

**!/^(tom|dick|harry)@/a**

**/^(tom|dick|harry)@/a** Tells Turnpike to check the From: line to see whether the message/article was from **tom**, **dick** or **harry**  
! Tells Turnpike to record a match when this *isn't* the case

**/@anycompany\.com\$/a**

**/**

Starts the pattern

**@anycompany\.com**

Tells Turnpike to look for **@anycompany.com** within the section it is searching (\. is written in place of . because . on its own has special meaning)

**\$**

Tells Turnpike that the section it's searching should end after the **m** of **.com**

**/**

Marks the end of the pattern

**a**

Tells Turnpike to only search the author's address, as extracted from the From line

**`/^Newsgroups:*,*/h`**

`/` Starts the pattern  
**`^Newsgroups:`** Tells Turnpike to look for a line starting **`Newsgroups:`**  
`.*,` Tells Turnpike to then look for an unspecified number of characters (the `.` stands for any character, the `*` stands for any number of these) followed by a comma (the character used to separate the names of the newsgroups to which an article is posted)  
`/` Marks the end of the pattern  
**`h`** Tells Turnpike to search every line of the header

To kill cross-posted articles to  $n$  newsgroups, repeat the pattern `*,.`  $n-1$  times. e.g.  
**`/^Newsgroups:*,*,*,*/h`** will kill articles cross-posted to four or more newsgroups. Be aware that if an article is cross-posted to newsgroups to which you subscribe, the rule will only be effective if it is has been set in all of the newsgroups concerned.

**/^Date:\s\*Fri,/h**

- /** Starts the pattern
- ^Date:** Tells Turnpike to look for a line starting **Date:**
- \s\*** Tells Turnpike that this may be followed by any number of spaces or tabs
- Fri,** Tells Turnpike to then look for **Fri,**
- /** Marks the end of the pattern
- h** Tells Turnpike to search every line of the header

**/^Lines:\s\*[0-5]?[0-9]\d\$/h**

<b>/</b>	Starts the pattern
<b>^Lines:</b>	Tells Turnpike to look for a line starting <b>Lines:</b>
<b>\s*</b>	Tells Turnpike that this may be followed by any number of spaces (or tabs)
<b>[0-5]?[0-9]</b>	Tells Turnpike to look for either a single digit number in the range 0 to 9 (signified by \d) or a two digit number in the range 00 to 59 for example. <b>[0-5]\d</b> or <b>[0-5][0-9]</b> would mean a digit in the range 0 to 5 followed by a digit in the range 0 to 9 ie. 00 to 59. The <b>?</b> means that the first digit doesn't have to be there.
<b>\$</b>	Tells Turnpike that there should be nothing after the 'second' digit
<b>/</b>	Marks the end of the pattern
<b>h</b>	Tells Turnpike to search every line of the header

`/^References:\s*<[^\<]*@anycompany\.com>/h`

`/^References:`

`\s*<`

`< [^\<]*@anycompany\.com>`

`@anycompany.com>/h`

(for a match) the line should start **References:**

**References:** should be followed by an unspecified number of either spaces or tabs.

`<` should be followed an unspecified number of characters *other than* `<`

Search the whole of the header for this line

**/[A-Z][A-Z]/c**

/	Starts the pattern
[A-Z][A-Z]	Tells Turnpike to look for any character in the range Capital A to Capital Z (ie. any capital letter), followed immediately by another capital letter - on the assumption that finding two capitals together probably means that everything is in capitals.
/	Marks the end of the pattern
c	Tells Turnpike that the case of the letters matters

**Note** Because **c** is the only modifier in the rule, Turnpike assumes '**s**' and so only searches the Subject line (after any Re:)

*/^Sender[ \t]\*:[ \t]\*local.part@domain/h*

<i>/</i>	Starts the pattern
<i>^Sender</i>	Tells Turnpike to look for a line which starts <b>Sender</b>
<i>[ \t]*:[ \t]*</i>	Tells Turnpike that the word <b>Sender</b> may be followed by a number of either spaces (indicated by the space in the square brackets) or tabs (indicated by the <b>\t</b> ) then a :, then possibly some more spaces or tabs (the * means 'any number of the preceding characters')
<i>local.part@domain</i>	Tells Turnpike that this should be followed by <i>local.part@domain</i>
<i>/</i>	Marks the end of the pattern
<i>h</i>	Tells Turnpike to search every line of the header



**/^X-Mailer:/h**

/ Starts the pattern  
**^X-Mailer:** Tells Turnpike to look for a line starting **X-Mailer:**  
/ Marks the end of the pattern  
**h** Tells Turnpike to search every line of the header

**/^X-Newsreader:/h**

/	Starts the pattern
<b>^X-Newsreader:</b>	Tells Turnpike to look for a line starting <b>X-Newsreader:</b>
/	Marks the end of the pattern
<b>h</b>	Tells Turnpike to search every line of the header

**/@anycompany\.com\$/a & !/urgent/s**

**/@anycompany\.com\$/a** Tells Turnpike to check the From: line to see whether the message was written by anyone at anycompany.com.

**!/urgent/s** Tells Turnpike to check that the Subject: line *doesn't* contain the word **urgent** (! stands for 'Not')

**&** Tells Turnpike to only record a match when *both* of the above are true

[/@anycompany\.com\\$/a & !/widget/s](#)

[/@anycompany\.com\\$/a](#) Tells Turnpike to check the From: line to see whether the article was written by anyone at anycompany.com

[!/widget/s](#) Tells Turnpike to check that the Subject: line *doesn't* contain the word **widget** (! stands for 'Not')

[&](#) Tells Turnpike to only record a match when *both* of the above are true

**`/^fred$`**

**`/`** Starts the pattern  
**`^`** Tells Turnpike that the match needs to be at the start of the section it searches  
**`fred`** Tells Turnpike to look for **`fred`**  
**`$`** Tells Turnpike that the section should end immediately after the **`d`** of **`fred`**  
**`/`** Marks the end of the pattern

In the absence of any modifier, Turnpike assumes **`u`** and just searches the username given in the Forwards Path taken from the SMTP envelope RCPT TO: line (or equivalent).

**`/^fred@anycompany\.com$/a`**

**/** Starts the pattern

**^** Tells Turnpike that the match needs to start from the beginning of the section it searches

**fred@anycompany\.com**

**\.** This tells Turnpike to look for **fred@anycompany.com** (\. is written in place of . because . on its own has special meaning)

**\$** Tells Turnpike that the section it's searching should end after the **m** of **.com**

**/** Marks the end of the pattern

**a** Tells Turnpike to only search the author's address, as extracted from the From line

`/[<:]local.part@domain>$f`

<code>/</code>	Starts the pattern
<code>[&lt;:]</code>	Tells Turnpike to start by looking for a < or a :
<code>local.part@domain&gt;</code>	Tells Turnpike that the < or : should be followed by <i>local.part@domain</i>
<code>\$</code>	Tells Turnpike that the section it's searching should end after the >
<code>/</code>	Marks the end of the pattern
<code>f</code>	Tells Turnpike to only search the SMTP envelope MAIL FROM:

`/^(tom|dick|harry)@/a`

<code>/</code>	Starts the pattern
<code>^</code>	Tells Turnpike that the match needs to be at the start of the section it searches
<code>(tom dick harry)</code>	Tells Turnpike to look for <b>tom</b> or <b>dick</b> or <b>harry</b>
<code>@</code>	Tells Turnpike that the <b>tom</b> , <b>dick</b> or <b>harry</b> it finds should be immediately followed by an <b>@</b>
<code>/</code>	Marks the end of the pattern
<code>a</code>	Tells Turnpike to only search the author's address, as extracted from the From line

## **/urgent/s**

- /** Starts the pattern
- urgent** Tells Turnpike to look for the **urgent** within the section it is searching
- /** Marks the end of the pattern
- s** Tells Turnpike to only search the Subject line, starting after any **Re:**



## */widget/s*

- /* Starts the pattern
- widget** Tells Turnpike to look for **widget** within the section it is searching
- /* Marks the end of the pattern
- s** Tells Turnpike to only search the Subject line, starting after any **Re:**

## Abbreviations

CSV Comma Separated Value

DSN Delivery Status Notification

FAQ Frequently Asked Question

FTP File Transfer Protocol

HTML Hyper Text Markup Language

IP Internet Protocol

MIME Multipurpose Internet Mail  
Extensions

MDN Message Disposition Notification

POP Post Office Protocol

RAS Refer to '*Use Windows NT4's Remote Access Service in Control Panel*' [Help](#)

SMTP Simple Mail Transfer Protocol

TCP Transmission Control Protocol

TCP/IP Transmission Control Protocol/Internet Protocol

UBE Unsolicited Business Mail

UCE Unsolicited Commercial Mail

URL Uniform Resource Locator

UTC Universal Coordinated Time

### Domain indicators

.ac academic institution (UK)  
.co company (usually UK)  
.com commercial business  
.edu educational (USA and elsewhere)  
.gov government organization  
.mil military (USA)  
.net network provider  
.org charitable or research organization

Other **UK domain indicators** include:

.ltd limited liability company  
.nhs hospital or NHS trust  
.plc public limited company  
.sch school

### Country codes

.au Australia  
.ca Canada  
.de Germany  
.es Spain  
.fi Finland  
.fr France  
.ie Republic of Ireland  
.il Israel  
.it Italy  
.jp Japan  
.kr Korea  
.nl Netherlands  
.no Norway  
.nz New Zealand  
.se Sweden  
.tw Taiwan  
.uk United Kingdom  
.za South Africa

## Related Topics

[Acronyms](#)

[Glossary](#)

## Access to mail

When a message first arrives in your In tray, it is automatically treated as **private** to you. When you file it, you may want the message to remain private or to become available to all your colleagues. Another option is for the message to be available to a specific range of people.

Who will have access to a message when it is filed is shown on the **Status bar** below the message. Access can be **public**, **private** (to the owner) or **restricted** (accessed by tags).

When access is **restricted**, access is determined by the tags set. There are three types of **Tags**.

- **Private.** Usually only the person who created the tag can read the message.
- **Group** Email messages, accessed by members of a specified workgroup.
- **Public.** Anyone can access this mail.




You may want to give one of your colleagues access to the private mail you receive on a certain topic. To meet this requirement the **Edit Tag** dialog includes an Access option.



The access details associated with your tags are only applied when the **access rule** shown on the status bar below the message is **Restricted**.



In mail lists access to a message is marked with,

-  for messages that you can't read,
-  for messages that only you can read,
-  for messages that you and some others can read.

If a message doesn't have any of these markers, it's public and can be read by anyone.

### **Related Topics**

[Tagging Messages with their topic](#)

[mail list wizard - tags](#)

[Mail Message Status bar](#)

## Acronyms

The following acronyms can save you time when writing mail messages and news articles:

AFAICS	As far as I can see
AFAIK	As far as I know
AFAIR	As far as I recall
AIUI	As I understand it
BTW	By the way
FAQ	Frequently asked questions (list)
FWIW	For what it's worth
FYI	For your information
HAND	Have a nice day
HTH	Hope that helps
IANAL	I am not a lawyer
IIRC	If I remember correctly
IMHO	In my humble opinion
ISTR	I seem to remember
LOL	Laughs out loud
NG	Newsgroup
OTOH	On the other hand
PITA	Pain in the rear (i.e. a nuisance)
ROFL	Roll on floor laughing
RSN	Real soon now
RTFM	Read the manual
SMOP	Small matter of programming (i.e. a trivial task)
TIA	Thanks in anticipation
TTFN	Ta-ta for now
UCE	Unrequested commercial email
WRT	With respect to
YMMV	Your mileage may vary (i.e. your experience may differ)

### *Related Topics*

[Smileys](#)

[Conventions](#)

## Add a Custom Dictionary (from those on file)

This facility enables you to add a custom dictionary from those on file to the **Dictionaries page**.

1. Click the **Add** button.
2. In the **Add custom dictionary** dialog, select a name from the list.
3. Click **OK**.

The **Dictionaries page** will reappear with this name listed.

### *Related Topics*

[Dictionaries dialog](#)

[New Custom Dictionary](#)

[Edit a Custom Dictionary](#)

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## Adding, Editing and Removing email names

### Note

To add alternative email names you must have **Email name** [permission](#).

You can give yourself whatever additional names you like. Each name must not include any spaces or commas and must be unique.

#### · *To call up the Email names dialog*

1. From the **Turnpike** menu click **File**.
2. Select **Configure**.
3. Select **Email names** - the **Email names** dialog appears.

#### · *To add an alternative email name for yourself - or change one you currently use*

4. In the **Email names** dialog box, click the **Create** button .. the **Usage of Email names** dialog appears.
5. Enter the new name in the **Name** box.
6. Click the **OK** button (the rest of this dialog is not applicable when adding names).
7. Click the **Close** button to clear the **Email names** dialog box.

#### · *To edit one of your alternative email names*

4. In the **Email names** dialog box, select a name.
5. Click the **Edit** button - the **Usage of Email names** dialog appears.
6. Edit the name in the **Name** box.
7. Click the **OK** button (the rest of this dialog is not applicable when adding names).
8. Click the **Close** button to clear the **Email names** dialog box.

#### · *To remove one of your alternative email names*

4. In the **Email names** dialog box, select a name.
5. Click the **Remove** button.
6. Click the **Close** button to clear the **Email names** dialog box.

### Related Topics

[Alternative Email Names](#)

## Adding new users

This copy of Turnpike supports up to 99 users signing on at different times. Before anyone can use the system, their name must be entered as a user of the system, they must be given a sign on name and their own personal seat on the system.



You will need **Alter\_Users** [permission](#).

### • **To Add New Users**

1. Click **File** in the Turnpike menu
2. Select the **Configure** option
3. Now select **Users**. The **Configure user sign on names** dialog appears.

The **Configure user sign on names** dialog lists the sign on names of current users of your Turnpike system, together with the seat that has been allocated and the date last used. From here, you are able to Create, Edit or Remove entries.

#### **Note**

If only your own details are given, you do not have **Alter\_Users** permission.

4. Click the Create button. An empty **Edit sign on details** dialog appears.
5. Enter details of the new user.

### **Related Topics**

[Edit details of a current user](#)

[Enable the Edit sign on details dialog](#)

[The Edit sign on details dialog](#)

[Remove users from a shared system](#)

## Adding newsgroups to a newsstand



You are only able to add newsgroups when you have **News Admin** [permission](#).

### · **Open the Newsstand**

1. Double-Click on the **Newsstand** icon  
Or Click **Window** in the menu and select the **Newsstand**

At the bottom of the Newsstand Window are a number of buttons

2. Click the **Add** button
3. In the **Newsgroup Addition** dialog, select **Subscribed** to list the newsgroups to which your site is currently subscribed or **All groups** to display **all** the newsgroups available from your Access provider
4. Select a newsgroup you want to include in the newsstand
5. Click the **Add** button or double-click on the newsgroup name. The Newsgroup name will appear in the lower box
6. Click the **OK** button to confirm the addition and return to the newsstand.

#### Note

When you select any newsgroups to which your site is not currently subscribed, you will be asked to confirm that you wish to subscribe. The selected newsgroups will be set to be downloaded in full and available for all to see. Downloaded articles will be set to expire after three days. With **News Admin** permission you are able to change these [subscription details](#).if you wish.

The newsgroups you have selected are added to the newsstand in the order in which you select them. **To change the order**. Use the **Move Up** and **Move Down** buttons to move newsgroups into the new position or drag. them to the new position.

### · **To change the selection of newsgroups in a newsstand**

1. Go back to the top level of the newsstand (the level at which you can see all the newsgroups).
2. Use the buttons along the bottom of the newsstand to:
  - **Add** new newsgroups
  - **Remove**' newsgroups you no longer require
  - **Move** newsgroups **up** and **down** the list
  - **Alter** various aspects of the newsstand as you require.

For help creating a newsstand, refer to [Setting up newsstands](#).



New newsgroups appear and old newsgroups disappear almost daily. Whenever Turnpike downloads news it also picks up amendments to the list of newsgroups it offers.

### · **Asking Turnpike to collect a new news list**

New newsgroups appear and old newsgroups disappear almost daily. Whenever Turnpike downloads news it also picks up amendments to the list of newsgroups it offers. With Connect Admin [permission](#) you can ask Turnpike to select a complete new list through the Configure Usenet News dialog.

#### Note

Not all servers carry the same newsgroups. If you change News server for example, if you change



your Access provider you should ask **Turnpike** to download a new list.  
For help creating a newsstand refer to [Setting up newsstands](#).



The Configure Usenet News dialog is displayed by selecting **News collection** from the **Configure** menu in **Turnpike Connect**.

### ***Related Topics***

[Newsstand](#)

[Newsgroup addition dialog](#)

[Converting a mailing list into a newsgroup](#)

[Setting Up Newsstands](#)

[Change Newsgroup subscription details](#)

## Adding / Changing entries in your Address book



First open the Address Book. Double-click its icon, click the Address book button on the toolbar or select Address Book in the Window menu.

- **To add a new person**  
Click the **New person**.  
An empty Address book entry dialog is displayed.  
Complete the dialog then click the **Ok** button.
  
- **To change an entry**
  1. Select the entry in the address list.
  2. Click the **View/Alter** button.
  3. A completed Address book entry dialog is displayed.
  4. Amend or add to entries then click the **Ok** button.
  
- **To delete an entry**
  1. Select the entry in the address list.
  2. Click the **Remove entry** button.
  3. Use the dialog that is displayed to specify whether you want to remove the entire entry or just the index entry under which you've selected this record.

### **Related Topics**

[Address book - Overview](#)

## **Address**

The multipart name (such as **turnpike.com** or **demon.co.uk**) that gives the address of a computer on the Internet by identifying its position within the Internet's Domains structure.

## Address Book External Format: Formal definition

The external form of the address book is a comma separated value (CSV) datafile. The first part is made up of 'name records' giving the details of personal entries within the address book. The second part is made up of distribution records containing the details of any distribution lists.

At least one blank line separates these two parts and separates the distribution lists.

Each name record has 11 fields and is written on a single line; except where carriage returns within the data introduce new lines. To keep the number of fields within a name-record fixed, the lists of index-strings and file-addresses are represented as single values with their own internal structure. This is achieved by quoting the comma-separated lists, thus reducing the list to a single value.

A distribution record consists of the list's name (plus other information) on one line, followed by the individual entries that make up the list arranged on separate lines.

The full syntax is as follows (defined using BSI Syntactic Metalanguage):

```
external-address-book = {name-record}, {CRLF, [distribution-record]}.
```

### name-record =

```
[name-string], ",", ["auto"],
",", [label-string], ",", ["auto"],
",", [fax-number],
",", [phone-number],
",", [land-address],
",", [email-address], ",", ["hasMIME" | "useMIME"],
",", [index-list],
",", [file-list],
CRLF.
```

### distribution-record =

```
[name-string],
",", [label-string],
",", ["useMIME"],
",", [index-list],
CRLF,
{email-address, [",", ["hasMIME" | "useMIME"], [",", ["cc" | "bcc"]]], CRLF}.
```

### where:

```
index-list      = ' ', index-string, {",", index-string}, ' ' | index-string.
file-list       = ' ', file-as, {",", file-as}, ' '.
file-as         = file-address, ",", ["hasMIME" | "useMIME"], ",", [recID].

name-string     = value.
label-string    = value.
fax-number      = value.
phone-number    = value.
land-address    = value.
email-address   = RFC822-address. ; defined in RFC822
RFC822-address = value.
file-address    = RFC822-addr-spec.; defined in RFC822
RFC822-addr-spec = inner-value.
recID           = inner-value.
```

index-string	= inner-value.
value	= quoted-string   unquoted-string.
quoted-string	= ''' , {qtext   '""'}, ''''.
qtext	= <any CHAR excepting '''>.
unquoted-string	= {utext}.
utext	= <any CHAR excepting ''' , " & CR>.
inner-value	= {itext   '""'   quoted-pair}.
itext	= <any CHAR excepting ''' , " , "\">.
quoted-pair	= "\" , (\"   "\\").
CHAR	= <BYTE in the range 1..255>.

**Note**

Within each comma separated field, leading and trailing white space (space and tab) is ignored but embedded white space is significant.

There is no convention in CSV files of how to handle quotes within quotes, so the convention that ''' means "" has been adopted. Similarly, the \ convention is used to escape commas in index-string and file-address lists.

Trailing commas may be suppressed in which case their fields are assumed to be empty.

**Related Topics**

[Address book - Overview](#)

[Address book External Format](#)

## Address book - Overview

Turnpike has an on-screen Address book for all the email addresses you might use - together with other information about the persons concerned. Turnpike enables you to put an email address from the Address book into the email message you are preparing.

Turnpike automatically makes an entry in the Address book for anyone you send email to or anyone who sends email to you.

You are able to turn this feature off for individual mailboxes, see [the Name page of the Mailbox dialog](#).

The Address book entries are automatically indexed, typically under the person's first name, their surname and their domain. This gives you a choice of 'headings' under which to find any record you wish to select.

You are able to add and remove entries, add personal information and make other amendments, see [Making changes to your address book](#).

When you want to send email to somebody listed in your address book, either click the **Start new email** button from within your mailbox and then [Select an address](#) from your Address book

or select the person in your Address book and then click on the '**Start new email: To**' button. Use whichever is more convenient at the time. For more information, see [Sending mail](#).

### Note

Each entry in the Address book refers to a single [email address](#). If someone uses more than one email address, they will have more than one entry in your Address book.

To distinguish between these entries, give each entry a 'label' in [the Person dialog](#). These labels will then be shown in the third column of the list on [the main Address Book display](#) and can be used as index entries. If no label has been set, the third column will show the person's domain name.

### Related Topics

[Calling up the Address book](#)

[The Address book display](#)

[Selecting an entry in the Address book](#)

[Send mail to someone in the Address book](#)

[Distribution list](#)

[Import or export addresses](#)

[The 'external' format of the address book](#)

[Rebuild the Address book](#)

## Address book display

When you call up the address book the **Address book** dialog is displayed. The dialog has the following fields:

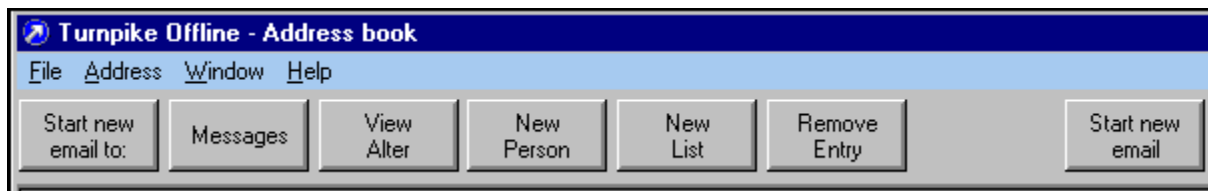
**Selection box:** This holds a record of your most recently used addresses. Either start typing a name under which the entry is indexed, or select a name from the drop-down list.

A **List of all your address book entries** shown in Index entry order. The first column shows the Index entry; the second column shows the name of the Address book entry, the third column shows the label given to the entry. Each entry in the Address book typically appears two or three times in this list - once for each index entry that is recorded for it.

**A Goto box:** Click on a letter in this box to go to the section with Index entries starting with the selected letter.

- **Toolbar Buttons**

Click on an address book entry and then use the buttons as described below:



<b><u>Start new email</u></b>	Opens a new email message form with the selected name in the <b>To</b> field.
<b>Messages</b>	Displays a <u>list</u> of the messages you have exchanged with the selected name.
<b><u>View, Alter</u></b>	Displays the details of the currently selected entry and enables you to edit the entries.
<b>New Person</b>	Presents a blank Address book entry form, in which you to enter details of a <u>new person</u> .
<b>New List</b>	Presents a blank Address book entry form in which you enter details of a <u>new list</u> .
<b>Remove entry</b>	Removes the currently selected entry from your Address book.
<b>Start new email</b>	Opens a new email message independently of the entry currently selected in the Address book.

### Related Topics

[Mail lists](#)

[Address book - Overview](#)

## Address book: List dialog

This dialog records the details of a particular distribution list. Messages are sent to these addresses. This dialog is displayed by selecting an existing list entry in the Address book and clicking the **View/Alter** button or by clicking the Address book's **New List** button.

<b>List name</b>	Enter the name by which the list of addresses will be identified.
<b>Label</b>	Enter an additional label for this entry. You can use this in the index as a mail entry when you have more than one distribution list eg. for the same company.
<b>Use MIME</b>	Check this box if the messages sent to the addresses in this distribution list can be MIME messages i.e. all the people listed are able to read MIME messages.
<b>To</b>	Enter the email address of a main recipient(s) of any mail messages sent to this list. Use the [+] button to open a fresh slot for each additional main recipient you wish to record.
<b>cc</b>	Enter the email addresses of any recipients you want to have receive <u>Carbon copies</u> of the message.
<b>bcc</b>	Enter the email addresses of any recipients you want to have receive <u>Blind carbon copies</u> of the message.
<b>Index by</b>	The keywords in this distribution list will be listed in the main Address book display. This is set as the List name and any Label you set. You can use different keywords if you want. Type these on separate lines.
<b>Mail To button</b>	Click this button to prepare a message to send to the people on this distribution list.

### **Related Topics**

[Address book - Overview](#)

[Distribution list.](#)



## Address book: Person dialog

This dialog is displayed, either by selecting an existing person's entry in the Address book and clicking **View/Alter** button or by clicking the Address book's **New person** button. The dialog is used to set up and display an entry in the Address book.

<b>Person</b>	Enter the person's name.
<b>Label</b>	Enter an additional label for this entry. You can use this in the index as a mail entry when you have more than one distribution list eg for the same company.
<b>Has MIME; Use MIME</b>	Check this option to record whether the messages you send can be MIME messages ie. if the person concerned will be able to read MIME messages.
<b>Email</b>	The person's name followed by their email address.
<b>File as</b>	The email address(es) under which mail from this person is filed.

### Note

These addresses are used to select the messages listed when you click the Messages button. When someone uses more than one email address, you can list all their addresses here. This will enable you to get a complete list of the messages you've exchanged. Use the [+] button shown alongside this entry to open a fresh slot for each additional address you wish to record.

<b>Phone, Fax, Address</b>	Enter further 'address book' information as available.
<b>Index by</b>	The names under which this entry is listed on the main Address book display. This is set for you from the person's name and any Label you add. You are able to use different keywords if you want. Type these on separate lines.
<b>Messages button</b>	When you click this button a <u>mail list</u> will appear. This will list all of the messages you've exchanged with the person selected.
<b>Mail To button</b>	Click this button to prepare an email message to send to the person selected.

### Related Topics

[Address book - Overview](#)

## Address book: External format

The 'external' form of the address book is a Comma Separated Value (CSV) datafile, divided into two parts:

The first part is made up of personal entries, with the data for each entry arranged on a separate line. The second part is made up of distribution lists, each spread over a number of lines.

There needs to be at least one blank line between these two parts and also between the individual distribution lists.

The layout of the data is described below - or you can [click here](#) for a formal definition of the syntax of this file.

### Part 1: The personal entries

Personal entries are arranged one to a line, with the different pieces of information given in the following order and separated by commas. The order of the information is:

- \* *Name* as given in the **Person:** slot of the address book entry
- \* Whether this name was automatically generated (written as **auto**) or not (left blank)
- \* *Label* as given in the **Label:** slot
- \* Whether this label was automatically generated (written as **auto**) or not (left blank)
- \* *Fax number* as given in the **Fax:** slot
- \* *Phone number* as given in the **Phone:** slot
- \* *Land address* as given in the **Address:** slot
- \* *Email address* as given in the **Email:** slot
- \* Use mime/has mime **useMIME** if MIME should be used; **hasMIME** if MIME is available but shouldn't in general be used; or blank if no MIME
- \* *Index list* as listed in the **Index by:** box
- \* *File as list* *the addresses under which messages are filed* - as entered in the **File as:** slot

#### Note

Automatically-generated Name and Label entries don't appear in the individual address book entries. They only appear in the second and third columns of the list on the main Address book display.

The *Name*, *Label*, *Fax & Phone numbers* and the *Email address* are generally written exactly as in the corresponding address book entry. You can write these between double quotes if you prefer. A space before or after any entry is ignored. Any entries that include commas, carriage returns or double quotes - such as the *Land address* - MUST be written between double quotes, and with any double quote marks within the entry written as double double quotes (" ").

List the *Index entries* between double quotes as follows "*entry1,entry2,...*". Double quotes are optional where there's just one index entry.

Give the *File as addresses* as "*entry1,entry2,...*". In this case divide each entry into three sections, separated by commas viz. email address; **useMIME** or **hasMIME** or blank and either a record number (if Turnpike has generated the external file) or a blank. The double quotes are always included in this case.

Where any of these items is blank, the comma that separates it from the next piece of information must still appear so that the remaining pieces of information are associated with the correct parts of the address book entry. But if the remaining entries are themselves all blank, the record can simply be

finished with a carriage return: Turnpike will then automatically make the remaining items of the record blank.

[Click here for person entry example.](#)

## Part 2: The distribution lists

Distribution lists comprise:

- \* a blank line Used to separate the list either from the list of personal entries or from a preceding distribution list
- \* a line of general information about the list
- \* details of the different people on the distribution list, each on a separate line

The line of general information contains the following information in the following order, separated by commas:

- \* *Name* as given in the **List name:** slot of the address book entry
- \* *Label* as given in the **Label:** slot
- \* Use mime/has mime **useMIME** if MIME is to be used, otherwise blank
- \* *The Index entries* as listed in the **Index by:** box

### Note

The *Name* and the *Label* can be written exactly as the address book entry. You can write these between double quotes if you prefer.

Give the *Index entries* as "*entry1,entry2,...*". The double quotes can be omitted if there's just one index entry.

The lines of details about the individual people on the distribution list give the following information, separated by commas:

- \* *Email address*
- \* **useMIME** if MIME should be used; **hasMIME** if MIME is available but shouldn't in general be used; or blank if no MIME.
- \* **cc** if listed in the **cc** slot, **bcc** if listed in the **bcc** slot or blank if listed in the **To** slot.

### Note

These lines can be finished after the email address or after the **useMIME/hasMIME** entry if the remainder of the line is blank.

[Click here for an example distribution list](#)

## Related Topics

[Address book - Overview](#)

[External format definition](#)

[Person entry example](#)

[Distribution list example](#)

[Formal definition](#)

## 'Administer Workgroups' dialog

This dialog is displayed by selecting **Workgroups** from the File, Configure menus - see [Setting up workgroups](#).

### · **To Create a new workgroup**

1. In the **Administer Workgroups** dialog, click the **Create** button - the [Edit workgroup details](#) dialog appears.
2. Enter a **Name** for the new Workgroup.
3. Double-click on names in the **All users** list to add them to the new workgroup.

#### **Note**

If a name you want to use isn't listed, they are not currently a user of the system. See [Adding new users](#).

### · **To Edit details of a current workgroup**

1. In the **Administer Workgroups** dialog, select the workgroup from the list.
2. Click the **Edit** button - the **Edit workgroup details** dialog appears.
3. Double click on names in the All users list to add them to the group.
4. Click on names in the Current members list and click the **Del** button to delete them from the group.

If a name you want isn't listed, see **Note** above.

### · **The ALL Workgroup**

The list of workgroups shown in the **Administer Workgroups** dialog automatically includes an **ALL** workgroup. This group includes all the users on the **Turnpike** system and is used when you want to give everybody general permissions and newsgroup ratings. When the ALL workgroup is being edited, the dialog includes a **Ratings** button. If you have [Ratings Admin permission](#), you can click on the **Ratings** button to see the default ratings. These ratings control which newsgroups users of your system will be able to see.

### · **Permissions**

At the bottom of the **Edit workgroup details** dialog are **16** option boxes. Check as locally specified to give this user the necessary administrative permissions.

#### **Note**

These Permissions are set for each user in this Workgroup. These permissions may be overridden by permissions set for an individual user - see [Edit Sign-on details](#) dialog.

### **Related Topics**

[Setting up workgroups](#)

[Edit workgroup details](#)

[Edit sign on details](#)

[Adding new users](#)

## ***Administrator***

If you are running a shared system, it is advisable that one person is made System Administrator. This person should be responsible for:

- Adding new users to seats on the system
- Setting up workgroups of people who can receive certain categories of email
- Authorising permissions for users to access various different functions in Turnpike and Connect
- Backing-up important Turnpike files
- Removing users from the system and reallocating their seats

Related subjects include: group email names; tagging messages and Access to mail.

## Advice for new users

If you are new to the Internet, we recommend that you:

- **Scan the Turnpike Mail & News book**

This will give you an idea of the screens and menus that Turnpike offers and how different actions are carried out in Turnpike. For further details look in this [Help file](#).

- **Practise posting news articles by sending practice articles**

Before you post a news article to an active newsgroup, practise by sending articles to one of the 'test' newsgroups, such as demon.test. No-one will object if you break any conventions in an article that you post to one of the test newsgroups. If you get these things wrong in a posting to one of the 'real' newsgroups, you may be ['flamed'](#).

Study both the articles that other people post to a newsgroup and the [FAQs](#) included in that newsgroup. If you post an article that is inappropriate to that newsgroup or waste other people's time, disk space etc. or you ask a question or make a comment that has been asked many times before, again you may be ['flamed'](#).

### Related Topics


[Using Turnpike Help](#)

[Welcome to Turnpike](#)

## Allocating another user to a seat

When someone else is taking over the role of someone who has left, you may want the new person to occupy the same seat as his or her predecessor. You may want them to become a member of the same workgroups and be able to see any relevant mail.

The **System Administrator** should re-allocate the seat as follows:-

- **Configure the system for a new user**
    1. Click on **File** in the **Turnpike** menu
    2. Select **Configure**
    3. Select **Users**
    4. Select the entry for the old user, **make a note of the number of the seat they occupied**
    5. Click the **Edit** button - the **Edit Sign-on details** dialog appears
    6. Enter details for the new person.
  
  - **Log on as the new person and tidy up**
    1. Export and then delete any personal mail from the mailbase
    2. Delete personal email tags, and any mailboxes/newsstands no longer required
    3. Update the User Info page of the others.
  
  - **Select the old users entry in the Address book**
    1. Click the **View/Alter** button to display this entry in full
    2. Change each entry in the dialog that's displayed to show the new persons details
    3. For the **File as** entry, click the [+] button and add the new persons email address to the details that are already recorded:
- 
- Don't delete the old details.** This will ensure that when the new person clicks the **Messages** button they will see the messages sent to their predecessor alongside their own messages
- **Delete Unused Files**
    1. Go into the userxxx directory corresponding to the old users seat.
    2. Use a suitable text editor to inspect / edit the .sig signature files (these are simply text files). Delete all the files except for the TURNPIKE.INI file and any signature files that you want to retain.

### **Related Topics**

Email Routeing Seats

## **Alt groups**

Newsgroups with 'Alt' as the first part of their name are described as Alternative Newsgroups.

These groups usually developed out of newsgroups that were originally circulated among people working at the same site. They tend to be less formal and their contributions more eccentric than the newsgroups within the main newsgroup categories.

### ***Related Topics***

[About Newsgroups](#)



## Alter Mailbox dialog: Colours

The **Alter Mailbox** dialog is displayed by selecting **Alter mailbox** from the **File** menu.

The **Colours** page of the **Alter Mailbox** dialog enables you to select the colours used to display the messages/articles in the Mailbox you are currently working. It also enables you to set the colours used to display the different types of text that can appear in those messages/articles.

You are able to set the colour you want to use for **Read Message**, **Write Message** and **the Mailbox**.

### *To set a colour*

1. Click the **Alter** button to display the Colour Selection dialog
2. Click the down arrow to display a list of the text and background colours you can change
3. Select a colour and then click OK  
Repeat this procedure for each item you want to change

Click the **Default** button to returns all the colours to their originally installed setting

### *Related Topics*

[Alter Mailbox dialog](#)

[Setting colours and fonts](#)

## Alter Mailbox - Dictionaries dialog

The dictionaries dialog is displayed by selecting **Alter mailbox** from the **File** menu and then selecting the **Dictionaries** page. This dialog is used to set the default dictionaries for the mailbox you are using.

### Note

A similar dialog is displayed when you select to change the dictionaries options for the message/article you are preparing. The heading for the dialog is then **Spelling options for** (followed by the subject name of your message/article). If no subject has been entered the heading will be **Spelling options for New Subject**.

### *Related Topics*

[Alter mailbox dialog](#)

[Spell Checker](#)

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## Alter Mailbox dialog: Name page

The **Alter Mailbox dialog** is displayed by selecting **Alter mailbox** from the **File** menu.

The **Name** page of the **Alter mailbox** dialog enables you to set the following,

### Mailbox Name

While the name you enter in the **Mailbox** dialog, is entirely up to you, it is useful if the name describes the type of mail you want to use the mailbox for. Each of your mailbox names must be different.

### Flash When.

Select the option for the mailbox icon to flash when there's mail in its In tray, when there are just unread messages in the In tray or not to flash at all.

### Address Book

Select an option as to whether the email addresses from the messages inserted into the mailbox should be automatically inserted into your Address book or not. Initially, you will probably set **Turnpike** to add any email addresses it finds. If you are setting up a mailbox such as Sales enquiries or for dead letter mail you may prefer not to add these addresses to your Address book.

### Message Disposition Notification (MDN)

To acknowledge a message, the Mailbox you are using must be configured to respond to MDN requests.

When an MDN request is made, messages received by a mailbox configured to send an MDN, include the request for acknowledgment in the status bar. The status bar also includes a drop down menu that enables you to select to acknowledge (Send MDN), defer acknowledgement (Defer MDN) or not to acknowledge receipt (Do not send MDN).

Options set on the Name page of the Alter Mailbox dialog are as follows;

**Assume MDN will usually be sent.** This is the default option to choose when you will want to acknowledge most of the messages to receive in this mailbox. When requested an Acknowledge display to message will appear in the status bar of the message. The drop down menu will show **Send MDN**. When you close the message the acknowledgement will be sent.

**MDNs will only be sent occasionally.** When requested an Acknowledge display to message will appear in the status bar of the message. The drop down menu will allow you to choose whether to **Send MDN, Defer MDN decision or Do not Send MDN**.

**Never send an MDN.** The request for acknowledgement will not appear in the status bar of the message

### Destroy button

Click if you want to remove the mailbox altogether.

#### Note

You must empty a mailbox before you will be able to destroy it.

### Accept dead letter mail

For alternative mailboxes only there is also a check box for dead letter mail. If you want this mailbox to accept deadletter mail check this box.

If this box is checked for more than one alternative mailbox dead letter mail will appear in them all (including the default mailbox). As soon as the mail is read it is filed in that mailbox only.

### ***Related Topics***

[Alter Mailbox dialog](#)

[Setting up mailboxes](#)

[Mailbox dialog](#)

[Mail message header dialog](#)

[Message Acknowledgement](#)

## Alter Mailbox dialog: Rules page

This dialog is displayed by selecting the **Rules** tab on the **Alter Mailbox dialog**. The **Alter Mailbox dialog** is displayed by selecting **Alter mailbox** from the **File** menu.

The **Rules** page of the **Alter Mailbox** dialog enables you to set the 'Rules' that you want Turnpike to apply to the mail in alternative mailboxes.

### Note

You are only able to set rules to pass mail to alternative mailboxes. You are not able to set rules in the default mailbox. The default mailbox will accept everything for which rules do not apply including dead letter mail.

#### *Features of rules page:*

- **Mail acceptance rules.** A list of the current rules listed in the order they are applied
- **Add, Alter** buttons. Click to display the Distributing Mail to Mailboxes dialog. This dialog enables you to set up new rules or change existing rules
- **Remove** button. Click to remove a selected rule
- **Move Up** and **Move Down** buttons. Select each rule in turn and then use these button to move the rule to the order you want it applied. The first rule in a list takes precedence over the second and so on down the list. Turnpike acts on the first rule that either accepts or rejects each mail message.

### Note

If you are the sole user of this Turnpike system or you have been nominated to receive dead letter mail, the dialog will also include a **Accept dead letter mail** check box. Tick this box if you want dead letter mail to be put into this mailbox.

Mail from a POP3 mailbox may appear as dead letter mail to Turnpike. If you want to route mail from a POP3 mailbox to one of your alternative mailboxes check the **Accept dead letter mail** option.



If the **Accept dead letter mail** option box is not shown on the rules page, either you have select the default mailbox or the mailbox you have selected is not set up to receive dead letter mail. The routing for Dead letter mail is set up on the Dead letters page of the Email Routeing to Seats & News dialog

### *Related Topics*

Alter Mailbox dialog

Distributing Mail to Mailboxes

## Alter Mailbox - Spelling page

The spelling options dialog is displayed by selecting **Alter mailbox** from the **File** menu and then selecting the **Spelling** page.

This dialog is used to set the default spelling options for the mailbox you are using.

### Note

A similar dialog is displayed when you select to change the options for the message/article you are writing. The heading for the dialog is then **Spelling options for** (followed by the subject name of your message/article).

If no subject has been entered the heading will be **Spelling options for New Subject**.

Set the following options

- When you want spelling to be checked and whether you want to include the subject line and the signature
- The default language to use.
- What you want the spell checker to ignore
- What corrections are done automatically as you type.

### *Related Topics*

[Alter mailbox dialog](#)

[Spell Checker](#)

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## Alter Mailbox dialog: Tags page

The **Alter Mailbox dialog** is displayed by selecting **Alter mailbox** from the **File** menu.

Use the tags page of the **Alter mailbox** dialog, to set the default access details and tags that you want applied to the messages in this mailbox. You will then generally get the right result even if you forget to check the access settings before filing the message.

The tags you select will be applied to each item of mail that is put into this mailbox and sent from this mailbox.

The **Default owner** part of the dialog is only applicable to a shared system. Either select a specific owner for the mail - either yourself or a workgroup you belong to - or opt for the ownership to depend on how the message was addressed

The **Default Access when filed** options enable you to set mail in this mailbox to be **public**, **private**, or **restricted**

- **Default owner of the mail**

- **Recipient email name**; ownership will depend on how the message was addressed, for example **you** if the message was sent specifically to you but if the message was sent to a workgroup, it should be owned by the workgroup.
- **Explicit owner**; yourself or a workgroup you belong to. Check the **Explicit owner** option and then click the down arrow in the text box and select a name from the drop down list. The name can be you - your sign on name or one of the workgroups you belong to.

- **Default access when filed**

The access you want applied to the majority of messages in this mailbox. If most messages will be private check the **private** option otherwise check the **public** or **restricted** option.

- **To Add/Remove tags**

The tags available are listed in the upper window of the Tag selection dialog

The tags currently set for this mailbox are listed in the **Tags Applied** window of the dialog.

- **To apply tags to this mailbox**
  1. Click the **Edit** button to call up the Tag Selection dialog.
  2. Select the tag in the upper window and click the **Add** button.
  3. Repeat this for each tag you want applied to this mailbox.

If the tag you want isn't listed, click the **New** button on the Tag selection dialog.

### Note

When the same tags apply to more than one mailbox, the mail is given the tags of the mailbox in which it is opened. It isn't given the tags of the other mailboxes in which the tags apply.

### Tip

If you don't have any specific tags you want to apply to the mail in this mailbox, you might use this

facility to add a 'No tag' tag to each item. You will then be able to call up a mail list of those messages you haven't yet tagged with their subject.

### ***Related Topics***

[Tag Selection dialog.](#)

[Alter Mailbox dialog](#)

[Tagging Messages.](#)

[Setting access through the mailbox.](#)

[Access to Mail](#)



## Alter Mailbox: User Info page

The **Alter Mailbox dialog** is displayed by selecting **Alter mailbox** from the **File** menu.

The **User Info** page of the **Alter Mailbox** dialog enables you to set your personal details for all mail in this mailbox.

The items listed in this dialog are the way you appear to the recipient of one of your messages. This dialog enables you to present yourself differently for different types of message,

The following details will be used in all messages from the mailbox you are altering or setting up.

- **Email name:** Click the down arrow and select the email name to use
- **Name:** Your full name
- **Domain name:** The site address
- **Organisation:** The organisation you are representing
- **Reply-To:** The Reply-To address specified in email messages.
  
- **Request message disposition notification(MDN):** Check this option to request an acknowledgement for all messages sent from this mailbox. By default the reports will be addressed to the sender of the message. You can enter a different name if you wish

### Note

You are able to send an MDN request for just the message you are sending in the [Header](#) dialog

- **Signature:** Which of the various [signatures](#) to use. Use the Browse button to select a different signature file if required.

### Related Topics

[Setting up mailboxes](#)

[Alter Mailbox dialog](#)

[Email name](#)

[Domain](#)

[Message Acknowledgement](#)

## Alter Mailbox: Standard text page

The **Alter Mailbox dialog** is displayed by selecting **Alter mailbox** from the **File** menu.

The **Standard text** page of the **Alter Mailbox** dialog enables you to set a standard format for,

- **Attribution:** The phrase you want to be put at the start of all replies that you send from this mailbox, ie quotations from the message to which you are replying
- **Forwarding:** Messages that you forward to someone else i.e. the phrase to be put at the start of messages that you forward.

Turnpike automatically sets suitable forms for each type of text, but if you want a different style of introduction you are also able to set this here. You are able to include information from the message itself in these phrases, such as the date it was posted or the person who wrote it.

Use the % placeholder followed by a letter to determine where details are to be inserted.

### Note

If you want to include a % in your message, you will need to write this as %%.

### *Related Topics*

[Attribution & Forwarding text.](#)

[Alter Mailbox dialog](#)

## Alter Mailbox dialog: Fonts page

The **Alter Mailbox** dialog is displayed by selecting **Alter mailbox** from the **File** menu.

The **Fonts** page of the **Alter Mailbox** dialog is displayed by selecting the **Fonts** tab on the **Alter Mailbox** dialog.

This dialog enables you to set both the font used to display your mail on the **screen** and the font you use when you **print** a message from this mailbox.

### · **To set a font**

1. Click the **Alter** button for screen or print
2. Select the font you want used
3. Click **OK**

Clicking the **Default** button to returns the fonts used to that set when Turnpike was installed.

#### **Tip**

If you choose a proportionally spaced (PS) font for the screen, this may result in lines of more than 80 characters. If you are not sure if your reader will be able to display text using a similar font use a fixed-pitch font. This will result in approx. 72 characters per line which will be within the default margins set by Turnpike.

### **Related Topics**

[Alter Mailbox dialog](#)

[Setting colours and fonts](#)

## Alter Newsstand dialog

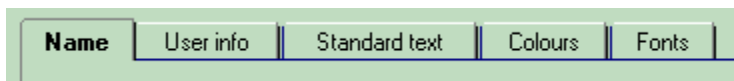
Use this dialog to set or alter the characteristics of a Newsstand or to destroy the Newsstand

- ***To alter the details of the default Newsstand or an alternative Newsstand***

1. On the menu bar click **Window**
2. Select the **newsstand** you want to change
3. On the menu bar click **File**
4. Select the **Alter Newsstand** option

or **right-click** a mailbox and then select **Properties**

In either case, the **Alter Newsstand** dialog is displayed with the following tabs. By default the dialog opens on the Name page



Click on a tab for further help.

### ***Related Topics***

[Changing a Newsstand](#)

[Setting up Newsstands](#)

## Alter Newsstand dialog: Colours page

This page of the **Newsstand dialog** enables you to select both the colours used to display the articles in the selected newsstand and the colours used to for the text those articles.

You are able to set the colour you want to use for Read Article, Write Article and the Newsstand. The Colours tab of the Newsstand dialog shows you the current setting for each option.

- **To set a colour**

1. Click the **Alter** button to display the **Colour Selection: Alter newsstand dialog**.
2. Click the down arrow to display a list of the text and background colours you can change.
3. Select the item you want to change.
4. Select a colour and then click **OK**.  
Repeat this procedure for each item you want to change.

- **To return all the colours to the originally installed setting**

Click the **Default** button.

### *Related Topics*

[Alter Newsstand dialog](#)

[Setting colours and fonts](#)

## Alter Newsstand dialog: Fonts page

This page of the **Newsstand dialog** enables you set both the font used to display your articles on the **screen** and one used when you **print** an article from this newsstand.

- **To set a font**

1. Click the **Alter** button for screen or print.
2. Select the font you want used.
3. Click **OK**.
4. Click **OK** again.

- **To return all the fonts to the originally installed setting**

Click the **Default** button.



If you choose a proportionally spaced (PS) font for the screen, this may result in lines of more than 80 characters. If you are not sure if your reader will be able to display text using a similar font use a fixed-pitch font. This will result in approx. 72 characters per line. This is within the default margins set by Turnpike.

### **Related Topics**

[Alter Newsstand dialog](#)

[Setting colours and fonts](#)

## Alter Newsstand dialog: Name page

1. Enter a name for the selected Newsstand.
2. Click the **Ok** button to confirm.

### **Note**

The name you use for a Newsstand is entirely up to you. It can be useful to use a name that describes the type of news the newsstand will be used for. The name of each of your newsstands must be unique.

### *Related Topics*

[Alter Newsstand dialog](#)

## Alter Newsstand dialog: User info

Use this page of the **Alter Newsstand dialog** to enter your personal details. These details will then be used in articles from the Newsstand you are altering or setting up.

- **Email name:** Click the down arrow and select the email name to use
- **Name:** Your full name
- **Domain name:** The site address
- **Organisation:** The organisation you are representing
- **Reply-To:** The Reply-To address specified in email messages
  
- **Signature:** Which of the various signatures to use. Use the Browse button to select a different signature file if required.

### *Related Topics*

Email name

Domain

Alter Newsstand dialog



## Alter Newsstand dialog: Standard text page

This page of the Newsstand dialog enables you to set a standard format for **Attribution** and **Forwarding** articles.

The % placeholder followed by a letter is used to determine where details are to be inserted.

### **Attribution**

The phrase you want put at the start of all follow-up articles you send from this newsstand, ie preceding quotations from the message or article to which you are replying.

Typically: In article %m, %a writes

### **Forwarding**

The phrase you want put at the start of all articles that you forward to someone else.

Typically: %n%n ----- Forwarded message follows -----

Turnpike automatically sets suitable forms for each type of text. If you want a different style of introduction, you are able to set this here. Include information from the message itself in these phrases, such as the date it was posted or the person who wrote it. Use the % placeholder followed by a letter to determine where details are to be inserted.

#### **Tip**

If you want to include a % in your message, write this as %%.

### **Related Topics**

[Alter Newsstand dialog](#)

## Alter Usage dialog

This dialog is displayed by clicking the **Access button**, in the [Make new tag dialog](#) or the [Newsgroup Subscriptions dialog](#).

### *Use this dialog to set*

- Which users or [workgroups](#) can call up messages marked with a particular [tag](#).
- To specify which users/workgroups can read the articles downloaded from a particular newsgroup.

For either of the above the **Alter Usage** dialog displayed.

For the new tag the heading is **Email tag: tag name**

For the Newsgroup the heading is **News tag: newsgroup name**

For a **Newsgroup** there is an option to **limit Newsgroup access** otherwise the dialogs are similar.

In the dialog displayed select the option for **Individuals** or **Workgroups**.

- **To add a name to the Extra users list**

Double-click on a name in the left-hand list

Or, select a name from the list in the left hand list

Click the **Add** button

Repeat for each name that you want to add.

- **To remove a name to the Extra users list**

Double click on a name in the right-hand list

Or, select a name from the list in the right hand list

Click the **Del** button.

Repeat for each name that you want to delete.

### **Related Topics**

[Access to Mail](#)

[Newsgroups](#)

[Tagging messages with their topic](#)

[Restricting access to newsgroups](#)

## Alter Mailbox dialog

This dialog is displayed by

- Selecting the mailbox concerned and then clicking **Alter Mailbox** in the **File** menu.
- Or right-click on the mailbox and select **Properties**.

The Alter Mailbox dialog is used to set or alter the characteristics of a mailbox - or to destroy the mailbox

- To alter the details of the default mailbox or an alternative mailbox**

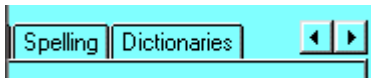
1. On the menu bar click **Window**
2. Select the **mailbox** you want to change
3. On the menu bar click **File**
4. Select the **Alter mailbox** option

or **right-click** a mailbox and then select **Properties**

In either case the **Alter Mailbox** dialog is displayed with the following tabs. By default the dialog opens on the Name page

Click the right arrow to see the Dictionaries tab

**Click on a tab for further help.**



### **Related Topics**

[Setting up mailboxes](#)

[Removing a mailbox](#)

[User Information](#)

## Alternative email names

When you first use **Turnpike**, you will have a single email name; usually your sign on name. You may find it useful to have a range of alternative email names.

On a shared (multi-user) system, names used may reflect the job you do. Certain types of mail are routinely sent to the email names 'postmaster' and 'root'. It will prove useful for someone to be given these email names. You are also able to set up email names for 'group mail'.

You are able to associate specific email names with different mailboxes. This will enable you to file your different types of email for example, under personal, business, technical, etc.

If you have **Email name permission**, you can give yourself whatever additional names you like - provided no one else is already using these names. On a shared system you may need to discuss the names you want with your system Administrator.

### *Related Topics*

[Adding email names](#)

[Email names](#)

[Sorting your mail](#)

[Group mail](#)

### ***Alternative forms of enclosure***

Wherever possible, this is shown as a horizontal bar with the different forms of the enclosure offered as buttons.

Otherwise, you are offered a **Select** button with the number of alternatives shown alongside. Clicking this button calls up a dialog listing the alternatives, from which you can select the version you require.

## Alternative keystrokes

Function	Alternative Key combinations	Selected	Open
Abandon. Stop a message/article from being sent	Ctrl+F4	Use arrow keys to move between buttons in dialog display. Press return to apply	Message, Follow-up article
About Turnpike in Help	Alt+H,A		
<b>Address book</b>	Ctrl+B	Alt+F, A	Mailbox, Mail list
Start new email	Ctrl+T		Mail list, Newsstand, Address book
Messages	Ctrl+M		
New person	Ctrl+N		
New list	Ctrl+L		
View/Alter	Ctrl+W		
Remove entry	Ctrl+R		
Alter mailbox	Alt+F,T	Permission required	Mailbox
Alter newsstand	Alt+F,L	Permission required	Newsstand
Arrange icons on main Turnpike display	Alt+W,A		
Break thread	Alt+A,B		Thread
Cancel Article	Alt+A,T		
Cancel Keep	Sht+F8	Alt+C,C	Newsgroup, Article
Cancel Posting	Alt+A,T	Use arrow keys to select function in dialog, press return to apply	Message,Article
Cancel Request	Sht+F8	Alt+C,Q	Newsgroup, Article
Cascade windows	Alt+W,C		
Change Signature	Ctrl+S	Alt+S,S	Message, Article
Class as Interesting	Ctrl+I	Alt+C,I	Newsgroup, Article
Class as UnInteresting	Ctrl+J	Alt+C,J	Newsgroup, Article
Close Newsgroup	Ctrl+S	Alt+A,C	Newsgroup
Close Window	Ctrl+F4		Not desktop
Collapse Thread	Ctrl+B	Alt+A,P	Newsgroup
Collapse all Threads	Alt+A,L		Newsgroup
Colour	Alt+O,C		
Configure Browsing	Alt+F,C,B		
Configure email names	Alt+F,C,E		
Configure Email Tags	Alt+F,C,T		
Configure Newsgroups	Alt+F,C,N		
Configure Users	Alt+F,C,U		
Configure Workgroups	Alt+F,C,W		
Copy(Text)	Ctrl+C	Alt+E,C	Message,Article
Copy (dialog slot)	Shift+Ctrl+C+X,V	Ctrl+C,X,V	
Context menus	Point to item, right-click the		

				mouse, then select the item from the menu	
Cut	Ctrl+X	Alt+E,X			Message, Article
Declassify	Ctrl+D	Alt+C,D			Newsgroup,Article
Digest - Step from Item to Item	Ctrl+G				Article
Display Header	Ctrl+H	Alt+O,H			Message
Display Raw Text	Alt+O,W				
Display Ruler	Alt+O,R				Message,Article
Empty open waste basket	Alt+Y				
Extract URL	F7	Alt+E,x			Message,Article
Find	Ctrl+F	Alt+E,F			Message, Article
Follow up Article	Ctrl+M	Alt+A,M			Discussion thread
Font	Alt+O,F				
Forward Article	Ctrl+W	Alt+A,W			Newsgroup,
Hints and Tips	Alt+H,S				Article
Select/deselect					
Insert File	Ctrl+I	Alt+F, I	Mailbox, Mail list		Mail list, Newsstand, Newsgroup
Keep Article	F8				Newsgroup, Article
Kill	F9				Newsgroup, Article
Line up Icons	Alt+W,E				
Mark as Read	Ctrl+R	Alt+C,R			Mail list, Newsgroup
Mark as Unread	Ctrl+K	Alt+C,K			Newsgroup,Article
Mark all as Read	Ctrl+L	Alt+C,L			Newsgroup, thread
Menu Item				Hold down the Alt key and select the underlined letter in the menu and sub menus	
Minimise All	Alt+W,N				
Move. Between items on the main Turnpike display	Ctrl+F6	Ctrl+Shft+F6			
Move- Between items in a dialog	Use shift key to move between items and controls		Use arrow keys to move in a list		
Next Unread	SPACEBAR	Ctrl+U	Alt+S, x	Newsgroup Article	Newsstand, Newsgroup Thread
Next in group	Ctrl++	Alt+S, N			Newsstand,Newsgroup, Thread
Open Article	Ctrl+0	Alt+A,0			Newsgroup
Paste	Ctrl+V	Alt+E,V			Message,Article
Post message	Ctrl+T	Alt+M,T			Message
Previous in group	Ctrl+-	Alt+S, P			
Print Newsgroup	CTRL+P	Alt+F, P			Mail list, Newsstand,
Read unread mail or	Use the Spacebar				

news

Redo Ctrl+A

Reply by email to an article Ctrl+Y Alt+A,Y

Request Article Ctrl+Q Alt+C,Q

Newsgroup

Missing Article, will be loaded when you next go online

ROT-13 Ctrl+3 Alt+E,3

Message, Article

Save Signature Alt+S,S

Message, Article

Search Article/Message F3 Alt+S,S

Mailbox, Mail list, Newsstand, Out tray

Mailbox, Mail list, Newsstand

### Search Dialog

For messages/articles

Search For Alt+F

All Alt+L

Selected Alt+E

From here Alt+M

Unread only Alt+U

By Subject Alt+S

By Author Alt+A

In Text Alt+T

Match whole Word only Alt+W

Mailbox, Mail list, Newsstand

Match Case

Search First Alt+C

Search Next Alt+F

Alt+N

Select all Alt+E,S

Message, Article

Shut mail list view Alt+U

mail list open

Start New Email Ctrl+E Alt+F, S

Mailbox, mail list

Start News Thread Ctrl+T Alt+A,N

Newsgroup, Article

Tile Windows Horizontal Alt+W,T

Tile Windows Vertical Alt+W,V

Tutorial Alt+H,T

Undo last command Ctrl+Z Alt+Backspace Alt+E,U

Message, Article

Using Help Alt+H,U

### **Summary of Keys for Reading News/Mail**

Close article/Email CTRL+F6

Cycle through newsstands, mailboxes etc. CTRL+F6

Next Unread SPACE

Open Article/Email ENTER

Select Article ARROW

### **Related Topics**

Shortcuts



## ***Anonymous FTP***

This is a system whereby you can copy files from the public areas of certain computers' disks.

To access a computer's public area, you need to FTP to that computer, log-in as 'Anonymous' and give your email address as the password.

[Refer to FTP in Connect help](#)

## Archie

Archie is a system that enables you to search through indexes of the files available through Anonymous FTP. These indexes are amended month by month, and sometimes more frequently.

You give Archie either the main name of the item you are searching for, or a word that's likely to be in the file's description. Archie then responds with a list of entries containing this main name, from which you then note the details of the file you want.

The main way to access Archie from Turnpike is to:

\* *Telnet* to a suitable (public) Archie client and log in as 'archie'.

The commands to give to find the information you want then depend on the Archie client you've selected. The initial 'Welcome' screen may contain instructions. If not, you may be able to see a list of the commands supported by this Archie client by typing **help [Return]**.

If you have WS\_Archie v0.5 (the version supplied with DISWIN), you will need to upgrade this to the latest version to run it alongside Turnpike. You can download the new version by FTP from:

**ftp://ftp.demon.co.uk/pub/mirrors/simtel/win3/winsock/wsarchxx.zip**

### *Related Topics*

Glossary

## Archiving messages/articles

If you want to keep older mail messages, it is better to archive them rather than leaving them in your mailbase.

Articles are automatically deleted from your newsbase after a pre-set time 3 days.

- **To archive messages/articles**

1. Call up a mail list containing the messages you want to export.
2. Select the message(s) you want to export.
3. Select the **Export** option from the **File** menu.

Turnpike then displays a File Selector through which you set where you want the exported messages to be stored.

When you have saved your files you are then able to delete these messages from your mailbase. You will be able to re-import into Turnpike if necessary.

Similar steps can be used to archive old news articles.

### Note

Exporting individual mail messages, or the whole of your mailbase, saves these messages in a text file in Berkeley Unix Mailbox format.

For Soup users, this is equivalent to 'm' format of .MSG file but with CRLF line endings rather than LF line endings. This means you'll be able to work with the files from Soup after replacing all the CRLF line endings by LFs.

In this form, the messages can be read using a standard text editor or word processor. They may also be able to be read by other Mail reader programs, or re-imported into Turnpike if required.



Exporting messages does not automatically delete them from the mailbase.

### **Related Topics**

[Deleting messages](#)

## Article menu

Select newsstand:

- double-click on the newsstand icon;
- or click **Window** in the menu bar and select the newsstand.

A window opens with a list of newsgroups. The **Article** menu item will be available.

When you click on **Article**, a sub menu enables selection of the following:

Open newsgroup  
Start news thread  
Start new email

When a newsgroup is open, you are able to:

<u>Close newsgroup</u>	<u>Open article</u>
<u>Followup article</u>	<u>Reply by email</u>
<u>Forward article</u>	<u>Cancel article</u>
<u>Break Thread</u>	<u>Rejoin Thread</u>
<u>Expand Tree</u>	<u>Collapse Thread</u>
<u>Expand all Threads</u>	<u>Collapse all Threads</u>

You are also able to open a newsgroup by double-clicking the selection.  
Open newsgroup and Next Unread buttons are available on the toolbar.

The **Article** menu item will change to **Message** if you select a mailbox or the mailroom.

### *Related Topics*

Reading news articles  
About Newsgroups

***Article menu: Break thread***

Lets you break off a section of a discussion thread so that you can hide away the section of this thread that you are not interested in. The effect is purely local to your own system. See also: [Rejoin thread](#).

For more information see [Breaking threads](#).

***Article menu/Newsstand button: Close newsgroup***

Takes you out of the current newsgroup and back to the list of newsgroups. For more information see [Opening/Closing newsgroups](#).

### ***Article menu: Collapse Thread***

Closes up the current discussion thread so that all you see is the title of the discussion thread and the number of articles in that thread.

See [Expanding/Collapsing threads](#).

***Article menu: Collapse all Threads***

Returns the display of the current newsgroup to a list of discussion threads.

See [Expanding/Collapsing threads](#).



### ***Article menu: Expand tree***

Expands the discussion thread you've selected. This enables you to see the individual articles that have been contributed to the discussion. The threads also show how the articles follow on from each other. See also: [Expand all Trees](#) and [Collapse Tree](#). For more information, see [Expanding/Collapsing trees](#).

***Article menu: Expand all Threads***

Expands all the discussion threads in the newsgroup you are looking at.

See [Expanding/Collapsing trees](#).

***Article menu: Followup article***

Lets you prepare and post a 'Follow-up' to the current article.  
See also: [Reply by email](#) and [Start news thread](#).

For further information, see [Responding to news articles](#).

***Article menu/Newsstand button: Open newsgroup***

Takes you into the newsgroup you've selected and shows you a list of the discussions currently taking place in that newsgroup.

For more information see [Opening/Closing newsgroups](#).

***Article menu: Rejoin thread***

Re-unites a divided-off section of a discussion thread with its 'parent'. For more information, see [Breaking threads](#).

### ***Article menu: Start news thread***

Lets you prepare and post an article which will start a new discussion within the current newsgroup.

See also: [Followup article](#).and [Starting a news thread](#).

***Article/Message menu: Cancel article***

Sends a message cancelling the article you have selected.

For further information, see [Cancelling news articles](#).

### ***Message menu: Forward "as is"***

Opens a new email containing the message you've selected for forwarding to someone else.

#### **Note**

You cannot add any text of your own to the email with this option.

For further information, [Click here](#).



***Article/Message menu: Forward article/message***

Opens a new email message containing a copy of the message/article you've selected ready to forward on to someone else.

For further information, see [Forwarding mail](#) and [Forwarding a news article](#)

***Article/Message menu: Open article/message***

Opens the message/article you've selected so that you can read it.

For further information, see [Reading your mail](#) or [Reading news articles](#)

### ***Message menu: Reject message***

Attempts to return the selected message to its sender with a notice that delivery to you failed. Also gives you the opportunity to delete the message. Normally used to reject unwanted 'junk' mail.

For further information, [Click here](#).

### ***Article/Message menu / Mailbox button: Reply option***

Lets you prepare and post an email message in reply to the message/article that you currently have either selected or open on the screen. See also: Followup article (News).

For further information, see either Sending mail or Responding to news articles as appropriate.

***Article/Message menu / Mailbox button: Start new email***

Opens a formatted form for you to prepare and post a message/article.

## Attachments

Email can only handle simple text messages that use alphabetic characters, numbers and a few related symbols.

However, you are able to include files with pictures, sound files, word-processed documents, and even a small programs, as **attachments**.

There are several (incompatible) schemes for encoding attachments; the best solution is to use **MIME**. Turnpike will recognise when you are replying to someone who uses MIME compatible software. Turnpike will automatically check the **Send MIME message** option in your message header for you. If this option is not checked, the attachment will, when posted, be encoded by an older method known as UUencode.

Both methods require your recipient to have appropriate software for decoding the file upon receipt. Such a decoder may be built into their mailer (as it is with Turnpike). It may require that the attachment is saved to disk and then run through a separate decoding program before making use of the data in the attachment.

The encoding process will increase the size of the file being sent. If the message is larger than 60K Turnpike will suggest that it should be split into parts. This is because some mail gateways e.g. to a company's private network, will not pass large items. You can generally ignore this suggestion if you are sending a message to an address directly connected to the Internet, such as to a customer of an Internet access provider.

Be aware that not all email software can handle the reassembly of parts into a single message in the way that **Turnpike** can.

Before sending a large attachment, you should discuss these points with your recipient. Unexpected large emails are often unwelcome and some Access providers limit the size of messages that people can receive, the email may then not arrive at its destination.



Your recipient may need to have the right software, e.g. a picture viewer, media player, to use the file you send. However for certain types of picture files Turnpike enables you to send the pictures in-line. This means that when your recipient opens mail containing a picture attachment the picture can be displayed immediately or at the press of a button

### **Related Topics**

[Inserting Files, Attachments/enclosures.](#)

[Mail Message menu](#)

[Preparing News / Mail messages.](#)

[Extracting files from messages.](#)

## Attribution & Forwarding text

**Attribution text** is the text used to introduce quotations from a message or article that you are replying to.

**Forwarding text** is the text used to introduce messages that you forward to someone else.

Turnpike automatically sets suitable forms of text for each of these, incorporating such things as the author of the original message, their email address and the Message ID. If you would prefer a different style of introduction for either of these, you can record the form of introductory text you want on the **Standard text** page of the Alter Mailbox / Alter Newsstand dialog displayed when you either set up or alter the mailbox or newsstand you want to affect.

The following special markers are used to represent the items listed below. Put one or more of the markers in the dialog, where you want the item to appear.

<b>%a</b>	email address
<b>%d</b>	date when the message was posted
<b>%f</b>	a mailto:url of the authors address. For example mailto:paul@turnpike.com
<b>%g</b>	newsgroup in which the article is being read (left blank where you are replying to or forwarding a mail message)
<b>%l</b>	number of lines (news articles only: left blank where you are replying to or forwarding a mail message)
<b>%m</b>	message ID
<b>%n</b>	can be used to start a new line
<b>%o</b>	person's organization (news articles only: left blank where you are replying to or forwarding a mail message)
<b>%p</b>	person's name
<b>%s</b>	subject of the message
<b>%t</b>	time it was posted

If you want to include a % in your text, write this as %%.

### **Related Topics**

[Alter Mailbox dialog](#)

[Alter Newsstand dialog](#)

## Backing up your Turnpike files

As in any program, it is a good idea for the person who has the role of system administrator to keep back-up copies of important files. In Turnpike, the files to back up are:

*From the Turnpike directory:*   **TURNPIKE.USR**  
                                  **CALLS.TPK**  
                                  The **.INI** files  
                                  Any **.ACC** file that has been modified  
                                  Any **.MDM** file that has been modified  
                                  Any **.CST** file that has been modified

*From the Mail directory:*   **MSPPOOL**  
                                  **MAILBASE**  
                                  **ADDRBOOK**

*From the News directory:*   **NSPOOL**  
                                  **NEWSBASE**

plus the whole of each user's directory (which have names of the form USERxxx).

Other files don't need to be backed-up because they can, if necessary, be recovered either by re-installing Turnpike or, in the case of the additional files in the News directory, by re-building the Newsbase.

### **Related Topics**

[Moving the Mail and News Directories](#)

[Moving Turnpike to another machine](#)

[Upgrading to the latest version of Turnpike](#)

[Re-building the Newsbase](#)



## Binaries

A number of **Alternative** newsgroups have names that include the word **Binary** or **Binaries**. This indicates that the *articles* in that newsgroup include binary data - particularly graphics.

The articles themselves are usually referred to as **Binaries**.

### Note

Binaries take up a lot of disk space. Your System Administrator may ban you from subscribing to these newsgroups. Before you can open a binary and see its contents, you will need to decode them. If you want to contribute a graphic or similar file to one of these newsgroups, you will need to encode it first. Turnpike offers a [decode](#) option from the file menu



The reason for this special handling is that Usenet News was originally set up to handle 7-bit text.

### *Related Topics*

[About Newsgroups](#)

[Alt Groups](#)

[Reading binaries](#)

[Encoding messages and articles](#)

## ***Binary Information***

Most news articles just contain plain text, but some contain pictures or other binary information. This may require special handling. See [Reading Articles in Binary Groups](#)

### ***Blind carbon copy***

This is a copy of the message to all name(s) entered in the **bcc** line of a message header.

The recipients in the **To** and **cc** lines and any other recipients in the **bcc** line of the header will not be able to see who has been given copies if the message.

## ***Bookmark***

This is a Help menu facility which enables you to mark a help page so that you are able to return to it later.

### ***· To mark a Help page***

1. Click **Bookmark** in the menu
2. Click **define** in the menu displayed
3. Click **OK**

### ***· To go to a marked page in Help***

1. Click **Bookmark** in the menu
2. Select the name from the list  
The help page will be displayed

### ***· To remove a bookmark***


1. Click **Bookmark** in the menu
2. Select the name from the list
3. Click **define** in the menu displayed
4. Click **Delete**
5. Click **OK**

## Breaking threads

With some of the more complex discussion threads, you may find that you are interested in one branch of this discussion but not in another. To help you follow just the part you are interested in, Turnpike enables you to break discussion threads into two or more parts. You are then able to treat each part as a separate thread, classed as Interesting or Not interesting as you require.

- **To break a thread**

1. Select the article at the point at which you want to make the break
2. Select **Break thread** from the **Classify** menu.

That part of the thread is then shown as a separate Topic. A symbol  indicates that it is a 'User defined' thread.



The effect of breaking a thread is local to your system.

- **To rejoin a user defined thread**

1. Select the 'user-defined' part of the thread
2. Select **Rejoin thread** from the Classify menu

### Note

After a thread has been rejoined it will be marked, **Interesting** if either of the parts was classed Interesting, or **Not interesting** if one part was classed as Not interesting and the other was neutral.

If you want to adjust this classification, refer to marking threads.

### Related Topics

Discussion threads

Marking threads

## Browsing a Newsgroup

When you set to **Browse** a newsgroup, just the header of each article is downloaded. This saves a considerable amount of disk space while still allowing you to see whether there is anything of interest to you. If you see an article you do want to read, you are able to request it to be downloaded the next time you go on-line. See [Requesting missing articles](#).

You are also able to set [kill rules](#) to **accept** certain types of articles in full; only the headers of other messages are downloaded.

### *To set a newsgroup to browse*



You will need News Admin [permission](#).

To set a newsgroup as a browse group:

1. Open the **Newsstand**
2. Select the **newsgroup**
3. Select **Configure** from the **File** menu
4. Select the **Newsgroups** option
5. In the **Newsgroup Subscriptions** dialog, set the **Type** of this newsgroup to **Browse**
6. Click the **Apply** button.

### *Related Topics*

[About Newsgroups](#)

[Requesting missing articles](#)

[Newsgroup Subscriptions dialog](#)

## **Call costs**

Turnpike automatically records the time, duration, destination and cost of calls made by each user of Connect, and provides a variety of tools for working with the log that is produced.

**For further information call up Help from the Connect program and search for Call costs or read the section on Call costs in the Connect manual.**

## *Calling up the Address book*



To call up your Address book, either

Double-click its icon

Click the **Address book** button on the toolbar

Or, select Address book from the Window menu.

If you are writing a message, click the **Look up Address** button on the tool bar



## labelling news articles

### Tip

If you change your mind about posting an article or you want to make a change to it, pull it out of your Out tray before it is sent. If you are already on line when you post it, note that Turnpike deliberately leaves items in the Out Tray for at least a minute.

### · *If the article has already been sent*

Send a following up message containing the instruction to Cancel the article.

If the article has already appeared in the newsgroup:

1. Select the article
2. Select **Cancel article** from the **Article** menu.

Or

1. Call up the Mailroom view.
2. Select the article in this list. The newsgroup to which you sent the article will be listed as the recipient.
3. Select **Cancel article** from the **Message** menu.

In either case, Turnpike will open a special message for you to post. By convention you need to add the reason you want the article cancelled. This explanation is needed because not all news servers process such messages automatically. In some cases, real people choose whether your article is cancelled or not.

### Note

There is no guarantee that your Cancel message will be processed. Your original article may be read before the Cancel message takes effect. All the Cancel message can do is minimise the number of people who read your article. You may wish to take responsibility for the article you've posted and follow it up with a correction or an apology where appropriate - you may then get flamed for making too much noise.

You can cancel your own articles (posted from the site at which you are currently working). On a multi-user system, someone with suitable administrative powers can cancel articles by any user working at their site.



Email cannot be cancelled.

### *Related Topics*

[Article Menu](#)

[Clearing out unwanted articles](#)

[Reading News](#)

## Canceling your subscription to a newsgroup

To cancel the subscription to a particular newsgroup and stop articles being downloaded from that group, it needs to be removed from the [list of subscribed newsgroups](#). The newsgroup also needs to be removed from any [newsstands](#) in which it is selected.

### Tip

If you want to retain any articles you've downloaded from the newsgroup, [export](#) them first - including ones you have marked to be [kept](#). Otherwise, these articles will disappear the next time News [expires](#).

### · [To remove the newsgroup from the list of subscribed newsgroups](#)



You will need News Admin [permission](#)

1. Select **Configure** from the **File** menu.
2. Select **Newsgroups** to display the **Newsgroups Subscriptions dialog**.
3. Select the newsgroup in the list of subscribed groups and click the **Unsubscribe** button.

### · [To remove a newsgroup from a newsstand](#)

1. Select **Configure** from the **File** menu.
2. Select **Newsgroups** to display the **Newsgroups Subscriptions dialog**.
3. Select the newsgroup in the list of subscribed groups and click the **Remove** button at the bottom of the window.

### Note

When a newsgroup is removed from a newsstand and no-one is following this newsgroup, the next time someone with News Admin permission logs on, Turnpike will display a message asking if it should unsubscribe from this newsgroup.

- Click the **Yes** button to remove it from the list of subscribed newsgroups.
- If you click **No**, the message will appear each time the next time someone with News Admin permission logs on.

A similar message is displayed when a newsgroup is removed from the list of subscribed newsgroups but not from the newsstands in which it appears. If you have News Admin permission, a message will advise you that the newsstand includes a newsgroup which is not in the list of subscribed newsgroups. The message will offer to add it to the list. If you click **No** the newsgroup will be automatically deleted from the newsstand.

### [Related Topics](#)

[About Newsgroups](#)

## ***Carbon copies***

This is simply a copy of an email message specified through a CC: line in its header. Every recipient will see who else has been sent copies.

## Changing a Newsstand

- **To alter an existing newsstand**
  1. Click the newsstand icon to select it
  2. Click **File** in the menu
  3. Click **Alter newsstand** from the drop down list
  4. The **Alter Newsstand** dialog is displayed.
- **To Add Newsgroups**
  1. Open the newsstand
  2. Click the **Add** button at the at the bottom of the display
  3. The **Newsgroup Addition** dialog is displayedFor further details see [Adding newsgroups to a Newsstand](#)
- **To Remove Newsgroups**
  1. Open the newsstand
  2. Select the newsgroup you want to remove
  3. Click the **Remove** button at the bottom of the display.

### *Related Topics*

[Newsstands](#)

[Destroy Newsstand](#)

## Changing newsgroup subscription details

When a newsgroup is first added to the list of newsgroups subscribed to at your site, it will be set to be downloaded in full and be available for anyone who uses your system to read. By default articles are set to stay on your disk for three days and then expire.

### · [To change the subscriptions dialog](#)



You will need News Admin permission.

1. Select **Configure** from the **File** menu
  2. Select **Newsgroups** from the sub-menu that appears to display the **Newsgroup Subscriptions dialog**.
- **To stop the newsgroup being downloaded in full**  
Select the newsgroup in the top part of the dialog, then switch the **Type** setting to browsed in the lower part of the dialog.
  - **To change the length of time the articles will stay on your disk**  
Select the newsgroup in the top part of the dialog, then set the Expiry time you require in the lower part of the dialog.
  - **To restrict whom can access the newsgroup**  
Select the newsgroup in the top part of the dialog, then click the **Access** button and select the people who are to have access to this newsgroup in the Alter Usage dialog that's displayed.

#### Note

After changing either the **Type** or the **Expiry time** or any of the other settings recorded in the lower part of the **Newsgroup Subscriptions dialog**, ensure you click the **Apply** button. Otherwise the settings you've made will be lost.

### **Related Topics**

[About Newsgroups](#)

[Newsgroup Subscriptions dialog](#)

[Alter Usage dialog](#)

## Changing the header on a message

When you are preparing a message, all that is initially displayed in the header is the **To** and **Subject** slots. For other details the message uses the information from the '[User Info page](#)' of the mailbox or newsstand in which the message is being prepared.

If you want to give a special reply-to address or add to the list of addresses to which the message is to be sent, click the **Edit header** button above the message. This displays the [Mail Header dialog](#). This has slots for each of the common header lines that you might want to set.

The Header dialog includes an 'Other' area in which you can type any additional header lines you require. Type any such lines as simple text.

You may also be able to set the MDN option. This option enables Turnpike to request a report from the recipient of a message advising you what happened to the message after it was delivered.

### Related Topics

[Preparing News / Mail messages](#)

[Mail Header dialog](#)

[News Header dialog](#)

## Classify menu

### *For both email and news:*

Mark as Read  
Mark as Unread

### *For news only:*

Class as Interesting  
Class Uninteresting  
Declassify

Kill article  
Keep article  
Cancel Keep  
Request article  
Cancel request

***Classify menu: Cancel Keep***

Cancels an earlier request to keep the selected news article; the article will then be expired in the usual way.


See also Keep article



***Classify menu: Cancel Request***


Cancels an earlier request to download the selected article.

**Classify menu: Class Uninteresting**

Marks the discussion thread you've selected as 'Not Interesting'. The thread is then marked .

When the newsgroup is next re-threaded, this thread will be listed at the bottom of the newsgroup alongside other threads you've marked as not interesting.


### ***Classify menu: Class as Interesting***

Classifies the discussion thread you've selected as 'Interesting'. The thread is then marked . When the newsgroup is next re-threaded, this thread will be listed at the top of the newsgroup alongside other threads you've marked as interesting.

### ***Classify menu: Declassify***

Puts a discussion thread back to its default status of 'neutral' - ie. neither Interesting nor Not interesting. When the newsgroup is next re-threaded, this thread will be listed below any Interesting threads but above any threads you've marked as 'Not Interesting'.

### ***Classify menu: Keep article***

Tells Turnpike to keep the selected article past its allotted expiry date. The article is then marked  to show that it isn't to be deleted. Greyed out if you haven't been given Keep article permission.

### ***Classify menu: Kill***

Calls up the kill articles and threads dialog offers a range of Kill options from simply killing the current article to setting up a 'Custom' Kill rule to be applied to the newsgroup you are working in  
Greyed out if you haven't been given Kill article permission.

### ***Classify menu: Mark as Read***

Marks the messages/articles you've selected as read.  
(You may not want to read them)

For more information, see [Switching between Read and Unread](#).


### ***Classify menu: Mark as Unread***

Marks a message/article you've read as 'Unread' so that it will continue to be drawn to your attention.

For more information, see [Switching between Read and Unread](#).



***Classify menu / Newsstand button: Request article***

Asks for an article which is either not available or of which only the header is available to be downloaded in full the next time that you go on-line. The article is marked  to show that you are waiting for it.

For more information, see [Requesting missing articles](#).

## Clearing out unwanted articles

Where a newsgroup contains discussions that you feel are just cluttering up the display, it is usually sufficient to mark these topics as Uninteresting. Topics marked Uninteresting remain on your disk but are moved out of sight to the bottom of the list when the newsgroup is next re-threaded.

If you need the disk space before the articles naturally expire, you are able to **kill** these articles. Killing an article removes it from the Newsbase. The header is kept until the time when the article was originally marked to expire. To recover the space either re-build the Newsbase or simply leave the space for articles that are downloaded the next time you go on-line.

### *Related Topics*

Cancelling News articles

Re-building the Newsbase

Reading News

## 'Colour Selection' dialog

This dialog enables you to select the colour used either for text or as a background. (The type of text or background for which the colour is to be used is itself part of the dialog.)

- **To make temporary changes, which will be lost when you close the current window.**  
Select the **Colour** option from the **Options** menu.
- **To make permanent changes:**  
Select **Alter** from the **Colours** page of the Mailbox or Newsstand dialog.

The dialog offers both a 'palette' of 'Basic' colours from which to pick and, on the right, a complete colour spectrum from which to select a 'custom' colour. If you want, you can add the colours you pick out from the colour spectrum to an additional palette of 'Custom' colours.

- To use a colour from a palette, click on the colour in the palette.
- To pick a custom colour, click on the colour you want in the spectrum. Now to set its 'luminosity' (the amount of white/black you want in the colour) click on the sample bar to the right of the spectrum.

Click the **Add to Custom Colors** button to retain the custom colour in the Custom palette.

If you want the new colour to replace an existing colour in the Custom palette, select the entry in the Custom palette before setting up the new colour. The 'old' colour will be replaced by the new one when you click the **Add to Custom Colors** button.

### Note

Text is only ever displayed using the 'Solid' part of the colour you select. So when setting the colour for text, be sure to check the '**Solid**' part of the sample shown in the dialog because this is what will be used.

### Related Topics

[The alter Mailbox dialog](#)

[Setting colours and fonts](#)

## **CompuServe addresses**

People who use CompuServe have addresses of the form **12345,678**

The equivalent Internet address is **12345.678@compuserve.com**

## Configure User Sign on Names dialog

This dialog is displayed by selecting **Configure** from the **File** menu and then selecting **Users**

The **Configure user sign on names** dialog enables you to,

- Add new users to the system
- Remove users who no longer use the system, and
- Allow a user who has forgotten their password back into the system by giving them a new password.

The **Configure user sign on names** dialog lists users that currently have 'seats' on your Turnpike system, together with the number of their seat and details of when they last signed on. Buttons enable you to Create, Edit and **Remove** users.



This dialog is available only to the person who acts as **system administrator** and to anyone with '**Alter Users**' permission:

### **Related Topics**

[The Edit sign on details dialog](#)

[Remove users from a shared system](#)

[Adding new users](#)

## Configuring the connection to the Internet

All aspects of the connection that Turnpike makes with the Internet are set from Turnpike Connect, not from the main Turnpike program.

Connect enables you to set:

- The Access provider used
- The number you dial in on
- The modem used and the speed at which it runs
- Which port on the PC it is connected to



For more information, either consult the *Turnpike Connect* book or load Connect and call up its own Help file.

### **Related Topics**

[Configuring Turnpike](#)

## Configuring Turnpike: Introduction

There are many aspects of **Connect** that you are able to configure to suit your needs. Some features are set from the main **Turnpike** program. Some only apply when several people share the same system.

- **Configuration features set from the main Turnpike program**

- Set Permissions
- Add new users and the sign on names they use
- Set up workgroups
- Set the Email Routeing
- Set where news and mail are stored
- Allocating disk space and moving Turnpike



You will only be able to configure the above facilities if you have Connect Admin permission.

- **Features set from the Turnpike Connect program**

- The details of the actual connection itself - such as which access provider you use and which number you use to dial them up and the type of modem you have.
- Where mail and news are sent to and received from on the Internet.
- What time zone you work in.

### **Related Topics**

Configuring connection to the Internet

Site specific details

Adding new users

Enable the Edit sign on details dialog

The Edit sign on details dialog

Remove users from a shared system

Edit details of a current user

## Context menus

Turnpike enables you to call up some menus and dialogs by pointing to the item and clicking the **right mouse button**. This offers an efficient method to apply several of the actions.



## Controlling access on an individual basis

Each newsgroup or mailing list treated as a newsgroup subscribed to at a site, is normally available to any user at that site. In some cases, you may wish to restrict access to a particular newsgroup to a named list of users.

You do this through the 'news tag' that is associated with each newsgroup that is subscribed to. This tag is automatically applied both to the newsgroup itself and to any item that is either contributed to the newsgroup or sent in response to an article that appears in the newsgroup.

Like the tags that you can apply to mail messages, each news tag can either be made *Public* - allowing any user to follow the newsgroup and see any contributions that are made to the discussion - or it can be made *Private* to a list of named users or workgroups. Initially each newsgroup that is subscribed to is automatically marked *Public*, making it available to any user.

### · [To restrict access to a particular newsgroup](#)



You will need News Admin permission.

1. Select **Configure** from the **File menu**.
2. Select **Newsgroups**.
3. Select the newsgroup in the list of subscribed newsgroups, at the top of the Newsgroup Subscriptions dialog.
4. Click the **Access** button shown alongside.
5. In the Alter Usage dialog **check** the **Limit newsgroup access** option at the top of the dialog.
6. Set up the list of users / workgroups that you want to be able to see the newsgroup (including yourself if required). Select these in the left-hand list in the lower part of the display and adding them to the list on the right.

### Note

Access to newsgroups specifically allowed through the news tags takes precedence over access controlled from lists of newsgroup ratings. It's therefore possible to use these news tags to enable someone to follow a particular newsgroup that would otherwise be hidden because of its rating. Ensure that they and everyone else that wants access to this newsgroup is also on the list, otherwise they will be barred regardless of the personal ratings levels.

### [Related Topics](#)

[Restricting access to newsgroups](#)

[Controlling access through ratings](#)

[About Newsgroups](#)

## Controlling access through ratings

Concern over the propagation of dubious and possibly illegal material through the Usenet newsgroups, has led to the introduction of services which rate newsgroups on the basis of the amount of potentially offensive material they contain.

An independent third party such as the Safety Net organisation gives each newsgroup a rating, as supported by that news server. These ratings are downloaded alongside the list of newsgroups. You are able to inspect these ratings through the Newsgroup Subscriptions dialog or the Newsgroup Addition dialog.

Each of rating service identifies categories of items and grades each category at a levels 0, 1, 2, ... between innocuous and highly offensive. These grades, and any other associated service information are recorded on your machine with a filetype extension .RAT.

### · **To use ratings with Turnpike**

1. Establish which ratings services are supported by your news server, then set the general rating levels that are to apply i.e. which ratings service or services you are going to use and what the default ratings levels should be for users of your system.
2. Set any special maximum levels for particular users.

When the ratings have been set, each user - including ones with News Admin permission, will only be able see newsgroups that have been rated less than or equal to the maximum levels set for that user.

### **Related Topics**

Restricting access to newsgroups  
Newsgroup Rating Services dialog  
Inspecting newsgroup ratings  
Setting the general ratings levels  
Setting personal ratings levels  
Ratings for:dialog

## Converting a mailing list into a newsgroup

One of the options Turnpike offers is to have a mailing list handled like a newsgroup, allowing the mail from this list to be threaded and expired in the same way as the articles contributed to a newsgroup. This is automatically arranged when you follow the standard procedure for subscribing to a new mailing list

If you already subscribe to one or more mailing lists, you can arrange for them to be handled as newsgroups.



You are only able to set Mailing List rules if have **List Subscribe** or **Email Admin** permission.

### *To convert a mailing list to a newsgroup*

Follow the procedure to add a Mailing List but **DO NOT** click the **Send email** button to send a subscription message to the list's administrator...

Add the mailing list to one of your newsstands.

### *If you want mail you've already received from this mailing list to appear in the mailing list 'newsgroup':*

1. Export the mail
2. Delete it from your mailbox and empty the Waste basket
3. Go into your Mailbox and import it as mail.

When the mail messages are re-imported, Turnpike will put the messages in the mailing list newsgroup.



Mailing lists treated as newsgroups are identified by an exclamation mark before their name in the subscribed newsgroups list.

### *Related Topics*

[Mailing Lists - Overview](#)

[Subscribing to a Mailing list](#)

[Adding newsgroups to a newsstand](#)

[Setting up a mailing list as a newsgroup](#)

## Correct Spelling dialog

This dialog is displayed by selecting **Check spelling** from the **Edit** menu or by right-clicking a misspelled word and then selecting **Check spelling** from the drop down list.

**Change to:** If the word you want is given here select one of the following:

- **Change** to change just this word
- **Change all** to change all examples of this word
- **Ignore** for the spell checker to ignore this word.
- **Ignore all** for the spell checker to ignore all examples of this word.

If the word you want is not in the **Change to** field, type in the word you want or double-click a word from the **Suggestions** list.

### Note

If you type a word in the **Change to** field, that is not in your main or custom dictionaries the adjacent tick will change to a cross. If you want to include this word you must Edit the custom dictionary used.

If the word in the **Not in dictionary** field is correct you can add it to a custom dictionary

- Select the down arrow in the box under the **Add to dictionary** box and select the custom dictionary you want to add the word to. Then click the **Add to dictionary** button.

### Tip

You are able to edit your message at any time without closing the Correct Spelling dialog. When you want to continue spell checking your message, click the **Resume** button.

Related Topics  
[Spell Checking](#)

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## ***Cross-posted articles***

A cross-posted article is one that has been set to appear in two or more newsgroups. The names of the newsgroups in which the article appears are listed one after another on the Newsgroups line of the article header, separated by commas. With a cross-posted article, there is only one copy of the article. When it has been read in one newsgroup it is automatically marked as read in the other newsgroups in which it appears.

### **Note**

If you post an article separately to a number of different newsgroups, you get multiple copies of the same article. There is no way of telling that you have already read the article until you open it. Such multiple posting is known as **spamming** and is very much frowned upon.

## Custom Kill rules: Examples

### To kill any article from:

fred@anycompany.com `/^fred@anycompany\.com$/a`

dick and harry `/^(tom|dick|harry)@/a`

people who shout `/[A-Z][A-Z]/c`

anybody at anycompany.com `/@anycompany\.com$/a`

a thread started by anybody at anycompany.com `/^References:\s*<[^<]*@anycompany\.com>/h`

anybody at anycompany.com unless these have "widget" in the subject  
`/@anycompany\.com$/a & !/widget/s`

### To kill any article with

"widget" in the subject `/widget/s`

an X-Newsreader header `/^X-Newsreader:/h`

This rule won't have any effect where Group access and a News Overview database are used.

### To kill articles

from tom, dick and harry `/^(tom|dick|harry)@/a`  
except those from tom, dick and harry `!/^(tom|dick|harry)@/a`  
that were posted on a Friday `/^Date:\s*Fri,/h`

### To kill crossposted articles

`/^Newsgroups:.*,/h`

To kill articles under 60 lines long (ie. between 1 and 59 lines long) `/^Lines:\s*[0-5]?ld$/h`

#### Tip

If you want to kill articles *over* a certain length, set the maximum length you want in the '**Longer than**' slot in the [News Article Kill Rule dialog](#).

### Related Topics

[Defining Custom Rules](#)

[Custom Kill Rules](#)

[Custom rules: Formal syntax](#)

## Custom Mail rules

The criteria for mail to be selected for a particular mailbox or directed to a particular seat are set in the Addressed to, Sent from and Subject fields of the Distributing Mail to Mailboxes dialog. and the Distributing mail to seats dialog

If you want mail to be selected by some other criterion, you will need to set up a 'custom rule' in the dialog.

The rules set on the five pages of this dialog are generally to enable you to avoid SPAM, UCE, UBE etc

The first two pages of the Email routeing to seats & news dialog enables you to set up rules for the acceptance or rejection of mail by examining the message envelope, or the message as a whole. The next page enables you to set up mailing lists as a newsgroups and to set routeing rules. The remaining two pages of this dialog enable you to set seat routeing rules and whom should receive dead letter mail.

Custom Mail rules enables Turnpike to select mail messages for a particular mailbox. Rules form a pattern that is matched against the headers and SMTP envelope of the mail messages you receive.

- **Custom rules generally take the form:** / *pattern* / *modifier*

The modifier generally specifies the part of the header that should be searched. If you can, tell Turnpike which part of the header it needs to match the pattern against. The process of allocating mail to different mailboxes/seats will be quicker than if you ask it to match the pattern against the whole header of each message.

### Modifiers:

- a search the author's address, as extracted from the From: header line, starting after any angle brackets
- c observe the case of the characters in the header
- f search the 'Reverse Path' as taken from SMTP envelope MAIL FROM; or equivalent information taken from the header
- h search every header line
- s search just the Subject: header line after "Re:" etc.
- t search the 'Forward Path' as taken from SMTP envelope RCPT TO:, or equivalent information taken from the header.
- u search the username that results from taking the 'local part' of the Forward Path given by the SMTP envelope RCPT TO: and stripping it of any !host or %host parts

### Note

**Using only c or no modifier at all**, u is assumed. This will result in a search for just the username (extracted from the SMTP envelope).

**The f modifier** is generally used for sorting mail from a mailing list.

**The f and t modifiers** enables you to search the MAIL FROM and RCPT TO information given in the SMTP envelope of mail delivered by SMTP.

If the message was collected from a POP mailbox, Turnpike will use equivalent details constructed from information in the message header.

Any header lines that have been 'wrapped' or 'folded' onto 2 or more physical lines are automatically 'unfolded' before they are searched.

## Example Mail Rules

As stated above custom Mail rules are only required when it isn't possible to specify the messages you want to select or reject based on their **subject**, **author** or who they are **addressed** to. If you do need a Custom rule, first see if one of the examples can be used as a template.

Search patterns need to be expressed as regular expression. Regular expressions can be difficult to define. Study the following examples, and pick out the one that most closely mirrors the type of rule you want to specify you can then modify the rule to suit your purpose. Click on any example for a more a detailed explanation,

<u>/^fred\$/</u>	All mail addressed to fred
<u>/^fred@anycompany\.com\$/a</u>	All mail from fred@anycompany.com
<u>/@anycompany\.com\$/a</u>	All mail from anybody at anycompany.com
<u>/urgent/s</u>	All mail with "urgent" in the subject
<u>/@anycompany\.com\$/a &amp; !/urgent/s</u>	All mail from anycompany.com unless it has "urgent" in the subject
<u>/^(tom dick harry)/a</u>	All mail from Tom, Dick or Harry
<u>!/^(tom dick harry)/a</u>	All mail, except that from Tom, Dick or Harry
<u>/^X-Mailer:/h</u>	All mail with an X-Mailer header

All mail from Tom, Dick or Harry  
All mail, except that from Tom, Dick or Harry  
All mail with an X-Mailer header

For further examples see [Custom mailing list rules](#)

## Related Topics

[Defining Custom Rules.](#)

[Custom mailing list rules](#)

[Custom rules: Formal syntax.](#)

[Regular expression](#)



## Custom Mailing list rules

Custom Mailing lists rules are required when you find that mail from a mailing list is incorrectly routed by the default rule generated by Turnpike. Mailing list rules are set on the [Mailing list page](#) of the [Email routing to Seats & News dialog](#).

A custom mailing list rule enables you to set a pattern to enable Turnpike to match against the header and SMTP envelope. Custom rules take the form `/pattern/modifier`, where the [modifier](#) specifies the part of the header to search.

There are no standards governing the form of mailing list headers. This can make it difficult to detect mail from a mailing list. Turnpike generates a default rule which looks for any occurrence of the mailing list submission address in any of the following header fields:

**To:**, **Cc:**, **Bcc:**, **Resent-To:**, **Resent-Cc:**, **Resent-Bcc:**. If these headers are not removed or replaced by the mailing list manager when the message is distributed to the list's subscribers the rules will work.

- **The default rule can fail**

Either.. If messages you receive from the mailing list are not sent out from the same address as the submission address.

Or.. if the mailing list manager removes the original **To:** fields etc. when redistributing the message.

**If the default rule fails, use one of the following to identify the messages:**

- **Return Path**

Look at the header of a sample message from the mailing list and see if it contains a Return-Path: line of the form

**Return-Path:** <local.part@domain>

or

**Return-Path:** <@something:local.part@domain>

where the *local.part* will be similar to the list name, eg. owner-list, list-errors or list-request.



There will always be a Return-Path line in mail received by SMTP. This is because it is automatically created from the SMTP envelope MAIL FROM. It won't necessarily be present in mail received by POP because this doesn't have an SMTP envelope. A suitable Return-Path line may have been added by the SMTP server that delivered the message to your POP mailbox.

If you find a suitable Return-Path line, use the custom rule `/[<:]local.part@domain>$/f` where the *local.part* and the *domain* are those given in the Return-Path line.

**Note**

Precede any dots '.' in the *local.part* or the *domain* by \. '.' on its own has a special meaning.

- **If the mailing list manager adds its own Sender: line to the header**

Use the following rule, `/^Sender[ \t]*:[ \t]*local.part@domain/h` where *local.part* and *domain* are

the ones given in the mailing list manager's Sender line.

**Note**

Precede any dots '.' in the *local.part* or the *domain* by \ . '.' on its own has a special meaning.

· ***If other methods fail.***

1. Cancel your current subscription and setup a special email name for yourself. You will require **List Subscribe** or **Email Admin permission**.
2. Re-subscribe using the special name
3. Use this name in the 'Addressed to' fields of the Mailing List Routeing Rule dialog.

**Note**

Ensure that your special email name is used in both the 'From' line and the 'Reply-to' lines of your subscription message you send. Click the 'Edit mail header' button shown above the message before you post it to ensure that the From and Reply-To line are set as you want.



If this method does not work it will be because the mailing list managers takes the address on the 'Sender' line (which you can't change) as the address to which the mailing list mail should be sent.

***Related Topics***

[Mailing Lists - Overview](#)

[Defining Custom Rules](#)

[Custom rules: Formal syntax](#)

## Custom Rules: Formal syntax

A custom rule specifies one or more regular expressions to match against the relevant part of a message header. These matches are combined by the logical connectives &(and), |(or), !(not) and parentheses.

The format of each rule is as follows (expressed in BSI syntactic metalanguage):

```
rule      = term, ["|", rule].
term      = factor, ["&", term].
factor    = "!", factor |
           "(", rule, ")" |
           "/", regular expression, "/" {modifier}.
modifier  = "h" | "s" | "a" | "f" | "t" | "u" | "c".
```

The regular expressions are expressed using the (fairly) standard UNIX syntax and enclosed in "/" characters. To put "/" into the regular expression, escape it with "\".

### Modifiers restrict how and where the regular expression is applied as follows:

- a search the author's address, as extracted from the From line, starting after any angle brackets.
- c the case of the characters (upper or lower) matters in matching the pattern
- h search every header line. Any 'folded' lines are automatically 'unfolded' before they are searched.
- s search just the Subject: line after "Re:" etc.

### The following modifiers apply to mail messages only:

- f search the 'Reverse Path' as taken from SMTP envelope MAIL FROM. or equivalent information taken from the header.
- t search the 'Forward Path' as taken from SMTP envelope RCPT TO: or equivalent information taken from the header.
- u search the username that results from taking the 'local part' of the Forward Path given by the SMTP envelope RCPT TO: and stripping it of any !host or %host parts.

Individual regular expressions plus modifiers may be further combined into patterns using & (and), |(or), !(not) and parentheses.

White space - spaces and tabs - may occur anywhere except within the [Regular expression](#) where spaces and tabs stand for themselves.

### [Related Topics](#)

[Custom Mail rules](#)

[Regular expression](#)

## Cut and Paste

'Cut and Paste' describes the technique used to copy or move a section of text from one place to another within your messages.

- **To copy a section of text**
  1. Highlight the text
  2. Select **Copy** from the Edit menu or press Ctrl + C
  3. Place the cursor where you want to insert the copy
  4. Select **Paste** from the Edit menu or press Ctrl + V
  
- **To move a section of text**
  1. Highlight the text
  2. Select **Cut** from the Edit menu or press Ctrl + X
  3. Place the cursor where you now want to insert this text
  4. Select **Paste** from the Edit menu or press Ctrl + V
  
- **To delete a section of text**
  1. Highlight the text
  2. Select **Cut** or use one of the Delete keys

### Note

Copy, Cut and Paste are also available for editing text slots within dialogs - but you need to use *Shift* + Ctrl + C, X, V to select these actions (in some instances Ctrl + C, X, V will work as well).

### Related Topics

[Preparing News / Mail messages](#)

## ***Cut lines***

Lines starting with two or more dashes which are conventionally used to mark divisions between sections of messages - for example, between the main text and the signature.

## Date Format

When you open a [mailbox](#) or a [mail list](#) the date and time each message was *sent* is shown. If you extend the first divider, you will see the date and time the messages *arrived* .

By default the Display order for messages which have been sent and received are **Date, Day, Time**. The Date order is **Day, Month, Year**.

**You are able to change this format if you wish.**

1. Open the mailbox or mail list.
2. Click **Options** from the menu.
3. Choose **Date** Format.  
The **Mailbox time and date format** dialog appears. This dialog has two pages, one to set the Sent options and one to set the Arrived options.
4. Select the option for the Display order you want to use.
5. Select the option for the Date order you want to use.
6. Select further options to Show time, Months as text, Show day, show time as 24 hour clock.

An example of the style you have selected is shown in each dialog.

7. When you are satisfied with your settings, click the **OK** button to save.

### **Related Topics**

[Mail message menu](#)

[Options menu](#)

## Decoding encoded text

If part (or all) of an email message or a news article looks like gobbledygook, it is likely to have been encoded.

- ***If only a few words seem to be affected***

It is possible that ROT13 encoding has been applied. This is sometimes used to conceal the answer to a riddle or a potentially offensive word.

1. Select the affected text.
2. Select ROT-13 from the Edit menu.

This will advance each letter 13 places through the alphabet (changing a to n, b to o etc.).

If this doesn't decode the text select ROT-13 again to go back to the original display.

- ***If most of a message consists of strange characters***

It is likely to contain a file that has been UUEncoded to allow it to be sent as text (though not using one of the standard formats that Turnpike automatically recognises and presents as a file).

The encoded section will be introduced by a note giving the filename and the encoder that has been used, for example:

[ Section: 1/1 File: sample.xyz UUencoded by: Turnpike Version 3.04 ]

begin 644 sample.xyz  
M0DVF8HP!0##0#@QPX\_\_9F[GY?

**Where something within a message or article has been uuencoded:**

Select the **Decode** option from the **File** menu.

Where uuencoded files are split over a number of messages (marked eg. [1/12], [2/12] etc.):

1. Close the current message;
2. Select all the messages in the sequence;
3. Select the **Decode** option from the **File** menu.

### ***Related Topics***

[Reading binaries](#)

[Encoding messages and articles](#)

## ***Default mailbox***

**Turnpike** initially sets up a default mailbox for you. Any mail which isn't directed to one of your alternative mailboxes, is automatically put in this default mailbox. The default mailbox is used as a template for all alternative mailboxes. This means that the properties such as colour and font used will be the same in all your mailboxes unless you set them otherwise in the properties of each alternative mailbox.

You will save time if you set all common properties in your default mailbox **before** you add any alternative mailboxes.



## Defining Custom Rules

Custom rules are used by Turnpike to specify which messages or articles you want Turnpike to select.

Before using a custom rule, confirm that you are unable to select the messages or articles you want, using the standard options offered in any one of the following dialogs:

- [Email routing to seats & news dialog](#)
- [Distributing Mail to Mailboxes dialog](#)
- [Mailing List Routing Rule dialog](#)
- [News Article Kill Rule dialog](#)

When you are sure you need a custom rule, look for a rule similar to that which you want to apply in the examples given in [Custom Mail rules](#), [Custom Mailing List rules](#) or [News Article Custom Kill rules](#). Use the example as a template for your requirements.

If you cannot find a similar rule, study the text that follows. [If you simply wish to see the formal syntax for Custom rules, click here.](#)

The basic form of a Custom rule is:  */ regular-expression / modifier*

The *regular-expression* gives the pattern that Turnpike needs to look for, the *modifier* defines how the pattern should be applied, typically in terms of the part of the message header that should be searched. For details of the modifiers see [Custom Mail rules](#).

The pattern is compared against individual header lines, taken one by one from the headers of the messages being filtered. In general, the comparison is made against the whole of the header line.

If the modifier specifies that just the author's address be searched, the pattern you give is only compared with the **From:** header line after any angle bracket. Similarly, if just the **Subject** line is searched, the pattern is only compared with the section after any **Re:** that may be included in this line.

### · **Regular Expression**

The required regular expression is constructed by defining the sequence of characters, tabs, spaces etc. that you want Turnpike to look for.

**Letters, digits and spaces.** Where you want Turnpike to look for letters, digits or spaces, put these characters as written in your regular expression.

**Punctuation marks or other symbols.** The following characters have special meanings. / | ^ \$ \* + ? . \ - ( ) [ ]

Each occurrence of any of the above must be preceded with \ . An example is where you want Turnpike to look for a particular email address such as **anybody@turnpike.com**. This must be written as **anybody@turnpike\.com**.

**Tabs.** Written as \t.

**Carriage return, line feed and form feed.** It is unnecessary to enter characters for these. Turnpike will automatically unfold 2 or more wrapped or folded lines..

**Match any character.** Enter a dot '.'

**Match certain characters.** List the possible characters within a pair of square brackets. For example, **[ab]** means accept either an **a** or a **b**.

**A range of characters.** Enter the range within square bracket, For example, any letter between **m** and **t**, enter as **[m-t]**, any digit between **2** and **8**, enter as **[2-8]**.  
Use **\w** for any character, equivalent to specifying **[a-zA-Z0-9\_]**.  
Use **\W** for 'not a word character'.  
Use **\d** for any digit, the equivalent of **[0-9]**. Use **\D** for 'not a digit'.

When you want to specify what a character **must not** be, precede the list of characters with a **^** as in **[^ab]**, **[^m-t]** or **[^2-8]**.

**One or more of a particular character.** Follow the character with **+**, **\*** or **?** as follows:

- +** One or more of the preceding character
- \*** Zero or more of the preceding character
- ?** Either zero or one of the preceding characters

For example; to specify one or more spaces or tabs, you write **[\t]+**

**Two or more** and similar expressions. Use characters marked with the above symbols in combination with further copies of the same character. For example to specify a one or two-digit number, use **\d\d?**. The **?** specifies that there should be either one or none of the character that precedes it.

**A number of alternatives.** For example, either **tom** or **dick** or **harry@turnpike.com**. Write the patterns for the different options one after another with **|** characters between them. Then put them in parentheses to group them. The example would be expressed as **(tom|dick|harry)@turnpike.com**.

**Repeated alternatives.** Where you want to repeat alternatives in a expression use **\n** where **n** is the number of the grouping. For example, if **(tom|dick|harry)** was the second grouping in a regular expression, you could specify that you wanted the same one of **tom**, **dick** or **harry** later in the pattern by putting **\2** at the relevant point in the regular expression.

**Matched section at the start or the end of the header line.** For a match from the beginning the section, start your regular expression with a **^**. If the section that's being searched needs to finish after the last character picked out by the pattern, finish your regular expression with a **\$**. For example, **^Lines** will pick out a header line that starts **Lines**, while **\.com\$** will pick out a header line that finishes **.com**.

### **Combined rules**

*rule1 AND rule2* must be true. **/expression1/modifier1 & /expression2/modifier2**  
*rule1 OR rule2* must be true. **/expression1/modifier1 | /expression2/modifier2**  
Not *this rule*, **!/expression/modifier**

Use **&**, **|** and parentheses for grouping, to set up criteria such as:

**/expression1/modifier1 & !/expression2/modifier2**  
ie. *rule1 but not rule2*

### **Related Topics**

[Custom rules: Formal syntax](#)

[Email routing to seats & news dialog](#)

[Distributing Mail to Mailboxes dialog](#)

[Mailing List Routing Rule dialog](#)

[Custom Mail rules](#)

[Custom Mailing List rules](#)

[News Article Custom Kill rules](#)

## Deleting sections of text

To delete a section of text from the message or article you are preparing,

1. Highlight the text..
2. Either.. Press **Del**
3. Or.. Overtyping with whatever you want to replace it by,
4. Or.. Select **Cut** from the Edit menu (or press Ctrl + X) to move it to the Windows clipboard.

### Note

The advantage of using cut is that you will be able to recover the text or move it to some other part of your message, up to such time as you use the Copy and Cut again.

### Related Topics

[Preparing News / Mail messages](#)

## Deleting unwanted mail

Most people prefer to file or archive the mail they want to keep so that it can be retrieved in the future if needed.

However, if your mail includes any items that you really don't want to keep, you can throw these away,

either by selecting them, then clicking the **Delete Message** button on the toolbar or by dragging them to your **Waste basket**.

### Tip

Items you delete are only actually removed when you leave Turnpike or if you **Empty** the Waste basket. Any items in the Waste basket that are 'mirrored' from a POP mailbox are only deleted when you next pick up mail from this mailbox.

Up to that point, you can recover any items you have thrown away by accident by displaying the contents of the Waste basket and then dragging the item to the appropriate mailbox.

### *Related Topics*

[Archiving mail](#)

## Dictionaries dialog

The **Dictionaries** dialog is displayed in two forms.

- To set up defaults for the selected mailbox, select the **Dictionaries** page of the [Alter mailbox](#) dialog. The header for this dialog is Alter Mailbox - Dictionaries.
- To change the dictionaries options for the message/article you are writing, click the **Options** button on the **Correct spelling** dialog or choose **Spelling** from the **Options** menu. The heading for the two pages which appears will be **Spelling options for** (followed by the subject name of your message/article). If no subject has been entered the heading will be **Spelling options for New Subject**.

### Note

The options available in both forms of dictionary dialog are the same. The options set when you are writing a message override the defaults [set for the mailbox](#) you are using.

Turnpike is supplied with:

- a main dictionary in a number of languages.
- a Turnpike dictionary (Turnpike.tpd) which contains internet specific words.

You are able to build custom dictionaries.

The standard dictionary is always available. You select the [language](#) you want used or you can select 'no proofing'. If you change the language set within a message the languages used will be displayed at the top of the message, as you pass the cursor over the text

By default, the standard dictionary **excludes** words that are specifically **Financial** or **Legal**. If you want to **include** these words, check one or more of these options on the dictionaries dialog.

- [To use a dictionary](#)

To use a custom dictionary or the Turnpike.tpd dictionary, check the box preceding the name of the dictionaries you want to use.



The standard dictionary is always available.  
You are able to build any number of custom dictionaries and use up to 31 simultaneously.

- [To Remove a custom dictionary from the list](#)

In the **Dictionaries page**, select the dictionary name you want to remove.  
Click the **Remove** button.



The dictionary is only removed from those available. It is not deleted.

Related Topics

[Alter Mailbox Dictionaries](#)

[Spell checking](#)

[Add Custom dictionary](#)

[Edit Custom dictionary](#)

[New Custom dictionary](#)

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## **Digests**

A news article or an item from a mailing list can be made up of a series of 'Digest messages'.

This format is most frequently used for FAQs and other such articles which cover a number of separate points.

When you open such an article, Turnpike presents the Digest messages as separate sections, each with its own toolbar. These toolbars include '**Next**' and '**Previous**' buttons to give you a quick route from enclosure to enclosure. You can also use **Ctrl G** to step to the next section.

**Hide** and **View** buttons enable you to open and close Digest messages, as you require.



There's currently no automatic facility for generating digests within Turnpike.

## Discussion threads

Each topic in a newsgroup commonly leads to many responses. Taken together, the original article plus all the different 'Follow-up' articles posted in response represent a discussion on the topic of the original article.

Very few discussions comprise a simple sequence of one article replied to by another, and replied to the next. Commonly a number of people may reply to any individual article, and their articles may be replied to by one or more other people.

The overall discussion becomes more like a tree, with each branch of the tree following one thread of the overall discussion. This is reflected both in the way Turnpike shows the sequence of articles and in the options you select.

It is convention that you include details of any 'Follow-up' article in the 'References' line in the article header. Where appropriate, details of the article to which *that* was a reply and so on are also included.

When this convention is correctly observed, and you select to post a follow-up article, Turnpike will automatically look at the headers of all the articles that have been contributed to that newsgroup. Turnpike will work out all the different discussion threads they represent.

You are able to Expand/Collapse a thread and to Expand and Collapse all threads. Generally, the links in the threads are shown as solid lines. Where there wasn't a specific References line, the connection to the previous article is more tentative and is shown as a broken line.

With some of the more complex discussion threads, you may find that you are interested in one branch of this discussion but not in another. To help you follow just the part you are interested in, Turnpike enables you to break discussion threads into two or more parts.

### **Related Topics**

[Expanding/Collapsing threads](#)

[Setting up a new newsgroup](#)

[Reading News](#)

[Breaking Threads](#)

[Article Menu](#)



## Displaying the header

At the top of each message or article you receive is a message header. The header includes the message's ID number, the route the message took, whom the message is from and when it was sent.

Turnpike normally just shows the author, the subject and the date. Turnpike also shows if the message / article has been copied to other people or cross-posted to other newsgroups or if there are special reply- / follow-up instructions.

- ***To display the full header at the start of a message***

Click **Options** in the menu, then click the **Display Header** option.

Click the **Display Header** option again to turn off the display.

### Note

If you opt to display the header on one message and then step on to another message using either 'Next unread', 'Next/Previous in group' or the 'Search' procedure, then the header of the new message will also be shown.

If you close the current message then open another, the display will revert to the standard 'header-free' form.

### **Related Topics**

[Reading mail](#)

## 'Distributing mail to mailboxes' dialog

This dialog is displayed when you click on the **Add** or **Alter** option buttons on [the Rules page of the Mailbox dialog](#).

The dialog enables you to set up the rules that determine the type of mail to be sent to a mailbox.

Each use of this dialog sets one rule.

### · **To set up mailbox sort properties**

In the top part of the dialog select if you want the mailbox Either to **Accept** or **Reject** mail by the following properties.

#### **Mail with the property**

- **Addressed to** enter the email name to whom the mail was addressed
- **Sent from user** enter email address of the person who sent the mail
- **Subject line matching** enter the **subject** of the mail for this mailbox
- **Custom rule** see [Defining custom rules](#)

For each entry you can use [wildcards for partial matching](#).

### **Related Topics**

[Alter mailbox dialog](#)

[Defining custom rules.](#)

## Distribution list

A distribution list is a list of the email addresses of the people who should receive copies of particular mail messages. Turnpike enables you to give each distribution list a name and to store this name in your Address book. When you select a list name, all persons in your list will receive a copy of the message.

### To add/alter a distribution list

1. Select the entry in the address list.
2. Click the **View/Alter** button or **New List** button.
3. An empty Address book entry (List) dialog is displayed.
4. Enter a name for the list.
5. Complete the entries then click the **Ok** button.
6. Click the down arrow to see a list of names in the To: cc: and bcc fields.
7. Use the + and - buttons to add and remove additional addresses.

For details of each entry see Address book entry - [List dialog](#).

**Address book entry**

List name: Stamp collectors

Label: SE England  Use MIME

To: Penny Black <penny@rainbow.co.uk>

cc: julieb@firstday.co.uk

bcc: "A.N.Other"<nowhere@to.be.seen"

Index by: Stamps List

Mail to

OK

Cancel

Help

### Related Topics

[Address book - Overview](#)

[Address book entry - List dialog](#)

[Address book - External Format](#)

## Domains and Hostnames

**Hostnames** are based on Internet Protocol (IP) addresses. Each hostname identifies a particular machine (server) on the Internet. Each server connected to the Internet also has a numerical IP address. The IP address comprises four sets of numbers connected with dots.

**Fully Qualified Domain Name (FQDN)** is the full name of a system, rather than just its hostname. For example, "venera" is a hostname and "venera.isi.edu" is an FQDN.

The part of an Internet address to the right of the @ is often referred to the **domain** for the address.

### Example

In the email address: Ron.D@hq.msfc.nasa.gov

hq is the hostname

hq.msfc.nasa.gov is a Fully Qualified Domain Name (FQDN) or the domain.

The Domain Name System (DNS) is a general purpose distributed, replicated, data query service. The principal use is the lookup of host IP addresses based on host names. The Domain Name is another term for referring to the Internet address of a computer or group of computers on the Internet, Whereas an Internet address is made up of numbers eg. 144.2.45.6, and therefore difficult to remember, a domain name e.g. demon.det is made up of meaningful words.

Some important domains are:

.COM (commercial)

.EDU (educational)

.NET (network operations)

.GOV (U.S. government)

.MIL (U.S. military).

Most countries also have a domain. The country domain names are based on ISO 3166. For example, .US (United States), .UK (United Kingdom), .AU (Australia).

### **Related Topics**

[Email names](#)

[Email Address](#)

## Download options for news

The volume of articles contributed to newsgroups is such that copying to your disk may take considerable time. The time taken will affect your phone bill, what you copy affects disk space. Much of what you download may include articles on topics that you may not be interested in.

To help you make best use of your disk space and minimise your phone bill, Turnpike offers the choice for each newsgroup of:

- Downloading the articles in full
- Or just Browsing the group - just copying the header of each article.

You are also able to set Kill rules that will filter newsgroups as you wish. If an article is excluded by any of these Kill rules, just its header will be downloaded.

If you expect to find the majority of articles interesting, download the newsgroup in full. If the group discusses topics which are only of marginal interest, it is better to browse the group. If you see a subject that may be interesting, you can request that it be downloaded the next time you go on-line.

### Note

It is possible for articles to appear in full in newsgroups that you have set to browse and for just the headers of articles to appear in a newsgroup that you read in full.

### *Related Topics*

[About Newsgroups](#)

[Missing articles](#)

[Full articles in browse groups](#)

[Header only articles](#)

## Downloaded email not found

Turnpike takes care to ensure that email is filed safely after being downloaded. If you see an email message reported as downloaded by Connect, but you cannot find it in any of the mailboxes on your system, check the following.

- A long email e.g. one containing a picture, may have been sent to you in a number of separate parts. Where possible Turnpike will reassemble the parts into a single email once the final part has arrived. For example, 8 messages seen arriving in Connect could collapse into a single email in your In tray.
- Where a mailing list has been set up as a newsgroup, you will see messages arriving as email in Connect, but being counted as news in Turnpike. If duplicate messages are sent to you, as well as to the mailing list, Turnpike may recognise the duplication and send the spare email to the Wastebasket, rather than to a mailbox.

### *Related Topics*

[Troubleshooting](#)

## ***Dragging***

Dragging is a standard Windows technique. To drag an item, move the mouse pointer to the object concerned, hold down the left mouse button and then move the pointer. An outline box will follow the pointer. When you release the mouse button the item will move to this new location.

## Edit Custom Dictionary

1. In the **Dictionaries page** of the Alter mailbox dialog, select the dictionary name.
2. Click the **Edit** button
3. Enter a word in the **New entry** field of the **Edit Custom dictionary** dialog, then click the **Add** button.
4. To remove a word, select a word from the **Contents box** and then click the **Delete** button.
5. Click the **Ok** button to confirm or **Cancel** to ignore changes made.

### Note

The **Language** field shows the language of the words used in this custom dictionary. Click the down arrow and select the language you want to use from the list.

You can also add words to a custom dictionary from the dictionaries dialog.

Select the dictionaries you want to use.

Click the down arrow in the 'Add words to' box and select a custom dictionary

### *Related Topics*

[Dictionaries dialog](#)

[New Custom Dictionary](#)

[Edit a Custom Dictionary](#)

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## Edit Email Tags dialog

This dialog is used to add to or modify the **range of tags** you can use on your system. It is displayed by selecting **Configure** from the **File** menu and then selecting **Email tags**. The main part of the dialog lists the tags currently available.

### · **To add a tag to the list**

1. Click the **New tag** button to display the **Make New tag** dialog
2. Enter the **name** of the tag

If you are the sole user of your system, you just need to set the name of the tag. On a shared (multi-user) system, you also need to set the **Type of Tag**.

3. Select either
  - Private tags** For personal use
  - Group tags** For use by a workgroup
  - Public tags** For general use
4. To enable you to allow other users or workgroups access to mail marked with a particular tag. Click the **Access** button to display the **Alter usage** dialog.

For further details refer to [Access to mail](#).

### · **To edit a tag**

1. Select the tag
2. Click the **Edit** button to display the **Edit tag** dialog
3. You are able to edit the name and change the **Type** required
4. Click the **Access** button if you want to change the usage

### · **To remove a tag you no longer require**

1. Select the tag
2. Click the **Remove** button
3. Click **Yes** to confirm or **No** to return to the dialog

### **Related Topics**

[Tagging Messages](#)

[Tag Selection dialog](#)

[Access to mail](#)

## ***Edit Menu   Extract URL***

Enables you to see a list of all URLs in a message or news article, and to select a URL or part of the message and then use **Extract URL**

### ***Edit Menu: Language***

You can highlight text as being in a particular language. The appropriate dictionaries will then be used when spell check you text

## 'Edit Sign-on Details' dialog

The **Configure user Sign-on details** dialog is displayed by selecting **Configure** from the **File** menu, and then selecting **Users**.

The **Edit Sign-on details** dialog is displayed by clicking either the **Create** or the **Edit** button on the **Configure user Sign-on details** dialog.

The **Edit Sign-on details** dialog enables you to set or change the details of any user currently allocated a seat on your system.

### · *Non-administrator Version*

<b>Sign-on name</b>	Any name e.g. Alice.
<b>Full name</b>	The users full name e.g. Alice Liddell.
<b>Password</b>	Any word. The current password (including no password) is shown as a sequence of asterisks. To enter a new password overtype the current one.

#### **Disable the sign on dialog**

When a user password is set, a Sign-on dialog will always appear when you run **Turnpike** or **Connect**. The dialog requires that you enter your Sign-on name and your password before you will be allowed into the program.

This option should always be **unchecked** when more than one person uses the same system. This will ensure that users can sign-on as named and hence see their own personal mailboxes and newsstands.

If you are a single user and do not use a password, check the **Disable the Sign-on dialog** option to prevent the sign on dialog from appearing.

<b>Last use</b>	The date and time that this user last signed on.
<b>Seat #</b>	The allocated number of the seat for this user.

 Which seat someone occupies makes no difference to the actions they can take.

**Use default ratings:** Shows whether which newsgroups this user sees is governed by the default set of ratings or a special set.

**Ratings:** Click this button to show the details of the ratings applied to this user - and, if you have **Ratings Admin permission**, to change these.

### · *Administrator Version*

For the user with **Administrator** permission the following additional text boxes are shown.

<b>Also Email name:</b>	When selected, the user sign on name is used as one of their email names.
<b>Notes:</b>	Any additional information about the user e.g. which department they work in.

### · *Permissions*

At the bottom of the **Edit sign on details** dialog are **16** option boxes. Check as locally specified to give this user the necessary administrative permissions.

**Note**

The administrator has all permissions by default. For other users the above permissions set for each user, override any permissions which may be set in the Edit workgroup details dialog.

### ***Related Topics***

[Remove users from a shared system](#)

[Adding new users](#)

[Edit details of a current user](#)

[Enable the Edit Sign-on details dialog](#)

## 'Edit Workgroup Details' dialog

This dialog enables you to set the name and the membership of a workgroup.

It is displayed by clicking either the **Create** button or the **Edit** button within the [Administer workgroups](#) dialog.

### *Related Topics.*

[Administer workgroups dialog.](#)

## Edit menu

Undo

Redo

Cut

Copy

Paste

Select All

Delete

Find

Replace

ROT-13

Extract URL

Check Spelling

Language

Using Fonts

For general information about editing messages, see [Preparing News/Mail](#).

### ***Edit menu: Copy***

**Copy** simply copies the currently selected text to the Windows clipboard. It works with **Cut** and **Paste** to provide the actions needed for 'Cut & Paste' editing - that is, copying or moving sections of text either from one place to another within a message or between one message and another.

*Quick keystroke:* Ctrl + C



### ***Edit menu: Cut***

**Cut** deletes the currently selected text, leaving a copy of it on the Windows clipboard. It works with **Copy** and **Paste** to provide the actions needed for 'Cut & Paste' editing - that is, copying or moving sections of text either from one place to another within a message or between one message and another.

*Quick keystroke:* Ctrl + X

***Edit menu: Delete***

Deletes the currently selected text.

*Quick keystroke:* Del

### ***Edit menu: Find***

Lets you move directly to a specific word or phrase within the message you are working on.

*Quick keystroke:* Ctrl + F

### ***Edit menu: Paste***

**Paste** inserts the current contents of the Windows clipboard at the position of the cursor. It works with **Cut** and **Copy** to provide the actions needed for 'Cut & Paste' editing - that is, copying or moving sections of text either from one place to another within your messages or between one message and another.

*Quick keystroke:* Ctrl + V

### ***Edit menu: ROT-13***

Applies ROT-13 encoding to the selected text. This advances each letter by 13 (replacing a by n, b by o etc.).

A second application of ROT-13 encoding decodes encoded text.

### ***Edit menu: Redo***

Redoes the 'Undo' you've just made.

Repeated use of **Redo** will work backwards through any sequence of 'Undo's you've made.

*Quick keystroke:* Ctrl + A

### ***Edit menu: Replace***

Enables you to replace instances of a particular word or phrase with another throughout the message you are currently working on.

***Edit menu: Select all***

Selects the whole text of the message/article you are currently working on.



### ***Edit menu: Undo***

Undoes your last editing action (typing, deleting etc.).

Repeated use of **Undo** will work backwards through all the different edits you've made.

*Quick keystroke:* Ctrl + Z

## Editor toolbar

When you select to Start a new email or to Follow up a news article, a form is presented for your completion. The following toolbar buttons are available to assist.

<b>Look up address</b>	Enables you to select an email address from your Address book and to insert it in your message/article. See <a href="#">Select an address</a> .
<b>Post</b>	Sends your message to the address you have entered.
<b>Abandon</b>	Sends your message to the Waste basket. It will be lost when you exit Turnpike.
<b>Insert file</b>	Enables you to insert a file into the message/article. See <a href="#">Including files</a> .
<b>Change signature</b>	Enables you to replace the current signature by one of the other signatures you have stored on disk. See <a href="#">Signatures</a> .
<b>Start new email</b>	Sets up a new email message for you to send. See <a href="#">Sending mail</a> .
<b>Edit mail/news header</b>	Displays a dialog through which you can set aspects of the Header of the message. See <a href="#">Mail Header dialog</a> or <a href="#">News Header dialog</a> .
<b>Start new email</b>	Brings up a blank email form for you to send a new message.

### Related Topics

[Preparing News / Mail messages](#).

## Email Names dialog

The main part of the dialog is a list of the email names currently being used. This will usually be a mixture of sign on names, workgroup names and any additional email names. The names are listed on the left; the 'origin' of each name is shown to the right.

### *To display this dialog:*

1. Click on **File** in the toolbar
2. Select **Configure**
3. Select **Email names** from the submenu.

### *With Email name permission*

- The **Create** button enables you set up further Email names.
- The **Edit** button enables you to change the details of additional Email names that have already been set up. This will be either the name itself or, on a shared system, the range of people who can use this name.
- The **Remove** button enables you to remove additional Email names.

When editing an existing email name and creating a new email name the Usage of email name dialog will appear.

### **Note**

To remove edit or remove a **sign on name** or a **workgroup name** select Configure Users or Configure Workgroups from the file menu.

### *Related Topics*

Adding, Editing and Removing email names

Usage of email name dialog

## Email Routeing - Dead letter mail

This dialog is displayed by selecting the **Dead Letters** tab on the **Email routeing to seats & news** dialog.

The **Email routeing to seats & news** dialog is displayed by clicking on **File** in the menu, selecting **Configure** option and then **Email routeing**.



You are only able to set Dead Letter routeing if have **Email Admin** permission.

Dead letter mail is email that has been addressed to an email name that doesn't appear in the list of email names used on your system. The email name may have been mis-typed or the person the mail is address to may have left the company.

Where there's just one user of Turnpike, all such mail automatically goes to that user. Where there are several users, Turnpike requires that at least one person is nominated to receive this mail.

Initially all dead letter mail is passed to the person who installed Turnpike; generally the system administrator. Subsequently anyone with **Email Admin** permission can change the responsibility for dead letter mail to another user.

### ***To set up dead letter mail***

Select the option to apply this to a **Workgroup** or an **individual**

The dialog lists available names in the left-hand box and Dead letter recipients in the right hand box.

### ***Add/Delete a dead letter recipient.***

Select a name in the right-hand box and then click the **Del** button

Select a name in the left-hand box and then click the **Add** button

### **Note**

The person(s) nominated to receive dead letter mail automatically get an extra 'dead letter' option on the Rules page of their mailboxes. This allows them to specify which mailbox (or mailboxes) they want this mail put in.

If more than one mailbox is specified as a 'dead letter' mailbox, the dead letters will be sorted among these mailboxes following the mailboxes' rules. Any mail that isn't accepted by any particular mailbox will initially appear in all the 'dead letter' mailboxes.

If only one (the default) mailbox is used, the dead letters will go to that mailbox together with other mail

If more than one person is nominated to receive Dead letter mail, any such mail will initially appear in each person's 'dead letter' mailbox. When anyone processes it, it will disappear from everybody else's mailbox, just as with any other form of group mail.

### ***Related Topics***

[Mailing Lists - Overview](#)

[Email routeing to seats & news dialog](#)

## Email Routeing - Envelope Rejection

This dialog is displayed by selecting the **Envelope Rejection** tab on the **Email routeing to seats & news** dialog. The rules currently applied to the envelope are listed. Adjacent buttons enable you to **Remove** and **Alter** existing rules and to **Add** new rules. Each use of this dialog sets one rule.

The **Email routeing to seats & news** dialog is displayed by clicking on **File** in the menu, selecting **Configure** from the drop down menu and then, selecting **Email routeing**.



You are only able to set **Envelope Rejection** rules if have **Email Admin** permission.

### Note

If mail arrives by SMTP the envelope will comprise the Forward Path and the Reverse Path. The rule listed will be applied before the message is downloaded and therefore no charge applies.

If the message is collected by POP3 there is no envelope, Turnpike will download the header and create a simulated envelope. Rules are first applied to the envelope. For any messages not rejected by these rules, the header is subject to the Mail Rejection Rules. Finally the message is subject to Mail Rejection Rules.

- **Order in which rules are applied**

Rules are applied in the order listed. Select a rule and then click the **Up** or **Down** button to change the order

- **To remove a rule**

Select the rule then click the **Remove** button.

- **Action for other mail not accepted or rejected by the rules above**

Select either to **Accept it**, **Reject it**, or **Reject unrecognized email names**. This will be applied to name in the forward path i.e. to whom the message is sent.

- **To Add and Alter Rules**

1. Click the **Add** or **Alter** button to display the **Mail rejection by examining the envelope** dialog.
2. Select either to **Accept** or **Reject** mail for the rules which follow.
3. In the Mail with property area select one of the following options:

**Reverse path.** The reverse path is called the return path in the header of the email message. Enter here the address that errors are sent to. This will usually be who the mail is from (except for SPAM). Wildcards may be used.

**Addressed to.** Click the down arrow and select a name or enter a new name, this is the email name from the forward path.

**Custom Rule.** Enter the rule you want applied to the envelope. Use /t for forward path and /r for reverse path.

4. Click **Ok** to apply the rule or **Cancel**.

### Related Topics

[Mailing Lists - Overview](#)

[Email routeing to seats & news dialog](#)

[Defining Custom rules](#)

## Email Routeing - Mail Rejection

This dialog is displayed by selecting the **Mail Rejection** tab on the **Email routeing to seats & news** dialog. This dialog lists the Mail rejection rules applied to the message header and/or body. Adjacent buttons enable you to **Remove** and **Alter** existing rules and to **Add** new rules. Each use of this dialog sets one rule.



You are only able to set **Mail Rejection** rules if you have **Email Admin** permission.

### Note

If mail arrives by SMTP, the entire message will be downloaded before the rules listed are applied. Use the 'envelope rule' for maximum efficiency.  
If the message is collected by POP3, the rules will be applied to the downloaded header. If necessary, the entire message will then be downloaded and the rules applied again.  
The rules are not applied to messages that have already been rejected by the envelope rules, which are always applied first.

- **Order in which rules are applied**

Rules are applied in the order listed. Select a rule and then click the **Up** or **Down** button to change the order

- **To remove a rule,**

Select the rule then click the **Remove** button

- **To Add and Alter Rules**

1. Click the **Add** or **Alter** button to display the **Mail Rejection, after receiving message** dialog,
2. Select either to **Accept** or **Reject** mail for the rules which follow.
3. In the **Mail with property** area select one of the following options.

- **Sent from user.** The **email address** of the person who sent the mail. Wild cards may be used.
- **Subject line matching.** Any text fragment included in the Subject line of the message. If the first character is not a wildcard, only the first word of the subject line will be used.
- **Body text matching.** Any text fragment included in the body of the message



There is an implicit wild card at the beginning of the subject line. This will match a word or phrase anywhere in a subject line or the body text. The characters ? and \* are interpreted as wildcards for partial matching - they cannot be used literally. See Wild cards for details and examples of partial matching.

- **Larger than.** Enter message size in bytes.
- **Custom rule.** Custom rules generally take the form: / pattern / modifier where the modifier (generally) specifies the part of the header that should be searched.

### Note

Custom rules are powerful, but may be difficult to construct. You are advised to use a custom rule only when you are sure a simple rule will not meet your requirement

4. Click **Ok** to apply the rule or **Cancel**

### ***Related Topics***

[Mailing Lists - Overview](#)

[Email routeing to seats & news dialog](#)

[Defining Custom rules](#)

## Email Routeing - Mailing lists

This dialog is displayed by selecting the **Mailing List** tab on the **Email routeing to seats & news** dialog. The rules currently applied to this Mailing List are listed. Adjacent buttons enable you to **Remove** and **Alter** existing rules and to **Add** mailing lists.

The **Email routeing to seats & news** dialog is displayed by clicking on **File** in the menu, selecting **Configure** from the drop down menu and then selecting **Email routeing**.



You are only able to set Mailing List rules if you have **List Subscribe** or **Email Admin** permission.

- **To remove a Mailing List**

Select the rule then click the **Remove** button.

- **To Add and Alter a Mailing List**

1. Click the **Add** or **Alter** button to display the **mail list Detail** dialog.
2. Enter details as follows:

<b>Listname</b>	Enter the name of the list you want to subscribe to.	
<b>Type of List</b>	If the word <i>listserv</i> is in the list name	Select <b>listserv</b>
	If the word <i>majordomo</i> is in the list name	Select <b>Majordomo</b>
	When neither of the above apply	Select <b>other</b>
<b>List Control Address</b>	When you have entered a listname and type of list, an address will appear. Confirm this is correct and make any changes required.	

### Special Rules

You may need to set special rules to determine how messages from the mailing lists are identified.

- a) Select the **Special routeing rules** option.
- b) Click the **Alter** button to display the **'Mailing list routeing rule' dialog**.
- c) Enter the rules you want applied to mailing list headers.

Turnpike automatically fills in the Custom slot with the most likely form of rule you'll need. If you find that this rule doesn't give the required results, see [Defining custom rules](#).

### **If this is a new mailing list**

3. Click the **Send email** button to send the relevant subscription message.
4. Click the **Post** button. The **Mailing List details** dialog will close.
5. Turnpike will generate the appropriate subscription message for you. The message will appear when you leave the **email routeing to seats & news** dialog.
6. Check that the message has the form required by the mailing list.

The new list will now be listed on the Mailing List page of the **'email routeing to seats & news'** dialog. Mail from the mailing list will start to be added to the mailing list newsgroup from the next time that you collect mail.



7. Click **OK** to apply.



If mail is put into one of your mailboxes instead of a newsgroup, check the details set in the Mailing list details dialog. Check any rules you have set in Custom Mailing List Rules.

If the mailing list sends a duplicate of a message already in your mailing list newsgroup, the duplicate will be sent to the wastepaper basket.

If you have already received any mail from this mailing list, to add it to the mailing list newsgroup, export it, then re-import it as mail. See [Converting a mailing list to a newsgroup](#).



Mailing lists are identified with a ! at the start of its name, otherwise it is treated just like any newsgroup.

**Messages will initially be set to expire after 3 days. To change the expiry time see [Newsgroup Subscriptions dialog](#).**

· ***To read the messages that arrive from this mailing list***

Add the mailing list newsgroup to one of your newsstands.

***Related Topics***

[Mailing Lists - Overview](#)

[Defining Custom rules](#)

## Email Routeing - Seat Routeing

This dialog is displayed by selecting the **Seat Routeing** tab on the **Email routeing to seats & news** dialog. The special seat routeing rules currently applied will be listed. Adjacent buttons enable you to **Remove** and **Alter** existing rules and to **Add** further rules.

The **Email routeing to seats & news** dialog is displayed by clicking on **File** in the menu, selecting **Configure** option, selecting **Email routeing**

You are only able to set Seating rules if you have **Email Admin** permission.



You cannot reject mail with these rules. Use Envelope or Mail Rejection Rules  
Mail addressed to particular users, workgroups or email names is routed automatically.  
Only use this dialog if you want to override this routeing.

- **Order in which rules are applied**

Rules are applied in the order listed. Select a rule and then click the **Up** or **Down** button to change the order

- **To remove a rule,**

Select the rule then click the **Remove** button

- **To Add and Alter Rules**

1. Click the **Add** or **Alter** button on the **Seat Routeing** dialog to display the **Distributing mail to seats** dialog.
2. Enter the **Seats** affected.
3. Select either to **Accept** or **Reject** mail for the rules which follow.
4. In the **Mail with property** area select one of the following options.
  - **Addressed to** The **email name** of the person to who the mail is addressed.
  - **Sent from user.** The **email address** of the person who sent the mail. Wild cards may be used.
  - **Subject line matching.** Any text fragment included in the Subject line of the message. If the first character is not a wildcard, only the first word of the subject line will be used.



There is an implicit wild card at the beginning of the subject line. This will match a word or phrase anywhere in a subject line or the body text. The characters ? and \* are interpreted as wildcards for partial matching - they cannot be used literally. See [Wildcards](#) for details and examples of partial matching.

- **Custom rule.** Custom rules generally take the form: / pattern / modifier where the modifier (generally) specifies the part of the header that should be searched.



Custom rules are powerful, but may be difficult to construct. You are advised to use a custom rule only when you are sure a simple rule will not meet your requirement.

5. Click **Ok** to apply the rule or **Cancel**

***Related Topics***

[Mailing Lists - Overview](#)

[Defining Custom rules](#)

## Email address

Every Internet address has three parts: a **user name**, an **@** sign and a **hostname**, for example, *name@biop.ox.ac.uk*.

The **user name** is usually a recognisable word or person's name, but may be more complex if you use a service like MCIMail or CompuServe that have a gateway onto the Internet.

The **Hostname** will have two or more parts, separated by dots.

Your main source of email addresses will be the messages sent to you. **Turnpike** maintains the Address Book for you. Another source of email addresses is by personal contacts such as phone conversations, business cards and office stationery. There also are a number of email address directories on the Internet.



Ensure that you note their **full** email addresses not just the email address used on their local office network.

Take care when you copy and paste email addresses into the **To:** line of a message. Ensure that there are no punctuation marks at the end of email addresses.



Use of the Address Book when you send mail, will avoid errors particularly with long names.

### **Related Topics**

[Alternative](#) Email Names

[Adding](#) Email Names

## **Email deleted from the POP3 server**

If you are collecting email by POP3 and choose the Mirror option, any email that you delete or file in Turnpike will be deleted from the server next time you connect to your Access Provider.

When you do this, Connect may report that a number of messages are being deleted. The messages are only those you have dealt with (either by filing or by deleting on your own machine) and not new ones.

If you have Mailing Lists setup as newsgroups, you may see a large number of messages being deleted from the server in this way. Such mail has never entered your Turnpike mailbox. All these messages are being deleted from the server to ensure that it continues to be an accurate mirror of the contents of your Turnpike mailbox.

### ***Related Topics***

[Troubleshooting](#)

[POP3 Server options](#)

## Email names

An email name is the word before the @ in an email address. The email name is used to identify the person or group of persons to whom the email message is being sent. Names can include digits and some punctuation marks but can't include spaces or commas. Names are usually written using only lower case letters - some systems require this. Each name on the system must be unique.

Some Internet Service Providers give users several email names and some, such as **Demon**, allow users to make up an unlimited number of names.

For example, a Demon customer called Thomas B Smith could use the names, tbsmith, tomsmith, tom, thomas etc.

## Email routeing to seats & news dialog

This dialog is displayed by clicking **File** in the menu, selecting **Configure** from the drop down menu, and then selecting **Email routeing**.

The first two pages of the **Email routeing to seats & news dialog** enables you to set up rules for the acceptance or rejection of mail by examining the message envelope, or the message as a whole. The next page enables you to set up mailing lists as newsgroups and to set routeing rules. The remaining two pages of this dialog enable you to set seat routeing rules and whom should receive dead letter mail.

The rules set on the five pages of this dialog are generally to enable you to avoid SPAM, UCE, UBE etc.



Do not use this facility to reject all mail from a mailing list you subscribe to. This is considered extremely bad manners. Use the unsubscribe facility instead. If you persistently reject mail from a mailing list, the list Administrator will remember you or your companies name and not allow you access in future.



To set up a mailing list newsgroup and set associated rules you will require List Subscribe permission. To see and apply rules to other pages of this dialog you will require Email Admin permission.

The **Email routeing to seats & news** dialog has five tabbed pages.

The first two pages apply rules as follows:

Envelope Rejection. If mail arrives by SMTP the envelope will comprise the Forward Path and the Reverse Path. Any rule listed will be applied before the message is downloaded and therefore no charge will be applied. If the mail is rejected a message will be returned to the sender.

If the message is collected by POP3 there is no envelope, Turnpike will download the message and create a simulated envelope. Rules are first applied to the envelope. For any messages that not rejected by these rules the header will be subject to the Mail Rejection Rules. Finally, the message will be subject to Mail Rejection Rules. **If the mail is rejected no message will be returned to the sender.**

Mail Rejection Rules are applied to the complete message.

The following three pages apply the following routeing functions:

Mailings lists the mailing lists currently treated as news. Mail routeing rules can be applied. An **Add** button enables you to add further mailing lists. **Alter** and **Remove** buttons enable you to change the details of a mailing list or to remove a mailing list.

Seat Routeing Rules to set which seats are to receive the mail.

Dead Letters Whom is to receive mail not addressed to anyone else.

### **Related Topics**

[Mailing Lists - Overview](#)

[Defining Custom rules](#)

## Enabling the Sign-on dialog

If you are the sole user of **Turnpike**, there is no doubt which set of mailboxes and newsstands need to be displayed and therefore there is no need for you to sign on. However, you will need to enable this dialog if you want to set a password to protect your files against anyone else reading them.

When you log in to a shared system, you will need to be able to tell Turnpike who you are, so that the correct set of mailboxes and newsstands are displayed.

To display the **Edit Sign-on details** dialog it must be enabled for each user of the system. If this dialog isn't enabled, anyone who runs **Turnpike** on your machine will sign on as you and use your files.

- **Enable the Sign-on dialog**
  1. From the **Turnpike** menu click **File**
  2. Select **Configure**
  3. Select **Users** - the **Configure user Sign-on names** dialog appears.
- **You have Alter Users permission**
  1. Pick out your name from the list of users
  2. Click the **Edit** button - the Edit Sign-on details dialog appears.
  3. In this dialog check the **Enable Sign-on** option.
- **You don't have Alter Users permission**

The Edit sign on details dialog appears showing just **your name**. In this dialog, check the **Enable Sign-on** option.
- **If you go to someone else's system, and do not get an opportunity to sign on as yourself**
  1. Call up the **Edit Sign-on dialog** as described above.
  2. Select the **Enable Sign-on** option.
  3. Exit from Turnpike.
  4. Reload Turnpike - the Sign-on dialog will appear allowing you to sign on as yourself.
  5. If the current user has **Alter Users** permission, it won't be necessarily obvious which user you have signed on as. Refer to the **Last use** dates shown in the **Configure user Sign-on names** dialog. Pick the user with the *most recent* **Last use** date.

### Related Topics

[The Edit Sign-on details dialog](#)

[Remove users from a shared system](#)

[Adding new users](#)

[Edit details of a current user](#)



## Encoding messages and articles

There are two main types of encoding:

- ***Binary information that has to be encoded, to enable it to be transmitted over the network***

Turnpike automatically encodes any non-text files that you insert into a message: see Including files stored on disk.

- ***Plain text encoded to hide it from prying eyes***

If you want to hide your messages from prying eyes, you will normally need to acquire special software to do this.

If you're simply interested in hiding messages from casual observers, you can use the ROT-13 encoding provided within Turnpike. This is the encoding used in some of the more humorous newsgroups to hide material of dubious taste from people who might be offended by it. It simply advances each letter by 13 through the alphabet (a to n, b to o etc.). This is enough to convert a message into gobbledygook. It is also very simple to decode, just apply the encoding again. This advances each letter another 13 (n to a, o to b etc.) which takes it back to its original position - thus decoding it.

### ***To apply ROT-13 encoding to part or all of a message***

1. Select the text.
2. Select ROT-13 from the Edit menu.

### ***Related Topics***

[Reading Articles in Binary groups](#)

[Decoding messages](#)



## Envelope

The Forward and Reverse path of an email message. See [Email routing](#).


## Expanding/Collapsing threads



When you open a newsgroup, you first see a list of topic discussion titles or threads. A thread is a set of articles all discussing the same topic. The total number of articles and the number of unread articles are shown to the left of each subject.

To see further details you are able to 'expand the thread'. The relationships between the articles are then presented in a tree-like structure indicating how the articles follow on from each other. For each article the authors name is given.

- **To expand a thread**
  - Double-click on the  icon in the second column of the display.
  - Or, click **Expand** in the **Article** menu
- **To collapse a thread**
  - Double-click on the  icon in the second column of the display
  - Or, click **Collapse thread** in the **Article** menu
- **To expand/collapse all threads**  
Click **Expand all threads** or **Collapse all threads** in the **Article** menu



When discussion threads are expanded, they frequently include entries shown only as . These represent articles that form part of the discussion thread but aren't included in the current newbase.

Similarly, where you've opted just to 'browse' a particular newsgroup, you will find the entries in the discussion threads marked  or  to show that just the header of the article has been downloaded.

If you want to read either a missing article or one you currently only have the header of, you can ask for it to be downloaded in full when you next go on-line.

### **Related Topics**

[Discussion threads](#)

[Requesting missing articles](#)

[Reading News](#)

[Article Menu](#)

[News Symbols](#)

## ***Expiring News***

The process of Expiring News deletes news articles that have been on your disk for longer than their prescribed Expiry time. News is 'expired' from the Turnpike Connect program. This normally happens as soon as Connect is launched, though it is possible to expire News at other times if you prefer.

For further information, see either the **Connect** book or run Turnpike Connect and call up Mail and News Services from the Connect Help file.

## Expiry

News articles are normally only kept for a limited time. They are then erased from the newsgroup. The date on which an article is due to be erased is known as its Expiry Date, while the process of erasing articles which have passed their Expiry Date is known as '[Expiring the News](#)'.

The time articles stay on your disk is set as part of the newsgroup subscription details. The default is for articles is three days. You are able to set a different expiry time for any of the newsgroups you subscribe to in the [Newsgroup Subscriptions dialog](#).



If you stop subscribing to a newsgroup ALL that newsgroups articles will be deleted.

There are two reasons why an article may remain on your disk longer than the expiry time set for the newsgroup:

- **The article has been marked to be kept**
  - either.. by selecting the [Keep article](#) option from the Classify menu;
  - or.. by setting the Auto Keep option in the newsgroup subscription details.
- **To set or clear the Auto Keep option**
  1. Select **Configure... Newsgroups** from the **File** menu.
  2. Select the group in the list of subscribed newsgroups.
  3. Set or clear the options shown for the selected newsgroup in the lower part of the dialog.
- **To remove Keep markers**
  1. In the newsgroup window, select the articles - either individually or in groups (using Shift-click and Ctrl-click).
  2. Select **Cancel keep** from the **Article** menu.



Turning off the Auto Keep option doesn't remove the Keep marker from articles that have already been downloaded. See [Removing Newsgroups](#).

- The other possibility is that the article has an explicit expiry time set in its header. This option is intended for use in FAQs that useful to keep. The way to get rid of such an article is to [kill it](#).

### **Related Topics**

[About Newsgroups](#)

## Exporting mail messages

Exporting either individual mail messages or the whole of your mailbox saves these messages in a text file in Berkeley Unix Mailbox format.

For Soup users, this is equivalent to 'm' format of .MSG file but with CRLF line endings rather than LF line endings - ie. you'll be able to work with the files from Soup after replacing all the CRLF line endings by LFs.

In this form, the messages can be read using a standard text editor or word processor. They may also be able to be read by other Mail reader programs, or re-imported into Turnpike. It can therefore be used as a way of archiving 'old' messages outside of the Turnpike mailbox.

- **To export messages:**

1. Calling up a mail list containing the messages, you want to export
2. Select the messages you want to export
3. Select the **Export** option from the **File** menu.
4. Set where you want the exported messages to be stored in the File Selector which is displayed.



The messages you export remain in your mailbox. Separate action is needed to delete them.

### **Related Topics**

[Importing mail and news](#)

[Archiving 'old' messages](#)

[Deleting messages](#)

## Exporting news articles

Exporting either individual news articles or the whole of your newsgroup saves these articles in a text file in the 'Batch format' defined in RFC 1036.

For Soup users, this is equivalent to 'u' format of .MSG file but with CRLF line endings rather than LF line endings. This means you will be able to work with the files from Soup after replacing all the CRLF line endings by LFs.

In this form, the articles can be read using a standard text editor or word processor. They may also be able to be read by other News reader programs, or re-imported into Turnpike if required. This can be used to archive articles of particular interest.

### · *To export articles*

1. Go into the newsstand containing the article(s) you want to export.
2. Select these articles.
3. Select **Export** from the **File** menu.
4. In the File Selector displayed, set where you want the exported articles to be stored.

### *Related Topics*

[Preparing News / Mail messages](#)

[Posting News](#)

[Reading News](#)

## Address Book External format - Distribution list example



List name       **Stamp collectors**  
Label           **SE England**  
use/hasMIME    blank  
index list       **Stamps**  
                  **List**

### *Entry in 'To' slot*

Email address   **Penny Black <penny@rainbow.co.uk>**  
useMIME         blank  
cc/bcc           blank

### *Entry in 'cc' slot*

Email address   **julieb@firstday.co.uk**  
useMIME         blank  
cc/bcc           **cc**

### *Entry in 'bcc' slot*

Email address   **"A.N.Other" <nowhere@to.be.seen>**  
useMIME         **useMIME**  
cc/bcc           **bcc**

## Record

CRLF are actual carriage returns:

CRLF

**Stamp collectors, SE England, , "Stamps, List" CRLF**

**Penny Black <penny@rainbow.co.uk> CRLF**

**julieb@firstday.co.uk, ,cc CRLF**

**" " "A.N.Other" " <nowhere@to.be.seen>, useMIME, bcc CRLF**

## *Related Topics*

[Address book - Overview](#)

[Address book - External Format](#)

[Distribution list](#)



## ***External bodies***

Messages you receive may include horizontal bars. Instead of representing a file the bar represents a link to an 'External body'. The methods employed include details of how a file may be fetched over the Internet, rather than the file itself.

The horizontal bar will usually include a **Fetch** button that enables you to collect the file. Alternatively, the details shown in the bar should give you enough information about the file for you to collect it yourself.

(see [Extracting files from mail messages](#))

## Address Book External format - person entry example

Address book entry

Person: Harry Worthington

Label: Home  Has MIME  Use MIME

Email: Harry Worthington<harry@angel.co.uk>

File as: harry@angel.co.uk

Phone: 01234 123456

Fax:

Address: 27 Cedar View  
Overdare  
Nice  
NI45 8TX

Index by:  
Angel  
Harry  
Worthington

Messages

Mail to

OK

Cancel

Help

Name	<b>Harry Worthington</b>
auto?	No - so blank
Label	<b>Home</b>
auto?	No - so blank
fax	(blank)
phone	<b>01234 123456</b>
land address	<b>27 Cedar View Overdare Nice NI45 8TX</b>
email address	<b>Harry Worthington &lt;harry@angel.co.uk&gt;</b>
use/hasMIME	<b>useMIME</b>
index list	<b>Harry Worthington Angel</b>
file-as list	<b>harry@angel.co.uk</b>

### Record,

CRLF are actual carriage returns.

Harry Worthington, , Home, , , 01234 123456, "27 Cedar View  
Overdare  
Nice  
NI45 8TX", Harry Worthington <harry@angel.co.uk>, useMIME, "Harry, Worthington, Angel",  
"harry@angel.co.uk, useMIME, ,"

### Related Topics

[Address book - Overview](#)

[Address book - External Format](#)

## Extracting files from messages

When files are included in a message and are in one of the standard forms that Turnpike recognises, they are represented as a horizontal bar with an icon and one or more buttons. Under the buttons is a brief description of the type of item that is represented; there may also be a brief note of the type of application that produced the file.



When you are sent a picture, it may be displayed as soon as you open the message, or will be when you click the **show** button. - see [Sending and Receiving Pictures](#)

[Forwarded messages](#), [digest messages](#) and references to [external bodies](#) are shown within similar horizontal bars.



Buttons will be greyed out when the function is not available for the file shown

**Show** Click this button to see the file contents under the bar

**Viewer.** When you click this button, the file will open using the appropriate application on your system.

**Custom Viewer.** When you click this button a file selector is displayed enabling you to choose the application to be used to view the file.

**Save** If the above buttons are not available or you just want to save the file, click the **Save** button to save a copy of the file in its original format. A [File Selector](#) dialog enables you to specify where to save the file. You will then be able to work with this file using whichever of your application programs is suggested.

**Remove attachment** When you have saved the file, click this button to remove the attachment from the Turnpike files.

- ***If the file isn't recognised by Turnpike***

The message will include a note about the file and the Encoder that has been used to encode it. This will be followed by a sequence of unintelligible characters. If the file is large, this sequence of characters may be split over a number of separate messages. To access this file you will need to extract it from the message and save it to disk. The file will then be stored on your disk in its original format from where you can process it using whichever of your applications seems appropriate.

- **If the file is contained within a single mail message.**

Select the message or open it, then take Decode from the File menu. Select where you want to store the file from the File Selector displayed.

- **If the file is split over a number of messages** (marked for example [1/6], [2/6], [3/6] etc.)  
Select **all** of these messages as a group (using Shift click and Ctrl click), *then* click the **Decode** button.



The Decode option can also be used to extract files in bulk from a number of mail messages or news articles. Just select all the messages/articles containing files that you would like to extract,

then click **Decode** from the File menu. Any uuencoded and Base64 encoded files within the selected messages will then be extracted from these messages and saved as individual files on your disk.

If you want to see the 'uuencoded' form of a file that Turnpike has parcelled up into a horizontal bar, call up the **Options** menu and select **Display 'raw' text**.

- **In-line enclosures**

A MIME message may include 'In-line enclosures'. Forwarded messages are often handled as in-line enclosures. The item is given its own section within the message - complete with its own toolbar containing an appropriate range of buttons. For a forwarded message, the toolbar has buttons which enable you to reply etc. to the message that has been forwarded rather than to the message as a whole. The other main example of In-line items are Digest messages, the toolbar then includes among others **Next** and **Previous** buttons enabling you to step from one digest message to the next.

### **Related Topics**

[Reading mail](#)

[Inserting files, attachments/enclosures](#)

## FAQs

Frequently Asked Questions (FAQs) are articles that are regularly re-posted to a newsgroup to provide answers.

You are advised to read any FAQs included in a newsgroup before you post any article to that newsgroup. This will avoid you being flamed by other users for wasting other people's time, by asking a question that may have been answered many times before.



When you first subscribe to a newsgroup, you won't necessarily pick up all the FAQs that are posted to that group immediately - just the ones that have been posted (or re-posted) to the newsgroup in the last few days. However over a couple of weeks you should build up a full collection. Keep an eye out for updates.

Demon customers should note that many of the FAQs related to Demon are posted to the **demon.answers** newsgroup.

### ***File Transfer Protocol (FTP)***

This facility enables you to up and download files to and from a remote computer across the Internet. The program supplied with Turnpike that enables you to transfer files in this way is called WS-FTP Pro. [Refer to FTP in Connect help](#)

### ***File Menu: Configure Browsing***

When you select this menu option the Offline Browsing Options dialog is displayed. This dialog is used to set up the default program that you want to use to fetch URLs from **Turnpike** when offline.



## 'File Paths' dialog

The **File Paths dialog** is displayed by clicking the **Paths** button within the **Sign on** dialog.

This dialog lists the location of:

- Your personal Turnpike files (the Server path)
- The Mail received and sent from your machine (the Email path)
- The Usenet News copied to your system (the News path)

If you find that any of the above items have been moved, click the adjacent **Browse** button. Use the File Selector to pick out the new location for these files.



Start by selecting the Server path, the other two paths will then automatically change to match.

### **Related Topics.**

[Setting where news and mail is stored](#)

[Sign on dialog](#)

## ***File or path selectors***

Several actions within Turnpike require you to pick out a file or a directory to work with.

In each case, Turnpike offers a standard Windows File Selector dialog for you to select a file or path that is required.

This dialog will be automatically set up to show what is needed in its title and, where appropriate, to select files with the required filetype extension. You also have the option of setting the list of files to All files if required.

Use the right-hand file selector to set the directory, then the left-hand file selector to select the specific file or path that's required.

## File menu

New newsstand  
Alter newsstand

New mailbox  
Alter mailbox

New mail list

Print  
Print Preview  
Print Setup

Insert file

Decode  
Export  
Import

Configure  
Exit

***File menu: Alter mailbox***

This calls the Alter Mailbox dialog in which you are able to set or alter the characteristics of a mailbox - or to destroy the mailbox.

### ***File menu: Alter newsstand***

Enables you to..

- Change the newsstand's name
- Change the standard signature etc. used in articles and mail messages prepared from this newsstand
- Set the fonts and colours used when working in this newsstand

Select the newsstand you want to alter then select this **Alter newsstand** option and make the changes you require in the Newsstand dialog.



To change the range or order of newsgroups in a newsstand, use the buttons at the bottom of the newsstand itself. (See [Adding newsgroups](#))

## File menu: Configure

Calls up a submenu containing the following Configuration options:

- Users
- Workgroups
- Email names
- Email routing
- Newsgroups
- Email Tags
- Browsing
- File menu

The options available to you depend on the range of permissions you have.

### *Related Topics*

Configuring Turnpike: [Introduction](#)

***File menu: Configure Email names***

Enables you to set up additional Email names either for yourself or for members of a particular workgroup.

This will be greyed out if you don't have either Email Names or Alter Names permission.

### ***File menu: Configure Email routing***

Calls up the **Email routing to seats & news dialog** which enables you to,

- Set Envelope Rejection rules
- Set Mail Rejection rules
- Add/Alter/Remove mailing lists set up as newsgroups
- Set Seat Routing
- Set where dead letter mail is filed

You will only be able to apply all these options when you have Email Admin permission.



***File menu: Configure Email tags***

Calls up a dialog through which you can change the name of any of your tags. On a shared system you are able to set which other users are allowed to access mail with these tags.

### ***File menu: Configure Newsgroups***

Enables you to view and amend the list of newsgroups you subscribe to and to set or change such details as the Expiry time for articles in a particular group, whether these articles should be picked up in full or just browsed, and who can access each newsgroup. Greyed out if you don't have News Admin permission

### ***File menu: Configure Users***

Calls the **Edit sign on details** dialog. This dialog enables you to set or change the details of any user currently allocated a seat on your system.

### ***File menu: Configure Workgroups***

When you select this item from the menu the Administer Workgroups dialog opens enabling you to create a new workgroup or edit a current Workgroup

### ***File menu: Decode***

Used to extract uuencoded and Base64 encoded files from either mail messages or news articles. You can extract files in a single operation from a series of items by highlighting them and then selecting decode

***File menu: Exit***

Exits from Turnpike

### ***File menu: Export***

Enables you to save either

- individual mail messages / news articles or
- the whole of your current mailbase / newbase / address book in a form that can be used by a range of other programs.

The files created are simple text files which can be viewed within any text editor or word processor.

### ***File menu: Import***

If you have a newbase or, more importantly, a mailbase that you have built-up using other software, you can transfer this to Turnpike

You can also re-import messages etc. that you have previously exported.

See [Importing Mail & News](#)



***File menu: Insert file***

Enables you to insert files into the mail message or news article that you are preparing.

***File menu: New mail list***

This starts the mail list Setup Wizard  
to create a new mail list.

***File menu: New mailbox***

This starts the Mailbox Setup Wizard to create a new mailbox. Unless you arrange otherwise, all your mail is put into the same 'default' mailbox. **Turnpike** enables you set up other mailboxes for any number of mail types or categories you require.

***File menu: New newsstand***

This starts the Newsstand Setup Wizard enabling you to create a new newsstand. Each newsstand contains one or more newsgroups.

You could just set up one newsstand covering all the newsgroups you want to follow. Generally, you will find it more useful to have different newsstands for different interests. You may have one or more newsstands each containing newsgroups that you take for business purposes. You could have further newsstands with newsgroups covering your recreational interests. You may also have a newsstand covering humorous or other alternative newsgroups.

### ***File menu: Print***

Calls the Print dialog. Use this to set the number of copies and the range of pages you want to print. This dialog also includes a **Print setup** button which enables you to change the printer and type of paper that's used.

*Quick keystroke:* Ctrl + P.

See also [Printing](#)

### ***File menu: Print Preview***

Shows on screen how the current message would look if printed on your current printer setup.

Within the Preview display, you can show different pages and zoom in on parts of the message you are interested in.

For more information, see '[Previewing before you print](#)'.

***File menu: Print Setup***

When you select this option, a version of the standard Windows Print Setup dialog is displayed. Enables you to setup the printer and paper used to print or preview any mail messages or news articles.

## Filing mail

When you have read an email message and you want to file it, just click the **File message** button.

All mail is stored in your mailbase. It is filed under any tags that have been applied and by the email addresses it was sent from and sent to.

You open up the Mailroom view by double-clicking on its 'filing cabinet' icon or by selecting it from the Window menu. You will then see a list of everything that has been sent or received, arranged in date order.

**To retrieve your filed mail simply double-click the item.**

- ***To organize you mail and make easier to find***

1. In message view, tag the message
2. Click the **File message** button
3. Create a mail list that includes that tag. A mail list will open with all mail listed by that tag.
4. Minimise the list. A mail list icon will appear.

To reorganise your mail, open the mail list where your message is filed and the mail list where you want it to be filed. Drag the message from one list to the other.

- ***To open a mail list***

Click the **Address book** button;  
Select the sender or the receiver of the message and click the Messages button.

The message will then appear in a list of all the messages sent to or received from this person (arranged in date order, with the newest at the top).

Or

Select **New mail** from the **File** menu, and use the [Mail List Setup Wizard](#) to view the mail list you want.

**If you have tagged the message with its topic**, double click on the mail list icon.

### ***Related Topics***

[Tagging messages](#)

[mail lists](#)

[Address book](#)



## Finding and Replacing text

Find & Replace enables you to locate particular words or phrases within the message you are working on and, where appropriate, replace them by another.

- **To find a particular word, phrase or character**
  1. Select **Find** from the **Edit** menu.
  2. In the Find dialog, enter in the word or phrase you want to find.
  3. Select whole word/Case matching as appropriate.
  4. Set the direction of the search from the current cursor position.
  5. Click the **Find next** button.
  
- **To replace a particular word, phrase or character by another**
  1. Position the cursor above the point at which you want the first change to be made.
  2. Select **Replace** from the **Edit** menu.
  3. In the dialog, type in the word or phrase you want to find in the upper box and what you want it to replace it with, in the lower box.
  4. Select Whole word/Case matching as appropriate.
  5. Now either click the **Replace All** button or click the **Find next** button.

### Related Topics

[Preparing News / Mail messages](#)

### ***Finding entries in lists***

Where a dialog includes a **Find** slot, use this to help you locate items in a list:

- Type what you want to find in the **Find** slot. The list will then automatically scroll to the appropriate part of the list.
- Or enter a wild card pattern and then use the **Find first / Find next** buttons to locate the item you want.

## ***Flaming***

To be **'flamed'** is to be on the receiving end of extremely cutting and sometimes quite personal remarks either posted to a newsgroup or sent to you directly as email.

The usual ways in which you can bring this on yourself are by posting an article to an inappropriate newsgroup, posting an article requesting information that is given in the appropriate [FAQ](#) or posting the same article to several newsgroups, particularly where this article advertises your services

### ***Followup-to: poster***

To add this line to an article you are preparing in Turnpike, click the **Edit News Header** button above the article then type **poster** in the **Followup-To** slot of the dialog that is displayed.

If an article has **Followup-to: poster** but you start replying to the newsgroup, Turnpike will warn you and give the option to switch to replying by email instead.

## Font dialog

This dialog enables you to select the combination of font, font size and font style used either when printing mail messages / articles or for displaying text on the screen.

- **To make temporary changes, which will be lost when you close the current window:**  
Select **Font** from the **Options** menu.
- **To make permanent changes:**
  1. Select the mailbox or newsstand to change.
  2. Right-click it and choose **Properties** (or go to the File menu and choose **Alter Mailbox** or **Alter Newsstand**).
  3. Select the **Fonts** page, where there are **Alter** buttons for screen and printer fonts.

Select the Font, then the Style and Size of this font you require from the set of three lists in the dialog. The dialog includes a sample piece of text so that you can see the effect of the changes you make.



If you want a particular colour or font used across all your mailboxes / newsstands, record this as part of the definition of your Default mailbox. Any colour or font you set for your Default mailbox is used (if nothing else is set) in all your other mailboxes and newsstands.



If you choose a proportionally spaced (PS) font for the screen, there is a risk that you may sometimes type lines of more than 80 characters. This is fine where you know that the person reading the message uses a similar font to display their messages. If you don't know that, it is better to use a fixed-pitch font. This will give you approx. 72 characters per line within the default margins Turnpike sets.

### **Related Topics**

[Setting colours and fonts](#)

## The font used to print

Each mailbox and newsstand has its own font settings. To change the font used for printing:

1. Right-click the mailbox or newsstand you want to change, then select **Properties**;  
Or select **Alter Mailbox** or **Alter Newsstand** from the **File menu**.
2. Select the **Fonts** page, of the dialog displayed. Click the **Alter** buttons and select the font then the Style and Size of this font you want to use for screen and printer.

The dialog includes a sample piece of text so that you can see the effect of the changes you make.



If you want to change fonts for all mailboxes/newsstands, start with your Default mailbox. Fonts set there are used as a template for all alternative mailboxes and newsstands unless they are locally set otherwise.

### **Related Topics**

[Setting colours and fonts](#)

[Printing](#)

[Using Fonts](#)

## Fonts/colours not saved

The Font and Colour functions in the Options menu are intended for temporary changes only. Settings will be lost when the current window is closed.

- **To make permanent changes**

Either.. Right-click the mailbox or newsstand concerned, then select **Properties**

Or.. Left-click the mailbox or newsstand concerned, then select **Alter Mailbox** or **Alter Newsstand** from the **File** menu

Select the **Colours** or **Fonts** tab, to set up the changes you want to use.

### **Related Topics**

[Troubleshooting](#)

[Alter Mailbox](#)

[Alter Newsstand](#)

## ***Forward "as is"***

This option in the Messages menu enables you to forward an email to one or more people without adding any extra text. The only change will be that the *Resent from:* headers, are added (which many other mailers ignore).



It is generally better to use the standard Forward message option, as you can then add some details to explain why the email was sent on. However, **Forward "as is"** can be useful when forwarding email to people who don't use Turnpike and who might have trouble with MIME enclosures.



### ***Forward path***

The address an email message is sent to, as stated in the message header.

## Forwarded messages

When you forward a message, the original message is either:

- Inserted into a MIME message as an in-line enclosure
- Inserted as plain text between a pair of matching Cut lines (if the MIME option is turned off)
- Merged into, or quoted in the new message

Alternatively, you can use Forward "as is" from the Messages menu to send the message on without any additions or changes.

When you receive a message that has been forwarded to you as an in-line enclosure in a MIME message, Turnpike gives the original message its own section within the main message, complete with its own toolbar. This toolbar gives brief details of the message and a range of buttons for forwarding, replying etc. Equivalent buttons on the main toolbar are set up to forward the whole message, reply to the forwarder etc.

Turnpike will also set up a section wherever possible for non-MIME messages that contain forwarded messages. It can only do this where the message has been inserted between a matching pair of cut lines.

### ***Related Topics***

[Forwarding mail](#)

## Forwarding a news article

- **To create a new mail message**

1. Select the article
  2. Select **Forward article** from the **Article** menu
- A new mail message will be created complete with a copy of the news article you've selected.

- **If you've already started preparing a message**

1. Open the newsgroup and have your mail message on the screen together
2. Drag the news article from the newsgroup into your mail message.

Whichever method you choose, the news article will be shown in the message as a horizontal bar. Buttons on the bar offer further actions.

**Merge into text.** Merges the article into your own message  
**Quote message** Inserts the article as a quotation, with a > symbol at the start of each line.  
**Treat as file.** Use this option when you want to forward the article exactly (byte for byte) as it came to you, for example to your Access provider's technical support department.



The standard form in which articles are forwarded keeps the text of the article intact (including the header if required) but may alter how it is encoded. The **Treat as file** option keeps the encoding as well.

The introductory line inserted for you at the top and the signature inserted for you at the bottom are just text. You are able to edit this, as you want.

You can also arrange for your own style of messages to be inserted:

Related Topics

[Setting the format of the introductory text and Signatures](#)

[Preparing News / Mail messages](#)

[Responding to News articles](#)

[Posting News](#)

## Forwarding mail

### *To forward a mail message to someone else:*

1. Open the mail list
2. Select the message
3. Click the **Forward Message** button on the Mailbox toolbar (or take the equivalent option from the Message menu).

A new message is set up, with the item to be forwarded shown as an icon within a horizontal bar. There are four options for how the message is forwarded.

- **Send the message as an 'in-line enclosure' within a MIME message**  
This is the *default option*. Use this option when the person that you are forwarding the message to, uses Turnpike or some other MIME compliant mail reader. It makes it easy for them to reply to the author of the original message (rather than to you) or to forward the message on to someone else. If you are not sure if your recipient has MIME, clear the **Send MIME message** option at the top of your message. The forwarded message will then be marked out by a pair of matching cut lines. This allows the same forwarding and reply options as the MIME option if the recipient does use Turnpike.
- **Merge the message you're forwarding into the text of your own message.**  
Click the **Merge into text** button on the horizontal bar.  
This is useful if you want to annotate the message you are forwarding.
- **Include the message as a quotation**  
Click the **Quote message** button on the horizontal bar.  
This will highlight the forwarded message with > markers and a special colour. This is a useful aid to clarity, especially if you are forwarding several messages.
- **Send the message as a file**  
Click the **Treat as file** button within the horizontal bar  
Use this option when you want to forward the message *exactly* (byte for byte) as it came to you - for example, to your Access provider's technical support department. The other options keep the text of the message intact (including the header if required) but may alter how it is encoded. The Treat as file option keeps the encoding as well.

Whichever method you choose, the subject will be filled in on your message for you, and your signature will be added at the bottom. When you've chosen how the message is to be forwarded,

1. Insert a brief note at the beginning of the message
2. Fill in the email address or Select an address
3. Click the **Post** button.

The introductory line inserted for you at the top and the signature inserted for you at the bottom are just text which you can change if you wish.

### **Related Topics**

[Forward "as is"](#)

[Forwarded messages](#)

[Setting the format of the introductory text](#)

[Signatures](#)

## Forwarding messages

The standard procedures for [forwarding mail messages](#) inserts the message you received into a new message. The message is re-encoded, before being sent on.

However, if for example, you have a problem and want to forward an email message to your Access provider exactly as it came to you as evidence, you will want to retain the original encoding.

### *To retain the original encoding:*

1. Open the mail list
2. Select the message
3. Click the **Forward Message** button on the Mailbox toolbar (or take the equivalent option from the Message menu).
4. When the new message opens with the forwarded message shown as a horizontal bar, click the **Treat as file** button on this bar. The message will now be forwarded exactly as it came to you.
5. Add any explanation required, address the message and post it.

The person receiving the message will be able to 'save' this file on disk in exactly the form it was sent to you.

#### **Tip**

If you wish to just forward the message without any additional text from yourself, you can use [Forward "as is"](#) from the **Message** menu.

### *Related Topics*

[Forwarding mail](#)

### ***Full Name dialog***

This dialog may be displayed when you first run Turnpike. Simply fill in the name you want Turnpike to use. The Full name you enter will be included in messages. This name can be changed later through the Edit Sign-on dialog.

## Full articles in Browse groups

If a newsgroup that you've set as a **browse group** contains articles that have been downloaded in full; consider the following;

- ***Are you sure that the newsgroup is set to browse?***

If your newbase was damaged at any stage, the option to browse the group may have been lost when the newbase was rebuilt.

You will need **News Admin** permission to set the browse option

1. Select **Configure Newsgroups** from the **File** menu
2. Confirm that the Browse option is selected for this newsgroup

- ***Have you set a kill rule to accept certain articles?***

Any articles, which meet the conditions of such a rule, will be downloaded in full.

- ***Have the full articles been cross-posted to newsgroups which aren't browsed?***

Such articles are fetched in their entirety.

- ***Did you stop, switch the newsgroup to browse, then restart the last news download?***

If you did, the current set of articles will still be downloaded in full because Connect's list of things to fetch has already been set up. To avoid getting these articles in full, rebuild the news database before you restart news collection.



You will require **Rebuild Files** permission.

This will keep any user-generated requests to fetch articles in full, but discard the automatically generated ones.

### ***Related Topics***

[Troubleshooting](#)

[Newsgroup](#)

## **Gateways**

A gateway is a site on the Internet through which access is made to the Internet. Your Access Provider will either advise you directly of the addresses of the gateways you will use or they will be provided through the standard script for this Access Provider, in which case the information may be shown as Automatic.



## Glossary

[Address](#)  
[Anonymous FTP.](#)  
[Archie](#)

[Binary](#)

[Cross-posted articles](#)

[Digests](#)

[Domain](#)

[Email names](#)

[Envelope](#)

[Flaming](#)

[FTP](#)

[Header](#)  
[Host name](#)

[Listserv](#)

[Mailbox](#)  
[mail list](#)  
[Majordomo](#)

[MDN](#)

[MIME](#)

[Mirror](#)

[Moderator](#)

[Newsstand](#)

[Newsgroup](#)

[Permission](#)

[Smileys](#)

[Spam](#)

[Spamming](#)

[Spoiler](#)

[Tags](#)

[Threading](#)

[TNEF](#)

[UBE](#)

[Waste basket](#)

[Winsock](#)

[Workgroups](#)

## *Related Topics*

[Abbreviations](#)

## Group Mail

'Group mail' is based on group email names.

Within a company, you may have departments such as **Sales** and **Support**. Turnpike enables you to set up a group email name for each department. All the people listed as using a group email name - either in their own right or through a workgroup they are members of - can write mail messages using the group email name.

In addition, any item of mail that arrives addressed to a group email name initially appears in the mailbox of every member of the group. As soon as someone opens it, it disappears from the mailbox of all other users.

### · *To set up group email names*



You will need Alter Names permission.

1. Select **Configure** from the **File** menu.
2. Select **Email names**.
3. Click the **Create** button.
4. In the Usage dialog, type in the email name you wish to set up.
5. Use the **Add** and **Del** buttons to set up the list of users or workgroups that will be able to use this name.

### *Related Topics*

[Adding, Editing and Removing email names](#)

[Usage of email name dialog](#)

## **Headers**

Turnpike writes most of the **header** in a message for you, including your own email address (for replies) and the date and time. Normally you only need to add two things:

- The email address you wish to send the message to. If this person has an entry in your Address Book click the **Look up address** button and then select a person. Turnpike will then add the address to the email.
- A subject. Ensure this is relevant and informative. Your recipient will then notice your message amongst all their other email.

The **Edit mail header** button enables you to see full detail of the header. The **Send MIME message** checkbox enables you to send attachments as MIME.

For further details refer to [Mail message header dialog](#).

## Header-only articles

If only the header of an article has been downloaded, rather than the complete article, consider the following:

- ***The article is in a newsgroup that has been set to browse***  
By definition, a Browse group is a *header-only group*. Full articles will be included if, for example, the article has been cross-posted to a newsgroup that is downloaded in full.
- ***Kill criteria are being applied to the group***  
You can use Kill rules to get the whole of articles or only the header of articles. You may be selecting headers only to see what the article is about before requesting the article in full.

Turnpike first fetches the headers of all articles, examines them to see which articles should be killed, and then fetches only the required bodies. If you look at the newsgroup while the articles are being collected, or if the news collection session does not complete for some reason, some articles will contain headers but no bodies. In time, the bodies will also be collected.

The standard types of kill criteria are rules such as *nothing else by that person* or *nothing over 100 lines*.



Killing a thread also sets up kill criteria. It is not possible to determine whether an article belongs to a thread until the header has been fetched and the reference lines inspected.

- ***To examine the rules applied to the newsgroup***



You must have **Kill Article** permission.

1. From the **Classify** menu, select the **Kill** option.
2. Click the **Review rules** button.

### **Related Topics**

[News article; custom kill rules](#)

[Troubleshooting](#)

## Help menu

[Index](#)

[Using Help](#)

[Tutorial](#)

[Show Hints & Tips](#)

[About Turnpike](#)

### ***Related Topics***

[Using Turnpike Help](#)

### ***Help Menu Find.***

From this tab you are able to perform a full text search of the help files for any word or phrase.

***Help menu: About Turnpike.***

This display gives brief detail about the version of the Turnpike program you are using. Details given include, the version number, the date of issue and whether your copy has been registered.

### ***Help menu: Index***

Calls tabs for Contents, Index or Find page of Help. The tab that appears will be the last tab you accessed.



## **Help menu: Show Hints & Tips**

Click this option to show a sequence of useful tips about using Turnpike. From the initial screen you can select to show the next tip in sequence. A check box enables you to select for the system to show the next tip each time you load Turnpike or to disable this facility.

## Help menu: Using Help

This calls the **Windows** help index.

***Help:Tutorial***

Click this option to go to the on-line [Tutorial](#) for Turnpike

## ***Highlighting Text***

### **To highlight text you want to copy, move or delete,**

Either.. Move the pointer to the start of the section of text  
Hold down the mouse button and then drag the pointer  
to the other end of the section

or.. Click the mouse at the start of the section of text  
Hold down the shift key and click at the other end of the  
section

### **To select the whole of a message or an article**

Click anywhere in this text, then select the Select All option from  
the **Edit menu**.

## ***IP (Internet Protocol)***

This is a communications protocol that specifies the format of packets of data and the addressing scheme. Most networks combine IP with a higher-level protocol called Transport Control Protocol (TCP), which establishes a virtual connection between a destination and a source. IP allows you to address a package and drop it in the system. There is no direct link between you and the recipient.

## Importing mail and news

If you have a newbase or, more importantly, a mailbase that you have built-up using other software, you can transfer this to Turnpike when it is stored in one of the following formats:

- **Mail:**  
Berkeley Unix Mailbox format or Soup 'm' format .MSG file.



Turnpike can't import other formats of Soup .MSG files ( 'M', 'b' or 'B' ).

Outlook Express .mbx files, i.e. you are able to migrate your Outlook Express mail database into Turnpike. These files are found typically in the C:\windows\profiles\~yourname~ area, under ~\Application Data\Microsoft\Outlook Express Mail.



To avoid importing deleted mail you should compact the files first. Import only fetches raw data and does not preserve information such as whether you have read the mail and when it arrived.

- **News:**  
Batch format (as defined by RFC 1036), 'Snews' database format or Soup 'u' format .MSG file  
Individual news articles held as ASCII files can also be imported into your newbase.



To import a mailbase or a newbase that has been built up using Turnpike, whether your own or someone else's, it must first be exported as described in the sections on Exporting mail/news messages.

- **To import mail**

Open a mailbox,(ie. highlight it), then go to the **File** menu and select **Import**. Choose the mail file to import.



1. Any 'Incoming' messages you import (ie. ones sent to you) will be placed in your mailbox(es) - distributed according to the rules that you've set up for your mailboxes, and marked with the default tag(s) of the mailbox into which they are inserted.
2. Any 'Outgoing' messages you import (ie. ones that you have sent) will be tagged with the default tag(s) of the mailbox from which you selected the **Import** option and then filed in your mailbase.

- **To import news**

Before you import any news articles, you must first set up one or more newsstands covering the newsgroups from which you will be importing news. When you have done this, open a newsstand,

then go to the **File** menu and select **Import**. Choose the news file to import. Articles will be placed in their newsgroups and can be read by going into the newsstand that covers the appropriate newsgroup.

#### **Notes**

1. Kill rules are ignored when you import news.
2. *If you forget to include a newsgroup in any newsstand, the articles from this group won't be imported. To put this right, just alter a newsstand to add the missing newsgroup(s) and then import the appropriate file again.*

#### **Related Topics**

[Setting up Newsstands](#)

[Exporting Mail messages](#)

[Exporting News articles](#)

## Importing or exporting addresses

You are able to produce a text version of your Turnpike Address book, in the form of a Comma Separated Value (CSV) datafile.

You are also able to import the addresses from a previously exported Address book or a CSV datafile set up with the same format.

### ***To export your Address book***

1. Call up the Address book
2. Go to the **File** menu
3. Choose **Export**.

### ***To import addresses***

1. Call up the Address book
2. Go to the **File** menu
3. Choose **Import**

The CSV file produced starts with the individual 'Person' address book entries, arranged one per line. This is followed by the details of any distribution lists you've set up, separated from each other and from the list of 'Person' entries by single blank lines.

### ***Related Topics***

Address book - Overview

The 'external' form of the address book



## Inserting Files, Attachments/Enclosures

This facility enables you to insert files containing text, graphics, video and audio

1. Position the cursor where you want the file or attachment to appear
2. Click the **Insert file** button, or select **Insert file** from the **File** menu.  
Alternatively, drag the file from the Windows File Manager/Explorer either into the message or article you are preparing.



You are also able to drag a file to a Mailbox or a Newsstand. **Turnpike** then creates a new message or article and includes the file for you.

The file/attachment you insert is represented by a horizontal bar containing a brief description of the file you have inserted. Where applicable the bar will also contain one or more control buttons. These include a **Properties** button and others as described below..

If the file you are inserting contains ASCII text, there will be a **Change to Inline** button and a **Merge into text** button

If the file you are inserting is a picture file, there will be a **Change to Inline** button and a **Show** button

**Change to Inline.** The contents of the file will be shown under the bar.

**Merge into text.** The bar will be replaced by the text of the file you inserted. This can be useful if you want to edit the file you have inserted.

With other types of file, including files containing compressed ASCII, the options you are offered depend on whether you will be sending a standard, mail message/news article or a MIME message.

If you are sending an executable file, you will only have a **Properties** button on the bar.

If you are quoting another message, buttons include **Show**, **Merge into text**, **Quote message** and **Treat as file**.

**Show** Click to see the message or picture within the bar. The bar will then include **Hide** and **Header** buttons.

Click the **Header** button to see the header details within the bar.

Click the **Hide** button to hide the file within the bar.



If you can't see the grey bar when a picture is displayed, **double-click** on the picture

**Quote message** Inserts the article as a quotation, with a > symbol at the start of each line.

**Treat as file** When you click this button the bar, a **Treat as Forwarded** button enables you to toggle back to treat as forwarded.

Buttons on the bar in the received message may also include **Show** and **Viewer** buttons - see Extracting files from messages



A plain text message needs no decoding at the other end, and is therefore often preferable to sending, a formatted word-processor file of the message.

## ***Related Topics***

[Attachments- An overview](#)

[Sending a MIME message](#)

[Sending a pre-prepared message](#)

[Extracting files from messages.](#)

[Forwarding mail](#)

[Forwarding news articles](#)

[Sending and Receiving Pictures](#)

## Inspecting newsgroup ratings

Ratings for all the different newsgroups are (or will be) set by independent third-parties and distributed alongside the list of newsgroups available from the news server you use.

- **To see how a particular newsgroup is rated**
  1. Select the newsstand
  2. Click the **Add** button at the bottom of the newsstand window
  3. Click the **Ratings** button in the Newsgroup Addition dialog.

**Alternatively,**

- **If you have News Admin permission**
  1. **From the File menu select Configure**
  2. Select **Newsgroups**
  3. Click the **Ratings** button in the Newsgroup Subscriptions dialog.

Either method will cause the Ratings dialog to appear.

This dialog lists the names of the newsgroup ratings services that are currently in use, together with details of the rating that the newsgroup has been given.



By the very nature of the ratings system (and of the additional access controls Turnpike offers), you can only see the ratings of newsgroups that you are allowed to see.

### **Related Topics**

Newsgroup Addition dialog

Newsgroup Subscriptions dialog


Ratings dialog



Controlling access through ratings

## Interesting articles

To avoid wasting times calling up articles in a news group that don't interest you, Turnpike enables you to mark the symbols in the first column to the left of each topic as **Interesting** or **Uninteresting**.

The number in the third column indicates the number of articles remaining to be read. Once an article has been opened, it is automatically marked as **Read**.

The  symbol is used to mark topics interesting, the

 symbol is used to mark a topic as Not interesting. Unclassified topics are marked .



Where only a part of a discussion interests you, you are able to break off part of the discussion and mark that as Interesting or Not interesting as you require.

When you go into a news group or re-thread it, Turnpike places interesting topics with articles waiting to be read at the top of the news group. Those marked Not interesting are placed at the bottom of the list. Interesting threads that don't contain anything new to read are placed after any 'Neutral' threads containing unread articles.



Topics marked not interesting are ignored when you select to read the 'Next unread' article



When you come to the end of the articles that you want to read in a news group, you can avoid calling up any others from this news group by clicking the **Mark all as read** button. When you click the **Next unread** button, you will then go to the first Interesting topic in the next news group.

Related Topics

[Marking threads.](#)

[Discussion threads](#)

[News Symbols](#)

[Reading News](#)

## Keeping news articles past their expiry date

The articles you download are normally set to expire after a certain time to avoid filling up your disk with old articles. The length of time articles remain on your disk is specified for each newsgroup in the Newsgroup Subscriptions dialog.



You will need Keep articles permission.

- **To keep news articles past their expiry date**

1. Open the Newsstand.
2. Select the article(s) you want to keep.
3. Go to the Classify menu.
4. Select Keep article.

The article(s) will be kept until you cancel the instruction to keep the article (by selecting **Cancel Keep** from the **Classify** menu).



If you stop subscribing to a newsgroup ALL that newsgroups articles will be deleted.

- **Automatically keeping articles**

If you want future contributions to a particular newsgroup to be automatically marked to be kept, go to the Newsgroup Subscriptions dialog and select the **Auto Keep** option.

If there are any articles you don't want to keep after all:

1. Select the article(s).
2. Select **Cancel Keep** from the **Classify** menu.

Clearing the **Auto Keep** option within the **Newsgroup Subscriptions** dialog only affects articles downloaded after you have made this setting.

### **Related Topics**

[Newsgroup Subscriptions dialog](#)

[Preparing News / Mail messages](#)

[Posting News](#)

## Kill Rules dialog

This dialog is displayed when, with an article selected, you select **kill** from the **Classify menu**, and then click the **Review rules** button in the **Kill articles and threads** dialog

The **Kill rules** dialog enables you to display any Kill rules applied to the newsgroup in which you are currently working and enables you to make any changes to the rules that you require.

Click the **Add** or **Alter** button to display the [News article kill rule dialog](#) .

- **To remove a rule**

Select the rule and then click the **Remove** button

- **To re-order the rules**

Use the **Move Up** and **Move Down** buttons .



Rules are applied in the order listed.

### **Related Topics**

[News articles: Kill rules](#)

## Kill articles and threads dialog

This dialog is displayed when, with an article selected, you select **kill** from the **Classify menu**.



You are only able to kill articles when you have Kill Articles permission.



On a shared system, articles will be killed for all users. It is recommended that only a limited number of users be given the permission to Kill articles. It is also recommended that a local procedure ensures that all users are advised before any article is killed.

### *The kill articles and threads dialog*

This dialog has seven buttons, click a button to initiate **one** of the following:

**Kill article:** remove the body of the selected article. The header will remain to permit optimal threading.

**Remove article:** the selected article is removed completely.



Newsgroup threads may then be incomplete.

**Kill thread:** removes the bodies of all the articles in the same thread, and sets a kill rule. This stops any article that continues this thread from being downloaded. The headers are marked Uninteresting and moved to the bottom of the list the next time you open the newsgroup. The rule will be automatically dropped from the list when the thread finishes.

The next three options enable you to specify that you don't want any similar articles that appear in future to be downloaded to your disk.

**Kill Author:** Sets a rule that articles from the same author as the current article are not to be accepted.

**Kill Subject:** Sets a rule that articles with the same subject as the current article are not to be accepted

**Custom Rule:** When you click this button, the **News article kill rule dialog** appears. This enables you to set a custom rule.

**Review rules:** When you click this button the **Kill rules** dialog appears. This dialog lists the rules that are currently applied for this newsgroup and enables you to make any amendments required.

### *Related Topics*

[Defining Custom Rules](#)

[News articles: Kill rules](#)

[News article kill rule dialog](#)

[Kill rules dialog](#)

## Language

The default language used for all messages in a mailbox is setup on the [Spelling page](#) of the Alter Mailbox dialog.

You are able set the language for the message you are preparing by selecting Spelling from the options menu and setting the language on the Spelling dialog displayed.

You can set the language for selected text by selecting Language from the Edit menu.

As you pass the cursor over each word in a message the language used to spell check the word will now be stated at the top of the message.

If you set '**no proofing**' in the Alter mailbox dialog or by in the Options menu spelling page, your message (or selected text) will not be spell checked.

If you select '**none**' in the Options menu spelling page all languages will be applied to the selected custom dictionaries.



Options set when you are writing a message override the defaults set for the mailbox you are using.

### **Related Topics**

[Spell Checking](#)

[Dictionaries dialog](#)



### ***List server***

A server that manages mailing lists for groups of users. Two of the most popular mailing list server systems for the Internet are Listserv and Majordomo.

## ***Message Disposition Notification (MDN)***

An MDN is a message/report that reports the disposition of an incoming message after it has been successfully delivered to its recipient. An MDN is requested in an outgoing message by a Disposition-Notification-To: header (DNT), that gives the addresses to send MDNs. Recipients of a request may generate an MDN in response.

For further details refer to [Message Acknowledgement\(MDN\)](#)

## MIME

**M**ultipurpose Internet **M**ail **E**xtensions extends the mail message format to allow graphics, video and voice messages to be sent with email messages as 'attachments' or 'enclosures'. MIME also allows a wider range of characters to be transmitted. With MIME you can transmit almost any character in the Windows character set.

Turnpike enables you to send, read and forward MIME messages. Other programs may be needed to view pictures etc. included in these messages.

The only point of sending a MIME message is if the person to whom you send it can handle MIME messages. A **Send MIME message** option is included in the Header details of messages. This option is automatically selected when you are replying to a MIME message but is otherwise left clear. You will need to set this option if you are sending a MIME message. If your correspondent has MIME, Turnpike will record this in your Address book . You will get an alert message when you are about to post a MIME message to someone who is not known to have MIME; an offer is made to send a standard email message instead.

**See also**    [Sending a MIME message](#)  
                 [Extracting files from messages.](#)  
                 [Sending and receiving pictures](#)

## Mail list Setup Wizard



You are able to move backwards or forwards through the wizard pages to check or change the details using the **Back** and **Next** buttons. If you make a mistake, you can abandon creating the mail list by pressing **Cancel** on any page. When you press **Finish** on the last page the new mail list will be created and displayed. New mail lists cannot be edited.

### *To start the mail list Setup Wizard*

1. Click **File** on the menu.
2. Click **New mail list**. The first page of the wizard appears.
3. Select one of the three options, then click the **Next** button.

Select **Mail tags** to create either a list of:

- Messages on a particular topic or topics
- Articles contributed to a particular newsgroup



You are only able to create lists of this type for messages and articles which are already tagged.

Select **correspondence with a particular person** to create a list of all the messages:

- that you personally have sent or received
- exchanged with a particular person.



Each name must be in your address book.

Select **mailroom view** to create a list of all the messages that have been sent or received at your site.

4. Click **Next** to go to the selected page of the Wizard.

### *Related Topics*

[mail lists](#)

[mail lists - Mail Room View](#)

[mail list -Correspondence with a particular person](#)

[mail list -tags](#)

[Tagging Messages](#)

## Mail list Wizard - Correspondence with a particular person

When you select this option on this page of the [mail list Setup Wizard](#), the address list of your address book appears. The address you select will be used to create the New mail list.

1. To go to the most recent addresses box you have accessed, click on the down arrow in the **Jump to** box and select the address you require.

Otherwise click on a Goto **A-Z** letter and then use your arrow and page keys to find the address you require.

If you are not sure that the entry you have selected is correct, click the **View** button to see the full list for the selected name in the address book entry.



The list of the name you are creating will include all the addresses listed in the **File as** field. Ensure this entry is complete.



You are able to amend details in the [address book entry](#) if you wish.



If your [address book](#) does not contain an entry for the person required, click the **Cancel** button. Add an appropriate [address book entry](#) and then restart the wizard.

2. When you are satisfied with the name selected, click the **OK** or **Cancel** button to clear the Address book entry.
3. Click on the **Next** button. The last page of the wizard appears.
4. If you are satisfied with your selections, click the **Finish** button or click the **Back** button to check your entry.
5. Click the **Finish** button to create the **New mail list**.



You are also able to create a mail list by selecting a name in the Address book, see [New mail list](#).

### **Related Topics**

[mail lists](#)

[mail list Set up Wizard](#)

[Tagging Messages](#)

[New mail list.](#)

## Mail list wizard - Tags

On this page of the [mail list Setup Wizard](#) you are able to select [mail tags](#) which will be used to create a New mail list. The mail list will include all mail messages or news articles that are tagged with **all** of the tags you select here.

On this page of the wizard, either select one or more email tags to create a list of tagged mail, or select a news tag list to create a list of articles contributed to a particular newsgroup.

The tags that are currently applied are shown in the lower section of this wizard page. The tags available are shown in the upper section.

To limit the list of **Tags available**, check the **Private, Group, Public and/or News** box(s).

If there are many tags listed, make an entry in the **Find** box to locate the tag(s) you require. Use [wildcard](#) matching if necessary.

- **Create a mail list for Tagged Mail/Articles**

If there are any tags listed in the **Tags applied** box, that you do not want included, select the tags concerned and then click the **Remove** button. To remove several tags at once use the shift/click option.

To add tags to the list of tags applied, select each tag you want in turn then click the **Add** button.

- **If there are no existing tags for the topic you are interested in**

1. Click the **New tag** button. The **Make New Tag** dialog will appear.
2. Enter the new tag.
3. Click **OK** to return to the wizard.
4. Click the **Add** button.

Initially this will result in an empty mail list. Any messages that are subsequently tagged using this new tag will appear in this new mail list automatically. Further details are given in [Tagging Messages](#).

When you are satisfied that the applied tag list is complete, click the **Next** button or click the **Back** button to check your entry.

Click the **Finish** button to create the **New mail list**.

### **Related Topics**

[mail lists](#)

[mail list Set up Wizard](#)

[Tagging Messages](#)

## Mail lists

All the messages you send or receive and file and any news articles you post are all put into your mailbase.

The default **mail list** contains all the mail to and from all the users of your system and any mail that is currently in your Out tray, plus any news articles you have posted. Symbols next to each item in a list show:

- whether the message has been sent or received;
- whether the message is currently in an **In** tray, a **Pending** tray or your **Out** tray;
- who has access to the message.

To read the messages in your mailbase, you can call up the default mail list or create mail lists each containing just the items you require. Typically you could create lists which contain messages that:

- have been sent or received at your site
- you personally have sent or received
- have been exchanged with a particular person
- have been exchanged on a particular topic (or combination of topics) ie. tagged messages.

plus

- A list of all the articles contributed to a particular newsgroup.



When closed, the **default mail list** is shown as a **filing cabinet icon**. Any other **mail lists** you create are shown as **folder icons**. Mail will continue to be added to your mailbase even when a mail list is closed.

**To open a mail list** click on its icon. Each list will open a separate window.

**To shut a mail list** right-click on the folder icon, then select shut.

### **Related Topics**

[mail lists - Mail Room View](#)

[New mail list](#)

[Mail Symbols](#)

[Mail Message Status bar](#)

[Seeing articles you've posted](#)

[Seeing messages you've posted](#)

## Mail Message Header dialog

For a received mail the header shows From, Subject, Date and CC. To see the full header, select **Display Header** from the **Options** menu.

For new message the only entries you have to make are the **To** address and the **Subject**. If you want enter further details, click on the **Edit Mail Header** button. This will display the Mail Message dialog.

The **Sender**, **From** and **Reply-to** addresses, are set the same and no cc (carbon copies) are set. Complete the dialog as you require.

Enter any address simply by typing it or click the **Look up address** button and select the address you want from the Address book. You can also 'cut and paste' addresses via the clipboard.

If you want to record more than one To, CC or BCC address, click the [+] button next to the appropriate slot in the Header dialog. This creates the space for an additional entry. Each slot only shows one entry at a time. Click the down arrow to produces a drop-down list of these entries.

<b>To:</b>	The email address(es) of the person(s) the message is to be sent to.
<b>Subject:</b>	A brief description of what the message is about.
<b>Send as MIME</b>	Check this box if you are enclosing an attachment and your recipients can use <u>MIME</u>
<b>cc</b>	The email addresses of any people to whom <u>Carbon Copies</u> are to be sent.
<b>bcc</b>	The email addresses of any people to whom <u>Blind Carbon Copies</u> are to be sent.
<b>Sender</b>	The name of the 'Sender' of the message is automatically set by the <u>User Information</u> for the mailbox you are in.
<b>From:</b>	Your email address.
<b>Reply-To:</b>	The email address to be used for any reply.
<b>Others</b>	Add any further Header lines you require in the this box

### Request Message Disposition Notification (MDN) to

This option enables Turnpike to request a report acknowledging receipt of the current message.

You are able to set the MDN request for all messages sent from a mailbox in the User Info page of the Alter mailbox dialog



By default MDN reports are sent to the person sending the message. If you choose to send an MDN request you are able to change this address if you wish.

### *Related Topics*

[Mail Message menu](#)

[Sending a MIME message](#)

[Message Acknowledgement](#)

[Changing the Header on a message](#)



## Mail Message Status bar

At the bottom of each mail message, is a **Tags** button and a list box for **Owner** and **Access**.

- **Owner**

The ownership of a piece of mail defines who can change the tags or the access privileges on that piece of mail. The owner can be either a person or a workgroup. The current owner is displayed on the Status bar below the message.



If you do not have ownership, the buttons on the status bar will be greyed out.

The initial owner of a piece of mail is set through the mailbox in which it is opened. This will be either a particular person (specified through their sign on name), a workgroup or set by how the message was addressed. The **Default owner** of the mail is set in the **Tags page** of the **Alter Mailbox** dialog.

Subsequently, either the person or a member of the workgroup that owns the message can change the ownership to themselves or to the workgroup.

- **To change the owner**

1. Display the message.
2. Click the **Owner** button to display the **Select owner** dialog.
3. Click on the down arrow and select a new owner.
4. Click **Ok** to apply.

- **Access**

When a message first arrives in your In tray, it is automatically treated as private to you. When you file it, you may want the message to remain private or to become available to all or to a specified range of people.

Who will have access to a message when it is filed is shown on the Status bar displayed below the message. Access can be **public**, **private** (to the owner) or **restricted** (accessed by tags).

The 'Default access when filed' is set on the Tags page of the Mailbox dialog. If you set the default access to what you want to apply to the majority of messages in this mailbox, you will then only have to set these details in the messages that don't fit the general rule. If you forget to check the access settings before filing a message the default settings will be used.



You are only able to change the access when you are the owner of the message or you are a member of the workgroup that owns the message.

- **To change the Access**

Click the **Access** button and select one of the following:

- **Private**, for access only by the owner
- **Public**, for access by anyone on the system
- **Restricted**, for access dependent on the tags that are set.



In mail lists, access to a message is marked with,



for messages that you can't read



for messages that only you can read



for messages that you and some others can read.

If a message doesn't have any of these markers, it's public and can be read by anyone.

### · **Tags**

Any tags applied to a message or 'no tags' are shown next to the **Tags** button. You can also set **tags** to allow access to tagged mail to be **Private**, **Public** or **Group**. Click the **Tags** button to display the Tag Selection dialog box.

### **Related Topics**

Tagging Messages

Reading Mail

Alter Mailbox dialog

Access to Mail

## Mail Message menu

To select a mailbox or the mailroom,

- double-click on the mailbox or mailroom icon
- or click **Window** in the menu and select the mailbox or mailroom.

A window opens with a list of messages in arrival or sent order. The **Message** menu item will be available.

When you click on **Message** a sub menu enables selection of the following,

Open message  
Delete message  
Reply to message  
Forward message  
Forward "as is"

You can also open a message by double-clicking the selection  
Reply and Forward message buttons on the toolbar.



The **Message** menu item changes to **Article** if you select a newsstand.

### *Related Topics*

[Reading Mail](#)

[Sending Mail](#)

[Reject mail](#)

[Start new email](#)

## Mail buttons and menus

When you are working with a mailbox, you are offered a toolbar plus the following menus:

File  
Edit  
Search  
Message  
Classify  
Options  
Window  
Help

For details, click on the appropriate entry.








## ***mail list***

The default **mail list** contains all the mail to and from all the users of your system, any mail that is currently in your Out tray, plus any news articles you have posted.

To read the messages in your mailbase you can call up the default mail list or a mail list containing just the items you require.

## Mail symbols

### · *In a mailbox*

-  Unread message
-  Message that also appears in another mailbox (see [Mailboxes](#))
-  Item of [Group mail](#)
-  Message that has been read
-  Message that is mirrored from a POP mailbox
-  Message that's private to you
-  Message that only you plus a restricted list of other users can read

### · *In a mailbox message*



\_\_\_\_\_ Element of message that is offered in a choice of [Alternative forms](#).



(on a horizontal bar) File enclosed in a message (see [Extracting files from messages](#))



(on a horizontal bar) [Forwarded message](#) follows.



(on a horizontal bar) [Forwarded article](#)



(on a horizontal bar) Text file enclosed in a message (see [Extracting files from messages](#))



(on a horizontal bar) Returned mail



correctly

(on a horizontal bar) Document that uses an unknown character set: may not be shown



or













(on a horizontal bar) Text 'signed' using author's PGP signature








(on a horizontal bar) [External body](#)

### · *In a mail list*

-  Message that has been received
-  Message that has been sent
-  An article posted to a newsgroup

-  Message currently in an In tray
-  Message currently in a Pending tray
-  Message currently in your Out tray
-  Message that is mirrored from a POP mailbox
-  Message that's private to you
-  Someone else's private message
-  Message that only you plus a restricted list of other users can read

· ***In the Out tray:***

-  Message waiting to be sent
-  Message with multiple recipients waiting to be sent (Number of recipients shown in the box; individual messages also shown as waiting to be sent)
-  Message that is being transmitted\*
-  Message that has been sent\*
-  Message that couldn't be sent\*

\* ***Seen only very rarely***

***Related Topics***

[News symbols](#)

## Mailbox



Any mail you send or receive is handled through one or more **mailboxes**.

Each mailbox has:

- An **In tray** for the mail you receive - highlighted in the upper tray of the mailbox icon.
- A **Pending tray** for mail you've read but haven't processed...highlighted in the lower tray of the mailbox icon.

If you have any unread mail the associated mailbox icon flashes. If the mailbox is open you will see the new mail listed.

See Default mailbox.



## Mailbox Setup Wizard

To start the Mailbox Setup Wizard select **New mailbox** from the **File** menu. The wizard will guide you through the process of setting up a new mailbox.

On the wizard pages you can specify:

- The rules governing the type of mail you want in the mailbox
- How the mailbox icon should flash
- Whether new email addresses should be automatically added to the address book
- Whether any tags will be automatically applied to email messages
- Who will be allowed to read the messages and information to identify yourself when you reply to messages
- The name of the mailbox

The **Back** and **Next** buttons enable you to move backwards and forwards through the wizard pages, to check or change the entries made. To abandon creating the mailbox you press **Cancel** on any page. When you click **Finish** on the last page the new mailbox will be created.



You can change any settings later by right-clicking the mailbox and selecting **Properties**.

### *Related Topics*

[Alter Mailbox dialog](#)

[Mailboxes](#)

## Mailbox Wizard (accept)

This page of the Mailbox Setup Wizard is in two sections:

### Incoming mail

Choose an email name for which this mailbox should accept incoming mail.

Only existing email names are available in the drop-down list. If you haven't yet setup the email name you wish to use with this mailbox, you should **Cancel** the Mailbox setup wizard and go to **File ... Configure ... Email names**.

### Outgoing mail

Here you supply information to identify yourself in any email messages or replies you write from this new mailbox.

The **Email name** and **Name** entries are used to construct the reply-to address shown in the dialog.

Use the **Browse** button to select a different signature file if required.

### *Related Topics*

[Mailboxes](#)

[Mailbox Setup Wizard](#)

## Mailbox Wizard (access)

This page of the Mailbox Setup Wizard has three sections. The first two are only relevant on systems with more than one user.

### ***By default, once read, the mail will be:***

You select one of: **public**, **private** or **restricted** to control who will be allowed to read the messages in this mailbox. Mail is always marked as private until it has been read. The default access specified here will be applied. [See Allowing access to mail](#) for further information.

### ***By default, mail will be owned by:***

Usually select **the person the mail is addressed to**. Otherwise, pick the **person or group** from the list. Only the owner of an email message is allowed to change its tags or read access. [See Allowing access to mail](#) for further information.

### ***Tags***

Tagging is a useful facility for keeping track of different categories of mail messages. If you select **Yes** all mail handled by this mailbox will automatically be tagged. The next page will ask for details of which tags to apply. If you select **No** the mail will not be automatically tagged.

### ***Related Topics***

[Mailboxes](#)

[Mailbox Setup Wizard](#)

## Mailbox Wizard (attributes)

This page of the Mailbox Setup Wizard is in two sections:

### *Flash when*

Select whether the mailbox icon will flash; there are three choices.

### *Address book*

If you select **add addresses** then email addresses from any messages arriving in the mailbox will automatically be added to the address book. Otherwise the address book will not be changed.

### *Related Topics*

Mailboxes

Mailbox Setup Wizard

## ***Mailbox Wizard (custom)***

This page of the Mailbox Setup Wizard is in two sections.

### ***Incoming mail***

This section is just to confirm the list of rules that will be applied to this mailbox. You supplied these on the previous page. If you need to change any of the rules go **Back** to the [previous page](#).

### ***Outgoing mail***

Here you supply information to identify yourself in any email messages or replies you write from this new mailbox.

The **Email name** and **Name** entries are used to construct the reply-to address shown in the dialog.

Use the **Browse** button to select a different signature file when required.

### ***Related Topics***

[Mailboxes](#)

[Mailbox Setup Wizard](#)

## ***Mailbox Wizard (name)***

This is the last page of the Mailbox Setup Wizard.

Here you can keep the suggested name for the new mailbox or type in another unique name. You can move backwards and forwards through the wizard pages to check or change the details you have entered using the **Back** and **Next** buttons.

When you press **Finish** the new mailbox is created.



You can further customise or change the characteristics of the mailbox later if required by selecting **Alter mailbox** option in the **File** menu.

### ***Related Topics***

[Mailboxes](#)

[Mailbox Setup Wizard](#)

## Mailbox Wizard (rules)

On this page of the Mailbox Setup Wizard you can set up one or more rules to control which mail messages will be accepted or rejected by this mailbox.

- **The top section**

In this section, choose whether mail, which satisfies a given rule, will be accepted or rejected by this mailbox. (**Accept** is the usual case.)

- **In the middle section**

Use this section to specify one of the three simple rule types below, or a custom rule. In any of these rules the characters ? and \* are interpreted as wildcards for partial matching so they cannot be used literally. [See partial matching with wildcards.](#)

### Addressed to

You can choose an email name from the drop-down list of email names on your system. Only mail addressed to exactly this email name will be accepted (or rejected) by this rule.

### Sent from

You can pick an email address from your **Address Book** or type in a different address. Unless you use [wildcards](#) only mail sent from exactly this email address will be accepted (or rejected) by this rule.

### Subject Line Matching

Text that you specify here without any wildcards will match any subject line **beginning** with that text. To match a particular word or phrase **anywhere** in a subject line; include the [wildcard](#) character \* at the beginning.

### Custom rules

If you find you cannot express the selection criteria you need using any of the simple rule types, you will need to construct one or more [Custom rules](#) instead. These are more powerful, but also more difficult to construct. The best advice is to use them only as a last resort.

- **In the bottom section**

This section contains the list of rules to be applied and three buttons to **Add**, **Remove** or **Alter** rules in the list. Use the **Add** button to add each rule to the list after specifying it above.



If you are making a list of several rules you should add the most important ones first, as the first rule which is satisfied determines whether a message is accepted (or rejected). If you get the rules in the wrong order, you can adjust the order later by going to the **File** menu and taking the **Alter mailbox** option. You can also select rules you have already added to the list and use the buttons to **Alter** or **Remove** them.

## Related Topics

[Mailboxes](#)

[Mailbox Setup Wizard](#)

## ***Mailbox Wizard (sender)***

This page of the Mailbox Setup Wizard is in two sections:

- ***Incoming mail***

Here you specify which address(es) mail should come from in order to get routed to this new mailbox. You can pick an address from your **Address Book** or type in a different address. Only mail from this exact email address will be accepted by the mailbox, unless you use wildcards to specify a range of addresses.



The characters ? and \* are interpreted as wildcards for partial matching so they cannot be used literally.

- ***Outgoing mail***

Here you supply information to identify yourself in any email messages or replies you write from this new mailbox.

The **Email name** and **Name** entries are used to construct the reply-to address shown in the dialog.

Use the **Browse** button to select a different signature file if required.

### ***Related Topics***

[Mailboxes](#)

[Mailbox Setup Wizard](#)



## ***Mailbox Wizard (subject)***

This page of the Mailbox Setup Wizard is in two sections.

- ***Incoming mail***

Here you specify what the subject line of incoming email must include in order for the message to get routed to this new mailbox:

- Text that you specify here without any wildcards will match any subject line **beginning** with that text.
- To match a particular word or phrase **anywhere** in a subject line; include the wildcard character \* at the beginning.



The characters ? and \* are interpreted as wildcards for partial matching so they cannot be used literally.

- ***Outgoing mail***

Here you supply information to identify yourself in any email messages or replies you write from this new mailbox.

The **Email name** and **Name** entries are used to construct the reply-to address shown in the dialog.

Use the **Browse** button to select a different signature file if required.

### ***Related Topics***

[Mailboxes](#)

[Mailbox Setup Wizard](#)

## Mailbox Wizard (tags)

On this page of the Mailbox Setup Wizard, you must select one or more tags to be automatically applied to all mail messages handled by this mailbox.



If you do not wish to use automatic tagging in this mailbox go **Back** to the previous page and select **No** to the question about tags.

In the top section there is a list of the **tags available** and you can select any tags to be added one at a time. Use the **Add** button to add each one to the list of **Tags applied** below.

Where the tag you want hasn't been set up yet, you first need to click the **New tag** button and set up the new tag you want in the Make New Tag dialog that is then displayed. The new tag will then be included in **tags available**.

You can also **Remove** one or more selected tags from the **Tags applied** list if you make a mistake or change your mind.

### *Related Topics*

[Mailboxes](#)

[Mailbox Setup Wizard](#)

## Mailbox Wizard (type)

On the first page of the Mailbox Setup Wizard you need to decide what will determine the routing of messages to this new mailbox. The choices are:

- **Who the mail is addressed to**
- **Who the mail is from**
- **The subject of the mail**
- **Other criteria or a combination of the above**

Whichever choice you make, you will be asked further details on the next page of the wizard in order to focus the routing rules more narrowly.

### *Related Topics*

[Mailboxes](#)

[Mailbox Setup Wizard](#)

## Mailbox flashing



By default, minimised mailboxes flash when they contain something to read. If the **Turnpike** program is minimised when new mail arrives the Turnpike icon will flash.

### For each mailbox you are able to set

- The mailbox to flash whenever there is any mail in the in-tray.
- to flash only when there is unread mail in the in-tray.
- or never to flash.



When you close a mailbox, it won't start flashing again until something new arrives - even if you have left some of the messages unread. It will start flashing again the next time you load Turnpike.

### · **To set mailbox flashing**

1. Select the mailbox
2. Click **File** menu
3. Select **Alter mailbox**
4. Select the **Name** tab
5. Select the flash option you want.



Right-click the mailbox and select Properties to display the Name page of the Alter mailbox dialog.

### **Related Topics**

**Alter Mailbox dialog**

Mailboxes

## Mailbox toolbar

When a mailbox is selected a number of buttons are displayed on the toolbar. The function of each button is given below.



If a button text is greyed out, that function is not available.

<b>Address book.</b>	Calls up your Address book.
<b>Move to In-tray.</b>	Moves the currently selected mail message(s) to the in-tray of the <b>current</b> mailbox(s). You are also able to select and drag mail to the in-tray
<b>Move to Pending.</b>	Moves the currently selected item(s) to the Pending tray of the <b>current mailbox(s)</b> - You are also able to select and drag mail to the Pending tray (the lower part of the active window). Pending mail is highlighted in the lower tray of the mailbox icon.
<b>Forward message.</b>	The currently selected mail message is copied into a new message. Fill in the email address of the person or persons whom you want to forward the message to, add a suitable covering note at the start of the message - then click the <b>Post</b> button to forward the message on.
<b>File message.</b>	Removes the currently selected item(s) from your mailbox and saves them in your mailbase. You are able to recall any message as required.
<b>Reply</b>	A new message is set up for you to send in reply to the current message. This new message contains a copy of the original message, the subject, the email address of your correspondent, your email address etc. and your current signature. You edit the old message to include only the relevant text, add your reply - then click the <b>Post</b> button.
<b>Delete message.</b>	The currently selected item(s) are moved into your Waste basket. You are also able to select and drag mail to the <u>Waste basket</u>
<b>Start new email</b>	Sets up a new message containing your email address and your current signature. Enter an email address in the To box and a Subject in the subject box. If you want to send copies to someone, click the <b>Edit Mail Header</b> button. Type your message- then click the <b>Post</b> button

### **Related Topics**

[Address book.](#)

[Forwarding mail.](#)  
[mail lists.](#)

[Replying to Mail](#)

[Sending Mail.](#)

[Email address](#)

[Mailboxes](#)

## Mailboxes

Any mail you send or receive is handled through one or more **mailboxes**.

Each mailbox has:

- An **In tray** for the mail you receive - highlighted in the upper tray of the mailbox icon.
- A **Pending tray** for mail you've read but haven't processed...highlighted in the lower tray of the mailbox icon.

If you have any unread mail the associated mailbox icon flashes. If the mailbox is open you will see the new mail listed.

### · **Alternative Mailboxes**

Unless you arrange otherwise, all your mail is put into the same 'default' mailbox. **Turnpike** enables you set up other mailboxes for any number of mail types or categories you require.

**Examples are,**

- Personal mail
- Business mail
- Mail from a particular person
- Where a certain word is included in the subject line of the message.

Any mail you receive that doesn't meet one of your categories is put into your original 'default' mailbox. Any mail that meets more than one category will initially be shown in the in-tray of each applicable mailbox. When this mail is opened, in any one of the mailboxes, it will automatically disappear from the other mailboxes.

For each mailbox the **Alter mailbox** dialog enables you to specify:

- The way forwarded messages are introduced, the signature and the email name used.
- The tags that you want applied to mail put into this mailbox.
- The colours and fonts used to display the contents of the mailbox.
- The font used when you print a message from this mailbox.

### **Related Topics**

[Setting up mailboxes](#)

[Mailbox setup wizard](#)

[User information](#)

[Distributing mail to mailboxes](#)

[Alter Mailbox](#)

[Removing a mailbox](#)

[Mailbox Flashing](#)

[Mailbox Toolbar](#)

[Tagging messages through the mailbox](#)

[Setting colours and fonts](#)

[The font used to print](#)

['The default' mailbox](#)

## Mailing lists - Overview

Mailing lists enable anyone with a special interest to send and receive messages to and from others that share that interest. Mailing lists do a similar job to Newsgroups. Some Mailing lists double as newsgroups and when they do, everything that's sent to the Newsgroup it is also sent to the Mailing list and vice versa.

**Newsgroups contact people via the News feed.** You may not have access to newsgroups particularly if you access the Internet indirectly by logging on to a network that has a gateway to the Internet. Turnpike enables you to convert an existing Mailing List to a Newsgroup.

**Mailing lists contact people over the Internet Mail system.** Mailing lists work by setting up particular email addresses as 'mail reflectors'. Any message that is sent to one of these addresses is then automatically copied to everyone who has 'subscribed' to the corresponding mailing list. When you subscribe to a Mailing list, Turnpike will filter out mailing list messages from your other mail and treat it as a special newsgroup.



Mailing lists newsgroups are identified by an exclamation mark before their name in the subscribed newsgroups list.

· ***Subscribing to a Mailing list has the following advantages:***

- Mailing list messages don't clutter up your mailboxes.
- Messages are *threaded* showing you how they follow on from each other.
- On a shared system, messages from a mailing list are available to everyone. This means that there is no need for multiple subscriptions and there is no need to circulate message between colleagues.
- Messages automatically expire after a certain number of days.

### ***Related Topics***

[Running a mailing list](#)

[Subscribing to a Mailing list](#)

[Email routing to seats & news dialog](#)

[Email routing:Mailing Lists](#)

[Converting a mailing list into a newsgroup](#)

[Adding newsgroups to a newsstand](#)

[Setting up mailing list as a newsgroup](#)

[Reject Message](#)

## Mail lists - Mailroom view



The Mailroom view of a mail list is a list of **all** the email messages that have been sent or received by your system, plus any articles that have been contributed to in the newsgroups.

### · *To open the list*

1. Double-click on the filing cabinet icon  
Or select **Mailroom view** from the Window menu.
2. Click on the drop down menus at the bottom of the window. In the first menu choose to display the list in **Arrival** or **Sent** order. In the second menu choose to display just **Incoming** messages, or just **outgoing messages**.

To change the width of columns, click and drag the vertical bars between each of the columns headings.

### *Related Topics*

[mail lists](#)

[New mail list](#)

[Mail Symbols](#)



## mailto Button

To create a mailto button in a message type an email address in the following form;

Mailto:alice@turnpike.com

For users of Turnpike the *mailto* part of the above will appear as a button when the message is read as follows.

**mailto: Alice@turnpike .com**

When users click a mailto button a new email form is displayed with this address in the To field.

This facility can be useful to your readers when you quote an email address in a message. For replies you may want to put this feature next to your signature.

If you want the button to appear in the attribution line when you followup a message add something like;

In article mailto:%a



The button is inserted by Turnpike. The actions by other news/mail programs will be determined by their software.

### **Related Topics**

[Preparing News / Mail messages](#)

[Signatures](#)

## Margins and tabs

Messages and articles you prepare are laid out following the markers set on the Ruler line above the message.



If no Ruler line is shown, select **Display Ruler** from the **Options menu**.

The main left and right margin markers are initially set to give you an average of 72 characters per line whatever font and typesize you are currently using.

Between these margins are a number of default tab positions, set at every 8th character along the line. The scale on the Ruler line converts these character positions in the screen font into distances in inches.

In common with other Windows applications, clicking on the Ruler line places a tab at that point and clears the default tabs to the left of this position. This tab can then be dragged to a new position or dragged off the Ruler line if it's not required.

- ***To change the number of characters your message will have on each line***  
Drag the right margin marker to a new position.
- ***To indent a paragraph To indent a paragraph***  
Press Shift Tab or drag the two parts of the left margin marker to the new position.
- ***To set two indents***  
Click to set a tab at the position of the indented paragraph - for example a title followed by an indented paragraph. Drag the lower part of the left margin marker to the same position. Drag the upper part of this marker to the start of the line eg the title  
The upper part of this marker marks the start of the first line of the paragraph; the lower part marks the start of subsequent lines.



When you post the message, Turnpike automatically inserts a carriage return at the end of every line. Tabs and indents are converted to spaces. The message will have the same line breaks when it's read, regardless of the type of system used by the person who receives the message.

### Related Topics

[Preparing News / Mail messages](#)

## Marking threads

- **To change marking to Read or Unread**

**Select the thread, then**

*Either* Right-click and select **Mark as unread**

*Or* Select **Mark as unread** from the **Classify** menu.

If you don't want to bother with particular articles or with the remainder of the articles in a particular news group;

**Select the thread, then**


*Either* Right-click and select **Mark as read**

*Or* **Mark all as read**

*Or* Click the **Mark all as read** button on the Toolbar.

Items marked will appear when you click the **Next unread** button.


- **To mark a thread Interesting**

*Either* Double-click on the leftmost of the three boxes shown for the thread in the news group list, until the thread is marked 

*Or* Select the thread and click on the **Mark as interesting** button;

*Or* Select the thread and then select **Class as interesting** from the **Classify** menu.

- **To mark as Uninteresting**


*Either* Double-click on the leftmost of the three boxes shown for the thread in the news group list, until the thread is marked 

*Or* Select the thread and click on the **Mark not interesting** button;

*Or* Select the thread and then select **Class Uninteresting** from the **Classify** menu.



Use ctrl-click and shift-click to select and then mark several items at a time.

If a thread has already been marked Interesting or Uninteresting, you can clear this marking either by selecting **Declassify** from the **Classify** menu or by double-clicking on its Classification box until the thread is marked 



Click the **Refresh** button at the bottom of the window to show the result of your changes. Items marked uninteresting will then be at the bottom of the list and items marked interesting will be at the top of the list.

- **Removing markers**

1. Select the items from which you want the markers removed
2. Select **Declassify** from the **Classify** menu.

### **Related Topics**

[Interesting articles](#)

[Discussion threads](#)

[Reading News](#)

[News Symbols](#)

## Message Acknowledgement (MDN)

Turnpike enables you to request an acknowledgement for messages you send and to respond to requests for acknowledgement of messages.

Turnpike will tell the recipient that the message has been opened.

You may receive reports that tell you if a message has been dispatched, processed, deleted or failed. (These further message reports will be included in later versions of Turnpike.)



You may not get a response for acknowledgement. Many recipients may not choose to respond and in some cases their mail readers may not be set up to respond to MDNs

A response that a message has been displayed does not mean it has been read or understood.

- **To request acknowledgement of a message.**

**As a default for mail from this mailbox.**

On the [User Info](#) page of the Alter mailbox dialog, check the **Request message disposition notification(MDN)** option.



If you want this option to apply to all mailboxes set the option in the default mailbox.

**In the message you are preparing,**

Click the **Email Header** button.

Check the **Request Message Disposition Notification (MDN) to** option.



By default MDN reports are sent to the person sending the message. You can change the default address for MDN reports on the User info page of the Alter Mailbox dialog or in the message header dialog for the message you are sending

- **To send an acknowledgement that a message has been received**

To acknowledge message receipt, the Mailbox you are using must be configured to respond to MDN requests.

When a request is made, messages received by a mailbox configured to send an MDN, include a request for acknowledgement in the status bar. The status bar also includes a drop down menu that enables you to select to acknowledge (Send MDN), defer acknowledgement (Defer MDN) or not to acknowledge receipt (Do not send MDN).

**Send MDN**

When you select **Send MDN** the acknowledgement will go to the out tray as soon as you close or file the message and will be sent the next time you connect.

**Defer MDN**

If you select *Defer MDN*, the message can be closed/ filed and an acknowledgement may be sent later if you wish. The MDN acknowledgement drop down menu will reappear the next time you open the message.

**Do not send an MDN**

When you select this option and close/file a message an MDN will not be sent. If you subsequently open this message the Acknowledgement drop down menu will not appear. However if you mark this message as unread, the default will be restored and when you open the message the acknowledgement drop down menu will reappear.



If you want this option to apply to all mailboxes set the option in the default mailbox.



You can only send an MDN once for a message.

### ***Related Topics***

[Alter mailbox name page](#)

[Alter mailbox User info](#)

[Mail message header dialog](#)

## ***Mirror***

If you are downloading mail by POP3 you can choose to **mirror** your email. This means that the state of your mailbox on your Access provider's server will match that of your Turnpike mailbox. If you leave email in a Turnpike mailbox, a copy will also remain on the server. If you file or delete the email in Turnpike, it will be deleted from the server next time you connect.

This option is useful if you want to dial in and read your mail from more than one place. Remember, though, that the email will be deleted from the server next time you log in **if you delete or file it in Turnpike**.

***You can choose whether to mirror POP3 email by going to the Connect program, selecting the Configure menu and then choosing the Email Transfer option.***

## Missing articles

The number reported by Connect won't necessarily match the number of new articles that appear in your newsgroups. Any discrepancy in these figures is unlikely to indicate a problem of missing articles, for the following reasons.

- The figure given in the Connect program is the total number of items fetched. This may comprise full articles, headers or bodies.
- For newsgroups downloaded in full and 'browse' groups, the number of items downloaded will match the number of new articles shown in your newsstands.
- If any kill rules have been set for a newsgroup, Connect will fetch the headers first, apply your rules then fetch any bodies that are required. Consequently, each article that isn't killed is counted twice. If you've set up rules for every newsgroup but no articles are actually killed, you will appear to fetch twice the number of articles you get to read.
- The articles that are killed by the rules are included in the number of items that were fetched but not in the totals shown in the newsstand because you are not expected to want to read these.
- If you have marked any threads as uninteresting. Articles contributed to these threads are also included in the count of items fetched but not in the totals of unread articles - again because you are not expected to want to read these.
- Articles that have been cross-posted to several newsgroups are only fetched, and counted once by Connect. They will feature in the count of each of the newsgroups to which they have been posted.
- You may be collecting news for newsgroups which no longer appear in a newsstand.

Turnpike checks that all subscribed newsgroups appear in someone's newsstand whenever someone with permission for news administration signs on.

### **Related Topics**

[Troubleshooting](#)

## ***Moderated newsgroups***

A moderated newsgroup is one in which contributions aren't posted directly to the newsgroup but instead are initially sent by email to a moderator. The moderator decides whether the articles are appropriate for inclusion in the newsgroup. This procedure improves the quality of the contributions to the newsgroup and keeps the discussions on to the subject. Note that moderated newsgroups have a slower response rate.



## Moving Turnpike to another machine/system

If you want to move Turnpike to another PC or upgrade to a PC with a different operating system

 **Don't try just copying all the old files from your old system to the new one.**

· *You should complete the following procedure,*

1. Set up a new directory, for example c:\Turnpike
2. Copy the following from the old Turnpike directory to the new directory.  
TURNPIKE.USR  
CALLS.TPK  
NEWS directory  
MAIL directory  
USERxxx directories  
All ACC, .CST or .MDM files you use
3. Use the Turnpike Setup program to install an appropriate version of **Turnpike** on the new system.

The installation program will ask you to select either a Typical, Compact or Custom installation and will state the directory in which Turnpike will be installed.

Installation is normally to a **Turnpike** directory on which the Setup program is run. If you set up C:\Turnpike if you used the example in step 1.

If you want Turnpike to be installed in a different directory, use the **Browse** button at the bottom of this dialog to select the directory you require.

3. When installation has been successfully completed, run both the main Turnpike program and the Connect program.
4. Check that each program is set up as you require. For details refer to
  - the Set up book
  - In Turnpike Help Contents. Relevant topics in the Configuring Turnpike 'book'.
  - In the Connect Help Contents: Relevant topics in the Configuring Connect 'book'.

### **Related Topics.**

[Rebuilding data files](#)

[Backing up your Turnpike files](#)

[Moving the Mail and News Directories](#)

[Upgrading to the latest version of Turnpike](#)

[Re-building the Newsbase.](#)

## **Moving and Upgrading Turnpike**

[Backing up your Turnpike files](#)

[Moving the Mail and News Directories](#)

[Moving Turnpike to another machine](#)

[Upgrading to the latest version of Turnpike](#)

[The Multiple-Access version of Turnpike](#)

## Multiple Access

The standard Turnpike software can be used by up to 99 people, but it is a 'single user' version. This means that you can only have one copy of Connect and one copy of Turnpike running at the same time (although they do not necessarily have to be on the same machine).

If you wish to install Turnpike on a LAN (Local Area Network), with a copy of the offline software on each workstation, run the Turnpike Setup program on your central server, choose 'custom install' and then select **Turnpike Workstation Setup**. This will place a special setup program on your central server from which Turnpike can be installed onto each workstation.

LAN Administrators should note that mail that has been collected by Turnpike can be accessed across the network by other mail reading software if you enable the POP3 Server option. Again only one person at a time can use the standard version of Turnpike.

If you require more than one person to be able to use Turnpike simultaneously, you will need a **Multiple Access** version of the program. This still uses just one copy of Connect, but enables you to have multiple copies of the Turnpike program running, up to the number of seats purchased. Email [info@turnpike.com](mailto:info@turnpike.com) for further details.

### *Related Topics*

System administrator

## New Custom Dictionary

1. In the **Dictionaries page** of the Alter mailbox dialog, click the **New** button.
2. In the **File name** field of the **New custom dictionary** dialog enter a new 'filename.dic'.
3. Click the **Save** button.

The **Dictionaries page** of the Alter mailbox dialog will reappear with this new name listed.

The **Edit dictionary** dialog will appear for you to add words to the new custom dictionary.

### *Related Topics*

[Dictionaries dialog](#)

[Add Custom Dictionary \(from those on file\)](#)

[Edit a Custom Dictionary](#)

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## New mail lists

The Mailroom view shows **all** the messages to and from all users of your system in one list. You are able to create further **mail lists** that contain selected mail.

The default mail list is shown as a filing cabinet. Other mail lists, when closed or minimised are shown as folder icons. You can shut a mail list by right-clicking on the folder icon and then clicking shut, or with the list window open, click the **shut** button at the bottom right of the window. The list window will close and the folder icon will disappear.



You are not able to shut the default copy of the mailroom. Mail will continue to be added to your mailbase even when the default mail list is closed and any other mail lists have been shut.

### · **To Create a New mail list**

1. Click **File** in the menu.
2. Select **New mail list**, the Mail List Setup Wizard will start.

This wizard enables you to create a **New mail list** based on **mail tags**, **correspondence with a particular person** or a further copy of the **mailroom**.



You will only be able to see a list of mail on a particular topic if that mail has been tagged.

### · **Using the Address Book to Create a New mail list**

1. Open a mail list containing the mail you want to filter.
2. Click on the **Address book** button in the toolbar.
3. Select a name from the address book. Any name listed can be selected.
4. If you are not sure you have selected the correct name, click the **View/Alter** button on the toolbar to display the address book entry dialog. If the details are those you want, click the **Messages** button in the dialog.  
Otherwise click the **Messages** button on the toolbar. A new mail list will appear or advice that there are no messages.

### **Notes**

- Double-click on a name in the **address book** to display the **address book entry** dialog.
- The messages listed in a New mail list created using the Address book will be those sent to or received from the email address(s) listed in the *File as* section of the Address book entry. Ensure the *File as* entry is incomplete to see a complete list of messages.
- Each New mail list is shown as a folder on your Turnpike desktop. You are advised to shut any New mail lists that you no longer require.

### **Related Topics**

mail lists

mail lists - Mail Room View

## News article - Kill Rules dialog

This dialog is displayed by,

- Selecting the **Custom rule** option from the main [Kill articles and threads dialog](#)
- Or selecting the **Review** option from the **Kill Articles and threads** dialog and then selecting the **Add or Alter** button.

You set up one rule each time you call up this dialog.

- [To set a kill rule](#)



The **Accept** option enables you to retain articles that would otherwise be killed by one or other of the 'Reject' rules. In a Browse group, an Accept rule will allow articles meeting the conditions of the rule to be automatically downloaded in full.

Select the option to **Accept** or **Reject** articles with the following properties.

**Written by**                      enter their email address  
**Subject line matching**        enter text you want to match.

**Longer than** (size of the article as given by the Lines entry in its header).  
Enter the number of lines for which you want to accept or reject the article.

**Custom Rule**                      Enter a rule not covered by the above properties

### **Related Topics**

[Kill articles and threads dialog](#)

[Killing news articles.](#)

## News Header

When you open an article, the Window header states the name of the News Group, its Subject, the name of the Author and their email address, the date it was posted and the Organisation.

When you are preparing an article you will need to enter the **Subject** and the **Newsgroup(s)** you wish the article posted to. The other parts of the Header are automatically set for the standard case in which any Follow-ups should be posted to the same group.

When you want the reply to go to a different newsgroup or to a different address, click the **Edit News Header** button. Set the details you require in the [News Header dialog](#) that appears.

To see the full Header, select **Display Header** from the **Options** menu. The following lines are displayed; some are required some are optional.

### Required

<b>Path:</b>	The systems through which the article has been passed
<b>From:</b>	The email address of the sender
<b>Newsgroups:</b>	List of the newsgroups to which the article is being contributed
<b>Subject:</b>	The subject of the article
<b>Date:</b>	When the article was posted
<b>Organisation:</b>	The author's affiliation
<b>Message ID:</b>	The article's ID number (guaranteed to be unique)

### Optional

<b>Followup-to</b>	The group to which an Follow-up articles should be posted
<b>References:</b>	The IDs of the articles to which the article is a Follow-up (if applicable)
<b>Keywords</b>	One or more keywords for the article (not used directly within Turnpike)
<b>Summary:</b>	A brief summary of the article - useful for readers who just 'browse' the newsgroup

News Headers may also include non-standard lines with names starting X-. For example, many news articles start with an X-ref line that records [cross referencing](#) information used by the News server from where you get your News.

### Related Topics

[News Header dialog](#)

[Reading News](#)

## News Header dialog

This dialog is displayed by clicking the **Edit News Header** button on the Reply to / Follow up window of an article. The **News Header dialog** enables you to specify a different newsgroup for the reply. You can also set any replies to be sent to a different address.



You cannot change the name of the Sender of the message. This is automatically defined by which system is being used and who is the current user is.

### · **Main Entries**

- Subject:** A brief description of what the article is about.
- Newsgroups:** The name(s) of the newsgroup(s) to which the article is to be posted (separated by commas).
- Followup-to:** The name of the newsgroup to which any Follow-up articles are to be posted (if this is not simply the group in which the article appears).
- From:** Your email address.
- Reply-To:** The email address to be used for any reply by email.

### · **Optional Entries**

- Keywords:** Enter one or more words that can be used (by an automatic selection process) to find this and other similar articles, to read.
- Summary:** A brief summary of the article - useful for readers who just 'browse' the newsgroup
- Other** Any further Header lines you require

### **Related Topics**

[News Header](#)

[Reading News](#)



## News article - Custom Kill rules

Before setting a Custom Kill rule, confirm that it is not possible to filter the items you want by the data entered in the other fields of the **News article kill rule** dialog.

When you do require a Custom rule, first see if one of the examples can be used as a template.

A Custom Kill rule enables Turnpike to identify a particular class of article you want to kill. This is done by giving it a 'pattern' to match against the headers of articles posted to the newsgroup.

· **Custom rules generally take the form: /pattern /modifier**

Generally, the modifier specifies the part of the header that should be searched. If you can tell Turnpike which part of the header it needs to match the pattern against, the search will be quicker than if you ask it to match the pattern against the whole header of each message.

### Modifiers

- h search every header line
- s search the Subject: header line after "Re:" etc.
- a search the author's address as extracted from the From: header line (starting after any angle brackets)
- c the case of the characters (upper or lower) matters in matching the pattern

If no modifier is given or only c, then s is assumed, i.e. just the Subject line is searched.



Any header lines that have been 'wrapped' or 'folded' onto 2 or more physical lines are automatically 'unfolded' before they are searched. You don't have to allow for this wrapping/folding in your rule.

The pattern that you want Turnpike to look for is expressed in the form of a regular expression written using (fairly) standard UNIX syntax. As these are sometimes difficult to specify it can help to study the examples. Select the one that most closely mirrors the type of rule you want to specify.

### **Related Topics**


[Killing news articles](#)

[Custom Kill rules - examples](#)

[Custom rules: Formal syntax](#)

[Defining Custom Rules](#)

## News article - Kill rules

Kill rules enable you to minimise the amount of disk space used by articles in which you have no interest. If an article is identified by a kill rule as unwanted, just its header is downloaded. This provides enough information for the article to be downloaded in full if later you decide you want to read it. The article is also marked  and isn't brought to your attention eg. by including it in counts of unread articles.



Kill articles permission is required to set up these rules. On a shared system, any article that's killed by a kill rule is killed for every other user of the system.

The kill articles and threads dialog offers a range of Kill options from simply killing the current article to setting up a 'Custom' Kill rule to be applied to the newsgroup you are working in.

Each Kill rule is associated with a particular newsgroup. You are able to set up separate sets of rules for each newsgroup, and to have newsgroups that aren't filtered at all.

The **Review** button on the **kill articles and threads** dialog enables you to see and amend any rules currently set.

**Order of rules.** Most rules specify a type of article that is to be rejected. You are also able to set up rules that specify that particular articles should be accepted. Where more than one rule applies, Turnpike will act on the first rule that is applicable to the article it is considering.

Therefore, ensure that the rules appear in the order you want the rules applied.



Generally, it will not be necessary to set up kill rules for a newsgroup that is browsed. Only the headers of the articles are downloaded. You may want to set up a kill rule to accept certain types of articles in a browse group. Articles meeting the conditions set will then be downloaded in full.

Filtering a newsgroup using Kill rules may increase the time taken to download articles. This is because of the time taken to inspect each article's header. Consider carefully the number of groups that you want filtered in this way.

### **Related Topics**

[Kill articles and threads dialog](#)

[Defining Custom Rules](#)

[Requesting missing articles](#)

## **News buttons and menus**

When you are working in a newsstand, you are offered a toolbar plus the following menus:

File

Edit

Search

Article

Classify

Options

Window

Help

For details, click on the appropriate entry.

## News symbols

### In the list of newsgroups:

**First column** (*Number of Interesting articles to be read*)



Newsgroup that hasn't yet been threaded (processed to identify how the articles interlink) - or which needs to be re-threaded



Newsgroup that has been threaded

**Second column** (*Number of unread articles*)



Newsgroup that hasn't yet been threaded



Newsgroup that has been threaded

### In the list of discussion threads:



Thread you've picked out as Interesting



Thread that hasn't been marked either as Interesting or as Not interesting



Thread that you've marked as Not interesting



Unexpanded thread (Double-click on this symbol to see full details of the thread)



Expanded thread



Unexpanded user-defined thread



Expanded user-defined thread



Thread containing unread articles



Thread that has been read



Thread of articles that are being kept beyond their normal expiry time



The tick means that a request has been made for all articles in the thread to be downloaded in full the next time you connect (Browse groups only). The adjacent symbol is typical and can be anything valid.

### In expanded threads:



Unread article



Article that has been read



Article of which only the header has been downloaded (If you don't know why this might be, [click here](#)).



Article of which only the header has been downloaded but this includes a summary



Article which isn't immediately available



Article which you have requested to be downloaded the next time you go on-line




Article within a thread that you have requested to be download in full (Browse groups only)



Article that was requested but is no longer available from your news server



Article which you have asked to keep past its normal expiry time

 Article that you have 'killed'

### *In articles:*

 or

 (on a horizontal bar) Text 'signed' using author's PGP signature



A spoiler. Pressing the button usually reveals an answer.

### *In the Out Tray*



News article waiting to be sent

### *Related Topics*

Mail symbols

## ***Newsgroup***

An on-line discussion group. On the Internet, there are literally thousands of newsgroups covering every conceivable interest. Turnpike enables you to view and post messages to a newsgroup

## Newsgroup Addition dialog

This dialog is displayed when you click the **Add** button at the bottom of a newsstand.

The list in the top part of this dialog is initially set to show the newsgroups you are currently subscribed to. If you have News Admin permission, you will be able to select the option to show **all** the newsgroups available from your Access provider's news server.

The **Ratings** button enables you to call up a display which way the currently selected newsgroup is rated under the various ratings services you are using.

### ***To add a newsgroup to the selected newsstand***

1. Select a newsgroup from the list of subscribed newsgroups displayed. Use the **Find** box to help locate newsgroups. Use click and shift-click to select several newsgroups
2. Click the **Add** button the selected newsgroup(s) will then appear in the lower box
3. Repeat until you have added all the newsgroups you require
4. Click the **OK** button.



If you attempt to add any groups to which you are not yet subscribed, you will be asked if you want to add them to your subscription list.

### ***Related Topics***

About Newsgroups

## Newsgroup Rating Services dialog

This dialog is displayed by clicking the Ratings button within the [Edit Sign on Details dialog](#) (or by clicking the corresponding button within the [Edit Workgroup Details dialog](#) when the ALL workgroup is being edited).

The top part of the dialog shows the names of the newsgroup ratings services that are currently in use, together with details of the maximum levels currently set for the categories covered by each ratings service.



If you don't have Ratings [permission](#), these details are shown for information only. You will be unable to change anything.

While the cursor is on the name of a service (or this part of the display is blank), you are offered the option to:

- Add a new service;
- Remove the selected service;
- Set whether unrated newsgroups should be;
- Shown - treated as innocuous;
- or Hidden - treated as potentially offensive.

Details of the selected service are shown at the bottom of the dialog.

While the cursor is on a category, you'll see the range of levels available in this category, together with a description of what the current maximum level represents and of the type of newsgroup that might have this rating. If you have both **Alter Workgroups** and **Ratings Admin** [permission](#), you will be able to change the maximum level for this category.



Any settings you make that select levels regarded by the ratings service as unsuitable or potentially illegal, will be rejected when you leave the dialog.

### **Related Topics**

[Restricting access to newsgroups](#)

[Controlling access through ratings](#)

[Edit Sign on Details dialog](#)

[Edit Workgroup Details dialog](#)



## Newsgroup Subscriptions dialog

This dialog enables anyone with News Admin [permission](#) to select Newsgroups to subscribe to and to set;

- How long the articles should remain on your disk (ie. their Expiry time);
- Whether the articles should be copied to your disk in full or, for example, just 'browsed'.

You also use this dialog to [cancel your subscription to a newsgroup](#) or to [limit who can read a particular newsgroup](#).

The **News Subscription dialog** is displayed by selecting the **Configure** from the **File** menu, selecting **Newsgroups**.

- Click the **Subscribe** button to call up the [Newsgroup Subscription dialog](#).
- Click the **Unsubscribe** button to cancel your subscription to the currently selected newsgroup.
- Click the **Access** button to call up an [Alter Usage dialog](#). Use this dialog to specify which users can have access to the currently selected newsgroup.
- Click the **Ratings** button to set how the currently selected newsgroup is [rated](#).

To view or change the subscription information set for any of the newsgroups you subscribe to, select the newsgroup in the upper part of the dialog. The lower part of the dialog then changes to show the details currently set for this group. The name of the group for which the details are being shown is also included in this area of the dialog.

### *Newsgroup details*

**Browse** Check this option to load just the headers of the articles. If you leave this option unchecked all the articles contributed the newsgroup will be loaded in full.

**Moderated** Check this option when the newsgroup is known to be [moderated](#).

**Expire after** Set the number of days any article in the newsgroup should remain on your disk. After the time set it will be automatically be deleted. Newsgroups having reached their expiry date are deleted whenever the Turnpike Connect program is run.

**Auto Keep** Select this check box when you want to keep the articles in the newsgroup past their normal expiry time.



If later you find you do not want to keep these articles use the **Cancel Keep** (see [Keeping news articles](#)). Clearing this **Auto Keep** option just stops future articles being marked as to be kept.

**Suspended** Check this option when you want to suspend a collection of news/articles from this Newsgroup

**If the news server is configured to use NewNews commands** you will see and be able to set the following **NewNews** options as follows:

Set the date from which you want Turnpike to take new articles in this workgroup. This is normally the date articles were last collected.


Set either Last or Now for the New news you want to collect.

Set Plus or minus and Days or Hours and then enter a number in the box. The date will change in accordance with the options and entry made. Check that you have made the correct settings.

**If the news server is NOT configured to use NewNews commands**, you will see and be able to set the following options:

- Fetch all new articles
- Fetch new articles and refetch
- Fetch only the most recent

For the Fetch new.. and Fetch only.. options, enter a number in the adjacent box for the number of articles you want fetched.

 Configuration of news collection is from the Connect program, refer to Configure Usenet News in Connect Help

The use NEWNEWS commands option is set in the Configure News Server dialog.



After you have changed any of the subscription details ensure you click the **Apply** button. Otherwise the settings you've made will be lost.

### ***Related Topics***

[News Subscription dialog](#)

[Alter Usage dialog](#)

[Controlling access through ratings](#)

# Newsgroups

## Newsgroups

Usenet, short for Users Network, is the largest discussion forum in the world. It consists of tens of thousands of **newsgroups**, each devoted to one specific topic - hobbies, interests, jobs, jokes ... every imaginable subject, in fact.

A huge number of articles are posted to the Usenet network each day covering a vast range of topics. To help you select the ones you want, articles are organised into a system of newsgroups, each covering a separate area of interest. New newsgroups appear and old newsgroups disappear almost daily.

Messages sent to newsgroups are called articles. They get passed around the globe from one news server to another and quickly become available for anyone in the world to download and read. Newsgroups don't exist in any one place - they are just collections of articles that are available to anyone with a connection to a news server.

To read messages from a newsgroup, you must first subscribe to it. This means that you must set Turnpike to download articles from the newsgroup you want. This doesn't mean that a fee must be paid! Then, each time you connect to the Net, you will download the latest articles posted to the newsgroup.

## Newsgroup names

The name of a newsgroup describes the type of information it discusses. These names consist of two or more parts separated by dots and indicate the hierarchy to which the newsgroup belongs. For example, **rec.pets.cats** is a newsgroup in a part of the **recreational** hierarchy that deal with various types of **pets**. You will see from this that each successive word to the right narrows the focus of the newsgroup's business.

Newsgroups containing the word binaries include data that is not just text - particularly pictures. These can take a long time to download and can quickly fill your disk space. Turnpike includes various facilities for filtering news in order to help with this problem.

In Turnpike, you select the newsgroups you are interested in following, by allocating them to a 'Newsstand'.

To read the discussions in these newsgroups and the articles that have been contributed, you select the associated newsstand and then open each selected newsgroup in turn. For further information, see Reading News.

Whenever Turnpike picks up articles it also picks up a list of amendments to make to the list of newsgroups it offers. Alternatively, you are able to pick up a complete new list through the Configure Usenet News dialog in Turnpike Connect. This is particularly useful if you change the News server you use (eg. because you change Access provider) - not all News servers carry the same range of newsgroups.

If you can't find a **newsgroup** that covers your particular topic of interest, keep looking, chances are that there will be one. If there really isn't one, you are able to set one up yourself following a formal procedure.

## Related Topics

Setting up a new newsgroup

Reading News

## ***Newsstand***



The news articles you download from your News server are accessed through one or more **Newsstands**. Each newsstand contains one or more newsgroups.

## Newsstand Setup Wizard



Use this wizard to create a new newsstand. Refer to [changing a newsstand](#) if you want to change an existing newsstand.

- **To start the Newsstand Setup Wizard**
  1. Select the **File** menu.
  2. Select **New**.
  3. Select **New Newsstand**.

The wizard will guide you through the process of setting up a new newsstand. On the wizard pages you can specify:

- [which newsgroups will be displayed in this newsstand](#)
- [information to identify yourself when you reply to or followup news articles](#)
- [the name of the newsstand](#)

You can move backwards or forwards through the wizard pages to check or change the details using the Back and Next buttons.

You can abandon creating the newsstand by pressing Cancel on any page. When you press Finish on the last page the new newsstand will be created.

The **Alter**, **Add** and **Remove** buttons at the bottom of the newsstand window let you change the newsstand later. You can also **Add** and **Alter** a newsstand by right-clicking in the newsstand and clicking **Properties** to go to the [Alter Newsstand](#) dialog.

### *Related Topics*

[Newsstands](#)

[Changing a Newsstand](#)

## Newsstand Wizard (name)

This is the last page of the Newsstand Setup Wizard. Here you can keep the suggested name for the new newsstand or type in another unique name.

You can move backwards and forwards through the wizard pages to check or change the details you have entered using the **Back** and **Next** buttons.

When you press **Finish** the new newsstand is created.

You can further customise or change the contents of the newsstand later if required, using the **Alter, Add** and **Remove** buttons at the bottom of the window or by selecting the **Alter newsstand** option in the **File** menu.

### *Related Topics*

[Newsstand Setup Wizard](#)

## Newsstand Wizard (newsgroups)

On the first page of the [Newsstand Setup Wizard](#) you are able to add one or more newsgroups to a new newsstand. If you prefer, you can leave the newsstand empty and add the newsgroups you require later.

The top part of the dialog initially lists the newsgroups to which you are currently subscribed. To display all groups available from your Access provider's news server, click the Display All groups option.



You are only able to select the **All groups** option if you have **News Administrator** permission.

### · **To add newsgroups to the newsstand**

1. Select a newsgroup you want, from the list in the top part of the page. Use the [Find](#) button to help. You can use wild cards if you wish.
2. Click the **Add** button.
3. Repeat for each newsgroup that you want included in this newsstand. Each time you click the **Add** button a newsgroup will be added to a list in the lower part of the dialog.
4. If you change you mind, select the newsgroup in the lower list and click the **Remove** button.
5. Click the **Rating** button to set a [rating](#) for the newsgroup if you wish.

### **Related Topics**

[Newsstand Setup Wizard](#)

[Controlling access through ratings.](#)

## Newsstand Wizard (profile)

On this page of the Newsstand Setup Wizard, enter the information you want used to identify you when you reply to or followup news articles.

**Email name:** Which of your email names should be used

**Name:** Your full name

**Signature** Which of the various signatures is to be used. Use the Browse button to select a different signature file if required

### *Related Topics*

[Newsstand Setup Wizard](#)



## Newsstand toolbar

- Open newsgroup** From the Newsstand window. Click to open the currently selected newsgroup window to show a list of topics. You can also select this option from the Article menu. Fast key Ctrl N.
- Close newsgroup** From the Newsgroup window. Click to close the current newsgroup and return to the newsstand showing the list of newsgroups. You can also select this option from the Article menu. Fast key Ctrl S.
- Redisplay newsgroup** This only applies when you have an article open. Click this button to see the newsstand display or select from the Article menu. Fast key Ctrl N.
- Next** From the Newsgroup window. Click to displays the next article in the selected topic. Each selection displays the next article a thread by thread. All articles are displayed whether they are marked Read or Unread.
- Previous** Click to display the previous article in the current group, working back through the group thread by thread - regardless of whether this article is marked Read or Unread.
- Next unread** Click to display either the next unread article in the current discussion thread, thread by thread, or the next discussion in which there is an unread article.
- Mark as interesting** Click to mark the currently selected discussion as **Interesting**.
- Mark not interesting** Click to mark the currently selected discussion as **Uninteresting**.



Turnpike automatically threads each newsgroup before you go into it. You can also prompt it to re-thread the group that you are currently working in by clicking the **Refresh** button at the bottom of the newsstand. Topics marked as interesting move to the top and those marked not interesting move to the bottom of the newsgroup

- Request article** This is only active when you have selected either a missing article or one for which only the header has been downloaded. Specifies that you want the currently selected article to be downloaded in full the next time you connect to the Internet.
- Reply/Follow-up** Starts the process of responding to the currently selected article. Offers to send a Follow-up article as an **article** in the newsgroup or by an **email** message to the author of the article.
- Mark all as read** Marks every article listed in the current newsgroup as **Read** regardless of whether you've actually read it or not. These articles will not appear when you select the **Next unread** article.



You are able to select a topic back to **Unread** from the **Classify** menu.

### **Related Topics**

[Newsstands](#)







## Newsstands

The news articles you download from your News server are accessed through one or more **Newsstands**. Each Newsstands icon on the main Turnpike display simulates a pile of newspapers.


Each newsstand contains one or more newsgroups. You could just set up one newsstand covering all the newsgroups you want to follow. Generally, you will find it more useful to have different newsstands for different interests. You may have one or more newsstands each containing newsgroups that you take for business purposes. You could have further newsstands with newsgroups covering your recreational interests. You may also have a newsstand covering humorous or other alternative newsgroups.


Each newsgroup consists of a number of topics or **discussion threads** each comprising one or more **Articles**. Turnpike automatically threads the articles to show their relationships to each other.

**When you open a newsstand**, a list of newsgroups is displayed. Initially  and  symbols next to each newsgroup indicate that it hasn't been processed. When the newsgroup has been threaded, the second column of green boxes indicates how many unread articles there are in each newsgroup. The first column of yellow boxes indicates how many of these articles are in threads that you've marked as Interesting.

**When you open a newsgroup**, a list of discussion topics is displayed. Three symbols are shown to the left of each topic name. The first column is used to mark topics as interesting  or not interesting . The second column of boxes shows for each topic the total number of articles it contains. The third column of boxes indicates the number of articles that remain unread.

Each topic may comprise several articles threaded together. To see the articles that have been contributed to a particular newsgroup, double-click on its name in the list of newsgroups. The newsstand then changes to show you a list of the current topics or discussion threads in this newsgroup. Topics are presented in the following order:

1. Threads containing unread articles, with any you've picked out as interesting  at the top.
2. Threads in which all of the articles have been read with those marked interesting first.

Any topics you have marked as uninteresting , will all appear at the bottom of the list. Any threads containing unread articles appear first in this group.

Within these categories, threads are presented in date order, with the oldest first.

The total number of unread articles and the total number of articles in all newsgroups are shown on the status bar at the bottom of the newsstand. Buttons in the status bar enable you to **Add, Add, Remove** newsgroups. **Move up** and **Move down** buttons enable you to rearrange the order in which the newsgroups are displayed.

### **Related Topics**

[Setting up newsstands.](#)

[Newsstand Toolbar](#)

[Setting up Newsstands](#)

[Removing a Newsstand](#)

[Changing a Newsstand](#)

[To Remove Newsgroups](#)

[To add newsgroups to a Newsstand](#)

[Newsgroups](#)

## News Symbols

## Number of articles

You will find it useful to know how many articles are available to read in each newsgroup and in particular, how many have been contributed to the threads that you are finding interesting.

**When you open a newsstand**, symbols are shown to the left of each newsgroup. The second column of green boxes indicates how many unread articles there are in each newsgroup. The first column of yellow boxes indicates how many of these articles are in threads that you've marked as interesting. An overall total is given at the bottom of the newsstand.

**When you select a newsgroup**, three columns of symbols are shown to the left of each topic. The second column of blue boxes indicates the total number of articles available; the third column of green boxes indicates the number of these articles that are unread. The total for the numbers of unread and interesting articles for the newsgroup is given at the bottom of the display.



A total for the number of articles fetched is given in the **Main Connect display - Mail and Services section**. The total given will not necessarily be the number of new articles you are offered to read in your newsstands. For further details refer to [Missing articles](#) and to **Mail and News services in Connect Help**.

Related Topics

[Reading News](#)

[News Symbols](#)

## Offline Browsing

URLs in mail or news messages are shown as a button. Buttons are labelled as appropriate eg. **http**, **ftp** **mailto**, etc.

When you click a button the **Save URL** dialog usually appears. This dialog gives the full URL address for the selected item and a prompt description of where the URL was obtained.

If you click on a **mailto** button, a Mail Message form will appear for you to complete as you wish.

The **Save URL** dialog will also appear when you click **Extract URL** from the **Edit menu**. If nothing in the message is highlighted when you click Extract URL the dialog will contain a list of *all* the URL's in the message and a prompt description of from where the URL was obtained.

If a URL is selected when you click Extract URL, the dialog will contain just the URL selected.

If you recognise a section in your message as a URL (and no button is presented), highlight the item, then select **Extract URL** to display the dialog. If no URL is present in a message when you select Extract URL a message will advise you of this fact.

If you recognise a section in your message as a URL (and no button is presented), select **Extract URL**, highlight the item and then save, launch or copy the item.

### · **Accessing hyperlinks saved while reading mail and news**

When you **Save** an item, it will be saved typically to C:\tp305\USER001\LINKFILE.HTM.

If you are already browsing, a new window will be created in most Win95 browsers. This may fail to succeed for Win3.x browsers.

#### **To access the link file:**

1. Start your Internet Browser.
2. From the Favorites select **Turnpike Stored Link**.

A page will be displayed listing the hyperlinks that you have extracted whilst reading mail and news within Turnpike. Click on a link to open it in the usual way.

One Delete link button is associated with the each group of URLs you save.

### **Configuring your browser to remove stored links**

If you are using IE3, Netscape 4 or later, your browser will be set up for you. When you click **Save** the link is saved typically to C:\tp305\USER001\LINKFILE.HTM. As you save links these will be added to your link file each with a Delete Link button. When you click the Delete Link button the link will be removed. Refresh the link page and the references will disappear.

If you use an earlier or different browser you may not be able to remove the links.

#### **Users of other browsers:**

1. Add **\\turnpike\user001\linkfile.htm** to the **favorites** menu.



User001 is added by the SETUP program you are able to add user002 etc as you want.

2. Add a **viewer** for a new **MIME type** where:

The **MIME type** is for **Turnpike Link Files**

The **Content type** is **application/x-turnpike-link-file**

The **File type** is **.tlf**. The open action for this type of file should be:

**c:\turnpike\turnkick.exe REMOVELINK %s**

where you will need an appropriate path for your machine, and %s is your browser's convention for parameter passing.

### ***Related Topics***

[Save URL dialog](#)

[Offline browsing options dialog](#)

## Offline Browsing Options Dialog

This dialog is displayed when you select **Offline Browsing** from the File/Configure menu. This dialog is used to set up the default program that you want to use to fetch URLs from **Turnpike** when offline.

Normally Turnpike uses the registry to find an appropriate program to fetch URLs. You only need to enter a **Program** and possibly any associated **parameters** if some of the URLs you have are not recognised and if you want to stop Turnpike using the registry.

When you enter a program name, check the *Always use this program to fetch URLs* option, otherwise this option should be clear.

The *Fetch URLs only if connected* option is checked by default.

If you deselect this option, and if you are online when you click a **Launch** button for a selected URL your browser will open and you will go to the URL selected.

### **Related Topics**

[Offline Browsing](#)

[Save URL dialog](#)



## Opening a newsgroup.

From the newsstand window, click on the newsgroup name. A list of discussion topics is displayed.

### *Opening a newsstand*

Click on its icon or click **Window** in the **Turnpike menu** and then click the Newsstand name you want. A list of newsgroups is then displayed.

## Opening/Closing newsgroups

To see what discussions are going on in a particular newsgroup and what articles have been contributed. 'Open' that newsgroup. 'Close' it again when you want to move onto another newsgroup.

### *To open a newsgroup*

- Double-click on its icon;
- Or select it and click the **Open newsgroup** button (or select the corresponding option from the Article menu).

### *To close a newsgroup*

- Double-click on the control box of the newsgroup display, or
- Click the **Close newsgroup** button (or select the corresponding option from the Article menu).

### *Related Topics*

[Article Menu](#)

## Options menu

Font

Colour

Mouse

Date format (Mailbox Messages only)

Display Header

Display 'raw' text

Display Ruler

Never Auto Inline images

Spelling

### ***Options menu: Colour***

Displays a Colour Selection dialog from which you can select the colours used to display certain types of text. This is a **temporary setting** which will be lost when you close the current window. Permanent settings are made through the Colour pages of the Mailbox dialog and the Newsstand dialog.

### ***Options menu: Date format***

This option enables you to set how the dates of messages are displayed either in a mailbox or in other mail lists. For more information, see ['Setting the way dates are shown'](#).

***Options menu: Display 'raw' text***

Displays any files in the current message that Turnpike has parcelled up into horizontal bars in their raw 'uuencoded' form.

### ***Options menu: Display Header***

Controls the display of full information about a message/article (as distinct from the brief information that Turnpike automatically displays).

When this option is checked, the message/article's header is shown in full at the start of the message / article. De-selecting the option removes the header from the display.

The different components of these headers are explained in the sections on 'Mail Headers' and 'News Headers' respectively.



### ***Options menu: Display Ruler***

Controls the display of a ruler line (complete with margin and tab markers) above the message/article text. When this option is checked, the ruler line is displayed. De-selecting the option removes the ruler from the display.

### ***Options menu: Font***

Displays a Font dialog through which you can select typeface, typestyle and typesize used to display the current message / article on the screen. This is a **temporary setting** which will be lost when you close the current window. Permanent settings are made through the Font page of the Mailbox / Newsstand dialog. See also, Using Fonts.

## ***Options menu: Mouse***

The Mouse options dialog enables you to specify either the Windows 3.1/95 scheme or the Windows 98 scheme for the function of the mouse.

### **Windows 3.1 and Windows 95 scheme.**

Both option boxes **clear**. Single click the mouse to select an item and double click to open it.

### **Windows 98 scheme**

Both option boxes **checked**. To select an item **point** at it (hover over it). To open the selected item **single click** the mouse.

### ***Options menu: Spelling***

Enables you to change the spelling options and to select/add/edit the dictionaries used for the message/article you are preparing.

## The Out tray

Each mail message or news article that you 'post' is initially placed in your Out tray. The Out tray icon changes to show that it contains something waiting to be sent. To see what's currently in the Out tray, double-click on its icon or select it through the Window menu.

A message normally stays in the Out tray for at least one minute (in case you want to change your mind). After that it is either

- sent on its way if you are already connected to the Internet or if it is destined for a local address (e.g. on your own machine or local network), or
- held in the Out tray until you next connect to your Access provider.



If you want to clear the Out tray immediately. In the Connect main screen, click the Connect button to go on-line, then click the Start button to Send mail.

If you need to make a change to a message that's waiting in the Out tray,

- either drag it to a clear area of the Turnpike desktop.
- or.. open it within the Out tray, right-click and then from the menu displayed, select to **inspect, re-edit, or delete** the message.

**If you are on-line a message will only stay in the out tray for one minute.**

## **POP**

**Post Office Protocol**, a protocol used to retrieve email from a mail server. Most email applications (sometimes called an email client) use the POP protocol, although some can use the newer IMAP (Internet Message Access Protocol). There are two versions of POP. The first, called POP2, became a standard in the mid-80's and requires SMTP to send messages. The newer version, POP3, can be used with or without SMTP.

**Point of Presence**, a location where you can get dial-up access. Internet Service Providers (ISPs) generally provide many PoPs so that users can make a local call to gain Internet access.

## POP3 server options

The POP3 Server options included in Turnpike enable users to access the mail in their Turnpike mailbox from outside their Turnpike system. This can be from a copy of Turnpike running on a machine that doesn't have direct access to your mailbase or from another mailreader.

This is a specialist facility intended for use in an office where mail for everyone in the company is collected using Turnpike but people don't necessarily always want to use Turnpike to read their mail.

It is not intended for use on a single-machine dial-up system. To use this facility the Connect program must be running. Also there must be a live TCP/IP connection between the machine on which Connect is running and the machine from which the mailbox is accessed.



This facility will open a route whereby people from outside the company could potentially access users' mail.

For this reason, this facility has to be specifically enabled:

either through the '**Enable POP3 Server**' option in the Configure Email dialog;

or for each individual user who is allowed to access their mailbox in this way (by giving them **Serve POP3** permission within the main Turnpike program's **Configure user sign on names** dialog);

and in addition, the system requires any user wishing to access their mail in this way to give their Turnpike sign on password.



Ensure that any users for whom this facility is turned on **do not** have a blank password. If the password is blank it will be just too easy for someone outside the company to impersonate them.



Calling up a Turnpike mailbox from outside, counts as an access to the Turnpike system. With the standard 'Single access' version of Turnpike, you can't call up your mailbox while anyone is using the main Turnpike program and vice versa. With the 'Multiple access' version, users are able to call up their mailboxes at the same time as others use the main Turnpike program but only up to the number of seats on the system.



For further details refer to the **Configure email send and receive dialog in the Connect program**

## Partial Matching with Wildcards

When you want to tell Turnpike a name or a topic to look for among newsgroup names, subject lines, or address lines, use the 'wildcard' characters ? and \* , where, ? means match a single character and \* means 'match any number of characters'.

Ensure that the combination of characters will enable Turnpike to determine precisely the pattern it is to match. For example, to tell Turnpike to pick out messages sent from *anyone@anycompany.com* or *anyone@anycompany.co.uk* match the address from which the message was sent against **\*anycompany\***

Where you want Turnpike to pick out a newsgroup name or a subject line containing a particular word or phrase (**astrology**, for example), type **\*astrology**, you don't need to type the final \*.

An example of the use of multiple \* characters is, **\*aut\*ant** which could be used to pick out a newsgroup called **alt.autos.antique**.



## ***Password***

Turnpike includes the option of making access to the system - and in particular to someone's personal mail files - dependent on giving the correct password. Whenever a password is typed or displayed, the screen shows \* characters, representing the actual characters of the password.

You may have had a password set for you by your System Administrator. You are able to set a password for yourself in the Edit Sign-on details dialog. If you forget your password, someone with Alter Users permission can set a new password for you in the Edit Sign-on details dialog.

## ***Permission***

**Turnpike** has sixteen administrative functions. By default the user in seat 1 will have permission to do all functions. On a multi user system this user is generally made the System Administrator.

Permission to use functions applies where a number of users share **Turnpike** on a network, or where family members share the same computer.

Individual permissions may be set by anyone with Alter Users permission through the Edit sign on dialog. Permissions associated with membership of a workgroup may be set by anyone with Alter Workgroup permission through the Edit workgroup dialog.

[Click here](#) for details of all permissions and the actions that they control.

## Posting & Re-posting Messages

- **Posting a message**

When you are ready to send the mail message or article you've prepared, simply click the **Post** button on the toolbar above the message.

After a confirmatory message, the message is placed in your Out-tray. The message will be sent on over the Internet the next time you connect to your Access provider.

- **Message size**

When you attempt to post a large message, you will get a warning dialog asking you if you want to send the message as a single section or to be split into a number of sections.

If you and your recipient are directly connected to the Internet you will be able to send messages up to 2Mb in size as a single message.

If you are not directly connected to the Internet eg. by a number of gateways, the message size may be limited to 64K. In this case choose to send you message as multiple sections. In your mailbox you will see messages labeled [1/2], [2/2] etc.

Some systems may restrict the message size to be even lower.

- **Re-posting a message**

Call up a mail list which contains this message, or the Mailroom view of everything sent and received. Drag the message either to your Out box or onto the Turnpike desktop.

The message will then open ready for you to make any changes you want or you can just re-post the message.



Dragging a message will not change the range of tags on the message.

If a divided file fails re post only that part, it will be re-amalgamated with those parts of the message that were successfully transferred the first time.

### Related Topics

Preparing News / Mail messages

## Posting News

The process of contributing an article to a newsgroup is known as 'Posting News'.

You are able to post:

- A Follow up article in response to an article that you have read;
- or Start a new thread - start new discussion.



Do not post any articles to a newsgroup until you have studied the articles that are contributed to that group over some weeks. Also study any [FAQs](#) that are posted to that group.

New users are advised to start by posting a few trial articles to one of the test newsgroups, such as **Demon.test**. These test groups are sometimes read by people who are prepared to give friendly advice when you don't follow the correct conventions. You may receive rude comments if you break the rules in an article you post to a 'real' newsgroup.

After posting, the article is added to your mailbase and stored under the name of the newsgroup to which you contributed to the article. If you need to re-post an article or to copy and paste it to another message, you will be able to find it by calling up the [Mailroom view](#) of everything you've sent or received or by using [Search](#).



You don't have to finish each article you start before going on to something else. If you are interrupted, just leave your article open on the screen or minimised as an icon. Turnpike will automatically save it on disk for you. It will still be there when you come back to it, even if you've left Turnpike in the meantime.

### **Related Topics**

[Responding to the articles you read](#)

[Starting a news thread](#)

[Canceling articles that you post by mistake](#)

[Reading News](#)

## A serious problem has occurred in the Turnpike program

When this message is displayed the Turnpike program has encountered a situation where it was about to terminate with a *General Protection Fault*.

Instead of terminating Turnpike writes a report file in your Turnpike directory, which contains diagnostic information. You are advised to note the events leading up to the problem in the description box; this may help us to solve your problem.

Email the file: PROBLEMT.TXT to **problems@turnpike.com** for investigation.

In some circumstances, you can choose to **Continue** the program. If this does not cause the problem dialog to reappear, you are advised to close down and restart anyway at the first convenient opportunity.

If it was not possible to continue, or the problem occurs again, press **Terminate**. You may then need to rebuild the databases next time you run Connect.

### **Related Topics**

[Troubleshooting](#)

## Preparing Mail & News

The steps you take to prepare either a mail message or a news article in Turnpike are similar.

If you want to reply to a message or an article that you've received, you first need to select that item in your mailbox / newsstand or to open it up. If you don't want to reply to a specific item, you just need to display the appropriate mailbox / newsgroup for your message.

Then you just click the appropriate button / select the appropriate option as follows:

- To send a new email message, click the **Start new email** button
- To send a reply by email, click the **Reply** button
- To follow-up a news article, click the **Followup** button
- To post a news article on a new topic, take the **Start news thread** option



Only the options appropriate to what you are doing are shown.

Turnpike responds by displaying a message outline set up ready for the type of message you want to prepare and with your standard signature already in place. Where you are replying to a message or an article you've received; Turnpike automatically includes a copy of that message in the new message - marked up as a quote according to the standard Internet conventions.

For further information see [Sending new email](#) and other related topics below. **New users** should [click here](#) before posting any news articles.



If you are interrupted or want to go on to do something else in the middle of preparing a message, just leave the message open on the screen or minimised as an icon. Turnpike will automatically save it on disk for you. It will still be there when you come back to it, even if you've left Turnpike in the meantime, you can finish the message and post it whenever you like.

### Related Topics

[Advice to New Users](#)

[Move sections of text around](#)

[Delete sections of text](#)

[Replace words and phrases](#)

[Undo/Redo changes](#)

[Show/Set margins and tabs](#)

[Use a different signature](#)

[Save your current signature](#)

[Make changes to the message header](#)

[Include a file stored on disk](#)

[Include a copy of a message you've received](#)

[Encode your message](#)

[Preview before printing](#)

[Print the message you've prepared](#)

## Preparing the message text

Preparing the text of a mail message or a news article in Turnpike is similar to preparing text using your standard word processor.

- Enter and delete characters using the keyboard keys.
- Use the **Edit menu** options to:
  - Undo and Redo** any changes you make
  - Delete, Copy or Move** blocks of text
  - Find and Replace** text
- Set and/or move **Margins and Tabs** by dragging and clicking on the Ruler line at the top of the message area. If no ruler is shown, select **Display ruler** in the **Options** menu.
- Use the **Insert file** button when you want to Insert ASCII text and other types of file in your message/article.



Avoid styling such as bold and the use of proportionally spaced text in mail messages or news articles. There is no guarantee that the system receiving these messages will be able to interpret the styling instructions that are used. If you want to emphasise pieces of text, follow the 'Standard conventions'.

### Related Topics

[Preparing News / Mail messages](#)

[Change the Header](#)

## Previewing before you print

Before printing either the message you're preparing or a message / article you have received, you can see how it will look when printed by selecting the **Print Preview** option from the **File** menu.

### · *Print Preview toolbar*

<b>Print</b>	Prints the message or article that you are currently previewing.
<b>Next Page / Prev Page</b>	Enables you to step page-by-page through the message or article you are previewing.
<b>One Page / Two Page</b>	Switches between a Single-page and a Two-page view of the message or article you are currently previewing. (Only available at the lowest zoom level.)
<b>Zoom In / Zoom Out</b>	Enables you to display the message/article you are previewing at different zoom levels.
<b>Close</b>	Closes the Preview display.

### *Related Topics*

[Printing](#)



## Print Setup dialog

This dialog is displayed by selecting **Print Setup** from the **File menu**. This standard Windows Print Setup dialog enables you to set the printer and paper you use.

**Printer:** Select either your Default printer or a specific printer, as you require.

**Paper:** Size and Source. Select from drop-down lists.

**Orientation:** Select either Portrait or Landscape.

**Properties:** Click this button to call up further dialogs. You can set Paper, Graphics, Fonts and Device options.

### *Related Topics*

[Printing](#)

## Print dialog

With a message selected or a message/article open, select **Print** from the **File** menu. A standard Windows Print dialog is displayed enabling you to set the following:

**Printer** This entry shows your current printer. If you want to use a different printer, click the **Setup** button.

**Print Range** Specify to print either the whole message/article or a range of pages. You can find out how a message or article divides into pages by previewing it.

**Copies** Enter the number of copies you want.

**Properties** Click this button to call up a further dialog to set Paper, Graphics, Fonts and Device options.

### *Related Topics*

[Printing](#)

## Printing



If you'd like the messages in a particular mailbox or newsstand to be printed using a default **typeface**, **typesize** or **typestyle**; select the appropriate **Alter** option from the **File** menu. Set the font you want on the [fonts page](#) of the corresponding Mailbox or Newsstand dialog.

To produce a printed copy of the message/article you are preparing or a message/article you've received:

1. Either select the message or open it on the screen.
2. Select **Print** from the **File** menu.
3. A standard Windows Print dialog then appears.
3. Click the **Setup** button included in the dialog if you want to check or change the printer / paper you are about to use.
4. Make any changes you require either to the number of copies, the range of pages or to the printer set-up.
5. Click on the **Print** button.

The printed copies are given both page numbers and a standard heading automatically. Turnpike also puts your name right at the top.

If you want to see what the message/article will look like when printed or to find out how it divides into pages before you print it, select the [Print Preview](#) option.

### **Related Topics**

[Print Preview](#)

[Font used to print](#)

[Setting colours and fonts](#)

[Using Fonts](#)

## 'Properties' dialog

This dialog is displayed by clicking the 'Properties' button shown next to a file that has been inserted in a MIME message.

The dialog allows you to specify the type of file that is being inserted. This enables the appropriate application to be chosen to view the file where it is received. The information to be given about any file is:

- **Type of File** Typically - Image, Audio, Video, Application data (sent in binary). You can also specify 'Other' in the slot alongside the main Type option.
- **Sub-Type** eg. JPEG, GIF, TIFF etc..
- **Description** - normally set to the name the file has on your disk.
- **Transfer Encoding.** In general, the option to choose here is **Base64** which treats everything as binary.  
If the file you are sending is mainly plain text and it's possible that the person receiving the message isn't able to interpret MIME, it's better to choose **Quoted Printable**. This will give them a good chance of being able to read the file, as standard characters will then be transmitted in clear. Opting for **Quoted Printable** for a text file also has the advantage that it will usually cut down the size of the encoded file (which in turn will cut down the time taken to transmit it).



Generally, Turnpike will make the correct settings for you. You should only change these selections if you are sure that the file should be identified in a different way. In particular, don't identify a file as **Other** unless you know that it is of a MIME type that Turnpike doesn't cover.

### **Related Topics**

[Attachments- An overview](#)

***Alert: About to lose read markers***

This message is just warning you that when you go into any newsgroups, the interesting/not interesting markers will have gone and the threads will no longer show which articles you've read because that information was recorded in the file that's being replaced.

***Alert: Access denied***

You probably need to select a different filename.

The action you are trying to take is contrary to the access that's allowed to the object you are trying to process. You may for example, be trying to write to a read-only file or to open a directory as a file.

***Alert: Additional copies?***

Click **Yes** to send copies to these additional people.

Click **No** if you don't want to send them copies.

Click **Cancel** to abandon the operation.

***Alert: Advice Only***

This message has been displayed for your advice only.  
Just click the OK button to continue.



***Alert: All or just unsent ?***

The message you are reposting was originally addressed to several recipients.

If you want to repost the message to everybody, click the **All recipients** button.

If you only want to repost it to the people who weren't sent their copies before, click the **Unsent recipients** button.

***Alert: Already actioned***

The message has already been removed from here - eg. by another user, or it has been posted (in the case of messages in the Out tray).

***Alert: Article not identified***

Turnpike no longer has any record of the details of this article. This may be because it has been removed from your disk. This unfortunately means that it is not even possible to request the article.

***Alert: Bad Launch***

Check you have the application necessary to open this URL

Click the **Save** button to save the URL to a file

Click the **Copy** button to save the URL to the clipboard

Or click the **Cancel** button

**Alert: Bad signature**

*Either* you've tried to combine files from different versions or from different users, *or* this file has become corrupted.

Make a back-up of the important files in your system - separate from any previous back-up you've taken.

Restore your files from a back-up or, if a datafile has been corrupted, by rebuilding the affected file.

***Alert: Box or Stand Name***

The Mailbox or Newsstand must be given a name, and this must be different from any other Mailbox or Newsstand.

***Alert: Building Newsstand***

Click the Yes button to remove this mailing list

If you click the No button, you will get this message again each time you connect unless you re-subscribe.

***Alert: Can't File***

You are not allowed to remove this message from a mailbox or out tray belonging to somebody else.



***Alert: Can't change tags***

Only the owner of a message can drag that message between one tag list and another. The effect of dragging is to change the tags on the message. Only the owner of a message can change its tags.

You can only drag your own messages between tag lists.

***Alert: Can't move outgoing message***

Outgoing messages can only be moved into the Out tray (for reposting) or out of the Out tray (to prevent it being sent) or between mail lists (for tagging).

When moving messages between mail lists, you must move the whole of a message - you can't move individual parts. You can move individual parts of a message to the Out tray for reposting.

You cannot move an outgoing message while it is **in transit**.

If you were trying to prevent it being sent, it is now too late.

***Alert: Can't read MIME***

Try using the **Display 'raw' text** option in the Options menu to display the message in its raw encoded form.

***Alert: Can't remove***

You will be able to remove the attachment once the message has been sent.

***Alert: Cancel?***

Click the **Yes** button to cancel  
Click the **No** button to continue.

***Alert: Cannot request***

The Request system only works for articles which are available from your news server ie ones in 'standard' newsgroups. Articles in local newsgroups and mailing lists don't come from your news server, so can't be requested. They are actually mail messages!

***Alert: Change quoted text ?***

The change you have chosen to make will significantly change either the text or the layout of quoted text. If you proceed with this change, this text will have to lose its quoted status.



The only changes you can make to quoted text without affecting its status are to insert/delete whole lines; and to delete text at the beginning or the end of lines.

***Alert: Close Turnpike***

Click **OK** to return to Turnpike.

Select the **Exit** option from the **File** menu  
or click the **x** at the top right of the window.



***Alert: Contact Support***

If you are **sure** you have not mistyped any details, either **email [info@turnpike.com](mailto:info@turnpike.com)** or **phone Turnpike Support on 0845-272 2444\***. Give details of your Site ID. This can be determined by editing the CONNECT.INI file in your Turnpike directory).

**\* Calls to 0845-272 2444\* may be monitored for training purposes. This information may be used for marketing purposes.**

***Alert: Corrupt datafiles***

The datafile(s) need to be rebuilt.



You will require Rebuild files permission

Run Connect and then select the **Rebuild database** option from the **File** menu.



Rebuilding these files may take some time.

***Alert: Corrupted message***

Ask your correspondent to send the message again.

If you continue to have problems, ask them to use a different message format.

***Alert: Crossposting***

Moderators may reject cross-posted articles because the follow-up path can become very confused. Check whether cross-posting is acceptable in the moderated group(s) to which you wish to post your article.

***Alert: Custom Dictionary is full***

You have filled this Custom dictionary. Delete some words you no longer need or create an additional Custom dictionary. You are able to use up to 31 Custom dictionaries.

***Alert: DOS error***

This is a system-level problem.

Look up the error message in the information on 'DOS errors' or 'System errors' in the documentation supplied with your machine or with the operating system you are using.

***Alert: Database files missing***

Your mail/news files may have been moved but this move hasn't been recorded in the File Paths dialog.

Click **Continue** to return to the Sign on dialog

Click the **Paths** button to display the File Paths dialog

Check that the correct directories are selected.

If necessary, use the Windows File Manager / Explorer to check the location of:

- Your **TURNPIKE.USR** file (the Server path - probably a **TURNPIKE** directory)
- Your **MAILBASE**, **MSPOOL** and **ADDRBOOK** files (the Email path - probably a **MAIL** directory)
- Your **NEWSBASE** and **NSPOOL** files (the News path - probably a **NEWS** directory)

***Alert: Decode Error***

Connect again; your message should then be received in full.



***Alert: Delete mirrored messages?***

A message in Turnpike that is a 'mirror' of a message in a POP mailbox isn't normally deleted until the next time mail is collected from this mailbox. The range of messages in Turnpike will then properly reflect the contents of your POP mailbox.

This option enables you to delete these messages when any messages are mirrored from a POP mailbox that you no longer use and so won't ever connect to again.



Before taking the option to delete the messages associated with a particular POP mailbox;

if you do ever re-connect to this mailbox, any messages that are still in the POP mailbox will appear as new messages in your Turnpike mailboxes. This will be because all record of these messages will have been erased.

***Alert: Delete original ?***

Reposting a message creates a second copy, which is automatically filed in your mailbox. This message enables you choose whether to keep the original message as well as the new copy.

***Alert: Not deleting image attachments***

Highlight the entire attachment and try again.

***Alert: Disk full***

Switch to the Windows File Manager / Explorer and make some space available on the drive named in the message. With space now available, return to the message and click the Retry button.

***Alert: Disk problem***

This is a disk/drive problem.

Look up the error message in the information on 'DOS errors' or 'System errors' (or just 'Errors') in the documentation supplied with your machine or with the operating system you are using.

***Alert: Edit or Inspect?***

If in doubt, take the **Edit** option - just in case you find you want to change anything.

***Alert: Error in rule***

The rule you are trying to set up hasn't been formulated correctly.

Return to the dialog in which you set this rule, press F1 and study the page of on-screen Help displayed. Confirm that each entry you have made in the dialog is correct



Ensure that any *Custom rules* are only put in the **Custom** slot of the dialog. This applies even where you want to select messages/articles by subject.

***Alert: Evaluation version expiry***

The Evaluation version gives access to the Internet for 30 days, with an optional 15-day extension for anyone ordering a full copy of Turnpike before the Connect program 'expires'. *To order your full copy of Turnpike, ring **Demon Sales** on 0845 272 2666\*.*

If the program expires before your full Turnpike package arrives, either **email [info@turnpike.com](mailto:info@turnpike.com)** or **phone Turnpike Support on 0845-272 2444\*** with details of your Site ID. You can find the site ID by editing the CONNECT.INI file in your TURNPIKE directory.

Turnpike will then provide you with a 'Site Key' to unlock your copy of Turnpike.

**\* Calls to 0845-272 2444\* and 0845 272 2666 may be monitored for training purposes. This information may be used for marketing purposes.**



***Alert: Expired***

The article you've just selected has been deleted.

Since you opened this newsgroup, the newsbase has been 'expired'. All articles that have been on the disk for longer than their allotted time have been deleted. Click the **Refresh** button at the bottom of the newsstand to clear the newsgroup of any other articles that have expired.

If you particularly want to read this article and it comes from a Usenet newsgroup (rather than a local newsgroup or a mailing list), use the **Request article** button on the toolbar. Ask for the article to be downloaded the next time News is collected from the news server.

***Alert: File location problem***

Check the file details you are giving. They are probably out of date.

***Alert: Filename problem***

The filename associated with the enclosed file is either not a valid name on a PC or is wrong for the type of file it represents.

If the suggested name is acceptable, click **Yes**. Otherwise click **No** and set your preferred name in the selection dialog that appears.

***Alert: Full version***

If you are doing this deliberately, fair enough - but you are missing out on a couple of features quite unnecessarily.

You can pick up a full version by FTP from:

**`//ftp.demon.co.uk/pub/mirrors/turnpike/`**



The files are quite big, so different versions are offered, covering the choice of [Windows 3.x](#) version (for 16-bit systems) or [Windows 95](#) version (for 32-bit systems), with or without Microsoft Internet Explorer. Study the Readme file in the directory for information on which file you need to copy.

***Alert: Fullname***

You must enter a name here.

***Alert: Group enclosure?***

**Ignore enclosure** and just reply to the main author of the message sent to you.

**Reply to;** to also send copies to everyone in the enclosed message.

You can also choose to **Cancel** the operation.

***Alert: Group Reply***

**Simple reply**; to the main author of the message sent to you

**Group reply**; send copies to everyone in the original message

You can also choose to **Cancel** the operation.

***Alert: Header line errors***

One or more of the header lines is not correct. Confirm that you have completed the **To:** and **Subject:** fields.

If these are correct, go back to your message, click the **Edit header** button. In the Edit Header dialog, check the header lines you've set up. Particularly check what you have set for '**Other**' header lines.

You can if you want take the option to **Post anyway** if this is offered.



***Alert: Import restriction***

The Evaluation version doesn't allow you to import mail that's been exported from Turnpike. This restriction doesn't apply to full versions of Turnpike.

***Alert: Inspected text***

If you scroll back through the inspected text you'll see a horizontal bar that includes a **Merge into text** button. Click this button to merge this text into your message.

For further help refer to Forwarding [Mail](#) or [News](#)

***Alert: Insufficient resources***

You probably need to close some of the other applications you are currently running. It may even be a good idea to restart Windows.

***Alert: Is this correct ?***

Turnpike is simply checking that you meant to do this - in case you've accidentally selected a whole thread when you meant to just select one article from this thread.

***Alert: Limit exceeded***

The ratings service you are using considers the level you wish to select unsuitable for anyone to access. For further information, you should refer to the documentation provided by this ratings service.

***Alert: Line too long***

Turnpike is unable to handle this file. Are you sure you picked the file you meant? Are you sure it is a text file?

***Alert: Link File***

Examine your link file, any changes you have made may not be recognised. If you want to keep this file click the cancel button on this dialog and then rename the link file. Otherwise click the Overwrite button. For further help refer to [Offline Browsing](#)

***Alert: Long Lines***

This message gives you a chance to change either the margins or the font you've used.

With Turnpike, you normally get an average of 72 characters per line. If you have changed the margins or you are using a proportionally spaced font, you may be getting many more characters than this on some lines. With a proportionally spaced font, there's the additional problem that the text won't lay out in the same way for the recipient unless they use exactly the same font.

Lines over 80 characters in length aren't recommended because not everyone can view long lines of text.



***Alert: Long Message***

Not all the transport systems on the Internet can handle messages as large as this. We recommend you let Turnpike split it into multiple sections for you.



Your recipient may run software that will not cope with re-assembling a multi-part message. You may know from experience that a large single message will arrive safely at this particular email address, so you can opt to post it as a single section if you want.

***Alert: MDN Address***

If the **MDN** address is correct click Yes. Otherwise click No and amend the address.

***Alert: Mail changed***

If you want to see the changes click the Yes button

To continue click No

**Alert: Mail Import Complete**

This message confirms the number of files that have been added.

If the file you are importing is already in your mailbase it will be ignored.

If you see a message similar to the following your routing rules are attempting to send a message to a newsgroup.

0 articles added

0 duplicate articles deleted

1 articles rejected (newsgroups not subscribed)

Since the file format is that of email you should select a mailbox before selecting import.

***Alert: List not in newsstand***

Mailing Lists must be added to a newsstand before you can use them.

***Alert: Make Selection***

Select the option you prefer.

***Alert: May make time***

Click **OK** to proceed or click **Cancel** to abandon.

**Alert: Merge First**

If you scroll back through the inspected text, you'll find a horizontal bar which includes a Merge into text button which you can use to merge this text into your message.



***Alert: Mistyped***

The item you typed has not been found. You may have mistyped the item or there are no more matching entries in the list.

***Alert: Must be a number***

Follow the advice given.

***Alert: Must rebuild***

Check that you are using the correct files, then rebuild the relevant datafile.



If you replace any files from backup copies. Ensure you replace the NEWSBASE and NSPOOL files together and the MAILBASE, MSPOOL and ADDRBOOK files together. **Don't try to combine files from different back-up sets.**

***Alert: Network program***

Consult your system administrator.

***Alert: Newsgroup not recognised***

A newsgroup you've specified doesn't appear in the list of newsgroups available from the news server. Check you have the correct name?

Turnpike won't stop you posting to a newsgroup that isn't on this list but you won't be able to download any articles from this newsgroup.

***Alert: Newsstand***

This facility subscribes to a newsgroup in one of your newsstands. If the newsgroup is not present Turnpike subscribes to the newsgroup and puts it into one of your newsstands. If you do not have any newsstands this error message will appear.

Create an newsstand and then try again. If you need further help refer to [Newsstands](#)

Click **OK** to continue.

***Alert: No Article***

The article is probably no longer available from the news server you are using.

***Alert: No email address***

The Address book entry you've selected doesn't give any email address to which to send messages. Either amend this record or pick again.



***Alert: No index entries***

You must enter at least one name in the **Index by** slot for this address book entry to appear in the list on the main [Address book display](#).

***Alert: No more sign on names***

You've filled all the seats available on your system (99 in the standard version of Turnpike).

The chances are that you've still got some people listed as users who no longer use the system and you will be able to make space for your new users by removing some of these. [Click here](#) for the steps to use. (Note: Removing a user is not simply a matter of clicking the Remove button, because you also need to tidy up any mail files etc. that remain for them.)

If you need more seats, contact Turnpike Sales on 0845 272 2666\*.

\* This number is monitored for training purposes. This information may be used for marketing purposes.

***The article is probably no longer available from the news server you are using.Alert: No reject***

Turnpike is unable to send a Delivery Status Notification if the email you are trying to reject lacks information on where the rejection message should be sent.

This can happen with email that has been sent through certain POP3 servers, email sent to you from someone else at your local domain and email that has a null return path (which Delivery Status Notifications themselves have).

***Alert: No text***

This is possibly a mistake.

Click **Yes** if you really want to post the message like this.

Click **No** to return to the message.

***Alert: Non standard line endings***

This attachment was prepared on a system that doesn't use CRLF line endings. If you save it with its current line endings, the program in which you open the file may not be able to interpret it correctly. Use Turnpike to save a version with the current line endings replaced by CRLF line endings.

***Alert: Not Supported***

This facility is not supported by Turnpike. Click OK to continue

***Alert: Not appropriate MIME type***

The specified file type isn't an appropriate type for a MIME attachment, eg. because it describes a composite type that can't be sent by MIME.

Depending on what you're trying to send, you need either to simply change how this file is described or to change what you trying to send.

***Alert: Not known to have MIME***

It's only worth sending a MIME message if the recipient can handle MIME messages.

To help you avoid sending MIME messages to people who can't handle them, Turnpike notes whether someone has sent you a MIME message in the Address book so that it can warn you before you post a MIME message to someone not known to be able to handle MIME messages, and if a distribution list you set to send MIME messages includes anybody that is not known to be able to handle MIME messages.

However, Turnpike's knowledge is limited to the messages you've received. If you know that they can handle MIME, it's OK to continue - but if you aren't sure, it's better to switch to sending a standard message instead.



***Alert: Not your name***

Specify here an email name that you personally own or one that belongs to a workgroup of which you are a member.

***Alert: Pics feature***

Turnpike doesn't support the Ratings system being used in the .RAT file you have selected.  
This Ratings service can't be used.

***Alert: PS Font***

The problem with using a proportionally spaced font is that your message won't lay out the same way for the recipient unless they display it using exactly the same font. You may also produce messages with lines that have more than 80 characters on them, which will be awkward to read on some people's systems.

Using a fixed pitch font is advised, but stay with the font that you've picked if you want.

***Alert: Partial message***

Opening all the parts of a message together is generally best but you can open individual parts if needs must.

But beware! If what you open contains a section of an encoded file, you will be unlikely to be able to make any sense of it.

***Alert: Pic File Error***

The file you are trying to open is corrupted

***Alert: Pick again***

Click **OK**, then pick again.

***Alert: Post or Abandon***

Choose to **Post** or **Abandon** as required - or click the **No!** button to return to the message. Abandoned articles are placed in the Wastebasket and will be lost when you exit Turnpike.

***Alert: Private message***

If you think you should have been able to access this message, talk to the user whose message it is.



***Alert: Proceed?***

Click the **Yes** button to continue or the **No** button to cancel.

***Alert: Quote selected***

There is a convention that the message signature be divided from the body of the message by two hyphens and a space on a line of its own, followed by a line space and then the signature.

Turnpike uses this convention to automatically strip the signature from any reply. You can override this by highlighting what you want to include in a reply and include the signature if you want to. When you post, a message dialog will ask you to confirm that you want your reply to be 'Quote selected' or 'Quote Normal'.

**Normal quote** will include the quoted part of the message but ignore the signature.

**Quote selected** will include the quoted part of the message including the signature.

***Alert: Re-install***

To resolve this, you need to re-install Turnpike.

***Alert: Rebuild advised***

The database files need to be rebuilt to incorporate the new information. Wherever possible, Turnpike offers the chance of doing this now.

As this will take some time, Turnpike also offers the option of leaving the database files as they are by clicking the **No** button, you won't then get the changes.

If you have Rebuild files permission you are able to rebuild the Database files by running the Connect program and taking the **Rebuild database** option from the **File** menu

***Alert: Record too long***

One or more of the entries in the dialog has 'overflowed' the space available to it.

Return to the dialog and check that all entries are correct

***Alert: Reply by News/Mail***

Replies sent to the newsgroup / mailing list will be seen by everyone who subscribes to this newsgroup / mailing list.

Replies sent by email will only be seen by the author of the original posting. This can make sense if for example the author is planning to post a summary of the replies received.

Be aware that many people may not appreciate responses being sent **both** to a newsgroup **and** by email. They feel obliged to respond twice.

***Alert: Reply to Address***

If the **Reply to** address is correct click Yes. Otherwise click No and amend the address.

***Alert: Reply to be forwarded?***

Where a message has been forwarded to you, your reply can be sent either to the originator(s) of the message (a '**Normal reply**'); or to the person (or persons) who forwarded the message to you - or to both.

Select the option you require.



***Alert: Re-posting large message***

Where the original message was split into separate parts for posting, it makes sense to just re-post the sections that the intended recipient needs.

If you want to change any part of the message, you are advised to re-post the whole message. Any changed section represents a new message that can't be merged with sections of the earlier message.

***Alert: Request URL***

You are only able to extract a URL from a message or news article when one or more valid URL is present.

***Alert: Request thread?***

Requesting either just the particular article you've selected or all the articles from this thread.



If the article is missing because it is in a thread that has been killed at some stage, you can opt to 'unkill' the thread. Refer to [Kill rules dialog](#) and [Requesting Missing articles](#) for further details

***Alert: Run EXE***

The file you've asked to view contains an application.

You may wish to **save** this file to disk and check it for viruses, before you run it.

***Alert: Save URL***

Correct any invalid URL addresses then try again. Click OK to continue.

***Alert: Save changes?***

You are advised to abandon your changes then call up this entry again. You will then be able to see what changes the other user made and then make any changes that are still required. It is unlikely that you will lose your changes a second time.

***Alert: Seat record missing***

To resolve this problem get a user with Configure Users permission to call up the Configure Users sign on names dialog.

***Alert: Server address missing***

The information provided about this external body doesn't include a server address. Turnpike is unable to fetch it.



***Alert: Sharing violation***

The file you are trying to access is being used by another application - possibly on another machine if your computer is on a network.

***Alert: Shouldn't Happen***

An error has occurred in the program.

Please email [helpdesk@demon.net](mailto:helpdesk@demon.net) with details of the message seen and the circumstances under which this message appeared.

***Alert: Smart too long***

The text you have entered here is too long.

***Alert: Spell Checking Advice***

This message has been displayed for your advice only. Just click the OK button to continue.  
For further help, refer to [Spell Checking](#).

***Alert: String not found***

If the search hasn't brought up the item you were searching for, enter something else and try again.

**Alert: Subject**

Supply some text here for subject line matching. If you leave this blank, only messages with a blank subject line will be accepted. Use wildcards to assist in the search.

***ALERT. Subscribe?***

If you click **Yes**, the newsgroup(s) will be added to the list of newsgroups subscribed at your site. They will be set to be downloaded in full, visible to all users and will expire after three days. You can change the subscription details through the [Newsgroup Subscriptions dialog](#).

If you click **No**, you will not be able to download any new articles from the newsgroup(s). Turnpike will repeat this reminder each time it is launched.

***Alert: System error***

You are attempting to open too many newsgroups or you may have too many windows selected.

Exit from Turnpike and restart.

Click **OK** to continue



***Alert: This attachment cannot be shown.***

This for advice only. Click OK to continue

***Alert: Too many users***

With the standard 'single-access' version of Turnpike, you can only have one copy of the Connect program and one copy of the Turnpike program running at any time - though not necessarily always from the same machine. With the 'multi-access' version, you still can only run one copy of Connect but you can have multiple copies of the Turnpike program running, up to the number of seats purchased.

***Alert: Too much rule data***

You've given Turnpike an excessive number of rules to process. Please review the rules you've set, determine which ones you don't need and delete them.

***Alert: Troublesome characters***

A MIME message will allow almost all the characters of the Windows character set to be sent correctly (curly quotes are the notable exception). Check that your recipient can handle MIME messages.

If you are posting an article to a newsgroup or forwarding a message, you will get the option to post anyway.

Some problem characters can be replaced by text eg £ by GBP.

***Alert: Turnpike File Error.***

There are too many files open or too many windows in use.  
Close Turnpike and close other applications and or windows you do not need.  
Then restart Turnpike.

Click **OK** to continue.

***Alert: Unassigned mail***

This message is currently waiting to be read in several different mailboxes either on one user's system or spanning several users' systems.

Once it has been opened in any of these mailboxes, it will then be assigned to that user and mailbox.

Until it has been opened it can't be opened through any mail list.

***Alert: Unknown email name***

You've addressed your message to someone in your local domain but the email name you've given isn't on the list of local email names.

Return to your message and use the **Look up address** button on the toolbar.

***Alert: Wrong name or password***

Click **OK** to return to the Sign on dialog and enter the correct information.

If you don't know or can't remember either your sign on name or your password, consult your System Administrator or some other user who has Configure Users permission. They should be able to tell you what your sign on name is and to set a new password for you.

When you've signed on using this password, you'll be able to set a new password in the Edit sign on details dialog



***Alert: Wrong Version***

The file you are trying to use was created on an incompatible Turnpike system. At the time of writing, no such system existed but it is always possible that one could have subsequently been created.

Ensure you are using the most recent version and try again.

## *Ratings*

Ratings enables you to filter articles to a level for subjects such as **Age range, sex** and **language**.

## Ratings for: dialog

This dialog is displayed by clicking the **Ratings** button on the either the [Newsgroup Subscriptions dialog](#) or the [Newsgroup Addition dialog](#).

The top part of the dialog shows the names of the newsgroup ratings services that are currently in use. This part will be blank if no service has been selected. Details of the rating that has been given to the currently selected newsgroup are given under each of the different categories covered by each ratings service.

While the cursor is on the name of a service (or this part of the display is blank), you are offered the option to **Add** a new service or to **Remove** the selected service. Details of the selected service are shown at the bottom of the dialog.

While the cursor is on a category, you'll see instead the range of levels that are available in this category, together with a description of what the rating that has been given to the newsgroup means.

### *Related Topics*

[Newsgroup Subscriptions dialog](#)

[Newsgroup Addition dialog](#)

[Restricting access to newsgroups](#)

[Controlling access through ratings](#)

### ***Switching between Read and Unread***

The articles and messages you open on the screen are automatically marked as **Read** on the assumption that you will read them while they are on the screen and that you will not want to read them again.

The next time you use this newsstand and use the **Next unread** option, you will not go to any article marked as read.

If you want to remark a message or article as **Read or Unread**; select the item, click the **Classify** menu and then select the mark you require.

## Reading mail

### · *To read your mail.*

**i** When you have any unread mail the mailbox will flash. If you have **Turnpike** minimised, its program icon will flash.

- select a mailbox or the mailroom,
- double-click on the mailbox or mailroom icon
- or click **Window** in the menu and select the mailbox or mailroom.

A window opens with a list of messages in arrival or sent order. Details of each message include:

- The Subject of the message
  - Who it is from
  - Who it was addressed to
  - The general rules about access to this message
  - Where the message is currently located
  - What tags have been applied.
1. Double-click the **Mailbox icon**, or click **Window** in the menu bar and then select the mailbox you want.  
A window opens with a list of messages in arrival or sent order.
  2. Double-click a message to open it.

### · *To read a number of messages in turn*

Press the **Space bar** or Click **Search** on the menu bar, then select **Next unread**.

You can also search for messages on particular topics.

### · *Reading non text items.*

- If the text is unreadable it may be Encoded
- You may see an attachment, this is a horizontal bar with an icon, one or more buttons and some brief details.

The description in the horizontal bar will tell you whether the additional item is:

- An enclosed message, for example a forwarded message.
- A particular type of file
- A digest message
- Reference to an an external body

You may be offered a choice of ways of picking up an external body. Where possible, this is shown as also shown as a horizontal bar with the different forms of the enclosure offered as buttons. Otherwise, you are offered a Select button with the number of alternatives shown alongside. Clicking a button will call up a dialog listing the alternatives, from which you can select the version you require.

Very occasionally, an item within a message may be offered in a number of alternative forms. For example, the text of a MIME message may be offered in both plain and enriched forms.

Messages sent both as **HTML** and as plain text will generally be opened as HTML. However if the

message contains complex data such as graphics or tables, the message will open as plain text. Two buttons above the text enable you to toggle between HTML and Plain. Buttons on a horizontal bar enable you to Save, View or remove the file

- ***When a message has been opened***

The message is automatically marked as 'Read'. If you want you can change its marking back to 'Unread'

1. Click **Classify** on the menu.
2. Select **Mark as unread**.

- ***When you have read a message***

You can

- [Reply to it](#)
  - Move it to the Pending tray for replying to later. Use the Move to Pending button.
  - [File it](#)
- or
- Delete it



If you just leave mail you have read in the In tray it may be difficult to see if there are new messages waiting to be read.

### ***Related Topics***

[Reject Message](#)

[Displaying the Header](#)

[Extracting files from messages](#)

[Forwarding messages](#)

[Searching for Mail and News](#)

[Encoded Text](#)

[Sending Mail.](#)

[Sending and Receiving Pictures](#)


## Reading News articles

### · **Articles posted to a particular newsgroup**


1. If not already there, add the associated newsgroup to one of your Newsstands
2. Select that newsstand
3. Open the newsgroup. A list of topics will be displayed.



The number against each of these topics indicates the numbers of articles waiting to be read.

4. To see more about the articles that have been contributed on a particular topic, click on the  icon in the second column of the display to 'expand' the thread.

The topics will open up to show both the author of each article that's available to read and how the different articles thread together.

Any  symbols included in the display mark articles that are part of the thread but aren't currently available for you to read.



or



marks an article of which only the header has been downloaded. If you want, you can ask for these to be downloaded in full when you next go on-line: see Requesting missing articles.

### · **Reading new articles**

Open the newsgroup and then use one or other of the following methods:-

- Work through each item in turn. Press the space bar or use the Next unread button.
- Work systematically through every article; use the Next and Previous buttons. These buttons enable you to track through the entire thread of a discussion; whether an article has been read before or not.
- Open any article, click the name or the icon alongside any article that interests you or select it then select the Open article option from the Article menu. to read another article, close the current window and then pick out another article in the same way.
- To find articles containing something that particularly interests you, select Search article from the Search menu.

Most news articles just contain plain text, but some contain pictures or other binary information, that requires special handling, while others - especially FAQs- may be split up into a number of sections, each with its own mini-toolbar. Such articles are known as MIME digests.

There's also the possibility of articles being set up with a 'hidden' section at the end - typically to stop you being shown the answer to a riddle. In Turnpike, such hidden sections are initially represented by a horizontal bar containing a Reveal button.you to click when you want to see the solution.



Once an article has been opened, it is automatically marked as 'Read'. If you want, you can change its marking back to 'Unread' by going to the Classify menu and taking the Mark as unread option. Use the 'Mark as read' and the 'Mark all as read' buttons when you don't want to bother with particular articles or with the remainder of the articles in a newsgroup. This will avoid having these articles picked out when you select 'Next unread'

Related Topics

[News Header](#)

[Number of articles](#)

[Opening a Newsgroup Header only articles](#)

[Discussion threads](#)

[Searching](#)

[Requesting missing articles](#)



## Reading Articles in Binary groups

Articles in '**binaries' groups** often include files containing pictures or other binary information. These files may be spread across a number of articles.

Where this data is in a form that Turnpike recognises, it is represented by a horizontal bar containing a brief description of the file, and one or more buttons. Typically, these will include options to save the binary data to disk and to remove the binary data from the article (to save disk space). You may also be able to call up the file directly by clicking a **View** button.

The file will be opened on your system using the associated filetype extension.

**If Turnpike does not offer a View option extract the file(s) as follows:**

- ***To extract the original file from the news article***
  1. Select the article(s).
  2. Select **Decode** from the **File** menu. This will store a copy of the file contained in the article(s) in its original format. You will be asked where you would like the file to be stored. You will then be able to use the appropriate application for the type of file that's been produced to see what the file contains.
  
- ***To extract all the files contained within a number of articles***
  1. Select all the articles you are interested in as a group;
  2. Select **Decode** from the **File** menu.

Any uuencoded and Base64 encoded files within the files you select will be saved to disk as separate files, which you can then open using the appropriate applications.


### ***Related Topics***

[Encoding messages and articles](#)


[Reading News](#)

## Re-building Datafiles - Recovering disk space and corrupted files. mailbase etc.

The main purpose of Turnpike's Re-build option is to recover wasted disk space left in your newsbase, mailbase or address book after earlier entries have been erased. You can also use this option to recover your databases, should they become corrupted.

 This option is only available in the from the main [Connect program](#) and you must have [Rebuild Files permission](#).

Turnpike will build a new version containing just the current information from the old version. Wasted disk space will be recovered and as much as possible of the information from the old files.

 Although rebuilding a database will usually recover all your email messages or news articles, this may not always be possible. You are advised to keep up-to-date backups of all these databases

### *Related Topics*

[Software Error](#)

[Backing up your Turnpike files](#)

[Moving the Mail and News Directories](#)

[Moving Turnpike to another machine or System](#)

[Upgrading to the latest version of Turnpike](#)

## Re-direct the Mail of an Ex-User to A Current User

Re-direct the Mail of an Ex-User to A Current User

1. Click **File** on the Turnpike menu.
2. Select **Configure**
3. Select **Email names**.
4. Make a note of the email names they were using
5. Arrange that any mail that arrives addressed to any of these names be directed to another user to deal with.

## Regular expressions

Regular expressions are used to express:

- custom rules for selecting the mail that is put into your different mailboxes
- special rules about how mail from mailing lists is to be identified.
- custom criteria for killing articles.

The syntax used is as follows (expressed in BSI syntactic metalanguage):

regular expression = anchor, {"|", anchor}.

anchor = ["^"], {closure}, ["\$"].

closure = primary, [{"\*" | "+" | "?"}].

primary = "." |  
          "\", digit |  
          ["\"], (ASCII char - digit) |  
          "[", ["^"], {char, ["-", char]}, "]" |  
          "(", regular expression, ")".

meta-character = "|", "^", "\$", "\*", "+", "?", ".", "\", "-", "(", ")", "[", "]", ".".

char = ASCII char - meta-character.

ASCII char = ASCII character

If you want a meta-character to stand for itself, precede it by \.

### Semantics

\d	a digit, equivalent to [0-9]
\D	not a digit, equivalent to [^0-9]
\f	form feed
\n	line feed
\r	carriage return
\s	a space or a tab, equivalent to [ \t]
\S	not a space or a tab, equivalent to [^ \t]
\t	a tab
\w	a word character, equivalent to [a-zA-Z0-9_]
\W	not a word character, equivalent to [^a-zA-Z0-9_]
\	escape meta-character
[ ]	matches any one of enclosed characters
[^ ]	matches any one character except those enclosed
-	specifies range for use within [ ]
( )	grouping
	or
^	start of string
\$	end of string
*	0 or more of the previous character
+	1 or more of the previous character
?	0 or 1 of the previous character

. match any character

***Related Topics***

[Defining Custom Rules.](#)

[Custom rules: Formal syntax.](#)

## Reject message

This option in the Messages menu will cause Turnpike to create, and attempt to send, a rejection message called a **Delivery Status Notification** (DSN) for each of the selected messages. The DSN, which is in the form of an automatically generated message, informs the sender that delivery of their message to you appears to have failed.

This feature is intended for the rejection of unwanted "junk" mail. Be aware that such mail often has a deliberately flawed return path, so rejecting it may be wasted effort.



Reject mail should not be used in cases where someone is trying to contact you for genuine reasons. It could cause considerable investigation as to why their mail to you appears to be failing.

In particular, it should **never** be used to unsubscribe from a mailing list you have joined. This could cause considerable inconvenience to the list owner. Always cancel subscriptions to mailing lists in the proper way, usually by sending an unsubscribe message to the list control address (not to the list itself).

### *Related Topics*

[Reading mail](#)

## Removing Ex- users from a system

When someone who has been using your **Turnpike** system leaves, the System Administrator can:

- Leave them as a user on the system. You can have up to 99 different users;
- Allocate another user to their seat;
- Remove them from the system.

Which one your administrator does, depends on your local policy. Click on the appropriate heading above.

### **Related Topics**

[Removing users](#)

[Adding new users](#)

[Edit details of a current user](#)

[Enable the Edit Sign-on details dialog](#)

[The Edit Sign-on details dialog](#)

## Removing a Newsstand

When you no longer require a particular Newsstand you can remove it.

- **To remove a newsstand**

1. Select the newsstand you no longer want
2. Click **File** in the menu
3. Select **Alter Newsstand**
4. **Select the Name** tab
5. Click the **Destroy** button.
6. Click **Yes** to confirm or **No** to cancel

### **Related Topics**

[Newsstands](#)

[Changing a Newsstand](#)



## Removing a mailbox

When you no longer require a particular mailbox you can remove it.

You will only be able to remove **empty** mailboxes. You can either to move any mail it contains to another mailbox, file it or delete it.

- **To remove a mailbox**

1. Select the mailbox you no longer want
2. Check that it is empty
3. Click **File** in the menu
4. Select **Alter Mailbox**
5. Click the **Destroy** button.

### **Related Topics**

[The alter Mailbox dialog](#)

## Removing newsgroups



Before removing a newsgroup, export any articles you want to keep. All the articles - including ones that you have marked 'to be kept' - will be deleted from the disk the next time News expires.

- ***To remove a newsgroup from your newsstand***

1. Select the newsgroup.
2. Click the **Remove** button on the bottom edge of the newsstand.



While this removes the newsgroup from your newsstand, it will not stop articles from that newsgroup being downloaded to your disk. To stop any more articles being downloaded, you will need someone with News Admin permission to remove the newsgroup from the overall list of newsgroup subscriptions.

- ***Newsgroups listed in the newsgroup subscription lists that don't appear in anyone's newsstand***

When any user with News Admin permission logs on, a dialog allows them to choose whether to continue subscribing to that newsgroup or to remove the newsgroup from the list of newsgroup subscriptions and cancel the subscription.

### ***Related Topics***

About Newsgroups

## Removing Users

 Before removing a user from **Turnpike**, clear their mailboxes.

 You will require **Administrator** [permission](#).

### · **Delete or file the Ex-Users Mail**


1. Click **File** in the **Turnpike** menu
2. Select the **Configure** option
3. Now select **Users**. The **Configure user Sign-on names** dialog appears
4. Select the ex-users name
5. Click the **Edit** button. The **Edit Sign-on details** dialog appears for the selected user
6. Enter a new password
7. Log on as the ex-user and file or delete any mail in their mailboxes.

### · **Remove the Ex-User**

8. Log on again as Administrator
9. Click File in the Turnpike menu
10. Select the Configure option
11. Now select Users. The **Configure user sign on names** dialog appears
12. Select the ex-users name
13. Click the Remove button

### · **Rebuild the mailbase**

14. [Rebuild the mailbase](#) files
15. This will remove their personal [tags](#) and re-assign any personal mail to the occupier of Seat #1 (generally the System Administrator)
16. Go into the USERxxx directory corresponding to the ex-users seat
17. Clear or save any files
18. Delete the directory

 It's not possible to remove either Seat #1 or the seat you are currently sitting at.

### **Related Topics**

[Remove users from a shared system](#)

[Adding new users](#)

[Edit details of a current user](#)

[Enable the Edit Sign-on details dialog](#)

[The Edit Sign-on details dialog](#)

## Replying to Mail

1. Open the mail list
2. Select the message
3. Click the **Reply** button on the mailbox toolbar  
or select the **Reply to message** option from the **Message** menu

A new message outline is displayed. A copy of the message is included, with markers in place of large enclosures such as GIF files. Where possible Turnpike also removes the signature out of the copy.



If you want to reply to just one point in a message, highlight that part of the original message before clicking **Reply**. The new message will then just contain the selected text, marked up ready for your reply.

4. Delete the parts of the original message you don't want included in your reply
5. Enter your reply to the message
6. Click the **Post** button.

The message is then placed in your Out tray. Mail in the Out-tray can be opened and edited (or thrown away) any time up to the point that you are connected to your Access provider. If you are connected to your Access provider when you post the message, it will stay in the Out tray for one minute. This gives you a chance to change your mind or edit it before it is sent.






The introductory line at the top and the signature at the bottom of a message are just text. You are able to edit this as you wish. See formatting introductory text and signatures.

### **Related Topics**

Preparing News / Mail messages

## Requesting missing articles



When discussion threads are expanded, they frequently include entries shown only as . These represent articles that form part of the discussion thread but aren't included in the current newbase.

Similarly, where you've opted just to 'browse' a particular newsgroup, you will find the entries in the discussion threads marked  or  to show that just the header of the article has been downloaded.

If you want to read either a missing article or one you currently only have the header of, you can ask for it to be downloaded the next time you go on-line.

- **To request a missing article**

1. Select the entry for this article
2. Then either
  - Click the **Request article** button
  - Or select the **Request article** option from the **Classify** menu


The article will then be marked  to indicate that it will become available next time you go on-line. The thread will be marked Interesting (  ) to draw it to your attention the next time you read your news.

- **To cancel requested articles**

If you change your mind about requesting an article, select the article then select **Cancel** from the **Article** menu

If a large number of articles have been requested you are able to cancel all or some of them from the Configure Usenet News dialog in Connect.



When requested articles are cancelled they are marked . To request an article just click on the symbol as before. An attempt will then be made to open the article the next time you connect.

### **Related Topics**

[Discussion threads](#)

[Reading News](#)

[Article Menu](#)

## Responding to News articles

To respond to an article you have read you can either:

- Post a Follow-up article;
- Or, send an email message to the author of the article.



Many authors dislike receiving both types of reply. They may feel obligated to respond to both your communications.

If you need to send an email copy of your follow-up - prepare your follow-up article first, copy the text to the clipboard and then set up a 'reply by email' and paste the text into that. **Mention that the email is a copy of a News article.**

Some authors may specifically ask for replies by email, eg. because they are intend to post a compilation of the responses they get. If the author of an article in a newsgroup wants replies by email rather than through the newsgroup, note this in the article and add the line **Followup-to: poster** to the header of the article.

*The general method of responding to a News article is to post a 'Follow-up' article.*



To follow-up on just one section of the article, highlight that section before selecting the Reply/Follow-up option.

- **To post a follow-up message**

1. Select the article
2. Click the **Reply/Follow-up** button
3. When the message appears, select the option to **reply by News**  
Alternatively, call up the Article menu and select **Followup article**.

- **To send an email message to the author**

1. Select the article
2. Click the **Reply/Follow-up** button
3. When the message appears, select the option to **reply by Mail**. Alternatively, call up the Article menu and select **Reply by email**.

In either case, a new message will be set up ready for your reply. This will be complete with a copy of the article you were reading, suitably marked up for inclusion in your reply. Your standard Signature is also automatically added to the bottom of the message.

4. Complete your message, then click on the **Post** button.

The article is then placed in your Out tray, from where it can be opened and edited (or thrown away) any time up to the point that it is actually sent.



Even if you are already connected to your Access provider, the article will stay in the Out tray for at least a minute to give you a chance to change your mind or edit it before it is sent.

Related Topics

[Signature](#)

[Preparing News / Mail messages.](#)

[Posting News](#)

## Restricting access to newsgroups

There is a vast range of newsgroups covering a vast range of topics. Many cover topics that you or other readers may find offensive. Some may even carry material that it may be illegal to possess.

Turnpike enables you restrict access to newsgroups:

- By setting ratings for each newsgroups
- By setting which users can access particular subscribed groups.



Both these schemes filter articles based on which newsgroup they have been contributed to, rather than the content of the articles themselves. This works well in the majority of cases because most contributions to newsgroups keep to the topic of the newsgroup.

This is not foolproof. It is the nature of Usenet that anyone can post an article on any subject to any newsgroup - even moderated ones. Generally, unauthorised articles are soon removed from moderated groups. It is still possible - even with filtering schemes in place - that you may be reading articles in a newsgroup about pet cats when you will find an encoded picture that you may find offensive.

### *Related Topics*

[Controlling access through ratings](#)

[Controlling access on an individual basis](#)



### ***Return/Reverse path***

The address that replies to the message are to be sent to, as stated in the message header.

## ***Reveal Button***

Some articles may contain a hidden section of text, typically to stop you being shown the answer to a riddle or some other problem before you want to see it. In Turnpike, such hidden sections are initially represented by a horizontal bar containing a reveal button.

Click the button to reveal  the text solution.

## Running a mailing list

Turnpike doesn't offer specific support for running a mailing list by taking incoming mail messages and 'exploding' them to a given list of addresses. However you are able to set up distribution lists of addresses and select them en masse from the address book. This is a good technique to use when you regularly send mail to the same group of people.

You are also able to import this list from a CSV datafile of the appropriate format - see [Importing & Exporting addresses](#).

There is a limit of 256 addresses on any such list.

### *Related Topics*

[Mailing Lists - Overview](#)

[Subscribing to a Mailing list](#)

[Distribution list](#)

## **SMTP**

**Simple Mail Transfer Protocol**, a protocol for sending email messages between servers. Most email systems that send mail over the Internet use SMTP to send messages from one server to another; the messages can then be retrieved with an email client using either POP or IMAP. In addition, SMTP is generally used to send messages from a mail client to a mail server. This is why you need to specify both the POP or IMAP server and the SMTP server when you configure your email application. [For further details see Connect Help](#)

## Save URL Dialog

This dialog appears:

- When you click on an URL button in a mail message or news article.  
The dialog gives the full URL address for the selected item and a prompt describing from where the URL was obtained.
- When you click **Extract URL** from the **Edit menu**  
The dialog will contain a list of *all* the URL's in the message or article and a prompt describing from where the URL was obtained. If you highlight an URL or any other part of the message or article, just that part will be listed in the dialog.

Click **Save**, **Copy** or **Launch** or click the **Cancel** to take no further action.

### Control buttons

- |               |  |
|---------------|--|
| <b>Save</b>   | click to save the URL to a link file in your browser   |
| <b>Copy</b>   | to copy the link to the clipboard, from here you are able to paste the link into any HTML document or browser. |
| <b>Launch</b> | open the link.   |

Buttons are greyed out when the function is not available. *For example*, the **Launch** button will be greyed out if you have selected to only fetch URLs if connected and you are offline.

The **Save** button will be greyed out if the link is a *mailto* URL.

### Related Topics

[Offline Browsing](#)

## Search dialog

This dialog is displayed by clicking F3 or by selecting the **Search** option from the **Search** menu. The dialog is used to specify the options for the search you want Turnpike to make on the items in the **currently selected Mailbox, mail list, Newsstand or Newsgroup**.

The following options in the dialog enable you to search on a **specific subject**, by a **specific author** or for a **word or phrase** in the message/article or in its header.

- **Search for:** Enter the subject, name or a text string to search for. You don't have to enter full details, just enter what you want Turnpike to search for.
- **The range of items to be searched.** Set options to search **all** items, **selected** items, or **From here**
- **What Turnpike is to search for.** The Subject line; the Author line or the Message text (including the header if you wish); and
- Set if the search is to match **Whole** words only. If you enter cat with this option checked, the words catalogue and catch would not be found.
- Set if the **Case** matters i.e. if upper and lower case letters are to match exactly what you have typed.
- Set options to search **all** items, **selected** items, or **From here**.
- Check the option as required to search for **unread items only**.

To start the search, click the Search first button in the dialog. After the first item is found, the dialog is re-displayed. To continue the search, click the **Search next** button.

You can, if you want, change the details of the search before continuing. If you change the range of the search (between All, From here on and Selected), you will have to Search first again.

### **Related Topics**

[Searching for Mail and News](#)

## Search menu

### ***Mail & News:***

Next unread

Search message/article

### ***News only:***

Next in group

Previous in group

***Search menu: Next in group***

Opens up the next article in the current discussion thread and so on through subsequent discussions regardless of whether they have been read.



***Search menu: Next unread***

Takes you to the next 'Unread'  
message / article and opens it up for  
you to read.

***Search menu: Previous in group***

Opens up the previous article in the current discussion thread and through all previous discussion threads, regardless of whether they have been read.

***Search menu: Search messages/articles***

Calls up a dialog through which you can set Turnpike to search for messages / articles by subject, by author or by content.

## Searching for Mail and News

You are able to apply a search to a single **mailbox**, a **mail list**, a **newsgroup**, or across a **number of newsgroups**, in the same newsstand.

With a mailbox or mail list selected, you are able to search messages. Fast key **F3**.

With a newsstand selected, you are able to search for and open the next unread article. Fast keys **Ctrl U**.

With a newsstand open, you are able to search for and open the next unread article in the selected newsgroup; fast keys **Ctrl U**. You are also able search articles; fast key **F3**

### With a newsgroup open, you are able to

- Open the next unread article in the selected topic. Fast keys **Ctrl U**.
- Open the next article in the group. Fast keys **Ctrl ++**
- Open the previous article in the group. Fast keys **Ctrl +**
- You are also able search articles. Fast key **F3**

### · **Search Messages or Articles**

You are able to search for messages or articles by **subject**, **author** or by any text string in a message. Options enable you to search **all** items, **selected** items, or **From here**. You are also able to require the search to **Match case** and **Match whole words**. There is also an option to search for **unread items only**

1. Select the mailbox/mail list/newsstand/newsgroup in which you want to search
2. If you want to search more than one newsgroup, return to the top level of the newsstand.
3. Select the item(s) you want the search applied. Use Shift-click or Ctrl-click to select more than one item.
4. To apply a search, **Click F3** or select **Search** from the **Search menu**
5. In the Search dialog, enter the details of the search you want to make.
6. Select the options for the search.
7. Click the **Search first** button in the dialog.

When you search by author or subject, Turnpike will open the relevant item for you to read. If it isn't the one you want, select the Search option again and either start a new search or to continue the current one by clicking the **Search next** button.

When you search by text, Turnpike opens the item and highlights the word or phrase concerned. A Find dialog is displayed enabling you to find further instances of this word or phrase within this message. If no further instances are found, the Search dialog will be displayed again so that you can continue the search through further messages.

When you cancel a search, Turnpike moves the cursor to the last item it found so that you can continue working from there.

### **Related Topics**

[Search dialog](#)

[Reading News](#)

[Reading mail](#)


## Seeing the messages, you've posted

Every message you send is automatically filed in your mailbase and can be accessed by calling-up the Mailroom view (eg. by double-clicking on the 'filing cabinet' icon on the Turnpike desktop) or by opening a mail list.

- **To open a message**  
Double-click on it or select **Open message** from the **Message** menu.
- **To re post a message**  
Drag it from the mail list, either to the Out tray or to part of the background display. Turnpike will open a copy of the message ready for you to change (if you want), and then post.

## Seeing the news articles you've posted


### · *From the relevant newsgroup*

1. Select the relevant [Newsstand](#)
2. Open the [Newsgroup](#)
3. Select the topic. Your article will be among the threads marked as interesting . Turnpike automatically [marks as Interesting](#) any thread you contribute to
4. Double-click on the second box from the left to expand the thread
5. Double-click on your name to open the article.

### *From a mail list*

#### · Mailroom view

Click on the filing cabinet icon to open the list in [Mailroom view](#). The list displayed is a list of [list of everything you've sent or received](#).

**News articles** are shown in this list marked . The name of the newsgroup to which they were contributed is given as the Author (or the first of the list). Articles are tagged with the name(s) of the newsgroup(s) to which they were posted.

#### **To create a list of articles for a particular newsgroup**

1. Click **File** on the menu
2. Click **New mail list**. The first page of the wizard appears
3. Select **Mail tags**, then click the **Next** button
4. Select the **Newsgroup**, then click the **Add** button
5. Select the **News** option and deselect the **Private**, **Public** and **Group**
6. Click the **Finish** button. A list of articles in the selected **Newsgroup** will be displayed.



If you are not sure which newsgroup you posted the article to, [call up a separate list](#) for each possible group. Don't ask for a tag list covering all the possible groups. If you do, this will give you a list of the articles you have [cross-posted](#) to all these groups (if any!).



When closed the **default mail list** is shown as a **filing cabinet icon**. Any **New mail lists** you create are shown as **folder icons**. Mail will continue to be added to your mailbase even when a mail list is closed.

**To open a mail list** click on its icon. Each list will open a separate window.

**To shut a mail list** right-click on the folder icon, then select shut.

### **Related Topics**

[Mailroom view](#)

[mail lists](#)

[Preparing News / Mail messages](#)

[Posting News](#)

## Select Newsgroup Subscription dialog

This dialog is displayed by clicking the **Subscribe** button in the [Newsgroup Subscriptions dialog](#). The dialog enables anyone with News Admin [permission](#) to select additional newsgroups to subscribe to.

The main box in the upper part of the dialog contains a list of all the newsgroups that are available from your Access provider's news server.

The server you are currently using is shown in the **Server:** field. When you click on the down arrow a list all the news servers available to you is given together with **All Servers**. The newsgroups listed will be those available from the server(s) chosen.

The box in the upper part of the dialog contains a list of all the newsgroups that are available from the selected server.

The **Ratings** button enables you call up a [display](#) of the way in which the currently selected newsgroup is rated under the various ratings services you are using.

### **To subscribe to a new newsgroup**

1. Select the server you want (or All servers) to show a list that contains the newsgroups you want to subscribe to.  
If you select a different server, this may take sometime to down load the newsgroups.
2. Select a newsgroup from the list of newsgroups displayed.  
Use the **Find** box to help locate newsgroups. You can also use click and shift-click to select several newsgroups.
3. Click the **Add** button the selected newsgroup(s) will then appear in the lower box.
4. Repeat until you have added all the newsgroups you require.
5. Click the **OK** button.



If you attempt to add any groups to which you are not yet subscribed, you will be [asked](#) if you want to add them to your subscription list.

### **Related Topics**

[About Newsgroups](#)

### ***Selecting an entry in the Address List.***

The **Selection** box lists the most recent Address book entries you've selected. Click the down arrow and select the address you want.

#### **If the name isn't listed.**

Start typing the name the entry is indexed under in the **Selection** box. The main list will then automatically scroll to the appropriate part of your Address book.

**Alternatively** Click on the appropriate letter in the **Goto** box. This will take you to the required part of your Address book. then scroll down the list until you can select the entry you want.



## Sending Mail

There are three types of mail message you may want to send:

- New messages (ie. ones that don't follow on from a previous message)
- Replies to messages that you've received
- Forwarded messages

For each of the above you are presented with an outline message. This has a Signature and other User Information you have specified for the mailbox you are working in.

When you reply to a message, your new message will automatically have your correspondent's email address and the subject of the message in place. A copy of their message (properly marked) will be included. You can include all the message or, more usually quote parts of this message in your reply.

In all three cases, the new message will have your name, reply-to address etc. set in its Header and the signature that's been set up for your mailbox at the bottom.

You can send both 'carbon' copies and 'blind carbon' copies of your messages to other people as you require

All you have to do is prepare your message, check that the address and the subject are entered correctly, and then **Post** the message.



If you are interrupted or want to go on to do something else in the middle of preparing a message, just leave the message open on the screen or minimised as an icon. Turnpike will automatically save it on disk for you. It will still be there when you come back to it, even if you've left Turnpike in the meantime.

Each message you post is placed in your Out tray. Mail in the Out-tray can be opened and edited (or thrown away) any time up to the point that you are connected to your Access provider. If you are connected to your Access provider when you post the message, it will stay in the Out tray for one minute. This gives you a chance to change your mind or edit it before it is sent.

Messages are automatically filed in your mailbase. You are able to call up your mail at any time by opening the appropriate *mail list*.



You can set an option in the Alter mailbox dialog and in the outgoing message header that enables Turnpike to request a report from the recipient of a message. This report advises what happened to the message after it had been successfully delivered. You are also able to request a similar report for messages you send in the message header.

### **Related Topics**

[Mail Message menu](#)

[Preparing News / Mail messages.](#)

[Sending New email](#)

[Sending and Receiving Pictures](#)

[Message Acknowledgement](#)

[Mail message header dialog.](#)

## Sending a MIME message

Check the send MIME message option in the header of the message you are preparing. When you are replying to a MIME message, the message option will be automatically set for you. If the Send MIME message option is selected, the bar will include a **Properties** button through which you can specify the type of file that's being sent.



Turnpike normally sends the text of a MIME message 'Plain' i.e. without any formatting. If you select the Enriched option, the text is broken into lines at the receiver's end, where the font and margins that the person reading the message uses are taken into account.

If you are not sure if the person receiving the message can handle Enriched MIME select the Enriched & Plain option. Turnpike will then send two copies of the text, one enriched and one plain.

Enriched MIME also allows a certain amount of text styling to be transmitted, but few people use this facility. In practice, you will get very much better results by leaving the MIME option set to 'Plain' and using your word processor to set up a suitable text file which you then include as a MIME attachment as described above.

If the send MIME option isn't selected, the file is simply set to be 'uuencoded'. A dummy character will replace any characters in the text that are outside the ordinary mail character set (after a warning).

Recording the *type of file* enables the correct viewing application to be chosen where the file is received. Generally Turnpike will identify the type of file for you, as an image, audio and the sub-type, JPEG, TIFF, GIF etc.

If Turnpike fails to identify the type of file or you know there's something better to specify, you can set the type etc. through the Properties dialog. This is selected automatically or by clicking the **Properties** button shown alongside the file's icon.

### **Related Topics**

[Attachments- An overview](#)

[Inserting Files, Attachments/enclosures.](#)

[Extracting files from messages.](#)

[Sending and Receiving Pictures](#)

## **Sending a pre-prepared message**

To include a file, such as a word-processor document in an email, either use the **Insert file** button to load it, or drag it from the Windows File Manager into either the message or your mailbox.

The file will appear as an icon within a horizontal bar - just like any other item you insert. If you have stored the message as an ASCII text file, the horizontal bar will include a **Merge into text** button, which you can use to insert it as text in the new message.

This has two advantages. Firstly, the person you are writing to won't have to do anything special in order to read it. Secondly, you will be able both to read the message and to make any changes you want before you send it. So do save your message as ASCII if you can.

### ***Related Topics***

[Inserting files into mail messages](#)

## Sending and Receiving Pictures

Turnpike enables you to send messages containing the following types of graphic files. .bmp, .jpeg, .pcx, .png, .tiff, but not LZW compressed tiff files.

If the file is sent **in-line**, when your recipient opens the message the picture will be displayed immediately.



If you find that some inline images take a long time to open or want to open attachments only when you click the **show** button, select **Never send Auto Inline images** from the **Options** menu.

- **To send a picture file**

Insert the file as an attachment.

Click the centre button on the grey bar to toggle between **Change to "Inline"** and **Change to "Attach"**.

When you send as inline, the picture will appear as soon as the message is opened by the recipient (unless the *Never send Auto inline images* option has been set.)

- **To open a picture file.**

If the picture was sent in-line, the picture will be displayed as soon as you open the message. Otherwise click the **Show** button to display the picture.

If only a picture is displayed, **double-click** on the picture to display the grey bar with its control buttons. For the function of the buttons see Extracting files from messages.

To display a menu listing the same control functions as the buttons **right-click** on the picture.

The menu includes two additional functions;

**Rotate** Select this option to rotate the picture by 90, 180, and 270 degrees. A menu option enables you to restore the picture if required.

**Zoom** Select this option to zoom in by 50%, 75%, 100% and 150%.



You can keep selecting a zoom option to make the picture even larger or smaller.

### **Related Topics**

[Attachments- An overview](#)

[Sending a MIME message](#)

[Extracting files from messages.](#)

[Reading mail](#)

## Sending mail to someone in the Address book

### · *Method 1 - Start the email first*

1. Click the Start new email button in the toolbar
2. Click the **Look up address** button now in the toolbar above this message
3. Select the appropriate entry in the Address book
4. Click the **Select** button. The name you have selected will now appear in the **To** field of the message header
5. Repeat the above steps to enter addresses in the **cc** and **bcc** fields
6. Enter the subject, complete your message, and then click the **Post** button.



This method will set up the message with header and signature as set for the mailbox selected.

### · *Method 2 - Look up the address first*

1. Click the **Address book** button in the toolbar
2. Select the appropriate entry on the main Address book display
3. Click the **Start new email to:** button on the toolbar
4. If you are not sure you have the correct name at step 2 above, click the **View Alter** button on the toolbar to display the details of the selected entry
5. When you are satisfied you have the correct address click the **Mail to** button  
Turnpike creates a new message with the selected name in the **To** field of the message header
6. Repeat the above steps to enter addresses in the **cc** and **bcc** fields
7. Enter the subject, complete your message, and then click the **Post** button.



This method will set a new message with the header and signature as set for your **default mailbox**.

**For either method.** If you want to use a special email name or to give a special reply-to address, for this message you will need to edit the message header. If you want to use a different style of signature, you can either edit the one you're given or pick out a different one to use.

### *Related Topics*

[Address book - Overview](#)

## Sending multiple mail messages

When you prepare a new message, you are presented with an outline form with a **To** box and a **Subject** box.

If you want to send your message to more than one person or you want to send 'carbon copies' or 'blind carbon copies' to people, click the adjacent **Edit mail header** button

The mail header dialog is displayed with addition slots for the main Header lines that you may want to set.

Enter the email addresses of the additional recipients in the **To**, **cc** and **bcc** sections of this dialog. Use the adjacent [+] button to add extra addresses to add additional addresses.



If you are going to use the same entries on future messages complete set of details as a 'Distribution List' within your Address book. You will then be able to insert the name of the Distribution list from your Address book - in the same way that you Select an address for an individual

### **Related Topics**

[Preparing News / Mail messages.](#)

[Sending new email](#)

[Mail Header dialog.](#)

## Sending new email

You can start a **New** email message (as distinct from a reply to a message that's been sent to you), from almost anywhere in the main Turnpike program - even from the Waste basket.

The way you appear to the recipient of one of your messages is set typically by the,

- signature you use,
- email name you quote in your address,
- email address to which replies should be sent
- the organization you are seen to represent.

If you want to present yourself differently for different types of message, you will have set up a number of alternative mailboxes each with different User information,

### · **To start a New email message**

1. If you want the mail to use particular Signature or User information. Right-click the relevant mailbox or use the default mailbox
2. Select **Start new email** from the popup menu, Or select the mailbox, then click the **Start new email** button on the toolbar.

Messages sent from a list of correspondence with a particular person are automatically addressed to that person. Similarly, messages sent from a tag list are automatically tagged with that tag.

If you are selected anywhere other than an alternative mailbox, when you click the **Start new email** button, the user information specified for the default mailbox will be used.

When you click **Start new email** a new mail message outline is presented. The appropriate sender and reply details are automatically set in the message header and your signature is at the bottom.

- 3 Enter the email address of the person you're writing **To** or select an address from the address book
- 4 Inter a **Subject** in the message header.
- 5 Set up the text you want in your message
6. Make any changes you require to the message's header
7. Insert any files or attachments, where applicable
8. Confirm the signature
- 9 Click the **Post** button.to 'Post' the finished message

The message is then placed in your Out tray. Mail in the Out-tray can be opened and edited (or thrown away) any time up to the point that you are connected to your Access provider. If you are connected to your Access provider when you post the message, it will stay in the Out tray for one minute. This gives you a chance to change your mind or edit it before it is sent.



If you are interrupted or want to go on to do something else in the middle of preparing a message, just leave the message open on the screen or minimised as an icon. Turnpike will automatically save it on disk for you. It will still be there when you come back to it, even if you've left Turnpike in the meantime, you can finish the message and post it whenever you like.

### **Related Topics**

Mail Message menu

Preparing News / Mail messages.

Default mailbox

User information,  
Signature  
Change the signature if you want

Mail Header dialog  
Changing the message header

Select an address  
Preparing the message text

'Post' the finished message



## Setting access through the mailbox

The [access details](#) initially set for any message is based on the Tags information set for the mailbox in which it is opened.

This information is recorded on [the Tags page of the Mailbox dialog](#). This includes settings for the 'Default owner of the mail' and the 'Default access when filed'.

Set here the access details that you want applied to the majority of your messages. You will then get the results you want even when you forget to check the access settings before filing the message.

This also means that you will only have to set these details in the messages that don't fit the general rule. For example, if most messages will be private, you should set the 'Default access' on the Tags page to 'Private'.

In the 'Default owner' part of the dialog, you can either select a specific owner for the mail - either yourself or a workgroup you belong to - or opt for the ownership to depend on how the message was addressed (ie. 'you' if the message was sent specifically to you but if the message was sent to a workgroup, it should be owned by the workgroup).

### ***Related Topics***

[Alter Mailbox dialog: Tags page](#)  
[Mailboxes](#)

## Setting colours and fonts

Turnpike has a standard font and a standard range of colours that it uses to display the different types of text within mail messages and news articles, but you can use other colours and fonts if you wish.

- **To make temporary changes, which will be lost when you close the current window:**

Select **Font** from the **Options** menu.

In the Font dialog select the Font, Font style and Font Size.

Similarly the **Colour** option in this menu calls up a Colour Selection dialog through which you can select the colours for the main text and background.

- **To make permanent changes to a mailbox or newsstand:**

Right-click the mailbox or newsstand you want to change and select **Properties** from the menu displayed. Then make your choices on the Colours and/or Fonts pages.

If you want a particular colour or font used across all your mailboxes / newsstands, record this as part of the definition of your Default mailbox. Any colour or font you set for your Default mailbox is used (if nothing else is set) in all your other mailboxes and newsstands.



Use this method to set the fonts used for printing.

### **Related Topics**

Alter mailbox: Fonts page

Alter mailbox: Colours page

Alter newsstand: Fonts page

Alter newsstand: Colours page

## Setting the general ratings levels



For this procedure you will need both **Alter Workgroups** and **Ratings Admin** [permission](#).

### · **To set the general ratings levels:**

1. From the **File** menu, select **Configure**
2. Select **Workgroups**
3. Select the **ALL** workgroup
4. Click the **Edit** button.



**ALL** is a special workgroup that is automatically set up specifically to give you an easy way of giving the same permissions etc. to every one who uses your copy of Turnpike.

5. Click the **Ratings** button to display the Newsgroup Rating Services dialog. The top part displays the Rating service details. For each rating service, the maximum rating level set for each category is shown.
6. Select each category in turn. Click one of the ratings options 1 to 5. For each level selected a description of the rating is shown.



You are only able to select rating levels lower than those set by the ratings service. If you set any high levels they will be ignored.

### · **To add a new service**



The **Add service** and **Remove** buttons are only displayed when the service details are blank or the cursor is on the name of a currently selected service. They are not displayed when a category is selected.

1. In the **Newsgroup Rating Services** dialog, click the **Add service** button.
2. In the **Select ratings file dialog**, select the .RAT file for the service you want to use. These .RAT files are generally found in your Windows/System directory. Open the file to return to the Newsgroup Rating Services dialog.  
The dialog shows the name of the service you've selected followed by a list of the categories identified by this service, together with the suggested maximum level for each of these categories.
3. To see what each selection means (and set a different level if required), select each category in turn. Study the information given in the lower part of the dialog then select a different level if required.
4. Select whether unrated newsgroups should be hidden (treated as potentially offensive) or shown (treated as totally innocuous).

### **Related Topics**

[Controlling access through ratings.](#)

[Setting personal ratings levels](#)

## Setting passwords

- **Set (or change) your password**

1. Click on **File** in the **Turnpike** menu
2. Select **Configure**
3. Select **Users**.

- **If you're a user of the system**

The **Edit Sign-on details** dialog appears - you can set a new password for yourself.

- **If you have administrative permission**

1. The **Configure user Sign-on names** dialog appears
2. Select the appropriate entry
3. Click the **Edit** button, the **Edit Sign on dialog details** appears - this time with permission set options

When you set a new password, you automatically enable Turnpike's Sign-on dialog. In future when you load either this main Turnpike program or the associated Connect program, the sign on dialog will appear. You will need to fill in your sign on name and your password before you will be allowed into the program.

### **Related Topics**

[Edit Sign-on dialog](#)

## Setting personal ratings levels



For this procedure you will need both **Alter Workgroups** and **Ratings Admin** [permission](#).

The ratings levels applied are generally set by configuring the [ALL](#) workgroup. This procedure only applies where special ratings levels are required for a particular user.

### · **To set special ratings levels for a particular user,**

1. From the **File** menu, select **Configure**.
2. Select **Users**.
3. In the **Configure user signon name dialog**, select the entry for the person concerned.
4. Click the **Edit button**.
5. In the **Edit sign on dialog**, click the **Ratings** button to display the **Newsgroup Rating Services dialog**. The top part displays the Rating service details. For each rating service, the maximum rating level currently set for each category is shown.
6. Select each category in turn. Click one of the ratings options 1 to 5. For each level selected a description of the rating is shown.



You are only able to select rating levels lower than those set by the ratings service. If you set any high levels they will be ignored.

7. In the **Newsgroup Rating Services** dialog select the service name.
8. Select whether unrated newsgroups should be hidden (treated as potentially offensive) or shown (treated as totally innocuous).

### **Related Topics**

[Controlling access through ratings](#)

[Newsgroup Rating Services dialog](#)

[Setting general ratings levels](#)

## Setting up Alternative Mailboxes

Turnpike automatically gives you one default mailbox for your mail.

You are also able to set up Alternative Mailboxes. In each mailbox you are able to sort messages by:

- Who the mail is addressed to
- Wh the mail is from.
- The subject of the mail  
or any combination of the above

You are also able to sort mail by custom rules'.

- **To set up a new (alternative) mailbox**

1. In the **Turnpike** menu click **File**
2. Select the **New** mailbox option. This will start the Mailbox Setup Wizard.



If you want the new mailbox to be assigned to a new email name, add the new email name first.

### **Related Topics**

Alter Mailbox dialog

Mailboxes

## Setting up a mailing list as a newsgroup

You are only able to set up a new mailing list when you have List Subscribe [permission](#).

You are able to have the mail you receive from a mailing list treated as a special 'newsgroup'. This will enable you and other users of Turnpike at your site to use this email newsgroup.

This newsgroup will keep messages from the mailing list separate from your other mail, but will arrange to thread messages that follow on from each other. Each message will expire after a set time.

### · **To set up a mailing list as a newsgroup**

1. Select **Configure** from the **File** menu
2. Select the **Email routeing** option

This displays Turnpike's [Email routeing to seats & news dialog](#). There are several pages to this dialog, with List subscribe permission you will only have access to the Mailing Lists page. This page shows what mailing lists are currently subscribed to through Turnpike.

### **To subscribe to another list**

1. Click the **Add** button
2. Enter the details in the [Mailing list details dialog](#)



If you later decide to cancel your subscription to this mailing list, you will need to remove it from the [list of newsgroup subscriptions](#)

### **If you don't already subscribe to this mailing list,**

1. Click the '**Send email**' button. Turnpike will generate the appropriate subscription message for you.
2. Click **OK** to finish with the Email routeing dialog. The message will appear.
3. Check the message then click **post**

When you return to the Email routeing dialog, the new mailing list will have been added to the list on the Mailing lists page.

### **To read the messages that arrive from this mailing list**

Add it to one of your newsstands in the same way that you [add a newsgroup](#) to a newsstand.



Mail from the mailing list will be added to the mailing list newsgroup from the next time you collect mail.

If it is put into one of your mailboxes instead, check the details set in the Mailing list details dialog, then if necessary study the page of this Help on [Custom Mailing List Rules](#).

If the mailing list sends a duplicate of a message already in your mailing list newsgroup, the duplicate will be sent to the wastepaper basket.

If you have already received any mail from this mailing list, then to add it to the mailing list newsgroup you will need to export it, then re-import it as mail - as described in the section on [Converting a mailing list to a newsgroup](#).

The mailing list will have a ! at the start of its name to identify it as a mailing list but otherwise it is

treated just like any newsgroup. Messages will initially be set to expire after the standard 3 days. As with an newsgroup, you can set a different expiry time if you want in the [Newsgroup Subscriptions dialog](#)

### ***Related Topics***

[Mailing Lists - Overview](#)

[Converting a mailing list to a newsgroup.](#)



## Setting up a newsgroup



Before you consider setting up a new newsgroup, ensure that a newsgroup for the topic you want isn't already available. See [Advice for new users](#).

When you are sure that a new newsgroup is required, you will have to obtain an agreement from other users of the Usenet news service that there is a genuine need for the newsgroup you propose. There may be a long administrative procedure involving posting articles, inviting responses to your proposal and counting up the votes in favour.

For further information go to **news.groups** newsgroup.

### *Related Topics*

[About Newsgroups](#)

[Useful newsgroups for new users](#)

[Converting a Mailing list to a Newsgroup](#)

## Setting up newsstands

- **To set up a new newsstand**

1. Click **File** in the menu
2. Click **New newsstand** from the drop down list

The Newsstand Setup Wizard will start.

### *Related Topics*

Newsstands

Changing a newsstand

## Setting up workgroups



You are only able to set up workgroups if you have **Alter Workgroup** 'permission'.

1. Click on **File** in the **Turnpike** menu.
2. Select **Configure**.
3. Select **Workgroups**. The **Administer Workgroups dialog** appears listing any current workgroups.
4. Workgroups are listed by name and total number of members in each group.
5. Buttons enable you to **Create**, **Edit** and **Remove** Workgroups.

### *Related Topics.*

[Administer workgroups dialog](#)

## Setting where news and mail is stored

When Turnpike is installed, it automatically creates **NEWS** and **MAIL** directories alongside the **Turnpike Connect** program and sets up both **Turnpike Connect** and the main **Turnpike** program to use these directories. If you run out of space on the current disk, you will need to move either the NEWS directory or the MAIL directory (or perhaps both) to a different disk.

**Close the Turnpike programs** both on the host machine and on any other machine on your system.

Use standard File Manager actions to move the directories to their new location.

Record the new **File Path** information within both **Turnpike** and **Connect**.

If these files are accessed from other machines across a network, inform your colleagues of the new location of these files. Ensure that they record the new details in the copies of Turnpike they use.

**There are two ways of recording these details.**

- ***If the Sign-on dialog is displayed when the program is run:***
  1. Click the **Paths** button in the **Sign on dialog**. The File Paths dialog appears.
  2. Set the new path information.
  
- ***Sign-on dialog isn't displayed:***
  1. Edit the TURNPIKE.INI and the CONNECT.INI files in your **Turnpike** directory.
  2. Record the new Newspath and Mailpath in the [PATHS] section of these files.

### ***Related Topics.***

[Email distribution](#)

[Moving Turnpike to another machine or System](#)

[File Paths dialog](#)

[Backing up your Turnpike files](#)

[Moving the Mail and News Directories](#)

[Upgrading to the latest version of Turnpike](#)

[Re-building the Newsbase](#)

## Shortcuts

	<b>To Move to</b>	<b>To Highlight</b>
Beginning of Document	Ctrl+Home	Ctrl+Shift+Home
Beginning of Line	Home	Shift+Home
Bottom of Document Window	Ctrl+Page Down	Ctrl+Shift+Page Down
Copy	Ctrl+C	-
Cut	Ctrl+X	-
Down One Line	Down Arrow	Ctrl+Shift+End
Down One Window	Page Down	Shift+End
End of Document	Ctrl+End	Shift+Down Arrow
End of Line	End	Shift+Right Arrow
Next line-	-	Ctrl+Shift+Down Arrow
Next Character	Right Arrow	Shift+Page Down
Next Paragraph	Ctrl+Down Arrow	Ctrl+Shift+Right Arrow
Next window	-	Shift+Left Arrow
Next Word	Ctrl+Right Arrow	Shift+Up Arrow
Paste	Ctrl+V	Ctrl+Shift+Up Arrow
Previous Character	Left Arrow	Shift+Page Up
Previous Line	Up Arrow	Ctrl+Shift+Left Arrow
Previous Paragraph	Ctrl+Up Arrow	Ctrl+Shift+Page Up
Previous Window	Page Up	
Previous Word	Ctrl+Left Arrow	
Top of Document Window	Ctrl+Page Up	

### **To move between windows.**

	<b>Press</b>
Close the active document window	Ctrl+F4
Control Menu	Alt+Space
Move between edit boxes	Tab
Next application window, maximising icons	Alt+Tab
Task List	Ctrl+Esc



Many of the movement and selection keys apply when viewing open mailboxes, newsstands and newsgroups.

Examples include

Shift+Ctrl+end to select a group of mail messages to file, delete or move to pending.

Shift up and down arrows to select a set of newsgroups to search

Shift+Ctrl+Home to select a set of newsgroups threads to mark a keep.

### **Related Topics**

[Alternative Keystrokes](#)

## Signing on

If you are the sole user of your copy of Turnpike when you run either the main **Turnpike** program or the associated **Connect** program, that program will simply open.

If you share your system with other users or you have chosen to protect your mail files against unauthorised access with a password, Turnpike's **Sign on** dialog box will appear.

Enter your Sign on name; or select it from the drop-down list.

Enter your password (if any).

Click the **OK** button and Turnpike will open.

Turnpike remembers the last sign on name and file paths to used. If you were the last user, just enter the password and then click **OK**, or just click **OK**.



You are able to set a different password after you've signed-on.

## ***Sign-on names***

Sign-on names are the names by which the different users of your system are known to Turnpike. If you are the person who installed this copy of Turnpike your Sign-on name will be the email name you gave at that time. Otherwise ask your system administrator for the Sign-on name. Generally the same rules apply to Sign-on names as email names. Typically a user's Sign-on name will also be their principal email name, though this does not have to be so.

## **Signature menu**

[Change signature](#)

[Save signature as](#)

### ***Related Topics***

[Preparing News / Mail messages](#)



***Signature menu / Editor button: Change signature***

Enables you to replace the signature currently on the bottom of the message or article you are preparing by one of the other signatures that you have stored on disc.

***Signature menu: Save signature as***

Enables you save the signature at the bottom of the message or article you are working on as a file on disk for later use.

## Signatures

It is Internet convention, that email messages and news articles end with a signature. For email, the signature should be your name. A contact address or phone number should also be given where it may not be possible to contact you via the Internet.

Convention suggests that the signature should be divided from the main part of the message by '- -' on a line of its own, followed by a line space and then the signature. Typically a different colour is used for the signature and the message. Initially Turnpike inserts this standard form of signature for you, where the name is the full name you gave when you installed Turnpike.

The - - before the signature will help other users of Turnpike you correspond with, by allowing your signature to be automatically stripped from their replies (note the single space after the second -).

- **Changing the current signature**

The signature that Turnpike inserts into a message is just text. Therefore you are able to change a signature in a current message simply by editing it and then posting the message. The form of signature you edit this way will be for the current message only.

- **The Standard Signature**

1. For the current message/article, edit the signature to the form you require.
2. Click on **Signatures** in the menu.
3. Click **Save signatures as**.

Turnpike will display a File Selector for you to specify where you want this signature to be stored. Initially Turnpike suggests you save your new signature as **standard.sig** in your user directory. Use this option for the signature you want to use for most of your messages. This form of signature will be used for mail and articles in your default mailboxes and newsstands.

- **Using different signatures**

Turnpike enables you to set up whatever signatures you like. In particular, you can set up a range of signatures for use in different mailboxes and newsstands. Turnpike will then insert the signature recorded for the selected mailbox.

Proceed as for a standard signature above but save the signature for each mailbox/newsstand as a different *filename.sig* name.

Select the files used in the Signature slot on the **User info** page of the appropriate Mailbox or Newsstand dialog.



If you only want to use a particular form of signature occasionally, save it as a file but leave the mailbox/newsstand set up to give you the signature you will normally use. When you want to use the special signature, click the **Change signature** button on the toolbar, or select the **change signature** option from the **Signatures** menu. Select the name you want to use from the signature file and then click the **Open** button. The selected name will then appear as the signature of your current message/article.

### **Related Topics**

[Preparing News / Mail messages](#)

[Alter Mailbox dialog - User Info page](#)

[Alter Newsstand dialog - User info page](#)

[Mailto button](#)

## **Site ID**

**The Site ID** is the 'serial number' of your copy of Turnpike.

The Site ID of any Evaluation copy of Turnpike is generated automatically. You will find the Site ID for a full copy of Turnpike on the CD pack. You will have been asked to enter the Site ID the first time this full copy is run.

The Site ID can be inspected, and if necessary changed, from the **Connect** program - either by selecting the **Site Key** option from the **Configure** menu or by clicking the **Site Key** button on this program's sign on dialog.

## **Site Key**

If you add extra features to your copy of Turnpike, for example extra 'seats' on a shared system, the change is recorded by entering a **'Site Key'**.

The Site Key you need to use and other information about this feature of Turnpike are supplied when you purchase the appropriate upgrade.

When entering this key, you can use any combination of upper and lower case characters. Any lower case characters will be automatically switched to upper case for you. Also don't worry whether **0** is a zero or the letter O, or **1** is the number one, a little l or a capital I: they're actually numbers but the letters will also be accepted.

## Site Secret

**The Site Secret** is a code word that is used (together with the Site ID) to encrypt mail messages so that they can't be read by simply opening the mail files.

The Site Secret may be blank (ie. no characters) if you want, but then your mail messages are only encrypted with the Site ID which someone else could find out. With a specific string as your Site Secret, someone trying to read your mail files would need to know both your Site ID and your Site Secret.

You will probably only need to enter your Site Secret once - but you should keep a record of it (and your Site ID) in case you ever have to re-install your Turnpike system from scratch.



If you don't use the same Site Secret again, you won't be able to read any of the mail messages that were received using the previous installation.

If you didn't keep a record of the original Site Secret, someone with administrator permission can set a new Site Secret from the **Connect** program - either by taking the **Site Key** option from the **Configure** menu or by clicking the **Site Key** button on that program's sign on dialog.

## Site Specific Details

The basic registration details about your site are the Site ID and any Site Key that has been set. You don't need to know these details for everyday use of Turnpike but you may occasionally be asked to quote them and occasionally new details may need to be set eg. to record the addition of extra seats. If so, they may be displayed by taking the **Site Key** option from the **Connect** program **Configure** menu (or by clicking the **Site Key** button in the Connect program Sign on dialog).



The details can only be changed by someone with administrator permission - or by someone who can demonstrate that they know the Site Secret.

### *Related Topics*

Configuring Turnpike

## Smileys

Smileys are combinations of characters which when viewed with your head turned to the left (and with quite a lot of imagination) resemble faces.

The original smiley was simply :-) but as people were quick to realise, it is possible to represent a wide range of expressions by substituting different characters - particularly for the eyes and the mouth. Adding further characters allows you to represent headgear, bow ties etc. etc.

:( sad                      :-o surprised

:/ confused                ;-) wink

Such a range of smileys have been developed that it is impossible to list them all. It is usually fairly easy to work out what they are trying to represent.



## Software Error *nnn*

*Software Error* followed by a number means that one of Turnpike's internal consistency checks has failed. This may happen if a file is damaged due to the power being cut, or if some other program crashes, while Connect is saving data.

If the error occurs frequently, it could suggest the machine has a problem with,

- the reliable storage of data, either related to hardware; faults with RAM or the hard disk; an over-clocked processor.
- or to software; malfunctioning disk or memory utilities; perhaps a virus.

These errors are usually associated with either the news database or the address book.



Turnpike takes actions that minimise affects to the mail database.

- **To clear the error**

1. Shutdown Turnpike
2. To ensure your file and directory structure is valid, Run the Windows utility SCANDISK.

- **If the error IS reported to be in the file USERNEWS, delete the USERNEWS file.**

Information about which threads you have read and marked as interesting or uninteresting will be lost

- **If the error is NOT reported to be in USERNEWS, rebuild the affected database.**

Rebuilding a database recreates all the indexes and other secondary information, and discards any damaged data.

### **Related Topics**

[Troubleshooting](#)

See also [Rebuilding databases](#) in Connect help.

## Sorting your Mail

Mail messages, whether delivered by the postman or by the Internet, are very much easier to handle when they have been sorted into different categories. This applies to both new messages and those you file.

Turnpike enables you to sort your mail by,

- Enabling you to set up a separate mailbox, for each type of mail.
- Categorising mail messages on whom they were written by, written to, or what they are about. You will then be able to view just the mail messages that you have exchanged with a particular person or just the ones on particular topics.

### *Related Topics*

[Custom mail rules](#)

[Setting up mailboxes](#)

[Tagging messages.](#)

[Alternative Email Names](#)

## **SPAM**

This is a common term for UBE, although UBE encompasses a wider range of intrusive transmissions. The term "spam" originated in the realm of Usenet news, not email. There, individuals cannot request or refuse bulk email, although some newsgroups explicitly permit or encourage its inclusion as a part of the group charter.

Turnpike provides **Custom Mailing Rules** you can use to help you to avoid receiving unwanted mail.

The term **spam** originated in a Monty Python song which consisted of just the word spam repeated again and again.

See also **Spamming**.

## ***Spamming***

If an article is posted separately to a number of different newsgroups, subscribers get multiple copies of the same article. There is no way of telling that they have already read the article until they open it. Such multiple posting is known as spamming and is very much frowned upon.

See also [Cross posted articles](#) and [Spam](#).

## Spell Checking

For each mailbox you use, Turnpike enables you to set defaults for the spell checker and the dictionaries used.

Turnpike is supplied with:

- a main dictionary in a number of languages.
- a Turnpike dictionary (Turnpike.tpd) which contains internet specific words.



You are able to build any number of custom dictionaries and use up to 31 simultaneously.

The main dictionary includes words that are specifically Financial, Legal, and Medical. You are able to include or exclude these words from the [dictionaries dialog](#).

You are also able to set temporary spell checking options and select the custom dictionaries to be used just for a particular message/article.

The mailbox defaults are set on the Spelling and Dictionary pages of the **Alter Mailbox** dialog.

If you want to change the options used for a message or an article you are writing/editing, select **Check spelling** from the **Edit menu**, or right click on a word and select **Check spelling** from the drop down menu.

In addition to setting a default language, and custom dictionaries for your spell checker to use, you are also able to apply a different [language](#) to selected text.

- ***To spell check the complete message/article***

With a message or article displayed, click **Check spelling** from the **Edit** menu, to display the **Correct Spelling dialog**.



If you highlight text and then apply a spell check, only the highlighted text will be checked.

- ***Checking spelling as you type***

Right-click on a word with a wavy underline.

From the drop down menu, select one of the following:

- Choose from one of the suggested words.
- Click **ignore** to ignore this word.
- Click **Ignore all** to ignore all examples of this word.
- If the word is correct  
Click the **Add to Windows dictionary** or **Add to Turnpike dictionary** button as appropriate.



The word will be added to the dictionary set up in the **Correct spelling** dialog.

- To choose another word from the dictionaries in use.  
Click **Check spelling**, to display the **Correct Spelling dialog**.

### ***Related Topics***

[Alter Mailbox Spelling dialog](#)

[Alter Mailbox Dictionaries](#)

[Correct Spelling dialog](#)

[Spelling Options](#)

[Dictionaries dialog](#)

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## Spelling Options

The **Spelling Options** dialog is displayed in two forms.

- To set default spelling options for a mailbox, select the [spelling options](#) page and set the options as described below. This is the Spelling tab page of the **Alter mailbox**.
- To change the spelling options for the message/article you are writing, click the **Options** button on the **Correct spelling** dialog or choose **Spelling** from the **Options** menu. The heading for the **Spelling Options** dialog which then appears is **Spelling options for** (followed by the subject name of your message/article). If no subject has been entered the heading will be **Spelling options for New Subject**. Use this dialog to change the spelling options temporarily for the message or article you are writing



Options set when you are writing a message override the defaults [set for the mailbox](#) you are using.

- **Spelling**

**Check spelling as you type**

When this option is checked, miss-spelled words will be wavy underlined in red.

**Check spelling before you post**

When this option is checked and you select Post, any spelling errors will be highlighted. The message will be posted when you have responded to all 'errors'.

**Check subject line**

Check this option if you want the subject line of a message spell-checked.

**Check signature**

Check this option if you want the signature line of a message spell-checked.

**When the following options are checked the 'errors' are ignored**

Words in UPPERCASE.

Words which include numbers

Internet URLs and file addresses

Roman numerals

**Show ignored words**

When this option is checked, all words in your message, which have been individually ignored, will be wavy underlined in black.

**When the following options are checked the spell checker will automatically make corrections for you.**

Words with T<sup>W</sup>o I<sup>N</sup>itial Capitals

The second capital will be produced in lower case

Capitalise the first letter of sentences

Correct accidental usage of cAPPS LOCK Key

If the first letter of a word is lower case and is followed by upper case letters (because you have inadvertently toggled the Caps Lock key), the case of the letters will be reversed and the caps lock will be turned off.

[Edit 'Ignore All' List button](#)

When you click this button, the **Edit Custom dictionary** dialog is displayed. All words accepted by the spell checker are listed in the **Contents** box.

If the word you want isn't listed, enter the word in the **New entry** field then click the **Add** button. If you don't want **Turnpike** to ignore a word, select the word from the **Contents** list and then click the **Remove** button.



The Ignore All list is local to the message/article you are checking and is deleted when the message is sent.

#### Related Topics

[Alter Mailbox Spelling dialog](#)

[Alter Mailbox Dictionaries](#)

[Correct Spelling dialog](#)

[Dictionaries dialog](#)

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## **Spoiler**

A **spoiler** is a convention used in News articles to hide something that the author does not want people to see immediately, such as the answer to a riddle. Some people just add lots of blank lines, so the text concerned is not immediately visible in the first screenful of text.

However, if the convention of Control-L (formfeed) is used, newsreaders such as Turnpike can hide the text behind a button, thus:

**Reveal**

When you use this technique, only a black line (without a button) appears in the outgoing article.

**i** This is a Usenet convention, and cannot be used in Email.

## Standard conventions

Generally, plain text is used for all messages and articles. There is no guarantee that the system receiving messages and articles transmitted over the Internet will be able to interpret the styling instructions such as Bold and Italic.

To emphasise something or to make a wry comment, the following conventions may be used:

<b>Titles</b>	Underline all words in a title.
<b>For emphasis</b>	Surround the item with asterisks (*)
<b>To shout something</b>	Where (and only where) you want to <b>SHOUT</b> something, use CAPITAL LETTERS
<b>Wry comment</b>	Where you have made a wry comment, you follow this with an appropriate <u>smiley</u> .

- Don't post the same message more than once or to multiple newsgroups
- Make sure that you post to the right newsgroup as off-topic articles are unwelcome.
- Unless you are having problems downloading news, it is not a good idea to ask for replies by email - if you post a question in public, others may wish to see, or comment on, the answers.

If you haven't posted an article before, try sending practice articles to one of the test newsgroups, such as **demon.test**. You can find more on the subject of netiquette in the regular postings to the newsgroup **news.announce.newusers** and in the file FYI28.WRI which you will find in your Turnpike directory.

### *Related Topics*

Smileys

Acronyms

## Starting a news thread

### Advice for **New Users**

To start a new discussion within a newsgroup you **post** an article that starts a new news thread:

1. Open the newsgroup
2. Select **Start news thread** from the Article menu.

Turnpike will displays its Message Editor set up with your standard signature at the bottom.

3. Type in the article you want to post
4. Set the subject in the Subject slot at the top of the display



The article is set up to tell readers to post any follow-up articles to the same newsgroup and gives your email address as the Reply address. If you need to set different details, or if you want to include a list of keywords or a summary of the article in the header, click the Edit news header button and set the details you require.

5. Click the **Post** button.

The article is placed in your Out tray, from where it can be opened and edited (or thrown away) any time up to the point that it is actually sent. Even if you are already connected to your Access provider, the article will stay in the Out tray for at least a minute to give you a chance to change your mind or edit it before it is sent.

### **Related Topics**

About Newsgroups

Article Menu

For information about using Turnpike's Message Editor, see *Preparing News / Mail messages*.

## Status bar

There is a Status bar displaying brief information at the bottom of several displays within Turnpike.

- **Main Turnpike screen**

A message reminds you how to call up this on-screen Help *'For help, press F1'* and gives a brief description of selected menu options.

- **Newsstand screen**

The number of unread articles in the newsstand you are currently looking at, and the number that have been marked 'Interesting'. For details of the **Alter, Add, Remove, Move up and Move down** buttons, on the right of the newsstand status bar, see Adding newsgroups to a newsstand.

- **Newsgroup screen**

The number of unread articles in the newsgroup you are currently looking at and the number of these that have been marked 'Interesting'. On the right of the newsgroup status bar is a **Refresh** button.



Turnpike automatically threads each newsgroup before you go into it. You can also prompt it to re-thread the group that you are currently working in by clicking the **Refresh** button at the bottom of the newsstand. Topics marked as interesting move to the top and those marked not interesting move to the bottom of the newsgroup.

- **Mailbox screen**

States how many messages there are in this mailbox.



Similar information is shown in the Status bar at the bottom of mail lists, at the bottom of the Out tray and the Waste basket.

- **Mail message**

States who owns the message, what access rights have been set and what tags have been set. See Mail message status bar.

## Stopping messages being sent

If you decide against sending a message or posting an article while you are preparing it, send it to the Waste basket by clicking the **Abandon** button.

If after posting the message or article you find that a change is required, pull it out of your Out tray before it is sent.

If it has already gone, send a correction or an apology message as appropriate. If you have sent a news article, use the cancelling the article option.

### *Related Topics*

Preparing News / Mail messages

## Subscribing to mailing lists

To join (or to leave) a mailing list, you will have to send an email message to the list's control address. The message will state what you want to subscribe to or 'unsubscribe' from, in their list. Generally the address will be similar to the mailing list's address but with a suffix like **-request**.



The control address is deliberately different from the mailing list's to avoid your request being sent to everyone on the mailing list.



Ensure you use the right address. Sending your request to everyone on the list will just annoy them.

A number of mailing lists use automated systems referred to as 'robots' where a 'listserv', or a 'Majordomo' robot is used to handle their subscription requests. These robots require the subscription request to be given in a standard form.

- The listserv robot requires you to send a message to **listserv@mailing-list-site**, containing the single line: **subscribe list-name your-name**.
- When you want to stop receiving mail from this mailing list, send the message **unsubscribe list-name your-name** to this listserv address.



If you have List Subscribe permission, Turnpike will prepare and send these messages for you. Turnpike will also arrange that the mail you receive from the mailing lists you subscribe to is handled within a special 'newsgroup'.

### **Related Topics**

[Mailing Lists - Overview](#)

[Email Routeing Mailing Lists](#)

## Subscribing to newsgroups

Before you can follow the discussions in a particular newsgroup, you need to 'subscribe' to it. This means having the articles that are contributed to this newsgroup downloaded to your PC. You then need to include the newsgroup in one of your [newsstands](#).

To subscribe to a newsgroup, it has to be added to the list of subscriptions displayed in the **Newsgroup Subscriptions dialog**. You then add the subscribed newsgroup to a newsstand.



You will need News Admin [permission](#).

On a shared system, the System Administrator may not allow individual users to add newsgroups. The administrator may use the newsgroup Subscriptions dialog to set up a list of subscribed newsgroups from which the users can select the ones they want to use.

**The newsgroup Subscriptions dialog may also be used to set:**

- How long the articles should remain on your system before [expiring](#).
- Whether the articles should be copied to your system in full or just [browsed](#). See [Download options for news](#).
- Who can follow the discussions in a particular newsgroup.



**If you stop subscribing to a newsgroup ALL the articles in that newsgroup will be deleted.**

### *Related Topics*

[About Newsgroups](#)

[Newsgroup Subscriptions dialog](#)

[Adding newsgroups to a newsstand](#)

[Canceling your subscription to a newsgroup](#)

## ***TCP (Transmission Control Protocol)***

This is one of the main communications protocols in TCP/IP networks. The IP protocol deals with packets of data, TCP enables two hosts to establish a connection and exchange streams of data. TCP guarantees delivery of data and also guarantees that packets will be delivered in the same order in which they were sent.



## **TCP/IP**

This is an acronym for Transmission Control Protocol/Internet Protocol, the suite of communications protocols used to connect hosts on the Internet. TCP/IP establishes a connection between two hosts so that they can send messages back and forth for a period of time. TCP/IP uses several protocols, the two main ones being TCP and IP. TCP/IP is built into the UNIX operating system and is used by the Internet, making it the standard for transmitting data over networks.

## TNEF

Transport Neutral Encapsulation Format (TNEF) is a proprietary format used by the Microsoft Exchange and Outlook email clients when sending messages formatted in MS Outlook/Exchange 'Rich Text'.

When Microsoft Outlook/Exchange thinks that it is sending a message to another Microsoft email client, it extracts all the formatting information and attachments and encodes it in a special TNEF block (WINMAIL.DAT). It then sends the message in two parts; the text message with the formatting removed and the formatting instructions in the TNEF block. When received, a Microsoft email client processes the TNEF block and re-formats the message.

When **Turnpike** receives a TNEF-encoded message it looks at the WINMAIL.DAT file to see if it contains any information usable by a non MS client.

- ***When nothing in the WINMAIL.DAT file is usable.***

Nothing will be shown in the message, however if you select **Display 'raw text'** from the **Options** menu, you will see the TNEF part as a long sequence of hexadecimal digits.

- ***Extract Attachments***

**Turnpike** cannot interpret any attachment that contains an OLE object, however an attachment grey bar will be shown for information.  
Delete the attachment to save space.

- ***Read Receipts***

MS Outlook 98 sends its own proprietary read receipts as TNEFs. **Turnpike** shows as much information as can be interpreted.

## Tag Selection Dialog

This dialog is used to choose a selection of one or more tags as follows;.

- **To add tags to a particular message.** When you click the Tags button at the bottom of the message window.  
See [Tagging messages with their topic.](#)
- **To add tags to all the messages that arrive in a mailbox.** When you click **Edit** on the tags page of the **Mailbox Dialog** or the [Mailbox Setup Wizard.](#)
- **To specify the tags required for messages to be included in a mail list.** From the tags page of the [mail list Setup Wizard.](#)

The tags available are listed in the upper window of the **Tag selection** dialog.

The tags currently set for this message/mailbox/mail list are listed in the **Tags Applied** window of the dialog.

- **To set the tags applied:**
  1. Click the **Edit** button to call up the [Tag Selection dialog.](#)
  2. Select the tag in the upper window and click the **Add** button.
  3. Repeat this for each tag you want applied.

If the tag you want isn't listed, click the **New** button on the Tag selection dialog.

- **To set up New tag:**  
To set up a new tag, click the **New tag** button and set up the new tag in the **Make New Tag** dialog.

### **Related Topics**

[Tagging messages with their topic](#)

[Mailbox Setup Wizard.](#)

[mail list Setup Wizard.](#)

[Access to mail](#)

## Tagging messages

Initially any mail you file is put in your default mailbox, in the order the message was sent or received.

As the number of messages filed grows, you will soon find it difficult to find a message. **Turnpike** enables you to identify all the email messages you send and receive with a topic tag. You will then be able to access just the mail for a particular tag.

As well as setting tags on the current message, Turnpike also arranges that any message sent in reply to this message will have the same tags.

There are several ways you are able to add tags to messages:-

- ***In the message window***

When in the **message window** you will see a **Tags** button on the Status bar. To add a tag click the tag button and add the tag you require. For details see [Tagging messages with their topic](#).

- ***Tagging messages through the mailbox***

To save yourself the effort of applying the same tag to each email message, you can set the topic in the mailbox definition. Incoming and outgoing mail with selected tags will be automatically added to the associated mailbox.

The required tags are set on Tags page of the **Alter Mailbox** dialog. These tags will also be applied automatically to any mail that is imported through the mailbox, see [Importing mail and news](#).



You are not able to add/remove tags by dragging messages between mailboxes.

- ***Using mail lists***

Tags can be added to mail lists by dragging messages (either individually or as a selection) to mail lists that already have the required tags. Similarly you can remove tags by dragging messages out of the corresponding mail list. This technique enables you to both tag and file one or more messages in one action and can be useful when you are tidying up a mailbox.

You are also able to drag messages from one mail list to another. This removes the tag(s) of the first list and adds the tag(s) of the second list.

**For example**, where Exhibition is one of your tags, add this tag to one or more messages by:-

1. Calling up a mail list of messages with Exhibition as one of its tags.
2. Drag the messages to this mail list either:
  - From a mailbox
  - From a list of correspondence selected through the Address book
  - To or from a mail list of messages marked with a different tag. This removes the existing tag and add the new tag and enables you to re-categorise messages, simply by dragging them from one mail list to another.

Dragging a message from a mailbox to a mail list also files the message, allowing you to both categorise messages and file them in one easy movement.

**For example**, to categorise messages as either Project X, Project Y or Project Z.

1. Set up the tags.
2. Call up a mail list for each project.

3. Minimise the mail lists.
4. Drag the messages to the appropriate icon for filing.

### ***Related Topics***

[Access to mail](#)

[Edit Email Tags dialog](#)

[Tag Selection dialog](#)

[Tagging messages with their topic](#)

[Alter Mailbox dialog](#) [Tags page](#)

[Importing mail and news.](#)

## Tagging messages with their topic

Tags are generally added to messages you receive as you read them and to messages that you send as you prepare them.

### · **To tag a message**

1. Click the **Tags** button on the Status bar at the bottom of the message window.  
The **Tag Selection** dialog will appear. Tags already set up are listed in the top part of the dialog.
2. If the tags you want to use are listed, click a tag then click the **Add** button. Repeat this for each tag you want. The tags selected are shown in the bottom part of this dialog.

If there are many tags listed, click the **Show** check box(es) to see just the tag types you require.  
Type a tag name in the Find box to jump to the tag.

### · **To add new tags**

- a) In the **Tag Selection** dialog, click the **New tags** button.
  - b) In the **Make New tag** dialog, enter a name for the new tag.
  - c) Select the **Private**, **Group** or **Public** option.
3. Click **OK** to clear the dialog and apply the tags.  
When you return to the message, the tags you've selected will be shown alongside the Tags button on the status bar at the bottom of the message window.

### · **Alter usage**

When you click the Access button, in the Make new tag dialog, the Alter Usage dialog appears. Use this dialog to set:

- Which users or workgroups can call up messages marked with a particular tag. See Tagging messages with their topic.
- To specify which users/workgroups can read the articles downloaded from a particular newsgroup  
- See Restricting access to newsgroups.

For further details see Alter usage dialog.

### **Related Topics**

Tagging Messages

Edit Email Tags dialog

Tag Selection dialog

Access to mail

## ***Tags***

Tags are markers used to identify email messages for filing. Each tag is like a label on a folder in a filing cabinet.

## The permissions

The different permissions that a user may be given are as follows:

<b><u>Administrator</u></b>	Able to configure Users. This includes <u>adding new users</u> , setting other users <u>sign on details</u> and permissions and <u>Rebuilding datafiles</u> .
<b>Connect Admin</b>	Able to alter the Host, Timezone, Mail Transfer, News Collection and Service Access details recorded through the Configure menu in the Connect program. Also allowed to Configure the Toolbar in the Connect program and to make permanent changes to Call cost logging.
<b>Dialling Admin</b>	Able to alter the New/Edit Connection dialog using the Connect program.
<b>Email Admin</b>	Configure Email Routeing. Able to set how <u>email is distributed</u> to different users and who handles <u>Dead Letter Mail</u> .
<b>News Admin</b>	Able to Configure Newsgroups - ie. to select <u>which newsgroups are subscribed to</u> , to set <u>how long articles remain on your disk</u> before expiry and to <u>restrict access to particular newsgroups</u> .
<b>Alter Users</b>	Able to Configure Users - ie. <u>add new users</u> , set other users' <u>sign on details</u> and permissions.
<b>Alter Workgroups</b>	Able to Configure <u>Workgroups</u> .
<b>Alter Names</b>	Able to <u>set up Email names</u> for any user.
<b>Add Email Names</b>	Able to set up Email names for themselves.
<b>Connect to Net Keep articles</b>	Able to run the Connect program and connect to your Access provider. Able to <u>mark articles to be kept</u> beyond their normal expiry time.
<b>Kill articles</b>	Able to <u>kill individual news articles</u> and to set up <u>Kill rules</u> .
<b>List Subscribe</b>	Able to <u>set up mailing lists as pseudo-newsgroups</u> available to any user.
<b>Rebuild Files</b>	Able to <u>rebuild</u> the news database, the mail database or the address book as required.
<b>Ratings Admin</b>	Able to <u>set the newsgroup ratings</u> controlling which newsgroups can be seen by different users.
<b>Serve POP3</b>	Able to access the mail in their Turnpike mailbox <u>from outside their Turnpike system</u> .

### **Related Topics**

System Administrator



## ***Threading***

The process of working out how the different articles in a newsgroup follow on from each other is known as **Threading**.

Turnpike automatically threads each newsgroup before you go into it. You can also prompt it to re-thread the group that you are currently working in by clicking the **Refresh** button at the bottom of the newsstand.

To see the threads for particular discussion, see [Expanding/Collapsing threads](#).

## Troubleshooting

Missing articles

Only headers were downloaded

Browse group contains full articles

'Software' errors

Fonts/colours not saved

Downloaded email not found

Email being deleted from the POP3 server

A serious problem has occurred in the Turnpike program

Windows error

For advice on **connection** problems, consult the *Troubleshooting* section of Turnpike Connect's help file.

## Domain Indicators and Country Codes

**Domain indicators** include:

.ac academic institution (UK)  
.co company (usually UK)  
.com commercial business  
.edu educational (USA and elsewhere)  
.gov government organization  
.mil military (USA)  
.net network provider  
.org charitable or research organization

Other **UK domain indicators** include:

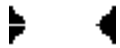
.ltd limited liability company  
.nhs hospital or NHS trust  
.plc public liability company  
.sch school

**Country codes** include:

.au Australia  
.ca Canada  
.de Germany  
.es Spain  
.fi Finland  
.fr France  
.ie Republic of Ireland  
.il Israel  
.it Italy  
.jp Japan  
.kr Korea  
.nl Netherlands  
.no Norway  
.nz New Zealand  
.se Sweden  
.tw Taiwan  
.uk United Kingdom  
.za South Africa

## The ruler

To reveal the ruler select **Display ruler** from the **Options** menu. Select it again to hide the ruler. Here is an explanation of the various symbols on the ruler:



Left and right margins. You can drag these markers to the positions you want, but keep to about 72 characters per line. It may be difficult to read messages if line lengths are too long.

You can move the two parts of the left marker independently to produce paragraphs with various indent effects (or press Shift-Tab for a temporary indent).



Default tab positions, set at every 8th character along the line.



Click on the ruler to add a tab and clear the default tabs to the left of it. New tabs can be dragged to a different position or dragged off the ruler line if not required.

## ***Preparing a message***

Preparing the text of a message in Turnpike is very much like using a word processor. You are able to

- Enter and delete characters using the keyboard keys
- Undo and redo changes by taking the appropriate options in the Edit menu
- Delete, copy or move text by highlighting it and then taking the Copy, Cut and Paste options from the Edit menu
- Include files in your message by using the Insert file button
- Find and replace text by taking the appropriate options in the Edit menu
- Move margins and tabs by dragging and clicking on the ruler (if no ruler is shown, select Display ruler in the Options menu).
- Check your spelling

The main difference is that styling isn't appropriate in mail messages or news articles because there's no guarantee that the system receiving these messages would be able to interpret the styling instructions.

## ***Mailbox Flash***

You can set each of your mailboxes to flash whenever there is mail in the In tray, to flash only if there is unread mail there, or never to flash.

To set your preference,

- *either* right-click a mailbox and choose **Properties**
- *or* left-click a mailbox and then select **Alter Mailbox** from the **File** menu

Make your choice on the **Name** page of the **Alter Mailbox** option. You also get this choice whenever you create a new mailbox.

## Selected Text

Email to Jenny

**Your recent order**  
From: joebloggs@widgets.com

Thank you for your order which was dispatched today.  
Would you like to be placed on our mailing list to receive details of new Widgets?

--  
Joe Bloggs, The Widgets Group

Jenny's reply

**Your recent order**  
To: Joe Bloggs  
Subject: Re: Your recent order

On Fri, 2nd May 2001, Joe Bloggs <joebloggs@widgets.com> wrote:  
>Would you like to be placed on our mailing list to receive details of new Widgets?  
Yes please!

--  
Jenny

This tutorial is designed to show you the how to work with Turnpike. It is written for someone with little or no experience of Internet software.

If you are already an expert, you may still find the tutorial helpful as it provides **tips** for power users and information about particular features of Turnpike.

In the first section of the tutorial you will learn about **email addresses**. You will learn how to **read**, **write** and **reply** to emails. You will also see how to **customize your mailbox** and how to use different **signatures**.

The more advanced topics that follow include, sending mail to a **group of people** and **attaching files** to messages, and Turnpikes facilities for **tagging** messages and producing **mail lists**.

Next you learn about **newsgroups**: what they are, and **how to use them**. You will also cover Turnpike's facility to treat **mailing lists as newsgroups**.

Finally, you learn how you can **expand** a Turnpike system to include extra mailboxes, additional email names and up to 99 independent users.



If this is your first time we suggest that you go through this tutorial, using the next **>>** and back **<<** buttons on the toolbar. Use the **bookmark** menu if you want to save your place to come back to it later. Click a green link to explore topics that interest you. There are 24 main topics, many with illustrations and additional information.

# Turnpike Tutorial

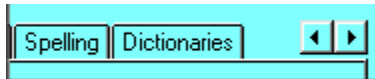
## - Customizing your mailbox

It is easy to set colours, fonts, signatures and many other properties of your mailbox. When you have several mailboxes, you are able to set different properties for each one.

You set these properties in the **Alter Mailbox** dialog.

-  *either* right-click a mailbox and choose **Properties**
-  *or* left-click a mailbox and then go to the **File** menu and select **Alter Mailbox**

There are nine tabs, you will need to click the right arrow to see the Dictionaries tab.



When you are entering information on the pages revealed by these various tabs, remember that you can always click the Help button that is displayed (or you can press the F1 key) to get specific help on the settings required.

On the **User info** page you are able to change the email name used by the mailbox to any other email name you have created. If you want to use an entirely new email name, you must **create it first**.

Use the **Alter Mailbox** dialog to make permanent changes to Fonts and Colours. Use the Options menu to make temporary changes to the current window.

If you haven't done so yet, explore the tips on **Fonts**.



## Alter Mailbox: Name

Use this page of the dialog to,

- Change the name of your mailbox
- Set if (and how) the mailbox should flash if it contains mail
- Choose if you want addresses from incoming email to be added automatically to your address book.
- Set an option to provide a report to the sender of a message advising them what happened to it after it was delivered
- Remove spare mailboxes (if they are empty) by clicking the Destroy button
- Choose whether (for an alternative mailbox) it should accept Dead letter mail

## Alter Mailbox: User Info

Use this page to set your personal details for all mail in this mailbox.

Here you can:

- Set various details about yourself, including which of your email names to use
- Change the email address to the address you want used for replies
- Choose which of your signatures should be used in this mailbox
- Request a report asking what happened to messages sent from this mailbox.



[Show me the tips on Signatures](#)



[Show me the tips on adding email names](#)

## Alter Mailbox: Standard text

Here you are able to set a standard text for,

- The phrase you want to be put at the start of all replies that you send from this mailbox, ie quotations from the message to which you are replying
- The phrase to be put at the start of messages that you forward. Here you set the words for the introductory text that Turnpike automatically adds to the messages you send

### ***Alter Mailbox dialog: Tags***

This page of the dialog lists the Tags that will be added automatically to messages in this mailbox. You are able to add further tags by clicking the Edit button on the dialog and adding tags from the Tag Selection dialog that appears.

You can also set whether mail should have private, public or restricted access if you have multiple users sharing Turnpike.

### ***Alter Mailbox dialog: Rules***

This page enables you to set the 'Rules' that you want Turnpike to apply to the mail in alternative mailboxes.

Here you add rules to govern what messages the mailbox will accept, e.g. **Accept: all mail for 'jenny'** and **Reject: subjects matching '\*special offer'**.

You can only set rules for additional mailboxes - this option will be greyed out for your default mailbox.

## Alter Mailbox dialog: Colours

This page enables you to select the colours used to display the messages/articles in this Mailbox.

You are able to choose different colours for normal text, selected text, quoted text, headers and signatures, as well as the colours you prefer for backgrounds. You can set different colour schemes for reading and writing messages, and for the appearance of the mailbox itself. If you use multiple mailboxes, you can have different colour schemes for each one.

Other aspects of the colour scheme that Turnpike uses (such as the colours of the Turnpike desktop and button bars) depend on the general settings you use for Windows.

## Alter Mailbox dialog: Fonts

Here you are able to set both the font used to display your mail on the **screen** and the font you use when you **print** a message from this mailbox.

If you use more than one mailbox, you can set different fonts for each.



Show me the tips on fonts

## Alter Mailbox: Spelling

Use this page to set,

- The default language you want to use
- When you want the spell check applied eg as you type or before you post the message
- What to ignore eg words in UPPERCASE
- What corrections are done automatically for you eg capitalise the first letter of sentences.

Click the right arrow to see a further page where you are able to select the dictionaries you want to use.



## Alter Mailbox: Dictionaries

Here you can set up and add words to custom dictionaries.

Use this dialog to set the custom dictionaries you want used to spell check the mail you are sending from the mailbox you are using.

Any custom dictionary set is in addition to the standard dictionary always available for the default language you set on the Spelling page of this dialog

## ***Email names***

You can change the email name used by a mailbox on the User info page. However, only names that have already been added to Turnpike can be chosen here. If you haven't yet done this, go to the File menu, choose Configure... Email names and then Create a new name. This name will then be available for selection on the User info page above. If the mailbox is not your default (i.e. original) mailbox, you should also go to the Rules page and add a rule to accept all mail for this new name.

We will take a look at [adding mailboxes, email names and users](#) later in the tutorial.

# Turnpike Tutorial

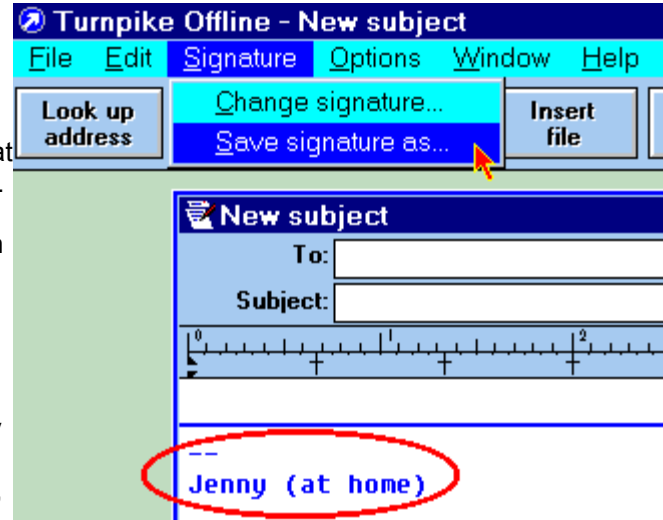
## - Signatures

### Signatures

Turnpike enables you to set up a range of signatures and associate a different signature with each mailbox (and newsstand) you use.

To make a new signature, click **Start new email**. Now type what you want in the signature area below the long blue dividing line. When you have finished, go to the **Signature** menu, select **Save signature as...** and choose a name for it. Just the portion below the dividing line will be saved - as a simple text file with a .sig extension.

Mailboxes use the standard.sig by default, but you can change this from the **User info** page of the Alter Mailbox dialog. When writing a message you can select a new signature at any time by clicking **Change signature...** in the Signature menu. If you want to make a one-off change for that particular message, just type what you want in the signature area of the email.



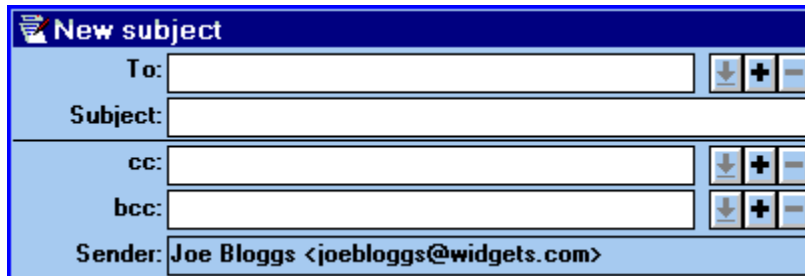
### Tips on Signatures

Signatures should start with `--` (two hyphens followed by a single space) on a line of its own. This special code enables other people's software to strip out your signature automatically if they quote your message in a reply.

It is a good idea to keep signatures to no more than 4 lines, especially if your message is going to be downloaded by a lot of people on a mailing list or newsgroup. For private email your signature might show other ways in which people could contact you, such as your postal address and telephone/fax number. Consider whether it is prudent to reveal such information if you are writing to strangers or to a public audience.

### **Sending copies**

Click the **Edit mail header** button on the email editor screen. This reveals slots for carbon copies (**cc**) and blind carbon copies (**bcc**):



The screenshot shows the 'New subject' email editor header. It features a blue header bar with a white envelope icon and the text 'New subject'. Below this are several input fields and control buttons:

- To:** An empty text input field with a dropdown arrow, a plus sign (+), and a minus sign (-) to its right.
- Subject:** An empty text input field.
- cc:** An empty text input field with a dropdown arrow, a plus sign (+), and a minus sign (-) to its right.
- bcc:** An empty text input field with a dropdown arrow, a plus sign (+), and a minus sign (-) to its right.
- Sender:** A text input field containing 'Joe Bloggs <joebloggs@widgets.com>'.

When you enter a name in cc, every recipient can see who else has been sent copies. If you use **bcc** then none of the people listed here can see the other addresses.

To transfer addresses from your Address book, click the **Look up address** button. Alternatively you can paste an address in from elsewhere, using Ctrl-V. To add more addresses to your message, click the **+** button. To remove addresses, click the **-** button. The button with the down arrow reveals a drop-down list of all the addresses you have entered.

### **Distribution lists**

If you regularly mail to the same group of people, perhaps to send a newsletter, you may find it easier to make a Distribution list. This is a special address book entry, comprising a named list of email addresses. You can also set up normal copies, carbon copies or blind carbon copies for each person in a list. To set up a Distribution list, open the Address book and then click the **New list** button.

Email is generally for simple text messages that use alphabetic characters, numbers and a few related symbols. If you want to send someone a file (such as a picture, word-processor document or program) it has to be encoded into a text-like format called an attachment to travel over the Net.

### ***To add an attachment to a message***

Click the **Insert File** button on the toolbar above the message editor.  
Now select the file you wish to send.


- or you can simply drag the file into your message.

The attachment is represented by a **horizontal bar** containing details of the file. If the file is a text file, the bar will include a **Merge into text** button. This is useful to avoid encoding files unnecessarily.

There are several (incompatible) schemes for encoding these attachments. The best solution is to use MIME. Turnpike can recognise if you are replying to someone who uses MIME-compatible software and will then automatically check the **Send MIME message** box for you. If this is not checked, the attachment will, when posted, be encoded by an older method known as UUencode. However, this also requires the recipient to have appropriate software for decoding the file upon receipt. Such a decoder may be built into their mailer (as it is with Turnpike). It may require that they save the attachment to disk and then run it through a separate decoding program before being able to use the data you send.

The encoding process will increase the size of the file being sent. If the message is larger than 60K Turnpike will suggest that it should be split into parts. This is because some mail gateways (e.g. to a company's private network) will not pass large items. However, you can ignore Turnpike's suggestion on this matter if you know from experience that it is not necessary. Be aware that the process of splitting the message into parts can itself cause problems, as not all email software can smoothly handle the reassembly of parts into a single message in the way that Turnpike can. Before sending a large attachment, discuss these points with your recipient. Unexpected large emails can be unwelcome and some Access providers limit the size of messages that can be received, so the email may not arrive at its destination anyway.

Finally, remember that your recipient will probably need to have the right software (e.g. a picture viewer, word processor, media player, etc.) to use the file you send.

 UUEncode: sample.jpg : actual size 53k : encoded size 71k

Tags are labels that you can attach to messages. Tags provide a powerful method of indexing your messages and makes retrieval easier. Tags can be applied automatically, and you can tag a single message with a number of different labels. For example, you might have tags for Family, Holiday, Expenses, Computer Tips - any subject you want. When you want to see messages on a particular subject, Turnpike can produce a list of them all - perhaps a list of all messages tagged Holiday *and* Expenses, for example.

There are three ways to tag messages:

- You can set up tags to be applied automatically on the **Tags** page of the **Alter Mailbox** dialog. This is particularly useful if you use separate mailboxes for different purposes (business, family, etc.).
- You can add tags manually by clicking the **Tags** button on the status bar at the lower left of the window in which you read and write email.
- You can simply drag messages in and out of the mail lists described below.

The first two of these methods take you to the **Tags selection** dialog. Select the tags you want to apply, then click the **Add** button.

If you run a multi-user system you can set tags that specifies whom has access to different types of mail.

Next we shall take a look at how tagged mail can be retrieved using a mail list.



All the messages you write, and all the incoming email you decide to file, are stored in the Mailroom. You are able to access this mail by clicking the Mailroom View icon on the Turnpike desktop.

The Mailroom window has buttons to sort messages in the order they **Arrived** or were **Sent**, and to view **Incoming**, **Outgoing** or **All** messages. There is also a **Search** menu for finding a particular author, subject or text within a message.

Turnpike also includes a number of other tools to automate the handling of stored messages. For example, to see a list of the messages you have exchanged with someone, select the person's entry in your Address Book, and then click the **Messages** button on the toolbar to produce a mail list. This list looks just like the normal Mailroom view, but is restricted to messages exchanged with the selected person.



When you close a mail list of this type it minimizes to a green folder icon, ready for future use. If you don't need it again, right-click the icon and choose **Shut** (or click the Shut button at the bottom right of the mail list itself).

### The mail list wizard

mail lists can also be produced by going to the **File** menu and selecting **New... mail list**. The wizard will then offer three types of list. One is a list of correspondence with a particular person, as described above. Another is a mailroom view - just like your main mailroom view, but one which you could set up differently (e.g. to show just outgoing mail). The other possibility is a mail list based on **Tags**. If you choose this option, you will be asked to select the tag(s) on which the list is to be based. For example, you might produce a list of just those messages that are tagged with both Holiday **and** Expenses. You can also create a **mail list for a new tag**.



mail lists based on tags minimize to a green folder icon when closed.



You can also **export** messages if you wish to keep a separate archive in a plain text format.



## ***New Tag***

If you create a new tag, the mail list you produce will obviously be empty at first. However, you can then easily drag existing messages into this list so that they get the new tag applied to them automatically.

Usenet, short for Users Network, is the largest discussion forum in the world. It consists of tens of thousands of **newsgroups**, each devoted to one specific topic - hobbies, interests, jobs, jokes ... every imaginable subject, in fact.

Messages sent to newsgroups are called articles. They get passed around the globe from one news server to another and quickly become available for anyone in the world to download and read. Newsgroups don't exist in any one place - they are just collections of articles that are available to anyone with a connection to a news server.

To read messages from a newsgroup, you must first subscribe to it. This means that you must set Turnpike to download articles from the newsgroup you want. This doesn't mean that a fee must be paid! Then, each time you connect to the Net, you will download the latest articles posted to the newsgroup.

### **Newsgroup names**

The name of a newsgroup describes the type of information it discusses. These names consist of two or more parts, separated by dots and indicate the hierarchy to which the newsgroup belongs. For example, **rec.pets.cats** is a newsgroup in a part of the **recreational** hierarchy that deal with various types of **pets**. You will see from this that each successive word to the right narrows the focus of the newsgroup's business.



**More.**

Newsgroups containing the word binaries include data that is not just text - particularly pictures. These can take a long time to download and can quickly fill your disk space. Turnpike includes various facilities for filtering news in order to help with this problem.

When you first use Turnpike to connect to your Internet access provider, the Connect program will download the current list of newsgroups available from your provider. Since there may well be tens of thousands of names in the list, this is likely to take at least several minutes.

### The Newsstand Wizard

To read and participate in newsgroup discussions, you must have a newsstand. To set one up, go to Turnpike's **File** menu and select **New... Newsstand**. The wizard will ask which newsgroups you wish to place in the newsstand - you can choose from those you have already **Subscribed** to, or from the full list of **All groups** available.



To search for a particular word in a newsgroup name, use \* as a wildcard. For example, to find all newsgroup names containing the word music enter **\*music** in the **Find** slot.

The Wizard will ask for details of the email name, real name and signature you want to use if you decide to post articles from this newsstand, and also for a name to identify the newsstand. You can set up multiple newsstands, if you wish, perhaps devoting each one to a set of newsgroups that matches a particular hobby or interest.



You can set colours and fonts for the newsstand, and change other settings, in the same way as altering a mailbox - just right-click the newsstand icon and then select **Properties**.

After you have subscribed to a newsgroup, each time you connect to the Internet Turnpike will download the **latest articles** for that group. Initially this will be all articles posted in the last three days. After that, Turnpike will in future try to collect all new articles since you last logged on. You can change these default times by going to the **File** menu, selecting **Configure... Newsgroups**, and then altering the last **NewNews date**.

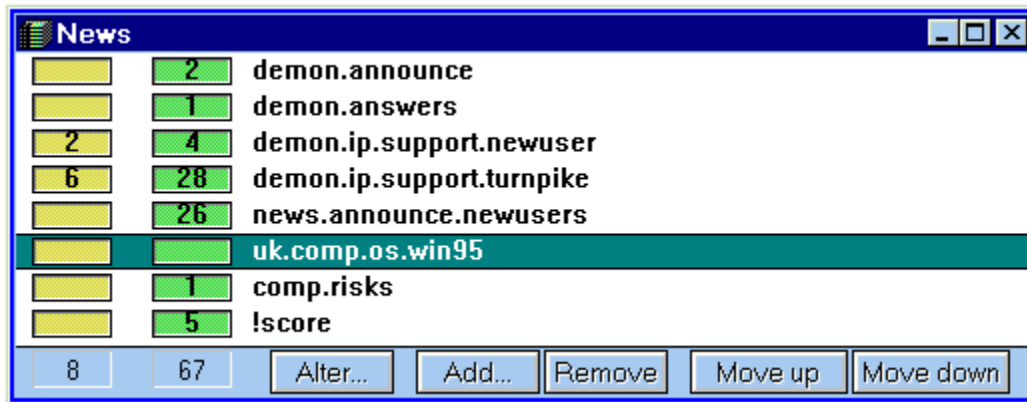
### ***Latest Articles***

News articles are generally kept only for a week or two by Internet access providers (in fact, binaries may be kept only for a few days). So, if you don't log on very often, you may find that some articles are no longer available.

# Turnpike Tutorial

## - Newsstands view

You open a newsstand by clicking on its icon. Once you have subscribed to some newsgroups and downloaded some news, you will see a window something like this:



The figures in the green boxes show how many **unread articles** you have in each newsgroup, while the yellow boxes show how many unread articles you have in threads that you have marked **interesting** (we shall learn more about this shortly).

The buttons at the bottom of the newsstand enable you to;

- **Alter** the properties of the newsstand, such as fonts and colours,
- **Add** and **Remove** newsgroups,
- and **Move** newsgroups up or down the list in order to get the reading order you prefer.

Double-click on one of the entries in the newsstand to open that newsgroup and reveal the articles it contains.



The easiest way to read your news is to press the spacebar. This will take you through each unread item in turn.

### ***Unread articles***


There are several reasons why the number of unread articles you see in a newsstand may not match the number of items you observe being downloaded by Connect. Refer to 'missing articles' in Turnpike Help.

## - Newsgroup view

When you view the contents of a newsgroup, you will see a window something like this:



**When you select a newsgroup**, three columns of symbols are shown to the left of each topic. The second column of blue boxes indicates the total number of articles available; the third column of green boxes indicates the number of these articles that are unread. The total for the numbers of unread and interesting articles for the newsgroup is given at the bottom of the display.

A range of symbols are available which you can use to mark threads. Threads marked as interesting  move to the top of the list to attract your attention. Those marked as uninteresting,





 get demoted to the bottom of the list. Use the **Refresh** button to see the effect of any such changes you make immediately.

## - Connect and Turnpike

**Turnpike** is an integrated suite of applications for Internet access. There are two main programs, **Connect** and **Turnpike**.

### **Connect**





This is the application you use to go on-line to the Internet. Connect includes facilities which enable you to;

-  **Dial-in** to your Access Provider
-  Send and receive **email and news**
-  **Log time and costs** spent on line
-  **Launch other programs** from a configurable button bar

**more**

### **Turnpike**

This application is for off-line use. The Turnpike desktop includes

-  **mailboxes** for reading and writing email
-  **newsstands** for reading and writing news articles
-  an **address book** for the email addresses you use
-  a **mailroom** for filed messages, an **out tray** and a **waste basket**

**more**

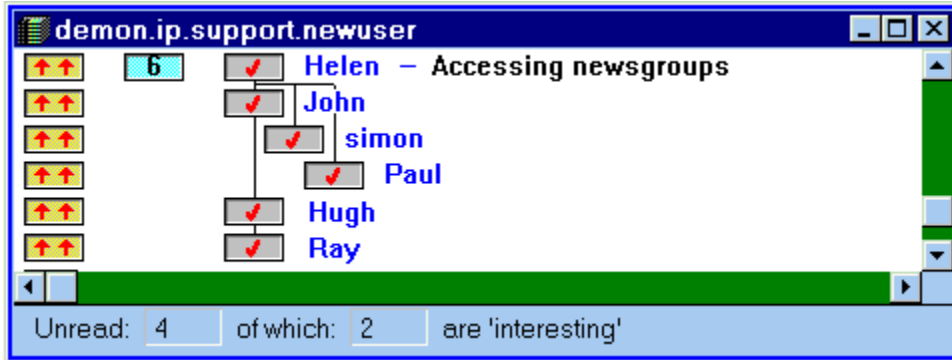
Turnpike can be configured for multiple users. The system Administrator is able to set access permissions to the various parts of the system as you require.



## - Threads

Each entry is called a **thread** - a set of articles all discussing the same topic.

If you click double-click on the title of a thread, it expands to show a tree of how individual articles in the thread are related to each other. You can also go to the **Article** menu and select options to expand or collapse the selected thread or all threads in the newsgroup. When a tree is expanded you will see something like this:



Here, an article by Helen was responded to by John, Simon and Paul. Hugh followed-up the reply from John, and then Ray responded to Hugh's article.

Generally, you will use the space bar to read each news article in turn. It can be helpful to view the tree structure of a thread, to be sure whom said what in the discussion.

## - News management

Since the number of articles posted to many news groups is very large, Turnpike provides a number of facilities to help you keep the download and storage of news articles to manageable proportions.

News articles are only kept on your machine for a limited amount of time, after which they are automatically erased when the Connect program is run. The default time is three days, but you can set a different expiry time for any newsgroup in the newsgroup subscription dialog. If you don't want articles in a newsgroup to expire set the Auto Keep option. If you just wish to preserve occasional articles of interest, go to the **Classify** menu and select **Keep Article**. You could Export the article as a plain text file, if you prefer.









The news subscription dialog also offers the alternative for each newsgroup to **browse** the articles instead of downloading them in full. With this option, you will collect just the header of each article (name of subject, author, date, etc ). This should be enough for you to see whether there is anything of interest to you. If you spot an article you want to read, **request it to be downloaded** the next time you go on-line to the Internet. See *Request missing articles* in Turnpike Help.

If you choose to browse a newsgroup, Turnpike will enable you to set kill rules to accept certain types of article in full, although only the headers of other messages get downloaded.

You can use **Kill Rules** to avoid downloading articles that are unlikely to be of interest. From the **Classify** menu you are able to select a range of **Kill** options including, killing further articles in the thread, by the same author or with the same subject. A **Custom rule** option offers more advanced functions, including the facility to kill articles over a certain length, or even to write your own kill rules using a language that Turnpike provides for the purpose.

## - Posting a news article

Although using Turnpike's editor to write a news article is similar to writing an email, there are some important differences to bear in mind before you post a news article. Unlike email, you will be posting something that potentially may be downloaded and read by thousands of people around the world. Here are some pointers:

-  Make sure that you post to the right newsgroup as off-topic articles are unwelcome.
-  Read the newsgroup concerned for a reasonable period before posting an article. This will give you an idea of the style of the group and help you spot if the question is unnecessary because it has already been answered recently. There may well be a [FAQ](#) list posted at intervals.
-  If you are asking a new question, go to Turnpike's **Article** menu, choose **Start News Thread** and add a meaningful subject line.
-  If you are responding to an existing article, use the Reply button. Only quote enough of the previous article to show the context of your comments, as people don't need to download complete copies of articles they have already seen.
-  Write your comments below any material that you quote.
-  Unless you are having problems downloading news, it is not a good idea to ask for replies by email - if you post a question in public, others may wish to see, or comment on, the answers.
-  Avoid writing in capitals (it's called SHOUTING!) and use a short signature (4 lines is quite enough).
-  Don't post the same message more than once or to multiple newsgroups.

Remember that these conventions have developed for good reason - if you ignore them you may find that people's responses are less helpful than you would like. If you haven't posted an article before, try sending practice articles to one of the test newsgroups, such as **demon.test**. You can find more on the subject of netiquette in the regular postings to the newsgroup **news.announce.newusers** and in the file FYI28.WRI that you will find in your Turnpike directory.

## - Mailing Lists

Mailing lists are like newsgroups in that there are many tens of thousands of them, each devoted to a specific topic. They tend to be more tightly focused and sometimes more specialist. Contributions are distributed to subscribers by email rather than through the news system.

So that mail you receive from mailing lists does not clog up your mailbox, Turnpike enables you to have the information you receive from mailing lists handled like the articles you receive from newsgroups. Mailing lists can be added to a newsstand. The email messages are linked together in threads whenever possible. Messages are automatically 'expired' from your hard disk in the same way as news. To make things even easier, Turnpike also helps with administration matters such as subscription requests to mailing lists.

For further information refer to [Setting up a mailing list as a newsgroup](#) in Turnpike help.

## - Expanding your Turnpike system

A feature of Turnpike is its ability to expand as your own requirements and the needs of your family or business grow.

To add an **extra mailbox** to use with an existing email name, go to the **File** menu and select **New... Mailbox**. The Wizard will guide you through the process, offering to route mail to the mailbox based on whom it is from, its subject, or other criteria. Using this method, you could set up mailboxes to handle your mail from a relative, a business contact, a mailing list, or whatever else you choose. Each mailbox can be given its own signature, tags and other properties.

You could add **extra email names** for yourself to use for different purposes (joebloggs@widgets.com, jb@widgets.com, sale@widgets.com, etc.) or for members of your family or business. Once you have added the names you want you should set up one or more mailboxes for each new name.

However, if you have several people in your family or business who use Turnpike, you may find it better to configure Turnpike for **multiple users**. Each can then log into the program separately (which in turn means that you can keep separate records of their call costs in the Connect program), and each can have a totally separate Turnpike desktop. We shall take a closer look at this in the final part of the tutorial.

## - Expanding multi-users

Turnpike can be configured for up to 99 independent users. New users are set up by going to the **File** menu and selecting **Configure... Users**. Each user has effectively their own desktop including a personal set of mailboxes and their own newsstands. By using a sign on password, each user can make some or all of their correspondence private.

A problem of all shared mail systems is that some of the mail received is private mail to individual users while other items such as sales enquiries can potentially be responded to by any of a number of people. Turnpike has two schemes to help here. One is the concept of **Workgroups** and Group Mail that initially appears in the mailbox of every member of the group. The other is to make every item of mail private to the recipient to start with, but to let you mark individual items as available to some users or to all if you so wish.

Whether Turnpike is used in a family or business environment, it can be sensible to restrict the number of functions available to some users. This is done through a series of **Permissions** which can be granted by an Administrator.

Although all the users will access the same newsbase (to avoid duplication of articles), the newsstands through which they follow the discussions in the newsgroups will be completely independent of other users' newsstands.

Newsgroups cover a very broad range of topics, so Turnpike enables you to restrict the range of newsgroups that can be accessed by individual users. You can only subscribe to newsgroups when you have "News Administrator" permission. Users without this permission can see only the list of newsgroups which have been subscribed. You can also set what newsgroups are available to each user. This might be useful if there's a newsgroup you subscribe to that you don't want your children to read. Contributions made to newsgroups are also hidden from users who don't have access to those newsgroups.








The standard version of Turnpike will only allow one user to access the stored mail and news at any one time (though this can be across a LAN). However, information on the "Multi-access" version that will allow a number of users to access the stored mail and news at once is available on request from [info@turnpike.com](mailto:info@turnpike.com).

## - Email

**Email** (electronic mail) is a means of corresponding with people over computer networks, particularly with those who have a connection to the Internet.

### With email you are able to ...

-  Prepare any number of messages off line in **Turnpike** and then send them when you next **Connect** to the Internet
-  Contact people around the world from your computer for the price of a local phone call. This can avoid the delays of engaged numbers and of people unavailable to come to the phone
-  Include files, pictures, sounds and computer programs as **attachments** to your messages
-  Participate in email discussions (**mailing lists**) with people across the globe
-  Have all your incoming and outgoing messages automatically filed and indexed ready for instant retrieval

Although email is usually delivered within minutes, be aware that **delays can occur**.

### How does it work?

When you log on to the Internet, Turnpike checks to see if you have any messages ready to be sent. If so, they will be transferred to a computer at your Internet Service Provider called a Mail Server. From there, the messages are relayed across the Net from one mail server to another until they reach their destination.

The route each message takes will be determined by the **email address** that you send the message to, and the information that machines on the Net have about how best to reach that address. Using the correct email address is therefore essential for the safe delivery of your message. To help you do this, Turnpike provides an electronic address book.



You can choose whether the **address book** should be updated automatically each time you receive an email from a new person.

## - Email name and domain.

**Email addresses** have two halves, **email name** and **domain**, separated by an 'at' symbol:



Conventionally, email names use lower case letters; *some systems require this*.

Domain names consist of two or more parts separated by dots. The dot separates the company name **widgets** from the abbreviation **com** (a commercial organization).



### More

One or more email names may be allocated to you by your Internet Service Provider. Demon customers are allocated their own **host** within the demon.co.uk domain, and can use whatever email names they want. Demon email addresses take the form:



joebloggs@someplace.demon.co.uk

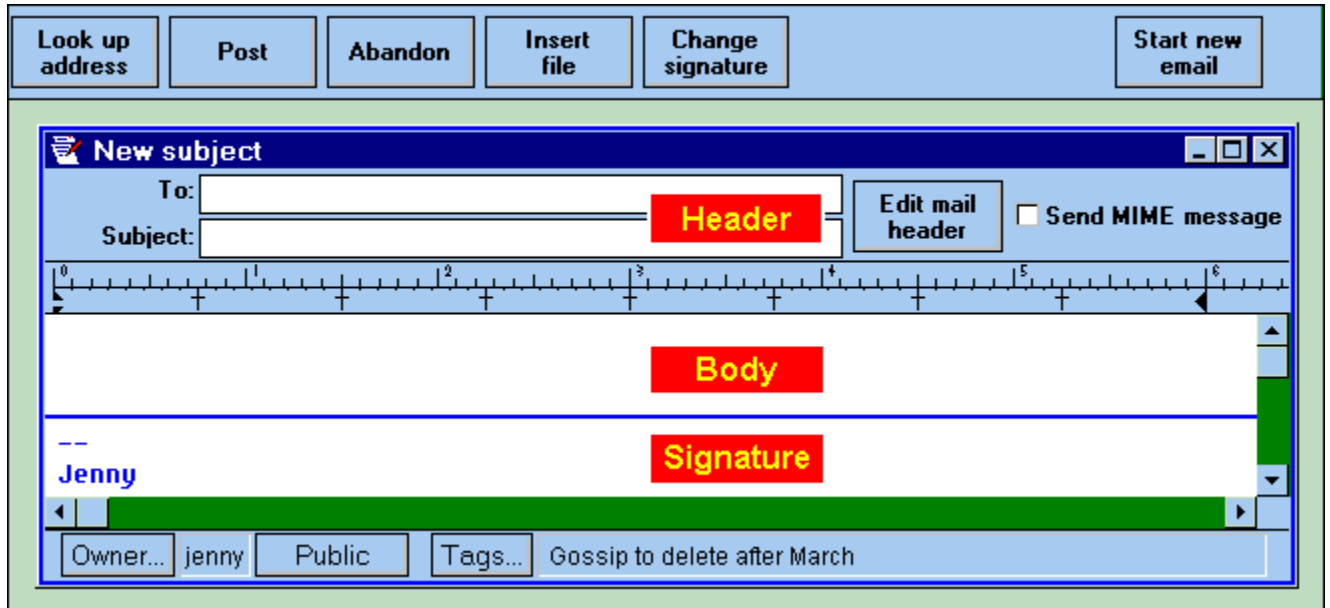
You could use different email names (joebloggs, joe, jbloggs, etc.) for different types of correspondence, such as business, social and hobbies. You could also use different email names (marybloggs, mary, bill, etc.) for various members of your family or company. Later in this Tutorial you will see the many ways in which **Turnpike can expand** to meet your needs by adding the email names, mailboxes and extra users that you require.

Add a new email name in Turnpike?



## - Writing an email

Click **Start new email** on the button bar to launch Turnpike's editor. You will be presented with a blank email template, with distinct areas for the header, the body of the message and a signature. **Click on the toolbar buttons and the red labels below** to find out more about these areas, about the various buttons and about the ruler.



## **i** - Preparing a message

Preparing a message in Turnpike is rather like using a word processor. How you write is, of course, entirely up to you. Many people use a brief, informal style:



When you have finished, you will be ready to post the message. We'll take a look at this next.

- More about signatures.
- How to send carbon copies of your email to other people
- How to set fonts and colours

## - Posting an email


When you are ready to send your message, click **Post**. It will move to the Out Tray, where it will stay until you next connect to the Internet. If you are already connected, or if the message is for a mailbox on your own system, it will be sent on about 60 seconds later. **You don't have to Save your email** as everything you write gets automatically stored in the Mailroom.

If you are not ready to send your message, don't click Post - in fact, don't do anything! When you close the program, Turnpike will automatically save your message. It will be there ready to work on again when you next start the program.



You are able to minimize unsent emails to icons so they don't clutter your desktop.

### **Second thoughts!**

If you have second thoughts after posting, open the **Out Tray** by double-clicking it. Messages waiting to be sent are shown by a clock symbol 

If the message is still in the out tray, you could:



*either* double-click the email - Turnpike will then let you **Inspect**, **Edit** or **Abandon** it.



*or* drag the email onto the Turnpike desktop, where it will remain unsent for as long as you want - even after you shut down Turnpike. You may want to minimize it to an icon so that it doesn't get in the way.

### **Where are the emails I have sent?**



Copies of all the messages you write are automatically stored in the Mailroom, along with emails that you receive and decide to file. To view a message double-click the **Mailroom View** icon on the Turnpike desktop. **You will then see a list of the filed mail.**

We shall look at ways in which Turnpike can streamline email filing later in the tutorial.



### **How can I test if my email is working?**

## **i** - Receiving and reading email



When someone sends you an email, Turnpike places it in your mailbox. If the mailbox is not already open it can **flash** as a reminder that there is unread email.

### **To read new mail**

double-click the mailbox icon;  
or click **Window** in the menu bar and then select the mailbox you want.

A window opens with a list of messages in arrival or sent order.

The **i** symbol indicates an unread email.

This changes to **i** after you have viewed the message. For an explanation of other mail and news symbols refer to the main **Turnpike help file**.

The easiest way to read email is to press the spacebar. This takes you through each unread message, scrolling the screen when needed. Or you can double-click on an item to view it.

The lower part of each mailbox is a Pending Tray for messages you don't want to deal with immediately. You can move email between the In Tray and Pending Tray by dragging the message or by clicking the Move buttons on the Toolbar above the mailbox.

The Mailbox Toolbar also gives a range of the following facilities.



### **How to change the way your mailbox flashes**

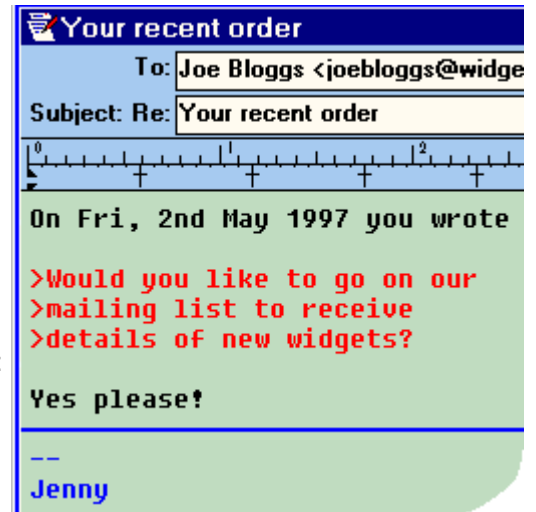
### **How to change a mailbox's fonts and colours**

Next we'll take a look at replying to emails you receive.

## - Replying to email

When you click **Reply**, Turnpike sets up a new email for you to send back to the author of the original message. It also ...

1. Fills in the email address of your correspondent and the subject:
2. Adds an attribution (a text indicating the source of the original):
3. Copies the original text (minus the signature) as a quotation, **highlighting it in a different colour** and marking it out with the symbol **>** at the start of each line:  
**Note:** The convention is to write your reply **below** the quotation:
4. Adds your own signature at the bottom of the reply:



You can edit the attribution text and signature on the reply, if you wish.

To change the default settings for these (and much more) use the **Alter Mailbox** option. You will see this on the next page of this tutorial.

To reduce the amount of quoted material (often appreciated) highlight the section you want to discard and then press delete. Insert your replies to the various issues raised, then click the **Post** button.

If you just want to reply to one part of a message, highlight a block of the original message before you click the Reply button. The new message will then just contain the selected text.

### ***Abandon Message***

Click this button to **Abandon** your message. It will be sent to the Waste basket and will be finally deleted when you exit from Turnpike. Until then, you can retrieve it if you wish by double-clicking the Waste basket and then double-clicking the message.

## ***Address Book***

Click this button to find an email address from your Address Book. Turnpike will insert the address in the **To:** slot of your email.

## ***New Message***

When you click this button Turnpike will set up a new message for you to send. This will be complete with your personal details (email address etc.) and your current signature.

Type your message, fill in the Subject and the email address of the person to whom you want to send the message (eg. from your Address book). To send the message click the **Post** button.



## **Message Body**

Type the text of your message **above the long blue line**. The space available expands as you add more text. You can change the screen font and colours to suit your own preferences. You will learn how to **Customise your mailbox** later in this tutorial.

Email has to be capable of being displayed accurately by any type of computer that can receive it. You can use upper and lower case letters, numbers, punctuation and most of the symbols on your keyboard. However, characters such as ©, á **and even the £ symbol** may not be received as you intend. If you include one of these, Turnpike will warn you when you post the email. You can choose to post it anyway if you know from experience that your recipient's machine will cope. If not, you should edit the message to avoid any ambiguity. For instance, you could say UKP (UK pounds) instead of using the £ symbol. This would be preferable to quoting a price as £23 which your recipient could see reproduced as \$23.

### ***Forward Message***

Copies the selected email into a new message ready for you to send on to someone else.

### ***Communicating with a remote part of the world***

- Email can get delayed if machines or connections break down, or if you are communicating with a remote part of the world.
- Although large organisations often have a permanent connection to the Net, others (especially home users) will only see their email after they have dialled-in to collect it

## ***Configuring your Address book***

1. **Right-click** on a Mailbox.
2. Select **Properties**.
3. In the **Address book** area of the first page, choose the option you prefer.

If you decide that addresses should be added automatically, the entries will also be indexed, typically under the person's first name, surname and domain. You can add extra information (or remove entries) later by going to the Address Book and altering the entry.

## Turnpike

**Turnpike** includes many advanced features for mail handling.

- There is no need to cc email to yourself. Copies of all outgoing messages are filed automatically in the Mailroom.
- **Tags and mail lists** enable you to organise and view your messages under whatever topics you choose.
- You are able to drag and drop (or click **Insert File**) to attach a file to an outgoing message. A single mouse click will launch the appropriate application for viewing incoming mail **attachments**.
- You can **add extra mailboxes**, each with its own properties, for sorting incoming mail.
- Mail from **mailing Lists** can be routed as news, freeing your mailboxes for personal items and giving the advantages of automatic threading and expiry.
- You are also able to add **extra users** to Turnpike, each with their own email names and customised desktops. Features for such multi-user systems include facilities to set up workgroups for dealing with mail. The system administrator is able to set a range of permissions to limit the access of each user to various parts of the system.

## Connect

**Connect** reports statistics about your connection, including on-screen displays of data transfer rates and any over-run errors. It has facilities for debugging and logging details of connections, and includes built-in tools for

■ **Telnet** ■ **Finger** ■ **Ping** ■ **Traceroute**

**Connect** includes a button bar for launching other programs to use on the Internet, including a browser for accessing the World Wide Web and an FTP program for downloading files from remote computers. You can add other programs to this button bar if you wish, thus making Connect an operations centre for all your Net activities.

**Connect** can be set to collect your email by either **SMTP** or **POP3**; it can adjust your computer's clock to **UTC** (Universal Co-ordinated Time) and it will automatically display any MOTD (message of the day) provided by your Access Provider.



**Information on all of these facilities is available in the Connect help file.**

## **The major newsgroup hierarchies**

<b>comp</b>	discussion of computer hardware and software
<b>news</b>	groups dealing with the news network itself and news software
<b>rec</b>	recreation, hobbies, arts and sport
<b>sci</b>	science
<b>soc</b>	social issues
<b>talk</b>	debate on controversial subjects
<b>misc</b>	miscellaneous subjects that don't fit in above

These hierarchies (together with the **humanities** groups) comprise Usenet proper. One other major hierarchy is **alt** (alternative - the home of the weird and wonderful).

There are also regional hierarchies, identified by a country code: **uk.comp.os.win95** is, for example, a newsgroup in the United Kingdom hierarchy, for the purpose of discussing all aspects of the computer operating system, Windows 95. Discussion in foreign groups is likely to be in the language of the country concerned.

A number of Internet access providers also maintain hierarchies. The **demon** hierarchy, for example, encompasses some 50 newsgroups - mostly for technical discussion about connecting to the Internet and related matters.

## **Add a New Email Name**

**To use a new email name you must first add the name to Turnpike, as follows:**

1. Select Configure from the File menu.
2. Click Email names.
3. Select the name to change and click Edit. If you want to add an extra name, click Create instead.
4. Enter the email name in the name slot. Click OK and then click Close.

**To make a new mailbox to use with this email name:**

1. Select **New** from the **File** menu.
  2. Click **mailbox**.
- A wizard will guide you through the rest of the process.

**To use your new email name in an existing mailbox:**

1. Right-click the Mailbox and select **Properties**.
2. Select **User Info** and then select your new email name from the drop-down list. Change any of the other details on this page that you wish.
3. Select **Rules**. Unless this is your default mailbox, click the **Add** button and select an appropriate rule. Click the OK buttons to finish.

## **Change Signature**

If you have created a range of signatures, you can click **Change Signature** to select a different one for the current message. You will learn how to **create signatures** later in this tutorial.



## **Delete Message**



Moves the selected item(s) to the Waste basket, where they stay until you close Turnpike. Until then, you can rescue items from the Waste basket if you change your mind.

### ***File Message***

Moves the selected items from your mailbox and files them in the Mailroom.

## ***Insert File***

This enables you to place a copy of a file from your computer into your email. This could be a text document, a picture, a sound file, or even a program. You will learn how to **send files by email** later in this tutorial.

## ***Address Book***

Click this button to find an email address from your Address Book. Turnpike will insert the address into the **To:** slot of your email.




## Mailroom View



	Sent	Author	Recipient	Subject
	Wed 1 Oct	Phillipa Holloway	wishlist@turnpike.com	Distribution Lists problem.
	Wed 1 Oct	Phillipa Holloway	William Lloyd	Distribution Lists problem.
	Wed 1 Oct	Phillipa Holloway	Pete Connolly	Internal mails
	Wed 1 Oct	Phillipa Holloway	David	New Telephone Company
	Wed 1 Oct	Richard Clayton	demon.ip.support.turnpike	Winsock error: too many open file

Order:  Shown:  Filed mail

The buttons at the bottom of this screen show what is currently being displayed. The left button alternates the view between **Arrival order** and **Sent order**. The next button cycles through the options of viewing **Incoming**, **Outgoing** or **All** mail.

The symbol  indicates this message is currently in the Out Tray. The symbol  shows that it is an outgoing message. The symbol  identifies one of the messages as private (i.e. it cannot be read by other users of the system). [There is a full list of these Symbols in the Turnpike help file.](#)

### ***Move to Pending Tray***

Moves selected email  
between the In Tray and  
Pending Tray.

### Tag Selection dialog

**Tag selection** [X]

Tags available

New tag...

Find: ron

Find first

Find next

Public	Reseller
Public	Response Comp Maint
ron	ron test
ron	rond test
ron	rongen
Public	Sales
Public	siteids

Show

Private

Group

Public

News

Tags applied

Add Remove

ron	help comments
ron	ron test

OK

Cancel

Help

## **Post**

Click **Post** when you are ready to send your message. The email will move to the Out Tray, where it will stay until you next connect to the Internet. If you are already connected, or if the message is for a mailbox on your own system, it will be sent on about 60 seconds later.

If you change your mind, you can inspect, edit or abandon the message by double-clicking it while it is still in the Out Tray. You can also drag the message from the Out Tray onto your Turnpike desktop where it will remain until you are ready to deal with it. The message will stay on the desktop unsent, even if you close down Turnpike.



## ***Reply***

Sets up a new message for you to send in reply to the selected email.

## Signature

The **signature** is a short message that is added automatically to the foot of your email. You can type in this area to make a temporary change if you wish. Keep the text to no more than four lines and leave the 'sig separator' as



(hyphen, hyphen, space) on a separate line of its own.

This is a special code that enables your signature to be removed automatically when someone quotes your message in a reply. Turnpike enables you to set up a range of signatures and to link different signatures to particular mailboxes and newsstands. You will see how to do this in the **Customising your mailbox** section of this tutorial.

## ***The Status bar***

The Status bar shows which user owns the message. This is useful if you configure Turnpike for more than one user. The adjacent button enables you to set the access of the email to private, public or restricted to certain users.

The **Tags** button enables you to add your own labels to emails to assist with filing. Here, the tag **Gossip to delete after March** will make it easy to call up a list of all email with this tag for instant deletion when copies are no longer required. We shall explore the use of Tags later in this tutorial.

## ***Testing your system***

To test your system you can send yourself an email by putting your own address in the **To:** box. When you click **Post** it will go to the Out Tray where mail stays for about a minute (in case you change your mind) after which it will be delivered to your mailbox.

There is no need to be connected to the Internet to do this: Turnpike recognises from the address that it is local email.

You could also try emailing an 'auto-responder' - a computer on the Net that looks for a particular text in an email and then sends an automatic reply. For example, you could send an email to **support@demon.net**

Enter the word **help** as the subject, and don't type anything in the body of the message. When you click Post, Turnpike will warn you that the message appears to consist only of a signature - that's what you want, so click OK and then connect to the Internet to send your message.

The next time you connect, you should get an email back listing useful documents that can be automatically mailed to you in a similar way.

## URL

A URL (Uniform Resource Locator) (pronounced "you-are-EL" or, in some quarters, "earl") is the address of a file or other resource accessible on the Internet. The type of file or resource depends on the Internet application protocol.

Using the World Wide Web's protocol (HTTP) , the file can be an HTML page like the one you're reading, an image file, a program such as a CGI application or Java applet, or any other file supported by HTTP. The URL or resource address includes the name of the protocol required to access the file or resource, a domain name and, if it's a file, a hierarchical description of a file location on the server.

On the Web (which uses the Hypertext Transfer Protocol), an example of a URL is:

**`http://www.mhrcc.org/kingston`**

which happens to be the URL for the community home page for Kingston, New York.

An HTTP URL can be for any Web page, not just a home page, or any individual file. For example, this URL would bring you the whatis.com logo image:

**`http://whatis.com/whatisAnim2.gif`**

A URL for a program such as a forms-handling CGI script written in Perl might look like this:

**`http://whatis.com/cgi-bin/comments.pl`**

A URL for a file meant to be downloaded would require that the "ftp" protocol be specified like this one:

**`ftp://www.somecompany.com/whitepapers/widgets.ps`**

### Related Topics

[Browsing URLs](#)

## ***UTC Universal Co-ordinated Time***

This an international standard formerly known as GMT (Greenwich Mean Time). The initials are UTC rather than UCT because the abbreviation is based on French not English.

## Undo/Redo changes

To **undo** the last change you made to the message you are preparing, select **Undo** from the **Edit** menu (or press Ctrl + Z). Repeating this option will **undo** the change you made before that and so on.

To **redo** the undo you've just made, select the **Redo** option immediately below the Undo option (or press Ctrl + A). Repeating this option will reverse a sequence of 'undo's.

### Related Topics

[Preparing News / Mail messages](#)

## Unregistered Evaluation Version dialog

This dialog automatically appears whenever an Evaluation copy of Turnpike is run, to advise when this time-limited copy of Turnpike will 'expire'.

Separate dates are given for the main Turnpike program and the Connect program.

The main Turnpike program will continue to run for a few more days to enable you to export any mail.

Tick the box at the bottom of the dialog when you have ordered a full copy of Turnpike.



If the full copy hasn't arrived by the time this Evaluation version has expired, ring Technical Support on 0845-272 2444 and ask for a 'Key' . This will extend the life of the Evaluation version.

\* Calls to this number may be monitored for training purposes. This information may be used for marketing purposes.



To show what version of Turnpike you are using, click Help and select the *About Turnpike* option.

### **Related Topics**

Upgrading



## Upgrading to the latest version

If you have purchased a full copy of Turnpike you can upgrade to the latest version by downloading the appropriate file from:

**`ftp://ftp.demon.co.uk/pub/mirrors/turnpike/`**

View the **!readme** in this directory to see which file you need to fetch. In general, the latest version is identified as:

**`nnissuex.exe`**

where *nn* is 16 (for Win3x and NT3.51) or 32 (for Win95 and NT4.0). An *x* indicates that the file does not include a WWW browser.



**These files can only be used to upgrade a full copy of Turnpike. They cannot be used to upgrade an Evaluation copy.**

After you have downloaded the file, simply run it to install the upgrade - the installer will guide you through the rest of the process. All your mailboxes, newsstands and other special settings that you have built up using the earlier version of the program will be automatically transferred to the new version.



If you want to check which version of Turnpike you are currently using, select **About Turnpike** from the Help menu.

### **Related Topics**

[Backing up your Turnpike files](#)

[Moving the Mail and News Directories](#)

[Moving Turnpike to another machine or System](#)

## 'Usage of email name' dialog

This dialog is displayed by clicking the **Create** or the **Edit** button within the [Email names dialog](#) and is used to define a name you want to use as an additional email name.

On a shared (multi-user) system, it is also used to specify which other users and/or [workgroups](#) can use this name.

- The **Name** slot - enter the Email name you are defining
- The **Currently allow** list - records the users and workgroups who are allowed to use this email name

The 'Currently allow' list is set up by using the **Add** and **Del** buttons between the two lists. Select names from the left-hand list that you want to add to the lists of users or lists of workgroups - these will appear on the right-hand side of the dialog. Click the **Individuals** and **Workgroups** buttons to define the list you want.

### *Related Topics*

[Email Names dialog](#)

### ***Useful newsgroups for new users***

Your copy of Turnpike may be set up to automatically subscribe to a few newsgroups . These are useful to users of your particular Access provider or for new users to study. For example, a newsgroup like **news.announce.newusers** that typically contains a number of articles answering frequently asked questions (FAQs).

If you don't want to follow these, simply remove them both from the newsstand and (if you have News Admin permission) from the overall list of newsgroup subscriptions in the Newsgroup Subscriptions dialog.

## User Information

The way you appear to the recipient of one of your messages includes the way you set:

- the signature you use
- the email name you quote in your address
- the email address to which replies should be sent
- and the organisation you are seen to represent

As you will probably want to present yourself differently in different types of message, Turnpike enables you to record for each mailbox and each newsstand the details of the signature, email name etc. that you want given in the messages / articles that you post.

To set this User Information, select the mailbox / newsstand, then,

select either **Alter mailbox** or **Alter newsstand** from the **File** menu  
or click the right mouse button on the mailbox / newsstand and select **Properties**.

Enter the details you require on the **User Info** page of the **Alter mailbox** dialog that is displayed.



Any special email name or signature that you want to use must already be recorded for your system.  
You can't set up new names / signatures from within the Mailbox /Newsstand dialog.

### **Related Topics**

[Alter Mailbox dialog](#)

[Attribution](#)

[Signature](#)

## *Using fonts*

You can select any font available on your system. However, if you choose a proportionally spaced font for the screen, you won't get a consistent number of characters per line and some lines may contain more than 80 characters, which may cause problems for people reading your messages. In addition, text written in columns and ASCII art (diagrams made from keyboard characters) will probably not line up properly. So, although it may look a bit dull, most people tend to use a fixed pitch font.

Obviously, you want your messages to display accurately when they are received, whatever the type of computer that is used to view them. This can be done by limiting the characters you use to 7-bit ASCII (upper and lower case letters, numbers, punctuation and most of the symbols on your keyboard, although not the £ sign). Turnpike will warn you if you do use a character that could be problematic.

There is no provision in a normal email message for sending fonts, colours or effects such as bold or italic. Because of this, any fonts and colours you set in Turnpike are purely for your own convenience and will not be seen by the recipients of your messages.

## Using Turnpike Help

- **Use the following facilities to get help in Turnpike:**
  - For help on the current display press the F1 key
  - Use a browse sequence to learn about a subject as a whole
  - Click on any item displayed green and underlined - see Jumps and Popups below
  - Click **Help** in the menu to display a submenu for [Index](#), [Using Help](#), [Show Hints & Tips](#) and [About Turnpike](#)
  - Read the [Tutorial](#).

- **Browse Sequences**



As far as possible, the help files for each subject have been arranged in a sequence. From any topic click the browse buttons to read each subsequent or previous topic in the sequence. In the Help **Contents** tab page each sequence is shown as a book icon. If you are new to a subject you may find it useful to print the complete sequence to study at your leisure.


- **Help Topics : Turnpike Help**


When you select **Help** and then **Using Help**, the **Help Topics** window opens with the following three pages.

- **Contents.** A list of topics similar to the Table of Contents in a book. Subjects are listed as books and topics. Click on a book icon to show the next level of information; this may be a further book or a list of topics. Click on a question mark icon to open the help text for a topic.
- **Index.** Lists key phrases in alphabetical order. Either enter an item to search for or select an item. Double-click on the selected item or click the display button to display the help text. If a sublist is displayed, repeat the process by double-clicking on an item to display the required help page.
- **Find.** From this tab you are able to perform a full text search of the help files for any word or phrase.
- **Jumps and Pop ups**

You will see that some words in the help text are underlined green. When you click on a fully underlined word you will jump to that topic page replacing your current window. Click **Back** in the menu to return to previous help pages. When you click on a dotted underlined word a 'pop up' help box will open over your current window. Pop ups are often used for definitions of terms. Click anywhere to close the pop up box.
- **To return to a Help page**
  - Click on a forward or back browse button on the toolbar.
  - Click on **Options** in the help menu and select **History**. Double-click on any item in the list displayed.

From any help page click **Contents** or **Index tab** to display the **Help Topics** window.

 Use [Bookmark](#) in the Help menu to mark a help pages you want to return to later.

 You are able to move, resize and close a help window as for any other window.

- **Dialog Boxes**

For help on the current display, click **F1** to display associated help text. Alternatively, click the help button on the dialog.



To show which version of Turnpike you are using, select click Help and select the **About Turnpike** option. For further details on using Windows help select **Using Help** from the **Help** menu.

### ***Related Topics***

[Welcome to Turnpike Connect](#)

## **Waste basket**



Any messages that you delete or abandon are put into the Waste basket on your Turnpike desktop. The icon changes to the version shown here, to indicate that there's something in it.

The messages themselves aren't actually deleted until you leave Turnpike - or until you open the Waste Basket and click the **Empty** button that's shown.

If the mail you've deleted is mirrored from a POP3 mailbox, messages are generally only deleted the next time mail is collected from this mailbox. You will get the option of deleting these messages from Turnpike to let you get rid of messages mirrored from POP mailboxes you are no longer using.

Up to the point the messages are actually deleted, any message you throw away by mistake can be recovered by opening the Waste basket and dragging the message to either a mailbox, the Mailroom view or some other mail list.



To empty the Waste basket right-click on it and then choose **Empty**.



## Welcome to the main Turnpike program

- **The Turnpike software is in two parts:**

- The main **Turnpike** program which provides off-line processing of email messages and Usenet news.
- Turnpike **Connect** which is used to go on-line to the Internet to send and receive mail and news, and to use the World Wide Web, FTP and Telnet.

You are currently using the main **Turnpike** program. Its main screen provides a desktop with icons for:

- One or more Mailboxes for mail messages you've received
- One or more Newsstands, showing Usenet newsgroups you've subscribed to
- An address book, containing the email addresses you use
- Lists of messages sent and received, including the Mailroom view of all the mail in your mailbox
- An Out tray
- A Waste basket.

You are able to open each item as a window or minimise it as an icon.

- **Using Turnpike you are able to:**

- Inspect your Mailboxes to see what mail you've received
- Prepare email messages to send
- Call up lists of email messages that have been exchanged either with a particular person or on a particular topic
- Follow discussions in the newsgroups you subscribe to
- Prepare your own contributions to these newsgroups
- Inspect and update your address book.

You are also able to configure your system. This includes setting up and modifying additional mailboxes, setting up and modifying newsstands; and extending the range of email names.

For information on any of the above topics, simply click on the topic you are interested in.



If you are new to Turnpike, read the Tutorial. To find out more about using Help refer to Using Turnpike Help.

## When someone leaves

When a user has left you may want to retain access to that persons mail files. If this is required the **System Administrator** should either:

- Change the password so that access is only available to the Administrator OR
- Allocate mail addressed to the user who has left to another user.

### *Related Topics*

Allocating another user to a seat

## Window menu

Cascade

Tile horizontal

Tile vertical

Arrange icons

Line up icons

Minimize all

More windows

### ***Window menu: Arrange icons***

Arranges the icons used for any minimised Turnpike windows neatly along the bottom of the display.

### ***Window menu: Cascade***

Arranges the open Turnpike windows in a cascade one on top of the other, starting from the top left-hand corner of the main Turnpike screen area.

### ***Window menu: Line up icons***

Aligns the icons used for any minimised Turnpike Windows to a grid defined by your Windows System's Icon spacing. Refer to your Windows documentation for information on setting this Icon spacing.

***Window menu: More windows***

Enables you to select and display the Turnpike windows currently either open on the screen or shown minimised.

***Window menu: Minimize All***

Minimises all the windows currently open on your Turnpike display (to icons)



***Window menu: Tile horizontal***

Arranges the open Turnpike windows one above the next down the Turnpike screen area.

See also: [Tile vertical](#) and [Cascade](#)

***Window menu: Tile vertical***

Arranges the open Turnpike windows side-by-side across the Turnpike screen area.

## ***Windows NT***

Turnpike works fine under Windows NT but the NTS stack provided with Turnpike cannot be used with Windows NT because it is implemented using VxDs. This means you will need some other Winsock and some other way of dialling up the Internet.

Instructions for setting up Windows NT's RAS can be found in <ftp://ftp.demon.co.uk/pub/nt/general/nt-demon.txt>

***Windows error***

Consult your Windows documentation.

## **Winsock**

The Winsock you use is the ultimate interface through which Turnpike, and any Internet applications you run alongside Turnpike, send and receive information across the Internet. [Refer also to Connect help](#)

## **Workgroups**

A workgroup is a group of users on a shared system. Workgroups are the Turnpike equivalent of an office or a department within a company. Examples of workgroups may be Sales enquiries or Customer Support enquiries.

By putting users together into a workgroup, you can arrange that:

- Members of the group have permission to carry out specified particular **administrative actions** - see *Setting up workgroup permissions*.
- Any mail addressed to a workgroup can be read, filed and replied to by any member of that Workgroup. When mail arrives it appears in the In-tray of every member of the group. The moment any member reads it, it then becomes theirs to deal with and disappears from other members' In-trays.
- Any member of a workgroup can see mail on particular topics - by tagging it with one of their group topic tags.

### ***Unsolicited Bulk Email (UBE)***

This is Internet mail ("email") that is sent to a group of recipients who have not requested it.

See also [SPAM](#)

## Alter Newsstand dialog: Dictionaries page

The dictionaries dialog is displayed by choosing **Alter newsstand** from the *File* menu and then choosing the **Dictionaries** page. This dialog is used to set the default dictionaries for the mailbox you are using.

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### **Related Topics**

[Alter Newsstand dialog](#)

[Spell Checker](#)



## Alter Newsstand - Spelling

The spelling options dialog is displayed by choosing **Alter newsstand** from the *File menu* and then choosing the **Spelling** page.

This dialog is used to set the default spelling options for the mailbox you are using.

Set the following options

- When you want spelling to be checked and whether you want to include the subject line and the signature
- The default language to use.
- What you want the spell checker to ignore
- What corrections are done automatically as you type.

### **Related Topics**

Alter Newsstand dialog

Spell Checker

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