

## Contents

The following Help Topics are available:

[View a Specific User's Entry](#)

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[Begin Listing At...](#)

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Registry's main menu displays a list of every user on this Worldgroup who has filled out his or her Registry entry. It may not be a complete list - participation in Registry is usually voluntary, not required. It is, however, encouraged.

The left column lists the [User-IDs](#) of people who have completed their Registry entries. The right column displays a brief summary comment entered by each user. The list is in alphabetical order by User-ID, which means that Alvin M. appears ahead of Elen A.

## Toolbar for Registry

The toolbar is displayed or hidden through the View menu's Toolbar setting.



[View a Specific User's Entry](#) selects the currently highlighted line in the main menu list and displays the answers provided by that user. Same as the File menu's Open.



[Look Up Specific User](#) is the fastest way to locate and view a Registry entry if you're confident you know the exact spelling of the person's User-ID. If you're not so sure you know the User-ID, see [Begin Listing At](#). Same as the File menu's Look Up Specific User.



[Edit Your Entry](#) is where you create your own Registry entry, or come back to amend it later. Same as the File menu's Edit Your Entry.



[Print](#) the highlighted user's Registry entry without first requiring you to view it. The Entry For window also contains a Print button. Same as the File menu's Print.



[Begin Listing At](#) a particular point in the alphabet. If you're not so sure you know a person's exact User-ID, this will accept "near misses" and take you to the point in the list closest to what you type. Both this option and [Look Up Specific User](#) provide a Find button which will let you more precisely look up a person's User-ID. Same as the View menu's [Begin Listing At](#).

## Look Up Specific User

This is best used when you are fairly certain of the User-ID you seek. If you're not so sure, you're better off going through [Begin Listing At...](#)

To reach this window, from the File menu select Look Up Specific User.

Type in a [User-ID](#) and press *Enter*.

If what you type matches an existing Registry entry, the system will [display that entry](#).

If what you type does not match an existing Registry entry, the system will tell you, then return you to [Registry's main menu](#). Three possibilities:

- 1) The person you seek does have a User-ID, and has filled out a Registry entry, but you haven't entered in the person's User-ID correctly
- 2) The person you seek does **not** have a User-ID and is not on this system
- 3) The person you seek does have a User-ID, but has **not** filled out a Registry entry, so there is nothing to be found here

Go into Look Up Specific User again but click on [Find...](#) instead of typing in another selection. If Find... cannot locate a match, the person you seek may not be a member of this Worldgroup.

Once Find... has located a valid User-ID, it will copy it into the Look Up Specific User dialog box. Press *Enter* or click the OK button. If this person has filled out a Registry entry, the system will display that entry. If the system tells you that there is no such Registry entry, then the person has not yet filled one out. Please encourage this person to complete a Registry entry soon.

## Entry for User-ID

This displays the selected User-ID's Registry entry.

To reach this window for a User-ID already highlighted, from the File menu select Open.

The person's [UserID](#) is displayed in the title bar of the window. There may be as many as 30 facts in this person's Registry entry. Since Registry can be completely customized by the owner of each system, there's no way to predict what questions you'll encounter on a particular Worldgroup until you actually go into its Registry.

Click the Next button to bring up the entry of the next user on the list, or click the Prev button to bring up the previous user's entry.

You can also Print the currently displayed entry by clicking [Print...](#)

Close returns you to [Registry's main menu.](#)

## **Edit Your Entry**

Here you can answer this Worldgroup's list of Registry questions and record the information for other users to look up. You can return to this window whenever you wish to update or change your answers.

To reach this window, from the File menu select Edit Your Entry.

You must type something in each entry field in order to activate the Save button. If you prefer not to answer the question, or if the question doesn't apply to you, type in "N/A" or a period. Once you've filled in all of the blanks, click Save and your answers will join those of the other users on this Worldgroup.

Most questions will accept both letters and numbers, and often punctuation, in your answers. Some questions may limit the length of your answers.

## Begin Listing At

This function lets you jump to a specific point in what may be a thousand-entry list. It is waiting for you to type in a [User-ID](#) and press *Enter*.

To reach this window, from the View menu select Begin Listing At.

If what you type does match an existing Registry entry, the system will move to the entry and highlight it.

If what you type does not match an existing Registry entry, the system will take you to the closest alphabetical match in the list. If you typed the first few letters correctly, the entry you seek is very likely one of the lines now displayed onscreen, or is within a screen above or below your present position.

If you need to search for a user's last name, go into Begin Listing At... again but click on [Find...](#) instead of typing in another selection. If Find... cannot locate a match, the person you seek may not be a member of this Worldgroup.

Once Find... has located a valid User-ID, it will copy it into the Begin Listing At... dialog box. Press *Enter* or click the OK button. If the system can locate a precise match for this User-ID, you can [view the entry](#) either by double-clicking the user's line with the mouse, or by pressing *Enter*, or by clicking the leftmost button on the toolbar.

If the system cannot locate a precise match for this User-ID, then the person has not yet filled out a Registry entry. Please encourage this person to complete a Registry entry soon.

## **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 (some systems may limit you to fewer than 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.

## **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.



## **Print**

This function sends data to your printer. It suggests Number of copies: **1** but will accept as many as **999**. From this point on, Windows takes over.

If you simply click on OK (or press *Enter*), Windows will print the data on whatever default printer you've set in Control Panel's Printers area.

If you click on Setup..., Windows will first bring up the printer setup window which will let you choose which printer (or file) will receive this data.

