

# Upgraders Information

There have been many changes in Virtual Access, in particular many menu items, dialog boxes, and shortcuts have moved from their old places. The effect of this will be quite disruptive to existing users, we have made these changes in order to improve the overall ease of use of Virtual Access, and we believe that the effect of these changes does just that. This document is not an exhaustive one on the subject, it covers the major things.

## **A Brief Overview of the Menu Structure**

File menu - connect functions here (analogous to new), save as print, etc

Edit - searching and marking messages

View - change the current viewed modes of message, threads etc.

Goto - All the messagebase navigation elements are here

Message - create/reply to mail/messages and mark things for collection.

Special - service specific scripts, upload and download files

Tools - AddressBook, do things with messages, overall management, and options

Window - normal MDI stuff

Help - get help on VA from here.

## **Language Options and Single Key Shortcuts**

We have abolished all of the changable languages, and variable single key shortcuts, and we now use one single terminology (the Virtual Access Terminology) and set of keystrokes. The variability in this area caused new users a great deal of confusion, as well as making all forms of documentation (manuals, initial messages, help files) much more complex that they would be otherwise. This is the most disruptive of the changes, especially to those who use a keyboard, but after a few days (about a week or so) you will find that your reflex's have adjusted.

<b>Function</b>	<b>Key</b>	<b>Menu</b>
New Message	S	Message, Post New Message
Reply to Message	R	Message, Reply To Messagg
New EMail	M	Message,Post New Mail
Email Reply to all	E	Message, Mail Reply To All
Email Reply to Sender	Ctrl+E	Message, Mail Reply To Sender

### **Terminology**

VA arranges things hierarchially, and the following is the terminology we use to represent things - this has changed and our documentation reflects this change.

**Service** (same as before)

**group** (*previously forum, conference or newsgroup*)

**folder** (*previously section, topic or newsgroup*)

**thread** (*same as before*)

**message** (*same as before*)

## **Subscribing to Newsgroups, Joining Forums, Joining Conferences**

Message, Subscribe/Unsubscribe

All of these functions have been put together. Set the dropdown (at the top of the screen) to the service you want to change your collection strategy to. There are two tabs, one for the newsgroups/forums/conferences and the other is the members tab - this second tab shows what you are collecting. The buttons on the right change to show what options are available per service.

## **Connecting and Comms Setup Options**

All of these have been put together on the file menu. Connecting is the process of sending your messages and receiving new ones (think of this as being analogous to getting new messages and Saving the message at the other end). The other comms options and review were kept with

the connect function.

## Bookmarks and Searches

Edit, Bookmark Manager. (Ctrl+Q)

The Bookmark menu has been removed, we now have an all singing all dancing bookmark manager window. The options in Edit, Find allow you to search for things and add them to the bookmark manager window. Right click on the bookmark Manager to get a menu of actions - you can turn the buttons off if need be.

## Addressboook

Tools, AddressBook. (Ctrl+B)

A completly new addressbook (it reads in the old format OK), broadly speaking along the lines of the MS one. Use New Contact to enter an individual address, use New Group to enter a group address, you can then setup a group of address' and email to that group. In the editor if you put in the name of the group then VA will substitute the list of address' for it.

## Mail Rules, Kill/Get File

All of these have been moved onto Tools, Message Filters.

The kill/getfile interface has been dramatically improved as well - this has the unfortunate side effect of invalidating all your old killfile rules, but should be far easier for most people to understand.

**Hint** the **contains** filter does not need \* before and after it - they are assumed. Similarly begins and ends assume \*.

## Scheduling Options

Set Routine and the scheduler have all been moved onto the Tools, Scheduling flyout. This flyout also has entries for the first 10 entries that you have in the scheduler, selecting one of these will cause the scheduler to do that connect in the background with no further intervention necessary.

## Display Options, Global Options, User Options

All of these have been moved onto Tools, Options and combined together, being re-rationalised for the better. take a look through the various tabs for what is where.

## Enhanced Text Display (and Q)

VA displays html (level 2) and highlights included text, searched text and url's. There are also a few other message formating options, which you can use in the message editor, when the message is recieved back VA will display it with extra formating.

If you surround text with \* characters then VA will display it in **Bold**

If you surround text with \_ characters then VA will display it Underlined

If you surround text with / characters then VA will display it in *Italics*

Pressing Q will toggle on/off the colour highlighting in the message pane.

## MultiSelecting Messages

You can now multiselect messages and general actions that you do affect all the messages you have selected. So selecting a group of messages you can print them all out, or mark the all for keep.

## Cut, Copy Paste and Copy To Folder

In order to move messages from one folder to another you now use the normal windows method of cut, copy and paste. Select the messages you want to move/copy in the upper (thread) window. Ctrl+C to copy them (or Ctrl+X for cut). in the MessageBase window scroll the folder you want to place them in into view and select it, by clicking on the text - then press Ctrl+V to paste the messages in. (if you go into the folder you can still paste the messages in, but it's quicker not to open the folder).

You can also use File, Send To, or right click in the thread pane and use Send To there.

### **Build and Prune**

These have been changed to Re-Index and Remove Messages (and Message Removal Options), to make the functions clearer to news users.