashy new computers are still shipped with "standard" UARTs.

As a rule of thumb, the Baud rate (in this section) should be set a notch or two higher than the modem speed. So, if you are connecting at 14,400 baud, set the internal rate to 19,200 or 38,400. If you have a 16550 UART, you will probably be able to increase this to 56,000 or more.

You can experiment with this setting, but, as soon as you start to notice dropped characters, move back down a level.

Wait

This sets the time the modem will continue trying to make a connection before giving up, and trying again. The default is set to 30

seconds. You may need longer, if the negotiation process takes some time - the modem may give up, just as the connection is about to be made.

Redials

This specifies the number of times the modem will retry after failed attempts to connect. Five is the default. If the remote system is not answering, or is busy after five dials, there is probably little point continuing.

Port

This setting nominates the comms port to which your modem is connected. This ought to be a simple matter, but with the profusion of devices sprouting out of modern computers, conflicts often arise.

In a "standard" computer, straight out of the box, there are probably two comms ports (also called serial ports), with the mouse on COM2 and COM1 free. Plug your modem into the serial port, set POWWOW to COM1, and everything's fine.

The problem is that it is possible to define four ports which may share computer resources. And many other pieces of peripheral equipment (cd-roms, scanners, network cards, sound cards, SCSI disks) will take up their own territory. POWWOW allows for a modem connection to any of the four possible ports.

It would take too long to deal with all the possible combinations here. The basic rules are:-

- The modem cannot share a port with another device (obviously)
  - The modem cannot share an interrupt with another device. (An interrupt is a computer resource which can be shared in some circumstances, but not for a modem).

Telnet

CompuServe, Delphi, BIX and CIX offer Telnet access (which allows you to log in to your remote service across Internet lines, via an Internet provider). The same procedure applies to all.

You will need a TCP/IP (SLIP) connection via a socket driver (WINSOCK.DLL). This is not supplied with POWWOW.

To enable Telnet connection, create a special Option Setup for the purpose, by pressing **Add**. In the new Setup, there are four items to change.

Phone

In this box, insert the name of the service to which you wish to Telnet - *compuserve.com* or *delphi.com* or *bix.com* or *cix.compulink.co.uk* - it is important that this is accurately entered. This is the Internet address of the service.

Script

The script for Telnet connection is called *cistel.scr* for CompuServe, *deltel.scr* for Delphi *bixtel.scr* for BIX or *cixtel.scr* for CIX. These are supplied with the installation package. Specify the appropriate one in the **Script** box.

Rate

Above, we have emphasised that the Rate entered here refers to the Baud rate established between your computer and your modem - it has no relevance to the speed of connection between your modem and the remote service.

In the case of a Telnet connection, however, POWWOW uses the **Rate** setting to negotiate the speed at which you connect to the remote service.

Port

Specify the fifth "port", labelled *Telnet*. This "port" will be intercepted and re-directed to your socket driver.

> Remember that CompuServe charges depend on the speed of connection. Set the baud rate to one of the standard CompuServe charge rates (300, 2400, 9600 or 14,400).

The Telnet Connection

Write your messages, and issue your commands as usual. When you are ready to connect, run your socket driver to establish a connection to your Internet provider.

When that link has been established, you may wish to start other Internet processes to run in parallel (Mail, newsgroups, Web-browsing).

Once the connection is up and running, switch back to POWWOW, and

start the connection (**Admin, Connect, Connect**). The connection should proceed as normal. When the remote connection has completed (it is advisable to keep an eye on the POWWOW Terminal window, to spot when this happens), you can give your attention to your Internet connection, to ensure that this completes successfully. You can continue with some other Internet activity, or log off.

Your new messages will be imported as usual.

d) Options

This section deals with a number of special settings, some of which are specific to one particular service. The Comms Setting dialog for each service will have most of the irrelevant options disabled.

Connection Options

Compress Comms Settings (CIX only)

CIX has the facility to compress your scratchpad before downloading. Check this box to enable this, and to tell POWWOW to expand the result. If you select this option, you should ensure that PKXARC.COM or PKUNPAK.EXE are on your Path.

It is only fair to say that this feature is unreliable - for unknown reasons, some users find that compressed scratchpads are not expanded.

Luckily, this option is seldom as useful as it might appear, especially with modern fast modems with their own compression routines - it is not cost-effective to wait on-line for CIX to compress your messages when your modem can do it "on the fly".

Fetch Mail (CompuServe only)

Check this box to collect mail on every connection (otherwise POWWOW will never collect your mail.

7 bits only

In general, POWWOW collects material from its services in 8-bit words - a system which allows the transmission of the extended character set, which includes characters like £©üé. Unfortunately, some CompuServe & Delphi providers can only transmit 7-bit words, which limits text considerably. Since POWWOW is designed to take full advantage of the extended character set, it can be upset by 7-bit *connections* (as set in the Comms section). Checking this option strips off the eight bit from incoming data, *after* it has been through the normal 8-bit connection.

N.B. This does not over-ride the setting in **Comms, Word size**. It is an additional process.

Log

When checked, POWWOW will keep a complete log of each connection. You should not need this in normal circumstances, but if you are experiencing problems, capturing a log can help greatly in identifying the causes. If you contact Ashmount with a particularly intractable problem, we would ask you to send us a log-file, showing the problem in action.

If you keep this option checked, POWWOW will keep separate logs for each connection in the **\BACKUP** sub-directory, re-numbering them each time. The most recent will always be number **001**. (i.e. **CIS001.LOG** for CompuServe, **DEL001.LOG** for Delphi etc.).

Please don't try to post a log, or a section of a log in a forum message. The log contains commands which POWWOW or the remote system may attempt to carry out - with unfortunate results.
It is better to send the log as an Attached file, with Email.

Download Options

Download Directory

This is the directory where all downloads will go - from the chosen service. Please ensure that there is enough space here for large downloads. POWWOW will check before connecting that there is at least 2Mb free, but some downloads can be much bigger than this.

You should also ensure that the download directory is on your fastest disk-drive. It is not a good idea to put this on a compressed drive, as the lower speed may affect download times.

By default, POWWOW creates a directory called %DOWN below each <SERVICE> directory, and downloaded files will go here, unless you specify another. If you wish, you could point *all* downloads to one target directory - say C:\DLOAD.

Zmodem block on write (not CompuServe)

Initiates a particular form of Zmodem transfer - more a gulp than a byte. (Default - unchecked) Whether this option suits your equipment is a matter for experiment. If transfers are proceeding satisfactorily with the default, this option will not put POWWOW into overdrive - it is only useful if the default procedure is producing unsatisfactory results.

Alternate Zmodem protocol (not CompuServe)

This alternative exists for those who experience zmodem problems with the standard Zmodem. Note that download resume does not work with this setting checked.

Message Options

Strip Headers (CompuServe only)

When you are downloading Headers (2.1.f), you may wish to clear out the headers you have not marked for full download. If so, check this box. When new headers are imported, headers which have not been marked will be deleted.

On the other hand, these headers do not take up much space, and new headers will be downloaded and added to header threads. If those headers have been stripped, the new downloads will appear as orphans. (This is not the case with Root downloads, where there are no "child" messages).

Mail to You

When you send Mail to someone, a copy of that message will be mirrored to your own message base, in the Mail/messages section. In normal circumstances, the "From" column will show that the message is from "**You**". That is not particularly helpful; you know who you are. If you check this box, such messages will appear as "To:<recipient>" which is a lot more useful.

N.B. This only applies to "Root" messages - additional comments from "You" will be so labelled.

Workgroup

To keep track of the contributions of colleagues or friends (or enemies), place their IDs (as they appear in message headers) in the Workgroup box, separated by semicolons. When any of these contribute to a thread you are reading, that thread will be shown in a different colour (in the Thread display). The particular used colour can be changed via **Admin, User Options, Display, Colours, Group Involvement**.

If you make a contribution to that thread, the Involvement colour will take precedence over the Group Involvement colour.

You have a separate workgroup for each service.

A reminder:
You can have up to ten different
Starting from installation, the items you *must* get right are:- In the Basic section - User ID, Password & Phone In the Modem section - Modem & Port. For the rest, the defaults will probably suffice.
after that setting in all Setups.

5.2 Global Setup

As the name implies, these configuration options operate across all services, for all users. Some of them refer specifically to network use (POWWOW Workgroup). As with Comms Settings, these options are split between tabbed sections.

a) Features

Global Setup

| Features | Security | Encryption |

☒ Self Registration of new users

☐ Allow Local Mail

☒ Everyone can create local confereces

☒ Everyone can Review

☐ Protect Read/Only topics

☐ Detect LAN Network Names

☒ Close message import when finished

OK   Cancel   Help

Self-Registration of new users.

If this option is checked, anyone with access to your computer (and the knowledge to run it) can run POWWOW. When asked for UserID and Password, they will be given the alternative of signing in as "new". They will then be invited to create their own UserID and Password.

Obviously, this would not be very secure, but if you are confident about the overall security of your equipment, the "new" option does give you a backdoor option, should you forget your password.

If you have this option unchecked, only those who know your password can get in. You can still create new users via **Admin, User Management** ☝🖮.

Protect Read/Only Topics

If you attempt to post messages to a topic which POWWOW believes cannot accept new messages, you will be warned, but POWWOW will allow you to continue if you insist.

However, if you check this option, POWWOW will simply refuse to accept your message.

Close Message Import when Finished

IMPORT.EXE - the process which inserts new messages into your Message Base - is a separate program in its own right. Under normal circumstances, it will not close down after it has completed an import. It is used for a number of processes - like **Copy to Folder** and **Move Message/Thread**, and these processes are speeded up if Import is already open. When dormant, Import takes up negligible resources (even though some resource monitors say different).

However, some users prefer a tidy desktop. Checking this option ensures that Import closes after it has cleared its queue.

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b) Security
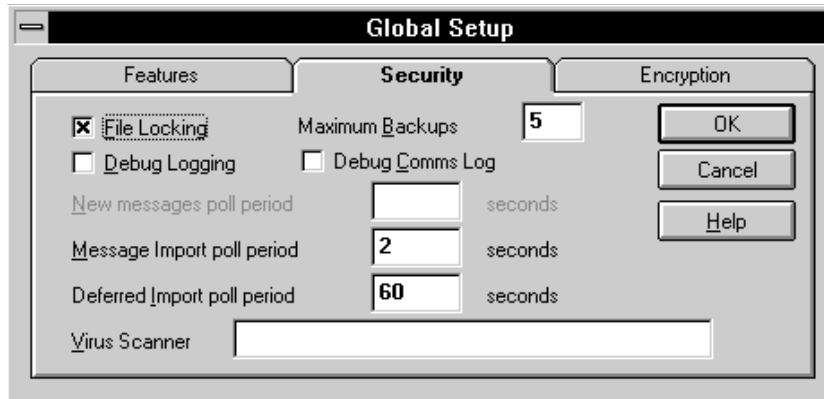
File Locking

POWWOW needs Share (SHARE.EXE, usually installed in AUTOEXEC.BAT) or Vshare (VSHARE.386, usually installed by Windows for Workgroups 3.11, but compatible with Windows 3.1) loaded, but this option exists if you are still experiencing file-sharing problems.

Maximum Backups

This controls the number of backup copies which are kept of the upload script file (*.BSC), the downloaded

> **N.B.** You should not try to run with *both* SHARE.EXE and VSHARE.386. They will conflict.

message file (*.MSG), the actions report file (*.REP) and, if **Log** is checked in Comms Settings, the terminal log files (*.LOG). These are all kept in the \BACKUP directory. The total disk space used can be quite high - especially with LOGs. You will need to balance disk space against security.

Debug Logging

If checked, this will create a comprehensive report on POWWOW's operation in <D>:\DEBUG.TXT (where <D> is the root directory of the drive where you have POWWOW installed. Under normal circumstances, this option should be left unchecked, as DEBUG.TXT can become very big, very quickly.

On the other hand, if you are experiencing tricky problems, this option will provide information which might help to solve them. It may not make sense to you, but it will help us to help you, and we may ask you to switch this on to provide us with the information we need.

Comms Logging

If checked, this will create a report on the behaviour of POWWOW's comms (all services), in a file called COMMS.TXT. As with DEBUG.TXT, this is likely to be more use to Ashmount than to you.

Message Import Poll Period

This figure controls the frequency at which Import checks for the availability of sections to which it wishes to add messages (POWWOW cannot import to open sections). This only applies while Import is running through a message file. When it reaches the end of that file, the following option takes over.

Deferred Import Poll Period

When an Import has been deferred (probably because a section remained open, and Import couldn't add messages), this period defines the frequency at which Import will check for its availability.

Virus Scanner

If you want downloaded files to be checked for viruses, place the *full* path of your preferred virus scanner Here. Ideally, this should be a Windows scanner (like WSCAN), as a "shell" to DOS takes a considerable time.

c) Encryption

Encryption is now handled internally in POWWOW 3. However, if you wish to use your own encryption programs, you should specify them here. Please note that this does not refer to the local encryption of conferences, but to the agreed encryption of messages in a remote conference. It goes without saying that everyone involved should be using the same encryption method. This option is really only appropriate in cases where you or your organisation control the conference, and other (service) members cannot join it. Only CIX (of

the services currently supported by POWWOW) offers this kind of control.

To enable encryption for a particular conference, create a file in the main POWWOW directory called PASS.TP.

In this file, state:-

<service>:<conference> <password>

- all on one line. You can specify several conferences in the same way.

5.3 User Options

POWWOW offers a huge degree of control over the behaviour and appearance of the program. The windows can be moved, re-shaped, re-sized - to suit your preferences. The Toolbar can be tailored to your needs. The **User Options** offer yet more control.

---

a) Editor
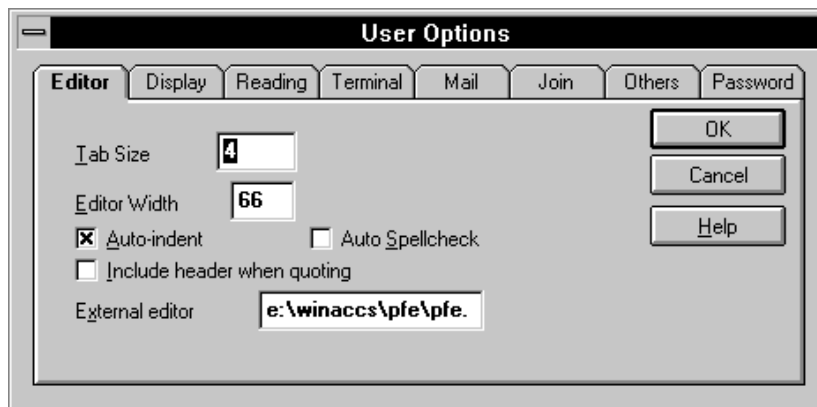
This section deals with the internal editor (the message editor & Notes editor) as well as the external editor.

The first five items refer to the internal editor:-

Tab Size

Controls the size of TAB in the internal editor (in characters).

Editor Width

This is the default size of the Editor window (in characters). You may still re-size the message editor window when it is open, and the text will re-flow to fit, but this setting will re-assert itself when it is opened another time.

Auto-indent

Places a single-character indent at the beginning of each paragraph.

Include header when quoting

When you use the **Include** button to quote from the current message, this option decides whether the whole header is included (thorough, but boring).

Auto Spellcheck

If checked, the spell checker will run automatically, every time you run the editor, so there can be no further excuse for speeling misteaks.

External Editor

Specifies which editor to use when you select **File, Editor**. If the editor is on your PATH, then the filename will be sufficient. If not, include the whole path.

Choose this editor with some care. You will often be using it to view and edit POWWOW files, which are mostly simple text. Introducing formatting to these files would be damaging. On the other hand, some of these files may be quite large, so something like NOTEPAD would be unsuitable. MS WRITE is a good compromise. It can handle files of any size, and as long as you select "No Formatting" when it opens, it is quite safe to use on POWWOW text files.

b) Display
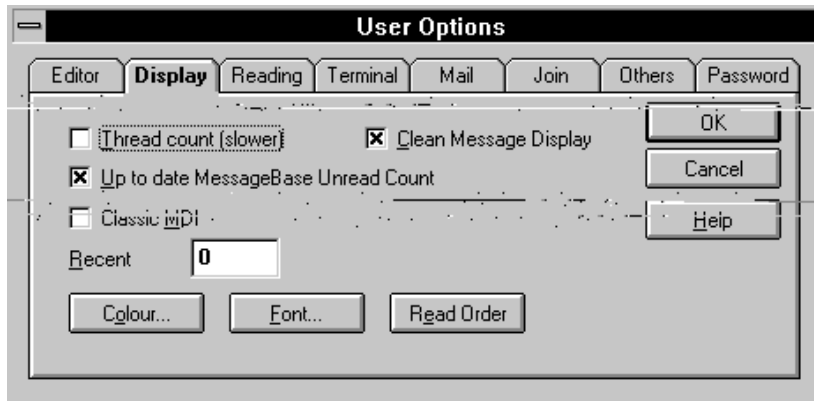
Thread Count

When this item is checked, POWWOW will show a count of unread messages in the current thread - on the **Information Bar** at the bottom of the screen, beside the Thread Count flag. Since calculating this number takes a little time, users with slow machines might wish to dispense with this option.

Clean Display

Unchecked, POWWOW will show a horizontal scroll-bar at the bottom of the Thread Display, allowing you to view the whole subject line. For those who have enough screen space, or are using a small enough thread font, or who don't care about seeing the whole subject line, checking this box removes the scroll-bar, giving more room for more messages.

Classic MDI

POWWOW's windows follow (as closely as possible) the specifications for the Multiple Document Interface. Checking this box changes the behaviour of these windows to an earlier standard in which the window positions are not remembered. It is a matter of taste which you prefer.

Recent

If you are trying to run a large message base on a slow machine, you might find the thread re-calculations taking too much time, especially in large sections. Placing a value of, say, 1000 in the Recent box will

tell POWWOW to treat each section as if there were only 1000 messages in it, thus speeding things up. The earlier messages are still there in the message base; they haven't been deleted, but POWWOW won't waste time calculating them.

However, using **Recent** does deprive POWWOW of the information it needs to calculate the involvement colours (Involvement and Group Involvement), so these will not work with any value of **Recent** other than zero.

Colour

Choosing this button open up a dialog which gives access to all the colour-control options.

Thirteen different elements can be altered, using any of the colours shown. Some colours will prove incompatible, especially on a 256 colour screen or less, so you may need to experiment.

Set Default Colours

If you get a little carried away with your colour choices and end up with something garish and insupportable, this button will return them to the defaults - so you can start all over again.

Thread Foreground

Controls the colour of the text in the (upper) Thread Display - for normal messages.

Thread Background

Controls the colour of the "paper" on which the text is written - in all but the current message. Note that it needs to be compatible with all the thread foreground colours.

Thread Involvement

Controls the foreground colour in threads to which you have contributed.

Thread Group Involvement

Controls the foreground colour in threads to which your **Workgroup** has contributed.

Thread Ignore

Controls the foreground colour of threads you have chosen to **Ignore**.

Current Foreground

Controls the text colour of the current message - when it does not fall into one of the special categories below.

Current Background

Controls the "paper" colour for all current messages. This will have to be compatible with all the current foreground colours.

Current Involvement

Text colour for Involvement threads.

Current Group Involvement

Text colour for Group Involvement threads.

Current Ignore

Text colour for Ignored threads.

Message Foreground

The text colour in the (lower) Message Display.

Message Background

The "paper" colour in the Message Display.

Viewer Highlight

Used in several places to emphasise certain information - in the MessageBase window, in the Library list viewers and some other places.

If the colours supplied are not enough for you, you can create more, using **Add to Default Colours.** Bear in mind that some colours will only work as Background - using these for text may produce unsightly blockiness.

Font

Selecting this button opens a dialog offering a choice of fonts for nine different elements of POWWOW. In most cases, you are only limited to

the fonts installed in Windows, except for those elements where a non-proportional font is essential.

Thread

Controls the font used in the (upper) Thread Display - irrespective of the status of the message. Bear in mind that the "root" message of a thread will be shown in Bold, so it is best to choose a normal font-weight here.

Proportional Message

The font used in the (lower) Message Display (unless Fixed Font is chosen).

Fixed Message

Most users will prefer to use a proportional font for reading messages. But some messages, containing tables, or lists, or text-diagrams, need to be seen in a fixed font. Pressing �文 (or ⌐⊳) while reading a message toggles between Fixed and Proportional fonts.

It is under this heading that you choose the fixed fonts to use under such circumstances.

Editor

Since your messages will be read by many people, using a great variety of equipment, it is important that you know how they will see it. For this reason the Message Editor uses only fixed fonts. Of course, you may choose *which* fixed font.

Printer

The font used when printing messages. Does not affect the font used by the external editor.

Terminal

The font used in the Terminal Window (fixed only).

Tool Tips

Used in Tool Tips - revealed as the cursor passes over tool buttons.

Review

Used in the Review window.

Address Book

Used in the Address Book.

Read Order

This button brings up a dialog to allow the user to control the order in which forums/conferences are presented. If no **Read Order** is set, they will appear in the order in which they were originally joined, or alphabetically (the behaviour differs from service to service). You can still work outside your read order - selecting sections from the **MessageBase** window, moving back and forward with **Previous** and **Next Section/Topic** (**View** menu), or using the **Favourite Places** buttons.
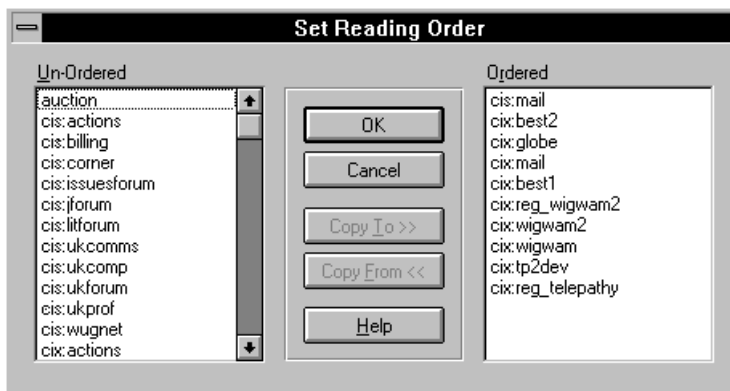
Highlight a forum/conference in the Unordered list, click **Copy To**, and that item will be added to the *end* of the Ordered list. If you wish to place that forum/conference more precisely, highlight an item in the Ordered list. Pressing **Copy To** will place the new item above the highlighted one.

If you wish to remove a forum from the Ordered list, perhaps because you are not happy with its placing, highlight it, and click **Copy From**.

Items remaining in the Unordered list will appear in the default order, *after* all the Ordered forums have been read. If you step outside your reading order, by selecting a specific section to read, your reading order will not be re-asserted until all the sections in that forum have been read - or you specifically choose to move on.

It is not possible to impose an order on individual sections within a specified forum.

---

c) Reading
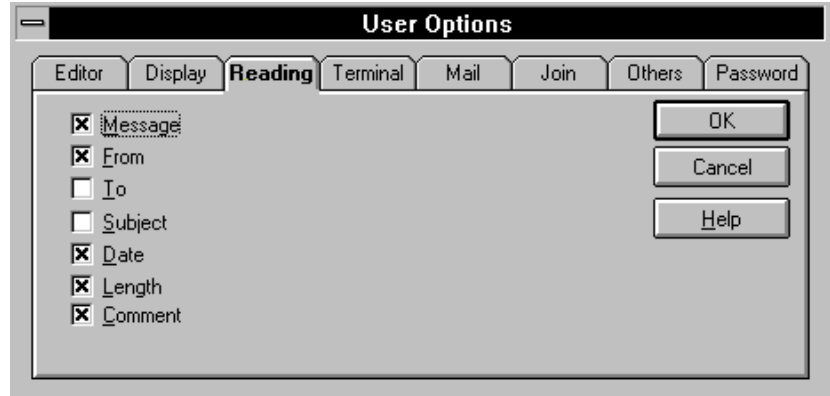
This section deals with the Header bar - which appears on the Message Window, between the Thread Display and the Message Display. The check-boxes refer to different elements of the message header. Since space on the Header Bar is limited, you should choose the most important items (to you).

The quantity of information which can be displayed will depend on which font you choose for the Thread Display, and, of course, the size and resolution of your screen.

---

d) Terminal

```
┌─────────────────────────────────────────────────────────┐
│ ─                        User Options                      │
├─────────────────────────────────────────────────────────┤
│ ┌Editor┐┌Display┐┌Reading┐┌Terminal┐┌ Mail ┐┌ Join ┐┌Others┐┌Password┐ │
│                                              ┌─────────┐  │
│                                              │   OK    │  │
│  ☒ Auto-Review before connect                └─────────┘  │
│                                              ┌─────────┐  │
│  ☐ Warn on replies                           │ Cancel  │  │
│                                              └─────────┘  │
│  Phone Dial      ┌─────────┐ ┌─┐             ┌─────────┐  │
│                  │ COM1    │ │▼│             │  Help   │  │
│                  └─────────┘ └─┘             └─────────┘  │
│                                                           │
└─────────────────────────────────────────────────────────┘
```
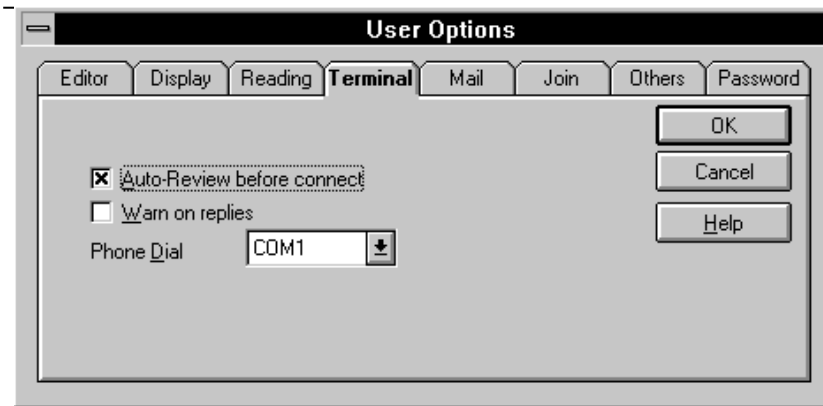
Auto Review before connect

With this box checked, POWWOW will always present a Review of actions immediately before a connection. You can leave this box unchecked, but at your own risk.

Warn on Replies

Checking this box causes POWWOW to warn you if you quit the program with outstanding messages or commands to upload.

Phone Dial

This is the port which POWWOW will use for dialling from the Address Book. It need not be the same as the Comms Port set in Comms Settings (although it is likely to be).

---

e) Mail

Check for Post Its

Post Its are high-priority notices of important incoming mail. To activate your reception of these notices, check this box. (To send your own, check the box in the Mail message editor.)
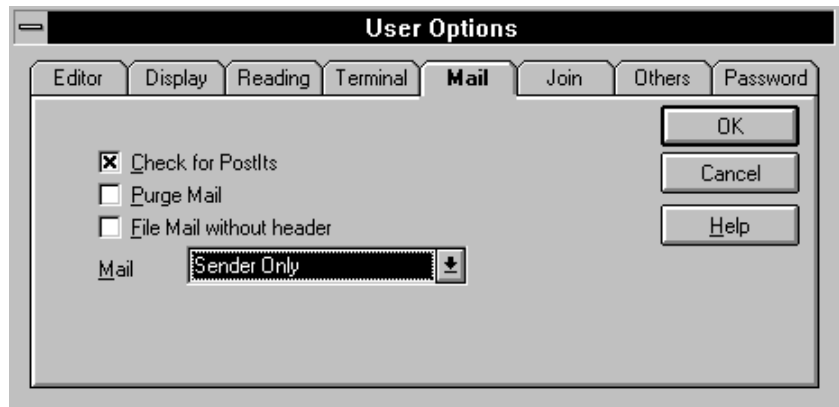
Mail

These options configure the way in which you reply to mailing-list E-mail - where you are one of a number of recipients.

Sender Only

This option sends replies only to the person who mailed you.

> None of these options prevent you from editing the "To:" line, or the "Cc" line, to send your mail *precisely* where you want it to go.

All Recipients

This options sends your mail to everyone on the Cc list.

Ask Each Time

With this option chosen, POWWOW will offer you the above alternatives each time you send mail.

---

f) Join

Auto-Join

With this option checked, forums/conferences which arrive anew on your hard disk will automatically appear in your message base. POWWOW maintains the concept of joining/resigning forums/conferences *locally*. This can be very useful for those who wish to share their message base amongst members of their household, but do not wish to force everyone to read everything (or do not wish everyone to *see* everything).

Leaving this option unchecked does not prevent users from resigning ("Stop Reading Messages" in the **Resign** dialog), and re-joining forums/conferences (**Register** on the MessageBase window). But new forums/conferences (more likely, new sections/topics within them) will not automatically appear.

Review Follows Service

This function tells Review [F2] to operate on the service you are reading when you invoke it. Otherwise, it will ask you which service you wish to review.

Always Refresh Unread Pointers

With this option checked, POWWOW will update the count of unread messages as soon as they arrive, and will continue to update those figures as you read. This is useful information, but since this involves considerable processing, users with slower machines may wish to dispense with it. Some users may find the frequent refreshing of the screen annoying.

If so, users can still use the **Update Pointers** button on the Information bar (double-click). This will update the message count *when you want it to.*

Join Style

These options control the way in which the MessageBase window opens - how far the message base "tree" expands.

Services Only

The tree is totally collapsed - only the service(s) showing. You can still expand the tree if you wish.

Services & Forums(Conferences)

The tree is partly expanded, with services and forums/conferences showing

All Sections (Topics)

The tree is fully expanded.

g) Others
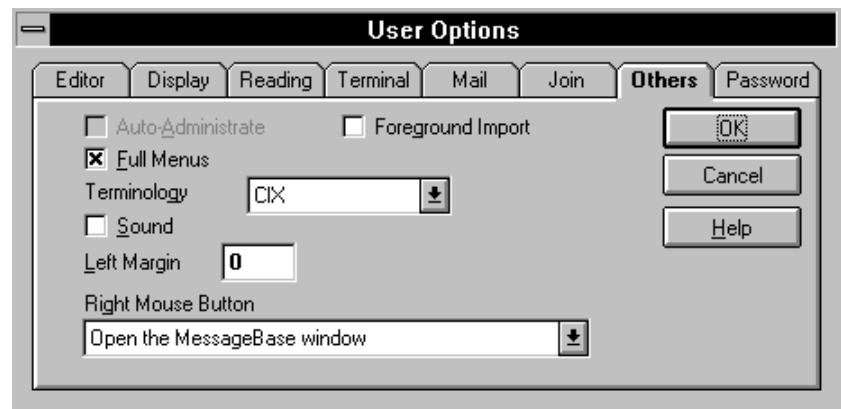
Full Menus

Checked, the user will see the full menu structure. Unchecked, a simplified menu will be presented. This can be useful for beginners - many of the commands omitted are advanced options.

Foreground Import

If checked, Import will run in the foreground (minimised), to allow you to follow its progress (useful if you are experiencing problems). Otherwise, it will run invisibly.

Terminology

For users accustomed to the terminology of a particular service, POWWOW can be configured to follow that terminology *in all services*. The choice made here has a bearing on how you read this manual, apart from everything else.

CompuServe (CIS)	Delphi	CIX, BIX (CoSy)
Forum	Forum	Conference
Section	Topic	Topic
Library List	Database	File list
Compose	**A**dd	**S**ay
Reply	**R**eply	**C**omment*

The commands, which have their initial letters in **B**old, will only operate as such when the Terminology is set appropriately

*CIX also has the concept of "**R**eply by Mail" - which POWWOW also supports, but this is only available when POWWOW is set to use CIX (CoSy) terminology.*

Sound

When checked, POWWOW will "beep" when an Import has completed.

Left Margin

This figure is the left margin used when printing messages (in characters). Some printers try to print too far to the left - use this to correct. This has no effect on the external editor.

Right Mouse Button

Here you can set what action will be carried out when you click the Right Mouse Button. The choice is extensive. One particularly useful choice (the default) is a menu of commonly used commands (see right).

MessageBase	/
Join Service Conference	
Resign Conference	
Download File	
FileList Manager	L
Basic Services	▶
Mail	▶
Internet Features	▶
Moderate	▶
Administration	▶
Others	▶

However, the Right Mouse button has different purposes in other circumstances:-

1. In the internal Editor, the Right Mouse Button brings up a menu of editor-specific commands.

2. When the cursor is hovering over a tool-button, and the relevant tool tip is displayed, the Right Mouse Button gives access to context-sensitive Help.

---

h) Password

```
┌──────────────────────────────────────────────────────────────┐
│ ─                        User Options                          │
├──────────────────────────────────────────────────────────────┤
│  ┌Editor┐┌Display┐┌Reading┐┌Terminal┐┌Mail┐┌Join┐┌Others┐┌Password┐│
│                                                                │
│   Old Password                           ┌──────────┐          │
│   ┌──────────────────────────────┐       │    OK    │          │
│   │ │                            │       └──────────┘          │
│   └──────────────────────────────┘       ┌──────────┐          │
│                                           │  Cancel  │          │
│   New Password                            └──────────┘          │
│   ┌──────────────────────────────┐       ┌──────────┐          │
│   │                              │       │   Help   │          │
│   └──────────────────────────────┘       └──────────┘          │
│                                                                │
│   Verify New Password                                          │
│   ┌──────────────────────────────┐                             │
│   │                              │                             │
│   └──────────────────────────────┘                             │
│                                                                │
└──────────────────────────────────────────────────────────────┘
```
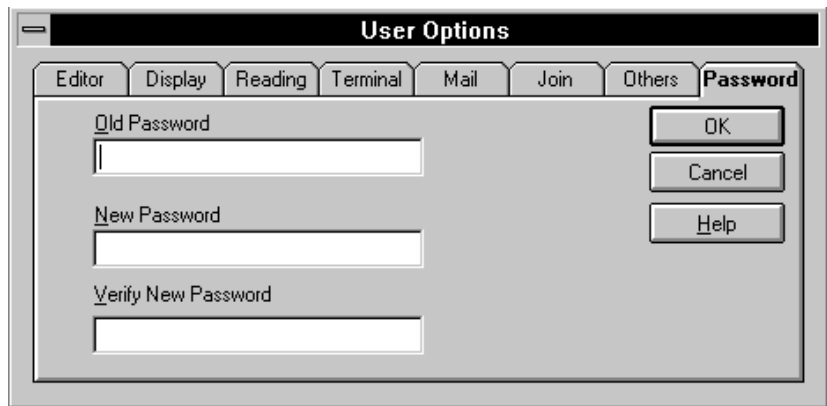
This section gives the user an opportunity to change his/her *local* password - i.e., the one used to login to POWWOW. This has nothing (necessarily) to do with the password used to login to the remote service.

Simply enter the old password in the first box, and the new one in the second. Then confirm the new password in the third box. This is to protect against accidental mis-keying - important as the password(s) will not actually appear on screen (to protect against that nosey colleague peeking over your shoulder.

To avoid needing to enter your local ID and password every time you enter POWWOW, you can place them on the command line viz:
POWWOW.EXE <UserID> <Password>
However, many installations will be created with the default ID & password of "user" "user". If this is the *only* user name, POWWOW will not require their entry at start-up.

5.4 Multi-User Access

One of POWWOW's key features is its multi-user capability. One copy of POWWOW can be accessed by up to five different people. Each will have their own pointers - the Read and Unread flags - their own bookmarks, their own set of forum/sections, their own screen layout; even their own fonts and colours. Everything that can be set in User Options applies to *one* user only - the one logged in at the time.

This can be very useful in an on-line household - sharing a single service account between mother, father and children. It can be equally useful in a small office, allowing several people to make use of the benefits of the service(s) to which you belong.

a) Adding Users

However, these five users may not run POWWOW *concurrently*. Only

Select **Admin, User Management** . The list-box will show any existing users. If you have installed POWWOW from scratch, the only name shown will be "user".

Click **Add,** A dialog will ask for the new User Name. Insert the name by which this person will be known to POWWOW. Click **OK**, and another dialog will ask for a password for this user. That's all. The new user name will now appear in the list box.

If you have made a mistake, or wish to cancel one of the existing users, simply highlight the name, and click **Remove**.

If one of the users has forgotten their password, highlight their name and click **Password** - enter the new password in the dialog.

b) Logging on

You can create an icon for each user - each with the Property of POWWOW.EXE <username> <password> - and each user will then be able to open POWWOW with their own settings.

> If you create more than five users, either by accident or by design, POWWOW will complain that you have exceeded your license.
> To correct this, simply delete an unwanted user - by deleting the <username>.USR file in the POWWOW directory.

On the other hand, you may wish to force each user to enter their name and password each time - in which case, leave the Properties alone (but remind your colleagues that they must remember who they are).

c) Using the Users

As has been said, each user has control over his/her settings. Forum/sections can be resigned locally, whilst other users continue to read them. If the material still exists on your hard disk, each user may Register those forum/sections again.

Each user has exactly the same rights as any other. They can connect, join new forums, issue script commands. (This is not true of POWWOW Workgroup, which has the concept of an Administrator, with powers to exclude users from certain areas and rights).

If you are nervous about what another member of the household may see, keep a close eye on the Actions pseudo-forum which will report all the connections and any file-downloads. As a double-check, you can look in the BACKUP directory, where past connections are reported in detail.

When you create a new user, that user will inherit all your existing settings - including the forum/sections you belong to. However, you can change their settings (perhaps resigning them from sensitive sections) by logging in using their name and password. They could still Register these sections later, but only if they know they exist.

Split personalities

POWWOW's multi-user facility has value for the single user as well.

Password Protection User Management:

A standard installation of POWWOW will create a single user - with the name of "user" and a password of "user". If that remains the only logon, then POWWOW will assume that entering an ID and password each time you enter the program would be superfluous.

However, if you should want that security - perhaps to prevent unauthorised access in the home or at the office, simply create a new user (using the procedures explained above).

Henceforth, all accesses will require the entry of ID & password (unless these are attached to the icon's properties - as explained above). You need never use the second logon if you don't want to.

Work & Play User Management:

You may find it helpful to split your use of POWWOW according to the subjects you deal with, perhaps keeping your work-related communications separate from your personal interests. If so, you can use separate logons (each with their own Reading Order, each with their own Bookmarks etc.) to keep these worlds apart.

Either "personality" can connect to CompuServe, and *all* the forum and mail messages will be downloaded, ready to be read by either logon.

Changing Screens User Management:

You may find that your preferred setup (in **User Options**) works well on your home machine, which may have a large, high resolution screen. But when you want to work on a laptop with a tiny LCD display, everything "leaks" over the edge.

This is a particular problem with laptops which allow for connection to an external monitor.

POWWOW provides an answer.

Setup POWWOW as you want it on the main screen. Then, on the secondary screen, log into POWWOW as <username>/2 (that's your POWWOW ID, with "/2" added). You can then adjust the screen display to suit the secondary screen *without altering the settings on the other*. This procedure creates a separate section in your <username>.ini file - dealing with window positions, sizes etc.

This does not affect your Reading pointers - it is not the same as logging in as another user.

5.5 The Toolbar

The POWWOW toolbar can be configured to keep all your most common commands only a click away. *All* the options on the menu can be placed on the Toolbar.

a) Toolbar Options

Use **View, Toolbar Options** ✏️ to open the Customise Toolbar dialog.

Available Buttons

All the menu commands are represented here, listed in the order they appear on the menu. Plus a Separator item, to allow you to group your buttons as you wish. There are also a few extras, not on the menus, like the **Favourite Places** buttons.

Highlight the item you wish to add to your Toolbar. Highlight the button (in the Toolbar buttons list) *above* which you want that button to appear (or to the *left* of, if you have your Toolbar horizontal).

Click **Add**. Your Toolbar will adjust accordingly.

To remove an unwanted button, highlight it in the Toolbar buttons box, and click on **Remove**.

Move up/down

To fine-tune your arrangement, highlight a button in the Toolbar buttons box, and use **Move up** or **Move Down**.

Options

Toolbar

If this option is unchecked, no Toolbar will display.

Totempole

If this option is checked, your Toolbar will move to the left-hand side of your screen, displaying vertically. There will be less room for buttons in this mode. If the option is unchecked, the bar will appear at the top of the POWWOW screen, just below the menu-bar.

Tips

With this checked, the buttons will display identifying Tool Tips as your mouse cursor passes over them.

---

b) Adding buttons

You can add your own buttons to match your macros.

Record your macro, with **Tool, Start/Stop Record** , **Save** it and give it a name you will recognise (the appropriate extension is <YOURNAME>.KBD.

Then create a bitmap (with MS Paintbrush or similar) of the size 19 by 17 pixels, no more than 16 colours. Save that as YOURNAME.BMP. Place it in your POWWOW directory.

When you next load POWWOW, that picture will be available in the Toolbar Options dialog, for you to move to your Toolbar.

If you have Tool Tips enabled, the file name (YOURNAME) will be shown, in case you can't remember what that button was for. (It's a good idea to give the macro and its bitmap a name that reminds you what it does).

When pressed, that button will carry out your macro. (Take care that your macro does not depend on a certain set of conditions, which might not apply when you run it. Watch out particularly for where the "focus" is.)

Managing Information

Chapter Six

Making the Most

POWWOW is much more than just an off-line reader. Its aim is to make the most of each single service, to combine the power of several services in one package and to help make the most of the material collected from those services (and beyond) as it is held on your local computer.

6.1 Files

Almost every forum/conference on remote systems has a file list (library list/database) associated with it. Some contain only a few odd files, placed there for some long-forgotten purpose. Others are huge depositories of files of every kind - including the latest in Shareware, hot information on newly-released products, data-files, images. Some companies (like Ashmount) support their products via such remote services, and make upgrades available to their customers in this way.

If you have access to the forum/conference - either as an open forum, or by invitation by the moderator of a closed forum/conference - then you probably also have access to any files related to that forum. However, there may be closed Libraries, available only to authorised users.

File Organisation

Each service tends to have its own method for storing files, and organising them into lists. As much as possible, POWWOW tries to conceal those differences, so that you can concentrate on telling POWWOW what you want, and rely on it to achieve it.

The terminology used in this manual will attempt to reflect the range of words used by the various services, but the terminology you actually use will depend on the choice you make in **User Options, Other, Terminology**

CompuServe (CIS)	Delphi	CIX, BIX (CoSy)
Library List	Database	File List

On CIX, file lists are attached to specific topics (sometimes, but not always called /files). Usually, new uploads are announced in that

topic, but in some circumstances, discussion may take place in another topic. POWWOW's MessageBase window will show you which topics have a file list. The Folder symbol on the 📂 Information Bar will also tell you if the current topic has a file list.

On CompuServe, libraries are held within the forum, but do not necessarily have any relationship to the sections (although most sysops try to maintain some relationship - for ease of use). Refer to the LibraryList Manager for the libraries available in a forum - the list of libraries is downloaded when you join the forum. From time to time, a sysop may rename the library names (as the section names can also change). To update the names, run **Get Forum Information** on the **Service** menu.

On Delphi, Databases are associated with topics. Use the Database Manager to access them.

Quick Access

File Download

If all you want to do is download a file announced as available by the moderator of a file-holding section/topic, you need only double-click on the file name as it appears in the announcement (which will highlight it) and choose **Download File** from the **Action** menu (or ⌐▷). You will find that POWWOW has already entered that file name in the download dialog. For CompuServe, you will be prompted for the Library list to grab the file from (usually stated in the same message). Accept the choice, and it will be done.

Current File List

Select **View, Current File List (LibraryList/Database)** to view the File list associated with the topic (section) you are reading in the Message window. If you do not have this list, POWWOW will offer to collect it.

a) FileList Manager

To access these library lists, and the files within them, POWWOW provides the FileList Manager
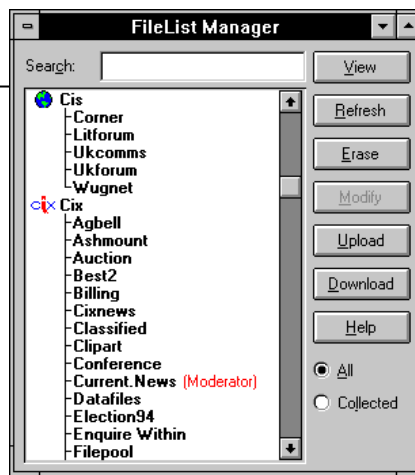
(which, remember, changes its name, depending on the terminology chosen).

To open this window, select **Action, FileList Manager,** or press ⊞ or the button ⌐⊡. As with all POWWOW's windows, you can decide what shape and size you want this window to be.

Search

Use this text box to find the file list you want. Enter a few characters contained in the file list name. When POWWOW finds a unique match, that file list will be highlighted.

View

Click this button to view a list. If you do not have that list, POWWOW will ask if you wish to collect it. If you agree, POWWOW will put this on the list of actions to be done on the next connection. Double-clicking on the highlighted section, or cursor ⊞ will achieve the same.

If you wish, you can select multiple lists in the listbox, and view them in parallel.

If the list you select *is* in your collection, the following view window will open:-

> **N.B.** If you highlight a forum/conference in the tree, POWWOW will operate on *all* the Libraries/FileLists in that forum/conference. If those lists do not exist locally, you will have to deal with a long series of dialogs asking you if you want to download them. This situation becomes even more extreme if you highlight the service. I will leave the result to your imagination.

View Library list
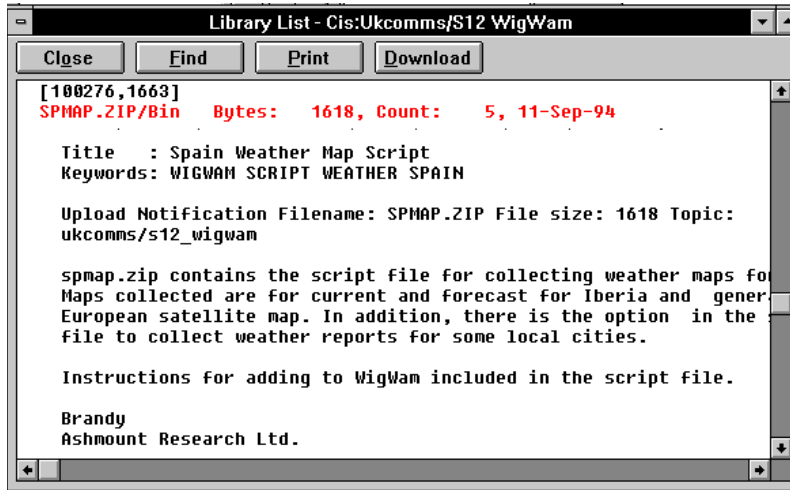
Like all the others, this window can be re-sized/shaped to suit your purposes.

The layout of a File list will differ from service to service, reflecting the way the service stores them, but the commands on this window remain the same.

Find

The Find button brings up a simple dialog - to enter the text you want to find (in the filename or the description).

Print

Prints the list.

Download

If you see a file you want, highlight it (click on the line containing the file name), and click on Download. POWWOW will place this command in the list of actions for the next connection. Find will automatically highlight the found line.

Refresh

Use this button to update an existing list, or to download it for the first time. You can select multiple items in the List of Lists to refresh.

Erase

This button will delete the chosen list(s) from your hard disk. There is no particular reason to do this, unless disk space is very tight, or if you wish to reduce unnecessary clutter in the Manager.

Upload

Use this button to upload a file to a particular list. A file-browser will help you specify the file. POWWOW will automatically send a mail message to the moderator of that forum, so he/she can decide whether to make that file available to all users.

Download

There are several ways of downloading a file from a list. Use this one if you know the filename. If you are not quite sure, use **View Library list**, and choose the file from there.

Filter

The radio buttons on the bottom right of the window control how much appears in the Librarylist.

All

Shows every list in every forum/conference (that POWWOW knows about), whether or not you have that list.

Collected

Shows only the lists you have already collected.

b) Internet Files (CIX only)

Finding the files

Perhaps the hardest task is tracking down the file you want, and where it is. The Internet is a complex accumulation of connections, to and from a great number of sites. It is matter of convenience to you, as well as a matter of etiquette, that

CIX topics have an impressive range of files, but they are no more then a drop in the ocean compared to the vast number available via the Internet. These can be accessed via CIX's Internet gateway.

WigWam provides several commands to help negotiate this. These can be found on the **Service** menu, in the sub-section **Internet Features**.

you should try to locate your files as close as possible (as close to CIX, that is).

Archie

Archie is an Internet command which allows you to search for a particular file-name. You can use wild-cards (* or ?) if you are not quite sure of the precise name - but be warned that a catch-all name will get you a *huge* response. The search is case-sensitive.

The results of the search that you asked for will be placed into the actions conference, in the Archie topic.

Directory Listings

If you know of a possible site (perhaps from an Archie search), it is useful to get a directory listing from there.

Read FTP Directory

This script will give you the directory listing of a given directory at a specified FTP site. After issuing the script you will be asked for the site name and the directory name.

FTP stands for File Transfer Protocol - an agreed method for Internet sites to exchange files.

The information will be downloaded into a pseudo conference called FTP, in a topic that has the same name as the site that you are getting the directory listing for. The message title will be the directory name.

If you do not know of a directory name on the site try /pub or / as the initial exploration directory name (N.B. That is a *forward* slash, not a *back*slash).

This command will only deal with the specific directory requested - not any below that.

Recurse FTP Directory

This command is similar to the previous one, with the difference that it will produce a listing for all directories below the one you specify.

This is dangerous. At some sites, a full, all-directories listing could burden you with a ten megabyte download - just for the file-names.

However, if you know the site you are dealing with, perhaps having looked through a few levels using Read FTP Directory, it can be very useful to have a complete record. Remember that you can specify a starting directory some way down the "tree", and minimise the risk.

As before, the results of this command will appear in a pseudo-topic in your message base.

Grabbing the Files

By now, you should know where the file(s) you want are. There are two approaches to the task of downloading them - the direct route, or the two-stage "Batch Get & Download" process.

Direct Route

The command **FTP File to You** allows you get a file from an FTP site, bring it to CIX and then download it straight to your machine.

When you invoke this command you will be asked for the *site name*, the *path name* and the *file name* (wildcards like * and ? are NOT allowed). All of these are case sensitive.

This means that you will remain on-line for the time it takes to FTP the file to CIX and for the time it takes to download the file to your machine. This can be a considerable time - with both CIX charges and phone charges mounting up. It only makes sense to use this method if you need the file in a hurry.

FTP Multiple Files to You operates in a similar way. This command will ask for the same information, with the difference that you may use wildcards (* or ?). Again, the parameters are case sensitive.

Batch Process

This method is a little slower, but makes more economic sense.

Batch Get File issues a command to CIX which instructs it to request a file from a remote FTP site, bring it to your private directory on CIX, so that you can download it later.

After issuing this command you will be asked for the *site name* and the *path/file name*. These names are case sensitive.

Typically, it takes between 20-60 minutes for CIX to process this command, to which must be added the time taken to transfer the file itself (at say 100Kb per minute).

The file is now in your private Internet directory, but it is not yet downloaded to you. Indeed, you must collect it within the next 48 hours (using Batch Download) otherwise CIX will delete it.

You can issue several such requests for files, all to be gathered with one Batch Download command.

Batch Download

This downloads any files in your personal CIX FTP directory. One Batch Download command can deal with the results of several Get File commands.

You can also schedule WigWam to check for FTP downloads with the Scheduler. If FTP is a regular feature of your WigWam use, we would recommend that you have this scheduled to happen once a day (or maybe even every connection) because CIX deletes files that have been in your FTP directory more than 48 hours.

Other Commands

We will deal with the other Internet commands elsewhere, but one of them may be useful in this context (files). If your commands aren't working, and you don't know why, the **Ping** command will perform a simple check for the existence and responsiveness of the site you are interested in.

It is not at all unusual for an active site to go silent for a while, or to change its address, or to disappear altogether. Many attempts have been made to produce address books and "Yellow Pages" for the Internet. They have all failed to cope with the Internet's constantly changing landscape.
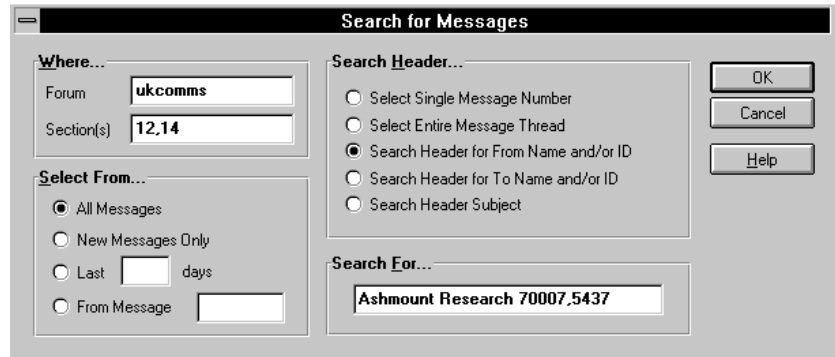
6.2 Information from CompuServe

POWWOW can access a great deal of information from CompuServe, and bring it to you in a form which you can use. Most of these are gathered on the **Service** menu.

Note that POWWOW needs to know which service you want to access. It looks at the Message Window to find out. If the **Service** menu does not show the desired commands, open a CompuServe message in the Message Window and try again.

a) Remote Search

Service, Remote Search produces a detailed dialog to allow you to search for messages and retrieve them. The resultant messages will be included into your message base.

It will pick up some of its parameters from the forum and message you are viewing at the time, but you can change them to whatever you want.

Where

Forum

POWWOW needs to know which forum to search.

Section(s)

And which section. If you want to search several sections, enter their numbers, separated by commas (but no spaces). If you want all sections of the forum searched, leave this box blank.

Select From

All Messages

All the messages still available - remember that messages scroll off forums at a variable rate. POWWOW can't find something that isn't there.

New Messages Only

POWWOW will search only those messages later than your High Message Number (on CompuServe).

Last nn days

Search by date.

From Message

POWWOW will start at the message number you enter.

Search Header

Select Single Message Number

Put the number you want to search for in the **Search For** box. Do not specify a section number with this option; the sysop may have moved a message to another section.

Select Entire Message Thread

POWWOW will assume you want the thread of which the current message is a member, and will put that number in the **Search For** box, but you can replace it with another message number. Again, do not specify a section number.

Search Header for From Name/ID

POWWOW will assume that you want to search for the author of the current message, but you can insert another - either the name (as used in the forum) or the ID. This will search only for messages they have posted.

Search Header for To Name/ID

POWWOW will assume that you want to search for the recipient of the current message, but you can insert another - either the name (as used in the forum) or the ID. This will search only for messages posted to them.

Search Header Subject

Once again, POWWOW will assume that the current subject is the one you are interested in, but you can insert another.

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b) Scripts

The other commands on the **Service** menu offer access to a series of scripts which invoke some of the services available on CompuServe. These commands can be added to, by writing a new script. For more on this, see the *Technical Reference* (when available). The following notes apply to the scripts supplied with POWWOW.

The list of supplied scripts is constantly expanded. Your installation may have some not listed here.

Basic Services

There are several scripts which support actions that are part of the CompuServe basic package.

For greater speed, some of these scripts do not scroll the information on the screen. You can see which action is in progress on the status bar in the Terminal Window.

What's New on CIS

Collects the latest announcement posted by CompuServe. Messages are placed in the WHATS_NEW pseudo forum.

What's New is updated weekly. At present, new articles are posted on Monday.

The What's New information is not scrolled on the screen. You can see the script is in progress by looking at the status bar of the Terminal Window.

Groliers Encyclopedia

Retrieves an article from Groliers Encyclopedia. The result is placed in the pseudo forum "ENCYCLOPEDIA/REPORTS".

As with all databases, it is best to be as specific as possible. If there are several matches for you request, the script will download the first one. If there are more than 50 matches, CompuServe will complain.

For example, if you ask for "bird", CompuServe finds the following matches:

Articles selected: 11 that begin with ["bird"]

1. bird
2. bird of paradise
3. bird sanctuary:
4. bird's nest fungus
5. Bird, Larry
6. Bird, Robert Montgomery
7. bird-of-paradise flower
8. bird-watching
9. birds of prey
10. Birdseye, Clarence
11. birdsong

The script will select the first topic and download the information on that section.

For information on one of the other found selections, rerun the script with the phrase as shown above (e.g., birds of prey). And if you were looking for Charlie Parker....

American Heritage Dictionary

Finds the definition of a word (for which you will be prompted) from the American Heritage Dictionary and places the result in the pseudo forum DICTIONARY/WORDS.

Consumer Reports Complete Drug Reference

This script gives you access to the Consumer Report Drug Reference information. The script asks for the name of the drug you wish to lookup.

Please be as specific as possible for best results. If there is more than one match, the script will download the first, but all matches will be

displayed at the top of the message. If the match is wrong, you can then select another and then re-run the script.

The result is put in pseudo forum DRUGS/REFERENCE.

Bertelsmann Lexikon

Bertelsmann Lexikon is a German encyclopedia. As with all databases, it is best to be as specific as possible. If there are several matches for you request, the script will download the first one. If there are more than 50 matches, CompuServe will error.

The result is put in pseudo forum BERTELSMANN/LEXIKON.

Ebert's Movie Reviews

Downloads Roger Ebert's current Movie Reviews and places them in the pseudo forum EBERT.

You can reply to Roger Ebert in the Ask Roger Ebert section of the Showbiz Forum.

Online Today Daily Edition

Downloads the CompuServe Online Today file and stores it in the pseudo forum "ONLINE_TODAY".

Online Today 1 Article

Allows you to download a specific On-Line Today article. You must know the OLT number first. (See the script above).

───

Microsoft Support

Download from MSL

Allow you to download a known file from the Microsoft Library.

The script will ask for:

1. The name of the file in the MS Library
    2. The name of the file to store on your computer

Download from MSKB

Allows you to download a known file from the Microsoft when you know the MS reference number.

The script will ask you for the MS reference number and then put the resulting article in a pseudo forum MSKB/Download.

Financial and Executive Options

Collect ENS Stories

Executive News Service (ENS) is an extra charge option on CompuServe. If you are a member, you can set up personal folders to hold stories from various wire services based on your search criteria (like a clipping service).

This internal script will ask you for the name of your personal folder and then download them to the pseudo forum ENS.

You must setup your personal folders before using this script.

Use POWWOW's manual mode, WinCim or another communications program to setup the folders.

Basic Portfolio

The basic portfolio script retrieves up to 20 stock prices. Twenty is the CompuServe limit. The stock prices are delayed at least 15 minutes from the Stock Exchange. A list of the stocks and their ticker symbols available in the current quote service is available in the Helpforum, Library 1 (CURQUO.TIC).

Before using this script, you must edit the stock.scx file in the CIS sub-directory and list the ticker symbols or CUSIP number for the stocks for which you want to obtain quotations.

The line is as follows:

```
;Send the Ticker Symbols to CIS
SABP,DCN,EQT,MCD,FULL,FIIIX,JANSX,JAGIX,JAVLX,NICSX,TWCUX,KAUFX\r
```

The results are placed in the pseudo forum TODAY'S QUOTES.

If you want a single stock price, use the Single Stock Quote script.

Single Stock Quote

This retrieves a stock price from Basic Quotes, as does the Basic Stocks script. However, this script will ask you for the ticker symbol or CUSIP number for the stock(s) for which you want a quote. If you want multiple quotes, separate them with commas. There is a

CompuServe maximum of 20. A list of the stocks and their ticker symbols available in the current quote service is in the Helpforum, Library 1 (CURQUO.TIC).

If you want to download a regular list of quotes, use the Basic Quotes script.

Single Commodity

The Single Commodity script will retrieve the information from the CompuServe Commodities database based on a commodity and settlement month.

The script asks for the following information:-

- Start date for information to be retrieved
  - Commodity and Settlement Month separated by a space

For example, to see the pricing information since 1/1/90 for Platinum Contract, expiring 4/91, enter:

Start date: 1/1/90
Commodity: platinum 491

The results are placed in the STOCKS/COMMODITIES pseudo forum.

N.B. Dates are in US format -- month/day/year.

Commodity by Keyword

Commodity information can be retrieved using keywords. The following keywords are available on CompuServe:-

- **NEAR** for the prices from the contract nearest to delivery (e.g., W NEAR).
- **NMON** for the prices from the contract nearest to delivery but not yet in its delivery month.
- **CASH** for the cash prices for the commodity.
- **SUM** for the total volume and open interest from all contracts for the commodity.
  - **HIST** for a table of all available contracts for the commodity including historical contracts.

The script will ask for:-

- The start date for the pricing information
- The end date for the pricing information. If you want the last available end date, insert a space.

- Do you want (D)aily, (W)eekly or (M)onthly information. You only input the first letter for a selection.
  - Commodity and keyword separated by a space

N.B. Dates are in US format -- month/day/year.

Commodity Time Series

The Commodity Time Series script lets you request a specific date range for information about a Commodity.

The script asks for:-

- the start date for the pricing information
- the end date for the pricing information. If you want the last available end date, insert a space.
- do you want (D)aily, (W)eekly or (M)onthly information. You only input the first letter for a selection
  - Commodity and Settlement Month separated by a space. Note you cannot use a keyword here.

N.B. Dates are in US format -- month/day/year.

UK Stock Quote

The UK Stock Quote script will retrieve the historical pricing of a UK Stock based on its SEDOL (Stock Exchange Daily Official List) number.

If you do not know the Sedol number, you can use the Get Sedol by Company or Get Sedol by Ticker scripts.

The UK Stock script asks for the following information:-

- the Sedol number
- do you want (D)aily, (W)eekly or (M)onthly information. You only input the first letter for a selection
- the start date for the pricing information
  - the end date for the pricing information or number of weeks of information. If you want the last available end date, insert a space.

The results are placed in the STOCKS/UKPRICE pseudo forum.

If you use a start or end date that is not in the range for the stock, the script will error and you will have to input the requested information on-line. Unless you are certain that the date range is contained in the database on CompuServe, please do not run this script unattended.

N.B. Dates are in US format -- month/day/year.

Get Sedol by Company

The current UK Price information is retrieved using the SEDOL (Stock Exchange Daily Official List) number. If you do not know the Sedol number of a company, you can use this script to retrieve the number for future reference.

The result of the script is put in the pseudo forum STOCKS/UKPRICE.

To obtain the Sedol number based on the Ticker symbol, use the Get Sedol by Ticker script.

Get Sedol by Ticker

The current UK Price information is retrieved using the SEDOL (Stock Exchange Daily Official List) number. If you do not know the Sedol number of a company but do know its Ticker Symbol, you can use this script to retrieve the number for future reference.

The result of the script is put in the pseudo forum STOCKS/UKPRICE.

To obtain the Sedol number based on the company name, use the Get Sedol by Company script.

Basic Company Information

The Basic Company Information script will retrieve company information from the Basic Company Snapshot database. The scripts asks for the company ticker symbol. You can enter multiple companies, but CompuServe limits you to 5 companies at a time. The results are placed in the STOCKS/COMPANY_INFO pseudo-forum.

ZiffNet Features

Scripts are provided to collect PC Week and Mac Week stories from the ZiffNet section of CompuServe. You must be a member of ZiffNet before using these scripts.

Get PC Week Stories

Downloads this week's stories from PC Week magazine and stores them in the pseudo forum PCWEEK.

You must be a member of ZiffNet before using this script.

To join ZiffNet, go on-line manually and type GO ZiffNet. There are additional monthly charges for joining. See the information on-line when you join.

Get Mac Week Stories

Downloads this week's stories from PC Week magazine and stores them in the pseudo forum MacWEEK.

You must be a member of ZiffNet before using this script.

To join ZiffNet, go on-line manually and type GO ZiffNet. There are additional monthly charges for joining. See the information on-line when you join.

Billing

CompuServe has two formats available to obtain billing information about your account:-

1. New enhanced format
2. Old format

The information is the same, but the enhanced format is easier to review.

$

Enhanced Billing Information

The enhanced format billing script, gives you information in three areas:-

1. Account Balance
2. Account History
3. Allowances, including mail allowance

The billing information is placed in the pseudo forum BILLING. A sample of the new output is shown below.

Sample Balance

```
You are on the Standard Pricing Plan, with the
    Executive option.
Your payment method is American Express.
Opening Balance as of 29-May-94 -$1.05
Activity through 12-Jun-94
Charges $9.44
```

```
Purchases $.00
Adjustments $.00
Credits $.00
Payments -$8.39
========
Balance as of 12-Jun-94 $.00
Activity since 12-Jun-94
Basic Services $.00
Extended Services $2.72
Premium Services $1.00
Other Usage Charges $2.07
Usage credits $.00
Net Usage Charges $5.79
Other charges $.00
Other credits $.00
```

Sample Account History Statement

```
Balance as of 12-Jun-94 $5.79
21-May Usage charges 9.99
28-May Fee or purchase 8.95
28-May Usage charges 6.51
04-Jun Usage charges 9.44
05-Jun Payment from Amex 8.39
```

Sample Allowances Statement

```
Balance as of 05-Jun-94: .00
Allowance balances for the period ending 25-Jun
Allowance Allowed Used Remaining
--------- ------- ---- ---------
CompuServe Mail $9.00 $1.50 $7.50
```

Old Billing Format

Shows your billing information in the old format. All information is placed in the pseudo forum BILLING. See Enhanced billing for the new format.

Get billing information - gets current billing information

Get billing history - shows several months of billing information

Get billing info short - quick check on your current bill

Weather

All weather maps are downloaded in .GIF format and put in the main installation directory, not the download directory.

N.B. CompuServe changes its ...... ments from time to ....ver this happens, ..ll try to catch up as ...s possible. The paragraphs above reflect the situation at the time of writing. Things may be different by the time you read it.

Local Weather Report

This will download a weather forecast for the node you are logged in to. The results are stored in the WEATHER/LOCAL WEATHER pseudo forum.

US Weather Maps

Download the continental US weather maps:-

USCW.GIF - US current weather
USFW.GIF - US forecast

UK Weather Maps

Download the current, forecast and satellite maps:-

UKCW.GIF - UK current weather
UKFW.GIF - UK forecast
EURSAT.GIF - European Satellite picture

You can edit the weather script to include or exclude getting the weather forecast for one selected UK city. See the script file ukmaps.scx for a list of cities available on CompuServe and where to edit the script. The forecast is placed in the pseudo forum WEATHER.

European Weather Maps

Download the current forecast and satellite maps:-

EURCW.GIF - European current weather

EURFW.GIF - European forecast

EURSAT.GIF - European Satellite picture

Hurricane Warnings

Download any hurricane warnings to the pseudo forum "WEATHER".

Forum/Messages

Announcements

Downloads forum announcements, except the Newsflash, which is automatically updated.

The forum announcements contain the rules of the forum, information on sections, libraries, conferences and the forum sysops. The script requires you to specify the forum name.

Newsflash

Downloads the forum Newsflash. Although the Newsflash is collected whenever the change flag has been set by the sysop, this script allows you to collect it for a specific forum in case of an error during that connection. The script requires you to specify the forum name.

Set High Message Number

Reset the high message number (HMN). The script asks for the forum you want to change and the number you wish it to be set to. If you want to bring the HMN up to the last available number, enter "L". This is equivalent to Mark as Read - on CompuServe.

Unjoined Compose

This script will let you create a new thread in a forum for which you no longer have any messages. This can happen if you use the Remove Dormant Forums option in Prune.

There are two CompuServe forum policies to be aware of before using this script:-

1. Most forums require you to join before you can post messages. If you have not joined before using this script, it will not work.
   2. Forum membership may be purged periodically by the sysops. If you have not accessed a forum for a long time, say 6 months, you may no longer be a member and the script will not work.

Others

Manual Operation

This is *not* the same as using **Admin, Connect, Manual**. Invoking this script will insert a command in your normal connection command list. When this command is reached (on-line), the automatic processing will pause, allowing you to carry out any manual tasks you wish to do.

When you are finished with these manual tasks, return CompuServe to the top menu (by typing "GO TOP") and then type "RESUMEBLINK". POWWOW will then resume control, and the rest of the automatic operations will be completed.

Run any script

This allows you to run any script that is not listed on the menu, but is in your \CIS sub-directory. Although the .scx extension is used for all scripts, it is not mandatory. You must use the full filename including the extension.

6.3 Information from CIX

POWWOW can access a great deal of information about CIX and its members, and bring it to you in a form which you can use.

a) Resumes

CIX offers the facility to keep a text file, on-line, describing yourself to other users. The same facility is available to others. Everyone on CIX has a Resume, even if it only contains the proper name behind the nickname, and a note of the last time he/she logged on. Many Cixen go to great trouble to compose their resumes, which may contain copious details of their work experience, or more whimsical inventions.

To view the Resumes window, select **View, Resumes** or **Ctrl-R**.
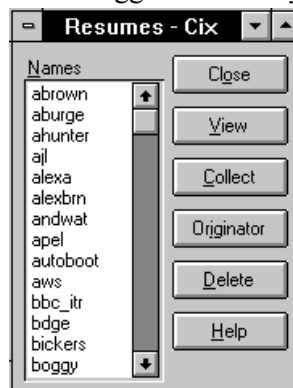
In the Resumes window is a list of the resumes you have already downloaded. You can select a nickname from this list. The buttons behave as follows:-

View

If you have the resume you want (i.e. if the nickname is in the list), highlight it and press **View**. You may print from the viewer.

Collect

If you do not have the required resume, or you wish to up-date an existing one, highlight the nickname, or enter it in the box, and press **Collect**. The resume will be gathered during your next connection.

Originator

Clicking this button will ask POWWOW to collect the resume of the author of the current message - the one in the Message window.

Delete

Use this to get rid of unwanted resumes.
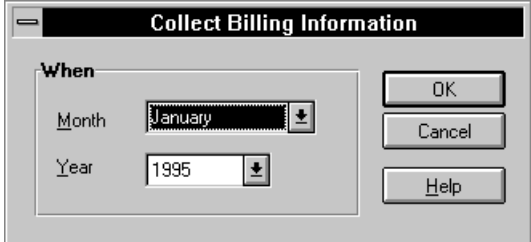
Your Resume

Edit, My Resume 🖝 opens an editor, allowing you to alter your resume. If you do not have a copy locally, POWWOW will ask you if you want to collect it.

Pressing **OK** in this window will upload the altered resume. Press **Cancel** if you do not want your changes to appear on CIX.

b) Billing

CIX provides a monthly statement with detailed billing information about every connect that has been done to CIX

using your account, noting date, time and the logon time of each connection.

To collect this information select the **View, Billing** menu item `=$` . This will display a dialog box to select the month and year for the billing information.

Results are placed in the Billing/details pseudo conference. If you need a print-out of a bill, view it like any other topic message and use the **File, Print** command.

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c) Scripts

Most of POWWOW's interactions with CIX are done by scripts. Most of these are hidden behind menu items, with parameters automatically entered.

The **Service** menu groups together many specific scripts to help you acquire specific bits of CIX information.

POWWOW needs to know which service you want to access, and looks at the Message Window to find out. If the commands you want don't appear, open a CIX message in the Message Window, and try again.

Basic Services

Download some messages

This script downloads a range of messages from the topic that you are *currently* viewing.

After issuing this command you will be asked for:-

- first message number
- last message number

You can use the same number for the first and last number to download a single message.

The messages will *automatically* be added to your message base, and threaded accordingly.

Get contents of ARC/ZIP

This script gets a list of the contents of a specified .arc or .zip file in the flit of the topic that you are *currently* viewing. It will ask you for that file's name.

The results of this request are placed in the Actions/archive pseudo-conference.

Copy message to another topic

This script copies (at the CIX end) the *currently viewed message* to a conference and topic that you specify.

You are presented with a dialog asking for the conference and topic to copy the message to.

Find file on CIX

This script gets a list of all files available on CIX matching the file mask you supply (giving the conference/topic and exact filename of these files).

The information is placed in the Actions/find pseudo-conference.

Quick Search this topic

This searches from the last message backwards in the currently viewed topic for the text you supply.

The results are downloaded (headers of messages only) to the Actions/search pseudo-conference.

After selecting this script a dialog box is presented to type the text.

> Do not type in the wildcard * at either the end or start of the filename you supply, CIX does that automatically. So, searching for "ooba" will find "foobar" CIX will only search in open conferences. It will not look in closed or confidential conferences even if you are a member.

The search string is case sensitive and a maximum of 13 characters long, supporting a maximum of 2 ? characters in it (? matches any character).

Rejoin resigned topic

If you have resigned from a single topic of a conference, there is a CIX bug that sometimes prevents you rejoining it.

For a more complete search, use **Service, Remote Search**. (See later in this section)

This script command gets round that bug.

It should be issued when viewing a different topic of the same conference and will ask for the topic name to rejoin.

Rejoin expired topic

If a topic has been pruned from your hard disk and no new messages are posted to it on CIX, the join command will not cause the topic to appear.

This command gets round this limitation. After issuing this command you are asked first for the conference to rejoin, and then the topic to rejoin.

On your next blink a message will be downloaded from that topic causing it to appear again locally

Say in expired topic

If a topic has been pruned from your hard disk and no new messages are downloaded from it on CIX, you cannot do a say into that topic.

This command gets round this limitation. After issuing this command you are asked for:-

• the conference, and then the topic name.
• the message title - supply one of up to 60 characters.

The message editor will then open, allowing you to type in the text of your message.

Get original message

This script command will download the original (parent) message to the currently viewed message.

Get FileStats

This command gets the file stats (of how many times each file has been downloaded) of files in the currently viewed topic.

The results are placed in the Actions/Statistics pseudo conference.

Grab flist from unjoined

POWWOW does not know about topics you have not joined. This command allows you to acquire the File list of such a topic. You will be asked to specify the conference/topic you are interested in, and the file name you want it to be saved as. This file list will *not* be available in the FileList Manager.

Grab File from Unjoined

If you know of a file, in the file list of a topic you are not joined to, you can use this command to get it. You will be asked to specify the conference/topic and the file name. It will be downloaded to your Download directory.

Mail

Some of the Mail-specific commands are on the **Mail** menu (**Clear Read Mail,** for instance) or are part of the process of sending Mail.

Others can be accessed via the **FileList Manager**, in your capacity as "Moderator" of your own Mail directory. However, the **Service** menu offers alternate ways of performing these tasks, as well as a few others.

Upload mail file

Using this command, you can upload a file to your private mail directory on CIX. The file can then be sent to another CIX user (see **Send Binmail**), or Exported to a topic (see **Export Mail File**)

You will be asked for the file to upload.

It is probably easier to use the FileList manager to handle such file transfers.

Download mail file

This command will download a file from your private mail directory on CIX.

CIX removes files from your on-line Mail directory after 30 days

You will be asked for the file name.

Wildcards (such as ? and *) are supported.

It is probably easier to use the FileList manager to handle such file transfers.

Send Binmail

To send a file (which you have uploaded to you mail directory) to another CIX user. You will be asked to give the file name, and the user's name.

The Attach file option in Mail is a much better way of handling this, but this script option is useful if you are holding a file in your mail directory (on CIX) which you intend to distribute to other members on request.

Erase mail file

To remove a file from you mail directory. Again, better done from the FileList manager.

Rename mail file

To rename a file in you mail directory.

Export mail file

To send a file in your mail directory to file directory of the topic you are currently viewing. You will be asked for the file name.

Send File via Mail

To send a text-file by mail. In most cases, it is preferable to use **Attach File** in the **Mail** Editor. However, it can be useful for forwarding files which others have sent to you, without having to download them first.

This script command presumes that the file in question is already in your Mail directory.

You will be asked for:-

- the filename
- the E-mail address it is going to
- the title of the message (which should tell the recipient what the message/file is about, and how to DECODE it.)

Mark mail unread

This script marks an already existing (and read) mail message as unread so that it will be downloaded on the next blink.

After issuing the script you will be asked for the CIX mail message number to mark unread. This is not the same as the local mail message number, you must use the CIX mail message number.

Use the **Read in Basket**/**Read out Basket** to get the CIX mail message numbers.

Delete mail message

This script will delete the specified mail message from your CIX in or out basket.

After issuing the script you will be asked for the CIX mail message number to mark unread. This is not the same as the local mail message number, you must use the CIX mail message number.

Use the **Read in Basket**/**Read out Basket** to get the CIX mail message numbers.

Read In Basket

This script downloads a list of all messages in your CIX mail in-basket. The in basket contains the mail messages that have been sent to you.

The information is placed in the Mail/Baskets pseudo conference.

Read Out Basket

This script downloads a list of all messages in your CIX mail out-basket . The out-basket contains the mail messages that you have sent.

The information is placed in the Mail/Baskets pseudo conference.

Read Baskets

This command combines the previous two.

Internet Features

The file-handling procedures have been dealt with earlier (6.1.b). There are a few other Internet commands to deal with:-

Finger Person

"Finger" is the Internet equivalent of asking for a resume for a given ID. It is not entirely reliable. Fingering someone on CIX, for instance,

would give no response, as CIX regards this information as confidential.

You will be asked for the E-mail address you want to finger. The results will be saved in the Actions/finger pseudo-conference.

Ping

This command simply interrogates an Internet site, to discover whether it is alive or not. The results will show in the Actions/ping pseudo-conference.

Whois

This script will search the Internet for information about the text you supply. It will search for Email addresses or directories that match. A * wildcard before and after is assumed. The result will be saved in the Actions/whois pseudo-conference.

Moderate

Moderator commands are designed to show only when you are viewing topics of which you are the moderator. If POWWOW seems not to know that you are a moderator, use the **Options** button in the MessageBase window to force this.

Three commands are available to all-comers:-

Make Open Conference

This script command creates a new, open conference, and creates the first topic, It also seeds that topic with a dummy message.. You are asked for the following information:

- Conference Name (14 characters max.),
- Conference description (60 characters max.),
- Topic Name (14 characters max.),
- Topic Description (60 characters max.),
- If the Topic has files (yes/no)

There are a lot of closed conferences on CIX that might have a name that conflicts with yours.

An open conference can be joined by anyone and the name of the conference shows in CIX's list of conferences

It is strongly recommended that you watch the connection while this script is executing,. If a conferences exists that has the name you were

going to use then CIX will reject the name of the conference and wait for you to supply a different one.

A "seed" message will be posted in the new topic(s).

Make Closed Conference

This script command creates a new, closed conference, and creates the first topic, It also seeds that topic with a dummy message.. You are asked for the following information:-

•   Conference Name (14 characters max.),
•   Conference description (60 characters max.),
•   Topic Name (14 characters max.),
•   Topic Description (60 characters max.),
•   If the Topic has files (yes/no)

There are a lot of closed conferences on CIX that might have a name that conflicts with yours.

> A closed conference shows in the list of CIX conferences, but people can only be joined by the moderator.

It is strongly recommended that you watch the connection while this script is executing. If a conferences exists that has the name you were going to use, then CIX will reject the name of the conference and wait for you to supply a different one.

A "seed" message will be placed in the new topic.

Make Confidential Conference

This script command creates a new, private conference, and creates the first topic, It also seeds that topic with a dummy message.. You are asked for the following information:-

•   Conference Name (14 characters max.),
•   Topic Name (14 characters max.),
•   Topic Description (60 characters max.),
•   If the Topic has files (yes/no).

There are a lot of closed conferences on CIX that might have a name that conflicts with yours.

> A Private (Closed Confidential) Conference does not show up in the CIX Conference List. People cannot join it - or even ask to join it, as they will not know it's name. All members must be added in by a moderator.

It is strongly recommended that you watch the connection while this script is executing. If a conferences

exists that has the name you were going to use, then CIX will reject the name of the conference and wait for you to supply a different one.

A "seed" message will be posted in the new topic.

Moderator Withdraw w/notify

This command withdraws the currently viewed message and sends a mail message to the person telling him that you have withdrawn his message, and allows you to type into the message editor as to why you have done this.

Add this Person

This script adds the author of the currently viewed message to a conference that you specify.

After issuing the script you will be asked for the conference name to add the person to.

The message editor will then open, for you to send a message to the person concerned.

Add Participant(s)

This command adds the specified persons to the currently viewed conference.

If you run closed or private conferences, this script is a quick way of adding people who request admittance to the conferences when you receive mail messages from them.

After issuing the script you will be asked for the nicknames of the persons to add. You can supply multiple nicknames in the one command, but these must be space delimited.

The message editor will then open, for you to send a message to the person concerned.

Remove Participant(s)

This command excludes the specified persons from the currently viewed conference.

There is an important difference between this command and the Add This Person script.
The Add This Person script uses the author of the currently viewed message as the person to join and lets you specify the conference.
The Add Participants script uses the current conference you are viewing and lets you specific the participants to join.

After issuing the script you will be asked for the nicknames of the

persons to be removed. You can supply multiple nicknames - space delimited.

Add Topic

This script command adds a new topic to the currently viewed conference. It also seeds the topic with message #1

- Topic Name (14 characters max.),
- Topic Description (60 characters max.),
- If the Topic has files (yes/no)

All participants will be joined to this new topic, *providing that you stay on-line long enough for the procedure to complete - at approximately 2 people per second.*

The topic will be seeded with a dummy message, so your members will have something to download.

Remove Topic

This command removed a specified topic of the currently viewed conference.

After issuing the script you will be asked for the name of the topic to be removed.

Toggle Read Only

This script toggles the currently viewed topic from read only to read-write status (or back again).

> It is a good idea to warn people that you plan to remove a topic to prevent accidental postings.

This status only affects participants not moderators - the topic is always read-write as far as a moderator is concerned.

It is a good idea to make /files or /information topics read-only.

Add Moderator

This command adds the specified person as a co-moderator with you to the currently viewed conference.

After issuing the script you will be asked for the *nicknames* of the person to be given moderator rights. This command should always be used one at a time - i.e., add one moderator at a time.

Remove Moderator

This command removes the specified person from being a co-moderator with you to the currently viewed conference.

> Be aware that anyone you add in as a co-moderator has full moderator rights, up to and including, the fact that he can remove you as a moderator!

After issuing the script you will be asked for the nicknames of the person to be stripped of their moderator rights.

Export to Filepool

This command exports the specified file (which must be in the currently viewed topics file directory) to the Filepool, from where it can be flisted in many different conference and topics.

After issuing the script you will be asked for the filename to export.

The modify file list dialogue box implements this functionality.

Get Directory

This command downloads a Moderators directory of all files in the currently view topic.

> You should send a message to mmuir (the moderator of Filepool) telling him what you have done so that he can announce the file there.

The information is downloaded to a filename that you specify. Normally there is no need to use this command directly, it is used by POWWOW internally when you select Get Fdir from the moderating File List Window.

Upload Moderator File

This command uploads a file to the currently viewed topic. After issuing the script you will be presented with a file selector to select the file to upload.

The modify file list dialogue box implements this functionality.

Rename Moderator File

This command renames an already existing file in the currently viewed topics file directory to a new name that you supply.

After issuing the script you will be asked for name of the file and then a name to rename the file to.

The modify file list dialogue box implements this functionality.

Erase Moderator File

This command deletes a file from the file directory of the currently viewed topic.

After issuing the script you will be asked for name of the file to delete.

The modify file list dialogue box implements this functionality.

Replace Moderator Flist

This command uploads the specified file and causes to be placed on CIX as the flit (file list) of the currently viewed topic. Only those files correctly listed in the file to be uploaded are available for participants to download. After issuing the script you will be presented with a file selector to select the file to upload.

The modify file list dialogue box implements this functionality.

Download Moderator Flist

This command downloads the moderators version of the currently viewed topics flit to a specified file. After issuing the script you will be asked to select the file name to download the moderators flit to.

The modify file list dialogue box implements this functionality.

Administration

These commands offer a number of "housekeeping" functions on CIX.

Reset CIX Msgs to 12 p.m.

This script resets your CIX pointers to where they were last midnight (actually, about 2 a.m.).

If a connection to CIX has failed, this script sets the message pointers backwards and all the messages will be downloaded again on the next Full Download.

Get All CIX Topics

This script will set the pointers back *one message,* in all of your topics on CIX. This will mean that you will download at least one message from all you topics, to ensure that you have references to them in your message base.

The script takes about a second per topic to run.

Set CIX Back n Days

This script will reset the message pointers on CIX back a number of days (*n*), in all topics. This is a quick way of filling recent holes in your message base.

Reconstruct

This script should only be issued after using the **Admin, MessageBase Management, Reconstruct** menu item ⌐.

The menu command will create a file called point.bsc that contains instructions to download all the missing messages in all topics that you are a member of. Issuing this script command will upload the file point.bsc to CIX and run it. The messages are then added to your message base

Get Profile for Editing

This script will download your CIX profile (which controls how CIX is set-up for you) to a filename that you specify so that you can view and edit your profile off-line.

Replace Profile

This script is the complement to the Get profile for editing script above.

It uploads the specified file and makes that your profile. After issuing the script a file selector appears, use this to select the file that you want to upload to become your profile.

Enter Absence

This script allows you to enter an absence command to CIX.

You specify a start date and an end date. This causes CIX to send

> Be careful with this as your profile is a critical thing and controls all of your CIX defaults. Remember NOT to include any blank lines at the end of the profile.

messages to people who mail you saying that you are off-line from CIX. After selecting the command you are asked to enter a start date in and then you will be asked to enter an end date. These dates are inclusive.

Entering absences is less useful these days. All off line readers ignore the absence flag and send the mail anyway.

Set CIX Option

This command allows you to set a CIX option that will apply for the rest of the current session. After issuing the script command you in the option that you wish to specify, you do not need to type in opt or supply the quit.

Send CIX Command

This command allows you to send a specific CIX command to CIX. After issuing the script command you will be presented with a dialogue for you to type in the command you wish CIX to execute.

All that will happen is what you type in. By calling the script several times for each command you can control CIX with a considerable degree of precision, but you do need some experience of using CIX on-line.

Others

This option gives access to other functions, not covered above.

Although this gives a large degree of control, there is no error checking. Please use with caution and be sure you are aware of the results of the commands you send.

CIX Manual Operations

This script command will cause the terminal programme to be put into manual mode when it happens in the blink. You are now live into CIX and can control it as you wish.

To resume the blink type in RESUMEBLINK (in upper case). CIX will whinge and say command not recognised - this is a perfectly normal thing for you to see, as it is the terminal program that will be acting on the command.

Run Any Script

Allows you to specify a script not listed on the Service menu to be run. Note you must use the full filename, including any extension.

d) Remote Search

To perform a search in CIX's own message base, view the conference/topic in question and select **Service, Remote Search**. You will be asked to enter the string you want to search for. On the next connection, that topic will be searched, and the result (the message number(s) and the line of text including the search text) will appear in the pseudo-conference Actions/search.

6.4 Information from Delphi

Delphi holds a considerable amount of useful information, which POWWOW can download and make available for your use. Most of the related commands appear on the **Service** menu. Note that this menu follows the service in the Message window, so you will need to view a Delphi message (one of the "dummy" messages included in the installation will do) before you can access the Delphi-specific commands.

Most of these menu commands are, in fact, scripts. We hope to add more scripts to POWWOW as time passes. Some of these will be suggested, or even written, by Delphi users. There is a script language to enable you to write your own scripts. See the *Technical Reference* for more details (when available).

a) Basic Services

Get List of Delphi News

Download a list of Delphi UK News from the Electrosphere. The list is stored in a pseudo-topic called DelphiUK/news.

Get Delphi News Item

From the above list, choose an Article Number for an item you want to see more about. This command will produce a dialog asking for that number, which will then be downloaded, next connection, and added to the DelphiUK/news pseudo-topic.

Get Users Member Information

Download information about another Delphi user; enter the ID of the member in the dialog. The information will appear in a pseudo-topic called resumes/information.

Create My Member Information

Compile the information another user would see if they used the above command on you. A series of dialogs collects the information from you, and uploads it on the next connection. A copy of the information is stored in resumes/information.

Change My Member Information

Use this command to amend your Member Information.

Add to my Member Information

Add new information to your Member Information.

Download Latest version of Apollo

Apollo is the Delphi-only version of POWWOW, sold by Delphi themselves. Use this script to download the latest revision. (It will not be entirely compatible with your copy of POWWOW, but you may wish to acquire a copy for a friend.)

Download Apollo Spellchecker

To download a specific element of Apollo (which you've already got).

Workspace Functions

The Workspace is a file-and-store area on Delphi which is personal to you. You can combine the following commands to perform useful actions on Delphi.

Upload to Workspace

Uploads a file to your Workspace. Choose the file from the following dialog.

Download from Workspace

Download a file from Workspace. Enter the name of the file.

Get Workspace Directory

Downloads a directory of your Workspace, storing the results in actions/workspace_dir.

Copy Workspace File

Make a copy of a file in your Workspace. Enter the name of the source file, then the target file (the one copied to).

Rename Workspace File

Give a new name to a file in your Workspace. Give the old name, and then the new name.

Delete Workspace File

To delete a file from your Workspace.

Mail

Get All Old Mail

Downloads all old mail messages, and adds them to your Delphi:mail/messages topic.

Get List of Mail Messages

Downloads a list of all your mail messages, and stores them in the mail/information topic.

Get Specified Mail Message

Downloads a specific message. Use the previous command to discover the number, which you will need to enter here. The result will be added to mail/messages.

Delete Mail Message

Delete a specific message from your Delphi Mail directory.

Get List of Mail Folders

Downloads a list of your Delphi Mail folders, and stores them in the mail/information topic.

Get List of Mail from Folder

Downloads a list of Mail in a specified folder, which you will need to specify - added to mail/information.

Get All Mail from Folder

Download all waiting mail from a specified folder.

Get Specified Mail Message from Folder

Grab a particular message from a particular folder. You will need to specify both.

Delete Mail Message from Folder

Delete a specific message in a specific folder. You will need to specify both.

Extract BinMail

To extract a binmail from a specific mail message. Specify the mail message number and the name of the file. (This should be unnecessary, as the Mail system should create an automatic download command.)

Forum Functions

Update Forum Information

To be used when forums are re-arranged - perhaps with new names. (duplicates the Get Forum Information command).

Set High Message Number

To reset your pointers (in the current topic) to a specified number. I.e., mark all messages before that number unread *on Delphi*.

Get a Specific Message [this Forum]

Download a message, whose number you will need to supply, from the forum currently being viewed.

Get Parent Message

Download the message to which the current message (the message currently appearing in the Message window) is a reply.

Get Messages to Me [this Forum]

Download all messages in the current forum, addressed to you.

Get Messages From A User [this Forum]

Download all messages addressed to a particular user (enter the ID in the ensuing dialog).

Get Messages on a Subject [this Forum]

Search for, and download, messages on a given subject.

Get Messages with Qualifiers [this Forum]

Search for messages which fit given parameters.

Withdraw Message from Delphi

Withdraw the given message from the current forum.

From the Times

Get Today's Headlines

Download a listing of today's main headlines from The Times. These will be stored in the pseudo-forum news/times.

Get Specific Headlines

Download a listing of a specific day's main headlines from The Times. In the subsequent dialog, entering "1" will grab today's, "2" will retrieve yesterday's...etc. These will be stored in the pseudo-forum news/times.

Get .... Headlines

Download a listing of today's specialist (Education/Infotech/Media\Marketing/Traveller) headlines from The Times. These will be stored in the pseudo-forum news/times.

Get .... News Article

Download a specific (Education/Infotech/Media\Marketing/Traveller) article, based on the number given in the results of **Get .... Headlines**. The result will be stored in the news/times pseudo-forum.

From the Sunday Times

Get .... Headlines

Download a listing of the current specialist (Innovations/Motoring/Property) headlines from The Sunday Times. These will be stored in the pseudo-forum news/sunday_times.

Get .... Article

Download a specific (Innovations/Motoring/Property) article, based on the number given in the results of **Get .... Headlines**. The result will be stored in the news/sunday_times pseudo-forum.

Others

Manual Operations

This command puts a script command in your list of actions for your next connection (Full Connection or Actions-Only). When POWWOW gets to this script command, it will put all the rest of that actions list on hold, leaving you free to operate, on-line, manually. When you have finished whatever you want to do, type "RESUMEBLINK" (without the quotation marks), and control will be handed back to your automatic processes.

Change Service Plan

This command allows you to alter your Delphi Service Plan (your billing method). Enter "1" for the Ten/Four plan, "2" for the Twenty/Twenty plan.

Run Any Script

Use this command to invoke any script (*.scx) in your \DELPHI sub-directory, perhaps one you have written yourself, that you wish to test. If you plan to make regular use of such a script however, it would be better to include it in a file called SPECIAL.CNF or <USERNAME>.CNF, in which case it will appear on the Service menu.

6.5 Local Information

POWWOW is able to turn the information you have already downloaded into a useful form. You can build personal knowledge bases on subjects of interest, or simply track down that telephone number you *know* you saw somewhere.

a) Bookmarks

POWWOW's **Bookmark** system is one of its most powerful tools. Linked with **Search** and **Copy to Folder**, it allows for unprecedented control over the information contained within your message base.

Bookmarks, at their simplest, are just markers attached to individual messages. POWWOW allows for ten **Bookmark Sets**, so you can use these markers to group messages around up to ten different subjects. Having done so, you can then perform a number of actions on them.

The simplest way of assigning a Bookmark to a message is to press Ⓑ☐ whilst viewing that message (or **Bookmark, Add Bookmark** or ⌐). In the Thread display of the Message window, that message will be marked with the Bookmark flag.

Within a given Bookmark Set, SHIFT+ENTER (or ⌐), will take you to the next message in the set (in the order the bookmarks were originally placed).

Edit Set Names

To assign meaningful names to your Bookmarks, use **Edit Set Names** from the **Bookmark** menu (or ⌐).

Note that if you Search, the results that search will be bookmarked, in

Note that if you do a of the

Search, the results

do a

of

the

current set, and the current set will be re-named with the "search" word. Also, if you use **Bookmark, Find new Messages to You**, the current set will be renamed **ToYou**. (This feature is only available for CompuServe messages).

Set Window

The Bookmarks Set window allows you to switch between Bookmark Sets, by clicking on the relevant radio button or on the name itself. The same thing can be achieved via the keyboard. Press ⎇ +①...⎇+② etc., to access one of the ten Bookmark Sets. The name you have assigned will appear on the Status Bar (if you have the Status Bar enabled). To open this window, select **Bookmark, Set Window.** (**Bookmark, Select Set** offers another way of switching sets. This can be useful for the creation of KeyMacros to perform specific tasks using the power of Bookmarks.

```
▭ Bookmark List - 5  ▼ ▲
○ 1 Urgent
○ 2 Pending
○ 3 Personal
○ 4 Tech
● 5 Manual
○ 6 Help
○ 7 Deals
○ 8 Flames
○ 9 Idiots
○ 10 ToYou
```
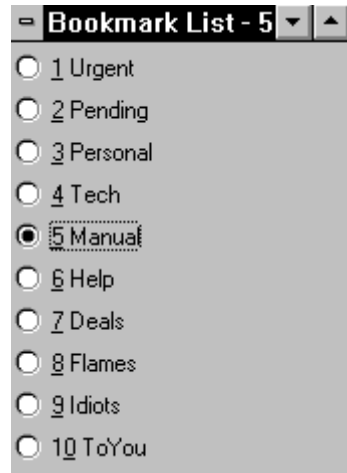
If you wish, you can keep this window on your screen while you work, or minimise it for convenience.

List Set Window

Bookmark, List Set (or ⌐☰) will show you the results of your marking.

The List Set window shows the messages involved in the current Bookmark Set - the location of such messages, the message-number, and the subject line.

This, too, is a window you can leave open or minimise. The buttons behave as follows:-
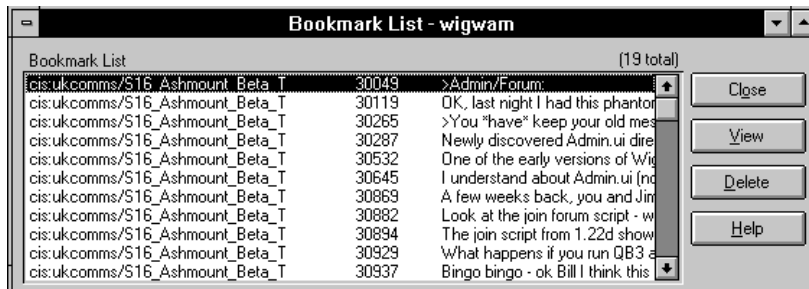
Close

Closes the List Set window.

View

Opens the highlighted message in the Message window, in its original context.

Delete

Removes the bookmark from the highlighted message

Clear Set

Bookmark, Clear Set (or ⊠) will wipe the markers in the current set (it won't touch the messages themselves, or any of the other flags).

Save/Load Bookmarks

POWWOW allows for ten active Bookmark Sets, but that need not be an absolute limit. You can save the current Bookmark Set to disk, using **Bookmark, Save Bookmarks** (or ⬚). POWWOW will ask you for a file name to use (the extension is *.BMK).

To access these saved Bookmark files, use **Bookmark, Load Bookmarks** (or ⬚).

Get Bookmarks

This command is a very powerful way to manipulate the other flags POWWOW places on messages. **Bookmark,   Get**

N.B. Saving a Bookmark Set does
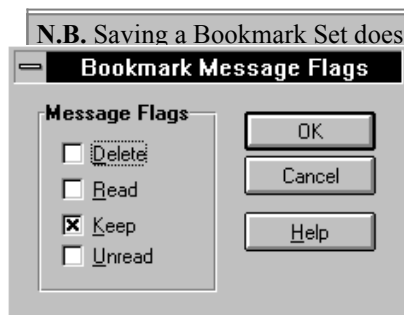
Bookmarks (or ⌐□) opens a dialog offering to Bookmark all messages bearing a particular flag.

You can select one or more of the four choices **Delete**, **Read**, **Keep**, **Unread** (of course, selecting Read and Unread would encompass the entire message base). Clicking **OK** will Bookmark all the messages bearing those flags - in the current Bookmark Set. It will not disturb those existing flags; just add another flag to each message.

This done, you could now perform one of the other Bookmark functions on all those messages - **Save** for instance.

ToYou (CompuServe only)

When you are in a hurry, it can be useful to identify any new messages to you. Run **Bookmark, Find new Messages to You** ⌐□, and all these message will be marked in the current set (and you can use SHIFT+ ENTER to move through these messages).

> **N.B.** Take care that the current Bookmark Set does not already contain some messages, which would be mixed up with the new ones added by this automatic marking. Select the set (Alt+1 ... Alt+2 etc.) & Clear the Set ⌐□ before continuing.

Adding Flags to Bookmarks

> **N.B.** This command (ToYou) will *always* use Bookmark Set #1, so make sure that is clear before you fill it.

Once a Bookmark Set has been created, by any of the methods outlined above, you can then impose another set of flags on them. This function can be particularly useful when moving your message base, or re-installing. You can use **Get Bookmarks** to store important flags like Keep and Unread, **Save** those Bookmark Sets to disk. After the message base move, you can **Load** those Bookmark Sets again, and, using the commands below, re-impose the flags again.

Mark Set Read

Marks all the messages in the current Set as if you had already read them ⌐□.

Mark Set Unread

Marks all the messages in the current Set as if you had *not* already read them ⌐□.

Mark Set Ignored

Marks all the messages in the current Set as if you had marked them Ignored. This means that the threads in which those messages reside would never again be shown to you⟋⊡.

Mark Set Delete

Marks all the messages in the current Set to be deleted when you next run Prune⟋⊡.

Mark Set Keep

Marks all the messages in the current Set to be protected from Pruning⟋⊡.

Delete All Ignored Messages

This is not strictly a Bookmark function, but its operation is similar to the functions above. **File, Delete all Ignored Messages** ⟋⊡ will convert all Ignored messages into Deleted messages (so that they will be removed at the next Prune).

---

b) Search

POWWOW provides a range of commands to seek out material within your message base, and, in conjunction with Bookmarks, to assemble useful material into distinct groupings.

The Commands used are **Find, Find Again** and **Search Forums/Conferences** - all on the **Edit** menu. The essential difference is that the **Find** commands look at the current section/topic, while **Search** looks at selected sections/topics (or the whole message base). They use the same procedure, but with some elements pre-set, according to the command chosen.
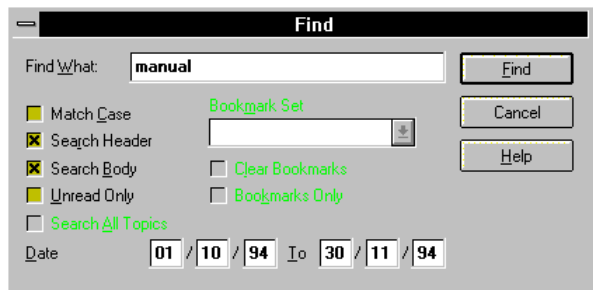
Find

Accessed by **Edit, Find**, or SHIFT+F3 or ⟋⊡, this command brings up the Find dialog (very similar to the Search dialog, but with some elements disabled).

Find What:

This should be self-explanatory. Enter the string you want to look for.

Match Case

Check this if you want the search to be case-sensitive.

Search Header

Will search the part of a message containing the Sender's nickname - useful if you wish to locate a message from a particular person.

Search Body

Searches the body of the message. If neither this nor Search Header is checked, then nothing will be searched at all.

Unread Only

If this is checked, Find will ignore all messages you have marked as Read. This is useful if you wish to find all new messages from a particular correspondent, or on a particular subject.

Date Range

You may specify a range of dates (referring to the dates messages were posted). Search will limit its action to the messages posted between those dates. Leave both blank, and Search will ignore the message date. Leave the first blank, and Search will start with the earliest message and stop at the second date. Leave the second blank and Search will start at the specified date and continue to the present day.

OK

click **OK** and POWWOW will trawl through the current section (the one you are reading in the Message Window). When it finds a match, it will halt, and show you the message containing that string.

Find Again

If that message was not the one you wanted, select **Edit, Find Again** or F3 or 🖰. This will repeat the search, starting from that point onwards. You may repeat this search as often as you need -

to find your text. If you find that you have tried too may times, it may be that you should check the string you have entered. Is it (for example) too general, hitting too many false targets? Is it too precise (but precisely wrong)? Is it possible that you are looking in the wrong section?

If the last problem is likely, then the **Search** command is probably the one you want.

Search

This command is much more powerful than **Find**. It allows you to search across all sections/topics, or selected sections/topics. It allows much greater control over the range of the search, and most of all, it will automatically bookmark all hits - which, in turn, allows for much more useful manipulation of the results.

Before using **Search**, you should decide which sections/topics you wish to search. Select them in the MessageBase window, either with Multiple selection (hold down the Ctrl key while clicking extra sections) or Extended selection (hold down the SHIFT key while clicking either end of a range of sections). If you want Search to deal with all sections, there is an option in the dialog to do that. If you do not specify sections, or check **All Sections/Topics** in the dialog, then Search will only operate on the current section (i.e. the same as **Find**).
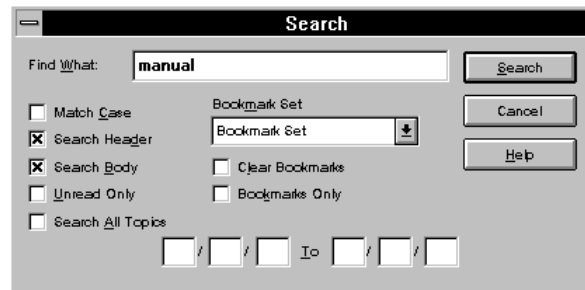
It would also be wise to note which **Boookmark Set** is current. This will be shown in the middle section of the Information Bar. If there are already messages in that Set, they will be mixed up with the results of your search. So, you should clear out the current Set (**Bookmark, Clear Set**) or choose a new, empty Set (**Bookmark, Select Set** - Alt+1, 2, 3 etc.) You can use **Bookmark, List Set** , or double-click the Information Bar button to check whether the new Set is empty.

Then, select **Edit, Search Forums** 🖰⊡. The ensuing dialog 🔍 offers you a number of choices:-

Search String

Find what: is fairly self-explanatory. Since Search can be exhaustive, it is worthwhile taking care to be exact in your choice of search string. Too loose a definition could result in hundreds of hits. A mispelt one would result in none at all. Remember that placing a space before a word can cut down on instances where Search finds parts of words which match your string.

Match Case

Check this if you want the search to be case-sensitive.

Search Header

Will search the part of a message containing the Sender's nickname - useful if you wish to locate a message from a particular person.

Search Body

Searches the body of the message. If neither this nor Search Header is checked, then nothing will be searched at all.

Unread Only

If this is checked, Search will ignore all messages you have marked as Read. This is useful if you wish to find all new messages from a particular correspondent, or on a particular subject.

Search All Sections/Topics

If you check this box, Search will work through your entire message base. If not, Search will deal with Selected sections/topics. If sections/topics are not selected in the MessageBase window, Search will only operate on the current section/topic.

Date Range

You may specify a range of dates (referring to the dates messages were posted). Search will limit its action to the messages posted between those dates. Leave both blank, and Search will ignore the message date. Leave the first blank, and Search will start with the earliest message and stop at the second date. Leave the second blank and Search will start at the specified date and continue to the present day.

Bookmark Set

This gives you an opportunity to choose which Bookmark Set to use for this operation. Note that the Set will be re-named according to the Search String entered.

Clear Set

Check this to clear out any existing bookmarks in the Set you specify.

Bookmarks Only

Check this to limit the range of the search to the specified Bookmark Set only. This is an extremely powerful option, as it allows you to narrow your search pattern progressively. You could search for the existence of one word, then do a Bookmarks Only search on the result, using another word... and so on.

Regular Expression Search

POWWOW comes supplied with a hidden facility - Regular Expression Searching - which is switched off by default (to keep displays as simple as possible).

To enable this facility, edit ASHMOUNT.INI (in the POWWOW directory). Look for the [Main] section. Change the line: "Regular Expressions=NO" to read "Regular Expressions=YES".

When you next run Search, the dialog will show an extra check-box.

When the **Regular Expression** box is checked, a range of sophisticated search mechanisms will become available to you. It will help if you have experience of a "GREP" utility (Global Regular Expression Parsing).

The regular expression entered in the "Find What" box defines the pattern to search for. Case is always ignored. Blank lines never match. This facility cannot deal with split lines (it will not find a two word match if they are on different lines).

The expression should be quoted, to prevent file-name translation.

The rules are as follows:-

'x'	An ordinary character (apart from those mentioned below) matches that character.
'\\'	The backslash quotes any character. E.g., \"\\$\" matches the dollar sign.
'^'	The circumflex at the beginning of an expression matches the beginning of a line.
'$'	A dollar-sign at the end of an expression matches the end of a line.
'.'	A period matches any character except \"new-line\"
':a' **':d'** **':n'** **': '**	A colon matches a class of characters as described by the following character - \"a:\" matches any alphabetic - \"d:\" matches digits - \"n:\" matches alphanumerics - \": \" matches spaces, tabs and other control characters, such as new-line.
'*'	An expression followed by an asterisk matches zero or more occurrences of that expression. E.g., \"fo*\" matches \"f\", \"fo\" or \"foo\", etc.
'+'	An expression followed by a plus-sign matches one or more occurrences of that expression. So \"fo+\" matches \"fo\" etc., but not \"f\".
'-'	An expression followed by a minus-sign optionally matches the expression.
'[]'	A string enclosed in square brackets matches any character in that string, but no others. If the first character in the string is a circumflex, the expression matches any character except \"new-line\" and the characters in the string.
	E.g., \"[xyz]\" matches \"xx\" and \"zyx\" - while \"[^xyz]\" matches \"abc\" but not \"axb\".
	A range of characters may be specified by two characters separated by \"-\".
	Note that [a-z] matches alphabetics, but [z-a] never matches.

The concatenation of regular expressions is itself a regular expression.

Search to Bookmarks

At the end of your Search process, you will have a Bookmark Set of all the successful hits. The Set will have been re-named to reflect the Search String used.

You can then perform any of the many Bookmark actions (see above). If all you want to do is look at the messages you have found, use **Bookmark, List Bookmarks** ⬚, which will show you a listing   ⬚
of them, from which you can View each message.

Alternatively, you can use ⬚SHIFT⬚+⬚ENTER⬚ to progress through the Set.

---

c) Copy to Folder

Copy to Folder completes a powerful trio (with Search and Bookmarks), for managing the information within your message base.

Accessed by **Action, Copy to Folder** ⬚, this command will   ⬚
copy or move a single message, a thread, a Bookmark Set or a
range of messages to a Folder specified by you. There is no limit to the number of folders. You can add material as and when you want.

These Folders then appear as pseudo-forum/sections (conference/topics) within your message base. They can be part of the same service they came from, or they can be part of the

Local service. They can be read, saved, pruned, copied or moved on to other Folders. They are totally flexible.

When you run the command, the dialog offers you a range of options. The first four (the "radio buttons") are alternatives. Only one of these can be selected:-

Folder

Enter the name of the folder - in the form

> ⚠ One possible Folder name can cause problems. Naming a Folder "Mail/anyname", in any service, will hide that Folder from you. This is due to the networking facilities hidden (but not enabled) in POWWOW Professional.

<service>:<conference>/<topic>. The Service can be any existing service (including LOCAL). The new forum/section will be protected from any attempt to reply to it, which would have unpredictable results when POWWOW tried to post that message on the service. If the new folder is in the LOCAL service, you will be able to add replies - perhaps as notes to the messages you copy there.

The drop-down list will contain a history of the last few Folders you have used. The Folder in the box when you open the dialog will be the last one used.

Current Message

This (the default) will copy the current message to the Folder.

Current Thread

This will copy the whole thread (of which the current message is one), maintaining the thread structure.

Bookmarked Messages

This is the option which completes the power trio of Search, Bookmarks and Folders. It will copy the current Bookmark Set to the Folder chosen. In this way, you can create specialised topic/sections on subject of your choice, extracting valuable information from your existing message base and adding to it as more material comes in.

> **N.B.** Your Folders behave in the same way as your other topic/sections. You should take special care to protect them from pruning, in **Admin, MessageBase Management, Prune Options**. For more on this, see the next chapter.

How you use these Folders is up to you - they can be permanent and growing knowledge-bases, or temporary pigeon-holes for items to be dealt with later.

From/To

This option will copy a range of messages from the current section. Enter first and last message numbers.

Delete original

If you wish to mark the original message for deletion (to avoid message duplication in your message base), check this box. The message will not be removed until you run Prune (see next chapter).

Append messages only

With this option unchecked, messages will obey their original message number, and their threading. However, there is a chance that a new message might have the same number as an existing message (originating in a different topic/section).

Checking this option will simply add the new message to the end of the Folder, without any threading, but with no danger of over-writing an old message.

OK

When you are satisfied that the options are giving you what you want, click **OK**. These options are "sticky", i.e., they will remain in place for the next time you use the function.

Copy to Folder - Examples

Although this command can be as used in whatever way best suits your way of working, there are a couple of special cases where Copy to Folder can be very useful.

Sorting Mail

Most people Prune their message base regularly, but leave their Mail messages alone, wanting to maintain a permanent record of their personal correspondence. However, after a time, this message file can become very large and unwieldy, making it difficult to find old messages and slowing down POWWOW's responses.

You can use Copy to Folder to move older messages into a storage file, while still having access to those messages. Here's how:-

1. Clear a Bookmark Set, so that new additions will not be mixed with old ones.
2. Do a Search on Mail/messages, for something that will be in every message (e.g. your address/ID), but limit the search by Date, to exclude the last ten days.
3. That will create a Bookmark Set.
4. Use Copy to Folder to operate copy that Set to a folder called <service>:mail/oldmessages (where <service> is "cis" or "cix" or "delphi"). Check the Delete box; uncheck the Append Only box. This will copy older messages to the new folder, and mark the old copies for deletion.

5. All the messages in oldmessages will be marked Unread. You can use **File, Mark As Read** to correct this.
6. Then Prune away the old messages from your current Mail/messages (or you can leave this until your next regular Prune).

You should note that new, incoming messages will still go into the original Mail/messages "folder", even if they should connect to threads in oldmessages, but if you repeat this procedure regularly, the threads will re-connect.

If you need to make a (late) reply to a message in oldmessages, you still can - it will go out as a normal Mail messages (but will be echoed back to the Mail/messages folder).

You can use this procedure in all sorts of ways. You may wish to sort your mail according to a particular correspondent, creating a Mail/Fred, a Mail/Joan, a Mail/Sales, and so on. If so, you could create macros to speed up the process (this won't work for the date-dependent example above).

Section Name Changes

N.B. Although this procedure is applicable to CompuServe only, users of other services may find it useful to follow the reasoning. The procedure can be adapted to all sorts of eventualities.

From time to time, CompuServe sysops change the names of their sections - to suit some change in the discussion, or because a product name has changed. The discussion continues uninterrupted, and threads carry on across the different names.

In POWWOW, the new names are treated as new sections (for all the program knows, they might *be* new sections), which can leave thread disjointed.

Of course, you could just leave things alone, and let time take its course, eventually Pruning away the old sections. But POWWOW has the facilities to re-merge the sections.

1. When the section name change has been announced, use **Service, Get Forum Information** to ensure that POWWOW is up-to-date with the new section (and, possibly, Library) names.
2. Connect to the forum (if you haven't already), which will download new messages, with the new names.

3. While viewing an *old* section, select **Action, Copy to Folder** and make the following choices:
   - Copy to Folder drop box: select the *new* section name to receive the messages you're going to copy.
   - In the **From/To** box, enter **From** 1 **To** 999999 - to include *all* the messages in the old section.
   - Check the **Delete** box - which will mark the old messages for (eventual) pruning
   - Press OK.
   4. POWWOW will then flag all the messages in the old section for deletion, and run import to copy the old messages to the new section. After that is completed, you can use **Admin, Resign Forum** to Resign and Delete the old message section completely.

If any of the new sections did not have any new messages downloaded, they will not yet exist in your message base. You can decide to wait until some appear, and then repeat the above procedure for these other sections, or you can use **Service, Remote Search** option to collect a few days' worth of old messages with which you can get to work.

---

d) Message Base Information

The **View, Show Information** menu gives access to detailed data on you messages.

New Messages

Lists the Topics/Sections containing unread messages, and the number unread in each.

Joined Forums/Conferences

Lists all Forums/Conferences and Sections/Topics, and for each one, the number of unread messages and the total number of messages in each, shown as two numbers separated by a slash.

Unjoined Forums/Conferences

This displays a list of Forums/Conferences and Sections/Topics from which you are downloading messages, but are not reading, because you have used the **Resign Forum/Conference** command to resign

without stopping the download of messages, or have not checked the Auto-Join box in **User Options**.

The ensuing dialog allows you to re-join these sections/topics 👆🖰.

Show All Forums/Conferences

A simple list of all forums/conferences available in the Message Base 👆🖰.

View Forum/Conference Information

> Of course, much of this information is readily available in the MessageBase window. ℹ️

This command (on the **Service** menu 👆🖰) shows information downloaded from the remote service about the current forum. This includes the moderators(sysops) of the forum, and a list of *all* the sections/topics in the forum/conference (not just the ones you are joined to). To update this information, use **Get Forum/Conference Information** 👆🖰. The information will be gathered on your next blink.

---

e) Statistics

Topic:	First	Last	Messages	Size (K)
Actions/Admin	1	12	12	2
Ashmount/General	1	31	30	37
Ashmount/Questions	1	30	30	18
Btest/Btest	282	283	2	1
Conftest/One	1	60	3	3
Conftest/Two	1	2	2	1
Mail/Home	1	2	2	1
Mail/Manual	1	2	2	1
Manual/Bits	39	70736	34	27
Manual/Nodes	30575	30873	9	4
Web/Sites	108	1809	2	11
Cis:Corner/Newsflash	1	2	2	1
Cis:Litforum/Newsflash	1	2	2	1

(Total: 121)   Total disk usage: 9255 KBytes

NOTE: Sizes include index files and other support files.

View, Show Information, Statistics 👆🖰. This command gives a detailed listing of the size of each of the forum/sections in your message base. For each section/topic, it shows the number of the first message, the last message, the number of messages and the disk-space occupied by that section, in Kilobytes. This last figure includes *all* the files associated with the section/topic - including index, thread, Library list etc. - not just the message file itself.

At the bottom, this dialog shows the total number of sections/topics and the total disk-space occupied by your message base. These statistics are particularly useful if space is tight. You can identify which forums/conferences are using up your disk. Armed with this information, you can then decide whether it is time for a Prune (see next chapter), or whether it is necessary to stop downloading messages from some forums/conferences and delete existing ones.

House-Keeping

Chapter Seven

A POWWOW message base is probably the biggest database on your system. Like any database, it needs occasional maintenance.

7.1 Prune

Because you are likely to be downloading quite large quantities of messages from your remote services, you will need to maintain your message base regularly to stop it filling up all available storage. You do this by running the Prune command .

a) Pruning By Age

N.B. The Prune command is not enabled in demonstration versions of POWWOW. That is the only difference from the License version.

At its simplest, the **Prune** command (on the **Admin** menu under **MessageBase Management**) will erase all messages in threads which have not received any new messages for a predefined number of days. Please note that the date of an individual message is not the vital matter, but the date of the last message in that thread. You keep all messages in all active threads. The 'aged' messages can either be deleted completely, or removed to an archive file which can then be taken off your system for storage.

b) Prune Options

POWWOW starts with a default of 30 days pruning. That is, if you run Prune without altering anything in the Prune Options dialog, all

messages contained in threads which have not been added to in the last thirty days will be pruned.

But you are likely to have topics/sections which deserve special treatment. This dialog allows you to fine-tune the way Prune works. You may set options for each individual topic/section. Upgraders should have their settings retained. New users will have a default setting of a 30-day prune.

To set up the configuration options for Prune, select **Prune Options** from the **MessageBase Management** section of the **Admin** menu.

In the Prune Options dialog, the listbox displays a 'default' line, and, optionally, a list of other topics/sections. Against each line is the prune setting for that item: the 'default' line applies to every topic/section which is not specifically mentioned in the list.

Adding a Forum/Section

Press Add, and choose the desired Forum/Conference or Section/Topic from the list. You can then alter the settings for it.

Changing Prune Settings

To alter the setting for a line, highlight the line and select one of the Section/Topic Settings radio buttons. The settings work as follows:

Days

Messages are deleted from this Section/Topic once the thread that they are in has received no new messages for the number of days specified in the **Num Days** box.

Never

Messages are never deleted from this Section/Topic, however old, even if they have been marked for deletion. (This defends you against accidental deletion).

Delete Only

Messages are only deleted from this Section/Topic if they are explicitly marked for deletion.

Remove dormant message files

By default, Prune will always leave one message in each Topic or Section, even if according to the settings it should be deleted. It will also retain the *last* message in the section/topic, even if it is marked

You may find that the options you set do not seem to happen immediately. If you switch away from the chosen section/topic, or Add another, you will find that the setting has stuck correctly.

for deletion, in order to prevent problems with message numbers. Checking this box causes Prune to delete such sections/topics altogether.

Prune Filename

If a filename is entered here, all messages removed by Prune will be appended to the specified file for archival purposes. If that filename does not exist, it will be created. If this field is left blank, pruned messages will be deleted - pruned to oblivion.

Messages Marked for Deletion

In addition to Pruning by Age, any messages marked for deletion (7.1.e) will be removed the next time Prune is run, regardless of their age, unless the Topic/Section's Prune Option is set to Never.

Messages Marked for Keeping

Just as you can mark messages to be deleted, you can also mark them to be kept (7.1.e). Kept messages will not be deleted, regardless of their age, regardless of Prune Setting.

c) Running Prune

To initiate Prune, select **Prune** from the **Admin, MessageBase Management** menu, or the **Prune** button on the **MessageBase** window (or ⌐). Choose **All Sections(Topics)** to prune your entire message base, or **Selected Section(s)/Topic(s)** to prune specific sections/topics (you may select multiple items in the MessageBase window). The **Current Section/Topic** option deals with the one currently showing in the Message window.

You may see a warning message stating that no special Prune settings are in effect. This is just a warning that no "target" archive has been

specified. Provided that you are happy for the pruned material to disappear entirely, it is safe to continue.

You can cancel a Prune safely at any point by pressing the **Cancel** button provided, but topics/sections which have already been processed will not be reversed, and the topic/section in progress will be completed before Prune gives up.

---

d) Deleting Forums or Sections

On CompuServe or Delphi, there is no need to resign forums - just stop downloading from them. But you may want to delete unwanted forums/conferences from your local message base. Use **Admin, Resign Forum/Conference**, or the **Resign** button on the MessageBase window which offers the option to delete the forum or sections. You will be asked if you wish to confirm these commands.

---

e) Deleting and Keeping Messages/Threads

Delete

As you read through your messages, you can take decisions about their fate under Pruning. Messages which you want rid of can be marked for deletion (**Edit, Delete** or ⧉ or ⧉ or ⧉). They will not disappear immediately. Indeed, you can remove the Delete flag ⧉ (which will appear beside the message in the Thread Display (4.2.a)) simply by repeating the command - it's a toggle. Deleted messages will only be removed when you run a Prune (unless you have chosen **Never** for that topic/section's Prune Options).

If you want to lose a whole thread, collapse it with cursor ⧉, and *then* use one of the above Delete commands. The whole thread will be marked for deletion. However, if some message within that thread have already been marked for deletion, those marks will be switched.

Alternatively, ⧉+⧉ will bring up a dialog, allowing you to delete:-

- Current Message
- Current Thread
- Bookmarked Messages (the contents of the current Bookmark Set)

- Or a range of messages, from one number to another.

Keep

Keep (**Edit, Keep** or ⌨ or ⌐) protects a message from Pruning. There are no Prune Options which will over-ride a Keep (although Deleting the section will do it). A flag 🔒 will appear beside the message in the Thread Display (4.2.a). Again, this command is a toggle. To get rid of a Keep flag, just repeat the command.

To protect an entire thread, collapse it with cursor ⬅, and *then* use one of the above Keep commands.

Alternatively, ⌨+⌨ will bring up a dialog, allowing you to delete:-

- Current Message
- Current Thread
- Bookmarked Messages (the contents of the current Bookmark Set)
  - Or a range of messages, from one number to another.

Keep vs. Delete

Obviously you cannot have a Keep flag and a Delete flag on the same message. If you try it, they will not cancel each other out; the *last* one invoked will win.

7.2 Build

As has been said before, your POWWOW message base is a database. It has an index (indeed, every section has its own index). From time to time, these indexes need re-building. In fact POWWOW does much of this work automatically, but there may be times when your message base has become so damaged that you will need to force a **Build**. (If you have upgraded to POWWOW 3, you will have done a Build as one of your first actions.)

The Build command rebuilds all internal data structures from the messages themselves. To run **Build**, select **Build** from the **MessageBase Management** section of the **Admin** menu ⌐. You can choose either to build the entire message base, or a specific Section(s).

In extreme cases, Build may complete by telling you to run Build again. This is not as daft as it sounds. The process of fixing broken section/topics can overload the Build on its first pass, and a second Build may well be needed to cure the problems.

> Although you can interrupt **Build**, you will not be able to use POWWOW until you have allowed it to run to completion. If you do interrupt a Build you will be warned about this. **Build** can be a lengthy operation but the multitasking features of Windows will allow you to carry on with work in other applications while a Build is in progress.

There are, of course, some problems that Build cannot fix. If the message files are truly garbled, Build cannot hope to decipher them. If this has happened, you should investigate the health of your hard disk (run CHKDSK/F or SCANDISK from the DOS prompt). POWWOW gives your hard disk a strenuous work-out. If the disk is failing, POWWOW is likely to be the first program to show the problems.

NOWIN

There can be problem when the *first* section/topic in your Unread Message Base has become corrupt. You enter POWWOW, it tries to open that section/topic, and fails. Of course, POWWOW will try to fix the errors, but if it can't, there seems to be no way to proceed.

In such circumstances, open POWWOW with the /NOWIN switch. To do this, edit the Properties of the POWWOW icon to read:- POWWOW.EXE /NOWIN.

This will open POWWOW without opening any of the internal windows, without opening the offending message file. You can then take steps to correct the problem (a selective build on the section/topic in question), after which you can continue to work as normal.

7.3 Reconstruct

> **N.B.** If you need to insert your username & password in the icon Properties, enter it as follows:- POWWOW.EXE /NOWIN<username> <password> Note that there is no space between /NOWIN and <username>.

Reconstruct is, designed to fill in any gaps in you message base, by downloading the relevant messages from the relevant service. Select

Admin, MessageBase Management, Reconstruct, with a message from the relevant service showing in the Message window (so POWWOW knows which service to address). POWWOW will search through your message base and calculate the High Message Number it needs to set to complete your collection.

For CompuServe and Delphi, these commands will appear in Review `F2`, and you may wish to check that POWWOW has not discovered some forums you had forgotten about, or ones you *wanted* to leave in their present state. You can delete these from Review.

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a) Reconstruct on CIX

For CIX, **Reconstruct** will behave differently. Reconstruct is a two-stage process, designed to fill in any gaps in you message base, by downloading the relevant messages from CIX.

Finding the holes

Select **Admin, Message base Management, Reconstruct**. Firstly, this will ask you which service (CIX or CIXNEWS) you wish to deal with.

Reset pointers in all conference?

Then POWWOW will ask this question.

If you answer **Yes**, POWWOW will ensure that your CIX pointers (the record of which messages have been read *on CIX*) will be updated to match the last message number in your local message base. This ensures a complete match, but is a time-consuming process.

If you answer **No**, POWWOW will concentrate on actual gaps in your message base, and download messages to plug those gaps.

In either case, POWWOW will then trawl through your message base, compiling a list of messages to be downloaded. It will create a file called POINT.BSC the main POWWOW directory.

Editing POINT.BSC

If you now open POINT.BSC in your editor, you will begin to see the scale of the task you have initiated. You may find that POWWOW has attempted to update conferences you had long forgotten, or ones you

are quite happy to leave as they are. You can edit POINT.BSC, removing the commands you don't want, but take care. If you don't understand the commands POWWOW intends to issue to CIX, leave it alone.

Running the Reconstruct

If you have run **Reconstruct** from the **Admin** menu, the second stage of the process will happen automatically. During your next connection, POWWOW will go to all of those conferences, download those specific messages, and, when the connection is over, import those messages into your message base.

If, however, you want some time to work on the POINT.BSC, you can delete the Reconstruct command from Review, edit POINT.BSC in your own time, and then run **Service, Administration, Reconstruct**. This will not re-create POINT.BSC, but will activate it, download the messages and import them.

7.4 Tools & Implements

The **Tool** menu serves two main purposes: managing external Tools and Internal Macros.

a)Tool Management

POWWOW provides "hooks" for POWWOW users to add in their own POWWOW-related programs - to enhance POWWOW's functionality. Look in the support forum/conference on the relevant service, to find out what is currently available.

Tool, Tool Management will open the **Tool Manager** dialog, from which you can **Add** or **Remove** these Addon programs. **Key** allows you to allocate keystrokes to them.

Each Addon comes with its own installation routine, which the Tool Manager invokes.

Unfortunately, the specification of the Addon interface is not in a publishable form. If you fancy a try, ask in the forum/conference. Other Addon writers will be able to advise.

b) Macros

POWWOW comes supplied with the ability to record commonly-used procedures, and play them back when required.

Recording

Tool, Start/Stop Record ([F7] or 🖰) begins the process of recording your macro. Only key-strokes are recorded - any mouse-click will be ignored. Macros cannot record events outside POWWOW - so running the external editor won't work. As you record, a flag 🏳 will appear on the **Information Bar** to show that the process is under way.

When you have finished the procedure you want to record, repeat the **Tool, Start/Stop Record** ([F7] or 🖰).

Play

To run the Macro, select **Tool, Play** ([F8] or 🖰). You should ensure that you are starting from the same place you started before. Be particularly aware of where the focus is - a set of useful commands, if misdirected, can do damage. As the macro runs, a flag 🏳 will appear on the **Information Bar** to show that it is working.

Save

If you macro checks out, and you thing it would be useful to keep for the future, you can save it to disk. **Tool, Save** 🖰 will allow you to do this. Choose a name which will mean something to you. (The extension for Macro files is *.KBD).

When you next open POWWOW, your macro will be available on the **Tool** menu.

Macro buttons

You can add your own buttons to match your macros.

Record your macro, as above. Give it an appropriate name - e.g. YOURNAME.KBD.

Then create a bitmap (with MS Paintbrush or similar) of the size 19 by 17 pixels, no more than 16 colours. Save that as YOURNAME.BMP. Place it in your POWWOW directory.

When you next load POWWOW, that picture will be available in the Toolbar Options dialog, for you to move to your Toolbar.

If you have Tool Tips enabled, the file name (YOURNAME) will be shown, in case you can't remember what that button was for.

When pressed, that button will carry out your macro. (Take care that your macro does not depend on a certain set of conditions, which might not apply when you run it. Watch out particularly for where the "focus" is.

Startup Macro

You can arrange for POWWOW to perform a set of actions as soon as it opens. Use **Tool, Set Startup Macro** and record the key-strokes you want performed.

c) Move Message/Thread

Action, Move Message/Thread allows you to re-attach lost messages or threads to their parent threads. This is particularly useful in Mail, where correspondents often send new messages instead of replying to yours.

To use it, ensure that the message you want to move is the current one (highlighted in the Thread Display. If you want to move a whole thread, collapse it with cursor ⬅. Select the menu command (or Ctrl+M or ⬚). You will be asked for the message number (in the same section/topic), you want the message or thread to hang on to.

d) Run

Run File

File, Run 🖱 can be used to run any executable file, without having to quit POWWOW, or even switch tasks. In fact, you can specify *any* file. If you have set up the appropriate File Association, the appropriate program will run, in order to cope with that file. Do take some care with this command. Running AUTOEXEC.BAT from within POWWOW is *not* a good idea!

Run Editor

File, Run Editor 🖱 will invoke the editor you have specified in **User Options, Editor** (5.3.a), and open the file you specify in that editor.

You should also take some care with this command. Editing POWWOW's control files while it is running can bring grief.

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