

Introduction

Welcome to the APC computer network. Through APC, you can communicate with thousands of people and organisations worldwide, working for peace, the environment, conflict resolution, development, human rights, health and the public interest.

This manual is for GreenNet, the member of the Association for Progressive Communications (APC) based in England. Other members include PeaceNet and EcoNet in (USA); Alternex in Brazil; Nicarao in Nicaragua; Web in Canada; Pegasus in Australia; Chasque in Uruguay; ComLink in Germany; EcuaneX in Ecuador; GlasNet in Russia and GlasNet Ukraine; Wamani in Argentina and SangoNet in South Africa. There are many other smaller systems with close links to APC in Europe, Africa, and Asia. There are special interest subnetworks such as HomeoNet, (for Homeopaths); ConflictNet (for Conflict Mediation); LaborNet (for Trade Unionists) that are spread over several APC systems. Through the APC you can communicate with over 17,000 users of these networks, plus users on most other commercial, academic and independent computer networks.

Network Capabilities

APC Networks are accessible from most countries in the world, providing electronic mail, conferences, and user directories for all users, and fax, telex, databases, and internet access on some systems.

Electronic Mail — Using GreenNet's (m)ail command, you can exchange messages with one or more specified users nearly anywhere in the world at electronic speeds. Benefits of email include:

- you can send a message whenever you want, and the recipient can read it whenever they're ready: no more chasing people who are always out when you're in;
- email can be cheaper than voice telephone, especially for detailed messages;
- documents are sent immediately, without the expense of Red Star or couriers;
- documents sent in email don't have to be retyped, as you would with fax; and
- you can send telexes and faxes directly from your computer to anyone who can receive them, to reach those who don't use email yet.

Electronic Conferences — With GreenNet's conferences, you can join written conversations with other users on a variety of topics, or start a conference of your own. A conference discussion is started by someone who leaves an initial message on a particular topic; other users respond at their convenience with their own messages, and still other users can enter the discussion at any time and see the progression. These conferences can be public (open to everyone on the system) or private (open only to users you specify). Among the uses of conferences are:

- sharing information rapidly with other subscribers;

- making reference materials widely accessible;
- discussing current events;

- announcing the time, place, and subject of your workshops, forums, and events;
- conducting internal organisational discussions and planning meetings;
- co-ordinating regional, national, or international projects; and
- writing joint papers or proposals with several other users.

User Directory — With a few simple commands, you can get a list of all APC users in a particular town or with a chosen interest . This will help you expand and improve communication with other individuals and groups; for example all users concerned about “forests”, or “civil rights”. Note: for those of you who, like the late Greta Garbo, “want to be alone”, unlisted accounts are available. Alternatively, you can make your account known only to people in your own organisations.

Multilingual User Interface — You can choose between several common languages for the menus and help texts. The actual commands themselves are the same in all languages, and messages from users are not translated, they remain in the language they were sent in.

Databases and Internet — GreenNet carries a selection of databases on its own system, and many more are available via the Internet, along with other information resources such as online library card catalogues, software, weather reports, and document archives. The Internet is a huge 'network of networks' encompassing most academic and many commercial computer systems round the world.

About This Manual

We hope this manual covers everything you need to know to use GreenNet .

Typing ? from almost any system prompt obtains a summary of commands which apply at that prompt. Selecting (h)elp from the main menu enters the online tutorial, which is much like the tutorial section of this manual.

If you still find things you don't understand, please call GreenNet on +44 71 608 3040, Monday to Friday, 10 a.m. to 6 p.m. (UK users dial 071-608 3040; central London users dial 608 3040) and ask to speak to “support.” You can also send us electronic mail to “support,” or post your question in the conference called “help.”

The parts of the manual are:

Part I – Tutorial

This section helps you learn GreenNet's features by presenting them in the context of actual sessions. It provides step-by-step examples for:

- setting up your computer and software to communicate with GreenNet;
- logging into GreenNet;
- reading, writing and sending electronic mail (email);
- finding conferences;

- reading and participating in conferences;
- editing your electronic mail and conference entries;
- uploading previously prepared documents to the electronic conferences or to other users via electronic mail;
- downloading information from the conference or electronic mail to your personal computer;
- finding other users;
- using databases and Internet.

Part II – Reference Manual

This section provides a quick reference of all Network commands, in alphabetical order , plus a section on Editing:

- Conferencing
- Databases
- Mail
- Set up
- User Directory
- Editing and File Transfers

Appendices

The appendices contain:

- troubleshooting: something acting strangely? Check here before pulling your hair out;
- a glossary — a Network-specific list of terms and definitions to help you with any unfamiliar terminology.

Index — Quickly and easily find specific things in the manual.

About Our Symbols and Terminology

Throughout the manual, we use certain symbols to stand for special keys and commands.

- <RETURN>** Press the “return” or “enter” key on your keyboard.
- <CTRL-X>** Press the “control” key simultaneously while typing an “x” (or whatever other letter is designated).

Note that **bold** type is used within the examples to indicate responses you type at your keyboard. The messages and prompts put on your screen by GreenNet or appear as plain text.

Most commands require only the first letter of the command to be typed. In the manual we show commands as (u)ser, (m)ail, (c)onf, etc. To issue a command, type *only* the letter(s) within the parentheses.

Phone numbers: All telephone numbers in this manual are given in international format: for example, +44 71 608 3040.

UK users should replace any given “+44” country code with a “0”. If the result is your own area code, leave it off. The above example then becomes 071 608 3040; Central London users should dial only 608 3040.

Users outside the UK should replace the “+” with the international access code used in their country; for example users in Belgium should dial 00 44 71 608 3040 to speak to the GreenNet staff.

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There are several tips we want to be sure you are aware of. Any item with a 4 symbol next to it (in the margin) indicates a key tip.

This manual has been ‘localised’ for GreenNet, the APC affiliated network based in London, England. Detailed access information is given here for those accessing GreenNet from Britain, via the Internet, and from some other European countries. Detailed information on access from other countries is available from us on request. We apologise to users outside these countries for this piece of “cultural imperialism” and for any others which we may have allowed to slip through.

However, most of the APC systems across the world operate with identical, or nearly identical, software. So, once you have successfully connected with the APC network you wish to use, most, if not all of the commands and instructions given in this manual will work correctly. Just substitute the name of the appropriate network for the word “GreenNet”.

How to Find More Help

In addition to this manual or the 'support' staff, there are numerous conferences online that you can use for assistance. Here are some of them:

help	Users post questions here about how to use the APC networks. These questions are aimed at APC staff. Remember that this is the only conference you <i>need</i> to use the (g)o command to access: g help (if you just type help you get into the online tutorial instead).
help.norden	NordNet users post questions here, in Scandinavian languages, about how to use the APC networks.
micro	This conference is much like the help conference, except that it tends to consist of users sharing information and questions with other users, and often contains computer-specific questions and information not necessarily related to using GreenNet. If you're looking for an archaic Apple IIe program, or have a question about your CP/M terminal, micro is a great place to go to for help.
gateways	This conference contains all the instructions needed for sending and receiving messages between GreenNet and other systems, whether they be other networks, telex machines, or facsimile machines. Network addresses for such systems as Bitnet, Internet, MCI Mail, Dialcom, Telecom Gold and many other commercial and non-commercial networks are included here.
intlaccess	If you are going to be abroad and still wish to access APC Networks, or if you have a friend or colleague in a foreign country and want information about how they might access APC, check this conference out. Each country has a topic with information pertaining to that country's accessibility to the APC.
facilitators	This conference is for anyone interested in learning more about how to facilitate conferences. But you don't have to be a facilitator to visit here. There are great discussions about online communities and electronic protocols, to name only a couple of the interesting discussions taking place here. In addition, there are instructions for how to start and maintain conferences.
test and gn.test	If you want to practise or test sending conference responses, creating topics, uploading, downloading or editing, use the ' test ' or ' gn.test ' conferences. It is a good place to try out your conference writing skills; nothing you write into either lasts long, and any sort of mistake is OK. ' gn.test ' lets you practice conference facilitation commands.
welcome	A conference for new users with tips and comments to help get you started.
gn.conferences	This conference contains a list of all the other conferences under general subject headings.
gn.netnews	News and announcements about the operation of GreenNet of

interest to all GreenNet users. Contains the online copies of the

Newsletter sent out on paper with the bills. See also `igc.netnews` for their equivalent information.

gen.internet.begin This conference contains Internet resources and documents for beginners, plus a place to ask questions and post answers.

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And don't forget! You can always access online help by typing `?` at almost any prompt for a summary of commands, or `h` or `help` at any prompt for the online tutorial.

Rules for Using GreenNet

APC Networks are to be used to help educate users and the general public in efforts to achieve world peace, justice, environmental quality and health.

Illegal Uses – APC Networks shall not be used to plan or carry out any activities which are illegal under national or international law.

Penalties – Users found breaking these rules will receive, at a minimum, a warning to cease their impermissible activities. If these activities persist, GreenNet reserves the right to suspend immediately the accounts of such users.

Liability Limit – While GreenNet shall attempt to ensure the highest reliability of its hardware, software, and system content, it shall bear no responsibility for any damages accruing to users because of system failures or content inaccuracy. Users shall use the system at their own risk.

Copyright Information – All information on APC Networks, except where otherwise noted, is non-copyright. It is our intent to distribute information to as broad a spectrum of people as possible; however, it is up to the users of the system to abide by all applicable copyright laws. Therefore, all material posted should contain appropriate source references where applicable.