



## Help File Contents

➔ **Quick Start Guide**

*A quick introduction, to get you started and whet your appetite.*

➔ **Welcome to HotCargo Express**

*A short introduction, to get an overview and general understanding.*

➔ **How To...**

*A cookbook, for those who like step-by-step instructions.*

➔ **Reference Information**

*A reference, for those who have specific questions and those who like detail.*

---

*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#)

■ [Customer Service](#)

## ➤ Quick Start Guide


**HotCargo Express™** turbo-charges your Web browser. You use Express to get your favorite Web pages and put them on your local computer, and then you use your favorite browser to read them same browser, same pages, but no waiting.

Express has its own window, which appears whenever you start Windows. There is also an Express toolbar that attaches to your browser, to make Express commands easily accessible. Check the [How To Section](#) for information on how to use the browser toolbar.

Here is a quick introduction to using Express. If you have a printer, you might want to print this page using the **Print Topic** command on the File menu. You can also get back to this page later with the **Quick Start** item on the Help menu.



---

### **Getting Pages:** *Ask Express to go to the Web and get the pages in a package*

- 
- 1) Go to the Express window. Select a folder and open it by single-clicking on it. Inside, choose a package by single-clicking on its name.
  - 2) In the toolbar at the top of the Express window, click on . Express will start bringing Web pages onto your computer.
  - 3) The package name will get slanty while Express is getting pages and go back to normal when it is done. The package name **will turn blue**, to show you that there is something new.
  - 4) Double-click on the name of the package in the Express window. Express will load the first page of the package into your browser and you can browse away to your heart's content.


➤


### **Scheduling a Package:** *Ask Express to go get a package regularly*

- 
- 1) Go to the Express window and choose a package by single-clicking on its name.
  - 2) In the toolbar at the top of the Express window, click on . Express will mark the package with an alarm clock (  ) to show that the package schedule is turned on.
  - 3) Express will go get the package whenever the schedule says. (Weekly makes sense for some packages, daily or even hourly for others.)
  - 4) To turn the schedule off, click ➤: Express will remove the alarm clock and not schedule more retrievals.

➤

### **Published Packages:** *Add new packages from our collection of published packages*



- 
- 1) Go to the Express window. If the **DocuMagix** folder is closed, open it by single-clicking on it.
  - 2) Double-click on **Sites to Download Using HotCargo Express** to load our Web page of published packages into your browser.
  - 3) Browse through our list of packages on the Web page, pick one that interests you, and click on the  button next to it.

- 4) Express will add a new package to your Express window, with an alarm clock to show that the package is scheduled, using the schedule set up by the package author.
- 5) Select the package in your Express window and click  to start retrieving the package immediately (or wait until the next scheduled retrieval).



### **Create Your Own Package:** *Make packages for your own favorite Web pages*






- 1) Suppose you are browsing the Web, find an interesting page, and want to make a package for it.
- 2) In the Express toolbar, click on . Express will create a new package and open the package **Properties** sheet.
- 3) In the package Properties, check the URL, which Express will set up with the page currently loaded in your browser. You can change it, if you like.
- 4) Click the **OK** button, which will close the Properties sheet and add the new package to your Express window.
- 5) In the Express toolbar, click  to start retrieving the package.



### **Password-Protected Pages:** *Using sites that require passwords*



- 1) Select a package that includes a web site that requires a password. Click on  to start getting the pages in the package.
- 2) The package icon will remain  to show that there was a problem trying to retrieve the package. This error is because the the web site requires you to log on.
- 3) Double-click on the package to load it into your browser. If you are a subscriber, enter your name and password for the site into the prompt in your browser.
- 4) Go back to Express, select the package again, and click  to restart the retrieval. If you are a subscriber, and have entered your name and password, the retrieval will succeed: Express has a **key ring** for remembering names and passwords, so that Express can access password-protected sites when you are not around.



### **What Next:** *What to do next*



When you are ready to learn more about HotCargo Express, go back to the [Help Menu](#), bring up Topics and browse around to learn about what else Express can do for you.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) 

[Customer Service](#)

## How To...

*A cookbook introduction to the things people most often want to do with HotCargo Express.*

How to....

[Make a New Package](#)

[Set Up a Retrieval Schedule](#)

[Find Error and Status Messages](#)

[Tailor Custom Packages](#)

[Read Pages that Require Passwords](#)

[Use Predefined Packages](#)

[Use the Browser Toolbar](#)



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) 

[Customer Service](#)

## ➤ How To ... Make a New Package

Suppose you are browsing the Web, find an interesting page, and want to create a new package for it. (A package is just a group of Web pages linked from particular Web page. Packages are a convenient way to get a group of pages together: if you are interested in one Web page, you are typically also interested in the pages linked from it.)

Here is how to set up a package based on any Web page you choose:

- 1) Using your Web browser, browse to some Web page that you find interesting and would like to use as the beginning of a package.
- 2) Click ➤, either in the HotCargo Express toolbar or the browser toolbar. Express will open the package Properties sheet.
- 3) Express will set up the URL for the new package with the URL of the page that is currently displayed in your browser. (You can type in anything you like here, but Express sets it up initially as a convenience.)
- 4) Click the **OK** button, which will close the Properties sheet and add the new package to your Express window, using the standard package properties that Express sets up for all newly-created packages.
- 5) Select the package and click ➤ to start retrieving the package.



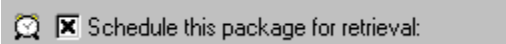
*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

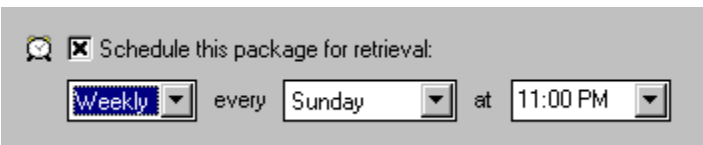
## ➔ How To ... Set Up a Retrieval Schedule

If you want HotCargo Express to retrieve the pages in a package regularly, you can set that package up with a retrieval schedule telling Express when and how often to get the pages in that package. Here is how to set up a retrieval schedule:

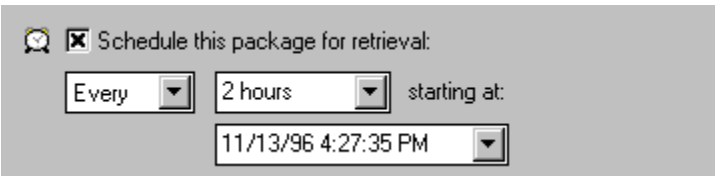
- 1) Select the package in your Express window, right-click, and choose **Properties** to bring up the package Properties sheet.
- 2) On the **Basic** package properties sheet, turn on the scheduling checkbox, like this:



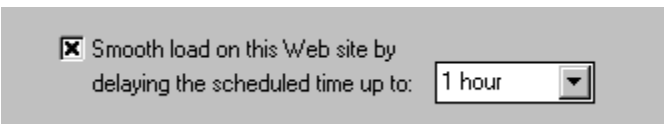
- 3) Choose a frequency for the retrieval, such as **Weekly**. You can choose the details from the menus that Express supplies or you can customize to anything you like by typing into the fields.



- 4) If you choose **Every**, you can specify any interval you like you can use minutes, hours, seconds, days, or even weeks as your interval. Again, you can type any value you like into the fields. For example:



- 5) Finally, look at this property, which appears at the bottom of the Basic tab:



This means that the starting time for the retrieval will not be exactly at the specified starting time instead it has some slop to vary the starting time. So if you set your starting time to be 3 AM, and the delay is an hour, then the retrieval will start at some random time between 3 AM and 4 AM. This is a very important way to prevent servers from having too many connections at exactly the same time, but can be surprising if you think the retrieval will start at exactly 3 AM. If the exact time is important to you, you can set this property to 0 hours, or to some small number of seconds.



Copyright © 1996, DocuMagix, Inc. All Rights Reserved.

[HotCargo Express Website](#)



[Customer Service](#)

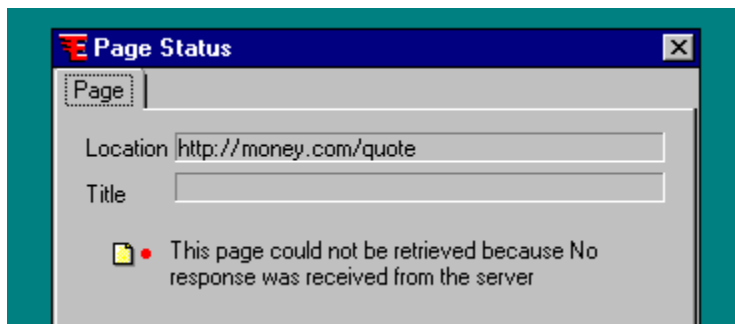
## ➤ How To... Find Error and Status Messages

When HotCargo Express encounters an error trying to retrieve a Web page, it marks the package name with ➤ as well as marking each page that had an error with

• . Here is what to do when you see

➤ on a package name:

- 1) In Express, use the View -> **Next Error** command to find the page with the error. (Sometimes the page with errors is the starting page for the package; more often it is a page inside the package.)
- 2) When you have found the right page, select it with your mouse, right-click, and roll to **Status**.
- 3) The error or status message is listed at the top of the page. (If you are not sure what the error message means, check the section on [Page Status Messages](#).)



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

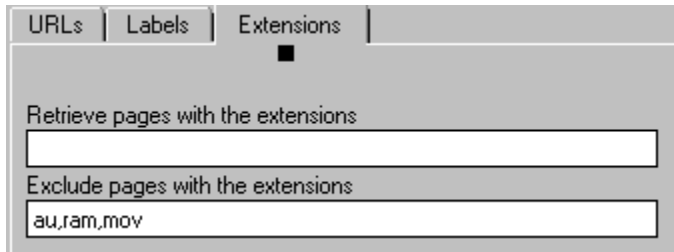
[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➔ How To ... Tailor Custom Packages

The standard package properties are a good starting point for a new package, but you will often want to refine them somewhat for your own favorite packages. Here are some hints on how to make those refinements:

- 1) Set up a package with the standard package properties and retrieve it.
- 2) Bring up the [Package Status Sheet](#) (using the View -> **Status** menu command) and check the size. There is no right size for a package, but you might want to try to keep them under, say, 5000 Kbytes (5 MB).
- 3) If you find the size is too big, try reducing the depth or adding some [Filters](#). Some common ways to filter are by removing particular extensions, say like this:

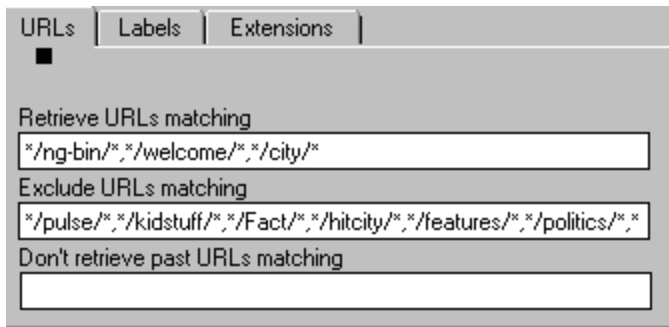


URLs | Labels | Extensions

Retrieve pages with the extensions

Exclude pages with the extensions

or by including or excluding only particular directories, say like this:



URLs | Labels | Extensions

Retrieve URLs matching

Exclude URLs matching

Don't retrieve past URLs matching

For detailed examples and suggestions on setting up package filters, see the instructions for package authors, on our Website at:

**[http://www.documagix.com/products/hotcargo\\_express/packages/docs/examples.html](http://www.documagix.com/products/hotcargo_express/packages/docs/examples.html)**

- 4) To try out your new package, to see if it has the pages you want, take your browser off line (with the View -> **Browser Offline** command) and try to browse around in the package using your browser. If you find pages that are not in Express, consider increasing the [depth](#) of the package.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➔

[Customer Service](#)



## ➤ How To ... Read Pages that Use Passwords

Some Web pages, typically sites with frequent news updates, ask you to register as a user to be able to access the pages on the site. Registering means that you have a user name and password for that site. (Sometimes it means that you pay a fee; sometimes not.)

HotCargo Express can remember any passwords and user names that you use to view password-protected pages, by storing them on a *key ring*. Once you have your user name and password for a particular site in the Express key ring, Express will remember them and use them to access the site when you are not around.

Here is how to add a password-protected page or area to the Express key ring:

- 1) While Express is running, make sure your browser is online (using the View -> **Browser Online** command), and visit the protected page or area in your browser.
- 2) Type in your name and password when your browser prompts you to do so.
- 3) Go back to Express, use the File -> **Key Ring** command in Express to bring up the Key Ring sheet. Check to make sure that the new entry appears in the key ring.
- 4) If your new entry does not appear, then use the [Add Entry Command](#) on the key ring to add the new site yourself. (Some sites are set up to expect particular browsers, and do not allow Express to grab your password information.)
- 5) Try to retrieve the site again. If Express is still unable to access the site, and the entry in the key ring looks okay, select the package in Express, bring up the properties, and turn on the option on the [Logon Properties](#) sheet.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➤ How To ... Use Predefined Packages

Whenever you see this image on a Web page:



It means there is an HotCargo Express package available, ready for you to add to your Express window in a single click.

Package links can appear on any Web page, on any site. To get you started, we have collected a large number on our Website. Here is how to try them out:

- Go to your Express window. If the **DocuMagix** folder is closed, open it by single-clicking on it.
- Double-click on **Sites to Download Using HotCargo Express**, which will load our Web page of published packages into your browser.
- Browse through the Web page, pick a package that interests you, and click on the Express-It button next to the package. Express will add the new package to your Express window, using the package properties set up by the author of the package script.
- Click on the ➤ to get Express to retrieve it immediately (or wait until the next scheduled retrieval).
- Keep the package for the **Sites to Download Using HotCargo Express** in your Express window and wait for it to **turn blue** then check to see what new sites we have added.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

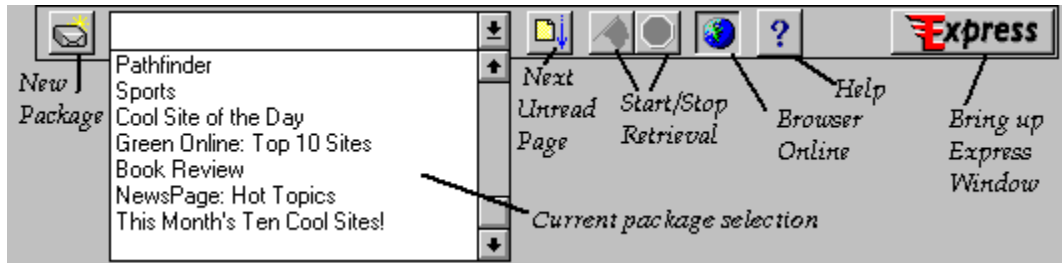
[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➤ How To ... Use the Browser Toolbar

HotCargo Express has a toolbar that attaches to your browser, to make it easy to do basic Express commands without opening the Express window. The toolbar is visible when you first start Express, though you can turn it on and off using the View -> **Browser Toolbar** menu command. (The toolbar is not available on Windows NT 3.51.)

The toolbar looks something like this:



The command buttons are the same as those in the Express window: **New Package**, **Next Unread Page**, **Start Retrieval**, **Stop Retrieval**, **Browser Online**, and a **Help** button.

The scrolling menu lists the packages you have in your Express window: when you select a package from the scrolling list, Express will load the starting page of that package into your browser, and also use that package as the target for other toolbar commands, like Start and Stop retrieval.

The Express logo is a shortcut to the Express window: click on the logo to bring up the Express window. When your browser is getting pages from Express when Express is working for you the logo will turn neon green, like this:



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## Welcome to HotCargo Express

*A short narrative introduction, for those who want an overview of how the program works. About 15 minutes of reading.*

[About HotCargo Express](#)

[HotCargo Express Packages](#)

[The Outline View: HotCargo Express Icons](#)

[Reading Pages](#)

[Starting a Retrieval](#)

[What's Changed?](#)

[Scheduling Regular Retrievals](#)

[Package Links](#)

[Making Your Own Packages](#)

[Stopping a Retrieval](#)

[That's It!](#)



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) 

[Customer Service](#)

## ➤ About HotCargo Express

DocuMagix HotCargo Express will make your Web browsing faster, easier, more reliable, and more fun:

*Faster*, because Express gets Web pages for you and puts them on your own computer. Then you can read them when you like, using your favorite Web browser: the same pages, the same browser but no wait.

*Easier*, because Express will let you know when pages change and have the new versions waiting for you.

*More reliable*, because Express will make sure Web pages are there when you want them.

*More fun*, because you can browse off line. Store the pages on your laptop and take them anywhere you take your laptop.

Express builds a small Web on your own computer, one that is always available, has your own favorite pages, and does not take forever to browse.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#)



[Customer Service](#)

## ➤ HotCargo Express Packages

A HotCargo Express *package* is just a collection of linked Web pages. When you want to read one Web page, you typically also want to read many of the pages linked to that page. Express makes it easy to browse a group of Web pages by describing them, collectively, as an Express package.

Every package has exactly one *starting page* and some other number of pages that can be found by following links from the starting page. So, for example, the package for a magazine would contain the articles and ads in the magazine, the package for a commercial store would have the products in the store, and an order form, and so on.

You use Express to set up packages, decide when to retrieve them, and how often, and then you use your Web browser to browse through the pages, as always.

You can also use folders for grouping and organizing your packages.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

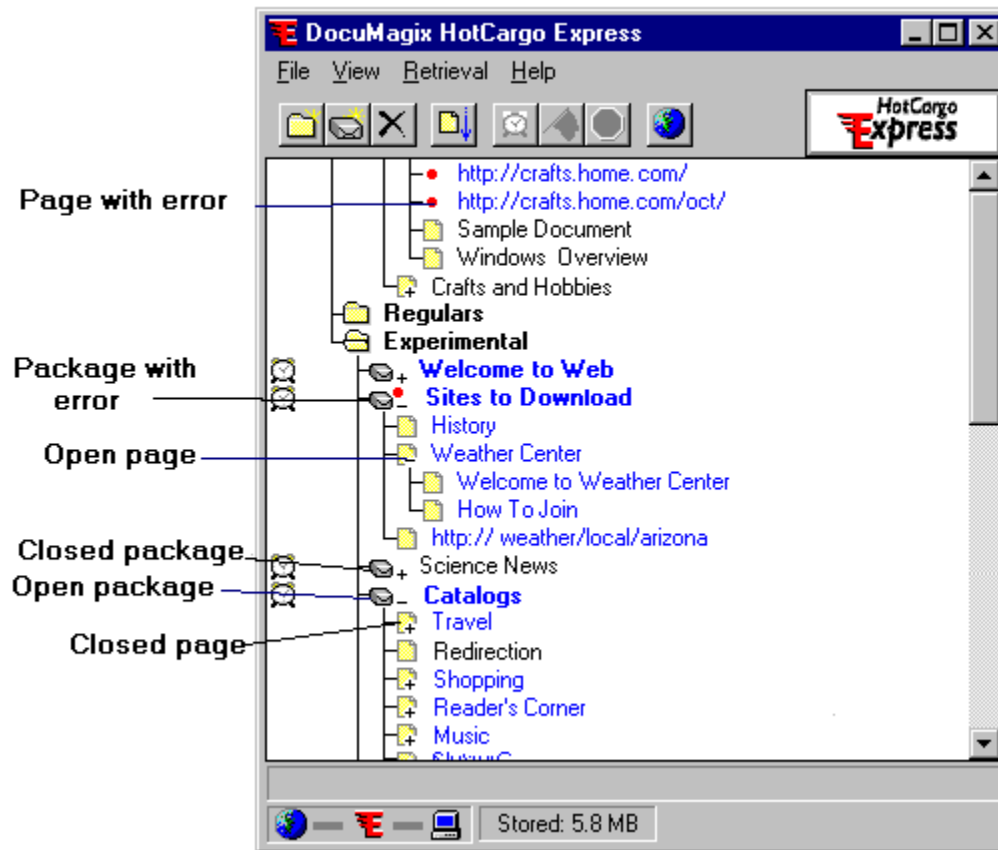
[Customer Service](#)

## ➤ The Outline View: HotCargo Express Icons

There are three kinds of items that appear in the HotCargo Express window: folders, packages, and pages. Each can have things inside: to open or close an item in the outline view, single-click on it.

The plus (+) symbol on an icon indicates that the item is closed (has contents that are not visible). The minus (-) symbol indicates that it is open (the contents are visible). The error symbol (➤) indicates that there was a retrieval error.

Here is a screen shot that shows some of the possible icons:



Copyright © 1996, DocuMagix, Inc. All Rights Reserved.

[HotCargo Express Website](#)



[Customer Service](#)

## ➤ Reading Pages


HotCargo Express is an accelerator for your browser, an accessory that works hand-in-hand with your browser. When you are running Express, you read pages in your browser, as always the difference is that Express makes it faster to browse and easier to know what to browse.


To load a page from your Express window into your browser, double-click on it in the Express window, and then click on links as usual to reach other pages.

Whenever you click on a link to read a Web page, your browser will check to see if Express has a copy of that page on your machine before trying to get it from the network. But you never need to know where the page comes from: Express hides the details from you. So:

If you are reading a local page and click on a link to a page that Express does not have, your browser will get the page from the network and show it to you.

If you are browsing a page that is not part of a package, and stumble across a link to a page that is in Express, your browser will quietly (but quickly!) show you the copy from Express.

If you are curious about when Express is actually talking to the network, watch the modem lights at the bottom of the Express window, which shows Express (  ) between the network (

 ) and your own computer (

 ). The connections blink to show you when Express is talking to the network and when it is talking to the local copies on your own computer.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)



## ➤ Starting a Retrieval

You can ask HotCargo Express to go get the pages in a package immediately, on demand, whenever you like. To start an immediate retrieval, select the package in the Express window and use the **Start Retrieval** command button:



Express will start getting the pages in the package immediately. The **Start Retrieval** command will not change the package properties, schedule any future retrievals, or change any future scheduled retrievals: it just starts a one-time-only immediate retrieval.

Express lets you know what is going on by changing the typeface of the pages it is going to retrieve: when a page is lined up for retrieval, Express makes the name of that page *italic*. When it is actually getting a page, Express makes the name of that page ***Purple***.

At the bottom of the Express window you can check how many objects are queued (left) to retrieve

If you have already retrieved the package once, each new retrieval will retrieve only the pages that have changed, and will not re-retrieve every page in the package.

**Note:** Starting a new retrieval will also delete any leftover pages from your local copy: that is, it will delete any that are in the Express copy but no longer on the Website itself.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤


[Customer Service](#)

## ➔ What's Changed?

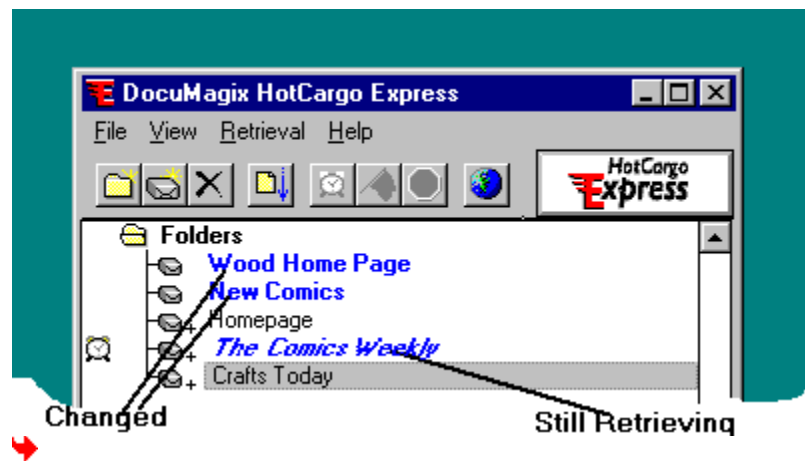
Whenever it retrieves a package, HotCargo Express will check each page in the package and let you know which pages have changed since you last looked at them.

Express marks unread pages and packages by making the title **bold-face blue**. If Express is still in the middle of the retrieval, but has noticed that at least one page in the package has changed, the package will be **bold-face blue italic**.

When you look at a page (by double-clicking on the page in the Express window), Express returns the font and color to normal. Or you can use the View -> **Mark Read** command to explicitly mark the pages as read.

To browse through just the pages that have changed, use the **Next Unread** command, which skips from one blue page to the next. Click on some page in the Express window, and then click on the  command button to see the next unread page. The **Next Unread** starts at the currently selected page and searches toward the bottom of the Express window. If you are already at the bottom of your Express window, it will not go back up to the top again to look for unread pages.

Here is a snippet of the Express window. The **Wood Home Page** and **New Comics** packages have pages that have changed since you last looked at them. The **Comics Weekly** package has also changed: it is italic because Express is still in the middle of retrieving the package.



Copyright © 1996, DocuMagix, Inc. All Rights Reserved.

[HotCargo Express Website](#) ➔

[Customer Service](#)

## ➤ Scheduling Regular Retrievals

It is fun to watch HotCargo Express retrieve a large package of Web pages, but it is even more fun to come in the next day and find the pages waiting. You can schedule Express to get Web pages any time of day or night, even if (especially if!) you are not around.

Scheduling package retrievals is like using an alarm clock. With an alarm clock you might have the time set for 1:43 AM, but only turn on the alarm on weekdays. With Express, you might set the retrieval schedule to retrieve once a week on Sundays, and turn it on and off as you like.

To set up or change the retrieval schedule for a package, right-click on the package in your Express window and select **Properties** to bring up the package property sheets. On the Basic properties, you can see and change the retrieval schedule for that package.

To turn scheduling for a package on or off, select the package and use the **Schedule** command button: ➤. This is like turning your alarm clock on or off once you have already set the time for the alarm.

When scheduling for a package is turned on, Express marks it with an alarm clock. Here is a screen shot that shows some scheduled and unscheduled packages:



Copyright © 1996, DocuMagix, Inc. All Rights Reserved.

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ Package Links

When you first install HotCargo Express, it comes with a set of initial packages set up for you, to give you a place to start. When you are ready to add new packages, the first place to look is our Website, which has a collection of published packages ready for you to grab with a single click.

To browse our collection of packages, go to your Express window and open the **DocuMagix** folder. Select the entry called **Sites to Download using HotCargo Express**, which will load our page of package links into your browser. Browse around, and when you find a package that interests you, click on the



button for that package. You can add as many packages as you like, though you can only add one package at a time.

When you click on an **Express It** button, Express adds a new package to your running copy of Express. The new package will be scheduled for retrieval, at whatever time the author of the package has chosen. If you are the impatient sort and want to see it quickly, you can select the package and use the ➤ to start an immediate retrieval.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ Making Your Own Packages

No matter how many packages we publish on our Website, there will always be other sites that interest you. You can build your own packages quickly and easily, with the ➤ command, which is available both from the HotCargo Express toolbar and from the browser toolbar.

When you use the ➤ command, Express will set up the starting URL for the new package to be the page that is currently visible in your browser. You can either leave this URL as the starting page or type in another.

Express will set the package properties for your new package from the standard package properties. You can either leave those properties as they are or modify them to suit.

Once you have created a new package, you can start an immediate retrieval, schedule it for regular retrieval, refine the package properties, drag it to a new location in the Express outline view, and so on.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➤ Stopping a Retrieval

To stop a running retrieval, select the package or any page inside the package and use the **Stop Retrieval** command button:



Whenever you stop a retrieval, HotCargo Express will mark the package with ➤ and write an appropriate message in the [Package Status](#) sheet.

When you stop a retrieval part-way through, you will end up with an incomplete package: Express will not keep pages left from earlier versions. Do not expect to be able to use a package if you stop the retrieval in the middle even if you had previously retrieved the entire package.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ That's It!

And that is the basics: how to create and schedule packages, start and stop retrievals, and browse through the pages HotCargo Express has retrieved for you.

As you become a more advanced user, you can browse the reference section to learn details about other Express features, like retrieval schedules, the key ring (for accessing Web pages that use a password), package filters and limits (for refining packages that you have created), and changing the properties that Express uses for new packages.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➔ Reference Section

### HotCargo Express Toolbar



### Browser Toolbar



### Package Properties and Preferences

#### Package Properties

Basic

Images

Limits

Filters

Script

Logon

#### Preferences

Basic

Images

Limits

Filters

Advanced

Status

Package Status

Page Status

➔ Key Ring: Accessing Password-Protected Pages

#### Key Ring

Adding and Modifying Entries

Key Ring Master Password

➔ Menu Commands

#### File

New Package

New Folder

Properties

Delete

Key Ring

Logon

Logoff

Exit

#### View

Browser Online

Browser Offline

Next Error

Mark Read

Mark Unread

Page

Browser Toolbar

#### Retrieval

Preferences

Schedule On

Schedule Off

Next Unread

Stop

Status

#### Help

Quick Start Guide

Topics

Search for Help On

Start

About DocuMagix

Stop All

Customer Service

About HotCargo Express





*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) 

[Customer Service](#)

## ➤ The New Folder Command

The **New Folder** ➤ command adds a new empty folder to your HotCargo Express window.

Here is how to use it:

- Select an existing folder.
- Click on the ➤ command button. Express will create a new folder, insert it in the display, and open the Folder Properties sheet.
- Type in a name for the folder.
- Click the **OK** button on the Properties sheet to save your new folder name.

Express will put your new folder as the first item inside the currently selected folder. If you want to move it later, use your mouse to drag it to a new location.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ The New Package Command

The **New Package** ➤ command is available both from the browser toolbar and from the HotCargo Express toolbar.

The **New Package** command creates a new package in your Express window and opens the package Properties sheet for it. Express will set up the starting URL of the new package with the URL that is currently displayed in your browser. You can either use this URL or type in something different.

The initial properties for the package will be set from your [new package preferences](#). You can either leave them as they are or make changes, and then click the **OK** button to save your changes and close the Properties sheet.

If you use **New Package** from the Express toolbar, Express will use the current selection in the Express window to choose where to put the package. If you use **New Package** from the browser toolbar, Express will always put the new package first in the outline view. To move a package after you create it, use your mouse to drag it to a new location.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➤ The Delete Command

The **Delete** ➤ command removes the selected folder, package, or page from the HotCargo Express display. When you remove a package, Express will also remove all underlying files from your computer.

Express will ask you to confirm each deletion.

The **Delete** command can be slow if you are deleting a large package.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➤ The Next Unread Page Command

The **Next Unread Page** ➤ command is available from the HotCargo Express toolbar and from the browser toolbar.

The **Next Unread Page** command lets you browse through unread pages (pages that have changed since you last double-clicked to load the page into your browser). It starts at the currently selected page and searches toward the bottom of the Express window, and loads the next unread page into your browser. If you are already at the bottom of your Express window, the **Next Unread** command will not go back up to the top again to look for unread pages.

When Express retrieves a new version of a page, it will mark the page as unread (**bold-face blue**), to draw your attention to the change. If you visit the page in your browser, without going through Express, Express has no way of knowing that you have seen the new version, and the name will stay unread.

If you want to mark pages as read without actually loading them into your browser, use the **Mark Read** command on the [View Menu](#).



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ The Schedule Command

The **Schedule** ➤ command turns the schedule for a package on or off. It does not change the schedule; it just turns it on or off, sort of like turning your alarm clock on or off.

To turn scheduling on or off for some package, select the package in HotCargo Express and click the ➤ command button.

When scheduling for a package is turned on, HotCargo Express will begin retrieving the pages in the package, according to the schedule described in the package properties.

Some points to notice about scheduling:

- The basic package properties include a frequency, which specifies whether to retrieve **Once** or on some particular frequency. If you turn on scheduling for a package that has retrieve once, Express will remove the alarm clock after the first retrieval. If you want the scheduling to stay on, you have to change the schedule to retrieve regularly, using the [Basic Properties](#) on the package properties sheet.
- The schedule for most packages varies (that is, it is set to be sometime between, say, midnight and 2 AM, rather than exactly 1 AM on the dot). This feature is an important way to keep from overloading servers by having too many connections at exactly the same time. If the exact time is important to you, you can remove the variance with the [Basic Properties](#) on the package properties sheet.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ The Start Retrieval Command

The **Start Retrieval** ➤ command is available from the HotCargo Express toolbar and from the browser toolbar.

The **Start Retrieval** command starts an immediate retrieval for the selected package. It does not change any of the package properties or schedule regular retrievals: it just starts a one-time only immediate retrieval.

If you have already retrieved the package once, each new retrieval will retrieve only the pages that have changed, and will not re-retrieve every page in the package.

**Note:** Starting a new retrieval will also delete any leftover pages from your local copy: that is, it will delete any that are in the Express copy but no longer on the Website itself.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ The Stop Retrieval Command

The **Stop Retrieval** ➤ command is available from the HotCargo Express toolbar and the browser toolbar.

The **Stop Retrieval** command stops the retrieval of the currently selected package. The **Stop Retrieval** command always applies to the entire package, and not to a particular page. If you hit the **Stop Retrieval** button when the current selection is a page, Express will stop the retrieval of the package that contains that page.

Whenever you stop a retrieval, HotCargo Express will mark the package with ➤. The status window for the package will display an error message saying you stopped the retrieval, as a reminder that the package was not successfully retrieved.

When you stop a retrieval part-way through, you will end up with an incomplete package: Express will not keep pages left from earlier versions. Do not expect to be able to use a package if you stop the retrieval in the middle even if you had previously retrieved a complete version.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)



## ➤ The Browser On Line Command

The **Browser Online** ➤ command is available from the HotCargo Express toolbar and the browser toolbar.

The **Browser Online** command determines whether your *browser* is currently connected to the network. It has nothing to do with HotCargo Express itself. Express will continue to retrieve pages regardless of whether the browser is on line or off line.

When your browser is off line, Express will display ➤ in the toolbar; click on it to take the browser online again.

When your browser is on line, Express will display  in the toolbar; click on it to take the browser offline.

You might want to take your browser off line if, say, you have a dial-up connection to the Internet and do not want your browser to initiate a dial-up connection or if you are constructing a new package and want to be able to easily tell which pages are part of the package.

In many ways, Express is just an extension to your browsers cache (another place that your browser can keep pages to give them to you quickly). So when you ask to see a page, your browser will check with Express, check in its own cache, and then go out to the network as a last resort.

If you ask your browser for a page and your browser is on line, here is where it will look for the page:

- When you double-click on a page in Express, the browser will look first in its own cache, and then check with Express, and finally go out to the network.
- When you use your browsers Reload command, your browser will always go out to the network to get the page, bypassing both its own cache and Express.

If you ask your browser for a page and your browser is off line, here is where it will look:

- When you double-click on a page in Express, your browser will look first in its own cache, and then check with Express. It will not go out to the network for the page: if it does not find the page in either of those two places, it will show you an error message suggesting that you put your browser back online.
- When you use the Reload command, your browser will check with Express only and not look in its cache or on the network.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ The Toolbar Help Command

The **Help** ➤ command is available from the browser toolbar. It brings up this Help file.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ Menu of Packages

The browser toolbar has a pop-up menu area that lists the packages currently in your HotCargo Express window. When you select a package from the list, Express will load the starting page of that package into your browser window, and also use that package as the target package for commands such as **Start Retrieval** and **Stop Retrieval**.

Here is a sample snapshot of the menu before you make a package selection:



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

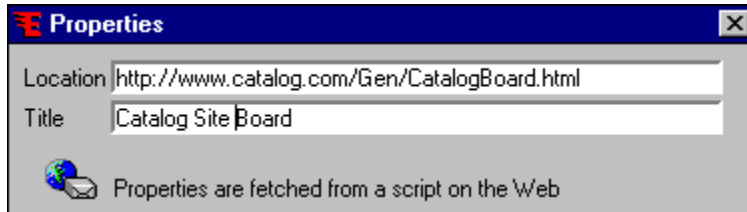
[Customer Service](#)

## ➔ Package Properties

Each package has a set of properties, which describe exactly which pages are in the package and when you want HotCargo Express to get them.

You can see the properties of a package with the File -> **Properties** menu command, or by clicking your right mouse button over the starting page for the package and selecting Properties.

The most general package properties appear on all property sheets: the name and title of the starting page, and the source of the properties themselves. Click on any of the active areas in the image below for details on each field:



➔ *Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#)



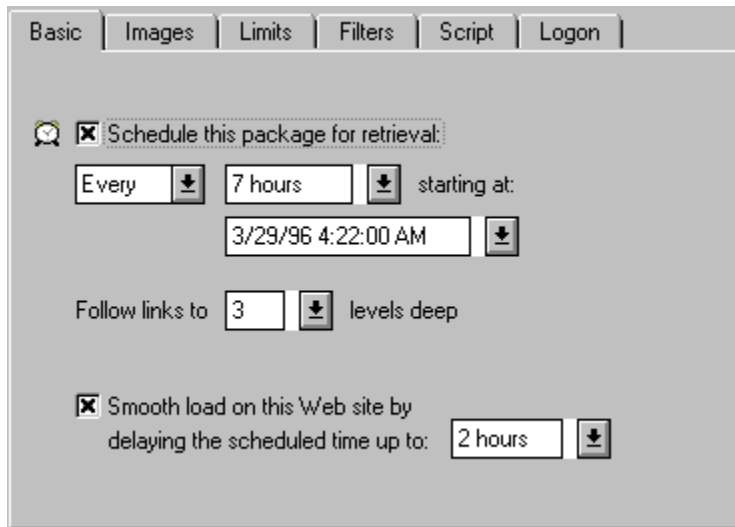
[Customer Service](#)

## ➔ Basic

The properties on the **Basic** tab describe when and how often HotCargo Express should retrieve a package.

To change the values for a particular package, right-click on the package in Express and roll to **Properties**. To change the properties given to newly created packages, use the Retrieval -> **Preferences** command.

Click on any of the active areas of this image for details.



The image shows a screenshot of the 'Basic' tab in the HotCargo Express Preferences dialog box. The dialog has several tabs: 'Basic', 'Images', 'Limits', 'Filters', 'Script', and 'Logon'. The 'Basic' tab is active. It contains the following settings:

- Schedule this package for retrieval:
  - Frequency: Every [dropdown arrow] 7 hours [dropdown arrow]
  - starting at: 3/29/96 4:22:00 AM [dropdown arrow]
- Follow links to 3 [dropdown arrow] levels deep
- Smooth load on this Web site by delaying the scheduled time up to: 2 hours [dropdown arrow]



Copyright © 1996, DocuMagix, Inc. All Rights Reserved.

[HotCargo Express Website](#) ➔

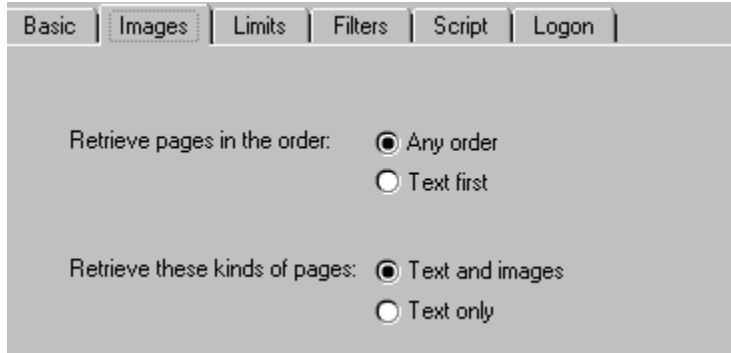
[Customer Service](#)

## ➤ Images

The **Images** properties describe how HotCargo Express should handle pages that are not text, such as images and Java applets: whether it should retrieve them after text files, before text files, or not at all.

To change the values for a particular package, right-click on the package in Express and roll to **Properties**. To change the properties given to newly created packages, use the Retrieval -> **Preferences** command.

Click on any of the active areas in this image for details.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#)



[Customer Service](#)

## ➔ Limits

The properties on the **Limits** tab describe limits on the retrieval for the package, to help control the size of the package that HotCargo Express retrieves.

To change the values for a particular package, right-click on the package in Express and roll to **Properties**. To change the properties given to newly created packages, use the Retrieval -> **Preferences** command.

Click on any of the active areas in this image for details.

Basic | Images | **Limits** | Filters | Script | Logon

Limits for this package's retrieval are:

Pages  KBytes  Time

Estimated size of this package (for estimating retrieval time):

KBytes

Express will retry getting a page, delaying longer and longer between each successive retry. These values vary that delay.

Retries   Delay

Interval   Backoff



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➔

[Customer Service](#)

## ➤ Filters

The **Filters** properties give you detailed control over which pages HotCargo Express will include in a package. So, for example, you could use filters to retrieve only particular parts of a site or you could use filters to leave out all files with **old** or **archive** in the file name, or you could use filters to ignore all files with the extension **.exe**, and so on.

Filters do not apply to page resources that are considered part of the loaded page, such as images and Java applets.

There are three kinds of filters. You can use any or all of them, although things can get confusing if you combine too many different kinds of filters. When you do use several filters, Express always combines them with AND.

[Filters on URLs](#)

[Label Filter Properties](#)

[Extension Filter Properties](#)



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#)



[Customer Service](#)



## ➔ Filters on URLs

**Filters** in general let you include or exclude particular pages from a package: Filters on URLs do that filtering based on the name of the page.

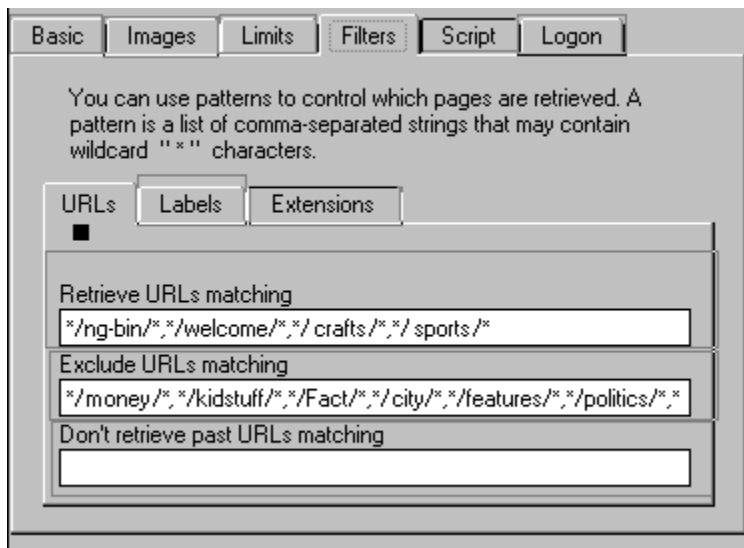
Filters apply to individual Web pages only and not to resources that are considered part of the loaded page, such as images and Java applets. So you can not use filters to control the retrieval of images or applets.

When you are writing filters, be careful to include the trailing slash at the end of directory names, and be sure that any patterns you write include the name of the starting page itself. In general, use wildcards freely, since there are sometimes surprises when you try to do exact matches.

If you use more than one filter, HotCargo Express will apply the **Match** filters first, and then the **Exclude** filter. For a detailed and annotated set of examples of filters, see our Website

**[http://www.documagix.com/products/hotcargo\\_express/packages/docs/examples.html](http://www.documagix.com/products/hotcargo_express/packages/docs/examples.html)**

Click on any of the active areas in this image for details.



The screenshot shows a web interface with a navigation bar at the top containing tabs for 'Basic', 'Images', 'Limits', 'Filters', 'Script', and 'Logon'. The 'Filters' tab is selected. Below the navigation bar, there is a text box explaining that patterns can be used to control page retrieval and that wildcards are allowed. Underneath, there are three sub-sections: 'URLs' (with a sub-tab 'Labels'), 'Extensions', and a 'Don't retrieve past URLs matching' section. The 'URLs' section contains three text input fields: 'Retrieve URLs matching' with the pattern \*/ng-bin/\*,\*/welcome/\*,\*/crafts/\*,\*/sports/\*; 'Exclude URLs matching' with \*/money/\*,\*/kidstuff/\*,\*/Fact/\*,\*/city/\*,\*/features/\*,\*/politics/\*; and an empty 'Don't retrieve past URLs matching' field.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

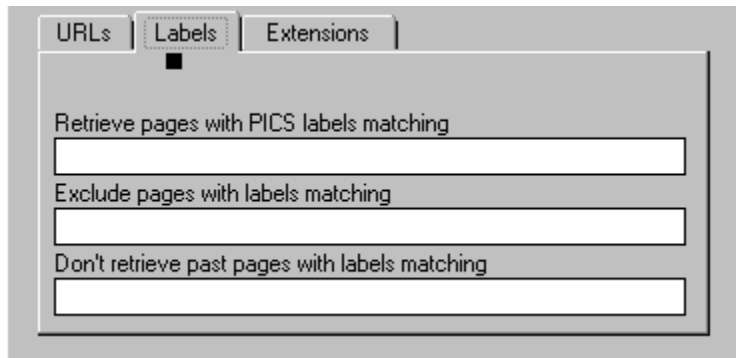
[HotCargo Express Website](#) ➔

[Customer Service](#)

## ➤ Filters on Labels

The **Filters** properties let you include or exclude particular pages from a package: filters on Labels do that filtering based on PICS labels. (PICS labels are for labeling content, for example to indicate whether it is appropriate for children. If you can find a PICS label on a page, you can filter on it, but at the moment very few Web pages are tagged with PICS labels.)

Click on any of the active areas in this image for details about a particular property.



The image shows a software interface window with three tabs: 'URLs', 'Labels', and 'Extensions'. The 'Labels' tab is selected and active. Inside the window, there are three text input fields for filtering based on PICS labels:

- Retrieve pages with PICS labels matching
- Exclude pages with labels matching
- Don't retrieve past pages with labels matching

➤

*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#)



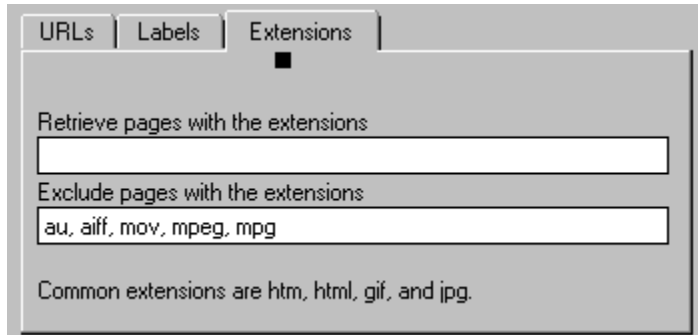
[Customer Service](#)

## ➤ Filters on Extensions

**Filters** in general let you include or exclude particular pages from a package: Filters on Extensions do that filtering based on file extensions. If you supply no filters, Express will match all extensions. If you supply both matching and excluding, HotCargo Express will apply the **Match** filter first and then the **Exclude** filter.

To change the values for a particular package, right-click on the package in Express and roll to **Properties**. To change the properties given to newly created packages, use the Retrieval -> **Preferences** command.

Click on any of the active areas in this image for details about a particular property.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

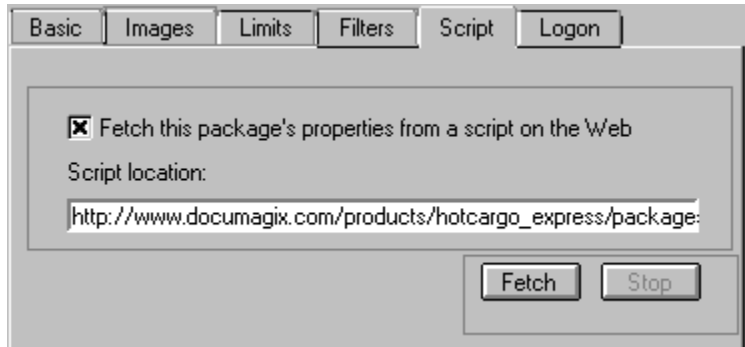
[Customer Service](#)

## ➤ Script Properties

The **Script** properties apply when there is a package script; that is, when the package properties are set from a file on some Web page. (See our Website, at [http://www.documagix.com/products/hotcargo\\_express/](http://www.documagix.com/products/hotcargo_express/) for information on how to write your own package scripts.)

Notice that some package scripts are read-only: that is, the package author has set up the script in such a way that you can not change the properties in your Express window. This is a deliberate choice on the part of the package author.

Click on any of the active areas in this image for details about a particular property.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](http://www.documagix.com/products/hotcargo_express/)

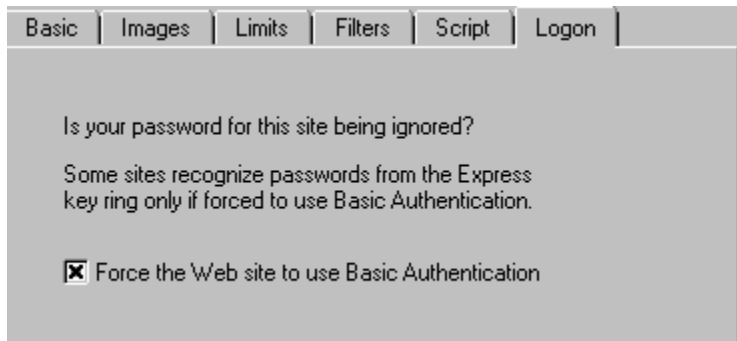


[Customer Service](#)

## ➤ Logon Properties

The **Logon** properties apply only when you are having trouble making the key ring work with some particular site. Some sites, particularly those running the Netscape Commerce Server, customize their authentication based on a guess of what browser you are running, and guess wrong when you are running Express. This option tries to circumvent that behavior on the part of the server.

You should use this option only if you have an entry in your key ring for some site but Express is still unable to access pages on that site.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➤ Package Preferences

When you create a new package, Express gives it a set of standard package properties. To change the standard properties, use the Preferences command on the Retrieval menu and make your changes to the appropriate property tab.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➔ Advanced Preferences

The Advanced preferences sheet contains preferences that are not part of package properties. Click on any active area of the image below for information:

Basic	Images	Limits	Filters	Advanced
-------	--------	--------	---------	----------

If you access the Internet through a firewall, you probably need to configure a proxy.

Host  Port

The store contains pages retrieved from the network.

Maximum size  Current size: 39.3 MBytes

Daily limits for retrieving are:

Pages  MBytes  Time

Number of pages to be retrieved concurrently



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#)



[Customer Service](#)

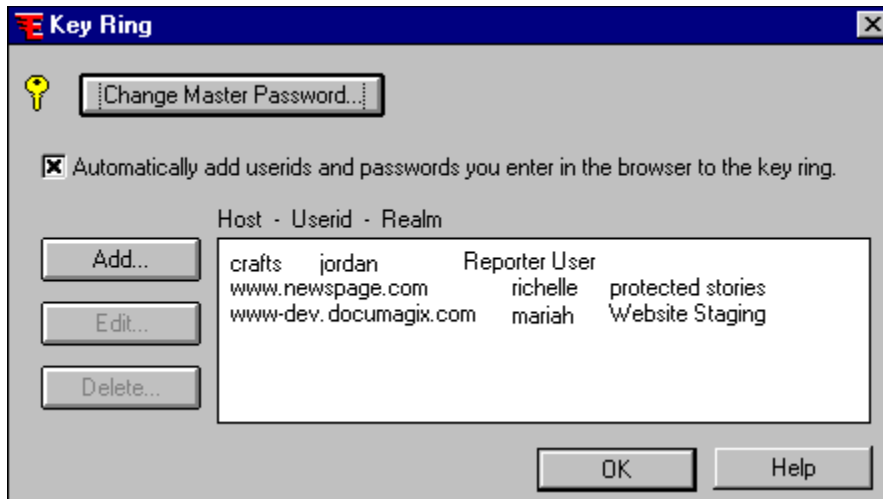
## ➤ Key Ring: Accessing Password-Protected Pages

Some Web pages are available only to subscribers: you have to supply your user name and password before your browser will let you see the page. HotCargo Express has a *Key Ring* for remembering these user names and passwords, so that Express can get pages from those sites when you are not around.

The File -> **Key Ring** menu command brings up the main key ring page, which shows the current entries in the key ring and lets you add, modify, or delete entries.

The easiest way to use the key ring is to check the Automatically add... box, and let Express do the work. When you have got this option turned on, Express will snoop when you log on to a particular Web page, remember your name and password for that page, and store them in the key ring.

However, because of variations among Websites, the snooping will not always work. When you want to read a site that uses a password, check the [How To section](#) for a recipe to make sure the key ring entry is added correctly.



Copyright © 1996, DocuMagix, Inc. All Rights Reserved.

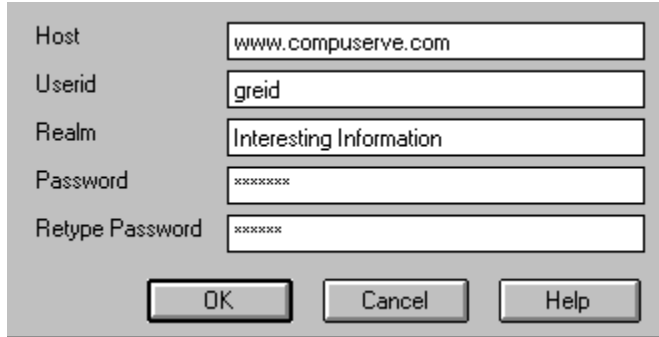
[HotCargo Express Website](#) ➤ [Customer Service](#)



## ➤ Key Ring Entries

You use this page to add or change an entry in the key ring. To add a new entry, enter the name of the host, and the user name and password you use to access that host.

Click on any area of the image for details.



A screenshot of a dialog box titled "Key Ring Entries". It contains five input fields and three buttons. The fields are labeled "Host", "Userid", "Realm", "Password", and "Retype Password". The "Host" field contains "www.compuServe.com", "Userid" contains "greid", and "Realm" contains "Interesting Information". The "Password" and "Retype Password" fields contain "\*\*\*\*\*". At the bottom are three buttons: "OK", "Cancel", and "Help".

Host	www.compuServe.com
Userid	greid
Realm	Interesting Information
Password	*****
Retype Password	*****

OK Cancel Help



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➤ Key Ring Master Password

The master password is a password you use to protect the information on your key ring. You only need a master password if you are concerned about protecting your key ring information from other people either people who might actually sit at your computer, or people who share your local network and have access to your files.

If you use a master password, you will need to enter it each time you start HotCargo Express. Your master password can be anything you like it can be the same as the password you use to log on to Windows, but does not have to be.

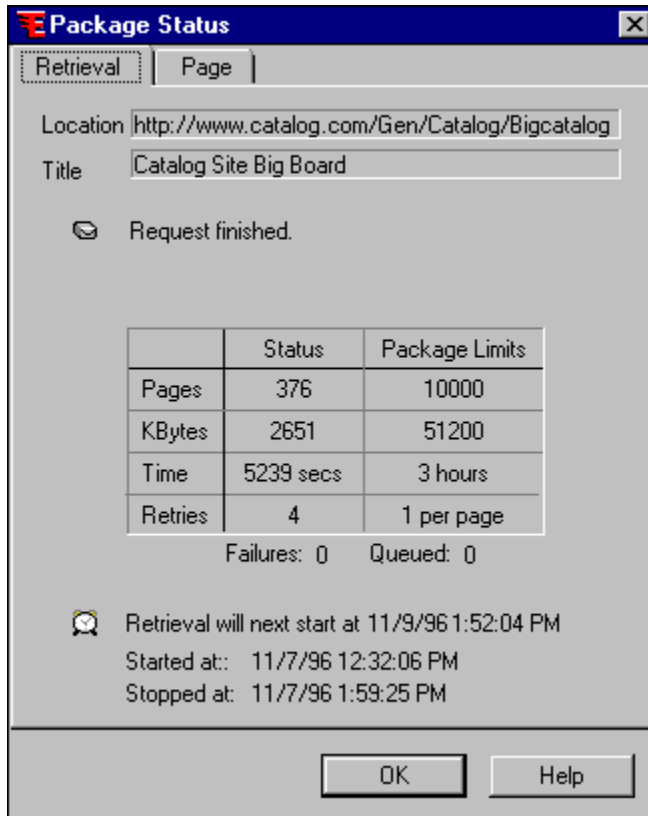


*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➔ Package Status

The package status sheet shows retrieval information for the current package; click on any area of the image below for details:



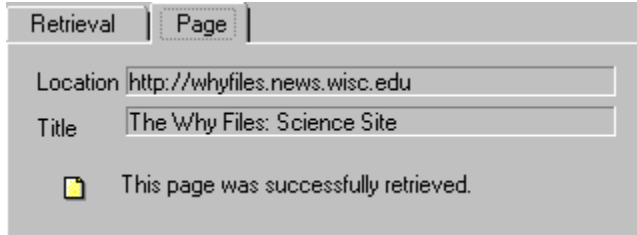
Copyright © 1996, DocuMagix, Inc. All Rights Reserved.

[HotCargo Express Website](#) ➔

[Customer Service](#)

## ➤ Page Status

The page status sheet gives the name and URL of the current page, plus an error message or status message showing the current retrieval status for the page. Click on any area of the image below for details:



The screenshot shows a window with two tabs: "Retrieval" and "Page". The "Page" tab is active. Below the tabs, there are two text input fields. The first is labeled "Location" and contains the URL "http://whyfiles.news.wisc.edu". The second is labeled "Title" and contains the text "The Why Files: Science Site". Below these fields, there is a small yellow icon of a document and the text "This page was successfully retrieved."



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➤ Package Status Messages

**Here is an explanation of the most common status messages:**

➤  This retrieval is queued and waiting to start.

➤ Express has queued the page or package for retrieval but not yet started actively retrieving pages (usually because it is still retrieving some other package).

➤ This retrieval is now in progress.

➤ Express has started retrieving the pages in the package, but has not yet finished.

➤ Request finished. This request completed normally but 1 page(s) could not be retrieved.

➤ Express finished retrieving the package, but there were problems with one or more individual pages. To see which pages had errors, use the View -> **Next Error** command.

➤ This request was cancelled by the user.

➤ Express stopped the retrieval in response to an explicit **Stop Retrieval** command, exiting Windows, or exiting Express. When this message appears, you will need to re-retrieve the package before you try to use any of the pages in it.

➤ Request finished. No pages were retrieved because the URL names a page that is not text and the policies request text only.

➤ Express finished the retrieval but did not retrieve any pages, because the pages did not match the filters on the [Image Properties sheet](#).

➤ Request finished. No pages were retrieved because either the starting URL is not valid or it does not match one of the filters.


➤ Express finished the retrieval, but did not retrieve any pages. The most common cause of this error is that you have used Filter properties, but have not included the starting page itself as part of the filters. See the [Property sheet for filtering on URLs](#) page for details.

➤ This request was cancelled because the time limit was exceeded.

➤ This request was cancelled because the byte limit was exceeded.

➤ This request was cancelled because the page limit was exceeded.

➤ Express stopped the retrieval because it reached a policy limit on retrievals (on disk space, overall number of bytes, time, or number of pages). If Express hits any of these limits, either daily limits or per-package limits, or if the store fills up completely, Express will stop doing retrievals, mark each page with an error symbol, and wait for you to decide what to do. Express will never try to guess which pages to delete, or to expire pages that you have had for a while.

➤  Request finished. The retrieval was cancelled because of a problem with its script: This page could not be retrieved because the requested URL was not found on this site.

➤ Request finished. The retrieval was cancelled because of a problem with its script: The script was not found or there was no RETRIEVE tag on the page.

Express was trying to retrieve a package whose properties come from a package script, but was unable to retrieve the specified script or unable to find a script on the specified page.

There are a variety of other errors related to package scripts as well. In each case Express tries to give you as much information about the error as possible. See our Website, at **[http://www.documagix.com/products/hotcargo\\_express/](http://www.documagix.com/products/hotcargo_express/)**, for information on writing package scripts.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) 

[Customer Service](#)

## Page Status Messages



 This page was successfully retrieved.



You will see this message when Express retrieves a page successfully.



 This page could not be retrieved because: Unauthorized




 This page could not be retrieved because: Forbidden




Messages of this style are messages reported back from the server: they mean that the server has not allowed the request for some reason. The message can be any message returned from a server, such as Bad Request or No response or Hostname could not be resolved.



 This page could not be retrieved because the requested URL was not found on this site.



This message means that the URL named a file that was not found on the server. This error is marked with  in the Express display, rather than with the Express error symbol (the red dot). This type of error is different from the others: it is not a retrieval error; it is a oops the page has moved error. (This is 404 Not Found.)

## ➔ File Menu

### **New Package**

The **New Package** command creates a new package. See the [description of the ➔ command button](#).

### **New Folder**

The **New Folder** command creates a new folder. See the [description of the ➔ command button](#).

### **Properties**

The **Properties** command brings up the Properties sheet for the selected page or folder. See the [section on Property Sheets](#).

### **Delete**

The **Delete** command deletes the selected page or folder. See the [description of the ➔ command button](#).

### **Key Ring...**

The **Key Ring** command brings up a property sheet for viewing and editing key ring information. See the [section on the key ring](#).

### **Logon**

### **Logoff**

If you share your computer with others, you may want to protect your key ring information with a password. See the [section on using a master password](#).

### **Exit**

The **Exit** command exits from Express.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➔ [Customer Service](#)



## ➔ View Menu

### **Browser Online** **Browser Offline**

These commands determine whether your browser is currently hooked to the network. See the [description of the ➔ command button](#).

### **Next Error**

This command displays the next page or package with an error; that is, the next page marked with the ➔ symbol.

### **Next Unread**

This command displays the next unread page; see the [description of the ➔ command button](#).

### **Mark Read** **Mark Unread**

These commands let you manually change the unread status of a page or package. Normally HotCargo Express keeps track of which pages have changed since you last double-clicked to load them into your browser. To change the marking without actually loading the page, select a page or package and use one of these commands. If you select a page with children, Express will ask you whether you want to mark just the original page, or its children as well.

### **Status...**

The **Status** command brings up a window that shows the retrieval status for the selected [package](#) or [page](#).

### **Page...**

The **Page** command displays the selected Web page in your browser; this is the same as double-clicking on the Web page in the Express display.

### **Browser Toolbar**

The **Browser Toolbar** command determines whether the [Browser Toolbar](#) is currently active.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➔ [Customer Service](#)

## ➤ Retrieval Menu

### Preferences

This option allows you to customize HotCargo Express with your own personal preferences for standard package properties, limits, and so on. See the [section on Preferences](#).

### Schedule On

The **Schedule On** command turns on the retrieval schedule for the selected package. See the [description of the ➤ command button](#).

### Schedule Off

The **Schedule Off** command turns off the retrieval schedule for the selected package. See the [description of the !\[\]\(a870788d6ed9b8fd294b7654a8c8526b\_img.jpg\) command button](#).

### Start

The **Start** command starts a retrieval of the selected package immediately. See the [description of the ➤ command button](#).

### Stop

The **Stop** command stops the retrieval of the currently selected package immediately. See the [description of the ➤ command button](#).

### Stop All

The **Stop All** command stops all running or queued retrievals immediately.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤ [Customer Service](#)

## ➤ Help Menu

### **Quick Start Guide...**

The **Quick Start Guide** command brings up the Quick Start guide.

### **Topics...**

The **Topics** command brings up the table of contents for this Help File.

### **Search For Help On...**

The **Search For Help** command brings up the index for this Help File.

### **Customer Service...**

The **Customer Service** command brings up information on how to obtain technical support for HotCargo Express.

### **About DocuMagix**

The **About DocuMagix** command brings information about how to reach DocuMagix.

### **About HotCargo Express**

The **About HotCargo Express** command brings up version and serial number information.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➤

[Customer Service](#)

## ➤ HotCargo Express Website

For more information about HotCargo Express, visit our Website at:

**[http:// www.documagix.com/products/hotcargo\\_express/](http://www.documagix.com/products/hotcargo_express/)**

Thank you for using HotCargo Express. We hope you enjoy it.



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[Customer Service](#)

## ➔ Customer Service

All retail copies of HotCargo Express and subscription copies such as Pathfinder Personal Edition come with 30 days free Customer Support.

Before contacting us for support, be sure to do the following:

1) Try to identify the problem's source.

Verify that your computer and Web Browser are functioning properly. Windows, Windows 95 and Windows NT should be installed and working properly. If you are having difficulty with your browser, please contact the manufacturer of your browser. If you are unable to connect to your local provider, please contact your local Internet Provider. For issues related to Windows, please contact Microsoft.

2) Check your documentation

Once you have verified your browser, connection and Windows are functioning properly, you should read through the Troubleshooting section of the Help and Readme files.

3) Have your information ready

Please include or be ready to provide your **serial number** whenever contacting DocuMagix Customer Support. To find your serial number, use the Help ->About HotCargo Express menu command.

In addition, we need to know your computer model, operating system and Windows version, as well as the browser you are currently using.

If you choose to write or Fax us for assistance, please be sure to write Customer Support on the envelope or cover sheet. also, please include your daytime phone number and the best time to reach you.

If you choose to call for support, please be at your system so that you may provide any additional information which may be necessary.

**Please check your README file for addresses and phone numbers for contacting DocuMagix Customer Support.**



*Copyright © 1996, DocuMagix, Inc. All Rights Reserved.*

[HotCargo Express Website](#) ➔

[Customer Service](#)

## **Location Field**

This field shows the URL of the current starting page. HotCargo Express will set up this field for you but you can always edit it yourself if you want to make changes. If you do not type the http:// part, Express will fill it in for you.

## **Title Field**

The title of the page, which is what appears in the HotCargo Express display.


If you leave the title field empty, Express will use the TITLE field of the page itself.

If the page has moved to a new location on the server, Express will display the redirection message from the server as the title of the package. Different servers report different redirection messages; for example, you may see **Redirect** or **Redirection** or **Document Moved** or **Found** and so on. Express will retrieve the redirected pages correctly, however.

You can change the title of a package at any time in your Express window at any time. You cannot change the title of a page.

## Retrieval Scheduling On or Off





This property specifies whether the retrieval schedule for this package is currently turned on or off. When the schedule is on, HotCargo Express marks the page in the display with an alarm clock icon and schedules retrievals for the package according to the current schedule for that package. When the schedule is off, Express will remove the alarm clock icon and not schedule retrievals for the package.

The  command button is a shorthand way to set this property.



## Where do the properties for this package come from?

This area tells you where Express is getting the package properties. There are four possibilities:

-  **From the default preferences** HotCargo Express is using its standard values for this package. Express comes with a set of standard package properties, which you can change with the Retrieval->**Preferences** command. Any modifications you make to your standard package properties will apply to every new package you create.
-  **Fetches from a script on the Web** Express is getting the properties from a package script. Express will get a new version of the script each time it schedules a package retrieval, to make sure that the script has not changed. You can see more about the script on the [Script Properties page](#).
-  **Fetches from a read-only script on the Web** Express is getting the properties from a package script, but the script is set up in such a way that you can not retrieve the script and then modify the properties. This is a deliberate choice on the part of the script author.
-  **Customized for this package** The properties for this package were originally set from the standard package properties or from a script, but are now from the property sheets themselves, since you have changed one or more properties.

## **Starting Time**

This property describes the time of day when HotCargo Express should start getting this package. You can either choose a time from the menu or type one in. You can either let Express set the date (to the current date) or type one in. The format should be:

12/9/96 12:00:00 AM

Notice that Express typically varies the starting time to have some slack, rather than retrieving at exactly the precise starting time. So if your starting time is noon, say, the retrieval might start at any time between noon and 1 PM, depending on the value in the Smooth load on this Website box.

## Varying the Starting Time

This property adds some slack to the starting time, so that servers do not have to cope with too many Express users all trying to retrieve at exactly the same time. Instead, Express will create some random starting time for each retrieval, using the retrieval schedule and the slack described here.

For example, a package might be set up to retrieve at midnight or sometime in the next 4 hours. You can see the actual scheduled starting time for each retrieval on the [Package Status](#) page.

If you want some interval other than hours you can type it in, using units of:

- minutes
- seconds
- hours
- days
- weeks

## Frequency Properties

You can choose to retrieve a package only once, or on some regular schedule. If you choose **Once**, Express will let you set the time of the one retrieval; if you choose **Daily**, Express will let you choose the time of day; if you choose **Weekly**, Express will let you choose the day of the week; if you choose **Every** you can create your own schedule.

If you want some interval other than hours you can type it in, using units of:

- minutes
- seconds
- hours
- days
- weeks

The scheduling options are quite flexible if you choose **Every** you can create any schedule you like, with any frequency and any time of day. We provide the other options as conveniences for commonly-used scheduling choices.

## **Depth Level**

The depth describes how many links HotCargo Express will follow from the starting page. The links can be to any other server or directory, but resources that are considered part of the page, such as inline images or Java applets, do not count as a different depth level. So for example:

A level of 1 means that Express will retrieve the named starting page, and any resources that are part of the page, such as inline images or Java applets, and then stop.

A level of 2 means that Express will retrieve the starting page, and each link on that starting page, plus any images or Java applets, and then stop.

And so on, up to a level of 6. Finally, the level of *All* means to retrieve all pages on the site.

Be careful with depth levels greater than 3: it is easy to retrieve a huge number of pages if you are not familiar with the site. (To set a limit larger than 6, just type it in.)

## Retry Properties

The retry properties specify what HotCargo Express should do when it finds a server that is not responding. Retry properties are for advanced users: if you are not careful, you can easily cause Express to be very inefficient by experimenting with the retry properties.

### *Retries*

This field specifies the number of times Express should retry a retrieval, if the first attempt fails. 0 means fail after the first attempt, 1 means try a second time, and so on.

### *Delay*

### *Interval*

### *Backoff*


These three fields together specify how long Express should wait between retries. **Delay** is the approximate time Express should wait before the first retry. **Interval** is a second interval, to make the retry occur at a random time, so retries do not overload the server. **Backoff** is a multiplier, so that successive retries can occur at increasingly infrequent intervals. (For example, if a server is down, it makes no sense to retry frequently.) For example, if you set *Delay* to 3600 seconds (60 minutes), *Interval* to 600 seconds (10 minutes), and *Backoff* to 2, then:

- The first retry will occur 60 to 70 minutes after the first retrieval fails
- The second retry will occur 120 to 140 minutes after the first retry fails
- The third retry will occur 240 to 280 minutes after the second retry fails

And so on.

## Limits

The Limits give you a way to prevent Express from retrieving more pages than you expect. You can provide limits on how much Express will retrieve or on how long Express will spend trying to do the retrieval, or both whatever you find easiest.

Express will stop whenever it hits any of the limits you supply: on number of Web pages, on number of kilobytes, or amount of time. Whenever Express hits any of these limits, it will stop the retrieval immediately, mark the package with , and write an appropriate message in the [status sheet](#).

If you want a time limit that is not on the menu, you can type it in, using units of:

- minutes
- seconds
- hours
- days
- weeks

There is no way to turn limits off altogether, but you can specify large values if you are sure you want Express to go ahead and retrieve a large package.

## **Estimated Size**

This area shows the estimated size of the package. Express uses this information to gauge the progress of the retrieval, as shown in the [Status Sheets](#).



## **Order**

This property lets you prioritize the order in which Express retrieves the pages in a package. If, for example, you think you might hit an overall limit on the number of pages, you might want to retrieve the textual pages first. This is sometimes a good way to start when you are first learning your way around a site.

## Retrieve These Kinds of Pages

This property provides a simple way to filter out files that are not text files that is, files like images or sound files that are not meant for humans to read. (More precisely, a text file is one that has the MIME-type of text.)

For example, you might want to use this property to keep Express from retrieving Java applets, big sound files, images, programs (.exe files), movies, and so on. For more detailed control, use the [Filter Properties](#).

## Retrieve URLs Matching...

Express will retrieve any URLs that match the pattern specified in this field. If you do not specify a pattern, Express will retrieve everything. If you specify both **MATCH** and **EXCLUDE**, Express will do the match first and then the exclude.

Here are some hints on constructing patterns.

- ⇒ The character \* acts as a wildcard to match any number of characters.
- ⇒ The patterns are case-sensitive.
- ⇒ The pattern SERVER matches any file on the same server as the starting page. (The string SERVER must appear in all uppercase and cannot be combined with \* wildcards.)

Be careful when you use SERVER, since there are sites that change the name of the server. For example, a site might advertise itself as **http://www.site.com** but use the name **http://www2.site.com** internally and Express uses the internal site name for matching. If SERVER does not seem to do what you expect, try using wildcards instead.

- ⇒ The pattern DIRECTORY matches any file in the same directory (or folder) as the starting page. So, for example, if the starting page is **http://www.documagix.com/hotcargo\_express**, then DIRECTORY is the same as the pattern **http://www.documagix.com/hotcargo\_express/\***. (The string DIRECTORY must appear in all uppercase and cannot be combined with \* wildcards.)
- ⇒ To specify more than one pattern, separate the patterns with commas. Express will retrieve any URL that matches any of the patterns. So in this example, Express will retrieve any URLs with **ng-bin** in the name, and any URLs with **crafts** in the name, and any pages with **welcome** in the name, and so on, and then apply the Exclude filters to remove any of the files specified in the exclusion filters.

## Do not Retrieve URLs matching....

Express will not retrieve any URLs that match the pattern specified in this field. Here is what you need to know about patterns:

- ⇒ The character \* acts as a wildcard to match any number of characters.
- ⇒ The patterns are case-sensitive.
- ⇒ To exclude files matching more than one pattern, separate the patterns with commas. So in this example, Express will find all the pages that match the filters specified in the **MATCH** filters and then ignore any URLs that include the directory names money, kidstuff, Fact, city, features, or politics.

## **Do not Retrieve Past....**

Express will not follow links from any page whose URL matches one of the patterns in this field. Here is what you need to know about patterns:

- ⇒ The character \* acts as a wildcard to match any number of characters.
- ⇒ The patterns are case-sensitive.
- ⇒ The pattern SERVER matches any file on the same server as the starting page. (The string SERVER must appear in all uppercase and cannot be combined with wildcards.)
- ⇒ The pattern DIRECTORY matches any file in the same directory as the starting page. (The string DIRECTORY must appear in all uppercase and cannot be combined with wildcards.)
- ⇒ To specify more than one pattern, separate the patterns with commas.

## Filtering on File Extensions

The Extensions filters let you include or exclude files from a package based on the extension of the filename.

If you want to specify more than one extension, separate them with commas. Filters on extensions are not case-sensitive: JPEG and jpeg are treated alike. So in this example, Express will not retrieve any file with the extension **au**, or the extension **aiff**, or the extension **mov** or the extension **mpeg** or the extension **mpg**.

## **Filtering on PICS labels**

These fields allow you to filter URLs based on the PICS label in a Web page. A PICS label is a label added by the content provider to indicate whether a page has adult content. At the moment, very few Web pages are tagged with PICS labels.

## **Fetching Properties**

The Script Location field gives the location of the script; the checkbox specifies whether Express is currently using the package script as the source of the properties.

If you want to start from a script and then make some changes, you can turn off the checkbox and leave the Location field unchanged, as a reminder of the location of the original script.



## Fetch and Stop Buttons

The **Fetch** command tells Express to go get (*fetch*) properties from a package script, and insert those properties into the fields of the property sheet. You do not need to use the **Fetch** command before you retrieve a package. HotCargo Express always does that automatically, just before it starts a retrieval.

However, you might want to use Fetch to get properties from a script and then modify them, or to explicitly retrieve a script that you know has changed on the server.


The **Stop** button stops a Fetch command that is already running.

## **Restore Defaults**

This button clears any changes you have made to the package properties and restores your standard package properties (the ones that HotCargo Express uses for new packages.) For information on how to change your standard properties, see the [section on setting your Preferences](#).

## Status Schedule

This area shows the start and stop times of the last completed retrieval. If there is no stop time, then Express is currently in the middle of retrieving the package.

If the package is scheduled for another retrieval in the future, this area will show the  symbol, with the time of the next scheduled retrieval. Express uses the properties on the [Basic Property Sheet](#) to decide when to schedule the next retrieval. Notice that most retrievals have some variation in the starting time, to avoid overloading the server the starting time listed here is the time Express will actually start the retrieval. So do not be surprised if it seems to be at a slightly offbeat time.

## Status Information

This table shows statistics on the package retrieval. The Status column shows the statistics for the currently-running retrieval, if there is one, or the last completed one, if the retrieval is not currently running. The Limits column shows the limits for this particular package, as described by the [Limit Properties Tab](#) for the package.

## **Location and Title**

This field shows the URL and name of the package or page.

## **Adding to the Key Ring**

When you turn this property on, HotCargo Express will snoop when you type user names and passwords into sites that require authentication. Express will then use those names and passwords when it retrieves from that site. If the automatic add does not seem to work, see the [How To section](#) for what to do next.

## **Host**

This is the name of the host you are trying to access, such as `www.crafters.com` or `www.documagix.com`.

## **User ID**

The login name you use to access this site. This field is case-sensitive: use the same capitalization all the time.



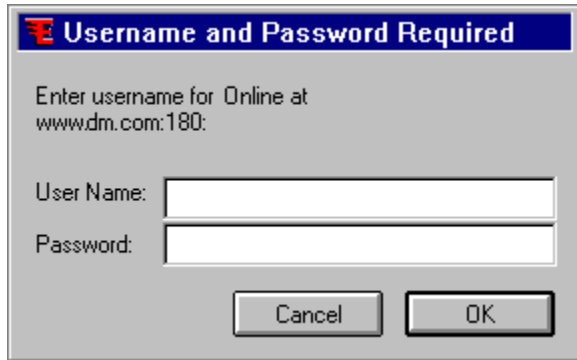
## **Password**

The password you use to access this site. This field is case-sensitive; use the same capitalization all the time.

## Realm

A realm is a name for a group of Web pages that are protected by a password. In this version of Express, you do not need to supply a realm: you can just leave it blank, if you like.

The easiest way to get the name of the realm is to look in the box that your browser pops up when you try to access a site that requires a password. For example, in this snapshot, the realm is Britannica Online.



The image shows a standard Windows-style dialog box with a blue title bar that reads "Username and Password Required". The main area of the dialog is light gray and contains the following text: "Enter username for Online at www.dn.com:180:". Below this text are two input fields. The first is labeled "User Name:" and the second is labeled "Password:". At the bottom of the dialog are two buttons: "Cancel" on the left and "OK" on the right.

## **Daily Limits**

These properties describe overall daily limits on retrievals. For example, if you are worried about connection charges, you might want to set your overall daily limits to avoid surprises on the phone bill.

## **Concurrent Requests**

HotCargo Express is capable of doing several Web page requests at the same time. You can make retrievals faster by making this number larger but the Express user interface will then respond more slowly to your mouse clicks and keystrokes. The largest value you can supply here is 4.

## **Firewall Proxy**


People who use the Internet at work typically go outside the building" via a firewall, designed to protect internal material from the outside world. Their browsers use a proxy, a go-between whose job it is to get through the firewall securely.

If you are using the Web through a firewall, you use these fields to tell HotCargo Express about your proxy.


Ask your system administrator what proxy to use. You need to supply values for both HTTP proxy and port. In this example, the proxy is *www-proxy.company.com* and the port is *8000*.

## Store Preferences

HotCargo Express keeps its local copies of pages in a *store* on your local computer.

When your store is full — that is, when your current size is the same as your maximum size — Express will stop doing retrievals, mark each package that fails with an , and put an appropriate message in the [Page Status sheet](#).

Express will never expire pages from the store to make room for new ones. It will always stop doing retrievals and wait for you to make some room, either by choosing which pages to delete or by making the store larger.

To remove pages from the store, select them in the Express window and use the  command.

To make your store size larger, change the value in this property. You can make your maximum size as large as you like, as long as you have the disk space.

## Objects Queued

As you are retrieving pages from the web the number of objects (text, java script) left to download is listed in the bottom right corner of the Express window.



