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## Folder (menu option)

The Folder menu gives you seven menu choices on a drop-down menu. They let you create new folders or modify, delete, or rearrange the existing folders. You can get to a related menu by clicking the right mouse button on a folder title.

Click on the menu choices below to learn more about each one.

<b>F</b> older
<b>N</b> ew
<b>E</b> dit <b>D</b> elete
<b>P</b> re <del>y</del> Folder Alt+PgUp <b>N</b> e <del>x</del> t Folder Alt+PgDn
<b>M</b> ove <b>U</b> p <b>M</b> ove <b>D</b> own

## Menu bar

The Viewer menu bar contains seven menu options. Click on the menu choices below to learn more about each one.

File Topic Folder Page Item Launch Help

When you're in the mail topic, an additional menu choice called Mail is also available.

## Viewing area

The area that takes up most of the right side of the Viewer is called the viewing area. It's divided by a movable bar into an upper and lower portion. You can adjust the relative size of the two portions of the viewing area by dragging the bar.

- The lower portion displays the information you've asked to see, one page at a time. You tell Rosebud what to display here by setting up folders. You can change how the display looks (colors, fonts, and so on) at the appropriate Display Selection dialog boxes (Mail, News, Financial, and Weather).
- The upper portion of the viewing area lists the titles of all the pages in the folder. To see any page, click on its title in the upper portion of the viewing area.

# Folders

In the Viewer, folders are represented by labels next to file folder icons at the left edge of the screen. You create a folder for each collection of information you want to view. When you then click on the folder, the information you asked for, formatted the way you asked for it, appears in the viewing area.

## **Some things to keep in mind as you set up folders**

- The information you can *view* depends on what information has been *retrieved*. You specify what to retrieve in the separate component of Rosebud called the Assignment Desk.
- Retrieved information is stored in databases, and like any database information, can be arranged in any number of ways for viewing.
- There is not a one-to-one relationship between reporters (in the Assignment Desk) and folders (in the Viewer).
- Until you create a folder to view information, you can't see that information, even if it's been successfully retrieved.

***This is key to working with Rosebud.*** The existing folders that Rosebud came with are there only because we specifically created them before we shipped the product, as sample folders that would show you the information our sample reporters retrieved. ***This is a critical concept: You create folders to look at information your reporters retrieve.*** We specifically created folders to look at information *our* reporters retrieved; *you* must specifically create folders to look at information *your* reporters retrieve.

## **Examples of different folders you might create**

- In the news topic:

Suppose in the Assignment Desk you've set up a reporter that's assigned to gather news articles about toxic waste, about health care, about movies, and to also retrieve the latest news (a general article unrelated to a particular subject). In the Viewer, you can set up a folder labeled Health Care that only displays the health care articles, another that displays the toxic waste articles, another for the latest news, and another for movie reviews.

**To create a folder in the news topic**, click the News tool and select Folder New from the menu bar to get the News Folder dialog box where you set up a news folder.

- In the financial topic:

You might have asked in the Assignment Desk for stock quotes for ten or twelve different stocks in a variety of industries. Here in the Viewer you can set up a folder to view stocks in, say, just the computer industry, another folder to view consumer stocks, or any other combination.

**To create a folder in the financial topic**, click the Financial tool and select Folder New to get to the Folder Properties dialog box, where you begin setting up a financial folder.

- In the weather topic:

Suppose you've asked in the Assignment Desk for weather maps, satellite views, radar maps, and temperature data for several different cities. You can set the Viewer up to display each city's information in a separate folder..

**To create a folder in the weather topic**, click the Weather tool and select Folder New to get to the

Folder Properties dialog box, where you begin setting up a weather folder.

- In the **mail** topic:

Suppose you're working on several different projects, and you want to keep e-mail about each project in a separate folder. You can set up mail folders for each project.

**To create a folder in the mail topic**, click the Mail tool and select Folder New to get to the Mail Folder dialog box, where you create a mail folder.

## Topic tools

The first four tools on the toolbar select the four topics (Mail, News, Financial, and Weather). You can also select a topic by clicking Topic on the menu and selecting from the drop-down menu. The left-hand column of the Viewer screen changes to display the folders that have been set up in each topic.

# What is Rosebud?

Rosebud is a Windows-based utility that automatically logs on to CompuServe at specified times and retrieves specified information, then lets you look at the retrieved information.

You can currently retrieve four categories ("topics") of information:

- Mail
- News
- Financial
- Weather

There are three principal components of Rosebud.

**Rosebud Assignment Desk** - the part of the program that lets you say when and what to retrieve.

**Rosebud Collection Agent** - the part of the program that does the retrieving, or collecting. Typically, you never deal directly with the Collection Agent except to load it each morning.

**Rosebud Viewer** - the part of the program that lets you look at what's been retrieved, and create e-mail.

The retrieved information is stored in various databases on your computer; it's from these databases that the Viewer gets the information to display. Third-party applications can also access this information.

## File (menu option)

The File menu gives you eight menu choices on a drop-down menu. Click on the menu choices below to learn more about each one.

File	
<u>N</u> ew	Ctrl+N
<u>O</u> pen...	Ctrl+O
<u>S</u> ave	Ctrl+S
Save <u>A</u> s...	
<u>P</u> rint...	Ctrl+P
Print <u>P</u> review	
<u>P</u> rint Setup...	
<u>E</u> xit	

## **Preview**

This area reflects the colors and fonts you choose for your news articles and mail messages.

## Topic (menu option)

The Topic menu gives you four menu choices on a drop-down menu. Clicking on these menu choices does the same thing as clicking on one of the first four tools on the toolbar: it changes the row of folders to display mail folders, news folders, financial folders, or weather folders. Click on the menu choices below to learn more about each one.



## Importing a text file

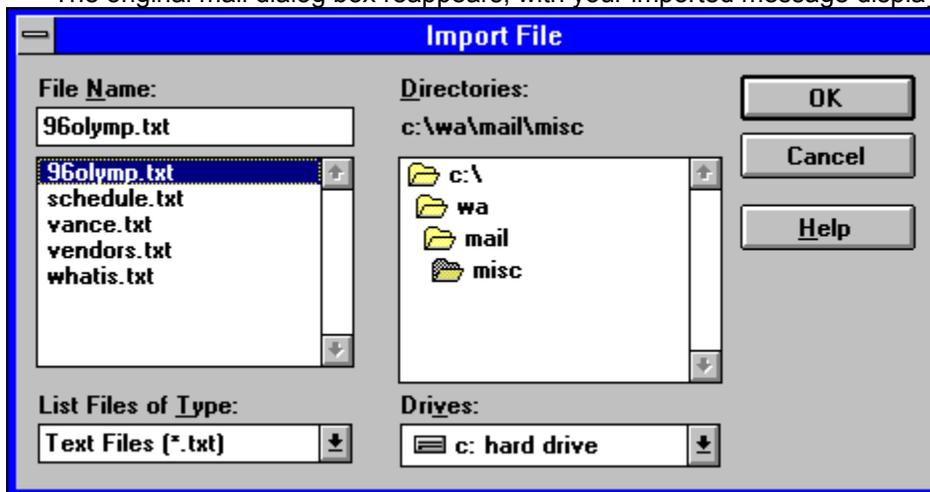
As an alternative to typing the text of your mail message directly into the Rosebud [Create Mail](#) or [Reply to Mail Message](#) dialog box, you can create a mail message in any text editor (Windows Notepad, for example) or in any word processor that lets you save a file as text-only. Then import the text-only file into Rosebud. The file name of the message you create needs to have a .TXT extension so that the import function can recognize it.

### How to import a text file into a mail message

1. Create your message in the application of your choice and save it as text-only.
2. Switch to the Rosebud Viewer.
3. Click the Mail tool if the Mail topic is not already displayed, and go to the Create Mail or Reply to Mail Message dialog box.
4. Click the Import File button on the left side of the mail dialog box. The Import File dialog box below appears. It's a standard Windows file location dialog box, with the "filter" (or file type specification) in the lower left set so that it only displays files with the .TXT extension.
5. Use the Directories list in the center to browse through your directory tree and locate the directory where your .TXT file is stored. Any files in that directory that have a .TXT extension will display in the list on the left.

If you want to see files other than .TXT files, change the setting (the filter) in the List Files of Type area in the lower left.

6. In the file list, highlight the file that you want to import and click OK (or just double-click the file name). The original mail dialog box reappears, with your imported message displayed.



## Page (menu option)

The Page menu gives you five menu choices on a drop-down menu. These menu choices let you do things to the pages in the financial and weather topics.

Click on the menu choices below to learn more about each one.

Page	
<u>N</u> ew	Alt+N
<u>E</u> dit	Alt+E
<u>D</u> elete	Alt+D
<u>P</u> revious	Ctrl+PgUp
<u>N</u> ext	Ctrl+PgDn

NOTE: If you're in the mail topic, these menu choices will be grayed out; that is, unavailable.  
If you're in the news topic, the first three options will be unavailable.

## Financial colors

The bottom half of the Financial Display Selection dialog box is made up of three tabs: Colors, Fonts, and Settings. Note the labeled extensions of each tab at the bottom of the dialog box. Click on the extension labeled *Colors* to bring the Colors tab to the top.

The Colors tab lets you change the colors of the display. In the list box on the right, double-click on the name of the part of the viewing area you want to change (Background Color, Text Color, etc.) to bring up a Color dialog box. (You can also bring up the Color dialog box by clicking on the viewing area name and then clicking on Change.)

NOTE: The preview area in the lower left of the dialog box shows you what the display looks like.

In the Color dialog box, click on the color you want and click OK. If you decide you have horrible color sense and want the original colors back, click on Use Defaults. If, on the other hand, you set up a particularly fetching color combination and you want *it* to be the new default, click on the Set Defaults button; you'll get a Set Defaults dialog box asking you to confirm that you do in fact want the new color settings to become the new defaults for this item type. (Detail, daily, weekly, and monthly stock charts, stock text, weather maps, and weather text are all different *item types* and thus have different color and font defaults.)

When you're done at the Financial Display Selection dialog box, click OK to save your display selections. Click OK again at the Page Definition dialog box.

For more on the other parts of the Financial Display Selection dialog box:

- Display As
- Information Type
- Tickers
- Fonts
- Settings

## Item (menu option)

The Item menu on the menu bar gives you six menu choices on a drop-down menu. Click on the choices below to learn more about each one.

<b>Item</b>	
<b><u>E</u>dit</b>	<b>Alt+Enter</b>
<b><u>I</u>nf</b>	<b>Ctrl+I</b>
<b><u>P</u>revious</b>	
<b><u>N</u>ext</b>	
<b><u>C</u>opy</b>	<b>Ctrl+C</b>
<b><u>Z</u>oom</b>	<b>Ctrl+Z</b>

You can get to related pop-up item menus by clicking with the right mouse button on an item itself in the viewing area. The choices on these pop-up item menus vary depending on which topic you're in.

### Pop-up Item menu (in news)

<b><u>E</u>dit</b>
<b><u>F</u>ind...</b>
<b>Find <u>N</u>ext</b>
<b>Collect <u>L</u>ater</b>
<b>Collect <u>N</u>ow</b>
<b>Clear <u>R</u>equest</b>
<b><u>C</u>opy</b>
<b><u>A</u>greement</b>

### Pop-up Item menu (in financial)

<b><u>E</u>dit</b>
--------------------

### Pop-up Item menu (in weather)

<b><u>E</u>dit</b>
<b><u>P</u>revious</b>
<b><u>N</u>ext</b>

# Help

There are several ways to get to on-line help in Rosebud, all typical of any Windows application.

- ***Help via the menu bar***

The Help option on the Viewer menu bar gives you a drop-down menu of Help options, beginning with the Help Contents screen. Other options (Search, for example) let you search for help on a specific Rosebud topic.

- ***Help via the F1 key***

Pressing F1 brings up a help screen dealing specifically with where you are in the program. For example, if you're at the Folder Properties dialog box and press the F1 key, the help screen that appears is about the Folder Properties dialog box.. From there you can browse through other help topics, or use the Search button to find help on a specific topic.

- ***Help via the Help button***

Some Rosebud screens have their own Help button. Clicking on it brings up a help screen dealing specifically with where you are in the program.

If you'd like additional guidance in using Windows on-line help, check out your Windows manual or one of the many third-party books available. Or click on Help on the Windows Program Manager menu bar and select ***How to use Help***.

## File: New

The New command on the File menu lets you create a new .VWR file. The .VWR file stores the information about how you've set folders up in the Viewer.

For example, if Scott and Megan use the same computer but don't track the same stocks or weather or retrieve the same news articles, they can create individual .VWR files. When Scott loads the Viewer, he can open his own .VWR file that remembers how his folders are set up (what stocks he tracks, what news he reads, what colors his stock charts are, and so on). When Megan loads the Viewer, she opens her .VWR file that remembers her folders.

To create a new .VWR file, set the folders up in the Viewer the way you want them, then click File Save As to save the various settings (the configuration) under a new name.

## File: Open

The Open command on the File menu lets you open a .VWR file (the file that remembers how your version of the Viewer is set up).

You can create any number of .VWR files (normally, one for each user). Each time you load Rosebud's Viewer, select File Open; you'll be taken to a File Open dialog box. Highlight the .VWR file you want and click OK. (Use the Drives and Directories list boxes if the file you need is located in a different subdirectory.)

Each time you open the Viewer, Rosebud will load the last .VWR file it used.

## File: Save

The Save command on the File menu lets you save your .VWR file if you've made changes to your Viewer setup. If you make changes to your Viewer setup, Rosebud will prompt you to save them when you exit.

If you need to save your .VWR file under another name, use Save As instead of Save.

## **File: Save As**

The Save As command on the File menu lets you save a .VWR file under a new name.

If you just need to save your existing .VWR file under the same name, you can use the Save command rather than the Save As command.

## File: Print

The Print command on the File menu lets you print the currently displayed page. The keyboard shortcut is Ctrl-P.

## **File: Print Preview**

The Print Preview command on the File menu lets you see what the currently displayed page will look like when it prints.

## **File: Print Setup**

When you select Print Setup from the File menu, the standard Windows Print Setup dialog box appears; this is where you can select the printer, the page size and orientation, the paper source, and deal with a number of other printer issues common to any Windows application.

## **File: Exit**

The Exit command on the File menu lets you leave Rosebud. You can do the same thing by double-clicking on the control-menu box (the box with the dash in the upper left corner of the Rosebud window) or by pressing Alt-F4.

# The Rosebud Viewer

The Viewer screen has four major elements.

- Folders - the vertical column of labeled file folder icons at the left edge of the screen
- Viewing area - the large area that takes up the right side of the Viewer
- Menu bar - the options across the top of the screen, just below the title bar
- Toolbar - the horizontal row of buttons just below the menu bar

The screenshot shows the Rosebud Viewer interface. At the top is a blue title bar with the text "Viewer - NANCY.VWR". Below it is a menu bar with options: File, Topic, Folder, Page, Item, Launch, Help. A toolbar contains icons for home, news, a dollar sign, a globe, a magnifying glass, a printer, and buttons for "Later", "Now!", and "Clear".

On the left is a vertical "Folders" column with a "NEWS" logo and a list of categories:

- National (99 articles)
- Entertainment (25 articles)
- Movie reviews (5 articles)
- Health (0 articles)
- Weird news (0 articles)
- Latest (13 articles)
- Unretrieved Articles (18 headlines)

The main "Viewing area" displays a list of news items:

War's End Brought US-Japan Tie	01Sep1995 12:35pm
JFK's Post-WWII Diary Found	01Sep1995 12:29pm
<b>Cops: Grandma Knew About Pot</b>	<b>01Sep1995 11:46am</b>
Fire Blamed On Careless Smoker	01Sep1995 10:59am
Martha's Vineyard Gets Crowded	01Sep1995 10:31am
Victims: Judge Drunk Driver	01Sep1995 10:26am

The selected article, "Cops: Grandma Knew About Pot", is displayed in the main area. It includes the date "01Sep1995 11:46am", the source "AP 1 Sep 95 11:46 EDT V0319", and copyright information "Copyright 1995 The Associated Press. All rights reserved." The article text reads:

The information contained in this news report may not be published, broadcast or otherwise distributed without the prior written authority of the Associated Press.

Cops: Grandma Knew About Pot

SPOKANE, Wash. (AP) -- A 72-year-old woman with flowers on her porch could lose her home because of forbidden plants in the basement.

Law enforcement officials say one of Florence Hart's grandchildren grew the marijuana, but she knew about it and looked the other way.

They want to seize her \$50,000 home as a drug-related asset and sell it at auction, with proceeds given to drug-enforcement agencies.

"I guess it's time for me to move," the silver-haired woman said, glancing around her cluttered living room. "I don't know what to get rid of and what to keep."

Then she added, "Where am I going to live?"

Hart has no criminal record and was not arrested when a regional drug task force raided the home April 13. Agents found 126 plants -- mostly behind a makeshift curtain and locked door -- a scale, special lights

At the bottom of the window, a status bar shows "Cops: Grandma Knew About Pot" on the left and "Page 43 of 99" on the right.

## Topic: Weather

Weather is one of the topics Rosebud retrieves information on. (The others are Mail, News, and Financial.) Each topic is represented by a tool on the toolbar and a choice on the Topic menu.

When you click on the Weather tool on the toolbar (or select Weather on the Topic menu) the folders in the column at the left edge of the Viewer screen change to display the folders that have been set up under the weather topic.

Rosebud comes to you with some folders already set up, so that you can see how it's supposed to work; you can modify these default items, or create new ones.

Creating a new folder

Modifying an existing folder

Deleting an existing folder

## Topic: Financial

Financial is one of the topics Rosebud retrieves information on. (The others are News, Mail and Weather.) Each topic is represented by a tool on the toolbar and a choice on the Topic menu..

When you click on the Financial tool on the toolbar (or select Financial on the Topic menu) the folders in the column at the left edge of the Viewer screen change to display the folders that have been set up under the financial topic.

Rosebud comes to you with some folders already set up, so that you can see how it's supposed to work; you can modify these default items, or create new ones.

Creating a new folder

Modifying an existing folder

Deleting an existing folder

## Set defaults

Click [here](#) if you've set up a new color scheme and want it to be the default. Note that [detail](#), [daily](#), [weekly](#), and [monthly](#) stock [graphs](#), stock [text](#), weather [maps](#), and weather [text](#) are all different *item types* and thus can have different color and font defaults.

See [Financial: Colors](#) to learn more.

## Folder: Delete

The Delete command on the Folder menu lets you delete an folder altogether. You'll be asked to confirm the deletion.

## **Menu bar**

This is the Viewer menu bar.

See [Menu bar](#) for more.

## Folder: Move Up/Down

The Move Up and Move Down commands on the Folder menu let you rearrange the order of your folders.

## Page: New

The Page New command lets you create a new page for a folder. You can do the same thing by pressing Alt-N.

The Page Definition dialog box will display so that you can begin setting up a new page.

# News Folder

The News Folder dialog box lets you name a folder and then specify what news articles you want to see each time you click that folder; you also specify what order the articles should display in, and what sources the articles should come from.

You also come to the News Folder dialog box to modify the way information displays on an existing news folder.

The News Folder dialog box is divided into four general areas:

- Title
- Sort Order
- What to display
- Include

**News Folder**

**Title**

**Sort Order**

1st 2nd 3rd

2  Search Rating

Source (Reuters, UPI, etc...)

3  Headline

1   Date  Oldest First  Newest First

**What to display**

Retrieved Articles  Unretrieved Articles

Unread Articles Only

**Include**

All Articles

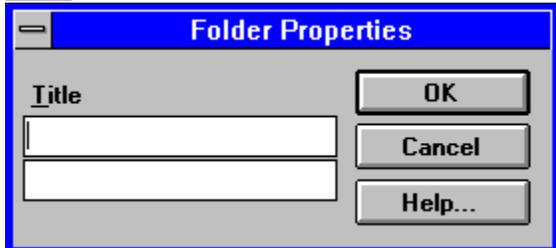
Selected Reporters **Include all articles**

Selected Sources

Search Existing Articles  Search Article Text

## Folder Properties

In the financial or weather topic, when you select [Folder New](#) or [Folder Edit](#) from the menu bar, a small dialog box titled [Folder Properties](#) appears. This is the first step in creating a new financial or weather folder.



It's also where you come if you want to change the wording of an existing financial or weather folder label. You can also get to the Folder Properties dialog box by clicking the right mouse button on a financial or weather folder and selecting New or Edit from the [pop-up menu](#).

Type in the text you want to appear as the folder label; for example:

Hi-tech stocks

Sector stocks

Telecommunications stocks

Jim's stocks

Atlanta weather

Tucson weather

National weather summaries

Move on to [Page Definition](#) to set up the way you want the page of information to display.

# Page Definition

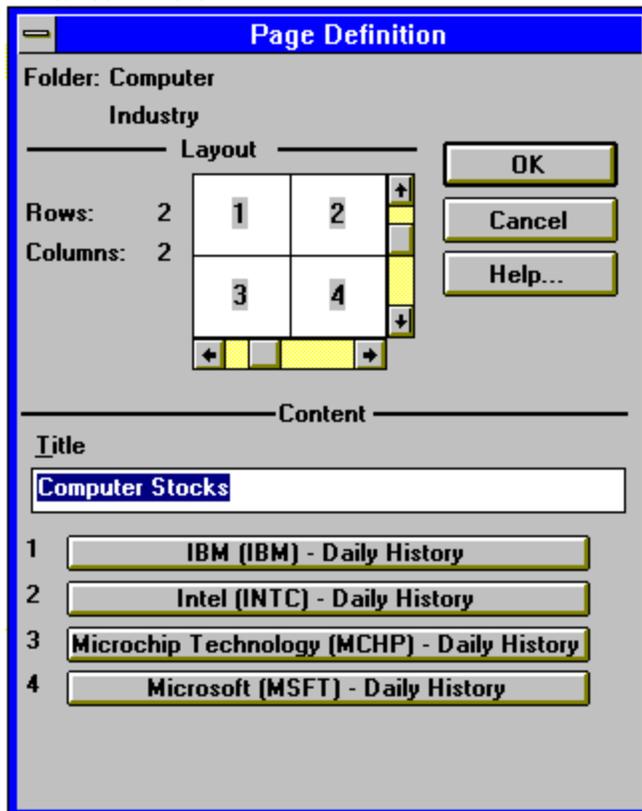
The Page Definition dialog box appears:

- When you click OK after you name a new financial or weather folder using the Folder Properties dialog box.
- When you select Page New or Page Edit from the menu bar.
- When you click Alt-N or Alt E.
- When you click on a newly-named folder that you haven't yet defined any pages for.

Use the Page Definition dialog box to define how your newly created page will be divided up, and what it will contain:

- Page Definition: Layout
- Page Definition: Content

Move your mouse pointer over the dialog box below. When the arrow changes to a pointing hand, click to learn more.



## News Folder: Title

In the text box labeled Title, type in the text you want to use as a label for the folder.

**Title**

Examples:

Latest news

Movie reviews

Stuff about the X Files

## News Folder: Sort Order: Headline

When you ask the Viewer to sort your retrieved articles by headline, the articles will display in the alphabetical order of the headline text, like this:

"Americans investing more abroad"

"Astronauts return safely"

"Meryl Streep's new movie a real stretch"

"Mexican army reorganization in jeopardy"

"Republicans win again in Nebraska"

"Yen falls slightly after disputed election"

For information on the other sort order criteria:

- [Search Rating](#)
- [Source](#)
- [Date](#)

## News Folder: What to display

When you initially tell the Assignment Desk what articles you want a reporter to retrieve, you tell it how many *headlines* to scan during its on-line search, and you set a limit to how many complete *articles* you want it to retrieve. On certain reporters, you might limit what the reporter looks for by telling it to look for certain text in article headlines.

When the Collection Agent retrieves the articles, it goes by the article limit you set, and only retrieves the number of articles you told it to. But it retrieves *all* the headlines it found, even if it didn't get the articles themselves.

Other headlines will be stored if you check the "Store headlines" check box; in that situation, Rosebud will save headlines (up to the scan limit) for non-matching articles.

If you click on the Retrieved Articles radio button in the What to display section of the News Folder dialog box, you're telling the Viewer to show you just the articles that have been retrieved.

If, on the other hand, you click on Unretrieved Articles, you're asking to see just the headlines of unretrieved articles. Then if you see a headline in the displayed list that sounds interesting, you can tell Rosebud to retrieve it, either right away, or during the next regularly scheduled logon.

If you check the Unread Articles Only check box, you're telling the Viewer to display only articles you haven't read yet.

## Folder: New

The New command on the Folder menu lets you create a new folder. You will create a new folder any time you want to view different combinations of retrieved information.

When you select Folder New:

- If you're in the mail topic, you'll be taken to the Mail Folder dialog box.
- If you're in the news topic, you'll be taken to the News Folder dialog box.
- If you're in financial or weather, you'll be taken to the Folder Properties dialog box.

## **What to display**

You can ask Rosebud to show you the *articles* that you've asked it to retrieve, or the *headlines* for articles that it didn't retrieve. (Why didn't it retrieve them? Two reasons: Because you set a limit on the number of articles to retrieve, and there were more matching articles than the limit you set. Or because you have the "Store headlines for articles that don't match" box checked.)

See [News Folder dialog box: What to display](#) to learn more about what the Viewer will display.

## News Folder: Sort Order: Date

When you ask the Viewer to sort articles by date, it displays them in chronological order. You must indicate whether you want oldest articles first or newest articles first, by clicking the appropriate radio button.

For information on the other sort order criteria:

- Search Rating
- Source
- Headline

# Delete mail

## How to delete a message

1. Highlight the message in the list in the Viewer.
2. Click Mail on the menu bar.
3. Click Delete. The message will be moved to the Wastebasket folder, where it will eventually be deleted in accordance with your settings on the Settings tab of the Mail Settings dialog box in the Assignment Desk.

Note: To REALLY delete a message, highlight it *in the Wastebasket folder* and select Delete. It will be immediately deleted from your hard drive.

## News Folder: Sort Order: Source

The news articles you've asked for in the Assignment Desk are retrieved from CompuServe, but CompuServe itself gets them from a variety of sources (Reuters, UPI, etc.). Each article is identified as to source, and you can therefore ask the Viewer to sort them by source. Sorting by source means all the UPI articles will be grouped together, all the articles from AP will be grouped together, etc.

For information on the other sort order criteria:

- Search Rating
- Headline
- Date

## News Folder: Sort Order

You can tell the Viewer to show you your news articles in a particular order, based on four criteria:

- Search Rating
- Source
- Headline
- Date

Sort Order		
1st	2nd	3rd
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Search Rating

Source (Reuters, UPI, etc...)

Headline

Date  Oldest First  Newest First

The sort can be three levels deep. For example, you might sort your news articles first by *date* (either oldest or newest first); thus all the articles dated March 12, 1995, would be grouped together. A secondary sort within those March 12th articles might be based on which news source they came from; thus all the UPI articles for March 12th would be grouped together. The third-level sort could then sort all the March 12th UPI articles alphabetically based on the text of their *headlines*.

## News Folder: Sort Order: Search Rating

When Rosebud looks for the articles you've asked for in the Assignment Desk, the search will find some articles that are closer to what you asked for than others.

Each article is rated by how well it meets your search criteria; thus when you ask the Viewer to display your articles based on search rating, you're asking to see the most relevant articles first.

For information on the other sort order criteria:

- Source
- Headline
- Date

## Quotes in graph form

Your financial information can display in text form or as a graph. It may be difficult to understand the graph for the first few days, until you get enough days of data to get the picture. Each day's data is a colored vertical bar representing the price range for the stock for that one day; a black line across the bar marks the day's closing figure.

The graph is in two parts. The top part is price; the bottom part is volume.

To change the fonts or colors, double-click on the displayed item to go the Financial Display Selection dialog box. Select Font or Colors at the bottom.

## News Folder: Include Selected Reporters

When the Selected Reporters radio button is selected, the button to the right says Select reporters; click that button to see the Select Reporters dialog box. In the left-hand window you see a list of all the reporters you've created in the Assignment Desk to retrieve articles about different subjects. Highlight a reporter name and click the Add button (or double-click the name) and the reporter name is added to the right-hand list of reporters.

When you're through selecting reporters, click OK to return to the News Folder dialog box.

For information on the other Include choices:

- All Articles
- Selected Sources
- Search Existing Articles

## News Folder: Include

When you set up a News item folder, you can specify which articles, of all the articles that have been retrieved, you want to see. Four radio buttons let you make your selection; you can only select one.

- All Articles
- Selected Reporters
- Selected Sources
- Search Existing Articles

## Assignment Desk

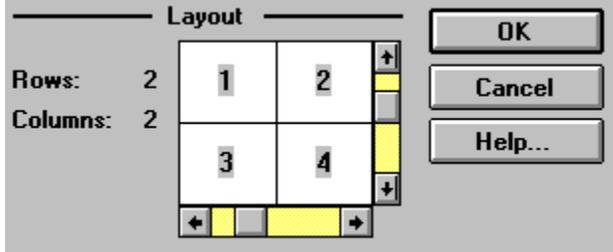
The **Assignment Desk** is one of three principal components of Rosebud. It's the part that lets you specify what information you want to retrieve and when you want to retrieve it.

The other two parts of Rosebud are the Collection Agent (which actually retrieves the information from CompuServe) and the Viewer (a display that lets you look at the information that's been collected, and create mail).

## Page Definition: Layout

You can divide the viewing area (the "page") into smaller sections if you like, in order to display several pieces of stock or weather information on the same page.

Using the scroll bars at the bottom and right edge of the Layout box, tell the Viewer how many rows and columns (up to a maximum of five rows and/or five columns) to set up on this page.



Note that each section (or cell) you create in the Layout box has a number, and a long narrow button with a corresponding number appears in the Content section of the Page Definition dialog box. Each one of these numbered cells is an item. A page can have one item on it, or it can have up to 25.

[Click here](#) to see how to specify what appears in that numbered section of the page.

## News Folder: Include Selected Sources

When the Selected Sources radio button is selected, the button to the right says Select sources; click that button to see the Select News Sources dialog box. In the left-hand window you see a list of all the news sources available on CompuServe. Highlight a name and click the Add button (or double-click the name) and the source name is added to the News Sources to Search list.

When you're through selecting sources, click OK to return to the News Folder dialog box.

NOTE: Keep in mind that here in the Viewer you are only able to see what has actually been retrieved. For example, if you click on Football here in the Viewer but have not actually retrieved any articles from the Football news source, you won't see anything from the Football news source.

Use the **Assignment Desk** to specify what sources to retrieve from; use the **Viewer** to specify from which of the retrieved sources you want to see articles.

For information on the other Include choices:

- All Articles
- Selected Reporters
- Search Existing Articles

## News Folder: Include Search Existing Articles

When the Search Existing Articles radio button is selected, you can type text in the text box below the button. The Viewer will then search through all the headlines of retrieved articles for the specified text. For example, if you're interested in looking only at articles you've retrieved about earthquakes, type the word earthquake in the search text box.

If there's an X in the Search Article Text check box, the Viewer will also search the first 500 characters of the articles themselves (not just the headlines). Clearly this will take a bit longer than searching just the headlines. To uncheck the Search Article Text check box, click in it once.

For information on the other Include choices:

- All Articles
- Selected Reporters
- Selected Sources

**Folder title**

The text you type in the Title text box (on the Folder Properties dialog box for the weather and financial topics; on the News Folder dialog box for a news topic) is what displays as the folder label.

## Replying to a mail message

The Reply to Mail Message dialog box (below) lets you reply to an existing message. It looks much like the [Create Mail](#) dialog box except that it includes the text of the original message, and certain information taken from the message you're replying to is already filled in.

### How to reply to a message

1. In the Viewer, click on the [In Box](#) (or whatever folder the existing message is in) to see a list of messages at the top of the viewing area.
2. In the list of messages, highlight the message you want to reply to.
3. On the [menu](#) bar, click on Mail, then Reply (or click the Reply tool on the [toolbar](#)). The Reply to Mail Message dialog box appears, with the From, To, and Subject lines already filled in and the original message displayed in the upper part of the text entry area.
4. Add [CC or BCC recipients](#), and change the Subject line if you like.
5. Click in the lower text entry area and type your reply. You can also import the reply text; click on the [Import File](#) button and select the .TXT file to import.
6. To send the reply immediately, click the Send Now [radio button](#).  
To send the reply on Rosebud's next scheduled run, click the Send Later radio button.
7. Click OK.

Move your mouse over the graphic below; when the pointer changes to a pointed hand, click to learn more.

**Reply To Mail Message**

**From:** Nancy Wright>■■■■■,■■■■■

**To:** Magee, Marshall>MHS:MARSHALL@MAGEE

**CC:**

**BCC:**

**Subject:** Re: DOC and HLP files

**Attachments:**

Reply...  
Forward...  
Delete...  
Print...

Import File

Send Now  
 Send Later  
 Store In

Mail Drafts  Send as Shown  Notify of Receipt  Options...

OK  
Cancel  
Help...

Thanks Nancy. That is all we need until next friday.  
Thanks for helping us meet today's deadline.  
Later....Marshall

## News Folder: Include All Articles

When the All Articles radio button is selected, all retrieved articles display (in the order you've specified in the Sort order section of this dialog box).

For information on the other Include choices:

- Selected Reporters
- Selected Sources
- Search Existing Articles

## **Fonts tab**

Click [here](#) to bring the Fonts tab to the front, then use the Change button to change the fonts on the graphs or text that the Viewer displays.

See [Financial: Fonts](#) to learn more about changing fonts.

## Page Definition: Content

When you click once in one of the numbered cells in the Layout box, the cell becomes shaded and the corresponding button in the Content section becomes active (indicated by the dotted border around the words *\* Undefined \**).

Click once in the text box labeled Title and type in the name of this page. This is the wording that will display at the top of the viewing area when this folder is selected. For example, if the folder's title is Consumer Stocks, you might want to create a page for that folder titled General Electric and another page titled Pepsico.

Each page can be divided into items. For example, you might divide the GE page into two items: daily GE quotes in text form at the top, and daily GE quotes in graph form in the lower half.

Click on the appropriately numbered *\* Undefined \** button (or simply double-click the shaded cell in the Layout box) to see the Financial Display Selection or Weather Display Selection dialog box, where you can tell the Viewer how you want the item (the stock/weather information) displayed in the shaded part of the page.

NOTE: The wording that appears on the long buttons in the Content area is automatically inserted; it's a function of how the item is referred to internally).

The screenshot shows a window titled "Content". At the top, there is a "Title" label and a text input field containing "Computer Stocks". Below this, there is a list of four numbered buttons:

- 1 **IBM (IBM) - Daily History**
- 2 **Intel (INTC) - Daily History**
- 3 **Microchip Technology (MCHP) - Daily History** (This button has a dotted border around the text, indicating it is active.)
- 4 **Microsoft (MSFT) - Daily History**

Once an item has been set up (as either a full page all by itself, or as part of a page), you can bring up the display selection dialog box by simply double-clicking on the item in the viewing area.

# Financial Display Selection

This is where you tell the Viewer how to display the stock information that's been retrieved. The top half of this dialog box lets you tell the Viewer *what to display*; the bottom half lets you tell the Viewer *how to display it*. When you finish making your display selections on this dialog box, click OK to save the information, then click OK again back at the Page Definition dialog box.

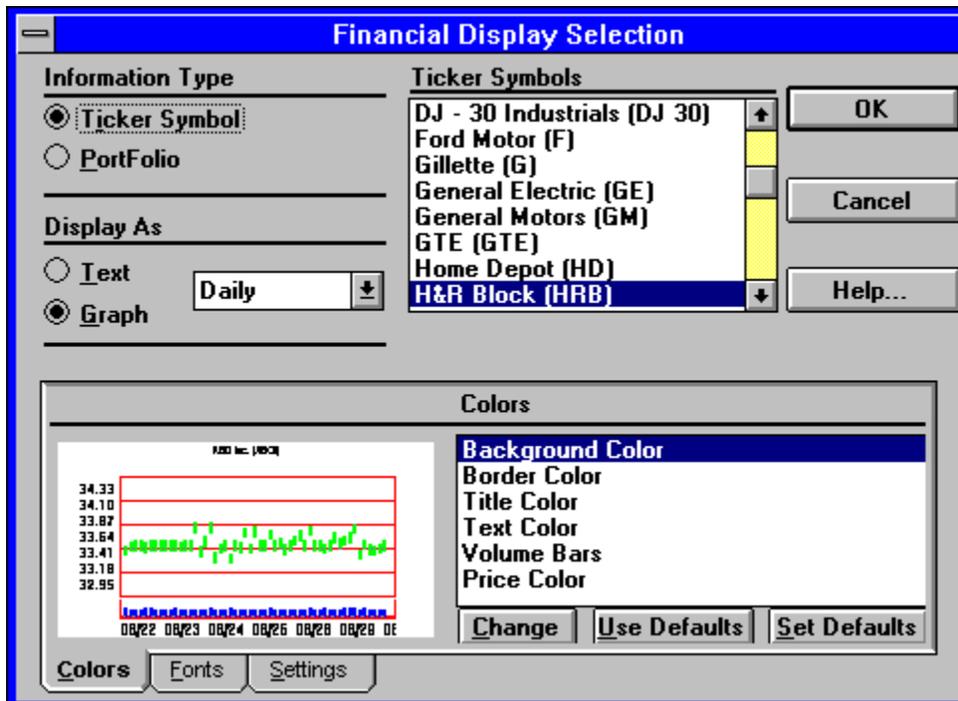
Top half (what to display):

- [Information Type](#)
- [Display As](#)
- [Tickers](#)

Bottom half (how to display it):

- [Colors](#)
- [Fonts](#)
- [Settings](#)

Move your mouse pointer over the dialog box below. When the arrow changes to a pointing hand, click to learn more.



# Weather Display Selection

This is where you tell the Viewer how to display the weather information that's been retrieved. The top half of this dialog box lets you tell the Viewer *what to display*; the bottom half lets you tell the Viewer *how to display it*.

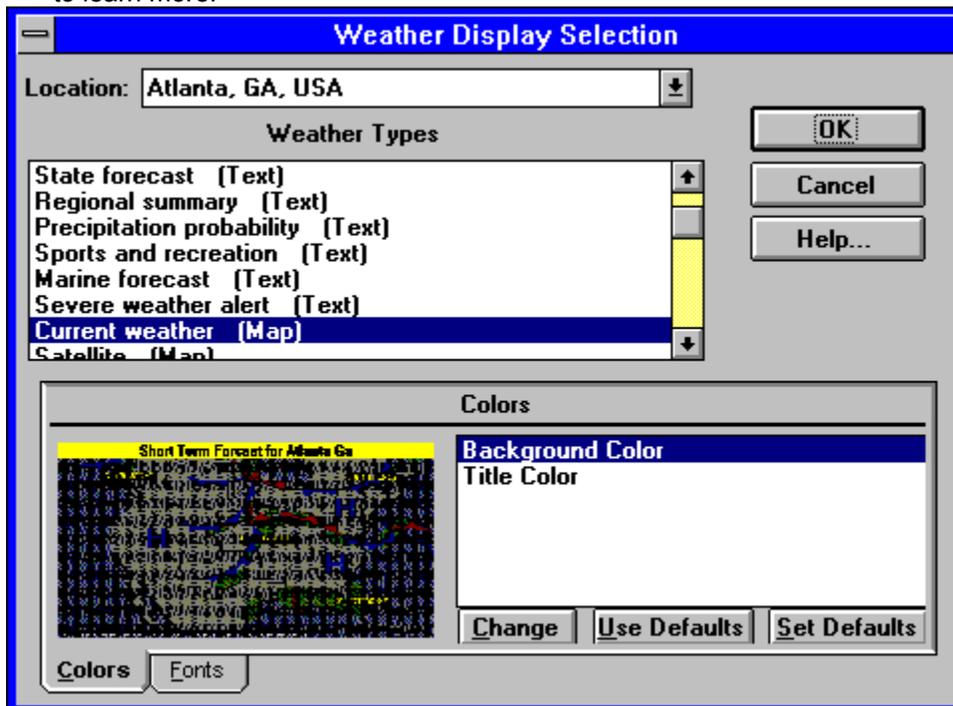
Top half (what to display):

- [Location](#)
- [Weather Types](#)

Bottom half (how to display it):

- [Colors](#)
- [Fonts](#)

Move your mouse pointer over the dialog box below. When the arrow changes to a pointing hand, click to learn more.



## **Sort Order**

When you look at the news articles you've asked Rosebud to retrieve, you can look at them in any order, based on four criteria:

- Search rating (how closely the article matches what you asked for)

- Source (UPI, for example)

- Headline (alphabetical)

- Date (either oldest or newest first)

See [News Folder: Sort Order](#) to learn more about sort order.

## **Financial preview area**

This area reflects the colors and fonts you choose for your graphs or text.

## Financial settings

The bottom half of the Financial Display Selection dialog box is made up of three tabs: Colors, Fonts, and Settings. Note the labeled extensions of each tab at the bottom of the dialog box. Click on the extension labeled Settings to bring the Settings tab to the top.

The Settings tab lets you specify whether you want to see all retrieved quotes, or only those from the last x number of periods. When you click on the Show last button, you can select the number of periods (up to 30).

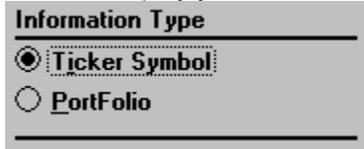
When you're done at the Financial Display Selection dialog box, click OK to save your display selections. Click OK again at the Page Definition dialog box.

For more on the other parts of the Financial Display Selection dialog box:

- Display As
- Information Type
- Tickers
- Colors
- Fonts

# Financial: Information Type

You can display your stock information either by individual stocks or by portfolio.



- When you choose Ticker Symbol, a list of stock names and ticker symbols appears in the list box labeled Ticker Symbols. These are all the stocks that came with Rosebud, or that you entered yourself in the Assignment Desk. Click on the particular stock you want to see displayed.
- When you choose Portfolio, you get a list of financial reporters you set up and entered Portfolio information on in the Assignment Desk. Select the one you want to see.

When you're done at the Financial Display Selection dialog box, click OK to save your display selections. Click OK again at the Page Definition dialog box.

NOTE: The preview area in the lower left of the dialog box shows you what the display looks like.

For more on the other parts of the Financial Display Selection dialog box:

- Display As
- Tickers
- Colors
- Fonts
- Settings

## Financial: Display As

You can display your stock information as text or as a graph. Click the appropriate button under Display As. Note the preview area changes to show you how the two options look.

In either case, you can use the drop-down list to the right of the Text and Graph buttons to choose how detailed you want the displayed information to be:

- Detail - When you choose this option, you'll see every quote that's been retrieved. That is, if you've told the Assignment Desk you want to check stocks every hour, Detail shows you all these hourly quotes. You can collect detailed quotes as often as every 15 minutes.
- Daily - When you choose this option, Rosebud shows you one summarized figure for the day.
- Weekly - When you choose this option, Rosebud shows you one summarized figure for the week.
- Monthly - When you choose this option, Rosebud shows you one summarized figure for the month.

When you're done at the Financial Display Selection dialog box, click OK to save your display selections. Click OK again at the Page Definition dialog box.

For more on the other parts of the Financial Display Selection dialog box:

- Information Type
- Tickers
- Colors
- Fonts
- Settings

## Financial: Tickers

The Tickers list box on the Financial Display Selection dialog box lists all the stocks (and their ticker symbols) that have been defined in the ticker symbol list in the Assignment Desk.

When you're done at the Financial Display Selection dialog box, click OK to save your display selections. Click OK again at the Page Definition dialog box.

For more on the other parts of the Financial Display Selection dialog box:

- Display As
- Information Type
- Colors
- Fonts
- Settings

## Collection Agent

The **Collection Agent** is one of three principal components of Rosebud; it's the part that actually does the collecting of the information you want. It logs on to CompuServe and retrieves information many times faster than you can do it manually. The information it retrieves goes into various databases maintained by Rosebud on your computer. These databases can be accessed by third-party applications.

The other two parts of Rosebud are the Assignment Desk (where you tell Rosebud what information you want, and when) and the Viewer (a display that lets you look at the information that's been collected, and create mail messages).

## Weather: Weather Types

The Weather Types list box shows you what maps or text information have been retrieved for the location you specified. Highlight the one you want to display on the item you're setting up.

NOTE: The preview area in the lower left of the dialog box shows you what the display looks like.

For more on the other parts of the Weather Display Selection dialog box:

- Location
- Colors
- Fonts

See Item: Previous/Next to learn how to scroll through earlier weather maps and radar views.

## Weather fonts

The bottom half of the Weather Display Selection dialog box is made up of two tabs: Colors and Fonts. Note the labeled extensions of each tab at the bottom of the dialog box. Click on the extension labeled Fonts to bring the Fonts tab to the top.

The Fonts tab lets you change the fonts (typefaces) used in the display. In the list box on the right, double-click on the name of the part of the viewing area you want to change (Title Font, Text Font, etc.) to bring up a Font dialog box. (You can also get to the Font dialog box by clicking on the viewing area name and then clicking on Change.)

NOTE: The preview area in the lower left of the dialog box shows you what the display looks like.

In the Font dialog box, select a new font, font style, and font size from those shown as available on your system. Click OK. If you decide you want the original fonts back, click on Use Defaults. If, on the other hand, you set up a font combination you like and you want *it* to be the new default, click on the Set Defaults button; you'll get a Set Defaults dialog box asking you to confirm that you do in fact want the new font settings to become the new defaults for this item type. (Detail, daily, weekly, and monthly stock graphs, stock text, weather maps, and weather text are all different *item types* and thus have different color and font defaults.)

For more on the other parts of the Weather Display Selection dialog box:

- Location
- Weather Types
- Colors

See Item: Previous/Next to learn how to scroll through earlier weather maps and radar views.

## Information type

These two radio buttons let you choose between looking at just one stock, or at your whole portfolio.

If you select Ticker, you can choose the stock you want to see from among a list of stocks you've asked the Assignment Desk to retrieve.

If you select Portfolio, you can choose the portfolio you want to see from among a list of portfolios you've defined in the Assignment Desk.

See [Financial: Information Type](#) to learn more.

## Weather: Location

The Location text box on the [Weather Display Selection](#) dialog box lets you choose the geographic location for which you want to see weather information on the item you're setting up.

Click on the arrow at the right end of the text box to see the list of locations for which information has been retrieved; click on your choice. Then move on to select the [Weather Types](#) you want to see for that location.

For more on the other parts of the [Weather Display Selection](#) dialog box:

- [Weather Types](#)
- [Colors](#)
- [Fonts](#)

See [Item: Previous/Next](#) to learn how to scroll through earlier weather maps and radar views.

## Weather colors

The bottom half of the Weather Display Selection dialog box is made up of two tabs: Colors and Fonts. Note the labeled extensions of each tab at the bottom of the dialog box. Click on the extension labeled Colors to bring the Colors tab to the top.

The Colors tab lets you change the colors of the display. In the list box on the right, double-click on the name of the viewing area you want to change (Background Color, Text Color, etc.) to bring up a Color dialog box. (You can also bring up the Color dialog box by clicking on the viewing area name and then clicking on Change.)

NOTE: The preview area in the lower left of the dialog box shows you what the display looks like.

In the Color dialog box, click on the color you want and click OK. If you decide you have horrible color sense and want the original colors back, click on Use Defaults. If, on the other hand, you set up a particularly fetching color combination and you want *it* to be the new default, click on the Set Defaults button; you'll get a Set Defaults dialog box asking you to confirm that you do in fact want the new color settings to become the new defaults for this item type. (Detail, daily, weekly, and monthly stock graphs, stock text, weather maps, and weather text are all different *item types* and thus have different color and font defaults.)

For more on the other parts of the Weather Display Selection dialog box:

- Location
- Weather Types
- Fonts

See Item: Previous/Next to learn how to scroll through earlier weather maps and radar views.

# Page: Edit

## How to edit a page

To edit a page, click once on the page and select Page Edit to bring up the Page Definition dialog box. The Page Definition dialog box lets you specify what items appears on a page.

You can also get to the Page Definition dialog box by clicking on the page and pressing Alt-E, or by selecting Folder Edit from the menu bar and going through the Folder Properties dialog box.

NOTE: If you want to change how the chosen items *look* on the page, double-click in the numbered area in the Layout part of the Page Definition dialog box, or click on the long numbered button. Or use the Item Edit command rather than the Page Edit command.

If you want to change the *wording* of a folder label, use the Folder Edit command rather than the Page Edit command.

## Page: Delete

Selecting Page Delete lets you delete the displayed weather or financial page. (You can get to the same place by pressing Alt-D.) You'll be asked to confirm the deletion.

## **Page: Previous/Next**

Selecting Previous from the Page menu (or pressing Ctrl-PgUp) moves you to the previous page of information in this folder. You can also just click on the page title in the list of pages in the upper portion of the viewing area.

Selecting Next (or pressing Ctrl-PgDn) moves you to the next page.

## **Headline**

When you tell Rosebud to sort by headline, the Viewer shows you the articles with the headline text in alphabetical order.

## Item: Edit

The Item Edit command lets you make changes to an existing item.

### How to edit an item

To edit an item, double-click on the item. You can also click once on the item you want to edit, then select Item Edit from the menu bar, or press Alt-Enter.

Depending upon which topic you're in, you'll be taken to the Financial Display Selection dialog box or the Weather Display Selection dialog box, where you can make changes to the content and layout of this item. If you're in a news topic, you get the News Display Selection dialog box, where you can make changes to the colors and fonts. If you're in mail, you get the Mail Display Setup dialog box, where you can make changes to the colors and fonts.

You can also get to these same display selection dialog boxes by working your way through Folder Edit and the Folder Properties and Page Definition dialog boxes.

NOTE: If you just want to change the *wording* of the folder label, use the Folder Edit command to get to the Folder Properties dialog box.

## Item: Info

The Item Info command brings up the Item Information dialog box. The actual information you see depends on which topic you're in.

The keyboard shortcut is Ctrl-I (the letter "I" as in Information).

## **Change button**

Once you highlight a chart area (Text Color, Background Color, etc.) you want to change, click the Change button to bring up the Color dialog box.

See [Financial: Colors](#) to learn more.

## Topic: News

News is one of the topics Rosebud retrieves information on. (The others are Mail, Financial and Weather.) Each topic is represented by a tool on the toolbar and a choice on the Topic menu.

When you click on the News tool on the toolbar (or select News on the Topic menu) the folders in the column at the left edge of the Viewer screen change to display the folders that have been set up under the news topic.

Rosebud comes to you with some folders already set up, so that you can see how it's supposed to work; you can modify these default items, or create new ones.

Creating a new folder

Modifying an existing folder

Deleting an existing folder

## Mail: In Box

When Rosebud retrieves your [e-mail](#) from CompuServe, it puts the message in the In Box folder in the Viewer, and displays a notification message on your screen. (For more on the message window, see [Message alert](#).)

When you click on the In Box, the top part of the viewing area lists the subject, date, and sender of the messages in your In Box. If a message included an attachment, the envelope icon at the left edge has a diskette icon attached to it.

<input type="checkbox"/> Printing Help files?	09Jun1995 10:14am	Randal DePriest>	
<input type="checkbox"/> Re: Help Files	08Jun1995 06:33pm	Magee, Marshall>	
<input type="checkbox"/> Re: Back invoices	07Jun1995 06:54pm	Nancy Wright>	
<input type="checkbox"/> Re: Back invoices	07Jun1995 02:43pm	Pancoast, Judy>	
<input type="checkbox"/> 06/07 Dr W log	07Jun1995 09:45am	Nancy Wright>	
<input type="checkbox"/> Bugs	06 Jun 1995 00:24am	Nancy Wright>	

### To see the text of a message

- Click once on a message to display it in the lower part of the Viewer.
- Click twice to bring the full message up in the [Edit/View Mail](#) dialog box. The Edit/View Mail dialog box also lets you see the CC and BCC recipients of the message (information not visible at the Viewer screen).

### To sort the list of messages using the toolbar

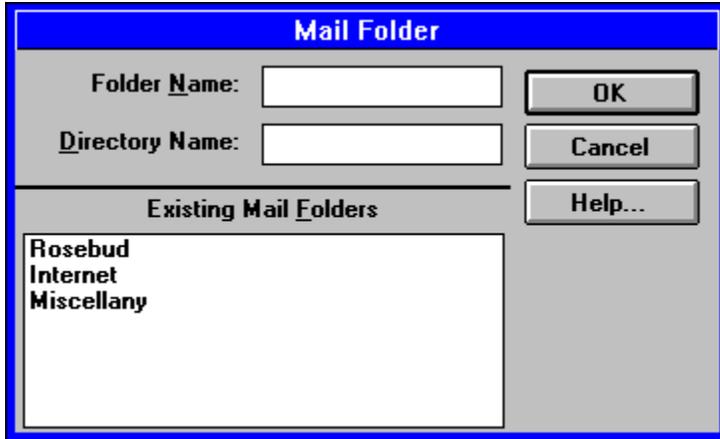
- Click the Sub tool to sort the list alphabetically by subject line.
- Click the "counterclockwise" clock to sort by date (newest first).
- Click the "clockwise" clock to sort by date (oldest first).
- Click the Frm tool to sort the list alphabetically by sender.

### [To reply to a message](#)

# Mail Folder

The Mail Folder dialog box lets you create (or edit) a mail folder.

1. Enter the folder name; this name is what will appear next to the file folder icon, and in any list of your folders.
2. Enter the name of the directory where you want this folder stored on your hard drive.
3. Click OK to return to the Viewer.



The image shows a dialog box titled "Mail Folder" with a blue header bar. It contains two input fields: "Folder Name:" and "Directory Name:". To the right of these fields are three buttons: "OK", "Cancel", and "Help...". Below the input fields is a section titled "Existing Mail Folders" which contains a list of folders: "Rosebud", "Internet", and "Miscellany".

Mail Folder		
Folder Name:	<input type="text"/>	OK
Directory Name:	<input type="text"/>	Cancel
Existing Mail Folders		Help...
Rosebud Internet Miscellany		

## Mail: Sent Mail

Click on Sent Mail to see a list of messages you've sent.

You can move a sent message to the Wastebasket folder. Highlight the message in the Sent Mail list, select Mail from the menu bar, select Move, then select Wastebasket. The message will stay in the Wastebasket until Rosebud empties it.

If you don't move a message to the Wastebasket yourself, Rosebud deletes it automatically after a certain number of days. You specify the number of days in the Assignment Desk. Highlight the Mail topic and click Change. At the Settings tab on the Mail Settings dialog box, set the number of days in the Remove Sent Folder Items line. The default is 5 days.

## Topic: Mail

Mail is one of the topics Rosebud retrieves. (The others are News, Financial and Weather.) The mail topic differs a bit from the other three topics, since you can *create* mail as well as receive it; by contrast, you can only *receive* news, weather, or financial information. Thus the mail topic in the Viewer has additional features that deal with the creation and management of mail messages.

### Creating a new mail message

### Replying to a mail message

Like the other three topics, the mail topic is represented by a tool on the toolbar and a choice on the Topic menu. When you click on the Mail tool (or select Mail on the Topic menu) the folders in the column at the left edge of the Viewer screen change to display the folders for the mail topic.

Rosebud comes to you with some basic mail folders already set up.

- In Box
- Out Box
- Sent Mail
- Mail Drafts
- Wastebasket

### Creating a new folder

### Modifying an existing folder

### Deleting an existing folder

### Mail Display Setup

## Mail: Mail Drafts

### How to create delayed outgoing mail

When you want to prepare a message but not send it right away, click the Mail Drafts folder, then click Mail on the menu bar and select Create. You're taken to the Create Mail dialog box.

Clicking on Mail Drafts also displays a list of mail messages you've written but not sent. When you're ready to send a message, highlight it and click on Mail on the menu bar, and select Send Now or Send Later, then click OK.

Send Now - Rosebud will log on to CompuServe immediately and send the message.

Send Later - Rosebud will send the message at the next regularly scheduled logon. (Another way to send the message at the next regularly scheduled run is to highlight the message in the Mail Drafts list, select Mail on the menu bar, click Move and then select Out Box.)

In either case, after the message is sent, it appears in the Sent Mail folder list, where it will be deleted in accordance with your settings on the Settings tab of the Mail Settings dialog box in the Assignment Desk.

The Mail Drafts folder is useful for holding "templates" or other reusable text that you might send frequently. Create the text, store it in the Mail Drafts folder, then call it up and address or edit it as needed.

## Mail: Wastebasket

When you click on the Wastebasket folder, you see a list of messages that you've put in the Wastebasket for deletion.

The messages won't actually be deleted until later. How much later depends on what you've set on the Settings tab in Mail Settings in the Assignment Desk, under Remove wastebasket items older than x days.

### How to move a message to the Wastebasket

1. Highlight the message on the list at the top of the viewing area in any mail folder.
2. Click Mail on the menu bar.
3. Select Move.
4. Click on Wastebasket.
5. Click OK.

### How to delete a mail message manually

1. Highlight the message on the list at the top of the viewing area *in the Wastebasket folder*.
2. Click Mail on the menu bar.
3. Select Delete and confirm the deletion. Mail removed in this manner is actually gone from your hard drive.

## Item: Previous/Next

If you're working with items that can have "historical" information (weather for prior days, for example), selecting Previous from the Item menu moves you to earlier information.

Selecting Next moves you to later information.

You can do the same thing by clicking on the arrows at the end of the horizontal scroll bar at the bottom of the screen. The display moves through previous maps (do it fast and you can pretend it's the six o'clock weather).

## Toolbar

The Viewer toolbar contains eight tools that are common to all four topics ([Mail](#), [News](#), [Financial](#), and [Weather](#)). When you move your mouse pointer over a tool and hold it there briefly, fly-over help identifies the tool.

Click on the buttons below to learn more.



Click to see tools specific to the [mail](#) and [news](#) topics.

## **Include**

The radio buttons here let you tell the Viewer which articles to show you.

See [News Folder: Include](#) to learn more.

## Financial fonts

The bottom half of the Financial Display Selection dialog box is made up of three tabs: Colors, Fonts, and Settings; note the labeled extensions of each tab at the bottom of the dialog box. Click on the extension labeled *Fonts* to bring the Fonts tab to the top.

The Fonts tab lets you change the fonts (typefaces) used in the display of your stock information. In the list box on the right, double-click on the name of the part of the viewing area you want to change (Title Font, Text Font, etc.) to bring up a Font dialog box. (You can also get to the Font dialog box by clicking on the viewing area name and then clicking on Change.)

NOTE: The preview area in the lower left of the dialog box shows you what the display looks like.

In the Font dialog box, select a new font, font style, and font size from those shown as available on your system. Click OK. Note that the preview area changes to reflect your new font choices. If you decide you want the original fonts back, click on Use Defaults. If, on the other hand, you set up a font combination you like and you want *it* to be the new default, click on the Set Defaults button; you'll get a Set Defaults dialog box asking you to confirm that you do in fact want the new font settings to become the new defaults for this item type. (Detail, daily, weekly, and monthly stock charts, stock text, weather maps, and weather text are all different *item types* and thus have different color and font defaults.).

When you're done at the Financial Display Selection dialog box, click OK to save your display selections. Click OK again at the Page Definition dialog box.

For more on the other parts of the Financial Display Selection dialog box:

- Information type
- Display As
- Tickers
- Colors
- Settings

## Folder: Edit

The Edit command on the Folder menu lets you change things about an folder.

- **For a mail folder:** When you select Folder Edit, the Mail Folder dialog box appears. You can then modify the name and location of the folder.
- **For a news folder:** When you select Folder Edit, the News Folder dialog box appears. You can then modify what displays when you select this news folder, using the same options on the News Folder dialog box that you used when you created the folder from scratch. (To modify the colors and fonts on a news page or item, select Item Edit or double-click on the page or item.)
- **For a weather or financial folder:** When you select Folder Edit, the Folder Properties dialog box appears and you can modify the wording of the folder label. (To modify the actual layout or content of a weather or financial page or item, select Page Edit or Item Edit rather than Folder Edit.)

## **Delete**

If this button is active, you can click it to delete the displayed message.

## **Settings tab**

Click here to bring the Settings tab to the front so that you can tell the Viewer whether to show you all your stock quotes, or only the last so many (up to 30).

See [Financial: Settings](#) to learn more about changing settings.

## **Source**

Articles on CompuServe come from various news sources (UPI, AP, etc.). When you tell Rosebud to sort by source, all articles from the same source are grouped together.

See [News Folder: Sort Order: Source](#) to learn more about sorting by source.

## **All articles**

When you select this button, the Viewer shows you all retrieved articles.

See [News Folder: Include All Articles](#) to learn more.

**Date**

Select Oldest first or Newest first to see articles in date order.

## **Search Rating**

When you tell Rosebud to sort by search rating, you see the articles that best match your search criteria first.

See [News Folder: Sort Order: Search Rating](#) to learn more about sorting by search rating.

### **Viewing area (lower portion)**

This is the part of the viewing area that displays what you want to see.

See [Viewing area](#) for more.

## **Viewing area (upper portion)**

This is the part of the viewing area that lists the titles of all pages in this folder. Click on a page title to see that page.

See [Viewing area](#) for more.

## **Folder**

A folder contains related information retrieved from CompuServe. The information in a given folder can be displayed on a full page (the viewing area) or as items on part of a page. Use the Page and Item options on the menu bar to set up the display.

See [Folders](#) to learn more.

## **Chart areas**

This is a list of the chart areas whose color you can change. Click on the name of the area you want to change, then click the Change button to bring up the Color dialog box. Click on a new color and click OK; note that the preview area changes to reflect your new color choice.

See [Financial: Colors](#) to learn more.

## Use defaults

Click this button if you make a mess of the graph colors and want to start over with the default colors. Note that detail, daily, weekly, and monthly stock graphs, stock text, weather maps, and weather text are all different *item types* and thus can have different color and font defaults.

See Financial: Colors to learn more.

## **Selected Reporters**

When this radio button is selected, the button next to it lets you select from reporters you've created in the Assignment Desk about different subjects. You'll only see articles from the selected reporters.

See [News Folder: Include Selected Reporters](#) to learn more.

## **Selected Sources**

When this radio button is checked, the button next to it lets you select from the various news sources available on CompuServe. You'll only see articles from the selected sources.

See [News Folder: Include Selected Sources](#) to learn more.

## **Search Existing Articles**

When this radio button is checked, you can search for specific text in the headlines of retrieved articles. You'll then only see those articles whose headlines contain the text.

If you also check Search Article Text, the Viewer will look in the first 500 characters of all downloaded articles for the text, as well as in the headlines.

See [News Folder Include Search Existing Articles](#) to learn more.

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## **Colors tab**

Click [here](#) to bring the Colors tab to the front, then use the Change button to change the colors on the graphs or text that the Viewer displays.

See [Financial: Colors](#) to learn more about changing colors.

## **Content**

In the Content part of the Page Definition dialog box, name the page, then use the long buttons to move on to define what displays on the items on the page.

See [Page Definition: Content](#) for more.

## Display As

Click one of the two radio buttons to tell the Viewer whether to display your stock information as text, or as a graph.

See [Financial: Display As](#) to learn more.

## How much detail do you want?

This drop-down list box lets you tell the Viewer whether to show you detail quotes (the ones Rosebud gets for you every 15 minutes or every hour or whatever) or a daily summary, weekly summary, or monthly summary.

See [Financial: Display As](#) to learn more.

## **Ticker symbols**

This list box displays all the stocks (and ticker symbols) you've set up in the Assignment Desk. Select the stock you want to see on the item you're setting up.

See [Financial: Tickers](#) to learn more.

## **Location**

Use this drop-down list box to see the list of geographic locations for which weather information has been retrieved; click on your choice.

See [Weather Location](#) to learn more.

## **Weather types**

This list box shows you what maps or text information have been retrieved for the location you specified. Highlight your choice.

See [Weather: Weather Types](#) to learn more about weather types.

## **Weather preview area**

This area reflects the colors and fonts you choose for your graphs or text.

## Colors tab

Click [here](#) to bring the Colors tab to the front, then use the Change button to change the colors on the graphs or text that the Viewer displays.

See [Weather colors](#) to learn more about changing colors.

## Fonts tab

Click [here](#) to bring the Fonts tab to the front, then use the Change button to change the fonts on the graphs or text that the Viewer displays.

See [Weather fonts](#) to learn more about changing fonts.

## **Change button**

Once you highlight a chart area (Text Color, Background Color, etc.) you want to change, click the Change button to bring up the Color or Font dialog box.

See [Weather colors](#) and [Weather fonts](#) to learn more.

## Use defaults

Click this button if you make a mess of the [graph](#) colors or fonts and want to start over with the default colors or fonts. Note that [detail](#), [daily](#), [weekly](#), and [monthly](#) stock [graphs](#), stock [text](#), weather [maps](#), and weather [text](#) are all different *item types* and thus have different color and font defaults.

See [Weather colors](#) and [Weather fonts](#) to learn more.

## Set defaults

Click [here](#) if you've set up a new color scheme or font selection and want it to be the default. Note that [detail](#), [daily](#), [weekly](#), and [monthly](#) stock [graphs](#), stock [text](#), weather [maps](#), and weather [text](#) are all different *item types* and thus can have different color and font defaults.

See [Weather colors](#) and [Weather fonts](#) to learn more.

## **Chart areas**

This is a list of the parts of the viewing area whose color or font you can change. Click on the name of the area you want to change, then click the Change button to bring up the Color or Font dialog box. Click on a new color or font and click OK; note that the preview area changes to reflect your new choice.

See [Weather colors](#) and [Weather fonts](#) to learn more.

## Folder: Prev/Next

The Prev Folder and Next Folder commands on the Folder menu let you move from folder to folder. The keyboard shortcuts are Alt-PgUp and Alt-PgDn.

## **Folder Properties**

The dialog box that lets you name the financial or weather folder you're setting up, or edit the wording on an existing financial or weather folder.

See [Folder Properties](#) to learn more.

## **Pop-up menu**

A small menu that appears when you click on a certain spot. The options on a pop-up menu are often the same ones that can be reached via the menu bar at the top of your screen; they're just handier in a pop-up.

## **Mail**

Messages you send and receive via CompuServe. Often called e-mail (for "electronic mail") to distinguish it from hard-copy mail. One of four topics currently supported by Rosebud.

See [Mail](#) for more.

## **News**

Articles you've asked Rosebud to retrieve for you from CompuServe. You use the Rosebud Assignment Desk to tell Rosebud exactly which articles to retrieve, then you look at them in the Viewer. News is one of four topics currently supported by Rosebud.

See [News](#) for more.

## **Financial**

Stock, bond, and mutual fund information retrieved for you from CompuServe. You use the Rosebud Assignment Desk to tell Rosebud exactly what financial information to retrieve, then you look at it in the Viewer. Financial is one of four topics currently supported by Rosebud.

See [Financial](#) for more.

## **Weather**

Weather maps or text data (temperatures, rainfall figures, and the like) retrieved for you from CompuServe. You use the Rosebud Assignment Desk to tell Rosebud exactly what weather information to retrieve, then you look at it in the Viewer. Weather is one of four topics currently supported by Rosebud.

See [Weather](#) for more.

**Drop-down menu**

A list of choices that drops down from any of several options along a menu bar at the top of your screen.

## **Keyboard shortcut**

A key (or key combination) that does the same thing as certain mouse clicks. Once learned, a keyboard shortcut is usually faster than using the mouse.

## **File Open dialog box**

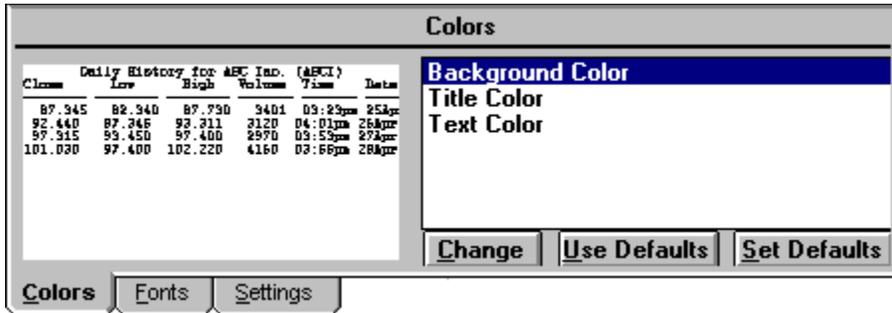
Standard Windows dialog box that displays a list of files in the current directory. The actual title of the dialog box may vary depending upon the context, but the layout will be consistent. Often the list of files is *filtered*; that is, it only shows certain types of files. A Drive list and a Directory list let you look for a file elsewhere on your system if it's not in the current directory.

**.VWR file**

A Rosebud Viewer configuration file that stores information about how you've set up the Viewer.

## Tab

A layered section of a dialog box with a labeled extension, similar to a divider in a filing cabinet. Clicking on the labeled extension brings the tab to the front, where it provides or asks for information. The labeled extensions can be along the top, sides or bottom of the tabs; in the example below, they're along the bottom.



## **Detailed stock quotes**

All the quotes that Rosebud retrieves for you in a day, at the interval you specify in the Assignment Desk. Quotes can be retrieved as often as every 15 minutes.

**Daily stock summary**

Average of all the detailed quotes for the day for a particular stock.

## **Weekly stock summary**

Weekly average of all the daily summaries for a particular stock.

## **Monthly stock figures**

Monthly average of all the weekly summaries for a particular stock.

## **Text**

Weather or financial information displayed as columns of figures (dollar amounts, temperatures, rainfall amounts, and the like) instead of as charts or graphs.

See [Quotes in text form](#) for more.

**Graph/Map**

Weather or financial information displayed as a chart, graph, or map instead of as columns of figures (dollar amounts, temperatures, rainfall amounts, and the like).

See [Quotes in graph form](#) for more.

## **Ticker symbols**

The short version (usually three or four letters) of the name of a stock or mutual fund by which it's known on its stock exchange.

## **Sources**

News sources such as Business News, Entertainment News, Miss Manners and the like. The list of available sources is maintained by Rosebud automatically.

## **Radio button**

In a Windows dialog box, a circle next to each of a group of mutually exclusive options. A black dot in the middle of the circle means the button is selected. Only one radio button in the group can be selected at a time.

## Mail: Out Box

When you create a mail message (or forward information), Rosebud stores it in the Out Box until the next scheduled send, when Rosebud checks the Out Box for any outgoing items. Click on the Out Box folder to see a list of messages waiting to be sent.

### How to create outgoing mail

1. Click Mail on the menu bar.
2. Select Create.

The Create Mail dialog box will appear.

Once a message has been sent, it's automatically put in the Sent Mail folder; the message count in the Out Box decreases by one, and increases by one in Sent Mail.

### How to move a message to the Out Box

1. Highlight the message in the list.
2. Click Mail on the menu bar.
3. Select Move.
4. Click on Out Box in the list that appears.
5. Click OK.

## Quotes in text form

Your financial information can display in text form or as a graph. The text form is a simple table in reverse chronological order; the newest information is listed first.

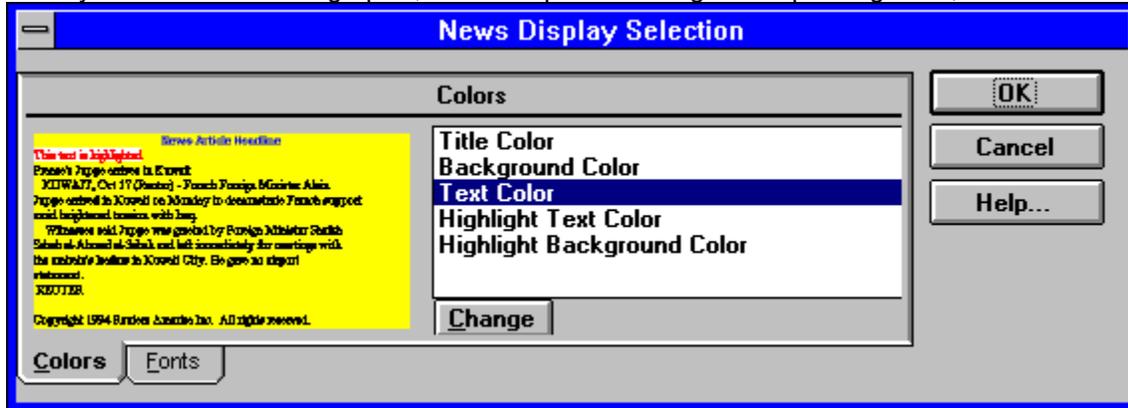
To change the display font of the title or the body of the table, double-click on the displayed item to go the Financial Display Selection dialog box. Select Fonts at the bottom.

# News Display Selection

This is where you tell the Viewer what fonts and colors to use to display the news articles that have been retrieved.

- [Colors](#)
- [Fonts](#)

Move your mouse over the graphic; when the pointer changes to a pointing hand, click to learn more.



## **Layout**

Use the layout part of the Page Definition dialog box to tell the Viewer how many items to put on this page.

See [Page Definition: Layout](#) for more.

# Mail Display Setup

This is where you tell the Viewer what fonts and colors to use to display your mail messages.

- [Colors](#)
- [Fonts](#)

Move your mouse over the graphic; when the pointer changes to a pointing hand, click to learn more.



# Creating mail

The Create Mail dialog box is where you come to type a new outgoing message.

NOTE: To *reply* to an existing mail message you've received (rather than create a message from scratch) see [Replying to a mail message](#).

## How to create a new outgoing message

1. In the Viewer, click Mail on the menu bar.
2. Click Create. The Create Mail dialog box (below) appears. You can also get to this dialog box by clicking the Create tool (the eight one from the right on the toolbar).
3. Click on To to bring up the Primary Recipients dialog box, where you can enter a new address directly or select one from your Address Book. Enter a CC or BCC address if desired.
4. Enter a subject line.
5. Type your message, or import a previously created message.
6. To send the reply immediately, click the Send Now radio button.

To send the reply on Rosebud's next scheduled run, click the Send Later radio button.

7. Click OK.

Move your mouse pointer over the dialog box below; when the arrow changes to a pointing hand, click to see what goes in the various parts of the dialog box.

The screenshot shows the 'Create Mail' dialog box with the following elements:

- Title Bar:** Create Mail
- From:** Nancy Wright>■■■■■,■■■■■
- To:** [Empty field with dropdown arrow]
- CC:** [Empty field with dropdown arrow]
- BCC:** [Empty field with dropdown arrow]
- Subject:** [Empty text field]
- Attachments:** [Label]
- Buttons:** Reply..., Forward..., Delete..., Print..., Import File
- Send Options:**  Send Now,  Send Later,  Store In
- Bottom Row:** Mail Drafts [dropdown],  Send as Shown,  Notify of Receipt,  Options...

## Edit Address Book

When you click Edit Address Book at the bottom of the Address Book (or Primary Recipients or CC Recipients) dialog box, the Edit Address Book dialog box appears.

The Edit Address Book dialog box lets you add, edit, or delete entries in your Address Book. You can also import an existing list of CompuServe Address Book names and address.

Move your mouse over the dialog box below; when the pointer changes to a pointing hand, click to learn more.

Names & Addresses	
*Car club	1 Names in List
Kessler, Vance	xxxxx,xxxx
Magee Sales	MHS:Sales@Magee
Magee Technical Support	MHS:Support@Magee
Magee Enterprises	70167,2200
<b>Nancy Wright</b>	<b>xxxxx,xxxx</b>
P Fonda	ezidr@two
Charlie Adams	cadams@amill

Buttons: Add... Edit... Delete... OK Close Help... Create Group... Import

Name: Nancy Wright  
Address: xxxxx,xxxx  
Comment: Documentation writer

## **To**

Click on the To button to bring up the Address Book, where you can enter a name directly or select from one already there.

See [To, CC, and BCC recipients](#) for more.

## **CC and BCC**

Click CC or BCC to get to the Address Book, when you can enter a new name directly or select an existing one.

See [To, CC, and BCC recipients](#) for more.

## **Forward**

If this button is active, you can click it to forward the displayed message to another address.

See [Forward](#) for more.

**Subject**

Enter a subject line here.

## **Attachments**

Click here to attach a file to your outgoing message.

See [Attachments](#) for more.

## **Send**

Use these Send radio buttons to have Rosebud send the message.

- Select Send Now (and click OK at the upper right) to send the message immediately.
- Select Send Later (and click OK at the upper right) to send the message on Rosebud's next scheduled run.

**Store in**

Click the Store in radio button when you're not ready to send the message yet. Click the arrow at the end of the text box to see a list of available mail folders where you can store this message until you're ready to send it.

## **Reply**

If this button is active, you can click it to reply to a message.

See [Replying to a mail message](#) for more.

## **Import file**

Click the Import button if you have text in a .TXT file that you want to include in the message. You get a standard file selection dialog box that lets you move to the proper drive and/or directory to find the file.

See [Importing a text file](#) for more.

## **Send as shown**

Check Send as Shown if you want the line endings in your message to remain the same when the message is displayed in the recipient's viewing area. This feature is useful when you have tabular material in your message that might be difficult to read if the lines wrap.

When you check this box, your lines of text may extend off the right side of the recipient's viewing area; if so, a horizontal scroll bar at the bottom of the viewing area will let the recipient scroll to see the rest of your text.

With this box unchecked, the lines of text will automatically reformat ("wrap") to fit the recipient's viewing area, and no horizontal scroll bar will display.

**Notify of receipt**

Check the Notify box if you want CompuServe to let you know the message has been received.

## **Options**

Click here to see the Mail Options dialog box.

See [Options](#) for more.

**Text entry area**

This is the area where you type the text of your message.

## **Folders**

This is the list of folders.

See [Folders](#) for more.

## Mail (menu option)

The Mail option on the Viewer menu bar has options that let you create, delete, view, reply to, and otherwise manage your CompuServe e-mail messages.

Click on the menu choices below to learn more about each one.

<b>Mail</b>
<b><u>C</u>reate</b>
<b><u>D</u>elete</b> <b>Dele<u>t</u>e All in Folder</b>
<b>Send <u>N</u>ow</b> <b>Send <u>L</u>ater</b>
<b><u>E</u>dit/<u>V</u>iew</b> <b><u>A</u>ttachments</b> <b><u>R</u>eply</b> <b><u>F</u>orward</b> <b><u>M</u>ove</b> <b><u>S</u>ort</b> ▶
<b><u>F</u>ind</b> <b>Find <u>N</u>ext</b>
<b>Edit Address <u>B</u>ook</b>

## **Send Now/Send later**

Once you've written a message (it will typically be in the Out Box or the Mail Drafts folder), use the Send Now or Send Later options on the Mail menu bar to tell Rosebud when to send it.

Send Now - Rosebud will log on to CompuServe immediately and send the message.

Send Later - Rosebud will send the message at the next regularly scheduled logon.

# Edit/View Mail

## How to view a message

1. Highlight the message in the list in the top part of the viewing area.
2. Click Mail on the menu bar.
3. Click Edit/View. The Create Mail or Edit/View Mail dialog box appears, with the full message and all recipients displayed.

NOTE: The Create Mail dialog box also comes up when you double-click the message on the list.

# Forward mail

## How to forward a message

1. Highlight a message in the list at the top of the viewing area.
2. On the menu bar, click Mail, then Forward (or click the Forward tool on the toolbar). The Create Mail dialog box appears, displaying the original message prefaced by lines indicating where the message originated.
3. Add to the message if you like.
4. Click on the To button to bring up your Address Book, where you can enter a new name directly, or select from existing names.
5. Click the Send Now radio button to have Rosebud send the message immediately.  
Click the Send Later radio button if the message can wait for Rosebud's next scheduled run.  
Click the Store in radio button if you want to forward the message to a folder.
6. Click OK.

# Move

## How to move a message

1. Highlight the message in the list at the top of the viewing area.
2. Click Mail on the menu bar.
3. Click Move. You'll be shown a list of folders to which the message can be moved.
4. Click the folder you want.
5. Click OK.

# Print Message

## How to print a message

1. Highlight the message in the list in the Viewer.
2. Click Mail on the menu bar.
3. Click Print Message.

You can also print a highlighted message by selecting File Print, or by clicking the Print button on the left side of the mail dialog box.

# Sort

## How to sort messages using the menu

1. Click on Sort to see a fly-out menu of sort choices.
2. Click on your choice:
  - Sort alphabetically by subject.
  - Sort by date, oldest first.
  - Sort by date, newest first.
  - Sort alphabetically by sender.

## How to sort mail messages using the toolbar

Click on the appropriate sort tool.

**Store in**

Click the Store in radio button to store the message in any of your mail folders.

## Launch (menu option)

The Launch menu lets you launch the Collection Agent and the Assignment Desk directly from the Viewer.



You can do the same thing from the toolbar.

## **Colors tab**

Click [here](#) to bring the Colors tab to the front, then use the Change button to change the colors on the news articles or mail messages that the Viewer displays.

See [News and mail colors](#) to learn more about changing colors.

## **Fonts tab**

Click [here](#) to bring the Fonts tab to the front, then use the Change button to change the fonts on the graphs or text that the Viewer displays.

See [News and mail fonts](#) to learn more about changing fonts.

## **Chart areas**

This is a list of the parts of the viewing area whose color you can change. Click on the name of the part of the viewing area you want to change, then click the Change button to bring up the Color dialog box. Click on a new color and click OK; note that the preview area changes to reflect your new color choice.

See [News and mail colors](#) and [News and mail fonts](#) to learn more.

## **Change button**

Once you highlight the name of the part of the viewing area (Text Color, Background Color, etc.) you want to change, click the Change button to bring up the Color or Font dialog box.

See [News and mail colors](#) and [News and mail fonts](#) to learn more.

## News and mail colors

The Mail Display Setup dialog box and the bottom half of the News Display Selection dialog box contain two tabs: Colors and Fonts. Note the labeled extensions of each tab at the bottom of the dialog box. Click on the extension labeled Colors to bring the Colors tab to the top.

The Colors tab lets you change the colors of the display. In the list box on the right, double-click on the name of the viewing area you want to change (Background Color, Text Color, etc.) to bring up a Color dialog box. (You can also bring up the Color dialog box by clicking on the viewing area name and then clicking on Change.)

NOTE: The preview area in the lower left of the dialog box shows you what the display looks like.

In the Color dialog box, click on the color you want and click OK.

For information on the other part of the Mail Display Setup and News Display Selection dialog boxes:

News and mail fonts

## News and mail fonts

The Mail Display Setup dialog box and the bottom half of the News Display Selection dialog box are made up of two tabs: Colors and Fonts. Note the labeled extensions of each tab at the bottom of the dialog box. Click on the extension labeled Fonts to bring the Fonts tab to the top.

The Fonts tab lets you change the fonts (typefaces) used in the display of your news articles and mail messages. In the list box on the right, double-click on the name of the viewing area you want to change (Title Font, Text Font, etc.) to bring up a Font dialog box. (You can also get to the Font dialog box by clicking on the viewing area name and then clicking on Change.)

NOTE: The preview area in the lower left of the dialog box shows you what the display looks like.

In the Font dialog box, select a new font, font style, and font size from those shown as available on your system. Click OK. Note that the preview area changes to reflect your new font choices.

For more on the other part of the Mail Display Setup dialog box and the News Display Selection dialog box:

News and mail colors

## Message alert

When Rosebud finds e-mail for you on CompuServe, it retrieves it, puts it in the In Box in the Mail section of the Viewer, and puts a message up on your screen to let you know you have mail waiting. To read the mail, load the Viewer (if it's not already loaded) by double-clicking on its icon; then select Mail and In Box if they're not already selected. A list of messages displays in the top part of the viewing area; highlight the message you want to see, and its text appears in the lower part of the viewing area. You can read it, reply to it, forward it, print it, or delete it. See the Mail menu or the options below for more.

[How to reply to mail](#)

[How to forward mail](#)

[How to print mail](#)

[How to delete mail](#)

The message alert screen offers you some menu options for customizing the message alert screen itself. You can change the colors of the message displays, for example.

NOTE: The first time Rosebud attempts to retrieve Executive News Service (ENS) information from CompuServe for you, the Message alert screen displays something called the ENS agreement text; click Proceed to indicate your acceptance of the terms of the ENS agreement, or Cancel to reject the agreement. You must accept in order for Rosebud to retrieve ENS articles. Once you accept it, the message is not displayed again. Keep in mind that ENS information costs extra.

**Folder Title**

The text you type here is the wording that appears as the label of the Folder.

## Mail tools

The toolbar that displays when you're in the mail topic has tools that don't appear on the toolbar in the other three topics.



- Click the **Create** tool to begin a mail message from scratch. You'll be taken to the Create Mail dialog box.
- Click the **Reply** tool to reply to an existing message. You'll be taken to the Reply to Mail Message dialog box.
- Click the **Forward** tool to send a message to another folder or to another recipient. You'll be taken to the Forward dialog box
- Click the **Send** tool to send the highlighted message.
  
- Click the **Wastebasket** tool to move the highlighted message to the Wastebasket folder for later removal.
  
- Click the **Sub** tool to sort your mail alphabetically by the subject line.
- Click the "counterclockwise" clock to sort your mail by date (newest first).
- Click the "clockwise" clock to sort your mail by date (oldest first).
- Click **Frm** to sort your mail alphabetically by the sender's name.

## Launch tools

The second group of two tools on the toolbar lets you launch the Collection Agent and the Assignment Desk directly from the Viewer.



You can do the same thing from the menu.

# Attachments - incoming

## How to get to the attachment on an incoming message

When an incoming message has an attachment, you'll be alerted to that fact by a special message line in the top portion of the viewing area, and the presence of a diskette icon attached to the envelope icon at the left end of that message line.

1. Double-click on the message line in the list. The Create Mail dialog box appears, with the attachment's file name displayed.
2. Click the Attachment button. The Attachment dialog box appears.
3. Highlight the attachment's file name in the list box.
4. Click Save to save the file wherever you want it.

NOTE: You can go directly to the Attachment dialog box by highlighting the message line in the Viewer, selecting Mail from the menu, and selecting Attachments.

## Attachments - outgoing

## Copy tool

The Copy tool on the Viewer toolbar places a copy of the displayed page on the Clipboard.

The Copy command on the Item menu, or the keyboard shortcut Ctrl-C, also let you copy.

## News tools

The toolbar that displays when you're in the news topic has some tools that don't appear when you're in the other three topics.



- Click **Later** if you've selected a headline of an unretrieved article and want to retrieve the actual article on the next scheduled retrieval.
- Click **Now!** if you've selected a headline of an unretrieved article and want to retrieve the actual article immediately. You can also select an item that's marked to be retrieved later, and change it to now.
- Click **Clear** to clear any previous request to retrieve an article..

## **Toolbar**

This is the Viewer toolbar.

See [Toolbar](#) for more.

## Item: Copy

The Item Copy command copies the selected item to the Clipboard.

The keyboard shortcut is Ctrl-C.

## Item: Zoom

The Item Zoom command removes the column of folders from the left side of the screen and enlarges the viewing area to fill the screen. Select Item Zoom a second time to restore the screen.

The keyboard shortcut is Ctrl-Z.

**Item: Find/Find Next**  
**Mail: Find/Find Next**

Use the Find and Find Next commands on the Item menu to look for specific text in text items.

Use the Find and Find Next commands on the Mail menu to look for specific text in mail messages.

## Delete All in Folder

Use the Delete All in Folder command on the Mail menu to delete all messages in the current folder.

## **Print**

If this button is active, you can click it to print the displayed message.

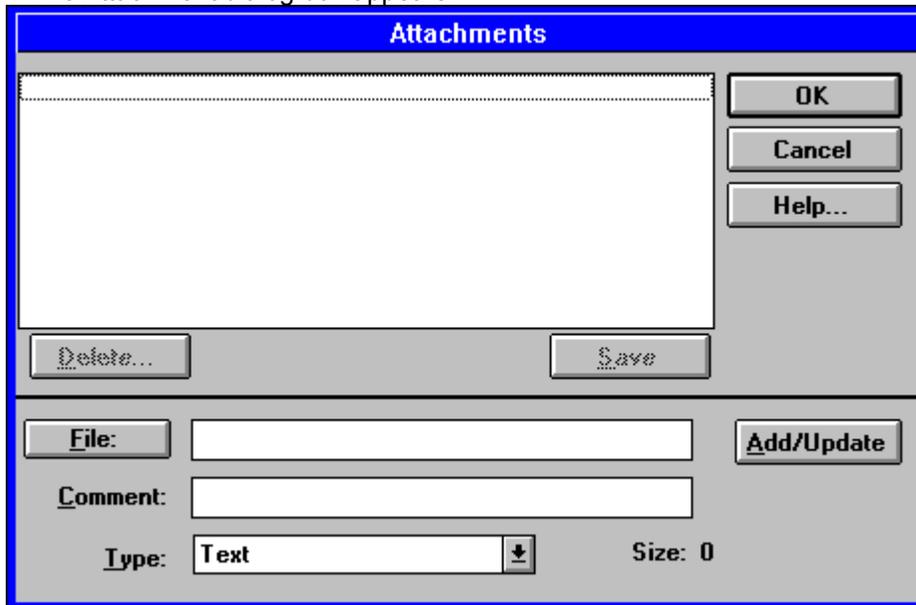
# Attachments - outgoing

## How to attach a file to an outgoing message

1. Create the message, or reply to an existing message, in the usual manner (see [How to create a message](#) and [How to reply to a message](#)).
2. Still at the Create Mail (or Reply to Mail Message) dialog box, click on the Attachments button.

### **Attachments:**

The Attachment dialog box appears.



3. Click File to see the Add Attachment dialog box, a standard file selection window that lets you search your drives and directories for the file you wish to send with the message.
4. When you find the file, double-click it; its path and file name appear in the File text box.
5. Add a comment if you like.
6. Under Type, click on the down arrow button to see the list of possible files types. Click on the appropriate one.

Rule of thumb: If you can read it in Windows Notepad, it's a text file.

6. Click Add/Update.
7. Click OK to return to the Create Mail (or Reply to Mail Message) dialog box.
8. Select [Send Now](#), [Send Later](#), or [Store in](#), as appropriate.
9. Click OK.

## Attachments - incoming

## Options

The Options button on the Create Mail dialog box brings up the Mail Options dialog box. Move your mouse over the graphic below; when the pointer changes to a pointing hand, click to learn more.



The image shows a 'Mail Options' dialog box with a blue title bar. It contains several sections: 'Payment Method' with three radio buttons ('Sender Pays' is selected), 'Sensitivity' and 'Importance' dropdown menus (both set to 'Normal'), and two empty text boxes for 'Expiration Date' and 'Release Date'. On the right side, there are three buttons: 'OK', 'Cancel', and 'Help...'.

Mail Options	
<b>Payment Method</b>	
<input checked="" type="radio"/> <b>S</b> ender Pays	OK Cancel Help...
<input type="radio"/> <b>R</b> eceiver Pays	
<input type="radio"/> <b>S</b> plit charges	
<b>S</b> ensitivity: Normal	
<b>I</b> mportance: Normal	
<b>E</b> xpiration Date:	
<b>R</b> elease Date:	

## **Payment Method**

These radio buttons let you indicate how any message charges will be billed. If you select Receiver pays, keep in mind that some users have their mail retrieval set up to ignore postage-due messages, and your message won't be delivered.

## **Sensitivity**

Click the arrow button to see a list of Sensitivity options to choose from.

## **Importance**

Click the arrow button to see a list of Importance options to choose from.

**Expiration date**

Enter the date after which there's no point in delivering the message. The date of the company picnic has already passed.

**Release date**

Enter the date when you want the message delivered.

**Incoming message text**

The text of the message you're replying to is displayed in this area of the Reply to Mail Message dialog box. Scroll bars let you move through the message text.

## **Art**

Each of the four topics (News, Weather, Mail, and Financial) has its own graphic here.

## **Item: Collect Later/Collect Now**

If the item is a headline of an unretrieved news article, use the Item Collect Later/Collect Now commands to tell Rosebud when to retrieve the articles themselves.

## Item: Agreement

If the item is a news article, the right mouse button Item menu includes an Agreement option required for copyright notification purposes.

## Item: Clear request

If the item is a news article, the right mouse button Item menu includes a Clear Request command. Use it if you've marked a headline of an unretrieved article so that Rosebud will retrieve the actual article, and now want to clear the retrieve request.

**From**

The From area is already filled in with your name.

## To

Since you're replying to an incoming message, the To area is already filled in with the recipient's name taken from the incoming message.

See [To, CC, and BCC recipients](#) for more.

## **Subject**

Since you're replying to an incoming message, the subject line is already filled in with the subject line from the incoming message. You can change it if you like.

## Technical support

If you need help with Rosebud:

- Voice (9:00 a.m. - 5:00 p.m. Eastern Time): **770-662-5387**
- Big Peach BBS (24 hours): **770-446-6650**
- CompuServe: **76004,1541** or **GO ROSEBUD**
- MHS: **Support@Magee**
- Internet: **support @magee.com**

Tech tip

## To, CC, and BCC recipients

When you click on the To, CC, or BCC buttons at the [Create Mail](#) or [Reply to Mail Message](#) dialog boxes, the dialog box below displays. It's the Address Book, but its title will vary depending upon whether you are entering a To (a primary recipient) or a CC/BCC.

See the [Address Book](#) and [Edit Address Book](#) for how to enter, select, and edit names and addresses.

The screenshot shows a dialog box titled "Primary Recipients" with a blue header bar. At the top right are buttons for "OK", "Cancel", and "Help...". Below the header is a "New Address" section with input fields for "Name:" and "Address:", and an "Add Recipient" button. The main area is divided into two panes: "Names & Addresses" on the left and "Selected Recipients" on the right. The "Names & Addresses" pane contains a list of contacts with "Nancy Wright" selected. Between the panes are "Add ->" and "<< Copy" buttons. The "Selected Recipients" pane shows "Nancy Wright" with a red header and "xxxxx,xxxx" below it. At the bottom right is a "Remove" button. Below the panes, the details for the selected recipient are shown: "Name: Nancy Wright" and "Address: xxxxx,xxxx". A "Comment:" field is present but empty. At the bottom center is an "Edit Address Book..." button.

Names & Addresses	
*Car club	1 Names in List
Kessler, Vance	xxxxxx,xxxx
Magee Sales	MHS:Sales@Magee
Magee Technical Support	MHS:Support@Mag
Magee Enterprises	70167,2200
<b>Nancy Wright</b>	<b>xxxxxx,xxxx</b>
P Fonda	ezridr@two
Charlie Adams	cadams@amill

Selected Recipients	
<b>Nancy Wright</b>	<b>xxxxxx,xxxx</b>

Name: Nancy Wright  
Address: xxxxx,xxxx  
Comment:

Name: Nancy Wright  
Address: xxxxx,xxxx  
Comment:

Edit Address Book...

# Colors

The Color dialog box appears when you click Change with the Color tab selected. This dialog box lets you select the color you want for a particular part of the display (title, background, etc.); it's the same for all four topics ([Mail](#), [News](#), [Financial](#), and [Weather](#)).

## **To select a basic color**

1. In the Basic Colors palette, click on the color you want.
2. Click OK to return to the setup screen.

## **To create a custom color**

1. In either the Basic or Custom Colors palette, click on a color that's close to what you want.
2. Click Define Custom Color. The dialog box expands to let you experiment with the colors. The basic color you chose displays in the box at the bottom, and an indicator on the color screen shows where that color falls.
3. Change the selected color, either by dragging the indicator to the desired location on the color screen, or by typing values in the text boxes. You can drag the vertical indicator at the far right to change the character of the color. The preview area changes to reflect your selections.
4. Click Add to Custom Colors when you're satisfied. The new color appears in the Custom Colors palette below the Basic Colors palette.
5. Click OK to return to the setup screen. The preview area there reflects your new color selection.

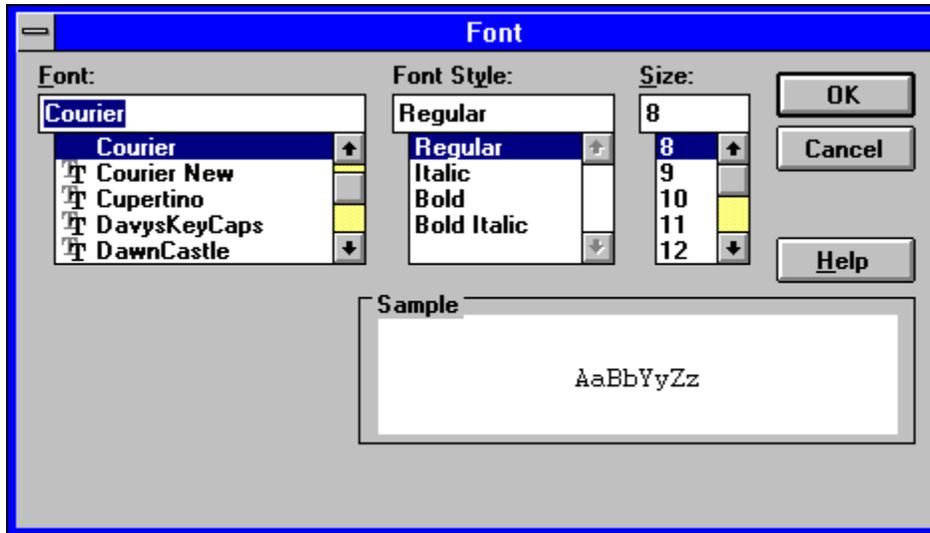
## **To delete a custom color**

1. Click on the custom color in the Custom Colors palette.
2. Click on the white square (at the bottom right of the Basic Color palette).
3. Click Add to Custom Colors.

# Font

The Font dialog box appears when you click Change with the Font tab selected. This dialog box lets you select the font you want for a particular part of the display (title, background, etc.); it's the same for all four topics (Mail, News, Financial, and Weather).

Using the three list boxes, select the font, font style, and font size you want. The preview area in the lower right shows you what your selection will look like. Click OK to return to the setup screen.



# How to add or edit an Address Book entry

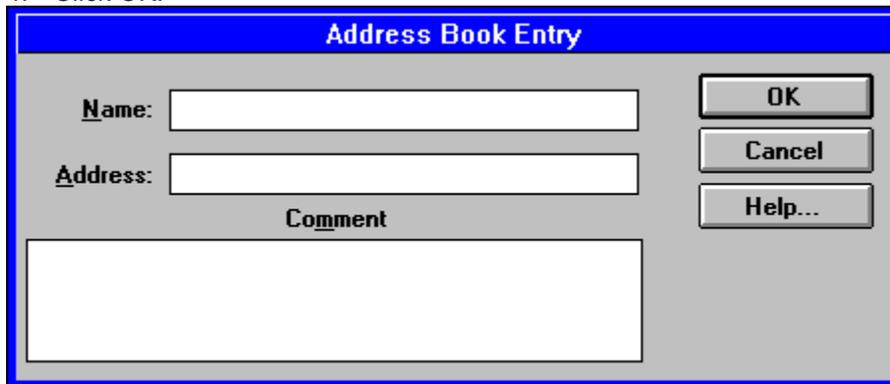
## How to add an entry

1. Click the Add button at the Edit Address Book dialog box to bring up the Address Book Entry dialog box below.
2. Enter the new name and address
3. Enter an optional comment.
4. Click OK.

TIP: You can also copy an address directly from an incoming message into your Address Book. At the main Viewer screen, double-click the message line in the upper portion of the Viewer. At the View Mail or Create Mail dialog box, click on the From: button. When the From Address dialog box appears, click the Copy button.

## How to edit an entry

1. Highlight an existing entry at the Edit Address Book dialog box.
2. Click the Edit button to bring up the Address Book Entry dialog box.
3. Make changes to the name, address, or comment.
4. Click OK.



The image shows a dialog box titled "Address Book Entry" with a blue header bar. The dialog box has a light gray background and contains the following elements:

- Name:** A text input field.
- Address:** A text input field.
- Comment:** A larger text input area.
- Buttons:** Three buttons are located on the right side: "OK", "Cancel", and "Help...".

## Print tool

Click on the Print tool on the Viewer toolbar to print the material displayed in the viewing area.

The Print command on the File menu (or the keyboard shortcut Ctrl-P) also let you print.

**From**

This area automatically displays your name and address as the sender of this message.

## Retrieved information: where is it?

Once the Collection Agent retrieves news, weather, or financial information, it stores it on your hard drive. Most of it goes into special databases in the Rosebud directory, but certain weather information goes in your TEMP directory.

The information stays on your hard drive until Rosebud automatically deletes it. If you watch the Collection Agent, you can see it doing this automatic clean-up each morning.

How long the retrieved information stays before it's deleted depends on certain settings in the Assignment Desk. To see (or change) these settings, go to the Assignment Desk and highlight Financial, Weather, or News. Click the Change button to get to the Settings dialog box for that topic.

# Zoom

Click on the Zoom tool on the Viewer toolbar to make the viewing area fill the whole screen. The column of folders on the left disappears.

Click the Zoom tool a second time to restore the screen.

The Zoom command on the Item menu, or the keyboard shortcut Ctrl-Z, also let you zoom.



