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## **Overview of GoCIS**

GoCIS is a product that automates the handling of many functions you typically perform manually on CompuServe. Using GoCIS **saves you time**, by eliminating frustrating time spent sitting around waiting for a response from CompuServe. GoCIS also **saves you money**, by performing chargeable activity on CompuServe in the shortest time possible.

GoCIS allows you to perform activities in the following areas:

### **Retrieving Electronic Mail**

When GoCIS logs onto CompuServe and determines that you have mail waiting it reads the mail and stores it on your computer's disk drive. You may then read the mail at your leisure.

### **Sending Electronic Mail**

When you reply to a mail message, or create a new mail message, GoCIS stores the text of the message on your computer's disk drive. The next time GoCIS logs onto CompuServe it sends all of the mail messages you have created.

### **Scanning Forum Headers & Messages**

GoCIS allows you to scan different forum messages sections, creating a file on your computer, of message summaries (message headers). GoCIS presents the information in this file for you to review when you are not connected to CompuServe. You may select interesting messages that you want GoCIS to read the complete text of, the next time GoCIS logs onto CompuServe.

### **Retrieving Forum Messages**

GoCIS will read messages in many different ways. You select the method that is best for your needs. GoCIS stores the messages on your computer's disk drive and allows you to read the messages, and create replies to them, while not connected to CompuServe, at your leisure.

### **Sending Forum Messages**

GoCIS allows you to create replies to messages while reading and viewing the original message. You may also create new messages to send to CompuServe. Messages are stored on your computer until the next time GoCIS logs onto CompuServe, at which time it will send the messages using the fastest possible method.

### **Scanning Forum Libraries**

GoCIS will scan different CompuServe libraries, looking for specific files, and create a catalog of information about the files it found on your computer's disk drive. You may review the contents of the catalog, without being logged onto CompuServe, and select files you wish to download for use on your computer.

### **Downloading Files**

GoCIS will download files you request it to, from CompuServe, using the least amount of time possible. The files will be stored in a directory you specify on your computer's disk drive. You may select files by reviewing a catalog GoCIS will create for you, or you may enter the name of files directly to GoCIS for downloading.

## Configuration Settings

GoCIS allows you to easily define information that controls online processing with CompuServe. Everything from phone numbers and passwords to where to put files from each forum can be defined. GoCIS keeps track of these settings in configuration files. You can have configuration files for items such as different phone numbers, User ID's and other options.



*See Also:*

[Setting Configuration Options](#)

[Opening Configurations](#)

[Saving Configurations](#)



## Performing Actions Online

You perform automated actions on CompuServe by pressing the Actions button. When the button is pushed, GoCIS will dial the number defined in the active configuration, and perform the logon process, using your Name, UserID and Password. Once the logon is complete, GoCIS will start automatic processing of all the actions you requested through your interaction with GoCIS while offline.



*See Also:*

[Processing selected forums](#)

[Setting Online Processing Options](#)



## Ordering Information

You can order GoCIS through the mail, or by using CompuServe.

To order GoCIS using either method, you can make use of the online order form facility built into GoCIS. You access the order facility by selecting the **Help** menu item and then selecting the **Order GoCIS Now** topic. This will present a window that allows you to select *Print an Order Form* or *Order Now on CompuServe*. Press the desired button.

If you press *Print an Order Form*, you will be presented a window to enter your name, address and other information into. The order form will then be printed, ready to mail.

If you press *Order Now on CompuServe*, you will be presented with a window describing the process GoCIS will use to order using CompuServe. You will be asked to confirm your intentions. If you agree, GoCIS will dial CompuServe and place the order for you. CompuServe will include the registration fee in your next month's CompuServe charges.



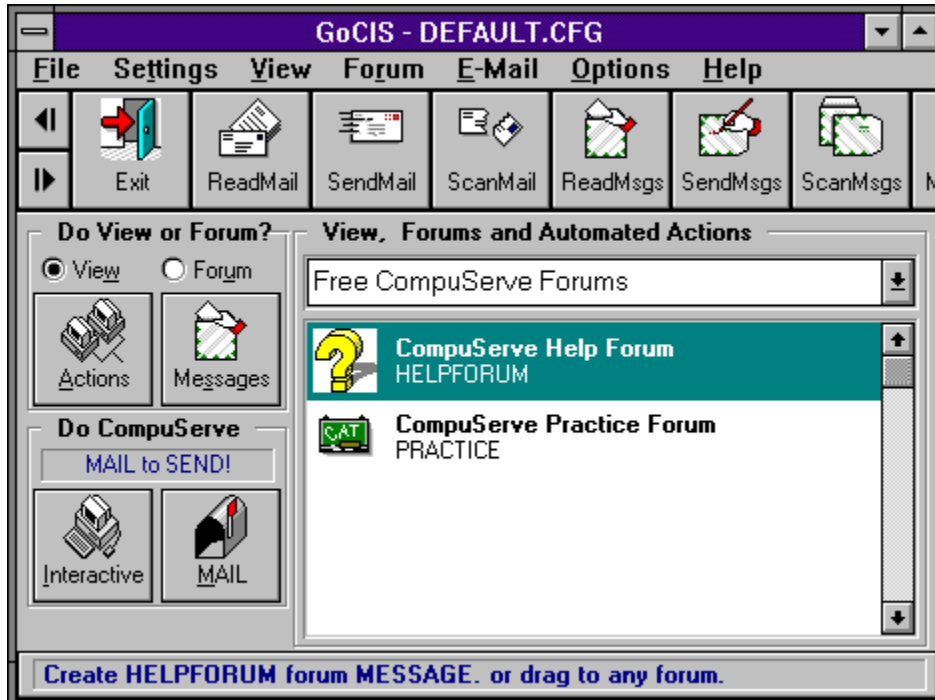
*See Also:*

[Ordering GoCIS Now](#)



## Main Processing Window

Click on the area you would like more information about. You may also use the Browse arrows to tour each section one by one or use the tab key then hit enter for each area..





## View Selection List

The drop down *View Selection List* box is used to select the current view of forum groups that you wish to have in the *Forum List* box.



[How to select a different view](#)





## Message Status Display Area

Loading Message Index 80% Complete

The *Message Status Display Area* is used by GoCIS to display information and messages. It is also used as a graph that offers a pictorial view of the status of GoCIS processing when operations have the potential for running several seconds.



## Do View or Forum?

Do View or Forum?

View  Forum

Here you can choose whether to have GoCIS process actions involving only one selected Forum or all Forums in the current View. With the **View** button selected, when you press the **Actions** or **Messages** button, GoCIS will go online and do the actions for all Forums in the View. With the **Forum** button selected, when you press the **Actions** or **Messages** button, GoCIS will go online and do the actions for ALL the Forums in the current View.



## Actions Button



You press the **Actions** button whenever you want to perform the *Automated Actions* that are scheduled for any forum in the current view. When you press the **Actions** button, GoCIS will dial CompuServe, log on and process these scheduled actions and then logoff.

You can easily tell what automated actions are currently scheduled for forums in the current view. The automated actions are described next to each forum name. If there is no description of actions then you have not set any actions for that forum and none will be done, for that forum, when you press the **Actions** button.

GoCIS automatically sets some options during offline processing as you perform certain activity. For instance, *Join Forum* is set when you define (or add) a new forum to GoCIS. Or, if you have retrieved message headers and marked the messages you want to download, then you'll see a message which says *Message (Read)*. There may be times when you wish to perform specific actions for a forum and not those set by GoCIS.

## Resetting Processing Options

You do this by clicking on the unchecked boxes next to the action(s) you wish to perform. Any checked boxes which you don't want to perform the action for you should click on to unchecked the box.

## How to press the Actions button.

When using the mouse, once on the **Actions** button. When using the keyboard, press the **TAB** key until the **Actions** word has a circle around it. Then press the **ENTER** key.



[Forum Processing Options](#)

[Default Processing Options...](#)



## Interactive Button



You press the **Interactive** button whenever you want to perform manual interaction with CompuServe. When you press the **Interactive** button, GoCIS will dial CompuServe, log on with your User ID and Password, and then allow you to type in commands.

### How to press the Interactive button.

When using the mouse, click once on the **Interactive** button. When using the keyboard, press the TAB key until the **Interactive** word has a circle around it. Then press the **ENTER** key.



## Messages Button



You press the **Messages** button whenever you want to get retrieve any new forum message headers or retrieve any new messages. If you've retrieve and marked message headers, then you use the **Actions** button to return online to download messages.

The actions are performed for each forum in the current view, if you selected the View radio button option in the *Do View or Forum?* section. Or these actions are performed for only one forum, the current forum, if you selected the Forum radio button option in the *Do View or Forum?* section.

When you define a forum to GoCIS, you specify which message sections you want to access during on-line message processing. You also specify when to reset the High Message Counter. There may be some times when you wish to temporally change these settings.

**These settings are made by selecting *Forum/Processing Options* or double-clicking on the forum icon.**

## Changing Messages Sections

Click on one of the **Browse** buttons to bring up a selection window of message sections for the forum you've selected. In that window, click on each message section you wish to include. Press the **OK** button after all selections are made. Or, you may press the **CANCEL** button select no sections.

## Controlling the High Message Counter

Open the drop down box labeled **Reset High Message Counter After:**. Then, click one of the following to select that action

- After Quick Scan - Reset after performing a Quick Scan of the forum messages
- Never (Manual) - Do not reset, you must reset the counter manually
- Always - Reset the counter after every Scan or Read of forum messages

## How to press the Messages button.

When using the mouse, click once on the **Messages** button. When using the keyboard, press the TAB key until the **Messages** word has a circle around it. Then press the **ENTER** key.



[Forum Processing Options](#)

[Default Processing Options...](#)



## Mail Button

You press the **Mail** button whenever you want to retrieve any E-Mail that was sent to you, or send any E-Mail you have created. Which, if either, of these actions are performed by GoCIS depends on the options you selected in the *Settings/Processing Options* menu item on the *Main Processing* window. The **Mail** button is actually 3 buttons in one and changes appearance based on whether or not you have mail to read or to send.



If there's no E-Mail activity pending, the mailbox will have no mail stacked up inside and the flag will be down. In addition, the **Do CompuServe** window above the **Mail** button will say **NO MAIL**. If you click the **Mail** button in this mode, GoCIS will go online and retrieve any waiting E-Mail.



Once GoCIS has downloaded E-Mail from CompuServe for you, the **Mail** button will change to show mail stacked inside the mailbox and the **Do CompuServe** window will say **MAIL RECEIVED!** If you click the button in this mode, nothing will happen. To read your mail, click the **Read Mail** icon in the Button Bar or open the E-Mail menu and click on **Latest Received E-Mail** or press **Control+R**.



If you have written E-Mail and not yet sent it, the Mail button will change to show the flag up and the Do CompuServe window will say **MAIL to SEND!** If you click the **Mail** button in this mode, GoCIS will go online and send the E-Mail you've written.

## How to press the Mail button.

When using the mouse, once on the **Mail** button. When using the keyboard, press the **TAB** key until the **Mail** word has a circle around it. Then press the **ENTER** key.



[Processing Options...](#)





## OK Button



The OK button is used during *View Maintenance* to indicate that you accept any changes that you have made to a view. It will only be displayed during *View Maintenance* and replaces another button.

### How to press the OK button.

When using the mouse, click once on the OK button. When using the keyboard, press the TAB key until the OK word has a circle around it. Then press the **ENTER** key. The OK button may be pressed anytime it is enabled by using the mouse or the keyboard. *The button is enabled when the OK word is highlighted.*



[Forum Groups](#)





## **CANCEL Button**



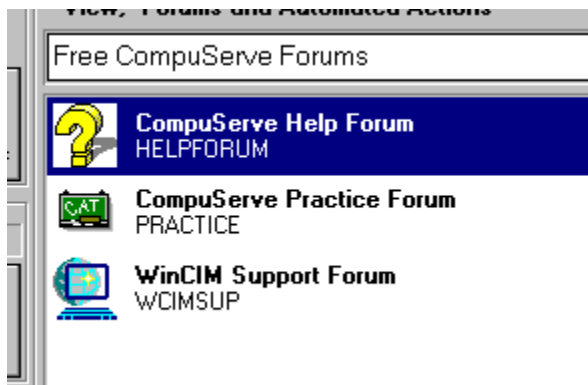
The CANCEL button is used during *View Maintenance* to indicate that you do not want to accept any changes that you have made to a view. It will only be displayed during *View Maintenance* and replaces another button.

### **How to press the CANCEL button.**

When using the mouse, click once on the CANCEL button. When using the keyboard, press the TAB key until the CANCEL word has a circle around it. Then press the **ENTER** key. The cancel button may be pressed anytime it is enabled by using the mouse or the keyboard. *The button is enabled when the CANCEL word is highlighted.*



## Forum List Box



The primary use of the *Forum List* box is selecting a forum or forums for offline or online activity. The *Forum List* box contains a list of the group of forums in the current view. If there are more forums than can be displayed in the box, you must use the scroll bar to see the additional forums. The Name and Title of the forum are displayed along with a summary of any automated actions scheduled to be performed for that forum.

**You may perform the following actions for forums listed in the *Forum List* box:**

- Double click to access the *Forum Processing Options* window for that forum.
- Single click to select the forum for processing with the menu items on the *Main Processing* window.
- Single click to select a forum as the only forum for online processing if you have selected the *Do View or Forum **Forum*** radio button on the *Main Processing* window.

## Selecting a Forum

You may select a forum by using the mouse or the keyboard. When using the mouse, click on the forum you want to select. This will highlight the forum, indicating it is the forum you selected. When using the keyboard, press the TAB key until the little drag button in the scroll bar is blinking. Then use the arrow keys to move the highlight bar to the forum you want to select.

You must select a forum prior to selecting the **Forum** menu item for processing **Libraries** or **Messages**. You must also select a forum when you have selected the *Do View or Forum **Forum*** radio button on the *Main Processing* window. In this case the selected forum is the only one that will be processed when you press **Actions** or **Messages** button on the *Main Processing* window.

Multiple forums are selected by highlighting all the forums you want to select. To select multiple forums use the mouse to click on each forum that is not highlighted. To unselect a forum, click on any forum that is highlighted.

To temporarily update a forum's scheduled Actions, use the mouse to double click on a forum. This causes the *Forum Processing Options* window to be displayed..



[Forum Processing Options](#)





## Menu Bar



The Main Processing Window menu bar is used to select menu items that allow you to perform various actions with GoCIS.

Most of your offline processing with GoCIS is performed by using this menu bar. When you select a menu bar item, a list of related items will be displayed. You may select one of those items to perform a desired action.

### How to select a menu bar item:

**When using the mouse**, you point to the desired item on the menu bar and click that item to display the related item menu. You then click on a desired menu item (You can drag the selection cursor down the menu if you want to move to a menu item immediately).

**When using the keyboard** press the **ALT** key to select the menu bar. Press the **LEFT ARROW** or **RIGHT ARROW** key to select the menu you want. Press **ENTER** to open the selected menu. You may also use the **DOWN ARROW** and **UP ARROW** keys to select a desired menu item.



[Menu Commands](#)

[Shortcut Keys](#)

[Forum Processing Options](#)



## **About GoCIS**

When you select the **About GoCIS** menu item, a window will be displayed with current information about the GoCIS program you are running.



## Shortcut Keys

### Main Processing Window

Cntrl+A	<u>Edit Address Book</u>
Cntrl+C	<u>Create New Forum Message</u>
Cntrl+E	<u>Edit E-Mail to be Sent</u>
Cntrl+F	<u>Open Catalog of Files</u>
Cntrl+G	<u>Edit Forum Messages to be Sent</u>
Cntrl+H	<u>Mark Forum Message Headers</u>
Cntrl+L	<u>Read Latest Forum Messages</u>
Cntrl+N	<u>Create New E-Mail</u>
Cntrl+P	<u>Forum Processing Options</u>
Cntrl+R	<u>Read Latest E-Mail</u>
Cntrl+S	<u>Search Patterns</u>

### Viewer/Editor Window

Cntrl+A	Edit Address Book
Cntrl+C	Copy text to clipboard
Cntrl+D	Change destination for Message
Cntrl+E	Export Message Text
Cntrl+F	Find text
Cntrl+I	Import Message Text
Cntrl+M	Send Message as E-Mail
Cntrl+N	Compose New Message
Cntrl+P	Print Message or thread
Cntrl+Q	Copies text from received Message to Message being written
Cntrl+R	Reply to currently openes Message or E-Mail
Cntrl+S	Send Message or E-Mail as Standard
Cntrl+V	Past text from clipboard
Cntrl+X	Cut copy to clipboard
Cntrl+Z	Edit Undo
F3	Searches for the next occurrence

### Address Book Window

Cntrl+P	Prints current Address Book
Cntrl+F	Search Address Book
F3	Searches for the next occurrence

### Online Window

Cntrl+E	Capture Online session to Printer
Cntrl+F	Capture Online session to File
Cntrl+T	Sends text in the clipboard to CompuServe
Cntrl+R	Sends text in the clipboard to CompuServe with carriage returns

Shift+Del Cuts selected text to the clipboard

Shft+Ins Copies selected text to the clipboard

Print this topic

Copy this topic to the Windows Clipboard



[Message Viewer/Editor](#)

[Address Book Overview](#)

[Online Window](#)

## **TRADEMARKS**

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## **Author**

This Help file has been authored by Art Shotwell, 72307,2125.



## The Button Bar

Click on the icon you're interested in to find out what function it performs.



The GoCIS Button Bar permits you to handle certain GoCIS functions, macros, and call outside applications via one-click buttons or icons. By clicking and holding the right mouse button, you may drag any icon to any position on the bar you'd like.



**Tip:**

By passing the mouse pointer over each icon, you can read, at the bottom of the Main Processing Screen, just what each icon does.

The Button Bar which comes with GoCIS already has a robust set of functions built-in, but these can be modified, added to or deleted. In addition to the functions which come with GoCIS, you can create such icons to go online and pull off movie reviews, weather forecasts and maps, or Associated Press news.

The Button Bar can be set to show only icons, icons & text or just text identifications. They can be up to 128 icons long. you can have several Button Bars and switch between them. Or, you can modify the default Button Bar to allow more than one row of buttons. See the file GOCIS.BTN for further information on modifying your Button Bar. GOCIS.BTN also contains the basic code (instructions) for the standard, default Button Bar.



**Tip:**

Before making modifications, always make a backup copy of the original file.



[Main Processing Window](#)

[Options Menu](#)



## **Ordering GoCIS Now**

You can order GoCIS right now by selecting the Help/Order GoCIS now menu item from the Main Processing window.



## Printing in GoCIS

You may print any of the following items by clicking on the **printer icon**, pulling down the **File Menu** and clicking on **Print** or by using the **Shortcut Key Cntrl+P** while the appropriate window is open.



**Printing Message Headers.** You may print a list of message headers retrieved during your last online session for each forum. Click this icon for information on your print options.



**Printing Messages & E-Mail.** You may print one Message or a whole thread of Messages or all the messages in a particular Forum or in your E-Mail file. Click this icon for information on your print options.



**Printing the Address Book.** You may print the names, User ID Numbers and Notes stored in your Address Book. There are no print options when printing the Address Book list.



**Printing Library Search Patterns.** You may print a list of your Library Search Patterns for any of your Forums. There are no options when printing a Library Search Patterns list.



**Printing File Catalogs.** You may print a File Catalog for any of your Forums. Click this icon for information on your print options.

**Exit Button.** Exit or close down GoCIS.

**Send Mail Button.** Create new E-Mail.

**Mark Headers Button.** Marking Message Headers.

**Send Messages Button.** Create new forum messages.



**Mark Lib Button.** Marking catalog files for download.

**Baud Rate Button.** Change the baud rate, cycling through 1200, 2400, and 9600.

**Edit INI Button.** Edit the GOCIS.INI file with Notepad or another text editor.

**What's New Button.** Go ONLINE and retrieve CompuServe's daily feature "What's New."

**Grammatik Button.** Use Grammatik 5 to check spelling for outgoing E-Mail and message (.SND) files. You must have Grammatik 5 for this to function.

**Read Mail Button.** Read the latest downloaded E-Mail.

**Scan Mail Button.** Select E-Mail for review.

**Read Messages Button.** Read the latest downloaded forum messages.



**Scan Messages Button.** Select forum messages for review.

**Scan Lib Button.** Setting library search criteria.

**Edit BTN Button.** Edit the GoCIS Button definition file with a text editor.

**Weather Button.** Go ONLINE and retrieve local weather forecast.

**Billing Button.** Go ONLINE and retrieve your current CompuServe charges.

**Super Button.** Each forum with offline actions pending will be presented in turn for those actions.





## Address Book Overview

GoCIS provides you with an electronic address book to save and reference the names and User ID's of individuals you send mail and messages to on CompuServe.

### Finding a Name and User ID

Whenever you perform a function using GoCIS that requires a CompuServe name and User ID, you are given a button to push. You should push this if you want to find a name and User ID in the Address Book. When you select name in the Address Book, the name and User ID are automatically filled in on the window you started from.

### Adding a Name and User ID

GoCIS provides two methods for adding information to the Address Book. First, if you send mail or messages to a person not already in the Address Book, GoCIS will ask you if you want to add them to the Address Book. You may also select an **Address Book** menu item to access the Address Book to manually add an entry.

### Updating the Address Book

You may add, delete or change information in the Address Book at any time by selecting **Email/Address Book** from the Main Processing window, or **Address Book** from any Message/Mail window.

### Printing an Address Book list

You may print the contents of your Address Book by clicking the **printer icon** in the Address Book window, by pulling down the **File Menu** and clicking **Print** or by using the **Shortcut Key Cntrl+P**.



[Address Book Window](#)

[Address Book Menu Commands](#)





## Address Book Window

The Address Book window contains a scrolling list of names and user ID's, along with comments you may enter about with each entry. The window also contains buttons that allow to select actions to perform in the address book, and to exit or get help.

**Shortcut Keys** while Address Book is open:

- Cntrl+P      Prints current Address Book
- Cntrl+F      Opens a dialog box to enter word or text string to search for
- F3            Searches for the next occurrence of the text string



[Selecting an Entry](#)

[Adding an Entry](#)

[Updating an Entry](#)

[Deleting an Entry](#)

[Address Book Menu Commands](#)

[Address Book Overview](#)



## Selecting an Entry

To select an entry from the Address Book you may double click on the desired name in the Address Book List box. Or you may click on the name and press the **Select** button you will find on the Address Book window.

In most places where an address is required in GoCIS, you have the option of entering the persons name, without the User ID. GoCIS will search the Address Book for a matching name, and, if found, will automatically fill in the User ID in the appropriate place.



[Address Book Window](#)



## Adding an Entry

To add an entry to the address book press the **Add** button on the *Address Book Maintenance* window. This will display an *Add to Address Book* window. You may enter the User ID, Name and any individual Notes in this window.

After you have entered all the desired information, press the **OK** button to add the entry. Or, you may press the **Cancel** button to return to the *Address Book Maintenance* window without adding an entry.

GoCIS provides two methods for adding information to the Address Book. First, if you send mail or messages to a person not already in the Address Book, GoCIS will ask you if you want to add them to the Address Book. You may also select an Address Book menu item to access the Address Book to manually add an entry.



[Address Book Window](#)



## Updating an Entry

To update an entry in the Address Book, click on the entry you want to update and press the **Update** button. This will display an *Update Address Book* window for you to use in changing the selected information in that window.

After you have changed the information, press the **OK** button to update the Address Book. Or, you may press the **Cancel** button to return to the Address Book window, retaining the original information.



[Address Book Window](#)



## Deleting an Entry

To delete an entry from the Address Book, click on the entry you want to delete and press the **Delete** button. This will display a **Delete From Address Book** window with the selected information displayed and an **OK** and **Cancel** button.

To confirm the deletion, press the **OK** button. To keep the entry, press the **Cancel** button.



[Address Book Window](#)



## Address Book Menu Commands

### File Menu

#### **New...**

Opens a dialog box for you to enter a file name for a new Address Book

#### **Open...**

Opens a dialog box for you to choose a different Address Book

#### **Print** (Cntrl+P)

Prints the current Address Book

#### **Exit**

Closes the current Address Book

### Search Menu

#### **Find** (Cntrl+F)

Opens a dialog box to enter word or text string to search for

#### **Find Next**

Searches for the next occurrence of the text string

### Options Menu

#### **Button Bar Position**

Allows you to put the Button Bar at the top or bottom of the Address Book window

#### **Sort by Name**

Click on this to sort the Address Book by First Name

#### **Sort by User ID**

Click on this to sort the Address Book by CompuServe ID

#### **Sort by Comments**

Click on this to sort the Address Book by comments you've entered

### Shortcut Keys

Cntrl+P      Prints current Address Book

Cntrl+F      Opens a dialog box to enter word or text string to search for

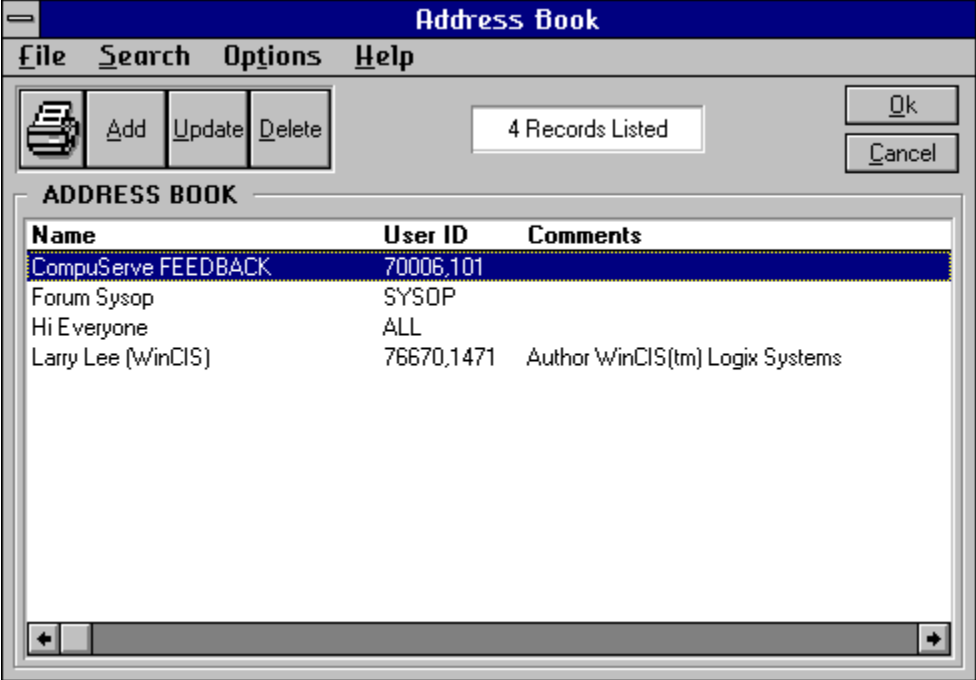
F3            Searches for the next occurrence of the text string

Print this topic

Copy this topic to the Windows Clipboard



[Address Book Overview](#)  
[Address Book Window](#)



## Communication Problems

If you are having trouble connecting to CompuServe please review the following:

- Use the TERMINAL program that comes with Windows to connect with the same settings that you defined to GoCIS. If you are not able to connect with TERMINAL you will need to check your settings.
- Change the Carrier Detect value under Settings/Communications Port menu item.
- Add an **&C1** right after the AT for the following fields on the Settings/Modem Commands menu item:

    Hanging up phone

    Initialize modem

    Reset modem

- If you are not able to get past the LOGON to CompuServe, or are having problems with "Host not Responding" then you may need to change some GoCIS Communication parameter values. In the GOCIS.INI file in the directory in which you installed GoCIS you will find the following entries:

```
; Communications Timing Parameters
CommandRecognitionTime=.25
MinimumModemCharDelay=.25
```

- Try increasing the above value by 10% until the problem goes away. This has generally worked for others.



## Support

If you are having problems with GoCIS please select a topic from the following list.



[Communications](#)

[Actions being performed over and over](#)

[Performance](#)

## **Actions being performed over and over**

If online actions, such as sending a message or mail, are being performed over and over it is most likely because something happened in a previous session that prevented GoCIS from marking the action complete.

Currently you will have to perform some manual intervention to clean up the action files. In the next release of GoCIS there will be a way to perform this process for you.

To clean up the action files you must locate the file in the CONTROL directory you assigned to the forum which is performing the repetitive action, if it is a forum file. If it is a mail file you will find the file in the default CONTROL directory that you set under Settings.

The offending file will be named like one of the following:

- MAIL.SND For mail being sent over and over.
- forum.SND For forum messages being sent over and over.
- forum.MXS Read a marked message.
- forum.LXC Perform a library scan.
- forum.LXR Download a file.

To stop the repetitive action, delete the offending file.

## Performance

- If you are having performance problems try closing all unneeded programs. Don't run several applications that require large amounts of memory at the same time.
- If you have a "wallpaper" on your desktop, replace it with a smaller bitmap or no bitmap at all.
- Use a permanent swap file with 32-bit access, if your hard disk supports it.
- If you are using a disk-compression utility, set your temp directory and swap files to the uncompressed portion of the disk.
- Look for shared DLL files and VBX files. Often DLLs and VBXs which are older than the ones distributed with GoCIS can cause problems. Many Windows programs share DLLs and VBXs. If you find older ones in other directories, such as the Windows\System directory, copy the GoCIS-distributed ones there to overwrite the older files.

## Online Window

The online window is displayed when you press one of the buttons on the Main Processing window. Normally you do not need to take any action during the time GoCIS is performing online processing. However, you may want to perform some special actions by selecting a menu item.

The following menu items may be selected while in the Online Window:

### File Menu

**Printer Echo** (Cntrl+E)

Echoes all text coming from CompuServe to the default printer

**Capture to File** (Cntrl+F)

Allows you to specify a text file to capture all text in

**Exit**

Hangs up and exits

### Edit Menu

**Cut**

Cuts selected text to the clipboard

**Copy**

Copies selected text to the clipboard

**Send** (Cntrl+T)

Sends text in the clipboard to CompuServe

**Send with CR** (Cntrl+R)

Sends text in the clipboard to CompuServe with carriage returns

**Delete**

Deletes selected text

### Settings Menu

**Phone #**

May be set here or from the Main Processing Window

**Terminal Emulation**

Going online in Terminal Emulation mode, not automated

**Communications**

May be set here or from the Main Processing Window

**Modem Commands**

May be set here or from the Main Processing Window

**Show Status Bar**

Toggles the display of the status bar at the bottom of the Window

### Phone Menu

**Dial**

Dials CompuServe

**Hang up**

Hangs up the phone

### Scripts Menu

**Execute**

Allows you to specify the name of a script to execute

**Pause**

Pauses the current script at the next script command

**Resume**

Resumes processing of the current script after a pause

**Stop**

Stops processing of the current script

**Debug**

Displays script commands as they are being processed

**Animate**

Slows script processing down

**Remain Online**

Indicates that you want to stay online after the current script is complete

**Options Menu****Show Status Bars**

Allows you to show or hide online status information

**Position Status Bars**

Allows you to put the Status Bars at Top or Bottom of Online Window

**Show Time in Seconds**

Allows you to show or hide online time in Status Bar

**Show Packet Transfer Rate**

Allows you to show or hide packet transfer rate for downloads

**Show Transfer % Completed when Minimized**

Allows you to show or hide transfer percentage for downloads

**Use Download Restart Logic****Shortcut Keys**

Cntrl+E Capture Online session to Printer

Cntrl+F Capture Online session to File

Cntrl+T Sends text in the clipboard to CompuServe

Cntrl+R Sends text in the clipboard to CompuServe with carriage returns

Shift+Delete Cuts selected text to the clipboard

Shft+Insert Copies selected text to the clipboard

Print this topic

Copy this topic to the Windows Clipboard

## **Actions**

Actions are the scheduled events that will be done by GoCIS, or each forum, during Automated Processing that is done online to CompuServe. Actions are set by your interaction with GoCIS while offline. For example, when you Mark Message Headers you set an Action of Read(Messages). You can see what Actions are scheduled for individual forums by looking in the *Forum List* box, to the right of the *Forum Name*.

**Both**

Sends the message both Privately and Unformatted.

## **Catalog**

A list of files and descriptive information that is created as a result of GoCIS scanning a forums libraries looking for files that match the specific search criteria that you defined. The information in the Catalog is displayed for you to use for selecting specific files to download for use on your computer.



## **CHECK Carrier Detect**

Selecting this option will cause GoCIS to look for the Carrier Detect signal from your modem during online processing. Responding to carrier detect allows faster and more accurate processing while sending commands to your modem. In some cases, with some modems or windows configurations it may be necessary to select IGNORE carrier detect in order for GoCIS to be able to send commands to your modem.

## **Click**

Click is the process of moving the mouse pointer over a specific area and pressing the left mouse button once.

## **Configurations**

Configurations allow you to have groups of different settings for each of the items you set in the *Settings* menu. For example, you could have a configuration for calling CompuServe at 9600 Baud and one for 2400 Baud. Or, you could have one for your User ID and one for someone else's User ID.

## **Current Forum**

The current forum is the forum that is highlighted in the forum list box on the main processing window. You may change the current forum by clicking on a different forum in the forum list box, or by moving the arrow keys when the forum list box has focus.

## **Download**

Transmitting a file, using communications software, from one machine to another. Typically used to obtain files from a computer that has capacity for containing millions of files.

## **Electronic Mail Reading**

When GoCIS logs onto CompuServe and determines that you have mail waiting it reads the mail and stores it on your computers disk drive. You may than read the mail at your leisure.

## **Electronic Mail Sending**

When you reply to a mail message, or create a new mail message, GoCIS stores the text of the message on your computer's disk drive. The next time GoCIS logs onto CompuServe it sends all of the mail messages you have created.

## Focus

The state a control must be in to receive user input through the mouse or keyboard. For example, when you type a string, it appears in a text box only if the text box "has the focus." Focus is usually indicated by a control being surrounded by a dotted line, or by the scroll bar blinking, or by being highlighted.



## Forum Icons

You may select an icon to be displayed next to the forum title and name in the forum list box on the main processing window. You specify the icon file when you create a new forum with the **Forum/Add** command on the main processing window. You may change the icon by editing a forum with the **Forum/Edit** command on the main processing window. Any valid icon file may be specified for use as a forum icon.

## **Full Messages**

The complete message, including header information and all text of the message.

## **Full Reading**

Full reading of messages means that GoCIS will read the full text of all new messages during online processing for a forum that has this option selected.

## **High Message Counter**

The High Message Counter is used by CompuServe to keep track of which messages you have already read. When you issue a Read command, or a Quick Scan command, only those messages exceeding the High Message Counter will be read. The purpose of this number is to provide a way for you to read "new" messages, that is those messages that are greater than your current High Message Number.

## **IGNORE Carrier Detect**

Selecting this option will cause GoCIS to ignore the Carrier Detect signal from your modem during online processing. Ignoring carrier detect may be necessary with some modems or windows configuration in order for GoCIS to be able to send commands to your modem. This option will cause a delay in the time required to hang up your phone since GoCIS needs to make sure the phone does hang up.

## **Libraries**

CompuServe forum libraries are logical places where you can download files from, for use on your computer. You or others can also upload files to a library. Each forum defines a unique set of libraries for use by members of that forum. GoCIS will provide selection lists of library names for each forum when needed for GoCIS processing.

## **Library Scans**

GoCIS will scan different CompuServe libraries, looking for specific files, and create a catalog of information about the files it found on your computers disk drive. You may review the contents of the catalog, without being logged onto CompuServe, and select files you wish to download for use on your computer.

## **Library Downloads**

GoCIS will download files you request it to, from CompuServe, using the least amount of time possible. The files will be stored in a directory you specify on your computer's disk drive. You may select files by reviewing a catalog GoCIS will create for you, or you may enter the name of files directly to GoCIS for downloading.



**Mail**

Sends the message as standard Mail to the individual you specified in the Destination window.

## Mark

To **mark** an item, like a message header, simply click on the item in the list box. Marked items will be processed by GoCIS as described elsewhere for the type of marked item.

## **Messages**

A message is a note sent from one person to one or more recipients relating to a specific topic. Messages are sent to a specific forum and message section within that forum where they are read and replied to by one or more people.

## **Message Headers**

A message header is a short description of the contents of a message. Message Headers contain the subject of the message, date and time, and who the message is to and from.

## **Message Reading**

GoCIS will read messages in many different ways. You select the method that is best for your needs. GoCIS stores the messages on your computers disk drive and allows you to read the messages, and create replies to them, while not connected to CompuServe, at your leisure.

## **Message Replies**

GoCIS allows you to create replies to messages while reading and viewing the original message. You may also create new messages to send to CompuServe. Messages are stored on your computer until the next time GoCIS logs onto CompuServe, at which time it will send the messages using the fastest possible method.

## **Message Section**

A message section is a separate area in a forum where similar messages are placed.

## **Message Scans**

GoCIS allows you to scan different forum messages sections, creating a file on your computer of message summaries (message headers). GoCIS presents the information in this file for you to review when you are not connected to CompuServe. You may select interesting messages that you want GoCIS to read the complete text of, the next time GoCIS logs onto CompuServe.



**Name**

This name refers to your full name as you wish to be known by in corresponding on CompuServe. For example: John P. Smith could be a name.

## **Network**

A set of communication lines and equipment that provides connections to different online services, usually from a local or toll free phone number. CompuServe and Tymnet both offer networks you can dial into.

## **New Messages**

A new message is one that you compose without connections to other messages on CompuServe.

## **Offline**

Offline processing is the interaction you have with GoCIS whenever you are not connected to CompuServe. Offline processing saves you time, in avoiding slow response time, and money, in reducing online charge time.

## **Online**

Online processing is the logging on to, and performing action in, CompuServe. Online processing may be automatic, controlled entirely by GoCIS or manual, controlled by you.

## **Password**

Password is the string of characters you key in to log onto CompuServe. If you change your password on CompuServe, you must also change it in each Configuration file you created in GoCIS.

## Pattern Characters

The following characters may be used in a pattern:

\* - ???

? - ???

/ - ???

**Private**

Sends the message privately so that only the person it is addressed to can read the message. Some forums do not support Private messages. If GoCIS detects this, it will send the message via E-Mail.



## **Quick Scan**

A Quick Scan of messages means that GoCIS will only read new message headers during online processing for a forum that has this option selected.

## **Return Receipt**

Sends the message as standard Mail with a return receipt requested. This will cause CompuServe to send you a message when the person you sent the mail to reads it.  
**CompuServe charges extra for a Return Receipt.**

## **Scroll Bar**

A bar that appears at the right and/or bottom edge of a window or list box whose contents are not completely visible. Each scroll bar contains two scroll arrows and a scroll box, which enable you to scroll through the complete contents of the window or list box.

## **Send Mail Standard**

Send the current mail message as standard mail to CompuServe. Standard is the usual method of sending mail.

## **Search Patterns**

A specification of specific criteria that GoCIS uses to search forum libraries for files to include in the GoCIS catalog of files for a particular forum.

## Sessions

A session is established each time you use GoCIS to log on to CompuServe perform some automated action. GoCIS keeps track of messages and catalog entries by session. Some areas of GoCIS allow you to specify what session you want to perform offline action on.

**Standard**

Sends the message publicly to the current forum and section you indicated.

## **Unformatted**

Sends the message so that CompuServe will not reformat when it is read by others. You would select this method when you have included tabular data in your message. *This method should be rarely used.*



## **User ID**

User ID is the ID that CompuServe assigned to you for use in logging onto CompuServe. For example: 123456,1234 could be a User ID.

## **View**

A view is a group of logically related forums. Since GoCIS will perform online action for each forum in the current view, by grouping related forums together you can isolate online processing to specific areas of interest. For example all Windows forums could be put in one view and all programming forums in another view. You could then select the group of forums you are interested in for current processing.





## Message Viewer/Editor

When you open a message to read or start to write a message, you're using the Message Viewer/Editor. Many elements are common to both the viewer and the editor, but there are some differences, too. For instance, when you're reading a message in the Viewer, you don't have access to editing tools such as copy, cut or paste. When you're writing a message in the Editor, you don't have access to the search function.

### Reading Message Text

The text for the current message is displayed in the large area in the middle portion of the window. Normally, you will be able to read the entire text of the message in this text box. However, in some cases the message length exceeds the size of the text box. In this case you may click on the two **Page Icons** in the Button Bar to page up and down within the current message.

You may also Print or Delete the current message by pressing the appropriate Icon button or by pulling down the **File Menu** and clicking on **Print** or **Delete**. Or, you may print by using the **Shortcut Key Cntrl+P**.



Deleted messages remain in the file until you select **Purge Received Messages** from the **Forum/Messages** item from the *Main Processing* window.

To navigate through the messages in the message file, GoCIS provides you with 3 different methods. Different methods are provided to allow you to quickly find the messages you are interested in reading.



[Message Navigation](#)

[Writing Forum Messages & E-Mail](#)

[Viewer/Editor Menu Commands](#)



## Message Navigation

### Reading the Next or Previous Message

To read the Next or Previous message you can use the mouse or the keyboard. You should experiment with each to see which is more efficient for you to quickly scan through the messages.

#### Using the Mouse

To use the mouse to scroll to the next or previous message, click the mouse on the Previous or Next button in the Button Bar.

#### Using the Keyboard

Press the down arrow for the next message or the up arrow for the previous message.

**Down arrow**      Next Message

**Up arrow**      Previous Message

**Page Down**      Next Subject

**Page Up**      Previous Subject

**End**      Last Message

**Home**      First Message

### Reading a Specific Subject

GoCIS provides a list of all message subjects in the message file. To view the list, open the drop-down box under the label **Subjects** at the bottom of the window. You may scroll through this list and click on any subject to display the first message in that subject. To look at the first message in each subject you must use the keyboard. Once you have used the mouse to pull down the list of subjects you simply press the **Up arrow** or **Down arrow** to display the first message of each subject. You may also use the **Page Up** and **Page Down** keys to scroll through sections of subjects.

### Reading Messages in a Specific Section

To display the first message of a message section you must open the drop-down box under the label, **Sections** at the bottom of the window. *To look at the first message in each section* you must use the keyboard. Once you have used the mouse to pull down the list of sections, you simply press the **Up arrow** or **Down arrow** to display the first message of each section.



[Message Viewer/Editor](#)

[Viewer/Editor Menu Commands](#)



## Writing Messages & E-Mail

To enter text for a message, you simply start typing in the message window. You do not need to keep track of how long your message is, since GoCIS will split the message appropriately, if needed.

You will, however, need to pay attention to the length of the lines you enter, **if** you are concerned with the message having a certain format when it is sent to CompuServe. This is because different sizes of windows will accommodate different amounts of text. GoCIS will split lines into word boundaries at the end of the current window. However, if this results in more than eighty characters per line, GoCIS will also split the messages when sending it to CompuServe.

GoCIS also combines text when sending it to CompuServe as "Standard." If you don't want GoCIS to append a line to the previous line you may do one of the following:

- Enter the lines with a blank line between them.
- Start the line with a number.
- Start the line with a dash (-).

After you have entered all the text for a message, you indicate that the message is complete and what method to use in sending the message by clicking on the **Send** menu item and selecting a method from the menu list:

[Messages Send Menu](#)

[E-Mail Send Menu](#)

If you decide you do not want to send a message after you are in this window, select the **Send/Cancel** menu item and your message will be discarded.



[Default Processing Options](#)



## Viewer/Editor Menu Commands

Some Menu commands are functional in only the Viewer mode or the Editor mode. Those commands which are only available in one mode or the other mode are marked here.

### File Menu

### Edit Menu

### **Search Menu**

Find...(Cntrl+F) (Viewer Only)

Find Next (F3) (Viewer Only)

### **Message Reply Menu** (Viewer Only)

### **E-Mail Reply Menu** (Viewer Only)

### **Message Send Menu** (Editor Only)

### **E-Mail Send Menu** (Editor Only)

### **Address Book Menu**

Save Sender's Address (Cntrl+V)

Save Addressee's Address (Forum Msgs Only)

Save Both Addresses (Forum Msgs Only)

Edit Address Book (Cntrl+A)

### **Options Menu**

## Shortcut Keys

Cntrl+A	Edit Address Book
Cntrl+C	Copy text to clipboard
Cntrl+D	Change destination for Message
Cntrl+E	Export Message Text
Cntrl+F	Find text
Cntrl+I	Import Message Text
Cntrl+M	Send Message as E-Mail
Cntrl+N	Compose New Message
Cntrl+P	Print Message or thread
Cntrl+Q	Copies text from received Message to Message being written
Cntrl+R	Reply to currently openes Message or E-Mail
Cntrl+S	Send Message or E-Mail as Standard
Cntrl+V	Past text from clipboard
Cntrl+X	Cut copy to clipboard
Cntrl+Z	Edit Undo
F3	Find next occasion of text









## Printing Messages & E-Mail

The Message Report window allows you to select what information you want to be printed from the message file. To select a value for each of the following options, open the drop-down box. This will pull down a selection list that you may select items from.

### Messages to be Selected

#### **Current Message**

Print only the currently displayed message.

#### **Current Subject**

Print all messages in the current subject.

#### **Current Section**

Print all messages in the current section.

#### **All Messages**

Print every message in the file.

### Sort order for Report

This option is not used for this report.

### Type of Report to Print

#### **Summary**

Print one line per message in a column format.

#### **Detailed**

Print each entry, with complete text, in a formatted report.



[Viewer/Editor Menu Commands](#)



## Message Reply Menu

You may create a reply to a message, or compose a new message, while you are viewing messages. To open a reply window, select the Message Reply item on the menu bar. You may then select on of the following items:

**Compose New** (Cntrl+N)

Create a new message.

**Compose to Sender, New Subject**

Compose a message to the sender with a new *Subject*.

**Compose to Addressee, New Subject**

Compose a message to the addressee of the message with a new *Subject*.

**Reply to Sender, Same Subject** (Cntrl+R)

Create a Reply to the *sender* of the message.

**Reply to Addressee, Same Subject**

Create a Reply to the addressee of the message.

**Forward as E-Mail**

Forward the message as E-Mail.

**Send ASCII File**

Send an ASCII file as a message.

Selecting one of these items will open a window for you to enter address and subject information. After you have entered this information, A new window will open, allowing you to enter text for the new message while still viewing the original message.



[Viewer/Editor Menu Commands](#)

[Message Viewer/Editor](#)



## E-Mail Reply Menu

You may create a reply to a message, or compose a new message, while you are viewing messages. To open a reply window, select the Message Reply item on the menu bar. You may then select on of the following items:

**Compose New** (Cntrl+N)

Create a new message.

**Compose to Sender, New Subject**

Compose a new message to the sender with a new *Subject*.

**Reply to Sender, Same Subject** (Cntrl+R)

Create a reply to the sender of the message.

**Forward as E-Mail**

Forward the message you are viewing to another forum or section. Send either **Standard**, or **Return Receipt**. CompuServe charges extra for a **Return Receipt**.

**Send File**

Send an **ASCII file as a message**, either **Standard** or **Return Receipt**; or send a **Binary file**. When you send a file, GoCIS will open a window for you to locate the file.

Selecting one of these items will open a window for you to enter address and subject information. After you have entered this information, A new window will open, allowing you to enter text for the new message while still viewing the original message.



[Viewer/Editor Menu Commands](#)

[Message Viewer/Editor](#)



## Viewer/Editor Edit Menu

### **Cut** (Cntrl+X)

Copies selected text to the clipboard and deletes it from the message being composed.

### **Copy** (Cntrl+C)

Copies selected text to the clipboard.

### **Paste** (Cntrl+V)

Copies text from the clipboard.

### **Delete**

Deletes selected text.

### **Quote** (Cntrl+Q)

Copies selected text from the message you're reading to the message you're composing. It does this in one command; no need to copy, then move the cursor and paste.



You may add a Quote prefix and suffix to surround the text in your outgoing message by editing the contents of 2 lines of the [PGM OPTIONS] section in your GOCIS.INI file:

```
QuotePrefix=>>
```

```
QuoteSuffix=<<^M^J^M^J
```

The first line is what will precede the quote, the second line what will follow the quote. The ^M^J is a carriage return and line feed.

### **Edit Undo** (Cntrl+Z)

Will undo your last edit.

### **Clear All**

Wipes the Editor window clean.

### **Select All**

Selects all text in the Editor window.



[Viewer/Editor Menu Commands](#)

[Message Viewer/Editor](#)



## Viewer/Editor File Menu

### **Print Msg** (Cntrl+P)

Allows you to print messages, entire threads, all messages in a Forum section, or all messages in the current Forum.

### **Delete Msg**

When you select this item, the current message is marked for purging and deleted from displayed messages. To actually remove deleted messages from the Forum message file you must select **Forum/Messages/Purge Received Messages** from the *Main Processing* window.

### **Import Msg Text** (Cntrl+I)

When you select this item, a window is displayed that allows you to enter the path and file name from which to import text (Editor Only).

### **Export Msg Text** (Cntrl+E)

When you select this item, a window is displayed that allows you to enter the path and file name to use for saving all the information in the currently displayed message.

### **Append Msg to**

Once you have written and saved a message, the menu item **Append Msg to: xxx.xxx** is added to the **File** menu. This allows you easily to save a group of related messages to the same file.



[Viewer/Editor Menu Commands](#)

[Message Viewer/Editor](#)



## Viewer/Editor Options Menu

You may set several options involving Forum Messages and E-Mail with this menu.

### **Confirm Deletes?**

If you check this, you'll be prompted before deleting messages or E-Mail from your file. In fact, deleted messages & E-Mail remain in the file until you purge them. Deleted messages are not visible when you view the message file, however you can use a text editor to retrieve messages you've mistakenly deleted.

### **Prompt Address Save?**

If you check this, you'll be prompted to save an address to your Address Book each time you reply to a message.

### **Reset Reply Area?**

This will reset your message reply editor each time you write a new reply. If you don't check this, and you write more than one reply before transmitting them to CompuServe, you'll see the text from the first reply when you write the second reply.

### **Alternate Format**

This item will let you see message & E-Mail header information in the message text window in addition to the GoCIS boxes.

### **Highlight Your Messages**

Messages addressed to you will have your name highlighted in red.

### **Button Bar Position**

You may decide if you'd like the Message/E-Mail Reader button bar at the top of the window, at the bottom of the window, or in the middle, with the message header information above the button bar and the message text below.



[Viewer/Editor Menu Commands](#)

[Message Viewer/Editor](#)



## Message Send Menu

The Send menu item is used to indicate that you have completed entering the text of the forum message you want to send, and to select a method to use in sending that message.

Please click on one of the following for a complete description of that method of Sending:

**Standard** (Cntrl+S)

**Unformatted**

**Private**

**Both Private and Unformatted**

**Send as Mail** (Cntrl+M)

The following two items in the menu list allow you to change the destination information you entered for the message, or to cancel the message. Canceling a message will discard all entered text and return you to the window you were on before entering this one.

**Change Destination** (Cntrl+D)

**Cancel**



[Viewer/Editor Menu Commands](#)

[Message Viewer/Editor](#)

[Writing Forum Messages and E-Mail](#)



## E-Mail Send Menu

The Send menu item is used to indicate that you have completed entering the text of the E-Mail message you want to send, and to select a method to use in sending that message:

**Standard** (Cntrl+S)

**Receipt Requested**

The following two items in the menu list allow you to change the destination information you entered for the message, or to cancel the message. Canceling a message will discard all entered text and return you to the window you were on before entering this one.

**Change Destination** (Cntrl+D)

**Cancel**



[Viewer/Editor Menu Commands](#)

[Message Viewer/Editor](#)

[Writing Forum Messages and E-Mail](#)





## Default Processing Options

You may select the following processing options for controlling Mail and Message activity when sending or reading mail and messages from CompuServe.

### Read Waiting CIS E-Mail?

### Delete E-Mail from CIS?

### Send Outgoing CIS E-Mail?

- Always at each Logon - Will Read or Delete or Send E-Mail every time GoCIS logs onto CompuServe.
- Only When DOing MAIL - Will Read or Send E-Mail only when you press the Mail button.
- Manual-Never Read (or Send or Delete) Mail - Will never read or delete (from your CompuServe mailbox) or send mail automatically.

### Save Outgoing E-Mail

### Save Outgoing Messages

- Append - To .MOX File - Will append to a mail or message file those messages that were sent during this online session.
- Overwrite .MOX File - Will overwrite a mail or message file with those messages that were sent during this online session.
- Prompt .MOX File - Will ask you if you want to Append or Overwrite a mail or message file with those messages that were sent during this online session.
- Never-Keep Mail (or Messages) - Tells GoCIS that you never want to save your outgoing messages.

### Log Online Activities

- Always - In GCISYYMM.LOG - This tracks your online activities, each access you make to each forum in a file named where YY is the year and MM is the month. This log changes name monthly.
- Prompt - In GCISYYMM.LOG - This also tracks your online activities to a log file with the same name as above, but you're prompted at logon whether you want the log kept for that session.
- Never - Never capture text from an online session

### Turn On File Capture to:

- You can fill in a file name or use the **Browse** button to locate a file to capture the online session to.

### Template to Build Scripts from:

- This selects the template from which GoCIS builds its online operating script. GOCIS.TPL is the standard template; use the **Browse** button to choose another one. You may have modified your template or you may use a third-party template for special actions.

### Language Translation Map

- Fill in the file name of your choice or select files with the **Browse** button. Not usually needed in English



## Search Window

The Search window allows you to enter a string that you want to search for in the data you are currently viewing. Once you have entered search criteria, you may press the F3 key to continue searching for repetitive occurrences of the search string.

### **Specify Search Criteria**

Key in the text of what you want to search for.

### **Case Sensitive**

Click on this option if you want the search to be case sensitive.

### **Find button**









Click on the **Find** button once you have initially entered your search criteria to start the search.

### **Find Next button**

Click on the **Find Next** button if you want to find the next occurrence of the string in the *Search Criteria* text box

**GoCIS WUGNET**

**File Edit Search Message Reply Send Address Book Options Help**

1 of 1  Prior  Next     News Flash   
Forum Annoucement 

**NEWS FLASH**

From: **System** As Of Date: **01-Jan-93 15:11:09** DELETE:

To:

**GO CIS:WUGNET**

**You have left basic services**  
**Computing Support WUGNET**

**One moment please...**



## Using E-Mail

Sending, browsing and replying to E-Mail with GoCIS is quick and easy. Once you use GoCIS to automate the processing of your E-Mail, you will wonder how you ever lived without it.

## Retrieving E-Mail

GoCIS will automatically look for mail to read each time it goes online to CompuServe. If it finds any mail to read, it will retrieve the mail at the fastest speed possible and store it on your computer's disk drive.

## Reading E-Mail

Once mail is received, you may read it at your leisure, without being connected to CompuServe. GoCIS allows you to directly access mail from a list of subjects you receive, so you can go directly to that important mail you've been waiting for.

## Answering Your E-Mail

And, you can reply to your mail while viewing the original mail in a split screen. You can also create new E-Mail. Any replies and new E-Mail that you create will be automatically sent the next time GoCIS goes online.



[Reading Received E-Mail](#)

[Replying to E-Mail](#)

[Creating New E-Mail](#)

[Editing E-Mail to be Sent](#)

[Sending E-Mail](#)

[E-Mail Commands](#)



## Retrieving E-Mail

GoCIS allows you to perform extensive processing of mail while you are not connected to CompuServe. Some actions, like creating new mail messages can be performed at any time. Other actions, like reading through your E-Mail, must be done after you have gone online, with GoCIS, to retrieve your mail.

GoCIS provides full support for automatically performing mail related activity on CompuServe. When you go online to process mail, several different actions may be performed. You may have GoCIS process mail at any time by pressing the **E-Mail** button. When you press **E-Mail**, GoCIS will dial CompuServe, log on, and perform the following automated mail processing actions:

- Retrieve new E-Mail.
- Send any replies and new E-Mail that you have created.
- Send an ASCII file as E-Mail.

Each of these actions are performed without the need for any manual intervention, at the fastest speed possible. E-Mail that is read is stored on your computer's disk drive and may be accessed while not connected to CompuServe.

GoCIS will look for E-Mail waiting to be read every time you log on to CompuServe to perform some automated action, **if** you have selected that option. If you want to read any mail you have waiting without performing any forum-related activity just press the **E-Mail** button. GoCIS will log on to CompuServe, look for mail, read it if there is any, and logoff.



The exact actions that are performed are determined by the values you set from the *Main Processing* window by selecting **Settings/Processing Options** menu item. You must have set the *Read E-Mail* option to other than *Manual* for this function to work.



[Default Processing Options](#)



## Reading E-Mail

To browse through your mail, select the **E-Mail** menu item on the *Main Processing* window. You may then select one of the following menu items to select which mail messages to browse.

### Latest Received E-Mail (Ctrl+R)

This will display the *Message/E-Mail Review* window with all the mail contained in the incoming mail file that was read in your last online session.

### Select Received E-Mail

This displays a window that allows you to specify selection criteria for e-mail messages to browse.



These menu items will only be enabled if you have retrieved E-mail.



[Message Viewer/Editor](#)

[Replying to E-Mail](#)

[E-Mail Selection/Purge Window](#)

[Purging E-Mail Messages](#)



## Purging E-Mail

You may purge E-Mail messages from your file by selecting the **E-MAIL/Purge Received E-Mail** item from the *Main Processing* window. This will display a selection criteria window for you to use in specifying which E-Mail messages you want to purge in addition to any you deleted while reading received mail.

The purge function will reduce the size of your E-Mail file.



[Reading Received E-Mail](#)

[E-Mail Selection/Purge Window](#)

[Creating New E-Mail](#)





## Replying to E-Mail

You may choose to reply to a mail message that you are currently reading with the **Message Reply** menu item on the *Review Message/E-Mail* window or by using the Shortcut Key **Ctrl+R**. This will cause a new window to open up, just above a window that contains the text of the mail you are replying too. This makes it easy to write your reply. And, you can use cut and paste to include portions of the original mail, or information from other Windows applications.



[Reading Received E-Mail](#)

[Creating New E-Mail](#)



## Creating New E-Mail

You may create a new mail message at any time from the *Main Processing* window.

To create a new mail message, select the **E-Mail/Create E-Mail** menu item from the *Main Processing* window. This will display the *Message/E-Mail Create* window for you to use in entering your mail message.

To address mail to an Internet Address, your address box should look like this:

>INTERNET:Smith@mail.board.com

- where >INTERNET: is the required CompuServe address for Internet Mail
- where Smith is the addressee's name
- where @mail.board.com is the rest of the Internet address



Don't forget the > (right arrow) before INTERNET and the : (colon) after it.

Internet mail to you should be addressed like this:

71234.7777@compuserve.com



Note that the comma in your CompuServe address is replaced by a period for the purposes of Internet.



[Writing Messages & E-Mail](#)

[Editing E-Mail to be Sent](#)

[Sending E-Mail](#)



## Editing E-Mail to be Sent

Once you have created, or replied to a mail message, you may want to review and edit the messages. You may do this any time, prior to sending the mail.

To edit mail to be sent, select the **E-Mail/Edit E-Mail to be Sent** menu item from the *Main Processing* window. This will display a *Review Message/E-Mail* window that you can use to browse and edit each mail message to be sent.



This menu item will only be enabled if you have mail scheduled to be sent.



[Message Viewer/Editor](#)

[Replying to E-Mail](#)

[Creating New E-Mail](#)



## **Sending E-Mail**

To send mail to CompuServe you must first create a mail message, or you must specify that you want to send a file as mail.

E-Mail is actually sent to CompuServe during the processing of the action you choose in the *Main Processing* window by selecting **Settings/Processing Options** menu item. You may choose to send mail anytime you go online, only when you go online by pressing the **E-Mail** button on the *Main Processing* window, or never.



[Replying to E-Mail](#)

[Creating New E-Mail](#)

[Sending a File as E-Mail](#)



## **Sending a File as E-Mail**

### **ASCII**

You may send any file that contains text as an ASCII mail message. You may send the file without a return receipt by selecting the **E-Mail/Send File as E-Mail/ASCII Standard** menu item from the *Main Processing* window. You may also request a return receipt by selecting the **E-Mail/Send File as E-Mail/ASCII Return Receipt** menu item from the *Main Processing* window.

### **Binary**

GoCIS also allows you to send a file containing binary information as mail. To send a binary file as mail, select the **E-Mail/Send File as E-Mail/Binary** menu item from the *Main Processing* window.

Each of these options will prompt you for address information and display a file selection dialog window for you to use in selecting the file to send.



[Creating New E-Mail](#)



## **E-Mail Selection/Purge Window**

This window allows you to specify selection criteria for messages to display or purge. To input specific criteria you must check the box to the left of the desired criteria. You may then input a pattern for GoCIS to use in selecting messages using standard MS-DOS pattern characters.

For example, checking Subject and entering "\*GoCIS\*" would display or purge all messages with "GoCIS" anywhere in the Subject of the message. Checking From (User) and entering "David\*" would display or purge all messages from any "David".



[Reading E-Mail](#)



## Working with Forums

Working with CompuServe forums is the primary function for which you will use GoCIS. You define, to GoCIS, each forum you want to access with GoCIS. You then select actions to perform on those forums. GoCIS allows you to perform a variety of activities with a forum. These activities are divided into those that are performed online, such as reading or writing messages, and those performed offline, such as browsing through messages or composing new messages. Since GoCIS performs all online actions at machine and line speed, you save time and money when using GoCIS to access forums on CompuServe.

You perform offline actions for a forum by selecting a forum, and the processing you wish to perform, using one of two methods. You may double click on a forum to access the Forum Processing Options window for that forum. From this window you can perform various actions for the forum. You may also single click on a forum and then select the **Forum** menu item and **Libraries** or **Messages** menu item.



[Forum Messages](#)

[Forum Libraries](#)

[Adding and Deleting Forums](#)

[Forum Processing Options](#)

[Forum Views \(or Groups\)](#)



## Adding and Deleting Forums

### Adding Forums

You may add or define a forum to GoCIS by selecting the **Forum/Add** menu item on the *Main Processing* window. Then, you must enter information into the following fields:

**Name.** Name of the forum. You may press the browse button to pull down a list of all forums GoCIS currently knows are supported by CompuServe.

**Gateway.** Open the drop-down box to get a list of valid gateways. Click on the gateway the forum is connected with to select that gateway.

**Title.** Enter any name you wish to use for the title of the forum.

**Icon.** Click on the browse button to display a file selection window for use in locating a suitable icon. With this window you can click on icon files (\*.ICO files). As you select different icon files, you will see the actual Icon displayed on the file selection window. Press the OK button when you have selected an icon. It is not necessary that you select an icon.

**Notes.** Enter any notes you wish to add to the forum.

[Click here](#) for an example.



You must also set Processing Options for your new Forum by opening the Forum Menu or using the Shortcut Key **Ctrl+P**.

### Deleting Forums

To delete a forum from all views in GoCIS you simply click on the forum name in the *Forum List* box and then select the **Forum/Delete** menu item.



[Forum Processing Options](#)

[Add Forum \(Forum Menu\)](#)

[Delete Forum \(Forum Menu\)](#)

[Edit Forum \(Forum Menu\)](#)



**WUGNET Edit Forum Definition**

File Settings Help

**Forum Description**

Name	Gateway
Forum: WUGNET	CIS - CompuServe

Title: WinCis (Windows Users Gp) Forum

Icon: C:\WINCIS\ICONS\WUGNET.ICO

Notes:

Ok  
Cancel



## Forum Processing Options

You may access the *Forum Processing Options* window by double-clicking on a forum in the *Forum List* box, by opening the **Forum Menu** and selecting **Processing Options**, or by entering **Ctrl+P** from the *GoCIS Main Processing* window. This will display the *Processing Options* window for the selected forum.

### Do Messages Options

The options you select in this section control the scope of online message processing that is done for this forum when you press the **Messages** button on the *Main Processing* window.

**Scan New Message Headers in Sections:** lets you decide which forum sections you want to retrieve message headers. You may only want to use this setting to retrieve message headers, then once you mark the messages you want to retrieve, click on the **Actions** button and GoCIS will retrieve those messages.

**Read New Messages in Sections:** lets you decide if you want to retrieve all full messages in any forum section. You may always want to see all messages in a specific forum section. Using this control will save you time, as you won't have to first retrieve message headers.

**Reset High Message Counter** determines when GoCIS resets the CompuServe High Message Number. The choices are **Scan-New Msg Hdrs**, or each time you retrieve Message Headers; **Read-New Msgs**, or each time you retrieve new messages; or **Never [Manual]**, which is just what it means.

### Do Actions Options

This section let you do two things. Placing an **X** in the box by the item will cause GoCIS to execute it during your next online session only. Removing an **X** placed there due to other actions will prevent GoCIS from executing it during your next online session only. These actions will be taken when you click the **Actions** button in the *Main Processing window*.

**Join Forum.** GoCIS will join this selected forum for you, using your name and user ID as entered in GoCIS.

**Set Forum Defaults.** GoCIS will make the temporary CompuServe defaults permanent in the selected forum.

**Update Sections Names.** GoCIS will retrieve the latest set of message and library section names.

**Scan Forum Libraries.** GoCIS will scan the forum libraries for new files

**Get Pending Downloads.** GoCIS will download the files marked for download.

**Send Pending Uploads.** GoCIS will upload the files market for upload.

**Read Forum Announcements.** GoCIS will retrieve all forum announcements for the selected forum.

**Read Waiting Messages.** GoCIS will retrieve all messages addressed to you in the selected forum.

**Scan New Message Headers.** GoCIS will retrieve message headers in the preselected sections of the selected forum.

**Read New Messages.** GoCIS will retrieve new messages in the preselected sections of the selected forum.

**Read Pending Messages.** Disabled in Beta version.

**Send Pending Messages.** GoCIS will send all messages you've written in the selected forum.

You press the **OK** button when you have made your selections and want to return to the *Main Processing* window. Pressing the **CANCEL** button will return to the *Main Processing* window without saving any changes you have made to Message or Action items.



[Messages Button](#)

[Actions Button](#)

[Message Retrieval Options](#)

[Add Forum \(Forum Menu\)](#)

[Edit Forum \(Forum Menu\)](#)



## **Forum Views (or Groups)**

GoCIS allows you to group related forums into views. The major reason for you to create views is to allow you to control the scope of processing performed by GoCIS when it goes online to CompuServe.

By putting only one forum in a view, you can limit processing to just that forum. Or, by putting related forums in a view, such as all Windows forums, you can process all those forums in one CompuServe session. Another reason for views is to give you a convenient method of working with related forums while offline.

Views provide a very powerful method for you to maximize your interaction with CompuServe. They are easy to create, maintain and select.



[Adding a View](#)

[Editing a View](#)

[Selecting a View](#)



## Selecting a View

To select a view open the drop-down *View Selection List Box*, located above the *Forum List* box on the *Main Processing* window. This will display a list that contains the names of all possible views. To select a desired view, simply click on the that view name. This will cause only the group of forums in that view to be displayed in the *Forum List* box.

You may create any number of views in GoCIS. In addition to the views you create, GoCIS provides three standard views that do not have to be created. The three standard views are:

**Forums...All.** This view contains every forum that has been defined to GoCIS.

**Forums with Actions.** This view contains only those forums that have actions pending for online processing with CompuServe. The forums displayed with this view will change as processing is completed or actions are set by your interaction with GoCIS.

**Forums NO Actions.** This view contains only those forums that do not have any actions pending for processing online with CompuServe.



[Forum Groups](#)



## Adding A New View

You may create a new view by selecting this menu item, then by performing the following steps:

1. Enter the name of the view in the **View Definition** dialog window that will be displayed. From one to sixteen characters may be used. Press **OK** to continue, or **CANCEL** to stop creating a new view.
2. You are then given a list of **[All Forums]** currently defined to GoCIS in the *Forum List* box.
3. To include a forum in the group of forums view you are creating, click on that forum in the *Forum List* box. That forum will now be highlighted, indicating it is selected as part of the group to include in the new view. If you change your mind about a forum you selected, click on the forum again and it will not be included.
4. When you have selected all the forums you want in the new view, press the **OK** button. If you do not want to select forums at this time, press the **CANCEL** button. The view will be created without any forums selected. You may add forums latter by selecting the **View/Edit** menu item from the Main Processing window.



## Editing a View

You may change which forums are in the group of forums contained in the current view by selecting this menu item. When you select this menu item, a list of **[All Forums]** is displayed in the *Forum List* box. The group of forums already included in current view are highlighted. To select an additional forum to include in this view, click on an unhighlighted forum in the *Forum List* box. To remove a forum from the current view, click on a highlighted forum in the *Forum List* box.

When you have completed selection of the forums to include in the current view, press the **OK** button. If you want to leave the view defined the way it was originally, press the **CANCEL** button.



## **How Do I...**

### **Use GoCIS**

[Get started using GoCIS](#)

[Create different phone numbers and UserID's](#)

[Get help if I have problems](#)

### **Select Forums**

[Add my favorite forums to GoCIS](#)

[Process only selected forums](#)

[Process only one forum online](#)

### **Process Messages**

[Get messages from a forum](#)

[Send messages to a forum](#)

### **Process Files**

[Get a list of files from forum libraries](#)

[Download files from a forum](#)

### **Use Electronic Mail (E-Mail)**

[Send and Receive E-Mail](#)

[Use the GoCIS Address Book](#)





## How Do I...

### Get started using GoCIS?

To start using GoCIS you perform the steps listed below. To find out more about each step you can click on that topic.

#### Initial setup and forum definition.

- Create a configuration.
- Add a forum. This will create Actions for the forum to Join and Update Sections.
- Press **Actions** to logon to CompuServe and perform those actions.

#### Message processing.

- Set Forum Processing Options.
- Press **Messages** to logon and read forum messages and/or message headers.
- Browse through the message headers and mark for reading.
- Press **Messages** to logon and read the marked messages.
- Browse through the messages from CompuServe.

#### Library processing.

- Create patterns to use in scanning the forums libraries.
- Select one or more patterns to use in building a *Catalog of Files*.
- Press **Actions** to logon and look for files matching selected patterns.
- Browse through the *Catalog of Files* and mark any you want to download.
- Press **Actions** to logon and download selected files.

#### Mail.

- Press **Mail** to logon and read or send mail messages.
- Browse through the mail messages from CompuServe.



## How Do I...

### Add my favorite forums to GoCIS?

To add a forum, open the **Forum Menu** on the *Main Processing* window, select the **Add Forum** option. This will display a window that you can use to do the following:

- Browse a list of forums to add, or enter a forum you already know about.
- Press **Actions** to logon and Join or Update the section lists.
- Set Forum Processing Options.



## How Do I...

### Process only selected forums?

If you want to process only selected forums, either offline or when you go online, you can group those forums into a view. This will allow you to limit the processing performed by GoCIS, when it goes online to CompuServe, to just this group of selected forums. It also allows you to see just those forums in the *Forum List* box on the *Main Processing* window.

Once you have grouped selected forums into a view you can select a "view" or group of only those forums by clicking on the *View Selection* list on the *Main Processing* window.



[Add View](#)

[Edit View](#)

[Selecting a View](#)



## How Do I...

### Process only one forum online?



To select only one forum to process when you press **Actions** or **Messages** you click on the radio button labeled **Do View or Forum**. You may then click on the selected forum in the *Forum List* box and press the **Actions** or **Messages** button to process just that forum.



## How Do I...

### Get messages from a forum?

To read messages from a forum you perform the steps listed below.

- Set message processing options for the forum.
- Select the forum for online processing.
- Press **Messages** button to read messages and/or message headers.
- Browse message headers and mark some for reading.
- You may select the menu item **Mark Message Headers** from the *Main Processing* window or press the **Headers** button on the *Forum Processing Options* window, both pictured here.
- Press **Messages** button to logon and read the marked messages.
- Browse through the messages GoCIS read from CompuServe.
- You may select the pictured menu item from the *Main Processing* window or press the **Message** button on the *Forum Processing Options* window, both pictured to here.



## How Do I...

### Send messages to a forum?

To send messages to a forum you perform the steps listed below.

- To write a new message, open the **Forum** Menu, click on **Messages**, then click on **Create New Messages**, or use the shortcut key **Ctrl+C**.
- When browsing through received messages, open the **Message Reply** menu and select one of the items to display a split window that will allow you to create a reply, or use the shortcut key **Ctrl+R**.
- After you have finished entering your message text, select the **Send** menu item to close the window and schedule your message to be sent, or use the shortcut key **Ctrl+S**.
- Press the **Actions** button with the forum selected that contains the created messages to logon to CompuServe and send the messages.



[Create New Message](#)

[Message Reply](#)



## How Do I...

### Get a list of files from forum libraries?

To get a list of those files that you may be interested in downloading, you press the **Patterns** button on the *Forum Processing Options* window. You may then create one or more patterns to use in scanning the forum libraries, looking for files that match your selection criteria that will be entered into a *Catalog of Files*. You may then select one or more patterns to use in building the *Catalog of Files*. Then you may press the **Actions** button with the forum selected that contains the marked patterns, to logon to CompuServe and create the *Catalog of Files*.



[Creating and Selecting Search Patterns](#)



## How Do I...

### Download files from a forum?

To download files from a forum you perform the steps listed below.

- Get a list of files from forum libraries
- Press the **Catalog** button on the *Forum Processing Options and Actions* window to display a list of all the files in your *Catalog of Files* for this forum.
- Select the files you want to have GoCIS download from this display window.
- Press the Actions button with the forum selected that contains the marked files, to logon to CompuServe and download the selected files. The files will be download and placed in the directory you specified for *Download* in the *Define/Edit Forum* window.





## How Do I...

### Use E-Mail?

To read or send mail on CompuServe you press the **Mail** button. This will cause GoCIS to log on, download any mail that has been sent to you and then send any mail you have created.

- To browse through any mail GoCIS read, pull down the **E-Mail** Menu, click on **Latest Received E-Mail**, or you may use the shortcut key **Cntrl+R**. These actions will open the E-Mail/Message window.
- To create an E-Mail message to send to someone, pull down the **E-Mail** Menu, click on **Create E-Mail**, or you may use the shortcut key **Cntrl+N**. You may enter your mail message in the E-Mail/Message window.
- When browsing through received mail messages, pull down the **Message Reply** Menu, click on **Reply to Sender, Same Subject**, or you may use the shortcut key **Cntrl+R**. These actions will display a split window that will allow you to create a new message or a reply.
- After you have finished entering your message text, select the **Send** menu item to close the window and schedule your mail message to be sent, or you may use the shortcut key **Cntrl+S**.



[Browsing Received Mail](#)

[Replying to Mail](#)

[Creating New Mail](#)

[Sending Mail](#)

[Sending a File as Mail](#)



## How Do I...

### Define different phone numbers and User ID's?

GoCIS allows you to create Configuration files that contain different information that controls GoCIS processing. You may have as many different configuration files as you want. To use different phone numbers or User ID's, or any other Settings variables all you need to do is perform the following steps.

- Select the items from the **Settings** Menu you wish to change and enter the desired information.
- Open the **File** Menu, select **Save Configuration As...** and give it a different name than the current name.
- You may then use the settings in this file anytime you want by opening the **File** Menu and clicking on **Open Configuration...** and selecting the configuration you want.



[Settings Menu Commands](#)

[Save Configuration As...](#)

[Open Configuration](#)



## How Do I...

### Get help if I have problems?

Logix Systems certainly hopes you do not have any problems with GoCIS, but if you do please perform the following steps.

- Read the manual and help text. Many times problems are easily solved by simply using all of the capabilities GoCIS offers. We have included many helpful tips and hints about GoCIS in our documentation, as well as known restrictions and potential problem areas.
- Select the Support item in the Help menu on the Main Processing window. This will guide you through solving the most common problems that may occur with GoCIS.

**Logix Systems is only able to provide support for registered users for any problems other than those you may encounter in initially setting up GoCIS for evaluation.**



## Forum Libraries

CompuServe forum libraries contain an extensive selection of programs and information. These programs and bits of information are stored as files in different libraries that individual forums provide. A forum may provide a few or many libraries, each containing hundreds of files. You could spend hours looking through each library in a forum, searching for interesting files to download for use on your computer.

GoCIS will help you in finding the exact files you are interested in, in the shortest time possible. And, GoCIS will download only those files you specify, using the fastest method available. This will save you valuable time and connect charges.

## Library Search Patterns

To scan libraries for files you're interested in, you create search patterns. These search patterns allow you to specify file name filters, number of days old, which libraries to search and keywords to look for.

## File Catalogs

GoCIS uses your selected search patterns to create a File Catalog matching those patterns. This catalog is used to display detailed information about files for you to use in selecting which files you are interested in. Because you browse this Catalog while you are not connected to CompuServe, you can take your time to decide precisely which files you want to spend your money on in downloading them to your computer.

## Selecting Files

When reviewing the Catalog, a variety of methods are available for easily selecting which files you want to mark for downloading to your computer. You can select as many, or as few files as you want. And, GoCIS will keep you updated on the amount of time that will be required for downloading selected files.

## Downloading Files

GoCIS will automatically download the files you select, using the fastest method available. These files will be placed in a directory you specify, and you can specify different directories for each forum. You may also download one specific file, even without doing a Library Pattern Scan.



[Library Search Patterns](#)

[File Catalogs](#)

[Marking Files for Download](#)

[Printing a Library Catalog](#)



## Library Search Patterns

You may Add, Edit Delete or Select search patterns for the current forum by using the Library Search Patterns Window. You must define search patterns for each forum, since the contents of various forum libraries are quite different.

The purpose of defining search patterns is to help you find the exact files that interest you, out of hundreds of files in forum libraries. You may be as general, or as specific, as you want in defining your search patterns.

Once your search patterns are defined, you may select one or more patterns for GoCIS to use the next time it creates a GoCIS File Catalog for you.

You may print a list of your Library Search Patterns by clicking on the **printer icon**, by pulling down the **File Menu** and clicking on **Print**, or by using the **Shortcut Key Cntrl+P**.



[Adding New Search Patterns](#)

[Editing Search Patterns](#)

[Deleting Search Patterns](#)

[Selecting Search Patterns](#)

[Library Search Pattern Commands](#)



## Library Search Pattern Commands

### Menu Bar

#### File

Allows you to Exit this window.

#### Search

Allows you to conduct a text search of Library search patterns.

#### Options

Allows a choice to retrieve Full File Descriptions or only the File Title. In addition, allows you to locate the Search Pattern List on the left or right side of the Search Patterns Window. Also allows you to select how to sort the list of Search Patterns by Name, Scan Type, Number of Files, Number of Days, by Library Number, or by File Type.

### Button Bar

#### Printer Icon

Allows you to print a list of Search Patterns.

#### Add Button

Allows you to add a new Search Pattern.

#### Update Button

Allows you to update or edit the currently selected Search Pattern.

#### Delete Button

Allows you to delete the currently selected Search Pattern(s).

#### Mark All Button

Allows you to mark ALL Search Patterns in the current Forum.

#### Clear All Button

Allows you to unmark all Search Patterns in the current Forum.

#### Append/Overwrite

This pull down box allows you to choose whether new file descriptions will be added (appended) to the current Catalog or will overwrite the current Catalog or you may be prompted for a choice.

The *Patterns List* Window lists all Search Patterns for the current Forum. Highlight any pattern you want to GoCIS to use in a Library Search.

The *Pattern Description* Window shows the following information for the Search Pattern selected last in the Patterns List Window.

#### Name

Search Pattern Name

#### Scan type

Whether Full, with description, or Short, with only the title

#### Files Matching

Any filenames or wildcards...may look like \*.\* or \*.zip or help.\*.

#### Within

How many days since last library scan. Use -1 (minus1) to mean since last Library Search.

#### Of Libraries

Which library numbers each Search Pattern will be carried out in.

**Keywords**

Any keywords you're using for the Search Pattern.



The information in the *Pattern Description Window* can only be set in an Add window or changed by opening an Update window.



[Adding a New Search Pattern](#)

[Editing a Search Pattern](#)

[Deleting a Search Pattern](#)

[Selecting Search Patterns](#)



## Selecting Search Patterns

To select one or more patterns, perform the steps described below. GoCIS will use these patterns to create a File Catalog that matches the selected patterns.

1. Click the **Clear All** button if you want to select a new set of patterns for GoCIS to use.
2. To select specific patterns, click on selected pattern names in the *Defined Search Patterns* list box to highlight or dim the pattern. Highlighted patterns will be used by GoCIS. Dimmed patterns will not be used.
3. Click the **Mark All** button if you want to use all patterns.



GoCIS will include a file in the File Catalog if it matches any selected pattern.

When you click on a specific pattern name, the details of the pattern's selection criteria are displayed in the Patterns Description Window. If you do not find a pattern that contains the selection criteria you want to use, click the **Add Button or Update Button** to create the pattern you want.

You may select the disposition of the current File Catalog for this forum by opening the drop-down box below the *Append/Overwrite Catalog File?* message.

When you have completed selecting all the patterns you want, press the **OK** button. Or, you may press the **CANCEL** button at any time to retain the previous selection values.



[Library Search Pattern Commands](#)





## Adding New Search Patterns

To add a new search pattern, click the **Add Button**. This will display a Search Criteria window for you to use in defining your search pattern.

### How to fill in search criteria.

1. Enter a descriptive name for the search pattern.
2. Press the **Browse** button and select how much information you want this search to include in the Catalog. You may choose Long, a full description of the file; or Short, only the title of the file.
3. Enter a filename pattern you want to use for filtering filenames. Pattern Characters.
4. Enter the maximum number of days old, from today's date, that you want a file to be. If you want descriptions of all files uploaded since the last Library Search use **-1** (minus1).
5. Press the **Browse** button to obtain a descriptive list of the libraries this forum offers. From that list you may click on each library you want to include in the search.



The browse button will only be enabled after you have had GoCIS get the section names from the forum.

6. Enter any keywords you want the file to contain to be included in the Catalog.
7. Press the **OK** button.



[Library Search Pattern Commands](#)



## Editing Search Patterns

To change a search pattern, click on a pattern name, in the *Patterns* list box and then click the **Update Button**. This will display a Search Criteria window with the current values of the selected search pattern.

### How to change the search criteria.

1. Open the drop-down box and select how much information you want on each file located in this search. You may choose **Long**, a full description of the file; or **Short**, only the title of the file.
2. Enter a filename pattern you want to use for filtering filenames. Pattern Characters.
3. Enter the maximum number of days old, from today's date, that you want a file to be. If you want descriptions of all files uploaded since the last Library Search use **-1** (minus1).
4. Press the **browse** button to obtain descriptive list of the libraries this forum offers. From that list you may click on each library to include in the search.



The *Browse* button will only be enabled after you have had GoCIS get the section names from the forum.

5. Change any keywords you want the file to contain to be included in the Catalog.
6. Press the **OK** button.



[Library Search Pattern Commands](#)



## Deleting Search Patterns

To delete a search pattern, select the name of the pattern you want to delete by clicking on a name in the *Defined Search Patterns* list box. Then click the **Delete Button**.

A window will be displayed with the name of the pattern you selected and you will be asked to confirm if you want to delete that pattern. If you do, press the **OK** button. If not, press the **CANCEL** button and the pattern will be retained.



[Library Search Pattern Commands](#)



## File Catalogs

Use the File Catalog Window to display a list of files and mark files that you want to download for use on your computer. The files that are displayed come from a File Catalog that was created by GoCIS using search criteria you specified for searching the forums libraries.

Once you have marked all the files you want to download, press **OK** to return to the Main Processing window. If you marked files, you will notice the addition of a *Library(Download)* action for the forum in the *Forum List* box on the *Main Processing* window. This indicates that the files you marked will be downloaded the next time you go online to CompuServe with that forum selected for actions.

You may print a File Catalog by clicking on the **printer icon**, by pulling down the **File Menu** and clicking on **Print** or by using the **Shortcut Key Cntrl+P**.



[Library Search Patterns](#)

[File Catalog Commands](#)

[File Catalog Actions](#)

[Marking Files for Download](#)

[Downloading Uncataloged Files](#)

[Printing a Library Catalog](#)



## File Catalog Window Format

The File Catalog window may be displayed in two different formats. The first format is the default format. This format contains a *File List* box on the left side of the window and formatted detail file information on the right side of the window. In the second format, the file list box is expanded to fill the window, replacing the formatted file information with a tabular list of files containing the detailed information.

Which format you should use depends on your preferences. Both formats contain nearly the same information. The only exception is that the list format does not contain estimated time for download. To change formats, click on the **Preferences** menu item and then select the displayed menu item.



[File Catalog Commands](#)



## File Catalog Commands

### Menu Bar

#### File

Allows you to print file information or exit the window.

#### Search

Allows you to search the information in the File list for specific strings.

#### Preferences

Allows you to change the format of the display.

#### Help

Allows access to complete help.

You will also find two information boxes at the bottom of the window containing the total number of files in the catalog and the current number you have marked for download.

The window also contains four buttons. The **Clear** button is used to reset the marked tags on all files in the File List. The **Mark All** button is used to set the mark tag on every file in the file list. The **OK** and **CANCEL** buttons are used to exit the window, accepting change or rejecting them, respectively.



[File Catalog Window Format](#)

[File Catalog Actions](#)

[Marking Files for Download](#)



## Marking Files for Download

Marking which files you want to download is very easy. You simply click on a file name, in the *File List* box, that you want to have downloaded. The file name will then be highlighted, indicating that you have marked it for download. If you change your mind about downloading a file, simply click on the highlighted file name and it will no longer be marked for download.

Scrolling the list of files, and marking files, is most easily done by using the keyboard. To use the keyboard for scrolling and marking the File List box must have focus. To set the focus to this box you may click on the box, or scroll bar, or you may press the **TAB** key until the button on the scroll bar is blinking.

Once you have set focus to the *File List* box, you may then use the **CURSOR** keys, the **PAGE UP** and **PAGE DOWN** keys for displaying different files and information about those files. You may also easily mark a file by pressing the **SPACE BAR** when the file you want to mark is circled by dotted lines.

You may need to experiment with using the keyboard, but once you understand how to move within the *File List* box, with the keyboard, you will find it very useful for browsing through the files.



[File Catalog Actions](#)

[Printing Catalog Information](#)



## Downloading Uncataloged Files

You may download one specific file, even without doing a Library Pattern Scan. But, you may need to make a change to your GoCIS.INI file. Open your GOCIS.INI with a text editor and look for:

```
[CatScan Options]
Full=Library Description
Short=Titles Only
Dnld=Download a specific File
```

If the last line isn't there, add it. After you do that, you'll have to restart GoCIS, so it can read the revised GoCIS.ini file. Now, select the appropriate Forum in the GoCIS Main Processing Screen, open the Forum Menu, select Libraries/Search Patterns. Now ADD a new pattern (you may want to call it download) and fill in the name of the file you want to download. Click on OK, make sure the new download pattern is selected, then click OK again. The message beside the Forum name will say Scan Library, but it will download your file anyway.



You can also paste the needed line from this Help File. Click on [Copy](#), the Help Copy dialog box will open, then select the line and copy it to the Windows Clipboard. Open the GoCIS.ini file and paste it into the correct place.





## Printing Library Catalogs

The Library Catalog Report window allows you to select what information you want to be printed from the catalog. To select a value for each of the following options, open the drop-down box next to that option. This will pull down a selection list that you may select items from.

### Files to be Selected:

#### **All Listed**

Print information for every file in the Catalog.

#### **Current Shown**

Print information for only the currently displayed file.

#### **Marked Files**

Print information for only the marked files.

#### **Unmarked File**

Print information for only the unmarked files.

### Sort order for Report

This option is not used for this report.

### Type of Report to Print

#### **Summary**

Print one line per file in a column format.

#### **Detailed**

Print each entry, with complete descriptions, in a formatted report.



## File Catalog Actions

### Printing all or part of the Catalog

GoCIS provides you with the ability to print a formatted report of the information contained in the Catalog. To print all or part of the Catalog, Select the **FILE/PRINT** menu item on the menu bar. This will display a window you may use to select the type of report you want and information to print.

### Searching for text

You can search all the information in the Catalog for a specific string of information. To start a search you must define what to search for. You do this with the **SEARCH/FIND** menu item on the menu bar. Once you have entered a search value, and found a match, you may continue the search from that point in the Catalog by pressing **F3**.

### Changing the format of the display

The File Catalog window may be displayed in two different formats. The first format is the default format. This format contains a File List box on the left side of the window and formatted detail file information on the right side of the window. In the second format, the file list box is expanded to fill the window, replacing the formatted file information with a list of files containing the detailed information.

Which format you should use depends on your preferences. Both formats contain nearly the same information. The only exception is that the list format does not contain estimated time for download. To change formats, click on the **Preferences** menu item and then click on the displayed menu item.



[Searching](#)

[Printing Library Catalogs](#)



## **File Menu Commands**

### Open Configuration

Allows you open a previously saved configuration.file.

### Save Configuration

Saves the current configuration settings to the current configuration file.

### Save Configurations As...

Saves the current configuration settings to a new configurations file.

### Printer Fonts...

Allows you to choose the font that will be used for any printing done by GoCIS.

### Default Printer...

Allows you to select the printer to use for any printing done by GoCIS.

### Build Automated Script...

Allows you to build an automated script.

### Execute Automated Script...

Allows you to select a script for GoCIS to execute

### Run Program

Allows you to run another program from within GoCIS

### Exit

Exits GoCIS

## Settings Menu Commands

The **Settings** Menu Commands all deal with the GoCIS configuration.

### CompuServe User ID...

Displays and allows you to change the current CompuServe Name, User ID and Password.

### Processing Options...

Displays and allows you to change various default GoCIS processing options.

### Default Directories...

Displays and allows you to change the default directories that GoCIS will use.

### Phone Number...

Displays and allows you to change the current on-line phone number, connect times and network.

### Communications Port...

Displays and allows you to change communication port and data parameters.

### Modem Commands.

Displays and allows you to select a predefined modem or change modem menu items.

## Forum Menu Commands

The **Forum** Menu Commands are used to invoke processing activity for the current forum. You select the current forum by on a forum in the *Forum List* box on the *Main Processing* window.

### Libraries

Allows you to specify libraries and search patterns for using to search in creating a Catalog of Files , **or** allows you to review a previously created *Catalog of Files* to select files you want to download for use on your computer.

### Messages

Allows you to read message headers and messages for the current forum. You may also create new messages to be sent to the current forum.

### Processing Options (Cntrl+P)

Allows you to select options that will control the processing to be performed the next time you go online, with this forum in the current view.

### Clear Scheduled Actions

Allows you to clear, for individual forums, any online actions which had been scheduled.

### Clear Pending States

Allows you to clear, for individual forums, any offline states which had been set.

### Add Forum

Allows you to define a new forum to include in the current view.

### Edit Forum

Allows you to edit the options that you selected when you initially defined this forum to GoCIS.

### Delete Forum

Deletes the selected forum from all views.

## View Menu Commands

The **View** Menu Commands let you control the display attributes of the current view, create a new view, and change which forums are included in the current view.

### Sort By Title

Sorts the forums displayed in the Forum List box by forum title.

### Sort By Name

Sorts the forums displayed in the Forum List box by forum name.

### Display Icons

Toggles the display of the forum icon in the Forum List box.

### Clear Scheduled Actions

Allows you to clear, for all forums in current view, any online actions which had been scheduled.

### Clear Pending States

Allows you to clear, for all forums in current view, any offline states which had been set.

### Add View

Allows you to create a new view and choose which forums will be included in that view.

### Edit View

Allows you to change which forums are included in the current view.

### Delete View

Deletes the current view.

## E-Mail Menu Commands

The **E-Mail** Menu Commands allow you to retrieve and send CompuServe Electronic Mail, as well as purge E-Mail from your system.

### Latest E-Mail Received (Cntrl+R)

Allows you to read any mail you just read from CompuServe by GoCIS.

### Select Received E-Mail

Allows you to read any mail that has been previously read from CompuServe by GoCIS.

### Purge Received E-Mail

Allows you to purge selected E-Mail and E-Mail which has previously been marked for deletion.

### Create Mail (Cntrl+N)

Allows you to create a message to be sent by E-Mail.

### Send File as Mail

Allows you to select or enter the name of a file to send as E-Mail.

### Edit E-Mail to be Sent (Cntrl+E)

Allows you to go back and edit E-Mail you've already written, but not yet sent.

### Edit Address Book (Cntrl+A)

Allows you to add, update and delete entries from the GoCIS address book.



## Options Menu Commands

These **Options** Menu Commands all control the various aspects of how GoCIS looks.

### 3D Fonts

Allows you to change the appearance of the GoCIS fonts.

### Display User Buttons?

Allows you to show or hide the Button Bar.

### Position User Buttons

Allows you to select a position for the Button Bar.

### Button Style

Allows you to select a style for the Button Bar.

### Load User Buttons

Allows you to select a particular Button Bar to load.

### Unload User Buttons

Allows you to run GoCIS with NO Button Bar

## Help Menu Commands

Help

Contents

Displays the main contents window for the GoCIS help system.

How Do I...?

Displays the **How Do I** window of the GoCIS help system.

Ordering GoCIS

Displays information on how to order the latest version of GoCIS.

Order GoCIS Now

Allows you to order GoCIS now, by mail or through CompuServe.

About

Displays a window with information about the version of GoCIS you are running.

## Open Configuration... (File Menu)

This menu selection allows you open a previously saved configuration file. Once you have saved settings in a configuration file, you may recall those settings in future sessions by opening the saved file.

To open a previously saved configuration, select a valid configuration file from the file *Open File Dialog* window.



[Save Configuration](#)

[Save ConfigurationAs](#)

## Save Configuration (File Menu)

This menu item allows you to save your current configuration settings. Once you have saved your current setting , you may recall them in future sessions,as needed,with the **Open Configuration** menu item.



[Open Configuration](#)

[Save Configuration As](#)

## Save Configuration As... (File Menu)

This menu item allows you to save your current configuration settings in a specified file. Once you have saved your current settings , you may recall them in future sessions as needed. A *Save File Dialog* window is displayed to allow you to select or specify a directory and filename to use for saving the current configuration.



[Open Configuration](#)

[Save Configuration](#)

## **Printer Fonts... (File Menu)**

This menu item allows you to choose the printer font that you want to use for any printing done by GoCIS. A standard windows *Font Dialog* window is displayed for use in selecting the desired font.

## **Default Printer... (File Menu)**

This menu item allows you to choose the printer that you want to use for any printing done by GoCIS. A standard windows *Print Setup Dialog* window is displayed for use in selecting the desired printer.

## Build Automated Script... (File Menu)

This allows you to build a custom script to be executed at a later time. To build a script, set the actions you want included in the script, then click on this menu item. When you use this command, GoCIS will prompt you for filename for the script. You can call up the script any time using the **File Menu/Execute Automated Script** item. Or you can run it unattended with Windows Recorder or Norton's BatchRunner.



You might like GoCIS to go online in the middle of the night and download Forum Messages addressed to you or all messages in specified Forum Sections. Double click on the Forum in the Forum View box, and check off the desired actions. Click on this menu item, fill in a file name, and it's done.



## **Execute Automated Script... (File Menu)**

This Allows you to execute a GoCIS script. Click on this menu item and fill in the name of the script to run, or highlight the script in the Files list box and hit enter. GoCIS will go online and perform the tasks in the script.

## **Run Program... (File Menu)**

This allows you to run another Windows or DOS program from within GoCIS. This is handy if you need to quickly edit or look at another file without closing down or minimizing GoCIS. Use the Browse button and file list to find the program you want to run or fill in the program's name.

## **Exit (File Menu)**

This menu item will terminate the GoCIS program. If you have any modifications that have not yet been saved, you will be prompted for the disposition of those modifications prior to termination.

## CompuServe User ID... (Settings Menu)

This menu item allows you to change the following items, used for CompuServe identification:

Name

User ID

Password


The Name and User ID and Password are those that you currently use in accessing CompuServe.

Your password is kept secure by GoCIS. The password will only display as a series of \* characters when it is entered in this window. The password is encrypted prior to storage in the configuration file. It is not possible for us to determine your password from the information in the configuration file, so please remember it, or record it elsewhere. You will be prompted to enter the password twice to ensure correct entry.

Once you have entered the CompuServe identification information, press the **OK** button to continue. Or, you may press the **CANCEL** button at any time to retain the original values.

## Processing Options... (Settings Menu)

This menu item allows you to set processing options. These options are used to control E-Mail and Message processing with CompuServe. They are also used to control log processing for on-line activity.

To select the options, click on the , next to the option you wish to set. This will display a list of items for you to select as the desired option.



[Default Processing Options](#)

## Default Directories... (Settings Menu)

This menu item will display and allow you to change the default directories that are used by GoCIS for saving files. The values you specify for Control, Message and Library directories are used as default settings when you define a new forum to GoCIS. The Script directory is used for storing script files.


To specify a directory, move the cursor to the desired text field and enter the directory path. When you have entered all the directories, press the **OK** button to continue. Or, you may press the **CANCEL** button at any time to retain the original values.

Once the **OK** button is pressed, GoCIS will check each directory to see that it exists. If the directory does not exist you will be prompted as to whether or not GoCIS should create it for you. GoCIS will only exit after all directories are valid or the **CANCEL** button is pressed.

[Click](#) to see what these settings might look like.

## Phone Number... (Settings Menu)


This menu item displays and allows you to change the *phone number* that will be dialed, by GoCIS, when you press any of the Automated processing buttons on the *Main Processing* window. It also allows you to specify *time out parameters* that will control the maximum time for attempting to logon to CompuServe. And, you may specify the *number of retries* that should be attempted for logging on to CompuServe.

You may also select the network that will be used for dialing CompuServe. To select the network, click on the  to pull down a list of valid networks and then click on the desired network.

If you require a special Logon script to be used when dialing CompuServe, you may enter the filename of that script in the *Logon Script* text box.

To complete processing of this menu item, press the **OK** button after all the values have been filled in. Or, you may press the **CANCEL** button at any time to retain the original values.

## Communications Port... (Settings Menu)

This menu item displays and allows you to change communication port and data parameters. To change a value, on the  to pull down a list of valid values and then click on the desired value to select it. The following values are usually valid for using the CompuServe Network with GoCIS:

Parity -NONE

Data Bits -8

Stop Bits -1

You may also select the type of *Carrier Detect* processing you want GoCIS to perform during online operations. You may choose to have GoCIS IGNORE carrier detect or CHECK carrier detect.


Once all selections have been made, press the **OK** button to complete processing. Or, you may press the **CANCEL** button at any time to retain the original values.



[Communication Problems](#)



## Modem Commands (Settings Menu)

This menu item displays and allows you to select predefined modem settings, or to define or change modem settings. To select a predefined modem, click on the  to pull down a list of predefined modems. Then, click on a modem type that matches the modem you will use to connect with CompuServe.

If you don't see your modem type, try selecting the Hayes Compatible modem. If that does not work, or if you know your modem has different menu items, select [user defined] and enter each of the menu items in the appropriate place in the window. You will find the correct modem settings to enter in manual that came with your modem.



[Communication Problems](#)

## Sort By Title (View Menu)

When you select this menu item, the group of forums displayed in the *Forum List* box will be sorted by forum title. The group of forums in whatever view is currently selected will be sorted by title when this option is checked. You may also choose to sort the group of forums in the *Forum List* box by forum name.

## Sort By Name (View Menu)

When you select this menu item the group of forums displayed in the *Forum List* box will be sorted by forum name. The group of forums in whatever view is currently selected will be sorted by name when this option is checked. You may also sort the group of forums in the *Forum List* box by forum title.

## **Display Icons (View Menu)**

This menu item allows you to toggle the display of the forum icons in the *Forum List* box. When it is checked, icons are displayed next to the forum title and name. Choose this menu item to toggle the icon display on and off.

## **Clear Scheduled Actions (View Menu)**

Clicking this will clear, or cancel, all scheduled online actions for the current view or group of forums. Actions affected include Reading Messages or Downloading Files.



[Clear Scheduled Actions \(Forum Menu\)](#)

## **Clear Pending States (View Menu)**

Clicking this will clear, or cancel, any offline pending states for the current view. Actions affected might include reading messages which have been downloaded or looking at a Catalog of Files which had just been generated online.



[Clear Pending States \(Forum Menu\)](#)

## Add View... (View Menu)

You may create a new view by selecting this menu item, then by performing the following steps:

1. Enter the name of the view in the **View Definition** dialog window that will be displayed. From one to sixteen characters may be used. Press **OK** to continue, or **CANCEL** to stop creating a new view.
2. You are then given a list of **[All Forums]** currently defined to GoCIS in the *Forum List* box.
3. To include a forum in the group of forums view you are creating, click on that forum in the *Forum List* box. That forum will now be highlighted, indicating it is selected as part of the group to include in the new view. If you change your mind about a forum you selected, click on the forum again and it will not be included.
4. When you have selected all the forums you want in the new view, press the **OK** button.
5. If you do not want to select forums at this time, press the **CANCEL** button. The view will be created without any forums selected. You may add forums latter by selecting the **View/Edit** menu item from the Main Processing window.

## Edit View... (View Menu)

You may change which forums are in the group of forums contained in the current view by selecting this menu item. When you select this menu item, a list of **[All Forums]** is displayed in the *Forum List* box. The group of forums already included in current view are highlighted. To select an additional forum to include in this view, click on an unhighlighted forum in the *Forum List* box. To remove a forum from the current view, click on a highlighted forum in the *Forum List* box.

When you have completed selection of the forums to include in the current view, press the **OK** button. If you want to leave the view defined the way it was originally, press the **CANCEL** button.



## Delete View... (View Menu)

To delete the currently selected view, select this menu item. A window will be displayed, with the view name, and you will be asked to confirm deleting that view. Press **OK** to delete the view or **CANCEL** to retain the view.

## Libraries (Forum Menu)

This menu item provides access to two other menu items that allow you to perform processing associated with CompuServe libraries. These menu items are performed for the current forum.

### **Search Patterns (Cntrl+S)**

The first menu item, **Search Patterns**, lets you specify patterns to use in creating a Catalog of Files for the current forum. Patterns allow you to optionally define specific keywords to search for in a file you would like to have included in the Catalog. Patterns also allow you to specify which libraries to look in for files to include in the Catalog.

### **Catalog of Files (Cntrl+F)**

The second menu item, **Catalog of Files**, displays a window with a list of files in the current catalog for this forum. You use the Catalog of Files for selecting any files you want to download to your computer.



This menu item is only enabled when a catalog has been created for the current forum.



[Search Patterns](#)

[Catalog of Files](#)

## Messages (Forum Menu)

This menu item allows access to a menu items that allow offline processing of forum messages for the current forum.

### Mark Message Headers (Cntrl+H)

You may select this menu item to display a window of message headers for the current forum. The displayed window is a list of message headers that you may browse through in order to select specific messages you are interested in. The complete text of messages you mark will be read the next time you press **Actions** or **Messages** on the *Main Processing* window with this forum selected for processing.



This item is only enabled when you have had GoCIS perform a scan for new messages in the current forum.

### Latest Received Messages (Cntrl+L)

This menu item allows you to browse through only those messages read during the last online session. While browsing messages you may read, and reply to, specific messages. This menu item is enabled when marked messages have been read, or new messages have been just read for the current forum.

### Purge Received Messages

This menu item allows you to purge messages you deleted while reviewing messages, and allows you to specify criteria to use in selecting messages to delete. This menu item is enabled if marked messages have been read, or new messages have ever been read for the current forum.

### Select Received Messages

This menu item allows you to select messages to view based on criteria you specify. This menu item is enabled if marked messages have been read, or new messages have ever been read for the current forum.

### Create New Message (Cntrl+C)

This menu item allows you to create a new message to send to the current forum.

### Send ASCII File as Message

This menu item allows you to specify a file to be sent as a message the next time you perform Actions or Messages for the current forum.

### Edit Messages to be Sent (Cntrl+G)

This menu item allows you to browse through, and edit, any messages you created for the current forum.



[Marking Message Headers](#)

[Reading Forum Messages](#)

[Purging Messages](#)

[Create New Message](#)

[Sending ASCII Files as Messages](#)

[Editing Messages to be Sent](#)



## Processing Options (Forum Menu)

This menu item provides access to the *Forum Processing Options* window. That window allows you to set Message Processing Options, online Actions, and provides quick access to some offline facilities.

**Shortcut Key: Cntrl+P**



[Forum Processing Options](#)

## **Clear Scheduled Actions (Forum Menu)**

Clicking this item will clear, or cancel, all scheduled online actions for the currently selected forum. Actions affected include Reading Messages or Downloading Files.



[Clear Scheduled Actions \(View Menu\)](#)

## **Clear Pending States (Forum Menu)**

Clicking this will clear, or cancel, any offline pending states for the currently selected forum. Actions affected might include reading messages which have been downloaded or looking at a Catalog of Files which had just been generated online.



[Clear Pending States \(View Menu\)](#)

## Add Forum (Forum Menu)

You select this menu item when you want to define a new forum to be included in the current view. When you select this item, a window will be displayed that allows you to define the name of, and processing options for the new forum.



[Define Forum](#)



## Edit Forum (Forum Menu)

You select this menu item when you want to edit the forum definition information for the current forum. When you select this menu item, a window will be displayed containing the current forum definition. You may change any of the information displayed in this window.



[Adding a Forum](#)

## Delete Forum (Forum Menu)

You select this menu item when you want to delete the current forum. When you select this menu item, a window is displayed with the name of the current forum, asking you to confirm the deletion of that forum.

Press the **OK** button to delete the forum from GoCIS. Or, press the **CANCEL** button to return to the main processing window without deleting the forum.

## Latest Received E-Mail (E-Mail Menu)

You select this menu item to read any mail that was just read from CompuServe in the last online session by GoCIS. A window is displayed that allows you to select specific messages to read and reply to.

**Shortcut Key: Cntrl+R**



This menu item is only enabled for selection if mail has been received.



[Browsing Received E-Mail](#)

[Select Received E-Mail](#)

## Select Received E-Mail (E-Mail Menu)

You select this menu item to select E-Mail to read by various criteria which was previously read from CompuServe by GoCIS. A window is displayed that allows you to specify selection criteria for specific mail messages to read and reply to.



This menu item is only enabled for selection if mail has been received.



[Browsing Received E-Mail](#)

## **Purge Received E-Mail (E-Mail Menu)**

You select this menu item to purge E-Mail messages that you marked for deletion while reading the messages. Or, you may specify selection criteria to use in automatically purging a group of E-Mail messages.



[Purging E-Mail](#)

## Create E-Mail (E-Mail Menu)

You select this menu item to create a message to be sent by E-Mail. A window is displayed that allows you to enter the text of your message.

**Shortcut Key: Cntrl+N**



[Creating New E-Mail](#)

## **Send File as E-Mail (E-Mail Menu)**

You select this menu item to send a file as mail. A window is displayed that allows you to enter address information and to select, or enter, the name of a file to send.



[Creating New E-Mail](#)

## Edit E-Mail to be Sent (E-Mail Menu)

You select this menu item to browse through the E-Mail messages you previously created that have not been sent. A window is displayed that contains the messages that have not been sent.

**Shortcut Key: Cntrl+E**



This menu item is only enabled if you have created, or replied to, an E-Mail message.



[Edit E-Mail to be Sent](#)



## Edit Address Book (E-Mail Menu)

This menu item allows you to add, update and delete entries from the GoCIS address book.

**Shortcut Key: Cntrl+A**



[Address BookOverview](#)

## **3D Fonts (Options Menu)**

Allows you to change the appearance of the fonts used by GoCIS. Click this menu item and chose from Raised or Inset fonts with light or heavy shading, or no shading at all. This doesn't affect the fonts used in the View window or the message window.

## Display User Buttons? (Options Menu)

This choice allows you to display or hide the GoCIS Button Bar. Simply click on this choice to toggle the display on or off.



[Load User Buttons](#)

[Position User Buttons](#)

## Position User Buttons (Options Menu)

This allows you to chose where to place the GoCIS Button Bar. Clicking this choice takes you to a sub-menu which lets you chose whether to place the Button Bar on the top, bottom, the left or right side of the Main Processing Window.



[Load User Buttons](#)

[Display User Buttons?](#)

## **Button Style (Options Menu)**

This allows you to select a style for the GoCIS Button Bar. Clicking here gives you a sub-menu which lets you chose between an icon-only bar, text-only or buttons with both icons and text.

## **Load User Buttons (Options Menu)**

This allows you to select a particular GoCIS Button Bar. Clicking here takes you to a dialog box with a list of the available button bars in your GoCIS directory. Simply select one and click okay or double click on your choice.

## **Unload User Buttons (Options Menu)**

This allows you to run GoCIS with No Button Bar loaded.

## Help (Help Menu)

You may select the **Help** menu item to receive context sensitive help about the current window in which you are processing.



## **Contents (Help Menu)**

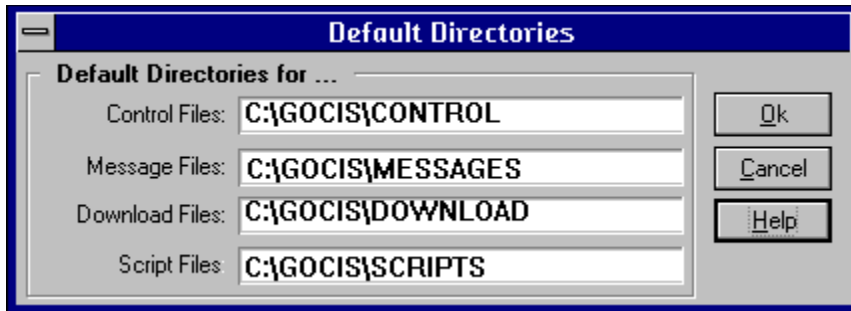
You may select this menu item to display the main contents window of the GoCIS help system.

## How Do I...? (Help Menu)

This menu item will display the initial **How Do I** window of the GoCIS help system. This window contains topics that provide you with specific answers on how to use GoCIS to perform desired processing.

## **About (Help Menu)**

This menu item displays the About window, describing the current version of GoCIS.







## Forum Messages

Messages in CompuServe forum message sections contain a wealth of valuable information. Typically, hundreds of interesting messages are located in a forum's message sections. Yet, access to this information is limited by how much time, and money, you have available to spend while logged onto CompuServe looking for interesting messages. You could spend hours looking through each message section in a forum for messages that interest you.

### Retrieving Forum Messages

GoCIS will assist you in finding the exact messages you are interested in, in the shortest time possible. And, GoCIS will save those messages on your computer, using the fastest methods available.

### Sending Forum Messages

You may also want to send new messages to a forum. Or you may want to send a reply to a message that was sent to you, or reply to a message you happened to read. GoCIS allows you to write a new message, or send a reply, using the full functionality of Windows text processing. That means you can do things like cut and paste from other messages or files. And, GoCIS will automatically send your message to CompuServe using the fastest method available.

Using GoCIS to automate message processing will save valuable time and connect charges when both reading and sending messages.



[Scanning Messages & Headers](#)

[Specifying Header and Messages Sections](#)

[Reviewing Message Headers](#)

[Reading Mail and Messages](#)

[Replying to Messages](#)

[Creating New Messages](#)

[Viewing Messages to be Sent](#)

[Sending Message to CompuServe](#)



## Retrieving Forum Messages



You may choose to have GoCIS log on to CompuServe at any time to perform message related processing by pressing the **Messages** button. When you press **Messages**, GoCIS will dial CompuServe, log on, and begin automated message processing.

Automated message processing is only performed for those forums that are currently in the *Forum List* box on the *Main Processing* window. Message processing consists of one or more of the following:

- Read new message headers from selected sections of each forum.
- Read new messages from selected sections of each forum.
- Read any waiting messages in each forum.
- Send any replies and new messages that you have created.
- Send an ASCII file as a message.

The retrieval of messages is controlled by entries you made on the *Forum Processing Options* window for each forum. These entries allow you to specify in which sections to get new message headers from, and in which sections to read all new messages from.



Messages are sent if you created a reply to a message or if you created a new message. You may also tell GoCIS to send an ASCII file as a message.

Message headers are read and stored on your computer for you to review at a later time. While reading message headers, you may mark any headers that appear to be interesting. Marking a header tells GoCIS that, the next time you the **Actions**, you want GoCIS to read the entire thread of messages relating to that header.

Full messages are retrieved and stored on your computer for you to read at your leisure, when you are not connected to CompuServe. While reviewing the text of full messages you may easily reply to a message, or save the message in another file for use in other applications.



## Scanning Messages & Headers

GoCIS offers two types of message retrieval from CompuServe forums. You may choose to retrieve only message headers from a forum or you may choose to retrieve full messages from a forum. Which option you select will depend on several factors. You may select either of the options, by individual section, within each forum.

### Message Headers

If the volume of messages on a forum is very large, or you are typically not interested in most of the messages in a forum, you should retrieve only message headers. You can then mark the exact messages for which you want to read the entire message thread. GoCIS will get the entire thread the next time you press the **Messages** button. This will save you money in connect charges since you are only reading the full text of the messages that you are interested in.

### Full Messages

If you find you are interested in most of the messages in a certain section of a forum, or the volume of new messages is very low, you should retrieve full messages. This will eliminate the time you would spend reading message headers, marking the headers, and then reading the marked message threads.



[Marking Message Headers](#)





## Message Retrieval Options

To have GoCIS retrieve messages from a specific forum, you must select in which sections you want to look for messages, and the type of message reading to perform. You may select different options for each section of each forum.

To set message read options, double click on a forum, in the *Forum List* box, **or** select the menu item, **Forums/Edit Forum**, and then menu item **Settings/Processing Options**. Either of these methods will display the *Processing Options* window for the selected forum.

At the top of the *Processing Options* window is the *Messages* area. In this area you will find the following controls to use in setting message read options and specifying sections:

**Scan new message headers in sections:**

**Read new messages in sections:**

### Selecting Sections and Options

To *select the sections* for each of these options, press the **Browse** button on the line corresponding to the type of read you want to perform in specified sections. This will display a list of section names to choose from. Click on each section, in the displayed list, to select that section for the corresponding message processing activity. The identification number of selected sections will be displayed in the control.



If the **Browse** button does not display a list of sections, you will need to have GoCIS get the section names from CompuServe. To do this, just click on the box next to the label **Update Section Names** in the *Do Actions* section of this window. Click **OK**. Then press the **Actions** button to have GoCIS go online and download the list of Section Names.



[Forum Processing Options](#)

[Default Processing Options](#)

[Reading Mail and Messages](#)



## Controlling Message Retrieval

You can control the number of messages and message headers that GoCIS reads for you with two different methods. The first method is to select only those sections you are interested in for Messages processing. This is done as described in [Message Retrieval Options](#). The second method is to have GoCIS set the [High Message Counter](#) after reading messages. This will prevent GoCIS from reading the same messages each time the **Messages** button is pressed.

To set the *High Message Counter*, double click on a forum in the Forum List box. Or select the menu item **Forums/Edit Forum** and then menu item *Settings/Processing Options*. Either of these methods will display the *Processing Options* window for the selected forum.

In the box at the top of this window is a pull down option box labeled; **Reset High Message Number After**. Open it to view the following options:

**Quick Scan**

**Manual**

**Always**

To never read the same message twice when doing new message header or new full message processing, select **Always**. Select **Quick Scan** to reset this number only after doing Quick Scans in this forum.



[Scanning Messages & Headers](#)



## Message Headers

After GoCIS has completed processing Messages, you should have new message headers available. You will have headers for each section you specified in *Scan New Message Headers* on the *Processing Options* window that actually had new headers. The primary purpose of getting message headers is so that you may review the headers to see if there are any messages you are interested in having GoCIS retrieve the entire thread of, the next time you press the **Messages** button on the *Main Processing* window.

To review and mark message headers, click on a forum in the *Forum List* box and then press the **Headers** button in the Button Bar. Or, on the *Main Processing* window, click on a forum and select the menu item **Forums/Messages/Mark Message Headers**. Or use the shortcut key **Ctrl+H**.

Any of these options will display the *Forum Message Header* window, with all the message headers for that forum listed.

It is important to review and mark headers and press the **Messages** or **Actions** button, on the *Main Processing* window, as soon as possible after reading new message headers. This is because the message you mark for reading may disappear from CompuServe at any time. Messages may be "bumped" by new messages or may be deleted by the SYSOP or person who originally sent the message.



[Marking Message Headers](#)

[Reading Forum Messages](#)

[Controlling the Message Files](#)



## Reading Forum Messages

GoCIS reads messages as a result of two types of requests. The first type of request is specifying that you want to *read all the new messages* from a certain section of a forum when you press the **Messages** button on the *Main Processing* window. The second type of request is marking a particular header in the *Mark Headers* window.

### Reading the Latest Messages (Cntrl+L)

You may browse through the messages retrieved in latest online session by clicking on a forum in the *Forum List* box and pressing the **Review Latest Forum Messages** button on the Button Bar. Or, you may click on a forum in the *Forum List* box and select the menu item **Forums/Messages/Latest Received Messages** on the *Main Processing* window, or press **Cntrl+L**.

### Reading a Range of Messages

To browse through a range, by date received, of messages for a forum, click on a forum in the *Forum List* box and select the menu item **Forums/Messages/Range of Messages Received** on the *Main Processing* window.

Any of these actions will open the *Message/Mail Review* window with all the messages contained in the message file for this forum.



[Message Viewer/Editor](#)

[Replying to Messages](#)



## Controlling Message Files

The Message Header and Message files contain information from one or more sessions. You control whether or not information is accumulated for each session, or replaces information from the previous session. This option is set in the **Settings/Processing Options** menu on the *Main Processing* window, or use the shortcut key **Ctrl+P**.

The more information you keep in the message files, the longer it takes GoCIS to scan the information to build the Review window. You should only keep as much information as you need.

You may manually remove unneeded information from these files by selecting the **Forum/Messages/Purge Received Messages** command on the *Main Processing* windows.



[Processing Options](#)

[Purging Messages](#)



## Purging Messages

You may select messages to purge with the **Forum/Messages/Purge Received Messages** command on the *Main Processing* windows. This will present a selection window for you to use in entering criteria for use in purging messages. It will also allow you to purge any messages you deleted while reviewing messages. Purged messages actually move to another file, *filename.bak*, which can be found in your GoCIS Messages directory.



[Message Selection/Purge Window](#)



## Replying to Messages

You may choose to reply to a message that you are currently reading with the **Message Reply** menu item on the *Mail/Message Review* window, or use the shortcut key **Ctrl+R**. This will cause a new window to open up, creating a split screen with your reply on top, and the message you're replying to on the bottom. This makes it easy to write your reply. And, you can use cut and paste to include portions of the original message, or information from other Windows applications in the reply message.



[Reading Mail and Messages](#)

[Creating New Messages](#)

[Writing Messages](#)

[Sending Message to CompuServe](#)



## Creating New Messages

You may create a new message at any time from the *Main Processing* window, or the *forum Processing Options* window.

To create a new message, click on a forum and select the menu item **Forums/Messages/Create New Messages**, use the shortcut key **Ctrl+C**, or click on the **Create Forum Message** button on the Button Bar.



Either of these options will display the *Message/Mail Create Window*.



[Writing Messages](#)

[Viewing Messages to be Sent](#)

[Sending ASCII Files as Messages](#)

[Sending Message to CompuServe](#)





## Editing Messages to be Sent

Once you have created, or replied to a message, you may want to review and change what you wrote. You may do this any time, prior to sending the message.

To edit a message to be sent, click on a forum and select the menu item **Forums/Messages/Edit Messages to be Sent**. Or use the shortcut key **Ctrl+G**.

This will display a *Review Message/Mail* window with all of the messages waiting to be sent for the current forum.



[Editing Messages](#)

[Replying to Messages](#)

[Creating New Messages](#)

[Sending Message to CompuServe](#)



## **Sending ASCII Files as Messages**

You may send any file that contains text, as a message to any section of a forum.

To send a file as a message, click on a forum and select the menu item **Forums/Messages/Send ASCII File as Message**.

This will display a window for you to enter destination information for the message and then display a window that allows you to enter the file name of the file to send.



[Creating New Messages](#)

[Sending Message to CompuServe](#)



## Sending Messages

To send messages to CompuServe you must first create the message, or you must specify that you want to send a file as a message. Once messages are waiting to be sent to a specific forum, you will see *Message(Send)* for that forum in the *Forum List* box on the *Main Processing* window.

To send the waiting message, press either the **Actions** or **Messages** button on the *Main Processing* window. Pending messages to be sent will be sent for all forums that are currently in the *Forum List* box when you press one of these two buttons.



[Creating New Messages](#)

[Actions Button](#)

[Messages Button](#)



## Message Headers Window

The menu bar contains the following items:

### File

Allows you to print file information or exit the window.

### Search

Allows you to search the information in the Header list for specific strings.

### Options

Allows you to set where the toolbar is located: top or bottom; And, allows you to set the sort order of message headers

### Help

Allows access to complete help.

The message section of the headers currently displayed in the *Header List* box is at the top of the window. The last time headers were added to the file is also displayed.

At the right side of the button bar you will find buttons and information about marked headers in the current section, all sections and the total number of message headers in the file.

The **OK** and **CANCEL** buttons are used to exit the window, accepting change or rejecting them, respectively.



[Retrieving Messages & Headers](#)



## Marking Message Headers

You may mark message headers with three different methods. The first method is to simply click on the individual header in which you are interested in the *Header List* box. You would use the second method if you found that you were interested in all headers in a particular section. To mark all headers in a section press the **MarkSec** button. The third method allows you to mark all headers in every section. You would do this by pressing the **Mark All** button.

To view headers in other sections, open the drop-down box labelled **Sections/Headers**. This will display a list of all sections in the file that contain message headers. Click on a section to display headers for that section.



You can quickly clear all marked messages in a section, or in the whole file, by pressing the respective **Clear** buttons.



[Message Headers](#)

[Retrieving Messages & Headers](#)



## Message Headers Actions

### Printing Message Header Information

GoCIS provides you with the ability to print a formatted report of the information contained in the Header file. To print all or part of the Headers, select the **FILE/PRINT** command on the menu bar. You may also click on the **printer icon** or use the **Shortcut Key Cntrl+P**. This will display a window you may use to select the type of report you want and information to print.

### Searching for Text

You can search all the information in all sections of the Header file, for a specific string of information. To start a search you must define what to search for. You do this with the **SEARCH/FIND** command on the menu bar. Once you have entered a search value, and found a match, you may continue the search from that point in the file by pressing **F3**.

### Button Bar Options

You may place the Message Headers Button Bar at the top or bottom of the window. Simply click on the **Options/Button Bar** choice, then click on **Top** or **Bottom** on the sub menu.

### Sort Headers By:

You may sort message headers by Subject matter, by the number of replies, or by the Forum thread number. Simply click on the **Options** menu and click on the appropriate choice.



## Retrieving Marked Messages

To retrieve the message threads for each of the headers that you marked, you must press the **Messages** or **Actions** button on the *Main Processing* window. GoCIS will dial CompuServe, log on and start reading the threads for each forum you have marked headers for that are selected for online processing.

Once GoCIS had retrieved the threads you may review the threads by any of 3 methods:

- Highlight a forum in the *Forum List* box and pressing the **Read Messages** button on the GoCIS Button Bar.
- Select the menu item **Forums/Messages/Latest Received Messages**.
- Use the Shortcut Key **Ctrl+L**.



[Reading Forum Messages](#)

[Actions Button](#)

[Messages Button](#)



## Printing Headers Information

The Message Header Report window allows you to select what information you want to be printed from the header file. To select a value for each of the following options, open the drop-down box next to that option. This will pull down a selection list that you may select items from.

### Files to be Selected

#### **All Listed**

Print information for every file in the file.

#### **Current Shown**

Print information for only the currently displayed header.

#### **Marked Files**

Print information for only the marked headers.

#### **Unmarked Files**

Print information for only the unmarked headers.

### Sort order for Report

This option is not used for this report.

### Type of Report to Print

#### **Summary**

Print one line per header in a column format.

#### **Detailed**

Print each entry, with complete descriptions, in a formatted report.



[Message Headers Menu Commands](#)





## Message Selection/Purge Window

This window allows you to specify selection criteria for messages to display or purge. To input specific criteria you must check the box to the left of the desired criteria. You may then input a pattern for GoCIS to use in selecting messages using standard MS-DOS pattern characters.

For example, checking Subject and entering "\*GoCIS\*" would display or purge all messages with "GoCIS" anywhere in the Subject of the message. Checking From (User) and entering "David\*" would display or purge all messages from any "David".



[Purging Messages](#)

