Micro-Courier

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Introduction

Overview of Micro Courier

Micro Courier is a software product which allows Apple II
computers to communicate with one another using standard
data communications techniques on the national switched
telephone network. Information sent or received is in the
form of DOS 3.3 files -- text files (messages or letters),
programs, data files, graphic images — indeed, anything
which can be stored in a DOS 3.3 file and accessed by your
computer.

With Micro Courier you can communicate with any other
Apple computer configured with the Micro Courier
software...automatically.

The overall cost savings from using Micro Courier is
impressive. Micro Courier will automatically 'dial up'
the phone number of the system to which you wish to
transmit and deliver your message quickly and
economically. You can use the telephone when the rates
are lowest. Micro Courier's automatic after-hours
operation is at your total control -- you select the date
and time of day to transmit your files. Obviously, this
frees the computer for other uses.

Micro Courier is complete. Everything you need to
prepare, transmit, or receive messages or other files is
built-in.

The operation of the Micro Courier program is simple.
Every step of the way you are guided with 'menu'
selections and   prompt messages on the display screen.
You can even have a message sent to a predetermined list
of addressees, all automatically.

How to Use This Manual

The Glossary

Many Micro Courier users will be unfamiliar with certain
terms used in the computer industry and in the special
field of computer communications. This manual includes a
Glossary section at the back of the book which will
contain words and phrases which, when used for the first
time in the Manual are noted with single 'quote' marks.

Tutorials to Guide You

There are key elements to the use of Micro Courier which
are treated with brief, light-hearted Tutorials. You will
be led through how to specify an 'addressee' for a
'message', how to create a message using the 'Editor', and
how to get the message sent.

Some Things To Know From the Beginning

The next few sections of Chapter One cover subjects that
are of vital interest to a new Micro Courier owner. They
shouldn't be skipped over quickly because of their
importance to your complete satisfaction with the powerful
Micro Courier system.

At the very end of this Micro Courier Manual is a
comprehensive Index which will quickly guide you to the
information you need on any Micro Courier function or
capability. We felt that a Reference Card which described
in summary all of the Micro Courier operations would not
be adequate for most Micro Courier owners and concentrated
our efforts on the Index instead.

Hardware Required

To utilize Micro Courier's powerful features you <u>must</u> have
the following system configuration.

Apple II+ with 48K of RAM memory, or
an Apple II with Applesoft ROM card and 48K of RAM memory
Disk II with controller
Black and White (or Green) Video Monitor or other Display
DOS 3.3
D.C. Hayes Micromodem

Highly Recommended Accessories

In order to use <u>all</u> of the powerful Micro Courier features
it is <u>very strongly recommended</u> that your system include
these additional accessories and peripherals:

A second Disk II without Controller
A Clock/Calendar Card (for date and time of day)
A Parallel Printer and Parallel Interface Card, or
A Serial Printer and Serial Interface Card, or
An Apple Silentype Printer

Other Micro Courier-Supported Configurations

There are many different configurations of Apple computers
which may use the Micro Courier program. The systems or
other accessories are:

Any Apple II (or II+)—Micro Courier compatible system
equipped with a Language Card.

Any otherwise properly configured system with 3 or 4 disk
drives.

Master Program Diskette

The Micro Courier Master Program Diskette and related
Manual are copyrighted materials. Reproduction by any
means is prohibited without the specific express written
permission of Microcom, Inc.

Accordingly, the Master Program Diskette is 'copy
protected'. The COPY program on your DOS 3.3 System
Master will not make a copy of your Master Program
diskette. Specialized 'bit' copy programs will not work
on the Micro Courier diskette either. In fact, some copy
programs may damage your Master diskette. Damage of this
kind is not covered by the Micro Courier warranty.

But don't be too concerned about this. Microcom is aware
of the dependence of a Micro Courier user on the constant
availability of a Master Diskette.

Warranty Card

Your Micro Courier package contains a Warranty and
Software License Agreement. Complete this form at once,
affix proper postage and drop it in a mailbox. This
registers you as an authorized Micro Courier user. In the
event your Master Program diskette is damaged or otherwise
unusable, you can promptly obtain a replacement copy
direct from Microcom.

If you ever need to send for a duplicate Master, here's
the address for the return of the original Master:

Microcom, Inc., 89 State Street, Boston, MA   02109

Replacement of a Master Diskette

In the event your Master Diskette becomes unusable,
properly package the diskette in strong protective
corregated cardboard or 'floppy armor' and mail it,
postage paid, to Microcom. If this occurs within ninety
(90) days from the date of purchase, Microcom will replace
it at no charge. After ninety (90) days, you must enclose
a check, payable to Microcom and in the amount of $35.00,
for a replacement Master diskette.

Microcom will promptly send a replacement Master to
registered owners.

Micro Courier Explained

Definition of Commonly Used Terms
Some Frequently Used Command Keys
Booting the System
Configuring Your System for the First Time
Micro Courier Configuration
Identifying Your Disk Drives
Creating File Storage Disks
Be Certain of Your System Configuration

Definition of Commonly Used Terms

Mailbox ID# — A Mailbox ID# is a two digit number which identifies to whom messages are addressed, and the telephone number of the addressee's Micro Courier system.

File — Any 'machine readable' DOS 3.3 file. A file can be the text of a letter, memo, report or other document prepared with Micro Courier's Text Editor. A file may also be any DOS 3.3 compatible text, program, data or binary file.

Message — Micro Courier defines a message as the link between a specific addressee and a particular file to be sent to that addressee. Up to 100 messages may be 'queued' for transmission during any one Send Mail session.

Some Frequently Used Command Keys

There are a few keys on the Apple keyboard which will be used often during your Micro Courier sessions. The Apple II keyboard is shown in Figure 1 below. The frequently used special keys you will use are highlighted.
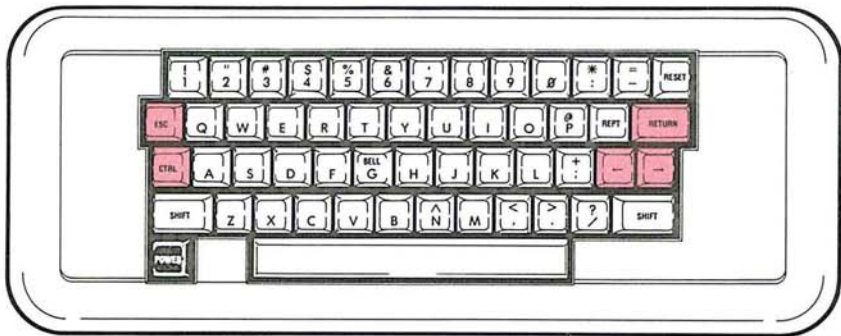
The RETURN key

The RETURN key is used to tell Micro Courier that you have
finished entering your Command or Menu Selection. Micro
Courier will then act upon your entry.

The ESC key

The ESC(ape) key is used to stop what you are currently
doing and 'back up' to the previous Menu, or to the next
logical Menu if you are in the last step of a Micro
Courier operation.

Often the Micro Courier display will alert you to this
option of 'backing up' or returning to the master function
Menu. You may, at almost anytime you choose, use the ESC
key to terminate the current operation, and return to the
previous logical display screen.

The CTRL key

The ConTRoL key is located on the left edge of the
keyboard and is used like a Shift key, i.e., you depress
and hold the CTRL key down while you enter another
keystroke. In this way you are 'supershifting' the
keyboard — telling the computer that the next keystroke
is a Command for the system to obey. Micro Courier has
many built-in Commands which it performs based upon the
combination of CTRL and the other key you type.

The ARROW keys

The Right and Left Arrow keys are located beneath the
RETURN key. Whenever you have a Menu Selection option,
you may use the Arrow keys to 'highlight' the various
Micro Courier Function choices one at a time. The Right
Arrow moves the 'cursor block' down the list of

selections, the Left Arrow moves the 'cursor block' up the
list.

When you have 'highlighted' the Selection you desire,
simply hit the RETURN key to begin that Micro Courier
Function.

The numeric keys in the top row of your
keyboard cause the highlighted cursor block
to immediately jump to your function
selection without need of the arrow keys.

The Arrow keys may also be used to position the cursor
during a session with the Micro Courier Text Editor. The
Left Arrow key doubles as a back-space key to correct
typing mistakes, the Right Arrow key advances the cursor
through the text of your message.

Booting the System

What's booting the system? Well, to start, it has nothing
to do with your shoes or possible violence laid upon a
perversely functioning system.

Because Micro Courier can operate on many different
configurations of Apple computers, you need to refer to
pages 11-12 in your DOS Manual for the correct start-up
procedure for your system. In some cases your system will
start as soon as power is turned on. In others, some
special keyboard entries are needed to tell your computer
to begin disk operations.

Once you've 'booted' your system there is some disk
activity and a copyright notice will appear on the display
screen, along with the advisory that the program is
loading into your computer.

The people at Apple have made an effort to make your
computer 'friendly' to use. Microcom hopes we have also
contributed to the enjoyment of your system by making
available this powerful, yet easy to use, software
package.

Configuring Your System for the First Time

Each time you load Micro Courier into your computer
system, Micro Courier will look on the disk for the
information regarding the number and type of accessories
you have attached to your computer. The first time you
'run' Micro Courier, this information will not be there
and you will be asked about your system configuration
right away.

Every other time you boot Micro Courier, this information
will be present on the diskette.

Later, if you change your configuration, one of the Micro
Courier Main Menu selections (#7. UTILITY), lets you tell
the system about those changes and your new configuration.

Micro Courier Configuration

In order for Micro Courier to take full advantage of your
Apple's peripherals, it must know what they are, how many,
and their location in the row of 'Slots' on the system's
'motherboard'. The display screen will ask a series of
questions about the different peripherals and accessories
attached to your system.

These questions are called 'system queries' and you must
respond with the correct answer followed by the RETURN key
to enter the correct information into the system's
permanent memory. The first system query is:

NO. OF DISK DRIVES (1-4)?

The Primary Disk Controller must be located in Slot 6. A
secondary (if any) Controller must be located in Slot 5.
Answer this question with the number of drives (not
controllers) attached to your system.

CLOCK SLOT NO. (1-7 OR 0 IF NONE)?

The Clock/Calendar Card may be located in any of the
otherwise unoccupied or reserved Slots in the Apple.
Enter the number of the Slot in which this important
accessory is located. If you do not have a Clock Card,
enter a zero.

If you do specify a Clock Card location, you will be asked
for the type of Clock, (either a Thunderware, Mountain
Computer, or California Computer Systems). Answer this
query with one of the choices displayed.

Further, if you have a Clock Card, you will be asked:

ENTER CURRENT YEAR (19XX):?

Enter the four digits required to describe a year in the
twentieth century, including the last two digits of the
current year. Because Clock/Calendar cards typically do
not keep track of the current year, on January 1st of each
year you will need to use the Reconfigure Your System
function from the UTILITY Menu to update the current year.

PRINTER SLOT NO. (1-7 OR 0 IF NONE)?

The Printer Interface Card may be located in any of the
otherwise unoccupied or reserved Slots in the Apple --
usually placed in Slot #1. Reply with the current Slot
location of the Printer Interface Card. You will be asked
the type of printer: Parallel or Serial. Reply with
either 'P' or 'S'. If you have an Apple Silentype, reply
with an 'S'.

If you do not have a Printer attached to your system, enter a zero.

If you do have a Printer, the following question regarding your Printer's specifications will be asked:

PRINTER LINE WIDTH?

Enter the total number of characters which can be printed in a single line by your Printer.

MODEM SLOT NO. (1-7)?

The Modem is the device that connects your system to the telephone network. A Modem is absolutely required for Micro Courier operation. Enter the Slot number of the Slot in which your Modem is located, and hit RETURN.

If you do not have a Modem accessory, return to your Dealer and immediately obtain one.

ENTER SENDER ID (ONE TO TEN CHARACTERS):

This is the 'signature' which will appear on every one of the messages you send to any Micro Courier station. You may enter up to ten alpha or numeric characters which clearly identify the 'Sender' or transmitting station.

After you've made this final entry, Micro Courier will automatically start its normal operations and you will be presented with the 'Main Menu' on the display screen. You are ready to begin Micro Courier operations.

Identifying Your Disk Drives

Micro Courier permits up to four disk drives 'on-line' at
a time. These drives contain DOS 3.3 files you will send
or have received. Anytime you or Micro Courier are
performing a task which uses a disk file, the system will
ask you for the location (the Drive #) of the file. (If
you have more than one disk drive attached to your
system.)

Micro Courier needs to know where the files are and
expects you to tell it one of the valid locations. These
are:

Drive Location	Drive #
Slot 6, Drive 1	1
Slot 6, Drive 2	2
Slot 5, Drive 1	3
Slot 5, Drive 2	4

Whenever you are asked by the system for a DRIVE #: you
must reply with a valid (and accurate) answer.

Creating File Storage Disks

Micro Courier uses Apple DOS 3.3 diskettes. If you have
more than one disk drive, it's a good idea to prepare some
'message' diskettes before using Micro Courier. Pages
5-27 of the Apple DOS Manual which accompanied your disk
drives should be carefully reviewed. These pages contain
everything you need to know about creating data and file
storage diskettes, especially pages 13-14.

Be Certain of Your System Configuration

If you have configured your system with the UTILITY
function to include a specific peripheral or accessory at
a specified Slot number and one of the following
conditions exist:

1) You do not have that accessory attached to your system,
or;

2) The accessory is not in the Slot that was specified,
or;

3) The accessory is not turned on or a 'fault' condition
exists.

Micro Courier will suspend the function you directed it to
perform. What's worse, you won't get any indication of
the problem, (in almost all cases).

This leaves you staring at an inactive display, with a
keyboard that will not do anything (except the RESET key),
and a funny feeling that all is not going too well. The
system must be re-started from scratch.

Do not panic — you have not damaged any files or
equipment — but you must hit RESET and reboot the system
and go immediately go to the UTILITY Function (#7 on the
Main Menu) and RECONFIGURE YOUR SYSTEM. It might also be
a good idea to turn off the computer, pop the lid off for
a quick reconnaissance and then proceed to reconfigure
your system accordingly.

NOTES:

Micro Courier: Step by Step

Menus and Stairways
Function Status Displays
Other Display Elements
The Micro Courier Main Menu

3

Micro Courier uses a very friendly method of helping you get your message across. Throughout your use of Micro Courier you will be given a series of Function options in much the same manner as you would select your lunch in a restaurant. In computerese, these display screens are called Menus.

Menus and Stairways

Picture the Main Menu as the top step of a flight of stairs. The next stair down is the selected Function's Menu. The second step down would be a menu or work screen based upon your selection from the Function Menu.

In some cases, certain Micro Courier functions will have several 'stepped' screens to accomplish the function activity you desire. When you've completed your work with the Function you selected, with few exceptions, Micro Courier will then 'step you back up the stairs' to the previous menu or the Main Menu.

Function Status Displays

Micro Courier keeps you informed. One of the friendly features of Micro Courier is the Function Status Display across the top rows of the display screen. As you perform a function which extends across a series of display screens and Menu Selections, the title area at the top of the display updates dynamically — it becomes very explicit about what you are currently doing and 'how you got to this point'.

Figure 1 illustrates this point.

```
                       MICRO COURIER
              REVIEW/ADDRESS OUTGOING MAIL
                     ADDRESS MESSAGES
                SEND MESSAGE TO MAILBOX ID




                    (screen prompts)
                           +
                       (menus)




                  (selection advisories)
```
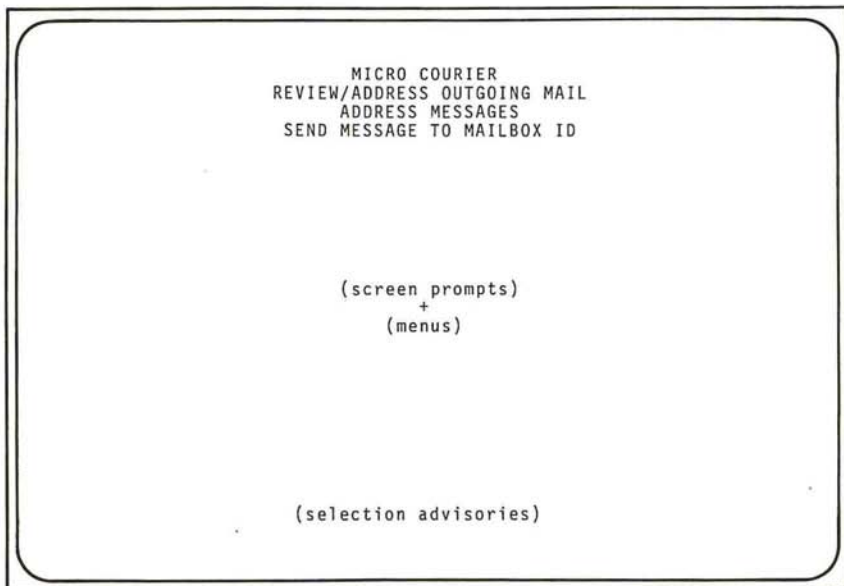
Whenever you are using a Micro Courier function, the top
of the display screen will have the name of the 'first
menu' you 'originated' from on the top line of the
display. This is always the Main Menu, 'MICRO COURIER'.

The Function you select from the Menu will be shown on the
second line of the Function Status Display. All Functions
have 'sub-functions', i.e. if you select the Micro Courier
Function 'MAILBOX DIRECTORY MAINTENANCE' you have a menu
of eight different sub-Functions to choose from. The
subsequent sub-Function selected is displayed on the third
line of the display screen.

As you complete each sub-Function and return to the
previous Function Menu, the current Micro Courier Function
status is revised to indicate your current activity.

Other Display Elements

The middle portion of the display screen (usually 16-18 lines) contains the screen prompts and system queries, often in the form of menus. This area will be updated as you move from Function to Function and enter your commands or other selections.

The bottom of the display (usually 1-3 lines) is reserved for selection advisories directed to you by Micro Courier. Whenever you're performing or have completed all the steps required to perform or direct a Micro Courier activity, the bottom lines of the display will advise you what to do next or tell you what your options are.

All things considered, you'll find it difficult to get crossed up or 'lost' while using the powerful Micro Courier system. As you follow the Micro Courier tutorials you will see how this works.

The Micro Courier Main Menu

```
                        MICRO COURIER


            1. CREATE/EDIT MAIL FILES

            2. REVIEW/ADDRESS OUTGOING MAIL

            3. SEND/RECEIVE MAIL

            4. REVIEW INCOMING MAIL

            5. MAILBOX DIRECTORY MAINTENANCE

            6. TERMINAL MODE

            7. UTILITY

            8. EXIT MICRO COURIER



        MAKE MENU SELECTION
```

Figure 2 illustrates the Micro Courier Main Menu. This is your starting point for every one of the powerful Micro Courier functions. Briefly, these are:

1. CREATE/EDIT MAIL FILES.

Permits you to enter or revise the text of any message to be sent or any that has been received.

2. REVIEW/ADDRESS OUTGOING MAIL.

Select or revise the addressee(s) to which a specific message is being sent.

3. SEND/RECEIVE MAIL.

This is the 'unattended' mode in which you leave your system. If you have messages to be transmitted at a later time, Micro Courier will automatically dial the receiving number and transmit the message at a predetermined time. If you are expecting messages, your system will be in 'receive' mode during which you will receive and store incoming messages or other data files.

4. REVIEW INCOMING MAIL.

Permits display, printing, renaming or deletion of received messages, and printing of the Received Messages Log.

5. MAILBOX DIRECTORY MAINTENANCE.

Allows the creation, revision, or deletion of Addressee information.

6. TERMINAL MODE.

Allows your system to function as a remote terminal to a time-sharing or other remote access system.

7.   UTILITY.

Review the file names on your archive and system diskettes
with the Catalog command, redefine the peripherals and
their characteristics as you change your system
configuration, and, if you do not have a Clock/Calendar
Card, provide a daily 'default' Date and Time to the Micro
Courier Send Mail Function. You may also remove files
from system diskettes by either moving them to archival
diskettes or deleting them entirely.

8. EXIT FROM MICRO COURIER.

Closes all open files and returns the computer to its
Applesoft BASIC system operation. At this point you may
remove the Micro Courier system diskette and any related
message or data file diskettes from your drives and move
on to other tasks or system shut-down.

A Quick Tour of Micro Courier

How to Create a Mailbox ID#
Pick a Number
Telephone Numbers
Keep Going
Messages from Micro Courier
Congratulations
Creating a File to Send as a Message

What we will do for the next few minutes is perform some of the basic functions you will need to become familiar with to fully exploit the power of Micro Courier. We are going to set up a Mailbox ID# and prepare a brief message to send. Later, you'll leave your system idling and (if you have a Clock Card), late at night, the message will be sent automatically.

In a day or two, you'll get a message back. Let's begin.

How to Create a Mailbox ID#

If you are unfamiliar with your new Apple II computer system, review the section on Special Keys used by Micro Courier before proceeding with this Tutorial.

Let's assume that you've just set up your Apple system with the new Micro Courier Electronic Mail program. You've read a chapter or two of the Apple manuals on booting disks and then booted your Micro Courier software for the second time. The Micro Courier Main Menu appears after some whirring and chattering from your disk drive.

First, select MAILBOX DIRECTORY MAINTENANCE from the Main Menu. After a few seconds the Function Menu for Mailbox Directory Maintenance appears.

```
                        MICRO COURIER
                MAILBOX DIRECTORY MAINTENANCE


        1. DISPLAY ASSIGNED MAILBOX ID'S

        2. DISPLAY OR DELETE A MAILBOX

        3. ADD OR CHANGE A MAILBOX

        4. PRINT MAILBOX DIRECTORY

        5. DISPLAY ASSIGNED MAILBOX LISTS

        6. DISPLAY OR DELETE A LIST

        7. ADD OR CHANGE A LIST

        8. PRINT MAILBOX LISTS



    MAKE MENU SELECTION
```

We want to add an addressee to the system. (Actually we want to add lots of addressees to the system. We'll just do the first one now.)

When the display 'comes up', the first selection is already highlighted. We don't want this selection, so tap the Right Arrow key (immediately below the RETURN key) twice to move the bar down to #3. (ADD OR CHANGE A MAILBOX) and then hit the RETURN key.

You could have also simply tapped the number key in the top row of the keyboard to select #3.

The display reads:

                    MICRO COURIER
          MAILBOX DIRECTORY MAINTENANCE
              ADD OR CHANGE A MAILBOX

     MAILBOX ID:?

Notice a couple of things about the display. First, the
top of the display contains a sequential list of each of
the Menus we 'visited' to get to this point. From the
Micro Courier Menu (the first line of the header) we
selected Mailbox Directory Maintenance (the second line),
and then chose Add or Change a Mailbox from the
Maintenance Menu (the third line). Micro Courier tells
you every step of the way 'where you are and how you got
there'.

If you've used your computer before booting Micro Courier
then you've met that little blinking box before. It's the
cursor. If this is the first time you've used a computer,
let me introduce you.

The cursor is the computer's way of telling you it is
ready to receive your entry -- be it numbers, words or
commands. The computer places the cursor on the display
at the exact location it would like you to make your
entry, then blinks it catch your eye.

Pick a Number

The computer is waiting for an entry. Mailbox ID's are
numbers between 0 and 99. Locate the '9' key in the top
row of the keyboard and enter the number '99'. Now tap
the RETURN key.

Micro Courier responds by placing the word: TO:? on the
display. These questions that are being asked by Micro
Courier are called 'system queries' and are Micro
Courier's way of leading you through the correct
procedures you must follow to insure everything comes out
just right.

Answer the question 'TO:?' with the name: MICROCOM and tap
RETURN again.

Well, there it goes again. Now Micro Courier wants to
know the telephone number of the addressee.

Telephone Numbers

Micro Courier permits up to 36 digits (including pause
characters) to be used to tell it what a phone number is.
Why so many? The answer is interesting.

Micro Courier is popular with large companies that have
many offices or branches all over the country (or the
world!). Many times, a large company doesn't enjoy the
luxury of having a single, dedicated phone line for its
little computer. The computer must use the company's PBX
switchboard just like everybody else.

Those companies with a PBX or switched networks often
require that an 'access code' be punched in first, then
sometimes a 'user code' (to identify from which telephone
the call is originating), and then, finally, the phone
number to which the call is going. That adds up to quite
a few numbers!

So what are the asterisks for? Micro Courier permits the
entry of asterisks into a phone number, to be used as a

'pause for two seconds' command. Sometimes, with
automated telephone switchboards, it takes a while to
switch from one function to the next (Enter User
Code...wait for new dial tone...Enter Authorization
Number....wait for outside line...etc.).

Micro Courier is smart enough to accommodate these
switchboards and other controls.

Keep Going

Respond to Micro Courier's query with Microcom's dedicated
Micro Courier phone number. Enter the number 6173678451
(and hit RETURN). Remember, if your internal telephone
system requires access numbers, or your local telephone
company requires a '1' be entered before a long-distance
call is made, you will need to enter these numbers as part
of the number of the destination station.

From now on, we won't tell you to tap the RETURN key any
more because we think you know that by now. Just to be on
the safe side, every time you're told to 'enter' something
you should automatically assume that you need to tap the
RETURN key after the entry you type.

If your telephone installation requires some of the
pauses, put them in as asterisks — placed between the
appropriate numbers -- as needed.

Notice that there aren't any parentheses or dashes in the
phone number entry. Micro Courier just needs the
explicit numeric values of the phone number to get your
message across.

Messages from Micro Courier

Now that you've completed entering the Addressee
information Micro Courier has placed a message on the

bottom of the display screen for you. Micro Courier will
do this throughout every session you have with it. It
will guide you, step by step, indicating what 'the right
thing to do next' is. These are called 'dynamic prompts'.

Congratulations

Congratulations: You have just performed every step needed
to tell Micro Courier about one of the people with which
you want to have Micro Courier automatically communicate.
Micro Courier now knows the name of an addressee and how
to get in touch with them.

You should be at the Mailbox Directory Maintenance Menu.
Tap the ESC key to return to the Micro Courier Main Menu.

Creating a File to Send as a Message

The next Chapter in this Manual describes the Text Editor
and how you use the Micro Courier program to create Text
Files to send as messages. Read through the sections
carefully -- experiment a little, if you like. After
you've read through that Chapter, there is another quick
tutorial which will apply most of what you've learned.

NOTES:

Create/Edit Mail

5

When you select #1 from the Main Menu (CREATE/EDIT MAIL
FILES) there will be some disk activity and the
CREATE/EDIT Menu will appear. The Function Selections are
all self-explanatory. Briefly, these are:

1. CREATE NEW FILE.

Invokes the Micro Courier Text Editor and allows you to
enter the text of a message for later transmission.

2. EDIT/CHANGE EXISTING DISK FILE.

Permits you to select a message which currently exists on
a diskette and make changes to the text of the message.

3. PRINT CURRENT FILE.

Immediately directs the text which is currently in memory
to the Printer.

4. EDIT CURRENT FILE.

Returns you from the Function Menu to the text currently
in memory.

Creating a Message to be Sent

Selection #1 from the Create/Edit Menu (CREATE NEW FILE)
invokes the Micro Courier Text Editor. The 'Editor' (as
it is called), lets you type in a 'text file', which you
will later send as a message. When the Editor is
'initiated' the display resembles a blank sheet of paper
in a typewriter. Any non-control code keystroke you type
will appear on the display as you enter it.

Upon invoking this Editor function, if there is already a
text file in the system's memory, you will be asked:

DO YOU WANT TO CLEAR MEMORY? If you want to erase the
file in memory and start a new one, you respond with a
'Y'. If you do not, entering a 'N' or tapping the ESC key
will return you to the Editor Menu.

The Editor

The Micro Courier Editor allows you to create the text of
the messages you will later send to the addressees you
select. With the Editor you may also revise any
previously created or received message. When you are
entering your message, the keyboard is used in the same
way as a typewriter. As the characters and words are
typed at the keyboard, they appear on the display.

When Micro Courier is in Edit Mode, some of the special
purpose keys on your keyboard are used to give certain
instructions or commands to your system. These commands
allow you to precisely control the text entry and display
processes of your system.

Some Editor Characteristics

Because of the number and type of characters which may be
shown on the Apple's video display (forty upper case
characters per line) the Micro Courier Editor will
display the words in your message differently than they
will appear in a printed copy of the message.

The main difference between displayed and printed text is
the word splitting. Since most paragraphs in a letter or
typed message are longer than 40 characters, the lines of
text on the display may be broken up 'inside of' some of
the words, causing some of the characters of a word to
appear on different display lines.

One of the benefits of this feature is you don't have to hit the RETURN key at the end of each display line. You can continue to type your message without regard to the displayed characters because Micro Courier is 'smart' enough to recognize when the end of a paragraph is reached (from the RETURN character) and will format the printed version of your message accordingly.

Capital Letters and Length of Message

All the characters in the text of your message are upper case letters, both on the display and in printed form. Lower case characters are never permitted. In addition, you may only create messages up to 4,000 characters in length with the Editor. This serves to keep the message transmission time to a minimum, thereby giving you the ability to send many messages in a single session.

When you are approaching the capacity of the Editor (approximately 4,000 characters) the Apple will 'beep' to alert you that you have only 20 more characters available for this message. Each time you enter one of the remaining characters, the system beeps again, until finally, no more characters are accepted and any keystrokes merely get 'beeped' and nothing appears on the display.

With the Editor you can edit a received message providing that message is less than 4,000 characters in length and contains only upper case characters. If an incoming message was prepared using one of the Apple-compatible Text Editors, you must use the same software which created

that message in order to edit that file. This is because
most of the Text Editors create 'binary' files which are
not compatible with the Editor text files. Micro
Courier's print routines will handle these files correctly
when directing them to your printer, even though the
Editor does not display these files correctly on your
video screen.

The Micro Courier Editor is intended to be
a 'message' preparation tool. Lengthy
documents which require detailed study are
best prepared (for easy readability and
comprehension) on any DOS 3.3 compatible
Text Editor. Micro Courier will transmit
any DOS 3.3 file.

Editing Capabilities

There are three basic Editor capabilities which are
sufficient for the type of message preparation and editing
required for normal Micro Courier usage: Text Insertion,
Cursor Movement and Text Deletion.

Creating and Inserting Text

Whenever you enter the Editor, you are in Text Insertion
mode. Wherever the cursor is located on the screen (or in
your text file), any keystrokes at that location are
displayed on the screen, and text following the cursor
position 'moves aside' to provide room in your file for
these keystrokes.

Moving the Cursor

In order to move the cursor to a specific spot in your
text for editing purposes, you use the Cursor Control keys
outlined below:
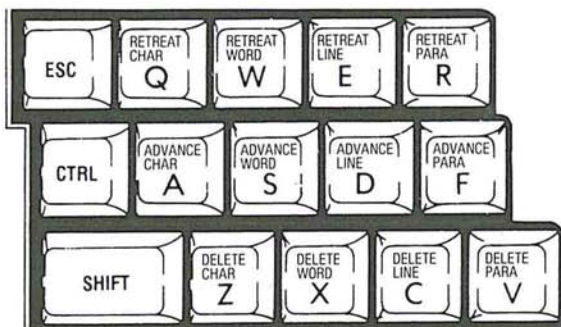
The cursor control keys permit you to move the cursor
forward or backward by character, word, line or paragraph.
In addition, the bottom row of keys control the erasure of
characters, words, etc. as shown in the above
illustration. Notice that the keys are arranged in a
matrix with each row performing one of the three cursor
movement functions. The 'columns' of keys designate the
text to be acted upon, either character, word, line or
paragraph.

There is an important difference between
cursor movement and text deletion. If you
move the cursor to the 'wrong' position,
that is a 'recoverable error' -- you can
simply move it again to the correct
position. Deleting text from your message
can, in some circumstances, result in
'irrecoverable errors' as there is no
provision for placing deleted text back
into your message except to retype it.
Consequently, the Delete Text commands need
to be first 'unlocked' before they can be
used. The first time you give a Delete
Text command unlocks that command. Then,
each time you enter that specific command,
the appropriate action takes place. If you
switch to another Delete command during
your editing, that command will need to be
unlocked before having any effect.

The Arrow Keys

In addition to the cursor control keys, the left and right
arrow keys perform redundant functions consistent with
their normal usage on the Apple II computer. The Left
Arrow key performs the same function as a CTRL-Q followed
by a CTRL-Z, it backs the cursor up one character for each
keystroke and erases the character it 'fell upon'. The
Right Arrow key performs the same function as the CTRL-A
command, it moves the cursor to the right one position for
each keystroke.

The Cursor Movement Commands

Each of the cursor commands is given by using the CTRL key
(located on the left edge of the keyboard) as a 'shift'

key to place the Apple keyboard into a 'supershifted' mode
for issuing direct commands to the computer. Like the
Shift key on a typewriter, you depress and hold the CTRL
key then tap the desired command key.

Here's a summary of the cursor movement commands:

Cursor Forward

CTRL-A   Advance cursor one character. (Same as Right
Arrow key). If the cursor is at the 40th character
position (or at a carriage return) on a line, the cursor
moves to the first position of the next display line.

CTRL-S   Advance cursor to the beginning of the next word
or to a carriage return character position.

CTRL-D   Advance cursor to the beginning of the next
display line.

CTRL-F   Advance cursor to the beginning of the next
paragraph or text following a RETURN character.

Cursor Backward

CTRL-Q   Retreats cursor one character. If the cursor is
at the first character position it jumps to the 40th
position of the line above, or, if present, to a RETURN
character. If the cursor is at the beginning of the text
file there is no effect.

CTRL-W   Retreats cursor to the beginning of either the
current or previous word depending upon the cursor
location when this command is given.

CTRL-E   Retreats cursor to the beginning of the first
character position of the current line. If cursor is at
the beginning of a line, CTRL-E will jump it to the
beginning of the previous line.

CTRL-R   Retreats cursor to the beginning of the current
or the previous paragraph.

Deleting Text from the Message

The bottom row of cursor command keys are for erasure of
text from your message. The Text Delete commands perform
'irrecoverable' functions and are 'locked' in such a
fashion that you are required to tap the alpha command
keys twice the first time you invoke a Delete function.
This prevents accidental erasure of your message text by
inadvertently typing a wrong keystroke.

The following is a summary of the Text Delete command
keys:

CTRL-Z   Deletes the character 'under' the cursor position
and causes the remainder of the text to the right of the
cursor to move one position to the left.

CTRL-X   Deletes the characters from the cursor position
to the end of the current word.

CTRL-C   Deletes all the characters in a line from the
cursor position to the end of the display line. All
subsequent text moves up to fill the gap created in the
text file.

CTRL-V   Deletes all text from the current cursor position
through the next RETURN character. If the cursor is
pointing to a RETURN character, just that single RETURN is
deleted.

When You Are Finished Creating a Message

To depart from the Editor and return to other Micro
Courier functions, you simply tap the ESC key in the same
manner you use to exit from any of the Micro Courier
functions or menus. If your system's memory contains any
text you've entered, Micro Courier will ask you for a name
to use when saving the text file you've created and for a
disk drive number upon which to place it.

If you're editing a message that already exists on
diskette, Micro Courier will ask you if you want to save
the edited version as the same file name or permit you to
enter a new file name if you desire.

If there is no text in memory (either you deleted all of
it or never entered any), you will be immediately returned
to the Editor Menu.

One of the friendly features of Micro
Courier is that it will not let you
accidentally forget to save your message or
text file. If you really want to 'get out'
of the Editor without saving your text you
use the ESC key and answer Micro Courier's
confirmation queries appropriately.

Other Editor Menu Selections

There are four selections on the Editor menu. We've just
covered the primary choice (CREATE NEW FILE) and all of
the commands and function of the Micro Courier Editor.
The remaining three selections follow with some notes on
how each may differ slightly from the overall Editor
operations.

2. EDIT/CHANGE EXISTING DISK FILE.

This function allows you to revise DOS 3.3 Text files
created by the Editor. This may be a file you've created
to transmit at a later time, or a file that has been
received by your system. (Providing it was created with
the Micro Courier editor on another system). By invoking
this selection, your system queries you about: FILE NAME,
and (if a multi-drive system configuration), DRIVE #.

After you answer these queries, Micro Courier checks to
see that the specified file is on the diskette and if it
is a displayable Text file. If everything is alright, the
first portion of the text file will be displayed on the
screen.

3. PRINT CURRENT FILE.

By invoking this selection, the text file currently in
system memory is immediately directed to the printer
attached to your system. You may suspend printing for a
period of time by tapping the Space Bar and resume
printing by tapping the Space Bar a second time. Hitting
the ESC key will terminate the print operation and return
you to the Editor Menu.

4. EDIT CURRENT FILE.

Typically you would make this selection after creating,
then printing a file. This selection permits you to
return to Edit mode without unnecessary system queries.

NOTES:

Creating a Message -
a Tutorial

The Basic Editor Display
Correcting Mistakes
Joyriding with the Cursor
Finish Up and Go Home
Onward and Upward

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At the Micro Courier Main Menu use the Right Arrow key to move the reverse video bar to #1 - CREATE/EDIT MAIL FILES and hit RETURN.

After a few seconds of disk activity you enter the Create/Edit Mail Function Menu. Select #1 - CREATE NEW FILE and tap RETURN.

The Basic Editor Display

A new display format appears: a blank screen with the cursor blinking in the upper left corner. Pretend the display is a piece of blank stationery. You are about to type a brief memo (and practice using the Micro Courier Text Editor at the same time).

We are going to type in a brief message. Just type in the words and don't worry about typing mistakes right now. You can use your own words if you like, but here's the jist of the message:

MY NAME IS (put your name here) AND MY COMPANY IS (put company name here).

MY MAILING ADDRESS IS (address here) AND MY MICRO COURIER TELEPHONE NUMBER IS (the phone number goes here - be sure to include the area code if needed.)

I JUST PURCHASED MICRO COURIER FROM (dealer name) IN (city name) BECAUSE (oh, about fifty words or so...'I/We are going to use it to...')

I WOULD (or would not?) LIKE TO RECEIVE MESSAGES FROM MICROCOM ABOUT APPLICATIONS OF MICRO COURIER AND SOME OF MICROCOM'S NEW PRODUCTS.

(Anything else you would like us to know? We're very interested in learning what you have to say.)

SIGNED:

Did you make any typing mistakes? If you didn't on this
first pass, type a few misspelled words here and there
anyway so you can get a feel for the cursor controls and
editing capabilities of the Editor.

Correcting Mistakes

Locate your first mistake on the display screen.
Depending upon where your cursor is currently located and
the position of the error, you will either move the cursor
forward or backward through the text in order to position
the cursor 'on top of' the mistake.

You do this with the CTRL and alpha keys. Refer to the
illustration below for guidance on which keys to use.

You'll find it helpful to use the 'gross'
movement keys to quickly position the
cursor to the general area in which you
wish to make correction, then fine-tune
your positioning with incrementally smaller
steps until you're right on target, i.e. --
first use the Paragraph jump command, then
the Line jump command, then Word jump, and
finally the Character move keystrokes.
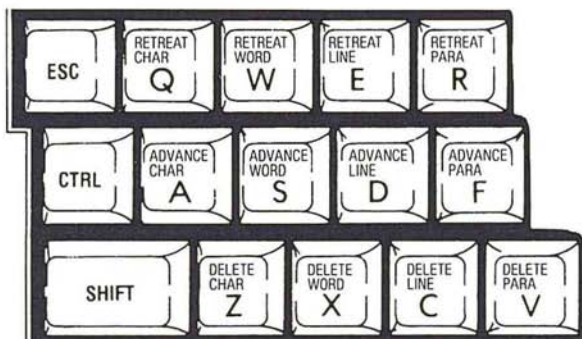
Are you at the first error? (Did you make any?)   To
correct your mistake, all you have to do now is simply
type the correct letter(s) where they should go.   Notice
that the incorrect letters (if there were extra characters
instead of omitted characters) are still in the text being
bumped along by your entry(s).

Now move the cursor directly on top of an erroneous
character. Depress and hold the CTRL key and tap the 'Z'
key twice. (Remember that the Delete Text commands are
'locked' and require two keystrokes to invoke these
commands. Once invoked, the command remains 'unlocked'
(requiring only a single keystroke to perform each
successive function) until any other command is given,
either a move or another type of delete command.)

Repeat this process until all of the errors have been
corrected in text of this message.

Joyriding with the Cursor

Play around a bit with the cursor movement controls.
Place the cursor at the end of lines and invoke single
space moves. Jump between lines and words until you feel
that you have a grasp on all of the ways that the cursor
can be controlled.

Finish Up and Go Home

Do you have the message just the way you want to send it?
This one is going to be sent to Microcom. When you are
done, you give the command to return to the Edit/Create
Mail Menu by simply tapping the ESC key.

Micro Courier responds to your command with a system
query:

ENTER FILE NAME FOR SAVING ON DISK

FILE:? Type in the file name NEW CUSTOMER and hit the
RETURN key.

Only if you have more than one disk drive, will Micro
Courier ask for the Drive # to store this file on.
Respond as appropriate and you are delivered back to the
Create/Edit Mail Menu. Then by tapping the ESC key you
are returned to the Micro Courier Main Menu.

Onward and Upward

The next chapter of the manual deals with putting
destination addresses on your files to create messages.
At the end of that Chapter is another brief tutorial which
will prepare the NEW CUSTOMER file for transmittal to
Microcom.

NOTES:

Addressing the Mail

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The Address and Review Mail Menu

The second selection on the Main Menu is REVIEW/ADDRESS
OUTGOING MAIL. This allows you to perform a number of
functions:

1. ADDRESS MESSAGES.

Instruct Micro Courier where you wish a message you've
created (or any other DOS 3.3 compatible file) to be sent.

2. REVIEW LOG OF ALL MESSAGES.

Examine, either on the display or in printed form, all the
messages currently ready to be sent or that have already
been sent.

3. REVIEW LOG OF MESSAGES SENT.

Review only the messages that were successfully
transmitted during the last SEND/RECEIVE MAIL session.

4. DELETE MAIL.

Remove messages from the Send Messages Log.

5. PRINT.

Print copies of messages from the Send Messages Log.

System Advisory for Review Messages

The Review/Address Menu screen displays the message: THERE
ARE XX MESSAGES IN THE SEND LOG when this Function is
selected. The number of messages found is dynamically
updated during the first entry into this function until
all messages placed in the current 'To Be Sent' queue have
been located.

When all the messages have been identified, the display
prompts you to MAKE MENU SELECTION.

Addressing Your Messages

Each of your messages can be sent to a specific person or
to a predetermined 'distribution list' of addressees. You
must have already informed Micro Courier who each
addressee is, created a Mail Box ID# for them, and where
the files to be sent are located.

Distribution lists are made up of a number of individual
Mail Box ID#s to which you frequently address the same
category of message.

Let's suppose you're a National Sales
Manager for an organization with branch
offices in 26 cities. You would enter each
of your offices as a Mailbox ID# and then
identify this group as a Distribution List
which would receive certain types of
messages. You can, of course, have
sub-sets of this 'National' List, by
placing the Northeastern offices on another
distribution List, the Mid-western offices
on another, and so on.

When you are ready to send a message you've entered or
otherwise prepared for transmission, Micro Courier will
ask for the title or name of the file and will ask you to
whom you wish it to be sent. There are a series of
questions Micro Courier will ask on your display in order
to automatically send the message at the time and date you
select.

Today the Addressee, Tomorrow the Message

If the Addressee is unknown to Micro Courier, you will be
notified. You should then return to the Micro Courier
Main Menu and select the Mailbox Directory Maintenance
function to create or review the available Mailbox IDs.

If necessary, after creating a new mail box ID#, you can
return to the Addressing Messages activity and place the
appropriate destination code(s) with your message.

Sending a Message to a Specific Station

Selecting function #1 (ADDRESS MESSAGES) from the
Review/Address Menu will lead you to the Address Messages
Menu. Here you may choose either:

1. SEND MESSAGE TO MAILBOX ID.

Select an individual station to which this message is to
be sent.

2. SEND MESSAGE TO LIST.

Select a pre-defined 'distribution list' of stations to
which this message is to be sent.

If you are sending a File to either a specific Micro
Courier station or a predefined Distribution list, a
system query will ask for the file name of the file to be
sent. For individual addressees, Micro Courier will ask
the following questions about how you wish the message to
be sent:

MAILBOX ID?

Enter the ID number that has been previously assigned to
this station. Micro Courier will display the name of the
addressee and then ask:

FILE?

Enter the name of the file you wish to send to the
displayed addressee.

DRIVE?

Enter the number of the disk drive on which the message is
located. Note that if you have a system configuration with
only one disk drive, Micro Courier will not ask this
question.

PRINTABLE?

Is this message or file a printable file? Answer 'Y' or
'N'.

Because Micro Courier will transmit any DOS 3.3 file,
including programs or VisiCalc files which may not be
printed without first being interpreted by a program
(Applewriter, VisiCalc, VisiPlot, etc.) or a language
processor (BASIC), you must include this indicator with
the message you're sending.

If the file is one you've created with the Micro Courier
Editor, the answer to this is obviously 'Y'.

USE CURRENT DATE AND TIME?

Do you want to send this message immediately or use other,
directed entries? If you answer 'Y' to this query, (and
you do not have a Clock Card), immediately upon entering
Send/Receive Mode the next time, Micro Courier will begin
to transmit any messages that have a 'Y' Current
specifier.

Responding 'N' will remove the current 'USE CURRENT DATE
AND TIME' query from the display and replace it with:

DATE:MM/DD/YY

This is an auto-formatted entry position and the cursor
will be located at the first entry position 'M'. You must
enter the date you wish this message sent, in most cases
the current or next day's date, in the format shown.
Micro Courier first wants the number of the month entered
as two numbers then a 'slash' keystroke. If needed, you
put a zero in first. (April would be 04).

Next you enter the day number and another slash and the
last two numbers of the year.

If you make a typing error you may use the Left Arrow key
to backspace to the mistake and you simply key in the
correct character, then you can use the Right Arrow key to
're-type' the correct entries until you reach the end of
the entry field and tap RETURN.

TIME:?HHMM

This is another auto-formatted entry position. Enter the
time of day you wish the message to be transmitted. This
entry is made in 24-hour format, i.e. three o'clock in the
morning would be entered as 0300, ten thirty at night
would be entered as 2230.

Be careful not to use 'today's date' with an early morning
'time' unless you are addressing your messages just after
midnight.

There will be occasions where you may wish
to send press releases or other 'timed'
announcements. You may place these
messages on file well in advance of the
date you wish to have them transmitted, and
Micro Courier will send them, (providing
you have a Clock/Calendar Card), on
schedule and automatically.

When you've completed the addressing of the message, the
bottom line of the display will read:

HIT CR TO ENTER, ESC TO CANCEL ENTRY

If you hit the RETURN key (CR) the SEND MAIL Log is
updated and the display will prompt you to hit the ESC
key. If you elect to cancel this entry with the ESC key
you are jumped to the Review/Address Outgoing Mail
Function Menu.

Sending to a Pre-Defined List

Sending a File to a 'Distribution List' presupposes that a
List has been created. You can define a List with one of
the Mailbox Directory Maintenance functions.

Selection #2 on the Address Messages Menu permits you to
send the message to a group of addressees which you have
previously defined as a List. When you made up that list
it was assigned a List ID#. The first question asked by
this function is:

LIST ID:?

Your response would be one of the valid (pre-assigned)
letters from the Mailbox Directory. The available IDs are
the 26 letters of the alphabet, A-Z. As in the Send To
Addressee function, Micro Courier will check its Mailbox
Directory and display the name of this Distribution List,
and then ask:

FILE:?

You enter the name of the file you wish sent to each of
the addressees in the selected List.

Some Automatic Features

If you have previously referenced this file, Micro Courier
will automatically fill-in some of the information that it
would normally ask you if it had never seen this file
before. The answers to the queries about Drive # and
Printable will be already available, if you are still in a
Micro Courier session, and you will see them automatically
supplied to the display screen.

If this is a new message you're sending to a list of
addressees, the same questions as 'Send To Mailbox ID#'
will be asked.

When you have completed all required Addressing entries
for a message to a List, Micro Courier will display the
name of each of the addressees included in the selected
Mailbox ID List. Micro Courier also updates the SEND MAIL
Log accordingly.

Checking Outgoing Message Status

You may review the 'delivery status' and contents of any
of the messages in your current message file. This
includes a review of message text and complete details on
the addressee for any message. Printing and/or removal of
the message is possible from this point in the Micro
Courier program as well.

Examine the Outgoing Messages Log

The second selection on the Review/Address function menu
(REVIEW LOG OF ALL MESSAGES) provides a displayed—only Log
of all outgoing messages currently included in the on-line
disk drives.

When you make selection #2 on the Review/Address Outgoing
Mail Menu, Micro Courier requests the name of the file you
wish to review or permits a RETURN key entry to obtain a
multi-screen (if required) listing of all messages
available.

The Message Log

The Message Log contains the following information:

Message Selection Identifier
Current Transmission Status of that message
Addressee ID#
Name of the file

(TO BE SENT)   03/19/81 1753
TO: 1   S.E. DISTRIBUTOR
TEL: 18036780034   T1

(TO BE SENT)   03/19/81 1811
TO: 0   N.E. DISTRIBUTOR
TEL: 3676362   T1

FILE: MICRO COURIER DESCRIPTION
      PRINTABLE   (D1)

(TO BE SENT)   03/19/81 1809
TO: 0   N.E. DISTRIBUTOR
TEL: 3676362   T1

FILE: NEW MANUALS
      PRINTABLE   (D1)

Review Transmitted Messages Only

Another option on the Review/Address Menu, selection #3 –
REVIEW LOG OF MESSAGES SENT, allows you to review on the
display only the messages that have been already sent.

This Function does not request a file name and displays
the standard Message Log information about each of the
already-transmitted messages.

Removing Messages from the File

Selection #4 from the Review/Address Outgoing Mail Menu
(DELETE MAIL) permits you to remove any of the outgoing
messages regardless of their current status.

You are given a DELETE MAIL function menu with the
following selections:

1. ALL MESSAGES SENT.

Displays a message indicating how many messages are in the
current Message Log and gives you a choice of proceeding
with, or aborting, this Command.

It is a good idea to regularly 'clean
house' and remove 'sent' messages from the
Send Message Log. Remember, Micro Courier
permits 100 messages to be queued.

---

2. ALL MESSAGES TO BE SENT FOR A FILE.

Displays a message indicating how many messages are in the

current Message Log for a specific file name and gives you
a choice of proceeding with, or aborting, this Command.

Remember that a 'message' is a specific
file being sent to a specific addressee and
that the same file (text file or other DOS
3.3 file) may be sent to many different
addressees. Micro Courier considers
Addressees, Files and Messages as
completely separate entities. A 'message'
is the link between an Addressee and a
File.

Deleting a Message only removes the link
between the two. The text file is
unaffected and may be safely removed to a
storage diskette if you wish.

---

3. ALL MESSAGES TO BE SENT.

Displays a message indicating how many messages remain to
be sent for all file names and addressees, and gives you
the choice of proceeding with or aborting this Command.

Obtaining a Printed Copy

It is a good idea to keep a Master Log of all Micro
Courier activity. The PRINT Log Function is the best way
to do this. You can create a 'transmission log' on a
periodic basis with selection #5 from the Review/Address
menu: PRINT.

Micro Courier assembles and prints a log of all messages
currently on file, all messages that have been sent,
and/or the text of all printable messages, providing of
course, you have a Printer attached to your system.

When you invoke the PRINT selection of the Review/Address
function you are given the following choices:

1. LOG OF ALL MESSAGES.

Prints the standard Message Log data for all messages
on-line or for a specified File Name.

2. LOG OF ALL MESSAGES SENT.

Prints the standard Message Log data for only the messages
which have been transmitted. You may specify all
transmitted messages or only the messages transmitted for
a specified File Name.

3. TEXT OF ALL MESSAGES.

Prints the Message Header and complete text of all
printable messages currently on-line or for a specified
File Name.

4. TEXT OF ALL MESSAGES SENT.

Prints the Message Header and complete text of all
printable messages which have been transmitted. You may
specify all transmitted messages or only the messages
transmitted for a specified File Name.

Before beginning the Print routine selected, Micro Courier
will display the number of messages which will be printed.

Addressing the Mail - a Tutorial

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Select from the Menu

We have created a Message and we've assigned a Mailbox ID#. Now, let's get the message through.

From the Micro Courier Main Menu select #2 –
REVIEW/ADDRESS OUTGOING MAIL.

There will be a few seconds of disk activity and the Function Menu will appear. Select #1 – ADDRESS MESSAGES. Remember, you can either enter the number of the Menu Selection or you can use the Left and Right Arrow key to move the reverse video 'highlight' bar to your choice.

A sub-Function Menu appears — simple choices: Mailbox ID or List. Select #1 again: SEND MESSAGE TO MAILBOX ID.

System Queries

From here, Micro Courier will lead you step by step. First, it wants to know who to send something to:

MAILBOX ID:?

Respond with '99' (the Microcom ID#).

The system confirms your choice by displaying the name of the Addressee. Then it wants to know the file (the message) you want to send:

FILE:?

You're sending to Microcom the message you created in the last tutorial, so respond with the file name: 'NEW CUSTOMER'.

Next, Micro Courier wants to know where the message resides. The system query DRIVE #? should be answered

with the number of the disk drive where you placed the text of the 'New Customer' message.

Now Micro Courier wants to know if it's a printable file. (Some files you could be sending won't make a lot of sense if they're printed before being interpreted by their host language or program).

Respond to PRINTABLE? with a 'Y'. (This file was created with the Micro Courier Editor...it is printable.)

When to Send the Mail

After you tell the system the message is printable, Micro Courier will ask you when you would like the message sent. When it asks: CURRENT DATE AND TIME? Micro Courier will attempt to send the message as soon as possible if you answer 'Y' (for YES). That is probably not a good idea, considering one of the valuable things about Micro Courier is the savings you get from 'after-hours' telephone rates.

Respond with a 'N' to the CURRENT DATE AND TIME query.

Micro Courier responds with a "When do you want to send it?" query. The DATE:? query requires that you enter your dates with a 'slash' between the month, day and year. Whatever tomorrow's date will be (provided you have a Clock Card), enter tomorrow's date.

Now, Micro Courier wants to know the Time to send the message. Pick your favorite number between 0001 and 0500 (Between 12:01am and 5:00am. All of the Clock/Calendar cards supported by Micro Courier operate on a 24-hour clock basis).

Enter the Time To Send in 24-hour notation.

Adding to the Log

You've made all the entries needed to send a Message to a
MailBox ID#. You established a Mailbox, created a file,
and now have instructed Micro Courier to whom and when the
mail should be sent.

At the bottom of the display screen are the options: HIT
CR (Carriage RETURN) or ESC TO CANCEL ENTRY. If all the
information is correct this message will go out, on time,
if you tap the RETURN key. Do that now.

There's some disk activity and Micro Courier tells you
that the Message is on file in the Send Message Log
(that's what MESSAGE ENTERED means) and that you must tap
the ESC key to move along.

Finishing Touches

After you tap the ESC key, you will be returned to the
Select Type of Addressee Command Menu. Tap the ESC key
again and you will arrive at the Review/Address Menu. Once
more and you will return to the Micro Courier Main Menu.

When Micro Courier was designed, it was designed with the
goal that computers should be easily used and not demand
hours of intense study and 'trial-error-try again' methods
to make them work for you. Let us know (in this message
or future communications) if you felt we achieved that for
you.

We are really interested in what you have to say.

Make Sure the Message is Sent

When you leave your office or system for the night, leave
it in SEND MAIL or SEND/RECEIVE MAIL Mode. If you have the
Clock Card accessory, (highly, highly recommended), Micro
Courier will 'wake itself up' from the Send Mail 'Idle'
mode and send your message to Microcom.

NOTES:

Send and Receive Mail

The Send/Receive Mail Menu
Stopping Transmission with Control Codes
Immediate Halt

9

The Send and Receive Mail function of Micro Courier is the 'operating' mode in which you place your system for automatic, 'after hours' operation. This is the basic cost saving advantage of Micro Courier. Micro Courier will automatically send or receive messages or other, non-text files, during the hours when your communications costs are lowest and when you might not have any other use for a powerful, desktop computer system.

Up to 100 messages may be queued for automatic transmittal at any one time. Micro Courier will automatically dial the telephone number of each destination station and transmit a message at the predetermined time and date you've selected. If the destination line is busy or otherwise unavailable, Micro Courier will try repeatedly to get your message through.

If you are expecting messages, Micro Courier can be placed in 'listening' mode. Then, Micro Courier will receive and retain for later viewing any in-coming messages or data files.

Micro Courier will also transmit and receive messages during the same session. If your Micro Courier system is busy sending messages or being used for any other purpose when another station attempts to transmit to your location, the calling system realizes it is 'not connected' and will automatically re-attempt to get through at a later time.

The Send/Receive Mail Menu

The Send/Receive Mail function from Micro Courier's Main Menu presents you with three choices in which to leave your system for the night:

1. SEND MAIL ONLY.

Micro Courier will transmit any queued messages available in the Outgoing Messages Log, but will not respond to incoming messages.

After making this selection, Micro Courier will give you a status advisory that it is confirming all files you wish to send as messages are on-line and available to the Send Mail function. If all the message/files in the Send Mail Log aren't also included on the specified on-line disk drive(s), you will be so informed and given the option to abort the Send Mail function.

If you elect to abort the Send/Receive Function, you are returned to the Main Menu. After placing the missing Files on-line by transfering them to an on-line drive or switching diskettes (on a multi-drive system), you can re-enter the Send Mail Function and set up for transmission of mail.

If you elect to continue after you've been notified that some of the messages in the Outgoing Message Log are not on-line, Micro Courier will transmit only the messages that are available and note in the Message Status Log that some message(s) were not available during the transmission session.

2. RECEIVE MAIL ONLY.

Micro Courier will 'answer' the phone and store incoming messages on a specified disk drive and will update the Mail Received Log. You cannot transmit in Receive Only mode.

If you have more than one disk drive attached to your
system, Micro Courier will prompt you with the system
query: DRIVE:? to obtain the drive # where you want
incoming messages stored. If so, your answer must be one
of the Drive numbers shown below:

Slot 6, Drive 1 — 1
Slot 6, Drive 2 -- 2
Slot 5, Drive 1 — 3
Slot 5, Drive 2 -- 4

After giving the appropriate drive # for storage of
incoming messages, the system sets up the Send/Receive
Mail System Status Display.

It is a very good idea to have at least a 2-drive system
configuration and direct all of your 'to be received' mail
onto Drive #2. You can use Micro Courier with a one-drive
configuration, but there are considerations. Micro
Courier insists that the Master Program disk always
resides in Drive #1. The Micro Courier programs occupy a
significant portion of the disk space, reducing the number
of incoming messages which can be accommodated in a
session. With a 2-drive system there is nearly 140,000
characters of message storage available on Drive #2.

3. SEND AND RECEIVE MAIL.

Micro Courier will 'answer' the phone and store incoming
messages on a specified disk drive and will update the
Mail Received Log. Micro Courier will also transmit any
outgoing messages at a predetermined time of day for each
message.

If Micro Courier is receiving messages when a message is
scheduled to be sent, transmission is postponed until the
system is free to transmit.

When selecting the Send/Receive Function, Micro Courier presents the system query DRIVE:? then checks the availability of the message/files queued in the Send Mail Log. As in Send Only, if any of the queued message/files are not on-line, you have the option to abort the operation.

Figure 5 is the Micro Courier Send/Receive Mail System Status Display. This is the operating advisory. The different elements of the Status Display are:

```
              MICRO COURIER SYSTEM STATUS


      ☐

      TIME STARTED (hh:mm)  CURRENT TIME (hh:mm)

      THE SYSTEM IS CURRENTLY:   (status)

      (n)  MESSAGE(S) HAVE BEEN SENT

      (n)  MESSAGE(S) HAVE BEEN RECEIVED

      (n)  MESSAGE(S) HAVE YET TO BE SENT


      TYPE CTRL H TO HALT SENDING/RECEIVING
      AFTER CURRENT TRANSMISSION/RECEPTION
      AND RETURN TO SEND/RECEIVE MENU

      TYPE CTRL I TO STOP SENDING/RECEIVING
      IMMEDIATELY
```

TIME STARTED – The time of day when this function was begun.

CURRENT TIME – The current time of day taken from the System Clock Card.

THE SYSTEM IS CURRENTLY: (status) – The current status block may contain one of three words: IDLE (neither sending or receiving), SENDING (currently transmitting a message), or RECEIVING (currently receiving a message).

'n' MESSAGE(S) HAVE BEEN SENT – 'n' represents the number of successfully transmitted messages from this Send Messages session.

'n' MESSAGE(S) HAVE BEEN RECEIVED – 'n' represents the number of messages received during this Receive Messages session.

'n' MESSAGE(S) HAVE YET TO BE SENT – 'n' represents the number of untransmitted messages remaining in the Outgoing Mail Log.

The Monitor Block

In the upper left corner of the display is a 'transmit/receive monitor block' — a reserved portion of the display screen large enough to display four characters, two by two. During the transmission of messages the top two characters are constantly updated (the characters appear to 'fly' through the monitor block display). This top portion of the monitor indicates the last characters transmitted over the phone line. The bottom portion of the block contains the last two characters received from the remote system.

The purpose of the monitor block is to provide you with visible confirmation that data transmission or reception is actually taking place. The transmit/receive monitor block also appears in the Terminal Mode–Interactive screen for the same reason.

Stopping Transmission with Control Codes

The Micro Courier Send/Receive Function can be interrupted
with the CTRL key and either the 'H' (Halt) or the 'I'
(Immediate Halt) key. The CTRL key is used in the same
way a Shift key is used on typewriter to obtain an
uppercase character. Depress and hold the CTRL key, then
type the desired Command key.

Immediate Halt

As you may have concluded, the CTRL-I command is quite
potent. Because this selection could completely disrupt
the system, there are some characteristics about this
command which minimize the possibility of disaster.

The Immediate Halt (CTRL-I) command will not have an
immediate effect if Micro Courier is currently either
dialing a number or writing into a file. After giving the
Immediate Halt command, but before you regain system
control, Micro Courier closes any open files and places
them, even partial files, into the Message Log. This only
takes a few seconds and Micro Courier is making sure that
you don't lose any valuable data.

NOTES:

Review Incoming Mail

Displaying Your Mail
Internal Housekeeping
Printing Your Mail
Creating the Received Mail Log
Selecting Only Your Messages

10

The Review Incoming Mail function allows you to review
and/or obtain a printed copy of all messages received,
create a printed Log of received messages, or review only
the messages addressed to a specific person at the
receiving station.

The Review Incoming Mail display contains the function
menu and a Status Advisory stating how many messages are
in the Received Message Log and which of the messages may
be reviewed. The Function Menu contains the following
choices:

1. DISPLAY MAIL.

The Message Header is displayed and a sub-menu for
manipulation of Incoming Mail is presented.

2. PRINT MAIL.

Prints the entire contents (headers and text) of the
current Received Messages Log. Permits user option to
suspend printing of received messages, or to abort the
Print function.

3. PRINT LOG OF RECEIVED MAIL.

Prints the standard Message Received Log data on received
mail.

4. CONTROL REVIEW OF INCOMING MAIL.

Allows receiving station to choose between reviewing all
of the incoming messages, or to review only the messages
specifically addressed to an individual at that location.

Displaying Your Mail

Review Incoming Mail Menu contains an advisory message

indicating how many messages are currently available for review.

The first selection from the Review Menu is DISPLAY MAIL. Selecting this function presents you with the Display Mail Menu which contains the following sub-function menu in addition to the Message Header for the first message in the Received Message Log.

The Message Header

Every incoming message is accompanied by a Message Header which contains information identifying the Sender, the name of the receiving individual, the file type (Text, binary, etc.), if the file is printable, the file name assigned by the sending system, and the 'internal' file name assigned by your system upon receipt of this message.

```
                      MICRO COURIER
                  REVIEW INCOMING MAIL
                      DISPLAY MAIL

        1.   SKIP TO NEXT ENTRY

        2.   DISPLAY TEXT

        3.   RENAME TO SENDER'S FILENAME

        4.   RENAME TO A NEW FILENAME

        5.   DELETE

        6.   PRINT TEXT
        -----------------------------------------------
                    (Message Header here)


        -----------------------------------------------

                    (System advisory here)
```

The Display Mail sub-function menu selections are:

1. SKIP TO NEXT ENTRY.

Displays the message header of the next entry in the
Received Mail queue.

2. DISPLAY TEXT.

Displays the text of the message whose header is currently
shown on the Display Mail Menu Screen. When the text is
displayed you have the option to return to the Display
Mail Menu.

3. RENAME TO SENDER'S FILENAME.

Allows you to remove the Micro Courier-assigned internal
Received Message Log file name and replace it with the
file name assigned by the sending station. The RENAME
function removes the entry on the Received Mail Log
describing this message/file.

The Rename To Sender's Filename feature of
Micro Courier gives the Sender some measure
of control over the archival storage
practices of the remote sites. Another
benefit is the ability of the Sender to
ensure that each remote site has the most
current version any file on hand.

Internal Housekeeping

In addition to the File Name assigned to a message by the
sending station, your Micro Courier system automatically
assigns an 'internal' filename to the message. These
'local' file names are prefixed with the characters
'RFILE' (for Received Messages File) and suffixed with a
five digit number which is automatically incremented by
one each time a new message is received.

The reason for this is straightforward. You might receive
messages with the same message name from different
stations. Your Micro Courier system assigns the
'internal' file name to these messages in order to
differentiate between files when you wish to print or
delete a specific file.

The Function Selection RENAME TO SENDER'S FILENAME changes
the 'internal' Micro Courier-assigned name to the name
given this message by the sending station.

The Received File Counter

When the numeric suffix counter built-into Micro Courier
reaches the number 99,999, it is automatically reset to
10,000. Micro Courier restarts the incremental internal
file naming function from the new value. It is unlikely
that you will ever have nearly ninety thousand files
remaining in your Received Message Log at the same time,
not withstanding the tremendous advances expected in
storage technology over the next few years.

4.   RENAME WITH A NEW FILENAME.

Allows you to assign any file name you wish to the
currently displayed message. You are asked for the name
you wish to place on the current file and Micro Courier

then places a copy of that re-named file on your system's assigned storage disk. The old filename is removed from the Received Mail Log at the same time.

Be careful when renaming files. Both Micro Courier and Apple DOS permit you to assign a duplicate file name. This can be potentially very confusing to your system as well as frustrating for yourself. One thing that does happen with a duplicate file name is that DOS will only look for the first occurrence of that file on the disk, making it very hard for you to get 'at' the other, identically named, file.

5. DELETE.

Establishes a conditional 'erase this message from the disk' capability and asks for confirmation before removing the message. You may either proceed with erasure of the file or abort the operation without loss of the message.

The Delete sub-function of the Review Incoming Mail function works a little differently than its Review Outgoing Mail counterpart. In this function, you actually erase from the disk the file as well as the reference in the Received Mail Log. If you wish to retain a permanent archival copy of this or any received file, you must use the Copy function within the File Maintenance routines from the UTILITY selection on the Micro Courier Main Menu.

6. PRINT TEXT.

Immediately sends the message header and text of the message to the printer connected to your system.

Printing Your Mail

The second selection from the Review Incoming Mail Menu is
PRINT MAIL. This immediately directs each message in the
Received Mail Log to the printer, one after another, until
all messages have been printed.

At any time during this printing process you may suspend
and restart the printing of the messages by tapping the
Space Bar. Hitting the ESC key will abort the printing
routine and return you to the Review Incoming Mail menu.

Creating the Received Mail Log

Selection #3 on the Review Incoming Mail Menu is PRINT LOG
OF RECEIVED MAIL. This provides a printed copy of the
current Received Mail Log.

Figure 6 shown here is a sample print-out of the Received
Mail Log:

```
-------------------------------------------
-------------------------------------------
TO: N.E. DISTRIBUTOR
FROM: MICROCOM        03/19/81   1837
ORG FILE: MICRO COURIER DESCRIPTION
FILE: RFILE31418      VOL: 254
DOS TYPE: T           PRINTABLE


-------------------------------------------
TO: N.E. DISTRIBUTOR
FROM: MICROCOM        03/19/81   1838
ORG FILE: NEW MANUALS
FILE: RFILE31419      VOL: 254
DOS TYPE: T           PRINTABLE


-------------------------------------------
-------------------------------------------
```

For archival and control purposes it may be useful to
create a daily or weekly record of any received messages.
You can make notes on this print-out of the new name (if
any) you've assigned to the messages and the Volume Number
and Name of the storage diskette on which you've
transferred this file. In this way, many of the
non-printable files which you may receive can be tracked
and retrieved for later use.

After all received messages have been reviewed, optionally
printed, or transferred to another diskette, the Received
Mail Log can be cleared, preparing it for another session.

Selecting Only Your Messages

The fourth choice on the Review Incoming Mail Menu is
CONTROL REVIEW OF INCOMING MAIL. In some cases it is
likely only a portion of the incoming messages are for any
one individual. By selecting the CONTROL REVIEW function
you display only the messages specifically addressed to a
person at the receiving station.

You have two options:

1. SELECT ALL RECEIVED MESSAGES.

You may display all messages currently in the Received
Mail Log.

2. SELECT MESSAGES FOR A 'TO SPECIFIER'.

Allows you to select only the messages which are addressed
to a specific person at the station. Micro Courier asks
for the 'to specifier'(the individual's name) to use as a
filter to screen out everyone else's messages. The Review
Incoming Mail screen contains the currently operative
specifier for Mail Review.

There may be many individuals (at a station) receiving messages. If Mailbox IDs are set up at the transmitting station for, say, Fred/New Orleans and Jim/New Orleans, etc., whenever Fred reviews the delivered messages he can direct Micro Courier to only display the incoming messages addressed to Fred by directing that 'Fred' is the To Specifier.

This 'to specifier' constraint remains in effect for all Review Mail operations during that Micro Courier session until it is removed by invoking option #1 (SELECT ALL RECEIVED MESSAGES) above.

NOTES:

The Mailbox Directory

Creating Destinations and Lists
The Mailbox Menu
Create a Distribution List -- A Tutorial
System Queries Lead the Way
A Very Dynamic Display

11

Creating Destinations and Lists

A key feature of Micro Courier is the ability to create a 'telephone book' of remote stations which are frequently contacted and also create specific groups of these stations to which a single message might be directed simultaneously. These are called Mailboxes and Lists, each with a unique identifier called an ID number.

The Main Menu contains a selection called MAILBOX DIRECTORY MAINTENANCE. This function is used to create, modify or delete Addressees and Distribution Lists.

The Mailbox Menu

When you select #5 MAILBOX DIRECTORY MAINTENANCE from the Main Menu you are presented with following choice of Mailbox Directory options:

1. DISPLAY ASSIGNED MAILBOX ID'S.

Displays the entire range of available addressee (mailbox ID) numbers. ID#s which have been already assigned are highlighted (displayed in reverse video).

2. DISPLAY OR DELETE A MAILBOX.

Asks for an ID# and then displays the name of the addressee, the telephone number of the receiving station and the communication protocol for the receiving station.

3. ADD OR CHANGE A MAILBOX.

Asks for an ID#. If the ID# you give is unassigned, Micro Courier will ask for the addressee name, phone number and protocol to be used with this remote station. If the ID# is already assigned you may change all or part of the data regarding that addressee station.

4. PRINT MAILBOX DIRECTORY.

Immediately begins to create a printed copy of the entire
contents of your 'telephone book' stored on diskette.
This printed directory contains the ID#, addressee, and
phone number and is presented in numeric ID# order.

5. DISPLAY ASSIGNED MAILBOX LISTS.

Displays the ID# and assigned name of each of the
pre-defined distribution lists.

6. DISPLAY OR DELETE A LIST.

Asks for a List ID and then displays the entire range of
Mailbox ID#s, highlighting in reverse video the ID#
included in the named distribution list. The List ID and
Name are displayed with selected Mailbox ID#s. You are
given the option to entirely remove the list or to return
to the Mailbox Directory Maintenance Menu.

7. ADD OR CHANGE A LIST.

Operates in the same manner as Add or Change A Mailbox.
Asks for a List ID and if not assigned, permits you to
create a new list. If the list is already assigned, you
have the option to change the name or the contents.

8. PRINT MAILBOX LISTS.

Immediately prints each Distribution List currently on
file in the Mailbox Directory. The print-out contains the
List ID, name of the list and the Mailbox ID#s contained
in each list.

Create a Distribution List -- A Tutorial

One of the many powerful features of Micro Courier is the
ability to establish a 'Distribution List' — a defined

group of Addressees who are included in a mailing
automatically. Mailbox Lists are usually categories of
message recipients that have a common denominator (branch
managers, salesmen, trade periodicals, etc.), and are
persons which make up a group with whom you communicate
often.

A necessary obstacle to establishing a List of Addressees
is establishing the Addressees in the first place. You
can create a Distribution List which includes everyone on
the Mailbox List, then create sub-sets of that list
defined by commonalties. The List-building procedures are
straightforward.

System Queries Lead the Way

From the Mailbox Directory Maintenance Menu select #7 –
ADD OR CHANGE A LIST.

If you are going to change an existing List, enter its ID
letter. If you're building a new List, enter an ID letter
that is unassigned. A mnemonic (memory aiding)
letter/name approach is recommended.

Micro Courier's next query is: LIST NAME:? You should
define the list name very precisely. You have up to 20
characters for the List Name, which should be sufficient.

A Very Dynamic Display

Once you've named your List, Micro Courier displays the
entire range of valid Mailbox ID#s and prompts you to
enter the ID# to Add or Remove. It is recommended that
you have a print-out of your currently assigned telephone
book of IDs close by.

Let's assume for this tutorial that you've already
assigned Mailbox ID#s 1 through 5 and 99. Enter ID#1.

The number '1' in the displayed range is highlighted in
reverse video. Now enter #5. The number '5' is also
highlighted in reverse video.

Now enter an ID# which isn't assigned yet. Enter '17'.

Notice that Mailbox ID#17 is rapidly blinking. This is
Micro Courier's way of telling you that ID#17 hasn't been
assigned yet.

The displayed prompt says "ADD or REMOVE". Enter '17'
again. You can 'edit' any List, over and over again,
after you've assigned new ID#s to remote stations.

As you can probably tell by now, Micro Courier makes every
effort to make Electronic Mail accessible and easy to use.

The 'unassigned Mailbox alert' feature can
be put to good use. Let's look at another
way to use this. First, unassigned ID's
won't be mailed to if this List is chosen
for a mailing. Second, you can 'reserve'
certain ID#s for future use. Suppose you
currently have 4 branch offices around the
country and you plan to open 4 more this
year. You can establish the range of ID#s
90-99 as Branch ID's and every time you
wish to assign an ID# to the Branch Offices
List, the 'reserved ID#s', will appear on
the display in blinking reverse video,
serving to remind you that these ID#s are
reserved for future Branch offices.

NOTES:

Terminal Mode

Using Your System as a Remote Terminal

In all of the other Micro Courier functions there is a
'buffer' between you and the inner workings of Micro
Courier. You never really need to know about protocols or
the specifications of the equipment on the other end of
the line. Micro Courier does all of this for you. It
gives the proper commands needed to send or receive
messages to the Communication Routines and you never have
to worry about it.

The Terminal Mode Selection in Micro Courier is different
from the other selections on the Main Menu. In Terminal
Mode, you have essentially a direct access to Micro
Courier's Communication Routines.

There is a limitation to the use of Terminal Mode to
transmit files to remote non-Micro Courier systems. You
may only transmit Text files in Interactive Terminal Mode.
Programs, binary files, etc. are not handled by the
Interactive Mode-only Communication Routines. The
exception to this is the Micro Courier Mode selection from
the Line Control menu. In Micro Courier Mode you are
able to transmit 'on-line' any type of DOS 3.3 file to
another Micro Courier system.

What happens in Terminal Mode is you are able to give the
Micro Courier communications routines direct 'commands'
which describe exactly how you wish to communicate with
another system. This takes a little explaining.

Industry Standards

In the course of normal operations Micro Courier has been
set up to perform all of the Send/Receive functions
automatically. It follows certain communication
techniques that are standard throughout the computer
industry.

These standards provide for methods for almost any
computer to communicate with almost any terminal —
depending upon the 'talking' and 'listening' abilities at
each end of the connection. Because there are so many
different models of computers and terminals, there must be
standard methods to accommodate all the different types.
The industry calls these methods 'protocols'.

Talk with any System

There are thousands of time-sharing computers and computer
services available to the public. Some of these have a
communications link with the outside world which conforms
to industry standard communications protocols.

If you have signed up as a subscriber to one or more of
these services, you were provided with an account number
(for billing purposes) and a telephone number that is a
direct line to the system. You were also advised as to
the communications protocol required by the system.

You use the Terminal Mode Line Control Functions to make
your Micro Courier system compatible with these remote
systems and services.

Terminal Mode Line Control Menu

When you make Selection #6 (TERMINAL MODE) from the Main
Menu, you are presented with a new Display format. This
is because you are in a different mode than normal Micro
Courier operation. You are able to control the
'communication (line) protocols' directly by selecting the
various choices from the Line Control Menu.

The top line of the display informs you of the Function
Status as usual: TERMINAL MODE-LINE CONTROL. The 'Current
Line Status' advisories are located on the four lines just
above the Line Control Menu selections. These are
dynamically updated as you make your selections.

```
                    TERMINAL MODE-LINE CONTROL


          LINE:     (line type)
          PHONE NUMBER:  ( appears here)
          (NOT) CONNECTED
          OUT FILE:     (specified transmit filename)
          IN  FILE:     (specified receive filename)


          1.  SPECIFY NEW PHONE NUMBER
          2.  CHANGE TO MICRO COURIER MODE
          3.  CHANGE TO HIGH SPEED
          4.  CHANGE TO LOW SPEED
          5.  CHANGE TO FULL DUPLEX
          6.  CHANGE TO HALF DUPLEX
          7.  GO TO TERMINAL MODE OPERATION MENU
          8.  RETURN TO MICRO COURIER MAIN MENU




          MAKE MENU SELECTION
```

The Terminal Mode Menus

There are three 'busy' Menus for Terminal Mode. We assume
that you already have some knowledge of remote-access
computer systems -- the book on "How To Access Your
Average Remote System" would easily run over 100 pages --
accordingly, we haven't included a tutorial.

The people who offer remote computer services will be
happy to help you learn how to access their system.

The Menu descriptions and function summaries are adequate
for a knowledgeable user of remote computer systems. We
are unable to provide in this manual the information you
might require to utilize any specific system.

Here is an explanation of the workings of each of the
Terminal Mode Functions:

The Line Control Menu

1. SPECIFY A NEW NUMBER.

Allows you to enter the telephone number (and asterisks if
required) of the system to which you wish to communicate.

2. CHANGE TO MICRO COURIER MODE.

Sets the current line protocol to the standard Micro
Courier mode and enables the special features of Micro
Courier-to-Micro Courier communications. This permits
direct control of file transfers, binary and program
files, or other DOS 3.3 files between Micro
Courier-equipped systems.

Using this portion of the Terminal Mode
controls you are able to directly connect
to any other Micro Courier system which is
not otherwise occupied and control the
transmittal of a data file to that system.
You may elect to do this if the system
you're calling is one that you are unlikely
to be in constant contact with and would
prefer not to assign it a Mailbox ID# .
Another application you can make of the
Terminal mode capabilities is
keyboard-to-keyboard communications. If
you wanted to type your message directly to

another terminal -- to converse interactively
with that other terminal -- you would
establish a high speed-half duplex
protocol on each end. This mode
could be useful for communication with a
hearing-impaired person who could not
otherwise use a standard telephone. Micro
Courier terminal mode is not compatible
with the deaf TTY network, merely similar
in concept.

---

3. CHANGE TO HIGH SPEED.

Sets the baud rate (transmission speed) to 30 characters
per second.

4. CHANGE TO LOW SPEED.

Sets the baud rate to 10 characters per second.

5. CHANGE TO HALF DUPLEX.

Establishes 'one way at a time' communication protocol.
Each character you type is displayed by your system (the
remote system does not 'echo' the characters you type on
your keyboard). In addition, with some systems, you
cannot transmit commands or information to the remote
system until it has stopped transmitting to you. Check the
operating characteristics of the remote system to be sure.

If nothing appears on your Interactive mode
display screen after you have made
connection and entered some keystrokes,
immediately use the ESC-E command to return
to this menu and change the line protocol
to half duplex.

6. CHANGE TO FULL DUPLEX.

Establishes 'two way' communication protocol. Each
character you type is 'echoed' by the remote system before
it appears on the display. You are able to send commands
to the remote system while it is transmitting to you.

If you are getting 'double characters' on a
full duplex line when you are in
Interactive Mode, you should immediately
invoke the ESC-E function to return to this
menu and change to full duplex operation.

7. GO TO TERMINAL MODE OPERATION MENU.

Displays the Command Menu for interactive communication
with another system.

8. RETURN TO MICRO COURIER MAIN MENU.

If you are still connected to a remote system when you
select this function, Micro Courier terminates the
telephone connection, closes any open files, and returns
you to the Micro Courier Main Menu.

Operating Commands Menu

When you select #7 from the Line Control Menu (GO TO
TERMINAL MODE OPERATION MENU), you are presented with the

Operating Commands Menu shown in Figure 9.

```
┌─────────────────────────────────────────────────────────┐
│                 TERMINAL MODE-OPERATING COMMANDS          │
│                                                           │
│        LINE:   (line type)                                │
│        NUMBER: (remote phone number)                      │
│        (NOT) CONNECTED                                     │
│        OUT FILE: (transmittal filename)                   │
│        IN  FILE: (received filename)                      │
│                                                           │
│                                                           │
│        1.  DIAL THE NUMBER AND CONNECT                    │
│        2.  WAIT FOR A PHONE CALL                          │
│        3.  RE-ENTER INTERACTIVE MODE                      │
│        4.  HANG UP PHONE LINE                             │
│        5.  SPECIFY TRANSMIT (OUT) FILE                    │
│        6.  SPECIFY RECEIVE (IN) FILE                      │
│        7.  RETURN TO LINE CONTROL MENU                    │
│        8.  RETURN TO MICRO COURIER MAIN MENU              │
│                                                           │
│                                                           │
│        MAKE MENU SELECTION                                │
└─────────────────────────────────────────────────────────┘
```

The Operating Commands Menu permits you to direct the
transmit and receive functions of Micro Courier's
communications routines. If you are using the Micro
Courier Terminal Mode, it is assumed that you are familiar
with the operational requirements of the remote system and
have established the correct line protocols prior to
entering the Operating Commands Menu screen.

1. DIAL THE NUMBER AND CONNECT.

Directs the system to take the telephone number you've
entered and make the connection to the remote system.

2. WAIT FOR A PHONE CALL.

Places your system in 'listening' mode under the line
protocol you've selected.

3. RE-ENTER INTERACTIVE MODE.

Returns you to the Interactive Mode Screen. If you are
still connected to the remote system, you do not need to
re-dial the number.

4. HANG UP THE PHONE LINE.

Obvious, this command terminates the phone connection.

5. SPECIFY TRANSMIT (OUT) FILE.

Permits entry of a file name which will be on-line for
transmission to a remote system.

6. SPECIFY RECEIVE (IN) FILE.

Permits entry of a file name under which you will save an
incoming file or program.

7. RETURN TO LINE CONTROL MENU.

Permits you to return to the previous menu and adjust the
line protocol, if desired.

8. RETURN TO MICRO COURIER MAIN MENU.

Returns the display to the Main Micro Courier Menu and
permits access to other Micro Courier functions. Any open
files are closed and the telephone connection is
terminated.

What You See is What You Get

When you select Command #1 from the Operating Commands
Menu (DIAL THE NUMBER AND CONNECT), the lower portion of
that display screen is dynamically updated with the status
advisories from your modem. You will be informed of the
dialing process, 'carrier' status, and connect status.

When the connection is made, the display screen
automatically jumps to the Interactive Mode format shown
in Figure 10.

```
                    TERMINAL MODE-INTERACTIVE


          LINE: (line type)
          NUMBER:(phone number)
          (NOT) CONNECTED
          OUT FILE: (transmittal filename)
          IN  FILE: (received filename)


          --------------------------------------

          this portion of the screen is the

          received data viewing area. (22

          lines available for viewing)

          --------------------------------------



                    INTERACTIVE-ESCAPE CODES
          T=XMIT FILE R=RCV FILE K=KB ONLY E=EXIT
          B=BRK D=DEL U=US  FS  ]=LTB -=UND /=BSL
```

The top of the Interactive Screen contains the information
about Line Type and Number as well as the activation of
any incoming or outgoing files. As data comes into your
system from the remote computer, the viewing area in the
middle of the screen begins to fill. When the
twenty-second line of the display is reached (the bottom
two lines are reserved for the Escape Code prompts), the
top portion of the display will begin to 'scroll' off the
top of the screen.

Eventually, you will have 22 lines of viewable data on the
display after the top six containing the Line Type, phone
number and open files have completely disappeared. You
may review the status of these line connection parameters
at any time by invoking the ESC-E command.

Interactive Escape Codes

The bottom of the display contains a list of the available
Escape Codes for use in controlling the interactive
operation of your system with the remote computer you have
called. Each of these commands is given by tapping the
ESC key once and then pressing the correct alpha key (or
shifted alpha key) for the command you wish to invoke. The
Interactive Escape Codes are:

T - XMIT (Transmit) FILE.

Begin transmission of the specified OUT file. Do not use
the keyboard while a file is being transmitted. You might
place unwanted keystrokes into the file being received by
the remote system.

R - RCV (Receive) FILE.

Establish system conditions to receive a file into the
specified IN file. Do not use the keyboard during
reception of a file from another system.

K — KEYBOARD (KB) ONLY.

Terminate the transmission or reception modes above.
Returns control of the interactive session to your
keyboard.

E = EXIT TO MENU.

Leave the Interactive Mode Screen and return to the
Operating Command Screen. You can remain connected to the
remote system while you are in Operating Command Mode.
This will permit you to specify files, change Line Types
(if necessary), all 'on the fly', without having to
disconnect the line and re-dial.

You may, of course, terminate the connection, if desired,
by selecting #4 from the Operating Commands menu (HANG UP
THE PHONE LINE).

B = BREAK (BRK).

Transmits the ASCII Break code.

D = DELETE (DEL)

Transmits the ASCII DELETE (or Rubout) Code.

U = US (Unit Separator)

Transmits the ASCII Unit Separator code.

F = FS (Field Separator)

Transmits the ASCII Field Separator code.

] = LTB (Left Bracket)

Transmits the ASCII Left Bracket code. This code is a
'shifted M' on the Apple keyboard. The Apple display

character for 'shift M' is a right bracket although the
correct code is transmitted.

– = UND (Underline)

Transmits the ASCII Underline code, the equivalent of the
TTY back-arrow.

/ = BSL

Transmits the ASCII Back Slash code.

To transmit the ASCII Escape code you tap the ESC key
twice.

Transmitted and Received Control Codes

Any Escape or control characters received from the remote
system are 'passed up' to your system. They appear on
your display in reverse video. Any escape or control
codes you wish to transmit (except the reserved codes) are
also transmitted to the remote system and appear on your
display in reverse video.

NOTES:

Utility Commands

The Utility functions of Micro Courier allow you to perform four 'housekeeping' activities for your system. These are:

1. CATALOG DISK.

Asks for a Drive # and then displays the file names on that disk. This allows you to quickly review the contents of your file storage disks without having to terminate the Micro Courier session.

2. RECONFIGURE SYSTEM.

Permits you to identify the Slot Location of the various peripherals and accessories you have attached to your Apple computer so that Micro Courier will know 'where to look' when required to use these system components. This is critically important to remember whenever you add or change the location of your peripherals or accessories in your system.

Micro Courier must be informed of the exact location and specifications of your peripherals before you invoke any command to use those devices in a Micro Courier Session.

3. SET DATE AND TIME.

If you have the optional Clock/Calendar Card attached to your system, refer to the procedures for initially setting your local date and time which accompany this peripheral. If you are uncomfortable poking around inside of your system, your Dealer will be happy to do this for you.

If you do not have the Clock/Calendar Card, invoking this function permits you to establish a 'default' date and time which you 'pin' to your outgoing messages.

By entering a date and time each time you begin a Micro
Courier session, you are telling Micro Courier what the
'values' normally obtained from the Clock Card should be
for this particular date. This information is picked up
by the Address Mail/Send Mail functions and becomes part
of the Outgoing Message Header.

Remember that you must include the slash marks between the
month, day and year for the Date entry and the Time is on
a 24 hour clock basis.

4. FILE MAINTENANCE.

Permits you to identify the contents of a specified disk,
transfer a file from one drive to another, or erase a file
from a specified diskette.

The File Maintenance Menu

The File Maintenance Menu contains three selections:

1. COPY FILE

Micro Courier asks for the location of the file (the
source drive) and the name of the file you wish to
transfer to another diskette (destination drive). You are
permitted to place a new file name on the this file when
you copy it or, by tapping the RETURN key, the same file
name is used for your copy.

If you have a one-drive system, the only
way you can use the COPY FILE routine is to
make a duplicate copy of the file with a
new file name on your Master Diskette.
There is no provision for swapping
diskettes with this Utility.

---

2. CATALOG DISK

Operates in an identical manner to the Utility selection #1 – CATALOG DISK. This permits you to examine the contents of diskettes while you are in File Maintenance mode.

3. DELETE FILE.

Permits you to remove a file from a diskette. Micro Courier asks for the Drive and File Name of the file you wish to erase, then double checks to be sure that this is what you want to do.

Error Message Dictionary

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Here are some of the possibly not-self-explanatory
messages you will get from time to time during a Micro
Courier session. Almost all of the advisories include a
suggestion on how to proceed. A few don't. These are
called 'fatal' errors — meaning you need to re-boot your
system to get going again.

The 'fatal errors' usually happen because of a failure in
the software. The error could be in BASIC, DOS, or
(forbid!) in the Micro Courier program. Sometimes
electrical conditions in your environment may cause a
'glitch' to creep into your system and land in memory — a
frequent, transitory cause of fatal errors. Glitches are
only temporary problems and re-booting your system
eliminates the condition. Sometimes the error is a result
of a diskette wearing out — diskettes do have a finite
lifetime.

In any event, you should start over with the same Micro
Courier disk. If the problem continues in the same
manner, the diskette is probably bad and needs to be
replaced. If the problem persists, even after powering
down your computer and trying from scratch, a phone call
to your Dealer is in order.

Non-fatal Mistakes

From time to time you will enter an inappropriate response
to a system query or make a typing error. Micro Courier
will come back at you with a 'beep' and an advisory
message. Here are the reasons you received one of the
advisories:

DAY ERROR, PLEASE REENTER DATE

The day of the month is inappropriate for that month, i.e.
February 30th.

DRIVE NOT ON SYSTEM, PLEASE REENTER

You've told Micro Courier to look in a Drive that doesn't
exist as far as it is concerned. If you've added more
drives to your system recently, use the Reconfigure
Utility to straighten out this problem.

ENTRY TOO SHORT, PLEASE REENTER

You haven't used enough characters for this entry.

FILE LOCKED, HIT ESC

You're trying to delete a file that DOS has a 'lock' on.
You'll have to use the DOS System Master 'Unlock
(filename)' and 'Delete (filename)' commands to delete
this file.

FILE NOT FOUND, HIT ESC

The file isn't on the specified disk. Use the Catalog
Utility to scan the contents of some other diskettes and
put the appropriate disk on-line.

FILE NOT PRINTABLE, HIT ESC

You've asked Micro Courier to provide you a printed copy
of a file which must first be interpreted by its host
Language or Program. The only way you can get at a copy
of this file is to exit from Micro Courier and re-boot
under the proper language or other software.

FILE TYPE ERROR, HIT ESC

You're telling the system that a certain file is one type
when the system has determined it's another type.

FORMAT ERROR, PLEASE REENTER

The entry you just made didn't conform with Micro
Courier's expectations.

HOUR ERROR, PLEASE REENTER TIME

Micro Courier operates on a twenty-four hour clock basis.
Valid entries for hours would be 00-23 (midnight on a
24-hour clock is '0000', eleven o'clock at night is
'2300').

I/O ERROR, HIT ESC TO ABORT

An I/O error often spells disaster. Micro Courier will
catch some of these and let you back out of the problem
gracefully. Perhaps you forgot to close the door on the
disk drive, or the disk you specified wasn't there. No
need to re-boot for these and similar errors, merely
correct your problem.

LIST NOT ASSIGNED, HIT ESC

You've asked Micro Courier to send a message to a group of
addressees and specified a List ID# incorrectly. Use the
Display A List function from the Mailbox Directory
selection to get the right answer.

MAILBOX ID NOT ASSIGNED, HIT ESC

Maybe you think this is self explanatory. So do we.

MINUTE ERROR, PLEASE REEENTER TIME

Valid minute specification entries must range from 00 to
59.

MONTH ERROR, PLEASE REENTER DATE

Valid month specification entries are 01-12.

NO DRIVE 0, PLEASE REENTER

The only valid responses are the integer numbers between 1
and 4. Refer to the section on Identifying Your Disk
Drives at the beginning of the manual.

NO PRINTER, HIT ESC

Sometimes this message appears, sometimes the system
'hangs'. Review the section in the beginning of this
manual on Making Sure of Your System Configuration.

NOBODY ON LIST, HIT ESC

The List ID was assigned, but there was nobody on the
list. Check the Display a List function on the Mailbox
Directory Menu to find the right list.

NOT ENOUGH ROOM IN SEND LOG, HIT ESC

Micro Courier will permit up to 100 outgoing messages per
session -- a message is the 'link' between a Mailbox ID#
and a File. If you are sending several files to several
Lists, then you may actually attempt to send more than 100
messages. Sending a file to a list of 55 addressees and
then attempting to send another file to the same List adds
up to 110 messages and that's too many.

You can work around this quite easily by splitting the mailings up over two days.

VOLUME NOT ON DRIVE 1, HIT ESC

The Send or Receive Message Logs keep track of files by name and volume number. If you refer to a file known to be on a diskette not currently on-line, Micro Courier will let you know which diskette volume number to insert in your drive(s).

WRITE PROTECTED, HIT ESC

This means that a little tab is in place on the diskette which prohibits your system from writing information onto the diskette. Remove the tab only if you are absolutely sure that you really want to write on this disk.

YEAR IN PAST, PLEASE REENTER DATE

Reenter the year as the current year or a future year as appropriate to the message and timing you desire.

Glossary of Terms

ADDRESSEE – the remote Micro Courier station previously identified with a Mailbox ID#.

BINARY FILE – a machine-readable data file in elementary form, i.e.– zeros and ones (0 and 1).

BIT – an electrical condition of 'there' or 'not there' used by computers to define data, i.e., a 'zero' or 'one'.

CLOCK/CALENDAR CARD – an user-adjustable accessory for a computer which provides the current hour, minute, month and day.

COMPUTER – An Apple II or II+ computer and related peripherals.

CURSOR BLOCK – a word or phrase 'highlighted' in reverse video.

DELIVERY STATUS – defines whether a message is 'to be sent', 'has been sent', or 'couldn't be sent'.

DISTRIBUTION LIST – a group of addressees which share a common attribute, i.e., 'all men', 'all women', etc.

DOS – an acronym for Disk Operating System (the 'traffic cop' which directs the flow of data to and from the disk drives into the computer's memory).

DOT MATRIX – a method of forming characters on paper using a series of dots which are arranged according to defined patterns for each character.

DYNAMIC PROMPTS – user directives, updated after each
entry or catagory of entries, which guide a computer user
through each appropriate step.

EDITOR – a computer program for entering text into a
computer's memory.

ERROR MESSAGES – advisories from the computer indicating
the last command or entry cannot be performed or accepted.

FAULT CONDITION – a condition where a computer or
peripheral is not currently functioning as intended.

FILE – information stored by a computer on its disk
drives.

FILE NAME – a user-defined label for a file.

FLOPPY ARMOR – a name for a packaging method for the safe
shipment of diskettes.

FORMAT – the general attributes of a Micro Courier entry.

HIGHLIGHT – to enhance with reverse video presentation.

I/O – abbreviation meaning Input/Output –– the basic data
transfer routes between a computer and its peripherals.

INTERFACE – a compatible adapter between a computer and a
peripheral.

LINK – Micro Courier's connection between an addressee and
a file.

LINK – Micro Courier's connection between an addressee and a file.

LISTENING MODE – the Receive status where Micro Courier is awaiting an incoming call.

LOAD – computer jargon for 'bringing data from disk into memory'.

LOCKED – a condition where a file on a diskette cannot be altered or removed.

MACHINE READABLE – a transfer medium of data which is understood by a computer system.

MAILBOX – a unique data record containing an addressee's name and phone number.

MAILING – to send the same file to a group of addresses, typically, a distribution list.

MAIN MENU – the primary selection of Micro Courier Functions.

MESSAGE – a file sent to a specific addressee.

MEMORY – the functional workspace in which a computer maintains the programs and data.

MOTHERBOARD – the main circuit board of a computer.

ON-LINE – connected to and accessible by the computer.

PARALLEL – a form of data transfer between the computer and a peripheral in which all the data bits are transmitted simultaneously.

PERIPHERALS — functional support devices connected to a computer.

PRIMARY DISK — the disk drive from which a computer normally operates.

PROMPT — an advisory from the computer system to the user.

QUEUE — a sequential group of files.

RECEIVE LOG — a sequential (in order received) list of files received during a Receive Mail session.

REVERSE VIDEO — the reverse screen presentation of characters (e.g., black on white instead of white on black).

ROUTINES — computer jargon for predefined instructions performed by a computer.

SCROLL — the movement of lines of displayed characters up or down through the viewing area of a video screen.

SEND LOG — a sequential list of files prepared for a Send Mail session.

SENDER — the originating Micro Courier station.

SENDER ID — a ten character identification code which accompanies each transmitted message.

SERIAL — a form of data transfer between a computer and its peripherals in which each data bit is transmitted sequentially.

SIGNATURE — the Sender ID attached to each message.

SLOT – a numbered (0–7) peripheral connector on the Apple motherboard.

SYSTEM – an Apple computer equipped with Micro Courier software.

SYSTEM QUERIES – requests by Micro Courier for instructions regarding the current function.

TELEPHONE NUMBER – an up to thirty-six (36) character (numbers and asterisks) Micro Courier entry describing a remote system's access number.

TEXT FILES – characters (letters, numbers, etc.) which can be understood without interpretive programs by a user.

USER – a person using a Micro Courier system.

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