

Conferences

\
x(3
)

This section describes, in a step-by-step fashion, GreenNet's conferences. For further information about commands used within online conferences, please see the Reference section.

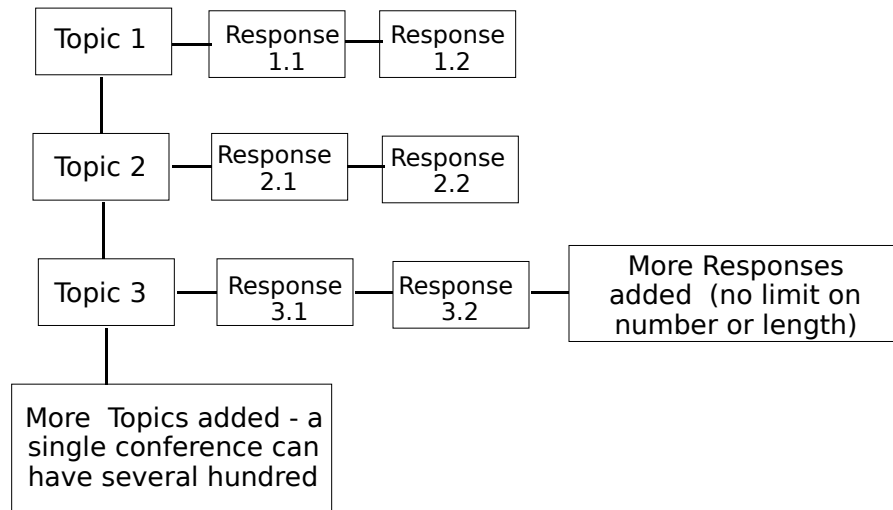
What are Conferences?

Conferences are used to distribute valuable information on specific issues, or to support communications among individuals, whole organisations, committees, councils, etc. Whenever you want to share information with a number of users on a regular basis, you should consider using a "conference" instead of electronic mail. Conferencing provides an easy-to-use structure for carrying on an ongoing "conversation" among many people who don't have to be in the same place at the same time. Information is structured to facilitate group decision-making processes, provide a way to get answers to questions, and easily gather comments on a paper or jointly published work. Organisational planning, budgets, and decisions can all be worked on; calendars, updates, newsletters, and alerts are also suitable for conferences. For more information about how best to use conferences, send email to "support" or call us at the number on the front cover and ask for the *Guide to Effective Conferencing*.

Within conferences you'll find 'topics' and, frequently, 'responses' to each topic.

The diagram below shows the structure of a typical conference. A conference consists of a series of messages called 'topics'. Each topic deals with a major aspect of the overall conference subject. Participants in the conference read the topics, and add new topic messages or 'response' messages commenting on existing topics.

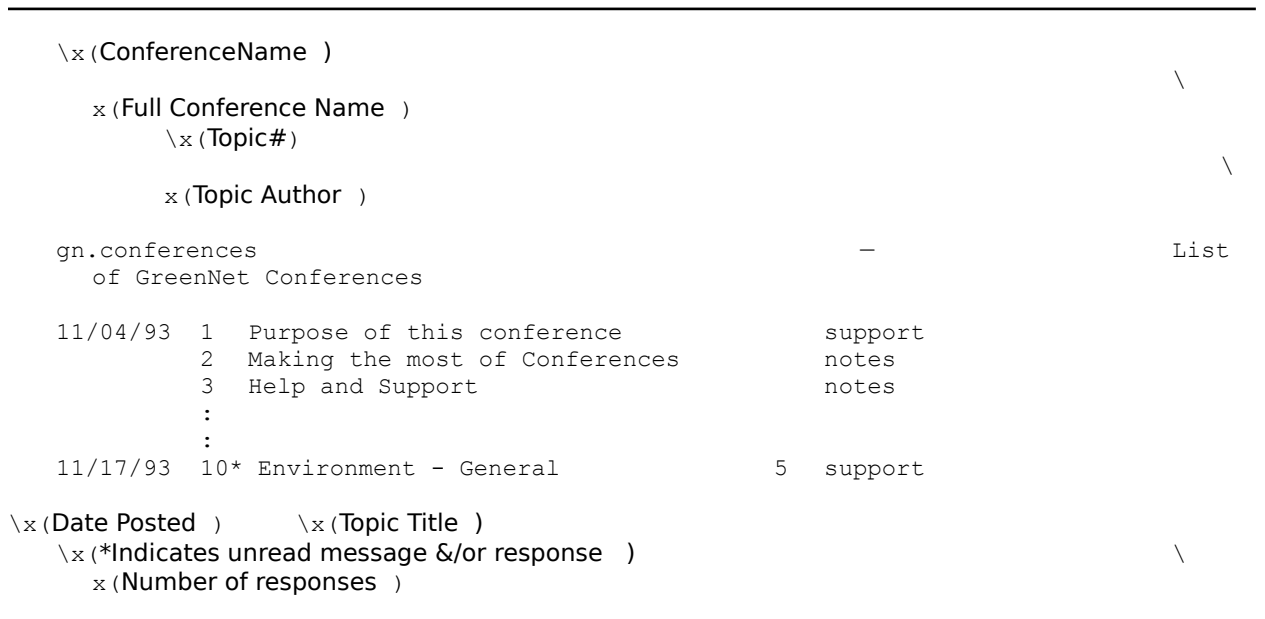
Conference



Conferences — Each conference holds a general body of information. For example, the conference "trade.library" is a conference on trade issues containing resource material (rather than discussions or announcements.) The first part of the name, to the left of the 'dot', describes the general subject area, and the rest of the name describes the contents in more detail. Sometimes the part to the left of the 'dot' describes the organisation that 'sponsors' the conference: "iucc.climfacts" is a conference on climate change, sponsored by the Information Unit on Climate Change (IUCC, part of the UNEP.)

Topics within Conferences — Within each conference are numbered topics. For example, within the "trade.library" conference, you can find such topics as "Nafta Factsheet by Tom Cadorette".

Responses to Topics — After each topic, you can enter responses — or responses to other responses. The diagram below illustrates the "anatomy" of a conference.



Using Electronic Conferencing

In this section, we are going to use the short menu options. This can be changed using the (s)et-up command from the main command menu.

Conferences are also entered from the main command menu:

```
GreenNet Commands: (c)onf (d)ata (h)elp (i)nternet (m)ail (s)etup (u)sers (bye)
? c <RETURN>
Conf (? for help):
```

One way to think about electronic conferencing is to imagine you are attending a large convention where there are hundreds of conferences in session. Your first question is probably: "where do I go to find the conference activity that I am most interested in?". You may find that there are several conferences you would like to participate in. To make things worse, some of these are going on at the same time. You will be happy to know that with electronic conferencing :

The GreenNet Manual

- you can participate in as many conferences as you like;
- you can do it from your office or home (or anywhere else you can log into GreenNet);

- you will find in each conference a written record of all recent activity there;
- you can participate at a time convenient to you.

Varieties of Conference

Some conferences are public: anyone can read them. Others are private. Some are "read-only" to disseminate information from one group or source. Most public conferences allow anyone to post a message. In a few, you need to send proposed messages by email to a "moderator" who regulates conference proceedings. An example of this is the conference `pc.library`: send messages to account `isobar@igc`, who checks any new software for copyright and viruses before posting it in the conference. Most conferences have a "facilitator" whose job includes such maintenance tasks as deleting or archiving out-of-date messages.

If you are interested in starting a new conference (which probably involves taking on work as its facilitator), send email to `support`.

You still need to know how to find and get to the electronic conferences of interest to you.

Finding Conferences

In addition to the printed Conference List you receive with your information package, we suggest that you explore the information in a conference about conferences called (what else?) "`gn.conferences`." To visit a conference, just enter its name at the "Conf?" prompt:

```
Conf (? for help): gn.conferences <RETURN>

Visiting gn.conferences... 63 unread topics, 2 unread responses
'u' to see next unread item, '?' for command summary, 'h' for more help
```

There is only one exception to this. If you are going to visit the conference "help," you must precede the conference name with the (g)o command: `g help`

GreenNet keeps track of which topics and responses have been read by each account. This is done so that you can read easily just those topics and responses that have been posted since you last visited. Continuing with our convention centre analogy, each conference contains topics (like workshops) in which discussion takes place. So, first you want a list of the topics available in this conference. Use the (i)ndex command:

The GreenNet Manual

```
Conf (? for help): i <RETURN>
```

The GreenNet Manual

You will see the index of the last 18 or so topics displayed (as many as fit on one screen) :

```
gn.conferences -- GreenNet Conferences by Subject Area

10/01/93  47*Newsletters - Peace           notes
          48*Nuclear Weapons & Testing  notes
          49*Pacific                    notes
          50*Peace                      notes
          51*Philosophy & Religion      notes
          52*Politics - General        notes
          53*Seas & Waters              notes
          54*Social Justice             notes
          55*South America              notes
          56*Spanish-language          notes
          57*Technology                 notes
          58*The Music Network          notes
          59*Toxics & Waste             notes
          60*United Nations             notes
          61 UseNet and BitNet/Internet lists notes
          62*Wilderness & Wildlife      notes
          63*Women's Issues            notes
          64*Youth                     notes

          **** End of Topics ****
Conf (? for help):
```

Index Commands

If you want to skip around, you need to use the following commands:

```
b          —   BACK a page.
f          —   FORWARD a page.
<          —   Show FIRST index page.
>          —   Show LAST index page.
```

Try using '**<**' to go to the beginning of the index:

```
Conf (? for help): < <RETURN>

gn.conferences -- GreenNet Conferences by Subject Area

 5/29/91   1 Purpose of this conference.   viv
10/01/93   2*--> Network Resources <--    notes
          3*Activist Info Resources      notes
          4*Africa                      notes
          5*Air & Climate                 notes
          6*Alerts                      notes
          7*Announcements                notes
          8*Asia                        notes
          9*Calendars                   notes
         10*Central America              notes
         11*Community                   notes
         12*Conflict Resolution          notes
         13*Development                 notes
         14*Disarmament                 notes
         15*East-West                   notes
         16*Economics                   notes
         17*Education & Research        notes
         18*Energy                      notes
```

The GreenNet Manual

Conf (? for help):

The GreenNet Manual

To read the contents of one of the topics, type its number.

```
Conf (? for help): 2 <RETURN>
```

At the top of the displayed message you will see the topic number, the topic title, the number of responses to the topic (if any), what account posted the topic, the name of the conference (in case you forget where you are), and the time and date that this particular message was posted.

```
Topic 2          --> Network Resources <--
notes           GreenNet Conferences by Subject Area  5:00 pm  Oct 1, 1993

--> Network Resources <-- Conferences:

apc.scripts     -- Contains scripts and macros for use with the IGC
                 and other APC Networks and discussion about their
                 use.

conf.manager    -- Conference to use if you need to have a posting
                 deleted in your conference and cannot do it
                 yourself. Also if you want to be sure it is
                 removed from all APC networks as well as just your
                 own.

documentation   -- IGC's User Manual in online format

facilitators    -- Help for conference facilitators, including
                 instructions on creating a conference. Discussion
                 of issues in facilitation.

gateways        -- How to mail to users on other networks - this
                 conference is organised with one topic for each
                 other network. It is read only, please email
                 support if you have comments or need further help.

gn.conferences  -- The conference that 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. Will
                 contain the online copies of the Newsletter sent
                 out on paper with the bills. See also igc.netnews
                 for their equivalent information.

gn.test         -- Test conference with facilitator privileges set for
                 all users so that you can try out the facilitator
                 commands as well as the usual reading and writing.
                 We keep a back up so if you have accidents just let
                 us know!

help            -- Contains frequently asked questions on how to use
                 GreenNet. Must use the (g)o command to access
                 this conference.

help.norden     -- NordNet's help conference. For asking and
                 receiving answers to questions about how to use the
                 system. Languages used will be mixed, so this conf
                 is probably of most interest to speakers of
                 Scandinavian languages.

ideas           -- Your proposals for developing the networks,
                 including proposals for new conferences.
```

The GreenNet Manual

```
igc.netnews    -- News about the APC networks and developments
                within.  Contains the quarterly IGC NetNews
                newsletter.

    intlaccess  -- Contains information on how to access the Networks
                from specific countries (one country per topic).

    mac.library -- A library of downloadable shareware and public
                domain programs for Apple Macintosh computers.
                This conference is moderated and all programs are
                checked for viruses before uploading.  Virus
                checking software is available here.

    micro       -- Contains software- or hardware-specific questions
                and their answers.  Go here if you are having
                trouble with a particular aspect of your computer.

    ni.ayuda    -- Nicarao's 'help' conference.  Mostly in Spanish.

    pc.library  -- Library of shareware and public domain software for
                IBM-PC compatibles.  This conference is moderated
                and all programs are virus checked before
                uploading.  Virus checking software is available
                here and we recommend that you use it.

    standard    -- Contains standard answers to the most common
                questions received by Network staff.

    test        -- A playground or rehearsal space where you can try
                out the procedures for writing to a conference,
                uploading, downloading, editing, etc. without the
                tension of committing yourself in a respectable
                conference.

    welcome     -- A conference welcoming you to GreenNet, and
                providing tips for newcomers.

    Conf (? for help):
```

Explore “gn.conferences” to find the conferences that might be of interest to you, and then (g)o to those conferences to examine them more closely. You can then determine which conferences you want to read regularly.

Another way of searching for a conference is by using the (l)ist function. This works as an on-line database search using a ‘keyword’ to find a particular sort of conference. To use it, enter the *letter* ‘l’ at the Conf? prompt. As an example, we can look for a list of conferences which deal with trade.

```
Conf (? for help): l <RETURN>
Type '?' for list of commands, 'h' for help.
                -- conference directory --
Network: (a)ll, (o)ther, or <RETURN> for GreenNet (? for help): <RETURN>
Enter name, keyword, or <RETURN> for all (? for help): trade <RETURN>
Do you want: a (b)rief, (m)edium or (c)omplete listing (? for help): b <RETURN>

trade.news      gatt.agri      trade.alert     nalgo.news      labor.organize
ngls.news       geo2.its       geo2.labourtel  dev.intrade     gn.armstrade
gn.labor        labor.announce labor.resource   labor.toxics    iatp.trade*
```

This will give you a (b)rief viewing of the conferences available on GreenNet that deal with trade. If you specify the (m)edium or (c)omplete listing, you will see a short paragraph, or a full description of the conference, respectively, similar to the descriptions in "gn.conferences".

Confscan

A third way of searching for particular conferences is to use a tool called "confscan". To use it, you must type 'q' to (q)uit from conferences and then type 'confscan' at the main command menu.

Enter a series of lines containing your scan criteria. Each line should begin with **with** or **not**, followed by a list of one or more keywords. Finish by entering a blank line.

Type **help** for more information, or **q** to quit.

```
GreenNet Commands: (c)onf (d)ata (h)elp (i)nternet (m)ail (s)etup (u)sers (bye)
? confscan <RETURN>

Enter a series of lines containing your scan criteria.

Each line should begin with "with" or "not", followed by a
list of one or more keywords. Finish by entering a blank line.

Enter "help" for more information, or enter "q" to quit.

>
```

It is easiest to explain how it works by example. If you write:

```
Enter "help" for more information, or enter "q" to quit.

>with nuclear disarmament <RETURN>
>
```

in one line as above, you will get a list of all conferences and their topic titles that have **nuclear** OR **disarmament** in their title. If you write

```
>with nuclear <RETURN>
>with disarmament <RETURN>
>
```

on different lines, the list you get will show all conferences with descriptions which include both words in their title.

If you want to exclude some words, you use the word **not**. For example:

```
>with nuclear <RETURN>
>not disarmament <RETURN>
>
```

The confscan tool is not case sensitive, and ignores any extra spaces you may type.

End by typing <RETURN> without entering anything else on that line. Your conference scan will now be run. The result will be sent to you by email within about 10 minutes.

Downloading Conferences

Downloading in conference mode looks somewhat different from how it does in email. You have three options for downloading while in a conference:

- downloading one topic or response at a time;
- downloading one topic and all of its responses (if any); or
- downloading all unread topics and/or responses.

All of them begin with the (c)apture command.

Let's (g)o to the "gn.netnews" conference and download the Autumn 1993 GreenNet newsletter. First, we'll look at the (i)ndex to determine which topic contains what we're looking for.

```
Conf? gn.netnews <RETURN>

Visiting 'gn.netnews'...
 '?' for command summary, 'h' for more help

Conf? i <RETURN>

gn.netnews

3/03/93      9*GreenNet News Spring 1993          10 ros
5/19/93     10*GreenNet News Summer 1993         randerson
6/22/93     11*Set/Remove Mail Forwarding        support
6/25/93     12*What is a Mailing List Alias??    support
7/14/93     13*GreenNet User Training Session    randerson
8/09/93     14*Delays on mail and confs and telne viv
8/11/93     15*GreenNet News Autumn 1993         9 ros
8/18/93     16*Access to GreenNet via Internet   2 ros
9/29/93     17*Changing Menus on GreenNet        viv
10/01/93    18*GreenNet training: 18 November '93 support
10/13/93    19*Mail/conf/Internet delays/problems 1 viv
10/20/93    20*New GreenNet Rates                christine

Conf (? for help):
**** End of Topics ****
```

Note that the newsletter is Topic No 15 and it has 9 responses. To read the second response to topic 15 type **15.2** , or just **.2** (a full stop then "2") if you are already reading something in that topic.

We want to download the entire topic and its responses. Type the topic number:

```
Conf (? for help): 15 <RETURN>

The Newsletter.....[text deleted here to save paper in the manual!]
-- Viv
GreenNet staff
```

The GreenNet Manual

Conf (? for help):

At this point instruct GreenNet to download the entire topic (including any responses) using ascii protocol. Use of binary protocols is covered in the next section (More About File Transfers - uploading and Downloading.)

```
Conf (? for help): c <RETURN>

Do you want to (d)ownload message or switch (p)aging On/Off? d <RETURN>
Download current (m)essage, whole (t)opic or all (u)nread (? for help): t <RETURN>
25628 bytes to transfer
Protocol: (a)scii-text (k)ermit (x)modem (y)modem (z)modem (f)tp (? for help): a
<RETURN>
-- Hit RETURN to Start Transfer--
```

Instruct your communications software to capture the incoming text to disk. (Refer to your communications software manual for these instructions) Then hit <RETURN> to begin the transfer.

The contents of the topic and all its responses will scroll by non-stop. When the text has stopped scrolling, you will see the message:

```
-- Transfer Complete, hit <RETURN> to continue--
```

Instruct your communications software to end the capture or download, then hit <RETURN>. See the Reference section, page 92, for more information on the other conference download options.

Visiting Your “Regular Conferences”

You can avoid repeatedly typing the names of the conferences you want to visit regularly by creating your own “**regular list**” of conferences that you can check very quickly by using the (v)isit command. This allows you to scan rapidly through your own personalised list of conferences to find new entries since you last logged in.

When you first sign up to GreenNet, you are given a “regular” list of conferences that we feel might be of interest to the general subscriber. These include “help” and “micro” and some others that are specific to the network to which you have subscribed. We encourage you to change it to match your interests. You can add others or delete these original conferences with the (m)aintenance command.

Using the (v)isit command and adjusting your regular list to contain only those conferences you want to check frequently can be very helpful in getting the greatest value from GreenNet.

Creating and Maintaining Your List of Regular Conferences

To (m)aintain your regular list of conferences, you go into maintenance mode from the "Conf?" prompt. Typing 'l' for (l)ist will show you what you currently have (your actual list may differ from this.)

```
GreenNet Commands: (c)onf (d)ata (h)elp (i)nternet (m)ail (s)etup (u)sers (bye)
? c <RETURN>

Conf (? for help): m <RETURN>

Regular conferences: (a)dd (d)elete (l)ist (r)eorder (? for help) l <RETURN>

Your regular conferences are:

1.    gn.netnews
2.    help
3.    ideas
4.    [others]

Regular conferences: (a)dd (d)elete (l)ist (r)eorder (? for help):
```

Based on your perusal of the conference, "env.alerts," you decide to add it to your list:

```
Regular conferences: (a)dd (d)elete (l)ist (r)eorder (? for help): a <RETURN>

Enter conference name (? for list of conferences): env.alerts <RETURN>

Really add 'env.alerts' to your list of regular conferences (y/n)? y <RETURN>

OK, 'env.alerts' added to your list
```

You can continue to add more conferences in the same manner, and then (l)ist them to see the result.

(Note that the (l)ist command within the (m)aintenance mode is not the same as typing (l)ist at the Conf? prompt in order to search for a conference using a keyword.)

You can also use the (d)elete and (r)eorder commands to delete conferences from your regular list or reorder the conferences that remain on your list. All new entries are automatically put in the last position on your list of regular conferences. That means that when you (v)isit your conferences, "netnews" will be viewed first and "env.alerts" will be viewed last. Use the (r)eorder command if you want to change the order in which you view your conferences. Most users find it valuable to put the most interesting conferences early in the list.

```
Regular conferences: (a)dd (d)elete (l)ist (r)eorder (? for help): r <RETURN>

Name of conference to reorder: env.alerts <RETURN>

Enter new number for this conference: 1 <RETURN>
```


OK, 'env.alerts' changed to #1.

The GreenNet Manual

When you are done making changes to your list, (q)uit the maintenance mode, and (q)uit again to quit conferencing to return to the main menu prompt: Your new list will not take effect until you have done this and quit out of conferences completely.

```
Regular conferences: (a)dd (d)elete (l)ist (r)eorder (? for help): q <RETURN>

Maintenance mode exited.

Conf (? for help): q <RETURN>
```

Using the (v)isit Command

Whenever you log in, you will be told if any of your “regular conferences” have new entries; if there are new items in more than three conferences, the first three will be listed, followed by “...”. For example:

```
Welcome to GreenNet. For help, type "?"

You have new conf entries in env.alerts gn.netnews gn.conferences...

GreenNet Commands: (c)onf (d)ata (h)elp (i)nternet (m)ail (s)etup (u)sers (bye)
?
```

Let’s say you have fourteen regular conferences. Five of them you want to read every day and the other nine only once each week. Order your list so that the five you want to read every day appear at the top of your list. Six days a week you can (q)uit conferencing after reading the first five conferences; you only have to look at conferences six to fourteen on the seventh day. The (v)isit command lets you do this quickly and easily.

```
Conf (? for help): v <RETURN>
```

When you type the (v)isit command, the system starts checking your regular conference list, looking at each conference in turn to see if there are any unread messages in that conference. If there are no new messages in a conference on your list, then the visit command goes on to the next conference.

Note: If you want to (g)o to a conference that is on your list but has no new entries, or to a conference not on your list, simply type the name of that conference and <RETURN>. When you type v again, the visit command takes up from where it left off.

If the visit command finds an unread message, it automatically goes into that conference and notifies you of the number of unread topics and responses.

```
visiting help.... 7 unread topics 3 unread responses
'u' to see next unread item, '?' for command summary, 'h' for more help
Conf (? for help):
```

To read the first unread message, use the (u)nread command.

The first unread message (either a topic or a response is displayed:

```
Conf (? for help): u <RETURN>
Topic 61                TEXT ONLY - MS Word (PC)                Response 2 of 7
peg:mikej                help                                1:24 pm Oct 17, 1992

I saved a DOS Microsoft Word file the other day after about an hour of trying to
figure it out. It's actually quite simple -- when you first go to save the file
(Transfer, Save are the menu options) there is on the right hand side of the
screen when the file name is to the left, an option which says Formatted (yes)no.
You must use the tab key to tab the pair of brackets over to the 'no' option so
it looks like this: Formatted yes(no). Then it will save it as ascii.
Subsequent saves of the file remember that you've set formatting off, so if you
want it back on again, you have to tab over to the 'yes' option.

-mike

Conf (? for help):
```

You could read the remaining unread messages by typing **u** at the "Conf?" prompt until you received the message: "No more unread messages" and/or continue to **(v)**isit the remaining conferences on your regular list.

Too Many Unread Topics!

4

If you are new to GreenNet, or if you have just added a conference that you've never visited to your list, you may find that there are many unread messages that you don't want to read, but you do want to start looking at new messages from now on. To make this happen, you need to **e(x)**it from this conference and request that GreenNet **(p)**retend that you have read all those unread topics and responses.

```
Conf (? for help): x <RETURN>

(f)orget anything was read (p)retend everything was read (? for help): p <RETURN>
```

The **(p)**retend takes effect after you **(q)**uit conferencing and the next time you visit this conference. Once you have read and/or pretended to read all of the messages in your regular conferences, the **(v)**isit command will take you through your conferences very quickly. The 'pretend' command just cancels the 'unread' information, it doesn't stop you from reading anything. You can still go back and read any of the older topics by typing the number of the topic you want to read.

There is another option in that 'x' submenu, to **(f)**orget anything was read. This option is for when you read your unread topics and then decide you don't want them marked as read, you want to leave them waiting unread for next time you log on (or someone else uses the account). It only forgets about messages that were unread in this session, it doesn't make the whole conference 'unread' again.

Responding to a Conference Topic

The GreenNet Manual

Writing in a conference is very similar to writing in mail. The instructions on uploading in the chapter on Electronic Mail (see Chapter 2) and in Chapter 4, More about File Transfers, cover all you need to know about uploading text in conferencing. We want to remind you

The GreenNet Manual

again to use uploading and downloading so that you can do much of your work offline (disconnected from GreenNet) and save time and money.

In the following example, we will (g)o to the "help" conference and read topic 58.

```
Conf (? for help): g help <RETURN>
visiting help...
'i' to see index of topics, '?' for command summary, 'h' for more help
Conf (? for help): 58 <RETURN>

Topic 58                                Apple II GS info wanted
igc:jillaine                            help                                11:03 a.m. Oct 9, 1993

I have someone here at the Building Global Security conference who uses Ascii
Express on an Apple II GS (and Appleworks). Does anyone know the command for
saving incoming text to a disk (1) and (2) for then viewing the contents of a
file. I know it's possible; it's just been years since I've used AE.

Thanks!
Jillaine

Conf (? for help):
```

You decide to write a response:

```
Conf (? for help): w <RETURN>
(r)eply message (n)ew message (s)end copy (f)orward copy (? for help): r <RETURN>
Do you want (c)onferencing or (m)ail (? for help):
```

This last question lets you decide if you want to respond to the person who posted the item publicly through (c)onferencing, or privately through electronic (m)ail.

You decide to respond publicly online. This example assumes you are using 'millie' as your editor. If you are using 'pico' then the details will be slightly different, follow the instructions on your screen.

```
Do you want (c)onferencing or (m)ail (? for help): c <RETURN>
Starting up editor...
Hit <RETURN> to enter/edit a message, or 'u' to (u)pload a file: <RETURN>

Start entering text; hit <RETURN> . <RETURN> for help or when done: <RETURN>

I happen to know a great deal about both Appleworks and <RETURN>
Ascii Express using an Apple II GS. Please feel free to <RETURN>
email me, or call me directly at my office.... <RETURN>
J Bloggs <RETURN>
. <RETURN>
```

Note that unless you are using the 'pico' editor, you must hit <RETURN> at the end of each line. In addition, "<RETURN> . <RETURN>" is a <RETURN> followed by a full stop (.) followed by another <RETURN>; this sequence tells GreenNet that you've finished entering your message (in pico, you finish your message by typing <CTRL-X>). Just as in writing a message in mail, GreenNet responds with:

```
Hit <RETURN> to save/send text, 'e' to edit:
```

The GreenNet Manual

Using the same commands as described in the mail chapter, you can edit your message before saving it as a response. You decide not to edit it, so you hit **<RETURN>** and your response gets posted to the topic.

If you want to check that your response was properly recorded, you can read it by typing **58.1** (or **u**):

```
Conf (? for help): 58.1 <RETURN>
Topic 58                Apple II GS info wanted          Response 1 of 1
jbloggs                help                10:21 p.m.  October 10, 1993

I happen to know a great deal about both Appleworks and
Ascii Express using an Apple II GS.  Please feel free to
email me, or call me directly at my office....
J Bloggs

Conf?
```

If you want to (d)eleate a message right after you have written it, you can do so as follows:

```
Conf (? for help): d <RETURN>
Really delete? (y)es (n): y <RETURN>
```

Note that you can only delete a response or topic *that you created, immediately* after entering it *and re-reading* it as above. Once it has been on GreenNet for more than a few minutes, it cannot be deleted, because it is very quickly “networked” to other APC nodes.

Writing a New Topic

Let's say you want to write a message as a new topic in the conference about recycling. First, go to the conference. Again, start with (w)rite and respond to the successive prompts one at a time. You can also string commands together by preceding them with a comma (",") followed by the first letters of the commands — in this case, (w)rite a (n)ew message to the (c)onference: with **,wnc** (stringing commands together is explained on page 58):

```
Conf (? for help): env.recycle <RETURN>
visiting env.recycle...
'i' to see index of topics, '?' for command summary, 'f' for more help

Conf (? for help): ,wnc <RETURN>

Hit <RETURN> to enter/edit a message, or 'u' to upload a file: <RETURN>
Start entering text; hit <RETURN> . <RETURN> for help or when done:

I thought you would like to know about the following <RETURN>
report regarding the difficulties in recycling <RETURN>
non-biodegradable products such as...(etc) <RETURN>

Cheers,

Ann
```

The GreenNet Manual

<RETURN>
. <RETURN>

Hit <RETURN> to save/send text, 'e' to edit: <RETURN>

The GreenNet Manual

When you write a new topic to a conference, you are prompted to give a title to that topic:

```
Enter title: Recent Developments in Recycling <RETURN>
```

The topic will be assigned a new number and posted as the last topic in the conference. Only the first 34 characters of the title you type (including spaces) will be saved.

There is also an option called 'burst' that lets you post many topics and response in one go (for example, if you are uploading your newsletter) - see next chapter for how to use it.

Forwarding or Sending a Copy of a Topic or Response

If you have just read a topic or response you'd like someone else to see, but you're not sure whether they visit this particular conference, you can send them a personal copy through email without leaving the conference.

```
Conf (? for help): w <RETURN>

(r)eply message (n)ew message (s)end copy (f)orward copy (? for help): f <RETURN>
To: zjones <RETURN>
Message sent.
```

Alternatively, you could (s)end a copy; doing it this way allows you to edit the copy, changing it or adding comments. Using (f)orward sends a copy directly with no opportunity for editing.

Using (m)ail From Within Conferencing

In addition to sending copies of conference entries to an individual through mail, you can also send someone a new mail message while still in conference mode. For example, you may wish to respond privately to the writer of a topic, and not have your response appear as a conference entry for everyone to read:

```
Conf (? for help): w <RETURN>

(r)eply message (n)ew message (s)end copy (f)orward copy (? for help): r <RETURN>
Do you want (c)onferencing or (m)ail (? for help): m <RETURN>
To: jillaine@igc.apc.org
Subject: Re: Apple II GS info wanted

Hit <RETURN> to enter/edit a message, or 'u' to (u)pload a file: <RETURN>
Start entering text; hit <RETURN> . <RETURN> for help or when done

I happen to have a spare Apple II GS that I'd like to give <RETURN>
to an organization. Do you know anyone who can use it?<RETURN>
-J Bloggs <RETURN>
.<RETURN>

Hit <RETURN> to save/send text, 'e' to edit:
```

Cc: **+outgoing** <RETURN>
Message sent.

The “To:” prompt is automatically filled in with the topic author’s account name. The subject header is filled in with the subject of the current topic. Other than that, it looks the same as when you are sending messages from within Mail. Note that you can use the “Cc:” to send a copy to another user, or into one of your mail folders (by preceding the folder name with a “+”).

Similarly, you can (w)rite a (n)ew message and send it through (m)ail while still in conference mode. For example, if you read a topic that reminds you that you need to ask a question of user “zjones”:

```
Conf (? for help): w <RETURN>
<RETURN>
Do you want (r)eply message (n)ew message (s)end copy (? for help):n <RETURN>
Do you want (c)onferencing or (m)ail (? for help): m <RETURN>
To: zjones <RETURN>
Subject: Still have that II GS? <RETURN>

Hit <RETURN> to enter/edit a message, or 'u' to (u)pload a file: <RETURN>
Start entering text; hit <RETURN> . <RETURN> for help or when done
I'm considering donating that Apple II GS that we're not <RETURN>
using any more. Do we still have the original storage <RETURN>
boxes as well as all the peripherals? Thanks for checking. <RETURN>
<RETURN>
Ann <RETURN>
. <RETURN>

Hit <RETURN> to save/send text, 'e' to edit: <RETURN>

Cc: +follow-up <RETURN>
Message sent.
```

Leaving Conferences

To (q)uit out of conferencing, type q <RETURN> in response to the “Conf?” prompt. You will be returned to the main command line.

You have now been introduced to many of the features of GreenNet’s conferencing capabilities. Online help and the reference section of this manual will support you in becoming familiar with additional features.

Conference Etiquette

There are one or two points to bear in mind when using the conferences, which if respected, make a big difference to how useful people can find them.

Pointers: Rather than posting the same message in four or five conferences - for example an article about the latest policies of the World Bank in developing countries - choose one conference which you decide is the most appropriate. Then post a very brief message of a few lines (a “pointer”) in the other four conferences informing people where they can find the full posting.

The reason behind this is simple. The chances are that the five conferences you

The GreenNet Manual

choose to post the full article in will all be dealing with more or less the same issues - development,

monetary policies, aid - etc. It is therefore reasonable to assume that many of the readers who watch one of those conferences may well be watching the others. If you post the article five times, they may well end up downloading it five times in amongst their (u)nread messages - not very useful, and probably rather expensive. They will not mind reading or downloading a two-line pointer four times nearly as much...

Mass-mailing: This is not generally very popular. It is perfectly reasonable to choose a number of readers with a particular interest using the (u)ser listings and a keyword if you have an announcement which you feel would be of particular relevance to them.

However, if you have a general announcement you feel would be of interest to many people, it is quicker and more considerate to post it in a general announcement type of conference - eg `gn.announcements` or one of the more general news conferences in a particular area - eg `env.europe`, or `reg.samerica`. If they are interested in the subject of your announcement, they will be reading those conferences anyway.

Requesting a conference: If you have heard of a new conference being set up on one of the other networks, and would like to be able to follow it here, send a message to support asking us to bring it over ("network" the conference).

Alternatively, if you would like to set up your own conference, have a look in the conference called `facilitators`. This will give you an idea of the work and responsibility involved; it is also here you will find the form to fill in, in order to request that a conference be created. Download the form, fill it in and upload it again, sending it to support as a mail message. We will set up the conference as soon as we can.

Deleting messages on a conference: As mentioned elsewhere, if you want to delete a message you have posted onto a conference, send a request for the deletion to the conference called "`conf.manager`" with the title, date and name of the poster of the message in question - not forgetting the name of the conference you're referring to! This allows all support nodes to see the request, and thus delete manually the message on their version of that conference. Updates happen automatically - deletions do not.

Note also that the topic *number* is valid only on your *own* network. The constant updating of new messages between each node's version of the conferences means that topic numbers rarely match. You may add topic number 99 to a conference here; that message will be sent as an update to all the other nodes within the next few hours, but by the time it arrives, users on those other nodes may well have posted their own message to their version of the conference, taking the number of topics to 105. Your posting may then appear on their version as number 106, rather than 99. Their messages will duly appear on the version of the conference you see on your network, taking on whatever number follows yours. This simply means that it's not worth quoting topic numbers to users on different nodes - or in the conference "`conf.manager`" - refer instead to the title, date and username of whoever posted it.

Finally, for more ideas and examples on how to make the most of conferences, we suggest that you read *A Guide to Effective Conferencing*, available by sending email to "support," or contacting the GreenNet office by post or telephone. This guide will help you especially if you are thinking of starting a conference for your own organisation or network.

Shortcuts

Stringing commands together

Command letters can be strung together if you precede them with a comma (","). For example:

- ,wrc** — (w)rite a (r)eply in this (c)onference
- ,xp** — e(x)it this conference and (p)retend you read everything
- ,xpvi** — e(x)it this conference and (p)retend you read everything then (v)isit the next conference and show its (i)ndex.
- ,wnm** — (w)rite a (n)ew message in (m)ail
- ,r 13.7** — (r)ead response 7 of topic 13
- ,wf jbloggs** — (w)rite (f)orward a copy of topic or response to "jbloggs"
- — Move back a message. If you enter (u)nread by mistake before you finished reading a message, enter a "-" to go backwards to find it again (and keep entering "-" to keep going backwards).
- p** — Takes you to the previous message, regardless of whether or not you just read it (compare to the "-" function above).
- y** — Right *after* you post a message *and re-read it* (but wait until you reach the "Conf?" prompt), use the (y)et command to (t)rack the number of people who have read the message "yet". Later, when you want the results, use (y)et to (l)ist the readers so far. This command only tracks those who read the message on the GreenNet computer, not those who read a "networked" message on other systems.
- ^** — If you are a facilitator of a conference that archives or deletes old messages, you can prevent a particular topic (and its responses) from being archived or deleted by using "^"; this is usually used for procedural messages (this command doesn't work for non-facilitators).

Deleting messages — If you post a message, then re-read it and realize you messed it up, you can (d)elele it (then repost it), or else (e)dit it. Note that if you wait more than a few minutes, you won't be able to edit or delete the message because it will have been sent to other networks on the system, or someone may have (r)epplied to it.

If you are a conference facilitator, you can always delete the message with "#" (although it will not get deleted on the other networks, unless you ask them to do so by posting the request in the conference called "conf.manager").

Other than (u)nread topics & responses — Once you have read an entry in a conference, you cannot look at it with the (u)nread command. Instead, type the topic number you want to read. "42" displays topic 42; "42.3" displays response 3 to topic 42. "." or ".0" will read the opening topic entry of the current topic.

Summary

The basics you need for using the conferences are listed in the conference summary menu, available by typing `?` at the "Conf?" prompt and reproduced below. Use them for a quick reference.

```
Conf? ? <RETURN>

      Basic Commands

b/f   (b)ackward/(f)orward one page of the index
u     show next (u)nread message
v     (v)isit next regular conference
q     (q)uit from conf
i     show (i)ndex page
n/p   show (n)ext/(p)revious message
t     show next unread (t)opic
g     (g)o to a conference
h     provide more (h)elp
w     (w)rite a topic/response or mail message
c     (c)apture commands (e.g. kermit)

      Advanced and Director Commands

<     show first page of index (except when terminal type is set to capture)
>     show last page of index (except when terminal type is set to capture)
l     (l)ist conferences
d     (d)elete own message
m     (m)aintain regular conferences
o     go to conf with (o)lder messages (known as the "archive")
-     backup to last seen message
x     e(x)it conference
      (f)orget you read any entries
      (p)retend you read all entries
e     (e)dit a message
r     (r)edraw the screen
---- facilitators only ----
!     enter facilitator mode
#     delete any message
^     toggle director mode of message
```

For additional instructions on "facilitator" commands, refer to the conference "facilitators", where a guide to facilitator commands and facilitation can be found.

This page intentionally left blank