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## Opening a folder

The way to 'open' a new folder is simple. **You can use the mouse to click the 'Folder' button on the Control Bar, or alternatively, select 'Folder List' from the 'Folder Menu'.** You will then see a window containing the names of all the folders that are currently defined.

This list will include any pre-defined folders that have items in them, as well as any folders you have defined. To actually open the folder, **double click on the name of the folder you wish to open, or select the name with the keyboard and hit ENTER.**

## **Creating, Deleting, and Renaming folders**

**You can create new folders from the folder window by either pressing the INS key or by selecting 'Create' from the 'Folder' menu. When you elect to create a new folder, you will be prompted for a folder name. Folder names can be up to 128 characters long, so feel free to be descriptive.**

**You can delete whole folders from the folder window by pressing the DEL key or by selecting 'Delete' from the 'Folder' menu.**

**You can rename any folder by highlighting the folder name and selecting 'Rename' from the 'Folder' menu.**

## **Reading Folder Messages**

Any item that a folder contains can be opened for reading by double clicking it with the mouse or using the keyboard to move to the item and hitting Enter.

## **Deleting Folder Messages**

Any message in a folder can be deleted. This can be done several ways. **The message to be deleted must first be highlighted, then click the trash can icon on the control bar, or, press the DEL key, or, select 'Delete' from the 'Mail' menu.** When you delete a message, it does not disappear from the list right away. Instead a 'D' character will appear in the status column for the message.

**If you change your mind about deleting the item, highlight it again at any time before closing the folder or quitting WinNET Mail, and press DEL again, or select 'Delete' again from the 'Mail' menu, or click the trash can icon again. This will preserve (undelete) the item. Items are only actually deleted when you close a folder or quit WinNET Mail.**

If the item that you marked for deletion is the only copy of the item in any folder, the mail item will be deleted from the WinNET Mail system. If another copy exists in another folder, only the copy in the folder that was marked for deletion will be deleted, and the copy in the other folder will remain.

## **Moving or Copying Folder Messages**

Except for search folder results, any item in a folder can also be moved or copied to another folder. These two operations differ in that 'moving' an item to another folder removes it from the current folder, whereas 'copying' to another folder it does not.

**You may move an item to another folder by selecting it and either clicking the 'Move' button on the control bar or by selecting 'Move' from the 'Mail' menu.** (The only exception to this is that you cannot move or copy a message into the 'Incoming Mail' folder, which is reserved for new items). After initiating the move operation in one of these ways, you will see a dialog box that asks you for the name of the folder to which you would like to move the message. Type in the name of a new folder to create for the message, or select the name of a pre-existing folder from the list of folders below.

**To copy an item to another folder, select 'Copy' from the 'Mail' menu.** (Not to be confused with "Copy" from the 'Edit' menu, which is for copying text to the clipboard). You will see a dialog box that asks you for the name of the folder to which you would like to copy the message. Type in the name of a new folder to create for the message, or select the name of a pre-existing folder from the list of folders below.

## **Folder Sorting Order**

Items in these folders are stored in chronological order. Whether this order is from oldest to newest or newest to oldest can be set in the dialog that is invoked by selecting the 'Preferences/Options' menu choice.

**The order of items in any folder, with the exception of 'Incoming Mail', can be reversed by selecting 'Reverse List' from the 'Folders' menu.**

## **Accessing USENET News Groups**

Please select from the following topics for information and instructions on using USENET News.

**[WinNET News Overview](#)**

**[Getting the Lists of News Groups](#)**

**[Subscribing to and Removing News Groups](#)**

**[Reading USENET News Group Articles](#)**

**[Posting News Articles to USENET](#)**

**[Following Up Articles Posted by other Authors](#)**

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**[Copying News Articles to Mail Folders](#)**

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**[Removing Old News Articles from your System](#)**

**[Summary of News Features](#)**



## Overview of News

One of the richest properties of the Internet/USENET is the provision it makes for discussion groups covering a staggering array of topics. There are currently over 5000 **interactive** news groups covering almost every academic and scientific discipline, the arts, personal issues, recreation, politics, government, education, and all major aspects of computer science, including many groups devoted to specific systems and software, such as UNIX, MS-DOS, Apple Macintosh, and Windows.

Many of the people who use USENET are prominent scientists, authors, artists, and academicians, and results of scientific research are often discussed and distributed on the USENET or in the Internet SIG groups (please see 'Internet Subject Information Groups' for more information about Internet SIG mailing lists). All this activity gives you access to the "global university". The Internet/USENET network is usually a friendly environment, and many authors of articles are willing to respond in depth to queries from individuals who have an educational interest in the topic at hand.

When you join one or more news groups, you will begin to receive "articles" that have been "published" by other participants in the news groups.

As a WinNET user, you can subscribe to any number of news groups. You can easily add or remove news groups any time, using the subscription management dialog box. This allows you to try out different groups to find the discussion areas that are of the most interest to you.

Most news groups are completely unmoderated. (There are some exceptions -- groups that only accept submissions from professionals, and some others that wish to provide a less "rowdy" environment for participants). The only boundaries are provided informally by the general culture of the USENET, which has an etiquette that has developed over time.

News is interactive. Once you have "signed up" for a group, you will begin receiving "articles" that have been posted by other people on the network to the group in question. If you read an article that piques your interest and to which you have something to add, you can respond by "following up" the article in the news group. Thus your input becomes part of the discussion. (You also have the option of replying privately to the author by e-mail instead of following up to the news group).

The WinNET Communications WinNET service also gives you access to the Clarinet news groups. Clarinet is an organization that provides professionally edited news articles, in the traditional sense of covering national and international events, sports, weather, syndicated columnists, financial markets, and so forth. The Clarinet groups are very popular with WinNET users.

A more detailed and precise overview of the USENET News network can be found in the pamphlet "Zen and the Art of the Internet" This pamphlet also covers other subjects relating to the Internet/USENET networks in an informal and easy to understand way. It can be obtained from WinNET Communications by sending e-mail to [request@win.net](mailto:request@win.net) with a **subject** line of:

**Zen**

## Getting the Lists of News Groups

In order to decide what news groups you want to subscribe to, you of course need to look at a list of news groups. WinNET Communications distributes comprehensive lists of all available news groups through its request@win.net service. A complete list of all 5,000+ news groups can be obtained by sending e-mail to:

request@win.net

With a **subject** line of:

News List

If you want a list of just Comp, Misc, and News (Computing, Miscellaneous, and News) groups, include a **subject** line of

News List 1

in the mail that you send to request@win.net

If you want a list of Alt, Bionet, Bit, and Biz groups (Alternate, Biology-Net, BITNET, Business), include a **subject** line of

News List 2

in the mail that you send to request@win.net

If you want a list of Rec, Sci, Soc and Talk groups (Recreation, Science, Sociology and Talk), include a **subject** line of

News List 3

in the mail that you send to request@win.net

If you want a list of Clari, GNU, IEEE, K12 and "other" groups (Clarinet professionally edited news, GNU software foundation, Institute of Electrical Engineers, Kindergarten through 12th grade education), include a **subject** line of

News List 4

in the mail that you send to request@win.net

NOTE: The request@win.net server is part of the WinNET Communications Internet service. Other files are available via this address. If you would like a complete list of files that you can request, send mail to request@win.net with a **subject** line of

Help

When you have looked at the lists and have decided which groups you want to add to your subscription, **write down the names of the groups carefully** so that you can add them correctly during the subscription process.

## Subscribing to News Groups

To subscribe to one or more groups, start WinNET Mail. From the 'News' menu, select 'Subscriptions'. In the field labeled "Enter the name of a news group to which you would like a subscription:" type in the name of one of the groups that you would like to receive. Click the 'Add' button. You will see that the name of the news group is added to the list box in the lower part of the dialog box.

You may continue to add as many groups in this way as you wish.

When you have completed adding the groups you want, click the 'OK' button. WinNET Mail will initialize and build a database that is news-ready, and will also create several mail messages to WinNET Communications. The next time you call WinNET Communications, your requests to receive news groups will be processed. The WinNET Communications system will then send you mail confirming that the groups have been successfully added to your receive list, and notifying you that you will be receiving the news groups soon.

In the event that you make a typing error when entering groups in the subscription dialog, or if the group you specified does not any longer exist in USENET, the return mail from WinNET Communications may indicate that there is an error. If you receive notice from WinNET Communications that an error occurred, you should open the News/Subscriptions dialog again and remove the news group from your list.

### Canceling a subscription

You can cancel your subscription to any news group at any time. To do so, select News/Subscriptions and locate the news group that you want to cancel in the list box that contains the names of your current groups. Highlight the news group name by clicking on it once or moving to it with the arrow keys. Click the "Remove" button. You can remove one or several groups in this way. When you've finished pruning your subscription list, click the OK button. WinNET mail will remove the news group(s) from your list of groups, and will generate mail to WinNET Communications indicating that you have canceled the group(s). WinNET Communications will in turn send you a mail message indicating that the group(s) has/have been removed from your receive list.

## Reading USENET News Group Articles

After you have signed up for one or more news groups, you will begin receiving articles from other USENET News users throughout the world written in these news groups. (The time between requesting a group and receiving articles may vary from a few hours to 2 days, depending on the volume of traffic of the group, and when WinNET Communications receives a batch of news for that group).

When these articles arrive on your system, they are NOT processed in the same way as e-mail. Instead of appearing in your incoming mail folder, news articles are processed directly to news folders pertaining to the specific groups. **To access the news folders, you can click the button in the control bar that is labeled 'News' or you can select 'News Group List' from the 'News' menu.** If you select the 'News Group List' before you have actually received any news, the display will be empty because only groups containing articles are shown. However, if you have articles, you will see each news group containing articles listed, in alphabetical order. The left-hand column of the display will also show how many new (unread) articles are present in each particular group.

Please note that when you click the 'News' button or select 'News Group List' from the 'News' menu, the Control Bar buttons so that various buttons needed for accessing News functions become visible. (If you want to return to the Mail context, just press the button labeled 'Inbox'). The buttons that are present on the control bar in the news context include a 'Post' button (to post a news article), a 'Follow-up' button, (to follow-up an article), a 'Copy' button, (to copy an article to a mail folder), and a 'Mark' button (to mark an article as having been seen, or to mark an entire news group of articles seen all at once).

**To open a news folder, double click on its entry in the 'News Group List'.** A new window will open, displaying information about the contents of each article that is in the news group folder. **To read a specific article, double-click on its entry.** You may also click on the control bar 'Next Item' button to read articles sequentially.

Articles are organized in conversational order, so that you can easily follow the "thread" of the discussion from one article to the next. Unread news articles are placed sequentially at the top of the list when you first open it. If you click the 'Next Item' button on the control bar to move from article to article, upon reaching the last new article the 'Next Item' button will close the viewer at that point so that you know you have reached the last of the new articles in the group. If you wish to review old articles, just click the 'Next Item' button again, and it will permit you to continue reading through previously seen material.

### The 'Mark' Button

If you do not wish to read a news article, you can click the 'Mark' button on the control bar. When you click the 'Mark' button, the currently highlighted article's status indicator will change from 'N'ew to 'O'ld so that it will not appear grouped with 'N'ew articles the next time you open this news group. Also, if you have selected 'Hide Old Articles' in the preferences dialog (please see the section 'Preferences' in the Help Index for more information about Preferences), old articles will not appear in news groups when you open them subsequently. Also, if you close the currently open news group and select the name of the news group from the master list of news groups and then click the 'Mark' button, ALL the articles in that news group will be marked as having been seen.

**IMPORTANT NOTE:** You cannot delete or move articles from a news folder. This is because the conversational "hierarchy" of articles must be retained by WinNET so that when new articles arrive, they can be placed in context. If you wish to prune your news group system, you should run the supplied CLEANUP.EXE program. This program will allow you to remove old news from your system. Please read the section entitled 'Cleaning up Old News' from the USENET News Help Index for more information about CLEANUP.EXE.

## Posting News Articles to USENET

Naturally, you will eventually want to contribute your own articles to groups that you participate in.

**To post an original article, (i.e., an article that is not specifically in response to another article), click the button labeled 'Post' on the control bar, or select "Post News" from the "News" menu.**

A window will appear which is subdivided into a header part and the editor section. In the header part are 2 drop down boxes and an edit field.

The first drop down box, labeled "**NewsGroup(s):**" is where you put the name or, if you are "cross-posting" to more than one newsgroup, names, of the news group(s) where you would like to publish your article. You can click the small arrow next to the drop down box if you would like to select the news group from the list of news groups to which you subscribe, or, if you like, you can type the name(s) in from the keyboard.

NOTE: "Cross posting", or posting an article to more than one news group, will sometimes get you in trouble with other members of the USENET community, particularly if you post to groups that are not closely relevant to the subject material of your article. While WinNET Communications takes no particular stand on this issue, users are warned that strong feelings about this are prevalent on the network. It is possible that another user or several users from the network might take it upon themselves to send you e-mail reviling you for what they consider to be inappropriate cross posting!

The second drop down box, labeled "**Followup-To:**", is where you can OPTIONALLY specify one or more groups to which follow up articles to your article should be posted. If you are only posting to one news group, it is generally best to leave the "Followup-To:" area blank, as all USENET news reading software will default to the current group(s) if no "Followup-To:" field is specified. However, if you do post your article to multiple groups, it is generally considered polite to specify one and only one follow-up group so that continuation of the conversation can take place in one news group only, or at most a few closely related groups.

Finally, in the third field, labeled "**Subject:**", put a carefully thought-out, brief description of what your article contains. It is even more important than with mail to attach a careful subject line to a news article.

When you have filled out the header area, **click the 'Edit' button** and write the contents of your article. **Click 'Done' when you have finished the article** and wish to dispatch it for publication on the network. WinNET will then publish your article in the appropriate news group on your system, and will put the article in queue for delivery to WinNET Communications and subsequent distribution to the USENET!

## **Following Up Articles Posted by other Authors**

If you read an article in a news group to which you would like to publicly publish an article in reply, **select the article in the news folder or open the article and then select 'Follow-up' from the 'News' menu.**

You will then see a window which is subdivided in the same way as the Post News window. In this case, however, the 'NewsGroup(s):' field and subject fields will be carried over from the original posting automatically. You might want to have a look at the 'NewsGroup(s):' and check for which groups are listed in terms of cross-posting. If only one group is shown, there is no problem. If however there a number of groups, and some of them seem inappropriate, in your judgment, you can edit this field and remove some or all but one of the groups. You can also specify a 'Followup-To:' group if you wish.

As with composing mail or posting news, when you have completed your article, click the 'Done' button to process your article and distribute it to the network.

## **Replying to/Forwarding articles by Mail**

In many cases, you may not want to post an article publicly to reply to an article of interest. Instead, you may wish to contact the author privately, by e-mail.

In this case, **select the article to which you wish to reply from the new folder where it appears, or open the article for reading. From the 'Mail' menu, select 'Reply to:' or click the 'Reply' button on the control bar.** WinNET will automatically set up the original article for reply by mail. For more information on using WinNETs e-mail facilities, please see the appropriate entries in the on-line help system.

## **Copying News Articles to Mail Folders**

Sometimes you will read a news article or follow a conversation (thread) that contains information that you would like to store permanently in a mail folder. This can be done easily.

**To copy a single article to a mail folder, just highlight or open the item that you want to save to a mail folder and click the 'Copy' button on the control bar.** A dialog box opens that shows you a list of all your user defined folders. Select the folder to which you'd like to copy the article, or enter the name of a new user-defined folder and click the OK button.

**To copy an entire conversational thread to a mail folder, select any article that is part of the thread that you'd like to copy from the news group list. Next, select 'Copy Thread' from the 'News' menu.** A dialog box opens that shows you a list of all your user-defined folders. Select the folder to which you'd like to copy the thread, or enter the name of a new user-defined folder and click the OK button.



## Using News Search

Using the 'Search News' operation from the 'News' menu, you can conveniently create subject-oriented folders that contain articles containing a specific search text.

### Conducting a Search

**To begin a search operation, select 'Search News' from the 'News' menu. At this point a dialog box will appear for you to define the search operation.**

The first field is labeled '**Search for phrase**'. This is where you put the search text. The text can be up to 80 characters in length.

The next field, which is optional, is labeled '**Disqualify as match**'. The purpose of this field is to provide text which could be mistakenly matched in the search operation.

The next section of the search dialog box is labeled '**Logic**', and consists of two radio buttons labeled 'Include all items with matching text' and 'exclude all items with matching text'. If you are trying to create a folder of items that include the text you put in the 'search for phrase' field, select the 'include all items with matching text' radio button. If you are searching for all items that DO NOT contain your search phrase, then select the 'exclude all items with matching text' radio button.

The next section of the search folders dialog box is called '**Criterion**', and allows you to further confine the scope of the search.

The first item in the 'criterion' area is an edit field labeled 'How Old: (in days)'. If you put a number here, the search will be confined to messages which are no older than that many days. If you don't put anything here, the search will ignore the age of the message.

The second item in the 'criterion' area is a drop down list containing all the folders defined for your mail system. If you wish to confine your search to a specific newsgroup, you can select a newsgroups from this list. If you do not select a newsgroup, the search will not be confined to a particular newsgroup, and will check all news articles on the system for a match.

If you check the third item in the 'criterion' area, 'Case sensitive', the search will be limited to the exact upper and lower case letters entered in the 'Search for phrase' field and 'Disqualify as match fields'.

**When you have filled out the fields of the search folders dialog box to your satisfaction, click 'OK'. The dialog will disappear, and you will see a message at the bottom of the WinNET Mail display (in the status line area) that reads 'Conducting background search for 'your phrase". If you wish, you can now continue working with other tasks within WinNET Mail or other applications while the search is conducted.**

**When the search is complete, (which may be quite a while if you have thousands of articles in your newsgroups and your search criteria were not very exclusive), WinNET Mail will produce the search results folder window that contains the articles that met your search criteria. You can then open any of the files it contains for examination. The standard editor Search facility will be pre-loaded with your search phrase, you to can select 'Find' or 'Find again' from the 'Search' menu to go to the search phrase immediately. You can also save the search results folder as a user-defined mail folder by selecting 'Save' from the 'News' menu. If, on the other hand, you close the search results folder by selecting 'Close' from the window's system menu, the results of the search will not be saved in any way.**

## **Removing Old News Articles From Your System**

From time to time, you will want to clear old news off your system. For this purpose, you must run the News Cleanup program. This is a separate program (CLEANUP.EXE) that was installed in your WinNET Mail Program Manager Folder when you installed WinNET Mail. Its icon has a picture of a garbage can.

The cleanup program has two main purposes. First, it deletes news articles older than a user-definable number of days. Second, It controls and takes care of archiving of the news groups that you specify.

The News Cleanup program has its own help file which can be invoked by pressing F1. When you want to expire old news articles, double click the Cleanup Icon in Program Manager. If you have never run cleanup before, or want to set up news archives for the first time, please press F1 and carefully read the Help for Cleanup.

## Summary of News Features

Automatic electronic subscription to individual news groups. Groups may be added or removed with a simple dialog box. Mail messages are generated to the subscription management software at WinNET Communications which takes care of adding and removing groups from the user's receive list.

Categorization of articles by News Group. As the user's system receives new articles, they are automatically delivered to folders corresponding by name to the proper News Groups.

Master News Group List. Like the folder list, this window displays all news groups that have articles in them, with groups having unread articles at the top, (along with an indication of the number of unseen articles).

Ordering of news articles by conversation threads. Articles can then be browsed so that fidelity to the chronological order of the conversation is consistently achieved.

Support for Posting original articles. The user can select "Post News" from the News menu to activate the News Composition Editor. The News Composition Editor has drop down lists from which news groups can be selected for posting and which also designation of a "Followup-To:" group. Articles may be cross-posted. (Sent to more than one news group).

Support for "Following Up" (responding in a news group to another article). The original news groups are automatically designated, or, in the case where the original article suggests a follow-up group, the follow-up group is automatically designated.

Support for reply by mail.

Support for copying news articles to mail folders.

Support for marking articles as "seen" "en mass", so that uninteresting articles can be dispensed with.

Support for copying articles from news folders to more permanent mail folders. Articles can be copied individually or by conversational "thread".

Communications Batch processing of news articles and mail for increased data-throughput.

Cleanup utility. This utility provides for deleting old news and mail. With a configuration file, optional archiving of news can be performed.

## Replying to mail and forwarding mail

WinNET Mail makes it easy to reply to or forward a mail message.

These operations are both represented by buttons on the control bar.

Both operations can be invoked either from any folder window, or from the mail message viewer.

**To reply to a mail message from a folder window, first select the line relating to the message to which you want to reply.** You can use either the mouse or the keyboard to select the item. The message will appear highlighted. **When the message is selected, just click the Reply button, or select 'Reply' from the 'Mail' menu.** You will then see a dialog box that asks you if you want to copy the original message into the mail composition editor. If you select 'Yes' here, the item will be copied, and each line from the original message will have a chevron '>' character in front of it. This is the 'Internet' mail convention for referring to or quoting another message. It indicates to the recipient of the mail that these lines are not written by you, but are quotations from the original message (or, in some cases, multiple quotations from a chain of several exchanges of messages).

The reply operation will also automatically fill out the fields at the top of the mail composition editor, and put the cursor in the editing area. It will also pick up the original subject line of the message and use this as the subject of the message you are creating, prefaced by "Re:". You can edit all the header fields, if you want to, before or after creating your reply, (before selecting the done button).

Once the mail composition editor has been invoked, go ahead with editing your message just as described in the section entitled 'Composing Mail', and press the 'Done' button when you have completed your reply.

**To forward a mail message from a folder window, select the item relating to the message which you want to forward. When the item is selected, click the Forward button, or select 'Forward' from the 'Mail' Menu.** The forward operation will always copy, in its entirety, the selected message into the mail composition editor.

The forward operation will automatically fill out the 'Subject:' field in the top section of the mail composition editor, but you will have to fill in the 'To:' field, and, optionally, the 'CC:' field. Once the header fields are set, click the 'Edit' button to add any text you wish to the forwarded message. When the message is readied, click the 'Done' button to process the mail.

**The process of replying to or forwarding a mail message from the mail viewer is essentially the same as working from a folder. When you click the Reply or Forward buttons (or select one of these choices from the mail menu), the command will operate on the message that you are currently viewing and will set up your reply or forwarded message in the mail composition editor in the same way as described for starting the operation from a folder.**

You can also reply to (by mail) or forward a news article. The functions work the same way when working with news articles as they do with mail messages. More details on replying to and forwarding news articles can be found in the help index under "USENET News".

## Browsing Mail

When you receive mail from another user, it is placed in a WinNET Mail folder called 'Incoming Mail'. By default, the 'Incoming Mail' folder automatically loads when you start WinNET Mail, so you can see the latest mail that you have received.

For each mail item in the 'Incoming Mail' folder, there is a corresponding line in the list of items that shows the sender of the item, the date that the item was originally mailed by the sender and the subject of the item. If the message has not yet been viewed, an **N** character will be in the status column at the left margin. This means that the message is **New**.

To read a message, you must first **highlight** the line showing information about the item. To do this, you can use the keyboard down-arrow to move the highlight to the item. To view the item in the mail reader, just hit the **Enter** key. Alternatively, you can double click any item with the mouse to view it or you may single click the item and hit the **Enter** key.

Once you have selected and are viewing a message, you will find yourself in the mail reader. At the top of the mail reader, the Internet address of the sender of the mail will be shown:

Example:

```
Reply-To: megamail@win.net
```

This address is for your reference. It can be added to your address book (see the section on the address book for more information) for easy recall later, if you wish.

*NOTE: The WinNET Mail message reader performs auto-scrolling past the formal Internet mail header of all messages. This is because most users like to see the body of the message near the very top, as opposed to looking at the Internet message header. If you want to look at the Internet message header of a mail message, press **PgUp** or use the scroll bar to scroll up to the area where the header is located.*

Once in the message reader, you can scroll through the message as you would with any Windows text editor, using either the keyboard or the scroll bar. You can also use the **Edit** menu's **Copy** command to move a selected region of the message into the clipboard for pasting into a message you are composing or into another file with WinNET Mail or another application. (See the section about the WinNET Mail editor for more information on these operations)

When you are finished reading the message, you can either close the message by using the **Close** command in the message reader window system menu, or press **Ctrl-Hyphen**. If you have more mail in your 'Incoming Mail' folder, you can click the **Next Item** button to view the next mail message. You can also select this operation from the **Mail** menu.

After reading one or more mail messages, when you have returned to the 'Incoming Mail' folder window, you will note that any new messages that you read now have blanks in the status column. This indicates that the message has been read.

*NOTE: When you click the **Next Item** button (or select **Next** from the **Mail** menu), the viewer will sometimes disappear and you will be returned to the folder containing the list of your messages. This occurs when you move from a series of new messages to an old message, as a way of indicating to you that you have already seen the next message. If you want to see the old message that follows anyway, just click the **Next Item** button a second time.*

## **Menu Commands**

Chose the menu for which you would like more information about commands. The information provided for each command is for quick reference. More detailed information about commands is available under the "Using WinNET Mail" topic list of the Help program main index (To access the main index, press the Help **Contents** button).

**File Menu**

**Edit Menu**

**Search Menu**

**Folders Menu**

**Mail Menu News Menu**

**Window Menu**

**Preferences Menu**

## **File Menu**

<b>New</b>	Open a system editor window with a new file.
<b>Open...</b>	Open an existing file in a system editor window.
<b>Save</b>	Save the active system editor file to disk.
<b>Save As...</b>	Save the active system editor to disk with a new filename.
<b>Close</b>	Close the active system editor window.
<b>Import File...</b>	Import an existing text file into the active system editor file at position of cursor.
<b>Print...</b>	Print the file contents of active system editor.
<b>Run DOS Shell</b>	Open a full screen DOS Window.
<b>Exit</b>	Quit WinNET Mail.

## **Edit Menu**

- Cut** Copy the selected text to clipboard and excise selected text from file.
- Copy** Copy the selected text to clipboard.
- Paste** Paste contents of clipboard at current cursor location.
- Paste Quote** Paste contents of clipboard at current cursor location and preface each line pasted with a chevron '>' character.
- Clear** Excise selected text from file.



## **Search Menu**

<b>Find...</b>	Search for text string entered by user.
<b>Again</b>	Repeat last find.
<b>Replace...</b>	Search for a text string entered by user and replace with a string entered by user.
<b>Goto</b>	Goto line number or percentage depth of file specified by user.
<b>Search Folders...</b>	Search the contents of a folder or entire collection of mail for text entered by user. Build a folder of mail items that meet search criterion.
<b>Shrink Results...</b>	Perform additional search within folder created in initial search to eliminate unwanted items.
<b>Grow Results...</b>	Perform additional search to augment folder created in initial search with new items meeting new criterion.
<b>Save Results...</b>	Save the search results folder to a permanent, regular mail folder.

## **Folders Menu**

**Incoming Mail** Bring Incoming Mail folder to the front.

### **Clear Incoming Mail**

**To Old Mail** Move any non-new messages in the Incoming Mail folder to the Old Mail folder.

### **Assign to folders named after senders**

Move any non-new messages in the Incoming Mail folder to folders that have the full name field of the sender of each message as the folder title. Create new folders as needed.

**Old Mail** Bring the Old Mail folder to the front.

**Mail Sent** Bring the Mail Sent folder to the front.

**Folder List** Bring the list of all folders to the front to select folders to open.

**Reverse List** Reverse the order of messages in the currently active folder window.

**Create Folder** When the folder list is the active window, allow user to supply name of a new folder and create.

**Delete Folder** When the folder list is the active window, delete the currently selected folder and all mail messages it contains.

**Rename Folder** When the folder list is the active window, allow user to supply a new name for the currently selected folder.

## Mail Menu

- Next Message** Close the current mail reader window, if any, advance the highlight band in the active folder, and load the next message into a mail reader window.
- Compose Mail** Invoke the Mail Composition editor so user can prepare a new mail message.
- Attach Binary File** When Mail Composition Editor window is active, allow the user to select a binary or text file for attachment to the current mail composition.
- Detach Binary File** When mail reader window is active, allow user to select a directory location for the placement of an attached file, and process the attached file to its original content in a file in the directory specified.
- Reply To** Invoke Mail Composition Editor to reply to currently selected or open mail message. Offer user option to copy original message.
- Forward** Invoke Mail Composition Editor with copy of currently selected or open mail message for forwarding of message to another e-mail address.
- Call Server Now** Invoke the mail communications program, (uucico), to call WinNET Communications mail server so that mail messages can be posted and waiting messages can be delivered..
- Delete Item** If mail reader is open, close current message and mark for deletion, then open next message. If mail reader is not open, mark currently selected message deleted and move selection band to next message.
- If message is already marked for deletion, remove deletion mark (undelete message).
- Note: Messages are only deleted when you close the folder with items marked for deletion, or, when you exit WinNET Mail.**
- Move Item** If mail reader is open, close current message, allow user to enter the name of a new or existing folder, and move message to folder selected by user. Load the next message into a mail reader window.
- If mail reader is NOT open, allow user to enter the name of a new or existing folder, and move the selected message to the folder selected by the user.
- Copy Item** Allow user to enter the name of a new or existing folder, and copy the open or selected message to the folder selected by the user.

**Address Book management...** Bring up the address book management dialog box so user can add new address book entries, or edit / delete existing entries.

## News Menu

- Post News** Invoke the news composition editor to compose a news article to be posted on USENET.
- Follow-up** Respond the currently highlighted or open article with a follow-up article posted publicly to the same group(s) as the original article.
- News Group List** Bring the master list of newsgroups to the front to select and open individual news groups.
- Subscriptions...** Open the news group subscription dialog box to add and/or remove news groups from user subscription list.
- Mark Seen** If article is open in viewer, close viewer; if news group list is active, mark currently highlighted article as read; if master list of news group is active, mark **all** articles in currently highlighted news groups as having been read.
- Copy Thread...** Copy all articles in the same conversational "thread" as the currently highlighted article to a permanent mail folder. (Including the currently highlighted article.
- Search News...** Conduct a background search of a news group, or all news groups, for a key phrase.
- Save Results...** Save search results to a permanent, regular mail folder.

## **Window Menu**

- Tile** Arrange all open windows in a non-overlapping, tile pattern.
- Cascade** Arrange all open windows in a overlapping, cascaded pattern.
- Arrange Icons** Place any icons of windows that are in an iconized state in orderly rows at the bottom of the work area.
- Close All** Close all open windows.

## Preferences Menu

- Word wrap on/off** Toggle the word wrap mode between on and off. A check-mark appears when word-wrap is on.
- Set Tab** Set the width of a TAB character, in space character units.
- Colors** Select a pre-defined color set for WinNET Mail's display.
- Change Font** Select a font for text display in messages and open files.
- Enlarge Font** If Courier font is selected, enlarge the font scaling one level.
- Reduce Font** If Courier font is selected, reduce the font scaling one level.
- Preferences...** Invoke user-options dialog box to set various program behaviors.

## What is the Internet/USENET ?

The 'Internet/USENET' is the world's largest computer data network, and has been traditionally associated with university and corporate UNIX computing facilities. It is comprised of thousands of computer systems connected by either high-speed, direct links (Internet) or by dial-up telephone lines (USENET). WinNET, for MS-DOS computers running Microsoft Windows, is a user-friendly implementation of the programs and utilities needed to access and transparently route mail and USENET news to and from the Internet/USENET mail network.

The 'Internet/USENET' mail network is known as a 'store and forward' network. This means that all messages are composed 'off-line' at the user's site and at the user's pace. As the user composes messages they may be 'mailed' immediately or stored on the user's system until a scheduling program, (provided with WinNET Mail), calls the mail service to forward the user's mail and, during the same session, to receive whatever mail is available for the user.

The only telephone 'link' time involved in the process is the time necessary to actually transfer the messages, which, with today's high speed modems, is highly economical.

A more detailed and precise overview of the Internet/USENET News network can be found in the pamphlet *Zen and the Art of the Internet*. This pamphlet also covers other subjects relating to the Internet/USENET networks in an informal and easy to understand way. It can be obtained from WinNET Communications by sending e-mail to [request@win.net](mailto:request@win.net) with a **subject** line of:

**Zen**



## Technical Support

If you need additional help in resolving questions you have about WinNET Mail, you can receive free technical support by sending Internet e-mail to **help@win.net**.

If you are having problems getting WinNET Mail to work properly enough to send e-mail, give us a call at:

**(502) 589-6800**

For the purposes of written correspondence, our US Mailing address is:

WinNET Communications, Inc.  
Post Office Box 4189  
Louisville, KY 40204  
United States of America

You may also send a fax with questions or comments to our **fax** machine at **(502)-589-7300**. We would also appreciate hearing from you with any comments or general suggestions that you have about WinNET Mail, or about WinNET Communications.

## Composing Mail

To compose a mail message, **start the process by clicking the 'Compose' button** on the control bar. (Alternatively, you can select 'Compose' from the 'Mail' menu). This will open the mail composition edit window.

At the top of this window, there are several fields, labeled 'To:', 'CC:', and 'Subject:'.

**The only field that you MUST fill in for a message is the 'To:' field.** In the 'To:' field, you should put the Internet/USENET e-mail address of the person for whom your mail is intended. Alternatively, you can click (or press Alt+Down Arrow) on the little arrow box next to this field to pull down a list of Address book entries that you have defined previously. You can then select the recipient from this list. (See the section about the address book for more information about how to create address book entries). Also, you can just type an address book entry into the field directly, if you know it by memory. **You also have the option of entering multiple recipients** in the To: field, using either the direct e-mail addresses or address book entries, or a combination of both. To do so, **make sure to separate each address or address book entry with a comma!**

Another way of sending your mail to additional persons is using the next field, the 'CC:' ("carbon" or "courtesy" copy) field. The net result of using the 'CC:' field is very similar to listing multiple addresses or entries in the 'To:' field. The only difference is that the formal mail header on the mail item that is sent will list these additional recipients as 'CC'd rather than in the main 'To:' field of the header. This has the same nuance for recipients of mail as with formal correspondence with internal office memos, etc.. It indicates that the item is sent primarily for the person's listed in the 'To:' field, but that it has also been posted to certain other persons for their reference.

The final field at the top of the mail composition edit window is the 'Subject:': field. Although you are not required to put anything in this field, it is very polite, in e-mail 'etiquette' to do so. Putting a thoughtful, descriptive subject here will allow the recipient of your mail to know at a glance what your mail is about, and will also help him/her later in categorizing mail items for assignment to different folders. It will also be used in replies to your mail to indicate the original subject when you receive a response to your mail.

**Once you have filled out the desired fields in the top section of the mail composition editor, you can TAB to the 'EDIT' button (or just click it) to move into the editing area.** (You can also just click in the editing area at any time to start writing your message).

Once in the editing area, **type the contents of your message.** If the 'Preferences'/'Word-Wrap' menu choice has a check by it, word-wrap will be turned on and you don't have to worry about hitting carriage return at the end of each line. In some cases, you may want to do your carriage returns manually. To turn word-wrap off, just select 'Preferences'/'Word-Wrap' and the check will go away, indicating that word-wrap is disabled.

If you want to incorporate an existing text file into your mail message, you can use the 'File'/'Import' menu choice to bring up a file open dialog box to do so.

You can also use the 'Edit' menu's 'Cut', 'Copy', 'Paste' and 'Clear' features to add or excise additional material to/from other applications or the WinNET Mail system editor or mail message viewer to/from your mail item.

The WinNET Mail editor is very powerful. It can work with files of any size, and has many easy to use features which facilitate complex editing tasks. For more information about WinNET Mail's editing facilities, see the section entitled 'The WinNET Mail Editor'.

**When you have finished your mail message, you can quit the mail composition editor by clicking the 'Done'**

**button in the top section of the editor**, or, you can press the ESC key, which will move the 'focus' back to the top section, specifically, to the 'Done' button, which will appear highlighted. You can then depress the 'Done' button by pressing the SPACE BAR, or by pressing the ENTER key. If, before quitting, you want to edit the fields at the top of the editor, you can TAB between the fields as with dialog boxes, then tab back to the 'Done' button and depress it to exit. (Or, you can use the mouse to accomplish these operations).

After depressing the DONE button, you will see a message flash on the status line at the bottom of the WinNET Mail main display, which says **SPOOLING MAIL, PLEASE WAIT**. This indicates that your mail is being processed for sending.

Also, you will see a dialog box that asks you **Save a copy of mail in 'Mail Sent' folder?** If you select 'Yes' here, a copy of the mail you are sending will be saved in a folder that is automatically created for you and named 'Mail Sent'. You should say 'Yes' here if the item you are sending is something you may want to review later.

After a few moments, processing of your mail will be complete, and it will be properly set up on the system for Internet/USENET mailing to your recipient at the time of your next communications session.

**To actually send the mail** on its way, you need to invoke the mail communications program, which calls up the WinNET Communications Internet/USENET mail service, dropping off the message for delivery. You can do this immediately by **clicking on the 'Call' button** that is located on WinNET Mail's control bar. (This button has a picture of a telephone). However, it is not necessary to send the message right away if you don't want to. It will wait safely on the system for as long as you wish, and will go out with any number of other messages that you have created, the next time that you press the 'Call' button.

**When the communications program connects with WinNET Communications, your outgoing mail will be dropped off. If any incoming messages are waiting for you at WinNET Communications, the system will 'turn around' and send these messages to you. These will automatically be stored in your incoming mail folder.**

## **A Brief Overview of WinNET Mail**

### **What does WinNET Mail Do?**

WinNET Mail lets you send electronic mail via modem to any other person who either has another copy of WinNET Mail or to anyone who has an 'Internet/USENET' mail account. This process is very similar to sending mail by the post office, except that it's paperless, convenient, costs less, is more reliable, and happens much more quickly!

WinNET Mail also provides complete access to the **USENET News** network, a collection of over 5,000 subject interest groups covering every conceivable topic. Many users of the Internet/USENET find USENET News to be the most interesting and important service. "The News" links you to millions of correspondents world-wide, -- many foremost experts in their fields, -- and allows you to share your ideas, experiences, and opinions with a wider audience than can be achieved by almost any other print medium.

Using WinNET Mail, you can also join any of the over 1600 Internet Subject Information Groups (SIGs). These groups are similar to USENET news, but use the standard mailing capabilities of the Internet instead of USENET conventions.

For detailed information about USENET News and Internet Subject Information Groups, please click on the appropriate sections ("USENET News" and "Subject Information Groups") in the Help Index.

### **What Features does WinNET Mail have?**

All the software you need to use WinNET Mail fully is included with the WinNET Mail distribution, including a provided program that allows you to automatically (and instantly) gain access to an unlimited Internet/USENET account, through the WinNET Communications Internet/USENET service.

WinNET Mail has a user-friendly, 'state-of-the-art' Window's Multiple Document Interface, replete with a toolbar, status lines, and support for user-defined mail folders, address book, and data-base like search facilities. The search facilities allow the user to easily create subject folders for mail, by creating search result folders. WinNET Mail has built-in support for storing mail in folders named after the senders of mail items, and for keeping the user's own mail compositions in a separate folder.

Facilities for easily replying to or forwarding mail, and for posting and following up news articles (at a button click) are intelligently implemented.

WinNET Mail supports a very integrated and user-friendly implementation of the UNIX uuencode/decode utilities for Internet/USENET compatible BINARY FILE TRANSFER. These utilities allow the user to select a file of any size or data format to be included and mailed along with a message as an 'attached binary file'. The recipient may then simply select a directory, using a file dialog box, as a location for storing the attached binary file.

WinNET Mail's USENET News support includes a context sensitive toolbar for accessing news functions, automatic distribution of articles to separate subject folders corresponding to the correct group(s) for each article, conversational "threading" of articles, easy to use subscription management facilities for adding and removing news groups, search capability across news groups or within a single news group, tools for copying news articles to mail folders, either singly or by thread, and support for automatic archiving of entire news groups.

WinNET Mail's editor is based on the WinNET Communications famous and widely distributed 'Mega Edit' product. The editor can seamlessly handle files as large as virtual memory will allow, and fulfills completely the CUA interface standards published by IBM, including word-wrap, cut & paste, text

search/replace, Goto, file import, support for printing, DOS shell, tab control, variable, sizable font support, and so forth. The editor can also be used to open and edit any files on the user's system, either for the purpose of constructing complex mail messages from multiple text files, or for any other purpose. The version of the editor integrated into WinNET Mail is tailored carefully to meet the needs of users preparing and editing Internet/USENET mail, and has built-in support for various mail composition conventions.

WinNET Mail's communications module is a high-performance implementation of the UNIX 'uucico' utility (unix-to-unix-copy-in-copy-out). The communications module supports computer to modem interface speeds up to 57,600 bps, and the WinNET Communications systems are also configured to support a data link at 57,600 bps, with full v.42bis data compression. This can result in data throughput averaging significantly above the rated telephone line speed of 14,400 bps modems supporting compression protocols.

The communications utility runs smoothly in the background while other Windows applications may be active, and is very tolerant of disruptions by long processing cycles of other applications. The communications utility has a fault-tolerant mode of operation such that no possibility of losing a queued mail item exists short of a complete hard-disk/system failure. It uses CRC error detection to completely guarantee faithful transmission of data, and will automatically monitor for error conditions and perform intelligent actions to ensure timely delivery and receipt of mail. It displays detailed transmission statistics as it runs, and records information about its activities in several detailed logs.

Additional utilities are provided to accomplish detailed scheduling of automatic, periodic connection to the WinNET Communications mail server, and to provide user notification of newly arrived mail.

## Calling the Mail Server

To actually send mail you have composed on its way, you need to invoke the mail communications program, which calls up the WinNET Communications Internet/USENET mail service, dropping off the message for delivery.

**You can invoke the communications program immediately by clicking on the 'Call' button** that is located on WinNET Mail's control bar. (This button has a picture of a telephone).

**Note: In order for the communications program to work properly, you MUST run the ACCOUNT.EXE program, supplied with your WinNET Mail software, to set up an Internet/USENET account with WinNET Communications. Please see the file read-1st.txt for information about setting up you Internet/USENET account.**

However, it is not necessary to send the message right away if you don't want to. It will wait safely on the system for as long as you wish, and will go out with any number of other messages that you have created, the next time that you press the 'Call' button.

When the communications program connects with WinNET Communications, your outgoing mail will be dropped off. If any incoming messages are waiting for you at WinNET Communications, the system will 'turn around' and send these messages to you. These will automatically be received into your incoming mail folder.

If you want, you can also set up the automated mail transfer features of WinNET Mail so that WinNET Mail will call WinNET Communications according to whatever schedule you desire. This way, you don't have to invoke the call button directly. (for more information about the automated mail transfer features, see the section called 'Automating Mail Transfer').

When you press WinNET Mail's 'Call' button, the communications program starts up to convey all your outgoing mail messages to the WinNET Communications Internet/USENET service, and also to pick up any messages that are waiting there for you.

On initialization, this program will open the communications port and connect to your modem at the interface speed you specified when you ran the WinNET Mail setup program. It will then configure the modem, also according to your specifications, take the phone off-hook, and dial the WinNET Communications UNIX computer system. Once connected it will log in with your system name. After log on, the transfer of incoming and outgoing files takes place.

**When you press the 'Call' to start communications, the communications program initially shows at the bottom of your display as an icon. (With a picture of a telephone). If you wish, you may double click this icon to see a display of various messages and statistics as the program operates.**

The statistics show such things as the number of files transferred in each direction, the speed, on a file by file, real-time basis, of the progress of the transfer, broken down in several time units, bad-packet errors detected either on incoming or outgoing packets, and the total number of bytes transferred during the session. The session's starting time, (defined as the point at which login has succeeded), and the session length will be displayed at the bottom. There are also two message fields. The field on top, labeled 'latest error' will display information about the most recent error that has occurred, if any. The lower field, labeled 'most recent event', displays messages about various milestones that have transpired during the current session, such as 'opening port', 'connected to server', 'establishing protocol', 'queuing file', 'sending file', 'file successfully sent', 'reversing role, becoming receiver', and so forth.

The communications program is designed to be 'fault tolerant', which means that it has 'smarts' which allow it to compensate for error conditions. With the proviso that a program-compatible modem is properly configured, you should almost never experience communications failures, and data will always

be transmitted with perfect fidelity to the original. This latter is accomplished by a system known as Cyclic Redundancy Checking (CRC Error correction), whereby a formula is applied to each outgoing packet resulting in a number which is sent along with the packet and verified by the receiver. If the CRC numbers do not correspond, the receiver will request re-transmission of the data until the CRC numbers are in agreement on each side.

In the unlikely event that communications do fail, there is a final fail-safe in that spooled files are never destroyed until sender and receiver have agreed, by a robust series of mutual acknowledgments, that the file has been faithfully sent and received in its entirety. Thus, after a failed session, mail files continue to be present on both systems until the next communications session is initiated, at which time the transfer will be retried. This situation will obtain until successful transfer of the files is achieved.

**Many of the statistics that the communications program displays are also saved in log files for your subsequent examination.** You can view these files with a text editor. The files can be found in the directory where you installed WinNET Mail. The files created and maintained by the communication's program, and their contents, are described below:

**STDEVT.LOG:** This file contains all the messages that appear in the 'most recent event' field of the communication's program display. The log thus serves as a **record of significant events** that transpire during each communications session.

**ERROR.LOG:** This file contains all the messages that appear in the 'most recent error' field of the communications program display.

**XSTATS.LOG :** This file contains a file by file **record of the number of bytes transmitted** (either send or receive), the number of seconds required, and an average statistic for bytes transferred per minute. Additionally, there is a summary for each session of the above statistics for all files transmitted.

**NOTE:** You can also view these files when the communications program is running by clicking the corresponding buttons on the surface of the communications program's display window.

## **User-defined Folders**

User defined folders can be created in a variety of ways. One of the most common methods is using the 'Folder' menu 'Clear Incoming Mail/Assign to folders named after senders' command. This command will create individual folders named after and containing correspondence from each person from whom you have received mail.

You can also create user-defined folders directly from the folder list window by pressing the INS key, or by selecting 'Create' from the folder menu when the folder list window is the currently active window.

Also, when you either move or copy items from a folder, you can create a user-defined folder simply by typing the name of a new folder into the name field to answer the prompt about the name from the folder, (instead of picking a previously defined folder from the list).



## **Folder Management**

WinNET Mail supports a very detailed and carefully designed system of folders for storing the user's categorized mail messages. In combination with the database-like search folders functions, it is possible to build very specialized storage locations for specific types of mail that you send and receive.

Within the WinNET Mail environment, it is possible to work with several pre-defined folders that have special functionality, as well as creating both user-defined folders and search result folders. (Search result folders are described in the section, 'Searching Folders').

Please see any of the following for more information on Folder Management:

**[Opening a folder](#)**

**[Creating, Deleting, and Renaming Folders](#)**

**[Reading Folder Messages](#)**

**[Deleting Folder Messages](#)**

**[Moving and Copying Folder Messages](#)**

**[Folder Sorting Order](#)**

## The Address Book (Aliasing)

### What is the address book?

The address book lets you create a database of the names of people with whom you regularly correspond which can then be used to fill in the 'To:' or 'CC:' fields of the mail composition editor instead of using formal Internet addresses. Address book entries simplify the addressing of mail and help you to avoid mistyping formal Internet addresses, which can sometimes be rather long and hard to remember.

For example, if you regularly send mail to the president of WinNET Communications to discuss your suggestions or observations about WinNET Mail, you would normally have to address such messages to `tague@cwinc.win.net`. You might want to create an address book entry for this address. A logical choice for the address book entry would be the WinNET Communications president's real name, which is 'Michael Tague', or more simply still 'tague', or even 'mt'.

### How to create address book entries

To create address book entries, **select 'Address Book Management' from the 'Mail' menu**. This will bring up the address book dialog box.

The address book dialog box allows you to both edit the address book data base and to add new entries.

If you want to add a new entry, **start by clicking the 'Add' button** that appears in the top left part of the dialog box. The cursor will move to the lower section of the dialog box, into the field labeled **'Enter a name that is easy to remember and type:'**. To follow through with our hypothetical example, this is where you would type in the WinNET Communications president's name, i.e., Michael Tague, or a moniker or abbreviation of the name, such as 'tague' or 'mt'.

Next, **press the TAB key or use the mouse to move to the box immediately below the name field**, which is labeled **'Enter one or more complete e-mail addresses, or previously defined names...'**. In this area, type in President Tague's real Internet address, which is:

```
tague@cwinc.win.net
```

This completes the process of creating a simple entry, so now **click the 'Install' button**. After clicking 'Install' the fields will clear, and the cursor will appear again in the field labeled 'Enter a name which is easy to remember and type:'. This is to allow you to add additional names.

To verify that the entry was successfully entered, you could navigate at this point, (with the mouse or by hitting TAB several times), back to the top portion of the address book dialog to the drop down list control labeled: 'Installed Entries:'. By clicking on the small down arrow, or by pressing Alt+DownArrow on the keyboard, you can pull down the contents of this list. You should see the name you entered earlier in this list, i.e., 'Michael Tague'. If you then select this item, using the keyboard or the mouse, you can then click the 'Edit' button. Clicking the edit button will copy the selected item from the 'Installed Entries' list down to the name field in the lower portion of the dialog box, and will also show in the address field the Internet address which is associated in the database with this name. You can then proceed to edit/modify either of these fields, and then press 'Install' again, to store your modifications.

Similarly, you can also select an item from the 'Installed Entries' list, and click the 'Delete' button to remove the name and address from the address book database.

Whenever you are finished working with the address book dialog, click the 'Quit' button to close the dialog.

**NOTE:** The address book will allow you to create compound entries that consist of multiple addresses associated with a single name. To do this, click add to begin the process in the usual way. When you move to the field labeled 'Enter one or more complete e-mail addresses or previously defined names...', enter each address that you want associated with the name, **AND MAKE SURE TO SEPARATE THE ADDRESSES WITH COMMAS**. You can also put previously defined address book entries in this field, which may also be compound, as long as you put commas between every logical entry.

The address book entries that you create using the address book dialog become immediately accessible to the drop down lists associated with the 'To:' and 'CC:' fields of the mail composition editor. When composing mail, just click on the small down arrows next to these fields to access the list of address book entries. You can select an entry by double clicking with the mouse, or by using the arrow keys. If you use the arrow keys, you will have to press the TAB key to 'fold up' the list and move to the next field.

**NOTE:** You can add new entries to the address book even while the mail composition window is active. As soon as you press the 'Install' button and quit the address book, the new address book entry will be transferred to the drop down list controls in the mail composition editor.

## Sending and Receiving Binary Files

Most of the mail traffic on the 'Internet' network is in the form of plain ASCII text, with no control characters or extended graphics characters. This is because mail must sometimes pass between many relay computer systems to get to its destination. Plain ASCII text is the common data format that guarantees proper processing for all system which are part of the network. Using the WinNET Mail editor ensures that your messages will conform to this requirement.

But what if you want to 'mail' a Word Processing document, or a graphics file, or an executable program to someone? (These files are called 'binary' files, because they consist of bytes that can have any values in addition to those of the standard ASCII character set of letters, numbers, and punctuation marks).

Never fear! **WinNET Mail will let you mail any file type that you want!**

This is accomplished by translating binary files into a sequence of bytes that ARE pure ASCII, and then retranslating them back to their original format at the other end. It isn't necessary to understand the details of this process. Mailing and receiving binary files is very easy with WinNET Mail. In fact, it is MUCH easier than using traditional communications packages.

### Sending a binary file

To mail a binary file, **first start up the mail composition editor** by clicking the 'Compose' button on the control bar, or by selecting 'Compose' from the 'Mail' menu.

Next, **fill out the fields in the top section of the mail composition editor as you normally would** to send a regular message, as described in the section called 'Composing Mail'.

You can then **add some text to your message, saying whatever you like, perhaps describing in some detail the binary file you are mailing.** It is not necessary to add any text if you don't wish to.

**Next, incorporate the binary file into your mail message by selecting 'Attach Binary File' from the mail menu. A dialog box will appear asking you to select a file from somewhere on your system. Use this dialog box to find and select the binary file that you wish to attach. Click the 'OK' button.**

**That's it! After you have attached the file, click the 'Done' button.** You will be asked, as usual, if you want to keep a copy of the file in your 'Mail Sent' folder. You might want to select 'Yes' here, if you added some text to the message that included the binary file. When you select 'Yes', only the text portion of your message will be saved in your 'Mail Sent' folder. The binary part will not be kept, and instead, only a line showing:

Attached File: FILENAME.EXT

will appear in the copy of the mail, at the very top.

**NOTE:** *You can only send one binary file per mail message. If you want to send more than one binary file, the most convenient approach is to use a DOS archiving program to process several files into an archive before 'attaching' it to a mail message. This has the added advantage of compressing the data that is to be sent, reducing the transfer time. PKWares 'PKZIP' program is recommended by WinNET Communications for this purpose. This program is found on all Electronic Bulletin Boards, as shareware.*

### Receiving Binary Files

When you receive a binary file from another WinNET Mail user, the first line of the message will indicate

that a binary file is attached:

Attached File: FILENAME.EXT

If you receive a binary file from a standard UNIX Internet mail site, this line will not be present, but the user will generally indicate in the text part of the message that an encoded file is attached. Also, you'll see a long section of characters after the text part of the mail message that is not legible, preceded by a line which says something like:

**begin 666 filename.ext**

This is the encoded binary file data.

When you receive an 'attached' binary file, you can reconstruct the binary file from the mail very easily. **From the 'Mail' menu, select 'Detach Binary File'**. You will then see a dialog box asking you to select a directory where you would like the binary file to be stored. **Use the dialog box to locate the correct directory, and double click on the directory. Then click 'OK' to select the directory.** The hourglass cursor will come up while the binary file is being unbundled from the mail item. When the process is complete, a message box will appear informing you that the file has been successfully processed. The reconstructed binary file is now stored in the directory you selected. If the file is an archive, you may have to then go to the DOS prompt to unarchive the files it contains. The sender of the item should provide instructions in the text part of the message if anything unusual is necessary.

## Reconstructing Multi-Part Binary Files

If you subscribe to USENET news groups, you may subscribe to a group that disseminates binary files. (For example, comp.ms-windows.binaries, or the various groups that have graphics files). Because many systems on the Internet/USENET network do not allow files to be larger than about 100,000K in size, larger files distributed in these groups are frequently "cut" up into more than one piece, and the pieces arrive separately as single files. If you receive a collection of such files, it is necessary to reconstruct them into a single file so that it can be decoded to the original binary file.

1. Start by opening a new file by selecting 'New' from the File menu.
2. Next, open the first of the multi-part binary files that you received. Towards the beginning of this file, look for 'begin' line of the encoded material that it contains. This line usually has a format like:

begin 666 filename

Place the cursor at the beginning of the begin line, and click to move the caret there. Press Ctrl+Shift+End to select/highlight the remainder of the file. Next, "adjust" the selection by holding down the shift key and using the arrow keys so that only the last line of encoded material is selected. (Pressing Ctrl+Shift+End selected everything to the end of the file, and you do not want to copy any material that is not part of the encoded material -- usually, there is a line of dashes at the bottom of such files with the embedded comment "--- Cut Here ---" this last line should NOT be selected...). Make sure that the last line of encoded material is entirely selected. Press Ctrl+C to copy your selection.

3. Move back to the new file that you opened as the first step. Press Ctrl+V to paste the copied material into the new file. After pasting, position the caret so that it is at the beginning of the next (blank) line, so that when you return to this file to paste again, the caret is in the right position.
4. Open the next in series of the multi-part binary files. Place the caret at the beginning of the first line in the file that contains encoded material. Often there will be a line of dashes with the embedded comment "-- Cut Here --" above the first line. You should NOT include this line when you select text from the file (it is not encoded material). Once again, press Ctrl+Shift+End, then adjust the selected text as described in step 2 so that extraneous material at the end of the file is not selected.

5. Repeat steps 3 and 4 until you have pasted the contents of each of the parts of the binary file into the file you opened in step 1. When working with the last file in the series, MAKE SURE TO INCLUDE THE LAST LINE OF THE ENCODED MATERIAL THAT SAYS 'end'. This 'end' line IS part of the encoded material, and must be present at the end of the reconstructed file you have put together.

You can now detach the re-integrated attached binary file by selecting 'Detach Binary File' from the Mail menu.

## Notes

You can rename attached binary files to anything you like in the dialog box that comes up when you select 'Detach Binary File'.

If you select the 'Run DOS Shell' command from the file menu after a 'Detach Binary File' command, WinNET Mail will automatically make the directory where you detached the binary file the current working directory in the DOS session that is spawned.

If you receive a binary file from a non-MS-DOS user, the original file name of the attached file may not conform to the rules for MS-DOS file names. WinNET Mail handles this by creating a default file name, 'UNIXNAME.XXX', that does correspond to the rules for DOS file names. This is the file name that will appear in the choose directory dialog that comes up when you select 'Detach Binary File.' You can change the name in the dialog box to something more suitable, if you know what the file contains and have a better name in mind.

You may sometimes receive files from non-MS-DOS users that are in a format created by special compression or archiving utilities from those systems. The most common of these are the UNIX 'compress' and 'tar' (tape archive) utilities. In the event that someone sends you a file formatted by these utilities, you can acquire MS-DOS equivalents of these programs from CompuServe. They can both be downloaded from the UNIXFORUM section of CIS.

## Searching Folders

One of WinNET Mail's most interesting and powerful features is the support it has for data-base like search of the your collection of mail messages for a search-text. This search can be configured according to some simple rules, which help to refine the outcome of the search. The immediate result of searching folders is a 'search results folder'. The search results folder will appear after the conclusion of the initial search, with the same list format as regular folders, containing the mail messages that meet the search criteria.

Note: You can also search through news group folders. Please see the section 'Searching News Folders' under the 'USENET News' topic in the Help Index for more information about news searching facilities.

Once an initial search has been performed and a search results folder has been created, it is possible to run subsequent searches to 'shrink' or 'grow' the search folder results, by excluding or including additional items according to new rules that you define for each separate search. You can run as many shrinks and grows as are needed to satisfy the total criteria you have in mind. At any time, you can view the messages that your search results folder contains, by double clicking a mail message to start the mail reader just as you would from a regular folder. If an item doesn't really belong in the search results folder, you can delete the item. After all searches have been run, and the search results folder contains precisely the items that you want, you can save the search results folder as a regular folder, with a name that you supply.

Using the 'Search Folders' operations, you can conveniently create subject-oriented folders that contain correspondence related to specific areas of interest.

### Conducting a Search

**To begin a search operation, select 'Search Folders' from the 'Search' menu. At this point a dialog box will appear for you to define the search operation.**

The first field is labeled '**Search for phrase**'. This is where you put the search text. The text can be up to 80 characters in length.

The next field, which is optional, is labeled '**Disqualify as match**'. The purpose of this field is to provide text which could be mistakenly matched in the search operation. For example: you've decided to search for all references to "WinNET Mail". However, you know that the term

Mailer: WinNET Mail for Windows

is in the header of every mail message. You could enter "Mailer: WinNET Mail" in the 'Disqualify as match' field to eliminate references made to "WinNET Mail" in the headers.

The next section of the search dialog box is labeled '**Logic**', and consists of two radio buttons labeled 'Include all items with matching text' and 'exclude all items with matching text'. If you are trying to create a folder of items that include the text you put in the 'search for phrase' field, select the 'include all items with matching text' radio button. If you are searching for all items that DO NOT contain your search phrase, then select the 'exclude all items with matching text' radio button.

The next section of the search folders dialog box is called '**Criterion**', and allows you to further confine the scope of the search.

The first item in the 'criterion' area is an edit field labeled 'How Old: (in days)'. If you put a number here, the search will be confined to messages which are no older than that many days. If you don't put anything here, the search will ignore the age of the message.

The second item in the 'criterion' area is a drop down list containing all the folders defined for your mail system. If you wish to confine your search to a specific folder, you can select a folder from this list. If you do not select a folder, the search will not be confined to a particular folder, and will check all mail messages in the system for a match.

If you check the third item in the 'criterion' area, 'Case sensitive', the search will be limited to the exact upper and lower case letters entered in the 'Search for phrase' field and 'Disqualify as match fields'.

**When you have filled out the fields of the search folders dialog box to your satisfaction, click 'OK'. The dialog will disappear, and you will see a message at the bottom of the WinNET Mail display (in the status line area) that reads 'Conducting background search for 'your phrase''. If you wish, you can now continue working with other tasks within WinNET Mail or other applications while the search is conducted.**

**When the search is complete, (which may be quite a while if you have thousands of messages in your folders and your search criteria were not very exclusive), WinNET Mail will produce the search results folder window that contains the messages that met your search criteria. You can then open any of the files it contains for examination. The standard editor Search facility will be pre-loaded with your search phrase, you can select 'Find' or 'Find again' from the 'Search' menu to go to the search phrase immediately. You can also save the search results folder as a regular folder by selecting 'Save' from the 'Search' menu. If, on the other hand, you close the search results folder by selecting 'Close' from the window's system menu, the results of the search will not be saved in any way.**

**If instead you wish to further expand or shrink the contents of your search results folder, you can use the 'Grow' and 'Shrink' choices from the 'Search' menu to do so. You can run as many 'grows' and/or 'shrinks' as you like.**

**Selecting 'Grow' will allow you to configure another search, using the same dialog that you used to do the initial search. You can put completely new criteria for the 'grow' operation, however, in order to create a folder that includes whatever messages you wish. The 'Grow' operation will not duplicate any mail item messages that were found in previous operations.**

**Selecting 'Shrink' will allow you to configure a search WITHIN THE SEARCH RESULTS FOLDER ONLY. The purpose of 'Shrink' is to eliminate unwanted items from the contents of the search results folder. It has the same dialog box as the other search folder operations, but, since it operates only on the contents of the search results folder, it will always produce a subset of the original folder's messages.**

**Whenever you feel satisfied with the list of items that you have produced with the various search folder tools, you can save the folder as a regular folder by selecting 'Save' from the 'Search' menu.**



## **Joining Discussion Groups**

WinNET Communications has set up several local discussion groups that WinNET members can join. These groups are generally related to the WinNET Mail software product and the WinNET Communications WinNET service. A discussion group for new users is included.

When you join a local discussion group, you will receive the sum contributions of other members of the group, and you will be able to post articles to all.

Implementation of these groups is subject to change. When you setup your Internet account with WinNET Communications with the ACCOUNT.EXE program, several messages relating the latest information about WinNET are automatically downloaded to your incoming mail folder. These messages will explain details of how to join local WinNET discussion groups.

## Internet Subject Information Groups

There are currently over 1600 Internet SIGs, covering a wide variety of areas of interest. SIGs are rather similar to news groups, but articles are distributed as e-mail rather than in the news group format associated with USENET News.

In general, managing Internet SIGs is a little more complicated than with USENET news. Articles arrive in an unorganized format, appearing directly in your Inbox. If you subscribe to more than one SIG, this can lead to some difficulty trying to figure out which articles are from which groups. Also, signing up for and canceling membership in SIGs can be fairly challenging, as conventions differ from SIG to SIG on exactly what procedures must be followed. On the other hand, the atmosphere of the SIG groups can be more rarefied and gentle than that of the USENET world. SIG groups tend to be populated more by academicians and researchers, while USENET has a larger more diverse user base.

When you join one or more SIGs, you will begin to receive "articles", as mail messages, that have been "published" by other subscribers to the mailing list. In many cases, these messages will arrive in a "digest" format. This means that the administrator of the SIG withholds publication of the articles until a large enough collection of messages accumulates to be placed in a single file, and then broadcast to all members of the mailing list. (Digests from SIGs are usually about 10K in size). Other groups are not digested, and articles are distributed as individual e-mail messages.

If you read an article that you wish to reply to, you have the choice of responding either to the entire group in a public article, or privately, to the individual author of the article that was of interest. To reply publicly, you send e-mail to the public address of the group. To reply privately, you reply to the author's address shown in the mail header of the article.

Participation in SIGs is based on "subscription". This means that you have to look up the technique for getting added to a SIG in the Master List of SIG groups, and then send mail to an automated mail server at a specific Internet address, according to the necessary rules provided by the administrator of the group. It is important to emphasize that **THERE IS NO SUBSCRIPTION FEE FOR JOINING GROUPS**. You can join as many as you wish, without incurring any special subscription fees. (You only have to pay for the on-line time needed to download the articles to your local WinNET system).

### How to get the Master List of SIGs

The master list of SIG groups is too large to include in the EBB distribution of WinNET. You can get the master list by sending an e-mail message requesting it to sig@win.net. For the subject of the message, put 'SIG LIST'. No text message is necessary. When the WinNET Communications server receives your request, the master list of SIG groups will be mailed to you immediately. This text file will be sent as a PKZIPed binary file. It is about 300K in size. When you receive the file, use the Mail/Detach command to decode the file to your hard-disk, and then use the PKUNZIP utility to produce the ASCII text file. You can then open the file with the WinNET editor by selecting the File/Open command.

### How to Subscribe to a Group.

The exact technique for subscribing to a SIG varies somewhat from group to group. The description of the group in the master SIG list will specify this. Lets take a specific example.

Here is a sample listing of a group from the SIG master list:

```
LITERARY%UCF1VM.BITNET@VM1.NODAK.EDU
```

```
Mailing list for any lover of literature. Discussions will include
favorite authors, favorite works, literary styles, criticisms, etc.
(in fact, basically anything you can think of regarding literature,
unless postings become too numerous). Postings from scholars as well
```

as interested parties are welcome.

Log files will be kept on a monthly basis.

BITNET users can subscribe by sending the following command to  
LISTSERV@UCF1VM:

SUB LITERARY Your\_full\_name

where Your\_full\_name is your real name, not your userid; for example:

**SUB LITERARY John Doe**

**Non-BITNET (Internet) users can subscribe by sending the SUB command  
as the text/body of a message to:**

**LISTSERV%UCF1VM.BITNET@VM1.NODAK.EDU.**

Coordinator: Lois Buwalda <LOIS%UCF1VM.BITNET@VM1.NODAK.EDU>

This listing is fairly typical. It indicates that the basic syntax for getting added to the list is to send a message of 'SUB LITERARY Your Name' to the list server for this group. WinNET Communications users are NOT BITNET users, but 'Internet' users, so it is important to send the subscription requests to the address indicated for Internet users. In this case, the address is :

LISTSERV%UCF1VM.BITNET@VM1.NODAK.EDU

Many of the groups follow this convention of requiring a 'SUB GROUPNAME YOURNAME' command as the first line of the text of the message that you send. When the list server receives your e-mail, it will process the text of your message looking for commands that it understands. When it sees the SUB GROUPNAME YOUR NAME command, it will add you to the list, using your Internet e-mail address which it finds in the header of your mail. The list server will simply ignore other text in your message.

One of the primary difficulties that users have getting on to lists is sending the request to the BITNET address rather than the Internet address. In most cases, the addresses are specified clearly, but sometimes, a little close scrutiny is required. As a general rule, BITNET addresses do NOT have Internet domain-type suffixes like:

.EDU, .NET, .COM, .GOV etc...

If an address has one of these suffixes, it is generally a valid Internet address.

Please note that this example listing gives the Internet address of the list coordinator:

Coordinator: Lois Buwalda <LOIS%UCF1VM.BITNET@VM1.NODAK.EDU>

This person can be contacted, by e-mail, to answer any questions that you may have about being part of the list.

Many lists simply require that you send a mail message to the coordinator of the list mentioning that you would like to be added to the list in order to subscribe. The coordinator will then take care of adding you 'by hand'.

### **Getting Off SIG Subscriptions**

In some cases, you will find that you have joined a SIG that turns out not to be of interest or use to you. The technique for canceling your subscription also varies from group to group, but it usually involves sending the UNSUB GROUPNAME YOUR NAME to the same address that you used to sign up. Some lists require a note to the list coordinator. Unsubscribing is almost always explained clearly in introductory mail you receive when you first join the list. It is a VERY GOOD IDEA to save introductory mail from SIGS that you join to a special folder.

## **"Net Etiquette"**

Although WinNET Communications will never, under any circumstances, exercise editorial control or practice censorship of articles, please note the following guidelines for working with the Internet/USENET networks.

The Internet is a public, uncensored, unrestricted access network. As a consequence of this, there are sometimes articles published which express extreme or provocative points of view. Although anyone participating in Internet SIGs should feel free to express themselves from any reasonable vantage-point, WinNET Communications strongly encourages its users to exercise consideration for the point of view of others in their published remarks. The price of "free speech" sometimes means that we all have to put up with the rude, obnoxious, immature, and obscene comments of some, but that doesn't mean that we have to encourage it or appreciate it.

Please try to keep your published articles to a suitable length. It is sometimes appropriate to publish longish articles, but bear in mind that your chances of being read and understood clearly are better if you can be concise.

Also, consider carefully whether to publish your own articles publicly or privately. In some cases, it is not appropriate to publish to the whole audience. For example, if you read an article and want simply to thank or express agreement with the author, it is better to send this directly to the author, rather than to the whole group. Publish only those articles that add substantially to the conversation.

## **Setting WinNET Mail Preferences**

WinNET Mail has a "Preferences" menu that allows you to modify various aspects of the way the program works to suit your personal options. Please select from the following choices of the Preference menu for more information.

**Word Wrap On/Off**

**Set Tab**

**Colors**

**Change Font**

**Enlarge Font**

**Reduce Font**

**Preferences**

## **Word Wrap On/Off**

Choosing this command toggles WinNET Mail's word wrap feature on and off. If word wrap is currently on, a check mark appears by this menu choice. You can set the right hand margin where wrapping occurs via the Preferences/Preferences dialog box . The Preferences/Preferences dialog box also lets you set a default start up behavior for word wrap. (See the section called 'Setting WinNET Mail Preferences' for more information about the 'Preferences' dialog...)

**Set Tab**

Choosing this option lets you set the value of tab stops in WinNET Mail. Tab stops are positioned at a columnar interval across the editing area, and the value you supply here when prompted sets this interval, the unit being the width of a character. You can set the default start up tab interval via the Preferences dialog box. (See the section called 'Setting WinNET Mail Preferences' for more information about the 'Preferences' dialog...).

## Colors

Options on this pop-up menu let you choose between three different color sets for the editing area of WinNET Mail:

Choosing 'Standard Colors' will cause the editing area colors to correspond to the colors set in your SYSTEM.INI file. These colors can in turn be controlled via the Windows 'Control Panel' utility, or some other utility that allows you to tailor Windows various system colors. 'Standard Colors' is the factory default, and allows you to best customize colors for certain types of monitors which support color irregularly or which only have monochrome colors (such as laptops).

Choosing 'Metallic Colors' will cause text to appear as black on a silver background. Additionally, the reverse video highlight colors will be white text on a dark gray background. This color combination is attractive and very easy on the eyes and is recommended for VGA or better CRTs.

Choosing 'Maze and Blue' will cause text to appear as gold on a sky blue background. Highlight colors will be red text on a powder blue background. Another attractive color set for VGA CRTs.



## Change Font

This pop-up menu allows you to customize WinNET Mail's text fonts to best suit your taste, viewing conditions, and text format.

Choosing 'Courier Font' selects WinNET Mail's most flexible font, the courier font. **This is the only font supported that allows you to use the Options/Enlarge and Options/Reduce font controls to adjust the font for maximum visibility.** The courier font is an ANSI font. To view/edit files that have IBM extended ASCII characters, you should select the OEM (IBM) font.

Choosing 'ANSI Font' selects the Window's ANSI font.

Choosing 'OEM (IBM)' font selects a font modeled after the IBM DOS text font. The Windows OEM (IBM) font supports most of the extended character set that is part of the OEM font, and is useful for viewing files produced with DOS applications that might have these characters (mostly line and box drawing characters, along with a variety of special symbols, for mathematics, et. OEM extended characters will appear as the corresponding characters from the ANSI character set if one of the other fonts is selected, but these will probably not match the original symbols in the OEM font.

Choosing 'System Font' will select the Window's fixed width system font. This is the same font used by the 'Notepad' utility supplied with the retail Windows product.

## **Enlarge Font**

**This option can only be selected when you have set the default font to 'Courier' from the 'Options/Change' Font pop-up menu. Selecting it will cause a magnification of the display of the courier text of your document. You can select this option repeatedly until the maximum amount of magnification has been reached. It is easier to control this operation by using the keyboard accelerator, Ctrl+Numkeypad Plus.**

**Note: on some systems, eliciting this choice once only may not produce a change in the size of the font. Try hitting Ctrl+Numkeypad Plus repeatedly until a change in the font size occurs.**

## **Reduce Font**

**This option can only be selected when you have set the default font to 'Courier' from the 'Options/Change' Font pop-up menu. Selecting it will cause a decrease in the size of the display of the courier text of your document. You can select this option repeatedly until the minimum display size of the font has been reached. It is easier to control this operation by using the keyboard accelerator, Ctrl+Numkeypad Minus.**

**Note: on some systems, eliciting this choice once only may not produce a change in the size of the font. Try hitting Ctrl+Numkeypad Minus repeatedly until a change in the font size occurs.**

## Preferences

Choosing 'Preferences' invokes a dialog box that allows you to set some default behaviors of WinNET Mail to best suit your use of the product. When you modify values in the preferences dialog and click OK to exit, your changes are retained from one editing session to the next, until you again invoke this dialog and make changes:

**Tabs: Default setting :** The value you supply here becomes the default tab interval that is set when you start up a WinNET Mail session. You can also change this value 'on the fly' by modifying the value here or with the 'Options/Set Tab' menu choice.

**Word Wrap: Start up in Word Wrap Mode :** If this check box is checked, WinNET Mail will start up assuming that you want the word wrap feature turned on for all documents. You can override the default during a particular editing session by selecting Options/Word-Wrap On/Off to toggle the word wrap feature to the desired state, (see above). If you uncheck this box, WinNET Mail will start up assuming that you do not want to use the word wrap feature in each new document. Again, override the default at any time by toggling the feature with the Options/Word-wrap On/Off menu choice.

**Word Wrap: Right Margin At:** The value you enter here will indicate the character position for each line at which text should be wrapped to the next line when the word wrap feature is toggled on. This is measured in character width units. In effect, the value here represents the maximum line length in characters.

**Default Windows:** This area lets you select which default WinNET Mail folders should be automatically loaded and displayed when WinNET Mail starts up. The default is to load the 'Incoming Mail' folder only.

**Mail item sorting order:** This controls whether mail items in folders are sorted and displayed from newest to oldest or from oldest to newest. Note: The incoming mail folder has its own algorithm for sorting which is not affected by this setting. Items in the incoming mail folder are always sorted with the unopened items at the top, in oldest to newest order, and with the opened items below, from newest to oldest order.

**Default Search Criteria:** The states of these various check boxes will determine the default configuration that appears pre-selected in the dialog that appears when you select 'Find' from the 'Search' menu.

**Default Replace Criteria:** The states of these various check boxes will determine the default configuration that appears pre-selected in the dialog that appears when you select 'Replace' from the 'Search' menu.

**Default File Mask:** The 'default file mask' is the 'wild card' text that appears by default in all dialog boxes that involve opening new files for loading or importing into WinNET Mail. This 'mask' or 'wild card' can be used to derive a specific subset of files from the entire list of files that would appear in the 'Files' list box of these dialog boxes. The factory default of '\*.\*' selects all files, without doing any filtering. A mask text of '\*.txt' would filter all files in the current directory except those with the extension '\*.txt'. If you use WinNET Mail to work with files that follow specific naming conventions, such as program source code files, (\*.c' for 'C', or '\*.pas' for Pascal), or if you impose naming conventions on your files for organizational purposes, you might want to consider setting the default file mask to perform some filtering for you. Otherwise, just leave it set to the factory default of '\*.\*'.

**Maximize new windows:** If you check this box, new windows that are opened by opening new folders, viewing a message, or starting the mail composition editor, and so forth, will automatically maximize to the full size of the work area. If you uncheck this box, new window will be positioned and sized in a "cascaded" manner, so that you can see the title bars of each open window.

**Hide Old News Articles:** When checked this option causes news articles that you have read not to reappear in news group folders when you re-open them to read new articles.

## Pre-Defined Folders

### The Incoming Mail folder

The 'Incoming Mail' folder is automatically loaded when you start up WinNET Mail, unless you turn this feature off with the 'Preferences/Preferences' dialog box. This is where all your incoming mail messages are placed, a few moments after new messages arrive on your system. (If WinNET Mail is not running when you receive new mail, the messages will appear in the Incoming Mail folder as soon as you start WinNET Mail).

The 'Incoming Mail' folder maintains the items in its list according to a convenient chronological scheme. Newly arrived mail items always get added to the list immediately AFTER any other unread mail in the folder. The purpose of this is to keep older, unread mail at the top of the list. Mail that has been read previously is then listed from newest to oldest after the unread items.

As items pile up in your 'Incoming Mail' folder, you may eventually want to use WinNET Mail's automated features for storing these messages in other folders.

### *Clearing Messages from the Incoming Mail folder*

**On the 'Folder' menu, there is a menu choice called 'Clear Incoming Mail' which has a sub-menu containing two choices, 'To Old Mail' and 'Assign to folders named after senders'. This choice can only be selected when the 'Incoming Mail' folder window is the active window.**

If you select '**Clear Incoming Mail/To Old Mail**', all unread messages which are not marked for deletion **will be moved to another pre-defined folder called 'Old Mail'**. Making it your habit to periodically move items from 'Incoming Mail' to 'Old Mail' is a simple way of organizing mail into just two categories. The items in your 'Incoming Mail' folder are more recent, and items in 'Old Mail' are older. This may be all the organization that many people, who just want to 'keep it simple', require.

If you select '**Clear Incoming Mail/Assign to folders named after senders**', all unread messages which are not marked for deletion **will be moved to folders named after the senders of the mail items**. Most 'Internet' mail programs, including WinNET Mail, follow a convention of putting a line in mail message headers with the format:

From: user@machine.net (FirstName LastName)

WinNET Mail will attempt to parse out the (FirstName LastName) part of the 'From:' line in the header to create the folder names. If this is not possible, the user address in the mail message header will be used to create a folder name.

The folders created when you use this operation are considered 'User-defined folders', and have the functional characteristics of user-defined folders, described in the section entitled 'User Defined Folders'..

### The Mail Sent Folder

Whenever you use the mail composition editor to create a mail message and then press the 'Done' button, you are prompted about saving a copy of your outgoing mail in your 'Mail Sent' folder. This pre-defined folder is similar to other folders. However, instead of the list items in this folder showing who the mail is from, this folder shows the name or address of the person to whom the mail has been sent. WinNET Mail derives this name in one of two ways. If you have defined an address book entry (alias) for the recipient of the mail, WinNET Mail will use the address book name that you have defined for the recipient to derive the recipient name. Otherwise, it will use the address that is put in the header of the file when WinNET Mail processes it for posting. Since it is probably more desirable to see an address

book name for these items in the list, it is a good idea to create address book entries for persons with whom you often correspond. (For more information about the address book, see the section entitled 'The Address Book').

### **The Old Mail Folder**

This folder has already been discussed. It is created the first time that you use the 'Folder' menu 'Clear Incoming Mail/To Old Mail' command. This folder is just a standard folder with no special functions.

## The WinNET Mail Editor

The WinNET Mail editor is a Common User Access compliant editor (IBM Standard). In function, it is very similar to the Window's 'Notepad' editor, but with several significant enhancements that make it more powerful. The most notable of these enhancements is that the WinNET Mail editor can allocate ALL of Window's VIRTUAL memory to accommodate a file, compared with the approximately 35 Kilobytes that Notepad can allocate. Generally, the amount of virtual memory available under Windows is approximately three to four times the amount of physically installed RAM. So, if your computer has 4 megabytes of physical RAM, you should have about 12-16 megabytes of virtual memory. (You can check this figure by selecting 'About Program Manager...' from the Program Manager 'Help' menu). For this reason, you will find that WinNET Mail's editor can accommodate very large files.

The WinNET Mail editor is actually implemented within WinNET Mail with several different variations.

The most generic version of the editor is called the 'system editor'. The system editor can be invoked by selecting either 'New' or 'Open' from the WinNET Mail 'File' menu. If you select 'New' from the 'File' menu, a system editor window will open with an empty file. This file is initially named 'noname'. If you select 'Open' you will be able to use a standard Window's file open dialog box to load any ASCII file on your system.

You can do any normal editing operations that you wish to compose an ASCII text file in this editor, just as with 'Notepad'. These functions include the various Window's edit commands, located on the 'Edit' menu, and also the standard 'Find', 'Find again', and 'Search and Replace' functions, which can be found on the 'Search' menu.

The second variation of the WinNET Mail editor is the mail composition editor. This editor has is described in some detail in the section about composing mail. It is very much like the system editor, except that it has several fields in the top part of the window area that are used to address mail messages.

Another feature of the mail composition editor that is not found in the system editor is the 'Paste Quote' function, which, when the mail composition editor window is active, becomes available from the 'Edit' menu. This function works just like the standard 'Paste' function, except that each pasted line will be preceded by a '>' chevron character to indicate that the pasted material is a quotation of, or reference to, statements made in another item of mail.

It should also be noted that you can include an existing text file into a mail message by using the 'Import File' option from the file menu. This operation will open a standard file open dialog box. After you select a file, it will be pulled into the current mail message you are composing, at the position of the caret. This is convenient for constructing mail messages from already existing files.

**NOTE: Be careful to distinguish 'Import File' from the 'File' menu from 'Attach Binary File' from the 'Mail' menu. 'Import File' is used to pull ASCII text into a file that is being edited, whereas 'Attach Binary File' is used to attach binary files to mail messages. (You can of course "attach" text files to messages, but if you do, the recipient of your mail will have to "detach" the text file to read it).**

The version of the editor that is invoked when you READ a mail message is more limited than the other editors, in that it does not support the editing of files. (It is a 'read-only' version of the editor). This is to protect your mail messages from accidental modification. However, it fully supports copy operations, so, you can select and copy all or part of a mail message and then paste the contents that have been transferred to the clipboard to one of the other WinNET Mail editors or to another application for editing. The mail reading editor also allows you to save a mail message under a different filename anywhere on your system. This can be done by selecting 'Save As' from the 'File' menu.



## Optimizing Communications

After you have installed WinNET Mail on your system, and have established a WinNET Communications Internet Account using the ACCOUNT.EXE program, the WinNET Mail setup program, SETUP.EXE, can be used to optimize communications settings.

When you run SETUP.EXE after it has already been run once to install the WinNET Mail files on your computer, the default option is "Setup communications parameters for modem". (Make sure to run the installed copy of the SETUP.EXE program, rather than the copy of the program that you used when you first set up WinNET Mail on your system). If you click OK to move into the communications setup dialog, you can change several of the default settings to enhance WinNET Mail's communications performance:

### Interface Speed

The interface speed controls how fast your computer sends data to your local modem, and how fast your local modem sends data to your computer. Ideally this speed should be set to the highest setting with which your modem is capable of working. This allows for an increase in local data throughput, which in turn contributes to an overall throughput increase. Your modem's manual should specify the highest interface speed of which it is capable. "Interface speed" is often referred to in technical manuals as "DTE/DCE speed". (Data Terminal Equipment / Data Communications Equipment).

**Important Note:** Unfortunately, the quality of serial ports with which many IBM Compatible systems are originally equipped can vary considerably. Most systems have a 8250 UART equipped serial controller. This type of serial port controller is frequently inadequate to run Window's communications software at DTE/DCE speeds higher than 19,200 bps. In some cases, only 9600 bps speeds can be set reliably. Please take this into account when trying out faster DTE/DCE speeds with WinNET. Also, please see the discussion below where upgrading to the 16550B type UART serial controller is covered.

Increasing the Interface speed will also contribute to optimization of transfer speed when using a modem with data compression features. (Your modem manual should specify if your modem has data compression capabilities). When a data compressing modem is able to negotiate a compression protocol with a remote modem, it can take outgoing data and add it to a processing buffer where the data is compressed by replacing redundant sequences of bytes with codes. The best of these data compression strategies, called v.42bis, has a theoretical maximum compression ratio of 4:1. The data can then be transmitted over the telephone line in this compressed format, and decoded on the other side by the remote modem. This technique allows the speed of the transfer to occur at a higher rate than the actual telephone line speed. To make sure that the modem receives data fast enough to keep up with its compression processing, an interface speed setting higher than the line speed is required.

**Please check your modem manual to see if your modem supports data compression. If it does, look for the manufacturer's suggestion for what interface speed best allows the modem to take advantage of data compression.**

Note: Unfortunately, data compression techniques are imperfect, and there is much variance in the efficiency of the protocol in dependence on the data format of the material being transmitted. Plain text files and graphics files benefit the most from data compression, while executable programs and previously compressed data (like PKZIPed files), benefit less. In fact, data compressing modems often transmit "zipped" files more slowly than the line speed, because the compression is nearly ineffective and the overhead of compression processing results in a net loss of throughput. The v.42bis compression protocol is supposed to test data to see if it is compressible before attempting to use data compression, but in practice the protocol is easily deceived and will often go, inappropriately, into a data compressing mode. If you use WinNET Mail to do a lot of binary file transfers of archived ("zipped") material, it is recommended that you turn off the data compression features of your modem. The Hayes compatible command for doing so is &Q6. You should check your manual to see if &Q6 is supported, and add this to

your "Modem setup AT commands" with WinNET Mail's setup program, if you wish to disable data compression.

### **Packet Window Size**

All data communications protocols send data in generally constant sized units called "packets", and require that, sooner or later, the receiver acknowledge that each packet is received, and that the data it contains is not corrupted. (This acknowledgment is called an "ACK", and negative reports are called "NAK"s, indicating that a packet was received but with corrupted data).

WinNET Mail's communications protocol, called "uucico", is designed as a "packet windowing protocol", which means that the sending side is allowed to get ahead of the receiver's acknowledgments by a certain number of data packets, thereby reducing the bottleneck that can result when the send <--> acknowledgment cycle is kept on a short "leash". The number of packets, called the "packet window", is negotiated at the start of the uucico session. The larger the packet window, the more efficient the transfer of data. The maximum size of the window supported by the protocol is 7 packets. However, as the packet window sizes gets larger, the chances of the two sides losing synchronization increases, especially over a noisy telephone line. In most cases, with modern telephone systems, loss of synchronization is not a problem. If you experience reliable communications when the packet window size is set to the default of 5 packets, it is recommended that you increase this setting to the maximum of 7. This will typically result in an data throughput increase of approximately 20% to 40%.

### **CPU Utilization**

This setting determines the extent to which your computer's processing resources will be taxed when running the WinNET Mail communications program.

At the "Low" setting, WinNET Mail's communications program will run in a very cooperative mode, allowing other applications generous amounts of attention from the CPU (Central Processing Unit). This will make your work with multiple applications quite smooth when running WinNET Mail communications in the background. However, data communications throughput may not be optimal on many systems.

At the "Very High" setting, the communications program will assume very high priority over other applications. Other applications will still run, but their performance will be relatively poor. However, data communications throughput will approach absolutely optimal.

Whether this setting has a significant effect or not will vary from system to system. Generally, if you have a very fast modem (14,400 or 9600 baud with v.42bis) supporting the higher interface speeds of 19,200 and 38,400, or 57,600 combined with a slower computer, (286 or 386sx), this setting will have a more impact on performance than if you have a very fast 486 computer. It will have very little effect on systems with 2400 baud modems (even v.42bis), with which the CPU can easily keep up with.

You can experiment with this setting to determine the best results for your equipment.

### **Support for Full Connect Statistics**

When WinNET Mail's communications program connects with the WinNET Communications Internet/USENET service, some statistics are displayed near the bottom of the communications program's display window which show information about the speed of the connection. The communications program intercepts information from the modem to display these statistics, and the information provided by the modem depends on how certain modem registers are set. Most modems, as configured "at the factory", will show only the interface speed and line speed of the connection. To get full statistics, which usually include the error-correcting mode and data compression, you must add an additional Hayes AT command to the 'Modem setup AT commands' field in setup. For most recently manufactured modems that support error-correction and data compression, the following command will request the modem to

emit full connect statistics:

**S95=44**

Please be sure to check your modem manual to see if this register setting is supported by your modem. If it is supported, you can append this Hayes command to your 'Modem setup AT commands' field in setup.

### **Taking advantage of a 16550B UART**

Your computer's serial communications port is controlled by a chip called the UART. If you have an internal modem, the UART control chip is built into the modem. Otherwise, it is integrated into your computer's serial card.

Until recently, the standard UART control chip was known as the 8250. This chip has some significant limitations however, the most severe being that it cannot maintain more than once character of data in its incoming data queue. When the 8250 receives a character, it immediately requests the computer to pick it up to pass it to the control software. If the computer is busy, the character will be lost as it is replaced by the next incoming character. Under DOS, a single-tasking operating system, this isn't so much of a problem, because the computer almost always can respond to the request to pick up the character, even when the communications port is configured for very high speed operation. However, under Windows, and other multi-tasking operating systems, it is more likely that the computer will fail to answer a request from the communications port, and character loss begins to occur. This is especially true of computers with under powered CPUs when the communications port is receiving characters at 9600 bps or higher.

To overcome this problem a new UART has been developed called the 16550B. This UART is capable of holding on to many characters while waiting for the computer to respond to their presence in the port's queue.

If you have a newer error-correcting internal modem, it may already have a 16550B UART. Also, recent model IBM PS/2 computer systems all use this chip. But most other serial ports sold with other computer systems have the less expensive 8250 chips. If you have one of these serial cards, you might consider upgrading to a 16550B UART serial card.

Only Microsoft Windows version 3.1 supports the special capabilities of the newer 16550B chip. Additionally, you have to modify your SYSTEM.INI file to notify the Windows software that it should use the capabilities of the 16550B. You should add the line:

**COMxFIFO=1**

To the [386enh] section of SYSTEM.INI if you have a 16550B UART. (Replace 'x' in the example by the number of the communications port used by your modem).

If you operate the software at high speeds, the use of a 16550B UART will reduce transmission errors in WinNET Mail communications sessions. (Please note that the communications program will remedy these errors if they occur in any case, but preventing them from happening in the first place by installing a 16550B UART will increase overall performance...).

## Your Signature File

It is customary, with Internet mail, to include, at the bottom of each mail message that you send, a few lines of information showing such things as your home and work addresses, a telephone number where you can be reached, and your Internet and/or other network e-mail addresses. Some people also like to include some words of wisdom or something humorous. These information lines are called the 'personal signature'

The purpose of this information serves several purposes. Sometimes it can provide an indication to a sysop somewhere on the Internet who has discovered your mail in his 'lost and found' as to how he/she can get it back to you. (Mail sometimes gets lost on the Internet, usually because it was improperly addressed by its author). Also, your recipient may not know how to use his local mail programs to return a reply, so your address or telephone number can provide another way to do this.

WinNET Mail provides a mechanism whereby this information can be automatically included in every message that you send without your having to think about it.

**To automate the addition of a 'personal signature' to your outgoing mail, you must create a text file called 'personal.sig' and put it in your WinNET Mail home directory. Use the WinNET Mail system editor to make the file by selecting 'New' from the file menu. Here is an example of a simple signature file:**

```
--  
James T. Kirk                Internet: jkirk@newworld.win.net  
Starship Enterprise         CIS UserID: 77777, 000  
Quadrant 3, Sector 72  
(415)-555-1212  
me up Scotty!"                "Beam
```

Note: Some automatic mailing list servers on the Internet require that your personal signature file start with 2 or more dash characters on a line by themselves. If you set up your signature file this way, as in the example above, it can prevent occasional problems with rejections of your submissions to a few of the SIG mailing lists...Also, you should probably avoid putting rows of '+' (plus) characters in your personal signature file, as these can sometimes trick Hayes compatible modems into thinking that an escape sequence has been issued, which can hang these modems. (In theory this should never happen, but our help personnel have seen it several times!)

When you have finished creating the file, select 'Save' from the 'File' menu and save the file as personal.sig in the \usr\yourname sub directory of the directory where you installed WinNET Mail.

## Automating Mail Transfer

If you wish to do so, you may automate the process of having your computer call the WinNET Communications Internet mail service to drop off your stored messages and pick up your incoming mail messages. The automated mail transfer utility will call WinNET Communications at the times you schedule on the surface of the WinNET Mail 'Daemon' program that will start up every time you start Windows.

### *Starting the Daemon program*

You will probably want to start the program that handles automatic scheduling of calls to WinNET Communications by adding its program Icon to your Program Managers 'Startup' folder. This special program manager folder loads any files that are installed in it whenever you start a new Windows session. (For more information about the Program Manager and the Startup folder, please see your MS Windows documentation). Alternatively, you can list the program on the load= line of your WIN.INI file. Finally, you can also start the program directly from the WinNET Mail folder of Program Manager, if you elected to have the install program create a program manager group for WinNET Mail files.

### *Configuring your schedule*

Once the daemon utility is installed, you will want to configure your automated mail service schedule. The daemon icon has a large red cursive 'D', and has two small yellow 'M' characters superimposed. Double click the icon to bring up the scheduling grid. You will see that this grid has three separate schedule sets, one each for Saturday, Sunday, and Weekdays. To the left of each schedule set are the initials 'am' and 'pm' to designate morning and afternoon, and at the top of each schedule set are twelve numerals representing the hours from 1 to 12.

To configure the schedule, use the mouse to 'punch out' the hours in each of the schedule sets that you wish to have the daemon automatically call WinNET Communications to drop off and pick up mail. When you have completed this process, click the 'Save Settings' Button if you want these setting to be the defaults which are selected every time you start Windows. If you do not click the 'Save Settings' button, the settings will obtain for the current Windows session only, and when you start a new Windows session later, the program's schedule will revert to whatever settings you have most recently saved.

Finally, you might want to click the 'App Note' button to read the text message that is invoked. This message explains that WinNET Communications will not be called exactly on the hours you selected with the scheduling grid, but rather, at the number of minutes PAST the hour which was recorded when you started your Window's session. This is to prevent too large a volume of calls to the WinNET Communications service at or very near each hour, which could potentially overwhelm the service's capabilities.

To clarify this point, let's say that you set your scheduling grid for 8 am every weekday, and that you started your most recent Windows session at 3:22 PM on Sunday afternoon. When the daemon program detects that the 8 am hour of the weekday has commenced, (as of Monday morning) it will not immediately call WinNET Communications. Instead, it will wait until the number of minutes (22) past the hour when you started the current Window's session. At exactly 8:22, the daemon program will place the call. This same delay will be applied to every other hour that you have scheduled for automated transfer.

NOTE: Even if you have the automated transfer utilities installed, you can STILL invoke the communications program to pick up and deliver mail any time by simply clicking the 'Call' button on the WinNET Mail control bar.

## Interfacing with CompuServe

CompuServe supports an Internet mail gateway. This means that, using WinNET, you can send mail messages to CompuServe users at their CIS ids, and CIS users can send you messages at your WinNET address.

To send a mail message to someone at CompuServe, address the mail to the user's CIS id with the following syntax:

`777.7777@CompuServe.COM`

where 777.7777 stands in this example for the CIS user id of the person to whom you are sending a message.

**Please note that instead of the usual comma in the CompuServe user id, use a period instead.**

CompuServe users can send mail to you from CompuServe by addressing mail with the following format:

`>Internet: you@.yoursys.win.net`

Where you@yoursys.win.net stands in this example for your complete Internet mail address.

The CompuServe user should make sure to include the '>internet:' as the prefix to your e-mail address.

