

# WINATO Help Index

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## **Commands**

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## Procedures

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## Setup Menu Commands

### General Setup

The general setup command displays a dialog box which allows the entry or edit of WinAto general parameters. These parameters include the Autosig directory path, command line prototypes for on-line execution of Autosig, window style selections for Autosig and the new forum user name.

### On-Line Setup

The on-line setup command displays a dialog box for setting the startup screen status for the various on-line functions of Autosig. Settings may be full screen, window, iconized or hidden.

### ATO PC Options

The ATO PC options command displays a dialog box for setting the PC options for ATO. Most of these options do not apply to WinAto. Please refer to the AutoSig Manual for a description of these options.

### Other Options

The other options command displays a dialog box for setting miscellaneous WinAto options.

### Swap Definition File

The swap definition file command displays a dialog box for loading and saving ATO definition files. This feature is required when it is desirable to have more than 24 forums processed by ATO, or when there is more than one user that uses the system and each user wants to visit a different set of forums.

### Save Window Coordinates

This command will save the current window coordinates of the WinAto Main Window and several of the dialog boxes. Then, whenever WinAto is executed, it will size and position itself according to the saved coordinates. The main client area of the WinAto Main Window merely serves as a desktop for the multitude of dialog boxes that are used to perform the WinAto functions. The size of the main window will not effect the sizes of the client dialog boxes, however, the positioning of the window may effect the positioning of the client dialog boxes. When the command is selected, WinAto will save the window coordinates of several additional dialog boxes, however, it only saves the coordinates of the dialog boxes which are open at the time the command is executed. The coordinates of dialog boxes that were previously saved, that are not open at the time the commands is executed, will be retained. To return the default placement of a dialog box, you must manually delete the entry for the dialog box from the winato.ini file.

The coordinates of the following dialog boxes may be saved:

- The Mark Message Headers dialog box.
- The Read Downloaded/Saved Messages dialog box.
- The Compose/Edit Messages dialog box.
- The Edit Prepared Messages dialog Box
- The Edit Scripts dialog box

### Next Window

This command is primarily present to provide it's accelerator key F6 to switch the focus between open windows using the keyboard. Using it in any other way will just set the

icon bar as the active window.

**Exit/Quit**

Causes exit from Winato.

**Register**

Allows entry of user registration.

**Convert Outgoing Logs (.FIL)**

Converts ATO saved outgoing messages log files to WinAto prepared messages log files.

**Control Panel**

Executes Windows Control Panel Utility. Utilize this selection to modify printer configuration.

## **On-line Menu Commands**

### **ATO**

Executes Autosig at it's main menu. The window style ( full screen, windowed, iconized or hidden ) depends upon the setting of the ato keyword in the [window] section of the winato.ini file. The command line utilized to execute Autosig depends upon the setting of the ato keyword in the [full] or [win] section, whichever is appropriate for the setting of the window style.

### **Auto1**

Executes Autosig's automatic on-line first pass. The window style (full screen, windowed, iconized or hidden) depends upon the setting of the auto1 keyword in the [window] section of the winato.ini file. The command line utilized to execute Autosig depends upon the setting of the auto1 keyword in the [full] or [win] section, whichever is appropriate for the setting of the window style.

### **Auto2**

Executes Autosig's automatic on-line second pass. The window style (full screen, windowed, iconized or hidden) depends upon the setting of the auto2 keyword in the [window] section of the winato.ini file. The command line utilized to execute Autosig depends upon the setting of the auto2 keyword in the [full] or [win] section, whichever is appropriate for the setting of the window style.

### **Execute Script**

Displays a list of the script files (.scr) that are present in the Autosig directory. Allows for user selection of a script file. If a script file is selected, Autosig is executed with the selected file appended to the command line. The window style ( full screen, windowed, iconized or hidden ) depends upon the setting of the script keyword in the [window] section of the winato.ini file. The command line utilized to execute Autosig depends upon the setting of the script keyword in the [full] or [win] section, whichever is appropriate for the setting of the window style.

### **Execute Forum Commands**

Executes the individual forum commands from the Autosig Forum Function Menu to do an on-line pass for a single forum. Selection off this command displays a sub-menu containing a list off the commands. These contain all off the on-line message processing commands ( F, Q, H, J, T, U I, Y ), two of the off-line message processing commands ( D, S ) and the Go on-line/Terminal command (G).

## **Forums Menu Commands**

### **Select**

Sets the focus to the Forum Selection List in the Icon Bar.

### **Add**

Displays a form for entry of a new forum configuration.

### **Delete**

Deletes a forum from the forum list.

### **Configure**

Displays a form for editing the configuration of the currently selected forum.

### **Rearrange**

Provides the ability to sort the forum list alphabetically and/or to rearrange the list order by forum.

### **Reset HMN**

Resets the high message number for the currently selected forum.

### **Auto List**

Displays a form for editing of the Autosig Auto list.

### **File Status**

Displays a dialog box which provides the ability to delete individual message files by forum or for all files.

## **Hosts Menu Commands**

### **Select**

Sets the focus to the Host Selection List in the Icon Bar.

### **Configure**

Displays a form for editing the configuration of the currently selected host.

### **View Bulletin File**

Calls the user specified viewing program to view the bulletin file for the selected host.

### **Delete Bulletin File**

Deletes the bulletin file for selected host after user confirmation.



## Messages Menu Commands

### Mark Msg Headers

Displays a form which displays message headers which have been downloaded from CIS. Provides a list of the forums which currently have headers available and displays the headers for a forum selected by the user. The user may then mark the messages which are to be downloaded.

### Mark Message by Number

Displays a form which accepts specific message numbers for downloading. Provides a forum list for selection of the desired forum. Allows download of specified message only or download of thread.

### Read Messages

Displays a form which displays messages which have been downloaded from CIS. A list of the forums which currently have messages to be read is presented. After selecting a forum the user may sequence through the available messages or select individual messages to be viewed from a list of headers. Messages may be printed and/or saved. Replies to messages may also be created for later upload to CIS.

### Write Message

Displays a form for addressing a new message to be uploaded to CIS. Then displays an edit box to construct the message. Messages may be printed and/or may be saved prior to sending.

### Read Saved Messages

Displays a form which displays messages which have downloaded from CIS and previously saved. A list of the forums which currently have messages to be read is presented. After selecting a forum the user may sequence through the available messages or select individual messages to be viewed from a list of headers. Messages may be printed and/or saved. Replies to messages may also be created for later upload to CIS.

### Edit Prepared Messages

Displays a form for editing messages that have been previously prepared for upload to CIS. A list of the forums which currently have outgoing messages is presented. After selecting a forum the user may sequence through the available messages or select individual messages to be viewed from a list of headers. Messages may be edited, printed and/or saved.

### View Saved Prepared Messages

Displays a form for viewing previously prepared messages which were saved in the Outgoing Messages Log. Messages may be printed, edited, deleted from the file, re-sent, or sent to a new recipient.

### Address Book

Displays a form for the maintenance of address book files. A list of the currently available address book files is presented. After selecting an address book file, the user may add, delete or change entries in the book. Address book files may be added or deleted, and the entries in an address book may be sorted.

## **Library Menu Commands**

### **Setup Library Scan**

This command is used to build script files to accomplish forum library scanning. Scanning may be set to produce catalogs which include complete file descriptions or to produce abbreviated file lists. A scan may cover multiple libraries. Files may be selected by name, keywords, submitter ID and age.

### **Browse Library Catalog**

The Browse command may be utilized to browse through catalogs and lists created by library scans. Files may be marked for downloading. After files are marked, a script is produced to download the files.

### **Download File By Name**

Use this command to specify a script to download files from a forum library by file name. Prior to use of this function, you must know the forum name, library and the actual file name. The download script may be executed immediately, saved, added to an existing script or executed at the next auto1 or auto2 execution.

## **Upload Menu Commands**

### **Upload File By Mail**

Use this function to construct a script to upload a file to one or more individuals using email. The upload script may be executed immediately, saved, added to an existing script or executed later by itself, or along with an auto1 or auto2 pass.

### **Upload File to Library**

Use this function to construct a script to upload a file to a forum library. The upload script may be executed immediately, saved, added to an existing script or executed later by itself, or along with an auto1 or auto2 pass.

## **Scripts Menu Commands**

### **Edit Scripts**

The edit scripts command displays a dialog box for entering new, or editing existing, scripts. A list of existing script files is displayed. When a file is selected, the contents of the file is displayed in a edit box where it may be modified and saved, or deleted. New script files may be defined.

### **Execute Script**

Displays a list of the script files (.scr) that are present in the Autosig directory. Allows for user selection of a script file. If a script file is selected, Autosig is executed with the selected file appended to the command line. The window style ( full screen, windowed, iconized or hidden ) depends upon the setting of the script keyword in the [window] section of the winato.ini file. The command line utilized to execute Autosig depends upon the setting of the script keyword in the [full] or [win] section, whichever is appropriate for the setting of the window style.

## Icon Bar Selections

Some of the menu commands are available through the use of selections which are displayed on the icon bar. To select one of these commands, place the mouse cursor on the selected icon and click the left button.



Use this icon to select go on-line at the ATO menu.



Use this icon to select go on-line with auto1.



Use this icon to select go on-line with auto2.



Use this icon to execute a script.



Use this icon to mark message headers.



Use this icon to read downloaded messages.



Use this icon to write messages.



Use this icon to read saved messages.



Use this icon to edit prepared messages.



Use this icon to view saved prepared messages.



Use this icon to maintain the address book.



Use this icon to scan libraries to build catalogs.



Use this icon to browse library catalogs and mark files for downloading.

## General Description

WinAto is a Windows 3 program which provides an easy to use GUI interface to Autosig. It provides the Autosig file maintenance functions as well as automating the message functions. In addition it automates script editing, script execution and library functions. In general, WinAto directly provides the off-line functions associated with communicating with CompuServe, and provides the on-line functions by executing ATO as a DOS application under Windows, with the appropriate command line parameters to accomplish the desired on-line task.

Since it is a Windows application, WinAto is heavily oriented toward the use of a pointing device. However, an effort has been made to provide keyboard access to most of the functions of the program.

AutoSig, commonly known as ATO, has been around since 1985 and therefore exists in several versions. WinAto was implemented to interface with AutoSig 6.8. Compatibility with previous versions of ATO is not assured. WinAto utilizes the ATO definition file, autosig.dfn, to maintain the configuration information. To prevent any problems which may be caused by overlapping operations, it is imperative that all access to ATO be accomplished through WinAto. Starting a separate ATO session outside of WinAto while WinAto is also being utilized could result in the definition file being corrupted. When an ATO function has been started by WinAto, WinAto will refuse to allow changes that will effect the definition file until the on-line function is completed. This is necessitated by the fact that ATO reads the definition file at the start of its execution and writes the definitions back before it terminates. Any changes made to the file outside of ATO will be lost when ATO terminates. By the same token, changes made to the definition information while ATO is executing may not be recorded in the file until ATO terminates, consequently, those changes will not be known to WinAto until ATO terminates. WinAto, on the other hand, reads the definition file at the start of execution, but updates it immediately when a change is made. Only one WinAto execution instance is allowed at one time.

The WinAto main window consists of the caption bar, the menu bar, an icon bar and the main window area. The caption and menu bars operate in the same manner as most other windows programs. The icon bar includes two drop down list boxes used for forum and host selection, and a set of graphic icons. The icons provide quick access to menu commands and may only be utilized with a pointing device. The main window area is only used as a desktop and may be minimized if desired.

## Registration and Software License

WinAto is released as a shareware program. It is not freeware, nor is it in the public domain. WinAto is not "cripple-ware". The entire fully functional program is provided. The author grants you a **temporary license** for a **period of 21 days** for the purposes of evaluation. If you utilize WinAto **after 21 days, you are obligated to register it.** Registration of WinAto is for a single user license on a single computer. Registered users may use the program on different computers, but may not use the program on more than one computer at the same time. The use of unlicensed copies of WinAto by any person, business, corporation, government agency or any other entity is strictly prohibited.

No one may modify or patch the WinAto executable files in any way, including but not limited to decompiling, disassembling or otherwise reverse engineering the program.

You may make as many copies as you wish of the shareware distributed version of WinAto and may distribute these copies to anyone, as long as it is in its original unmodified form. You may also distribute WinAto in its unmodified form via electronic means. There is no charge for such distribution. No fee, charge, or other compensation may be accepted, except as follows:

- A) Vendors of user-supported or shareware software may charge a disk duplication and handling fee, not to exceed eight dollars.
- B) Operators of electronic bulletin board systems may make WinAto available for download where an overall or time dependent charge is made for use of the bulletin board and there is no specific charge for WinAto.

**Disclaimer of Warranty** - This software is provided "as is" and without warranties as to the performance or merchantability or any other warranties whether expressed or implied. Because of the various hardware & software environments into which WinAto may be put, no warranty of fitness for a particular purpose is offered. This program was designed and tested to operate as an interface to Autosig version 6.8, and may not work with previous or subsequent versions. The user must assume the entire risk of using the program. By using this software, the user agrees that the author shall not be held liable for any special, incidental, consequential, indirect or other similar damages arising out of the use of the software. In no case shall the author's liability exceed the registration fee paid to the author by the user.

### Entering Your Registration

On receipt of your registration order and fee, you will be supplied with your official registered identification (ID) and license number. The registration ID is normally the name of an individual or company. The license number supplied is connected to the ID by encryption. This ID and license number must be entered into the program using the registration window displayed by selecting "Register" from the WinAto Setup menu. **You must enter the Name or Company (ID) exactly as supplied, including upper and lower case characters where appropriate. The license number must also be entered exactly as supplied with no imbedded spaces.**

### Evaluation Period

The idea behind shareware is to provide one the ability to try a program before paying for it. If you continue to use the program after the evaluation period, you are legally and morally obliged to pay for it.



You may use WinAto for a period of 21 days without registration. During this 21 day period, you will not be continually harassed by "nag-ware". When you first execute WinAto on a machine, a registration information window will be displayed. If you agree to the terms of the limited licence for the evaluation period, simply choose "I Agree". If you do not agree, choose quit now. You may also choose "Register Now" to enter a registration that you already have. During the 21 day evaluation period, at exit, the program will indicate the number of days which have passed since the program was first used. At the end of 21 days, you will be reminded that you must register to continue use on entry and exit of the program. After 21 days reminders will appear when the program is executed, increasing in frequency as time goes by.

## Selecting A Forum

The forum selection box is the leftmost selection box in the icon bar which displays right below the menu bar. The forum identifier which is initially displayed in the forum selection box is the last forum accessed by WinAto or ATO. The name displayed for each forum is the SIG name as recorded in the forum configuration options. To the right of the forum name, is a group of six codes which indicate which forum files exist for the forum. The following codes may appear:

|   |  |
|---|--|
| H | The forum has downloaded message headers to be marked. |
| R | The forum has downloaded messages to be read.          |
| D | The forum has marked messages to be downloaded.        |
| O | The forum has outgoing messages to be uploaded.        |
| S | The forum has saved downloaded messages.               |
| L | The forum has saved copies of outgoing messages.       |

If one or more files do not exist for a forum, the code for each non-existent file is replaced by a period.

The selected forum may be changed as follows.

**Mouse:** Left click on the down arrow which is displayed at the right side of the selection box. A dropdown list of the defined forums will be displayed. Left click on the new forum to be selected. The dropdown list will close and the selected forum will be displayed.

**Keyboard:** Using the WinAto menu, select Forums, then select "Select" from the forum menu. The forum selection dropdown list will appear. The currently selected forum will be highlighted. Using the up arrow or down arrow key, move to the desired forum. Alt F6 may also be utilized in most cases to toggle to the forum selection box.

The currently selected forum is the forum used for operations where a forum name is not explicitly specified. It is the forum which ATO considers the active forum.

## Selecting A Host

The host selection box is the rightmost selection box in the icon bar which is right below the menu bar. The initial host which is displayed in the host selection box is the last host selected by either WinAto or ATO.

The selected host may be changed as follows:

**Mouse:** Left click on the down arrow which is displayed at the right side of the selection box. A dropdown list of the defined forums will be displayed. Left click on the new forum to be selected. The dropdown list will close and the selected forum will be displayed.

**Keyboard:** Using the WinAto menu, select Hosts, then select "Select" from the host menu. The host selection dropdown list will appear. The currently selected host will be highlighted. Using the up arrow or down arrow key, move to the desired host.

The currently selected host is the active host and will be the host automatically used by ATO for any on-line operation.

## **WinAto Setup**

WinAto provides for the user specification of various parameters that control some of the operations of the program. These parameters are stored in the WinAto initialization file, winato.ini. The ini file is normally placed in the same directory as the WinAto execution file, winato.exe. When WinAto is executed on a system for the first time, it builds the ini file using several default parameters. The one parameter that cannot be defaulted is the path to the Autosig directory. For this reason, WinAto will immediately display the General Setup dialog box to enable the setting of the Autosig directory path. WinAto will not execute until the Autosig path parameter is set and an existing Autosig definition file, autosig.dfn, is found in the specified directory. The following setup commands may be found on the Setup menu:

### **General Setup**

The General Setup dialog box is used to enter or edit file path and command parameters. It also provides for entry of the user name to be used when ATO automatically joins a new forum for you.

### **On-line Setup**

The On-line Setup Dialog Box is used to specified the window status to be used when ATO is called to perform an on-line function. This includes full screen, window, iconized and hidden.

### **ATO PC Options**

**The ATO PC Options Dialog Box is used to modify the AutoSig PC Options. These options are primarily used by ATO in it's on-line and off-line functions.**

## General Setup

The following parameters are used to determine the directory path, file names and commands for accessing ATO for on-line functions. When WinAto executes ATO to perform an on-line function, it expects to call ATO utilizing Windows .pif files. There should be at least two .pif files utilized. One to execute ATO in full screen mode, the other, to execute ATO in a window. When Windows is run in the 386 enhanced mode, the .pif specifying window mode will also be utilized to run ATO in the background as iconized or hidden. For more information regarding the executing modes of Windows, please refer to the Windows User's Guide or other appropriate Windows reference manual. The pif files specified must be resident in the directory specified as the ATO directory. The sample pifs included in the WinAto release package may be used to execute ATO on-line. ATO\_F.PIF is the fullscreen pif and ATO\_W.PIF is the windowed pif.

**If you use these pifs, be sure to edit the pifs and modify the Program Filename parameter and the starting directory to reflect the proper drive and directory path for your system.**

### AutoSig Directory

Enter the directory path of the directory which contains the autosig.exe, autosig.dfn and other files utilized by ATO. Script files are stored in this directory. This parameter may not be left blank. There is no built in default.

### ATO exe pif - fullscr

Enter the name of the .pif file to be utilized to activate ATO at it's main menu in full screen mode. The pif should be marked for full screen. This parameter defaults to "autosig.exe" which will execute Autosig in full screen mode using the system default pif.

### ATO exe pif - window

Enter the name of the .pif file to be utilized to activate ATO at it's main menu in a DOS window. The pif should be marked for windowed execution. This parameter defaults to "autosig.exe" which will execute Autosig in full screen mode using the system default pif.

### Auto 1 pif - fullscr

Enter the command to be utilized to activate ATO in auto 1 mode using DOS full screen mode. The pif should be marked for full screen. The autosig command line parameter "/1" must be specified. The parameter "/Z" may also be specified to cause ATO to terminate after logoff. This parameter defaults to "autosig.exe /1 /Z" which will execute Autosig in full screen mode using the system default pif.

### Auto 1 pif - window

Enter the command to be utilized to activate ATO in auto 1 mode in a DOS window. The pif should be marked for windowed. The autosig command line parameter "/1" must be specified. The parameter "/Z" may also be specified to cause ATO to terminate after logoff. This parameter defaults to "autosig.exe /1 /Z" which will execute Autosig in full screen mode using the system default pif.

### Auto 2 pif - fullscr

Enter the command to be utilized to activate ATO in auto 2 mode using DOS full screen mode. The pif should be marked for full screen. The autosig command line parameter "/2" must be specified. The parameter "/Z" may also be specified to cause ATO to

terminate after logoff. This parameter defaults to "autosig.exe /2 /Z" which will execute Autosig in full screen mode using the system default pif.

### **Auto 2 pif - window**

Enter the command to be utilized to activate ATO in auto 2 mode in a DOS window. The pif should be marked for windowed. The autosig command line parameter "/2" must be specified. The parameter "/Z" may also be specified to cause ATO to terminate after logoff. This parameter defaults to "autosig.exe /2 /Z" which will execute Autosig in full screen mode using the system default pif.

### **Script pif - fullscr**

Enter the name of the .pif file to be utilized to activate ATO in full screen mode to execute a script. The pif should be marked for full screen. This parameter defaults to "autosig.exe".

### **Script pif - window**

Enter the name of the .pif file to be utilized to activate ATO in a DOS window to execute a script. The pif should be marked for windowed execution. This parameter defaults to "autosig.exe" which will execute in full screen mode.

### **New forum name**

Enter the name to be supplied by ATO when it automatically joins a forum for you.

### **Path to File viewer**

Enter the program path of the program to be utilized to view or edit files. The default is "notepad.exe". A program which requires that its home directory be the current directory will not work here.

## **Operation of General Setup**

To display the General Setup Dialog Box, select "Setup" from the main menu. Then select "General setup". The General Setup Dialog Box will be displayed. On the first execution of WinAto after installation, where appropriate, the initial default parameters will be displayed. From then on, the parameters will be displayed as they were last saved.

Two buttons are displayed in the dialog box. The button labeled "OK" should be utilized to save the parameters as currently displayed. This may be accomplished by clicking on the button or by pressing the Enter key. **NOTE:** For those using the keyboard rather than a mouse, the Tab key is used to move to the next item. The Shift + Tab may be used to move to the previous item. Do not use the Enter key for that purpose as it will activate the "OK" button. The second button is the "Cancel" button. The dialog box will be closed without saving any changes made. The Esc key will activate the "Cancel" button.

## On-line Setup

The On-line Setup dialog box is used to specify the operating mode of ATO when an on-line function is executed. ATO is executed as a non-windows application. The operating mode of the execution is specified by the .pif file executed and a window style specified by WinAto in it's call to Windows to accomplish the execution.

## Window Styles

There are four windows styles utilized:

**Full Screen** - ATO is executed as a DOS full screen application. In this mode a pointing device may be utilized when the ATO menus are being utilized.

**Windowed** - ATO is executed in a DOS window. In this mode the pointing device is restricted to Windows system and applications use only.

**Iconized** - ATO will be executed as a windowed DOS application, however it will begin execution in a minimized state as an icon. If activated from the icon, it will be displayed in a window. The window can be changed to a full screen by using the Alt + Enter keys.

**Hidden** - ATO is executed using the windowed .pif, however, it will be hidden and can run in the background only. Although this mode can be used, it is not recommended. When a window is hidden, you cannot see the output, nor provide it any keyboard or mouse input.

## On-line Functions

Windows styles may be selected for four on-line functions:

**Autosig Menu** - This is used to execute ATO at it's main menu.

**Auto 1** - This is used to execute ATO in auto1 mode to pick up message headers and mail.

**Auto 2** - This is used to execute ATO in auto 2 mode to read marked headers and send messages.

**Scripts** - This is used to execute ATO to execute a script. It is used for user composed scripts and Winato composed scripts used for single forum functions, uploads, library scanning, downloads, etc.

## On-line Setup Operation

To display the On-line Setup Dialog Box, select "Setup" from the WinAto main menu. Then select "On-line setup". Each of the four on-line functions is displayed with four radio buttons, each button representing one of the four window styles. Only one button on a line may be selected. Selecting a button will turn off the button previously selected for the function on that line. Buttons may be selected with a mouse or by keyboard entry. The Tab key may be used to move from one line to the next line. The Shift + Tab may be used to go to the previous line. On a line, use the arrow keys to move the selection to the right or left.

There are two buttons in the dialog box. Selecting the "OK" button with the mouse or Enter key will save the settings as displayed. Selecting the "Cancel" button with the mouse or Esc key will cause any changes made to be discarded.



## **ATO PC Options**

The ATO PC Options dialog box is used to set the AutoSig PC options. These options are used by ATO during on-line and off-line operations. They are not generally used by WinAto.

To set the AutoSig PC Options, select "ATO PC Options" from the Setup menu. The PC Options dialog box will be displayed. Edit the options as desired. For information regarding the use and legal settings of the options, please refer to the AutoSig Manual.

When you have completed the modifications to the options, select OK to store the options. Selecting Cancel will close the dialog box without changing the original option settings.

## **Executing ATO At The ATO Main Menu**

ATO may be executed at the ATO main menu by selecting "ATO" from the On-line menu, by clicking on the ATO icon or by pressing the <Alt+A> key. It is executed as a DOS application with it's window type being determined by the on-line setup parameters . While ATO is active, WinAto will reject any function that will modify the ATO definition file. When ATO is exited, the completion of the on-line activity will be noted on the monitor screen.

## **Executing ATO Invoking Auto Pass 1**

ATO may be executed in auto pass 1 mode by selecting "Auto 1" from the On-line menu, by clicking on the Auto 1 icon or by pressing the <F1> key. It is executed as a DOS application with its window type being determined by the on-line setup parameters. While ATO is active, WinAto will reject any function that will modify the ATO definition file. When ATO is exited, the completion of the on-line activity will be noted on the monitor screen.

When Auto 1 is activated, WinAto looks to see if a file exists with the name "auto.scr" or "auto1.scr". If a file exists with either of those names, WinAto will display a query asking if you wish to execute the automatic script. If you select "Yes", WinAto will invoke ATO instructing it to execute the script followed by the auto1 pass. When the on-line session completes, the script file will be deleted. If both files exist, only "auto.scr" will be executed.

## **Executing ATO Invoking Auto Pass 2**

ATO may be executed in auto pass 2 mode by selecting "Auto 2" from the On-line menu, by clicking on the Auto 2 icon or by pressing the <F2> key. It is executed as a DOS application with its window type being determined by the on-line setup parameters. While ATO is active, WinAto will reject any function that will modify the ATO definition file. When ATO is exited, the completion of the on-line activity will be noted on the monitor screen.

When Auto 2 is activated, WinAto looks to see if a file exists with the name "auto.scr" or "auto2.scr". If a file exists with either of those names, WinAto will display a query asking if you wish to execute the automatic script. If you select "Yes", WinAto will invoke ATO instructing it to execute the script followed by the auto 2 pass. When the on-line session completes, the script file will be deleted. If both files exist, only "auto.scr" will be executed.

## Executing ATO Invoking A Script

ATO may be executed to invoke a script by selecting "Execute script" from the On-line menu or the Scripts menu, by clicking on the Execute script or by pressing the <Ctrl+X> key. ATO is executed as a DOS application with its window type being determined by the on-line setup parameters. While ATO is active, WinAto will reject any function that will modify the ATO definition file. When ATO is exited, the completion of the on-line activity will be noted on the monitor screen.

When the function is activated a dialog box is displayed which contains a list of the available script files, a group of radio buttons for selection of the ATO exit mode to be utilized, an "Execute" button, an "Edit" button and a "Cancel" button. When a script file is selected from the file list, the radio button which reflects the exit mode currently indicated in the script will be turned on. To change the script to a different exit mode, click on the radio button to the left of the desired mode, or tab to the Exit mode box and use the arrow keys to set the desired mode. When the desired script file has been selected and the exit mode set, select the "Execute" button to modify the script to the desired exit mode and invoke ATO to execute the script.

A script may be edited prior to execution by selecting the script file and then selecting the "Edit Script" button. The Edit script dialog box will be displayed with the script in the edit box for editing. The script may then be modified and saved. After the script is saved, the "Execute" button in the Edit Script dialog box may be selected or the "Exit" button may be selected to return to the "Execute" dialog box to invoke the script.

The last radio button in the Exit mode box will not be selectable unless the script already contains an exit statement which specifies exit to a specific forum function. Specific forum functions are those functions which appear on the ATO forum menu.

## **Executing ATO To Perform A Specific Forum Function**

ATO may be executed to invoke a specific forum function by selecting "Execute a forum function" from the On-line menu . ATO is executed as a DOS application with it's window type being determined by the on-line setup parameters . While ATO is active, WinAto will reject any function that will modify the ATO definition file. When ATO is exited, the completion of the on-line activity will be noted on the monitor screen.

Selecting this function from the menu will display a sub menu containing a menu item for each of the forum functions which may be selected. When the desired function is selected, a confirmation message box will be displayed indicating the currently selected forum and the function requested. You may select "Yes" to execute the function or you may choose "No" to cancel the request.

For additional information on the forum functions available, see the AutoSig manual.

## Forum Maintenance

Commands for maintaining the forums which you normally visit are found in the Forums Menu. The number of forums you may include in your forum list is limited to twenty four by ATO. Prior to constructing the forum list, you should be familiar with the functions of the Forum Selection List and the Forum Configuration Options sections of the ATO manual. The following forum commands are available in the Forums Menu:

### Select

The Select command is primarily available for dropping the forum list in the Icon bar from the keyboard. Mouse users may simply click on the down arrow which appears to the right of the list. See [Selecting a forum](#) for additional information on forum selection.

### Add

The Add command is used to add a new forum to the Forum Selection List. When the Add command is selected the Edit Forum configuration dialog box is displayed which contains the default settings for a new forum. The first two options are set to "New". The first option should be changed to reflect your name for the forum to be added and the second option should be changed to the proper "quick reference" name for the forum. The remaining options may be edited as desired or left as is. See [Forum Configuration](#) for additional information.

### Delete

The Delete command is used to delete the currently selected forum. Prior to deleting the forum, a confirmation is requested. Select "OK" to delete the forum, or select "Cancel" to cancel the delete request without deleting.

### Configure

The Configure command is used to edit the configuration options for the selected forum. When the command is selected the Edit Forum Configuration dialog box is displayed. The options may be edited as desired. See [Forum Configuration](#) for additional information.

### Reset HMN

The Reset HMN command is used to reset the high message number (HMN) for the selected forum. When the command is selected a message box is displayed for confirmation. To set the high message number to zero, choose Yes. To set the high message number to "N", choose No. Cancel aborts the command without changing the number.

### Auto List

The Auto List command is used to set up and edit the forum auto list which is used by ATO during it's automatic access modes. When the Auto List command is selected, the AUTO List Set-Up dialog box is displayed. The automatic mode commands for each forum may be selected or changed. See [Auto List Set-Up](#). For more information on the automatic passes of ATO, see the ATO manual.

### Forum File Status

The Forum File Status command provides the ability to delete files that are created by WinAto and ATO to support the forum activities. When the command is selected the Forum File Status dialog box is displayed. You may delete selected files for a single forum, or you may delete selected files for all forums. See [Deleting Forum Files](#) for more information.





## Auto List Set-Up

The auto list is a forum list which contains a list of commands for each forum which direct ATO to perform specific functions for the forum during an ATO automatic pass. The AUTO List Set-Up dialog box may be displayed by selecting "Auto List" from the Forums Menu. A forum list is displayed on the left-hand side of the dialog box. Along side each forum there is a list of the forum commands which are to be used for the forum during an automatic pass. For a description of the ATO automatic passes, auto1 and auto2, see the ATO manual. On the right side of the dialog box there is a group of checkboxes, each one representing an available forum command. Each forum may have up to five commands selected for it.

To select commands for a forum, first select the forum. This may be done with the mouse by clicking on the forum name. With the keyboard, tab to the forum list and use the arrow keys to position to the desired forum. If the selected forum already has some commands selected, the checkboxes of the selected commands will be checked.

To modify a selection, click on the desired checkbox, or tab to the desired selection and press the space bar to toggle the checkbox.

Selecting "Clear" will clear all of the settings for all forums.

Selecting "OK" will make the Auto List as shown the current auto list and will save it in the ATO definition file.

Selecting "Cancel" will disregard any changes which have been made.

WinAto provides the ability to save auto lists and to load saved auto lists back. When the Auto List dialog box is displayed the auto list shown is the current auto list from the ATO definition file. To save an auto list, first set the forum parameters as desired. Then use the Save As button to provide a name for the auto list as currently shown and to save it in the winato.ini file. NOTE: This save does NOT make the auto list shown the current auto list. In order to make an auto list the current active auto list you must have it currently displayed and must use the OK button to activate it.

To load an auto list that has been saved, you may select "Load List" to open the list in the top left-hand corner of the dialog box, or you may click on the arrow to the right of the box, or you may use the Tab key to get to it and enter Ctrl+down arrow. Then select the desired auto list to display it. You may use the OK button to make it the active auto list.

To change a saved auto list, load it into the auto list display box, modify it, then use the Save List button to save it.

To delete a saved auto list, load it into the auto list display box and then use the Delete button to delete it.

REMEMBER: The only way to may an auto list the currently active auto list is to display it and then use the OK button to activate it.

When the "showalist" option in the [general] section of the WINATO.INI file is set to 1, WinAto will display the Auto List Set\_up dialog box automatically before going on-line for an autopass. The currently displayed auto list may be accepted by selecting OK. The autolist may be modified, or a previously saved autolist may be loaded prior to selecting OK. If Cancel is selected, the autopass is canceled.



## Forum Configuration

Forum configuration options are set using the Edit Forum Configuration dialog box. This dialog box is displayed when the "Add" command or "Configure" command is selected. Default options are displayed when a forum is being added, the current options are displayed when an existing forum is selected. The options are displayed with the same descriptions as found in the ATO manual. For a definition of each of the options, please see the ATO manual.

There are three buttons displayed in the dialog box. The "OK" button is used to record the options once your changes have been made. The "Cancel" button will cause any changes you have made to be disregarded. The "Sections" button may be used to bring up a list of the sections which are available in the selected forum. The list is a multi-selection list. The currently selected forum sections will be highlighted in the list. Mouse users may click on the sections they wish to include. Clicking on a selected section will de-select it. Keyboard users may tab to the list, then use the arrow keys to move to a section, then press the space bar to select or de-select it. Of course, you need not use the selection list to select the forum sections. The section option may be directly edited as indicated in the ATO manual.

## Deleting Forum Files

WinAto and ATO maintain a group of files for each forum in the forum selection list. These files are normally created and deleted as needed in the normal processing. The status of these files are displayed in the Forum Selection List which appears in the Icon Bar. On occasion, you may want to delete one or more of these files. This may be accomplished by selecting "Forum File Status" from the Forums Menu. The Forum File Status dialog box will be displayed. The dialog box contains a forum list, which includes the file status indicators for each of the forums in the list, and a set of checkboxes, one for each file type. Selected files may be deleted for specific forums or for all forums.

To delete files for specific forums only, select the forums for which the files are to be deleted by clicking with the mouse or by tabbing to the forum list and using the arrow keys to move to a forum then press the space bar to toggle the selection status. After selecting the forums, tab to the checkboxes and use the space bar again to toggle the checkmark. When all selections have been made, select the "Delete for selected forums" button. If the confirm button is checked, a confirmation box will be displayed. Select "OK" to delete the files, or "Cancel" to cancel the deletion. If the confirm button is not checked, the files will be deleted without confirmation.

To delete files for all forums, tab to the checkboxes and check the files to be deleted. Then select the button labeled "Delete for all forums" to delete the files. Confirmation will be required for each forum if the confirm box is checked.

## Host Maintenance

Commands for maintaining the host information are found in the Hosts Menu. The number of hosts you may include in your forum list is limited to ten by ATO. Prior to configuring the hosts, you should be familiar with the functions of the Host Selection List and the Host Configuration Options sections of the ATO manual. The following commands are available in the Hosts Menu:

### Select

The Select command is primarily available for dropping the host list in the Icon bar from the keyboard. Mouse users may simply click on the down arrow which appears to the right of the list. See [Selecting a host](#) for additional information on host selection.

### Configure

The Configure command is used to edit the configuration options for the selected host. When the command is selected the Edit Host Configuration dialog box is displayed. The options may be edited as desired. See Host Configuration for additional information.

### View Bulletin File

ATO will save the CIS logon messages to a bulletin file when the bulletin file name is specified in the host configuration options. This command will invoke the user specified viewing program with the path to the bulletin file for the selected host. The user specified viewing program is included in the [General Setup](#) procedure.

### Delete Bulletin File

This command may be used to delete the bulletin file for the selected host. When invoked, a confirmation message is displayed. Select "OK" to delete the file, or select "CANCEL" to abort the deletion.

## **Host Configuration**

Host configuration options are set by selecting "Configure" from the Hosts Menu. The Edit Host Configuration dialog box is displayed. Since, unlike the forum list, ATO initially defaults all of the host list, there is no "Add" function. Prior to modifying host configurations, be sure to become familiar with the various host options discussed in the ATO manual. There are twenty options which may be edited for each host. When the Edit Host Configuration dialog box is displayed, it contains the first ten options. Options descriptions displayed are the same as those shown in the ATO manual. After making any desired modifications to the options shown, select the "More" button to display the second ten options. Selecting the "More" button while the second set is displayed switches back to the first set. You may switch back and forth at will, however, the modifications made to the original options will not be saved until the "OK" button is selected. Selecting the "Cancel" button will discard any modifications you have made.

## Marking Message Headers

When the ATO automatic pass one is executed or the messages headers for a forum are scanned, the message headers for each forum scanned are placed in a message header file. The Mark Messages Headers command may then be used to browse through the header and to mark those headers for downloading. To mark headers you may select "Mark Msg Headers" from the Messages menu or click on the Mark Headers Icon in the Icon Bar. When invoked, the "Mark Message Headers" dialog box is displayed.

A forum dropdown list is displayed in the upper left-hand corner of the dialog box. This list contains only those forums for which a message header file exists. The forums are placed in the list in alphabetical order. The first forum is automatically selected. To select a different forum, click on the down arrow to the right of the forum list. The list will drop down. Then click on the desired forum. To select a forum with the keyboard, tab to the list box. Then enter <Alt+Down Arrow> to drop the list. Using the arrow keys, move to the selected forum. Then enter a tab to close the list box and proceed to the next control. When a forum is selected, the number of message headers available and the current starting and ending message numbers for the forum are displayed.

The header information for the available headers for the selected forum is displayed in the header listbox. To mark a header with the mouse, click on the desired header. If the headers are "Quick Scan" headers downloaded with the Q command, an "M" will be displayed to the right of the message number. If the headers were downloaded using the "H" or "J" command, an additional dialog box will be displayed which includes the header with it's from, to and date information. In the latter case, you may choose "Mark One" to request downloading of the message displayed only, "Mark Thread" to download the thread, "Skip" to view the next thread header, "Next" to view the next header, or "Back" to view the previous header. Marking a header which is already marked, will reset the mark. To use the keyboard to mark headers, you may tab to the header list, then, using the arrow keys move down or up the list to highlight a desired header. Press either the "M" key or the "R" key to mark the header. You may also use the Page Up, Page Down, Home and End keys to peruse the list.

When all of the desired headers have been marked, selecting the "Record" , "Rec/bak" or "Rec/app" button will record the marked headers for downloading. If "Rec/bak" is selected, the header file will replace any previously backed up header file, thereby releasing the current header file. NOTE: Since the header file is released on recording, all desired headers must be marked in one session. If you mark some headers, record and then return to mark more, the header file will not exist. "Rec/app" may be used to append the header file to the current backup file.

Selecting the "Exit" button or selecting another forum without recording the marked headers for the current forum, will disregard any marks made and will retain the header file for the current forum.

## Marking Messages by Message Number

Forum messages may be marked for download or deleted by specifying the message number. To mark a message for download or delete by number select "Mark Messages by Number" from the Messages menu. A dialog box will be displayed containing a forum list as the first item in the box. The currently active forum is automatically selected from the list. The list may be dropped down and a desired forum selected. Then enter the selected message number, or a list of message numbers separated by commas or spaces.

The specified message may be downloaded by itself by turning on the "One Only" radio button, or an entire thread may be downloaded by turning on the "Thread" radio button. To mark the specified message, or messages, select the "Mark" button. The specified message, or messages, will be added to the message download list and the message numbers will be cleared from the "Message #" box. This procedure may be repeated as often as required. When all desired message numbers have been entered, the Exit button may be utilized to close the dialog box.

Message may be deleted from the forum by selecting the "Delete" radio button. It should be noted that you can not delete messages for which you are not the author or recipient. When you specify deleting by message numbers, WinAto has no way of determining whether you can legally delete the message. Attempting to delete a message which you are not the author or recipient of will cause the request to be rejected. In many cases it has been found that ATO does not take rejection very well and might result in ATO hanging.



## Reading Downloaded Messages

Messages directed to you, or messages downloaded as a result of marking headers, are placed in forum message files. To read messages in the forum message files, you may select "Read Messages" from the Messages menu, or you may click on the [Read Messages Icon](#) in the Icon Bar. When invoked, the "Read Downloaded Messages" dialog box is displayed.

The control section at the top of the dialog box contains two lists and several control buttons. The list box in the upper left-hand corner is a list of the forums, in alphabetical order, which currently have downloaded messages to be read. The other list box, to the right of the forum list, contains the message number and subject of each of the available messages for the selected forum. The buttons provide the ability to save messages, print messages, reply to messages, copy all or part of the message to the clipboard, and to select forums or messages from the list boxes. The dialog box also contains a message box where messages are displayed.

On invocation, the forum at the top of the forum list is automatically selected and the subjects of the messages for that forum are loaded into the message list. The message at the top of the message list is loaded into the message box. To select a specific forum with a mouse, click on the "Next" or "Back" buttons which are beneath the forum list to select the next or previous forum in the list. To see the entire list, click on the arrow to the right of the list to drop down the list, then click on the desired forum. The "Next" and "Back" buttons may also be selected by keyboard and the list may be dropped down by tabbing to the list and then using the <Alt+Down Arrow> . The arrow keys may then be used to move up and down the list. The <Alt+Up Arrow> or tab will close the list.

Specific messages may be selected from the message list in the same manner as forums are selected from the forum list.

The "Scan" button may be used to search for messages which contain a specific phrase. When selected, a dialog box will be displayed which allows entry of the phrase to be searched for. The phrase may contain up to 49 characters. Two check boxes are also in the dialog box. The "Backward" check box may be checked to indicate the search is to proceed backwards. The "Case sensitive" button is used to indicate that upper and lower case characters must match, otherwise the comparison is made regardless of case. The scan starts with the message following the message currently displayed, or if the scan is backwards, with the message preceding the currently displayed message. To the right of the "Scan" button there are two buttons labeled "F" and "B". The "F" button may be used to repeat the scan in the forward direction. The "B" button may be used to repeat the scan in the backward direction. When a scan reaches the end of the message list, it will automatically continue the scan at the start of the list.

There are three buttons which may be used to reply to a message. The "Reply" button automatically addresses the reply message to the sender of the displayed message adjoining it to the current thread. The "Join" button addresses the reply message to the person to whom the displayed message was sent, thereby joining the thread. The "New" button addresses the reply to the sender of the displayed message, however, it starts a new thread. When the "Reply" button is selected, the "Edit Message" dialog box is immediately displayed. When "Join" or "New" are selected, the "Message Header" dialog box is displayed first allowing the header to be added to or modified. See ["Writing Messages"](#) for more information on writing or replying to messages.

Selecting the "Save" button will save the currently displayed message to a forum saved message file where it may later be read and replied to using the "Read Saved Messages"

command. This button is used when messages are selectively saved. The "Dispose" button is used to save all of the messages for the forum.

Selecting the "Dispose" button will display another dialog box which will allow you to "Retain" the message file as is ( Cancel ), "Delete" the message file, or "Append" the message file to the saved message file. If "Delete" is selected and the "Backup" button is checked, the message file extension is changed to .bak replacing any existing message backup file.

Selecting the "Print" button will print the currently saved message to the currently active printer. Prior to printing, you may use the "Control Panel" command from the Setup menu to change, or setup, the active printer.

It is often desirable to excerpt all or portions of messages to use in a reply. You may select all or a portion of the displayed message and then use the "Copy" button to copy the selected text into the clipboard. You may then use the "Paste" button in the "Compose/Edit Messages" dialog box to paste the text into a message you are composing. You can switch from the Edit window back to the Read window with the mouse or using the F6 key to copy from the original message, then you can switch back to the Edit window to paste it into your reply.

A "Delete" button is also included in the control section of the dialog box. This button is only active when the message is addressed to you or from you. Otherwise, it is grayed. When the button is active, it may be used to delete the message from CompuServe. NOTE: It is not deleted from the messages file you are reading from. This should only be used to delete meaningless messages which are of no interest to other forum members, i.e., short thank you notes, etc. Messages marked for deleting will be deleted on the next automatic pass through the forum.

The "Addr" may be used to transfer the ppn of the recipient, or the ppn of the originator, of a message to an Address Book. When selected, this function displays the Address Book dialog box with the "From-To" and the "From-Fr" buttons activated. To add a ppn from the selected message in the Read Downloaded Messages dialog box, first select the desired ppn file. Then use the "From-To" button to transfer the ppn of the recipient to the ppn list, or use the "From-Fr" button to transfer the ppn of the originator. The ppns may then be sorted, or any of the other Address Book functions may be utilized. When done, be sure to use one of the save buttons to save the modified ppn list to the ppn file prior to, or on, exit. Selecting an exit button will return to the Read Messages function.

The "Exit" button is used to close the dialog box when you are done. The message files are not deleted by this function and may be read until replaced by another download or explicitly deleted by the "File Status" command.

NOTE: You cannot open the Read Saved Messages dialog box while you have the Read Downloaded Message dialog box opened since they both use the same dialog box.

## Reading Saved Messages

Saved messages are messages which were downloaded from CompuServe and saved in a forum saved messages file. They do not include outgoing messages which are saved in an outgoing messages log file. Saved messages may be read and replied to, in the same manner as downloaded messages, by selecting "Read Saved Messages" from the Message menu or by clicking on the Read Saved Messages Icon. When the command is invoked, the "Read Saved Messages" dialog box is displayed.

The "Read Saved Messages" dialog box is identical to the "Read Downloaded Messages" dialog box. Saved messages are read and replied to in the same manner as downloaded messages, however, there is one notable exception. The "Delete" button is always active and will delete the currently displayed message from the saved message file. It does not delete the message from CompuServe.

For information regarding the operation of this dialog box, please see "Reading Downloaded Messages".

NOTE: You cannot open the Read Downloaded Messages dialog box while you have the Read Saved Message dialog box opened since they both use the same dialog box.

## Writing Messages

Messages may be composed as new messages or as replies to downloaded messages. Replies are normally selected from the dialog boxes used to read downloaded and saved messages. To write a new message, select "Write Messages" from the Messages menu, or click on the Write Messages Icon. The "Message Header" dialog box is displayed.

A forum selection listbox is displayed in the upper left-hand corner. The currently selected forum is displayed and highlighted in the box. To write a message for a different forum, click with the mouse on the arrow to the right of the box to drop down the list. Then, click on the desired forum. To select a forum with the keyboard, tab to the listbox and use the <Alt+Down Arrow> to drop down the list. Then use the arrow keys to move up and down the list to select the desired forum. The <Alt+Up Arrow> or <Tab> keys can be used to close the list.

Enter the name and ID of the recipient into the "To" and "Id" boxes. Add the subject in the "Subj" box. The forum section box contains a list of the sections in the selected forum. Click on the down arrow to the right of the listbox and then click on the selected forum. By keyboard, you may tab to the listbox and then use the arrow keys to select a section. NOTE: If the forum selection changes after a section has been selected, the sections for the newly selected forum will be displayed and a new forum selection must be made or the selection will default to the first section in the new list. The modes of reply are also contained in a list which may be accessed in the same manner as the section list. Please refer to the "Modes of Reply" section in the ATO manual for an explanation of the reply modes. The most commonly used mode is the default at the top of the list.

After the header has been entered, the "Write Message" button may be used to display the "Compose/Edit Message" dialog box to enter the message. After the message has been entered and the "Compose/Edit Message" dialog box is closed, the information in the "Message Header" dialog box may be modified and another message written, or the "Cancel/Edit" button may be used to exit.

As an alternative to entering the name and Id of the recipient, the "Address Book" button may be used to transfer to pick up the recipients name and Id from the address book. See "Address Book" for information concerning the use of the address book.

The "Compose/Edit Message" dialog box contains a control section containing various control buttons, an edit box where the message is composed or edited and an information line which contains the type of message, recipient and subject from the message header. When the dialog box is displayed, the cursor is in the edit box. The message can be entered into the edit box.

The editing buttons: Undo, Copy, Clear, Cut and Paste may be used to compose the message. The Undo button reverses the last edit function completed. The Copy button copies selected text to the clipboard. The Clear button deletes text without copying the text to the clipboard. The Cut button deletes the selected text and copies the text to the clipboard. The Paste button pastes text from the clipboard into the document. Please refer to the section on "Working With Documents" in the Microsoft Windows User Guide for information concerning the entering and editing of text. While a message is being composed a count of the characters currently contained in the message is displayed in the lower right-hand corner of the dialog box. The forum software on CompuServe limit the maximum number of characters which a message may contain. When the character count reaches 2000 characters, a message will be displayed indicating that the message limit has been reached. At that time you may end the

message, or you may split the message into multiple messages using the Page Break button. See [Composing large messages](#) for more information on message splitting.

The Import button may be used to import the contents of a file into a message. To import a file into a message, first place the cursor at the point at which the file text is to be inserted. Then select the import button. When import is selected, a dialog box will be displayed for entry of the file path of the file to be imported. Enter the file path and select OK. The file will be inserted into the message.

The Print button may be used to print the message on the active printer. Prior to printing, the "Control Panel" command from the Setup menu may be used to change the active printer or to modify the printer setup.

When the message has been completed, one of the Send buttons may be used to place the outgoing message into the forum outgoing message file. The Send and Exit button will cause the message to be stored and the Compose/Edit dialog box to be closed, returning to the previous dialog box. The Send - No Exit button will store the message for sending, however, the Compose/Edit dialog box will remain open. The stored message is uploaded to CompuServe during the next automatic pass through the forum.

At anytime before a Send button is used to send the message, the Edit Header button may be used to return to the "Message Header" dialog box to modify the message header information. After modifying the header information, the Write Message button should be used to return to the "Compose/Edit Message" dialog box to complete and send the message. If the Edit Header button is utilized to modify the message header information, the forum in which the message will be placed may be changed. When the forum is changed, the section should also be changed, if required.

To compose a message to be sent to more than one recipient, first compose the message addressed to the first recipient. Then use the Send - No Exit button to store the message and keep the dialog box open. Use the Edit Header button to go to the Message Header dialog box. Modify the address as desired for the next recipient, then use Write Message to return to the Compose/Edit box. The message may be modified, if desired, prior to using a Send button to dispatch the message. This procedure may be repeated any number of times. Select the Send and Exit button to dispatch the message to the last recipient.

Also contained in the "Compose/Edit Message" dialog box is the Keep button and an Autokeep checkbox. Keeping a message is the same as saving a downloaded message in that it copies the message to a forum file, however, in the case of outgoing messages, the copies are placed in the prepared messages log file rather than the forum save file. NOTE: The keep function does not send the message, nor can a message copied to the prepared messages log file be reloaded for later editing and sending. The Autokeep checkbox may be used to indicate that messages for the current forum are to be automatically kept when the Send button is used to put them in the outgoing messages file. This places the message in both files at the same time. When the Autokeep mode is selected, the Keep button is inactive. Turning the Autokeep check off, will automatically activate the Keep button requiring the Keep button to be used if a message is to be placed in the log. When the Keep button is used to log a message, any changes made after the Keep will not be logged. In that case, the Keep would have to be used again prior to Send if an up to date copy of the outgoing message is to be kept. The last setting of the Autokeep mode for each forum is retained in the WinAto initialization file and automatically restored to its former setting each time WinAto is executed. If you keep a message more than once, there is no provision to delete previous keep at the current time.

The Cancel button can be used to throw away any partially composed message and return to the "Message Header" dialog box.

## Composing Large Messages

The CompuServe forum software limits the size of messages which may be posted to the forums. A good rule of thumb is to limit messages to 2000 characters. NOTE: This is not true for email messages. WinAto provides the ability to split large messages into two or more smaller messages. As messages are composed or edited, a message count is displayed in the bottom right-hand corner of the dialog box. When the message size reaches 2000 characters, a message box is displayed indicating that the message limit has been reached. At that point the message may be modified to contain 2000 or less characters and then sent, or the message may be split.

To split a message, place the cursor at the point where the message is to be split and select the Page Break button. The characters following the cursor will be included in a second message. A double bar will be displayed at the break to indicate the split. You may then continue with the message from the point where you left off. If you reach a point where the second message contains 2000 characters, the message indicating the limit has been reached will again display and you may then split the message again.

When you send a message that has been split, WinAto adds "(more...)" to the end of the first message and "(...continued)" to the start of the second message.

## Edit Outgoing Messages

Outgoing messages which have been placed in a forum's outgoing messages file may be reloaded and modified by selecting "Edit Prepared Messages" from the Messages menu, or by clicking on the Edit Messages Icon on the Icon Bar. The "Edit Prepared Messages" dialog box will be displayed.

The dialog box contains a control section, an edit section and an information line. A forum listbox in the upper left-hand corner of the control section contains only those forums which have messages waiting to be uploaded to CIS. The forum at the top of the list is automatically selected. A different forum may be selected by using the Next and Back buttons below the listbox to move up or down the list or by clicking on the arrow to the right of the listbox to drop the list down, then by clicking on the desired forum. A forum may also be selected by keyboard by tabbing to the listbox and using the <Alt+Down Arrow> to drop down the list. The arrow keys may then be used to move up and down the list and the Tab or <Alt+Up Arrow> to close the list.

Next to the forum list there is a list of message recipients for each message waiting to be sent for the selected forum. The top message is automatically selected and displayed in the edit box. The recipient and subject are displayed on the information line at the bottom of the screen. A different message may be selected in the same manner as a forum.

Editing the message is accomplished in the same manner as composing a new message. The Undo, Copy, Cut, Clear and Paste buttons may be used to manipulate the text. The Undo button reverses the last edit function completed. The Copy button copies selected text to the clipboard. The Clear button deletes text without copying the text to the clipboard. The Cut button deletes the selected text and copies the text to the clipboard. The Paste button pastes text from the clipboard into the document. Please refer to the section on "Working With Documents" in the Microsoft Windows User Guide for information concerning the entering and editing of text. While a message is being edited a count of the characters currently contained in the message is displayed in the lower right-hand corner of the dialog box. The forum software on CompuServe limit the maximum number of characters which a message may contain. When the character count reaches 2000 characters, a message will be displayed indicating that the message limit has been reached. At that time you may end the message, or you may split the message into multiple messages using the PBrk button. See Composing large messages for more information on message splitting.

The "Scan" button may be used to search for messages which contain a specific phrase. When selected, a dialog box will be displayed which allows entry of the phrase to be searched for. The phrase may contain up to 49 characters. Two check boxes are also in the dialog box. The "Backward" check box may be checked to indicate the search is to proceed backwards. The "Case sensitive" button is used to indicate that upper and lower case characters must match, otherwise the comparison is made regardless of case. The scan starts with the message following the message currently displayed, or if the scan is backwards, with the message preceding the currently displayed message. To the right of the "Scan" button there are two buttons labeled "F" and "B". The "F" button may be used to repeat the scan in the forward direction. The "B" button may be used to repeat the scan in the backward direction. When a scan reaches the end of the message list, it will automatically continue the scan at the start of the list.

The Print button may be used to print the message on the active printer. Prior to printing, the "Control Panel" command from the Setup menu may be used to change the



active printer or to modify the printer setup.

When the message has been completed, the Send button is used to place the outgoing message into the forum outgoing message file replacing the original message. The message is then uploaded to CompuServe during the automatic pass through the forum.

The Headr button may be used to display the "Message Header" dialog box to modify the message header information. After modifying the header information, the Write Message button should be used to return to the "Edit Prepared Message dialog box to complete and send the message.

Also contained in the "Edit Prepared Message" dialog box is the Keep button and an Autokeep checkbox. Keeping a message is the same as saving a downloaded message in that it copies the message to a forum file, however, in the case of outgoing messages, the copies are placed in the prepared messages log file rather than the forum save file. NOTE: The keep function does not send the message, nor can a message copied to the prepared messages log file be reloaded for later editing and sending. The Autokeep checkbox may be used to indicate that messages for the current forum are to be automatically kept when the Send button is used to put them in the outgoing messages file. This places the message in both files at the same time. When the Autokeep mode is selected, the Keep button is inactive. Turning the Autokeep check off, will automatically activate the Keep button requiring the Keep button to be used if a message is to be placed in the log. When the Keep button is used to log a message, any changes made after the Keep will not be logged. In that case, the Keep would have to be used again prior to Send if an up to date copy of the outgoing message is to be kept. The last setting of the Autokeep mode for each forum is retained in the WinAto initialization file and automatically restored to its former setting each time WinAto is executed. If you keep a message more than once, there is no provision to automatically delete the previous keep at the current time.

The Exit button may be used to exit the function. If on exit, the message currently displayed has been altered but not saved, a confirmation is required before exiting.

## Outgoing Messages Log

When outgoing messages are composed or edited they may be kept in a log associated with the forum they are being sent to. This log file is not the same file that downloaded messages are saved in. To view the contents of the outgoing log for a forum, select "View Saved Prepared Messages" from the Messages menu. The "View Saved Prepared Messages" dialog box will be displayed.

This dialog box operates in the same manner as the "Edit Prepared Messages" with the exception that the file being displayed is the saved outgoing prepared messages file rather than the ATO outgoing messages file. The message recipients are loaded into the messages list box preceded by the date and time the message was saved. Note: This is not the date and time the message was uploaded to CIS.

All of the functions described for "Edit prepared messages" may be utilized with the following exceptions to processing:

1. When a message is edited and the Send Button is selected, the message is copied to the ATO outgoing messages file. The message in the saved log is not modified.
2. When the Keep button is selected or if AutoKeep is on and the Send button is selected, the message in it's current form is added to the end of the log.

It is not possible to view the saved outgoing messages log at the same time you are editing prepared messages.

## Address Book

ATO provides the ability for you to maintain your own address book containing the user names and IDs of the people you exchange messages with on CompuServe. WinAto provides an interface to your ATO address book. When new messages are written, the recipient may be selected from the address book. New additions may be added to the address book from messages you are replying to. WinAto also allows you to add a comment line to each address in the address book. **Note: Comments are not a feature of the ATO address book capability, and therefore, will not be recognized by the ATO address handling routines. If you use the comment feature, you should do all of your address maintenance via WinAto.**

The address book is available by selecting the Address Book button in the "Message Header" dialog box when messages are being prepared, by selecting "Address Book" from the Messages menu or by clicking on the [Address Book Icon](#) on the Icon Bar.

Address book entries may be maintained in a single ppn file or in several different files. A ppn file is attached to a forum by entering the file name in the [forum configuration](#) options. When the "Address Book" dialog box is displayed, the ppn file list is built from the ppn files specified in the forum configuration options. This list is displayed in the upper left-hand corner of the dialog box. The ppn file for the currently selected forum is automatically selected unless a default ppn file has been selected. The entries from the selected ppn file are displayed in a address listbox on the right-hand side of the dialog box. Under the address list box, there is a box which will contain the comment line for the currently selected address from the list. To the left of the address list there are several groups of buttons. These button groups are used to maintain the addresses, maintain the files, sort the address list, transfer addresses and to save the current address list.

You may prefer to utilize a single ppn file for all addresses. If so, the ppn parameter in the forum options for each forum may be set to the single file. If you prefer to have multiple ppn files, but wish to have a particular one selected automatically, as the default, when the address book is opened, you may select the default file by opening the desired file and then using the Set Default button to set the selected file as the default. You may clear the default selection by using the Clear Default button;

## Address Maintenance

The "Entries" button group may be used to add, change or delete addresses to/from the currently selected ppn file. Select the Add button to add a new entry to the address list. A dialog box will be displayed for entry of the name, ppn and comment line. After entering the name, ppn and comment, select "OK" to add the entry to the bottom of the address list. Select "Cancel" to close the dialog box without any addition.

To modify an existing address in the list, select the desired entry. Then select the "Change" button in the "Entries" group to bring up a dialog box with the selected name and ppn displayed for editing. After editing, select "OK" to update the address list, or select "Cancel" to leave the entry as it was.

To delete an existing address from the list, select the desired entry. Then select "Delete" from the "Entries" group. A confirmation will be required. Select "OK" to confirm, or select "Cancel" to leave the entry as it was.

Changes made to the address list are not automatically saved. When all changes have

been made, select either the "Save/Exit" button or the "Save" button to update the ppn file. Prior to saving, you may wish to sort the address list in the order of your preference.

## **PPN File Maintenance**

The "Files" button group may be used to add a ppn file, erase a ppn file or delete(unlink) an existing ppn file. To add a new ppn file to the ppn file list, select "New" from the "Files" button group. A dialog box is displayed for entry of the full path name, including the .ppn file extension, of the new ppn file. The file need not exist. NOTE: Ppn files which are defined in the PPN option of a forum configuration should not be added to the ppn list in this manner. Those files are automatically added to the list when the address book is opened.

Erasing a ppn file will erase all of the entries in the ppn file. The file is not deleted from the ppn list. This is useful if you want to trash all of the current entries in the file and then enter new ones. First select the desired file in the ppn list. Then select "Erase" from the "Files" group. A confirmation will be required.

Deleting a ppn file will delete the file from the disk and the ppn list. If, however, the file still is included in the configuration ppn option of any forum, it will reappear on the ppn list the next time the address book is opened, but, the actual file will not be created on the disk until an address list is entered and saved to it. To delete a ppn file, select the desired file in the ppn list. Then select "Unlink" from the "Files" group. A confirmation will be required.

## **Sorting the Address List**

The "Sort" button group may be used to sort the currently displayed address list. Select the "ID" button to sort the list by ppn. Select "Name" to sort the list by the name as shown in the address. Where a name is normally listed as first, then last name, the name will be sorted by the first name. To have sort the list by last name, select "Last". NOTE: Sorting the address list does not save the sorted list back to the ppn file. You must save the address list to update the file.

## **Transferring Addresses To and From Messages**

Addresses can be transferred between the "Message Header" dialog box and the address book when an outgoing message is being composed. To insert an address into a message header, from the "Message Header" dialog box, select the Address Book button. The Address book dialog box will display. The ppn file for the destination forum will be automatically selected and the address list will be displayed. To transfer an address to the message header, select the desired entry, then select the "To-To" button in the "transfer" button group. The Address Book will close and the selected address will appear in the message header. As an alternative to the "To-To" button, you may simply double click on the desired entry.

Often when replying to a message, it is useful to add the recipients address to the Address book. From the "Message Header" dialog box, with the recipients address already entered in the header, select the "Address Book" button. When the address book dialog box is displayed, select the "From-To" button to transfer the address from the message header to the currently displayed address list. The address list must be saved in order to update the ppn file.

When you are composing a message where you must enter a new address and you wish to keep the address in the address book, you may enter the address in the header and then transfer it to the address book, or you may open the address book, add the address, and transfer the address into the message header. In any event, don't forget to save

the address list if you want to update the ppn file.

When you are reading downloaded or saved messages for a forum, the "Addr" button in the Read Messages dialog box may be used to transfer the ppn of the recipient, or the ppn of the originator, of a message to an Address Book. When selected, this function displays the Address Book dialog box with the "From-To" and the "From-Fr" buttons activated. To add a ppn from the selected message in the Read Downloaded Messages dialog box, first select the desired ppn file. Then use the "From-To" button to transfer the ppn of the recipient to the ppn list, or use the "From-Fr" button to transfer the ppn of the originator. The ppns may then be sorted, or any of the other Address Book functions may be utilized. When done, be sure to use one of the save buttons to save the modified ppn list to the ppn file prior to, or on, exit. Selecting an exit button will return to the Read Messages function.

### **Transferring Addresses Between PPN Files**

The "Copy" button may be used to transfer an address to the Windows clipboard. You may then switch to another ppn file and use the "Paste" button to add the address to the currently selected ppn.

## Library Scanning

WinAto provides the ability to set up scripts to accomplish forum library scanning. The result of a library scan is entries in a catalog file. There are two types of catalogs created. The first creates a file with the file extension ".CAT". It downloads program information in the "Long" form. The other type of catalog creates files with ".LST" extensions. It downloads program information in the short, or list, form.

Once a scan script has been created, it may be invoked by itself, it may be appended to another script, or it may be invoked prior to a normal automatic pass. To create a library scan script, select the "Setup Library Scan" command from the Libraries menu. The "Library Scan" dialog box will be displayed.

The dialog box has a forum list in the upper left-hand corner. The currently active forum is automatically selected. You may select a different forum by clicking on the arrow to the right of the listbox to cause the list to drop down. Then select the forum from which the library is to be scanned.

To the right of the forum list, at the top of the dialog box, there is a group box labelled "Description". There are two radio buttons in the group box. They represent the types of program descriptions which CIS creates during a library scan. The "Long" form includes the file name, ppn of the originator, date uploaded, the file size, the number of times the file has been accessed, the title, keywords and the program description. The "Short" form includes the file name, file type, library number, size in kilobytes, date uploaded and the title. The long form is the default. If the long form is selected, the resulting catalog file will have a file name which is made up of the forum name and the extension ".CAT". If the short form is selected, the resulting list file will have a file name made up of the forum name and the extension ".LST". If the target file already exists, the new information will be appended to the existing file.

Below the "Description" group box there is another group box labelled "Criteria". The items in this box are used to indicate the criteria to be used to select the file descriptions to be downloaded. As the defaults, all items are blank except for the "File Type" which is set to ALL. If left that way, all libraries in the selected forum would be scanned and all file descriptions would be included.

The "Libraries" item is used to specify the library numbers of the forum libraries which are to be scanned. A single library may be specified, multiple libraries may be specified, groups of libraries may be specified, or ALL may be specified. The following are acceptable library specifications:

|           |                                     |
|-----------|-------------------------------------|
| 5         | Single library                      |
| 1,2,3     | Multiple libraries                  |
| 1-3       | Range of libraries                  |
| 1, 4-6, 8 | Combination multiple and range      |
| ALL       | All libraries ( may also be blank ) |

If you do not know the library numbers of the libraries for the forum, selecting the "Library Select" button will display a list of the libraries for the selected forum. You may then select( highlight) the libraries which you wish to include. This may be done by clicking on the desired libraries, or by using the arrow keys to move up and down the list and selecting a library by pressing the space bar. When all of the desired libraries have been selected, use the "OK" button to transfer the selected libraries to the library criteria box. The "Clear All" button may be used to start over. The "Select All" may be used to highlight all of the libraries, after which, clicking on a library in the list will deselect it.

The "Filename" box may be used to specify a prototype filename. The asterisk (\*) and question mark (?) may be used in the prototype.

The scan may be restricted to a single originator by entering the CIS ID (ppn) of the originator.

A keyword search can be used. Multiple keywords may be entered separated by commas with no imbedded spaces. NOTE: CIS keyword searches use an implied "and" rather than "or". That means that all of the specified keywords must appear for a file in order for it to be selected. Prototyping with \* and ? is acceptable.

You may specify the age of the files to be included. Age is specified in days. The following forms are acceptable:

|       |   |
|-------|---|
| 30    | Only files uploaded in the last 30 days.        |
| 15-30 | Only files uploaded between 15 and 30 days ago. |
| 30-   | Only files older than 30 days.                  |

Selected files may be restricted to a specified file type. The "File Type" box contains a radio button for each CIS file type and for ALL. You may select one of the file types to restrict the search to one type.

After the search criteria has been specified, selecting the "Add" button will record the criteria specified. The criteria is then cleared and another set of criteria may be entered and recorded. When all sets of criteria desired have been recorded, selecting "Save Script" will cause the scan script to be created. A dialog box will be displayed for entry of the script file name. Enter the desired name of the script file without the .SCR file extension. If the script file already exists, you will be asked to indicate whether you wish to have the new script appended to the existing file. Indicate "Yes" to append. Indicate "No" to overwrite the existing file. Choose "Cancel" to abort. NOTE: The "Save Script" button is inactive (grayed) until a criteria set has been recorded.

The "Edit Scripts" button may be used to open the "Edit Scripts" dialog box. This may be used to examine or edit script files.

After a scan script has been created, it must be executed on-line by ATO to accomplish the scan. The "Execute Scripts" button may be used to open the "Execute Scripts" dialog box. For information on executing scripts, see "Executing ATO To Invoke A Script".

## Downloading Files From Library Catalogs

When a forum library is scanned, the downloaded file descriptions are placed in a forum catalog file, or in the case of short descriptions in a forum list file. You may then browse through the items in these files selecting files to be downloaded. This results in a script file being created which can then be invoked by itself, or it can be invoked along with other scripts or with a normal automatic pass.

To browse through a forum catalog or list file, select "Browse Library Catalogs" from the Libraries menu. The "Browse Library Catalogs" dialog box will be displayed. A forum list is in the upper left-hand corner of the dialog box. It contains the names of the forums that have existing library catalog or list files. The forums are in alphabetical order and the one at the top of the list is automatically selected. Next to the forum listbox, the "Type" box contains two radio buttons. One titled ".CAT" and the other ".LST". If one of these types of files does not exist, the associated button will be grayed. Where both exist, the default is the ".CAT" file. Otherwise the appropriate button is automatically selected.

Below the control section containing the control buttons there are two boxes. The top box is the file list. The lower box is used to display individual file descriptions. The "Load" button may be used to read the selected file loading the file name, library number and title into the file list. The default sort order is alphabetically by file name, then by library. The file at the top of the list is automatically selected and its description is displayed in the description box. The number of files loaded into the file list is displayed to the right of the "Load" button. After WinAto loads the file list, it automatically goes through the list and deletes any duplicate entries. Duplicate files are files with the same file name, library number and user id.

The "Next" and "Back" buttons may be used to browse through the list sequentially or else you may tab to the list and use the arrow keys. An alternate method is to drop the file list down by clicking on the arrow at the right side of the list box. By keyboard, tabbing to the list and then using the <Alt+Down Arrow> will also drop down the list. You may then click on a desired item to display the description, or use the arrow keys to select a line and use the tab or <Alt+Up Arrow> to display it.

To mark a file for download, select the file from the file list, then select the "Mark" button. An asterisk will appear to the left of the file name to indicate the file is marked. To unmark a marked file, simply select it again and select the "Mark" button. The asterisk will be removed to indicate the file is unmarked. When all of the desired files have been marked for download, the "Save Script" button may be used to create the download script. NOTE: Until at least one file has been marked the "Save Script" button will be inactive (grayed). After selecting the save, you will be required to enter the name of the script file without a file extension. After you enter the file name, if the file already exists you will be asked to confirm that you wish to append the new script to the existing file. "Yes" indicates append, "No" indicates the existing file is to be overwritten. You may "Cancel" to abort. If you save a script with one of the names "auto", "auto1" or "auto2", WinAto will automatically execute the script when the appropriate auto pass is executed.

The "Edit Scripts" button may be used to open the "[Edit Scripts](#)" dialog box. This may be used to examine or edit script files.

After a download script has been created, it must be executed on-line by ATO to accomplish the download. The "Execute Scripts" button may be used to open the "Execute Scripts" dialog box. For information on executing scripts, see "[Executing ATO To Invoke A Script](#)".



The control section of the dialog box contains two additional buttons that may be used to select and sort the files that are loaded into the file list. The default selection is for all files sorted in name, then library, order.

To sort the files in the list in a different order, select the "Sort" button. The "Sort Criteria" dialog box will display. There are four sort parameters, each having four radio buttons to their right. Each button represents a place in the sort order. The button on the left for first, the next second, etc. The current sort order is automatically displayed as represented by the buttons which are turned on. You may modify the sort order by turning on one button in each row, however, you must not turn on more than one button in a column. Rows or columns may be left clear. The current selections may be cleared with the "Clear" button. When the desired selections have been made, the "Save" button will record the new sort selection and close the dialog box. Prior to saving, the checkbox below the "Save" button may be checked to cause the new sort selections to be retained in the winato.ini file as the new default.

Selection criteria may be used to selectively load files into the file list. The "Select" button will open the "Selection Criteria" dialog box. Selection may be restricted to one or more libraries within the forum. Enter a single library number, or enter multiple library numbers separated by spaces or commas. A prototype filename may be included using \* and ?. A single user ID may be included. The selection may be restricted by age in days. Keywords may be specified separated by spaces or commas. A phrase may be included in a selection by entering a case-insensitive phrase. Only entries that include the phrase will be loaded. Wildcards are not recognized in phrases. When the dialog box is opened, the current selection settings are displayed. Criteria may be cleared with the "Clear" button. When the desired criteria has been entered, the "Select" button may be used to record the criteria and close the dialog box. If desired, the "Load" button may be used to record the criteria, close the dialog box and to load the file list. The "Cancel" button will abort without modifying the current selection criteria.

**NOTE:** If a catalog which is being loaded contains more than 600 entries, Windows will may run out of the memory space which it can allocate for the file list. Windows 3.0 restricts such lists to 64k bytes. This amount of memory will handle between 600 to 700 file entries. When Windows indicates to WinAto that it is out of space, WinAto will display a message indicating that condition. It will terminate the load of the file list at that point. A file which causes this condition to occur may be browsed in parts by using the selection criteria to load smaller portions of the file at one time, i.e., by selecting on library numbers, etc.

## Downloading Files By File Name

If the forum, library number and filename of a file are known, the "Download Files by Name" command from the Libraries menu may be used to create a download script. After selection, the "Download Files by Name" dialog box is displayed. The top parameter is a forum list. The currently active forum is automatically selected. The list may be dropped down by clicking on the arrow to the right of the listbox, or the arrow keys may be used to move up and down the list. Below the forum list there is a library section list. Select the appropriate section from the list. The name of the file to be downloaded should be entered exactly as it is recorded in the forum library, including the correct file extension. The CIS User ID associated with the file may also be entered to ensure the correct file is downloaded, however, this is optional.

After the required parameters have been entered, the "Save Script" button may be used to create and save the script to a script file. You will be required to enter the name of the script file without a file extension. After you enter the file name, if the file already exists you will be asked to confirm that you wish to append the new script to the existing file. "Yes" indicates append, "No" indicates the existing file is to be overwritten. You may "Cancel" to abort. If desired, you may select "Do Now" instead of "Save Script" to save the created script as dl.scr and execute it immediately. If you save a script with one of the names "auto", "auto1" or "auto2", WinAto will automatically execute the script when the appropriate auto pass is executed.

The "Edit Scripts" button may be used to open the "Edit Scripts" dialog box. This may be used to examine or edit script files. The "Exit/Cancel" button may be used to close the dialog box, however, it will not delete any scripts which were saved. To execute a script, see "Executing ATO To Invoke A Script".

## Upload A File By Mail

To upload a file to one or more recipients using email, select "Upload File By Mail" from the Upload menu. The "Upload File By Mail" dialog box will be displayed. Enter the source pathname, on your system, for the file to be uploaded. Then enter the name to be used for the file on CompuServe. The CIS file name may be left blank if the filename to be use on CompuServe is the same as the Source filename. NOTE: CompuServe restricts file names to six characters before the extension.

You may enter up to nine IDs (ppns) as recipients, separated by semi-colons ";". You may also enter a subject. After the required parameters have been entered, the "Save Script" button may be used to create and save the script to a script file. You will be required to enter the name of the script file without a file extension. After you enter the file name, if the file already exists you will be asked to confirm that you wish to append the new script to the existing file. "Yes" indicates append, "No" indicates the existing file is to be overwritten. You may "Cancel" to abort. If desired, you may select "Do Now" instead of "Save Script" to save the created script as ul.scr and execute it immediately. If you save a script with one of the names "auto", "auto1" or "auto2", WinAto will automatically execute the script when the appropriate auto pass is executed.

The "Edit Scripts" button may be used to open the "Edit Scripts" dialog box. This may be used to examine or edit script files. The "Exit/Cancel" button may be use to close the dialog box, however, it will not delete any scripts which were saved. To execute a script, see "Executing ATO To Invoke A Script".

## Uploading Files to Libraries

To upload a file to a forum library, select "Upload File to Library" from the Upload menu. The "Upload to a Forum Library" dialog box will be displayed. Two listboxes are located in the right-hand corner of the dialog box. The upper listbox contains the forum list. The lower listbox contains a list of the libraries in the selected forum. First select the desired forum, then select the desired library.

Enter the source pathname, on your system, for the file to be uploaded. Then enter the name to be used for the file on CompuServe. The CIS filename may be left blank if the filename to be use on CompuServe is the same as the Source filename. NOTE: CompuServe restricts file names to six characters before the extension.

Enter the title line for the file. You may then enter the keywords to be assigned to the file separated by spaces. Up to 464 characters of description may be entered into the Description box. The file type off the file being uploaded automatically defaults to binary. If you wish to change the type, select the desired file type.

After the required parameters have been entered, the "Save Script" button may be used to create and save the script to a script file. You will be required to enter the name of the script file without a file extension. After you enter the file name, if the file already exists you will be asked to confirm that you wish to append the new script to the existing file. "Yes" indicates append, "No" indicates the existing file is to be overwritten. You may "Cancel" to abort. If desired, you may select "Do Now" instead of "Save Script" to save the created script as ul.scr and execute it immediately. If you save a script with one of the names "auto", "auto1" or "auto2", WinAto will automatically execute the script when the appropriate auto pass is executed.

The "Exit/Cancel" button may be use to close the dialog box, however, it will not delete any scripts which were saved. To execute a script, see "[Executing ATO To Invoke A Script](#)".

## Creating and Editing Scripts

The "Edit Scripts" command from the Scripts menu may be used to create and edit script files. The "Edit Scripts" dialog box will display. The dialog box contains a control section with control buttons, a script file list box and an edit box for editing the scripts. The script file list contains all of the script files that exist in the AutoSig directory.

To create a new script, select the New button. The cursor will display at the start of the edit box. Enter the statements for the new script. When all of the statements have been entered, the Save As button may be used to allow entry of the script file name. Enter the name to be assigned to the script file without an extension, then choose "OK". If the file already exists you will be asked to confirm that you wish to append the new script to the existing file. "Yes" indicates append, "No" indicates the existing file is to be overwritten. You may "Cancel" to abort. The script file names "auto", "auto1" and "auto2" have special meaning to WinAto. Assigning "auto" as the name of a script indicates to WinAto that you wish to execute the script the next time an autopass is executed. Assigning "auto1" as the name of a script file indicates that WinAto should execute the script the next time auto pass 1 is executed. Assigning "auto2" indicates the script should be executed the next time auto pass 2 is executed.

To edit an existing script file, select the desired file from the script file list. The contents of the script file will display in the edit box. Modify the script as desired, then use the Save button to update the script file. The Cut, Copy, Paste and Undo buttons may be used in editing the text.

To delete an existing script file, select the desired file from the script file list. The contents of the script file will display in the edit box. Then use the Delete button to delete the script. You will be asked to confirm the deletion. Select "OK" to delete, "Cancel" to abort.

The Print button may be used to print a copy of the text to the active printer.

To execute a script, select the desired file from the script file list. The contents of the script file will display in the edit box. The Execute button may be used to open the "Execute Script" dialog box. You may modify the selected script prior to selecting the Execute button, however, you must save the script before you can execute it.

To execute two or more scripts during the same on-line pass, select the first script to be executed, use Save As to save it to a temporary file. Then select the next script. Use Save AS to save it to the same temporary file indicating "Yes" to append it to the existing file. You may append as many scripts as you like in this manner. When done appending, select the temporary file and then the Execute button to execute the combined scripts.

## Operation Using The Keyboard

WinAto, as a Windows application, is heavily oriented towards the use of a pointing device. However, an attempt has been made to provide keyboard access wherever possible for those who do not like rodents, trackballs, etc., or who find it easier or faster to use a keyboard at times.

WinAto is primarily implemented using the standard dialog boxes and controls provided by Windows and the Microsoft Software Development Kit. As such, much of the mouse and keyboard operations are defined by Windows. The Microsoft Windows User's Guide, in Chapter 2 Basic Skills, describes the basic operation of the mouse and keyboard in the Windows environment. Special attention should be paid to the sections on "Working with Dialog Boxes" and "Working with Text".

Button controls in dialog boxes all have one character underlined in the button caption. Pressing the underlined character along with the Alt key will normally select the button. The Esc key activates a Cancel button where available. The Enter key normally activates an "OK" button. The Tab and <Shift+Tab> keys move between buttons, list boxes and edit boxes within a dialog box.

Where multiple dialog boxes are open, i.e., "Read Message" and "Compose/Edit Message", the F6 can be used to switch between them.

Some of the menu items have accelerator keys defined. These keys are used with the Ctrl key. They are active at all times except when a modal dialog box is opened. Modal dialog boxes are dialog boxes which do not allow activating other windows until the dialog box is closed.

Most of the lists used in dialog boxes are drop down lists. They normally appear in the dialog box as a one line box with a down arrow to the right of the box. The box contains the current selection from the list. The list box may be dropped down by clicking the mouse on the arrow. With the keyboard a list may be dropped down by tabbing to the list, and then using the <Alt+Down Arrow> to drop the list. The arrow keys may then be used to move up and down the list. When the desired list item is reached, the list may be closed by <Alt+Up Arrow> or Tab.

## WinAto Initialization File

Changeable options and parameters are maintained in an initialization file. This file, WINATO.INI resides in the WINDOWS directory. It is normally created by WinAto on first execution on a system. The parameters in the file are normally maintained by WinAto with no direct user maintenance required. The following is a brief definition of the items in the file.

**[general]** - This section contains general parameters and options.

|                      |   |
|----------------------|---|
| <b>path</b>          | The Autosig directory path.   |
| <b>user</b>          | The registered user name.   |
| <b>license</b>       | The registered user license number encrypted. This will not be the same as the license number entered during registration entry.<br><b>Modification of this parameter or the user parameter will cause WinAto to refuse to function.</b>  |
| <b>view</b>          | The path to the program to be used as a general viewing program.  |
| <b>scansort</b>      | The default sort order used when browsing library catalogs.   |
| <b>saveprep</b>      | Autokeep flags for automatic keeping of outgoing messages to a log file. These flags are ordered relative to the forum list order.  |
| <b>del_confirm</b>   | Setting of the confirmation option on file deletion from File Status dialog box.  |
| <b>RdPack</b>        | If present, specifies the number of read message commands to be packed on one line when downloading messages by marking headers. If absent, 7 is the default. This parameter should be set to 1 if you frequently delay between the time that you mark headers and the time you go on-line to download the messages. This is due to the fact that if a requested message has already been purged, CIS will indicate the error and will ignore the rest of the messages on the line. without any indication being given. |
| <b>fixed_on_read</b> | Set to 1 to default the font utilized when reading downloaded or saved messages to fixed font. When absent or set to 0, the proportional font is utilized,  |
| <b>showalist</b>     | Set to 1 to turn on the option to have WinAto display the Auto List Set-Up dialog box prior to going on-line. This allows the auto list to be accepted as is, or to be changed, if desired. Selecting Cancel from the Auto List Set_Up will cancel the autopass. When absent or set to 0, the Auto List is not displayed and the current setting in the dfn file will be used.  |
| <b>NoNupdate</b>     | Set to 1 to turn on the option to have WinAto not update the high message number (HMN) for a forum if the current HMN is set to "N".  |

**msgdisp** Set by WinAto to record the setting of the backup option for the deletion of the message file while reading downloaded messages.

**[window]** - This section contains the window class to be used for on-line sessions. The setting are:

0 = full screen      1 = windowed    2 = iconized    3 = hidden

**ato** Executing ATO at it's main menu.

**auto1** Executing ATO to invoke the auto 1 pass.

**auto2** Executing ATO to invoke the auto 2 pass.

**script** Executing ATO to invoke a script.

**[full]** - This section defines the commands to be used for going on-line in full screen mode.

**ato** Executing ATO at it's main menu. This is normally a full screen pif.

**auto1** Executing ATO to invoke the auto 1 pass. This is normally a full screen pif with the parameters "/1 /Z" following it.

**auto2** Executing ATO to invoke the auto 2 pass. This is normally a full screen pif with the parameters "/2 /Z" following it.

**script** Executing ATO to invoke a script. This is normally a full screen pif.

**[win]** - This section defines the commands to be used for going on-line in window mode.

**ato** Executing ATO at it's main menu. This is normally a window pif.

**auto1** Executing ATO to invoke the auto 1 pass. This is normally a window pif with the parameters "/1 /Z" following it.

**auto2** Executing ATO to invoke the auto 2 pass. This is normally a window pif with the parameters "/2 /Z" following it.

**script** Executing ATO to invoke a script. This is normally a window pif.

**[PPNs]** - This section contains file paths for address book ppn files that are not associated with any forum.

**1** Each parameter keyword is sequentially numbered. The parameter is the complete file path name for an address book file. Up to 99 files may be included.

**default** Optionally defines the default ppn file to be automatically selected



when the address book is opened.

**[position]** - This section records the window positions and sizes of the main WinAto window and several

of the dialog boxes. The window positions are saved using the Save Window Coordinates from the Setup menu.

|               |   |
|---------------|---|
| <b>main</b>   | The coordinates of the main WinAto window.                    |
| <b>msghdr</b> | The coordinates of the Mark Message Headers window            |
| <b>rdmsg</b>  | The coordinates of the Read Downloaded/Saved Messages window. |
| <b>edmsg</b>  | The coordinates of the Compose/Edit Messages window.          |
| <b>edprep</b> | The coordinates of the Edit Prepared Messages window.         |
| <b>edscr</b>  | The coordinates of the Edit Script window.                    |

## High Message Numbers

The starting message # (HMN) in the forum configuration options is used by ATO as the starting message for downloading message headers. When headers are marked from the ATO forum menu, ATO automatically updates the HMN so that it will not repeat the same headers the next time the forum is scanned. When WinAto is used to scan headers, it also updates the HMN. For headers downloaded with the Q and H commands, WinAto sets the HMN to one greater than the highest message number included in the scan. Since you may not be scanning all of the sections in a forum, this number may be higher than the highest message number in the headers you actually downloaded. When headers have been downloaded using the J command, WinAto sets the HMN to one greater than the highest message header actually downloaded. The reason for the difference is that when the Q and H commands are used, CompuServe includes the range of message numbers that were available for the scan as part of the information it downloads. In the case of the J command, however, this range is not included. Therefore WinAto determines the highest message number downloaded and uses it.

## Converting ATO .FIL Files

ATO saves outgoing prepared messages in forum files that have the extension .FIL. WinAto saves those messages to a forum file ending in P.ATO. The WinAto file saves the messages in the same format that ATO uses to store its outgoing messages. This provides the ability to view the saved prepared messages in the same manner as viewing the outgoing messages that have not been sent. It also provides the ability to delete messages from the file, print messages, edit and/or resend messages and forward previously sent messages to other recipients. This capability is not available in ATO itself.

It is not necessary to convert the existing .FIL files if you do not wish to view them with WinAto.

To convert existing .FIL files, select Convert Outgoing Logs from the Setup menu. A confirmation box will display. Select OK to convert the files. WinAto will convert all forum .FIL files for the forums that are in the current forum list. It does not convert any existing .FIL files for forums that are not in the forum list. When the conversion has been completed, WinAto will display a message indicating completion. The file extensions of the original .FIL files are changed to .FLX. If any ...P.ATO files already exist, the converted messages will be appended to any existing messages in the file.

## Other Options

The Other options dialog box provides the ability to set some miscellaneous options available in WinAto. These parameters are optional.

### **No. of read requests to pack**

This parameter indicates to WinAto how many read message requests to pack on a single input line to Compuserve when requesting the download of forum messages. Packed requests are processed faster than single requests per line, thereby saving on connect time. The default value is to pack seven read requests per line. The reason for this parameter is that if CIS finds that a requested message has already been purged, it returns an error indication and then ignores any remaining requests on the line. If you go on-line to download the requested messages soon after downloading the headers, you should not have a problem with the messages having been purged in the interim. However, if you wait to go back on-line for a significant length of time, you should probably set this parameter to 1. The values 1 to 7 are valid. An entry of zero or a value in excess of zero will cause the default to be used. This option sets the "RdPack" parameter in the general section of winato.ini.

### **Use fixed font in message read**

When selected, this option causes WinAto to set the font in the Read Messages dialog box to a fixed font. The default is to set the font to a variable font to fit more characters on a line. This option sets the "fixed\_on\_read" parameter in the general section of winato.ini.

### **Display auto list going on-line**

When selected, this option causes WinAto to display the Auto List dialog box prior to going on line to execute an autopass. This displays the current auto list settings and allows the auto list to be modified. This option sets the "showalist" parameter in the general section of winato.ini.

### **No update of 'N' in HMN**

When selected, this option causes WinAto to bypass the update of the high message number for a forum if the current setting is 'N'. This option sets the "NoNupdate" parameter in the general section of winato.ini.

## Swap Definition File

The swap definition file command provides the ability to save and load ATO definition files. The autosig.dfn file is used by ATO and WinAto to save the host and forum options selected by the user. The number of forums which may be defined at any time is limited to twenty four by ATO. The ability to save and load definition files allows you to define greater than twenty four forums, however, the ability must be used with care. If a forum exists in more than one definition file, the information stored on the forum in one file will not be updated in the second file. Prior to loading a new definition file, you should save the current definition file to retain its settings.

The Swap definition File dialog box contains a list of the currently defined definition files, excluding the active definition file, autosig.dfn. To the right of the file list there are four buttons. The Load button is used to copy the currently selected definition file over the current autosig.dfn file. The Save button is used to overwrite the currently selected file with the current contents of the autosig.dfn file. The Save As button is used to copy the current autosig.dfn file to a new file. The Cancel button is used to exit the dialog box without any action.

## Rearranging the Forum List

The Rearrange command from the Forums menu provides the ability to reorder the forum list. The list may be sorted alphabetically, and/or, individual forums may be moved within the list. The order of the forum list dictates the order in which the forums are visited on an autopass.

When the Rearrange command is selected from the Forums menu, a dialog box is displayed that presents the forum list with the forums in the order in which they currently occur in the definition file. To the right of the forum list there are six buttons which may be used as follows:

The Sort button may be used to sort the forum list into alphabetical order.

The Cut button may be used to delete the selected forum. The forum will be deleted from the list and the forum name will be displayed below the Cut button. Until the cut forum has been pasted back into the list, the Cut button and the Save button will both be inactive (grayed). Note: The Cut function can not be used to delete a forum from the forum list. To delete a forum, you must use the Delete function from the Forums menu.

The Paste Above button may be used to paste the previously cut forum above the currently selected forum. This button will be inactive (grayed) until the Cut button has been used to cut a forum from the list. When the paste has been completed, the Cut button and the Save button will be reactivated and the Paste buttons will be inactivated.

The Paste Below button may be used to paste the previously cut forum below the currently selected forum. This button will be inactive (grayed) until the Cut button has been used to cut a forum from the list. When the paste has been completed, the Cut button and the Save button will be reactivated and the Paste buttons will be inactivated.

The Save button is used to save the modified list to the definition file. Modifications made with the Sort, Cut and Paste functions are only reflected in the forum list displayed in the dialog box. In order to make your changes effective, you must Save.

The Cancel button may be used to exit the dialog box without saving any of the modifications made.