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Text editing procedures

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Using the keyboard

Working with menus:

To:	Press:
Display menu commands	The Alt key plus the underlined letter in the menu name. For example, if you wanted to display the commands for the File menu, you would press Alt + F.
Select command	Press the underlined letter of the command you want. Or, use the direction keys to highlight the command, then press ENTER.
Remove menu commands	Esc.
Deselect menu	Alt.

Working with icons:

To:	Press:
Select icon	Ctrl + Tab.
Open an icon	F4.

Menus

The following menus are available when using the GEnie Windows front-end.

Menu:	Used to:
<u>File menu</u>	Create new text windows, work with text windows, open the Filing Cabinet and the To Do Manager, and set user defined preferences
<u>Edit menu</u>	Undo last editing change, cut, copy, paste, or delete text in an opened message, and change the font size and type.
<u>Online menu</u>	Navigate throughout GEnie using keywords or menu numbers.
Library menu	Work within GEnie's software libraries.
Board menu	Work within GEnie's bulletin boards.
<u>Mail menu</u>	Send and receive GE Mail, verify addresses, and change address book entries.
Window menu	Arrange and close windows and icons on your screen.
Help menu	Access help on GEnie Windows tasks.

Commands

Note: Shortcut keys, where available, are listed beside the command.

File menu commands
New	Ctrl + N
Open	Ctrl + O
Close	Ctrl + C
Save	Ctrl + S
Save As	
Save To Filing Cabinet	
Revert to Saved	
To Do	
Filing Cabinet	
GEnie Troubleshooting Log	
Page Setup	
Print	Ctrl + P
Quit	Ctrl + E

Edit menu commands
Undo	Ctrl + Z
Cut	Ctrl + X
Copy	Ctrl + C
Paste	Ctrl + V
Clear	
Select All	
Font	
Size	

Online menu commands
Logon/Logoff
Move to Page/Keyword
Move To
Show Page Announcements
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Change Password
Locate/Notify
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Libraries menu commands
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List All
Search
Browse
Browse Checked
Upload File
Download File
Download Checked
Show Library Description
Save Checked to Filing Cabinet
Delete File

Boards menu commands
List New
List All
Search

Read
Read Checked
Reply To Topic
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Create New Topic
Show Topic Description
Show Category Description
Save Checked to Filing Cabinet
Delete Message

Mail menu commands
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File menu commands

The following commands are available from the File menu.

Command:	Used to:
New	Open a new text edit window.
Open	Open an existing text edit window.
Close	Close the active text edit window.
Save	Save the active text edit window.
Save As	Save the active text edit window with a new or revised file name.
Save to Filing Cabinet	Save the active text edit window to the Filing Cabinet.
Revert	Save the active text edit window to its previous version.
To Do	Open the To Do Manager.
Filing Cabinet	Open the Filing Cabinet.
GEnie Troubleshooting Log	Display the GEnie Information dialog box.
Page Setup	Select a new page setup or change the options for the active page setup.
Print	Print the selected text edit window or message.
Quit	End the application.

File menu: New

Opens a new text editing window.

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Related topics

     <u>Opening a new text edit window</u>

Opening a new text edit window

To open a new text edit window:

1. From the File menu, choose New.   Or, press Ctrl + N.
   You see a blank untitled text edit window.

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Related topics

Edit menu commands
Closing a window
Saving an existing window
Saving an existing window with a new name
Saving a window as the previous version
Saving a window or item to the Filing Cabinet

File menu: Open

Opens an existing text editing window.

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Related topics

Opening a previously saved window

Opening a previously saved window

To open a previously saved text edit window:

1. From the File menu, choose Open.   Or, press Ctrl + O.
   You see the Open dialog box.

2. If necessary, change the drive/directory by selecting the drive/directory you want from the list box.

3. From the Files list box, select the file you want to open.

4. Choose OK.

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Related topics

Edit menu commands
Closing a window
Saving an existing window
Saving an existing window with a new name
Saving a window as the previous version
Saving a window or item to the Filing Cabinet

File menu: Close

Closes a text editing window.

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Related topics

Closing a window

Closing a window

To close a text edit window:

1. From the File menu, choose Close.   Or, press Ctrl + W.
   If you have made changes or not saved this document before, you see a dialog box asking if you want to close the window anyway.   To close the window without saving its contents, choose OK. To cancel the request, choose Cancel.

   Note: You remain connected to GEnie after using the Close command.

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Related topics

Edit menu commands
Opening a previously saved window
Opening a new text edit window

File menu: Save

Saves an open text editing window.

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Related topics

  [Saving an existing window](#)

Saving an existing window

To save an open text editing window:

1. From the File menu, choose Save.   Or, press Ctrl + S.
   The window is saved using its current name.   If you have not saved the window before, you see the Save As dialog box requesting the name and director/drive you want to use.

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Related topics

Opening a previously saved window
Opening a new text edit window
Saving an existing window with a new name
Saving a mail message to the Filing Cabinet
Saving a library description to the Filing Cabinet
Saving a window as the previous version
Saving a window or item to the Filing Cabinet

File menu: Save As

Saves an existing window with a new name.

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Related topics

Saving an existing window with a new name

Saving an existing window with a new name

To save an open text editing window with a new name:

1. From the File menu, choose Save As.
   You see the Save As dialog box.

2. If necessary, change the current directory/drive by selecting the directory/drive you want from the list box.

3. In the Filename text box, replace the existing file name with the new file name you want to use.

4. Choose OK.

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Related topics

Opening a previously saved window
Opening a new text edit window
Saving an existing window
Saving a mail message to the Filing Cabinet
Saving a library description to the Filing Cabinet
Saving a window as the previous version
Saving a window or item to the Filing Cabinet

File menu: Save To Filing Cabinet

Saves a window or item to the Filing Cabinet.

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Related topics

Saving a window or item to the Filing Cabinet

Saving a window or item to the Filing Cabinet

To save a window or item to the Filing Cabinet:

1. From the File menu, choose Save To Filing Cabinet.
   You see the Save To Filing Cabinet dialog box.

2. In the File Name text box, type the name that you want to save the item or window with.

3. Choose the folder you want to save the item or window in.

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Related topics

Opening a previously saved window
Opening a new text edit window
Saving an existing window
Saving an existing window with a new name
Saving a library description to the Filing Cabinet
Saving a window as the previous version
Saving a window or item to the Filing Cabinet

File menu: Revert to Saved

Saves a window as its previous version.

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Related topics

      <u>Saving a window as the previous version</u>

Saving a window as the previous version

To save a window as the version previously saved:

1. From the File menu, choose Revert to Saved.
    The active window is saved as the version previously saved.

    Note: Although the previous version of the window is saved, the existing version still appears as active.

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Related topics

      Opening a previously saved window
      Opening a new text edit window
      Saving an existing window
      Saving an existing window with a new name
      Saving a library description to the Filing Cabinet
      Saving a window or item to the Filing Cabinet

File menu: To Do

Allows you to use the To Do Manager.

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Related topics

Using the To Do Manager

Using the To Do Manager

To use the To Do Manager:

1. From the File menu, choose To Do.
   The To Do Manager window appears.   All items that you have opted to take action on (such as outgoing mail to be sent or incoming mail to be received) will be listed.

2. If you want to perform all actions listed in the To Do window, choose the Do All Now option.
   All pending actions will be performed.   Afterwards, you remain logged on to GEnie.

3. If you want to perform only certain actions, select those actions you want to perform now and choose the Do All Checked Now option.
   All checked actions will be performed.   All unchecked actions will remain in the To Do Manager. Afterwards, you remain logged on to GEnie.

4. To delete any pending actions, select those actions you want to delete and choose the Delete option.

File menu: Filing Cabinet

Opens the Filing Cabinet.

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Related topics

Opening the Filing Cabinet

Opening the Filing Cabinet

To open the Filing Cabinet:

1. From the File menu, choose Filing Cabinet.
   You see the Filing Cabinet window.

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Related topics

[Saving a window or item to the Filing Cabinet](#)

File menu: GEnie Troubleshooting Log

Displays the GEnie Troubleshooting Log.

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Related topics

Displaying the GEnie Troubleshooting Log

Displaying the GEnie Troubleshooting Log

To display the GEnie Troubleshooting Log:

1. From the File menu, choose GEnie Troubleshooting Log.
    You see the GEnie Information dialog box.

2. To capture the current GEnie session to a log file, select the "Capture GEnie session to file" box.
    The file will be named "GEnie Log File."   To overwrite the existing log file, choose the Overwrite radio button.   To add to the end of the existing log file, choose the Append radio button.

    To use a different file name, choose the Filename button.   Change the current drive/directory by selecting the drive/directory you want from the list box.   In the Filename text box, type the file name you want to use.

3. If you are having a problem connecting to GEnie and need to report the problem to GEnie Client Services, write down the node and port information.

4. Choose OK.
    To return to the active screen without capturing the GEnie session to file, choose Cancel.

File menu: Page Setup

Allows you to choose the paper size to print from and change the page orientation.

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Related topics

Changing the page orientation
Choosing a standard paper size

Choosing a standard paper size

To choose a standard paper size:

1. From the File menu, choose Page Setup.

2. Next to Paper, select the paper size you want.

3. Choose OK.

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Related topics

Changing the page orientation
Printing the selected text window or message

Changing the page orientation

To change the page orientation:

1. From the File menu, choose Page Setup.

2. Select the orientation you want.
   Available orientations are portrait (vertical) or landscape (horizontal).

3. Choose OK.

Related topics

Choosing a standard paper size
Printing the selected text window or message

File menu: Print

Prints the selected text window or message.

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Related topics

      <u>Printing the selected text window or message</u>

Printing the selected text window or message

To print the selected text window or message:

1. Be sure your printer is on, connected, and loaded with paper.
2. From the File menu, choose Print.   Or, press Ctrl + P.
3. Choose OK.

Related topics

Changing the page orientation
Choosing a standard paper size

File menu: Quit

Ends your GEnie session.

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Related topics
    <u>Ending your GEnie session</u>

Ending your GEnie session

To end your GEnie session:

1. From the File menu, choose Quit.   Or, press Ctrl + Q.   Or, double-click the close box.
    You see the Quit Notifier dialog box asking if you want to quit.

2. Choose Quit.

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Related topics

    Logging on to and logging off of GEnie

Edit menu commands

The following commands are available from the Edit menu.

Command:	Used to:
Undo	Reverse your last action.
Cut	Remove the selected text from the window and place it on the Clipboard.
Copy	Place a copy of the selected text on the Clipboard.
Paste	Place the contents of the Clipboard into a text editing window.
Clear	Remove the selected text from a window. Text is not saved to the Clipboard.
Select All	Select all text in the active window.
Font	Select the standard font type.
Size	Select the standard font size.

Related topics

Creating a new mail message

Edit menu: Undo

Undoes or reverses your last edit (cut, copy, paste, or delete) in the window.

Not all actions can be undone.   When an action cannot be undone, this command is dimmed.

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Related topics

    Undoing your last edit

Undoing your last edit

Not all actions can be undone.   When an action cannot be undone, this command is dimmed.

To undo your last edit:

1. From the Edit menu, choose Undo.   Or, press Ctrl + Z.

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Related topics

Creating a new mail message

Edit menu: Copy

Places a copy of the selected text on the Clipboard.   Selected text remains in place within the active window.

Use this command when you want to place a copy of the selected text in another section of the active window or in a different window.

Related topics

Copying text

Pasting text

Copying text

To copy text:

1. From the message text area, select text to be copied.
   Text must be selected before the Copy command is active.

2. From the Edit menu, choose Copy.   Or, press Ctrl + C**.**
   Copied text replaces text currently on the Clipboard.   Only the most recent copy is kept on the Clipboard.

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Related topics

Cutting text
Pasting text

Edit menu: Cut

Removes the selected text from the window and places it on the Clipboard.

Use this command when you want to move text from one place within a window to another, or when you want to move text from one window to another.

Related topics

Cutting text
Copying text
Pasting text

Cutting text

To cut text:

1. Select text you want to cut.
   Text must be selected before the Cut command is active.

2. From the Edit menu, choose Cut.   Or, press Ctrl + X**.**

Related topics

Pasting text
Copying text

Edit menu: Paste

Inserts the last cut or copied text, currently on the Clipboard, into the active text editing window.

Note: If the Clipboard is empty (no text has been cut or copied), the Paste command is dimmed.

You can insert Clipboard text without replacing other text, or you can replace selected text with Clipboard text.

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Related topics

    Pasting text
    Cutting text
    Copying text

Pasting text

You can insert Clipboard text without replacing other text, or you can replace selected text with Clipboard text.

Note: If the Clipboard is empty (no text has been cut or copied), the Paste command is dimmed.

To insert Clipboard text:

1. Place cursor in the window where you want the pasted text to appear.
2. From the Edit menu, choose Paste.   Or, press Ctrl + V.
    The Clipboard text is inserted at the cursor.

To replace selected text with Clipboard text:

1. Select the text you want to replace.
2. From the Edit menu, choose Paste.   Or, press Ctrl + V
    The Clipboard text replaces the selected text.

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Related topics

  Copying text
  Cutting text

Edit menu: Clear

Removes all text from the active window

IMPORTANT: Text deleted using the Clearand is not kept on the Clipboard, but the Undo command on the Edit menu brings back your deleted text, (if the deleted text is the last edit).

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Related topics

Deleting all text in the active window
Cutting text
Pasting text
Undoing your last edit

Deleting all text in the active window

IMPORTANT: Text deleted using the Clear command is not kept on the Clipboard, but the Undo command on the Edit menu brings back your deleted text (if the deleted text is the last edit).

To delete text:

1. Select the text you want to delete.

2. From the Edit menu, choose Clear**.**

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Related topics

> Cutting text
> Undoing your last edit

Edit menu: Select All

Selects all text in the text area for the active window.

Use this command when you want to carry out a command on all the text in the active window.   For example, if you wanted to copy all text, you could choose Select All to select all the text in your window then, choose Copy.

To deselect text, click your left mouse button or press an arrow key on your keyboard.

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Related topics

Selecting all text
Cutting text
Copying text
Deleting all text in the active window

Selecting all text

To select all text:

1. Move the cursor anywhere within the text that you want to select.
2. From the Edit menu, choose Select All.   Or, press Ctrl + A.
   To deselect text, click your left mouse button or press an arrow key on your keyboard.

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Related topics
  Cutting text
  Copying text
  Deleting text

Edit menu: Font

Chooses the default font that appears on your text editing windows.

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Related topics

Changing fonts
Changing the font size

Changing fonts

To change the font type of the existing text or the new text that you type:

1. If you want to change the font of the existing text, highlight the text you want to change.
2. From the Edit menu, choose Font.
    Choose the font type that you want to use.

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Related topics
  Changing the font size

Edit menu: Size

Chooses the default font size that appears on your text editing windows.

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Related topics
> Changing fonts
> Changing the font size

Changing the font size

To change the font size of existing text or the new text that you type:

1. If you want to change the font size of the existing text, highlight the text you want to change.
2. From the Edit menu, choose Size.
   Choose the font size that you want to use.

Related topics

Changing the font size

Online menu commands

The following commands are available from the Online menu.

Command:	Used to:
Logon/Logoff	Connect and disconnect you from GEnie.
Move To Page/Keyword	Move you to a different area of GEnie.
Move To	Move you to one of GEnie's main areas.
Show Page Announcements	Show the banners for the current page (brief descriptions of current areas of interest).
Customize Online Menu	Add up to seven menu items to the Online menu.
Change Password	Change your password
Locate/Notify	Locate a user online and send an instant message to the user.
Terminal Mode	Open a terminal window or split-screen TTY window.

Online menu: Logon/Logoff

Connects and disconnects you from the GEnie service.

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Related topics

Logging on to and logging off of GEnie

Logging on to and logging off of GEnie

To log on to GEnie:

1. From the Online menu, choose Logon.
   During connection, messages appear in the status bar indicating where you are in the connection process.

To log off from GEnie:

1. From the Online menu, choose Logoff.
   If you are performing an online action, GEnie will ask you if you want to logoff before actions have been completed.   If you answer Yes, all online actions will be interrupted and any open windows will not be saved.

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Related topics
   Ending your GEnie session

Online menu: Move To Page/Keyword

Moves you to a different area of GEnie.

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Related topics

Moving to a different area

To move to a different area on GEnie:

1. From the Online menu, choose Move To Page/Keyword.
   A dialog box will appear asking you for the page number or keyword of the area where you want to move.   If you are unsure of the keyword or page number, type INDEX for a current list.

2. Type the menu number of keyword and press the Move button.
   GEnie will move you to the area you requested.

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Related topics

   Moving to a main area

Online menu: Move To

Moves you to a main area of GEnie.

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Related topics

Moving to a different area
Moving to a main area

Moving to a main area

To move to a main area on GEnie:

1. From the Online menu, choose Move To.
2. Choose one of the five main areas where you want to move.
   GEnie will move you to the area you requested.

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Related topics

    Moving to a different area

Online menu: Show Page Announcements

Displays the descriptions of current areas of interest on GEnie.

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Related topics

Showing page annoucements

Showing page announcements

To show the banners for the current page (brief descriptions of current areas of interest):

1. From the Online menu, choose Show Page Announcements.
   A text window appears showing you the highlights and announcements of the area where you are located.

Online menu: Customize Online Menu

Allows you to add up to seven items to the Online menu.

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Related topics

Customizing the Online menu

Customizing the Online menu

To add an item to the Online menu:

1. From the Online menu, choose Customize Online Menu.

2. In the Page Number text box, type the number of the page associated with the menu item.

3. In the Menu Label text box, type the descriptor that you want to appear in the Online menu that is associated with this page number.

4. To add the item, choose Add.
   To cancel without adding the menu item, choose Delete.

5. When you have finished adding all menu items, choose Done.

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Related topics

   Moving to a different area

Online menu: Change Password

Changes the password you use to access GEnie.

Note: This menu item is dimmed unless you are connected to GEnie.

Related topics

Changing your password

Changing your password

Note: This menu item is dimmed unless you are connected to GEnie.

To change your password:

1. From the Online menu, choose Change Password.
    You see the Change Password dialog box.

2. In the Old Password text box, type your existing password.

3. In the New Password text box, type your new password.

4. Choose OK.
    You see a Warning dialog box telling you that your password has been changed.   Choosing Cancel at any time retracts the Change Password command and restores the password that you used when you connected for the current session.

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Related topics
    Logging on to and logging off of GEnie

Online menu: Locate/Notify

Locates another GEnie user currently online and allows you to send an immediate message to that user.

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Related topics

Locating another user online
Sending an immediate message to another user online
Disabling the Notify capability

Locating another user online

To locate another user online:

1. From the Online menu, select Locate/Notify, then choose Locate User.
   You see the Locate User dialog box.

2. Type the name of the user you want to locate.
   The name must be the GE Mail Address of the person (not a nickname or external network address).

3. Choose Locate.
   After a few seconds, GEnie will send a "User Online" notifier displaying the area of GEnie where the user is located.

4. To close the notifier, choose OK.
   To send an immediate message to the user, choose Notify.   Type the message you want to send and choose Send.

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Related topics

Sending an immediate message to another user online
Disabling the Notify capability

Sending an immediate message to another user online

To send an immediate message to a user who is currently online:

1. From the Online menu, select Locate/Notify, then choose Notify User.
   You see the Notify User dialog box.

2. Type the name of the user you want to notify.
   The name must be the GE Mail Address of the person (not a nickname or external network address).

3. Type the message you want to send.

4. Choose OK.
   If the user you are sending the message to has not disabled notify, you will receive a message stating that "Notification has been send."

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Related topics

Locating another user online
Disabling the Notify capability

Disabling Notify capability

To prevent Notify windows from appearing while online:

1. From the Online menu, select Locate/Notify, then choose Enable Notify.
    The command will toggle to "Disable Notify."   To re-enable Notify windows again, select Locate/Notify then choose Disable Notify.

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Related topics

Locating another user online
Sending an immediate message to another user online

Online menu: Terminal Mode

Enables TTY capability and opens a terminal or a split-screen TTY window.

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Related topics

Opening a split-screen TTY window
Opening a terminal window

Opening a split-screen TTY window

To enable TTY capability and open a split-screen (or chat) window:

1. From the Online menu, select Terminal Mode, then choose Turn On Chat Mode.
   You see the Terminal Mode split-screen window.

Related topics
   Opening a terminal window

Opening a terminal window

To enable TTY capability and open a terminal window:

1. From the Online menu, select Terminal Mode, then choose Enter TTY Mode.
   You see the Terminal Mode window.

Related topics

Opening a split-screen TTY window

Libraries menu commands

The following commands are available from the Libraries menu.

Command:	Used to:
List New	List new files added to the selected library since the last visit.
List All	List all files in the selected library.
Search	Allow you to search libraries.
Browse	View descriptions of files in a selected library.
Browse Checked	View descriptions of files that you have selected in a library.
Upload File	Send a file to a selected library.
Download File	Receive a file you selected from a library.
Show Library Description	Display the description of any selected libraries.
Save Checked to Filing Cabinet	Move the contents of a file description window to the Filing Cabinet.
Delete	Allow you to delete a file you have previously uploaded to GEnie.

Libraries menu: List New

Lists all files added to a Software Library since your last visit.

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Related topics

Listing all new items in a Software Library

To list all new files since your last visit to a Software Library:

1. Move to the library where you want to view the new items.
2. From the Libraries menu, choose List New.
   A list of all new items will appear inside the folders listed on the Software Libraries window.

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Related topics

    Listing all files in a Software Library

Libraries menu: List All

Lists all files in the selected Software Library.

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Related topics

Listing all files in a Software Library
Listing all new files in a Software Library

Listing all files in a Software Library

To list all files in a Software Library:

1. Move to the library where you want to view the new items.
2. From the Libraries menu, choose List All.
   A list of all items will appear inside the folders listed on the Software Libraries window.

   Warning: Some libraries contain thousands of items; your list may be quite long.

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Related topics

Listing all new files in a Software Library

Libraries menu: Search

Allows you to search for specific files in a Software Library.

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Related topics

      <u>Searching for a file in a Software Library</u>

Searching for a file in a Software Library

To search for a file in a Software Library:

1. From the Libraries menu, choose Search.
   You see the Software Library Search dialog box.

2. From the Software Libraries pull-down menu, choose the library where you want to search.
   To search in all libraries, select All Libraries.

3. In the Text text box, enter your search terms.
   Use the qualifiers AND, NOT, and OR to make your search more specific.

4. In the Uploader text box, enter the GE Mail address of the uploader.
   Keep this text box blank if you do not know the name of the uploader.

5. In the Date pull-down menu, choose the time period in which you want to search.

6. Choose Search to begin your search.
   You see "Searching..." next to Results showing the files that you are searching for.   To cancel a search while in progress, choose Cancel.

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Related topics

    [Listing all files in a Software Library](#)
    [Listing all new files in a Software Library](#)

Libraries menu: Browse

Displays a description of a file in a Software Library

Related topics

Browsing an item in a Software Library

To view the description of a file in a Software Library:

1. Move to the library where you want to view a description of the file.

2. Highlight the file you want to browse.

3. From the Libraries menu, choose Browse.   Or, double-click on the file name.
   You see the Browse Library window showing a description of the file, along with the file name and number, uploader's name, keywords, number of previous accesses, date the file was first uploaded, and the size of the file.

4. To download the file, click the Download icon.
   You can either download the file immediately or download the file at a later time.

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Related topics

Using the To Do Manager window
Downloading a file
Downloading a file you've checked

Libraries menu: Browse Checked

Displays a description of selected file(s) in a Software Library

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Related topics

[Browsing a checked item in a Software Library](#)
[Browsing an item in a Software Library](#)

Browsing a checked item in a Software Library

To view the description of a selected file in a Software Library:

1. Move to the library where you want to view a description of the file.

2. Select the file(s) you want to browse.
   A checkmark will appear next to the file(s).

3. From the Libraries menu, choose Browse Checked.
   You see the Browse Library window of the first file you checked.   This window displays a description of the file, along with the file name and number, uploader's name, keywords, number of previous accesses, date the file was first uploaded, and the size of the file.

4. To download the file, click the Download icon.
   You can either download the file immediately or download the file at a later time.

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Related topics

Using the To Do Manager window
Downloading a file
Downloading a file you've checked

Libraries menu: Upload File

Sends a file to a GEnie Software Library.

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Related topics

Uploading a file to a Software Library
Downloading a file
Downloading a file you've checked

Uploading a file to a Software Library

To upload a file to a Software Library:

1. Move to the library where you want to upload the file.

2. From the Libraries menu, choose Upload File.
    You see the Upload File dialog box.

3. In the File Name text box, enter the name of the file you want to upload.
    Be as descriptive as possible with the name.   If the file is compressed, end the filename with a three-letter designation of the type of compression used (for example, .SEA would be a self-extracting archive).

4. In the Keywords text box, enter the name of the keywords that best describe the file.

5. Click the Choose File icon.   Select the file you want to upload.

6. In the first unnamed text box, type a short 80-character description of the file you want to upload.

7. In the larger unnamed text box, type a longer description of the file you want to upload.
    Be sure to include any information a user would need to know to use the file (such as system requirements, type of software needed, color/monochrome limitations, etc.).

8. Click the Upload icon.
    You see a prompt asking if you want to upload the file now or later.   To upload the file immediately, choose Now.   To upload the file at a later time, choose Later.   To cancel the upload request, choose Cancel.

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Related topics

Using the To Do Manager window
Downloading a file
Downloading a file you've checked

Libraries menu: Download File

Receives a file listed in a GEnie Software Library.

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Related topics

Downloading a file
Downloading a file you've checked
Uploading a file to a Software Library

Downloading a file from a Software Library

To receive a file from a Software Library:

1. Move to the library where you want to download the file.

2. Select the file you want to download.

3. From the Libraries menu, choose Download File.
    You see the Download Now/Later notifier.   To download immediately, choose Now.   To download
    at a later time, choose Later.   To cancel the download, choose Cancel.

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Related topics

Using the To Do Manager window
Downloading a file you've checked
Uploading a file to a Software Library

Libraries menu: Download Checked

Receives file(s) you selected from a GEnie Software Library.

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Related topics

Downloading a file you have checked

To receive a file from a Software Library that you've checked:

1. Move to the library where you want to download the file(s).

2. Place a check beside the file(s) you want to download.

3. From the Libraries menu, choose Download Checked.
   You see the Download Now/Later notifier.   To download immediately, choose Now.   To download at a later time, choose Later.   To cancel the download, choose Cancel.

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Related topics

Using the To Do Manager window
Downloading a file
Uploading a file to a Software Library

Libraries menu: Show Library Description

Displays a description of the selected Software Library.

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Related topics

Showing a library description

Showing a library description

To view a description of a Software Library:

1. Move to the library where you want to read the description.
2. From the Libraries menu, choose Show Library Description.
   The Show Library Description text window appears, showing the current Library name and description of that library.   When finished, choose OK.

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Related topics

Saving a library description to the Filing Cabinet

Libraries menu: Save Checked to Filing Cabinet

Saves a description of the selected Software Library to your Filing Cabinet.

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Related topics

   Saving a library description to the Filing Cabinet

Saving a library description to the Filing Cabinet

To save a description of a Software Library to the Filing Cabinet:

1. Check the file(s) where you want to save the descriptions.
2. From the Libraries menu, choose Save Checked to Filing Cabinet.
   To save the checked descriptions now, choose Now.   You see a notifier informing you that "Checked items have been saved to the Filing Cabinet."   To save the descriptions at a later time, choose Later.   To cancel the action, choose Cancel.

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Related topics
   Showing a library description

Libraries menu: Delete File

Removes a file from GEnie that you had previously uploaded.

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Related topics

Deleting a file that you have uploaded

Deleting a file that you have previously uploaded

To remove a file that you have uploaded to a Software Library:

1. Move to the library where the file was uploaded.

2. Open the file description of the file you want to delete, or select the filename from the Software Libraries window.

3. From the Libraries menu, choose Delete File.
   Note: Only the files that you uploaded can be removed.

   An alert notifier appears asking if you want to delete this file.   Choose OK.

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Related topics

   Uploading a file

Boards menu commands

The following commands are available from the Boards menu.

Command:	Used to:
List New	List new messages added to the bulletin board since the last visit.
List All	List all messages in a selected bulletin board.
Search	Allow you to search bulletin boards.
Read	Read messages in a bulletin board.
Read Checked	Read messages that you have selected in a bulletin board.
Reply To Topic	Send a message replying to a bulletin board topic.
Reply Via Email	Send an electronic mail to a GEnie user, replying to that user's message in a bulletin board.
Create New Topic	Start a new topic in a bulletin board.
Show Topic Description	Display the topic description of a bulletin board.
Show Category Description	Display the category description of a bulletin board.
Save Checked to Filing Cabinet	Move the contents of a bulletin board topic or category description window to the Filing Cabinet.
Delete Message	Allow you to delete a message you have previously uploaded to GEnie.

Boards menu: List New

Lists all messages added to a bulletin board since your last visit.

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Related topics

[Listing all new messages in a bulletin board](#)
Listing all messages in a bulletin board

Listing all new messages in a bulletin board

To list all new messages since your last visit to a bulletin board:

1. Move to the bulletin board where you want to view the new items.
2. From the Boards menu, choose List New.
   A list of all new items will appear inside the folders listed on the Bulletin Boards window.

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Related topics

    Listing all messages in a bulletin board

Boards menu: List All

Lists all messages in the selected bulletin board.

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Related topics

Listing all messages in a bulletin board
Listing all new messages in a bulletin board

Listing all messages in a bulletin board

To list all messages in a bulletin board:

1. Move to the bulletin board where you want to view the new messages.
2. From the Boards menu, choose List All.
   A list of all items will appear inside the folders listed on the Bulletin Boards window.
   Warning: Some bulletin boards contain thousands of items; your list may be quite long.

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Related topics

Listing all new messages in a bulletin board

Boardss menu: Search

Allows you to search for specific messages in a bulletin board.

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Related topics

[Searching for a specific message in a bulletin board](#)

Searching for a message in a bulletin board

To search for a message in a bulletin board:

1. Move to the bulletin board where you want to search for the message.

2. From the Boards menu, choose Search.
    You see the Bulletin Board Search dialog box.

3. From the Search In pull-down menu, choose the category and topic where you want to search.   Or, to search in all categories and topics of the bulletin board, choose All Categories and All Topics..

4. Choose the radio button of the types of message(s) you are searching for (all, new, last, or certain numbers).

5. In the Author text box, enter the GE Mail address of the message author.   Or, leave this area blank to search for all authors.

6. In the Date pull-down menu, choose the time period in which you want to search.

6. Choose Search to begin your search.
    You see "Searching..." next to Results showing the messages that you are searching for.   To cancel a search while in progress, choose Cancel.

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Related topics

Listing all messages in a bulletin board
Listing all new messages in a bulletin board

Boards menu: Read

Displays a message in a bulletin board.

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Related topics

Reading a message in a bulletin board

To read a message in a bulletin board:

1. Move to the bulletin board where you want to read the message.

2. Select the message you want to read.

3. From the Boards menu, choose Read.   Or, double-click on the message title.
   You see the Bulletin Board Reader window showing what category and topic the message is in, the number of messages in the topic, the message number, the date and time it was posted, and the author of the message along with the text of the message.

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Related topics

   Reading a checked message in a bulletin board

Boards menu: Read Checked

Allows you to read selected messages in a bulletin board.

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Related topics

Reading a checked message in a bulletin board

Reading a checked message in a bulletin board

To read selected messages in a bulletin board:

1. Move to the bulletin board where you want to read the message.

2. Select the message(s) you want to read.
   A checkmark will appear next to the message(s).

3. From the Boards menu, choose Read Checked.
   You see the Bulletin Board Reader window showing what category and topic the message is in, the number of messages in the topic, the message number, the date and time it was posted, and the author of the message along with the text of the message.

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Related topics

   Reading a message in a bulletin board

Boards Menu: Reply To Topic

Allows you to post a message in a bulletin board topic.

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Related topics

    Replying to a bulletin board topic
    Replying to a bulletin board message via E-Mail

Replying to a bulletin board topic

To post a message to a bulletin board topic:

1. Move to the bulletin board topic where you want to reply.

2. From the Boards menu, choose Reply to Topic.
   You see the Bulletin Board Reply window showing the current category and topic.

3. Type your reply in the text box.

4. Click the Return to Topic icon to save your message.
   To cancel without saving, click the Cancel icon.

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Related topics

Replying to a bulletin board message via E-Mail
Reading a message in a bulletin board
Reading a checked message in a bulletin board

Boards menu: Reply Via Email

Allows you to respond privately to a GEnie user who posted in a bulletin board.

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Related topics

    Replying to a bulletin board message via E-Mail
    Replying to a bulletin board topic

Replying to a bulletin board message via E-Mail

To respond privately to a GEnie user's bulletin board post:

1. Open the message you want to reply to.

2. From the Boards menu, choose Reply Via Email.
   You see the Compose Mail window with the mail address of the message's author already filled in.

3. Type your reply in the text box.

4. Choose Send.

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Related topics

Replying to a bulletin board topic
Reading a message in a bulletin board
Reading a checked message in a bulletin board

Boards menu: Create New Topic

Allows you to start a new topic in a selected bulletin board.

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Related topics

Creating a new topic
Showing a category description
Showing a topic description

Creating a new topic

To start a new topic in a GEnie bulletin board:

1. Move to the bulletin board where you want to create the topic.

2. From the Boards menu, choose Create New Topic.
    The Bulletin Board Create Topic dialog box appears.

3. From the Category pull-down menu, choose the category you want to create the new topic in.

4. In the Name text box, type the name of the new topic.

5. In the Description text box, type a brief description of the new topic.
    You can only type three lines of 80 characters each.

6. Choose Create.
    To cancel without creating a new topic, choose Cancel.

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Related topics

Showing a category description
Showing a topic description

Boards menu: Show Topic Description

Displays a description of the selected bulletin board topic.

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Related topics

Showing a topic description
Showing a category description

Showing a topic description

To view a description of a bulletin board topic:

1. Move to the bulletin board where you want to read the description.
2. From the Boards menu, choose Show Topic Description.
   The Show Topic Description text window appears, showing the current topic name and description of that topic.   When finished, choose OK.

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Related topics

Showing a category description
Saving a bulletin board description to the Filing Cabinet

Boards menu: Show Category Description

Displays a description of the selected bulletin board category.

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Related topics

Showing a category description
Showing a topic description

Showing a category description

To view a description of a bulletin board category:

1. Move to the bulletin board where you want to read the description.
2. From the Boards menu, choose Show Category Description.
   The Show Category Description text window appears, showing the current category name and description of that category.   When finished, choose OK.

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Related topics

Showing a topic description
Saving a bulletin board description to the Filing Cabinet

Boards menu: Save Checked to Filing Cabinet

Saves a description of the selected bulletin board to your Filing Cabinet.

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Related topics

    Saving a bulletin board description to the Filing Cabinet

Saving a bulletin board description to the Filing Cabinet

To save a description of a bulletin board to the Filing Cabinet:

1. Check the bulletin board(s) where you want to save the descriptions.

2. From the Boards menu, choose Save Checked to Filing Cabinet.
   To save the checked descriptions now, choose Now.   You see a notifier informing you that
   "Checked items have been saved to the Filing Cabinet."   To save the descriptions at a later time,
   choose Later.   To cancel the action, choose Cancel.

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Related topics

Showing a category description
Showing a topic description

Boards menu: Delete Message

Removes a message from GEnie that you had previously posted.

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Related topics

[Deleting a message that you have posted](#)

Deleting a message that you have previously posted

To remove a message that you have posted to a bulletin board:

1. Move to the bulletin board where the message was posted.

2. Open the message you want to delete, or select the message title from the Bulletin Board window.

3. From the Boards menu, choose Delete Message.
   Note: Only the messages that you posted can be removed.

   An alert notifier appears asking if you want to delete this message.   Choose OK.

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Related topics
    Replying to a bulletin board topic

Mail menu commands

The following commands are available from the Mail menu.

Command:	Used to:
Create	create a new mail message.
List New	List new mail messages sent to you.
List All	List all mail messages sent to you in a specified amount of time.
Read	Read mail messages in your mailbox.
Read Checked	Read mail messages that you have selected in your mailbox.
Verify Address	Check that a GE Mail Address is valid.
Edit Address Book	Add, remove, and edit address and descriptions in your Address Book.
Save Checked to Filing Cabinet	Move the contents of a mail message to the Filing Cabinet.
Delete Checked	Allow you to delete a mail message in your mailbox.

Mail menu: Create New Mail

Write and send a mail message to another GEnie user.

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Related topics

Creating a new mail message

Addressing a message

To address a message, you can select addresses from your Address Book, or enter new addresses (instructions for each are provided below).

To select addresses from your Address Book:

1. Open or create the message you want to address.
   You see the Create Mail window.

2. From the Create Mail window, choose the Address Book icon.
   You see the Address Book dialog box.

3. From the Names list, select the address you want to use.
   Choose the To: or CC: radio button to determine the placement of the address.

4. Choose the Add button to add the address to the To: or CC: box.
   You must have at least one address in the To: list box before you can send your message.

5. To add another address, repeat steps 3 and 4.

6. When finished adding all addresses, choose Done.

To enter new addresses:

1. Open or create the message you want to address.
   You see the Create Mail window.

2. In the To: text box, type the address(es) you want to use.

3. In the CC: text box, type the address(es) you want to receive a copy of the message.
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Related topics

    Creating a new mail message
    Attaching a file to a message
    Listing all messages in your mailbox
    Listing all new messages in your mailbox
    Reading a mail message
    Verifying a GE Mail address

Attaching a file to a message

To attach a file to a message:

1. Open or create the message you want to attach the file to.
    You see the Create Mail window.

2. From the Create Mail window, choose the Attach File icon.

3. From the Files list box, select the file that you want to attach to the message.
    You can include only one attach file for each message.

4. Choose OK.
    The selected file is attached and you are returned to your message.

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Related topics

   Creating a new mail message
   Listing all messages in your mailbox
   Listing all new messages in your mailbox
   Reading a mail message
   Verifying a GE Mail address

Creating a new mail message

To create a new mail message:

1. From the Mail menu, choose Create New Mail.   Or, press Ctrl + M.
   The Create Mail window appears.

2. Address your message (see <u>Addressing a Message</u> for more information).

3. In the Subject text box, type the subject of the message.

4. If necessary, attach a file to your message (see <u>Attaching a File a Message</u> for more information).

5. In the text entry area, type the text of your message.

6. When you are finished, choose Send Now to send the message immediately, or Send Later to send the message at a later time.

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Related topics

<u>Addressing a message</u>
<u>Attaching a file to a message</u>
Listing all messages in your mailbox
Listing all new messages in your mailbox
Reading a mail message
Verifying a GE Mail address

Mail menu: List New

Lists all new mail messages since you last checked your mailbox.

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Related topics

Listing all new messages in your mailbox
Listing all messages in your mailbox

Listing all new messages in your mailbox

To list all new mail messages since your last visit to your mailbox:

1. From the Mail menu, choose List New.
   A list of all new mail messages will appear inside the Incoming Mail window.

Related topics

   Listing all messages in your mailbox

Mail menu: List All

Lists all mail messages in your mailbox.

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Related topics

      Listing all messages in your mailbox
      Listing all new messages in your mailbox

Listing all messages in your mailbox

To list all messages in your mailbox:

1. From the Mail menu, choose List All.
    A list of all mail messages will appear inside the Incoming Mail window.

Related topics

Listing all new messages in your mailbox

Mail menu: Read

Displays a mail message.

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Related topics
> [Reading a mail message](#)
> [Reading a checked message in your mailbox](#)

Reading a mail message

To read a mail message in your mailbox:

1. Select the message you want to read.
2. From the Mail menu, choose Read.   Or, double-click on the message title.
   You see the Mail Reader window with the text and details of the mail message.

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Related topics

Reading a checked message in your mailbox

Mail menu: Read Checked

Allows you to read selected messages in a mailbox.

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Related topics

Reading a checked message in your mailbox
Reading a mail message

Reading a checked message in your mailbox

To read selected messages in your mailbox:

1. Select the message(s) you want to read.
   A checkmark will appear next to the message(s).

3. From the Mail menu, choose Read Checked.
   You see the Mail Reader window showing the text and details of the mail message(s).

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Related topics
   Reading a mail message

Mail menu: Verify Address

Allows you to make sure that a GE Mail Address is valid.

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Related topics

Verifying a GE Mail address
Creating a new mail message
Addressing a message

Verifying a GE Mail address

To make sure that a GE Mail address is valid:

1. From the Mail menu, choose Verify Address.
   You see the Verify Address dialog box.

2. Type the name of the GE Mail address you want to verify.

3. Choose Verify.
   GEnie will inform you if the address is valid or not valid.

4. When you have finished checking addresses, choose Done.

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Related topics

Creating a new mail message
Addressing a message

Mail menu: Edit Address Book

Adds, removes, and edits addresses in your Address Book.

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Related topics

Editing your Address Book
Addressing a message

Editing your Address Book

To add addresses to your Address Book:

1. From the Mail menu, choose Edit Address Book.
   You see the Address Book Editor dialog box.

2. In the Name text box, type the name and description of the GE Mail Address you are adding.

3. In the Address text box, type the GE Mail address of the person.

4. Choose Insert.
   The name appears in the Address Book box.

To delete addresses from your Address Book:

1. From the Mail menu, choose Edit Address Book.
   You see the Address Book Editor dialog box.

2. In the Address Book box, highlight the name of the address you want to delete.

3. Choose Delete.
   The name is removed from Address Book box.

To update an address in your Address Book:

1. From the Mail menu, choose Edit Address Book.
   You see the Address Book Editor dialog box.

2. Highlight the address you want to edit and make any necessary changes.

4. Choose Update.
   The entry is updated.

To alphabetize your Address Book:

1. From the Mail menu, choose Edit Address Book.
   You see the Address Book Editor dialog box.

2. Choose Sort.
   The names in the Address Book box are alphabetized.

Related topics

Addressing a message

Mail menu: Save Checked to Filing Cabinet

Saves a mail message to your Filing Cabinet.

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Related topics

Saving a mail message to the Filing Cabinet

Saving a mail message to the Filing Cabinet

To save a message to the Filing Cabinet:

1. Open the message you want to save.   Or, highlight the message in the Incoming Mail window.

2. From the Mail menu, choose Save Checked to Filing Cabinet.
   To save the checked messages now, choose Now.   You see a notifier informing you that "Checked items have been saved to the Filing Cabinet."   To save the messages at a later time, choose Later.   To cancel the action, choose Cancel.

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Related topics
>   Using the To Do Manager window

Mail menu: Delete Checked

Removes a mail message from GEnie that you have received.

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Related topics

Deleting a mail message

Deleting a mail message

To remove a mail message that you have received:

1. Highlight the mail message(s) in the Incoming Mail box.
2. From the Mail menu, choose Delete Checked.
   An alert notifier appears asking if you want to delete this message.   Choose OK.

If you are new to on-line Help

Below is a brief summary of the major functions of the on-line Help system.   For more detailed information, choose Using Help from the Help menu.

What is on-line Help?

On-line Help provides instructions for working with and carrying out all tasks in BT 2000. You can access help on specific procedures, commands, or problems you may be having.

Accessing Help information

There are two different methods of accessing Help information:

Method:	Provides:
Help menu	Commands for accessing Help contents, BT2000 Commands, Procedures, Glossary, and detailed instructions on using the on-line Help system. To access any of these, choose the one you want from the Help menu.
F1 key	Information on the highlighted menu command. To access this type of help, highlight the menu command for which you want more information, then press F1 to see a description.

Words and phrases with dotted underline and/or color

Words with a dotted underline and/or color, allow you to display more information, either in the form of a definition or an example, directly on the screen you are viewing.

The process varies slightly from Windows version 3.0 to 3.1.

Windows 3.1:

Point to the dotted word, then click the left mouse button.   To remove additional information, click the left mouse button again.

Use the Tab key to select the word, then press ENTER.   To remove additional information, press ENTER again.

Windows 3.0:

Point to the dotted word, then press and hold down the left mouse button.   To remove additional information, release the mouse button.

Use the Tab key to select the word, then press and hold down the ENTER key.   To remove additional information, release the ENTER key.

Words and phrases with solid underline and/or color

Words and phrases with a solid underline and/or color, allow you to move quickly to other related topics.   You leave the screen you are viewing and move to a new screen with the new or related information.

To go to a new topic:

Point to the solid underlined word/phrase, then click the left mouse button.

Use the Tab key to select the word/phrase, then press ENTER.

Help buttons

Help buttons are available at the top of the Help window.   These buttons allow you to move around easily and locate the type of help you need.

Button:	Key:	Function:
Contents	Alt + C	Displays Help contents.
		(Note: This was called "Index" in Windows 3.0. If you are using 3.0,

press Alt+I to Contents via the keyboard.)

Search	Alt + S Lists keywords for BT 2000. By typing or selecting a keyword, you can list and go to topics relating to the keyword.
Back	Alt + B Displays the last topic you viewed. You can continue to move back one topic at a time in the order you viewed each topic until you reach the Index.
History	Alt + T Displays last 40 topics you have viewed with the most recent on top.
	(Note: This button is available with Windows 3.1 only.)
Glossary	Alt + G Displays list of glossary entries.
<<	Alt + < Displays the previous topic in a series of related topics. When you have reached the first topic in the series, this button dims. This button may not be available for all topics. (In Windows 3.0, use Alt + R.)
>>	Alt + > Displays the next topic in a series of related topics. When you have reached the last topic in the series, this button dims. This button may not be available for all topics. (In Windows 3.0, use Alt + O.)

Glossary

address
Address Book
attach file
Clipboard
file
File Cabinet
message
Network

address

A combination of letters, numbers, and characters that uniquely identifies each GEnie. Optional descriptions can be attached to individual addresses.

Address Book

A list of addresses of persons to whom you send mail.

You can save addresses in the Address Book so that you can address mail without having to remember and retype the exact address each time you address mail.

attach file

A file (such as a text file, spreadsheet, or graphic) that is sent along with a standard GE Mail message.

Clipboard

A temporary storage location used when copying or cutting text.

file

Any named, ordered collection of information stored on a disk.

File Cabinet

Icon containing folders   used for mail storage.   You can create individual folders in which to store mail by topic, addressee, etc.

message

A text document that can be sent to or received from others using GE Mail.

A message consists of a subject, address(es), and message text.   It may also have attach files.

Network

A communications system consisting of telephone lines and computers.

A Network enables you to use your personal computer and modem to connect to a large mainframe computer, and to send and receive data (e.g., messages and files).   The Network carries the data from one computer to another through the phone lines.