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## Toolbar for Main System Menu

This is the default Main System Menu toolbar. Many Worldgroup systems do not use this toolbar, instead providing its functions to you through the menu pages themselves.



[Go To Service](#): displays list of modules, menus and file pages available to you. Same as the Tools menu's Go To Service.



[Back Up a Page](#): returns you to the menu page displayed immediately prior to the current menu page. This button is usually dimmed when you're at the Top menu. Same as the View menu's Previous Menu.



[Page](#): send a brief message to someone else online. Same as the Tools menu's Page User.



[Users Online](#): display a list of all persons *currently* logged onto this online service. Same as the View menu's Users Online.



[Recent Callers](#): display a list of persons who were *recently* logged onto this service but who have since gone offline. Same as the View menu's Recent Callers.



[Announcements](#): display up-to-the-minute comments from the Sysop or the system itself ("There is new mail for you on the server", etc.). Same as the View menu's Announcements.

## File Menu on Main Menu Window


### Open

Takes you to the currently highlighted module (Teleconference, File Libraries, etc.), or menu, or file page.

### Exit

Closes this service's Main System Menu window and returns you to WGM's window. If you are [online](#) when you select Exit, the program will log you off of the online service and break the connection between your PC and the service's computer.

Many WGM users instinctively double-click Main Menu's control menu when they merely wish to back up from the currently displayed menu page to the previous menu page. Don't. This has the same effect as the File menu's Exit selection: it closes Main Menu and disconnects you. Rather, use the [View Menu's](#) Previous Menu

selection, press Ctrl+B, or click the  button on the [default toolbar](#), if available.

Some Worldgroup systems allow you to set whether or not Main Menu should ask, "Are you sure?" before going ahead when you select Exit or double-click Main Menu's control menu. If so, under the [Options menu](#) you'll find the selection Confirm Shutdown.

## **File Menu on File Page Window**

### **Save As**

Saves the contents of the currently displayed file page to a text file on your PC. This works only when you are viewing a file page.

### **Exit**

Closes this file page's window and returns you to the [Main System Menu](#) window.

## **View Menu**

### **Top Menu**

If the Main System Menu window for this online service is not already open, this opens it.

### **Previous Menu**

Returns you to the menu page displayed immediately before the current menu page. This menu selection is usually dimmed when you're at the Top menu.

### **Users Online**

Displays a list of all users presently online, yourself included.

### **Recent Callers**

Displays a list of users recently online but now offline.

### **Announcements**

Displays up-to-the-minute comments from the Sysop or from the system, if any.

### **Toolbar**

Activates or deactivates a default button toolbar. This selection may not be available on all Worldgroup systems. If the Toolbar selection is listed in the View menu, you can choose to have the default button toolbar visible or hidden. If the View menu does not have a Toolbar selection, the [Sysop](#) has chosen whether to display or hide the toolbar and you cannot change it.

## Main System Menu

Worldgroup is organized on a Menu Tree structure. The root of the tree is the Main System Menu, also known as the Top menu page. This screen provides various options which take you to other menu pages, to modules such as Message Central, or to file pages which display text. Although often you'll come into Worldgroup Manager by way of a Web browser plug-in command which takes you directly to a particular module, you are still (if unobtrusively) passing through Main System Menu on your way there.

To reach the Top menu page, go to the [View menu](#) and select Top Menu.

To back up to the menu page displayed immediately prior to the current menu, go to the [View menu](#) and select Previous Menu.

It's almost impossible for this Help topic to anticipate what this service's menus look like. Worldgroup provides system operators with the power to customize their services to the point that they bear little resemblance to the software as originally installed.

It is possible that the current menu is composed of regularly spaced icons. A double-click of the mouse on any of them will lead you on to other activities.

It is also possible that the current menu is a text list. A double-click of the mouse on any item will likewise take you to its activity.

Finally, it is quite possible that the current menu is a set of layered graphics with Web-like hotspots and buttons, plus animation sequences, moving ticker displays, textboxes, and multiple-choice listboxes. Usually a single mouse click is all that's necessary to activate one of these hypermedia objects.

Each service you contact is likely to have its own arrangement of modules, and don't be surprised if the File Libraries symbol on one online service bears no resemblance to the File Libraries symbol on another. And there's no guaranteeing the symbol will even be labeled File Libraries, although most Sysops use labels which are easily identified. After all, if you can't figure out someone's system, you won't come back.

## Users Online

Shows who is currently logged onto this online service.

To reach this window, from the View menu, select Users Online.

### Ch#

This tells which hardware channel (from 01 to FF, 1 to 255) each user is on. This information is of some use to Sysops but, to most users, one channel is no different from any other channel. It's a roll of the dice as to which channel was available when you connected.

### User

This is the [User-ID](#) of each person currently online.

### Refresh

Users often leave this window open through an entire session. To avoid unnecessary traffic over the connection between your PC and the [Worldgroup server](#), this window does not update itself automatically every time a current user logs off or a new user logs on. Click Refresh whenever you wish to update the displayed list.

If you click Refresh while you are [on deck](#), WGM will re-connect to the server in order to fetch the updated information.

### Page User

Send a brief comment or message to the currently highlighted User-ID.

## Recent Callers

Shows who was recently online. This is especially helpful under WGM because callers often come online to exchange a quick burst of messages, then go offline ([on deck](#)) to read them and compose replies.

To reach this window, from the View menu, select Recent Callers.

### User

This is the [User-ID](#) of each person who was recently online but is now offline.

### Refresh

Users often leave this window open through an entire session. To avoid unnecessary traffic over the connection between your PC and the [Worldgroup server](#), this window does not update itself automatically every time a current user logs off. Click Refresh whenever you wish to update the displayed list.

If you click Refresh while you are [on deck](#), WGM will re-connect to the server in order to fetch the updated information.

While you cannot page someone who is not currently online, you can always e-mail.



## **Announcements**

These are up-to-the-minute public comments from the [Sysop](#) and/or the system itself.

To reach this window, from the View menu, select Announcements.

### **Generic Announcement By Itself**

The Sysop can issue an announcement on some general topic which doesn't require any followup activity ("Remember, the company picnic is this Saturday" for example).

Click the Close button when you've finished reading.

### **Module Announcements**

Various modules within the system can generate announcements. A common one is Message Central's "There is new mail for you on the server!" If the Sysop has also created an announcement, this window displays it at top center, and displays any module announcements beneath it. Across the bottom of the window are the buttons Go, Cancel and Help.

When a module announcement has a logical next step - like going to read the mail that is in your in-box - the Announcements window helps you take that next step. Either double-click on the announcement, or highlight it and click Go. If you prefer to investigate it later, click Cancel to leave the Announcements window.

Some announcements do not have a logical next step. In those cases, the Go button will remain dimmed and double-clicking the announcement will have no effect.

### **No Announcements**

There may be no announcements posted right now. Click OK to exit.

## **Tools Menu**

### **Go To Service**

Run an application from a list instead of branching to it through the [Menu Tree](#). This is often the faster of the two approaches.

### **Page User**

Send a brief comment or message to any other user online.

## Go To Service

This is the list alternative to the [Menu Tree](#). It provides a list of *all* services (menus, modules, and file pages) available on this Worldgroup system no matter how many layers deep they may be in the menuing system.

To reach this window, from the Tools menu, select Go To Service.

### Search for

You can locate a keyword within either the name or the description of a service by typing one to three characters here.

When you type the first character, the list displayed under Go to Service shrinks to those items which contain your first character. As you type more characters, the list shrinks to those items which contain that string of characters.

### Go to Service

You can also scroll down this list with your mouse instead of typing characters into Search for. Whichever way you find the item, either double-click it or highlight it and click Go.

## Page

You can send a brief comment or message to any other user who is presently online. It will be delivered in a popup window over top of his or her current activities.

To reach this window, from the Tools menu, select Page User.

### User to Page

Press the dropdown button to display all users currently online. Single-click the [User-ID](#) you wish to page.

### Message

You can deliver up to three lines of text through a page. The recipient is given the option of replying to your page.

### OK

If you are presently [on deck](#), WGM will go online in order to transmit the page to its destination.

## Page Received

### User-ID is paging you

This tells you who sent the page, then displays the message sent.

### Reply

You can send up to three lines of text through a page. The recipient is given the option of replying to your reply, and the process continues.

### OK

If you are presently on deck, WGM will go online in order to transmit the page to its destination.

Note: you can control how often other users may page you. See [Page Options](#).

## Options Menu

### Minimize on Use

If checked, the Main System Menu will minimize to an icon as soon as you open (run, double-click) a module page (Message Central, File Libraries, etc.).


If not checked, the Main System Menu will remain an open window while you are running a module.

### Page

Lets you set how often (if at all) other users may page you.

### Confirm Shutdown

This option may not be available on all Worldgroup systems you contact. This lets you set whether or not Main Menu should ask, "Are you sure?" before exiting.

Many WGM users instinctively double-click Main Menu's control menu when they merely wish to back up from the currently displayed menu page to the previous menu page. Don't. This has the same effect as the [File menu's](#) Exit selection: it closes Main Menu and disconnects you. Rather, use the [View Menu's](#) Previous Menu selection or press the  button on the [default toolbar](#), if available.

### Edit Toolbar

Lets you hide toolbar buttons you don't use.

### Launching

When you select a file for downloading (in File Libraries, Teleconference, Message Central, wherever), you can set WGM to automatically open/run the file once it arrives on your PC. This option sets whether or not the Download window should assume you want to launch a file.

## Page Options

Lets you set how often (if at all) other users may page you - send brief messages asking for some reply.

To reach this window, from the Options menu, select Page.

### Users may

#### **Page you as often as they like**

Select this if you prefer to do most of your online conversations through the Paging system instead of the Message Central or Teleconference modules. Page can exchange a sentence or two at a time.

#### **Not page you at all**

Select this if you don't like to be interrupted. You can still be told when e-mail or forum messages arrive, but they can be responded to later. Page senders usually expect a response within seconds.

#### **Page you once every 2 minutes**

Select this if you want to be accessible but don't want to be overrun by users who prefer to do most of their online conversations through the paging system. Limiting them to one sentence every two minutes often encourages people to write an e-mail message instead.

## File Launching Assumption

When you select a file for downloading (in File Libraries, Teleconference, Message Central, wherever), you can set WGM to automatically open/run the file once it arrives on your PC. This option sets whether or not the Download window should assume you want to launch a file.

Windows can associate file extensions with the programs which view/edit those types of files. For example, say you attempt to "run" a file ending in .TXT. Windows will first realize that .TXT is not a member of the set [.COM, .EXE, .BAT, .PIF], so it knows this file is not itself a program. Next, Windows will consult a list of file associations. In most cases, .TXT is listed there and is associated with either Notepad (Win3.1) or Wordpad (Win95). When you "run" a .TXT file, Windows runs the program associated with .TXT then tells that program to open the .TXT file.

The Launch File checkbox appears on certain file-handling windows, in particular the Download a File window. You can manually check and uncheck it, but how should it be set until you manually change it?

### If Association Exists

If your Windows setup already has an association for files of this type, the Launch File box will come up checked. You can uncheck it if you want to merely download and not launch this file.

If your Windows setup does *not* have an association for this type of file, the Launch File box will come up *not* checked. You can check it even if there is no existing association. Worldgroup Manager will then ask you to [set up an association](#), which it will add to your Windows setup.

### Always Assume Launch

The Launch File box will always come up checked. You can uncheck it to avoid launching a file.

### Never Assume Launch

The Launch File box will never come up checked. You can check it to launch a file.



## **File Association Setup**

When you select a file for downloading (in File Libraries, Teleconference, Message Central, wherever), you can set WGM to automatically launch (open/run) the file once it arrives on your PC.

Windows can associate file extensions with the programs which view/edit those types of files. For example, say you attempt to "run" a file ending in .TXT. Windows will first realize that .TXT is not a member of the set [.COM, .EXE, .BAT, .PIF], so it knows this file is not itself a program. Next, Windows will consult a list of file associations. In most cases, .TXT is listed there and is associated with either Notepad (Win3.1) or Wordpad (Win95). When you "run" a .TXT file, Windows runs the program associated with .TXT then tells that program to open the .TXT file.

Evidently, your Windows setup does not presently include an association for this file's extension.

### **Associate**

You can create an association for this extension, then the file will be automatically launched as you originally intended.

### **Save to disk**

Or if you prefer you can merely save the downloaded file and not attempt to launch it through Worldgroup Manager.

## Associate

When you select a file for downloading (in File Libraries, Teleconference, Message Central, wherever), you can set WGM to automatically launch (open/run) the file once it arrives on your PC.

Windows can associate file extensions with the programs which view/edit those types of files. For example, say you attempt to "run" a file ending in .TXT. Windows will first realize that .TXT is not a member of the set [.COM, .EXE, .BAT, .PIF], so it knows this file is not itself a program. Next, Windows will consult a list of file associations. In most cases, .TXT is listed there and is associated with either Notepad (Win3.1) or Wordpad (Win95). When you "run" a .TXT file, Windows runs the program associated with .TXT then tells that program to open the .TXT file.

Evidently, your Windows setup does not presently include an association for this file's extension. This window will create an association for you, then allow the file to be launched.

### File extension

Names the extension which is about to receive an association.

### Associate with

Lists by English name the most common applications which view/edit various types of files. If the program you desire is listed here, double-click on it and you'll associate the above extension with this program.

### Browse

If the program you desire is *not* listed under Associate with, you can browse the directories of your PC to locate the program.

### Command Line

This displays whatever program command you set for this association. Note that you can type in the field above in the "Associate with" list. You can type more than just the name of an .EXE or .COM file.

%1 is the most common parameter to place after a program name. %1 will be replaced on the fly by whatever the document file's name is. This tells the program which file to open. Paths are handled implicitly: when an association runs a program, the current directory is the directory containing the document file.

You can type other command line parameters in as needed. For example, you can associate the .ZIP extension with the command line

```
pkzip.exe -v %1
```

This views the contents of the .ZIP file without unzipping it.

## Browse

You've just selected to browse for a program which you wish to associate with a particular file extension.

### File Name

The text box presently suggesting the four extensions which Windows considers to be programs: .EXE, .PIF, .COM, and .BAT. You can manually enter an entire drive:\directory\...\filename.ext if you wish.

The standard list box below the text box displays all files in the current drive:\directory. You can select one by double-clicking it.

### Directories

The list box displays the directory tree of the drive:\ selected below in Drives. The current directory is the one whose folder icon is open and darkened within. Any folders listed below it are children subdirectories of the current directory. Any folders listed above it are parent directories. Between the list box and the title line **Directories:** you will see displayed in text the current directory's drive:\path, possibly abbreviated.

Double-click on a directory to switch to it. If the directory you seek is not visible, double-click on the directory which you know to be its parent. This list box does not display the entire tree at once, but limits itself instead to the parentage and children of the current directory.

### Drives

This dropdown list box selects the drive letter you wish displayed. Depending on your PC's setup, it may display volume names in [brackets] to the right of each drive letter.

A single click selects a drive letter. The Directories and File Name list boxes will change to display the new drive's current directory and files.


# Glossary

The following definitions are available:

[Bitmap File](#)  
[C/S \(Client/Server\) Mode](#)  
[Client Side](#)  
[Dumb Terminal](#)  
[File Transfer Protocol](#)  
[Metafile](#)  
[Online, Offline, On Deck](#)  
[Password](#)  
[Worldgroup server](#)  
[Server Side](#)  
[Sysop](#)  
[Terminal Mode](#)  
[User Account](#)  
[User-ID](#)

## Bitmap File

A bitmap is a way to store a graphical image as a rectangular grid of dots (pixels).

For example, this is a bitmap graphic: 



Here it is again 4 times as large. Bitmaps don't enlarge very well because the information that is stored within them is only accurate down to the size of a single pixel (dot). Enlarge a bitmap and you get big dots.

On the other hand, bitmaps work very well when they store information which is not meant to be enlarged, reshaped or otherwise manipulated. Windows icons are bitmaps (stored as **.ico** files or embedded in **.exe** files). Windows wallpaper designs are bitmaps (**.bmp**).

The Windows program Paintbrush can manipulate **.bmp** files.

See also [Metafile](#).

## C/S (Client/Server) Mode

Two-sided computing: your PC and the Worldgroup server PC both work to satisfy your requests. Your PC's processing power is not ignored (as with a [terminal mode](#) BBS). In fact, your PC ends up doing most of the work. C/S mode minimizes wasted time online by letting you do many tasks [on deck](#).

Client/server means that one program (the client) can ask another program (the server) for assistance. The two programs often run on separate computers connected by a communications link (a network, the telephone system, etc.).

WGM is a [client](#) program running on your PC.

The Worldgroup server is a [server](#) program running on a remote PC.

## Client side

Your PC running WGM is the client side of a [client/server](#) relationship. The remote PC running Worldgroup server software is the server side of the relationship. The term *client side* includes:

- 1) any programs which run on your PC
- 2) any data, documents, or other files which are stored on your PC

The client side can do many tasks itself, and calls on the [server side](#) for tasks it cannot do (exchanging messages with other clients, looking up centralized information, etc.).

## **Dumb Terminal**

A device which has a keyboard, a monitor, possibly a mouse, but has *no* ability to process data by itself. A dumb terminal has to be connected to a computer in order to do anything.

Old-style user-side modem programs are known as *terminal* programs because they make your PC mimic a dumb terminal (thereby wasting your PC's processing power).




## **File Transfer Protocol**

A language for exchanging files between two computers and confirming that what arrives is the same as what was sent. Common protocols for [terminal-mode](#) transfers include ZMODEM, XMODEM, YMODEM-Batch, and Kermit.

WGM in [C/S mode](#) uses its own information transfer protocol, GCSP, which uses Dynapaks to exchange all forms of data including files.

## Metafile

A metafile is a way to store a graphical image as a collection of shapes, angles, and relative distances.

For example, this drawing is a metafile: 



Here it is again 8 times as large. Note that its curved edges are far smoother than would be a bitmap of the same size. Stretched large or small, a metafile is recalculated to provide the most accurate image possible.

Because PC monitors in use today may be set to any of a dozen different resolutions (so many pixels tall, so many pixels wide), we have used metafiles within WGM's help files wherever possible. This makes it more likely that graphics will appear properly on your display.

The Windows program Paintbrush *cannot* manipulate **.wmf** files.

See also [Bitmap File](#).

## Online

### **Connected.**

Your PC is online whenever it is connected to a Worldgroup server.

## Offline

### **Disconnected.**

Your PC is offline whenever it is *not* connected to a Worldgroup server.

## On Deck

### **Disconnected but able to perform tasks.**

Your PC is on deck whenever WGM is running the [client-side](#) program for a Worldgroup service but your PC is not yet connected to the online service.

## Password

The private half of your identification, seen only by the Worldgroup server software and the [Sysop](#).

A password is the confirmation that you are who your [User-ID](#) says you are. Without passwords, someone else could log on using your User-ID and do things that you would be blamed for. Keep your password secret.

Avoid obvious, easily guessed, passwords. Make up something that is not your mother's maiden name, not your job title, in fact not anything related to your work.

Don't use a completely random string of characters, though. "NE1410S" will be hard to remember. Instead, an effective middle choice is to run two words together which are easily remembered by you but not easily guessed by others. "Twosun" for example.

## **Worldgroup Server**

Any online service running Worldgroup server software by Galaticomm, Inc.

Online services running other software are not servers in the [client/server](#) sense. WGM drops back to [terminal mode](#) in order to communicate with them.

## Server side

The remote PC running Worldgroup is the server side of a [client/server](#) relationship. Your PC is the client side of the relationship. The term *server side* includes:

- 1) any programs which run on the Worldgroup server PC
- 2) any data, documents, or other files which are stored on the Worldgroup server PC

The server side exists solely to do tasks which the [client side](#) cannot do itself (exchanging messages with other clients, looking up centralized information, etc.).

## **Sysop**

A System Operator, or Sysop, is the manager of a Worldgroup system.

## Terminal Mode

One-sided computing: the software running on the remote computer insists on doing all of the work, so the user's PC might as well be a [dumb terminal](#). This mindset made sense when computing power was prohibitively expensive. Today, though, your PC may well be more powerful than the PC running the online service you call. Even if it isn't, your PC is closer to you than the service's PC. It can do things without delay, if the software at both ends permits. [Client/server](#) mode permits this. Terminal mode does not.

WGM falls back from C/S mode to terminal mode in order to communicate with non-Worldgroup online services.



## **User Account**

A list of information including your full name, your mailing address, your telephone number, etc. In a for-profit online service, the user account may include your credit card number or other method of payment.

User account information is private, seen only by you and by the [Sysop](#).

Your user account is identified by your [User-ID](#) and [password](#).

## **User-ID**

The public half of your identification, seen by the software and by other users.

A User-ID is a string of 3 to 29 characters. On business systems, it is often your full name. On social systems, it is often a nickname or "handle." In some situations, a User-ID may be assigned to you, but in most cases you have creative control.

Your User-ID is verified by the [password](#) you associate with it.

I never metafile I didn't like

(Stryker said I could do it! --Marc)

## Save / Save As

This function lets you record information to a disk file on your PC.

### File Name

The text box lets you manually enter the drive:\directory\...\filename.ext into which you wish to save the information. Set the appropriate file type in Save File as Type.

The standard list box below the text box displays all files in the current drive:\directory which are of the type selected by Save File as Type.

If you wish to save over top of an existing file which is visible in the list box, you can double-click on it, or highlight it then click on OK.

### Save File as Type

The dropdown list box lets you choose the way you wish the information to be recorded in the file.

For example:

- Text is usually saved as **.txt** (ASCII text).
- DOS Batch files are usually saved as **.bat**.  
Text and Batch files can be safely *viewed*.  
The following file types are machine readable only and so should not be viewed as text:
- Programs are usually saved as **.com** (command) or **.exe** (executable).
- Graphics are often stored as **.bmp** (bitmap) or **.wmf** (metafile).
- Files are often compressed and packaged into a single file for quicker and simpler delivery. Such compressed packages are most commonly stored as **.zip** (PKware format). In order to extract a zipped file's contents, you need the program PKunzip.exe.
- The results of searches in File Libraries should be saved as **.gfl** (Galacticomm's file library format) if you wish to use the list to tag files to be downloaded.

Other forms of data will come with choices appropriate to them.

### Directories

The list box displays the directory tree of the drive:\ selected below in Drives. The current directory is the one whose folder icon is open and darkened within. Any folders listed below it are children subdirectories of the current directory. Any folders listed above it are parent directories. Between the list box and the title line

**Directories:** you will see displayed in text the current directory's drive:\path, possibly abbreviated.

Double-click on a directory to switch to it. If the directory you seek is not visible, double-click on the directory which you know to be its parent. This list box does not display the entire tree at once, but limits itself instead to the parentage and children of the current directory.

## **Drives**

This dropdown list box selects the drive letter you wish displayed. Depending on your PC's setup, it may display volume names in [brackets] to the right of each drive letter.

A single click selects a drive letter. The Directories and File Name list boxes will change to display the new drive's current directory and files.

## Download a File

You've just requested that a file be downloaded from the Worldgroup server to your PC. You can either immediately download the file or simply tag it to be downloaded later. This window sets the drive:\path\filename.ext where you wish the file to be placed on your PC, and sets whether you want the file to be automatically opened/run once it arrives.

In either event, the request is sent to the Download Manager (part of the Worldgroup Manager program) which will keep track of the request until either the file is downloaded or until you delete the request.

### Download Now

Adds this file to the Download Manager's list. If no other download is currently in progress, it will be assigned a status of Downloading (or Launching) and begin transferring the file to your PC.

### Download Later

Adds this file to the Download Manager's list but assigns it a status of Waiting for Download (or Launch). The request will remain suspended until you open Download Manager and either delete the request or set it to download/launch.

### Launch File

If this box is *not* checked, the file will simply be downloaded.

If this box *is* checked, once the file arrives on your PC it will be immediately opened/run using whatever Windows application is associated with the extension on this filename.

For example, if .TXT is associated with Wordpad on your PC, checking Launch File when downloading any filename.TXT will cause Wordpad to be run, automatically opening filename.TXT into it for viewing/editing.

### File Name

The text box presently suggesting the filename.ext by which the file is stored on the server. You can manually enter the entire drive:\directory\...\filename.ext if you wish.

You are welcome to save the file on your PC under a different filename, but you should leave the extension the same. For example, if the file is labeled <something>.zip on the server, it's most likely been compressed using PKzip. Even if you save it to <something>.bat on your PC, the file itself will still be a zip and you'll have to explain the unexpected extension (.bat) to PKunzip in order to uncompress the file.

The standard list box below the text box displays all files in the current drive:\directory. This helps you avoid name collisions.

Of course, you may want to save the new file over top of an existing file. In that case, you can save yourself a few keystrokes by double-clicking on the file you wish overwritten.

## Directories

The list box displays the directory tree of the drive:\ selected below in Drives. The current directory is the one whose folder icon is open and darkened within. Any folders listed below it are children subdirectories of the current directory. Any folders listed above it are parent directories. Between the list box and the title line **Directories:** you will see displayed in text the current directory's drive:\path, possibly abbreviated.

Double-click on a directory to switch to it. If the directory you seek is not visible, double-click on the directory which you know to be its parent. This list box does not display the entire tree at once, but limits itself instead to the parentage and children of the current directory.

## Drives

This dropdown list box selects the drive letter you wish displayed. Depending on your PC's setup, it may display volume names in [brackets] to the right of each drive letter.

A single click selects a drive letter. The Directories and File Name list boxes will change to display the new drive's current directory and files.

## **Find...**

This function helps you find the correct spelling of a person's User-ID.

Although people commonly use their full names as User-IDs, you need to remember that a User-ID is a single string. That is, the User-ID "Carolyn G." will appear before the User-ID "Kelly B." because the letter C comes before the letter K.

## **Type your best guess in the User: field**

As with almost everything in Worldgroup, UPPER/lower case doesn't matter: "Tyler" equals "TYLER" equals "tyler".

## **Click on the Search button**

If the function finds any matches, the window will enlarge to display a list of possible matches. Select the one you wish either by double-clicking it, or by single-clicking it then clicking the OK button. The selected User-ID will be returned to the window from which you called Find...

If the function does not find a match, try a shorter string in the User: field. Although you can type in a full name, it's generally better not to. If you ask for "reginald" but he signed up as "Reggie", the search won't find him. You're better off searching for "reg".

Notice that you can search for a person by last name, or even partial last name. It will not find "Ann Owen" if you type in "we", however. The search string in User: must be the beginning of a word if not a whole word.



## **Edit Toolbar**

This window lets you choose which buttons are displayed on the toolbar and which are not. Notice that not all of the buttons you add will necessarily appear immediately after you save your edits. It may be inappropriate to display a particular button at this moment but, when it becomes appropriate, the button will be displayed.

### **Add/Remove a Button**

A single mouse click on any of the buttons listed here, or on the description beside it, will toggle between displaying the button on the toolbar and not displaying it. Highlighted means the button has been included/added to the current toolbar. Not highlighted means the button has been excluded/removed from the current toolbar.

### **Add All**

This button highlights every button in the list, including/adding all of them.

### **Remove All**

This button unhighlights every button in the list, excluding/removing all of them.

### **Save**

Once you've edited this toolbar to your satisfaction, click this button to save your changes. Not all of the buttons you add will necessarily appear immediately. It may be inappropriate to display a particular button at this moment but, when it becomes appropriate, the button will be displayed.

