Address Book

WinCIS provides you with an electronic address book to save and reference the names and User ID's of individuals you send mail and messages to on CompuServe.   You will typically use the address book in three different ways.   Each of these are discussed below.

Finding a Name and User ID in the Address Book
Whenever you perform a function using WinCIS that requires a CompuServe name and User

ID, you are given a [Browse] button to push.   You should push this if you want to find a name and User ID in the *Address Book*.   When you <u>select</u> name in the *Address Book*, the name and User ID are automatically filled in on the window you started from.

Adding a Name and User ID to the Address Book
WinCIS provides two methods for adding information   to the *Address Book*.   First, if you send mail or messages to a person not already in the *Address Book*, WinCIS will ask you if you want to add them to the *Address Book*.   You may also select an *Address Book* menu item to access the *Address Book* to manually add an entry.

Updating the Address Book
You may add, delete or change information in the *Address Book* at any time by selecting **EMail/Address Book** from the *Main Processing* window, or **Address Book** from any *Message/Mail* window.

See Also
<u>Address Book Window</u>

Address Book Window

The *Address Book* window contains a scrolling list of names and user ID's, along with comments you may enter about with each entry.   The window also contains buttons that allow to select actions to perform in the address book, and to exit or get help.

To find out more about specific actions you may perform with the address book, please select a topic from the following list, or press the [>>], button to view the topics in sequence.

Selecting an Entry
Adding an Entry
Updating an Entry
Deleting an Entry

Help
CANCEL

Selecting an Entry

To select an entry from the *Address Book* you may double click on the desired name in the *Address Book List* box.   Or you may click on the name and press the **Select** button you will find on the *Address Book* window.

In most places where an address is required in WinCIS, you have the option of entering the persons name, without the User ID.   WinCIS will search the Address Book for a matching name, and, if found, will automatically fill in the User ID in the appropriate place.

See Also
Address Book Window

Adding an Entry

To add an entry to the address book press the **Add** button on the *Address Book Maintenance* window.   This will display an *Add to Address Book* window.   You may enter the User ID, Name and any individual Notes in this window.

After you have entered all the desired information, press the **OK** button to add the entry. Or, you may press the **Cancel** button to return to the *Address Book Maintenance* window without adding an entry.

WinCIS provides two methods for adding information   to the *Address Book*.   First, if you send mail or messages to a person not already in the *Address Book*, WinCIS will ask you if you want to add them to the *Address Book*.   You may also select an *Address Book* menu item to access the *Address Book* to manually add an entry.

See Also
Address Book Window

Updating an Entry

To update an entry in the *Address Book*, click on the entry you want to update and press the **Update** button.   This will display an *Update Address Book* window for you to use in changing the selected information in that window.

After you have changed the information, press the **OK** button to update the *Address Book*. Or, you may press the **Cancel** button to return to the *Address Book* window, retaining the original information.

See Also
Address Book Window

Deleting an Entry

To delete an entry from the *Address Book*, click on the entry you want to delete and press the **Delete** button.   This will display a *Delete From Address Book* window with the selected information displayed and an **OK** and **Cancel** button.

To confirm the deletion, press the **OK** button.   To keep the entry, press the **Cancel** button.

See Also
Address Book Window

WinCIS Help Contents

Overview of WinCIS   A quick introduction to WinCIS
How Do I...   Step-by-step instructions
Working with Forums   Forum Set up, Messages and Libraries
Using EMail   Send, Receive, Read and Create
Configuration Settings   Communication, ID's and Defaults
Performing Automated Actions on CompuServe
Ordering WinCIS   How to order the complete WinCIS product

How to use the WinCIS Main Processing Window

Main Processing Window Menu Items
File
Settings
View
Forum
EMail
Help

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Overview of WinCIS

WinCIS is a product that automates the handling of many functions you typically perform manually on CompuServe.   Using WinCIS **saves you time**, by eliminating frustrating time spent sitting around waiting for a response from CompuServe.   WinCIS also **saves you money**, by performing chargeable activity on CompuServe in the shortest time possible.

WinCIS allows you to perform activities in the following areas:

Electronic Mail Reading
Electronic Mail Sending
Message Scans
Message Reading
Message Replies
Library Scans
Library File Downloads

Configuration Settings

WinCIS allows you to easily define information that controls <u>online</u> processing with CompuServe.   Everything from phone numbers and passwords to where to put files from each forum can be defined.   WinCIS keeps track of these settings in configuration files.   You can have configuration files for items such as different phone numbers, User ID's and other options.

See Also
<u>Setting Configuration Options</u>
<u>OpeningConfigurations</u>
<u>Saving Configurations</u>

Performing Automated Actions on CompuServe

You perform automated actions on CompuServe by pressing the button pictured above. When this button is pushed, WinCIS will dial the number defined in the active configuration, and perform the logon process, using your Name, UserID and Password.   Once the logon is complete, WinCIS will start automatic processing of all the actions you requested through your interaction with WinCIS while offline.

See Also
Processing selected forums
Setting Online Processing Options

Ordering Information

You can order WinCIS through the mail, or by using CompuServe.

To order WinCIS using either method , you can make use of the online order form facility built into WinCIS.   You access the order facility by selecting the **Help** menu item and then selecting the **Order WinCIS Now** topic.   This will present a window that allows you to select *Print an Order Form* or *Order Now on CompuServe.* Press the desired button.

If you press *Print an Order Form*, you will be presented a window to enter your name, address and other information into.   The order form will then be printed, ready to mail.

If you press *Order Now on CompuServe,* you will be presented with a window describing the process WinCIS will use to order using CompuServe.   You will be asked to confirm your intentions.   If you agree, WinCIS will dial CompuServe and place the order for you. CompuServe will include the registration fee in your next month's CompuServe charges.

See Also
Ordering WinCIS Now

Main Processing Window
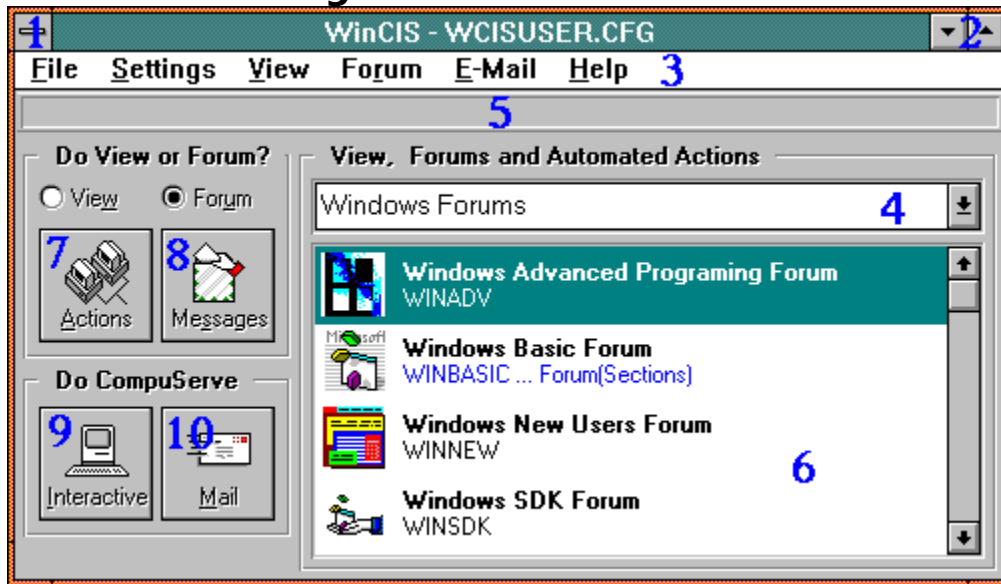
To view information about any area of the *Main Processing* window, pictured above, please select a number from the following list that corresponds to the area marked on the picture.

Or, you may use the [>>] to review each topic in sequence.

1   2   3   4   5   6   7   8   9   10

Control Box

The control box,pictured above, may be selected by clicking on it, or pressing the Alt, Space bar to display commands that control the size and position of the Main Processing Window.

Size Buttons

The size buttons,pictured above, may be select by clicking on them to control the size of the Main Processing Window.   The arrow button that points down will reduce the window to an icon when it is pressed.   The arrow button that points up will enlarge the window to fill your entire screen.   If the window is fully enlarged one button with both up and down arrows will allow you to return the window to a pre-enlarged size.

View Selection List

Windows Forums

The *View Selection List*, pictured above,   is used to select the current <u>view</u> of forum groups that you wish to have in the *Forum List* box.

<u>How to select a different view</u>

Message and Status Display Area

The *Message Status Display Area*, pictured above, is used by WinCIS to display information and messages.   It is also used as a graph that offers a pictorial view of the status of WinCIS processing when operations have the potential for running several seconds.

Actions

You press the **Actions** button, pictured above, whenever you want to perform the *Automated Actions* that are scheduled for any forum in the current view.   When you press the **Actions** button, WinCIS will dial CompuServe, log on and process these scheduled actions and then logoff.

You can easily tell what automated actions are currently scheduled for forums in the current view.   The automated actions are described next to each forum name.   If there is no description of actions then you have not set any actions for that forum and none will be done, for that forum, when you press the **Actions** button.

How to press the Actions button.
When using the mouse, <u>click</u> once on the **Actions** button.   When using the keyboard, press the **TAB** key until the **Actions** word has a circle around it.   Then press the **ENTER** key.

Interactive

You press the **Interactive** button, pictured above, whenever you want to perform manual interaction with CompuServe.   When you press the **Interactive** button, WinCIS will dial CompuServe, log on with your User ID and Password, and then allow you to type in commands.

How to press the Interactive button.
When using the mouse, <u>click</u> once on the **Interactive** button.   When using the keyboard, press the TAB key until the **Interactive** word has a circle around it.   Then press the ENTER key.

Messages

You press the **Messages** button, pictured above, whenever you want to do any of the following:

Get Message Headers.
Read new messages.
Read any messages you marked for reading with Message Headers.
Send any messages you created.
Read any mail that was sent to you.
Send any mail you have created.

The above actions are performed for each forum in the current <u>view</u>, if you selected the **View** radio button option in the *Do View or Forum?* section.   Or these actions are performed for only one forum, the <u>current forum</u>, if you selected the **Forum** radio button option in the *Do View or Forum?* section.

Which of the above actions are performed are determined by options you select in Settings/Processing Options and what activities you have performed for each forum.

How to press the MESSAGES button.
When using the mouse, <u>click</u> once on the **MESSAGES** button.   When using the keyboard, press the **TAB** key until the **MESSAGES** word has a circle around it.   Then press the **ENTER** key.

See Also
<u>Forum Processing Options and Actions</u>
<u>Processing Options...</u>

Mail

You press the **Mail** button, pictured above, whenever you want to ready any mail that was sent to you, or send any mail you have created.   Which, if either, of these actions are performed by WinCIS depends on the options you selected in the *Setting/Processing Options* menu item on the *Main Processing* window.

See Also
Processing Options...

OK Button

The OK button, pictured above, is used during *View Maintenance* to indicate that you accept any changes that you have made to a view. It will only be displayed during *View Maintenance*.

How to press the OK button.
When using the mouse, <u>click</u> once on the OK button. When using the keyboard, press the TAB key until the OK word has a circle around it. Then press the ENTER key.

The OK button may be pressed anytime it is enabled by using the mouse or the keyboard. *The button is enabled when the OK word is highlighted.*

CANCEL Button

The CANCEL button, pictured above,   is used during *View Maintenance* to indicate that you do not want to accept any changes that you have made to a view.   It will only be displayed during *View Maintenance.*

How to press the CANCEL button.
When using the mouse, <u>click</u> once on the CANCEL button.   When using the keyboard, press the TAB key until the CANCEL word has a circle around it.   Then press the ENTER key.

The cancel button may be pressed anytime it is enabled by using the mouse or the keyboard.   *The button is enabled when the CANCEL word is highlighted.*

Forum List Box
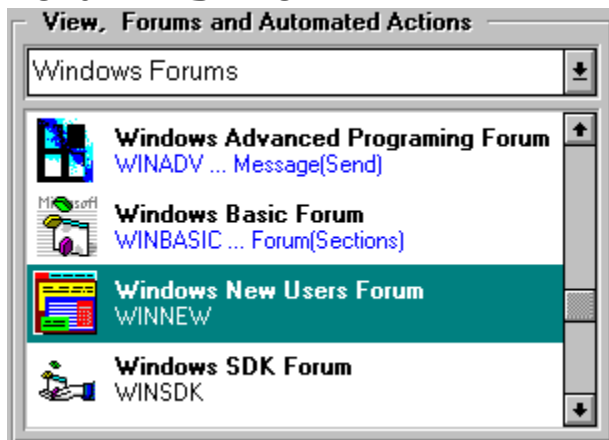
The *Forum List* box,pictured above, contains a list of the group of forums in the current <u>view</u>. If there are more forums than can be displayed in the box, you must use the <u>scroll bar</u> to see the additional forums.   The Name and Title of the forum are displayed along with a summary of any <u>automated actions</u> scheduled to be performed for that forum.

The primary use of the *Forum List* box is for you to use in selecting a forum for offline or online activity.
You may perform the following actions for forums listed in the *Forum List* box:

 Double click to access the *Forum Processing Options* window for that forum.
 Single click to select the forum for processing with the menu items on the *Main Processing* window.
 Single click to select a forum as the only forum for online processing if you have selected the *Do View or Forum* **Forum** radio button on the *Main Processing* window.

See Also
<u>How to select a forum</u>
<u>Forum Processing Options Window</u>
<u>Types of Online Processing</u>

How to Select a Forum

You may select a forum by using the mouse or the keyboard.   When using the mouse, <u>click</u> on the forum you want to select.   This will highlight the forum, indicating it is the forum you selected.   When using the keyboard, press the TAB key until the little drag button in the scroll bar is blinking.   Then use the arrow keys to move the highlight bar to the forum you want to select.

You must select a forum prior to selecting the **Forum** menu item for processing **Libraries** or **Messages**.   You must also select a forum when you have selected the *Do View or Forum Forum* radio button on the *Main Processing* window.   In this case the selected forum is the only one that will be processed when you press **Actions** or **Messages** button on the *Main Processing* window.

How to Update a Forums Actions Temporarily

To temporarily update a forums scheduled <u>Actions</u>, use the mouse to double click on a forum.   This causes the *Forum Processing Options* window to be displayed.

How to Select Multiple Forums for a View

Multiple forums are selected by highlighting all the forums you want to select.   To select multiple forums use the mouse to click on each forum that is not highlighted.   To unselect a forum, click on any forum that is highlighted.

Menu Bar Commands

File Settings View Forum E-Mail Help

The menu bar, pictured above, is used to select menu items that allow you to perform various actions with WinCIS.

Most of your offline processing with WinCIS is performed by using this menu bar.   When you select a menu bar item, a list of related items will be displayed.   You may select one of those items to perform a desired action.

How to select a menu bar item.
You may select a menu item by using the mouse or the keyboard.

When using the mouse, you point to the desired item on the menu bar and click that item to display the related item menu.   You then click on a desired menu item.   (You can drag the selection cursor down the menu if you want to move to a menu item immediately.)

When using the keyboard press the ALT key to select the menu bar.   Press the LEFT ARROW or RIGHT ARROW key to select the menu you want.   Press ENTER to open the selected menu.   You many than use the DOWN ARROW and UP ARROW keys to select a desired menu item.

See Also
Forum Processing Options and Actions

Types of Online Processing

You may perform the following four types of Online processing with CompuServe when using WinCIS:

Actions   Perform pending automated actions for one or more forums.
                      Actions include Message and Library processing.

Messages   Read message headers and/or messages and send messages.
Interactive   Have WinCIS logon to CompuServe and allow you to enter commands.
Mail   Read or send mail using CompuServe's Electronic Mail system.

About WinCIS

When you select the **About WinCIS** menu item, a window will be displayed with current information about the WinCIS program you are running.

Communication Problems

If you are having trouble connecting to CompuServe please review the following:

Use the TERMINAL that comes with Windows to connect with the same settings that you defined to WinCIS.   If you are not able to connect with TERMINAL you will need to check your settings.

Change the Carrier Detect value under Settings/Communications Port menu item.

Add an &C1 right after the AT for the following fields on the Settings/Modem Commands menu item:
Hanging up phone
Initialize modem
Reset modem

If you are not able to get past the LOGON to CompuServe, or are having problems with "Host not Responding" then you may need to change some WinCIS Communication parameter values.   In the   WINCIS.INI file in the directory in which you installed WinCIS you will find the following entries:

; Communications Timing Parameters
CommandRecognitionTime=.15
; MinimumModemCharDelay=.35
MinimumModemCharDelay=.15
MaximumModemResponseTime=5
MaximumCISResponseTime=45

Try increasing the above value by 10% until the problem goes away.   This has generally worked for others.

Support

If you are having problems with WinCIS please select a topic from the following list.

Communications
Actions being performed over and over
Performance

Actions being performed over and over

If online actions, such as sending a message or mail, are being performed over and over it is most likely because something happened in a previous session that prevented WinCIS from marking the action complete.

Currently you will have to perform some manual intervention to clean up the action files.   In the next release of WinCIS there will be a way to perform this process for you.

To clean up the action files you must locate the file in the CONTROL directory you assigned to the forum which is performing the repetitive action, if it is a forum file.   If it is a mail file you will find the file in the default CONTROL directory that you set under Settings.

The offending file will be named like one of the following:

        MAIL.SND   For mail being sent over and over.
        forum.SND   For forum messages being sent over and over.
        forum.MXS   Read a marked message.
        forum.LXC   Perform a library scan.
        forum.LXR   Download a file.

To stop the repetitive action, delete the offending file.

Performance

If you are having problems with performance try closing all unneeded windows.

Online Window

The online window is displayed when you press one of the buttons on the Main Processing window.   Normally you do not need to take any action during the time WinCIS is performing online processing.   However, you may want to perform some special actions by selecting a menu item.

The following menu items may be selected while in the Online Window:

File
       Printer Echo
              (Echoes all text coming from CompuServe to the default printer)
       Capture to File
              (Allows you to specify a text file to capture all text in)
       Exit
              (Hangs up and exits)
Edit
       Cut
              (Cuts selected text to the clipboard)
       Copy
              (Copies selected text to the clipboard)
       Send
              (Sends text in the clipboard to CompuServe)
       Send with CR
              (Sends text in the clipboard to CompuServe with carriage returns)
       Delete
              (Deletes selected text)
Settings
       Phone #
       Terminal Emulation
       Communications
       Modem Commands
       Show Status Bar
              (Toggles the display of the status bar at the bottom of the Window)
Phone
       Dial
       Hang up
              (Hangs up the phone)
Scripts
       Execute
              (Allows you to specify the name of a script to execute)
       Pause
              (Pauses the current script at the next script command)
       Resume
              (Resumes processing of the current script after a pause)
       Stop
              (Stops processing of the current script)
       Debug
              (Displays script commands as they are being processed)
       Animate
              (Slows script processing down)
       Remain Online
              (Indicates that you want to stay online after the current script is complete)
Help

Libraries

CompuServe forum libraries contain an extensive selection of programs and information. These programs and bits of information are stored as files in different libraries that individual forums provide.   A forum may provide a few, or many libraries; each containing hundreds of files.   You could spend hours looking through each library in a forum, searching for interesting files to download for use on your computer.

WinCIS will assist you in finding the exact files you are interested in, in the shortest time possible.   And, WinCIS will download only those files you specify, using the fastest method available.   This will save you valuable time and connect charges.

See Also
Library actions you perform while not connected to Compuserv
Library actions WinCIS performs online, automatically, for you

Library actions you perform while not connected to CompuServe

Create and select multiple search patterns
You can create and save search patterns that WinCIS will use to determine exactly which files you are interested in reviewing offline for possible downloading.   These search patterns allow you to specify file name filters, number of days old, which libraries to search and keywords to look for.

Browse a Catalog of Files matching selected search patterns
WinCIS uses your selected search patterns to create a Catalog of Files matching those patterns.   This catalog is used to display detailed information about files for you to use in selecting which files you are interested in.   Because you browse this Catalog while you are not connected to CompuServe, you can take your time to decide precisely which files you want to spend your money on in downloading them to your computer.

Select files listed in the Catalog for WinCIS to download
When reviewing the Catalog, a variety of methods are available for easily selecting which files you want to <u>mark</u> for downloading to your computer.   You can select as many, or as few files as you want.   And, WinCIS will keep you updated on the amount of time that will be required for downloading selected files.

See Also
<u>Creating and Selecting Search Patterns</u>
<u>Catalog of Files for Download</u>

Library actions WinCIS performs online, automatically, for you

Searching of one or more forum libraries for interesting files
WinCIS uses search criteria you define, as <u>search patterns</u>, to quickly find those files you may be interested in downloading to your computer.   WinCIS creates a Catalog of these files for you to review at your leisure.   These searches are done in the fastest manner possible, to reduce connect charges.

Downloading of files
WinCIS will automatically download the files you select,   using the fastest method available. These files will be placed in a directory you specify, and you can specify different directories for each forum.

Library Search Patterns

You use this window to Add, Edit Delete or Select <u>search patterns</u> for the current forum.   You must define search patterns for each forum, since the contents of forum libraries are quite different amongst forums.

The purpose of defining search patterns is to help you in finding the exact files that interest you, out of hundreds of files in forum libraries.   You may be as general, or as specific, as you want in defining your search patterns.

Once your search patterns are defined, you may select one or more patterns for WinCIS to use the next time it creates a WinCIS Catalog of Files for you.

For more information on Search Patterns please select one of the following topics.
<u>Library Search Pattern Window</u>
<u>Selecting Search Patterns</u>
<u>Add New Search Pattern</u>
<u>Edit Existing Search Pattern</u>
<u>Delete Search Pattern</u>

Library Search Pattern Window

The menu bar contains the following items:
 File   Allows you to Exit this window.
 Actions   Allows you to **ADD**, **EDIT** or **DELETE** patterns.

The areas in each of the frames on this window, described below, contain display only values.   To change the displayed values you must click on the **ACTION** menu item and selecting the **EDIT** menu item.

Defined Search Patterns List Box
This scrollable list box contains the names of all patterns you have defined for this forum.

Pattern Name Information Area
This area contains the name of the last pattern you clicked on in the *Defined Search Patterns* list box.   It also describes if you want a full description put in the catalog, or a short description.

Library Search Criteria Information Area
This area contains the specific search criteria you defined with an **ADD** or **EDIT** menu item in the **Action** menu.

Search Selection Information Area
This area contains information regarding your current selection of search patterns.

Selecting Search Patterns

To select one or more patterns perform the steps described below.   WinCIS will use these patterns to   create a Catalog of Files that matches the selected patterns.

1. Click the **Clear All** button if you want to select a new set of patterns for WinCIS to use.
2. To select specific patterns, click on selected pattern names in the *Defined Search Patterns* list box to highlight or dim the pattern.   Highlighted patterns will be used by WinCIS.   Dim patterns will not be used.
3. Click the **Mark All** button if you want to use all patterns.

WinCIS will include a file in the Catalog of Files if it matches any selected pattern.

When you click on a specific pattern name, the details of the pattern's selection criteria are displayed on the right side of the window.   If you do not find a pattern that contains the selection criteria you want to use, select the **Action** menu bar item and the **Add** or **Edit** menu item to create the pattern you want.

You may select the disposition of the current Catalog of Files for this forum by pressing the

▼,   next to the *Append/Overwrite Catalog File?* message.

When you have completed selecting all the patterns you want, press the **OK** button.   Or, you may press the **CANCEL** button at any time to retain the previous selection values.

See Also
Library Search Pattern Window
Add New Search Pattern
Edit Existing Search Pattern

Add New Search Pattern

To add a new search pattern, select the **Actions/Add New Search Pattern** menu item on the menu bar.   This will display a Search Criteria window for you to use in defining your search pattern.

How to fill in search criteria.
1.   Enter a descriptive name for the search pattern.

2.   Press the and select how much information you want this search to include in the Catalog.   You may choose Long, a full description of the file; or Short, only the title of the file.

3.   Enter a filename pattern you want to use for filtering filenames.   Pattern Characters.
4.   Enter the maximum number of days old, from todays date, that you want a file to be.

5.   Press the button to obtain a descriptive list of the libraries this forum offers. From that list you may click on each library you want to include in the search.   NOTE: The button will only be enabled after you have had WinCIS get the section names from the forum.

6.   Enter any keywords you want the file to contain to be included in the Catalog.
7.   Press the **OK** button.

See Also
Library Search Pattern Window

Edit Existing Search Pattern

To change a search pattern, click on a pattern name, in the *Defined Search Patterns* list box and than select the **Actions/Edit Existing Search Pattern** menu item on the menu bar. This will display a Search Criteria window with the current values of the selected search pattern.

How to change the search criteria.

1. Press the ⬛ and select how much information you want this search to store in the Catalog.   You may choose Long, a full description of the file; or Short, only the title of the file.
2. Enter a filename pattern you want to use for filtering filenames.   <u>Pattern Characters</u>.
3. Enter the maximum number of days old, from todays date, that you want a file to be.
4. Press the [Browse] button to obtain descriptive list of the libraries this forum offers.   From that list you may click on each library to include in the search.   NOTE: The *Browse* button will only be enabled after you have had WinCIS get the section names from the forum.
5. Change any keywords you want the file to contain to be included in the Catalog.
6. Press the **OK** button.

See Also
<u>Library Search Pattern Window</u>

Delete Search Pattern

To delete a search pattern, select the name of the pattern you want to delete by clicking on a name in the *Defined Search Patterns* list box. Than select the **Actions/Delete Search Pattern** menu item on the menu bar.

A window will be displayed with the name of the pattern you selected and you will be asked to confirm if you want to delete that pattern. If you do, press the **OK** button. If not, press the **CANCEL** button and the pattern will be retained.

See Also
Library Search Pattern Window

Catalog of Files for Download

You use this window to display a list of files and <u>mark</u> files that you want to <u>download</u> for use on your computer.   The files that are displayed come from a Catalog of Files that was created, by WinCIS, using search criteria you specified for searching the forums libraries.

Once you have marked all the files you want to download, press **OK** to return to the Main Processing window.   If you marked files, you will notice the addition of a *Library(Download)* action for the forum in the *Forum List* box on the *Main Processing* window.   This indicates that the files you marked will be downloaded the next time you go online to CompuServe with that forum selected for actions.

See Also
<u>Format of Catalog of Files Window</u>
<u>Catalog of Files Window</u>
<u>Catalog of Files Menu Commands</u>
<u>How to Mark Files for Download</u>
<u>Tips for Effective Use</u>
<u>Library Catalog Report</u>

Format of Catalog of Files Window

The Catalog of Files window may be displayed in two different formats.   The first format is the default format.   This format contains a *File List* box on the left side of the window and formatted detail file information on the right side of the window.   In the second format, the file list box is expanded to fill the window, replacing the formatted file information with a tabular list of files containing the detailed information.

Which format you should use depends on your preferences.   Both formats contain nearly the same information.   The only exception is that the list format does not contain estimated time for download.   To change formats, click on the **Preferences** menu item and then select the displayed menu item.

See Also
Catalog of Files Window

Catalog of Files Window

The menu bar contains the following items:

File	Allows you to print file information or exit the window.
Search	Allows you to search the information in the File list for specific strings.
Preferences	Allows you to change the format of the display.
Help	Allows access to complete help.

You will also find two information boxes at the bottom of the window containing the total number of files in the catalog and the current number you have marked for download.

The window also contains four buttons.   The **Clear** button is used to reset the marked tags on all files in the File List.   The **Mark All** button is used to set the mark tag on every file in the file list.   The **OK** and **CANCEL** buttons are used to exit the window, accepting change or rejecting them, respectively.

See Also
Catalog of Files Menu Commands
How to Mark Files for Download
Tips for Effective Use

How to Mark Files for Download

Marking which files you want to download is very easy.   You simply click on a filename, in the *File List* box, that you want to have downloaded.   The file name will then be highlighted, indicating that you have marked it for download.   If you change your mind about downloading a file, simply click on the highlighted file name and it will no longer be marked for download.

TIPS for Effective Use
Scrolling the list of files, and marking files, is most easily done by using the keyboard.   To use the keyboard for scrolling and marking the File List box must have <u>focus</u>.   To set the focus to this box you may click on the box, or scroll bar, or you may press the **TAB** key until the button on the scroll bar is blinking.

Once you have set focus to the *File List* box, you may then use the **CURSOR** keys, the **PAGE UP** and **PAGE DOWN** keys for displaying different files and information about those files. You may also easily mark a file by pressing the **SPACE BAR** when the file you want to mark is circled by dotted lines.

You may need to experiment with using the keyboard, but once you understand how to move within the *File List* box, with the keyboard, you will find it very useful for browsing through the files.

See Also
<u>Catalog of Files Menu Commands</u>
<u>Printing Catalog Information</u>

Catalog of Files Menu Commands

Printing all or part of the Catalog information.
WinCIS provides you with the ability to print a formatted report of the information contained in the Catalog.   To print all or part of the Catalog, Select the **FILE/PRINT** menu item on the menu bar.   This will display a window you may use to select the type of report you want and information to print.

Searching for text.
You can search all the information in the Catalog for a specific string of information.   To start a search you must define what to search for.   You do this with the **SEARCH/FIND** menu item on the menu bar.   Once you have entered a search value, and found a match, you may continue the search from that point in the Catalog by pressing **F3**.

Changing the format of the display.
The Catalog of Files window may be displayed in two different formats.   The first format is the default format.   This format contains a File List box on the left side of the window and formatted detail file information on the right side of the window.   In the second format, the file list box is expanded to fill the window, replacing the formatted file information with a list of files containing the detailed information.

Which format you should use depends on your preferences.   Both formats contain nearly the same information.   The only exception is that he list format does not contain estimated time for download.   To change formats, click on the **Preferences** menu item and then click on the displayed menu item.

See Also
Searching
Printing Catalog Information

Library Catalog Report

The Library Catalog Report window allows you to select what information you want to be printed from the catalog.   To select a value   for each of the following options, press the , next to that option.   This will pull down a selection list that you may select items from.

Files to be Selected
All Listed	Print information for every file in the Catalog.
Current Shown	Print information for only the currently displayed file.
Marked Files	Print information for only the marked files.
Unmarked Files	Print information for only the unmarked files.

Sort order for Report
This option is not used for this report.

Type of Report to Print
Summary	Print one line per file in a column format.
Detailed	Print each entry, with complete descriptions, in a formatted report.

Actions

Actions are the scheduled events that will be done by WinCIS, for each forum, during Automated Processing that is done online to CompuServe.   Actions are set by your interaction with WinCIS while offline.   For example, when you Mark Message Headers you set an Action of Read(Messages).   You can see what Actions are scheduled for individual forums by looking in the *Forum List* box, to the right of the *Forum Name*.

Both
Sends the message both Privately and Unformatted.

Catalog

A list of files and descriptive information that is created as a result of WinCIS scanning a forums libraries looking for files that match the specific search criteria that you defined.   The information in the Catalog is displayed for you to use for selecting specific files to download for use on your computer.

CHECK Carrier Detect

Selecting this option will cause WinCIS to look for the Carrier Detect signal from your modem during online processing.   Responding to carrier detect allows faster and more accurate processing while sending commands to your modem.   In some cases, with some modems or windows configurations it may be necessary to select IGNORE carrier detect in order for WinCIS to be able to send commands to your modem.

Click

Click is the process of moving the mouse pointer over a specific area and pressing the left mouse button once.

Configurations

Configurations allow you to have groups of different settings for each of the items you set in the *Settings* menu.   For example, you could have a configuration for calling CompuServe at 9600 Baud and one for 2400 Baud.   Or, you could have one for your User ID and one for someone else's User ID.

Current Forum

The current forum is the forum that is highlighted in the forum list box on the main processing window.   You may change the current forum by clicking on a different forum in the forum list box, or by moving the arrow keys when the forum list box has focus.

Download

Transmitting a file, using communications software, from one machine to another. Typically used to obtain files from a computer that has capacity for containing millions of files.

Electronic Mail Reading

When WinCIS logs onto CompuServe and determines that you have mail waiting it reads the mail and stores it on your computers disk drive.   You may than read the mail at your leisure.

Electronic Mail Sending

When you reply to a mail message, or create a new mail message, WinCIS stores the text of the message on you computers disk drive.   The next time WinCIS logs onto CompuServe it sends all of the mail messages you have created.

Focus

The state a control must be in to receive user input through the mouse or keyboard. For example, when you type a string, it appears in a text box only if the text box "has the focus".   Focus is usually indicated by a control being surrounded by a dotted line, or by the scroll bar blinking, or by being highlighted.

Forum Icons

You may select an icon to be displayed next to the forum title and name in the forum list box on the main processing window.   You specify the icon file when you create a new forum with the **Forum/Add** command on the main processing window.   You may change the icon by editing a forum with the **Forum/Edit** command on the main processing window.   Any valid icon file may be specified for use as a forum icon.

Full Messages

The complete message, including header information and all text of the message.

Full Reading

Full reading of messages means that WinCIS will read the full text of all new messages during online processing for a forum that has this option selected.

High Message Counter

The High Message Counter is used by CompuServe to keep track of which messages you have already read.   When you issue a Read command, or a Quick Scan command, only those messages exceeding the High Message Counter will be read. The purpose of this number is to provide a way for you to read "new" messages, that is those messages that are greater than your current High Message Number.

IGNORE Carrier Detect

Selecting this option will cause WinCIS to ignore the Carrier Detect signal from your modem during online processing.   Ignoring carrier detect may be necessary with some modems or windows configuration in order for WinCIS to be able to send commands to your modem.   This option will cause a delay in the time required to hang up your phone since WinCIS needs to make sure the phone does hang up.

Libraries

CompuServe forum libraries are logical places where you can download files from, for use on your computer.   You, or others, can also upload files to a library.   Each forum defines a unique set of libraries for use by members of that forum.   WinCIS will provide selection lists of library names for each forum when needed for WinCIS processing.

Library Scans

WinCIS will scan different CompuServe libraries, looking for specific files, and create a catalog of information about the files it found on your computers disk drive.   You may review the contents of the catalog, without being logged onto CompuServe, and select files you wish to download for use on your computer.

Library Downloads

WinCIS will download files you request it to, from CompuServe, using the least amount of time possible.   The files will be stored in a directory you specify on you computers disk drive.   You may select files by reviewing a catalog WinCIS will create for you, or you may enter the name of files directly to WinCIS for downloading.

Mail

Sends the message as standard Mail to the individual you specified in the Destination window.

Mark

To **mark** an item, like a message header, simply click on the item in the list box. Marked items will be processed by WinCIS as described elsewhere for the type of marked item.

Messages

A message is a note sent from one person to one or more recipients relating to a specific topic.   Messages are sent to a specific forum and message section within that forum where they are read and replied to by one or more people.

Message Headers

A message header is a short description of the contents of a message.   Message Headers contain the subject of the message, date and time, and who the message is to and from.

Message Reading

WinCIS will read messages in many different ways.   You select the method that is best for your needs.   WinCIS stores the messages on your computers disk drive and allows you to read the messages, and create replies to them, while not connected to CompuServe, at your leisure.

Message Replies

WinCIS allows you to create replies to messages while reading and viewing the original message.   You may also create new messages to send to CompuServe. Messages are stored on your computer until the next time WinCIS logs onto CompuServe, at which time it will send the messages using the fastest possible method.

Message Section

A message section is a separate area in a forum where similar messages are placed.

Message Scans

WinCIS allows you to scan different forum messages sections, creating a file on your computer of message summaries (message headers).   WinCIS presents the information in this file for you to review when you are not connected to CompuServe. You may select interesting messages that you want WinCIS to read the complete text of, the next time WinCIS logs onto CompuServe.

Name

This name refers to your full name as you wish to be known by in corresponding on CompuServe.   For example: John P. Smith could be a name.

Network

A set of communication lines and equipment that provides connections to different online services, usually from a local or toll free phone number.   CompuServe and Tymnet both offer networks you can dial into.

New Messages

A new message is one that you compose without connections to other messages on CompuServe.

Offline

Offline processing is the interaction you have with WinCIS whenever you are not connected to CompuServe.   Offline processing saves you time, in avoiding slow response time, and money, in reducing online charge time.

Online

Online processing is the logging on to, and performing action in, CompuServe. Online processing may be automatic, controlled entirely by WinCIS or manual, controlled by you.

Password

Password is the string of characters you key in to log onto CompuServe.   If you change your password on CompuServe, you must also change it in each Configuration file you created in WinCIS.

Pattern Characters

The following characters may be used in a pattern:

* -???

? - ???

/ - ???

Private

Sends the message privately so that only the person it is addressed to can read the message.   Some forums do not support Private messages.   If WinCIS detects this, it will send the message via EMail.

Quick Scan

A Quick Scan of messages means that WinCIS will only read new message headers during online processing for a forum that has this option selected.

Return Receipt

Sends the message as standard Mail with a return receipt requested.   This will cause CompuServe to send you a message when the person you sent the mail to reads it. **The use of Return Receipt is an extra charge item by CompuServe.**

Scroll Bar

A bar that appears at the right and/or bottom edge of a window or list box whose contents are not completely visible.   Each scroll bar contains two scroll arrows and a scroll box, which enable you to scroll through the complete contents of the window or list box.

Send Mail Standard

Send the current mail message as standard mail to CompuServe.   Standard is the usual method of sending mail.

Search Patterns

A specification of specific criteria that WinCIS uses to search forum libraries for files to include in the WinCIS catalog of files for a particular forum.

Sessions

A session is established each time you use WinCIS to log on to CompuServe perform some automated action.   WinCIS keeps track of messages and catalog entries by session.   Some areas of WinCIS allow you to specify what session you want to perform offline action on.

Standard

Sends the message publicly to the current forum and section you indicated.

Unformatted

Sends the message so that CompuServe will not reformat when it is read by others. You would select this method when you have included tabular data in your message. *This method should be rarely used*.

User ID

User ID is the ID that CompuServe assigned to you for use in logging onto CompuServe.   For example: 123456,1234 could be a User ID.

View

A view is a group of logically related forums.   Since WinCIS will perform online action for each forum in the current view, by grouping related forums together you can isolate online processing to specific areas of interest.   For example all Windows forums could be put in one view and all programming forums in another view.   You could then select the group of forums you are interested in for current processing.

Working with Forums

Working with CompuServe forums is the primary function for which you will use WinCIS.   You define, to WinCIS, each forum you want to access with WinCIS.   You then select actions to perform on those forums.   WinCIS allows you to perform a variety of activities with a forum.   These activities are divided into those that are performed <u>online</u>, such as reading or writing messages, and those performed <u>offline</u>, such as browsing through messages or composing new messages.   Since WinCIS performs all online actions at machine and line speed, you save time and money when using WinCIS to access forums on CompuServe.

You perform offline actions for a forum by selecting a forum, and the processing you wish to perform, using one of two methods.   You may double click on a forum to access the Forum Processing Options window for that forum.   From this window you can perform various actions for the forum.   You may also single click on a forum and then select the **Forum** menu item and **Libraries** or **Messages** menu item.

See Also
<u>Adding and Deleting</u>
<u>Forum Processing Options and Actions</u>
<u>Messages</u>
<u>Libraries</u>
<u>Advanced Functions</u>
<u>Forum Groups</u>

Adding and Deleting Forums

You may define a forum to WinCIS by selecting the **Forum/Add** menu item on the *Main Processing* window.

To delete a forum from all views in WinCIS you simply click on the forum name in the *Forum List* box and then select the **Forum/Delete** menu item.

See Also:
Define Forum
Delete Forum
Edit Forum

Forum Processing Options and Actions

You may access the *Forum Processing Options and Actions* window by double clicking on a forum in the *Forum List* box.   This will display the *Forum Processing Options* window for that forum.   You may also access this window by clicking on a forum and the selecting the **Forum/Processing** Options menu item.

The controls in this window allow you to do the following:

Set Options for Reading Messages
  Select which sections to perform a Quick scan in for this forum when processing Messages.
  Select which sections to perform Read New in for this forum when processing Messages.
  Choose when to reset the High Message Counter.

Set Actions
  Set scheduled actions.
  Temporarily turn off scheduled actions.

Access Related Windows
  Process Headers, Messages and Catalogs from the last online session.
  Access the Library Scan Patterns window.

See Also
Forum Processing Options Window
Add Forum
Edit Forum

Advanced Functions

Advanced functions allow you to set various message processing options that will be used the next time you go online with this forum in the current view.

See Also
Advanced Options

Forum Groups

WinCIS allows you to group related forums into <u>views</u>.   The major reason for you to create views is to allow you to control the scope of processing performed by WinCIS when it goes online to CompuServe.

By putting only one forum in a view, you can limit processing to just that forum.   Or, by putting related forums in a view, such as all Windows forums, you can process all those forums in one CompuServe session.   Another reason for views is to give you a convenient method of working with related forums while offline.

Views provide a very powerful method for you to maximize your interaction with CompuServe.   They are easy to create, maintain and select.

See Also
<u>Add View</u>
<u>Edit View</u>
<u>Selecting a View</u>

Selecting a View

To select a <u>view</u> you <u>click</u> on the ![icon], located above the *Forum List* box on the *Main Processing* window.   This will display a list that contains the names of all possible views.   To select a desired view, simply click on the that view name.   This will cause only the group of forums in that view to be displayed in the *Forum List* box.

You may create any number of views in WinCIS.   In addition to the views you create, WinCIS provides three standard views that do not have to be created.   The three standard views are:

Forums...All
This view contains every forum that has been defined to WinCIS.

Forums with Actions
This view contains only those forums that have actions pending for online processing with CompuServe.   The forums displayed with this view will change as processing is completed or actions are set by your interaction with WinCIS.

Forums NO Actions
This view contains only those forums that do not have any actions pending for processing online with CompuServe.

See Also
<u>Forum Groups</u>

Forum Processing Options Window

The Forum Processing Options window allows you to set message processing option, set or reset pending automated Actions or quickly access Message Headers, Latest Messages, the Catalog of Files or Pattern Selection and Definition activities.

Do Messages Options
The options you select in this section control the scope of online processing that is done, for this forum, when you press the **Messages** button on the *Main Processing* window.   You may select one or more sections to Scan for Message Headers in, and one or more sections to Read New Messages in.   You may also set when the High Message Counter should be reset.

Do Actions Options
This section let you do two things.   The first is that you can click on certain actions to force that action to be done the next time you press the **Actions** button on the *Main Processing* window with this forum selected for online processing.   The second is that you may click off pending actions that will cause to actions to be bypassed only the next time you press the **Actions** button on the *Main Processing* window with this forum selected for online processing.

Activity Buttons
The buttons on the right side of this window allow you quick access to offline activities for this forum.   If the text on the button is not dim, you may press the button to perform the activity listed on the button.

You press the **OK** button when you have made your selections and want to return to the *Main Processing* window.   Pressing the **CANCEL** button will return to the *Main Processing* window without saving any changes you have made to Message or Action items.

See Also
Do Messages
Do Actions
Forum Processing Options and Actions

Do Messages

When you define a forum to WinCIS you specify which message sections you want to access during on-line message processing.   You also specify when to reset the High Message Counter.   There may be some times when you wish to temporally change these settings.

To change messages sections for processing

Click on one of the Browse buttons to bring up a selection window of message sections.   In that window, click on each message section you wish to include.   Press the **OK** button after all selections are made.   Or, you may press the **CANCEL** button select no sections.

To change when to reset the High Message Counter

Click on the [↧] to pull down a list of valid reset values.   Click one of the following to select that action:
 After Quick Scan - Reset after performing a Quick Scan of the forum messages
 Never (Manual) - Do not reset, you must reset the counter manually
 Always - Reset the counter after every Scan or Read of forum messages

Do Actions

WinCIS automatically sets some options during <u>offline</u> processing as you perform certain activity.   For instance, *Join Forum* is set when you define a new forum to WinCIS.   There may be times when you wish to perform specific actions for a forum and not those set by WinCIS.

To set or reset Misc Processing Options

You do this by clicking on the unchecked boxes, ☒, next to the action(s) you wish to perform.   Any checked boxes,
☒, which you don't want to perform the action for you should click on to unchecked the box.

Using E-Mail

Sending, browsing and replying to E-Mail with WinCIS is quick and easy.   Once you use WinCIS to automate the processing of your E-Mail, you will wonder how you ever lived without it.

WinCIS will automatically look for mail to read each time it goes online to CompuServe.   If it finds any mail to read, it will read the mail at the fastest speed possible and store it on your computers disk drive.

Once mail is received, you may browse the mail at your leisure, without being connected to CompuServe.   WinCIS allows you to directly access mail from a list of subjects you receive, so you can go directly to that important mail you've been waiting for.

And, you can reply to your mail while viewing the original mail.   You can also create new mail messages to send to CompuServe.   Any replies and new mail messages that you create are automatically sent the next time WinCIS goes online.

See Also
E-Mail actions you perform while not connected to Compuserv
E-Mail actions WinCIS performs online, automatically, for you
E-Mail Commands

E-Mail Actions You Perform While not Connected to CompuServe

WinCIS allows you to perform extensive processing of mail while you are not connected to CompuServe.   Some actions, like creating new mail messages can by performed at any time.   Other actions, like browsing mail, must be done after you have gone online, with WinCIS, to read your mail.   Offline actions are described in detail in the following topics.

Please select an topic or press the [>>] key to view all of the topics.

How WinCIS Gets E-Mail
Browsing Received E-Mail
Replying to E-Mail
Creating New E-Mail
Editing E-Mail to be Sent
Sending E-Mail
Sending a File as E-Mail

E-Mail Actions WinCIS Performs Online, Automatically, for You

WinCIS provides full support for automatically performing mail related activity on CompuServe.   When you go online to process mail, several different actions may be performed.   Depending on options you have selected, and activities you have performed while offline, one or more of the following processes are performed:

 Read new E-Mail.
 Send any replies and new mail that you have created.
 Send an ASCII file as E-Mail.

Each of these actions are performed without the need for any manual intervention, at the fastest speed possible.   E-Mail that is read is stored on your computers disk drive and may be accessed while not connected to CompuServe.

Please select an topic or press the [>>] key to review all of the topics.

Going Online to Process E-Mail
How WinCIS Gets E-Mail
Browsing Received E-Mail
Replying to E-Mail
Creating New E-Mail
Viewing E-Mail to be Sent
Sending E-Mail
Sending a File as Mail

Going Online to Process E-Mail

You may have WinCIS process mail at any time by pressing the **E-Mail** button.   When you press **E-Mail**, WinCIS will dial CompuServe, log on, may perform the following begin automated mail processing actions:

 Read any E-Mail that was sent to you.
 Send replies.
 Send new E-Mail messages.
 Send Files.

The exact actions that are performed are determined by the values you set from the *Main Processing* window by selecting **Settings/Processing Options** menu item**.**

See Also
How WinCIS Gets E-MailidxMail
E-Mail actions WinCIS performs online, automatically, for you

How WinCIS Gets E-Mail

WinCIS may look for mail waiting to be read every time you log on to CompuServe to perform some automated action if you have selected that option.   You select when you want WinCIS to process mail
 from the *Main Processing* window by selecting **Settings/Processing Options** menu item**.**
If you have selected mail processing and the message "You Have Electronic E-Mail Waiting" is sent by CompuServe, WinCIS will read that mail and store it on your computer for you to read when you are not connected to CompuServe.

If you want to read any mail you have waiting without performing any other forum related activity just press the **E-Mail** button.   WinCIS will log on to CompuServe, look for mail, read it if there is any, and logoff.   Note: you must have set the *Read E-Mail* option to other than *Manual* for this function to work.

See Also
Going Online to Process E-Mail
Browsing Received E-Mail

Browsing Received E-Mail

To browse through your mail, select the **E-Mail** menu item on the *Main Processing* window. You may then select one of the following menu items to select which mail messages to browse.

Latest Received E-Mail
This will display the *Message/E-Mail Review* window with all the mail contained in the incoming mail file that was read in your last online session.

Select Received E-Mail
This displays a window that allows you to specify selection criteria for e-mail messages to browse.

These menu items will only be enabled if you have mail to read.

E-Mail Selection/Purge Criteria
Message/E-Mail Review Window
Purging E-Mail Messages
Replying to E-Mail

Purging E-Mail Messages

You may purge E-Mail messages from your file by selecting the **E-MAIL/Purge Received E-Mail**
item from the *Main Processing* window.   This will display a selection criteria window for you
to use in specifying which E-Mail messages you want to purge in addition to any you deleted
while reading received mail.

The purge function will reduce the size of your E-Mail file.

See Also
Browsing Received E-Mail
E-Mail Selection/Purge Criteria
Creating New E-Mail

Replying to E-Mail

You may choose to reply to a mail message that you are currently reading with the **Message Reply** menu item on the *Review Message/E-Mail* window.   This will cause a new window to open up, just above a window that contains the text of the mail you are replying too.   This makes it easy to write your reply.   And, you can use cut and paste to include portions of the original mail, or information from other Windows applications.

See Also
Browsing Received E-Mail
Message/E-Mail Reply Window
Creating New E-Mail

Creating New E-Mail

You may create a new mail message at any time from the *Main Processing* window.

To create a new mail message, select the **E-Mail/Create E-Mail** menu item from the *Main Processing* window.   This will display the *Message/E-Mail Create* window for you to use in entering your mail message.

See Also
Message/E-Mail Create Window
Editing E-Mail to be Sent
Sending E-Mail

Editing E-Mail to be Sent

Once you have created, or replied to a mail message, you may want to review and edit the messages.   You may do this any time, prior to sending the mail.

To edit mail to be sent, select the **E-Mail/Edit E-Mail to be Sent** menu item from the *Main Processing* window.   This will display a *Review Message/E-Mail* window that you can use to browse and edit each mail message to be sent.

This menu item will only be enabled if you have mail scheduled to be sent.

See Also
Message/E-Mail Review Window
Replying to E-Mail
Creating New E-Mail

Sending E-Mail

To send mail to CompuServe you must first create a mail message, or you must specify that you want to send a file as mail.

E-Mail is actually sent to CompuServe during the processing of the action you choose in the *Main Processing* window by selecting **Settings/Processing Options** menu item**.**   You may choose to send mail anytime you go online, only when you go online by pressing the **E-Mail** button on the *Main Processing* window, or never.

See Also
<u>Replying to E-Mail</u>
<u>Creating New E-Mail</u>
<u>Sending a File as E-Mail</u>

Sending a File as E-Mail

ASCII
You may send any file that contains text as an ASCII mail message.   You may send the file without a return receipt by selecting the **E-Mail/Send File as E-Mail/ASCII Standard** menu item from the *Main Processing* window.   You may also request a return receipt by selecting the **E-Mail/Send File as E-Mail/ASCII Return Receipt** menu item from the *Main Processing* window.

Binary
WinCIS also allows you to send a file containing binary information as mail.   To send a binary file as mail, select the **E-Mail/Send File as E-Mail/Binary** menu item from the *Main Processing* window.

Each of these options will prompt you for address information and display a file selection dialog window for you to use in selecting the file to send.

See Also
Creating New E-Mail

E-Mail Selection/Purge Window

This window allows you to specify selection criteria for messages to display or purge.   To input specific criteria you must check the box to the left of the desired criteria.   You may then input a pattern for WinCIS to use in selecting messages using standard MS-DOS pattern characters.

For example, checking <u>Subject</u> and entering "*WinCIS*" would display or purge all messages with "WinCIS" anywhere in the Subject of the message.   Checking <u>From (User)</u> and entering "David*" would display or purge all messages from any "David".

See Also
<u>Browsing Received E-Mail</u>

File Menu items

Open Configuration
Allows you open a previously saved configuration.file.

Save Configuration
Saves the current configuration settings to the current configuration file.

Save Configurations As...
Saves the current configuration settings to a new configurations file.

Printer Fonts...
Allows you to choose the font that will be used for any printing done by WinCIS.

Default Printer...
Allows you to select the printer to use for any printing done by WinCIS.

Exit

Settings Menu items

CompuServe User ID...
Displays and allows you to change the current CompuServe Name, User ID and Password.

Processing Options...
Displays and allows you to change various default WinCIS processing options.

Default Directories...
Displays and allows you to change the default directories that WinCIS will use.

Phone Number...
Displays and allows you to change the current on-line phone number, connect times and network.

Communications Port...
Displays and allows you to change communication port and data parameters.

Modem Commands.
Displays and allows you to select a predefined modem or change modem menu items.

Forum Menu items

The following **Forum** menu items are used to invoke processing activity for the current forum.   You select the current forum by clicking on a forum in the *Forum List* box on the *Main Processing* window.

Use the scroll bar to see more menu items.

Libraries
Allows you to specify libraries and search patterns for using to search in creating a Catalog of Files , **or** allows you to review a previously created *Catalog of Files* to select files you want to download for use on your computer.

Messages
Allows you to read message headers and messages for the current forum.   You may also create new messages to be sent to the current forum.

Advanced Options
Allows you to perform advanced menu item processing for the current forum.

Processing Options
Allows you to select options that will control the processing to be performed the next time you go online, with this forum in the current view.

Add Forum
Allows you to define a new forum to include in the current view.

Edit Forum
Allows you to edit the options that you selected when you initially defined this forum to WinCIS.

Delete Forum
Deletes the selected forum from all views.

View Menu items

The following View menu items let you control the display attributes of the current view, create a new view, and change which forums are included in the current <u>view</u>.

<u>Sort By Title</u>
Sorts the forums displayed in the Forum List box by forum title.

<u>Sort By Name</u>
Sorts the forums displayed in the Forum List box by forum name.

<u>Display Icons</u>
Toggles the display of the forum icon in the Forum List box.

<u>Add View</u>
Allows you to create a new <u>view</u> and choose which forums will be included in that view.

<u>Edit View</u>
Allows you to change which forums are included in the current view.

<u>Delete View</u>
Deletes the current view.

E-Mail Menu items

Latest E-Mail Received
Allows you to read any mail you just read from CompuServe by WinCIS.

Range E-Mail Received
Allows you to read any mail that has been previously read from CompuServe by WinCIS.

Create Mail
Allows you to create a message to be sent by E-Mail.

Send File as Mail
Allows you to select or enter the name of a file to send as E-Mail.

View E-Mail to be Sent
Allows you to view an E-Mail message you previously created.

Edit Address Book
Allows you to add, update and delete entries from the WinCIS address book.

Help Menu items

<u>Help</u>

<u>Contents</u>
Displays the main contents window for the WinCIS help system.

<u>How Do I...?</u>
Displays the **How Do I** window of the WinCIS help system.

<u>Ordering WinCIS</u>
Displays information on how to order the latest version of WinCIS.

<u>Order WinCIS Now</u>
Allows you to order WinCIS now, by mail or through CompuServe.

<u>About</u>
Displays a window with information about the version of WinCIS you are running.

File Menu
Open Configuration...

This menu selection allows you open a previously saved <u>configuration</u> file.   Once you have saved settings in a configuration file, you may recall those settings in future sessions by opening the saved file.

To open a previously saved configuration, select a valid configuration file from the file *Open File Dialog* window.

See Also
<u>Save Configuration</u>
<u>Save ConfigurationAs</u>

File Menu
Save Configuration

This menu item allows you to save your current <u>configuration</u> settings.   Once you have saved your current setting , you may recall them in future sessions,as needed,with the **Open Configuration** menu item.

See Also
<u>Open Configuration</u>
<u>Save ConfigurationAs</u>

File Menu
Save Configuration As...

This menu item allows you to save your current <u>configuration</u> settings in a specified file. Once you have saved your current settings , you may recall them in future sessions as needed.   A *Save File Dialog* window is displayed to allow you to select or specify a directory and filename to use for saving the current configuration.

See Also
<u>Open Configuration</u>
<u>Save Configuration</u>

File Menu
Printer Fonts...

This menu item allows you to choose the printer font that you want to use for any printing done by WinCIS.   A standard windows *Font Dialog* window is displayed for use in selecting the desired font.

Note: Windows will only print fonts that are supported by your printer.

File Menu
Default Printer...

This menu item allows you to choose the printer that you want to use for any printing done by WinCIS.   A standard windows *Print Setup Dialog* window is displayed for use in selecting the desired printer.

File Menu
Exit

This menu item will terminate the WinCIS program.   If you have any modifications that have not yet been saved, you will be prompted for the disposition of those modifications prior to termination.

Settings Menu
CompuServe User ID...

This menu item allows you to change the following items, used for CompuServe identification:
  Name
  User ID
  Password

The Name and User ID and Password are those that you currently use in accessing CompuServe.

Your password is kept secure by WinCIS.   The password will only display as a series of * characters when it is entered in this window.   The password is encrypted prior to storage in the configuration file.   It is not possible for us to determine your password from the information in the configuration file, so please remember it, or record it elsewhere.   You will be prompted to enter the password twice to ensure correct entry.

Once you have entered the CompuServe identification information, press the **OK** button to continue.   Or, you may press the **CANCEL** button at any time to retain the original values.

Settings Menu
Processing Options...

This menu item allows you to set processing options.   These options are used to control E-Mail and Message processing with CompuServe.   They are also used to control log processing for on-line activity.

To select the options, click on the ⬇, next to the option you wish to set.   This will display a list of items for you to select as the desired option.

See Also
Default Processing Options

Settings Menu
Default Directories...

This menu item will display and allow you to change the default directories that are used by WinCIS for saving files.   The values you specify for Control, Message and Library directories are used as default settings when you define a new forum to WinCIS.   The Script directory is used for storing script files.

To specify a directory, move the cursor to the desired text field and enter the directory path. When you have entered all the directories, press the **OK** button to continue.   Or, you may press the **CANCEL** button at any time to retain the original values.

Once the **OK** button is pressed, WinCIS will check each directory to see that it exists.   If the directory does not exist you will be prompted as to whether or not WinCIS should create it for you.   WinCIS will only exit after all directories are valid or the **CANCEL** button is pressed.

Settings Menu
Phone Number...

This menu item displays and allows you to change the *phone number* that will be dialed, by WinCIS, when you press any of the Automated processing buttons on the *Main Processing* window.   It also allows you to specify *time out parameters* that will control the maximum time for attempting to logon to CompuServe.   And, you may specify the *number of retires* that should be attempted for logging on to CompuServe.

You may also select the <u>network</u> that will be used for dialing CompuServe.   To select the network, <u>click</u> on the to pull down a list of valid networks and then click on the desired network.

If you require a special Logon script to be used when dialing CompuServe, you may enter the filename of that script in the *Logon Script* text box.

To complete processing of this menu item, press the **OK** button after all the values have been filled in.   Or, you may press the **CANCEL** button at any time to retain the original values.

Settings Menu
Communications Port...

This menu item displays and allows you to change communication port and data parameters.   To change a value, click on the to pull down a list of valid values and then click on the desired value to select it.   The following values are usually valid for using the CompuServe Network with WinCIS:
  Parity -NONE
  Data Bits -8
  Stop Bits -1

You may also select the type of *Carrier Detect* processing you want WinCIS to perform during online operations.   You may choose to have WinCIS IGNORE carrier detect or CHECK carrier detect.

Once all selections have been made, press the **OK** button to complete processing.   Or, you may press the **CANCEL** button at any time to retain the original values.

See Also
Communication Problems

Settings Menu
Modem Menu items...

This menu item displays and allows you to select predefined modem settings, or to define or change modem settings.   To select a predefined modem, click on the to pull down a list of predefined modems.   Then, click on a modem type that matches the modem you will use to connect with CompuServe.

If you don't see your modem type, try selecting the Hayes Compatible modem.   If that does not work, or if you know your modem has different menu items, select [user defined] and enter each of the menu items in the appropriate place in the window.   You will find the correct modem settings to enter in manual that came with your modem.

See Also
Communication Problems

View Menu
Sort By Title

When you select this menu item, the group of forums displayed in the *Forum List* box will be sorted by forum title.   The group of forums in whatever view is currently selected will be sorted by title when this option is checked.   You may also choose to sort the group of forums in the *Forum List* box by <u>forum name</u>.

View Menu
Sort By Name

When you select this menu item the group of forums displayed in the *Forum List* box will be sorted by forum name.   The group of forums in whatever view is currently selected will be sorted by name when this option is checked.   You may also sort the group of forums in the *Forum List* box by <u>forum title</u>.

View Menu
Display Icons

This menu item allows you to toggle the display of the <u>forum icons</u> in the *Forum List* box. When it is checked, icons are displayed next to the forum title and name.   Choose this menu item to toggle the icon display on and off.

View Menu
Add View

You may create a new <u>view</u> by selecting this menu item.

To create a new view perform the following steps:

Enter the name of the view in the **View Definition** dialog window that will be displayed. From one to sixteen characters may be used.   Press **OK** to continue, or **CANCEL** to stop creating a new view.

You are then given a list of **[All Forums]** currently defined to WinCIS in the *Forum List* box.

To include a forum in the group of forums view you are creating, <u>click</u> on that forum in the *Forum List* box.   That forum will now be highlighted, indicating it is selected as part of the group to include in the new view.   If you change your mind about a forum you selected, click on the forum again and it will not be included.

When you have selected all the forums you want in the new view, press the **OK** button.

If you do not want to select forums at this time, press the **CANCEL** button.   The view will be created without any forums selected.   You may add forums latter by selecting the **View/Edit** menu item from the Main Processing window.

View Menu
Edit View

You may change which forums are in the group of forums contained in the current view by selecting this menu item.   When you select this menu item, a list of **[All Forums]** is displayed in the *Forum List* box.   The group of forums already included in current view are highlighted.   To select an additional forum to include in this view, click on an unhilghlighted forum in the *Forum List* box.   To remove a forum from the current view, click on a highlighted forum in the *Forum List* box.

When you have completed selection of the forums to include in the current view, press the **OK** button.

If you want to leave the view defined the way it was originally, press the **CANCEL** button.

View Menu
Delete View

To delete the currently selected view, select this menu item.   A window will be displayed, with the view name, and you will be asked to confirm deleting that view.   Press **OK** to delete the view or **CANCEL** to retain the view.

Forum Menu
Libraries

This menu item provides access to two other menu items that allow you to perform processing associated with CompuServe <u>libraries</u>.   These menu items are performed for the <u>current forum</u>.

Search Patterns
The first menu item, **Search Patterns**, lets you specify patterns to use in creating a <u>Catalog</u> of Files for the current forum.   Patterns allow you to optionally define specific keywords to search for in a file you would like to have included in the Catalog.   Patterns also allow you to specify which libraries to look in for files to include in the Catalog.

Catalog of Files
The second menu item, **Catalog of Files**, displays a window with a list of files in the current catalog for this forum.   You use the Catalog of Files for selecting any files you want to download to your computer.   **This menu item is only enabled when a catalog has been created for the current forum.**

See Also
<u>Search Patterns</u>
<u>Catalog of Files</u>

Forum Menu
Messages

This menu item allows access to a menu items that allow offline processing of forum messages for the <u>current forum</u>.

Mark Message Headers
You may select this menu item to display a window of message headers for the current forum.   The displayed window is a list of message headers that you may browse through in order to select specific messages you are interested in.   The complete text of messages you <u>mark</u> will be read the next time you press **Actions** or **Messages** on the *Main Processing* window with this forum selected for processing. **This item is only enabled when you have had WinCIS perform a scan for new messages in the current forum.**

Latest Received Messages
This menu item allows you to browse through only those messages read during the last online session.   While browsing messages you may read, and reply to, specific messages. This menu item is enabled when marked messages have been read, or new messages have been just read for the current forum.

Purge Received Messages
This menu item allows you to purge messages you deleted while reviewing messages, and allows you to specify criteria to use in selecting messages to delete.   This menu item is enabled if marked messages have been read, or new messages have ever been read for the current forum.

Select Received Messages
This menu item allows you to select messages to view based on criteria you specify.   This menu item is enabled if marked messages have been read, or new messages have ever been read for the current forum.

Create New Message
This menu item allows you to create a new message to send to the current forum.

Send ASCII File as Message
This menu item allows you to specify a file to be sent as a message the next time you perform Actions or Messages for the current forum.

Edit Messages to be Sent
This menu item allows you to browse through, and edit, any messages you created for the current forum.

See Also
<u>Mark Message Headers</u>
<u>Read Received Messages</u>
<u>Purging Messages</u>
<u>Create New Message</u>
<u>Sending ASCII Files as Messages</u>
<u>Editing Messages to be Sent</u>

Forum Menu
Advanced Options

Allows you to perform advanced menu item processing for the <u>current forum</u>.

Advanced menu items are not currently available.

Forum Menu
Forum Processing Options

This menu item provides access to the *Forum Processing Options* window.   That window allows you to set   Message Processing Options, online <u>Actions</u>, and provides quick access to some offline facilities.

See Also
<u>Forum Processing Options and Actions</u>

Forum Menu
Add Forum

You select this menu item when you want to define a new forum to be included in the current <u>view</u>.   When you select this item, a window will be displayed that allows you to define the name of, and processing options for the new forum.

See Also
<u>Define Forum</u>

Forum Menu
Edit Forum

You select this menu item when you want to edit the forum definition information for the <u>current forum</u>.   When you select this menu item, a window will be displayed containing the current forum definition.   You may change any of the information displayed in this window.

See Also
<u>Define Forum</u>

Forum Menu
Delete Forum

You select this menu item when you want to delete the <u>current forum</u>.   When you select this menu item, a window is displayed with the name of the current forum, asking you to confirm the deletion of that forum.

Press the **OK** button to delete the forum from WinCIS.   Or, press the **CANCEL** button to return to the main processing window without deleting the forum.

E-Mail Menu
Latest Received E-Mail

You select this menu item to read any mail that was just read from CompuServe in the last online session by WinCIS.   A window is displayed that allows you to select specific messages to read and reply to.

This menu item is only enabled for selection if mail has been received.

See Also
Browsing Received E-Mail
Select Received E-Mail

E-Mail Menu
Select Received E-Mail

You select this menu item to select E-Mail to read by various criteria which was previously read from CompuServe by WinCIS.   A window is displayed that allows you to specify selection criteria for   specific mail messages to read and reply to.

This menu item is only enabled for selection if mail has been received.

See Also
Browsing Received E-Mail

E-Mail Menu
Purge Received E-Mail

You select this menu item to purge E-Mail messages that you marked for deletion while reading the messages.   Or, you may specify selection criteria to use in automatically purging a group of E-Mail messages.

See Also
Purging E-Mail

E-Mail Menu
Create E-Mail

You select this menu item to create a message to be sent by E-Mail.   A window is displayed
that allows you to enter the text of your message.

See Also
Creating New E-Mail

Send File as E-Mail

You select this menu item to send a file as mail.   A window is displayed that allows you to enter address information and to select, or enter, the name of a file to send.

See Also
Creating New E-Mail

E-Mail Menu
Edit E-Mail to be Sent

You select this menu item to browse through the E-Mail messages you previously created that have not been sent.   A window is displayed that contains the messages that have not been sent.

This menu item is only enabled if you have created, or replied to, an E-Mail message.

See Also
Edit E-Mail to be Sent

E-Mail Menu
Edit Address Book

This menu item allows you to add, update and delete entries from the WinCIS address book.

See Also
Edit Address Book

Help Menu
Help

You may select the **Help** menu item to receive context sensitive help about the current window in which you are processing.

Help Menu
Contents

You may select this menu item to display the main contents window of the WinCIS help system.

Help Menu
How Do I...?

This menu item will display the initial **How Do I** window of the WinCIS help system.   This window contains topics that provide you with specific answers on how to use WinCIS to perform desired processing.

Help Menu
About

This menu item displays the About window, describing the current version of WinCIS.

Define Forum

To Define a New Forum you must enter information into the following fields:

Name   Name of the forum.   You may press the [Browse] button to pull down a list
of all forums WinCIS currently knows are supported by CompuServe.

Gateway   Click on the [▼] to pull down a list of valid gateways.   Click on the
gateway the forum is connected with to select that gateway.

Title   Enter any string you wish to use for the title of the forum.

Icon   Click on the [Browse] button to display a file selection window for use in
locating a suitable icon.   With this window you can click on icon files
(.ICO files).

As you select different icon files, you will see the actual Icon displayed
on the file

selection window.   Press the OK button when you have selected an
icon.

Note: It is not necessary that you select an icon.

Notes   Enter any notes you wish to add to the forum.

You must also select the following menu commands under the *Settings* menu item:

Processing Options
Default Directories

Define Forum
Processing Options

The Processing Options window allows you to specify permanent options for WinCIS to use when performing <u>online</u> processing.   In this window you may enter Message Processing Options, which control the type of online message processing to perform.   You may also enter Miscellaneous Processing Options, which control ongoing actions WinCIS should perform on-line.

See Also
<u>Message Processing Options</u>
<u>Misc Processing Options</u>

Define Forum
Message Processing Options

These options allow you to specify which <u>message sections</u> you want to access during online message processing.   You may also specify when to reset the <u>High Message Counter</u>.

To set messages sections for processing

Click on one of the Browse buttons to bring up a selection window of message sections.   In that window, click on each message section you wish to include.   Press the **OK** button after all selections are made.   Or, you may press the **CANCEL** button to retain the original values. **NOTE: The browse button will not be enabled until WinCIS "joins" the forum and updates sections names.**

To set the High Message Counter

Click on the ⬍ to pull down a list of valid reset values.   <u>Click</u> on one of the following to select that action:

After QuickScan	- Reset after performing a QuickScan of the forum messages
Never (Manual)	- Do not reset, you must reset the counter manually
Always	- Reset the counter after every Scan or Read of forum messages

Define Forum
Misc Processing Options

WinCIS automatically sets some options during <u>offline</u> processing as you perform certain activity.   For instance, *Join Forum* is set when you define a new forum to WinCIS.   There may be some specific actions you wish to always perform online for a forum.   You set those options in this window.

To set Misc Processing Options
You do this by clicking on the unchecked boxes, ☐, next to the action(s) you wish to perform. Any checked boxes,
☒, which you don't want to perform the action for you should click on to uncheck the box.

Define Forum
Default Directories

This window displays, and allow you to change, the default directories that are used for saving files created by WinCIS for this forum.

To specify a directory, move the cursor to the desired text field and enter the directory path. When you have entered all the directories, press the **OK** button to continue.   Or, you may press the **CANCEL** button at any time to retain the original values.

Once the **OK** button is pressed, WinCIS will check to see that each directory exists.   If the directory does not exist you will be prompted as to whether or not WinCIS should create it for you.   WinCIS will only exit after all directories are valid or the **CANCEL** button is pressed.

The following directories may be specified:

Control Files	Contain WinCIS forum related control files
Message Files	Contains all QuickScan, Read messages, Reply and New messages
Download Files	Contains all downloaded files from this forum

Default Processing Options

You may select the following processing options for controlling Mail and Message activity when sending or reading mail and messages from CompuServe.

Read Waiting CIS E-Mail?
Send Outgoing CIS E-Mail?

Always at each Logon   - Will Read or Send EMail every time WinCIS logs onto CompuServe.

Only When doing MAIL   - Will Read or Send EMail only when you press the **Mail** button.

Manual-Never Read(or Send) Mail   - Will never read or send mail automatically.

Save Outgoing E-Mail
Save Outgoing Messages

Append - To .MOX File   - Will append to a mail or message file those messages that were sent during this online session.

Overwrite .MOX File   - Will overwrite a mail or message file with those messages that were sent during this online session.

Prompt .MOX File   - Will ask you if you want to Append or Overwrite a mail or message file with those messages that were sent during this online session.

Never-Keep Mail(or Messages)   -Tells WinCIS that you never want to save your outgoing messages.

Log Activities
Never
Save
Prompt

Ordering WinCIS Now

You can order WinCIS right now by selecting the Help/Order WinCIS now menu item from the Main Processing window.

Searching

The Search window allows you to enter a string that you want to search for in the data you are currently viewing.   Once you have entered search criteria, you may press the F3 key to continue searching for repetitive occurrences of the search string.

Specify Search Criteria
Key in the text of what you want to search for.

Case Sensitive
Click on this option of you want the search to be case sensitive.

Find button
Click on the **Find** button once you have initially entered your search criteria to start the search.

Find Next button
Click on the **Find Next** button if you want to find the next occurrence of the string in the *Search Criteria* text box.

Help Button

You may press the **Help** button at any time to obtain context sensitive help about the current window in which you are processing.   This will open the WinCIS help system and allow you to view the current, or any, topic about WinCIS.

CANCEL Button

When you press the **CANCEL** button on any window, WinCIS disregards any changes you have made while in that window and returns you to the previous window.   You should be careful when pressing the CANCEL button.

Messages

Messages in CompuServe forum <u>message sections</u> contain a wealth of valuable information. Typically, hundreds of interesting messages are located in a forum's message sections.   Yet, access to this information is limited by how much time, and money,   you have available to spend while logged onto CompuServe looking for interesting messages.   You could spend hours looking through each message section in a forum for messages that interest you.

WinCIS will assist you in finding the exact messages you are interested in, in the shortest time possible.
And, WinCIS will save those messages on your computer, using the fastest methods available.

You may also want to send new messages to a forum.   Or you may want to send a reply to a message that was sent to you, or reply to a message you happened to read.   WinCIS allows you to write a new message, or send a reply, using the full functionality of Windows text processing.   That means you can do things like cut and paste from other messages or files. And, WinCIS will automatically send your message to CompuServe using the fastest method available.

Using WinCIS to automate message processing will save valuable time and connect charges when both reading and sending messages.

See Also
<u>Message actions you perform while not connected to Compuserv</u>
<u>Message actions WinCIS performs online, automatically, for you</u>

Message Actions You Perform While Not Connected to CompuServe

WinCIS allows you to perform extensive processing of messages while you are not connected to CompuServe.   Some actions, like creating new messages can by performed at any time. Other actions, like reading messages, must be done after you have gone online, with WinCIS, to obtain the messages.   Offline actions are described in detail in the following topics.

Please select an topic or press the ⟩⟩ key to review all of the topics.
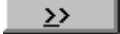
How WinCIS Processes Messages
Reading Message Headers versus Messages
Specifying Header and Messages Sections
Reviewing Message Headers
Reading Mail and Messages
Replying to Messages
Creating New Messages
Viewing Messages to be Sent
Sending Message to CompuServe

Message Actions WinCIS Performs Online, Automatically, for You

WinCIS provides full support for automatically performing message related activity on CompuServe.   When you go online to process messages several different actions may be performed.   Depending on options you have selected, and activities you have performed while offline, one or more of the following processes are performed:

Read new message headers from selected sections of each forum.
Read new messages from selected sections of each forum.
Read any waiting messages in each forum.
Send any replies and new messages that you have created.
Send an ASCII file as a message.

Each of these actions are performed without the need for any manual intervention, at the fastest speed possible.   Information that is read is stored on your computers disk drive and may be accessed, using WinCIS, while not connected to CompuServe.

Please select an topic or press the [>>] key to review all of the topics.

Going Online to Process Messages
How WinCIS Processes Messages
Reading Message Headers versus Messages
Specifying Header and Messages Sections
Reviewing Message Headers
Reading Mail and Messages
Replying to Messages
Creating New Messages
Viewing Messages to be Sent
Sending Message to CompuServe

Going Online to Process Messages

You may choose to have WinCIS log on to CompuServe at any time to perform message related processing by pressing the **Messages** button.   When you press **Messages**, WinCIS will dial CompuServe, log on, and begin automated message processing.

Automated message processing is only performed for those forums that are currently in the *Forum List* box on the *Main Processing* window.   Message processing consists of one or more functions; reading message headers, reading full messages, and sending messages.

The *reading of messages* is controlled by entries you made on the *Processing Options* window for each forum.   These entries allow you to specify in which sections to get new message headers from, and in which sections to read all new messages from.

Messages are sent if you created a reply to a message or if you created a new message. You may also tell WinCIS to send an ASCII file as a message.

See Also
How WinCIS Gets Messages
Message actions WinCIS performs online, automatically, for you

How WinCIS Gets Messages

WinCIS will read message headers, full messages, and any messages waiting to be sent to you, when you press the **Messages** button on the *Main Processing* window.   The exact type of processing is specified for each forum by using the *Processing Options* window.

Message headers are read and stored on your computer for you to read at a later time. While reading message headers, you may mark any headers that appear to be interesting. Marking a header tells WinCIS that, the next time you **Messages**, you want WinCIS to read the entire thread of messages relating to that header.

Full messages are read and stored on your computer for you to read at your leisure, when you are not connected to CompuServe.   While reviewing the text of full messages you may easily reply to a message, or save the message in another file for use in your other applications.

See Also
Going Online to Process Messages
Reading Message Headers versus Messages

Reading Message Headers versus Messages

WinCIS offers two types of message reading from CompuServe forums.   You may choose to read only message headers from a forum or you may choose to read full messages from a forum.   Which option you select will depend on several factors.   You may select either of the options, by individual section, within each forum.

Message Headers
If the volume of messages on a forum is very large, or you are typically not interested in most of the messages in a forum, you should select reading of only message headers.   You can then mark the exact messages for which you want to read the entire message thread. WinCIS will get the entire thread the next time you press **Messages**.   This will save you money in connect charges since you are only reading the full text of the messages that you are interested in.

Full Messages
If you find you are interested in most of the messages in a certain section of a forum, or the volume of new messages is very low, you should select reading full messages.   This will eliminate the time you would spend reading message headers, marking the headers, and then reading the marked message threads.

See Also
How WinCIS Gets Messages
Selection Message Read Options and Sections
Reviewing Message Headers
Reading Mail and Messages

Selecting Message Read Options and Sections

To have WinCIS read messages from a specific forum, you must select in which sections you want to look for messages, and the type of message reading to perform.   You may select different options for each section of each forum.

To set message read options, double click on a forum, in the *Forum List* box, **or** select the menu item, **Forums/Edit Forum,** and then menu item **Settings/Processing Options**. Either of these methods will display the *Processing Options* window for the selected forum.

At the top of the *Processing Options* window is the *Messages* area.   In this area you will find the following controls to use in setting message read options and specifying sections:

  Scan new message headers in sections:.
  Read new messages in sections:.

Selecting Sections and Options

To *select the sections* for each of these options, press the Browse button on the line corresponding to the type of read you want to perform in specified sections.   This will display a list of section names to choose from.   Click on each section, in the displayed list, to select that section for the corresponding message processing activity.   The identification number of selected sections will be displayed in the control.

If the browse button does not display a list of sections, you will have to have WinCIS get the section names from CompuServe.   To do this, just click on the box next to the label; **Update Section Names,** in the *Automated-Processing Actions* section of this window. Then press the **Automated** button on the *Main Processing* window.   When automated processing is complete, you may then use the Browse buttons for read message section selection.

See Also
Controlling How Many Messages are Read
Reviewing Message Headers
Reading Mail and Messages
Reading Message Headers versus Messages

Controlling How Many Messages are Read

You can control the number of messages and message headers that WinCIS reads for you with two different methods.   The first method is to select only those sections you are interested in for **Messages** processing.   This is done as described in <u>Selecting Message Read Options and Sections</u>   The second method is to have WinCIS set the <u>High Message Number</u> after reading messages.   This will prevent WinCIS from reading the same messages each time **Messages** is pressed.

To set the *High Message Number*, double click on a forum in the Forum List box.   Or select the menu item **Forums/Edit Forum** and then menu item *Settings/Processing Options*. Either of these methods will display the *Processing Options* window for the selected forum.

In the box at the top of this window is a pull down option box labeled; **Reset High Message Number After**.   Press the ![button] on the line with this label to view the following options:

 Quick Scan
 Manual
 Always

To never read the same message twice when doing new message header or new full message processing, select **Always**.   Select **Quick Scan** to reset this number only after doing Quick Scans in this forum.

See Also
<u>Reading Message Headers versus Messages</u>

Reviewing Message Headers

After WinCIS has completed processing **Messages**, you should have new <u>message headers</u> available.   You will have headers for each section you specified *Scan New Message Headers* for on the *Processing Options* window that actually had new headers.   The primary purpose of getting message headers is so that you may review the headers to see if there are any messages you are interested in having WinCIS read the entire thread of, the next time you press the **Messages** button on the *Main Processing* window.

To review   and mark message headers, double click on a forum in the *Forum List* box and the press the **Headers** button. on the *Processing Options* window.   Or, on the *Main Processing* window, click on a forum and select the menu item **Forums/Messages/Mark Message Headers**.

Any of these options will display the *Mark Message Header* window, with all the message headers for that forum listed.

It is important to review and mark headers and press the **Messages** or **Actions** button, on the *Main Processing* window, as soon as possible after reading new message headers.   This is because the message you mark for reading may disappear from CompuServe at any time. Messages may be "bumped" by new messages or may be deleted by the SYSOP or person who originally sent the message.

See Also
<u>Review/Mark Message Header Window</u>
<u>Reading Mail and Messages</u>
<u>Controlling Messages in the Message File</u>

Reading Mail and Messages

WinCIS reads messages as a result of two types of requests.   The first type of request is specifying that you want to *read all the new messages* from a certain section of a forum when you press the **Messages** button on the *Main Processing* window.   The second type of request is marking a particular header in the *Mark Headers* window.

Reading the Latest Messages
You may browse through the messages read in the latest online session by   double clicking on a forum in the *Forum List* box and pressing the Messages button.   Or, you may click on a forum in the *Forum List* box and select the menu item   **Forums/Messages/Latest Messages Received** on the *Main Processing* window.

Reading a Range of Messages
To browse through a range, by date received, of messages for a forum,   click on a forum in the *Forum List* box and select the menu item   **Forums/Messages/Range of Messages Received** on the *Main Processing* window.

Any of these actions will display the *Message/Mail Review* window with all the messages contained in the message file for this forum.

See Also
Message/Mail Review Window
Replying to Messages
Controlling Messages in the Message File
Reviewing Message Headers

Controlling Messages in the Message File

The Message Header and Message files contain information from one or more <u>sessions</u>.   You control whether or not information is accumulated for each session, or replaces information from the previous session.   This option is set in the **Settings/Processing Options** menu on the *Main Processing* window.

The more information you keep in the message files, the longer it takes WinCIS to scan the information to build the Review window.   You should only keep as much information as you need.

You may manually remove unneeded information from these files by selecting the **Forum/Messages/Purge Received Messages** command on the *Main Processing* windows.

See Also
<u>Processing Options</u>
<u>Purging Messages</u>
<u>Message/Mail Review Window</u>
<u>Review/Mark Message Header Window</u>

Purging Messages

You may select messages to purge with the **Forum/Messages/Purge Received Messages** command on the *Main Processing* windows.   This will present a selection window for you to use in entering criteria for use in purging messages.   It will also allow you to purge any messages you deleted while reviewing messages.

See Also
Message Selection/Purge

Replying to Messages

You may choose to reply to a message that you are currently reading with the **Message Reply** menu item on the *Mail/Message Review* window.   This will cause a new window to open up, just above a window that contains the text of the message you are replying too.   This makes it easy to write your reply.   And, you can use cut and paste to include portions of the original message, or information from other Windows applications in the reply message.

See Also
Reading Mail and Messages
Message/Mail Reply Window
Creating New Messages
Sending Message to CompuServe

Creating New Messages

You may create a new message at any time from the *Main Processing* window, or the forum *Processing Options* window.

To create a new message, double click on a forum in the *Forum List* box and select the menu item **Messages/Create New Messages** on the *Processing Options* window.   Or, on the *Main Processing* window, click on a forum and select the menu item **Forums/Messages/Create New Messages.**

Either of these options will display the *Message/Mail Create* Window.

See Also
Message/Mail Create Window
Viewing Messages to be Sent
Sending ASCII Files as Messages
Sending Message to CompuServe

Editing Messages to be Sent

Once you have created, or replied to a message, you may want to review and change what you wrote.   You may do this any time, prior to sending the message.

To edit a message to be sent, double click on a forum in the *Forum List* box and select the menu item **Messages/Edit Messages to be Sent**, on the *Processing Options* window.   Or, on the *Main Processing* window, click on a forum and select the menu item **Forums/Messages/Edit Messages to be Sent.**

This will display a *Review Message/Mail* window with all of the messages waiting to be sent for the current forum.

See Also
Message/Mail Review Window
Replying to Messages
Creating New Messages
Sending Message to CompuServe

Sending ASCII Files as Messages

You may send any file that contains text, as a message to any section of a forum.

To send a file as a message , double click on a forum in the *Forum List* box and select the menu item **Messages/Send ASCII File as Message**, on the *Processing Options* window. Or, on the *Main Processing* window, click on a forum and select the menu item **Forums/Messages/Send ASCII File as Message**.

This will display a window for you to enter destination information for the message and then display a window that allows you to enter the file name of the file to send.

See Also
Creating New Messages
Sending Message to CompuServe

Sending Messages to CompuServe

To send messages to CompuServe you must first create the message, or you must specify that you want to send a file as a message.   Once messages are waiting to be sent to a specific forum, you will see *Message(Send)* for that forum in the *Forum List* box on the *Main Processing* window.

To send the waiting message, you **must** press either the **Automated** or **Messages** button on the *Main Processing* window.   Pending messages to be sent will be sent for all forums that are currently in the *Forum List* box when you press one of these two buttons.

See Also
Creating New Messages

Review/Mark Message Headers Window

The *Review/Mark Message Headers* window is used by you to display each header, section by section, and <u>mark</u> those headers for which you are interested in having WinCIS read the entire message thread.   The message threads will be read for each marked message the next time you press   the **Messages** or **Actions** button on the *Main Processing* window.

See Also
<u>Mark Message Header   Window</u>
<u>How to Mark Message Headers</u>

Mark Message Header Window

The menu bar contains the following items:

File	Allows you to print file information or exit the window.
Search	Allows you to search the information in the Header list for specific strings.
Help	Allows access to complete help.

The <u>message section</u> of the headers currently displayed in the *Header List* box is at the top of the window.   The last time headers were added to the file is also displayed.

At the right side you will find buttons and information about marked headers in the current section, all sections and the total number of message headers in the file.

The **OK** and **CANCEL** buttons are used to exit the window, accepting change or rejecting them, respectively.
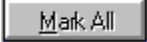
See Also
<u>How to Mark Message Headers</u>
<u>Review/Mark Message Headers Menu Commands</u>

How to Mark Message Headers

You may <u>mark</u> message headers with three different methods.   The first method is to simply <u>click</u> on the individual header in which you are interested, in the *Header List* box.   You would use the second method if you found that you were interested in all headers in a particular

section.   To mark all headers in a section press the [Mark Section] button.   The third method allows you to mark all headers in every section.   You would do this by pressing the

[Mark All] button.

To view headers in other sections, you must press the [↓], next to the section name at the top of the window.   This will display a list of all sections in the file that contain message headers.   Click on a section to display headers for that section.

You can quickly clear all marked messages in a section, or in the whole file, by pressing the respective **Clear** buttons.

See Also
<u>Reading Marked Message Headers</u>
<u>Review/Mark Message Headers Menu Commands</u>

Review/Mark Message Headers Menu Commands

Printing all or part of the Header information.
WinCIS provides you with the ability to print a formatted report of the information contained in the Header file.   To print all or part of the Headers, select the **FILE/PRINT** command on the menu bar.   This will display a window you may use to select the type of report you want and information to print.

Searching for text.
You can search all the information in all sections of the Header file, for a specific string of information.   To start a search you must define what to search for.   You do this with the **SEARCH/FIND** command on the menu bar.   Once you have entered a search value, and found a match, you may continue the search from that point in the file by pressing **F3**.

See Also
Searching
Printing Header Information
How to Mark Message Headers

Reading Marked Message Headers

To read the message threads for each of the headers that you marked, you must press the **Messages** or **Actions** button on the *Main Processing* window.   WinCIS will dial CompuServe, log on and start reading the threads for each forum you have marked headers for that are selected for online processing.

Once WinCIS had read the threads you may review the threads by double clicking on a forum in the *Forum List* box and pressing the **Messages** button on the *Processing Options* window. Or, on the *Main Processing* window, click on a forum and select the menu item **Forums/Messages/Latest (or Range) Received Messages**.

See Also
Reading Mail and Messages
How to Mark Message Headers

Message Header Report

The Message Header Report window allows you to select what information you want to be printed from the header file.   To select a value   for each of the following options, press the , next to that option.   This will pull down a selection list that you may select items from.

Files to be Selected
  All Listed   Print information for every file in the file.
  Current Shown   Print information for only the currently displayed header.
  Marked Files   Print information for only the marked headers.
  Unmarked Files   Print information for only the unmarked headers.

Sort order for Report
  This option is not used for this report.

Type of Report to Print
  Summary   Print one line per header in a column format.
  Detailed   Print each entry, with complete descriptions, in a formatted report.

See Also
Review/Mark Message Headers Menu Commands

Message Selection/Purge Window

This window allows you to specify selection criteria for messages to display or purge.   To input specific criteria you must check the box to the left of the desired criteria.   You may then input a pattern for WinCIS to use in selecting messages using standard MS-DOS pattern characters.

For example, checking <u>Subject</u> and entering "*WinCIS*" would display or purge all messages with "WinCIS" anywhere in the Subject of the message.   Checking <u>From (User)</u> and entering "David*" would display or purge all messages from any "David".

See Also

Message/E-Mail Review Window

The *Message/E-Mail Review* window allows you to read the text of all messages you currently have in the message file for a particular forum, or the E-Mail file.

This window contains a menu bar with the following items:

File	Allows you to Print or Save messages, Exit and Purge messages
Edit	Allows you to Cut, Copy, Paste and Delete blocks of text
Search	Allows you to search for text in messages
Message Reply	Allows you to reply to a message you are currently reading
Address Book	Provides access to the WinCIS address book
Help	Allows you to get help on this, or other topics in WinCIS

You will also find statistics and message text for the currently displayed message.   At the bottom of the window are controls that allow you to navigate through the messages in the message file, for this forum.

See Also
How to Read Message and Mail
Message/E-Mail Review Menu Commands

How to Read Messages and E-Mail

Reading Message Text
The text for the current message is displayed in the large area in the middle portion of the window.   Normally, you will be able to read the entire text of the message in this text box. However, in some cases the message length exceeds the size of the text box.   In this case you may click on the two **Page Icons** at the bottom of the window to page up and down within the current message.

You may also Print or Delete the current message by pressing the appropriate Icon button. Note: Deleted messages remain in the file until you select **Purge Received Messages** from the **Forum/Messages** item from the *Main Processing* window.

To navigate through the messages in the message file, WinCIS provides you with four different methods.   Different methods are provided to allow you to quickly find the messages you are interested in reading.

To find out more about each method please select one of the following topics:
  Reading the Next or Previous Message
  Reading a Specific Message Subject
  Reading Messages in a Specific Message Section
  Searching for a Specific Message

See Also
How to Reply to a Message
Message/E-Mail Review Menu Commands

Reading the Next or Previous Message

To read the Next or Previous message you can use the mouse or the keyboard.   You should experiment with each to see which is more efficient for you to quickly scan through the messages.

Using the Mouse
To use the mouse to scroll to the next or previous message, click the mouse on the scroll bar located under the **<Message>** label at the bottom of the window.   You may click the ◀ to scroll to the previous message.   You may click the

▶ to scroll to the next message.   If you find WinCIS scrolling more than one message when you click these buttons, you should adjust the click time in the Windows Control Panel/Mouse settings.

Using the Keyboard
To use the keyboard to scroll to the next or previous message, click the mouse on the scroll bar located under the **<Message>** label at the bottom of the window.   This tells windows that the keystrokes are to affect that control.   You may now press the following keys to perform the desired action:

Down arrow	Next Message
Up arrow	Previous Message
Page Down	Next Subject
Page Up	Previous Subject
End	Last Message
Home	First Message

See Also
How to Read Message and Mail
Reading a Specific Message Subject

Reading a Specific Message Subject

WinCIS provides a list of all message subjects in the message file.   To view the list, you click on the under the label **Subjects** at the bottom of the window.   You may scroll through this list and click on any subject to display the first message in that subject.

You may look at other messages in the same subject by navigating to the next message as described in <u>Reading the Next or Previous Message</u>.

To look at the first message in each subject you must use the keyboard.   Once you have used the mouse to pull down the list of subjects you simply press the **Up arrow** or **Down arrow** to display the first message of each subject.   You may also use the **Page Up** and **Page Down** keys to scroll through sections of subjects.

See Also
<u>Reading Messages in a Specific Message Section</u>
<u>How to Read Message and Mail</u>

Reading Messages in a Specific Message Section

To display the first message of a message section you must click on the under the label, **Sections** at the bottom of the window.   To display each message in the section, you must navigate to the next message as described in <u>Reading the Next or Previous Message</u>.

To look at the first message in each section you must use the keyboard.   Once you have used the mouse to pull down the list of sections, you simply press the **Up arrow** or **Down arrow** to display the first message of each section.

See Also
<u>Reading a Specific Message Subject</u>
<u>How to Read Message and Mail</u>

Message/E-Mail Review Menu Commands

The **File** menu item allows you to do each of the following items.

Please select an item for more information about that item.
This window contains a menu bar with the following items:

Print Msg

Export Msg to

Append Msg to

Delete Msg

The **Edit** menu item allows you to copy a block of text to use in a Windows application.

The **Search** menu item allow you to search the message headers and text for any string of characters you enter.

See Also
How to Reply to a Message
Address Book
Searching
Help

Message Report

The Message Report window allows you to select what information you want to be printed from the message file.   To select a value   for each of the following options, press the ⬇, next to that option.   This will pull down a selection list that you may select items from.

Messages to be Selected
 Current Message   Print only the currently displayed message.
 Current Subject   Print all messages in the current subject.
 Current Section   Print all messages in the current section.
 All Messages   Print every message in the file.

Sort order for Report
 This option is not used for this report.

Type of Report to Print
 Summary   Print one line per message in a column format.
 Detailed   Print each entry, with complete text, in a formatted report.

Saving a Message

When you select the **File/Export Msg to:** menu item, a window is displayed that allows you to enter the path and file name to use for saving all the information in the currently displayed message.   Once you have saved a message a menu item **Append Msg to: xxx.xxx** is added to the **File** menu.   This allows you eaisly to save a group of related messages to the same file.

Deleting Messages

When you select the **File/Delete Msg** menu item, the current message is marked for purging and deleted from displayed messages.   To actually remove deleted messages from the Forum message file you must select **Forum/Messages/Purge Received Messages** from the *Main Processing* window.

How to Reply to a Message

You may create a reply to a message, or compose a new message, while you are viewing messages.   To open a reply window, select the Message Reply item on the menu bar.   You may then select on of the following items:

Compose New	Create a new message.
Compose to From New Subject	Compose a message to the *From* person with
	the same *Subject* as the message you are viewing.
Compose to To Same Subject	Compose a message to the *To* person with
	the same *Subject* as the message you are viewing.
Reply to From Same Subject	Create a Reply and send to the *From* person of
the	message.
Reply to To New Subject	Create a Reply and send it to the *To* person of the
	message
	you are viewing, with a new subject.
Forward as E-Mail	Forward the message you are viewing to another forum
	or section.
Send ASCII File	Send an ASCII file as a message.

Selecting one of these items will open a window for you to enter address and subject information.   After you have entered this information, A new window will open, allowing you to enter text for the new message while still viewing the original message.

See Also
Message/E-Mail Reply Window
How to Read Message and E-Mail

Message/E-Mail Reply Window

The *Message/E-Mail Reply* window allows you to enter message text while viewing the message you are replying about.   This window is used for creating new messages, or reply to existing messages.   The same window is used for Forum messages and E-Mail messages.

See Also
How to Enter Forum and E-Mail Messages
Compose Message/E-Mail Menu Items

How to Enter Forum and E-Mail Messages

To enter text for a message, you simply start typing in your message.   You do not need to keep track of how long your message is, since WinCIS will split the message appropriately, if needed.

You will, however, need to pay attention to the length of the lines you enter, if you are concerned with the message having a certain format when it is sent to CompuServe.   This is because different sizes of windows will accommodate different amounts of text.   WinCIS will split lines into word boundaries at   the end of the current window.   However, if this results in more than eighty characters per line, WinCIS will also split the messages when sending it to CompuServe.

WinCIS also combines text when sending it to CompuServe as "Standard".   If you don't want WinCIS to append a line to the previous line you may do one of the following:

        Enter the lines with a blank line between them.
        Start the line with a number.
        Start the line with a dash (-).

After you have entered all the text for a message, you indicate that the message is complete and   what method to use in sending the message by clicking on the **Send** menu item and selecting a method from the menu list.

Select one of the following for more information on Send Methods:
 Sending a Forum Message
 Sending an E-Mail Message

If you decide you do not want to send a message after you are in this window, select the **Send/Cancel** menu item and your message will be discarded.

See Also
Compose Message/E-Mail Menu Items

Sending a Forum Message

The Send menu item is used to indicate that you have completed entering the text of the forum message you want to send, and to select a method to use in sending that message.

Please click on one of the following for a complete description of that method of Sending:
 Standard

 Unformatted

 Private

 Both Private and Unformatted

 Send as Mail

The following two items in the menu list allow you to change the destination information you entered for the message, or to cancel the message.   Canceling a message will discard all entered text and return you to the window you were on before entering this one.

 Change Destination

 Cancel

See Also
How to Enter Forum and E-Mail Messages
Sending an E-Mail Message

Sending an E-Mail Message

The Send menu item is used to indicate that you have completed entering the text of the E-Mail message you want to send, and to select a method to use in sending that message.

Please click on one of the following for a complete description of that method of Sending:
  Standard
  Receipt Requested

The following two items in the menu list allow you to change the destination information you entered for the message, or to cancel the message.   Canceling a message will discard all entered text and return you to the window you were on before entering this one.

  Change Destination
  Cancel

See Also
How to Enter Forum and E-Mail Messages
Sending a Forum Message

Message/E-Mail Create Window

The *Message/E-Mail Create* window allows you to enter message text for a new message. The same window is used for Forum messages and E-Mail messages.

See Also
How to Enter Forum and E-Mail Messages
Compose Message/E-Mail Menu Items

Compose Message/E-Mail Menu Items

The menu bar for all windows used in entering message text contains the following items:

File	Allows you to save the message or exit the window.
Edit	Provides Cut, Paste and Delete block operations.
Send	Completes text entry and selects send method.
Address Book	Provides address book services.
Help	Allows access to complete help.

See Also
How to Enter Forum and E-Mail Messages

How Do I..

Use WinCIS
Get started using WinCIS
Define different phone numbers and UserID's
Get help if I have problems

Select Forums
Add my favorite forums to WinCIS
Process only selected forums
Process only one forum online

Process Messages
Get messages from a forum
Send messages to a forum

Process Files
Get a list of files from forum libraries
Download files from a forum

Use Electronic Mail (E-Mail)
Send and Receive E-Mail
Use the WinCIS Address Book

How do I Get started using WinCIS?

To start using WinCIS you perform the steps listed below.   To find out more about each step you can click on that topic.

Initial setup and forum definition.
  Define your configuration.Add a forum.   This will create Actions for the forum of Join and Update Sections.
  Press **Actions** to logon to CompuServe and perform those actions.
Message processing.
  Set Forum Processing Options and Actions.
  Press **Messages** to logon and read forum messages and/or message headers.
  Browse through the message headers and mark some for reading.
  Press **Messages** to logon to CompuServe and read the marked messages.
  Browse through the messages WinCIS read from CompuServe.
Library processing.
  Create patterns to use in scanning the forums libraries.
  Select one or more patterns to use in building a *Catalog of Files*.
  Press **Actions** to logon to CompuServe and look for files matching selected patterns.
  Browse through the *Catalog of Files* and mark any you want to download.
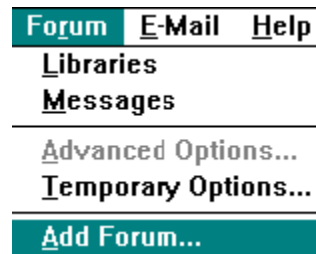 Press **Actions** to logon to CompuServe and download selected files.
Mail.
  Press **Mail** to logon to CompuServe and read or send mail messages.
  Browse through the mail messages WinCIS read from CompuServe.

How do I add my favorite forums to WinCIS?

To add a forum you select the menu item, pictured above, on the *Main Processing* window. This will display a window that you can use to do the following:

Browse a list of forums to add to WinCIS, or enter a forum you already know about.

Select an ICON to display next to the forum name in the *Forum List* box on the *Main Processing* window.

Enter the directories you want to use for the forum message and library files.

Press **Actions** to logon to CompuServe and Join or Update the section lists.

Set Forum Processing Options and Actions.

How do I process only selected forums?

If you want to process only selected forums, either offline or when you go online, you can group those forums into a <u>view</u>.   This will allow you to limit the processing performed by WinCIS, when it goes online to CompuServe, to just this group of selected forums.   It also allows you to see just those forums in the *Forum List* box on the *Main Processing* window.

Once you have grouped selected forums into a view you can select a "view" of only those forums by clicking on the *View Selection* list on the *Main Processing* window.

See Also
<u>Add View</u>
<u>Edit View</u>
<u>Selecting a View</u>

How do I process only one forum online?

Do View or Forum?

○ View   ● Forum

To select only one forum to process when you press **Actions** or **Messages** you click on the radio button pictured above.   You may then click on the selected forum in the *Forum List* box and press the **Actions** or **Messages** button to process just that forum.

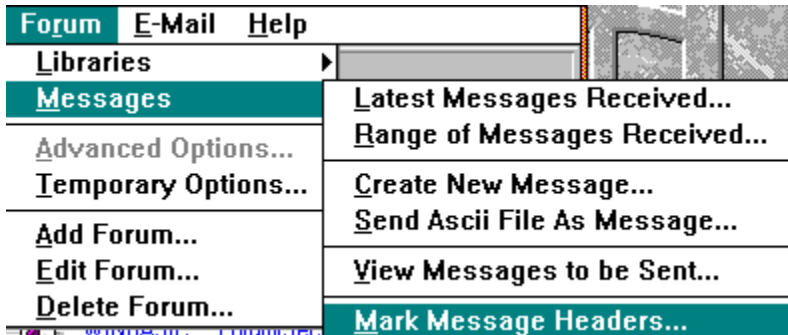# How do I get messages from a forum?

To read messages from a forum you perform the steps listed below.   To find out more about each step you can click on that topic.

Set message processing options for the forum.
Select the forum for online processing.

Press pictured **Messages** button to read messages and/or message headers.
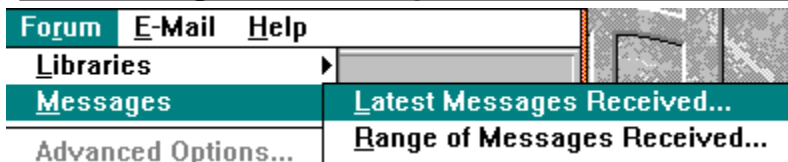

Browse message headers and mark some for reading.

You may select the pictured menu item from the *Main Processing* window or press the **Headers** button on the *Forum Processing Options* window, both pictured here.

Press **Messages** button to logon and read the marked messages.

Browse through the messages WinCIS read from CompuServe.

You may select the pictured menu item from the *Main Processing* window or press the **Message** button on the *Forum Processing Options* window, both pictured to here.
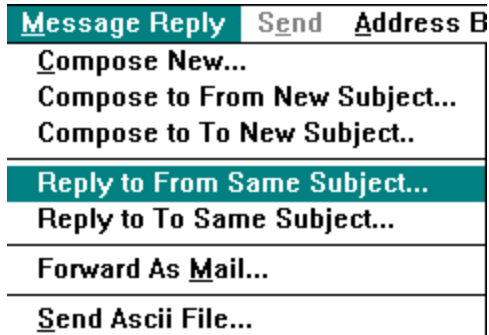
How do I send messages to a forum?

To send messages to a forum you perform the steps listed below.   To find out more about each step you can click on that topic.
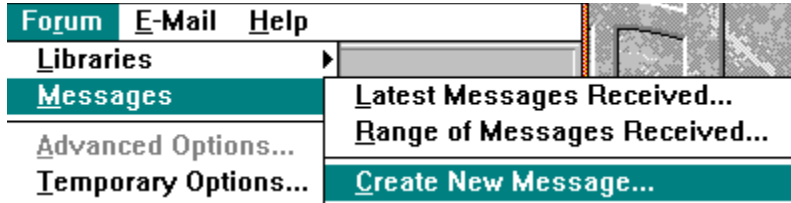
Select the pictured menu item to display a window that allows you to create a message.

Or, when browsing through received messages, select one of the pictured menu items to display a split window that will allow you to create a reply.

After you have finished entering your message text, select the **Send** menu item to close the window and schedule your message to be sent.

Press the pictured **Actions** button with the forum selected that contains the created messages, to logon to CompuServe and send the messages.

See Also
Create New Message
Message Reply

How do I get a list of files from forum libraries?

To get a list of those files that you may be interested in downloading, you press the **Patterns** button, pictured above, on the *Forum Processing Options* window.   You may then create one or more patterns to use in scanning the forum libraries, looking for files that match your selection criteria that will be entered into a *Catalog of Files.*

You may then select one or more patterns to use in building the *Catalog of Files*.

Then you may press the **Actions** button, pictured above, with the forum selected that contains the marked patterns, to logon to CompuServe and create the *Catalog of Files*.

See Also
Creating and Selecting Search Patterns

How do I download files from a forum?

To download files from a forum you perform the steps listed below.   To find out more about each step you can click on that topic.

Get a list of files from forum libraries

Press the **Catalog** button, pictured above, on the *Forum Processing Options and Actions* window to display a list of all the files in your *Catalog of Files* for this forum.

Select the files you want to have WinCIS download from this display window.

Press the Actions button, pictured above, with the forum selected that contains the marked files, to logon to CompuServe and download the selected files.   The files will be download and placed in the directory you specified for *Download* in the *Define/Edit Forum* window.

How do I use E-Mail?

To read or send mail on CompuServe you press the Mail button, pictured above.   This will cause WinCIS to logon to CompuServe, read any mail that has been sent to you and then send any mail you have created.
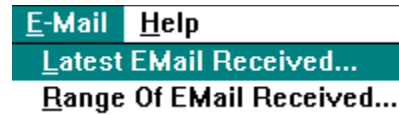
To browse through any mail WinCIS read, you select the pictured menu item to display a window that will allow you to read each mail message.

To create a mail message to send to someone you may select the pictured menu item to display a window that will allow you to enter your mail message.

Or, when browsing through received mail messages, select one of the pictured menu items to display a split window that will allow you to create a new message or a reply.

After you have finished entering your message text, select the **Send** menu item to close the window and schedule your mail message to be sent.

See Also
Browsing Received Mail
Replying to Mail
Creating New Mail
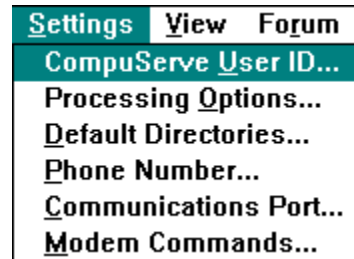Sending Mail
Sending a File as Mail

How do I define different phone numbers and User ID's?

WinCIS allows you to create Configuration files that contain different information that controls WinCIS processing.   You may have as many different configuration files as you want.   To use different phone numbers or User ID's, or any other Settings variables all you need to do is perform the following steps.

Settings	View	Forum

CompuServe User ID...
Processing Options...
Default Directories...
Phone Number...
Communications Port...
Modem Commands...

Select one of the items from the pictured menu and enter the desired information.

File	Settings	View

Open Configuration...
Save Configuration
Save Configuration As.
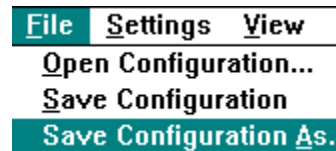
Select the pictured menu item to save the changed information in a file that you will name.

File	Settings	View

Open Configuration...

You may then use the settings in this file anytime you want by selecting the pictured menu item.

How do I get help if I have problems?

Logix2 Systems certainly hopes you do not have any problems with WinCIS, but if you do please perform the following steps.

Read the manual and help text.   Many times problems are easily solved by simply using all of the capabilities WinCIS offers.   We have included many helpful tips and hints about WinCIS in our documentation, as well as known restrictions and potential problem areas.

Select the <u>Support</u> item in the Help menu on the Main Processing window.   This will guide you through solving the most common problems that may occur with WinCIS.

Send an E-Mail message to David Halterman, Logix2 Systems at CompuServe address 70324,1462.

Logix2 Systems is only able to provide support for registered users for any problems other than those you may encounter in initially setting up WinCIS for evaluation.