

**Click on green words to view folders**

**CompuServe Customer Service**

How to get help when you need it fast

**Overview**

Introduction to CompuServe 3.0

**Online Destinations**

Step-by-step instructions for finding files, services, and fellow members on CompuServe

**Mail Center**

Step-by-step instructions for your Mail activities

**Forum Areas**

Step-by-step instructions for your Forum activities

**News Desk**

Step-by-step instructions for your News activities

**Chat**

Step-by-step instructions for your Chat activities

**Internet**

Step-by-step instructions for your Internet activities

**Settings and Preferences**

All the ways to customize your CompuServe sessions

**Click on a folder to view topics**



Contents

Do you need help using help?

(Click the Help button along the top of this window.)

## Contents

Content to be determined.

**Click on a folder to view topics**



CompuServe Customer Service



Customer Service Updates



Sending a Message



Contact Information

**Click on green words to view help**



CompuServe Customer Service



Customer Service Updates

[Customer Service Updates](#)



Sending a Message



Contact Information

**Click on green words to view help**



CompuServe Customer Service



Customer Service Updates



Sending a Message

[Sending a Message](#)



Contact Information

**Click on green words to view help**



CompuServe Customer Service



Customer Service Updates



Sending a Message



Contact Information

Argentina

Australia/New Zealand

Austria

Chile

Colombia

France

Germany

Hong Kong

Hungary

Israel

Japan

Mexico

Singapore

South Africa

South Korea

Switzerland

Taiwan

United Kingdom

United States/Canada

Venezuela

Other Countries

**Click on a folder to view topics**



Overview



Desktops



Commands



**Click on green words to view help**



Overview



Desktops



Commands

**Click on green words to view help**



Overview



Desktops

[Home Desktop](#)

[Forum Desktop](#)

[News Desktop](#)

[Chat Desktop](#)

[Browser Desktop](#)



Commands

Click on green words to view help



Overview



Desktops



Commands

[About CompuServe for Windows](#)

[Address Book](#)

[Browser Desktop](#)

[Change Forum Interests](#)

[Change Nickname](#)

[Clear](#)

[Close](#)

[CompuServe Directory](#)

[Connect](#)

[Connection Status](#)

[Contents](#)

[Contribute Library File](#)

[Conference Center Desktop](#)

[Copy](#)

[Create Forum Message](#)

[Create New Mail](#)

[Cut](#)

[Disconnect](#)

[Exit](#)

[Favorite Places](#)

[Filing Cabinet](#)

[Financial Portfolio](#)

[Find](#)

[Forum Desktop](#)

[Get Announcements](#)

[Get New Mail](#)

[Get Waiting Messages](#)

[Go](#)

[Home Desktop](#)

[How to Use Help](#)

[Ignore All Invitations](#)

[Internet](#)

[Latest News](#)

[Latest Weather](#)

[Leave](#)

[Member Services](#)

[Modify Prohibited List](#)

[New](#)

[News Desktop](#)

[Open](#)

[Printer Setup](#)

[Paste](#)

[Preferences](#)

[Print](#)

[Run](#)

[Save](#)

[Search for Help on](#)

[Search](#)  
[See More Messages](#)  
[Select All](#)  
[Send and Receive All Mail](#)  
[Send File](#)  
[Show Clipboard](#)  
[Special Events](#)  
[Stock Quotes](#)  
[Table of Contents](#)  
[Terminal Emulator](#)  
[Undo](#)  
[What's New](#)

**Click on a folder to view topics**



Online Destinations



Services



CompuServe Members



Files

**Click on green words to view help**



Online Destinations



Services

[Accessing a Service](#)

[Reviewing Recent Destinations](#)

[Grouping Your Favorite Services](#)

[Accessing the CompuServe Directory](#)

[Finding CompuServe Services](#)

[Learning About CompuServe Services](#)

[Finding Forum Areas](#)

[Finding Internet Services](#)

[Learning About Internet Services](#)

[Searching for Items in the Filing Cabinet](#)



CompuServe Members



Files

**Click on green words to view help**



Online Destinations



Services



CompuServe Members

[Finding CompuServe Members](#)

[Learning About CompuServe Members](#)

[Contacting CompuServe Members](#)

[Adding Member Information to Your Address Book](#)



Files

**Click on green words to view help**



Online Destinations



Services



CompuServe Members



Files

[Finding a File](#)

[Reviewing a File](#)

[Retrieving a File from a Forum Area](#)

[Learning About a File](#)

[Marking a File for Later Retrieval](#)

[Understanding File Types](#)

[Understanding Naming Conventions](#)

[Contributing a File](#)

[Mailing a File](#)



**Click on a folder to view topics**



Mail Center



Your Mailbox



Incoming Mail



Outgoing Mail



Address Book



Options

**Click on green words to view help**



Mail Center



Your Mailbox

[What is a Mailbox?](#)

[Listing Your Mail Messages](#)

[Visiting Your Mailbox](#)

[Retrieving Mailbox Messages](#)



Incoming Mail



Outgoing Mail



Address Book



Options

**Click on green words to view help**



Mail Center



Your Mailbox



Incoming Mail

[Opening an Incoming Message](#)

[Filing an Incoming Message](#)

[Deleting an Incoming Message](#)

[Sorting Incoming Messages](#)

[Replying to an Incoming Message](#)

[Forwarding an Incoming Message](#)

[Saving Message Addresses](#)

[Searching for a Mail Message](#)

[Printing an Incoming Message](#)



Outgoing Mail



Address Book



Options

**Click on green words to view help**



Mail Center



Your Mailbox



Incoming Mail



Outgoing Mail

[Creating a Mail Message](#)

[Addressing a Mail Message](#)

[Sending a Mail Message](#)

[Attaching a File to a Mail Message](#)

[Reviewing or Editing Outgoing Messages](#)

[Sending an Outgoing Message](#)

[Deleting an Outgoing Message](#)

[Sorting Outgoing Messages](#)



Address Book



Options

**Click on green words to view help**



Mail Center



Your Mailbox



Incoming Mail



Outgoing Mail



Address Book

[Making an Address Book Entry](#)

[Making an Individual Address Entry](#)

[Making a Mailing List Entry](#)

[Copying Address Information to the Address Book](#)

[Changing an Address Book Entry](#)

[Deleting an Address Book Entry](#)

[Accessing the Address Book](#)



Options

**Click on green words to view help**



Mail Center



Your Mailbox



Incoming Mail



Outgoing Mail



Address Book



Options

[Assigning Urgency Status](#)

[Requesting a Return Receipt](#)

[Specifying a Release Date](#)

[Specifying an Expiration Date](#)

[Controlling Text Formatting in a Message](#)

[Auto-Filing Sent Mail](#)

[Auto-Deleting Retrieved Mail from Mailbox](#)

[Viewing Mailbox Before Retrieving Mail](#)

[Requesting a Save Message Prompt](#)

**Click on a folder to view topics**



Forum Areas



Introduction



Message Boards



File Libraries



Conference Rooms



Options

**Click on green words to view help**



Forum Areas



Introduction

[What is a Forum Area?](#)



Message Boards



File Libraries



Conference Rooms



Options



**Click on green words to view help**



Forum Areas



Introduction



Message Boards

[Browsing Forum Messages](#)

[Creating a Message](#)

[Posting a Message](#)

[Searching for a Message](#)

[Retrieving Message Topics](#)

[Replying to a Message](#)

[Displaying a Waiting Message](#)



File Libraries



Conference Rooms



Options

**Click on green words to view help**



Forum Areas



Introduction



Message Boards



File Libraries

Browsing Forum Libraries

Contributing a File

Searching for a File

Marking a File



Conference Rooms



Options

**Click on green words to view help**



Forum Areas



Introduction



Message Boards



File Libraries



Conference Rooms

Participating in a Conference

Attending a Moderated Conference

Voting in a Conference



Options

**Click on green words to view help**



Forum Areas



Introduction



Message Boards



File Libraries



Conference Rooms



Options

[Setting Your Forum Area Preferences](#)

[Changing Your Name in a Forum Area](#)

[Ignoring Invitations](#)

[Reviewing Your Profile](#)

**Click on a folder to view topics**



News Desk



Introduction



Public Folders



Personal Folders



News Articles

**Click on green words to view help**



News Desk



Introduction

[What is the Executive News Service?](#)



Public Folders



Personal Folders



News Articles

**Click on green words to view help**



News Desk



Introduction



Public Folders

[Opening a Folder](#)



Personal Folders



News Articles

**Click on green words to view help**



News Desk



Introduction



Public Folders



Personal Folders

[Clearing a Folder](#)

[Opening a Folder](#)

[Deleting a Folder](#)

[Creating a Folder](#)

[Modifying a Folder](#)

[Retrieving an Entire Folder](#)



News Articles



**Click on green words to view help**



News Desk



Introduction



Public Folders



Personal Folders



News Articles

[Reading a News Article](#)

[Saving a News Article](#)

[Printing a News Article](#)

[Marking a News Article for Retrieval](#)

[Deleting a News Article](#)

[Searching for a News Article](#)

**Click on a folder to view topics**



Chat



Introduction



Public Rooms



Group Chats



Private Chats



Options

**Click on green words to view help**



Chat



Introduction

What is Chat?



Public Rooms



Group Chats



Private Chats



Options

**Click on green words to view help**



Chat



Introduction



Public Rooms

[Entering a Public Room](#)

[Leaving a Public Room](#)

[Learning About Public Rooms](#)

[Listing All Available Public Rooms](#)

[Participating in a Public Chat](#)

[Observing a Chat without Contributing](#)

[Concluding a Public Chat](#)

[Logging a Public Chat](#)



Group Chats



Private Chats



Options

**Click on green words to view help**



Chat



Introduction



Public Rooms



Group Chats



Private Chats



Options

**Click on green words to view help**



Chat



Introduction



Public Rooms



Group Chats

[Setting up a Group Chat](#)

[Joining a Group Chat](#)

[Concluding a Group Chat](#)

[Logging a Group Chat](#)

[Selecting Members for a Group Chat](#)



Private Chats



Options

**Click on green words to view help**



Chat



Introduction



Public Rooms



Group Chats



Private Chats

[Setting up a Private Chat](#)

[Participating in a Private Chat](#)

[Concluding a Private Chat](#)

[Accepting a Private Chat Invitation](#)



Options

**Click on green words to view help**



Chat



Introduction



Public Rooms



Group Chats



Private Chats



Options



**Click on green words to view help**



Chat



Introduction



Public Rooms



Group Chats



Private Chats



Options

[Setting Chat Preferences](#)

[Changing Your Nickname](#)

[Ignoring Invitations](#)

[Reviewing Your Profile](#)

[Creating a Friends List](#)

[Creating a Prohibited Users List](#)

[Finding Who's Here](#)

[Reading a Background](#)

[Ignoring Someone](#)

[Nickname Rules](#)

**Click on a folder to view topics**



Internet



Introduction



USENET Newsgroups



File Transfer Protocol (FTP)



Remote Login with Telnet



World Wide Web

**Click on green words to view help**



Internet



Introduction

[Overview of the Internet](#)

[Surfing the Internet](#)

[CompuServe Internet Forum Areas](#)



USENET Newsgroups



File Transfer Protocol (FTP)



Remote Login with Telnet



World Wide Web

**Click on green words to view help**



Internet



Introduction



USENET Newsgroups

[What is a USENET Newsgroup?](#)

[Subscribing to Newsgroups](#)

[Finding Newsgroups](#)

[Accessing Newsgroup Articles](#)

[Retrieving Marked Articles](#)

[Posting an Article](#)



File Transfer Protocol (FTP)



Remote Login with Telnet



World Wide Web

**Click on green words to view help**



Internet



Introduction



USENET Newsgroups



File Transfer Protocol (FTP)

What Can You Do with FTP?

Selecting a Site

Viewing a File

Retrieving a File

Submitting a File



Remote Login with Telnet



World Wide Web

**Click on green words to view help**



Internet



Introduction



USENET Newsgroups



File Transfer Protocol (FTP)



Remote Login with Telnet

What Can You Do with Telnet?

Selecting a Site

Accessing a Site



World Wide Web

**Click on green words to view help**



Internet



Introduction



USENET Newsgroups



File Transfer Protocol (FTP)



Remote Login with Telnet



World Wide Web

[What is the World Wide Web?](#)

[Making a Web Page](#)

[What is HTML?](#)

[Finding Web Sites](#)

[Using an Internet Browser](#)

**Click on a folder to view topics**



Settings and Preferences



Settings and Preferences



Click on green words to view help



Settings and Preferences



Settings and Preferences

### **Forum Preferences**

[Setting Your Forum Area Preferences](#)

[Changing Your Name in a Forum Area](#)

[Auto-Filing Sent Forum Messages](#)

### **Chat Preferences**

[Setting Chat Preferences](#)

[Adding People to the Prohibited List Permanently](#)

[Adding People to the Prohibited List Temporarily](#)

[Requesting a Prompt for Adding People to the Prohibited List](#)

[Creating a Chat Transcript File](#)

[Appending Chat Text to a File](#)

[Preventing Private Chat Invitations From Displaying](#)

[Preventing Group Chat Invitations From Displaying](#)

[Requesting that Graphics Files be Retrieved](#)

[Requesting that Sound Files be Retrieved](#)

[Requesting that All Retrieved Files be Saved](#)

### **Fonts Preferences**

[Setting Your Fonts Preferences](#)

[Changing the Appearance of Letters on Your Screen](#)

### **General Preferences**

[Setting General Preferences](#)

[Defining Your Default Internet Browser](#)

[Requesting a Save Opened Graphics Prompt](#)

[Retrieving Graphic Versions of Menus](#)

[Displaying All Warning Dialogs](#)

[Disabling Sound](#)

### **Connection Preferences**

[Setting Connection Preferences](#)

[Creating a Connection Set](#)

[Deleting a Connection Set](#)

[Changing Your Member Name](#)

[Changing Your Member ID](#)

[Changing Your Password](#)

[Changing Your Access Phone Number](#)

[Changing Your Communications Port](#)

[Changing Your Baud Rate](#)

[Changing Your Access Network](#)

[Changing Your Dial Type](#)

### **Mail Preferences**

[Setting Mail Preferences](#)

[Auto-Deleting Retrieved Mail from Mailbox](#)

[Viewing Mailbox Before Retrieving Mail](#)

[Requesting a Save Message Prompt](#)

[Auto-Filing Sent Mail](#)

**News Preferences**

[Setting Your News Preferences](#)

[Requesting that Retrieved News Articles be Removed from Folders](#)

**Terminal Emulation Preferences**

[Setting Your Terminal Emulation Preferences](#)

[Defining the Terminal Emulation Scrollback Buffer Size](#)

[Automating Keystrokes in Terminal Emulation](#)

[Creating a Terminal Emulation Log File](#)

[Printing a Terminal Emulation Session](#)

**Toolbar Preferences**

[Setting Your Toolbar Preferences](#)

[Inserting a Toolbar Button](#)

[Deleting a Toolbar Button](#)

**Directory Preferences**

[Defining Default Directories](#)

**Modem Settings**

[Defining Your Modem Settings](#)

[Specifying a Modem](#)

[Specifying an Initialization String](#)

[Specifying a Prefix String](#)

[Specifying a Dial Tone String](#)

[Specifying a Reset String](#)

[Specifying an Escape String](#)

[Specifying a Connect String](#)

[Specifying a Suffix String](#)

[Specifying a Dial Pulse String](#)

[Specifying a Hang Up String](#)

[Specifying an Acknowledge String](#)

[Specifying a Failure String](#)

[Specifying Modem Security](#)

[Conducting a Silent Modem Sequence](#)

**Advanced Preferences**

[Setting Advanced Preferences](#)

[Defining Logon Parameters](#)

[Defining a Time-Out Value](#)

[Defining a Retries Value](#)

[Enabling Carrier Detect](#)

[Specifying an X.121 Calling Address](#)

**Please consult the Index**

Please consult the Index for more information.

## **Reference List of Topics**

### **CompuServe Customer Service**

[Customer Service Updates](#)

[Sending a Message](#)

[Argentina](#)

[Australia/New Zealand](#)

[Austria](#)

[Chile](#)

[Colombia](#)

[France](#)

[Germany](#)

[Hong Kong](#)

[Hungary](#)

[Israel](#)

[Japan](#)

[Mexico](#)

[Singapore](#)

[South Africa](#)

[South Korea](#)

[Switzerland](#)

[Taiwan](#)

[United Kingdom](#)

[United States/Canada](#)

[Venezuela](#)

[Other Countries](#)

### **Desktops**

[Home Desktop](#)

[Forum Desktop](#)

[News Desktop](#)

[Mail Center](#)

[Chat Desktop](#)

[Browser Desktop](#)

### **Commands**

[About CompuServe for Windows](#)

[Address Book](#)

[Browser Desktop](#)

[Change Forum Interests](#)

[Change Nickname](#)

[Clear](#)

[Close](#)

[CompuServe Directory](#)

[Connect](#)

[Connection Status](#)

[Contents](#)

[Contribute Library File](#)

[Conference Center Desktop](#)

[Copy](#)

[Create Forum Message](#)

[Create New Mail](#)

[Cut](#)

[Disconnect](#)

[Exit](#)

[Favorite Places](#)

[Filing Cabinet](#)  
[Financial Portfolio](#)  
[Find](#)  
[Forum Desktop](#)  
[Get Announcements](#)  
[Get New Mail](#)  
[Get Waiting Messages](#)  
[Go](#)  
[Home Desktop](#)  
[How to Use Help](#)  
[Ignore All Invitations](#)  
[Internet](#)  
[Latest News](#)  
[Latest Weather](#)  
[Leave](#)  
[Member Services](#)  
[Modify Prohibited List](#)  
[New](#)  
[News Desktop](#)  
[Open](#)  
[Printer Setup](#)  
[Paste](#)  
[Preferences](#)  
[Print](#)  
[Run](#)  
[Save](#)  
[Search for Help on](#)  
[Search](#)  
[See More Messages](#)  
[Select All](#)  
[Send and Receive All Mail](#)  
[Send File](#)  
[Show Clipboard](#)  
[Special Events](#)  
[Stock Quotes](#)  
[Table of Contents](#)  
[Terminal Emulator](#)  
[Undo](#)  
[What's New](#)

### **Online Destinations**

[Accessing a Service](#)  
[Accessing the CompuServe Directory](#)  
[Adding Member Information to Your Address Book](#)  
[Contacting CompuServe Members](#)  
[Contributing a File](#)  
[Finding a File](#)  
[Finding CompuServe Members](#)  
[Finding CompuServe Services](#)  
[Finding Forum Areas](#)  
[Finding Internet Services](#)  
[Grouping Your Favorite Services](#)  
[Learning About a File](#)  
[Learning About CompuServe Members](#)  
[Learning About CompuServe Services](#)  
[Learning About Internet Services](#)

[Mailing a File](#)  
[Marking a File for Later Retrieval](#)  
[Retrieving a File from a Forum Area](#)  
[Reviewing a File](#)  
[Reviewing Recent Destinations](#)  
[Searching for Items in the Filing Cabinet](#)  
[Understanding File Types](#)  
[Understanding Naming Conventions](#)

## **Mail Center**

[Accessing the Address Book](#)  
[Addressing a Mail Message](#)  
[Assigning Urgency Status](#)  
[Attaching a File to a Mail Message](#)  
[Auto-Deleting Retrieved Mail from Mailbox](#)  
[Auto-Filing Sent Mail](#)  
[Changing an Address Book Entry](#)  
[Controlling Text Formatting in a Message](#)  
[Copying Address Information to the Address Book](#)  
[Creating a Mail Message](#)  
[Deleting an Address Book Entry](#)  
[Deleting an Incoming Message](#)  
[Deleting an Outgoing Message](#)  
[Filing an Incoming Message](#)  
[Forwarding an Incoming Message](#)  
[Listing Your Mail Messages](#)  
[Making a Mailing List Entry](#)  
[Making an Address Book Entry](#)  
[Making an Individual Address Entry](#)  
[Opening an Incoming Message](#)  
[Printing an Incoming Message](#)  
[Replying to an Incoming Message](#)  
[Requesting a Return Receipt](#)  
[Requesting a Save Message Prompt](#)  
[Retrieving Mailbox Messages](#)  
[Reviewing or Editing Outgoing Messages](#)  
[Saving Message Addresses](#)  
[Searching for a Mail Message](#)  
[Sending a Mail Message](#)  
[Sending an Outgoing Message](#)  
[Sorting Incoming Messages](#)  
[Sorting Outgoing Messages](#)  
[Specifying a Release Date](#)  
[Specifying an Expiration Date](#)  
[Viewing Mailbox Before Retrieving Mail](#)  
[Visiting Your Mailbox](#)  
[What is a Mailbox?](#)

## **Forum Areas**

[Attending a Moderated Conference](#)  
[Browsing Forum Libraries](#)  
[Browsing Forum Messages](#)  
[Changing Your Name in a Forum Area](#)  
[Contributing a File](#)  
[Creating a Message](#)  
[Displaying a Waiting Message](#)

[Ignoring Invitations](#)  
[Marking a File](#)  
[Participating in a Conference](#)  
[Posting a Message](#)  
[Replying to a Message](#)  
[Retrieving Message Topics](#)  
[Reviewing Your Profile](#)  
[Searching for a File](#)  
[Searching for a Message](#)  
[Setting Your Forum Area Preferences](#)  
[Voting in a Conference](#)  
[What is a Forum Area?](#)

## **News Desk**

[Clearing a Folder](#)  
[Creating a Folder](#)  
[Deleting a Folder](#)  
[Deleting a News Article](#)  
[Marking a News Article for Retrieval](#)  
[Modifying a Folder](#)  
[Opening a Folder](#)  
[Printing a News Article](#)  
[Reading a News Article](#)  
[Retrieving an Entire Folder](#)  
[Saving a News Article](#)  
[Searching for a News Article](#)  
[What is the Executive News Service?](#)

## **Chat**

[Accepting a Private Chat Invitation](#)  
[Changing Your Nickname](#)  
[Concluding a Group Chat](#)  
[Concluding a Private Chat](#)  
[Concluding a Public Chat](#)  
[Creating a Friends List](#)  
[Creating a Prohibited Users List](#)  
[Entering a Public Room](#)  
[Finding Who's Here](#)  
[Ignoring Invitations](#)  
[Ignoring Someone](#)  
[Joining a Group Chat](#)  
[Learning About Public Rooms](#)  
[Leaving a Public Room](#)  
[Listing All Available Public Rooms](#)  
[Logging a Group Chat](#)  
[Logging a Public Chat](#)  
[Nickname Rules](#)  
[Observing a Chat without Contributing](#)  
[Participating in a Private Chat](#)  
[Participating in a Public Chat](#)  
[Reading a Background](#)  
[Reviewing Your Profile](#)  
[Selecting Members for a Group Chat](#)  
[Setting Chat Preferences](#)  
[Setting up a Group Chat](#)  
[Setting up a Private Chat](#)

## What is Chat?

### **Internet**

Accessing a Site  
Accessing Newsgroup Articles  
CompuServe Internet Forum Areas  
Finding Newsgroups  
Finding Web Sites  
Making a Web Page  
Overview of the Internet  
Posting an Article  
Retrieving a File  
Retrieving Marked Articles  
Selecting a Site  
Submitting a File  
Subscribing to Newsgroups  
Surfing the Internet  
Using an Internet Browser  
Viewing a File  
What Can You Do with FTP?  
What Can You Do with Telnet?  
What is a USENET Newsgroup?  
What is HTML?  
What is the World Wide Web?

### **Settings and Preferences**

#### **Forum Preferences**

Setting Your Forum Area Preferences  
Changing Your Name in a Forum Area  
Auto-Filing Sent Forum Messages

#### **Chat Preferences**

Setting Chat Preferences  
Adding People to the Prohibited List Permanently  
Adding People to the Prohibited List Temporarily  
Requesting a Prompt for Adding People to the Prohibited List  
Creating a Chat Transcript File  
Appending Chat Text to a File  
Preventing Private Chat Invitations From Displaying  
Preventing Group Chat Invitations From Displaying  
Requesting that Graphics Files be Retrieved  
Requesting that Sound Files be Retrieved  
Requesting that All Retrieved Files be Saved

#### **Fonts Preferences**

Setting Your Fonts Preferences  
Changing the Appearance of Letters on Your Screen

#### **General Preferences**

Setting General Preferences  
Defining Your Default Internet Browser  
Requesting a Save Opened Graphics Prompt  
Retrieving Graphic Versions of Menus  
Displaying All Warning Dialogs  
Disabling Sound



**Connection Preferences**

[Setting Connection Preferences](#)  
[Creating a Connection Set](#)  
[Deleting a Connection Set](#)  
[Changing Your Member Name](#)  
[Changing Your Member ID](#)  
[Changing Your Password](#)  
[Changing Your Access Phone Number](#)  
[Changing Your Communications Port](#)  
[Changing Your Baud Rate](#)  
[Changing Your Access Network](#)  
[Changing Your Dial Type](#)

**Mail Preferences**

[Setting Mail Preferences](#)  
[Auto-Deleting Retrieved Mail from Mailbox](#)  
[Viewing Mailbox Before Retrieving Mail](#)  
[Requesting a Save Message Prompt](#)  
[Auto-Filing Sent Mail](#)

**News Preferences**

[Setting Your News Preferences](#)  
[Requesting that Retrieved News Articles be Removed from Folders](#)

**Terminal Emulation Preferences**

[Setting Your Terminal Emulation Preferences](#)  
[Defining the Terminal Emulation Scrollback Buffer Size](#)  
[Automating Keystrokes in Terminal Emulation](#)  
[Creating a Terminal Emulation Log File](#)  
[Printing a Terminal Emulation Session](#)

**Toolbar Preferences**

[Setting Your Toolbar Preferences](#)  
[Inserting a Toolbar Button](#)  
[Deleting a Toolbar Button](#)

**Directory Preferences**

[Defining Default Directories](#)

**Modem Settings**

[Defining Your Modem Settings](#)  
[Specifying a Modem](#)  
[Specifying an Initialization String](#)  
[Specifying a Prefix String](#)  
[Specifying a Dial Tone String](#)  
[Specifying a Reset String](#)  
[Specifying an Escape String](#)  
[Specifying a Connect String](#)  
[Specifying a Suffix String](#)  
[Specifying a Dial Pulse String](#)  
[Specifying a Hang Up String](#)  
[Specifying an Acknowledge String](#)  
[Specifying a Failure String](#)  
[Specifying Modem Security](#)  
[Conducting a Silent Modem Sequence](#)

**Advanced Preferences**

Setting Advanced Preferences

Defining Logon Parameters

Defining a Time-Out Value

Defining a Retries Value

Enabling Carrier Detect

Specifying an X.121 Calling Address

## Glossary

A  
B  
C  
D  
E  
F  
G  
H  
I  
J  
K  
L  
M  
N  
O  
P  
Q  
R  
S  
T  
U  
V  
W  
X  
Y  
Z

- A -

a:

About box

abstract

access

access number

Address Book

address format

address type

ALT key

ALT key command

Alternate connection settings  
attach

**- B -**

baud rate  
bcc  
binary  
browse  
browser  
bulletin  
button

**- C -**

c:  
carrier detect  
chat  
checkbox  
child message  
choose  
click  
click-and-hold  
Clipboard  
Comm Port  
command  
command button  
common directory  
communications network  
\Cserve, C:\Cserve  
CompuServe Directory  
CompuServe Mail  
CompuServe Ribbon  
connected  
connect time  
Control key command  
Conference Center  
copy to  
CUSIP number  
conference  
conference room  
contribute

**- D -**

database  
decompress  
default  
desktop  
device driver, driver  
dial type  
dial PPP  
dialing prefix  
dialing postfix  
dialog, dialog box  
direction keys  
directory  
Disconnect  
display

[double-click](#)  
[download](#)  
[drag-and-drop](#)  
[drive identification](#)

**- E -**

[Electronic Conference Center](#)  
[ENS](#)  
[enter](#)  
[execute](#)  
[Executive News Service](#)  
[Exit](#)  
[explore](#)  
[extension](#)  
[extract](#)

**- F -**

[FAQ](#)  
[Favorite Places](#)  
[file](#)  
[file abstract](#)  
[file extension](#)  
[file name](#)  
[File Transfer Protocol \(FTP\)](#)  
[Filing Cabinet](#)  
[folder](#)  
[font](#)  
[Forum area](#)  
[friends list](#)  
[FTP](#)  
[full text](#)  
[full-text search](#)

**- G -**

[GIF](#)  
[graphical menu](#)

**- H -**

[highlight](#)  
[host computer](#)  
[hypertext](#)

**- I -**

[icon](#)  
[Incoming Message Folder](#)  
[information service](#)  
[initialize](#)  
[Internet](#)  
[invitation](#)  
[invite](#)

**- J -**

[JPEG](#)

**- K -**

keyword  
KQP

**- L -**

LAN  
library  
lobby  
local  
log off  
log on  
Leave  
log file

**- M -**

mailbox  
Mail  
mailing list  
map  
MAP!  
mark  
member  
Member ID number  
menu  
menu bar  
message  
message board  
message map  
message number  
modem  
modem failure pattern  
modem success pattern  
monitor  
multiplayer games  
multi-tasking

**- N -**

navigation  
navigation commands  
network  
news clipping folder  
Newsgroups  
nickname  
notebook  
notice

**- O -**

observe  
offline  
online  
operating system  
option  
option button  
Outgoing Message Folder

**- P -**

parent message

participate  
password  
paste  
path  
path specification  
PIC  
PNG  
port  
PowerSearch  
PPP  
preferences  
press  
private group  
profile  
progressive JPEG  
Prohibited List  
prompt  
protocol  
pulldown listbox

**- Q -**

query  
QuickSearch

**- R -**

random-access memory (RAM)  
recipient list  
retries or redial attempts  
retrieve  
return key  
ribbon  
right-click  
room  
root directory  
RVU

**- S -**

screen  
scroll  
section  
select  
session  
shift-click  
sibling message  
side button  
signup  
status line  
stop bit  
subdirectory  
sysop

**- T -**

tab  
TCP/IP  
telnet  
terminal

[terminal emulation](#)

[terminal log](#)

[text](#)

[thread](#)

[ticker file](#)

[toolbar](#)

[top tab](#)

[topic](#)

[tracking](#)

[type](#)

**- U -**

[unmark](#)

[upload](#)

[URL](#)

[USENET Newsgroups](#)

**- V -**

[view](#)

[view mode](#)

**- W, X, Y, Z -**

[waiting messages](#)

[What's New](#)

[window](#)

[winsock](#)

[World Wide Web](#)



**a:**

The usual drive identification for a floppy disk drive. See also drive identification.

**About box**

A dialog box that shows the software's version number and reports details of your last session with CompuServe.

**abstract**

See file abstract.

**access**

To start up a service or software program, or to reach a menu or file.

**Address Book**

Storage area on your computer where you can keep names, addresses, and other important information about your regular Internet and CompuServe Mail correspondents.

**ALT key**

The key labelled ALT on the IBM PC and many compatible computers. In terminal emulation, this key is combined with others to transmit ALT commands.

**ALT key command**

The combination of the ALT key and another key to transmit an instruction to your computer.

**Alternate connection settings**

The set of connection settings that you designate to be used in the event that you are unable to connect to CompuServe using the Current connection settings. You can designate only one Alternate set per Current set.



**baud rate**

Signals transmitted per second over a communications link. In Connection Settings, you can select any baud rate your modem supports.

**binary**

Files stored in binary format, such as executable files, word processor files, spreadsheet files, and so forth.

**browse**

To explore the hierarchy of CompuServe services, peruse the hierarchy of messages and library files in a Forum area, or scan news stories in the Executive News Service.

**browser**

Software tool for reading hypertext documents on the Internet World Wide Web. See also hypertext and World Wide Web.

**bulletin**

Late-breaking news concerning a Forum service and community.

**button**

See command button.

**C:**

The usual drive identification for a hard disk drive. See also drive identification.

**choose**

To activate a command on a menu. For example, you might choose a command to make a menu, window, or dialog box appear, and then select among the options offered. See also select.



**click**

To select an icon, a button, a list item, or some other object on your screen by depressing and then immediately releasing the button on the left side of your mouse while the mouse pointer is situated on the object. See also click-and-hold and double-click.

**click-and-hold**

To select a screen object by depressing the left button on your mouse while the mouse pointer is situated at the object and then keep the button depressed while you move (or otherwise act upon) the object. See also click and double-click.

**command**

A choice on a pull-down menu or an instruction you enter while in terminal emulation.

**command button**

A rectangular button in a dialog that initiates the indicated action, such as the OK button, the Cancel button, and the Help button.

**common directory**

The directory (we suggest C:\CSERVE) that contains files for use by all CompuServe communications software so that such programs can access the same Address Book, Filing Cabinet, connection settings, and so on.

**communications network**

The combinations of lines, satellites, and machines that enable computers to exchange information.

**\CSERVE, C:\CSERVE**

The directory or folder suggested by CompuServe for installation of CompuServe software. If you install the CompuServe software in C:\CSERVE, you can easily install other CompuServe communications software in C:\CSERVE as well and thus use the same Address Book, Filing Cabinet, connection settings, and so on.

**CompuServe Directory**

A guide to Forum areas and other services. Access the directory from the Help menu and search for services by description or name.



**CompuServe Mail**

Electronic mail system for CompuServe members. CompuServe Mail permits message exchange between CompuServe members and members of many other electronic mail services, such as Deutsche Bundespost and Internet.

**CompuServe Ribbon.**

The row of colorful buttons that appear at the top of your screen. Most buttons represent menu commands, such as the Go and Address Book commands. See also menu bar and Toolbar.

**connect time**

The amount of time you are connected to CompuServe.

**Control key command**

The combination of the Control key plus a letter key. These keys are sometimes used to control the flow of text in some terminal emulation services.

**Conference Center**

See Electronic Conference Center.

**CUSIP number**

A unique, standardized identification number assigned to a security issue or company.

**conference**

A 'live' electronic conversation that you can participate in or observe, including casual chats, scheduled meetings, and guest lectures.

**conference room**

Where a Forum conference takes place. Each Forum area has several conference rooms.



**contribute**

To copy a file from disk storage on your computer to a CompuServe Forum library (upload).

**database**

Online repository of information. You can search databases such as Business Database Plus and Computer Database Plus to scan abstracts, read the full text of published materials, and download documents.

**decompress**

To expand an archive file created by a compression utility program, such as PKZIP or Stuffit.

**default**

Option that is set (or enabled) for you automatically. Defaults streamline your activities because the computer uses what is already pre-set. You can always change a default, though.

**desktop**

Onscreen area that organizes and arranges materials according to a distinctive look and feel. For example, Forum areas, Chat rooms, and the News desk are distinctive desktops with their own special resources.

**device driver, driver**

A program that provides the means for controlling a device, such as a printer or a disk drive, that is attached to a computer.

**dial PPP**  
See PPP.

**dialing prefix**

The series of modem commands that precede a telephone number to be dialed. One common sequence is ATDT, where AT (attention) prepares the modem to take some action, D (dial) indicates what action, and T (tone) defines which of several ways the action is to be taken.



**dialing postfix**

The modem command following a telephone number to be dialed, indicating that the number is complete. One common dialing postfix is ^M, which is the modem equivalent of a carriage return.

**dialog, dialog box**

Window on your screen where you supply specific instructions. You might do this by typing information in a text box, clicking a checkbox, and so forth.

**direction keys**

Keys (on your keyboard) with arrows on them. They allow you to scroll up and down or left and right within a dialog. See also scroll.

**directory**

A subdivision of disk files, usually by type and/or topic. Your hard drive has a directory, called the root directory, which provides pointers to all the disk's files. You can create additional directories, which are subdirectories to the root directory. Directories can also be referred to as folders in some systems.

**Disconnect**

A command that disengages the communications link between you and CompuServe, but without closing the CompuServe program. See also Leave and log off.

**display**

To transmit text or other graphic representations to your computer's screen.

**double-click**

To select a list item or other “object” on the screen by quickly pressing and releasing the left button on your mouse twice in succession while the mouse pointer is situated on the screen object. Double-clicking typically selects both the object and a default action. See also click and click-and-hold.

**download**  
See retrieve.



**drag-and-drop**

To copy or move a list item or other screen object from one window (or other region on your screen) to another by pressing the left button on your mouse while the mouse pointer is situated at the object, and then holding the button down while you move the mouse, finally releasing the button when the object is in its new location.

**drive identification**

The designation for a disk drive, typically a letter. This identification tells your disk operating system which drive to access.

**Electronic Conference Center**

An online area where you can learn about and attend conferences, often involving invited guests and celebrities.

**ENS**

See Executive News Service

**enter**

To transmit instructions or information by typing them and pressing the return key. In terminal emulation, you enter information in response to prompts.

**execute**

To perform a command or a program.

**Executive News Service**

A comprehensive collection of various news wires, reporting up-to-the-minute news, sports, and financial information. ENS includes a powerful story search feature, which intercepts stories about designated subjects and clips or keeps them for you in up to three personal electronic folders.

**Exit**

The command on the File menu that terminates your CompuServe session. If you are connected to CompuServe when you choose Exit, you will be disconnected automatically.



**extension**  
See file extension.

**extract**

See decompress.

**FAQ**

Internet acronym for frequently asked questions. Lists of FAQs and answers are provided in each of CompuServe's Internet services.

**file**

A collection of related information. A file may contain a set of records, lines of text, or program instructions.

**file abstract**

A summary of a file in a Forum library containing information such as description and size.

**file extension**

Part of a file identification, often used to indicate what kind of data a file contains. When present, the extension can be any combination of up to three letters and digits, and it must be separated from the file name by a period (.).

**file name**

Required portion of a file identification. The name of a CompuServe file can be up to six characters long. The first character must be a letter, and the remainder can be any combination of letters, numbers and hyphens (-). Also used to refer collectively to the complete file identification for a file if a file extension is used.

**File Transfer Protocol (FTP)**

Software tool for transferring files between computers on the Internet. You can use FTP to retrieve a file from a remote host computer.



**Filing Cabinet**

Storage area on your computer that you use to store and organize messages and other documents while using CompuServe.

**Forum area**

A CompuServe special interest group for members. Hundreds of Forum areas exist on CompuServe. Forums have message boards, data libraries, and conference rooms where special seminars and meetings take place.

**Friends List**

This is your record of names and CompuServe addresses of your Chat and Forum friends.

**FTP**

See File Transfer Protocol.

**full text**

Whole and uncut document. Several databases offer access to full-text articles that you can read or retrieve (download) to your computer.

**full-text search**

A database search that finds any article containing a designated keyword. See also keyword.

**graphical menu**

Expanded version of a CompuServe Information Service list menu that includes graphic images and buttons you can click to access related areas.

**host computer**

Any mainframe computer to which your computer must be connected in order to access host-based services.



**hypertext**

Method of presenting information where certain terms are linked to other documents. Selecting one of these terms displays the linked document, which may be text, graphics, or almost any kind of information related to the term. See also browser and World Wide Web.

**icon**

A graphical representation of a service or command.

**initialize**

To begin operating a program. On your computer, initialization procedures may include copying necessary files to your hard drive and then proceeding to the appropriate subdirectory.

**Internet**

A collection of millions of computers on many public and private networks, which function as a single global network.

**invite**

To ask one or more people to join a private group conversation in a Chat room or a Forum Conference room.

**JPEG**

Joint Photographic Experts Group. Standards group that defined a file format and image compression format called JPEG. This format is widely used on CompuServe. It uses a 24 bit lossy compression algorithm that actually removes some of the graphic information upon compression. A significant amount of information can be removed without a noticeable loss in image quality. This compression is based on the premise that the human eye cannot detect this lost information.

**library**

A Forum area's reference section, ideal for long-term storage of lengthy, structured documents or software programs contributed by Forum members for Forum members.

**lobby**

The initial entrance to a Chat or Forum area.



**local**

Relating only to your computer, to distinguish it from another computer that you are communicating with.

**log off**

To disconnect from CompuServe.

**log on**

To connect to CompuServe

**keyword**

A portion of a word, a whole word, or a phrase that guides your search through a database, a Forum library, or the Executive News Service. All available topics and files are selected based on the spelling of keywords, regardless of their case.

**Leave**

The command that terminates a CompuServe service without disconnecting from CompuServe. See also Disconnect.

**log file**

A file where you record your dialogue with CompuServe in a terminal emulation service. Also, a file that records the ongoing conversation in a Conference room, Chat room, or conference in the Conference Center.

**Mail**

See CompuServe Mail.

**mailing list**

You can combine one or more of your Address Book entries into categories called mailing lists. Then you can cause a message to be sent to all members of a mailing list by simply addressing the message to that name.



**map**

See message map.

**mark**

To select an item in a list for a later action. For example, while browsing in a Forum library, you can mark files that interest you and retrieve them later. A marked item is sometimes denoted by an icon placed beside the item when marked. In your CompuServe software, the Retrieve Later button is used to mark items for later retrieval.

**menu bar**

Horizontal bar at the top of the screen showing the major groups of functions offered by CompuServe.  
See also CompuServe Ribbon.

**message**

CompuServe's version of a letter. You can exchange messages with Forum members, CompuServe members, and subscribers to many electronic mail services. You can print your messages, read them online, or retrieve them to the Filing Cabinet. See also CompuServe Mail.

**message board**

The place where Forum messages are posted.

**message map.**

A diagram of the relationships among messages in a Forum topic. In a Forum area, one message often inspires several responses, and the conversation continues from there, forming a message thread. A message map tracks who started the conversation and who picked it up afterward.

**message number**

Each forum message has a unique number assigned to it which identifies it from all other messages.

**modem**

A device that converts the digital information produced by a computer into analog form for transmission over a communications link, and converts the analog information received from a communications link into digital form for processing by a computer.



**modem failure pattern**

The message sent to your computer by your modem when it is unable to establish a connection with a remote computer system.

**modem success pattern**

The message sent to your computer by your modem when it has established a connection with a remote computer system.

**monitor**

A video display unit attached to your computer, so named because it provides a means for you to observe (monitor) the information you exchange with the computer processor.

**multiplayer games**

Online games that can be played simultaneously by different people in different places.

**navigation**

Moving around CompuServe. You can use any combination of menus and commands to navigate on CompuServe. See also navigation commands.

**navigation commands**

The commands you can use to navigate, or move about, on CompuServe.

**network**

An interconnected set of computers that can communicate with each other. It is best to consider the network as a separate entity that lies between your computer and a remote computer system.  
See communications network.

**news clipping folder**

Temporary clipping folder that automatically collects timely stories about major events and issues.



**Newsgroups**

See USENET Newsgroups.

**nickname**

A name that identifies you in a Chat room or a Forum area. You can change your nickname anytime.

**notice**

Bulletin for Forum members from a Forum administrator (Sysop). Also referred to as an announcement or news flash.

**observe**

To listen to the conversation in a Chat room or Forum conference room without anyone knowing you are there. This may be done while you are participating in another conversation.

**offline**

Not connected to CompuServe.

**online**

Connected to CompuServe through a communications network. Also used to refer to areas that reside on CompuServe (and not on your computer), such as your CompuServe mailbox.

**operating system**

The organized collection of programs and data that controls the operation of the computer, such as Windows. The operating system provides the link between you (or the programs you install) and the computer's hardware.

**option button**

Small, round button in a dialog box that allows you to designate specific preferences. Option buttons in a group are mutually exclusive.



**password**

Personalized secret code word required for access to your CompuServe account. You can change your password as often as you'd like. Never tell anyone your password

**path**

The logical location of a file in your computer's disk storage. Every file is actually part of a directory, which may in turn be part of another directory, and so on up to the root directory, which is the top directory for a disk.

**path specification**

The disk and/or directory designation(s) that may be required to completely identify a file. Also known as the pathname.

**Favorite Places**

An area where you keep track of the services you access most frequently; you can add or delete services at will. When you select a service from your Favorite Places, you go directly to that service.

**PowerSearch**

Advanced tool for searching Ziff databases, which enables you to choose a search method and provide search terms to streamline your search. See also QuickSearch.

**preferences**

Options that enable you to customize various aspects of your CompuServe software.

**press**

To depress one or more keys simultaneously. You can initiate some actions by pressing the Alt key or Control key and another key at the same time. See also type.

**private group**

A group in a Forum conference room or Chat room that consists only of those members invited to participate.



**profile**

A file containing information on each Chat member, usually including their nickname and general interests. You decide whether you wish to establish a profile for yourself.

**prompt**

Request for specific instructions or information. A prompt often requires you to enter a response in order to continue. Terminal emulation uses prompts to operate. See also terminal emulation.

**protocol**

Set of rules governing computer-to-computer communication.

**query**

Sometimes used to refer to a search term or combination of terms that you use to search for particular items.

**QuickSearch**

Search tool available in several CompuServe services where you can provide search terms to streamline your search. See also PowerSearch.

**random-access memory (RAM)**

The main memory of a computer system, which holds both the operating system and any currently loaded application programs. RAM is so called because stored information is accessed at random, which means that the computer takes the same amount of time to reach any one information unit (on average), regardless of the order in which the units are stored.

**retries or redial attempts**

Number of times your modem will try to connect to CompuServe if your first try isn't successful.

**retrieve**

To copy a file from a CompuServe Forum library to disk storage on your computer (download).



**return key**

Carriage return key. This key is sometimes actually called the Enter key or return key on your keyboard.

**ribbon**

See CompuServe Ribbon.

**right-click**

To point to an item with your mouse and then click the button on the right. Right-clicking is an easy way to review available actions in certain windows, such as editing options when composing or editing a Mail or Forum message.

**root directory**

The main or top-level directory for a disk. The root directory can list files and/or other subordinate-level directories. These directories may in turn list any combination of files and their own subdirectories.

**screen**

The surface of any display device. Also, a collection of output data organized for presentation at one time on such a device.

**scroll**

To move horizontally or vertically through a list, article, or other text document. See also direction keys.

**section**

An area of a message board in a Forum area. Also an individual library in a Forum area. Each forum has several sections, each of which focuses on some more specific aspect of the Forum area's overall area of interest.

**select**

To pick one or more items from a list. See also choose.



**session**

The whole sequence of activities performed when you use CompuServe -- from logging on to CompuServe through logging off. Also, the general term for the whole sequence of activities from starting the CompuServe software to exiting it or from accessing an individual CompuServe service to leaving it.

**shift-click**

To point your mouse at an item, and hold down the Shift key while you click the left mouse button.

**Special Events**

A free service that reports current and upcoming special offers, promotions, or opportunities available on CompuServe.

**status line**

The line that appears at the bottom of your screen while you are using CompuServe. It displays various types of information.

**stop bit**

A bit that marks the end of each character (byte) transmitted.

**subdirectory**

Any directory subordinate to (listed by directory name in) the root directory, in any such subordinate directory, and so forth.

**sysop**

System operator, a forum member who is in charge of the forum and can answer questions about the Forum and resolve most problems you encounter.

**TCP/IP**

Transmission Control Protocol/Internet Protocol is the standard Internet protocol that enables computers of different kinds to communicate.



**telnet**

Software tool that enables you to log on to remote computers on the Internet. With telnet, you can access public files and databases and run applications on remote computers. You can also access CompuServe from any Internet host.

**terminal**

Any device that enables you to interact with a remote computer system. So named because it is usually at the terminus or end of a communications network.

**Terminal Emulation**

The mode in which your computer emulates a terminal. Some services require that you use them in terminal emulation, where you navigate with textual commands instead of windows.

**terminal log**  
See log file.

**text**

The contents of a message or a readable file.

**thread**

A group of Forum messages with a common subject and a common genealogy. Also called a topic.

**ticker file**

General term for a file containing multiple ticker symbols and/or CUSIP numbers. You might want to create a ticker file in your financial file area to use as an efficient means to generate financial reports on multiple issues.

**topic**

A group of Forum messages with a common subject and a common genealogy; a thread of connected messages. Also the subject of such a group or thread.



**type**

To depress a series of keys in succession. See also press.

**unstuff**

See decompress.

**upload**

See contribute.

**USENET Newsgroups**

Internet bulletin-board system where messages are grouped hierarchically under topic headings.

**Member ID**

CompuServe account identification number. Your Member ID number is your electronic mailing address and is listed beside your name in the Member Directory. 76846,731 is an example of a Member ID.

**view**

To read a document or display a graphics file.

**What's New**

An online service that provides the latest CompuServe information and topics of interest to the CompuServe community. What's New also provides access to a searchable archive of What's New articles.

**World Wide Web**

Hypertext-based tool for browsing the Internet. Using a Web browser, you can move around the Internet via hypertext links. See also hypertext and browser.



**Address type**

The type of address you're sending mail to, for example, CompuServe, AOL, Internet, FAX machine.

**Mailbox**

A special area on CompuServe where your mail is collected until you retrieve (download) it to your computer.

**Recipient list**

The list of the people to whom a mail message is addressed. Each person who will receive a copy of your message is called a recipient.

**Address format**

The order in which you enter a recipient's addressing information. To send Internet mail, the address format is the address type, colon, name, "at" sign, domain name and extension. For example, internet:jdoe@compuserve.com.

**Information service**

CompuServe is a provider of more than 3000 areas of interest including business, education and entertainment information services and products. CompuServe Incorporated is the world's most comprehensive online information service.

**LAN**

Acronym for Local Area Network, or two or more computers networked together by cables, satellite or phone lines.

**menu**

In a general sense, a list or row of choices, options or commands. More specifically, one of several words displayed above the Recent Places box in the upper left-hand corner of the CompuServe window. You click such words to view a list of related actions (commands). You then click a command to initiate its function. File and Edit are examples of menus.

**Notebook**

A small computer that can be easily carried around, also called a laptop computer.



**Connected**

To be connected means that your computer has established contact with one or more other computers, enabling you to share mail and files.

**Port**

The connectors on the back of your computer where you connect devices such as the mouse, keyboard, printer and modem.

**Invitation**

If someone else on CompuServe wants to chat with you, they issue an invitation. You can accept or decline an invitation.

**Toolbar**

The row of pictures or icons at the top of a window that let you perform various actions, Toolbars usually duplicate commands found in the menus, but can be quicker to use.

**Folder**

An electronic folder, like a physical one, is a place you create to store information. Used in the Filing Cabinet and many news services. Also refers to a directory on some systems.

**Checkbox**

Checkboxes control individual choices that are either turned on or off. When the choice is turned on, the box has a checkmark inside it. To turn a choice off or on, click in the checkbox.

**Option**

A choice or feature available to you.

**Tab**

Tabs help you quickly get to where you want to be and also show you only the commands you need to see at that time.



**Pulldown listbox**

A box on the screen that shows the most common choice, but also contains an arrow pointing down. You can click on this arrow to see a list of more choices.

**Highlight**

To highlight a choice means to select it, usually by clicking on the item or dragging the mouse pointer across it. The color of the item changes to show that it's highlighted.

**Tracking**

Monitoring member activities in Chat. You can track who else is coming and going, which rooms they are entering and leaving, and so forth.

**Unmark**

If a checkbox for a choice has an X in it, that choice is “on.” To turn it off, click in the check box and the X will go away.

**Member**

Anyone who has a CompuServe Member ID.

**Window**

Windows are the boxes on your computer screen that organize programs and commands. To make something happen, you simply click on an icon or picture in a window rather than typing in commands.

**Chat**

To communicate with others online, except that you type instead of talking.

**Paste**

To paste something like text or a picture is to place it in its new location. Usually the second half of a Cut and Paste or Copy and Paste operation.



**Copy to**

To create a copy of an item and put it in a new location. You can select a file on your hard drive and copy it to a diskette.

**MAPI**

Messaging Application Program Interface; enables mail and messages to be exchanged across various platforms and applications.

**Winsock**

WinSock is short for Windows Sockets; the WinSock is the interface between TCP/IP (Transmission Control Protocol/Internet Protocol), and Windows.

**Dial Type**

Indicates whether your computer has to dial a number to connect to CompuServe. This will usually be "Manual"; select Direct only if your computer is hard-wired to another computer system which provides the connection for you.

**Prohibited List**

A list of people you specify that you don't want to receive invitations to chat from. You can block someone temporarily or permanently.

**Parent message**

The first or root message in a topic thread.

**Sibling message**

One of several messages in a thread, usually a reply or response to the Parent message.

**Child message**

Usually a reply or response to the first, or Parent, message in a topic thread.



**Participate**

To actively take part in a discussion; to ask questions or offer comments, as opposed to merely observing or “lurking.”

**Room**

A place in CompuServe's Forum areas where people can go to have a conversation among themselves or discuss a topic that is not of interest to everyone else in the Forum area. For example, maybe you're in the Gardening Forum area and realize that 3 of you are from the same hometown. The 3 of you can go to a room to discuss old times.

**Explore**

To look around CompuServe's Information Service, to discover new and fun things to do online. Exploring is safe - you won't incur extra charges unless you agree to.

**View mode**

When you're in a library in a Forum area, you can view or look at a file before you retrieve or download it.

**Incoming Message Folder**

A folder in your Filing Cabinet; the place on your computer that mail messages are copied to when you retrieve them.

**Outgoing Message Folder**

A folder in your Filing Cabinet; the place on your computer that mail messages are stored in until you connect to CompuServe and send them.

**PNG**

Portable Network Graphics. An extensible file format for both 8 or 24 bit lossless, portable, well-compressed storage of raster images. PNG provides a patent-free replacement for the GIF format and can also replace many common uses of TIFF format. Indexed-color, grayscale and truecolor images are supported, plus an optional alpha channel.

**Waiting Messages**

These are messages sent to you in Forum areas, usually a response to a question you've asked or comment you made. You can get directly to these without having to read all the other messages in that Forum area.



**Attach**

When you send a mail message, you can include or attach files such as articles or pictures.

**PPP**

Point-to-Point Protocol. A communications protocol that enables you to connect to the Internet using a telephone line.

**URL**

Uniform Resource Locator, or the address of a Web page on the Internet.

**Multi-tasking**

To do more than one thing at a time; for example, you can be retrieving (downloading) files while reading mail.

**Signup**

The process of joining or becoming a member of CompuServe.

**Clipboard**

A temporary storage place within Windows; when you cut or copy text or a picture, it goes on the Clipboard until you paste it somewhere else. You can store one thing at a time on the Clipboard.

**Font**

The shape and style of letters and numbers. Two common fonts are Arial and Times New Roman.

**Carrier Detect**

A step in establishing communications involving the exchange of signals to ensure you have telephone line access.



**Access Number**

This is the telephone number you dial to reach CompuServe's Information Service, depending upon where in the world you are.

**Comm Port**

The plug on the back of your computer used for communications, usually where your telephone line plugs in to your modem.

**side button**

One of the large, colorful, rectangular, graphic buttons that are displayed along the left side of the CompuServe window for many desktops. You click a side button to reference a corresponding window (page) or task.

**top tab**

The top, flipper part of certain windows (pages) that are displayed in the center of the CompuServe window. Each top tab identifies a distinct page. You click a top tab to view or access that page.

**menu**

Collection of related actions (commands). Menu names are displayed in the upper left-hand corner of the CompuServe window (above the Page box). You click a menu name to view the menu. You then click a command to initiate its function. File and Edit are examples of menus.

**GIF**

Graphics Interchange Format. A CompuServe graphics format featuring 8 bit color lossless compression and providing interchange between many platforms. Widely adopted in the on-line industry. GIF is one of the formats the CompuServe Information Manager uses to display graphics online. A mechanism to specify one color to act transparent is frequently invoked. GIF files are currently used to display weather maps and stock charts and have the potential for other uses in the future. There are also many forum libraries that contain a wide variety of GIF files contributed by CompuServe members.

**PIC**

Pegasus Imaging Corp. PIC is a proprietary JPEG file created by Pegasus Imaging Corporation. This JPEG file is built with a BMP header which contains color palettes, comments, and other information about the file. See JPEG or Go Pegasus for more information.

**KQP**

Konica Quality Photo. A Pegasus Imaging Corp. PIC JPEG file created by Konica Quality Photo for the PC PictureShow application. PC PictureShow is a film scanning process which places a digitized roll of film onto a diskette. See PIC, JPEG or Go Pegasus for more information.



**RVU**

Rapid View. A standard progressive JPEG file created by Pegasus Imaging Corporation. These files are viewable by any progressive JPEG viewer. However, the RVU file may contain proprietary information only seen with a Pegasus decompressor or viewer utility. See JPEG, Progressive JPEG or Go Pegasus for more information.

**Progressive JPEG**

Progressively viewable Joint Photographic Experts Group. See JPEG. This format allows for an initial view of an image, giving the user a significantly degraded but good preliminary representation while the remaining image detail is received and viewed in succeeding passes.

**bcc**

Blind carbon copy recipient. A bcc recipient will receive a copy of a Mail message without being listed in any visible Recipient List.



### **Configuring the Windows NT Dial-up Remote Access Service (RAS Dialer)**

Follow these simple steps to configure the Windows NT Dial-up Remote Access Service (RAS Dialer):

(Select Control Panel, then Network to add Remote Access Service if it is not already installed.)

- 1 From the Remote Access Service program group, open the Remote Access program (RASPHONE.EXE).
- 2 In the RAS control panel, click the Add button.
- 3 Type a name in the Entry Name field (like CIS or CompuServe).
- 4 Type the local access number in the Phone Number field.
- 5 Give a description for the entry in the Description field.
- 6 Click Advanced button to open the rest of the entry window.
- 7 Select the correct modem port.
- 8 Click the Network button at the bottom of the window.
- 9 Deselect IPX, NetBEUI and Request LCP extensions. Select TCP/IP.
- 10 Click the TCP/IP Settings button.
- 11 Ensure Server assigned IP is selected.
- 12 Select Use specific name server addresses.
- 13 Type 149.174.211.5 and 149.174.213.5. in DNS spaces.
- 14 Leave WINS spaces blank.
- 15 Ensure Use default gateway on remote network is selected. (VJ compression irrelevant)
- 16 Click OK to close TCP Settings.
- 17 Click OK to close Network Settings.
- 18 Click the Security button at the bottom of the Add Phone Book Entry window.
- 19 Select Use clear text terminal login only.
- 20 Ensure that In Terminal or Script area Before dialing box is set to (none).
- 21 Select Terminal in the After dialing section
- 22 Click OK repeatedly, until you return to the Remote Access main control panel.

**Connecting**

To establish a connection, select the CompuServe entry and click the Dial button.

RAS will dial out and establish a connection at this point. Once RAS has made a connection, the After Dial Terminal window will appear.

- 1 Press <CR>.
- 2 Type CIS <CR>.
- 3 Type nnnnn,nnnn/PPP:CISPPP <CR>, replacing nnnnn,nnnn with your CompuServe User ID number.
- 4 Type your password followed by <CR>.
- 5 Click DONE at the bottom of the After Dial Terminal window.

Now you can launch and run CompuServe 3.0.1.



## **Upgrading to 3.0 from CIM**

CompuServe 3.0 has been designed to be graphically engaging and easy to use.

Please click a topic to learn more about CompuServe 3.0

### **Topics**

[Introduction](#)

[New Features](#)

[Commands and Menus](#)


[Converting Your Filing Cabinet](#)


[Uninstalling CompuServe 3.0](#)


## Introduction


Here are some of the major differences between WinCIM 2.0.1 and CompuServe 3.0:


. Most desktops in CompuServe 3.0 have colorful side buttons (side tabs) that run along the left side of the screen. If you click a side button, one or more pages (windows) with top tabs will be displayed in the center of your screen. Simply click the assorted top tabs to view or access those pages. Just about anything you would want to do is located on those pages.


 The Filing Cabinets in 2.0.1 and 3.0 are not compatible. You cannot read documents filed in the 3.0 Filing Cabinet with WinCIM 2.0.1 or earlier versions. Similarly, you cannot read messages filed in your WinCIM 2.0.1 Filing Cabinet without first converting them to the new 3.0 format. (Consult the Converting Your Filing Cabinet upgrading topic for more information.)

 CompuServe 3.0 has a fully-integrated Web Browser to make viewing Web pages easier than ever. Your screen will look a little different when you are using the Web Browser. (You can always return to the CompuServe 3.0 Home Desktop from a Web page by clicking the Main Menu button along the top of your Web Browser window.)


 CompuServe 3.0 has a Toolbar (Ribbon), but many of the buttons are new. You can learn what each button does by positioning your arrow cursor over the button and then pausing for a second or two. (The name of the button will appear in a tiny window.)

 The Forum Desktop, News Desktop, and Chat Desktop, do not have Toolboxes (palettes) to represent frequently-used commands. Such commands are now grouped and appear on a desktop-specific menu, such as the Forum menu (for the Forum Desktop).

 CompuServe 3.0 still has a menu bar, but many of the commands in WinCIM 2.0.1 have been renamed, removed and added to new menus, or eliminated completely in CompuServe 3.0. There are also a number of new commands in CompuServe 3.0 that were not present in WinCIM 2.0.1.

 The Explore Services window (menu) has been changed to a Table of Contents page. (Click the Main Menu side button on the Home Desktop, and then click the Table of Contents button to go there.)

 CB has been renamed Chat.

 CompuServe 3.0 has a Learn About area for each of the major desktops to help you gain familiarity without having to leave the product. (Click the Learn About side button to access the Learn About area.)

## **New Features**

Here are just a few of the new features you will find in CompuServe 3.0:

### **A New, Multimedia User Interface**

Multimedia components, like high-performance progressive graphics rendering and a sound player are provided or integrated into the software. And with the CompuServe Viewer, you can participate (send comments) in multimedia Moderated Conferences in the Conference Center.

### **Learn About Feature**

Explore Learn About to find out how to accomplish your tasks in our redesigned product. Available on most desktops, this feature is especially helpful if you're new to CompuServe.

### **New, Integrated Web Browsers**

The Microsoft Internet Explorer will be available at installation for Windows 3.1, Windows '95, Windows NT, and Macintosh users.

### **Web-Like CompuServe Browser Desktop**

The new CompuServe Browser enables you to navigate in a fashion similar to a Web session. Just use the forward and back arrows to move between menus.

### **Multi-Task Processing**

Now you can queue multiple tasks in background and move on to others. And the new the To-Do List helps you to manage group processing of send and receive tasks.

### **Personalized, Customizable Features**

You now can customize the Toolbar, look at information your way in sortable lists, and track services you've visited in the new Page pop-up menu.



## Commands and Menus

Many of the commands in WinCIM 2.0.1 have been renamed, removed and added to new menus, or eliminated completely in CompuServe 3.0.


There are also a number of new commands in CompuServe 3.0 that were not present in WinCIM 2.0.1.


### File Menu

 There are now specific commands for creating a text file (**New Text File**), a Mail message (**New Mail Message**), and a Forum message (**New Forum Message**),

 **Save As** has been removed from the File menu.

 A new command called **Add to Favorite Places** enables you to define a new Favorite Place.


 There are now commands that enable you to access your Address Book (**Address Book**) and Filing Cabinet (**Filing Cabinet**), as well as your To-Do List (**To-Do List**).

 **Connect** and **Disconnect** have been combined into one command, and have been moved from the File menu to the Access menu.


### Edit Menu


 **Copy to** and **Fixed Font** have been removed.


### Services Menu


 **Favorite Places**, **Find**, and **Go** have been moved to the Access menu.


 **Explore**, **Special Events**, and **Executive News** have been removed.


 **Internet Browser** has been changed to **Internet**.


 **News Headline** has been changed to **Latest News**.

 **Quotes** has been changed to **Stock Quotes**.

 **Portfolio** has been changed to **Financial Portfolio**.





 **Weather** has been changed to **Latest Weather**.

 **CB Simulator** has been changed to **Chat**.







 There are three additional commands (**Table of Contents**, **Member Services**, and **Forums and Communities**).

### Mail Menu



 **Search New Mail**, **Member Directory**, **In Basket**, and **Out Basket** have been removed.

-  **Create/Send Mail** has been changed to **Create New Mail**.
-  **Send/Receive All Mail** has been changed to **Send/Retrieve All Mail**.
-  **Filing Cabinet** has been moved to the File menu.
-  **Create Forum Messages** has been changed to **New Forum Message** and has been moved to the File menu.



### Special Menu

-  The Special menu in WinCIM 2.0.1 has been eliminated.
-  **Session Settings** are now known as Connection preferences. (Choose **Preferences** from the Access menu.)
-  **Connection Info** has been changed to **Connection Status** and moved to the Access menu.
-  **Preferences** are now found on the Access menu.
-  **Terminal Emulation** has been changed to **Terminal Emulator** and moved to the Access menu.
-  **Rebuild Cabinet Indexes** and **Forum Database** have been removed.

### Window Menu





-  **Cascade**, **Tile**, **Arrange Icons**, and **Close All** have been removed.
-  **Windows on Top** is a new command.

### Help Menu

-  **CompuServe Directory** has been moved to the Access menu.
-  **Upgrading to 3.0 from CIM** and **What's New in 3.0** are new commands.

### Forum Desktop

#### Messages Menu

-  **Create Message** has been changed to **Create Forum Message** and has been moved to the Forum menu.
-  **Search Messages** has been moved to the Forum menu. (Choose **Search** from the Forum menu.)
-  **Get Waiting** has been changed to **Get Waiting Messages** and has been moved to the Forum menu.
-  **Browse Messages**, **Retrieve Marked**, **Freshen Messages**, **In Basket**, **Out Basket**, **Filing**

**Cabinet, Address Book, Notice, and Descriptions** have been removed.

 **Set Date** has been changed to **See More Messages** and has been moved to the Forum menu.

### Library Menu

 **Browse Library, Retrieve Marked, Notice, and Descriptions** have been removed.

 **Search Library** has been changed to **Search Files** and has been moved to the Forum menu.  
(Choose **Search** from the Forum menu.)

 **Contribute** has been changed to **Contribute Library File** and has been moved to the Forum menu.

### Conference Menu

 **Enter Room** has been changed to **Rooms List** and has been moved to the Forum menu.

 **Who's Here** has been changed to **Who's Here List** and has been moved to the Forum menu.


 **Set Nickname** has been changed to **Change Nickname** and has been moved to the Forum menu.


 **Ignore** has been changed to **Modify Prohibited List** and has been moved to the Forum menu.

 **Invite, Notice, and Descriptions** have been removed.

### Special Menu


 **Notices, Forum Options, Join Forum, Connection Info, Preferences, and Toolbox** have been removed.

 **Search Membership** has been changed to **Search Members** and has been moved to the Forum menu.  
(Choose **Search** from the Forum menu.)


 **Change Member Entry** has been changed to **Change Member Profile** and has been moved to the Forum menu.

### News Desktop

#### Stories Menu

 **Select Folder, Retrieve Marked Stories, Create Folder, Update Folder, Delete Folder, and Notices** have all been removed.

### Special Menu

 **Connection Info, Preferences, Toolbox, In-Basket, Out-Basket, Filing Cabinet, and Address Book** have all been removed.

**CB Simulator is now called Chat**

#### **Channels Menu**



**Channels!** has been changed to **Rooms List** and has been moved to the Chat menu.

#### **People Menu**



**Who's Here** has been changed to **Who's Here List** and has been moved to the Chat menu.



**Invite** and **Friends** have been removed.



**Squelch** has been changed to **Modify Prohibited List** and has been moved to the Chat menu.


#### **Special Menu**





**Record Channel, Record Group, Change Handle, Set Function Keys, Bulletin, Connection Info, Preferences, Toolbox, In-Basket, Out-Basket, Filing Cabinet, and Address Book** have been removed.


## Converting Your Filing Cabinet


CompuServe 3.0 uses a new Filing Cabinet format. Here is a summary of what you need to know about it:

 The Filing Cabinets in 2.0.1 and 3.0 are not compatible. You cannot read documents filed in the 3.0 Filing Cabinet with WinCIM 2.0.1 or earlier versions. Similarly, you cannot read messages filed in your WinCIM 2.0.1 Filing Cabinet without first converting them to the new 3.0 format.

 If you install CompuServe 3.0 into your common (\CSERVE) CompuServe directory (where WinCIM currently resides), the contents of your WinCIM Filing Cabinet will be converted automatically to the new CompuServe 3.0 format. (This automatic conversion of your Filing Cabinet happens only the first time you install CompuServe 3.0.)

 The conversion process does not harm your old Filing Cabinet messages, but simply makes a copy of them and then converts the copies to the new Filing Cabinet format.

 If you need to convert your WinCIM Filing Cabinet to CompuServe 3.0 format and you have already installed CompuServe 3.0, you can use the Filing Cabinet Conversion Utility that comes with CompuServe 3.0. (You will find the Filing Cabinet Conversion Utility in your CompuServe 3.0 program folder.)

 The Filing Cabinet Conversion Utility has several options that you can set if you do not want to use the default options:

**Delete original file(s)** checkbox indicates whether you want to delete the old Filing Cabinet entries after importing them into the CompuServe 3.0 Filing Cabinet. This will help conserve space on your hard drive. (You should make sure you have backed up your old Filing Cabinet before importing it in this way.)

**Log transactions to text file** checkbox indicates whether a text file of activities that occur during the conversion process should be generated. (The resulting text file will be placed in the CompuServe 3.0 Filing Cabinet.)

**Index records upon completion** checkbox indicates whether the CompuServe 3.0 Filing Cabinet should be re-indexed upon completion of the conversion process. (This is necessary if you wish to be able to perform full-text searches on the contents of your CompuServe 3.0 Filing Cabinet.)

**Duplicate Records** options enable you to control how records should be handled if they exist in both Filing Cabinets. For example, such duplicate records could occur if you attempt to import (convert) the same Filing Cabinet twice.

**Prompt** option will cause the Filing Cabinet Conversion Utility to prompt you as to whether a detected duplicate record should be added or skipped.

**Add All** option will cause the Filing Cabinet Conversion Utility to add, but not overwrite, records if they already exist in the target (CompuServe 3.0) Filing Cabinet. (This will result in multiple copies of the same entry in the CompuServe 3.0 Filing Cabinet.)

**Skip All** option will cause the Filing Cabinet Conversion Utility to ignore duplicate records.

### **Uninstalling CompuServe 3.0**

Should you ever want to uninstall CompuServe 3.0, you can do so easily by using the Uninstall program that comes with CompuServe 3.0.

(You will find the Uninstall program in your CompuServe 3.0 program folder.)



## **What's New in 3.0**

### **A New, Multimedia User Interface**

Multimedia components, like high-performance progressive graphics rendering and a sound player are provided or integrated into the software. And with the CompuServe Viewer, you can participate (send comments) in multimedia Moderated Conferences in the Conference Center.

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Explore Learn About to find out how to accomplish your tasks in our redesigned product. Available on most desktops, this feature is especially helpful if you're new to CompuServe.

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### **Web-Like CompuServe Browser Desktop**

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### **Multi-Task Processing**

Now you can queue multiple tasks in background and move on to others. And the new the To-Do List helps you to manage group processing of send and receive tasks.

### **Personalized, Customizable Features**

You now can customize the Toolbar, look at information your way in sortable lists, and track services you've visited in the new Page pop-up menu.

To get the latest information about your CompuServe 3.0 software, go to the [CompuServe Support Forum](#).



## **Member Assistance**

The Member Assistance page enables you to learn access phone numbers for connecting to CompuServe, review information related to your CompuServe account, and contact CompuServe Customer Service.

### **Related help topics**

[Accessing a Service](#)

[Setting Connection Preferences](#)

### **List of CompuServe Offices**

[Argentina](#)

[Australia/New Zealand](#)

[Austria](#)

[Chile](#)

[Colombia](#)

[France](#)

[Germany](#)

[Hong Kong](#)

[Hungary](#)

[Israel](#)

[Japan](#)

[Mexico](#)

[Singapore](#)

[South Africa](#)

[South Korea](#)

[Switzerland](#)

[Taiwan](#)

[United Kingdom](#)

[United States/Canada](#)

[Venezuela](#)

[Other Countries](#)



**Actual F1 Dialogs begin here.**

**Uppercase # footnotes are the links to the .H file.**

**Lowercase # footnotes are for the above “test section” for Sample F1 Help Pages only.**

**Remove test section links before turning files over for safekeeping.**

**Also remove “abc” sections following.**

## Mail Center



## **Read Page**

The Read page lists your incoming Mail and enables you to process it.

To get your Mail, click Get Mail. Your CompuServe mailbox will be cleared out in the process, ensuring that you continue to get only new Mail messages whenever you click Get Mail. (You can change the behavior of the Get Mail button in your Mail preferences.)

If you want to retrieve (download) more than one listed message, simply select each one before you click Open. (Hold down the Ctrl key on your keyboard while clicking a message to select it.)

## **What you see on your screen**

**Get Mail** button lists your incoming Mail. The Get Mail button is initially set to retrieve (download) Mail from your online mailbox to your computer. However, you can have the Get Mail button take you to your mailbox without retrieving your incoming Mail by marking the View Mail online before retrieving checkbox in your Mail Preferences.

**Open** button displays a highlighted message.

**File It** opens your Filing Cabinet so that you can save a highlighted message.

**Delete** button deletes a highlighted message.

**Subject, From, Date, Size, and Options** column headings (in the Incoming Messages list) sort your incoming Mail.

## **Related help topics**

[Setting Mail Preferences](#)

[What is a Mailbox?](#)



## Create Page

The Create page enables you to create and process your outgoing Mail.

If you have outgoing messages, they will be listed here automatically.

If you want to send more than one listed message, simply select each one before you click Send. (Hold down the Ctrl key on your keyboard while clicking a message to select it.)

## What you see on your screen

**New** button brings up a window where you can create a Mail message.

**Open** button displays a highlighted message so that you can review or modify it.

**Send** button sends a highlighted message, then removes that message from the list.

**Send All** button sends all outgoing messages.

**Delete** button removes a highlighted message without sending it.

**Subject, To, Date, Size, and Options** column headings (in the Outgoing Messages list) sort your outgoing Mail.

## Related help topics

[Reviewing or Editing Outgoing Messages](#)

[Sorting Outgoing Messages](#)



## Search Page

The Search Page enables you to search for Mail messages via subject, sender name, date range, general keyword, retrieval history, and so forth, from the Mail Center.

Define your search using the boxes beside Find. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

You can click More to narrow your search.

## What you see on your screen

The More and Less buttons control the depth of your search interests.

**More** button displays additional search terms so that you can narrow your search. (The More button becomes the Less button.)

**Less** button hides your search interests. (The Less button becomes the More button.)

**Find** boxes enable you to specify the information required for your search. Click the arrows to see a menu of choices, and then click the choice you want. (Use the boxes to make a sentence describing what you want to search for.)

**Search** button begins the search.

You will see the following search terms only if you click the More button.

**Submitted between** dates enable you to confine your search to the date range you select. Click the arrows to change the dates.

**In Folders** box enables you to confine your search to particular folders. To select a folder to be searched, mark the corresponding checkbox.

**All** button selects all folders in the In Folders box.

**None** button unselects all folders in the In Folders box.

You can also search for Mail messages stored in your Filing Cabinet by accessing the Filing Cabinet.

## Related help topics

[Forwarding an Incoming Message](#)

[Replying to an Incoming Message](#)

[Searching for Items in the Filing Cabinet](#)



## Search Page

The Search Page enables you to search for Mail messages via subject, sender name, date range, general keyword, retrieval history, and so forth.

Define your search using the boxes beside Find. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

You can click Less to hide your search interests.

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You can also search for Mail messages stored in your Filing Cabinet by accessing the Filing Cabinet.

## Related help topics

[Forwarding an Incoming Message](#)

[Replying to an Incoming Message](#)

[Searching for Items in the Filing Cabinet](#)



## **Address Book**

The Address Book page (window) lists the contents of your Address Book. You can create, change, and delete Address Book entries.

Your Address Book saves you time when addressing your CompuServe Mail messages because you can select your message recipients without having to retype names and electronic mailing addresses.

You can also easily add to your Address Book the names and addresses of people who send Mail to you by clicking the Add Addresses button (in the Read Mail window) while reading a message.

### **What you see on your screen**

**New** button opens a window where you can make a new entry in your Address Book.

**Open** button displays detailed information about a highlighted entry so that you can review or modify it.

**Delete** button removes a highlighted entry from your Address Book.

**Name**, **Address Type**, and **Address** column headings sort the Address Book entries.

### **Related help topics**

[Changing an Address Book Entry](#)

[Making an Address Book Entry](#)



## **Mail Search Results Window**

The Mail Search Results window lists the results of a Mail search.

You can open and delete listed messages.

### **What you see on your screen**

**Open** button displays a highlighted message in the Search Results box.

**Delete** button removes a highlighted message from the Search Results box. (The message will also be removed from the Filing Cabinet.)

**Subject**, **Folder**, and **Date** column headings sort your messages.

### **Related help topics**

[Saving Message Addresses](#)

[Setting Mail Preferences](#)





## Define Mailing List Window

The Define Mailing List window enables you to create a Mailing List using existing individual entries in your Address Book.

If you attempt to add someone to the Mailing List who is not currently listed in your Address Book, you will be asked if you want to add the person to your Address Book.

## What you see on your screen

**Mailing List name:** Specify a name for the group entry.

**Name** box records a recipient's name.

**Address** box records a recipient's electronic Mail address.

**Add to List** button adds the individual address to the Mailing List.

**Name**, **Address Type**, and **Address** column headings in the Mailing List box sort the Mailing List addresses.

**Change** button copies a highlighted name and address in the Mailing List box to another window so that you can change the information.

**Remove** button removes a highlighted member from the Mailing List Members box.

**Address Book** button opens your Address Book.

## Related help topics

[Making a Mailing List Entry](#)



## Read Mail Window

The Read Mail window displays a Mail message. You can file (save) or delete the message, forward the message to someone else, or send a reply to the author or one or more persons who received the original message.

If you want to include some of all of the original message in your reply, before clicking Reply, first select the text you want so that it is highlighted. Then, when you click Reply, the highlighted text will be copied to your reply message within quotation marks, preceded by an introductory phrase mentioning the author of the text.

If you are at your CompuServe mailbox (online) and want to forward a message with attached files, but without actually retrieving the message, you must still retrieve (save) the attached files before you will be able to forward them.

## What you see on your screen



button displays the previous message in the list.



button displays the next message in the list.

**Reply** button enables you to send a reply message to the author of the message.

**Reply All** button enables you to send a reply to all message recipients.

**Forward** button enables you to send the message along with your comments to one or more people.

**File It** button opens your Filing Cabinet so that you can copy the message to a folder of your choice.

**Delete** button closes the message and marks it for deletion.

**To** lists all the message recipients.

**Add Addresses** button opens a window where you can add any address associated with the message to your Address Book.

If the Mail message is a file, you will also see the following buttons:

**Open** button displays (opens) the file for you. (You cannot open binary files from the Read Mail window.)

**Save** button enables you to save the file to your computer.

## Related help topics

[Forwarding an Incoming Message](#)

[Replying to an Incoming Message](#)



## Online Mail Window

The Online Mail window lists the contents of your online mailbox so that you can process it without having to retrieve (download) it to your computer.

You are online (connected to CompuServe) whenever you see this window.

### What you see on your screen

**Create** button enables you to compose and send a message.

**Open** button displays a highlighted message in the Online Messages list.

**File It** button opens your Filing Cabinet so that you can copy a highlighted message.

**File Later** button enables you to add a highlighted item to your To-Do List for later filing.

**Delete** button removes a highlighted message from the Online Messages list.

**Undelete** button enables you to restore (undelete) messages that you have recently deleted. You can undelete messages only one message at a time.

**Subject, From, Date, Size** and **Options** column headings (in the Online Messages list) sort your online messages.

### Related help topics

[Retrieving Mailbox Messages](#)

[What is a Mailbox?](#)



## **Define Address Type Window**

The Define Address Type window records the type of Address Book entry you want to make.

Click Individual Address to define an entry for just one person (Jack Smith, Sally Doe, Li Pond).

Click Group Mailing List to define an group entry of multiple individual addresses (Computer Pals, Softball Team, Stock Club.) A Mail message sent to a Mailing List address goes to everyone in the group.

### **Related help topics**

[Accessing the Define Address Type](#)

[Changing an Address Book Entry](#)



## Create Mail Window

The Create Mail window enables you to create and process a Mail message. (You can also paste your message from a file.)

Your message must have a subject.

If you begin to type a name in the Name box that matches a name in your Address Book, the Name and Address boxes will be filled in automatically upon recognition of the match.

If you want to send the message to more than one person, click Recipients and create a Recipient List for the message.

If you want to send one or more files with your message, click Attach File and specify (attach) them.

## What you see on your screen

**Send** button sends the message, connecting you to CompuServe if you are currently offline.

**Send Later** button does not actually send the message, but instead places the message in the Outgoing Messages list to be sent later. (You can send it from there whenever you like.)

**File It** button opens your Filing cabinet so that you can store the message.

**Name**, **Address**, and **Subject** boxes record your recipient and subject information.

**Recipients** button enables you to build a Recipient List for your message.

**Options** button opens a window where you can specify various sending options for the message.

**Attach File** button opens a window where you can specify a file to accompany the message.

## Related help topics

[Addressing a Mail Message](#)

[Sending a Mail Message](#)



## Message Recipients Window

The Message Recipients window enables you to build or edit a Recipients List for your message. Each person in the Recipients List will receive a copy of the Mail message when sent.

If you begin to type a name in the Name box that matches a name in your Address Book, the Name and Address boxes will be filled in automatically upon recognition of the match. If a name is not in your Address Book, a window will be displayed asking if you would like to add it to your Address Book.

For each recipient you specify, be sure to click the appropriate recipient type:



**To:** indicates that the recipient is a major recipient.



**cc:** indicates that the recipient will receive a public carbon copy of the message.



**bcc:** indicates that the recipient will receive a private (blind) carbon copy of the message. (Only the sender and recipient will know about it.)

## What you see on your screen

**To:** option designates the selected name and address as a primary recipient. You can have multiple primary recipients.

**cc:** option designates the selected name and address as a carbon copy recipient. Carbon copy recipients receive a copy of the message and their names are visible in the Recipients List.

**bcc:** option designates the selected name and address as a blind copy recipient. Such recipients receive a copy of the message, but their names are not visible in the Recipient List.

**Name** box records the message recipient's name.

**Address** box records the message recipient's electronic mailing address.

**Add to List** button adds the information in Name and Address boxes, as well as the selected recipient option (To, cc, or bcc) to the message Recipients List.

**Change** button enables you to modify the highlighted entry in the Message recipients list. (The highlighted entry will appear in the Name and Address boxes where you can change or review them.) You can also change the recipient option (To, cc, or bcc).

**Remove** button enables you to delete the highlighted entry from the Message recipients list.

**Recipients** box lists names and addresses of recipients you have specified.

**Address Book** button opens your Address Book so that you can select recipients from it.

**Name** and **Address** buttons (within the Recipients list box) sort the recipient entries.

## Related help topics

[Accessing the Address Book](#)

[Requesting a Return Receipt](#)



## Mail Page

The Mail page (within the Preferences window) enables you to customize your Mail sessions.

You can request whether to file (save) sent messages, as well as whether to view Mail directly from your online mailbox, and whether to delete Mail from your online mailbox once retrieved.

### What you see on your screen

**Keep a copy of all sent mail in** checkbox indicates whether copies of Mail messages that you send will be filed (saved) automatically in your Filing Cabinet.

**Select Folder** button opens your Filing Cabinet so that you can specify a folder for your copies of sent Mail messages. (The Select Folder button is a valid option only if you mark the Keep a copy of all sent mail in checkbox.)

**Immediately show recipient dialog** checkbox indicates whether you will immediately see the Message Recipients window each time you compose a message.

**Automatically add new addresses to Address Book** checkbox indicates whether you will be prompted to add an entry to your Address Book each time you add an unrecorded address to the Recipient List when creating a Mail message.

**View mail online before retrieving** checkbox indicates whether incoming Mail will be retrieved (downloaded) from your mailbox (online) to your computer automatically when you click Get Mail at the Mail Center Read page, or whether you will instead view incoming Mail at your mailbox (without automatically retrieving it.) If you mark this checkbox your incoming Mail will be displayed in a separate window instead of on the Mail Center Read page when you click Get Mail.

**Delete Mail from online mailbox when retrieved** checkbox indicates whether CompuServe 3.0 will delete Mail from your mailbox after you retrieve it (file it) to your computer when you are at your online mailbox. (This checkbox is available only if you have also marked the View mail online before retrieving checkbox.)

### Related help topics

[Auto-Filing Sent Mail](#)

[Requesting a Return Receipt](#)



## Set Mail Options Window

The Set Message Options window enables you to assign various sending options to a Mail message, such as whether to assign an urgency status to the message, whether to specify a particular release or expiration date, whether to request a notification when the recipient actually opens the message, and whether the message text should be reformatted when sent.

### What you see on your screen

**Indicate message is urgent** checkbox assigns the highest priority to your message. Recipients will see such status before opening the message.

**Notify me when message is received** checkbox causes a message to be sent to you the first time each recipient opens your message.

**Reformat text to window** option assures that your message will fit comfortably within the size of the recipient's message window, wrapping to window dimensions as appropriate.

**Send exactly as shown** option assures that the spacing and paragraph layouts of your message will not be changed when the message is sent.

**Release Date** checkbox causes your message to be sent on the date that you specify in the date box to the right. Click the arrows to change the dates.

**Expiration Date** checkbox causes your message to be deleted from the recipient mailbox on the date that you specify in the date box to the right, provided the recipient does not retrieve (download) it first. Click the arrows to change the dates.

### Related help topics

[Assigning Urgency Status](#)

[Setting Mail Preferences](#)





## **Add Entries to Address Book Window**

The Add Entries to Address Book window lists all the addresses associated with an opened message so that you can add one or more of them to your Address Book.

### **What you see on your screen**

**Names** enables you to select a listed name to add.

**Detail information** displays address information and comments associated with the highlighted name, which you can edit.

**Add** button adds the highlighted name and associated information to your Address Book.

**Done** button closes the Address Book Window.

### **Related help topics**

[Saving Message Addresses](#)



## **Attach Files Window**

The Attach Files window lists all files currently attached to a message that you are creating.

You can add files to the list, as well as remove files from the list.

### **What you see on your screen**

**Add To List** button opens a window where you can specify a file to send with the message.

**Remove** button removes a highlighted file from the list of attached files in the Files Attached box.

**File type** box displays the type of file that is highlighted. Click the arrow to select a different type.

**Files Attached** box shows the attached files.

### **Related help topics**

[Attaching a File to a Mail Message](#)

[Setting Mail Preferences](#)



## Define Address Book Entry Window

The Define Address Book Entry window records detailed information about a new entry that you want to make in your Address Book.

If you want to compose a message to someone who is recorded in your Address Book, close the Add Entry to Address Book window, click the Create top tab, and then click New.

### What you see on your screen

**Name** box records the name of the Address Book entry.

**Address type** box indicates the various address types. (Click the down arrow button, and then click the address type you want.) The Define Address Book Entry window will change slightly to reflect the address type you select.

**Comments** box records any comments you wish to associate with the entry.

Your address might use one or more of the following components:

#### **answerback**

Optional component of Telex and TWX address formats. Do not specify an answerback unless you are sure that it is correct.

#### **country**

Standard X.400 code for the country where the mail service is located.

#### **given name**

First name of the recipient.

#### **mail id**

Recipient's unique mail service address.

#### **organization**

Organization through which the recipient receives messages.

#### **private domain**

Private domain of the recipient's organization (if there is one).

#### **surname**

Last name of the recipient.

#### **system name**

Three-letter code assigned to a private CompuServe Mail system.

#### **state**

The state, province, or other government subdivision.

#### **username**

Recipient's username.

#### **workgroup**

Recipient's MHS workgroup, as registered with the CompuServe Mail Hub.

**post office**

Recipient's cc:Mail post office as registered with the CompuServe Mail Hub.

**Related help topics**

[Accessing the Address Book](#)

[Making an Address Book Entry](#)



## **Change an Address Book Entry Window**

The Change an Address Book Entry window displays address information about an entry in your Address Book so that you can review or change the content.

If you want to compose a message to someone who is recorded in your Address Book, close the Change an Address Book Entry window, click the Create top tab, and then click New.

### **What you see on your screen**

**Name** enables you to change the name for the address entry.

**Address Type** enables you to change the type of address by clicking the arrow.

**Address** enables you to specify address information for the address type you selected.

**Comments** enables you to add or change optional information for the address entry.

Your address might use one or more of the following components:

#### **answerback**

Optional component of Telex and TWX address formats. Do not specify an answerback unless you are sure that it is correct.

#### **country**

Standard X.400 code for the country where the mail service is located.

#### **given name**

First name of the recipient.

#### **mail id**

Recipient's unique mail service address.

#### **organization**

Organization through which the recipient receives messages.

#### **private domain**

Private domain of the recipient's organization (if there is one).

#### **surname**

Last name of the recipient.

#### **system name**

Three-letter code assigned to a private CompuServe Mail system.

#### **state**

The state, province, or other government subdivision.

#### **username**

Recipient's username.

#### **workgroup**

Recipient's MHS workgroup, as registered with the CompuServe Mail Hub.

**post office**

Recipient's cc:Mail post office as registered with the CompuServe Mail Hub.

**Related help topics**

[Changing an Address Book Entry](#)

[Copying Address Information to the Address Book](#)



### **Select Recipients Window**

The Select Recipients window lists the contents of your Address Book so that you can select one or more addresses for your Recipient List.

### **Related help topics**

[Creating a Mail Message](#)

[Sending a Mail Message](#)



### **Select Entry from Address Book Window**

The Select Entry from Address Book window enables you to select one or more addresses from your Address Book for a Mailing List that you are creating.

You can select multiple addresses. (Hold down the Ctrl key on your keyboard while clicking the addresses you want.)

Before an address can become part of a Mailing List, it must be entered in your Address Book as an individual address entry.

**Name**, **Address Type**, and **Address** column headings sort the entries.

#### **Related help topics**

[Creating a Mail Message](#)

[Sending a Mail Message](#)





## **Online Mail Search Window**

The Online Mail Search window lists the results of a Mail search.

You can open and delete listed messages.

### **What you see on your screen**

**Open** button displays a highlighted message in the Search Results box.

**File it** button opens your Filing Cabinet so that you can copy a highlighted message in the Search Results box to the Filing Cabinet

**Delete** button removes a highlighted message from the Search Results box.

**Stop** button immediately halts your search.

**Undelete** button restores the last message you deleted.

**Subject, From, Date, Size,** and **Options** column headings (in the Online Messages list) sort your messages.

### **Related help topics**

[Listing Your Mail Messages](#)

[Saving Message Addresses](#)

## Forum Areas



## Welcome Page

The Welcome page is your starting place in a Forum area or in the Conference Center, displaying a colorful Forum Logo and the date of your last visit.

Depending on the time of your visit, you might see one or more buttons along the top of the Welcome page, which you can click for additional information.

### What you see on your screen

**Get Waiting Messages** button displays Message Topics containing messages addressed to you, but which you have not yet read.

**Read News Flash** button displays important news about the area.

**Join Conferences in Progress** button displays a list of ongoing conferences that you can participate (send comments) in or observe (watch).

### Related help topics

[Posting a Message](#)

[What is a Forum Area?](#)



## **Welcome Message Window**

The Welcome Message window displays a note of welcome if you are new to the area.

You can specify the name by which you want to be known, as well as any interests you want to share with others.

## **What you see on your screen**

**Type the name you want to use** box records the name you want to be known by while in the area.

**Interests** box records your interests.

**Join** button enables you to become a Forum member. (There is no cost involved with joining a Forum area.)

**Leave** button closes the Welcome Message window and exits the area (but leaves you connected to CompuServe).

You can learn other Forum members' interests by viewing their Member Profiles at the Who's Here page. (Click the Forum Conference side button, and then click the Who's Here top tab to get to the Who's Here page.)

## **Related help topics**

[Posting a Message](#)

[What is a Forum Area?](#)



## Members Page

The Members page (or Membership Search window) enables you to find other members.

Define your search using the boxes beside Find members. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

You can click More to narrow your search.

### What you see on your screen

The More and Less buttons control the depth of your search terms.

**More** button displays additional search terms so that you can narrow your search. (The More button becomes the Less button.)

**Less** button hides your search terms. (The Less button becomes the More button.)

**Find** boxes enable you to specify the information required for your search. Click the arrows to see a menu of choices, and then click the choice you want. (Use the boxes to make a sentence describing what you want to search for.)

**Search** button begins the search.

You will see the following search terms only if you click the More button.

**Member ID** box records the Member ID number of the member you want to find.

**Interests** box records an interest keyword. You can specify more than one keyword if you separate each keyword by a space. (Your search will find only entries with all the keywords you specify.)

### Related help topics

[Posting a Message](#)

[What is a Forum Area?](#)



## **Members Page**

The Members page (or Membership Search window) enables you to find other Forum members.

Define your search using the boxes beside Find members. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

You can click Less to hide your search interests.

### **What you see on your screen**

The More and Less buttons control the depth of your search terms.

**More** button displays additional search terms so that you can narrow your search. (The More button becomes the Less button.)

**Less** button hides your search terms. (The Less button becomes the More button.)

**Find** boxes enable you to specify the information required for your search. Click the arrows to see a menu of choices, and then click the choice you want. (Use the boxes to make a sentence describing what you want to search for.)

**Search** button begins the search.

You will see the following search terms only if you click the More button.

**Member ID** box records the Member ID number of the member you want to find.

**Interests** box records an interest keyword. You can specify more than one keyword if you separate each keyword by a space. (Your search will find only entries with all the keywords you specify.)

### **Related help topics**

[Learning About CompuServe Members](#)

[Posting a Message](#)

[What is a Forum Area?](#)



## **Read Waiting Messages Window**

The Read Waiting Messages window lists all the Message Topics containing Forum messages that have been sent specifically to you, but which you have not yet read.

If you open a topic, your waiting message in that topic is displayed.

If you have more than one waiting message in a topic, each waiting message is listed.

You can click the Map button to find additional waiting messages for a topic.

## **What you see on your screen**

**Open** button displays a waiting message in a highlighted Message Topic.

**File It** button opens the Filing Cabinet so that you can store a highlighted topic.

**File Later** enables you to add a highlighted item to your To-Do List for later filing.

**Map** button displays the message relationships for a highlighted topic so that you can select (click) additional messages in the topic that you want to read.

## **Related help topics**

[Replying to a Message](#)

[Searching for a Message](#)



## **Announce Page**

The Announce page lists one or more Announcements that you might want to open (read).

### **Related help topics**

[Posting a Message](#)

[Setting Your Forum Area Preferences](#)

[What is a Forum Area?](#)





## **Read Announcement Window**

The Read Announcement window displays important information about the Forum area that you can file (save) for later retrieval. (Choose **Save** from the File menu.)

### **What you see on your screen**

**Contents of:** box displays the current Announcement name and lets you select other Announcements. (Click the down arrow button, and then click an Announcement.)

### **Related help topics**

[Setting Your Forum Area Preferences](#)

[What is a Forum Area?](#)



## **Message search for Window**

The Message search for window lists the messages or Message Topics found as a result of a Message Boards search.

You can open and file (save) the listed messages or Message Topics.

If you are viewing a list of individual messages or if you open an individual message, you can access related messages within the Message Topic by clicking the Map button.

## **What you see on your screen**

**Open** button displays a highlighted message (if you are looking at a list of messages) or opens a highlighted topic (if you are looking at a list of topics).

**File It** button opens the Filing Cabinet so that you can file (save) the highlighted message or Message Topic for later viewing.

**File Later** enables you to add a highlighted item to your To-Do List for later retrieval.

**Map** button shows the relationships between messages in a topic.

**Stop** button halts the ongoing search. When the search is complete this button is replaced by the Map button.

## **Related help topics**

[Browsing Forum Messages](#)

[Searching for a File](#)



## Read Page

The Read page lists the Message Sections in a Forum area.

You can sort the listed Message Sections by clicking the Section Name, Topic and Messages column headings.

If you open a section, the list of Message Sections is replaced by a list of Message Topics within that particular section.

## What you see on your screen

You will see a different arrangement of buttons depending on whether you are viewing a list of Message Sections or a list of Message Topics.

If you are viewing a list of Message Sections you will see the following buttons and other screen elements:

**Open** button lists topics in a highlighted section.

**Description** button displays a Description of a highlighted section.

**File It** button opens the Filing Cabinet so that you can store a highlighted entry.

**File Later** enables you to add a highlighted item to your To-Do List for later filing.

**Section Name**, **Topics**, and **Messages** column headings (in the Message Sections list) sort the Message Sections.

If you are viewing a list of Message Topics you will see the following buttons and other screen elements:

**Open** button lists topics in a highlighted section.

**Map** button shows the relationships among messages in a highlighted topic.

**File It** button opens the Filing Cabinet so that you can store a highlighted entry.

**File Later** enables you to add a highlighted item to your To-Do List for later filing.

**Topics list for section:** box enables you to list topics in other sections. (Click the down arrow button, and then click a section.)

**Go Back** button redisplay the initial list of Message Sections.

**Topic** and **Messages** column headings sort the Section Topics.

## Related help topics

[Browsing Forum Messages](#)

[Searching for a Message](#)



## Read Page

The Read page lists the topics in a Message Section

You can sort the listed Message Topics by clicking the Topic and Messages column headings.

If you want to redisplay the original list of Message Sections, click Go Back.

If you want to view the topics in another Message Section, select the section from the box beside Topic list for sections. (Click the down arrow button, and then click a section that you want to view.)

## What you see on your screen

You will see a different arrangement of buttons depending on whether you are viewing a list of Message Sections or a list of Message Topics.

If you are viewing a list of Message Sections you will see the following buttons and other screen elements:

**Open** button lists topics in a highlighted section.

**Description** button displays a Description of a highlighted section.

**File It** button opens the Filing Cabinet so that you can store a highlighted entry.

**File Later** enables you to add a highlighted item to your To-Do List for later filing.

**Section Name**, **Topics**, and **Messages** column headings (in the Message Sections list) sort the Message Sections.

If you are viewing a list of Message Topics you will see the following buttons and other screen elements:

**Open** button lists topics in a highlighted section.

**Map** button shows the relationships between a highlighted message and other messages in the topic.

**File It** button opens the Filing Cabinet so that you can store a highlighted entry.

**File Later** enables you to add a highlighted item to your To-Do List for later filing.

**Topics list for section:** box enables you to list topics in other sections. (Click the down arrow button, and then click a section.)

**Go Back** button redisplay the initial list of Message Sections.

**Topic** and **Messages** column headings sort the Section Topics.

## Related help topics

[Browsing Forum Messages](#)



[Searching for a Message](#)



## Read Forum Message Window

The Read Forum Message window displays a Forum message.


You can send a reply to the author of the message, file (save) the message in your Filing Cabinet, and view a message map depicting how other messages in the topic are related.

You can click the assorted  and  buttons to display related messages and Message Topics. You can also press the Enter key on your keyboard to advance to the next message in the topic. If you are unsure about how the next and previous messages are related to the current message, click the Map button to view a representation of the various message relationships within the topic.


If you want to include some or all of the original message in your reply, first select the text you want (before clicking Reply) so that it is highlighted. Then, when you click Reply, the highlighted text will be copied to your reply message within quotation marks, preceded by an introductory phrase mentioning the author of the text.


If you want to add the message author's name and address to your Address Book, click the Add Address button.


## What you see on your screen

 button above Topics displays the previous Message Topic in the list. (You can also press SHIFT + ALT + LEFT ARROW on your keyboard.)

 button above Topics displays the next Message Topic in the list. (You can also press SHIFT + ALT + RIGHT ARROW on your keyboard.)

 button above Messages displays the previous message in the topic. (You can also press ALT + LEFT ARROW on your keyboard.)

 button above Messages displays the next message in the topic. (You can also press the Enter key on your keyboard to advance to the next message, as well as ALT + RIGHT ARROW on your keyboard)

 button above Parent displays the parent message of the current message, and then changes (toggles) to a Return button. The Return button then returns you to the child message and changes back to the original arrow button. (You can also press ALT + UP ARROW on your keyboard to display the parent message, and then ALT + DOWN ARROW on your keyboard to return to the child message.)

**Reply** button displays a window where you can compose and send a reply message.

**File It** button enables you to save the current message in your Filing Cabinet.

**Map** button shows the relationships between the message and other messages in the topic.

**Delete** button removes the message from the Forum Area. You can only delete online messages that are to or from you.

**Add Address** button lets you add the message sender's address to your Address Book.

**Related help topics**

[Creating a Message](#)

[Replying to a Message](#)



## **Map Message Topic Window**

The Map Message Topic window shows the relationships between messages in a topic so that you can find and open a specific message.

The number of messages in the map is initially what can be accessed in the thread (topic). From a Message Section this would be the number of messages in the Message Topic posted after the last message you read in your last visit. If you are searching for a message, this would be determined by your starting date range.

If you click the Map All button, the message map is updated to show all message relationships within the topic. To read a listed message, simply click the message and then click the Open button.

If you see a checkmark, it identifies the message from which you referenced the message map.

### **Related help topics**

[Browsing Forum Messages](#)

[Replying to a Message](#)



## Create Page

The Create page lists your outgoing Forum messages — those messages which you have composed but not yet sent.

You can review, send, and delete listed messages, as well as create new messages. You can also edit messages that you open.

If you want to send more than one listed message, simply select each one before you click Send. (Hold down the Ctrl key on your keyboard while clicking a message to select it.)

## What you see on your screen

**New** button opens a window where you can create and send a Forum message.

**Open** button displays a highlighted message so that you can review and change it.

**Send** button sends a highlighted message and removes it from the Outgoing Messages list.

**Delete** button removes a highlighted message from the Outgoing Messages list.

**Topic**, **To**, and **Date** column headings sort your Outgoing Messages.

## Related help topics

[Creating a Message](#)

[Replying to a Message](#)





## Create Forum Message Window

The Create Forum Message window enables you to create, send, and file (save) a new message.

To address your Forum message, type the appropriate name and address information or click the Recipient button. If you click the Recipient button and the Forum member to whom you want to send the message is listed in your Address Book, you can select the name from the ensuing window.

### What you see on your screen



button displays the previous message in the list.



button displays the next message in the list.

**Send** button posts your message in the Forum area and section specified, connecting you to CompuServe automatically if you are currently offline.

**Send Later** button does not actually send the message, but instead places the message in the Outgoing Messages list on the Send page, as well as in your To-Do List. (You can send it from there whenever you like.)

**File It** button opens the Filing Cabinet so that you can store the message there.

**Name** box records the recipient name. If a name you are typing matches one recorded in your Address Book, the name will be filled in automatically for you as soon as the match is recognized.



If you want the message to be available for all Forum members to read, type ALL.



If you want the message to be visible only to the Forum sysop, type \*SYSOP.



If you want the message to be sent to the attention of the Forum sysop, but also available for all Forum member to read, type SYSOP (without the asterisk).

**Address** box records the recipient address. (If you want to send your message to ALL, \*SYSOP, or SYSOP, leave the Address box blank.)

**Recipient** button opens a window where you can select or specify a recipient.

**Options** button opens a window where you can specify how your message will be sent.

**Topic** box records the topic for your message.

**Select Forum** and **Select Section** buttons open windows where you can select the Forum area and Forum section to which your message will be sent.

### Related help topics

[Replying to a Message](#)



## **Send To Window**

The Send To window enables you to select an address from your Address Book for a Forum message you are creating.



If you want the message to be available for all Forum members to read, click All.



If you want the message to be sent to the attention of the Forum sysop, but also available for all Forum members to read, click Forum manager (SYSOP) publicly.



If you want the message to be visible only to the Forum sysop, click Forum manager (\*SYSOP) privately.



If you want to select an address from your Address Book, click Individual, and then click an address from the list.

## **Related help topics**

[Creating a Message](#)



## **Message Options Window**

The Message Options window enables you to specify how you want to send your Forum message.

Click the appropriate Message type. You can send the message as a public message for all Forum members to see, as a private Forum message that only the recipient will be able to read, or as a CompuServe Mail message that will be sent to the recipient's CompuServe mailbox rather than posted on the Forum Message Boards.

(Some Forum areas do not allow private Forum messages.)

### **Related help topics**

[Posting a Message](#)

[Setting Your Forum Area Preferences](#)



## Search Page

The Search page enables you to search for specific messages in a Forum area.

Define your search using the boxes beside Find messages. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

You can click More to narrow your search.

### What you see on your screen

The More and Less buttons control the depth of your search terms.

**More** button displays additional search terms so that you can narrow your search. (The More button becomes the Less button.)

**Less** button hides your search terms. (The Less button becomes the More button.)

**Find messages** boxes enable you to specify the information required for your search. Click the arrows to see a menu of choices, and then click the choice you want. (Use the boxes to make a sentence describing what you want to search for.)

**Search** button begins the search.

You will see the following search terms only if you click the More button.

**Submitted since** area enables you to confine your search to all messages submitted since the date shown. Click the arrows to change the dates.

**In Sections** box enables you to confine your search to particular sections. To select a section to be searched, mark its corresponding checkbox.

**All** button selects all sections in the list.

**None** button unselects all sections in the list.

You can also search for Forum messages stored in your Filing Cabinet by accessing the Filing Cabinet.

### Related help topics

[Browsing Forum Messages](#)

[Searching for a Message](#)

[Searching for Items in the Filing Cabinet](#)



## Search Page

The Search page enables you to search for specific messages in a Forum area.

Define your search using the boxes beside Find. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

You can click Less to hide your search interests.

### What you see on your screen

The More and Less buttons control the depth of your search terms.

**More** button displays additional search terms so that you can narrow your search. (The More button becomes the Less button.)

**Less** button hides your search terms. (The Less button becomes the More button.)

**Find messages** boxes enable you to specify the information required for your search. Click the arrows to see a menu of choices, and then click the choice you want. (Use the boxes to make a sentence describing what you want to search for.)

**Search** button begins the search.

You will see the following search terms only if you click the More button.

**Submitted since** area enables you to confine your search to the date range you select. Click the arrows to change the dates.

**In Sections** box enables you to confine your search to particular sections. To select a section to be searched, mark its corresponding checkbox.

**All** button selects all sections in the list.

**None** button unselects all sections in the list.

You can also search for Forum messages stored in your Filing Cabinet by accessing the Filing Cabinet.

### Related help topics

[Browsing Forum Messages](#)

[Searching for a Message](#)

[Searching for Items in the Filing Cabinet](#)



## Read Page

The Read page lists the Library Sections in a Forum area.

If you open a section, the list of Library Sections is replaced by a list of files within that particular section.

## What you see on your screen

You will see a different arrangement of buttons depending on whether you are viewing a list of Library Sections or a list of files within a Library Section.

If you are viewing a list of Library Sections you will see the following buttons and other screen elements:

**Open** button lists topics in a highlighted section.

**Description** button displays a Description of a highlighted section.

If you are viewing a list of individual files you will see the following buttons and other screen elements:

**Open** button displays a highlighted file, provided it is a text file or graphics file. Binary files must be retrieved (downloaded) before being opened.

**Description** button displays a Description of a highlighted file.

**Retrieve** button lets you save the highlighted file to your computer.

**Retrieve Later** enables you to add a highlighted item to your To-Do List for later retrieval.

**Files in section:** box enables you to display files for other sections. (Click the down arrow button, and then click a section.)

**Go Back** button redisplay the initial list of Library Sections.

**Title**, **File Name**, **Date**, **Size**, and **Accesses** buttons sort the listed files.

## Related help topics

[Browsing Forum Libraries](#)

[Viewing a File](#)



## Read Page

The Read page lists the Files in a Forum Library Section.

You can sort the listed files by clicking the Title, File Name, Date, Size, and Accesses column headings.

If you want to retrieve (download) more than one listed file, simply select each one before you click Retrieve. (Hold down the Ctrl key on your keyboard while clicking a file to select it.)

If you want to redisplay the original list of File Sections, click Go Back. (You might have to use the horizontal scroll bar to be able to see the Go Back button.)

If you want to view the topics in another File Section, select the section from the box beside Files in section. (Click the down arrow, and then click a section from the ensuing list.)

## What you see on your screen

You will see a different arrangement of buttons depending on whether you are viewing a list of Library Sections or a list of files within a Library Section.

If you are viewing a list of Library Sections you will see the following buttons and other screen elements:

**Open** button lists topics in a highlighted section.

**Description** button displays a Description of a highlighted section.

If you are viewing a list of individual files you will see the following buttons and other screen elements:

**Open** button displays a highlighted file, provided it is a text file or graphics file. Binary files must be retrieved (downloaded) before being opened.

**Description** button displays a Description of a highlighted file.

**Retrieve** button lets you save the highlighted file to your computer.

**Retrieve Later** enables you to add a highlighted item to your To-Do List for later retrieval.

**Files in section:** box enables you to display files for other sections. (Click the down arrow button, and then click a section.)

**Go Back** button redisplay the initial list of Library Sections.

**Title, File Name, Date, Size, and Accesses** buttons sort the listed files.

## Related help topics

[Browsing Forum Libraries](#)

[Viewing a File](#)



## **File Description Window**

The File Description window displays information about a file so that you can evaluate whether or not you might want to retrieve (download) it.

You can learn who contributed (uploaded) the file, as well as keywords you might use to find related files in other File Libraries.

## **What you see on your screen**



button displays the previous file in the list.



button displays the next file in the list.

**Open** button displays the highlighted file, provided it is a text file, graphics file, or other file that can be so displayed. (Binary files must be retrieved (downloaded) before being opened.)

**Retrieve** button lets you save (download) the highlighted file to your hard drive.

**Retrieve Later** enables you to add a highlighted item to your To-Do List for later retrieval.

**Delete** button removes the highlighted file from the Forum Area. You can only delete files that you contribute (upload).

## **Related help topics**

[Understanding File Types](#)

[Viewing a File](#)





## **View File Window**

The View File window displays a GIF or other graphic file.

The File and Image menus in the upper left-hand corner of the View File window enable you to save and print the file, as well as resize the displayed image.

If you prefer, you can also have a small window ask you whether you want to save the graphic when you attempt to close the View File window. (This preference is controlled by the Prompt to save opened graphics checkbox in your General preferences.)

### **Related help topics**

[Browsing Forum Libraries](#)

[Searching for a File](#)



### **Progress Indicator Window**

The Progress Indicator window displays the progress of one or more files you are retrieving (downloading) to your computer or contributing (uploading) to CompuServe.

If a process fails, that particular task is removed from your To-Do List. To resubmit the task, click Try Again. (If you want to add the task to the To-Do List to process it later, click Try Again Later instead.)

If you want to conclude your CompuServe session after the last file has been processed, mark the Disconnect when done checkbox.

### **Related help topics**

[Searching for a File](#)

[Viewing a File](#)



## Create Page

The Create page lists all the files that you have prepared to send (contribute) to a Library Section.

You can send the files according to your preferred order, review and delete the Contribute File Requests for the listed files, read File Descriptions, and make new Contribute File Requests.

If you want to send more than one listed file, simply select each one before you click Send. (Hold down the Ctrl key on your keyboard while clicking a message to select it.)

## What you see on your screen

**New** button opens a window where you can indicate a new file to contribute (upload).

**Open** button enables you to view the highlighted file in its native format.

**Description** button displays the Contribute File Request information for a highlighted file.

**Send** button contributes (uploads) the highlighted file to the library.

**Delete** button removes the highlighted file from the list. (It does not delete the file from your computer.)

**Title**, **File Name**, **Size**, and **Section Name** column headings (in the Outgoing Files list) sort your Contribute File Requests.

## Related help topics

[Contributing a File](#)

[Understanding File Types](#)



## Contribute File Request Window

The Contribute File Request window records information about a file you want to contribute (upload) to a Library Section.

Upon completion of this request, you can send (contribute) the file immediately, or you can wait and send it later.

### What you see on your screen

**Send** button contributes (uploads) the file to the library.

**Send Later** button adds the Contribute File Request to the Outgoing Files list on the File Libraries Send page, where you can process it according to your preferred timing. (You can send it from there whenever you like.)

**Local file name** box indicates and records the file name (and path).

**Select File** button displays a window where you can select (open) the file you want to contribute (upload).

**Forum file name** box indicates the name you want your file to be known by once in the Forum library.

**File type** box indicates the type of file you are contributing, such as binary or text. Click the down arrow, and then click the type.

**Title** box indicates the title for the submission.

**Keywords** box indicates the search terms upon which other members will be able to find your file as a result of a file search. Be sure to separate search terms (keywords) with a single space.

**Select Section** button enables you to select another Forum Section for your Contribute File Request.

The large box at the bottom of the Contribute File Request window is for your comments about the file, perhaps how it should be used, whether it should be treated a special way, and so forth.

### Related help topics

[Contributing a File](#)

[Understanding File Types](#)



## Search Page

The Search page enables you to search the Library Sections for particular files.

Define your search using the boxes beside Find files. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

You can click More to narrow your search.

### What you see on your screen

The More and Less buttons control the depth of your search terms.

**More** button displays additional search terms so that you can narrow your search. (The More button becomes the Less button.)

**Less** button hides your search terms. (The Less button becomes the More button.)

**Find files** boxes enable you to specify the information required for your search. Click the arrows to see a menu of choices, and then click the choice you want. (Use the boxes to make a sentence describing what you want to search for.)

**Search** button begins the search.

You will see the following search terms only if you click the More button.

**Submitted between** boxes enable you to confine your search to a date range you select (click the arrows to change the date).

**Contributed by** box records the Member ID number of the individual who contributed (uploaded) the file.

**With extension** box records the extension of the file you are looking for.

**In sections** list enables you to confine your search to particular sections.

**All** button selects all folders in the In Sections list.

**None** button unselects all folders in the In Sections list.

### Related help topics

[Marking a File](#)

[Searching for a File](#)



## Search Page

The Search page enables you to search the Library Sections for particular files.

Define your search using the boxes beside Find file. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

You can click Less to hide your search interests.

### What you see on your screen

The More and Less buttons control the depth of your search terms.

**More** button displays additional search terms so that you can narrow your search. (The More button becomes the Less button.)

**Less** button hides your search terms. (The Less button becomes the More button.)

**Find files** boxes enable you to specify the information required for your search. Click the arrows to see a menu of choices, and then click the choice you want. (Use the boxes to make a sentence describing what you want to search for.)

**Search** button begins the search.

You will see the following search terms only if you click the More button.

**Submitted between** boxes enable you to confine your search to a date range you select (click the arrows to change the date).

**Contributed by** box records the Member ID number of the individual who contributed (uploaded) the file.

**With extension** box records the extension of the file you are looking for.

**In sections** list enables you to confine your search to particular sections.

**All** button selects all folders in the In Sections list.

**None** button unselects all folders in the In Sections list.

### Related help topics

[Marking a File](#)

[Searching for a File](#)



## **File Search Result Page**

The File Search Result page displays all the files found as a result of a file search.

You can open text files and some graphics file, view Descriptions for all listed files, and retrieve (download) one or more files.

If you want to retrieve more than one listed file, simply select each one before you click Retrieve or Retrieve Later. (Hold down the Ctrl key on your keyboard while clicking a file to select it.)

If you want to halt the search for any reason, click Stop.

A tiny icon appears to the left of each file to indicate its type, such as text or graphics.

### **What you see on your screen**

**Open** button displays a highlighted file, provided it is text or graphics. Binary files must be retrieved (downloaded) before being opened.

**Description** button displays the descriptive information about a highlighted file.

**Retrieve** button retrieves (downloads) a highlighted file to your computer.

**Retrieve Later** button adds the retrieval request to your To-Do List, to be processed at a later time.

**Delete** button removes the file from the list of files.

**Stop** button ends the current search.

### **Related help topics**

[Searching for a File](#)



## Public Rooms Page

The Public Rooms page lists the Public Rooms and how many people are in each one.

You can join a conversation (participate) or just listen (observe). You can participate in one room and observe another room at the same time too.

All rooms have a tiny icon beside them in the list. If you are participating in or observing a Public Room, a different icon will be placed beside the room in the list.

## What you see on your screen

**Participate** button lets you join in the conversation in the highlighted room.

**Observe** button lets you read the conversations in the highlighted room without being able to send comments.

**Room** and **Members Present** column headings (in the Rooms list) sort the Public Rooms.

## Related help topics

[Participating in a Conference](#)





## Who's Here Page

The Who's Here page lists the names and Member ID numbers of all the people in the area (all Public Rooms).

You can read Member Profiles, add members to your Friends List, and initiate Private and Group Chats.

If you prefer, you can view only those members who are in your Friends list. You can also sort the list by clicking the Name, Member ID, Room, and Location column headings.

If you want to select multiple members, hold down the Ctrl key on your keyboard while clicking the various nicknames.

## What you see on your screen

**Start Private Chat** button invites the highlighted people to each join a private conversation (Private Chat) with you.

**Group Invitation** button Invites all highlighted people to join a Group Chat with you.

**Member Profile** button displays a highlighted person's interests and other member-related information.

**Make a Friend** button enables you to add a highlighted person to your Friends List.

**Nickname**, **Member ID**, **Room**, and **Location** column headings (in the Who's Who list) sort the members listed.

**Show friends only** checkbox displays only the people you've placed on your Friends List.

## Related help topics

[Reviewing Your Profile](#)



## Invitations Page

The Invitations page lists all the Group Invitations that have been sent to you while in the area.

You can participate (send comments) in only one Group Chat at a time.

If you exit a Group Chat, you cannot reenter the group unless you receive a new Group Invitation.

You can sort the Group Invitations by clicking the Name, Member ID, and Received column headings.

### What you see on your screen

**Participate** button lets you join in the Group Chat with the highlighted person.

**Member Profile** button displays a highlighted person's interests and other member-related information.

**Delete** button removes the highlighted invitation.

**Nickname**, **Member ID**, and **Received** column headings (in the Group Invitations list) sort the invitations.

### Related help topics

[Ignoring Invitations](#)

[Setting Your Forum Area Preferences](#)



## Friends Page

The Friends page maintains a list of your area friends -- those people with whom you enjoy conversing.

You can remove people from the list any time. You can add people to the list only when they are present.

To learn which of your friends are currently in the area, access the Who's Here page, and then mark the Show only friends checkbox.

You can sort the Current Friends list by clicking the column headings in the Current Friends list.

### What you see on your screen

**New** button enables you to add a new person to the list.

**Member Profile** button displays a highlighted person's interests and other member-related information.

**Delete** button removes a highlighted person from your Friends List.

**Nickname** and **Member ID** column headings (in the Current Friends list) sort your friends.

### Related help topics

[Setting Your Forum Area Preferences](#)



## **See More Messages Window**

The See More Messages window controls which messages are available to you during your Forum session.

### **What you see on your screen**

**Created after** option enables you define the set of messages as those posted after a given date and time. (Click the arrows and type the information in the respective boxes.)

**Whose message number is higher than** option enables you to define the set of messages as those whose message number is higher than the number specified in the corresponding box. (Type the desired number in the box.)

**Reset messages displayed on my next visit** checkbox indicates whether you want to keep these settings for your next Forum session.

### **Related help topics**

[Browsing Forum Messages](#)

[Searching for a Message](#)



## Forums Page

The Forums page (within the Preferences window) enables you to customize your Forum sessions.

You can specify the name you want to go by in a Forum area, whether to automatically file (save) copies of messages that you send, and more.

### What you see on your screen

**Automatically file sent messages** checkbox indicates that the Forum messages you send will also be filed in the Filing Cabinet.

**Select Folder** button enables you to indicate the folder where Forum messages that you send are to be filed.

**Set Conferencing Preferences** button lets you customize your conference activity in Forum Areas.

**Retrieve Forum Logos** checkbox indicates whether you want CompuServe 3.0 to automatically retrieve (download) any Forum Logos to your computer the first time you access a Forum area.

**Forums visited** box displays the Forum areas in which you are currently a member.

**Delete** button removes a highlighted Forum area from the Forums visited box.

**Your name in the forum** box records the name by which other people will know you when you send Forum messages.

**Name to use while conferencing** box records the name by which other people will know you when you participate (send comments) in a conference (chat).

### Related help topics

[Auto-Filing Sent Forum Messages](#)

[Changing Your Name in a Forum Area](#)

[Setting Your Forum Area Preferences](#)



## **File Abstracts Window**

The File Abstracts window displays a description of a file in a Forum library to help you decide whether you want the file.

### **Related help topics**

[Finding a File](#)

[Understanding File Types](#)

## Conference Center Desktop



## **Public Rooms Page**

The Public Rooms page lists the conference rooms and how many people are in each one.

You can join a conversation (participate) or just listen (observe). You can participate in one room and observe another room at the same time too.

All rooms have a tiny icon beside them in the list. If you are participating in or observing a Public Room, a different icon will be placed beside the room in the list.

## **What you see on your screen**

**Participate** button lets you join in the conversation in the highlighted room.

**Observe** button lets you read the conversations in the highlighted room.

## **Related help topics**

[Ignoring Invitations](#)

[Voting in a Conference](#)





## Who's Here Page

The Who's Here page lists the names and Member ID numbers of all the people in the Conference Center (all Public Rooms).

You can read Member Profiles, add members to your Friends List, and initiate Private and Group Chats.

If you prefer, you can view only those members who are in your Friends list. You can also sort the list by clicking the Name, Member ID, Room, and Location column headings.

If you want to select multiple members, hold down the Ctrl key on your keyboard while clicking the various nicknames.

## What you see on your screen

**Member Profile** button displays a highlighted person's interests and other member-related information.

**Group Invitation** button invites all highlighted people to join a Group Chat with you.

**Start Private Chat** button invites the highlighted people to each join a private conversation (Private Chat) with you. Each private conversation is in a separate window.

**Show friends only** checkbox displays only the people you've placed on the Friends List.

## Related help topics

[Ignoring Invitations](#)

[Voting in a Conference](#)



## **Invitations Page**

The Invitations page lists all the Group Invitations that have been sent to you while in the Conference Center.

You can participate (send comments) in only one Group Chat at a time.

If you exit a Group Chat, you cannot reenter the group unless you receive a new Group Invitation.

You can sort the Group Invitations by clicking the Name, Member ID, and Received column headings.

### **What you see on your screen**

**Participate** button lets you join in the Group Chat with the highlighted person.

**Member Profile** button displays a highlighted person's interests and other member-related information.

**Delete** button removes the highlighted invitation.

### **Related help topics**

[Ignoring Invitations](#)

[Voting in a Conference](#)



## **Friends Page**

The Friends page maintains a list of your Conference Center friends. You can remove people from the list anytime. You can add people to the list only when they are present.

Friends are those people with whom you enjoy chatting.

To learn which of your friends are currently in the Conference Center, access the Who's Here page, and then mark the Show only friends checkbox.

You can sort the Current friends list by clicking the Name, Member ID, and Room, and Location column headings.

### **What you see on your screen**

**Add** button enables you to add a new person to the list.

**Member Profile** button displays a highlighted person's interests and other member-related information.

### **Related help topics**

[Ignoring Invitations](#)

[Voting in a Conference](#)



## **Lobby Page**

The Lobby page welcomes you to the Conference Center Desktop.

The Conference Center Desktop enables you to participate (send comments) in and observe (watch) online conferences.

## **What you see on your screen**

**Announcement** button displays Announcements relevant to the Chat community.

## **Related help topics**

[Ignoring Invitations](#)

[Voting in a Conference](#)



## **Read Announcement Window**

The Read Announcement window displays important Conference Center information.

You can file (save) the Announcement in your Filing Cabinet for later reviewing.

## **What you see on your screen**

**File It** button opens the Filing Cabinet so you can store the Announcement for later viewing.

**File** menu enables you to print the Announcement.

## **Related help topics**

[Ignoring Invitations](#)

[Voting in a Conference](#)



## Set Conferencing Preferences

The Set Conferencing Preferences window enables you to customize how you interact in a Forum conference.

Set Conferencing preferences enable you to customize your Forum conferences. You can specify a conference nickname, as well as preferences related to your Prohibited List, recording conversations (chats), ignoring invitations, and retrieving graphics and sound files.

### What you see on your screen

**Nickname** indicates the name other people see when you are active in a conference (chat).

The Add prohibited members to list area control how long a person will stay on the Prohibited List once you add them to it.

**Permanently** option excludes the person indefinitely by adding him or her to the Prohibited Members List as permanent

**For today only** option excludes the person only for the current session by adding them to the Prohibited Members List as temporary

**Ask me** option displays a window where you can confirm that you want the person added to the Prohibited Members List as permanent

The Record conversations area influences your ability to make a conference transcript (log file).

**Record chat text** checkbox indicates whether you wish to automatically record (log) your ongoing conferences.

**Add new text to the room's log file** checkbox indicates whether you wish for your ongoing conferences to be appended to a single chat log (transcript) file.

The Ignore invitations for area enables you to prevent invitations from displaying on your screen.

**Private chats** checkbox indicates whether you wish to block (prevent) invitations to chat one-on-one with someone (Private Chat).

**Groups** checkbox indicates whether you wish to block (prevent) invitations to chat in a group (Group Chat).

The Retrieve area controls your level of interaction in a conference.

**Graphics files** checkbox indicates whether you want to be able to receive graphics files that might be sent to you while in Chat.

**Sound files** checkbox indicates whether you want to be able to receive sound files that might be sent to you while in Chat.

**Save all retrieved files** checkbox indicates whether you want to save any graphics files or sound files that are sent to you while in Chat.

**Related help topics**[Nickname Rules](#)[Setting Chat Preferences](#)

## Chat Rooms





## **Public Rooms Page**

The Public Rooms page welcomes you to the Chat Desktop, displaying your nickname (if you have one), and enables you to read the latest Chat Announcements.

The Chat Desktop enables you to participate (send comments) in and observe (watch) chats (conversations) in Public Rooms, invite friends to participate in a Group Chat, and chat privately (one-on-one) in a Private Chat.

## **What you see on your screen**

**Read Announcements** button displays Announcements relevant to the Chat community.

## **Related help topics**

[Listing All Available Public Rooms](#)

[What is Chat?](#)



## Define Nickname Window

The Define Nickname window (or Change Nickname window) enables you to provide or change the nickname you want to use.

The text box records the name by which other people will know you during your Chat session. If you do not currently have a nickname, this will be blank.

A nickname cannot be obscene or offensive to the average person.

If you want to make the nickname you provide permanent, mark the Always use this nickname checkbox.

If you are in Chat you can redisplay this window by choosing **Change Nickname** from the Chat menu. You can also review, provide, or change nickname information for your Chat sessions at the Chat page. (Choose **Preferences** from the Access menu, and then click the Chat top tab to get there.)

## Related help topics

[Nickname Rules](#)

[What is Chat?](#)



## **Read Announcements Window**

The Read Announcements window displays important Chat information.

You can file (save) the Announcement, as well as send a copy of it in a Mail or Forum message. (Choose the appropriate command from the File menu in the upper left-hand corner of the Read Announcements window.)

### **Related help topics**

[Listing All Available Public Rooms](#)

[Participating in a Public Chat](#)

[What is Chat?](#)



## **Public Rooms Page**

The Public Rooms page lists the Public Rooms and how many people are in each one.

You can join a conversation (participate) or just listen (observe). You can participate in one room and observe another room at the same time too.

All rooms have a tiny icon beside them in the list. If you are participating in or observing a Public Room, a different icon will be placed beside the room in the list.

### **What you see on your screen**

**Participate** button displays the conversation in the highlighted room, enabling you to send comments to other participants if you wish.

**Observe** button displays the conversation in the highlighted room, enabling you to observe (watch) the conversation, but without participating. (No one else knows you are observing.)

### **Related help topics**

[Observing a Chat without Contributing](#)

[Participating in a Public Chat](#)



## **Chat Window**

The Chat window displays an online conversation, or chat, underway in a Public Room.

You can participate in the conversation by typing a comment in the Send box, and then clicking Send.

You can also learn who else is participating in the room, as well as make a transcript file of the ongoing conversation.

## **What you see on your screen**

**Who's Here** button displays the nicknames and Member ID numbers of people participating in the room.

**Record Text** button saves the ongoing conversation in a transcript file on your computer. You will be given the option of creating and naming your transcript file or appending the conversation to an existing transcript file. The Record Text button changes to Stop Recording when you click it. (Click the Stop Recording button to conclude recording.) The name of the transcript file will be shown on the status bar.

**Send** button posts any text in the box as a comment.

## **Related help topics**

[Concluding a Public Chat](#)

[Logging a Public Chat](#)



## Who's Here Window

The Who's Here window displays the nicknames and Member ID numbers of people participating in a public or Group Chat. If a person leaves the chat (conversation), his or her nickname and Member ID number instantly disappear from the list.

You can also read Member Profiles, add members to your Friends list, and initiate Private and Group Chats.

The Who's Here window will not tell you whether anyone is simply observing the chat.

## What you see on your screen

**Private Chat** button sends a Private Invitation to a highlighted member in the Current Members list asking if the person would like to participate in a private conversation (Private Chat) with only you.

**Group Invitation** button sends a Group Invitation to a highlighted member in the Current Members list asking if the person would like to participate in a Group Chat with you and other members to whom you send Group Invitations. If you want to invite more than one member, simply select each one before you click Group Invitation. (Hold down the Ctrl key on your keyboard while clicking a nickname to select it.)

**Member Profile** button displays summary information about a person, such as where the person is connecting to CompuServe from, as well as interests or hobbies the person wants you to know about.

**Make Friend** button enables you to add one or more highlighted members to your personalized Friends List.

**Nickname** and **Member ID** column headers sort the listed members.

## Related help topics

[Listing All Available Public Rooms](#)

[Setting up a Group Chat](#)

[Setting up a Private Chat](#)



## **Observe Window**

The Observe window enables you to view a conversation in a Public Room without anyone knowing you are there.

You cannot participate (send comments) in a conversation that you are observing. You can observe only one room at a time.

You can observe (watch) the conversation in one Public Room while participating (sending comments) in another. You can learn who is participating in the room (but not who is observing), as well as make a transcript file of the ongoing conversation.

## **What you see on your screen**

**Who's Here** button displays the nicknames and Member ID numbers of people participating in the room.

**Record Text** button saves the ongoing conversation in a transcript file on your computer. You will be given the option of creating and naming your transcript file or appending the conversation to an existing transcript file. The Record Text button changes to Stop Recording when you click it. (Click the Stop Recording button to conclude recording.) The name of the transcript file will be shown at the bottom of the Observe window.

## **Related help topics**

[Logging a Public Chat](#)

[Participating in a Public Chat](#)



## Who's Here Page

The Who's Here page lists the nicknames and Member ID numbers of all the people in the entire Chat area (all Public Rooms).

You can read Member Profiles, add members to your Friends List, and initiate Private and Group Chats.

If you prefer, you can view only those members who are in your Friends list. You can also sort the list by clicking the Nickname, Member ID, Room, and Location column headings.

If you want to select multiple members, hold down the Ctrl key on your keyboard while clicking the various nicknames.

## What you see on your screen

**Start Private Chat** button send a Private Invitation to a highlighted member in the Who's Here list asking if the person would like to participate in a private conversation (Private Chat) with only you.

**Group Invitation** button sends a Private Invitation to a highlighted member in the Who's Here list asking if the person would like to participate in a Group Chat with you and other members to whom you send Group Invitations.

**Member Profile** button displays summary information about a person, such as where the person is connecting to CompuServe from, as well as interests or hobbies the person wants you to know about.

**Make Friend** button enables you to add one or more highlighted members to your personalized Friends List.

**Show friends only** checkbox displays only the people you've placed on your special Friends List.

## Related help topics

[Listing All Available Public Rooms](#)

[Setting up a Group Chat](#)

[Setting up a Private Chat](#)





## **Member Profile Window**

The Member Profile window displays summary information for a CompuServe member, including the current nickname (or name) being used, the person's Member ID number, location (calling site), and general interests that the person wants you to know about.

You can add the person to your Address Book by clicking the Add Address button.

### **What you see on your screen**

**Name** box displays the person's nickname for the current chat session.

**Member ID** box displays the person's Member ID number.

**Location** box displays information about where the person is connecting from. (This information will be abbreviated.)

**Interests** box displays interests or hobbies that the person wants others to know about.

**Add Address** button displays a window from which you can quickly add the person to your Address Book.

### **Related help topics**

[Creating a Friends List](#)

[Creating a Prohibited Users List](#)



## **Group Chat Window**

The Group Chat window displays the conversation underway in a Group Chat.

To participate in the ongoing conversation, type a comment in the Text to Send box, and then click Send.

You can participate in only one Group Chat at a time. When you join a group, you leave the old group.

You can also learn who else is participating in the group, as well as make a transcript file of the ongoing conversation.

### **What you see on your screen**

**Who's Here** button displays the nicknames and Member ID numbers of people participating in the group.

**Record Text** button saves the ongoing conversation in a transcript file on your computer. You will be given the option of creating and naming your transcript file or appending the conversation to an existing transcript file. The Record Text button changes to Stop Recording when you click it. (Click the Stop Recording button to conclude recording.) The name of the transcript file will be shown on the status bar.

**Send** button posts any text in the box next to Send as a comment.

### **Related help topics**

[Concluding a Group Chat](#)

[Logging a Public Chat](#)



## Private Chat Window

The Private Chat window is your control center for all your ongoing Private Chats. Each person to whom you have sent a Private Chat Invitation, as well as each person who has sent you one, is listed in the Current Chats box.

Only one Private Chat is displayed at a time. To display a particular conversation, click the appropriate nickname in the Current Chats box.

To participate in the ongoing conversation, type a comment in the Text to Send box, and then click Send.

You can add members to your Friends List, as well as to your Prohibited List. You can also make a transcript file of the ongoing conversation.

## What you see on your screen

**Goodbye** button ends your Private Chat with the member whose name is selected in the Current Chats list.

**Prohibit** button removes the highlighted name from your Current Chats list and adds it to your Prohibited List.

**Record Text** button saves the ongoing conversation in a transcript file on your computer. You will be given the option of creating and naming your transcript file or appending the conversation to an existing transcript file. The Record Text button changes to Stop Recording when you click it. (Click the Stop Recording button to conclude recording.) The name of the transcript file will be shown at the bottom of the Private Chat window.

**Make Friend** button enables you to add one or more highlighted members to your personalized Friends List.

**Current chats** lists members to whom you sent a Private Invitation and those who have sent one to you.

**From** and **Text received from** displays the names and corresponding comments of members participating in the chat conversation. If you want to invite more than one member, simply select each one before you click Group Invitation. (Hold down the Ctrl key on your keyboard while clicking a nickname to select it.)

**Send** button transmits the comments you have typed in the box next to Send. Once sent, you can view them in the Text received from box.

The box next to the Send button displays a comment you want to send.

## Related help topics

[Concluding a Private Chat](#)



## Private Chat Invitation Window

The Private Chat Invitation window gives you the option of participating in or refusing a Private Chat.

If you do not want to be bothered by invitations to participate in Private Chats you can choose **Ignore all invitations** from the appropriate menu (Chat, Forums, or Conference) to prevent invitations from displaying for just the current session.]

If you are in Chat you can also mark the Private chats checkbox in your Chat preferences. (Choose **Preferences** from the Access menu, and then click the Chat top tab to get there.)

## What you see on your screen

**Accept** button closes the window and opens the Private Chat window where you can begin your conversation.

**Decline** button closes the window and sends the person a notice that you declined the invitation.

## Related help topics

[Accepting a Private Chat Invitation](#)

[Setting up a Private Chat](#)



## **Prohibit Duration Window**

The Prohibit Duration window enables you to decide how completely you want to exclude a person's presence once he or she is added to the Prohibited List.

The name of the person in question is shown beside Prohibited member.

Click the option you feel is appropriate for the person, and then click OK.

## **What you see on your screen**

**Permanently - member is restricted until removed from list** option excludes the person indefinitely by adding him or her to the Prohibited List as permanent.

**Temporarily - member is restricted for this session only** option excludes the user(s) only for the current session by adding them to the Prohibited List as temporary.

## **Related help topics**

[Creating a Friends List](#)

[Finding Who's Here](#)



## Invitations Page

The Invitations page lists all the Group Invitations that have been sent to you during the current Chat session.

You can participate (send comments) in only one Group Chat at a time.

If you exit a Group Chat, you cannot reenter the group unless you receive a new Group Invitation.

You can sort the Group Invitations by clicking the Nickname, Member ID, and Received column headings.

### What you see on your screen

**Participate** button lets you join in the Group Chat for the highlighted invitation.

**Member Profile** button displays summary information about a highlighted person.

**Delete** button removes a highlighted invitation.

### Related help topics

[Ignoring Invitations](#)

[Setting Chat Preferences](#)



## **Friends Page**

The Friends page maintains a list of your Chat friends. You can remove people from the list anytime. You can add people to the list, as well.

Friends are those people with whom you enjoy chatting.

To learn which of your friends are currently in Chat, access the Who's Here page, and then mark the Show Friends only checkbox.

You can sort the Current friends list by clicking the Nickname, Member ID, and Room, and Location column headings.

### **What you see on your screen**

**New** button opens a window where you can add a current user to your Friends List.

**Member Profile** button displays summary information for a highlighted person.

**Delete** button deletes a highlighted friend from the Current Friends box.

### **Related help topics**

[Creating a Friends List](#)

[Creating a Prohibited Users List](#)



## **Select Friends Window**

The Select Friends window enables you to select one or more nicknames that you want to add to your Friends List.

If you want to add several friends, simply select each one before you click OK.

### **Related help topics**

[Creating a Friends List](#)

[Finding Who's Here](#)





## **Prohibited Members List Window**

The Prohibited Members List window lists all the people you would like to avoid, whose comments you do not want to be displayed on your screen.

Such people will not be listed in group and room windows or in Who's Here lists.

The tiny icons to the left of the listed nicknames denote whether a person is on your Prohibited List permanently or only temporarily.

## **What you see on your screen**

**New** button opens a window where you can select a user to add to the Prohibited Members List.

**Make Permanent** button ensures that a highlighted user is blocked from every Group Chat you participate (send comments) in.

**Delete** button deletes a highlighted user from the list.

## **Related help topics**

[Creating a Prohibited Users List](#)

[Setting Chat Preferences](#)



## **Select Ignore Window**

The Select Ignore window enables you to select one or more nicknames that you want to add to your Prohibited List.

If you want to prohibit several members, simply select each one before you click OK.

### **Related help topics**

[Creating a Prohibited List](#)

[Setting Chat Preferences](#)



## **Moderated Chat Window**

The Moderated Chat window displays the conversation underway in a Moderated Conference.

You can learn who else is attending the conference.

In a Moderated Conference, the Conference Moderator determines the level of participation. Depending on the Conference Moderator and nature of the conference, you might be able to participate in Private and Group Chats, ask a question, vote on one or more issues, change your ballot for an issue called for earlier in the conference, and view a preliminary tally of submitted ballots.

## **What you see on your screen**

**Who's Here** button displays the names and Member ID numbers of people in the conference.

**Send** button transmits the comments you have typed in the box next to Send. After you click Send, you can view your comments in the Text received from box.

**Record Text** button saves the ongoing conversation in a transcript file on your computer. You will be given the option of creating and naming your transcript file or appending the conversation to an existing transcript file. The Record Text button changes to Stop Recording when you click it. (Click the Stop Recording button to conclude recording.) The name of the transcript file will be shown at the bottom of the Moderated Chat window.

Depending on the moderator and type of Moderated Conference you are participating in, you might see one or more of the following buttons along the top of your Moderated Chat window:

**Ask** button lets you type and submit a question. If you have already submitted a question, the Ask button enables you to withdraw the current question you submitted, or to submit a new question. You cannot have more than one question submitted at a time.

**Tally** button displays the current count of the votes. Once the actual vote is concluded, the moderator will post the voting results, and the Tally button will no longer be available.

## **Related help topics**

[Contacting CompuServe Members](#)

[Voting in a Conference](#)



## **Ask Window**

The Ask window enables you to type and submit a question during a Moderated Conference.

If you have already submitted a question, you can use this window to withdraw the question or replace the question (resubmit.)

You can submit only one question. If you withdraw that question to edit and resubmit, the resubmitted question is placed at the bottom of the question list.

## **What you see on your screen**

If you are submitting a question for the first time you will see only the following button:

**Submit** button sends the question to the chat moderator.

If you have already submitted a question and the question is currently in the question queue awaiting response, you will see the following two buttons:

**Withdraw** button sends the moderator a request to remove the question from the waiting list.

**Resubmit** button sends the new question to the moderator.

## **Related help topics**

[Contacting CompuServe Members](#)

[Voting in a Conference](#)



## **Vote Window**

The Vote window registers your vote in a conference vote.

Click the appropriate answer to the voting issue, and then click Cast Vote.

### **What you see on your screen**

**Issue** box displays the issue to be voted on.

**Choose** box enables you to vote on the issue. Depending on the type of issue and how the issue is worded, you might be asked to choose just one response, or you might be allowed to mark several.

**Cast Vote** box places your vote in the ballot box.

### **Related help topics**

[Attending a Moderated Conference](#)

[Contacting CompuServe Members](#)



## **Vote Tally Window**

The Vote Tally window displays preliminary status and current results of a vote.

Once a vote is concluded, the Conference Moderator will display the results for all to see.

### **What you see on your screen**

**Update** button displays the latest tally results.

**Change Vote** button lets you cast a vote in a conference vote.

### **Related help topics**

[Attending a Moderated Conference](#)

[Contacting CompuServe Members](#)



## Group Invitation Window

The Group Invitation window enables you to participate in (or refuse) a Group Chat.

If you do not want to be bothered by invitations to participate in Group Chats you can do one of the following:



Choose **Ignore all Invitations** from the Chat menu to prevent invitations from displaying for just the current session.



Mark the Groups checkbox in your Chat preferences. (Choose **Preferences** from the Access menu, and then click the Chat top tab to get there.)

## What you see on your screen

**Accept** button closes the window and opens the Group Chat window where you can begin your conversation.

**Decline** button closes the window and sends the person a notice that you declined the invitation.

## Related help topics

[Ignoring Invitations](#)

[Preventing Group Chat Invitations From Displaying](#)



## Chat Page

The Chat page (within the Preferences window) enables you to customize how you interact with the Chat area.

Chat preferences enable you to customize your Chat sessions. You can specify a Chat nickname, as well as preferences related to your Prohibited List, recording Chat conversations, ignoring invitations, and retrieving graphics and sound files.

### What you see on your screen

**Nickname** indicates the name other people see when you are active in chat.

**Display all private chats in one window** checkbox indicates whether you want to view all chats in the same window (one at a time).

The Record conversations area influences your ability to make a chat transcript (log file).

**Record chat text** checkbox indicates whether you wish to automatically record (log) your ongoing chats.

**Add new text to the room's log file** checkbox indicates whether you wish for your ongoing chats to be appended to a single chat log (transcript) file.

The Add prohibited members to list area control how long a person will stay on the Prohibited Members List once you add them to it.

**Permanently** option excludes the person indefinitely by adding him or her to the Prohibited Members List as permanent

**For today only** option excludes the person only for the current session by adding them to the Prohibited Members List as temporary

**Ask me** option displays a window where you can confirm that you want the person added to the Prohibited Members List as permanent

The Ignore invitations for area enables you to prevent invitations from displaying on your screen.

**Private chats** checkbox indicates whether you wish to block (prevent) invitations to chat one-on-one with someone (Private Chat).

**Groups** checkbox indicates whether you wish to block (prevent) invitations to chat in a group (Group Chat).

The Retrieve area controls your level of interaction in a conference.

**Graphics files** checkbox indicates whether you want to be able to receive graphics files that might be sent to you while in Chat.

**Sound files** checkbox indicates whether you want to be able to receive sound files that might be sent to you while in Chat.



**Save all retrieved files** checkbox indicates whether you want to automatically save any graphics files or sound files that are sent to you while in Chat. (You can still save manually such files if you do not mark the Save all retrieved files checkbox.)

**Display all private chats in one window** checkbox indicates whether multiple chats will occur in multiple windows.

**Related help topics**

[Nickname Rules](#)

[Setting Chat Preferences](#)



## **Save Conversation Window**

The Save Conversation window lets you name a transcript file of a recorded chat.

Each Chat window uses a different file. If you select an existing file, you must confirm whether to append to the existing file or replace it with a new file.

### **What you see on your screen**

**Save in** enables you to select a location in which to save the conversation file.

**Up One Level** button displays the preceding level in the directory tree.

**Create New Folder** button adds a new folder to the selected location.

**List** button displays the names of the folders in the selected location.

**Details** button displays additional information for the listed folders.

**Name**, **Size**, **Type**, and **Modified** buttons sort the listed folders.

**File name** enables you to type a name for the saved file in the text box.

**Save as type** enables you to select a type for the saved file.

**Save** button saves the conversation file.

### **Related help topics**

[Logging a Public Chat](#)

[Setting Chat Preferences](#)



## **Tracking Chat Window**

The Tracking Chat window enables you to watch who enters and leaves chats, switches locations, and changes nicknames.

### **What you see on your screen**

**Options** button opens a window where you can control the types of tracking activities displayed.

**Track only friends** checkbox indicates whether you want to track everyone in Chat, or only your friends.

### **Related help topics**

[Ignoring Someone](#)



## **Define Tracking Options Window**

The Define Tracking Options window enables you to control the types of tracking activities displayed in the Track Chat window.

If you want to track only those people on your Friends List, mark the Track only friends checkbox.

### **What you see on your screen**

**Entering** checkbox indicates whether you want to track people joining the chat area.

**Leaving** checkbox indicates whether you want to track people exiting the chat area.

**Changing rooms** checkbox indicates whether you want to track people moving to different areas.

**Changing nicknames** checkbox indicates whether you want to track people changing their nicknames.

**Track only friends** checkbox indicates whether you want to track everyone in Chat, or only your friends.

### **Related help topics**

[Ignoring Someone](#)

**Home Desktop**



## **Main Menu Page**

The Main Menu page enables you to explore CompuServe and the Internet.



What's New displays a window that lets you review the latest news summaries on CompuServe.



Table of Contents displays a window that lets you explore CompuServe services and events.



Internet starts the Internet Web browser so that you can explore the Internet.



Chat takes you to the CompuServe Chat page.



Forums and Communities takes you to the CompuServe Help Forum.

If you are interested in getting your Mail, creating and sending Mail, consulting your electronic Address Book, and so forth, click the Mail Center side button (along the left side of your CompuServe 3.0 screen) rather than one of the buttons on the Main Menu page.

Similarly, if you want to search for a CompuServe service or Internet Web page, click the Find side button.

## **Related help topics**

[Accessing a Service](#)

[Accessing the CompuServe Directory](#)

[Learning About CompuServe Services](#)

[Reviewing Recent Destinations](#)



## **Welcome to CompuServe Page**

The Welcome to CompuServe page enables you to become a CompuServe member. You must be a CompuServe member in order to connect to CompuServe.

You will need your Offer Code to complete the Signup process. For Signup assistance in the U.S. and Canada, call (800) 336-6823. If you need additional help during the Signup process, you can also contact the CompuServe office nearest you for assistance.

If you are already a CompuServe member, click Setup to review or provide your connection information.

### **Related help topics**

[Accessing a Service](#)

[Setting Connection Preferences](#)

### **List of CompuServe Offices**

[Argentina](#)

[Australia/New Zealand](#)

[Austria](#)

[Chile](#)

[Colombia](#)

[France](#)

[Germany](#)

[Hong Kong](#)

[Hungary](#)

[Israel](#)

[Japan](#)

[Mexico](#)

[Singapore](#)

[South Africa](#)

[South Korea](#)

[Switzerland](#)

[Taiwan](#)

[United Kingdom](#)

[United States/Canada](#)

[Venezuela](#)

[Other Countries](#)



## Go Page

The Go page lists the CompuServe and Internet locations you have accessed recently so that you can access them again easily.

If you attempt to go to an invalid location, you will be asked if you want to search for related CompuServe services.

To go to a location in the Services Recently Visited list, click the location, and then click Go. If you want to go to a location that is not listed, type the information (the CompuServe service name or Internet Web page) in the box beneath the Add to Favorite Places button, and then click Go.

## What you see on your screen

**Go** button takes you to the highlighted location in the Services Recently Visited list, or to the location specified in the box below the Add to Favorite Places button. You can specify a CompuServe service name or Internet destination address.

**CompuServe Directory** button displays a comprehensive listing of CompuServe services.

**Add to Favorite Places** button add a highlighted location in the Services Recently Visited list to your Favorite Places.

**Delete** button removes a highlighted location from your Recent Places list.

**Service Name**, **Location**, and **Date Visited** column headings (in the Services Recently Visited list) sort the listed services.

## Related help topics

[Accessing a Service](#)

[Grouping Your Favorite Services](#)





## Favorite Places

The Favorite Places page (window) enables you to keep track of and easily go to your favorite locations on CompuServe and the Internet.

Once you add a location to your Favorite Places, it is listed on the lower portion of the Favorite Places page along with the date you last visited it and the current location's priority.

You can open an entry in the list to review or change information about it. You can also delete entries and create new ones.

If you want to assign priority to a favorite location so that it appears at the top of the list, click the location in the list, and then click Open.

### What you see on your screen

**New** button enables you to add an entry to your Favorite Places.

**Open** button enables you to review or change information about a highlighted location in the Favorite Places list, such as the name, address, or priority.

**Go** button takes you to a highlighted location in the Favorite places list.

**Delete** button removes a highlighted location from the Favorite places list.

**Location**, **Last Visit**, and **Priority** column headings (in the Favorite places list) sort your listed locations.

### Related help topics

[Finding CompuServe Services](#)

[Reviewing Recent Destinations](#)



## **Define Favorite Place Window**

The Define Favorite Place window enables you to add a location to your Favorite Places or change information about one you have already added.

You can also add locations to your Favorite Places from the Go page, as well as from the window that displays the results of a Services search.

### **What you see on your screen**

**Name** box records or indicates the name that you want to appear under Location in the Favorite places list.

**Location** box records or indicates the CompuServe Service Name or Internet address information.

**Priority** box records or indicates your preferred priority for the entry so that you can sort the entries in the Favorite places list accordingly. (Higher numbers indicate higher priorities.)

### **Related help topics**

[Accessing a Service](#)

[Finding CompuServe Services](#)



## Services Page

The Services page (or Services Search window) enables you to search for services on CompuServe, as well as Web pages on the Internet.

Type a subject in the box provided.

Use the Search button to find services on CompuServe, and the Start Internet Search button to find services and locations on the Internet.

## What you see on your screen

**Search** button begins a search for CompuServe services related to the subject you type in the box provided.

**Start Internet Search** button begins a search for Internet sites related to the subject you type in the box provided.

**Go** button takes you to a highlighted service in the Services list. (You will not see the Go button until services are found.)

**Add** button adds a highlighted service in the Services list to your Favorite Places. (You will not see the Add button until services are found.)

**Stop** button halts the search. (The Stop button disappears upon completion of the search.)

**Subject** and **Service** column headings (in the Services list) sort the listed services.

## Related help topics

[Finding CompuServe Services](#)

[Learning About CompuServe Services](#)



## **Files Page**

The Files page enables you to go to the CompuServe File Finder Area, where you can find files anywhere on CompuServe.

To reach the CompuServe File Finder Area, click the File Finder button at the bottom of the Files page.

### **Related help topics**

[Finding a File](#)

[Learning About a File](#)



## Members Page

The Members page (or Membership Search window) enables you to search for and learn about CompuServe members.

Define your search using the boxes provided. You must provide a last name. The other search boxes are optional.

## What you see on your screen

**Search** button begins a search for a member based on the information you provide.

**Add to Address Book** button opens a window where you can add a highlighted member (found by your search) to your Addrres Book. (You will not see the Add to Address Book button until members have been found.)

**Last name, First name, City, State, and Country** boxes record or indicate information on which to base the member search.

**First Name, Last Name, City, State, Country, and Member ID** column headings sort the members found as a result of your search.

## Related help topics

[Contacting CompuServe Members](#)

[Learning About CompuServe Members](#)



## **Member Search Results Window**

The Member Search Results window lists the results of a member search.

You can learn about the members listed and add them to your Address Book.

### **Related help topics**

[Contacting CompuServe Members](#)

[Finding CompuServe Members](#)



## Search Filing Cabinet Window

The Search Filing Cabinet window enables you to find items in your Filing Cabinet, such as news stories, Forum and CompuServe Mail messages, and other text documents.

Define your search using the boxes beside Find. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

If you want to search for Forum Messages or Mail Messages via sender or recipient, do not choose **All items** when defining your search. Instead choose **Mail messages** or **Forum messages** as appropriate. Note also that you cannot search for Forum messages stored in your Filing Cabinet via message number.

You can click Less to hide your search interests.

When you click Search you might see a small confirmation window asking whether or not recently filed documents should be indexed before the actual search is started. If you want such documents to be included in the search, be sure to click Yes in the confirmation window.

## What you see on your screen

The More and Less buttons control the depth of your search terms.

**More** button displays additional search terms so that you can narrow your search. (The More button becomes the Less button.)

**Less** button hides your search terms. (The Less button becomes the More button.)

**Find** boxes enable you to specify the information required for your search. Click the arrows to see a menu of choices, and then click the choice you want. (Use the boxes to make a sentence describing what you want to search for.)

**Search** button begins the search.

You will see the following search terms only if you click the More button.

**Submitted** boxes enable you to confine your search to a date range you select (click the arrows to change the dates).

**Received from Forum(s)** enables you to confine your search to particular Forum areas.

**Stored in Folders** enables you to confine your search to particular Filing Cabinet folders.

**All** buttons select all items in the respective boxes.

**None** buttons unselect all folders in the respective boxes.

## Related help topics

[Auto-Filing Sent Forum Messages](#)

[Auto-Filing Sent Mail](#)

[Searching for Items in the Filing Cabinet](#)



## Search Filing Cabinet Window

The Search Filing Cabinet window enables you to find text articles, news stories, Forum and CompuServe Mail messages, and other text documents currently stored in your Filing Cabinet.

Define your search using the boxes beside Find. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

If you want to search for Forum Messages or Mail Messages via sender or recipient, do not choose **All items** when defining your search. Instead choose **Mail messages** or **Forum messages** as appropriate. Note also that you cannot search for Forum messages stored in your Filing Cabinet via message number.

You can click More to narrow your search.

When you click Search you might see a small confirmation window asking whether or not recently filed documents should be indexed before the actual search is started. If you want such documents to be included in the search, be sure to click Yes in the confirmation window.

## What you see on your screen

The More and Less buttons control the depth of your search terms.

**More** button displays additional search terms so that you can narrow your search. (The More button becomes the Less button.)

**Less** button hides your search terms. (The Less button becomes the More button.)

**Find** boxes enable you to specify the information required for your search. Click the arrows to see a menu of choices, and then click the choice you want. (Use the boxes to make a sentence describing what you want to search for.)

**Search** button begins the search.

You will see the following search terms only if you click the More button.

**Submitted** boxes enable you to confine your search to a date range you select (click the arrows to change the dates).

**Received from Forum(s)** enables you to confine your search to particular Forum areas.

**Stored in Folders** enables you to confine your search to particular Filing Cabinet folders.

**All** buttons select all items in the respective boxes.

**None** buttons unselect all folders in the respective boxes.

## Related help topics

[Auto-Filing Sent Forum Messages](#)

[Auto-Filing Sent Mail](#)

[Searching for Items in the Filing Cabinet](#)





## **Search Results Window**

The Search Results window lists the results of your Filing Cabinet search.

You can open and delete items.

If you want to delete more than one item, simply select each one before you click Delete. (Hold down the Ctrl key on your keyboard while clicking an item to select it.)

## **What you see on your screen**

**Open** displays a highlighted document.

**Delete** removes a highlighted document from your Filing Cabinet. A small window will be displayed asking you to confirm your intention.

**Subject**, **Folder**, and **Date** topic headings sort the documents.

## **Related help topics**

[Auto-Filing Sent Forum Messages](#)

[Auto-Filing Sent Mail](#)

**Pref and Settings**



## General Page

The General page (within the Preferences window) enables you to define a default Internet Web browser to be used for your CompuServe sessions, as well as additional preferences related to saving opened graphics, displaying graphic versions of menus, displaying warning windows, and changing default directories.

### What you see on your screen

**Use external Internet browser** checkbox indicates whether you want to use a different Web browser than the one provided during installation of your CompuServe 3.0 software as the default browser. For example, if you are running Windows 95 and want to use an external browser application instead of the CompuServe 3.0 embedded Internet browser, mark the Use external Internet browser checkbox.

**Select** button opens a window where you can specify the Web browser (in the box provided) you want to define as the default.

**Prompt to save opened graphics** checkbox enables you to receive a prompt each time you close a graphic asking if you want to save the graphic on your computer.

**Retrieve graphic versions of menus** checkbox enables you to view many CompuServe menus in an enhanced form with colorful graphics and buttons. Such graphics will be downloaded to your computer. Thus, if you find that the downloading process is taking too much time, you might want to disable (unmark) this checkbox and view text-only menus (without colorful graphics) instead.

**Display confirmation messages** button enables you to experience warning messages in tiny windows, whenever appropriate, throughout your CompuServe session, so that you can be aware of events otherwise not apparent.

**Set Directories** button opens a window where you can view and change the default CompuServe directories (folders).

### Related help topics

[Defining Your Default Internet Browser](#)

[Requesting a Save Opened Graphics Prompt](#)

[Retrieving Graphic Versions of Menus](#)

[Displaying All Warning Dialogs](#)



## **Set Directories Window**

The Set Directories window lists the support folders used by your CompuServe 3.0 software so that you can review or change them.

### **What you see on your screen**

**Change** button opens a window where you can specify a new directory for a highlighted item.

### **Related help topics**

[Defining Default Directories](#)

[Setting General Preferences](#)



## Connection Page

The Connection page (within the Preferences window) shows your current connection information so that you can review or modify it.

Your connection information must be accurate in order for you to connect to CompuServe.

### What you see on your screen

**Connection** box displays the current Connection set. You can define more than one Connection set so that you can select an alternate set from this list when appropriate. For example, you might want to use a different connection set when working from home or at your office.

**Add** button opens a new window where you can name a new connection set.

**Delete** button removes the highlighted Connection set.

**Member name** box indicates the name you want to use when using CompuServe.

**Member ID** box indicates the CompuServe account ID number you want to use when using CompuServe.

**Password** box records your CompuServe Password. If no password is entered here, you will be prompted each time you connect.

**Access phone** box records the telephone number required for you to connect to CompuServe. This is not your home telephone number. If you need to dial a number to reach an outside line, put a comma after the number. (If you are using dial-up networking, you will not see an Access phone box, but will see a Configure phone button instead.)

**Configure phone** button enables you to review or change your access phone number if you are using dial-up networking to connect to CompuServe. (You will see this button only if you are using dial-up networking.)

**Port** box indicates the communications or COM port you want to use to connect to CompuServe.

**Port speed** box indicates the highest baud rate at which your modem will transmit and receive information.

**Access network** box determines the communications network that will be used for your CompuServe connection.

**Dial type** box determines your preferred dial type when connecting to CompuServe.

**Connect Using** box indicates that you have dial-up networking installed on your computer and enables you to select your phone book entry.

**Define Modem** button allows you to review or define your modem settings.

**Define Advanced** button allows you to review or provide additional logon information that might be necessary or desirable for your particular network. For example, you might want to receive notice in the event that your modem carrier signal is lost.

**Winsock Connection Type** box enables you to select your preferred Winsock connection type. If you already have an existing TCP/IP connection to the Internet and want to continue to use it, such as via a LAN or other preferred existing Internet connectivity software, select default Winsock. If you want to use dial-up networking to establish a TCP/IP connection using your phone line and modem with Windows 95, select Dial-up Networking. (Dial-up Networking is the default.) If you do not have dial-up networking installed, or if you do not want to use dial-up networking, you can select CompuServe Dialer, which will enable you to make a TCP/IP connection in Windows 3.1 or Windows 95.

**Related help topics**

[Creating a Connection Set](#)

[Setting Connection Preferences](#)

[Setting General Preferences](#)



## Terminal Page

The Terminal page (within the Preferences window) enables you to customize your terminal emulation sessions by controlling the size of your scrollback buffer.

### What you see on your screen

**Size of scrollback buffer** box specifies how many lines of screen activity will be preserved by CompuServe 3.0 for logging, printing, or reviewing purposes at any given time in terminal emulation. You may specify any number between 25 and 500.

**Strip High Bit** checkbox indicates whether text displayed on your screen in terminal emulation will include language-specific characters, such as letters with accents and umlauts.

### Related help topics

[Defining the Terminal Emulation Scrollback Buffer Size](#)

[Automating Keystrokes in Terminal Emulation](#)

[Creating a Terminal Emulation Log File](#)

[Printing a Terminal Emulation Session](#)



## Fonts Page

The Fonts page (within the Preferences window) determines how characters, such as letters and numbers, look on your screen.

Each time you click an item in the Item box, the font currently used for that item is displayed in the Sample region.

### What you see on your screen

**Item** box lists the categories whose fonts you can change.

**Change** button opens a window where you can select a new font for a highlighted item in the Item box.

**Default** button restores the original (default) font for a highlighted item in the Item box.

**Sample** area shows an example of the selected font.

### Related help topics

[Changing the Appearance of Letters on Your Screen](#)

[Setting Your Fonts Preferences](#)





## **New Session Name Window**

The New Session Name window records the name for a new connection set.

### **Related help topics**

[Creating a Connection Set](#)

[Deleting a Connection Set](#)



## Modem Control Settings Window

The Modem Control Settings window enables you to define how your modem will interact with CompuServe.

You can specify the type of modem you will be using, the individual modem control strings, and whether modem security should be employed.

### What you see on your screen

**Modem** box enables you to select a modem type. (Click the down arrow button, and then click a modem type.)

**Initialize** shows your modem's initialization command string. The default string (Hayes) is: AT S0 Q0 V1

**Prefix** is the prefix string, also known as the attention command. The default string (Hayes) is: AT

**Dial Tone** is the string that initiates tone dialing. The default string (Hayes) is: DT

**Reset** is the string to reset the modem. The default string (Hayes) is: Z

**Escape** is the string to issue an Escape command. The default string (Hayes) is: +++. (If your modem uses MNP or ARC error control protocols, this string will be: +++ also disconnects)

**Connect** is the string or phrase displayed when connection is established. The default string (Hayes) is: CONNECT

**Suffix** is the correct string to terminate a command. The default string (Hayes) is: ^M

**Dial Pulse** is the string to initiate pulse dialing. The default string (Hayes) is: DP

**Hang Up** is the string to free the telephone line. The default string (Hayes) is: H

**Acknowledge** is the correct string or phrase displayed when a command is successfully received by the modem. The default string (Hayes) is: OK

**Failure** is the string or phrase to be displayed when there is no connection or the signal stops. The default string (Hayes) is: NO CARRIER

**Speaker On** enables you to turn on the speaker of a Hayes-compatible modem by marking the checkbox.

**Reset** button changes these settings back to the original (default) ones.

**Set Security** button enables you to type in the User ID number and Password for a modem that is password-protected.

### Related help topics

[Conducting a Silent Modem Sequence](#)

[Specifying Modem Security](#)



## Define Advanced Settings Window

The Define Advanced Settings window enables you to specify logon parameters for rare situations, specify your preferred working language, and so forth.

### What you see on your screen

**Language sent from CompuServe to** box indicates your working language (Click the down arrow, and then click the language you want.)

**Country Setting** indicates the country from which you are connecting to CompuServe.

**Logon Parameters** records special instructions appended to your User ID number. You should type information only when so directed by a CompuServe Customer Service representative.

**HMI protocol time-out** records your preferred time-out value. If you frequently experience time-out problems, you can increase this value, but large values may also waste time and money.

**Number of retries** records your preferred retry scenario. If you like, you can specify the number of times the connection process should be initiated in the box beside Number of retries should a dialing-related problem occur. A reasonable value is 3. (If you select Direct under Dial Type in the Connection Settings window, there is no need to specify a value for Redial Attempts.)

**Enable carrier detect** checkbox indicates whether your connection software will attempt to detect when your modem loses carrier. Your modem must support this feature in order for this option to work reliably.

**Disable password encryption** checkbox enables you to turn off password encryption if you are using an external dialer.

**Eicon X.121** box records the X.121 calling address for your system if you are using an Eicon X.121 Address.

### Related help topics

[Defining Logon Parameters](#)

[Defining a Time-Out Value](#)

[Enabling Carrier Detect](#)



## **Define LAN Settings Window**

The LAN Support Settings window enables you to connect to CompuServe through a local area network.

The LAN Settings window that you see may require different information depending on whether you are connecting through NASI for Netware Connect, INT14, or NCSI or NASI without Netware Connect.

### **Related help topics**

[Defining NASI for Netware Connect](#)

[Defining INT14 Information](#)

[Defining NCSI or NASI without Netware Connect](#)

**News Desk**



## **Lobby Page**

The Lobby page is your starting place in the News Desktop.

The name of the particular news service you are in is displayed above the colorful Service Logo.

### **Related help topics**

[Opening a Folder](#)

[Searching for a News Article](#)



## **Read Announcements Window**

The Read Announcements window displays important news information.

You can print the Announcement, as well as send a copy of it in a Mail or Forum message. (Choose the appropriate command from the File menu in the upper left-hand corner of the Read Announcements window.)

### **Related help topics**

[Learning About CompuServe Services](#)

[What is the Executive News Service?](#)



## Read Page

The Read page lists the news folders available to you along with the type, status, and expiration date of each folder, as well as the number of articles (stories) in each.

Only folders that you can browse will appear here.

If a folder is opened, the list of news folders is replaced by a list of articles in that folder.

## What you see on your screen

**Open** button lists articles (stories) in a highlighted folder.

**File It** button opens the Filing Cabinet so that you can store the contents of a highlighted folder in the Filing Cabinet.

**File Later** button places the highlighted folder in your To-Do List, where you can retrieve the folder later, even after leaving the News Desktop.

**Empty** button deletes the contents of a highlighted Personal Folder.

**Folder Name**, **Type**, **Articles**, **Status**, and **Expiration** column headings (in the Folder List) sort the news folders.

## Related help topics

[Opening a Folder](#)

[Retrieving an Entire Folder](#)





## **Read Page**

The Read page lists the titles of all the articles (stories) in a folder along with the date and news sources of each.

If you want to redisplay the original list of news folders, click Go Back.

If you want to view the contents of another folder, select it from the box beside Articles in folder. (Click the down arrow button, and then click a folder that you want to open.)

## **What you see on your screen**

**Open** button displays the highlighted article (story).

**File It** button opens the Filing Cabinet so that you can store a highlighted article (story).

**File Later** button places the highlighted entry in your To-Do List, where you can retrieve the article later, even after leaving the News Desktop.

**Delete** button removes a highlighted article (story) from the Personal Folder. You can delete articles (stories) only in a Personal Folder.

**Go Back** button redisplay the initial list of news folders.

**See More** button displays additional articles that are in the folder. If there are more than 40 articles in the folder, you will see only the first 40 articles until you click the See More button.

**Title**, **Date**, and **Source** column headings sort the listed articles.

## **Related help topics**

[Opening a Folder](#)

[Retrieving an Entire Folder](#)



## **Read Article Window**

The Read Article window displays a news article (story).

You can file (save) the article in your Filing Cabinet for later reviewing, as well as delete (remove) it from the Personal Folder.

## **What you see on your screen**

**File It** button opens the Filing Cabinet so that you can copy the article (story) to a folder there.

**Delete** button removes the article (story) from the Personal Folder and closes the Read Article window.



displays the next article (story), if there is one, in the opened folder.



displays the previous article (story), if there is one, in the folder.

## **Related help topics**

[Saving a News Article](#)

[Printing a News Article](#)



## Search Page

The Search page enables you to search for specific news articles (stories) from the News desk.

Define your search using the options provided. The date selection and search terms will be based on the capabilities of the folder you select.

Articles that match your search interests will be listed in a special window.

## What you see on your screen

**Search** button begins a search for articles (stories) containing the information you specify.

**Find articles in** box enables you to identify the folder you want to search. Only folders that are searchable will appear in this list. Click the down arrow button, and then click a folder.) Depending on the folder you select, you might see additional boxes. (If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.)

**Submission date** boxes enable you to search on all dates or confine your search to the date range you select (Click the arrows to change the dates).

**Sources** enables you to confine your search to particular news sources.

You can also search for News articles (stories) stored in your Filing Cabinet by accessing the Filing Cabinet.

## Related help topics

[Printing a News Article](#)

[Saving a News Article](#)

[Searching for Items in the Filing Cabinet](#)



## **Search Results Window**

The Search Results window displays one or more news articles (stories) that were found as a result of a search.

### **What you see on your screen**

**Open** button displays a highlighted article (story).

**File It** button opens the Filing Cabinet so that you can file (save) a highlighted article (story) for later viewing.

**File Later** button marks a highlighted article (story) for later retrieval by adding it to your To-Do List where you can process it at your convenience.

**Stop** button halts the ongoing search.

**Title**, **Date**, and **Source** column headings sort the listed articles.

### **Related help topics**

[Searching for a News Article](#)

[What is the Executive News Service?](#)



## Create Folders Page

The Create Folders page (window) enables you to create, review, and modify a Personal Folder.

You can create a maximum of three Personal Folders in the Executive News Service.

### What you see on your screen

**New** button opens a window where you can create and set up a Personal Folder.

**Change** button displays information about a highlighted Personal Folder so that you can modify it.

**Empty** button clears all articles (stories) from a highlighted Personal Folder.

**Delete** button removes a highlighted Personal Folder from the list.

**Folder Name**, **Articles**, **Status**, and **Expiration** column headings sort the listed folders.

### Related help topics

[Deleting a Folder](#)

[Creating a Folder](#)

[Modifying a Folder](#)



## Define Personal Folder Window

The Define Personal Folder window enables you to create or modify a Personal Folder.

You can provide up to seven clipping terms. Articles (stories) that match the selection interests you define will be clipped and put into the ensuing Personal Folder as they are released on the newswires.

### What you see on your screen

**Folder name** records the name for the folder.

**Clipping terms** enables you to create up to seven search terms by selecting phrases from the boxes (click the down arrow buttons, and then click the appropriate phrases) and typing related information in the associated text box (click the box before you begin typing).



enables you to review or provide additional clipping terms.



enables you to review previous clipping terms.

**Look for articles in** enables you to identify which news feeds you want to screen for articles (stories).

**Select** button opens a window where you can select one or more news feeds to screen for articles (stories).

**Expiration dates** enables you to indicate when the folder will expire and how long articles (stories) will be held in it.

### Related help topics

[Creating a Folder](#)

[Modifying a Folder](#)



## **Select Sources Window**

The Select Sources window lists the news sources available to you when searching for news articles (stories).

Initially all news sources are set to be searched. To prevent a news source from being searched, click it so that there is no **x** in its corresponding checkbox.

### **Related help topics**

[Creating a Folder](#)

[Searching for a News Article](#)



## News Page

The News page (within the Preferences window) determines whether particular news folders will be displayed when you use a news service.

Public Folders are created and maintained by CompuServe. Personal Folders are created and maintained by you in special news services, such as the Executive News Service.

### What you see on your screen

**Public Folders** checkbox determines whether public-oriented news folders, such as Reuters Headlines or World News, are made available at the News Desk.

**Personal Folders** checkbox determines whether your Personal Folders, such as Widget Articles from Mom or My Favorite Bogus Editorials, are made available at the News Desk.

**Delete all retrieved articles** checkbox indicates whether CompuServe 3.0 will delete a story from a Personal Folder after you retrieve (download) it.

### Related help topics

[Requesting that Retrieved News Articles be Removed from Folders](#)  
[What is the Executive News Service?](#)



## Misc Pages and Windows

Remaining F1 Topics



## Filing Cabinet Window

The Filing Cabinet window (page) lists all the folders in your Filing Cabinet. You can use your Filing Cabinet to store documents, such as Mail messages, Forum messages, text articles, and news stories.

If you open a folder, the list of folders will be replaced by a list of documents within that particular folder.

You will always see at least three permanent folders (Incoming Messages, Outgoing Messages, and Copy of Sent Messages) in your Filing Cabinet. You cannot delete or rename permanent folders.

## What you see on your screen

You will see a different arrangement of buttons depending on whether you are viewing a list of Filing Cabinet folders or a list of documents within a folder.

If you are viewing a list of folders you will see the following buttons and other screen elements:

**New** button opens a window so that you can add a folder.

**Open** button displays the contents of a highlighted folder.

**Rename** button opens a window where you can change the name of a highlighted folder. Only non-permanent folders can be renamed.

**Search** button opens a window where you can conduct a search for a specific document.

**Delete** button removes a highlighted folder. Only non-permanent folders can be deleted.

If you are viewing a list of individual documents you will see the following buttons and other screen elements:

**Open** button displays a highlighted document.

**Search** button enables you to search for a specific document in your Filing Cabinet that might not be readily accessible.

**Delete** button deletes a highlighted document.

**Items in Folder** box enables you to view the contents of another folder. (Click the down arrow, and then click a folder.)

**Go Back** button redisplay the list of Filing Cabinet folders.

**Title**, **Source**, **Date**, and **Size** column headings sort the documents in the folder.

## Related help topics

[Filing an Incoming Message](#)

[Retrieving Message Topics](#)



## Filing Cabinet Window

The Filing Cabinet window (page) lists all the items in a folder. You can open (read) and delete items. You can also conduct a full-text search to find items that are not immediately visible.

If you want to redisplay the original list of folders, click Go Back.

If you want to view the topics in another folder, select the folder from the box beside Items in folders. (Click the down arrow, and then click the folder you want.)

If you want to delete more than one item, simply select each one before you click Delete. (Hold down the Ctrl key on your keyboard while clicking an item to select it.)

## What you see on your screen

You will see a different arrangement of buttons depending on whether you are viewing a list of Filing Cabinet folders or a list of documents within a folder.

If you are viewing a list of folders you will see the following buttons and other screen elements:

**New** button opens a window so that you can add a folder.

**Open** button displays the contents of a highlighted folder.

**Rename** button opens a window where you can change the name of a highlighted folder. Only non-permanent folders can be renamed.

**Search** button opens a window where you can conduct a search for a specific document.

**Delete** button removes a highlighted folder. Only non-permanent folders can be deleted.

If you are viewing a list of individual documents you will see the following buttons and other screen elements:

**Open** button displays a highlighted document.

**Search** button enables you to search for a specific document in your Filing Cabinet that might not be readily accessible.

**Delete** button deletes a highlighted document.

**Items in Folder** box enables you to view the contents of another folder. (Click the down arrow, and then click a folder.)

**Go Back** button redisplay the list of Filing Cabinet folders.

**Title**, **Source**, **Date**, and **Size** column headings sort the documents in the folder.

## Related help topics

[Filing an Incoming Message](#)

[Retrieving Message Topics](#)



### **Rename Folder Window**

The Rename Folder window records a name for a Filing Cabinet folder that you are renaming.

The Folder name you specify cannot be the same as that of an existing folder.

### **Related help topics**

[Auto-Filing Sent Mail](#)

[Retrieving Message Topics](#)



### **Add Folder Window**

The Add Folder window records a name for a Filing Cabinet folder that you are creating.

The Folder name you specify cannot be the same as that of an existing folder.

### **Related help topics**

[Auto-Filing Sent Mail](#)

[Retrieving Message Topics](#)



## **Search Results Window**

The Search Results window lists the results of your Filing Cabinet search.

You can open and delete items.

If you want to delete more than one item, simply select each one before you click Delete. (Hold down the Ctrl key on your keyboard while clicking an item to select it.)

## **What you see on your screen**

**Open** displays a highlighted document.

**Delete** removes a highlighted document from your Filing Cabinet. A small window will be displayed asking you to confirm your intention.

**Subject**, **Folder**, and **Date** topic headings sort the documents.

## **Related help topics**

[Auto-Filing Sent Forum Messages](#)

[Auto-Filing Sent Mail](#)



### **File Item Window**

The File Item window enables you to select or create a Filing Cabinet folder for a document that you want to save.

Click the appropriate folder in the Folders listbox, and then click File It.

If you want to create a folder for the item, click New Folder before looking for the folder in the Folders listbox.

If you mark the Delete original checkbox, the original item will be deleted once it has been copied (filed) to the selected folder.

### **Related help topics**

[Filing an Incoming Message](#)

[Retrieving Message Topics](#)





## To-Do List

The To-Do List page (window) lists any pending tasks for your current CompuServe session so that you can review or process them all at once.

(Pending tasks are ones that you previously elected to postpone until a later time, such as retrieving perhaps dozens of Forum Message Topics and news articles (stories), as well as preparing numerous Contribute File Requests and Forum messages that you want to send.)

Items are added to the To-Do List whenever you click a File Later, Retrieve Later, or Send Later button in your CompuServe session, such as when you elect to retrieve (download) later a Forum file or news article.

A tiny icon placed to the left of an item in the Queued Items list indicates whether the item is scheduled to be retrieved or sent.

If you want to process more than one item, simply select each one before you click the appropriate button. (Hold down the Ctrl key on your keyboard while clicking an item to select it.)

## What you see on your screen

**Process Next** button begins the send or retrieval process, as appropriate, for the next item in the Queued Items list.

**Remove** button deletes a highlighted item (removes it from the To-Do list).

**Process All** button performs all the send (upload) and retrieve (download) requests in the Queued Items list.

## Related help topics

[Marking a File for Later Retrieval](#)

[Retrieving Message Topics](#)



## **Weather Window**

The Weather window enables you to view weather information worldwide.

Weather reports are provided by the National Weather Service and Accu-Weather.

### **What you see on your screen**

**Get Weather** button displays a weather report based on the information specified in the City, State/Province, and Country boxes. (The weather report is displayed in the lower part of the Weather window.)

**City** box indicates the city for which you want a weather report. Click the down arrow, and then click the city you want. If a desired city is not on the list, you can type it in the City box.

**State/Province** box records the appropriate state or provincial two-letter postal abbreviation (not the full name).

**Country** box records the country.

**View Maps** button opens a window where you can view regional weather maps and weather reports.

### **Related help topics**

[Accessing a Service](#)

[Finding CompuServe Services](#)



## **Maintain Folders Window**

The Maintain Folders window lists your Quotes Folders. Each Quotes Folder is made up of one or more issue (ticker) symbols.

You can open a Quotes Folder to view the latest quotes information for the issues in that folder at the Stock Quotes window.

You can also create, rename, and delete folders. (My Quotes is a default folder.)

You cannot delete a folder if it is the last (only) folder.

## **What you see on your screen**

**Add** button displays a window where you can add a folder.

**Rename** button displays a window where you can rename a folder.

**Delete** button removes a highlighted folder.

**Name** and **Issues** column headings sort your Quotes Folders.

## **Related help topics**

[Financial Portfolio](#)

[Finding CompuServe Services](#)



### **Add Issue Window**

The Add Issue window records the issue symbol for an issue that you want to add to a Quotes Folder.

Be sure to specify only an issue symbol in the Issue symbol box. Do not specify a CUSIP number.

If you need to learn (find) an issue symbol, click the Look Up button.

### **Related help topics**

[Financial Portfolio](#)

[Finding CompuServe Services](#)



### **Define Folder Window**

The Define Folder window records a name for a Quotes Folder that you are creating.

There is no limit to the number of Quotes Folders that you can define in the Stock Quotes window. Each folder that you define can have up to 75 issue symbols.

### **Related help topics**

[Financial Portfolio](#)

[Finding CompuServe Services](#)



## Stock Quotes Window

The Stock Quotes window lists quotes information for a Quotes Folder. You can add issues to the list, as well as delete issues from the list. You can also view a price volume graph for one or more listed issues.

You can view a list of all your Quotes Folders, as well as create, rename, and delete Quotes Folders, at the Maintain Folders window. (Click the Edit Folders button to go there.)

If you want to view the quotes information for issues in another folder, select the folder from the box beside Issues in folders. (Click the down arrow button, and then click a folder that you want to open.)

## What you see on your screen

**New** button enables you to add an issue to the opened folder.

**Update** button displays the latest information for all issues.

**View News** button displays current news stories (if there is current news available) about a highlighted issue.

**Chart Issue** button enables you to view a price volume graph for a highlighted issue.

**Delete** button removes a highlighted issue from the opened folder. If you want to delete more than one listed issue, simply select each one before you click Delete. (Hold down the Ctrl key on your keyboard while clicking an issue to select it.)

**Issues in folders:** box enables you to view the contents of another folder. (Click the down arrow button, and then click a folder.)

**Edit Folders** button displays a list of your Quotes Folders.

**Iss..., Volume, High, Low, Last, Change, and Update** column headings sort the listed issues.

**Get Quote** button displays a stock quote for the issue (ticker) symbol shown in the Issue box. (You type the ticker symbol there before you click the Get Quote button.)

## Related help topics

[Financial Portfolio](#)

[Finding CompuServe Services](#)



## Financial Portfolio Window

The Financial Portfolio window enables you to create and maintain a record of your stock purchases and produce a report analyzing their market performance.

If you open a folder, the list of folders will be replaced by portfolio information about that particular folder.

### What you see on your screen

You will see a different arrangement of buttons depending on whether you are viewing a list of Portfolio Folders or a list of issue reports within a Message Topic.

If you are viewing a list of Portfolio Folders you will see the following buttons and other screen elements:

**New** button displays a window where you can define a portfolio folder.

**Open** button displays current quote information for all the issue symbols within a highlighted folder.

**Delete** button removes an entry. If you want to delete more than one listed folder, simply select each one before you click Delete. (Hold down the Ctrl key on your keyboard while clicking a folder to select it.)

**Rename** button enables you to change the name of a Portfolio Folder.

**Name** and **Issue** column headings sort the Portfolio Folders.

If you are viewing a list of issue reports you will see the following buttons and other screen elements:

**New** button enables you to add an issue to the opened Portfolio Folder.

**Update** button refreshes the detail shown with updated information.

**Issues View** button opens a window where you can view detail information for all issues within a folder.

**Issues in Folder** box enables you to display the contents of another portfolio folder. (Click the down arrow, and then click a folder.)

**Go Back** button redisplay the initial list of folders.

### Related help topics

[Finding CompuServe Services](#)

[Stock Quotes](#)



### **Add/Edit Issue Window**

The Add/Edit Issue window records information about an issue that you want to add to a portfolio folder.

Be sure to include the issue symbol (do not use the CUSIP number), number of units (shares), cost per unit (price you paid for each share), and date of purchase.

### **Related help topics**

[Finding CompuServe Services](#)

[Stock Quotes](#)





## Financial Portfolio Window

The Financial Portfolio window shows the detail information for all issues within a folder.

If you want to redisplay the original list of folders, click Go Back.

If you want to view portfolio information about another folder, select the folder from the box beside Issues in folders. (Click the down arrow button, and then click a folder that you want to open.)

### What you see on your screen

You will see a different arrangement of buttons depending on whether you are viewing a list of Portfolio Folders or a list of issue reports within a Message Topic.

If you are viewing a list of Portfolio Folders you will see the following buttons and other screen elements:

**New** button displays a window where you can define a portfolio folder.

**Open** button displays current quote information for all the issue symbols within a highlighted folder.

**Delete** button removes an entry. If you want to delete more than one listed folder, simply select each one before you click Delete. (Hold down the Ctrl key on your keyboard while clicking a folder to select it.)

**Rename** button enables you to change the name of a Portfolio Folder.

**Name** and **Issue** column headings sort the Portfolio Folders.

If you are viewing a list of issue reports you will see the following buttons and other screen elements:

**New** button enables you to add an issue to the opened Portfolio Folder.

**Update** button refreshes the detail shown with updated information.

**Issues View** button opens a window where you can view detail information for all issues within a folder.

**Issues in Folder** box enables you to display the contents of another portfolio folder. (Click the down arrow, and then click a folder.)

**Go Back** button redisplayes the initial list of folders.

### Related help topics

[Finding CompuServe Services](#)

[Stock Quotes](#)



## Terminal Emulation Window

The Terminal Emulation window enables you to access special services on CompuServe and other host-based computer systems.

The Terminal menu (on the menu bar at the top of your screen) and the controls along the lower portion of the window enhance your experience.

### What you see on your screen

**File Capture** value indicates your file logging status. (On means that future screen activity will be logged to a disk file on your computer.) You can choose **Log to File** from the Terminal menu to change this setting.

**Printer Capture** value indicates your printing status. (On means that future screen activity will be printed.) You can choose **Log to Printer** from the Terminal menu to change this setting.

**View Mode** value indicates your Capture Buffer status. (Capture means you are viewing the contents of the Capture Buffer. Terminal means you are not.) You can choose **Capture Buffer** and **Terminal Window** respectively from the Terminal menu to change this setting.

**VT100** value indicates your terminal emulation mode. (CIS is intended for normal terminal emulation while on CompuServe. Full is reserved for accessing services and applications, such as the Internet, that require full VT100 terminal emulation.) You can choose **VT100CIS** and **VT100FULL** respectively from the Terminal menu to change this setting.

**Alt+1, Alt+2, ... Alt+10** are your Alt key combinations. If defined, you can click them for a shortcut command or automated series of keystrokes. You can choose **Function Key Settings** from the Terminal Menu to set these key combinations.

**Close** button closes the Terminal Emulation window.

### Related help topics

[Finding CompuServe Services](#)

[Setting Your Terminal Emulation Preferences](#)



## **Copy To Window**

The Copy To window copies text, such as a weather forecast, portfolio report, or file abstract, to a message or file.

### **Related help topics**

[Creating a Mail Message](#)

[Paste From](#)



## **Paste From Window**

The Paste From window pastes the contents of a file stored on disk or a document stored in your Filing Cabinet, Incoming Messages folder, or Outgoing Messages folder into a message that you are composing.

## **Related help topics**

[Copy To](#)

[Creating a Mail Message](#)



## Toolbar Page

The Toolbar page (within the Preferences window) enables you to insert buttons in your CompuServe Toolbar.

### What you see on your screen

**Available Functions** box shows all the available functions.

**Functions Displayed** box shows the current Toolbar buttons and function assignments.

**Insert** button adds the highlighted function (and button) from the Available Functions box to the Toolbar (unless the button is already there). (The button will be inserted just below the highlighted function in the list.)

**Insert Services** button displays a window where you can add a button to the Toolbar. You can assign a function to the button that is not one of the default ones shown in the Available Functions box by typing it in the Insert Services Button window.

**Delete** button removes the highlighted button from the Functions Displayed box (and the Toolbar.)

### Related help topics

[Inserting a Toolbar Button](#)

[Deleting a Toolbar Button](#)



## **Modify Icons Window**

The Modify Icons window enables you to change how a particular button in your CompuServe Toolbar works.

### **Related help topics**

[Inserting a Toolbar Button](#)

[Changing the Way a Toolbar Button Works](#)

[Deleting a Toolbar Button](#)



## **Insert Service Window**

The Insert Service window enables you to add a button to the CompuServe Toolbar.

Type the appropriate tool tip wording for the new button in the Name box. Then type the CompuServe service name or Internet Web page in the Service box.

Once you have provided appropriate Name and Service information, click the button (in the Button area) that you want to add to the CompuServe Toolbar, and then click OK.

### **Related help topics**

[Inserting a Toolbar Button](#)

[Changing the Way a Toolbar Button Works](#)

[Deleting a Toolbar Button](#)



## **Manual Connect Window**

The Manual Connect window enables you to conduct a manual logon sequence to CompuServe.

### **Related help topics**

[Setting Connection Preferences](#)

[Setting Your Terminal Emulation Preferences](#)





## Using the Internet Web Browser

Your CompuServe screen changes whenever you go to an Internet Web page.

At an Internet Web page, you click (or double-click in some instances) the colorful graphics and buttons and assorted menu topics to view related services and information.

You can use the buttons along the top of your screen to go to other Web pages and CompuServe services.

(You can position your arrow cursor over a Toolbar button for a few moments to learn what it represents.)

If you are having trouble getting to a service, click the Go button at the top of your screen, type the name of the service, and then click OK. If the Go feature is unable to locate the service, you will be given the opportunity to search for it.

You can also click the Find button to locate services.

## What you see on your screen

**Page** displays the title of the current page. Click the arrow to view the titles of other pages visited during your session. (You can click a page to go directly to that page too.)

**Go** button enables you to go directly to a location that you specify.



button redisplays the page you visited prior to the current page.



button redisplays the page you visited after the current page.

**Working** indicator (to the left of the Main Menu button) is visible and animated only when transfer to a new page is in progress.

**Main Menu** button takes you back to the Main Menu page (on the CompuServe 3.0 Home Desktop.)

**File It** button opens your Filing Cabinet.

**Reload** button retrieves graphics for menus.

**What's New** button displays the latest news highlights with links to the full articles.

**Find** button enables you to locate services based on a topic that you specify.

**Stop** button interrupts the retrieval of graphics. (You will not see this button all the time.)

## Related help topics

[CompuServe Internet Forum Areas](#)

[Overview of the Internet](#)



## **About CompuServe for Windows Box**

The About CompuServe for Windows box displays Version information for your CompuServe 3.0 software.

### **Related help topics**

[Accessing a Service](#)

[Connection Status](#)

[Learning About CompuServe Services](#)



## **Go Window**

The Go window enables you to go to locations on CompuServe and the Internet.

Type a CompuServe service name or Internet Web page in the Service box, and then click OK.

If you attempt to go to an invalid location, you will be asked if you want to search for related CompuServe services.

### **Related help topics**

[Accessing a Service](#)

[Grouping Your Favorite Services](#)

[Learning Service Names](#)



## **View Image Window**

The View Image window displays a graphic file that you have retrieved (downloaded) from CompuServe to your computer.

The title of the window contains the File Name.

The View Image window initially opens in the default size of the graphic image in normal mode.

### **Related help topics**

[Finding a File](#)

[Learning About a File](#)

[Understanding File Types](#)



## **Learn About Page**

A Learn About page displays summary information about the desktop you are using, such as when you are in a Forum area or Chat.

Many Learn About pages display a list of help topics. To view help for a listed topic, click the topic, and then press the Enter key on your keyboard.

### **Related help topics**

[Learning About a File](#)

[Learning About CompuServe Members](#)

[Learning About CompuServe Services](#)



## View Connection Information Window

The View Connection Window displays information about your current CompuServe connection, such as your baud rate and accumulated connect time.

If there is critical alert information about your current CompuServe session, it will be displayed in the box below Last system alert.

### What you see on your screen

**Port ID** value shows your current communications port information.

**Baud rate** value shows your current port speed at which data will be transmitted over your communications line.

**Session name** value shows the particular connection set you are using to connect to CompuServe.

**Accumulated connect time** shows how long you have been connected to CompuServe.

**Reset** button resets the Accumulated connect time value to zero.

**Since** shows the date and time when the accumulated connect time began.

**Last system alert** shows whether a system alert has been issued concerning your connection session. If an alert has been issued, relevant information will be displayed in the box below Last system alert.

### Related help topics

[Changing Your Communications Port](#)

[Setting Connection Preferences](#)



### **Unconditional Shutdown Window**

The Unconditional Shutdown Window informs you that your CompuServe 3.0 software must be shut down due to an unrecoverable (unknown) conflict.

Once the program has been shut down, simply restart your CompuServe 3.0 software.

### **Related help topics**

[Disconnect](#)

[Exit](#)



## **Leave Window**

The Leave Window informs you that you are leaving an area.

Mark the Always ask me this checkbox if you always want to see the Leave confirmation window whenever you leave an area.

## **Related help topics**

[Disconnect](#)

[Exit](#)

[Leave](#)





## **Text View Window**

The Text View Window displays a text article.

### **Related help topics**

[Participating in a Conference](#)

[Attending a Moderated Conference](#)



### **Agreement Window**

The Agreement Window is displayed the first time you start up your CompuServe 3.0 software.

You must click Yes to agree to the terms before you can begin using the CompuServe 3.0 software.



### **CompuServe Learn About Page**

The CompuServe Learn About Page introduces you to CompuServe. You can click each of the buttons to learn about related services.

You can also access the CompuServe Directory, a listing of hundreds of services and Forum areas on CompuServe.



## **Parental Controls Page**

The Parental Controls page enables you to go to the CompuServe Parental Controls Center, where you can limit what your children can reference on CompuServe and the Internet.

To reach the CompuServe Parental Controls Center, click the Parental Controls button at the bottom of the Parental Controls page.

### **Related help topics**

[Accessing a Service](#)

[Overview of the Internet](#)

[What is a Forum Area?](#)



## **Article Window**

The Article window displays a text or HTML (Internet) article that is stored in your Filing Cabinet.

The title of the window contains the article name.

## **Related help topics**

[Finding Web Sites](#)

[What is HTML?](#)



### **Select Forum Window**

The Select Forum window lists the Forum areas in which you are currently a member.

Click the Forum area to which you want to contribute (upload) your file or message, and then click OK.

### **Related help topics**

[Contributing a File](#)

[Learning About a File](#)

[Understanding File Types](#)



### **Select Section Window**

The Select Section window lists the sections in a Forum area to which you might want to contribute (upload) your file.

Click the Forum section to which you want to contribute your file or message, and then click OK.

### **Related help topics**

[Contributing a File](#)

[Learning About a File](#)

[Understanding File Types](#)



## **Read Messages Window**

The Read Messages window enables you to process your messages.





## **Member Profile Window**

The Member Profile window displays information about a CompuServe member.

You can add the person to your Address Book by clicking the Add Address button.

### **Related help topics**

[Adding Member Information to Your Address Book](#)

[Contacting CompuServe Members](#)

[Learning About CompuServe Members](#)



## **Membership Search Results Window**

The Membership Search Results window shows the results of a Forum member search.

To view additional information about a listed member, click the member name, and then click the Open button.

To add a listed name to your Address Book, click the member name, and then click the Add to Address Book button.

### **Related help topics**

[Adding Member Information to Your Address Book](#)

[Contacting CompuServe Members](#)

[Learning About CompuServe Members](#)



## **Change Member Profile Window**

The Change Member Profile Window enables you to review and edit your member entry information.

You can specify interest keywords that others can use to locate you.

### **Related help topics**

[Adding Member Information to Your Address Book](#)

[Contacting CompuServe Members](#)

[Learning About CompuServe Members](#)



### **Lockout Message Window**

The Lockout Message window informs you that you have been locked out of the current Forum area.

You will have to contact the sysop of the Forum area to learn what to do next.

### **Related help topics**

[Learning About CompuServe Members](#)

[Posting a Message](#)

[What is a Forum Area?](#)



## **Clear Folder Window**

The Clear Folder window enables you to remove items from a folder.

### **Related help topics**

[Auto-Filing Sent Forum Messages](#)

[Auto-Filing Sent Mail](#)



### **Add Entries to Address Book Window**

The Add Entries to Address Book window enables you to make an Address Book entry directly from a Forum message or a CompuServe Mail message.

For each person you want to add to your Address Book, click the name (in the Names box), type a comment in the Comments on this entry box (optional), and then click the Add button. (The name will be removed from the Names box.)

When you have finished adding all the names you want, click the Done button.

### **Related help topics**

[Accessing the Address Book](#)

[Changing an Address Book Entry](#)

[Copying Address Information to the Address Book](#)

[Deleting an Address Book Entry](#)



### **Select Recipients Window**

The Select Recipients window lists the contents of your Address Book so that you can select one or more addresses for your Recipient List.

If you want to search for a CompuServe member who is not in your Address Book, click the Search Members button.

If you want to include several addresses from your Address Book, simply select each one before you click OK. (Hold down the Ctrl key on your keyboard while clicking an address to select it.

### **Related help topics**

[Addressing a Mail Message](#)

[Attaching a File to a Mail Message](#)

[Sending a Mail Message](#)



### **Select Entry from Address Book Window**

The Select Entry from Address Book window enables you to select one or more addresses from your Address Book for a Mailing List that you are creating.

If you want to include more than one address from your Address Book, simply select each one before you click OK. (Hold down the Ctrl key on your keyboard while clicking a message to select it.)

### **Related help topics**

[Accessing the Address Book](#)

[Addressing a Mail Message](#)

[Attaching a File to a Mail Message](#)





## **Function Key Settings Window**

The Function Key Settings window enables you to customize your CompuServe session. You can assign a series of keystrokes or commands that you use frequently to up to ten Alt key combinations.

Type the sequence of keystrokes you want to automate in the appropriate Key Definition box. The definition can be up to 80 characters.

You can type a label for the Alt key combination in the corresponding Key Label box. Whenever the key combination is available to you, rather than the default Alt wording at the bottom of your screen, you will see the label you assigned.

When typing your sequence of keystrokes, to designate pressing the Enter key, type ^M. To designate a new line, type ^J.

Your changes will be recorded when you click OK.

### **Related help topics**

[Defining the Terminal Emulation Scrollback Buffer Size](#)

[Setting Your Terminal Emulation Preferences](#)



### **Connect Query Window**

The Connect Query window enables you to conduct a manual logon sequence with CompuServe.



## **Unable to Find Service Window**

The Unable to Find Service window enables you to find CompuServe services related to a name that you attempted to go to, but which did not exist.

If you want to conduct a search for related services, click the Search button.

You can also type a CompuServe service name or Internet address and click the Go button to go directly to that location.

### **Related help topics**

[Accessing a Service](#)

[Grouping Your Favorite Services](#)

[Learning Service Names](#)



## **Define Forum Interests Window**

The Define Forum Interests window (or Define Forum Interests window) enables you to review or change your Forum interests, as well as the name you are using in the Forum area.

You might have specified Forum interests when you joined the Forum area.

Other Forum members can learn your Forum interests when they view your Member Profile.

### **Related help topics**

[Setting Your Forum Area Preferences](#)

[What is a Forum Area?](#)



### **InfoPlex Preferences Window**

If you have access to an InfoPlex Mail system, you can automate your InfoPlex connection procedure, as well as use your InfoPlex Mail system as your standard mail system.



### **Define Modem Security Window**

The Define Modem Security window enables you to assign modem security access.

Type your Member ID number in the User ID box. Type your Password for security access in the Password box.



### **Rename/Add New Portfolio Window**

The Rename/Add New Portfolio window enables you to rename or create a portfolio folder.

Type the folder name in the Portfolio name box.



## Membership Search

The Membership Search window enables you to find CompuServe members.

Define your search using the boxes provided. You must specify a last name.

**Last Name**, **First Name**, **City**, **State**, **Country**, and **Member ID** column headings sort any listed members.





### **Make a Friend Confirmation**

The Make a Friend Confirmation window enables you to confirm whether you want to add someone to your Friends List.



## **Description Window**

The Description window displays information about a Message Section or Library Section.

You can view Descriptions for other sections by selecting them from the box beside Description for section. (Click the down arrow button, and then click a section from the ensuing list.)

You can also use the File menu in the upper left-hand corner of the Description window to print and save the Description. (Click the word File, and then click the command.)

### **Related help topics**

[Browsing Forum Messages](#)

[Searching for a File](#)



### **Select Folder**

The Select Folder window enables you select a Filing Cabinet folder for your sent messages.



## **Confirm**

The Confirm window asks you to confirm your intention to exit CompuServe 3.0.

If you do not want to see this window each time you exit CompuServe 3.0, make sure that the Always display this window checkbox is not marked.



## **Welcome to the Executive News Service**

You can learn more about the Executive News Service (ENS) from the Learn About area in the News Desktop.

Click the Learn About side button, and then click the Personal Folders top tab to view a list of related help topics.



### **Request in Progress Window**

The Request in Progress window informs you that you are attempting to disconnect while another activity, perhaps a file retrieval or services search, is in progress.

If you do not want to disturb the activity in progress, click Continue. (The disconnect request will be ignored.)

However, if you still want to disconnect (without regard for the activity in progress), click Disconnect.

If you want to terminate your current CompuServe session and then reconnect immediately, click Reconnect.

**Information Window**

You have requested help for an application that is not part of CompuServe 3.0. Such applications might not provide help.

If there is a Help button in the application window, please try clicking it for assistance rather than pressing the F1 key. (Some applications provide help, but do not provide F1 help support.)

If there is still no help available, there might be help for other windows within the application that could offer assistance.

**File Already Exists Window**

The File Already Exists window informs you that there is a file on your computer that has the same name as a file you are attempting to retrieve (download).

If you attempted to retrieve a file and were unable to retrieve all of it, click Resume. (The Resume button will start up the retrieval where it left off.)

If you do not want to preserve the contents of the file that is on your computer, click Overwrite. (The file on your computer will be replaced by the file you are retrieving.)



## **Run Window**

The Run window enables you to specify an application to be run concurrently with, yet independently of, CompuServe 3.0

Type the path and filename of the application in the Command line box. (If you prefer, you can use the Browse button to specify this information.)

If you want your application to run in minimized form, mark the Run Minimized checkbox.

## **Issue Search Window**

The Issue Search window enables you to find issue symbols.

Define your search using the boxes beside Find. If a box has a down arrow, click the down arrow to see a menu of choices, and then click the choice you want. If a box does not have a down arrow, simply click the box, and then type your information.

After defining your search, click Search.

Issue symbols that match your search terms will be listed for you.

**Account Maintenance Window**

The Account Maintenance window displays information about your account. For example, you might see this window if your credit card has expired or payment is overdue.

Read the information and any instructions that are displayed. You might be asked to provide information. If so, type the information in the box provided, and then click Send. (You might be asked to do this several times.)

Click Continue when you are finished.

## **Invalid Recipients Window**

The Invalid Recipients window lists all recipients for whom address information is invalid.

You will see the Invalid Recipients window if you attempt to send a Mail message that has an invalid recipient address.

An address is considered invalid if it does not conform to its required format. A CompuServe Mail address that no longer exists is also considered invalid.

You must correct or delete all invalid addresses from the Recipient List before you can send your message.

### **Related help topics**

[Alphabetical Listing of Address Formats](#)

### Searching for Items in the Filing Cabinet

You can search for items stored in your Filing Cabinet according to item type, such as Mail Messages, Forum Messages, and News Articles (stories), as well as by all items combined.

- 1 Access your Filing Cabinet.
- 2 In the Filing Cabinet window, click Search.
- 3 Choose the appropriate search method from the Find box. If you want to search for Mail Messages or Forum Messages via sender or recipient, choose **Mail messages** or **Forum messages** as appropriate. (Do not choose **All items** if you want to search via sender or recipient.)
- 4 Provide additional search information as appropriate.
- 5 Click Search.

## Disabling Sound

You can disable your sound assignments for CompuServe 3.0 at your Windows 95 Sound Properties window.

- 1 Choose **Settings** from the Windows 95 Start menu, and then choose **Control Panel** from the ensuing submenu. (Click the Start button on your Windows 95 desktop to access the Start menu.)
- 2 In the Control Panel window, locate the Sounds icon, and then open (double-click) it.
- 3 In the Sound Properties window, locate the CompuServe 3 heading within the Events box. (You might need to use the scroll bar to find the CompuServe 3 heading.)
- 4 Click an event for which you want to disable sound. (When you click an event, its corresponding sound assignment is displayed in the Name box just below the Events box.)
- 5 To disable sound for the highlighted event, simply click the down arrow in the Name box, and then click **(None)**.
- 6 Repeat Steps 4 and 5 until you have disabled sound for all the appropriate events.
- 7 Click OK.

## Customer Service Updates

CompuServe's Ask Customer Service area has the latest contact information worldwide.

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type QUESTIONS, and then click OK.
- 3 At the Ask Customer Service window, scroll to the bottom of the window, and then click Proceed.
- 4 At the next window, click **CompuServe Customer Service Offices**, and then click Select.
- 5 At the Help Database (FREE) window, click a location, and then click Select.

## **Sending a Message**

Members worldwide can leave a message for CompuServe Customer Service via CompuServe Mail.

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type FEEDBACK, and then click OK.
- 3 At the Ask Customer Service window, scroll to the bottom of the window, and then click Proceed.
- 4 At the next window, click **Write to Customer Service**, and then click Select.
- 5 At the Customer Service Feedback window, click a category, and then click Select.
- 6 Follow the ensuing menus until you reach CompuServe's Feedback System form.



**Other Countries**

For countries not listed, please contact CompuServe USA:

Customer Service

P.O. Box 20212

5000 Arlington Centre Blvd.

Columbus, Ohio 43220

US/Canada Freephone: (800) 848-8990

Outside US/Canada: (+1) (614) 529-1340

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Hours: 8:00 - 24:00 (EST) Weekdays

12:00 - 22:00 (EST) Saturday and Sunday

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Hours: 9:00 - 17:00 Weekdays

**Australia/New Zealand**

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Hours: 7:00 - 19:00 Weekdays (Sydney time)  
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## Accessing a Service

Here are some ways to go to locations on CompuServe:



You can choose **Go** from the Access menu and go directly to the location. (You must know the name of the location, such as SPORTS for the Sports Services area on CompuServe.)



If you have already been to the location in your current CompuServe session, you can use the Recent Places feature to return there quickly.



If the service you want to go to is in your Favorite Places list, you can go directly to that service from the Favorite Places page.



You can choose **CompuServe Directory** from the Access menu to view a list of CompuServe destinations and access any that you want.

### **Reviewing Recent Destinations**

Use the Page box (in the upper left part of your CompuServe window) to scan your previous destinations and quickly return to them.

- 1 Click the down arrow on the Page box to review recent locations.
- 2 Click a location to revisit it.

### **Grouping Your Favorite Services**

Use the Favorite Places feature to group your favorite destinations so that you can revisit them quickly.

- 1 At the Home Desktop, click the Go side button.
- 2 Click the Favorite Places top tab.
- 3 Click New.
- 4 Provide information about a destination you want to add.
- 5 Click OK.

### **Accessing the CompuServe Directory**

The CompuServe Directory lists hundreds of CompuServe services and Forum areas.

To access the CompuServe Directory, choose **CompuServe Directory** from the Access menu.



## **Finding CompuServe Services**

Use the Find feature to search for CompuServe services.

- 1 At the Home Desktop, click the Find side button.
- 2 Click the Services top tab.
- 3 Type a category or service to search for.
- 4 Click Search.

## Learning About CompuServe Services

There are lots of ways to learn about CompuServe services.



Click the Find side button at your Home Desktop and set up a search for services, files, or CompuServe members.



Click the Learn About side button on the Home, Forum, News, and Chat Desktops to learn about those desktops.



Choose **Contents** from the Help menu (or click the Contents button at the top of this help window) to browse relevant help system topics.



Choose **What's New**, **Special Events**, or **Member Services** from the Services menu to learn about happenings and promotions in the CompuServe community.



Choose **CompuServe Directory** from the Access menu to view descriptions of CompuServe services.



Ask other CompuServe members! Post (send) a message in a Forum area in which you are a member, or send an informal question while in a Public Room in a Forum area or Chat.



Click the Table of Contents button on the Home Desktop.

## Finding Forum Areas

With hundreds of Forum areas on CompuServe, you may need some help finding the ones you want.



Choose **CompuServe Directory** from the Access menu and browse the numerous descriptions of CompuServe Forum areas.



Choose **Go** from the Access menu and Go to FORUMS.



Click the Find side tab at your Home Desktop and set up a Services search on the word FORUM.

## Finding Internet Services

Here are some ways to find Internet services on CompuServe:



Choose **Go** from the Access menu and go to INTERNET.



Click the Find side button at your Home Desktop and set up a Services search on words such as INTERNET and WEB.



Ask other CompuServe members! Post (send) a message in a Forum area in which you are a member, or send an informal question while in a Public Room in a Forum area or Chat.



Click the Internet button on the Home Desktop.

## **Learning About Internet Services**

Use the Learn About feature on the Home Desktop to learn about CompuServe Internet services.

- 1 At the Home Desktop, click the Learn About side button.
- 2 Click The Internet top tab.
- 3 Double-click a topic to learn about it.





### **Finding CompuServe Members**

Use the Find feature to search for CompuServe Member names and addresses.

- 1 At the Home Desktop, click the Find side button.
- 2 Click the Members top tab.
- 3 Provide the member information.
- 4 Click Search.

## **Learning About CompuServe Members**

Conducting a search for CompuServe members gives you the following information:

-  member name
-  location
-  country
-  CompuServe address

## **Contacting CompuServe Members**

Here are some ways to contact CompuServe members.



The easiest way to contact a CompuServe member is to send a Mail message or Forum message.



You can also set up a member search. To do so, click the Find side tab on your Home Desktop, and then click the Members top tab.



If the member frequents a particular Forum area, you can post (send) a Private Message on one of the Message Boards. (You can also start a conversation if the member is in a Public Room there.)



## **Adding Member Information to Your Address Book**

You can easily add member information to your Address Book after using the Find feature.

- 1 At the Home Desktop, click the Find side button.
- 2 Click the Members top tab.
- 3 Provide the member information.
- 4 Click Search.
- 5 Click a member entry from the list of members found.
- 6 Click Add to Address Book.
- 7 Review or change the member information.
- 8 Click OK.

## Finding a File

There are many ways to find files in a Forum area.



At the Forum desktop, you can click the File Libraries side button, then click the Search top tab to set up a file search.



If you prefer not to conduct an automated search for files, you can simply browse through hundreds of Library files on your own, section by section.



If you can't seem to find the file you want, ask other CompuServe members! Post (send) a message in the Forum area, or send an interactive query while in a Forum Conference room.



You can also leave the Forum area and return to your Home Desktop to set up a search for files anywhere on CompuServe. At your Home Desktop, click the Find side button, and then click the Files top tab to set up your search.

**Reviewing a File**

Large files may take some time to retrieve (download). You may want to confirm that you've located the correct file by reviewing it before you spend the time to download.

Once you find a file on CompuServe, use the Description button to view a Description (abstract) of the file.

The Description button appears in windows where your file is listed.

**Retrieving a File from a Forum Area**

Once you find a file in a Forum area, you will need to retrieve (download) it to your hard disk if you want to use it.

To retrieve a file from a list, such as while browsing a File Library Section, click the file, and then click the Retrieve button shown there.

You can also retrieve a file that you have opened by clicking the Retrieve button in the opened file window.

If you click a button called Retrieve Later, you are in effect marking the file without retrieving it. (The retrieve request is added to your To-Do List.)

## **Viewing a File**

Forum area files come in various formats that affect whether you will be able to view them online or whether you will need to retrieve (download) them to your computer first.

You can view text and graphics files. You can also view compressed binary files. Clicking the Open button shown with such files enables you to view them.

However, you cannot view or open binary files. You must retrieve (download) these files. Clicking the Retrieve button enables you to retrieve a binary file.

## **Learning About a File**

Every file in a Forum area has a brief Description (abstract) associated with it. If you are browsing a list of files you can view a File Description by clicking the file, and then clicking the Description button shown there.

You can also learn about a file simply by examining the information displayed along with the listed file, such as its title, size, date submitted to the Forum area, and popularity.

**Marking a File for Later Retrieval**

While you are browsing Forum area files, you might prefer not to stop to retrieve (download) each file as you find it.

Use the Retrieve Later button to mark a file for later, rather than immediate, retrieval. (The retrieve request is added to your To-Do List.)

The Retrieve Later button appears in windows where your file is listed.

## Understanding File Types

Here are some of the more common file types you might encounter while browsing files in a Forum File Library:



Binary files (EXE) contain computer code.



Compressed files (SIT, ZIP) are compressed with compression software and must be decompressed on your disk before using.



Graphics files (GIF, JPG, BMP, TGA, TIF) contain an image.



Text files (TXT) are nonbinary files that contain only ASCII characters (typewriter characters).



## Understanding Naming Conventions

The files you see in the Forum area libraries are divided into several types. These types are identified by these extensions (which are assigned by convention):



Binary files (EXE) contain computer code.



Compressed files (SIT, ZIP) are compressed with compression software and must be decompressed on your disk before using.



Graphics files (GIF, JPG, BMP, TGA, TIF) contain an image.



Text files (TXT) are nonbinary files that contain only ASCII characters (typewriter characters).

### **Contributing a File**

To contribute (upload) a file to a Forum library, you actually send it.

- 1 In a Forum area, click the File Libraries side button.
- 2 Click the Send top tab.
- 3 Click New.
- 4 Provide the file information.
- 5 Click Send.

### **Mailing a File**

In order to mail (send) a graphic or file, you must attach it to a Mail message.

- 1 At the Home Desktop, choose **Send File** from the Mail menu.
- 2 At the Open window locate the file you want to send.
- 3 Click the file.
- 4 Click Open.
- 5 At the Attached Files window, click OK.
- 6 At the Create Mail window, create a Mail message.
- 7 Click Send.

## Mail Topics

**What is a Mailbox?**

CompuServe collects your incoming Mail in a special area on one of its computers. This special area is known as your mailbox.

To visit your mailbox, you need to be connected to CompuServe. (If you visit your mailbox you can save time responding to your incoming Mail because you will be connected to CompuServe.)

As an alternative, you can simply retrieve (download) your mailbox contents to your computer. This enables you to process your incoming Mail whenever you like, whether online or offline. This can be useful when you encounter lengthy messages or when you simply want to take more time to process your incoming Mail.

Your Mail preferences determine whether you will review your incoming Mail at your mailbox or retrieve (download) it automatically to your computer.

## Visiting Your Mailbox

Visit your online mailbox to process your incoming Mail while connected to CompuServe.

- 1 Confirm that the View mail online before retrieving checkbox in your Mail preferences is marked. (To view your Mail preferences, choose **Preferences** from the Access menu, and then click the Mail top tab.)
- 2 At your Home Desktop, click the Mail Center side button.
- 3 Click the Read top tab.
- 4 Click Get Mail.

## Retrieving Mailbox Messages

Retrieving your mailbox messages enables you to process incoming mail offline whenever you like.

- 1 Confirm that the View mail online before retrieving checkbox in your Mail preferences is not marked. (To view your Mail preferences, choose **Preferences** from the Access menu, and then click the Mail top tab.)
- 2 At your Home Desktop, click the Mail Center side button.
- 3 Click the Read top tab.
- 4 Click Get Mail.

## **Listing Your Mail Messages**

You list your incoming Mail at the Mail Center Read page.

- 1 At your Home Desktop, click the Mail Center side button.
- 2 Click the Read top tab.
- 3 Click Get Mail.



**Delete Immediately Option**

Whenever you retrieve (get) your incoming Mail, your mailbox contents are copied to the Incoming Messages folder (in your Filing Cabinet) where you have the option of processing your Mail messages whenever you like, regardless of your online status.

If the Delete Mail from online mailbox when retrieved checkbox in your Mail preferences is marked, your mailbox will be cleaned out after the retrieval process.

If the Delete Mail from online mailbox when retrieved checkbox is not marked, your mailbox contents will be left untouched after the retrieval process.

## **Show Online Mail Option**

Whenever you click the Get Mail button in the Mail Center Read page, your incoming Mail is listed for you.

If the View mail online before retrieving checkbox in your Mail preferences is marked, your incoming Mail will be listed, but will not be retrieved (downloaded) from your mailbox on CompuServe. This enables you to go directly to your mailbox to process your incoming Mail without worrying about storage issues on your computer.

If the View mail online before retrieving checkbox is not marked, your incoming Mail will be retrieved (downloaded) to a special Incoming Messages folder (in your Filing Cabinet) where you can process it offline (not connected to CompuServe). This enables you to read and respond to your incoming Mail at your leisure without worrying about connection time.

## **Opening an Incoming Message**

You open a message to read, forward, or reply to it.

- 1 At your Home Desktop, click the Mail Center side button.
- 2 Click the Read top tab.
- 3 If your incoming Mail is not listed there, click Get Mail.
- 4 Click a message.
- 5 Click Open.

### **Filing an Incoming Message**

You can file (save) messages for later reviewing.

- 1 At your Home Desktop, click the Mail Center side button.
- 2 Click the Read top tab.
- 3 If your incoming Mail is not listed there, click Get Mail.
- 4 Click a message.
- 5 Click File It.
- 6 Specify the folder in which you want to file (save) the message.
- 7 Click OK.

### **Deleting an Incoming Message**

Delete a message when you want to remove it permanently.

- 1 At your Home Desktop, click the Mail Center side button.
- 2 Click the Read top tab.
- 3 If your incoming Mail is not listed there, click Get Mail.
- 4 Click a message.
- 5 Click Delete.

## **Sorting Incoming Messages**

You can sort your incoming Mail to find specific messages, as well as to rearrange messages.

- 1 At your Home Desktop, click the Mail Center side button.
- 2 Click the Read top tab.
- 3 If your incoming Mail is not listed there, click Get Mail.
- 4 Click the Subject, From, Date, or Size column headings in the Online Messages list. Your messages will be sorted based on the button you select.

## **Replying to an Incoming Message**

To reply to an incoming message, you must first open the message.

- 1 In the message window, if you want to reply only to the original message author, click Reply.
- 2 In the message window, if you want to reply to both the original message author and all message recipients, click Reply All.
- 3 Compose your message.
- 4 Click the appropriate processing button (Send, Send Later, or File It). (If you click Send Later, the send request is added to your To-Do List.)

## **Forwarding an Incoming Message**

Here is how you can forward an incoming message that you have opened.

- 1 In the message window, click Forward.
- 2 Provide the appropriate recipient and subject information.
- 3 If you want to send a comment with the forwarded message, position your arrow cursor at the top of the text window, and then type or paste the comment.
- 4 Click the appropriate processing button (Send, Send Later, or File It). (If you click Send Later, the send request is added to your To-Do List.)



### **Printing an Incoming Message**

Choose **Print** from the File menu to print an opened or highlighted message.

### Searching for a Mail Message

You can search for Mail Messages by topic, sender name or Member ID, recipient name or Member ID, or date.

- 1 At your Home Desktop, click the Mail Center side button.
- 2 Click the Search top tab.
- 3 Provide your search terms.
- 4 Click Search.

You can also search for Mail messages stored in your Filing Cabinet.

- 1 Access your Filing Cabinet.
- 2 At the Filing Cabinet window, click Search.
- 3 Choose **Mail messages** in the box beside Find. (Click the down arrow, and then click **Mail messages**.)
- 4 Provide additional search information as appropriate.
- 5 Click Search.

## **Saving Message Addresses**

If you are reading a Mail message, you can copy its address information to the Address Book without having to retype it.

- 1 In the message window, click Add Addresses.
- 2 Click a name in the Names box.
- 3 Review or modify the information as appropriate.
- 4 Click Add.
- 5 Repeat Step 2-4 for as many names as you want to add to your Address Book.
- 6 Click Done.

## **Saving the Recipient List**

Once you open an incoming message, you can add the Recipient List into your Address Book. Here is how you can do so:

- 1 Access the Address Book.
- 2 Click a name in the Names box.
- 3 If you want to associate a comment with the name or detailed information, type it in the Comments box.
- 4 Click the Add to Address Book button.
- 5 Repeat Steps 2-4 for each person that you want to add to your Address Book.
- 6 Click Cancel.

## **Making an Address Book Entry**

You can make two types of entries in your Address Book:

**Individual Address** entry is used for just one person: Jack Smith, Sally Doe, Li Pond.

**Group Mailing List** entry is used to group two or more addresses: Computer Pals, Softball Team, Stock Club. A Mail message sent to a Mailing List address goes to everyone in the group. Only individual address entries can be included in a Mailing List.

### **Making an Individual Address Entry**

Make an individual address entry if the entry will be used for just one person, such as for Pat Smythe or Li Chen.

- 1 Choose **Address Book** from the Mail menu.
- 2 Click New.
- 3 Click Individual Address.
- 4 Click OK.
- 5 Provide the appropriate name and address information.
- 6 Click OK.

## **Making a Mailing List Entry**

Make a Mailing List entry to group two or more persons under a common address label, such as Breakfast Club or Softball Pals.

- 1 Choose **Address Book** from the Mail menu.
- 2 Click New.
- 3 Click Group Mailing List.
- 4 Click OK.
- 5 Provide the Mailing List information.
- 6 Click OK.

## **Copying Address Information to the Address Book**

If you are reading a Mail message, you can copy its address information to the Address Book without having to retype it.

- 1 In the message window, click Add Address.
- 2 Click a name in the Names box.
- 3 Review or modify the information as appropriate.
- 4 Click Add.
- 5 Click Done.



### Changing an Address Book Entry

Open an entry in your Address Book to change it.

- 1 Choose **Address Book** from the Mail menu.
- 2 Click an entry.
- 3 Click Open.
- 4 Make your modifications.
- 5 Click OK.

### **Deleting an Address Book Entry**

Delete an entry when you want to remove it from your Address Book permanently.

- 1 Choose **Address Book** from the Mail menu.
- 2 Click an entry.
- 3 Click Delete.
- 4 Confirm that you want the Address Book entry deleted.

## Accessing the Address Book

There are a few different ways to access the Address Book:



You can choose **Address Book** from the Mail menu.



At your home desktop, you can click the Mail Center side button, then click the Address Book top tab.

## **Assigning Urgency Status**

The Indicate message is urgent checkbox enables you to assign high priority status to an outgoing Mail message.

- 1 In the Create Mail window, click Options.
- 2 Mark the Indicate message is urgent checkbox.
- 3 Click OK.

### **Requesting a Return Receipt**

The Notify me when message is received checkbox causes a Mail receipt to be sent to you the instant your message is opened by a recipient. The Mail receipt shows the time at which the recipient opened your message.

A confirmation message will be sent to you with the information.

- 1 In the Create Mail window, click Options.
- 2 Mark the Notify me when message is received checkbox.
- 3 Click OK.

### **Specifying a Release Date**

The Release date checkbox enables you to specify the date on which a Mail message will be mailed (sent) from your Outgoing Messages list.

- 1 In the Create Mail window, click Options.
- 2 Mark the Release date checkbox.
- 3 Select the desired release date from the corresponding date box.
- 4 Click OK.

## **Specifying an Expiration Date**

The Expiration Date checkbox enables you to determine the length of time that a Mail message you send will remain in a recipient's mailbox before it is deleted.

- 1 In the Create Mail window, click Options.
- 2 Mark the Expiration date checkbox.
- 3 Select the desired expiration date from the corresponding date box.
- 4 Click OK.

## **Controlling Text Formatting in a Message**

Normally all outgoing Mail messages are reformatted to fit within the recipient's window to ensure the best viewing experience.

However, you can specify that your message text not be reformatted, if you want, for example, to preserve column and paragraph breaks.

- 1 In the Create Mail window, click Options.
- 2 If you do not want to preserve column breaks, paragraph breaks, and such in your message, click the Reformat text to window option. (This is the normal setting.)
- 3 If you want to preserve the look of your message text without altering its current format, click the Send exactly as shown option.
- 4 Click OK.



## **Creating a Mail Message**

You do not have to be connected to CompuServe to create a Mail message.

- 1 On your Home Desktop, click the Mail Center side button.
- 2 Click the Create top tab.
- 3 Click New.
- 4 Compose your message. (You will need to specify a name, address, and subject for the message.)
- 5 Click the appropriate button to process your message (Send, Send Later, or File It). (If you click Send Later, the send request is added to your To-Do List.)

## **Addressing a Mail Message**

Create a Recipient List to address a Mail message.

- 1 In the Create Message window, click Recipients.
- 2 Provide the recipient information. Use the Address Book button to include addresses you have already recorded.
- 3 Click OK.

## **Sending a Mail Message**

Use the Send button to send a Mail message.

- 1 On your Home Desktop, click the Mail Center side button.
- 2 Click the Create top tab.
- 3 Click New.
- 4 Compose your message. (You will need to specify a name, address, and subject for the message.)
- 5 Click the appropriate button to process your message (Send, Send Later, or File It). (If you click Send Later, the send request is added to your To-Do List.)

## **Attaching a File to a Mail Message**

To send a file, you attach it to a Mail message.

- 1 On your Home Desktop, click the Mail Center side button.
- 2 Click the Create top tab.
- 3 Click New.
- 4 Provide your message information.
- 5 Click File.
- 6 At the Open window, click the file you want to attach (send).
- 7 Click Open.
- 8 In the Attached Files window, for each additional file you want to attach, click the Add to List button and repeat Steps 6-7.
- 9 In the Attached Files window, click OK.

## **Reviewing or Editing Outgoing Messages**

Your outgoing Mail is stored in the Outgoing Messages folder in your Filing Cabinet. Your outgoing messages are listed automatically for you on the Mail Center Create page.

- 1 On your Home Desktop, click the Mail Center side button.
- 2 Click the Create top tab.

## **Sending an Outgoing Message**

Your outgoing (unsent) Mail is stored in an Outgoing Messages folder in your Filing Cabinet.

- 1 On your Home Desktop, click the Mail Center side button.
- 2 Click the Create top tab.
- 3 Click a message.
- 4 Click Send.

## **Deleting an Outgoing Message**

Delete an outgoing message if you never want to send it.

- 1 On your Home Desktop, click the Mail Center side button.
- 2 Click the Create top tab.
- 3 Click a message.
- 4 Click Select.

## **Sorting Outgoing Messages**

Sort your outgoing message to find a particular message or to arrange them in a special order.

- 1 On your Home Desktop, click the Mail Center side button.
- 2 Click the Create top tab.
- 3 Click the Subject, To, Date, and Size button to sort your messages.



## Forum Topics

## What is a Forum Area?

Forum Areas are online communities in which CompuServe members meet to exchange information, expound opinions and ideas, and join in general conversation.



**Messages Boards** are places where Forum members post (send) and read notes (messages).





**File Libraries** are collections of files you can retrieve (download) to your computer. Files can include software, articles, interviews, graphics, and much more.



**Forum Conferences** are live interactions (not delayed like messages) with other CompuServe members. You can think of conferences like phone calls except you type instead of talk.

## Browsing Forum Messages

Browsing the various Message Boards in a Forum area gives you a bird's-eye view of all the Message Topics.

- 1 In a Forum area, click the Message Boards side button.
- 2 Click the Read top tab.
- 3 Click a section.
- 4 Click Open.
- 5 Click a topic.
- 6 Click Open.
- 7 Click the arrow buttons ( and ) in the message window to continue reading other messages.

### **Creating a Message**

Any Forum member can create and post (send) a message on a Message Board.

- 1 In a Forum area, click the Message Boards side button.
- 2 Click the Create top tab.
- 3 Click New.
- 4 Create your message.
- 5 Click Send

You can also create and post a Forum message without being connected to CompuServe (offline). At the Home Desktop, choose **New Forum Messages** from the File menu.

## **Posting a Message**

Follow these steps to create and post (send) a message in a Forum area.

- 1 In a Forum area, click the Message Boards side button.
- 2 Click the Send top tab.
- 3 Click New.
- 4 Create the message.
- 5 Click Send.

### Searching for a Forum Message

You can search for Forum Messages in a Forum area by topic, sender name or Member ID, recipient name or Member ID, message number, or date.

- 1 In a Forum area, click the Message Boards side button.
- 2 Click the Search top tab.
- 3 Provide your search terms.
- 4 Click Search.

You can also search for Forum Messages stored in your Filing Cabinet.

- 1 Access your Filing Cabinet.
- 2 At the Filing Cabinet window, click Search.
- 3 Choose **Forum messages** in the box beside Find. (Click the down arrow, and then click **Forum messages**.)
- 4 Provide additional search information as appropriate. (You cannot search for stored Forum messages via message number.)
- 5 Click Search.

## **Retrieving Message Topics**

You retrieve (download) Message Topics to your Filing Cabinet.

- 1 In a Forum area, click the Message Boards side button.
- 2 Click the Read top tab.
- 3 Click a section.
- 4 Click File It.
- 5 If you want to make a new folder for the retrieved Message Topic (thread), click New Folder, type a name for the folder, and then click OK.
- 6 In the File Item window, click a folder.
- 7 Click File It.

## **Replying to a Message**

A message must be opened for you to reply to it.

- 1 In a Forum message window, click Reply.
- 2 Compose your reply.
- 3 Click Send.



### **Displaying a Waiting Message**

If you do not see a Get Waiting Messages button on the Welcome page, you do not have any waiting messages.

- 1 In a Forum area, click the Welcome side button.
- 2 Click the Welcome top tab.
- 3 Click Get Waiting Messages.

## **Browsing Forum Libraries**

Follow these steps to browse a Forum Library

- 1 In a Forum area, click the File Libraries side button.
- 2 Click the Read top tab.
- 3 Click a section.
- 4 Click Open.
- 5 Review the files.

### **Contributing a File**

As a Forum member you can contribute (upload) a file from your hard disk to a library:

- 1 Click the File Libraries side button.
- 2 Click the Send top tab.
- 3 Click Create.
- 4 Provide your file information.
- 5 Click Send.

## **Searching for a File**

You can search for Forum files by a submission date range, submitter User ID, and file extension.

- 1 In the Forum area, click the File Libraries side tab.
- 2 Click the Search top tab.
- 3 Specify your search terms.
- 4 Click Search.

**Viewing a File**

Forum area files come in various formats that affect whether you can view them.

You can view text and graphics files. You can also view compressed binary files. Clicking the Open button shown with such files enables you to view them.

However, you cannot view or open binary files. You must retrieve (download) these files. Clicking the Retrieve button enables you to retrieve a binary file.

**Marking a File**

You mark a file to indicate that you wish to retrieve (download) it at a later time, rather than at that exact moment.

As you browse the Forum libraries or open various files, click the Retrieve Later button to mark a file for later retrieval. (The retrieve request is added to your To-Do List.)

## **Participating in a Conference**

Forum conferences enable you to meet and converse with other Forum members.

- 1 Click the Forum Conference side button.
- 2 Click the Public Rooms top tab.
- 3 Click a room.
- 4 Click Participate.
- 5 Type a comment in the Text to send box.
- 6 Click Send.

### **Attending a Moderated Conference**

A Moderated Conference is a planned conference that features a guest speaker in a moderated question and answer format.

- 1 Click the Forum Conference side button.
- 2 Click the Public Rooms tab.
- 3 Click the appropriate Public Room.
- 4 Click Participate.



### **Voting in a Conference**

If a moderator calls for a vote in a conference, a special Vote window will be displayed on your screen.

- 1 In the Vote window, mark your ballot information as appropriate.
- 2 Click Cast Vote.

### **Ignoring Invitations**

You might prefer not to be bothered by Group Invitations and Private Invitations while in a Forum area, Chat, or the Conference Center.

To prevent such Group Invitations and Private Invitations from displaying on your screen, however well-intentioned they might be, simply choose **Ignore All Invitations** from the appropriate menu (Forums, Chat, or Conference).

## **Reviewing Your Profile**

Your Member Profile is a brief summary of your online (and perhaps offline) interests that you can share with other Forum members.

- 1 In a Forum area, click the Forum Conference side button.
- 2 Click the Who's Here top tab.
- 3 Click your name.
- 4 Click Member Profile.
- 5 Review or edit your Member Profile as needed.

### **Tracking Others**

You might want to keep track of what is happening in a Forum area, such as who is coming and going.

- 1 Choose **Tracking** from the Forum menu.
- 2 To conclude tracking, choose **Tracking** again from the Forum menu.

Chat Topics

**What is Chat?**

Chat is like a computerized party line or conference call. Instead of talking on a phone, people in Chat talk with their keyboards.

Whatever you type appears on the screens of other members tuned to your room or group. Likewise, the messages they enter appear on your screen.

In a chat (conversation), you type to talk and read to listen.

## **Entering a Public Room**

Generally you will go into a Public Room in Chat to participate (send comments) in a chat (conversation).

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Public Rooms top tab.
- 3 Click a room.
- 4 If you want to participate (send comments) in the ongoing conversation, click Participate.
- 5 If you want only to observe (watch) the ongoing conversation (without sending any comments), click Observe.

**Leaving a Public Room**

You can leave a Public room at any time by closing the Chat Room window.

There is no Leave button.



## **Learning About Public Rooms**

While Chat has many rooms you can visit, some rooms are dedicated to specific topics or interests.

The Newcomers room is a room mainly for people new to Chat. Volunteers are usually available from 6:00 p.m. until 2:00 a.m. (23:00-07:00 GMT) to assist you.

Other special-interest rooms abound.

You can also learn about Chat at the Communications area on CompuServe.

### **Listing All Available Public Rooms**

The Public Rooms page lists the Public Rooms that you can participate (send comments) in and observe (watch).

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Public Rooms top tab.
- 3 Scroll through the list to review it. Use the headings to learn about each room.

## **Starting a Public Chat**

To start a chat:

- 1 At the Chat Desktop, click the Chat button.
- 2 Click the Public Rooms tab.
- 3 Click a room and click the Participate button.
- 4 Type your message.
- 5 Click the Send button.

## **Participating in a Public Chat**

You participate in a Public Chat when you want to be able to make (send) comments to the ongoing conversation (chat).

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Public Rooms top tab.
- 3 Click a room.
- 4 Click Participate.
- 5 Type a comment in the box beside the Send button.
- 6 Click Send.

### **Observing a Chat without Contributing**

When you observe (watch) a Chat, nobody knows you are there because you cannot speak.

- 1 In Chat, click the Chat side button.
- 2 Click the Public Rooms top tab.
- 3 Click a room.
- 4 Click Observe.

**Concluding a Public Chat**

To conclude a Public Chat, simply close the window of the room you are in.

## **Logging a Public Chat**

Here is how you can make a transcript of a Public Chat for later reviewing.

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Public Rooms top tab.
- 3 Click a room.
- 4 Click Participate or Observe, depending on whether you want to be able to make (send) comments to the conversation or just observe (watch) it.
- 5 Click Record Text.
- 6 At the Save As window, type the appropriate name for the transcript at the File name box. If you specify an existing file, the transcript will be appended to it.
- 7 Click Save.
- 8 The original Record Text button in the room window has now become a Stop Recording button.
- 9 When finished recording, click Stop Recording.

### **Setting Up a Group Chat**

A Group Chat enables you to chat privately with more than just one person.

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Who's Here top tab.
- 3 Click a nickname of someone you want to be in the group.
- 4 Click Group Invitation.
- 5 Repeat Steps 2 - 4 for each person you want to invite.
- 6 Type a welcome comment in the Send box.
- 7 Click Send.



**Joining a Group Chat**

You must receive an invitation from someone in a group before you can join a group.

When an invitation appears on your screen, click the Accept button on the invitation window to enter the group.

**Concluding a Group Chat**

To leave a Group Chat, simply close the Group Chat window.

## **Logging a Group Chat**

You might want to make a transcript of your Group Chat for later reviewing.

- 1 In the Group Chat window, click Record Text.
- 2 At the Save As window, type the appropriate name for the transcript at the File name box. If you specify an existing file, the transcript will be appended to it.
- 3 Click Save.
- 4 The original Record Text button in the room window has now become a Stop Recording button.
- 5 When finished recording, click Stop Recording.

## **Selecting Members for a Group Chat**

A Group Chat enables you to chat privately with more than just one person.

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Who's Here top tab.
- 3 Click a nickname of someone you want to be in the group.
- 4 Click Group Invitation.
- 5 Repeat Steps 2 - 4 for each person you want to invite.
- 6 Type a welcome comment in the Send box.
- 7 Click Send.

### **Setting Up a Private Chat**

Set up a Private Chat when you want to have a private conversation with just one other person.

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Who's Here top tab.
- 3 Click a nickname.
- 4 Click Private Chat.

### **Participating in a Private Chat**

Participate in a Private Chat the same way you would in a Group or Public Chat.

- 1 In the Private Chat window, type a comment in the box next to the Send button.
- 2 Click Send.

**Concluding a Private Chat**

To conclude a Private Chat, simply close the Private Chat window.

**Accepting a Private Chat Invitation**

If you have initiated the Private Chat, the other person must click the Accept button in the invitation window before your conversation can begin.

If the other person has initiated the Private Chat, you must click the Accept button.



### **Creating a Friends List**

Your Friends List is a collection of the people you prefer to chat with regularly.

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Friends top tab.
- 3 Click New.
- 4 Click a nickname.
- 5 Click OK.

### **Creating a Prohibited Users List**

Add the names of people whose comments you do not want to see to your Prohibited List.

- 1 At the Chat Desktop, choose **Modify Prohibited List** from the Chat menu.
- 2 Click New.
- 3 Click one or more nicknames.
- 4 Click Permanently or Temporarily.
- 5 Click OK.

## **Finding Who's Here**

Consult the Who's Here page to learn who else is currently in Chat.

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Who's Here top tab.

## Sorting Your Users List

To sort the entries in the Private Chat window:

- 1 At the Chat Desktop, click the Chat button.
- 2 Click the Who's Here tab
- 3 Click a nickname in the list.
- 4 Click the Start Private Chat button
- 5 Click the left column heading of the Current Chats list to sort in this order.
  - A Current chats
  - B New messages received
  - C Inactive
  - D New invitations

## **Reading a Background**

You can learn about a person by consulting the Member Profile information.

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Who's Here top tab.
- 3 Click a nickname.
- 4 Click Member Profile.

## Ignoring Someone

Add the names of people that you want to ignore to your custom Prohibited List.

- 1 At the Chat Desktop, choose **Modify Prohibited List** from the Chat menu.
- 2 Click New.
- 3 Click one or more nicknames.
- 4 Click Permanently or Temporarily.
- 5 Click OK

### **Ignoring Invitations**

Choose **Ignore All Invitations** from the Chat menu to prevent all Group Invitations and Private Invitations from displaying on your screen.

## **Reviewing Your Profile**

Review your Member Profile anytime to make sure it says what you want it to say.

- 1 At the Chat Desktop, click the Chat side button.
- 2 Click the Who's Here top tab.
- 3 Click your nickname.
- 4 Click Member Profile.



## **Tracking**

To display the activities of others in Chat, choose **Start Tracking** from the Chat menu.


To conclude tracking activities, choose **End Tracking** from the Chat menu.

## Internet Topics

## Overview of the Internet

As a growing resource, the Internet offers you many of the same types of services you find on CompuServe:

 Communication


 Information

 Entertainment

On the Internet, these services are generally located through one these resources:

 USENET Newsgroups

 FTP (File Transfer Protocol)

 Telnet (Remote Login)

 World Wide Web

## Surfing the Internet

Surfing the Internet refers to browsing or using the resources of the computers that make up the Internet.

You can browse the Internet in a number of ways:



Click the Main Menu side button (on the Home Desktop), and then click the Internet button.




Choose **Internet** from the Services menu to start the Internet Web Browser and access the CompuServe Web page. You can click on the links there to go to other Web sites. You can also type an address and go to another Web page.





If a choice on a menu or list of services accesses the Internet and you click it, you will go to the Internet.


## CompuServe Internet Forum Areas


CompuServe provides many Forum areas for learning about different aspects of the Internet:


 **Deutsches Internet Forum** is devoted to information about the Internet for German speakers. GO GERINT.


 **Internet Commerce Forum** is devoted to information about the conduct of commerce on the Internet. GO INETCO.


 **Internet Developers Forum** is devoted to information about developing software products for the Internet. GO INETDEV.


 **Internet France Forum** is devoted to information about the Internet for French speakers. GO INETFR.


 **Internet New Users Forum** is devoted to helping new people take advantage of the tremendous resources available on the Internet. GO INETNEW.

 **Internet Publishing Forum** is devoted to information about Web page development as well other publishing on the Internet (including the World Wide Web). GO INETPUB.

 **Internet Resources Forum** is devoted to information about advanced Internet topics. GO INETRES.

 **Internet Webmasters Forum** is devoted to information about creating the physical Internet sites (such as connecting a Web server to the Internet or becoming a provider). GO INETWEB.

 **Netherlands Internet Forum** is devoted to information about the Internet for Dutch speakers. GO NLINTER.

 **CompuServe Application Support Forum** is devoted to addressing service-related issues and supporting Home Page Wizard products. GO NLSUPP.

Other Forum areas are also available. GO INN to learn more.

## **What is a USENET Newsgroup?**

A USENET (Users Network) newsgroup is the Internet equivalent of a discussion group.

First a message is posted (sent) to the newsgroup, and people respond to it with messages of their own. Then messages responding to the responses are posted and so on.

Newsgroups are organized into very broad categories which are further divided into subcategories (separated by periods), such as the following:

**Alt** Includes alternative topics to those in the other categories. For example, alt.bionet discusses professional matters of biologists and alt.k12 discusses education (up to high school) topics.

**Comp** Includes topics about computer hardware and software. For example, comp.graphics.animation discusses computer animation.

**Misc** Includes topics that don't fit elsewhere. For example, misc.education.science discusses issues related to science education.

**News** Includes topics about the Internet. For example, news.newusers.questions provides command questions and answers for new users of USENET.

**Rec** Includes topics about hobbies and pastimes. For example, rec.art.movies discusses movies and moviemaking.

**Sci** Includes topics about scientific (physical and social) research. For example, sci.physics.fusion discusses fusion research.

**Soc** Includes topics about the world's social and cultural issues. For example, soc.roots discusses genealogical subject matter.

**Talk** Includes opinions and debate on about any issue you care to name. For example, talk.religion.misc discusses all manner of religious matters.

There are also regional newsgroups, as well as newsgroups devoted to universities.

## Finding Newsgroups

Follow these steps to find a USENET newsgroup:

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type USENET, and then click OK.
- 3 At the USENET Newsgroups area, double-click **USENET Newsreader (CIM)**.
- 4 At the Disclaimer Message window, read the disclaimer and click OK.
- 5 At the Netiquette Message window, read the content and click OK.
- 6 At the next window, click **Subscribe to Newsgroups**, and then click Select.
- 7 At the next window, conduct a search or browse to find a newsgroup.
- 8 When you find a newsgroup you want to subscribe to, click the Subscribe button.

## Subscribing to Newsgroups

To subscribe to a USENET newsgroup:

- 1 Choose **Go** from the Services menu.
- 2 At the Go window, type USENET, and then click Go.
- 3 At the USENET Newsgroups area, double-click **USENET Newsreader (CIM)**.
- 4 At the Disclaimer Message window, read the disclaimer and click OK.
- 5 At the Netiquette Message window, read the content and click OK.
- 6 At the next window, click **Subscribe to Newsgroups**, and then click Select.
- 7 At the next window, conduct a search or browse to find a newsgroup.
- 8 When you find a newsgroup you want to subscribe to, click the Subscribe button. (Subscribing to a newsgroup incurs no additional fee.)



## Accessing Newsgroup Articles

You must have already subscribed to a USENET Newsgroup before you can access any of its articles.

- 1 Choose **Go** from the Services menu.
- 2 At the Go window, type USENET, and then click OK.
- 3 At the USENET Newsgroups window, click **USENET Newsreader (CIM)**, and then click Select.
- 4 At the Disclaimer Message window, click OK.
- 5 At the Netiquette Message window, click OK.
- 6 At the next window, click **Access Your USENET Newsgroups**, and then click Select.
- 7 At the next window, click a newsgroup, and then click Browse.
- 8 At the next window, click a thread, and then click Get.

## Retrieving Marked Articles

You retrieve (download) Newsgroup articles in order to copy them to your computer.

- 1 Choose **Go** from the Services menu.
- 2 At the Go window, type USENET, and then click OK.
- 3 At the USENET Newsgroups window, click **Access Your USENET Newsgroups**, and then click Select.
- 4 At the Access Newsgroups window, click a newsgroup, and then click Browse.
- 5 At the Newsgroup window, click a topic (thread) to mark it as one you want to retrieve (download).
- 6 Each time you mark a topic, click one of the following options:



**As is** saves the article and its origin information



**Quoted** saves the article with >s at the beginning of each line so that you can type a reply and still reference the original message.



**Decoded** expands encoded image files.

- 7 Click Retrieve and following the ensuing windows.

## Posting an Article

You post an article in a Newsgroup to express your views.

- 1 Choose **Go** from the Services menu.
- 2 At the Go window, type USENET, and then click OK.
- 3 At the USENET Newsgroups window, click **Access Your USENET Newsgroups**, and then click Select.
- 4 At the Access Newsgroups window, click a newsgroup, and then click Browse.
- 5 At the Newsgroup window, click Create.
- 6 Type your message contents and click the Send button.
- 7 If needed, provide your USENET options, such as your name.

**What Can You Do with FTP?**

File Transfer Protocol (FTP) is a way to move files across the Internet.

You can use FTP to locate and retrieve (download) files (including shareware and public-domain software) from computers (called sites) nearly anywhere on the Internet.

## Selecting a Site

Follow these steps to select an FTP site.

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type FTP, and then click OK.
- 3 At the FTP Alert window, read the text and then click Proceed.
- 4 At the File Transfer Protocol window, click the List of Sites button, click a site, and then click Select.  
(You can also access a specific site if you know where you want to go.)

## Viewing a File

Here is how you can view a text or GIF file in an FTP site's directory:

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type FTP, and then click OK.
- 3 At the FTP Alert window, read the text and then click Proceed.
- 4 At the File Transfer Protocol window, click the List of Sites button, click a site, and then click Select. (You can also access a specific site if you know where you want to go.)
- 5 At the next window, click a directory. (You might need to go several directories deep.)
- 6 At the next window, click a text or GIF file in the Files listbox, and then click View.

## Retrieving a File

You retrieve (download) a file from an FTP site in order to copy it to your computer.

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type FTP, and then click OK.
- 3 At the FTP Alert window, read the text and then click Proceed.
- 4 At the File Transfer Protocol window, click the List of Sites button, click a site, and then click Select. (You can also access a specific site if you know where you want to go.)
- 5 At the next window, click a directory. (You might need to go several directories deep.)
- 6 At the next window, click a text or GIF file in the Files listbox, and then click Retrieve.
- 7 At the Save As window, indicate a location, and then click OK.

## Submitting a File

You submit a file in order to upload it to an FTP site. However, many sites do not accept uploads.

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type FTP, and then click OK.
- 3 At the FTP Alert window, read the text and then click Proceed.
- 4 At the File Transfer Protocol window, click the List of Sites button.
- 5 Click a site, and then click Select.
- 6 At the Access a Specific Site window, provide any relevant information, and then click OK.
- 7 At the next window, click a directory. (You might need to go several directories deep.)
- 8 At the next window, click Upload, and then click OK.
- 9 At the next window, click File, and then indicate the file to be submitted.
- 10 At the next window, click OK, select the correct file type, and then click OK.



## What Can You Do with Telnet?

Telnet is an Internet tool that lets you use commands on remote computers on the Internet.

For example, you might use telnet to connect to Dartmouth College library and view information. You could just as easily connect to a different library on the Internet.

To establish a telnet connection, you must have these pieces of information:



Name of the computer site you want to access .



Valid user name for that site.



Password for that site.

Some telnet sites allow for guest logins but limit the commands available to you. Once you are connected to a telnet site, you often see a menu-driven system which is under the control of the telnet site. Such a system guides you through the actions you may perform at that site.

Another common use of telnet is for users to log into their computers from remote locations. In this case, users enter their own user names and passwords and, therefore, have the same user privileges they would have when logged in without using telnet.

## Selecting a Site

Here is how you can select a telnet site.

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type TELNET, and then click OK.
- 3 At the CompuServe Telnet Access area, click **List of Sites**, and then click Select. (You can alternatively access a specific site.)
- 4 At the Telnet window, review the sites.

## Accessing a Site

To access a site with telnet:

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type TELNET, and then click OK.
- 3 At the CompuServe Telnet Access area, click **List of Sites**, and then click Select.
- 4 At the Telnet area, click a site, and then click Select. (You can alternatively access a specific site.)
- 5 At the You Are Leaving CompuServe Alert window, click Proceed.

## Gopher

Gopher is a tool that conveniently lists a site's resources as a numbered list (menu). All you have to do is type the number of the resource and press Enter to access that resource.

- 1 Choose **Go** from the Services menu and type TELNET.
- 2 Click the OK button and then click the Proceed button.
- 3 Click the List of Sites button.
- 4 Double-click The University of Minnesota Gopher.
- 5 Click the Proceed button and press Enter.
- 6 Press a resource number and press Enter.

## **Veronica**

Veronica is an Gopher search tool. You provide a keyword, and Veronica searches the list items in Gopher for that keyword. This tool saves you the trouble of scanning menu after menu in search of your topic.

- 1 Choose **Go** from the Services menu and type TELNET.
- 2 Click the OK button and then click the Proceed button.
- 3 Click the List of Sites button.
- 4 Double-click The University of Minnesota Gopher.
- 5 Click the Proceed button and press Enter.
- 6 Type 8 and press Enter.
- 7 Type 3 and press Enter.
- 8 Type 19 and press Enter.
- 9 Type your keyword and press Enter.

## Archie

Archie is a search tool for locating files on the Internet. You must telnet to an Archie server, perform a search, and then FTP to the given location to retrieve (download) the file.

- 1 Telnet to an Archie server.
- 2 Type ARCHIE at the login: prompt.
- 3 Press Enter at the password: prompt.
- 4 Type FIND and your subject (such as JETSON) and press Enter.

Note this information:



Host (such as **hea.ie**)



Directory (such as **/part4/funet-pics/comics/misc**)



Filename (such as **jetson.gif**).

- 5 Type BYE and press Enter.
- 6 GO FTP and click the Access the Specific FTP Site button.
- 7 Supply the site (host) and directory information and click the OK button.
- 8 Mark the file and click the Retrieve button.

## Archie Servers

Although it's best to use the server closest to you, you can try any of these Archie servers:

-  **archie.unl.edu** (Nebraska, USA)
-  **archie.rutgers.edu** (New Jersey, USA)
-  **archie.nz** (New Zealand)
-  **archie.funet.fi** (Finland)
-  **archie.sogang.ac.kr** (Korea)

Many other Archie servers exist. Often you can type SERVERS at the Archie prompt and press Enter for a list of Archie servers.

**What is the World Wide Web?**

The World Wide Web (Web or WWW) is a graphical, hypermedia part of the Internet (with all the technical complexities hidden behind the scene).

When you view the WWW, you see text and graphics and can navigate by clicking on links (just as you do in this Help system).

The big difference is that WWW links can display pages (as well as images and sounds) from remote computers across the Internet.



## **Making a Web Page**

Retrieve (download) CompuServe's home page publishing software to make a private Web page.

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type OURWORLD, and then click OK.
- 3 At the Our World area, click Publish on Our World.
- 4 At the next window, click the download option and then follow those instructions.

## **What is HTML?**


HTML stands for HyperText Markup Language and is used to describe the structure of a document. In other words, HTML codes identify the parts of a document (such as a paragraph, a bulleted list, a numbered list, and so on). These codes are the same whether you create them on a Macintosh, Window, UNIX, or other system and are easily read on different systems.


HTML, for the most part, does not describe the appearance of the document (such as, font, font size, indentions, and so on). These qualities are provided by each browser (the software you use to view the Web page) and are usually customized by the user. Thus, an HTML document can appear differently to each viewer but still have the same structure.


## Finding Web Sites


One of the easiest ways to find a Web site is to click the Find side button (on the Home Desktop), click the Services top tab, and then click the Start Internet Search button.


You can also consult any of the numerous Internet-related Forums on CompuServe:


 **Deutsches Internet Forum area** is devoted to information about the Internet for German speakers. GO GERINT.


 **Internet Commerce Forum area** is devoted to information about the conduct of commerce on the Internet. GO INETCO.


 **Internet Developers Forum area** is devoted to information about developing software products for the Internet. GO INETDEV.


 **Internet France Forum area** is devoted to information about the Internet for French speakers. GO INETFR.


 **Internet New Users Forum area** is devoted to helping new people take advantage of the tremendous resources available on the Internet. GO INETNEW.

 **Internet Publishing Forum area** is devoted to information about Web page development as well other publishing on the Internet (including the World Wide Web). GO INETPUB.

 **Internet Resources Forum area** is devoted to information about advanced Internet topics. GO INETRES.

 **Internet Webmasters Forum area** is devoted to information about creating the physical Internet sites (such as connecting a Web server to the Internet or becoming a provider). GO INETWEB.

 **CompuServe Internet Applications Forum** is devoted to addressing service-related issues and supporting Home Page Wizard products. GO NLSUPP.

 **Netherlands Internet Forum** is devoted to information about the Internet for Dutch speakers. GO NLINTER.

Other Forum areas are also available. GO INN to learn more.

## Using an Internet Browser

Choose **Internet** from the Services menu to use the Internet browser.

## Newsdesk topics

**What is the Executive News Service (ENS)?**

ENS is a news clipping service that collects the news stories you want based on search terms that you create.

**Public Folders** are provided by ENS. Articles (stories) are organized by individual wire services. Anyone can open a Public Folder and read its articles.

**Personal Folders** are created by you. Articles (stories) are clipped and wire services searched according to your selection interests. Only you can open your Personal Folders.

### **Creating a Folder**

If you want to collect only those news stories that meet your selection interests, create a Personal Folder.

- 1 At the News Desktop, click the Articles side button.
- 2 Click the Create Folders top tab.
- 3 Click New.
- 4 Provide the folder information.
- 5 Click OK.

## **Modifying a Folder**

You can change a Personal Folder to update the search terms or other folder-specific information.

- 1 At the News Desktop, click the Articles side button.
- 2 Click the Create Folders top tab.
- 3 Click a folder.
- 4 Click Change.
- 5 Change the information as appropriate.
- 6 Click OK.



### **Clearing a Folder**

Use the Empty button to clear a Personal Folder of all its news articles (stories).

- 1 At the News Desktop, click the Articles side button.
- 2 Click the Create Folders top tab.
- 3 Click a folder.
- 4 Click Empty.

## **Opening a Folder**

You open a folder to see which news articles (stories) are inside.

- 1 At the News desktop, click the Articles side button.
- 2 Click the Read top tab.
- 3 Click a folder.
- 4 Click Open.

## **Deleting a Folder**

If you are no longer interested in maintaining a Personal Folder, you can delete it.

- 1 At the News Desktop, click the Articles side button.
- 2 Click the Create Folders top tab.
- 3 Click a folder.
- 4 Click Delete.

### Searching for a News Article

You can search for news articles (stories) at the News Desk.

- 1 At the News Desktop, click the Articles side button.
- 2 Click the Search top tab.
- 3 Provide the search terms.
- 4 Click Search.

You can also search for News Articles stored in your Filing Cabinet.

- 1 Access your Filing Cabinet.
- 2 At the Filing Cabinet window, click Search.
- 3 Choose **News articles** in the box beside Find. (Click the down arrow, and then click **News articles**.)
- 4 Provide additional search information as appropriate.
- 5 Click Search.

## **Reading a News Article**

You open a news article to read it.

- 1 At the News Desktop, click the Articles side button.
- 2 Click the Read top tab.
- 3 Click a folder.
- 4 Click Open.
- 5 Click an article.
- 6 Click Open.

## **Saving a News Article**

Saving a news article (story) to your Filing Cabinet lets you read the news article again later offline.

- 1 At the News Desktop, click the Articles side button.
- 2 Click the Read top tab.
- 3 Click a folder.
4. Click Open.
5. Click an article.
6. If you want to file (save) the article immediately, click File It.
7. If you want to mark the article to be filed at a later time, rather than immediately, click File Later.  
(The file request will be added to your To-Do List.)

### **Printing a News Article**

To print a news article (story) you are reading, choose **Print** from the File menu in the article window.

### **Marking a News Article for Retrieval**

Use the File Later button to mark an article for later, rather than immediate, retrieval.

- 1 At the News Desktop, click the Articles side button.
- 2 Click the Read top tab.
- 3 Click a folder.
- 4 Click Open.
- 5 Click an article.
- 6 Click File Later. (The file request will be added to your To-Do List.)



## **Deleting a News Article**

You can delete only articles (stories) from a Personal Folder.

- 1 At the News Desktop, click the Articles side button.
- 2 Click the Read top tab.
- 3 Click a Personal Folder.
- 4 Click Open.
- 5 Click an article.
- 6 Click Delete.

## Home Desktop

All your CompuServe activity begins at the Home Desktop. You use this desktop to locate services or information by using these elements:

Menu bar provides you with these menus of commands:

**File** (New, Open, Close, Save, Add to Favorite Places, Filing Cabinet, Address Book, To-Do list, Page Setup, Print, Run, and Exit commands). Helps you manipulate files and special storage areas.

**Edit** (Undo, Cut, Copy, Paste, Clear, Select All, Paste From commands). Helps you manipulate text.

**Access** (Favorite Places, Find, Go, Terminal Emulator, CompuServe Directory, Connect, Connection Status, and Preferences commands). Helps you connect to or find information services as well as customize your CompuServe session.

**Services** (Table of Contents, What's New, Internet, Special Events, Member Services, Latest Weather, Latest News, Stock Quotes, and Financial Portfolio commands). Helps you quickly access popular services.

**Mail** (Create New Mail, Get Mail, Send File, Address Book commands). Helps you to create and receive Mail, send files, and maintain your Mail addresses.

**Window** (displays menu items for each open window). Helps you quickly display a particular window.

Tool bar provides you with a list of the most recent places you've visited as well as single-click access to popular commands.

The Home Desktop provides you with these side tabs which display page tabs (use the page tab's pages to explore CompuServe):

**Main Menu** (displays the What's New, Table of Contents, Internet, Chat, and Forums and Communities buttons). Helps you quickly connect to popular CompuServe services.

**Go** (displays the Favorite Places and Parental Controls page tabs). Helps you easily access a service, display a list of your favorite services, and control access to certain services.

**Find** (displays the Services, Files, and Members page tabs). Helps you find a particular service, Forum area file, or CompuServe Member.

**Mail Center** (displays the Read, Create, Address Book, and Search page tabs). Helps you manipulate your electronic Mail and list of electronic messages.

**My Information** (displays the Filing Cabinet and To-Do List page tabs). Helps you quickly review your membership information, items stored in your Filing Cabinet, and tasks pending in your current session.

**Learn About** (displays the CompuServe, Mail, Services, and The Internet page tabs). Helps you understand several types of services on CompuServe as well as introduces you to the Mail Center, methods for locating information, and CompuServe's Web browser.

Status bar provides you with icons showing connection status, connect time, Mail message count, and status messages.

## Forum Desktop

Message Boards, file libraries, and conferences are all found in the Forum Desktop. Use these elements to explore the Forum area:

Menu bar provides you with these menus of commands:

**File** (New, Open, Decompress, Close, Save, Add to Favorite Places, Filing Cabinet, Address Book, To-Do list, Page Setup, Print, Run, and Exit commands). Helps you manipulate files and special storage areas.

**Edit** (Undo, Cut, Copy, Paste, Clear, Select All, Paste From commands). Helps you manipulate text.

**Access** (Favorite Places, Find, Go, Terminal Emulator, Connect, Connection Status, and Preferences commands). Helps you connect to or find information services as well as customize your CompuServe session.

**Services** (Table of Contents, What's New, Internet, Special Events, Member Services, Latest Weather, Latest News, Stock Quotes, and Financial Portfolio commands). Helps you quickly access popular services.

**Forum** (Create Forum Message, Contribute Library File, Search, Get Announcements, Get Waiting Messages, See More Messages, Ignore All Invitations, Modify Prohibited List, Change Nickname, Define Forum Interests, and Leave commands). Helps you use the Forum area.

**Window** (displays menu items for each open window). Helps you quickly display a particular window.

Tool bar provides you with a list of the most recent places you've visited as well as single-click access to selected popular commands.

The Forum Desktop provides you with these side tabs which display page tabs (use the page tab's pages to explore CompuServe):

**Welcome** (displays the Welcome, Announce, and Members page tabs). Helps you understand and use the Forum area.

**Message Boards** (displays the Read, Send, and Search page tabs). Helps you read, send, and search for messages in the Forum area.

**File Libraries** (displays the Read, Send, and Search page tab). Helps you view or search for files in the Forum area as well as contribute (upload) your own to the Forum area.

**Forum Conference** (displays the Public Rooms, Who's Here, Invitations, and Friends page tabs). Helps you locate and start a conversation with anyone else in the Forum area or just your special friends.

**Learn About** (displays the What is a Forum Area, Message Boards, File Libraries, Forum Conferences page tabs). Helps you understand the purpose of a Forum area as well as its three major parts.

**Leave Forums** helps you exit the Forum area and display the Home Desktop.

Status bar provides you with icons showing connection status, connect time, Mail message count, and status messages.

## **News Desktop**

The News Desktop helps you search for, read, and file news articles (stories) as well as maintain (create) news Personal and Public Folders. Use these elements to explore the news desk:

Menu bar provides you with these menus of commands:

**File** (New, Open, Decompress, Close, Save, Add to Favorite Places, Filing Cabinet, Address Book, To-Do list, Page Setup, Print, Run, and Exit commands). Helps you manipulate files and special storage areas.

**Edit** (Undo, Cut, Copy, Paste, Clear, Select All, Paste From commands). Helps you manipulate text.

**Access** (Favorite Places, Find, Go, Terminal Emulator, Connect, Connection Status, and Preferences commands). Helps you connect to or find information services as well as customize your CompuServe session.

**Services** (Table of Contents, What's New, Internet, Special Events, Member Services, Latest Weather, Latest News, Stock Quotes, and Financial Portfolio commands). Helps you quickly access popular services.

**News** (Get All Personal Articles, Get Announcements, and Leave commands). Helps you quickly view news articles (stories) and Announcements.

**Window** (displays menu items for each open window). Helps you quickly display a particular window.

Tool bar provides you with a list of the most recent places you've visited as well as single-click access to selected commands.

The News Desktop provides you with these side tabs which display page tabs (use the page tab's pages to explore CompuServe):

**Welcome** (displays the Lobby page tab). Helps you understand and use the News desktop.

**Articles** (displays the Read, Search, and Create Folders page tabs). Helps you search for and read news articles (stories) as well as create, change, and delete clipping folders.

**Learn About** (displays the What is News, Articles, and Personal Folders page tabs). Helps you understand the purpose of a ENS as well as the use of clipping folders.

**Leave** Newsdesk helps you exit the News desk and display the Home Desktop.

Status bar provides you with icons showing connection status, connect time, Mail message count, and status messages.

## Chat Desktop

The Chat Desktop helps you communicate with friends (new and old) on CompuServe in Public Rooms or Private Chats. Use these elements to explore the Chat area:

Menu bar provides you with these menus of commands:

**File** (New, Open, Decompress, Close, Save, Add to Favorite Places, Filing Cabinet, Address Book, To-Do list, Page Setup, Print, Run, and Exit commands). Helps you manipulate files and special storage areas.

**Edit** (Undo, Cut, Copy, Paste, Clear, Select All, Paste From commands). Helps you manipulate text.

**Access** (Favorite Places, Find, Go, Terminal Emulator, Connect, Connection Status, and Preferences commands). Helps you connect to or find information services as well as customize your CompuServe session.

**Services** (Table of Contents, What's New, Internet, Special Events, Member Services, Latest Weather, Latest News, Stock Quotes, and Financial Portfolio commands). Helps you quickly access popular services.

**Chat** (Get Announcements, Ignore All Invitations, Modify Prohibited List, and Change Nickname commands). Helps you quickly control your interactions on the Chat desktop.

**Window** (displays menu items for each open window). Helps you quickly display a particular window.

Tool bar provides you with a list of the most recent places you've visited as well as single-click access to selected commands.

The Chat Desktop provides you with these side tabs which display page tabs (use the page tab's pages to explore CompuServe):

**Welcome** (displays the Lobby page tab). Helps you understand and use the Chat desktop.

**Chat** (displays the Public Rooms, Who's Here, Invitations, and Friends page tabs). Helps you locate and start conversation with anyone else in the Chat area or just your special friends.

**Learn About** (displays the What is Chatting, Public Rooms, Private Chats, and Group Chats page tabs). Helps you understand how to engage in the different kinds of chats.

**Leave Chat** helps you exit the Chat desktop and display the Home Desktop.

Status bar provides you with icons showing connection status, connect time, Mail message count, and status messages.

## Browser Desktop

The Browser Desktop looks different from the other desktops.

Your CompuServe screen changes whenever you go to an Internet Web page.

At an Internet Web page, you click (or double-click in some instances) the colorful graphics and buttons and assorted menu topics to view related services and information.

You can use the buttons along the top of your screen to go to other Web pages and CompuServe services.

(You can position your arrow cursor over a Toolbar button for a few moments to learn what it represents.)

If you are having trouble getting to a service, click the Go button at the top of your screen, type the name of the service, and then click OK. If the Go feature is unable to locate the service, you will be given the opportunity to search for it.

You can also click the Find button to locate services.

## What you see on your screen

**Page** displays the title of the current page. Click the arrow to view the titles of other pages visited during your session. (You can click a page to go directly to that page too.)

**Go** button enables you to go directly to a location that you specify.



button redisplays the page you visited prior to the current page.



button redisplays the page you visited after the current page.

**Working** indicator (to the left of the Main Menu button) is visible and animated only when transfer to a new page is in progress.

**Main Menu** button takes you back to the Main Menu page (on the CompuServe 3.0 Home Desktop.)

**File It** button opens your Filing Cabinet.

**Reload** button retrieves graphics for menus.

**What's New** button displays the latest news highlights with links to the full articles.

**Find** button enables you to locate services based on a topic that you specify.

**Stop** button interrupts the retrieval of graphics. (You will not see this button all the time.)

**These topics were moved from the L1 and L2 files to make common repository. Also two new ones for F1 support made on 13-May**

## **Saving Items in the Filing Cabinet**

If you want to store a Mail message, Forum message, news article (story), or other type of text article to review or use later, you can save it to your Filing Cabinet. Simply click the File It button in the message or article window, and then select or create the folder where you want to store it.

To access the Filing Cabinet, click the My Information side button (on the Home Desktop), and then click the Filing Cabinet top tab.



## **Finding Access Phone Numbers**

If you travel frequently and connect to CompuServe from different locations, you will need to learn the best access phone number for your particular location. Access phone numbers can also change unexpectedly.

To find access phone numbers, click the Main Menu side button (on the Home Desktop), click the Assistance top tab, and then click the Access Phones button.

## **Cancelling an Activity**

There might be times when you want to cancel an activity or task in progress. For example, while searching for a file, you might cancel the search to redefine the search terms.



In progress indicator windows, you can click the Cancel button (in the window) to cancel the task that is currently in progress.



In the CompuServe Browser Desktop, you can click the Stop button (near the Toolbar) to cancel a task currently in progress there.

## **Confirming Online Status**

You can confirm your online status by looking at the lower left-hand corner of your CompuServe screen.

If you are connected to CompuServe, the connection counter beside the globe shown there will be displaying an increasing count of your connect time.

If the up and down arrows beside the globe are blinking, it means that information is being transmitted between your computer and CompuServe.

You can also look at the Connect or Disconnect button (the hands) on the CompuServe Toolbar. If the two hands are clasped (a handshake), you are connected to CompuServe. If the two hands are not clasped (no handshake), you are not connected to CompuServe.

## **Contacting Customer Service**

To contact CompuServe Customer Service, click the My Information side button (on the Home Desktop), click the Membership Information top tab, and then click the Customer Service button.

You can review your membership account information at the Membership Information page, too. (Click the Account Information button.)

You can also contact the nearest CompuServe Customer Service office for assistance at any time.

### **List of CompuServe Offices**

[Argentina](#)

[Australia/New Zealand](#)

[Austria](#)

[Chile](#)

[France](#)

[Germany](#)

[Hong Kong](#)

[Hungary](#)

[Israel](#)

[Japan](#)

[Mexico](#)

[South Africa](#)

[South Korea](#)

[Switzerland](#)

[Taiwan](#)

[United Kingdom](#)

[United States/Canada](#)

[Venezuela](#)

[Other Countries](#)

## **Using the To-Do List**

Throughout your CompuServe session you can create an ongoing To-Do List of tasks you want to perform, such as retrieving Forum Message Topics or sending Mail messages. You can then process the tasks on your To-Do List all at once (or individually) whenever you like.

You add tasks to your To-Do List by clicking buttons such as Retrieve Later (rather than Retrieve), Send Later (rather than Send), and so forth, as appropriate.

To view your To-Do List, click the My Information side button (on the Home Desktop), and then click the To-Do List top tab.

**Making a Web Page**

CompuServe's Home Page Wizard software offers you an easy way to design a personal Web page. (You can also use other authoring tools.)

You can design your Web page to include pictures, sound files, jumps to other Web pages, and more.

You can then use the Publishing Wizard to copy your Web page to the Internet, where it can be viewed by millions.

## **Using Parental Controls**

You can use Parental Controls to limit your child's access to the Internet and CIS.

To go to the CompuServe Parental Controls Center, click the Go side button (on the Home Desktop), click the Parental Controls [top tab](#), and then click the Parental Controls button.

## Going to the Internet

Here are just a few of the many ways you can go to the Internet:



Click the Go side button (on the Home Desktop), and then click the Go top tab to go directly to a Web page that you have visited recently or that you specify.



Click the Main Menu side button (on the Home Desktop), and then click the Internet button.



Choose **Internet** from the Services menu to start the Internet Web Browser and access the CompuServe Web page.



If a choice on a menu or list of services accesses the Internet and you click it, you will go to the Internet.



## **Using the Internet Web Browser**

The Internet Web Browser is started automatically whenever you go to the Internet.

You can choose **Internet** from the Services menu to go directly to the CompuServe Web page.

If you are running Windows 95 and you go to a Web page, the Web page will be displayed within the CompuServe 3.0 window. However, if you are not running Windows 95 and you go to a Web page, the Web page will not be displayed within the CompuServe 3.0 window, but will be displayed externally (apart from your CompuServe 3.0 software.)

## **Mapping Message Topics**

From time to time, while reading Forum messages, you might want to map the Message Topic.

A message map is similar to a genealogy chart. It shows the relationships that a message has to other messages in the topic. You can also display messages from a message map.

To map a Message Topic, click the Map button (in the Read Forum Message window) while reading a Forum message or while viewing a list of Message Topics.

### **Viewing Only Today's Messages**

To set up a search for today's Forum messages, click the Message Boards [side button](#) (at the Forum Desktop), and then click the Search [top tab](#).

Click the More button there to specify your desired submission date. (Set it for today's date.)

### **Sending a Private Message**

A private Forum message is visible only to those people to whom you send it.

To assign a private status to a message you want to send, click the Options button in the Create Message window (while creating or reviewing your message), and then click the Private forum message option.

## **Contacting the Sysop**

Every Forum area has a Forum manager, or sysop. You can contact the sysop by sending him or her a message.

To send a Private Message to the sysop, type \*SYSOP in the Address box of the Create Message window.

If you want other Forum members to see the message, type SYSOP (without the asterisk) in the Address box instead.

## Viewing a List of Upcoming Conferences

You can review Forum Conference schedules at the Announce page in a Forum area. (To get there, click the Welcome side button, and then click the Announce top tab.)

You can also learn schedule information for other Forum area conferences by visiting the Communicate area on CompuServe. Choose **Go** from the Access menu and type CONVENTION to get there.

### **Going to the Executive News Service**

The Executive News Service is a news clipping service that collects news articles (stories) according to your preferred search interests.

To go to the Executive News Service, choose **Go** from the Access menu, and then type ENS.

## Learning Conference Schedules

To learn schedules for conferences, go to the CompuServe Communicate area. You can get there two ways:



Choose **Go** from the Access menu, and then type CONVENTION.



If you are at the Conference Center Desktop, find the Recent Places location named CIS:NNE-42 and return to it.

Once at the CompuServe Communicate area, to learn conference schedules, choose **Current Conference Schedules**.



### **Submitting a Question in a Moderated Conference**

You can submit a question at any time during a Moderated Conference.

In your Moderated Chat window, click the Ask button, type your question, and then click the Submit button shown there.

### **Changing a Question in a Moderated Conference**

Once you have submitted a question in a Moderated Conference, you might want to change and resubmit it.

In your Moderated Chat window, click the Ask button, edit your question, and then click the Resubmit button shown there.

### **Withdrawing a Question in a Moderated Conference**

Once you have submitted a question in a Moderated Conference, you might want to withdraw it.

In your Moderated Chat window, click the Ask button, and then click the Withdraw button shown there.

### **Viewing Voting Results in a Moderated Conference**

To view the current results of a vote, click the Tally button in the Moderated Chat window.

Each time you click the Tally button, the voting results will be updated if new ballots have been cast.

Upon completion of the vote, the conference moderator will post the voting results for all to see.

## **Learning Service Names**

Conduct a Services search to learn CompuServe service names.

- 1 At your Home Desktop, click the Find side button.
- 2 Click the Services top tab.
- 3 Type SERVICES in the provided box.
- 4 Click Search.

## Using the Define Connection Window

- 1 If you want to change the value shown in the Port box, click the down arrow and then click the choice you want.

**Port**, or communications port, refers to the plug on the back of your computer used for communications, usually where your telephone line plugs in to your modem.

- 2 If you want to change the value shown in the Port speed box, click the down arrow and then click the choice you want.

**Port speed**, or baud, indicates your current speed at which data will be transmitted over your communications line. Your modem must support the port speed that you select.

- 3 If you want to change the value shown in the Access network box, click the down arrow and then click the choice you want.

**Access network** is the combinations of lines, satellites, and machines that enable your computer to exchange information with CompuServe.

- 4 If you want to change the value shown in the Dial type box, click the down arrow and then click the choice you want.

**Dial type** indicates whether your computer has to dial a number to connect to CompuServe, such as Tone for a touchtone phone. Select Direct only if your computer is hard-wired to another computer system which provides the connection for you.

- 5 If you want to change the value shown in the Access phone box, type it in the box.

**Access phone** number is the CompuServe local access telephone number to be used to connect to CompuServe. (Do NOT type your home or business telephone number here.)

- 6 If you want to review or provide modem-specific information, click Define Modem.

- 7 If you will be connecting through a communications port that access a LAN or modem pool that makes your connection to CompuServe for you, click LAN to specify required information.

- 8 Click Next.

## **Replying to a Message**

Follow these steps to reply to any incoming Mail message.

- 1 If the message you want to reply to is not currently opened, find it and open it.
- 2 Click Reply (in the message window).
- 3 Compose your reply and provide any other necessary information.
- 4 Click Send.

## **Publishing Your Personal Home Page**

Retrieve (download) CompuServe's home page publishing software to make a private Web page.

- 1 Choose **Go** from the Access menu.
- 2 At the Go window, type OURWORLD, and then click OK.
- 3 At the Our World area, click Publish on Our World.
- 4 At the next window, click the download option and then follow those instructions.



## **Sending to the Internet**

Follow these steps to create an Internet address format as you compose a Mail message.

- 1 In the Address box within your Create Mail window, type the word INTERNET
- 2 Type a colon (:)
- 3 Type the person's Internet address
- 4 Type an at sign (@)
- 5 Type the address domain

### **Example**

INTERNET:HORATIO@CLEVELAND.FREENET.EDU

**Receiving from the Internet**

Tell your Internet correspondents to use the following address format to send Mail to your CompuServe mailbox:

User ID@COMPUSERVE.COM

Be sure to replace the comma in your User ID number with a period.

**Example**

70009.1234@COMPUSERVE.COM

## Subscribing to Newsgroups

To subscribe to a USENET newsgroup:

- 1 Choose **Go** from the Services menu.
- 2 At the Go window, type USENET, and then click Go.
- 3 At the USENET Newsgroups area, double-click **USENET Newsreader (CIM)**.
- 4 At the Disclaimer Message window, read the disclaimer and click OK.
- 5 At the Netiquette Message window, read the content and click OK.
- 6 At the next window, click **Subscribe to Newsgroups**, and then click Select.
- 7 At the next window, conduct a search or browse to find a newsgroup.
- 8 When you find a newsgroup you want to subscribe to, click the Subscribe button. (Subscribing to a newsgroup incurs no additional fee.)

## **How to Telnet to CompuServe**

Follow these steps to telnet to CompuServe from a computer connected to the Internet:

- 1 At the appropriate command prompt, type TELNET COMPUSERVE.COM, and then press Enter.
- 2 At the Host Name: prompt, type CISAGREE, and then press Enter.
- 4 At the Enter choice <300,2400,9600,14400,OFF>: prompt, type a baud rate, and then press Enter.
- 5 At the User ID: prompt, type your CompuServe User ID, and then press Enter.
- 6 At the Password: prompt, type your CompuServe password, and then press Enter.

## CompuServe Internet Forums

Here are a few of the many Internet Forum areas on CompuServe:



**Deutsches Internet Forum** is devoted to information about the Internet for German speakers. GO GERINT.



**Internet Commerce Forum** is devoted to information about the conduct of commerce on the Internet. GO INETCO.



**Internet Developers Forum** is devoted to information about developing software products for the Internet. GO INETDEV.



**Internet France Forum** is devoted to information about the Internet for French speakers. GO INETFR.



**Netherlands Internet Forum** is devoted to information about the Internet for Dutch speakers. GO NLINTER.



**Internet New Users Forum** is devoted to helping new people take advantage of the tremendous resources available on the Internet. GO INETNEW.



**Internet Publishing Forum** is devoted to information about Web page development as well other publishing on the Internet (including the World Wide Web). GO INETPUB.



**Internet Resources Forum** is devoted to information about advanced Internet topics. GO INETRES.



**Internet Webmasters Forum** is devoted to information about creating the physical Internet sites (such as connecting a Web server to the Internet or becoming a provider). GO INETWEB.



**CompuServe Application Support Forum** is devoted to addressing service-related issues and supporting CompuServe's NetLauncher (CompuServe Dialer, CompuServe Mosaic, and ImageView) and Home Page Wizard products. GO NLSUPP.

### **Attending a Moderated Conference**

To attend a Moderated Conference:

- 1 Click the Forum Conference side button.
- 2 Click the Public Rooms tab.
- 3 Click the appropriate Public Room.
- 4 Click Participate.

## Creating a Prohibited Users List

To make a list of people you'd rather avoid:

- 1 Choose **Modify Prohibited List** from the Chat menu.
- 2 Click the Add button.
- 3 Click the annoying people.
- 4 Click the OK button.

**Nickname Rules**

Your nickname may have a maximum of 19 characters, but may not contain asterisks (\*), pound signs (#), or braces ({}).

Your nickname may contain embedded spaces, but CompuServe removes leading or trailing spaces. For example, Joe\_Modem and Joe Modem are both valid nicknames.

A nickname cannot be obscene or offensive to the average person.



## Changing Your Nickname

To change a nickname that others see when you are in conferences:

- 1 Choose **Change Forum area Names** from the Forum area menu.
- 2 Type your conference name.
- 3 Mark the Always use this nickname checkbox to make this nickname permanent.

### **Opening a Folder**

- 1 Click the Articles side button.
- 2 Click the Read top tab.
- 3 Click a folder.
- 4 Click Open.

## **Retrieving an Entire Folder**

You can retrieve (download) an entire folder, but only if the folder is one of your Personal Folders.

- 1 Click the Articles side button.
- 2 Click the Read top tab.
- 3 Click a Personal Folder.
- 4 If you want to retrieve the folder immediately, click File It.
- 5 If you want to simply mark the folder for later retrieval, click File Later. (The file request will be added to your To-Do List.)

### **Deleting from a Folder**

- 1 Click the Articles side button.
- 2 Click the Read top tab.
- 3 Click a Personal Folder.
- 4 Click Open.
- 5 Click an article.
- 6 Click Delete.

## Ignoring Invitations

The Groups checkbox in your Chat preferences controls whether invitations to participate in Group Chats (Group Invitations) will be displayed on your screen while you are in Chat.

- 1 Choose **Preferences** from the Edit menu.
- 2 Click the Chat top tab.
- 3 Mark the Groups checkbox (in the Ignore invitations for groups area).

### **Adding a Friend to your Friends List**

- 1 Click the Chat side button.
- 2 Click the Friends top tab.
- 3 Click Add.
- 4 Click a name.
- 5 Click OK.

## **Starting a Private Chat**

You send an invitation to someone to start a Private Chat.

- 1 Click the Chat side button.
- 2 Click the Who's Here top tab.
- 3 Click a name.
- 4 Click Start Private Chat.

**New Command**

The New command displays commands for creating a new Mail message, Forum message, or a text file.

**Mail Message** displays a window for creating a Mail message

**Forum Message** displays a window for creating a Forum message

**Text** displays a window for creating a text file.

The New command is on the File menu.



**Open Command**

The Open command displays a window for selecting and opening image and text files as well as file folders.

The Open command is on the File menu.

**Close Command**

The Close command closes the active window.

The Close command is on the File menu.

## **Save Command**

The Save command stores the following information to a file you select or name:



All the text in the active text window.



Images in the active image window.

The Save command is on the File menu.

## **Filing Cabinet Command**

The Filing Cabinet command displays a window that lets you store and organize information in one or more Filing Cabinet folders.

The Filing Cabinet command is on the File menu.

You can save the following items in your Filing Cabinet:



Mail messages



Forum area messages



Executive News Service articles (stories)



Text articles

## **Address Book Command**

The Address Book command displays a window that helps you add and maintain mailing addresses.

The Address Book command is on both the File and Mail menus.

Use the Address Book for these maintenance activities:



Adding new addresses



Creating Group Mailing Lists



Opening addresses



Deleting addresses

**Printer Setup Command**

The Printer Setup command displays a window that lets you select options for your printer.

The Printer Setup command is on the File menu.

## **Print Command**

The Print command prints the following information:



All the text in the active text window.



Images in the active image window.

The Print command is on the File menu.

**Run Command**

The Run command displays a window that lets you start a program.

The Run command is on the File menu



**Exit Command**

The Exit command closes the CompuServe 3.0 software.

The Exit command is on the File menu.

If you are connected, this command disconnects you before closing the CompuServe 3.0 software.

**Undo Command**

The Undo command lets you undo your last action.

The Undo command is on the Edit menu.

**Cut Command**

The Cut command lets you remove the highlighted text and place it on the clipboard.

The Cut command is on the Edit menu.

**Copy Command**

The Copy command lets you duplicate the highlighted text and place it on the Clipboard.

The Copy command is on the Edit menu.

**Paste Command**

The Paste command lets you put the contents of the clipboard at the insertion point.

The Paste command is on the Edit menu.

**Clear Command**

The Clear command deletes highlighted text.

The Clear command is on the Edit menu.

**Select All Command**

The Select All command lets you select (block) the contents of a text composition area (so that it is highlighted for copying or cutting).

The Clear command is on the Edit menu.

**Show Clipboard Command**

The Show Clipboard command lets you see the contents of the clipboard.

The Show Clipboard command is on the Edit menu (Macintosh only).



**Preferences Command**

The Preferences command lets you display a window for customizing the current part of the software.

The Preferences command is on the Access menu.

**Favorite Places Command**

The Favorites Places command lets you display a window for adding and maintaining favorite CompuServe services or Internet locations.

The Favorite Places command is on the Access menu.

**Find Command**

The Find command includes commands for searching for services and members:

**Services** displays a window for finding a CompuServe service.

**Member** displays a window for finding a CompuServe member.

The Find command is on the Access menu.

**Go Command**

The Go command displays a window from which you can go to a CompuServe service or Internet location.

The Go command is on the Access menu.

**Terminal Emulator Command**

The Terminal Emulator command displays a window that lets you connect to CompuServe using only text (no graphics or windows).

The Terminal Emulator command is on the Access menu.

**Connect Command**

The Connect command connects you CompuServe.

The Connect command is on the Access menu.

**Disconnect Command**

The Disconnect command ends the software's link to CompuServe over the phone lines.

The Disconnect command is on the Access menu.

**Connection Status Command**

The Connection Status command displays a window that provides information about your phone link to CompuServe as well as the amount of time you've spent connected.

The Connection Status command is on the Access menu.



## **Preferences Command**

The Preferences command displays a collection preferences windows for customizing your CompuServe sessions. Preferences are grouped for your convenience, such as Mail preferences, Chat preferences, Toolbar preferences, and so forth.

The Preferences command is on the Access menu.

**Internet Command**

The Internet command starts the Web browser and displays the CompuServe Web page.

The Internet command is on the Services menu.

### **Table of Contents Command**

The Table of Contents command displays a window that lets you explore CompuServe services and events.

The Table of Contents command is on the Services menu.

**What's New Command**

The What's New command displays a window that lets you review the latest news summaries on CompuServe.

The What's New command is on the Services menu.

**Special Events Command**

The Special Events command displays a window that lets you go to the unique offerings currently on CompuServe.

The Special Events command is on the Services menu.

**Member Services Command**

The Member Services command displays a window that lets you go directly to member assistance areas on CompuServe.

The Member Services command is on the Services menu.

**Latest Weather Command**

The Latest Weather command displays a window that lets you get weather information for most geographic areas.

The Latest Weather command is on the Services menu.

**Latest News Command**

The Latest News command displays a window that lets you choose current news stories.

The Latest News command is on the Services menu.



**Stock Quotes Command**

The Stock Quotes command displays a window that lets you select issues and get their prices.

You can also organize issues into folders.

The Stock Quotes command is on the Services menu.

**Financial Portfolio Command**

The Financial Portfolio command displays a window that helps you calculate the current value of your stocks.

The Financial Portfolio command is on the Services menu.

### **Create Forum Message Command**

The Create Forum Message command displays a window that lets you create and send a message to a person in a Forum area.

The Create Forum Message command is on the Forum menu.

**Contribute Library File Command**

The Contribute Library File command displays a window that lets you send a file to the Forum area library.

The Contribute Library File command is on the Forum menu.

**Search Command**

The Search command displays commands for finding messages, files, and members in a Forum area.

**Messages** displays a window for finding a Forum message.

**Files** displays a window for finding files.

**Members** displays a window for finding a member.

The Search command is on the Forum menu.

**Get Announcements Command**

The Get Announcements command displays a window of fast-breaking or otherwise important information pertaining to the desktop or area that you are in at the time.

The Get Announcements command is on the Forum, Chat, Conference, and News menus.

**Get Waiting Messages Command**

The Get Waiting Messages command displays a window that displays the Forum area messages addressed to you.

The Get Waiting Messages command is on the Forum menu.

**See More Messages Command**

The See More Messages command displays a window that lets you display and access messages based on date, time, or specific Forum message number.

The See More Messages command is on the Forum menu.



**Ignore All Invitations Command**

The Ignore All Invitations command hides any Group Invitations or Private Invitations sent to you when you are in a Public Room in a Forum area, Chat, or the Conference Center, for as long as you are in the particular area.

The Ignore All Invitations command is on the Chat, Forum, and Conference menus.

### **Change Forum Interests Command**

The Change Forum Interests command displays a window that lets you define or change the interests included in your Member Profile in a Forum area.

The Change Forum Interests command is on the Forum menu.

**Start Tracking Command**

The Start Tracking command displays a window that lets you watch who enters and leaves, switches locations, and changes nicknames in an area, such as a Forum area, Chat, or the Conference Center.

The Start Tracking command is on the Forum, Chat, and Conference menus.

## **Leave Command**

The Leave command closes the current desktop.

The Leave command is on the Forum, News, and Conference menus.

### **Get Announcements Command**

The Get Announcements command displays a window that lets you see the official verbiage about the Newsdesk.

The Get Announcements command is on the News menu.

**Leave Command**

The Leave command closes the Newsdesk.

The Leave command is on the News menu.

**Create New Mail Command**

The Create New Mail command displays a window that lets you create and send electronic Mail.

The Create New Mail command is on the Mail menu.

**Get New Mail Command**

The Get New Mail command displays a window that lets you get electronic Mail people have sent to you.

The Get New Mail command is on the Mail menu.



## **Send and Receive All Mail Command**

The Send and Receive All Mail command automatically retrieves (downloads) your incoming Mail (from your mailbox to your computer), and sends your outgoing Mail (from your Outgoing Messages folder) for you, as well.

The Send and Receive All Mail command is on the Mail menu.

## **Send File Command**

The Send File command displays a window that lets you select a file and send it as part of a Mail message. You can send more than one file at a time.

The Send File command is on the Mail menu.

**Get Announcements Command**

The Get Announcements command displays a window that lets you see the official verbiage about Chat.

The Get Announcements command is on the Chat menu.

### **Modify Prohibited List Command**

The Modify Prohibited List command displays a window that lets you maintain a list of people you'd like to avoid in a particular area, such as Chat, a Forum area, or the Conference Center.

The Modify Prohibited List command is on the Chat, Forum, and Conference menus.

The people listed are blocked from all chats, Group Invitations and Private Invitations, and are not displayed in group and room windows or the Who's Here List. However, they can still detect your presence.

### **Change Nickname Command**

The Change Nickname command displays a window that lets you create or change your nickname in Chat.

The Change Nickname command is on the Chat menu.

**Contents Command**

The Contents command displays the help system Contents page.

The Contents command is on the Help menu.

**Search for Help on Command**

The Search for Help on command displays a window where you can search for help topics.

The Search for Help on command is on the Help menu.

**What's New in 3.0 Command**

The What's New in 3.0 command displays a summary of new features for CompuServe 3.0.

The What's New in 3.0 command is on the Help menu.



### **Upgrading to 3.0 from CIM Command**

The Upgrading to 3.0 from CIM command displays information about upgrading to CompuServe 3.0 from Versions of CIM.

The Upgrading to 3.0 from CIM command is on the Help menu.

**How to Use Help Command**

The How to Use Help command displays a window that offers tips for using the help system.

The How to Use Help command is on the Help menu.

**CompuServe Directory Command**

The CompuServe Directory command displays a listing of hundreds of services and locations on CompuServe. You can access such services directly from the CompuServe Directory.

The CompuServe Directory command is on the Access menu.

**About CompuServe for Windows Command**

The About CompuServe for Windows command displays the CompuServe About Box so that you can review Version information.

The About CompuServe for Windows command is on the Help menu.

**Home Desktop Command**

The Home Desktop command enables you to return to the Home Desktop.

Each of the commands on the Windows menu corresponds to a desktop that you recently visited in your CompuServe session. If you click a Windows command, you will return to that desktop.

The Home Desktop command is on the Windows menu.

**Forum Desktop Command**

The Forum Desktop command enables you to return to the Forum Desktop.

Each of the commands on the Windows menu corresponds to a desktop that you recently visited in your CompuServe session. If you click a Windows command, you will return to that desktop.

The Forum Desktop command is on the Windows menu.

**News Desktop Command**

The News Desktop command enables you to return to the News Desktop.

Each of the commands on the Windows menu corresponds to a desktop that you recently visited in your CompuServe session. If you click a Windows command, you will return to that desktop.

The News Desktop command is on the Windows menu.

**Conference Center Desktop Command**

The Conference Center Desktop command enables you to return to the Conference Center Desktop.

Each of the commands on the Windows menu corresponds to a desktop that you recently visited in your CompuServe session. If you click a Windows command, you will return to that desktop.

The Conference Center Desktop command is on the Windows menu.



**Browser Desktop Command**

The Browser Desktop command enables you to return to the Browser Desktop.

Each of the commands on the Windows menu corresponds to a desktop that you recently visited in your CompuServe session. If you click a Windows command, you will return to that desktop.

The Browser Desktop command is on the Windows menu.

## Settings and Preferences

### **Setting Your Forum Area Preferences**

Forum preferences enable you to customize your Forum sessions. You can specify the names you want to go by in a Forum area, as well as whether to automatically file copies of messages that you send. You can also set preferences for your Forum conferences (chats).

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Forums top tab.
- 3 Provide your information.
- 4 Click OK.

### Changing Your Name in a Forum Area

The Default name to use feature enables you to specify the names you want to go by when in the Forum area.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Forums top tab.
- 3 Type your preferred Forum name for messages and the membership roster in the Default name to use in forum box.
- 4 Type your preferred name for Forum conferences in the Default name to use while conferencing box.
- 5 Click OK.

### **Auto-Filing Sent Forum Messages**

The Keep a copy of all sent mail in checkbox causes all Forum messages that you send to be filed automatically in your Filing Cabinet.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Forums top tab.
- 3 Mark the Keep a copy of all sent mail in checkbox.
- 4 Click Select Folder.
- 5 Specify the folder in which you want to save copies of your sent messages in the corresponding box.
- 6 Click OK.

## Setting Chat Preferences

Chat preferences enable you to customize your Chat sessions. You can specify a Chat nickname, as well as preferences related to your Prohibited List, recording Chat conversations, ignoring invitations, and retrieving graphics and sound files.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Provide your information.
- 4 Click OK.

### **Adding People to the Prohibited List Permanently**

The Permanently option ensures that the people you add to your Prohibited List will remain on the list indefinitely.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Click Permanently (under Add prohibited users to list).
- 4 Click OK.

### **Adding People to the Prohibited List Temporarily**

The For today only option ensures that the people you add to your Prohibited List will remain on the list only for the duration of your Chat session.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Click For today only (under Add prohibited users to list).
- 4 Click OK.



### **Requesting a Prompt for Adding People to the Prohibited List**

The Ask me option ensures that you will be prompted each time you add a person to the Prohibited List as to whether the person should remain on the list indefinitely or just for the current Chat session.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Click Ask me (under Add prohibited users to list).
- 4 Click OK.

### **Creating a Chat Transcript File**

The Record chat text feature causes a Chat transcript file to be created each time you participate in or observe a chat.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Mark the Record chat text checkbox (under Record conversations).
- 4 Click OK.

### **Appending Chat Text to a File**

The Add new text to the room's log file feature enables future chats to be appended to an ongoing chat transcript (log) file.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Mark the Record chat text checkbox (under Record conversations).
- 4 Click OK.

## **Preventing Private Chat Invitations From Displaying**

The Private chats feature enables you to prevent invitations to participate in Private Chats (Private Invitations) from displaying on your screen.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Mark the Private chats checkbox (under Ignore invitations).
- 4 Click OK.

## **Preventing Group Chat Invitations From Displaying**

The Private chats feature enables you to prevent invitations to participate in Group Chats (Group Invitations) from displaying on your screen.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Click the Groups checkbox (under Ignore invitations for).
- 4 Click OK.

### **Requesting that Graphics Files be Retrieved**

The Graphics files feature enables you to retrieve (download) and view graphics files that are sent while participating in a conference (chat).

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Mark the Graphics files checkbox (under Retrieve).
- 4 Click OK.

### **Requesting that Sound Files be Retrieved**

The Sound files feature enables you to retrieve (download) and hear sound files that are sent while participating in a conference (chat).

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Mark the Sound files checkbox (under Retrieve).
- 4 Click OK.

### **Requesting that All Retrieved Files be Saved**

The Save all retrieved files feature causes all graphics and sound files sent during a conference (chat) to be saved automatically on your computer.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Chat top tab.
- 3 Mark the Save all retrieved files checkbox (under Retrieve).
- 4 Click OK.



## Setting Your Fonts Preferences

Fonts preferences determine how characters, such as letters and numbers, look on your screen.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Fonts top tab.
- 3 Provide your information.
- 4 Click OK.

## Changing the Appearance of Letters on Your Screen

The Change button in your Fonts preferences enables you to change the appearance of characters, such as letters and numbers, on your screen.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Fonts top tab.
- 3 Click the display category in the Item list box.
- 4 Click Change.
- 5 Click the desired font and size.
- 6 Click OK.

The Default button changes text back to its original (default) appearance (font and size).

## Setting General Preferences

General preferences enable you to define a default Internet Web browser to be used for your CompuServe sessions, as well as preferences related to saving opened graphics files, displaying graphic versions of menus, displaying warning windows, and changing default directories (folders).

- 1 Choose **Preferences** from the Access menu.
- 2 Click the General top tab.
- 3 Provide your information.
- 4 Click OK.

## Defining Your Default Internet Browser

The Internet feature enables you to specify a particular Internet Web browser to be used during your CompuServe sessions.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the General top tab.
- 3 Click the Select button beside the Internet Browser box.
- 4 Locate the browser you want to use as the default, click it, and then click OK.
- 5 In the General preferences window, click OK.

### **Requesting a Save Opened Graphics Prompt**

The Prompt to save opened graphics feature ensures that you will be reminded about saving an opened graphic when you attempt to close it.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the General top tab.
- 3 Mark the Prompt to save opened graphics checkbox.
- 4 Click OK.

## Retrieving Graphic Versions of Menus

The Retrieve graphic versions of menu feature enables you to view many CompuServe menus in a colorful, graphic presentation.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the General top tab.
- 3 Mark the Retrieve graphic versions of menus checkbox.
- 4 Click OK.

## Displaying All Warning Dialogs

The Display all warning dialogs feature ensures that cautionary messages are displayed on your screen whenever appropriate. (Previously dismissed messages will be reenabled.)

- 1 Choose **Preferences** from the Access menu.
- 2 Click the General top tab.
- 3 Mark the Display all warning dialogs checkbox.
- 4 Click OK.

## **Setting Connection Preferences**

Connection preferences contain the information that is required for you to make a connection to CompuServe, such as your communications port, access telephone number, and so forth.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Provide your information.
- 4 Click OK.



## Creating a Connection Set

The Add feature in your Connection preferences enables you to create secondary connection sets for alternative connection requirements, such as when having to change a telephone access number in order to connect from a different location.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Retain or change the information as appropriate. This includes content associated with the Define Modem and Define Advanced buttons.
- 4 Click Add.
- 5 Specify a name for the new connection set.
- 6 Click OK.

## Deleting a Connection Set

The Delete feature in your Connection preferences enables you to remove unneeded connection sets.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click the connection set in the Connection box that you want to delete. (Click the down arrow, and then click a connection set.)
- 4 Click Delete.

### Changing Your Member Name

The Member name box in your Connection preferences indicates the name you want to use when using CompuServe.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Change the name in the Member name box as appropriate.
- 4 Click OK.

## Changing Your Member ID

The Member ID box in your Connection preferences indicates the CompuServe account ID number you want to use when using CompuServe.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Change the information in the Member ID box as appropriate.
- 4 Click OK.

## Changing Your Password

The Password box in your Connection preferences records your CompuServe Password. If you type your Password here, you do not need to provide it when you connect to CompuServe. However, typing it here means that anyone using your computer has access to your CompuServe account. If you have security concerns, leave the Password box blank.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Change the password in the Password box as appropriate. You will not see your password as you change or type it, only asterisks.
- 4 Click OK.

### **Changing Your Access Phone Number**

The Access phone box records the telephone number required for you to connect to CompuServe.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Change the phone number in the Access phone box as appropriate.
- 4 Click OK.

### Changing Your Communications Port

The Port box indicates the communications or COM port you want to use to connect to CompuServe.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click the arrow in the Port box.
- 4 Click the desired Port.
- 5 Click OK.

### Changing Your Baud Rate

The Port speed box indicates the baud rate at which your modem will transmit and receive information.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click the arrow in the Port speed box.
- 4 Click the desired speed.
- 5 Click OK.



## Changing Your Access Network

The Access network box determines the communications network that will be used for your CompuServe connection.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click the arrow in the Access network box.
- 4 Click the desired network.
- 5 Click OK.

## Changing Your Dial Type

The Dial type box determines your preferred dial type when connecting to CompuServe.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click the arrow in the Dial type box.
- 4 Click the desired dial type.
- 5 Click OK.

## Setting Mail Preferences

Mail preferences enable you to request whether to save outgoing (unsent) messages, as well as whether to file (save) sent messages, whether to view Mail directly from your online mailbox, and whether to delete Mail from your online mailbox once retrieved (downloaded).

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Mail top tab.
- 3 Provide your information.
- 4 Click OK.

### **Auto-Deleting Retrieved Mail from Mailbox**

The Delete mail from online mailbox when retrieved checkbox ensures that your CompuServe mailbox will be cleaned out each time you get your Mail.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Mail top tab.
- 3 Mark the Delete mail from online mailbox when retrieved checkbox.
- 4 Click OK.

### **Viewing Mailbox Before Retrieving Mail**

The View mail online before retrieving checkbox enables you to process your incoming Mail at your online mailbox rather than retrieving it to your computer first.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Mail top tab.
- 3 Mark the View Mail online before retrieving checkbox.
- 4 Click OK.

## Requesting a Save Message Prompt

The Prompt to save unsent messages checkbox enables you to view a reconsideration prompt whenever you attempt to exit with unsent messages (Outgoing Mail).

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Mail top tab.
- 3 Mark the Prompt to save unsent messages checkbox.
- 4 Click OK.

## **Auto-Filing Sent Mail**

The Keep a copy of all sent mail in checkbox causes all Mail messages that you send to be filed automatically in your Filing Cabinet.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Mail top tab.
- 3 Mark the Keep a copy of all sent mail in checkbox.
- 4 Click Select Folder.
- 5 Specify the folder in which you want to save copies of your sent Mail in the corresponding box.
- 6 Click OK.

### **Setting Your News Preferences**

News preferences determine whether particular articles (stories) that you retrieve (download) from a Personal Folder in the Executive News Service will also be deleted from the online folder after they have been retrieved.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the News top tab.
- 3 Provide your information.
- 4 Click OK.



### **Requesting that Retrieved News Articles be Removed from Folders**

The Delete all retrieved feature ensures that an article (story) that you retrieve (download) from a Personal Folder in the Executive News Service will also be deleted from the online folder after it has been retrieved.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the News top tab.
- 3 Mark the Delete all retrieved checkbox.
- 4 Click OK.

## Setting Your Terminal Emulation Preferences

Terminal preferences enable you to customize your terminal emulation sessions by controlling the size of your scrollback buffer.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Terminal top tab.
- 3 Provide your information.
- 4 Click OK.

### Defining the Terminal Emulation Scrollback Buffer Size

The terminal emulation scrollback buffer enables you to view your recent terminal emulation activities.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Terminal top tab.
- 3 Type a number from 25-500 in the Size of scrollback buffer box. (Type a high value.)
- 4 Click OK.

## Automating Keystrokes in Terminal Emulation

The Function-Key Definitions feature enables you to assign one or more keystrokes to up to 10 ALT key combinations in terminal emulation.

- 1 Choose **Set Function Keys** from the Terminal menu in terminal emulation.
- 2 Determine which ALT key combination you want to define. Type a title for the key combination in the appropriate box beneath Title. For example, if the key combination returns a weather forecast, you could type WEATHER.
- 3 Type the desired keystrokes or commands in the appropriate box beneath Command.
- 4 Click OK.

### Creating a Terminal Emulation Log File

The File feature enables you to log (record) your terminal emulation screen activity to a file.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Terminal top tab.
- 3 Mark the File checkbox (beneath Record session to).
- 4 Click OK.

## Printing a Terminal Emulation Session

The Printer feature enables you to print your terminal emulation screen activity.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Terminal top tab.
- 3 Mark the File checkbox (beneath Record session to).
- 4 Click OK.

## Setting Your Toolbar Preferences

Toolbar preferences enable you to add and change the various buttons on your CompuServe Toolbar. You may add as many buttons as there is room for in the Toolbar.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Toolbar top tab.
- 3 Provide your information.
- 4 Click OK.

### **Inserting a Toolbar Button**

The Insert feature in your Toolbar preferences enables you to add a button to your CompuServe Toolbar.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Toolbar top tab.
- 3 Click the desired function in the Available Functions list box.
- 4 Click the point at which you want to insert the new button.
- 5 Click Insert.
- 6 Provide the appropriate information.
- 7 Click OK.



### **Deleting a Toolbar Button**

The Delete feature in your Toolbar preferences removes a button from your CompuServe Toolbar.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Toolbar top tab.
- 3 Click the button you want to delete in the Functions Displayed list box.
- 4 Click Delete.

## Defining Default Directories

The Set Directories window enables you to change the CompuServe directories (folders) where CompuServe-specific files and files that you retrieve (download) are placed by default.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the General top tab.
- 3 Click Set Directories.
- 4 Click a directory.
- 5 Click Change.
- 6 In the Open window, locate and click a directory to be used as the new directory.
- 7 Click OK.
- 8 If you want to change another directory, repeat Steps 4-7.
- 9 In the Set Directories window, click OK.

## Defining Your Modem Settings

The Modem Settings window enables you to review or define your modem command strings and modem security values.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Provide your information.
- 5 Click OK.

## Specifying a Modem

The Modem Control Settings window enables you to specify a modem to use with your connection settings.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Click a modem in the Modem box. (Click the down arrow, and then click a modem.)
- 5 Click OK.

### **Specifying an Initialization String**

The modem initialization command string initializes your communication sequence.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Initialize box.
- 5 Click OK.

### **Specifying a Prefix String**

The Prefix string is also known as the attention command

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Prefix box.
- 5 Click OK.

### **Specifying a Dial Tone String**

The Dial Tone string is the string that initiates tone dialing.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Dial Tone box.
- 5 Click OK.

### **Specifying a Reset String**

The Reset string resets the modem.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Reset box.
- 5 Click OK.



### **Specifying an Escape String**

The Escape string issues an Escape command.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Escape box.
- 5 Click OK.

### **Specifying a Connect String**

The Connect string is the string or phrase that is displayed when connection is established.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Connect box.
- 5 Click OK.

### **Specifying a Suffix String**

The Suffix string is the correct string to terminate a command.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Suffix box.
- 5 Click OK.

### **Specifying a Dial Pulse String**

The Dial Pulse string is the string used to initiate pulse dialing.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Dial Pulse box.
- 5 Click OK.

### **Specifying a Hang Up String**

The Hang Up string is used to free the telephone line.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Hang Up box.
- 5 Click OK.

### **Specifying an Acknowledge String**

The Acknowledge string is the correct string or phrase displayed when a command is successfully received by the modem.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Acknowledge box.
- 5 Click OK.

### **Specifying a Failure String**

The Failure string is the string or phrase to be displayed when there is no connection or the modem signal stops.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Failure box.
- 5 Click OK.

## Specifying Modem Security

The modem security feature enables you to password-protect your modem with a Member ID number and Password.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Type the appropriate information in the Member ID and Password boxes.
- 5 Click OK.



### **Conducting a Silent Modem Sequence**

The Speaker Off feature in your Modem Settings window ensures that you can connect to CompuServe without hearing your modem connection sounds.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Modem.
- 4 Mark the Speaker Off checkbox.
- 5 Click OK.

## Setting Advanced Preferences

The Advanced preferences window enables you to review or provide additional logon information that might be necessary for your particular network. For example, you might want to receive notice in the event that your modem carrier signal is lost.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Advanced.
- 4 Provide your information.
- 5 Click OK.

## Defining Logon Parameters

Logon Parameters are special instructions appended to your Member ID number. You should provide such information only when so directed by a CompuServe Customer Service representative.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Advanced.
- 4 Type the appropriate information in the Logon Parameters box.
- 5 Click OK.

### Defining a Time-Out Value

If you frequently experience time-out problems, you can increase the HMI Timeout value, but large values may also waste time and money.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Advanced.
- 4 Type the appropriate information in the HMI Time-Out box.
- 5 Click OK.

## Defining a Retries Value

Your retries value determines the number of times the connection process should be initiated should a dialing-related problem occur.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Advanced.
- 4 Type the appropriate information in the Retries box.
- 5 Click OK.

## Enabling Carrier Detect

The Enable Carrier Detect feature ensures that your connection software will attempt to detect when your modem loses carrier.

Your modem must support this feature for it to work reliably.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Advanced.
- 4 Mark the Enable Carrier Detect checkbox.
- 5 Click OK.

### **Specifying an X.121 Calling Address**

The Advanced preferences window enables you to type the X.121 calling address for your system if you are using an Eicon X.121 Address.

- 1 Choose **Preferences** from the Access menu.
- 2 Click the Connection top tab.
- 3 Click Define Advanced.
- 4 Type the address in the X.121 box.
- 5 Click OK.

## Changing Your Nickname

To select a nickname that others see when you are in conferences:

- 1 Choose **Change Nickname** from the Chat menu.
- 2 Review or edit your nickname.
- 3 Click OK.



Misc. late-breaking topics 28-May

## Using Shortcut Keys

You can use shortcut keys (or hotkeys) while using CompuServe 3.0 to navigate side buttons and top tabs via your keyboard.

At the Home Desktop, Forum Desktop, News Desktop, Chat Desktop, and Conference Center Desktop:




ALT + 1 is equivalent to clicking the top-most side button, ALT + 2 is equivalent to clicking the second top-most side button, and so forth.



ALT + Shift + 1 is equivalent to clicking the first (left-most) page (top tab) associated with the top-most side button, ALT + Shift + 2 is equivalent to clicking the second page, and so forth.



## How to Use Help

In help, you click on green words and yellow folders () to view other help topics.

Click on the following green words. Watch what happens.



What is a popup window?



What is a procedure window?

(Use the scroll bar in this window to view more topics about help, or click the Back button to return to the previous help topic.)


### Related help topics

How to use the scroll bar


How to find help topics

How to access the help system

How to size and move help windows

How to use  :



How to use  :



How to use the Help Topics Feature

How to use help system menus


How to leave the help system

**What is a Popup Window**

When you click on a green word (with a broken green underline), help appears in a small popup window like this. (Click anywhere outside the popup window to dismiss it.)

### **What is a Procedure Window?**

When you click on a green word (with a solid green underline), procedural help often appears in a window like this.

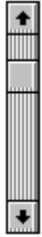
You can click the close box in the upper right-hand corner of the help window to dismiss it. (In Windows 95, the close box looks like )

If you want to return to the original help window without dismissing this window, click the original window, making sure that you do not also click a green word in the process.

## How to Use the Scroll Bar

If you see scroll bars in a help window, it means that all of the information in the particular help topic is not currently visible. (You can use the scroll bar to scroll through the topic to view all of its information.)

(Click the various parts of this sample scroll bar to learn how to use it.)



(Some scroll bars are horizontal. The same principles apply.)

You can click this arrow button to scroll forward one line at a time.

You can click this arrow button to scroll backward one line at a time.



You can click in this region (below the elevator box) to scroll forward one page at a time.

You can click in this region (above the elevator box) to scroll backward one page at a time.

You can position your arrow cursor on this elevator box, press the right mouse button, and then drag the elevator box up and down while continuing to hold down the right mouse button to display other parts of the topic.



### **How to Redisplay this Topic**

To redisplay the How to use help topic, simply choose **How to use help** from the CompuServe 3.0 Help menu.

## How to Use



If you choose **Contents** from the CompuServe 3.0 Help menu, a Contents page for the help system is displayed.

As you explore (click) the various categories, you will see yellow folders that look like:  and .

Click the following sample folder to see what happens. (Then click it again.)





Sample topics

## How to Use

### 

If you choose **Contents** from the CompuServe 3.0 Help menu, a Contents page for the help system is displayed.

As you explore (click) the various categories, you will see yellow folders that look like:  and .

Click the following sample folder to see what happens. (Then click it again.)

 Sample topics

[What is a Mailbox?](#)

[Listing Your Mail Messages](#)

[Visiting Your Mailbox](#)


[Retrieving Mailbox Messages](#)

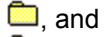
These are only sample topics. Now dismiss this popup window, and then click the (opened) yellow folder to hide the sample topics.


## How to Use




If you are at the Help Topics window, you might see a page displayed with book-related icons.

The icons look like ,




You can double-click on  
 icons to view related topics.



You can double-click on  
 icons to hide related topics.



You can double-click on  
 icons to view those help topics.

(You can also single click on an icon, and then click the Open, Close, or Display button in the lower part of the window, as appropriate.)



## How to Use the Help Topics Feature

Whenever you click the Index button along the top of your help window, a Help Topics window is displayed.

Each top tab in the Help Topics window leads to a unique page:



**Contents** page displays a page with icons that look like



, and







**Index** page enables you to find topics via keyword



**Find** page enables you to perform a full-text search of help system topics






## How to Access the Help System

You can access the help system a number of ways:

-  If you are at a window, you can press the F1 key (on your keyboard) for help with that window.
-  Some windows have a Help button that you can click for help with that window.
-  Some desktops (screens) have a Learn About side button that you can click. (After clicking the Learn About side button, click the appropriate Learn About top tab, and then double-click a topic.)
-  The CompuServe 3.0 Help menu offers a number of commands that you can choose. (See the CompuServe 3.0 Help Menu Commands topic below.)

## CompuServe 3.0 Help Menu Commands

Each of the following Help menu commands accesses the help system:

-  **Contents** displays a Contents page for the entire help system.
-  **Search for help on** displays the Index for the help system.
-  **What's New in 3.0** displays a help topic that summarizes some of the new features in CompuServe 3.0.
-  **Upgrading to 3.0 from CIM** displays a help topic that you will find useful if you are upgrading to CompuServe 3.0 from CompuServe Information Manager software, such as WinCIM 2.01.
-  **How to use Help** displays this help topic (How to Use Help) so that you can learn how to use and navigate the help system.

## How to Find Help Topics

If you are in the help system you can:



Click the Contents button along the top of your help window to explore the help system via topic categories.



Click the Glossary button along the top of your help window for quick definitions about new terminology.



Click the Index button along the top of your help window to search for help topics via keyword.

(If you are using Windows 3.1, this button will be called Search.)

If you are not in the help system you can:



Click the Learn About side button (when available) for desktop-sensitive help.



Press the F1 key on your keyboard while at a window for context-sensitive help about that window.



Choose **Search for Help on** from the CompuServe 3.0 Help menu to search for help topics via keyword.



Choose **Contents** from the CompuServe 3.0 Help menu to explore the help system via topic categories.

## **How to Use Help System Menus**

Just above the button bar in your help windows are miscellaneous words (menus).

A menu is a collection of related actions (commands). You click a menu name to view the menu. You then click a command to initiate its function.

Menus enable you to customize your help sessions. For example, using the various help system menus you can assign bookmarks to and print help system topics, increase (or decrease) the type size in help system windows, and more.

## How to Size and Move Help Windows

Help windows are designed to stay on top of your screen so that you do not accidentally lose them.




To size a help window (make it smaller or larger), position your arrow cursor on any window border, press the right mouse button, and then drag the border (as appropriate) while continuing to hold down the right mouse button. Release the right mouse button when you are satisfied with the new window size.



To move a help window, position your arrow cursor on the window title, press the right mouse button, and then drag the window (as appropriate) while continuing to hold down the right mouse button. Release the right mouse button when you are satisfied with the new window position.

## **How to Leave the Help System**

To leave (close) the help system, simply click the close box in the upper right-hand corner of the help window.

The close box looks like .

However, you might want to keep the help system opened as you use CompuServe 3.0 for easy reference. (You will probably want to size and move your help windows for your viewing pleasure.)

To leave the help system without closing it, click outside the help window on the CompuServe 3.0 screen.

## Using the Index

Individual commands, windows, and pages are not listed as key entries.



To find information about individual commands, look under: commands, list of



To find information about individual windows and pages, look under: windows and pages, list of



To find simple explanations (definitions) of terms and concepts, click the Glossary button along the top of this help window



To learn how to use the help system, click the Help button along the top of this help window

**Other Countries**

For countries not listed, please contact CompuServe USA:

Direct

+(1)(614) 529-1340

Fax

+(1)(614)529-1611



**Argentina**

CompuServe S.A. Argentina

Direct

+(54)(1) 345-3817

Fax

+(54)(1) 345-0825

**Australia/New Zealand**

Fujitsu Australia Ltd.  
Freephone  
1-800-025-240

Direct  
+(61)(2) 410-4260

Fax  
+(61)(2) 410-4223

CompuServe Pacific  
New Zealand  
0800-446-113

Direct  
+(61)(2) 410-4260

Fax  
+(61)(2) 410-4223

**Austria**

Austria  
Freephone  
0660-8750

Direct  
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Fax  
+(49)(89) 66-535-241

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Fax

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Fax  
+(27)(12)841-3604

**South Korea**

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080-090-1435

Direct  
+(82)(2) 318-1435

Fax  
+(82)(2)753-8666

## **Switzerland**

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Fax  
+(49)(89) 66-535-241

**Taiwan**

TTN-Serve  
Freephone  
080-251-177

Direct  
+(886)(2) 788-1588

Fax  
+(886)(2)782-2990



**United Kingdom**

CompuServe Information Service (UK) Ltd.  
Freephone  
0800 000 400

Direct  
+(44) (990)412 412

Fax  
+(44)(117)925 2210

**United States/Canada**

Customer Service  
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Direct  
+(1)(614) 529-1340

Fax  
+(1)(614)529-1611

**Venezuela**

CompuServe C.A. Venezuela

Direct

+(58)(2) 793-2984

Fax

+(58)(2)793-1952

**Colombia**

Colombia

Direct

+(57)(1) 312-1703

Fax

+(57)(1) 312-1857

**Singapore**

Singapore  
Freephone  
800-6161-376

Direct  
+(61)(2) 410-4260

Fax  
+(61)(2) 410-4223

## Alphabetical Listing of Address Formats

Listed below are address formats for many interconnected Mail services:

### Advantis 400

X400:(C=country;A=IBMX400;P=private-domain;S=surname;G=given-name)

### America Online

INTERNET:address@AOL.COM

### AppleLink

INTERNET:address@APPLELINK.APPLE.COM

### AT&T EasyLink

X400:(C=country;A=WESTERN UNION;P=private-domain;S=surname;G=given-name;D=ELN:easylink-number)

### AT&T Mail 400

X400:(C=country;A=ATTMAIL;P=private-domain;S=surname;G=given-name;D=ID:mail-id)

### BT Messaging Service

X400:(C=country;A=BT;O=organization;S=surname;G=given-name)

### Cable and Wireless (Mercury)

X400:(C=country;A=CWMAIL;P=private-domain;O=organization;S=surname;G=given-name)

### CompuServe Address

Use the CompuServe User ID number or personal address.

### CompuServe Mail Hub Service

MHS:user-name@workgroup

or ...

CCMAIL:user-name AT post-office

### Deutsche Bundespost

X400:(C=country;A=DBP;P=private-domain;O=organization;S=surname;G=given-name)

### Fax

FAX: fax-number

### Infonet

X400:(C=country;A=INFONET;P=private-domain;O=organization;S=surname;G=given-name)

### Internet

INTERNET:address@domain

### Lotus cc:Mail

CCMAIL:username AT post-office

### Lotus Notes

NOTES:username@domain

### MCI Mail

MCIMAIL:mci-id

or ...

X400:(C=country;A=MCI;P=private-domain;S=surname;G=given-name;D=ID:mail-id)

or ...

X400:(C=country;A=MCI;S=surname;D=EMS:ems-number;D=MBX1:mailbox)

#### **NIFTY-Serve**

NIFTY:mail-id

or ...

X400:(C=country;A=NIFTY;P=private-domain;S=mail-id)

#### **Novell Netware MHS**

MHS:username@post-office

#### **Private CompuServe Mail**

system-name:user-address

#### **Prodigy**

INTERNET:address@PRODIGY.COM

#### **SprintMail**

X400:(C=country;A=TELEMAIL;P=private-domain;O=organization;S=surname;G=given-name)

#### **Telex and TWX**

TLX:machine-number answerback

#### **Uniplus arCom 400 (Swiss)**

X400:(C=country;A=ARCOM;P=private-domain;O=organization;S=surname;G=given-name)

#### **Uniplus 400NET (Dutch)**

X400:(C=country;A=400NET;P=private-domain;O=organization;S=surname;G=given-name)

#### **Unisource Business Network**

X400:(C=country;A=400NET;P=private-domain;O=organization;S=surname;G=given-name)

#### **U. S. Postal**

>POSTAL\name\company\street-address\street-address\city\state\zip\country

**answerback**

Optional component of Telex and TWX address formats. Do not specify an answerback unless you are sure that it is correct.



**country**

Standard X.400 code for the country where the mail service is located.

**given name**

First name of the recipient.

**mail id**

Recipient's unique mail service address.

**organization**

Organization through which the recipient receives messages.

**private domain**

Private domain of the recipient's organization (if there is one).

**surname**

Last name of the recipient.

**system name**

Three-letter code assigned to a private CompuServe mail system.

**state**

The state, province, or other government subdivision.



**username**

Recipient's username.

**workgroup**

Recipient's MHS workgroup, as registered with the CompuServe Mail Hub.

**post office**

Recipient's cc:Mail post office as registered with the CompuServe Mail Hub.

**username**

Recipient's username, which identifies a Lotus cc:Mail user.

**post-office**

Lotus cc:Mail post office, as registered with the CompuServe Mail Hub.

**username**

Recipient's username, which identifies a Lotus Notes user.

**domain**

Address registered by the user with Lotus Notes Enterprise Connect.

**username**

Recipient's username, which identifies a Novell NetWare MHS user.



**post-office**

Novell NetWare MHS post office, as registered with the CompuServe Mail Hub

**administrative-domain**

Unique mail service identifier, such as DBP for Deutsche Bundespost, MCI for MCI Mail, or TELEMAIL for SprintMail.

**fax-number**

The country code, followed by the area code or city code, followed by the telephone number.

**ems-number**

The unique Remote Electronic Mail System identifying number.

**mailbox**

The unique mailbox identifier.



**Learn About CompuServe Special Exceptions**



### **CompuServe is News**

Whether you want a global perspective on the news or the latest local weather, CompuServe brings you the news the way you want it. You can get current updates directly from respected news and weather sources – often before they are available in the media. And you can take advantage of a convenient clipping service to collect stories of special interest to you.

### **Would you like to go there now?**

Click the following topic, and then close this help window.

[Take me to the News area!](#)





### **CompuServe is Chat**

When you're ready for social interaction and lively conversation in real time, CompuServe Chat is the place to be! Here, you can meet old friends and make new ones, chat with a whole room full of people, participate in private conversations, or just observe the festivities – right from the comfort of your home.

#### **Would you like to go there now?**

Click the following topic, and then close this help window.

[Take me to the Chat area!](#)



## **CompuServe is Forums and Communities**

If you are looking for information, support, or just a place to express yourself on almost any subject, check into CompuServe's Forum areas. These online communities enable members to exchange information on topics of mutual interest. Forum members can exchange messages on the message boards, retrieve (download) and contribute (upload) files in the libraries, and meet in the electronic conference rooms to chat or listen to an invited speaker.

### **Would you like to go there now?**

Click one of the following topics, and then close this help window.

**[Take me to a list of Forum areas!](#)**

**[Take me to the Practice Forum!](#)**



## **CompuServe is Mail**

CompuServe Mail is your key to fast, reliable communication with members worldwide. And the Mail Center enables you to manage your correspondence with ease and efficiency. You can compose messages while connected or disconnected – and send them immediately or hold them in your Outgoing Messages folder to be sent later. Addressing Outgoing Mail is streamlined by one-click access to your Address Book – and you can easily define addresses for members of CompuServe and many different Mail services.

To access the Mail Center, click the Mail Center [side button](#) on the Home Desktop.

**Learn About Mail Page Topics**



## **Read New Messages**

To list your new Mail messages, click the Mail Center [side button](#), click the Read [top tab](#), and then click the Get Mail button.

Your Mail Preferences determine whether your new Mail will be retrieved from your online mailbox to your computer (the default), or whether you will instead go to your online mailbox to process messages there.

### **Want to learn more?**

[Opening an Incoming Message](#)

[Retrieving Mailbox Messages](#)

[Setting Mail Preferences](#)



## **Send a Message**

To send a message that you are currently composing, when you complete the message, simply click the Send button in the Create Mail window.

If you click Send Later, the message will be placed in the Outgoing Messages list, but not sent.

To send a message stored in your Outgoing Messages list, click the Mail Center [side button](#), click the Create [top tab](#), click the listed message, and then click the Send button.

### **Want to learn more?**

[Addressing a Mail Message](#)

[Attaching a File to a Mail Message](#)

[Reviewing or Editing Outgoing Messages](#)



## **Learn Mail Options**

Mail Options enable you to assign various sending options to a Mail message, such as whether to assign an urgency status to the message, whether to specify a particular release or expiration date, whether to request a notification when the recipient actually opens the message, and whether the message text should be reformatted when sent.

You can assign sending options while you are creating, reviewing, or modifying a message by clicking the Options button in the Create Mail window.

### **Want to learn more?**

[Assigning Urgency Status](#)

[Requesting a Return Receipt](#)

[Specifying a Release Date](#)

[Specifying an Expiration Date](#)

[Controlling Text Formatting in a Message](#)



### **Attach a File**

You can send one or more files with a CompuServe Mail message by attaching each file to the message before sending it. The original message and any attached files are sent together, but as individual messages.



If you have already created the accompanying Mail message and the message is opened, or if you are currently creating the Mail message, simply click the File button in the Create Mail window to select a file.



If you have not yet created the accompanying Mail message, choose **Send File** from the Mail menu.

### **Want to learn more?**

[Attaching a File to a Mail Message](#)

[Sending a Mail Message](#)





### **Retrieve Only Some Messages**

Because your mailbox resides on CompuServe (online), you can read and process your incoming Mail two ways:



You can retrieve your entire mailbox contents (all messages) to your computer, then process them on your computer (online or offline) at your leisure (the default).



You can visit your online mailbox to selectively process and retrieve (download) individual messages. Use this method to retrieve only some messages from your mailbox.

Consult your Mail Preferences to set up your preferred processing method.

### **Want to learn more?**

[Setting Mail Preferences](#)

[Visiting Your Mailbox](#)

[What is a Mailbox?](#)



## **Reply to a Message**

Before replying to a message, you must open (read) it.

To compose your reply, click the Reply button in the Read Mail window.

You can use your right mouse button to copy and paste text from the original message into your reply.

### **Want to learn more?**

[Replying to a Message](#)

[Forwarding an Incoming Message](#)

[Creating a Mail Message](#)



## **Make an Address Book Entry**

You can make an Address Book entry in two ways:



If you are currently at your Address Book, simply click the New button.



If you are reading a Mail message and want to add the message author or a member of the message recipient list, click the Add Addresses button in the Read Mail window.

### **Want to learn more?**

[Making an Individual Address Entry](#)

[Making a Mailing List Entry](#)



## **Review Mail Preferences**

Mail preferences enable you to personalize your CompuServe Mail sessions. For example, you can request whether to save unsent messages, as well as whether to file sent messages, whether to view mail directly from your online mailbox, and whether to delete Mail from your online mailbox once it has been retrieved.

To review your current Mail preferences, choose **Preferences** from the Access menu, and then click the Mail top tab.

**Click to view step-by-step instructions for**  
[Auto-Deleting Retrieved Mail from Mailbox](#)  
[Viewing Mailbox Before Retrieving Mail](#)  
[Requesting a Save Message Prompt](#)



## **Address a Message**

There are two ways to address a Mail message:



You can type the recipient name and address in the Name and Address boxes in the Create Mail window. (Use this method if you are sending the Mail message to one person.)



You can click the Recipients button in the Create Mail window and create a Recipient List. If a recipient is in your Address Book, the name and address information will be filled in automatically as you type the recipient's name.

### **Want to learn more?**

[Making an Address Book Entry](#)

[Making an Individual Address Entry](#)

[Making a Mailing List Entry](#)



## **Search for a Message**

To set up a search for a specific Mail message, click the Mail Center [side button](#), and then click the Search [top tab](#).

You can search for Mail messages in your mailbox (online), as well as Mail messages that you have already retrieved (filed) to your computer.

### **Want to learn more?**

[Opening an Incoming Message](#)

[Searching for Items in the Filing Cabinet](#)

[Viewing Mailbox Before Retrieving Mail](#)



## **Create a Message**

You do not have to be connected to CompuServe to create a Mail message.

To create a Mail message, click the Mail Center [side button](#), click the Create [top tab](#), and then click the New button.

### **Want to learn more?**

[Creating a Mail Message](#)

[Sending a Mail Message](#)

[Attaching a File to a Mail Message](#)

## **Learn About Getting Around Page Topics**





### **Save Items in the Filing Cabinet**

If you want to store a Mail message, Forum message, news article, or other type of text article to review or use later, you can save it to your Filing Cabinet. Simply click the File It button in the message or article window, and then select or create the folder where you want to store it.

To access the Filing Cabinet, click the My Information side button, and then click the Filing Cabinet top tab.

### **Want to learn more?**

[Marking a File for Later Retrieval](#)

[Filing an Incoming Message](#)

[Saving a News Article](#)

[Searching for Items in the Filing Cabinet](#)



## **Find Access Phone Numbers**

If you travel frequently and connect to CompuServe from different locations, you will need to learn the best access phone number for your particular location. Access phone numbers can also change unexpectedly.

To find access phone numbers, click the Main Menu side button, click the Member Assistance top tab, and then click the Access Phones button.

### **Want to learn more?**

[Finding CompuServe Members](#)

[Changing Your Access Phone Number](#)



## **Cancel an Activity**

There might be times when you want to cancel an activity or task in progress. For example, while searching for a file, you might cancel the search to redefine the search terms.



In progress indicator windows, you can click the Cancel button (in the window) to cancel the task that is currently in progress.



In the CompuServe Browser Desktop, you can click the Stop button (near the Toolbar) to cancel a task currently in progress there.



If you want to disconnect from CompuServe for any reason while in the midst of a process (activity), you can click on the globe displayed in the lower left-hand corner of the CompuServe screen.

## **Want to learn more?**

[Accessing the CompuServe Directory](#)

[Finding CompuServe Services](#)

[Retrieving a File from a Forum Area](#)



## **Confirm Online Status**

You can confirm your online status by looking at the lower left-hand corner of your CompuServe screen.

If you are connected to CompuServe, the connection counter beside the globe shown there will be displaying an increasing count of your connect time.

If the up and down arrows beside the globe are blinking, it means that information is being transmitted between your computer and CompuServe.

You can also look at the Connect or Disconnect button (the hands) on the CompuServe Toolbar. If the two hands are clasped (a handshake), you are connected to CompuServe. If the two hands are not clasped (no handshake), you are not connected to CompuServe.

## **Want to learn more?**

[Accessing a Service](#)

[Finding CompuServe Services](#)

[Inserting a Toolbar Button](#)



## **Explore Chat**

CompuServe Chat enables you to chat online with people around the world!

To explore the CompuServe Chat area, click the Main Menu side button, and then click the Chat button.

### **Want to learn more?**

[Finding CompuServe Services](#)

[Participating in a Public Chat](#)

[What is Chat?](#)



## **Contact Customer Service**

To contact CompuServe Customer Service, click the Main Menu side button, click the Member Assistance top tab, and then click the Customer Service button.

You can review your membership account information at the Member Assistance page, too. (Click the Account Information button.)

You can also contact the nearest CompuServe Customer Service office for assistance at any time.

## **List of CompuServe Offices**

[Argentina](#)

[Australia/New Zealand](#)

[Austria](#)

[Chile](#)

[Colombia](#)

[France](#)

[Germany](#)

[Hong Kong](#)

[Hungary](#)

[Israel](#)

[Japan](#)

[Mexico](#)

[South Africa](#)

[South Korea](#)

[Switzerland](#)

[Taiwan](#)

[United Kingdom](#)

[United States/Canada](#)

[Venezuela](#)

[Other Countries](#)

## **Want to learn more?**

[Accessing the CompuServe Directory](#)

[Finding CompuServe Services](#)



## **Use the To-Do List**

Throughout your CompuServe session you can create an ongoing To-Do List of tasks you want to perform, such as retrieving Forum Message Topics or sending Mail messages. You can then process the tasks on your To-Do List all at once (or individually) whenever you like.

You add tasks to your To-Do List by clicking buttons such as Retrieve Later (rather than Retrieve), Send Later (rather than Send), and so forth, as appropriate.

To view your To-Do List, click the My Information side button, and then click the To-Do List top tab.

### **Want to learn more?**

[Accessing the CompuServe Directory](#)

[Finding CompuServe Services](#)



## Find Services

To set up a search to find CompuServe services, click the Find [side button](#), and then click the Services top tab.

You can also find CompuServe services by consulting the CompuServe Directory, a guide to hundreds of Forum areas and other services. (Choose **CompuServe Directory** from the Access menu.)

## Want to learn more?

[Finding CompuServe Services](#)

[Finding Internet Services](#)

[Searching for a News Article](#)





## Explore CompuServe

There are many ways to explore CompuServe's vast collection of services and Forum areas.

The easiest way is to click the Main Menu [side button](#), and then click any of the round buttons there. For example, Table of Contents lets you explore CompuServe services that are grouped according to popular category, and What's New lets you explore the latest CompuServe events and upcoming promotions.

You can also choose **CompuServe Directory** from the Access menu to view descriptions of CompuServe services.

### Want to learn more?

[Finding CompuServe Services](#)

[Finding Internet Services](#)

[Searching for a News Article](#)



## Explore Forum Communities

Here are some ways to explore and find Forum communities:



Click the Main Menu side button, and then click the Forums and Communities button.



Choose **CompuServe Directory** from the Access menu and browse the numerous descriptions of CompuServe Forum areas.



Choose **Go** from the Access menu and type FORUMS for an up-to-date list.



Click the Find side button at your Home screen and set up a Services search on the word FORUM.

### Want to learn more?

[CompuServe Internet Forum Areas](#)

[Finding CompuServe Services](#)

[Finding Forum Areas](#)



## Find Files

Here are some ways that you can find files on CompuServe:



Click the Find side button, and then click the Files top tab to set up a search for files anywhere on CompuServe using CompuServe's File Finder.



At a Forum Desktop, click the File Libraries side tab, and then click the Search top tab to set up a search for files there.



Join a Forum area where you think people might know about the file you are interested in, and post a message requesting help finding it. (You could also participate in a Forum Conference and ask someone for assistance.)

## Want to learn more?

[Searching for a File](#)

[Posting a Message](#)



## **Find a Member**

The easiest way to find a CompuServe member is to set up a member search. To set up your search, click the [Find side button](#), and then click the [Members top tab](#).

If the member frequents a particular Forum area, you can post a private message (to the member) on one of the message boards. The member will see the message and respond to you!

## **Want to learn more?**

[Adding Member Information to Your Address Book](#)

[Learning About CompuServe Members](#)

[Posting a Message](#)



## **Go to a Service or Web Page**

Here are some ways to go to a service on CompuServe or a Web page on the Internet:



You can use the Go feature to go directly to the service. Click the Go side button, and then click the Go top tab to specify your destination.



If you have already been to the service in your current CompuServe session, you can use the Recent Places feature to the left of the CompuServe Toolbar, as well as on the Go page, to return there quickly.



If the service you want to go to is listed in your Favorite Places area, you can go directly to that service from the Favorite Places page. Click the Go side button, and then click the Favorite Places top tab to select a service listed there.

### **Want to learn more?**

[Finding CompuServe Services](#)

[Finding Newsgroups](#)

[Finding Web Sites](#)

## Learn About Internet



## **Make a Web Page**

You can use CompuServe's Home Page Wizard (or your own software) to design a personal Web page.

You can design your Web page to include pictures, sound files, links to other Web pages, and more.

You can then use the Publishing Wizard to copy your Web page to the Internet, where it can be viewed by millions.

### **Want to learn more?**

[Overview of the Internet](#)

[Publishing Your Personal Home Page](#)

[What is HTML?](#)



## **Send Mail via Internet**

CompuServe Mail offers a convenient, easy, and economical way to communicate via the Internet.

You send Mail to someone on the Internet just as you would to someone on CompuServe. Type the complete Internet address in the Address box of the Create Mail window. (People sending to you must also type special address information.)

The easiest way to find a person's Internet address is to ask them. You can also have them send you a message, and then add their address to your Address Book.

### **Want to learn more?**

[Addressing a Mail Message](#)

[Receiving from the Internet](#)

[Sending to the Internet](#)





## **Subscribe to a USENET Newsgroup**

A USENET Newsgroup is the Internet equivalent of a discussion group.

First a message is posted to the newsgroup, and people respond to it with messages of their own. Then messages responding to the responses are posted, and so on.

You can subscribe to a USENET Newsgroup from CompuServe.

### **Want to learn more?**

[What is a Usenet Newsgroup?](#)

[Finding Newsgroups](#)

[Subscribing to USENET Newsgroups](#)



## **Connect Via Remote Logon**

You can connect to your CompuServe account through the Internet.

For some people, this feature may save the cost of a long-distance call. For others, this feature may provide easy access from work or school.

### **Want to learn more?**

[How to telnet to CompuServe](#)

[What Can You Do with Telnet?](#)

[Selecting a Site](#)



## **Use Parental Controls**

You can use Parental Controls to limit your child's access to the Internet and CompuServe.

To go to the CompuServe Parental Controls area, click the Go side button, click the Parental Controls [top](#) [tab](#), and then click the Parental Controls button.

### **Want to learn more?**

[Finding CompuServe Services](#)

[Learning About Internet Services](#)



## Go to the Internet

Here are just a few of the many ways you can go to the Internet:



Click the Main Menu side button, and then click the Internet button.



Click the Go side button, and then click the Go top tab to go directly to a Web page that you have visited recently. (You can also specify a new Web page.)



Choose **Internet** from the Services menu to start the Internet Web Browser and access the CompuServe Web page.



If a choice on a menu or list of services accesses the Internet and you click it, you will go to the Internet.

### Want to learn more?

[What is a USENET Newsgroup?](#)

[What Can You Do with Telnet?](#)

[What Can You Do with FTP?](#)



## **Use the Internet Web Browser**

The Internet Web Browser is started automatically whenever you go to a Web page on the Internet.

You can choose **Internet** from the Services menu to go directly to the CompuServe Web page.

If you are running Windows 95 and you go to a Web page, the Web page will be displayed within the CompuServe 3.0 window. However, if you are not running Windows 95 and you go to a Web page, the Web page will not be displayed within the CompuServe 3.0 window, but will be displayed externally (apart from your CompuServe 3.0 software.)

### **Want to learn more?**

[CompuServe Internet Forums](#)

[Finding Web Sites](#)

[What is the World Wide Web?](#)



## **Define a Default Web Browser**

If you have a particular Web browser that you prefer to use, you can define it to be the default.

Choose **Preferences** from the Access menu, click the General top tab, mark the Use external Internet browser checkbox, and then click the Select button to open (identify) the preferred browser.

### **Want to learn more?**

[CompuServe Internet Forums](#)

[Finding Web Sites](#)

[Using an Internet Browser](#)



## **Find a Web Page**

Finding an Internet Web page is easy. Click the Find side button, click the Services top tab, and then click the Start Internet Search button to set up your search.

You can also click the Main Menu side button, click the Internet button, and then click Publish Personal Home Page to view Web pages posted by CompuServe members.

You can also consult the many CompuServe Internet Forums to learn about the Internet and Web sites to visit.

### **Want to learn more?**

[CompuServe Internet Forums](#)

[Finding Web Sites](#)

[Overview of the Internet](#)



## **Explore the Internet**

To explore the Internet, click the Main Menu side button, and then click the Internet button.

There are also a number of Internet Forums on CompuServe to help you learn about the Internet.

### **Want to learn more?**

[CompuServe Internet Forums](#)

[Finding Internet Services](#)

[Overview of the Internet](#)





## **Find Internet Forums**

Here are some ways to find Internet Forums on CompuServe:



Click the Main Menu side button, click the Internet button, and then click Internet Forums.



Choose **Go** from the Access menu and type INTERNET.



Click the Find side button, click the Services top tab, and then click the Search button to set up a search on words such as INTERNET and WEB. (Do not click the Start Internet Search button unless you want to search for sites on the Internet rather than on CompuServe.)

## **Want to learn more?**

[CompuServe Internet Forums](#)

[Finding Internet Services](#)

[Posting a Message](#)

## **Learn About Forum Messages Page Topics**



## **Map Message Topics**

From time to time, while reading Forum messages, you might want to map the Message Topic.

A message map shows the relationships that a message has to other messages in the topic. You can also display messages from a message map.

To map a Message Topic, click the Map button while reading a Forum message or while viewing a list of Message Topics.

### **Want to learn more?**

[Replying to a Message](#)

[Searching for a Message](#)



## **Post a Message**

To post a message, simply create a message, and then send it to someone in the Forum area.

You also post a message when you reply to a Forum message.

When you post a new Forum message, you actually start a new Message Topic! (You might want to consult the existing Message Topics first to see whether your message should be a new Message Topic.)

You can also create and post a Forum message without being connected to CompuServe (offline). At the Home Desktop, choose **New Forum Messages** from the File menu.

### **Want to learn more?**

[Creating a Message](#)

[Posting a Message](#)

[Replying to a Message](#)



## **Find a Specific Message**

There are many ways to find Forum messages.



You can click the Message Boards [side button](#), and then click the Search [top tab](#) to set up a message search based on a keyword or date range.



If you prefer not to set up a search, you can simply browse through hundreds of Forum messages on your own, section by section.



If you can't seem to find the message you want, ask other CompuServe members! Post a message in the Forum area, or send an informal question while in a Forum Conference.

### **Want to learn more?**

[Browsing Forum Messages](#)

[Posting a Message](#)

[Searching for a Message](#)

[Searching for Items in the Filing Cabinet](#)



### **View Only Today's Messages**

To set up a search for today's messages, click the Message Boards [side button](#), and then click the Search [top tab](#).

Click the More button there to specify your desired submission date. (Set it for today's date.)

### **Want to learn more?**

[Replying to a Message](#)

[Searching for a Message](#)



## **Reply to a Forum Message**

You can send a reply to any Forum message, but only if the message is currently opened.

In the Read Forum Message window, click the Reply button to compose (and send) your reply.

### **Want to learn more?**

[Posting a Message](#)

[Replying to a Message](#)



## **Delete a Forum Message**

You may delete a Forum area message only in two instances:



You created the message



The message is addressed to you

To delete such a Forum message, open the message, and then click the Delete button.

### **Want to learn more?**

[Browsing Forum Messages](#)

[Creating a Message](#)

[Searching for a Message](#)





## **Leave a Forum Area**

Click the Leave Forum [side button](#) to leave a Forum area.

### **Want to learn more?**

[Accessing a Service](#)

[Reviewing Recent Destinations](#)

[What is a Forum Area?](#)



## **Send a Private Message**

A private Forum message is visible only to those people to whom you send it.

To assign a private status to a message you want to send, click the Options button in the Create Message window (while creating or reviewing your message), and then click the Private forum message option.

### **Want to learn more?**

[Creating a Message](#)

[Posting a Message](#)



## **Contact the Sysop**

Every Forum area has a Forum manager, or sysop. You can contact the sysop by sending him or her a message.

To send a private message to the sysop, type \*SYSOP in the Address box of the Create Message window.

If you want other Forum members to see the message, type SYSOP (without the asterisk) in the Address box instead.

## **Want to learn more?**

[Posting a Message](#)

[Creating a Message](#)



## **Read Waiting Messages**

You can read your Waiting Messages (unread messages addressed specifically to you) easily in a Forum area.

If you are not at the Welcome page, click the Welcome [side button](#). (You actually see the Welcome page each time you access the Forum Desktop.)

If you see a Read Waiting Messages button there, you have Waiting Messages. (Click it to view your Waiting Messages.)

If you do not see a Read Waiting Messages button, you simply do not have any Waiting Messages.

## **Want to learn more?**

[Browsing Forum Messages](#)

[Replying to a Message](#)

**Learn About Forum Libraries**



## **Contribute (Upload) a File**

To contribute (upload) a file from your computer to a Forum Library, click the File Libraries [side button](#), click the Create [top tab](#), and then click the New button.

After providing the necessary information about the file, click the Send button (in the Contribute File Request window) to actually contribute the file.

### **Want to learn more?**

[Contributing a File](#)

[Retrieving a File from a Forum Area](#)

[Understanding Naming Conventions](#)



### **View New Files**

To set up a search for recently contributed files, click the File Libraries [side button](#), and then click the Search [top tab](#).

Click the More button there to specify your desired submission date. (Set it for a recent date.)

### **Want to learn more?**

[Retrieving a File from a Forum Area](#)

[Reviewing a File](#)

[Searching for a File](#)



## **View a File**

Forum files come in various formats that determine whether you can view them online.



You can view text and graphics files. You can also view compressed binary files. Clicking the Open button associated with such files enables you to view them.



For other types of file formats, you must retrieve the file before you can view it. Clicking the Retrieve button associated with such files enables you to retrieve them.

## **Want to learn more?**

[Learning About a File](#)

[Searching for a File](#)

[Understanding File Types](#)





## **Understand File Concepts**

There are several file formats that you might encounter while browsing the various File Libraries in a Forum area. Here are just a few examples:



Text (TXT)



Graphics (GIF, JPG, PNG)



Binary (EXE)



Compressed binary (ZIP, SIT)

## **Want to learn more?**

[Browsing Forum Libraries](#)

[Retrieving a File from a Forum Area](#)

[Understanding File Types](#)



## **Print a File**

You cannot print binary files. However, you can print text files and some graphics files.

To print a file, open the file, and then choose **Print** from the File menu.

If you are unable to print the file, it might be because your printer is not set up correctly. (You can choose the **Print Setup** command from the File menu to review or change your printer settings.)

### **Want to learn more?**

[Learning About a File](#)

[Understanding File Types](#)



### **Retrieve (Download) a File**

To retrieve a file from a list, such as while browsing a Library Section, click the file, and then click the Retrieve button shown there.

You can also retrieve a file that you have opened by clicking the Retrieve button in the opened file window.

If you click Retrieve Later, you are in effect marking the file (adding it to your To-Do List) so that it can be retrieved later in the session.

### **Want to learn more?**

[Contributing a File](#)

[Retrieving a File](#)

[Viewing a File](#)



## **Learn About a File**

Every file in a Forum area has a brief Description associated with it. If you are browsing a list of files you can view a file Description by clicking the file, and then clicking the Description button shown there.

You can also learn about a file simply by examining the information displayed along with the listed file, such as its title, size, date submitted to the Forum area, and popularity (number of times the file has been retrieved).

You can sort the list by clicking the column headings.

## **Want to learn more?**

[Browsing Forum Libraries](#)

[Contributing a File](#)

[Understanding File Types](#)



## **Find a File**

There are many ways to find files in a Forum area.



You can click the File Libraries [side button](#), and then click the Search [top tab](#) to set up a file search.



If you prefer not to conduct a search for files, you can simply browse through hundreds of Library files on your own, section by section.



If you can't seem to find the file you want, ask other CompuServe members! Post a message in the Forum area, or send an informal question while in a Forum Conference.

## **Want to learn more?**

[Posting a Message](#)

[Retrieving a File from a Forum Area](#)

[Searching for a File](#)

**Learn About Forum Conferences**



## **Attend a Moderated Conference**

A moderated conference is a planned event featuring a guest speaker. The moderator coordinates the conference and handles questions as appropriate.

To see what conferences are scheduled for a Forum area, click the Welcome side button, and then click the Announce top tab. From there you can learn conference schedules, as well as review other Conference announcements.

### **Want to learn more?**

[Attending a Moderated Conference](#)

[Voting in a Conference](#)



### **Leave a Conference**

To leave a conference at any time, simply close the Chat window.

(There is no Leave button to leave a conference.)

### **Want to learn more?**

[Participating in a Conference](#)

[What is a Forum Area?](#)





### **View List of Upcoming Conferences**

You can review Forum Conference schedules at the Announce page in a Forum area. (To get there, click the Welcome [side button](#), and then click the Announce [top tab](#).)

You can also learn schedule information for other Forum area conferences by visiting the Communicate area on CompuServe. Choose **Go** from the Access [menu](#) and type CONVENTION to get there.

### **Want to learn more?**

[Attending a Moderated Conference](#)

[What is a Forum Area?](#)



## **Record a Conference**

You might want to make a transcript file of a conference for later use.

To record a conference you are attending, simply click the Record Text button in the lower left-hand corner of the Chat window. (The name and location of the transcript file will appear next to the button.)

The Record Text button will change (toggle) to a Stop Recording button, which you can click to conclude the recording process.

### **Want to learn more?**

[Logging a Public Chat](#)

[Participating in a Conference](#)

[Setting Your Forum Area Preferences](#)



## **Attend a Moderated Conference**

A moderated conference is a planned event featuring a guest speaker. The moderator coordinates the conference and handles questions as appropriate.

To learn schedules of upcoming conferences for a Forum area, click the Welcome side button, and then click the Announce top tab. From there you can learn conference schedules, as well as review other Conference announcements.

### **Want to learn more?**

[Attending a Moderated Conference](#)

[Setting Your Forum Area Preferences](#)

[Voting in a Conference](#)



## **Participate in a Conversation**

To view a list of Public Rooms in which you can participate, click the Forum Conference [side button](#), and then click the Public Rooms [top tab](#).

To be able to participate in the ongoing conversation (chat) for a particular Public Room, simply click the room (from the list), and then click the Participate button.

### **Want to learn more?**

[Participating in a Public Chat](#)

[Setting Your Forum Area Preferences](#)



## Use the Prohibited List

There may be times when you prefer not to view comments from a particular person.

You can add such members to your Prohibited List for a temporary or permanent duration. People in this list will be blocked from all chats and group invitations, and their comments will not be displayed on your screen.

To add someone to your Prohibited List, choose **Modify Prohibited List** from the Forum menu.

### Want to learn more?

[Ignoring Invitations](#)



## **Learn Who's Here**

You can easily learn who is in a Forum area. Click the Forum Conference [side button](#), then click the Who's Here [top tab](#).

The people currently in the Forum area will be listed along with their Member ID numbers, whether they are in a particular Conference room, and the location from which they are connecting to CompuServe.

## **Want to learn more?**

[Reviewing Your Profile](#)

[Setting Your Forum Area Preferences](#)



## **Start a Conversation**

You can start a public conversation with someone in a Public Room easily.

Click the Forum Conference side button, and then click the Public Rooms top tab to view a list of available Public Rooms. (Click the Public Room you want to participate in, and then click Participate.)

Send a comment to initiate a conversation.

## **Want to learn more?**

[Attending a Moderated Conference](#)

[Participating in a Conference](#)

[Voting in a Conference](#)

## **Learn About Public Rooms**





## **Learn Who is in the Chat Area**

You can easily learn who is in the Chat area. Click the Chat [side button](#), and then click the Who's Here [top tab](#).

The people currently in the Chat area will be listed along with their Member ID numbers, whether they are in a particular Public Room, and the location from which they are connecting to CompuServe.

If you have set up a Friends list, you can have just those names listed. (Mark the Show only Friends checkbox.)

### **Want to learn more?**

[Finding Out Who's Here](#)

[Listing All Available Public Rooms](#)

[Participating in a Public Chat](#)



## **Record a Conversation**

You might want to make a transcript file of a conversation (chat) for later use.

To record a chat you are participating in, simply click the Record Text button in the lower left-hand corner of the Chat window. (The name and location of the transcript file will appear next to the button.)

The Record Text button will change (toggle) to a Stop Recording button, which you can click to conclude the recording process.

### **Want to learn more?**

[Logging a Public Chat](#)

[Participating in a Private Chat](#)

[Observing a Chat without Contributing](#)



## **Make Friends**

Chat is an especially friendly area of CompuServe.



You can make friends by joining a conversation (chat) that appeals to you and then introducing yourself. (The more often you visit the Chat area, the sooner you'll be recognized as "one of the gang" in your favorite Chat rooms.)



You can add your new friends to your personalized Friends List so that you can find them quickly each time you enter the Chat area.

### **Want to learn more?**

[Creating a Friends List](#)

[Ignoring Invitations](#)



## **Respond to an Invitation**

When you are in the Chat area, you may be invited to participate in a Group Chat or Private Chat.

The invitation will be displayed in a window. You accept or decline the invitation by clicking the Accept or Decline buttons.

### **Want to learn more?**

[Concluding a Group Chat](#)

[Ignoring Invitations](#)

[Selecting Members for a Group Chat](#)



## **Prevent Invitations**

Some days you might not want to be bothered by invitations to participate in Group Chats and Private Chats.

To prevent such invitations from appearing on your screen for the current Chat session, choose **Ignore all Invitations** from the Chat menu.

(The next time you visit a Chat area you will be set up to receive invitations again.)

### **Want to learn more?**

[Creating a Prohibited Users List](#)

[Ignoring Invitations](#)

[Setting Chat Preferences](#)



### **Just Observe an Ongoing Chat**

You can observe an ongoing Chat without having to contribute (participate) anything to the conversation.

To view a list of available Public Rooms, click the Chat [side button](#), and then click the Public Rooms [top tab](#). To just observe an ongoing Chat, click a room from the list, and then click the Observe button.

When you observe a Chat, nobody knows you are there.

### **Want to learn more?**

[Finding Who's Here](#)

[Setting Chat Preferences](#)



## **Make Somebody be Quiet**

There may be times when you prefer not to view comments from a particular person.

You can add such members to your Prohibited List. People in this list will be blocked from all chats and group invites, and their comments will not be displayed on your screen.

To add someone to your Prohibited List, choose **Modify Prohibited List** from the Chat menu.

### **Want to learn more?**

[Creating a Prohibited Users List](#)

[Ignoring Invitations](#)

[Setting Chat Preferences](#)



## **Change a Nickname**

You can change your nickname as many times as you like in Chat.

To do so, choose **Change Nickname** from the Chat menu.

If you do not want to have to create a nickname each time you visit Chat, you can request that a particular nickname be used as your regular nickname. The next time you type your nickname upon entering the Chat area, simply mark the Always use that nickname checkbox.

### **Want to learn more?**

[Creating a Prohibited Users List](#)

[Nickname Rules](#)

[Setting Chat Preferences](#)



**Learn About Private Chats**



## **Start a Private Chat**

If you want to talk to someone without having anyone else hear (see) your conversation, start a private Chat.

To send a private Chat invitation to someone, click the Chat [side button](#), and then click the Who's Here [top tab](#). Once there, click a nickname from the list, and then click the Start Private Chat button.

The person receiving the invitation must agree to participate in a private chat with you before the private chat can actually begin.

## **Want to learn more?**

[Concluding a Private Chat](#)

[Participating in a Private Chat](#)

[Starting a Private Chat](#)



## **Record a Private Chat**

You might want to make a transcript file of a chat for later use.

To record a chat you are participating in, simply click the Record Text button in the lower left-hand corner of the Chat window. (The name and location of the transcript file will appear next to the button.)

The Record Text button will change (toggle) to a Stop Recording button, which you can click to conclude the recording process.

### **Want to learn more?**

[Creating a Friends List](#)

[Finding Who's Here](#)

[Setting Chat Preferences](#)



## **Conduct Simultaneous Chats**

You can conduct as many private Chats as you like at the same time.

The nicknames of your current private Chat participants are listed in your Private Chat window. You click on a nickname from the list to display that particular conversation (chat).

(Click the Goodbye button to end a private chat.)

### **Want to learn more?**

[Finding Out Who's Here](#)

[Participating in a Private Chat](#)

[Setting up a Private Chat](#)

## **Learn About Group Chats**



### **Make a Comment**

You make a comment in a Group Chat just as you would in a Public Room.

Type your comment in the box beside the Send button. Then click the Send button.

### **Want to learn more?**

[Finding Out Who's Here](#)

[Joining a Group Chat](#)

[Logging a Group Chat](#)



## **Form a Group**

You can participate in a Group Chat if you want to converse (chat) with several people privately.

If you are currently in a Public Room, click the Who's Here button in the upper left-hand corner of the Chat window to view a list of all people in the room. For each person you want to include in your Group Chat, click his or her nickname, and then click the Group Invitations button.

If you are not in a Public Room room, you can still set up a Group Chat. Click the Chat side button, and then click the Who's Here top tab to view a list of people currently in the Chat area that you can send a Group Invitation to.

### **Want to learn more?**

[Concluding a Group Chat](#)

[Selecting Members for a Group Chat](#)

[Setting up a Group Chat](#)



### **Make a Comment**

You make a comment in a Group Chat just as you would in a Public Room.

Type your comment in the box beside the Send button. Then click the Send button.

### **Want to learn more?**

[Concluding a Group Chat](#)

[Selecting Members for a Group Chat](#)





## Prohibit Chat Invitations

You might find invitations to participate in private or group chats bothersome or distracting, no matter how well-intentioned.

You can modify your Chat preferences so that such invitations will not be displayed on your screen.

You can alternatively prevent invitations from appearing on your screen for just the current chat session by choosing **Ignore all Invitations** from the Chat menu. (The next time you visit a Chat area you will be set up to receive invitations again.)

### Want to learn more?

[Ignoring Invitations](#)

[Setting Chat Preferences](#)



### **Add to Your Friends List**

You can make a Friends list of your favorite Chat acquaintances.

To review your Friends List, click the Chat [side button](#), and then click the Friends [top tab](#).

To add someone to your Friends List, click the New button there.

Only CompuServe members currently in the Chat area can be added to your Friends List.

### **Want to learn more?**

[Adding a Friend to your Friends List](#)

[Creating a Prohibited Users List](#)

## **Learn About Public Folders**



## **Sort News Articles**

When viewing a list of news articles, you might want to sort them in a particular order.

You can sort such lists by clicking the column headings. The column headings are actually buttons.

For example, if you click a column heading labeled Date, the list will be redisplayed via oldest to newest date. (You can click the column heading again to sort the list to its original order.)

### **Want to learn more?**

[Printing a News Article](#)

[Retrieving an Entire Folder](#)



## **Save News Articles**

To save a news article that you are reading, simply click the File It button shown in the article window.

You can also save a news article that appears in a list without having to open (read) the article. Click the listed article, and then click the associated File It button.

### **Want to learn more?**

[Reading a News Article](#)

[Saving a News Article](#)



## **Search for Articles**

To set up a search for specific news articles, click the Articles side button, and then click the Search [top tab](#).

In some news services, such as the Executive News Service, you can create a Personal Folder to search for and collect (clip) future articles that match your preferred search interests.

To create a Personal folder in the Executive News Service, click the Articles [side button](#), and then click the Create Folders [top tab](#).

### **Want to learn more?**

[Reading a News Article](#)

[Saving a News Article](#)

[Searching for Items in the Filing Cabinet](#)



## **Browse Recent Articles**

In some news services, articles are automatically listed in folders that you can browse from the Articles Read page. In other news services, you must set up a search using the Articles Search page to view a list of recent articles.

Articles are listed by release date.

The release date, as well as the source (newswire), are displayed along with the article's title.

### **Want to learn more?**

[Reading a News Article](#)

[Saving a News Article](#)

[Opening a Folder](#)



## **Delete a Folder**

Depending on the news service you are in, you might have access to one or more Public and Personal Folders.

You can never delete a Public Folder. Such folders are created by the particular news service that you are using. You can, however, delete a Personal Folder (because you created it).

To delete a Personal Folder, click the Articles side button, click the Create Folders top tab, click the Personal Folder you want to delete, and then click the Delete button.

## **Want to learn more?**

[Clearing a Folder](#)

[Opening a Folder](#)


[Searching for a News Article](#)





### **Read the Next Article**

If you are reading an article at the News Desktop and want to read the next article in the folder, you can do so without closing the article window.

To display the next article, simply click the button that looks like: .

(Unless that button is dimmed, clicking it will display the next article in the folder.)

You can similarly display the previous article by clicking the button that looks like: .

### **Want to learn more?**

[Printing a News Article](#)

[Saving a News Article](#)

[Searching for a News Article](#)

## **Learn About Personal Folders**



## **Change a Folder**

If you are in the Executive News Service and have one or more Personal Folders, you might want to change them (from time to time) so that they better reflect your ongoing search interests.

To change a Personal Folder, click the Articles [side button](#), and then click the Create Folders [top tab](#). (Click the folder to be changed from the list, and then click the Change button.)

## **Want to learn more?**

[Deleting a Folder](#)

[Opening a Folder](#)



### **Go to Executive News Service**

The Executive News Service is a news clipping service that collects news articles according to your preferred search interests.

To go to the Executive News Service, choose **Go** from the Access menu, and then type ENS.

### **Want to learn more?**

[Deleting a Folder](#)

[Opening a Folder](#)



## **Make a Personal Folder**

The Executive News Service enables you to create up to three Personal Folders that will collect (clip) news articles that meet your preferred search guidelines.

To make a Personal folder, click the Articles [side button](#), click the Create Folders [top tab](#) and then click the New button.

## **Want to learn more?**

[Deleting a Folder](#)

[Opening a Folder](#)



### **Delete a Personal Folder**

If you are using the Executive News Service and want to delete one or more of your Personal Folders, you can do so at the Create Folders page.

Click the Articles [side button](#), and then click the Create Folders [top tab](#) to get there. (Click a folder that you want to delete, and then click the Delete button.

You can delete only folders that you create (Personal folders).

### **Want to learn more?**

[Deleting a Folder](#)

[Opening a Folder](#)



### **Retrieve an Entire Folder**

If you are using the Executive News Service and want to retrieve all articles from a Personal Folder, simply retrieve (file) the folder.

Click the Articles side button, click the Read top tab, click the Personal Folder you want to retrieve, and then click the File It button.

### **Want to learn more?**

[Modifying a Folder](#)

[Retrieving an Entire Folder](#)



### **Delete Only Some Articles**

If you are using the Executive News Service, you can delete selected news articles from one or more of your Personal Folders rather than delete the entire Personal Folder.



If you are reading a news article in a Public Folder, you can delete it by clicking the Delete button in the article window.



You can also delete a news article that appears in a list (in an opened Personal Folder) without having to actually read the article. Click the listed article, and then click the Delete button associated with the list.

### **Want to learn more?**

[Deleting from a Folder](#)

[Printing a News Article](#)

[Saving a News Article](#)



**Learn About Conference Center**



### **Vote in a Conference**

Sometimes in a conference you will be given the opportunity to vote on particular issues.

If so, a special Vote window will appear on your screen.

Mark the appropriate ballot information, and then click the Cast Vote button shown there.

### **Want to learn more?**

[Attending a Moderated Conference](#)

[Participating in a Conference](#)

[Voting in a Conference](#)



## Learn Conference Schedules

To learn schedules for conferences, go to the CompuServe Communicate area. You can get there two ways:



Choose **Go** from the Access menu, and then type CONVENTION.



If you are at the Conference Center Desktop, find the Recent Places location named CIS:NNE-42 and return to it.

Once at the CompuServe Communicate area, to learn conference schedules, choose **Current Conference Schedule**.

### Want to learn more?

[Attending a Moderated Conference](#)

[Participating in a Conference](#)

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[Participating in a Conference](#)

[Voting in a Conference](#)



## **Record a Conference**

You might want to make a transcript file of a conference for later use.

To record a conference you are attending, simply click the Record Text button in the lower left-hand corner of the Chat window. (The name and location of the transcript file will appear next to the button.)

The Record Text button will change (toggle) to a Stop Recording button, which you can click to conclude the recording process.

### **Want to learn more?**

[Attending a Moderated Conference](#)

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### **Want to learn more?**

[Attending a Moderated Conference](#)

[Participating in a Conference](#)

[Voting in a Conference](#)



## Use the Prohibited List

There may be times when you prefer not to view comments from a particular person.

You can add such members to your Prohibited List for a temporary or permanent duration. People in this list will be blocked from all chats and group invitations, and their comments will not be displayed on your screen.

To add someone to your Prohibited List, choose **Modify Prohibited List** from the Conference menu.

## Want to learn more?

[Ignoring Invitations](#)



## **Learn Who is in the Conference Center**

You can easily learn who is in the Conference Center. Click the Forum Conference [side button](#), then click the Who's Here [top tab](#).

The people currently in the Conference Center will be listed along with their Member ID numbers, whether they are in a particular Conference room, and the location from which they are connecting to CompuServe.

### **Want to learn more?**

[Attending a Moderated Conference](#)

[Finding Out Who's Here](#)

[Participating in a Conference](#)

[Voting in a Conference](#)



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[Attending a Moderated Conference](#)

[Participating in a Conference](#)

[Voting in a Conference](#)



## **Submit a Question**

You can submit a question at any time during a moderated conference.

In your Moderated Chat window, click the Ask button, type your question, and then click the Submit button shown there.

## **Want to learn more?**

[Attending a Moderated Conference](#)

[Participating in a Conference](#)

[Voting in a Conference](#)



## **Change a Question**

Once you have submitted a question in a moderated conference, you might want to change and resubmit it.

In your Moderated Chat window, click the Ask button, edit your question, and then click the Resubmit button shown there.

## **Want to learn more?**

[Attending a Moderated Conference](#)

[Participating in a Conference](#)

[Voting in a Conference](#)



### **Withdraw a Question**

Once you have submitted a question in a moderated conference, you might want to withdraw it.

In your Moderated Chat window, click the Ask button, and then click the Withdraw button shown there.

### **Want to learn more?**

[Attending a Moderated Conference](#)

[Participating in a Conference](#)

[Voting in a Conference](#)



## **View Voting Results**

To view the current results of a vote, click the Tally button in the Moderated Chat window.

Each time you click the Tally button, the voting results will be updated if new ballots have been cast.

Upon completion of the vote, the conference moderator will post the voting results for all to see.

## **Want to learn more?**

[Attending a Moderated Conference](#)

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