- once info is loaded

Check all index

words for

misspellings

etc.

Community Memory

A public access information and resource exchange

TO: Sandra Balderrama Escobar, Director
West Branch of the Berkeley Public Library
FROM: Evelyn Pine
DATE: May 2, 1990
RE: Community Memory Training

I wanted to give you an update on Community Memory training at the West Branch.

Through the end of March, Community Memory trained 135 people to use the system. As you know, we've been doing drop-in training at the West Branch at least three times a month. From mid-December 1989 to March 31, 1990, we've trained 44 people at the branch.

30 men, 14 women
6 youth, 1 senior
19 whites, 14 blacks, 6 asians, 2 hispanics
18 people who had never used a computer before
11 people left messages

Since January, we've gained a number of new forums including: BioForum, Recipes & Cooking, MAGICK, Assistance Wanted, Poetry, Vietnam Day Committee Reunion, Cable TV, and Dreams. Seven community institutions are managing 12 forums. A number of other forums are in development.

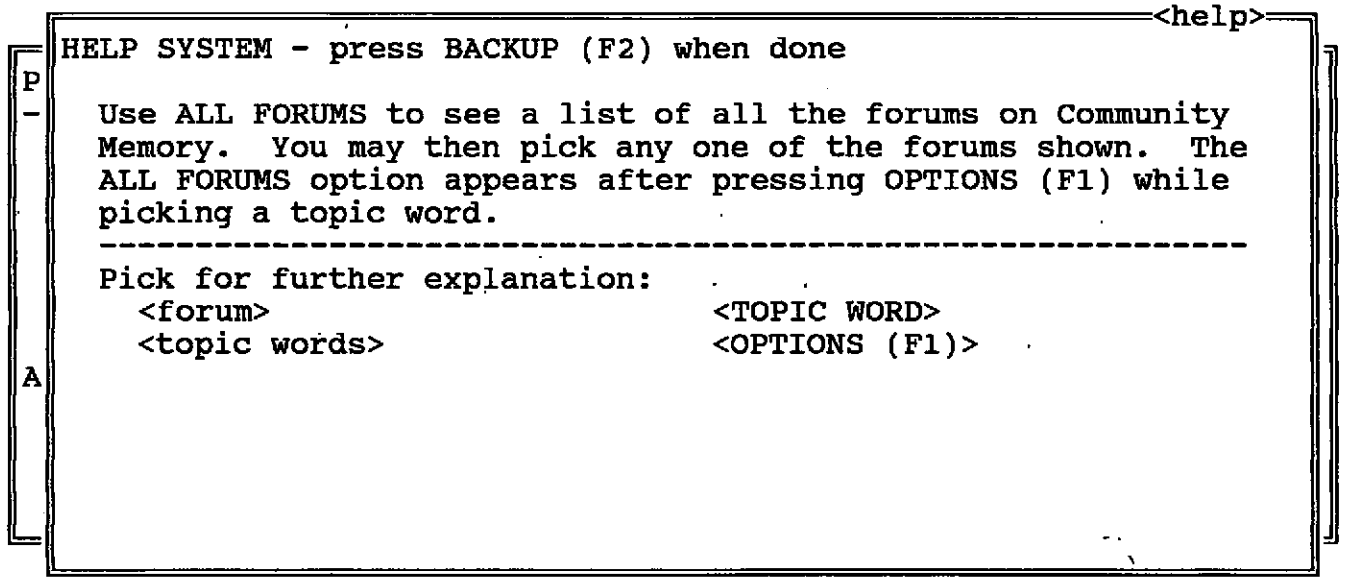
In addition, 44 nonprofit groups and community agencies use Community Memory to announce meetings, promote events, publicize services, recruit volunteers and new members, find new staff, and assist in community organizing. Fifty-five small businesses tell users about their services through the system.

Community Memory is currently being used about eight hours a day. West Branch patrons access Community Memory about fifty times a week.

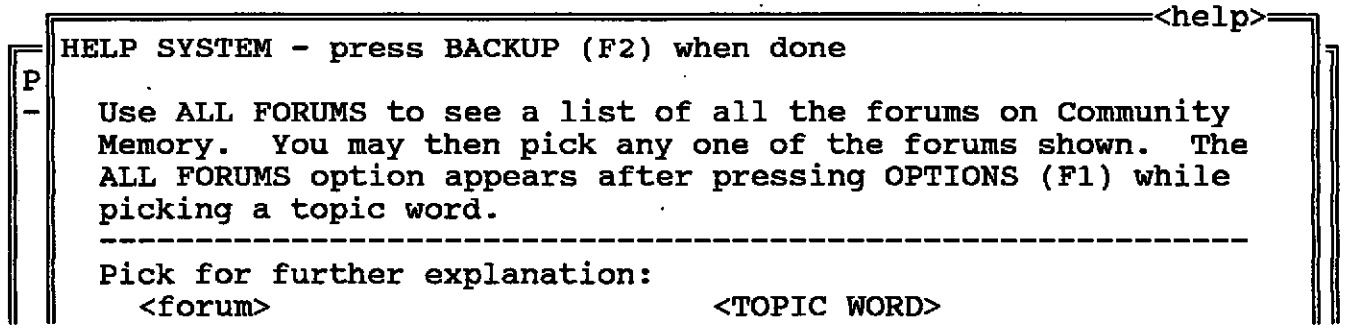
Community Memory use is increasing throughout Berkeley. I know that this is, in part, due to the training program at the West Branch. We really appreciate your support, Sandra, and the cooperation of your staff.

2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



Community Memory

A public access information and resource exchange

TO: Patti Wong, Director
South Branch of the Berkeley Public Library
FROM: Evelyn Pine
DATE: May 2, 1990
RE: Community Memory Training

I wanted to give you an update on Community Memory training at the South Branch.

Through the end of March, Community Memory trained 135 people to use the system. As you know, we've been doing drop-in training at the South Branch at least three times a month. From January 1990 through March 31, 1990, we've trained 28 people at the branch.

15 men, 13 women
5 youth, 3 senior
9 whites, 15 blacks, 2 asians
7 people who had never used a computer before
7 people left messages

We also trained four librarians in the basic functions of the system.

Since January, we've gained a number of new forums including: BioForum, Recipes & Cooking, MAGICK, Assistance Wanted, Poetry, Vietnam Day Committee Reunion, Cable TV, and Dreams. Seven community institutions are managing 12 forums. In addition, 44 nonprofit groups and community agencies use Community Memory to announce meetings, promote events, publicize services, recruit volunteers and new members, find new staff, and assist in community organizing. Fifty-five small businesses tell users about their services through the system.

Community Memory is currently being used about eight hours a day. South Branch patrons access Community Memory about ninety times a week.

Community Memory useage is increasing throughout Berkeley. I know that this is, in part, due to the training program at the South Branch. We really appreciate your support, Patti, and the cooperation of your staff.

2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

#aebue modified by Evelyn on 4/3/90

WORD PROCESSING TIPS FOR POETS

- Use the arrow keys to move the cursor to different parts of your poem.
- Use the RED ENTER KEY as the carriage return to make a line break.
- Put cursor directly underneath any letter or symbol you want deleted. Then press DELETE key (located over GREEN F1 OPTIONS key.)
- Enjoy!

Msgs Above 0001 ↑↓ 0000 Msgs Below

<ABOUT MESG.>=<RESPOND>

1 #aebuh added by gsw on 4/3/90
use the TAB key to move the cursor right 6 spaces, or press the SHIFT key & the TAB key at the same time to move the cursor left 6 spaces.
It won't move the text -- use the space bar to do that.

Community Memory

A public access information and resource exchange

TO: Patti Wong, Director
South Branch of the Berkeley Public Library
FROM: Evelyn Pine
DATE: May 2, 1990
RE: Community Memory Training

I wanted to give you an update on Community Memory training at the South Branch.

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2617 San Pablo Avenue, Berkeley, California 94702 415-841-1114

```
    <topic words>                    <OPTIONS (F1)>
A
```

```
Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements
```

```
                                                                    <help>
HELP SYSTEM - press BACKUP (F2) when done

  When the information to be shown doesn't fit in the box
  provided, the NEXT and PRIOR options let you move through
  the information one "boxful" at a time.  Use NEXT to see
  the next page of text, PRIOR to see the previous page.
  For messages, you can adjust the box size with LARGER,
  SMALLER, and ADJUST.
  ------------------------------------------------------------
  Pick for further explanation:
    <message>                        <LARGER>
                                     <SMALLER>
                                     <ADJUST>
```

```
Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements
```

```
                                                                    <help>
HELP SYSTEM - press BACKUP (F2) when done

  Use LARGER to make the box holding the current message one
  line larger.  Use it repeatedly to increase the size up to
  the maximum of 20 lines.  This option appears automatically
  in the border of the current message when the box is too
  small to hold the entire message.  The size adjustment only
  remains in effect until the message moves off the screen.
  (Use ADJUST instead to adjust all messages).
  ------------------------------------------------------------
  Pick for further explanation:
    <current message>                <SMALLER>
    <option>                         <ADJUST>
```

Reading Messages

To see all messages in a particular forum
To ~~sfeind~~ all messages by a particular from
To find additional index words —
— specify
— all index words

To find a specific Message if you know the tag —

To use the entire database —
Refine

Writing Messages

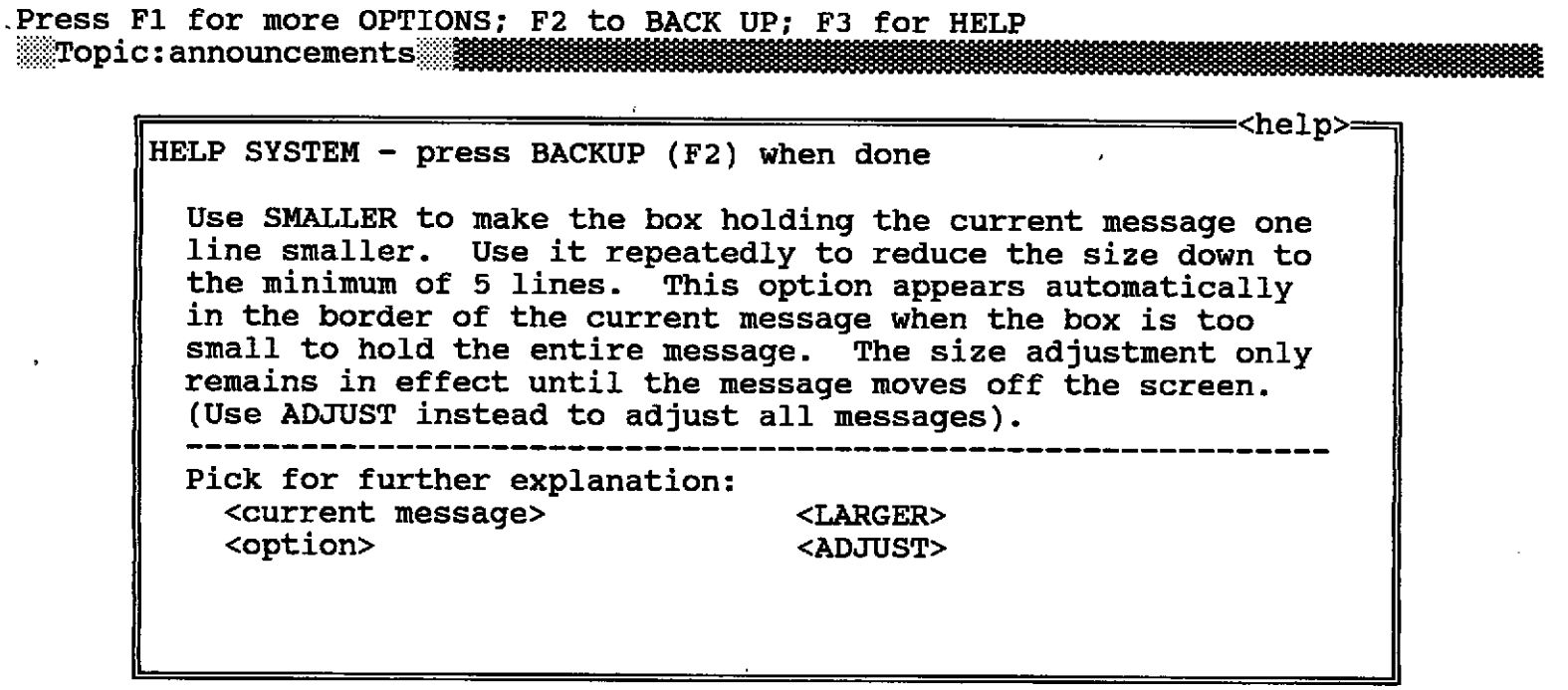
adding a message

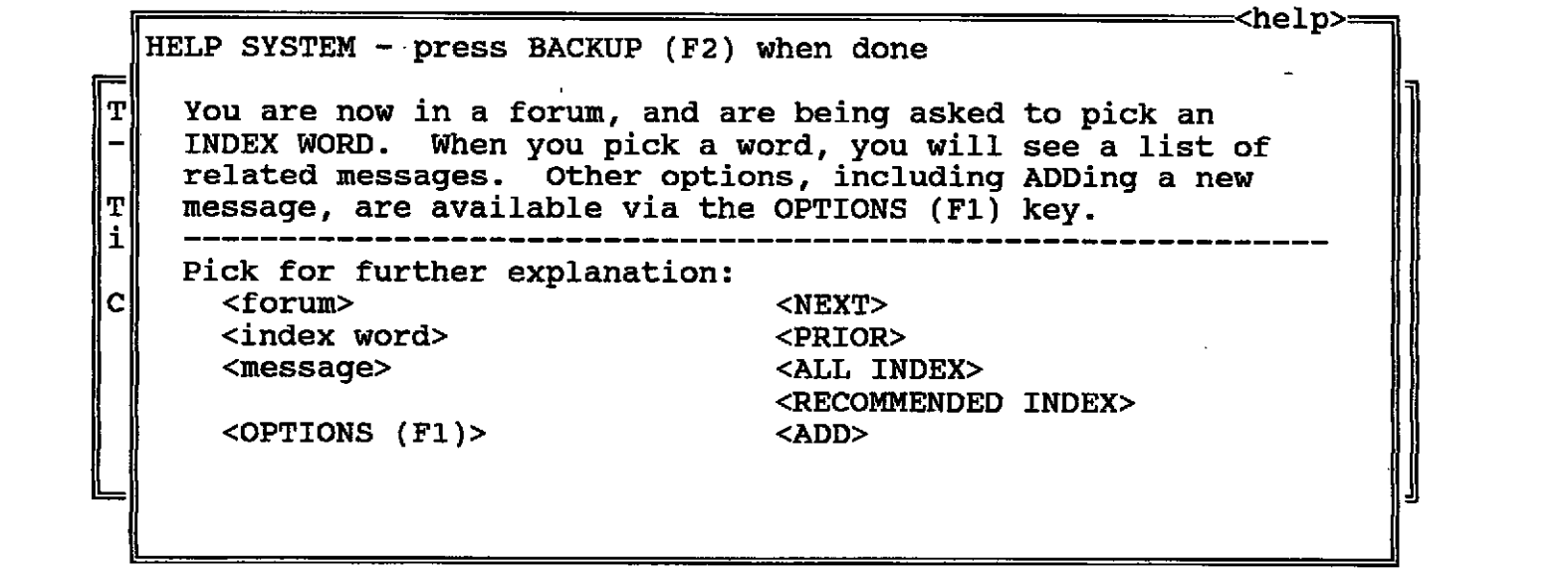
Edit a message

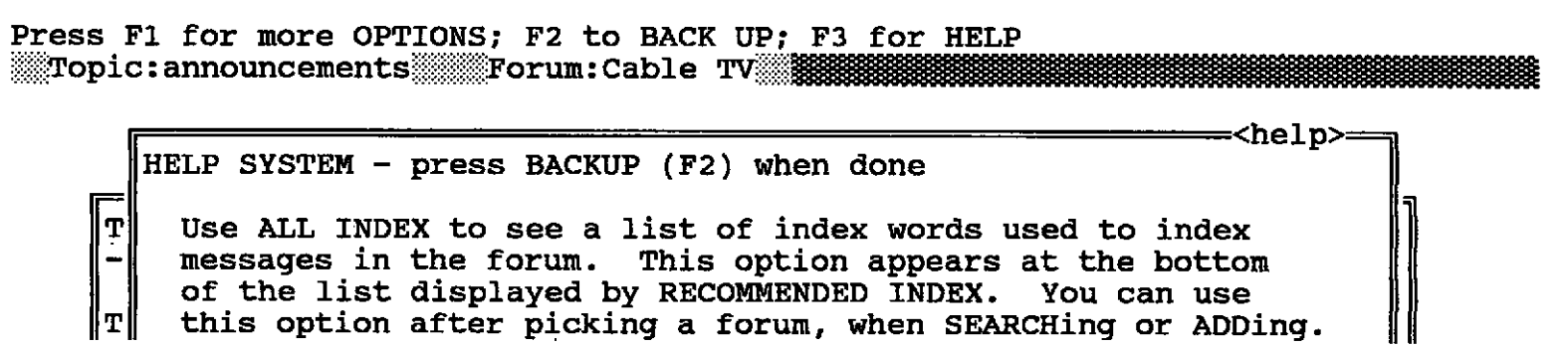
Erase a message

Edit the current message
Edit authorid
~~erase the~~ index word
expiration date

erase the current message.


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements
<help>
HELP SYSTEM - press BACKUP (F2) when done
Use SMALLER to make the box holding the current message one line smaller. Use it repeatedly to reduce the size down to the minimum of 5 lines. This option appears automatically in the border of the current message when the box is too small to hold the entire message. The size adjustment only remains in effect until the message moves off the screen. (Use ADJUST instead to adjust all messages).
Pick for further explanation:
<current message>
<option>
<LARGER>
<ADJUST>


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements
Forum:Cable TV
<help>
HELP SYSTEM - press BACKUP (F2) when done
You are now in a forum, and are being asked to pick an INDEX WORD. When you pick a word, you will see a list of related messages. Other options, including ADDing a new message, are available via the OPTIONS (F1) key.
Pick for further explanation:
<forum>
<index word>
<message>
<OPTIONS (F1)>
<NEXT>
<PRIOR>
<ALL INDEX>
<RECOMMENDED INDEX>
<ADD>


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements
Forum:Cable TV
<help>
HELP SYSTEM - press BACKUP (F2) when done
Use ALL INDEX to see a list of index words used to index messages in the forum. This option appears at the bottom of the list displayed by RECOMMENDED INDEX. You can use this option after picking a forum, when SEARCHing or ADDing.

Purge the archive messages from a forum

Include the current messages in a forum.

Adjust the maximum message display size.

i

Pick for further explanation:

C <index word> <RECOMMENDED INDEX>

If you're at the index word screen of a ~~message~~ brum press the green F1 Options key.

You'll be giving a list of Options. The Fourth option is "See all messages <BY AUTHOR SPECIFYED"

Pick that option.

You'll be aske to: "Enter the desired author name."

Type in the author name of your favorite community memory user or anybody you want. Hit the red enter button and your in business.

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Whole Database Msg #aecta

<ABOUT MESG.><RESPOND>

Msgs Above 0000 ↑↓ 0000 Msgs Below

#aecta modified by Evelyn on 5/5/90
<= In response to message <#aecst>

Hey, Bev, you want to put this message in more than one forum. When the message you want to put in a couple of forums is the current message, (i.e. it's got double lines around it), press the green F1 OPTIONS button. You'll be offered a list of options. Pick ADVANCED. You'll be offered another list of options, one of which is INCLUDE THIS MESSAGE IN A FORUM. Pick the INCLUDE forum and you'll be offered the topic screen. Pick the appropriate TOPIC word, then you'll be offered a list of FORUMS. Pick the one where you want to include your message. Oh, yes, you'll be asked for your password -- You see, only you or the forum host can move your message around. Please call me, Evelyn, at 841-1114 if you have any questions. Good luck with camper bed. Oh, yeah. Once your message is also in the new forum, you will want to index it with a word or two from the

<NEXT><PRIOR><LARGER><SMALLER>

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Whole Database Msg #aecta

<ABOUT MESG.><RESPOND>

Msgs Above 0000 ↑↓ 0000 Msgs Below

#aecta modified by Evelyn on 5/5/90
<= In response to message <#aecst>

forum, you will want to index it with a word or two from the new forum. You can do this by:

1. finding your message in the new forum. An easy way to do this is to push the green F1 OPTIONS key, and pick RECENT.
2. When you find your message, press the green F1 OPTIONS key, and pick EDIT.
3. Provide your password when asked.
4. Once in the EDIT mode, press the green F1 OPTIONS key (handy key, no?).
5. Pick the INDEX WORDS option.
6. You'll be offered that forums index words, so select the ones that are pertinant.

<NEXT><PRIOR><LARGER><SMALLER>

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:housing Forum:housing wanted Combined Index

<ABOUT MESG.>=<RESPOND>

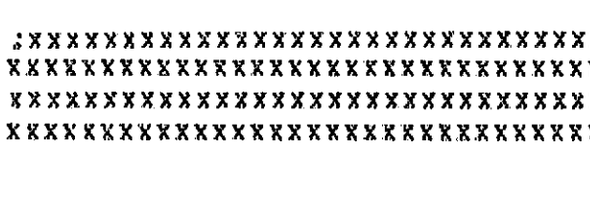
- #aecwf modified by Evelyn on 5/9/90

Happy house hunting, you guys. Next time you're leaving a message like this, you might want to ADD a message, rather than just RESPOND to another message. To ADD a message, press the green F1 OPTIONS key, and pick the ADD option. Then follow the directions.

If you leave a message as a response, you might still want to index the message so other people can find it easily. To index your message, press the green F1 OPTIONS key, and pick the EDIT option. You'll be asked for your password. Once you're in the EDIT mode, press the green F1 OPTIONS key again. Changing the INDEX WORDS is one of the options. Pick INDEX WORDS, and then index your message, following the directions.

I hope you enjoy using Community Memory.

Msgs
Above
0002
↑↓
0000
Msgs
Below



User: Carl Farrington

Request id: tiger-680 Printer: tiger

Mon Aug 13 15:34:41 PDT 1990

Evelyn —

here's a printout of all the help messages. This is also on your PC in the file \CARL\HELPMSGS.

— Carl

Tag: aabnr

You are looking at options available after pressing the OPTIONS (F1) key while looking at a message list.

Pick for further explanation:

<message list>	<ADD>
<OPTIONS (F1)>	<SEE>
<option>	<EDIT>
<BACKUP (F2)>	<ERASE>
	<REFINE>
	<SUGGESTIONS>
	<ADVANCED>
	<EXIT>

Tag: aaboh

You are looking at ADVANCED options available while looking at a message list.

Pick for further explanation:

<message list>	<PURGE>
<OPTIONS (F1)>	<INCLUDE>
<option>	<ADJUST>
<BACKUP (F2)>	

Tag: aabok

You are looking at ADVANCED options available while picking a topic word.

Pick for further explanation:

<topic words>	<WHOLE DATABASE>
<OPTIONS (F1)>	<ADJUST>
<option>	<CREATE>
<BACKUP (F2)>	

Tag: aabom
Forum: Help

You are now in the HELP SYSTEM. While here, you can read about how to use Community Memory. To resume actually using Community Memory, press BACKUP (F2).

Community Memory allows members of a community to share information. You can ADD your own messages, and read and RESPOND to messages others have left. To keep related information together, messages are grouped into forums.

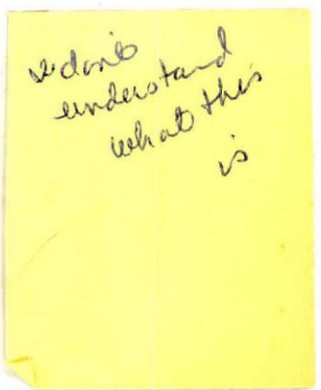
Pick for further explanation:

<message>	<ADD>
<forum>	<RESPOND>

Tag: aabor

You are highlighting RESPONSE numbers.

- Use UP and DOWN arrows to move quickly through responses at a particular level.
- Use LEFT and RIGHT arrows to change levels.
- Use the RIGHT arrow repeatedly to return to the current message.



Pick for further explanation:
 (arrow) keys (RESPONSES)
 (current message)
 (highlight)

Tag: aahpa

You are highlighting the SCROLL BAR.
 - Use UP and DOWN arrows to move quickly through the
   message list.
 - Use LEFT arrow to return to highlighting options in the
   current message.

Pick for further explanation:
 (arrow) keys (scroll bar)
 (message list)
 (current message)
 (highlight)

Tag: aahpb

You are entering the password that protects your author
name. To keep your password secret, it will be shown
as X's while you type it.
 - Your password can be from 1 to 21 characters long.
 - Shorter passwords are easier to remember & type.
 - Press ENTER when you're done typing.

Pick for further explanation:
 (password)
 (author)
 (ENTER) key

Tag: aahpc

!(help)""

HELP SYSTEM - press BACKUP (F2) when done

Tag: aahpd

You must type in an author name in the space provided.
 - Press ENTER when done.
 - Use BACKSPACE and DELETE to fix mistakes.
 - Make up a name or use your own.
 - Remember the name you choose and use it again later.

Pick for further explanation:
 (author name)
 (ENTER) key
 (BACKSPACE) key
 (DELETE) key

Tag: aahpe

You must type in an expiration date in the space provided.
This is the date after which your message can be
automatically ERASED from Community Memory.
 - You must use the format: mm/dd/yy.
   (2-digit month, 2-digit day, 2-digit year, eg. 10/02/89)
 - Pick a date between today and one year from now.

- Press ENTER when done.
- Use BACKSPACE and DELETE to fix mistakes.

Pick for further explanation:
<ENTER> key
<BACKSPACE> key
<DELETE> key

Tag: aabpf

You must type an index word in the space provided.
- Press ENTER when done.
- Use BACKSPACE and DELETE to fix mistakes.

Pick for further explanation:
<index word>
<ENTER> key
<BACKSPACE> key
<DELETE> key

Tag: aabpg

You must type a number in the space provided.
This number will determine the maximum number of lines that a message will use up on the screen.
- Enter a number between 5 and 20.
- Press ENTER when done.
- Use BACKSPACE and DELETE to fix mistakes.

Pick for further explanation:
<ENTER> key <ADJUST>
<BACKSPACE> key
<DELETE> key

Tag: aabph

You must type a message tag in the space provided.
- Press ENTER when done.
- Use BACKSPACE and DELETE to fix mistakes.

Pick for further explanation:
<tag> <FIND>
<ENTER> key
<BACKSPACE> key
<DELETE> key

Tag: aabpi

Type in the name of the <forum> in the space provided.
Press <ENTER> when done.
The name may not be in use. It may not use any special characters, such as any of these:
%%;
Correct mistakes with the <BACKSPACE> and <DELETE> keys.
You can NOT change the forum name once you leave this screen, so make sure it is spelled correctly, etc.
Select any <option> for further explanation,
OR
Press <BACKUP (F2)> to leave the <help> system and resume entering the forum name.
If you do not want to enter a forum name, press <BACKUP (F2)> twice!

Tag: aabpj

Type in a description of the <forum> in the space provided.
This will be displayed when forums are listed.
Press <ENTER> when done.

You can correct mistakes with
the <BACKSPACE> and <DELETE> keys.

Select any <option> for further explanation,
OR
Press <BACKUP (F2)> to leave the <help> system and
resume entering the forum description.
If you do not want to enter a forum description,
press <BACKUP (F2)> twice!

Tag: aabpk

You are now in a forum, and are being asked to pick an
INDEX WORD. When you pick a word, you will see a list of
related messages. Other options, including ADDing a new
message, are available via the OPTIONS (F1) key.

Pick for further explanation:

<forum>	<NEXT>
<index word>	<PRIOR>
<message>	<ALL INDEX>
	<RECOMMENDED INDEX>
<OPTIONS (F1)>	<ADD>

Tag: aabpl

You are picking index words that describe your message so
that other people can find it. You can pick as many words
as will fit. Pick FINISHED when done. To store a message
without index words, pick STORE after picking FINISHED.

Pick for further explanation:

<index word>	<ALL INDEX>
<message>	<NEXT> <PRIOR>
	<RECOMMENDED INDEX>
	<SPECIFY>
	<FINISHED>
	<STORE>

Tag: aabpm

You are being asked to pick a FORUM. The forums listed
are those related to the topic word you picked. When you
pick a forum, you will be able to add or read messages in
that forum.

Pick for further explanation:

<message>	<NEXT>
<forum>	<PRIOR>
<topic words>	

Tag: aabpn

You are now editing a message. You may type in the middle

portion of the box, or pick options at the top and bottom of the box.
- Pick FINISHED when you're done editing.
- To change other things about your message, like index words or expiration date, press OPTIONS (F1)
- To abandon your changes to the message, press BACKUP (F2)

Pick for further explanation:

(typing)	(NEXT) (PRIOR)
(pick)	(OPTIONS (F1))
(index word)	(BACKUP (F2))

Tag: aabqj

You have not picked any index words for your message. Pick INDEX to pick more index words, or STORE to save your message without index words.

Messages without index words are harder to find, but may still be found with RECENT or BY AUTHOR. You mat SPECIFY your own index words if you don't like the ones listed.

Pick for further explanation:

(index word)	(INDEX)	(STORE)
(message)	(SPECIFY)	
	(RECENT)	
	(BY AUTHOR)	

Tag: aabqk

You are looking at options available to REFINE your message list.

Pick for further explanation:

(message list)	(SEARCH)
(OPTIONS (F1))	(FORUM)
(option)	(EXCLUDE)
(BACKUP (F2))	(KEEP ONLY)
	(FIND)
	(REMOVE)

Tag: aabqq

You are creating a (forum), which requires (typing) the forum name in the top line, a brief description in the next line, and the text and (index word)s that the users will see in the lower portion of the window (see (creating indexes) for more information).

When you're done, pick (FINISHED). After that you will enter the (topic words) for your forum. You may abandon forum creation by pressing (BACKUP (F2)).

Tag: aabqu

You have written a message. You must now deposit a quarter in the coin box (to the right of the screen) to store your message on Community Memory so others can see it.

Tag: aabro

You are REFINING your message list. This screen shows you the number of messages to be added or removed from your

message list, and the resulting size of the list. You may INSERT the changes, or BACKUP to the old list.

Pick for further explanation:

(message list)	(REFINE)
(BACKUP (F2))	(SEARCH)
	(EXCLUDE)
	(KEEP ONLY)

Tag: aabrs

You picked SUGGESTIONS to send a message to the Community Memory staff. Type your message in the box, then pick FINISHED. Pick ERASE if don't want to send your message.

Pick for further explanation:

(typing)	(SUGGESTIONS)
(pick)	(FINISHED)
	(NEXT) (PRIOR)

Tag: aabrv

You have used a TAG to find a message. This screen shows you the text of the message found. You may INSERT this message in your message list, or BACKUP to the old list.

Pick for further explanation:

(message list)	(FIND)
(tag)	
(BACKUP (F2))	

Tag: aabrs

You are being asked to pick a TOPIC WORD. When you pick a topic word from this list, you will see a list of forums related to that topic. Messages are stored in forums. You must pick a forum to read or add messages.

Pick for further explanation:

(message)	(SUGGESTIONS)
(forum)	(NEXT)
(topic words)	(PRIOR)

Tag: aabsa

You are looking at the ABOUT MESG. information for the current message, including the author, ADD date, expiration date, index words, forums, and responses.

- Pick the tag next to the author name to see the author description.
- Pick an index word to do a SEARCH.

Pick for further explanation:

(author)	(ABOUT MESG.)
(author description)	(ADD)
(current message)	(SEARCH)
(index word)	(RESPONSES)
(tag)	
(forum)	

Tag: aabsb

You are looking at options available after pressing the OPTIONS (F1) key while picking a topic word.

Pick for further explanation:

<topic words>	<SPECIFY>
<OPTIONS (F1)>	<ALL FORUMS>
<option>	<ADVANCED>
<BACKUP (F2)>	<EXIT>

Tag: aabse

You are looking at options available after pressing the OPTIONS (F1) key while picking an index word.

Pick for further explanation:

<index word>	<ADD>
<OPTIONS (F1)>	<RECENT>
<option>	<SPECIFY>
<BACKUP (F2)>	<BY AUTHOR>
	<FORUM>
	<FIND>
	<EXIT>

Tag: aabsd

You are looking at options available after pressing the OPTIONS (F1) key while picking index words for your message.

Pick for further explanation:

<message>	<SPECIFY>
<index word>	
<OPTIONS (F1)>	
<option>	
<BACKUP (F2)>	

Tag: aabse

You are looking at options available after pressing the OPTIONS (F1) key while picking additional forums to put your message in.

Pick for further explanation:

<message>	<SPECIFY>
<forum>	<ALL FORUMS>
<OPTIONS (F1)>	
<option>	
<BACKUP (F2)>	

Tag: aabsf

You are looking at options available after pressing the OPTIONS (F1) key while picking topic words to find a forum to INCLUDE a message in.

Pick for further explanation:

<message>	<SPECIFY>
<forum>	<ALL FORUMS>
<topic words>	<INCLUDE>
<OPTIONS (F1)>	<EXIT>
<option>	
<BACKUP (F2)>	

Tag: aabsg

You are looking at options available after pressing the OPTIONS (F1) key while picking topic words for your new forum.

Pick for further explanation:

<OPTIONS (F1)>	<SPECIFY>
<topic words>	
<forum>	

Tag: aabsh

You are picking the TOPIC WORDS that others will use to find your new forum.

- Pick as many relevant words as will fit.
- SPECIFY additional words if desired.
- Pick FINISHED when done.

Pick for further explanation:

<forum>	<NEXT> <PRIOR>
<topic words>	<SPECIFY>
<pick>	<FINISHED>

Tag: aabsi

Select one of the <topic words> from the list to find the forums that you may wish to INCLUDE the <current message> in. Press <BACKUP (F2)> to cancel the <INCLUDE> search. These <options> may be available:

<NEXT> <PRIOR> To see the rest of the list

By pressing the <OPTIONS (F1)> key you may also:
<SPECIFY> to create your own topic word.
List <ALL FORUMS>, newest first.
<EXIT> from Community Memory

Select any <option> for further explanation.

Tag: aabsj

These are the available <options> when you press the <OPTIONS (F1)> key while looking at a list of <forum>s to <INCLUDE> the <current message> in.

Pick for further explanation:

<SPECIFY> a different topic word
List <ALL FORUMS>, newest first

<EXIT> from Community Memory

Tag: aabsk

You have been looking at a list of <forum>s that use <topic words> that match any of the <index word>s that you specified for your new message. When you press the

<OPTIONS (F1)> key these are the available <options>:

<WORD SEARCH> to get a new list of forums.

If you see a forum that you want to put your message in,
<pick> it by moving the <highlight> with the arrow
keys and then pressing <ENTER>.

Tag: aabsl

The window has a list of <forum>s that the <current message>
is in. Pick the forum that you wish to <PURGE> the
<message> from.

These <option>s may be available:

<NEXT> <PRIOR> let you see the rest of the list of forums
<OPTIONS (F1)> will allow you to pick the <EXIT> option

Tag: aabsm

You are looking at a list of MESSAGES. The numbers on the
far right of the screen show the number of messages above
and below the current message. Use the Up and Down arrow
keys to see messages that aren't on the screen.

Pick for further explanation:

<message>	<NEXT> <PRIOR>
<message list>	<LARGER> <SMALLER>
<current message>	<RESPONSES>
<scroll bar>	<ABOUT MESG.>
<arrow> keys	<RESPOND>

Tag: aabso

You are looking at options available after pressing the
OPTIONS (F1) key while picking a forum.

Pick for further explanation:

<forum>	<TOPIC WORD>
<OPTIONS (F1)>	<EXIT>
<option>	
<BACKUP (F2)>	

Tag: aabsp

In order to <INCLUDE> the <current message> in a <forum>,
you get a list of forums by specifying <topic words>.
You may <pick> a forum by moving the <highlight> with
the <arrow> keys and then pressing <ENTER>. In order to
INCLUDE a <message> you must be the <author> (i.e., you
must know the <password> of the message), or you must be
the forum <host>.
You may get a different list of forums by pressing the
<OPTIONS (F1)> key.

Tag: aabsq

You are performing a <PURGE> operation. In order to
remove the <current message> you must specify which
<forum> it is to be removed from.

Select the forum by moving the (highlight) with the (arrow) keys and then pressing (ENTER). To PURGE a message from a forum, you must either be the (author) of the message, or the (host) of the forum. You will be asked for the (password) of either. You can cancel the PURGE by pressing the (BACKUP (F2)) key.
The (OPTIONS (F1)) has only one choice -- (EXIT).

Select any (option) for further explanation,
OR
Press (BACKUP (F2)) to leave the (help).

Tag: aabsr

This is a list (forum)s that use as (topic words) the same (index word)s that you chose for your new message. You may include your (message) in any forum that you think it belongs in by (pick)ing the forum name from the list. Do this by moving the (highlight) with the (arrow) keys and then pressing (ENTER). You will then see that forum's index words. Pick any that you think describe your message and then pick FINISHED. The list of forums will reappear, and you may repeat the forum selection process. Pick a forum a second time to remove it. Pick FINISHED when done, or press (BACKUP (F2)) to return to indexing your message.

Tag: aahsw

When you first enter Community Memory you have a few options. You can learn more about these by picking one of the options below.

Pick for further explanation:

(options)	(HELP)
(glossary)	(FORUM)
(help)	(EXIT)
(forum)	

Tag: aabta

You are looking at options available after pressing the OPTIONS (F1) key while editing a message. Not all options are available for every type of message.

Pick for further explanation:

(OPTIONS (F1))	(AUTHOR)
(option)	(CHANGE PASSWORD)
(BACKUP (F2))	(EDIT INDEX ID)
(forum)	(EXPIRES)
(author)	(DEFAULT EXPIRATION)
(SUGGESTIONS)	(INDEX)

Tag: aabtd

You are looking at options available after pressing the OPTIONS (F1) key while picking a new topic while REFINING your message list.

Pick for further explanation:

(topic words)	(SPECIFY)
(message list)	(ALL FORUMS)

<OPTIONS (F1)> <WHOLE DATABASE>
<REFINE>

Tag: aabte

You are looking at topic words while REFINING your message list. Pick a topic word to see a list of forums to search in to REFINE your list.
- BACKUP (F2) will cancel the REFINE and return you to viewing your message list.
- OPTIONS (F1) will show you special options for picking a forum.

Pick for further explanation:

<message list>	<SPECIFY>
<topic words>	<ALL FORUMS>
<forum>	<WHOLE DATABASE>
	<OPTIONS (F1)>
	<BACKUP (F2)>

Tag: aabxh
Index words: ABOUT MESG.
Forum: Help

Use ABOUT MESG. to see information about the current message, like when it was added, when it expires, or what index words it is classified under.
An ABOUT MESG. option appears on the current message of your message list.

Pick for further explanation:
<message>
<current message>
<message list>

Tag: aabxi
Index words: ADD
Forum: Help

Use ADD to put a new message into Community Memory.
TO ADD A MESSAGE:
- you must first pick a forum.
- then press OPTIONS (F1) and pick ADD.

(Use RESPOND, not ADD, to comment on another message).

Pick for further explanation:

<message>	<OPTIONS (F1)>
<forum>	<RESPOND>

Tag: aabxj
Index words: ADJUST
Forum: Help

Use ADJUST to set the maximum box size for showing messages. If a message is longer than the size set by ADJUST, you can use the NEXT, PRIOR, LARGER, and SMALLER options to display the portion of interest. Set ADJUST to a small number to see more messages, or to a large number to see more of each message. To see the ADJUST option, press OPTIONS (F1) and pick ADVANCED while looking at the message list.

Pick for further explanation:

⟨message⟩ ⟨NEXT⟩ ⟨PRIOR⟩
⟨OPTIONS (F1)⟩ ⟨LARGER⟩ ⟨SMALLER⟩
⟨ADVANCED⟩

Tag: aabxk
Index words: ADVANCED
Forum: Help

ADVANCED is a ⟨option⟩ on the options menu that is put up when you press ⟨OPTIONS (F1)⟩ at one of two places. It shows options that are not commonly used.
When you press OPTIONS (F1) when picking ⟨topic words⟩, the ADVANCED options are:

⟨WHOLE DATABASE⟩	for changing search scope
⟨ADJUST⟩	for changing window size
⟨CREATE⟩	for creating a new ⟨forum⟩

When you press OPTIONS (F1) when looking at a ⟨message list⟩ the ADVANCED options are:

⟨PURGE⟩ ⟨INCLUDE⟩	for forum ⟨host⟩s to move ⟨messages⟩
⟨ADJUST⟩	for changing the message window size

Tag: aabxl
Index words: ALL FORUMS
Forum: Help

Use ALL FORUMS to see a list of all the forums on Community Memory. You may then pick any one of the forums shown. The ALL FORUMS option appears after pressing OPTIONS (F1) while picking a topic word.

Pick for further explanation:
⟨forum⟩ ⟨TOPIC WORD⟩
⟨topic words⟩ ⟨OPTIONS (F1)⟩

Tag: aabxm
Index words: AUTHOR
Forum: Help

Use AUTHOR to change the author name for a message. The AUTHOR option appears when you ADD or EDIT a message. You must know the password of both the old and new author names.

Pick for further explanation:
⟨message⟩ ⟨ADD⟩
⟨author⟩ ⟨EDIT⟩
⟨author name⟩
⟨password⟩

Tag: aabxn
Index words: BOTTOM
Forum: Help

You can ⟨REORDER⟩ your ⟨message list⟩. BOTTOM moves the ⟨current message⟩ to the bottom of the list. Here's how: 1) Press ⟨OPTIONS (F1)⟩. 2) Pick ⟨REORDER⟩ from the menu, 3) Select BOTTOM.
The next message in the list becomes the current message. You might want to move messages you are less interested in to the BOTTOM of your message list as you are scanning messages, and move messages you want to ponder to the ⟨TOP⟩. Most of the ⟨REDUCE⟩ options remove only messages

Below the (current message).

Tag: aabko
Index words: CHANGES FROM
Forum: Help

This feature is not currently installed in the
    Community Memory System.

Tag: aabkp
Index words: CHANGES TO
Forum: Help

This feature is not currently installed in the
    Community Memory System.

Tag: aabkq
Index words: CREATE
Forum: Help

Use CREATE to create a new forum. When you create a forum,
you become the forum host, which is a big responsibility.
Contact us at 841-1114 for advice on becoming a forum host.

Pick for further explanation:
  (forum)
  (host)

Tag: aabkr
Index words: DEFAULT EXPIRATION
Forum: Help

The DEFAULT EXPIRATION date option allows the (forum host)
to change the default number of days that messages will
last before they are erased. The default is 120 days, but
for some forums a shorter or longer life span may be
indicated. Press (OPTIONS (F1)) while (EDIT)ing a forum
definition message to see the DEFAULT EXPIRATION option.

Individual authors can change the expiration date for their
messages from the default by using the (EXPIRES) option.

The DEFAULT EXPIRATION can be set to any number of days
from 1 to 365.

Tag: aabks
Index words: DESCRIPTION
Forum: Help

This feature is not currently installed in Community Memory.

Tag: aabkt
Index words: EDIT
Forum: Help

Use EDIT to change the current message.
 - You must know the author's password!
 - You can change the text, author, expiration date, and
   index words.
 - When you're through editing, (select) (FINISHED).
 - EDITing is free!
Press OPTIONS (F1) while looking at messages to see the EDIT
option.

Pick for further explanation:

<current message>	<OPTIONS (F1)>
<password>	<FINISHED>
<author>	
<index words>	

Tag: aabxu
Index words: EDITING
Forum: Help

Whenever you've been adding or editing a message, and pick either <FINISHED> or <ERASE>, you get 3 choices. <STORE> saves your message, <ERASE> removes it from Community Memory, and EDITING lets you continue editing your message.

Tag: aabxv
Index words: ENTER NAME
Forum: Help

(Obsolete)

Tag: aabxw
Index words: ERASE
Forum: Help

Use ERASE to erase the current message from Community Memory. This gets rid of your message entirely, so it can no longer be read. Press OPTIONS (F1) while looking at a message list to see the ERASE option. You must know the password of the author of the message to erase it.

Pick for further explanation:

<message list>	<REMOVE>
<current message>	
<password>	
<author>	
<OPTIONS (F1)> key	

Tag: aabxx
Index words: EXCLUDE
Forum: Help

Use EXCLUDE to narrow your message list by removing specified messages. Press OPTIONS (F1) and pick REFINE while looking at a message list to see the EXCLUDE option.

- After picking EXCLUDE, pick an index word.
- Messages under the new index word will be removed from your list.
- You will get a summary of the search results and a chance to BACKUP before your message list is changed.

Pick for further explanation:

<message list>	<REFINE>
<index word>	
<OPTIONS (F1)> key	
<BACKUP (F2)> key	

Tag: aabxy
Forum: Help

the message is not used currently (old EXPAND).

See <REFINE> instead

Tag: aabxz
Index words: EXPIRES
Forum: Help

Every message in Community Memory is assigned an expiration date. On that day (or soon after) it will be erased from Community Memory. Usually, that date is four months from the day you enter the message.

You can change the date by picking EXPIRES while you're adding a message. You can also change the expiration date when you <EDIT> a message later.

Tag: aabya
Index words: FIND
Forum: Help

Use FIND to include a specific message in your message list. Press OPTIONS (F1) and pick REFINE while looking at a message list to see the FIND option.
- After picking FIND, enter the message tag.
- The specified message will be merged into your list.
- You will get a preview of the message and a chance to BACKUP before your message list is changed.

Pick for further explanation:
<message list> <REFINE>
<tag>
<OPTIONS (F1)> key
<BACKUP (F2)> key

Tag: aabyb
Index words: FINISHED
Forum: Help

The FINISHED option appears on the top border of several windows. When the window just provides information, use FINISHED when you're through reading the material.

When a window asks you to complete several steps, or to pick several items, do everything you need to do inside the window, then pick FINISHED.

Tag: aabyc
Index words: FORUM
Forum: Help

Use FORUM to pick a forum to search in or ADD to. The FORUM option appears on the first screen, after picking REFINE, and after pressing OPTIONS (F1) while picking an index word.
- Use FORUM to pick an initial forum or to switch forums.
- After picking REFINE, use FORUM to combine a list of messages from one forum with a list from another.

Pick for further explanation:
<forum> <REFINE>
<message list> <ADD>
<OPTIONS (F1)>

Tag: aabyd
Index words: GET

Forum: Help

This feature is not currently installed in Community Memory.

Tag: aahye
Index words: INCLUDE
Forum: Help

If a forum (host) sees a (message) in another (forum) that also belongs in their forum, INCLUDE can 'copy' the message so that it appears in both of the forums. To INCLUDE a message, 1) make that message the current message 2) press (OPTIONS (F1)) 3) pick (ADVANCED) 4) pick (INCLUDE) 5) You'll see a list of forums, just pick the destination from the list or use (SPECIFY) to type the name.

Tag: aahyf
Index words: INDEX
Forum: Help

The INDEX (option) lets you change the (index word)s on your (message) when (ED(T)ing or (RESPOND)ing.

When you (ADD) a message to Community Memory, using (STORE) always presents a list of index words for you to choose.

When you (RESPOND) to a message, you must pick the INDEX option on the bottom of the message window, or your message will be saved without index words.

Tag: aahyg
Index words: RECOMMENDED INDEX
Forum: Help

Use RECOMMENDED INDEX to see the list of index words recommended by the forum host. This option appears at the bottom of the list displayed by ALL INDEX. You can use this option after picking a forum, when SEARCHing or ADDing.

Pick for further explanation:

(index word)	(ALL INDEX)
(host)	(SEARCH)
(forum)	(ADD)

Tag: aahyh
Index words: KEEP ONLY
Forum: Help

Use KEEP ONLY to narrow your message list by keeping only specified messages. Press OPTIONS (F1) and pick REFINE while looking at a message list to see the KEEP ONLY option.

- After picking KEEP ONLY, pick an index word.
- Messages NOT under the new index word will be removed from your list.
- You will get a summary of the search results and a chance to BACKUP before your message list is changed.

Pick for further explanation:

(message list)	(REFINE)
(index word)	
(OPTIONS (F1)) key	
(BACKUP (F2)) key	

Tag: aahyi

Index words: LARGER
Forum: Help

Use LARGER to make the box holding the current message one line larger. Use it repeatedly to increase the size up to the maximum of 20 lines. This option appears automatically in the border of the current message when the box is too small to hold the entire message. The size adjustment only remains in effect until the message moves off the screen. (Use ADJUST instead to adjust all messages).

Pick for further explanation:

<current message>	<SMALLER>
<option>	<ADJUST>

Tag: aabyj
Index words: TOPIC WORD
Forum: Help

Use the TOPIC WORD option to specify a new topic word, and see a different list of forums. Press OPTIONS (f1) while picking a forum to see the TOPIC WORD option.

Pick for further explanation:

<topic words>
<forum>
<OPTIONS (F1)>

Tag: aabyk
Index words: MULTI-FORUM
Forum: Help

This feature is not currently installed in Community Memory.

Tag: aabyl
Index words: NEXT
Forum: Help

When the information to be shown doesn't fit in the box provided, the NEXT and PRIOR options let you move through the information one "boxful" at a time. Use NEXT to see the next page of text, PRIOR to see the previous page. For messages, you can adjust the box size with LARGER, SMALLER, and ADJUST.

Pick for further explanation:

<message>	<LARGER>
	<SMALLER>
	<ADJUST>

Tag: aabym
Index words: WHOLE DATABASE
Forum: Help

Use WHOLE DATABASE to search through all messages on Community Memory, instead of just those in a particular forum. To get the WHOLE DATABASE option, press OPTIONS (F1) and pick ADVANCED when choosing a topic word. There are no index words to pick from in WHOLE DATABASE, but you may SPECIFY your own, or search BY AUTHOR.

Pick for further explanation:

<forum> <ADVANCED>

Tag: aabyn
Index words: PASSWORD
Forum: Help

(Obsolete -- replaced by (CHANGE PASSWORD))

Tag: aabyo
Index words: PRIOR
Forum: Help

When the information to be shown doesn't fit in the box provided, the NEXT and PRIOR options let you move through the information one "boxful" at a time. Use NEXT to see the next page of text, PRIOR to see the previous page. For messages, you can adjust the box size with LARGER, SMALLER, and ADJUST.

Pick for further explanation:
(message) (LARGER)
(SMALLER)
(ADJUST)

Tag: aabyp
Index words: PURGE
Forum: Help

The PURGE option can be used only by the host of the forum. It removes the current message from that forum. It's purpose is to remove inappropriate messages, i.e., a message about a car for sale in the housing forum. Purged messages are not removed from the message-base, just from a particular forum.

PURGE is located on the (ADVANCED) menu.

Tag: aabyq
Index words: PUT
Forum: Help

This feature is not currently installed in Community Memory.

Tag: aabyr
Index words: READ
Forum: Help

This feature is not currently installed in Community Memory.

Tag: aabys
Index words: RECENT
Forum: Help

The RECENT option displays all the messages in a forum. The most recent message is displayed first, the oldest message is at the bottom of the list.

Press (OPTIONS (F1)), then pick RECENT.

You can also use the RECENT option on the Index Word Screens to display the messages in reverse-entry-date order.

Tag: aabyt
Index words: REFINE
Forum: Help

Use REFINE to see options for improving your message list.
- Expand your list to include additional messages of interest.
- Narrow your list to eliminate irrelevant messages.

Press OPTIONS (F1) while looking at a message list to see the REFINE option.

Pick for further explanation:

<message>	<SEARCH>
<message list>	<FORUM>
<OPTIONS (F1)>	<EXCLUDE>
	<KEEP ONLY>
	<FIND> <REMOVE>

Tag: aabyu
Index words: REMOVE
Forum: Help

Use REMOVE to remove the current message from your message list. Press OPTIONS (F1) and pick REFINE while looking at a message list to see the REMOVE option.
- After picking REMOVE, the current message will vanish.
- It is still stored in Community Memory, it has just been removed from your message list.

Pick for further explanation:

<message list>	<REFINE>
<current message>	<ERASE>
<OPTIONS (F1)> key	

Tag: aabyv
Index words: REMOVE ALL
Forum: Help

This option no longer exists.

Tag: aabyw
Index words: REMOVE DUPLICATES
Forum: Help

This option no longer exists.

Tag: aabyx
Forum: Help

this message is not used -- Old REORDER help message

The <message list> is always in order -- the oldest messages at the bottom, the newest at the top.

Use <REFINE> instead.

Tag: aabyy
Index words: RESPOND
Forum: Help

Use RESPOND to comment on any message you see in Community Memory. The current message contains a RESPOND option in

its border.
(Use ADD, not RESPOND, to add an independent message).

Pick for further explanation:
  <current message> <ADD>
  <message>

Tag: aabyz
Index words: RESPONSES
Forum: Help

Use RESPONSES to see messages entered in response to the current message. Responses are placed in the message list indented under the message they respond to, and numbered. Move the highlight to the numbers to move quickly through responses. The RESPONSES option will appear in the current message if it has responses and they haven't been shown. You can also check responses with ABOUT MESG.

Pick for further explanation:
  <current message> <ABOUT MESG.>
  <message> <RESPOND>
  <message list>
  <highlight>

Tag: aabza
Index words: SEARCH
Forum: Help

Use SEARCH to expand your message list to include additional messages. Press OPTIONS (F1) and pick REFINE while looking at a message list to see the SEARCH option.
- After picking SEARCH, pick an index word.
- Messages under the new index word will be merged into your list.
- You will get a summary of the search results and a chance to BACKUP before your message list is changed.

Pick for further explanation:
  <message list> <REFINE>
  <index word>
  <OPTIONS (F1)> key
  <BACKUP (F2)> key

Tag: aabzb
Index words: SMALLER
Forum: Help

Use SMALLER to make the box holding the current message one line smaller. Use it repeatedly to reduce the size down to the minimum of 5 lines. This option appears automatically in the border of the current message when the box is too small to hold the entire message. The size adjustment only remains in effect until the message moves off the screen. (Use ADJUST instead to adjust all messages).

Pick for further explanation:
  <current message> <LARGER>
  <option> <ADJUST>

Tag: aabzc
Index words: STORE

Forum: Help

Use STORE to save your new message on Community Memory,
even though it has no index words. Pick FINISHED without
picking any index words when ADDing to see the STORE option.

Messages without index words are harder to find, but may
still be found with RECENT or BY AUTHOR. You may SPECIFY
your own index words if you don't like the ones listed.

Pick for further explanation:

<index word>	<ADD>
<message>	<RECENT>
	<BY AUTHOR>
	<SPECIFY>
	<FINISHED>

Tag: aabxd
Index words: SWITCH
Forum: Help

This feature is not currently installed in Community Memory.

Tag: aabxe
Index words: TOP
Forum: Help

This feature is not currently installed on C.M.

Tag: aabxf
Index words: WORD SEARCH
Forum: Help

WORD SEARCH appears when you are <ADD>ing a <message>.
You are asked to <pick> <index words> from a list
(or to <SPECIFY> your own). When you pick FINISHED, you
will see a list of forums that use any of your message's
index words as <topic words> (if there are none it proceeds
to write the message). You may pick any forum you want to
put your message into. If you wish to see other forums to
pick from, press <OPTIONS (F1)>, then pick WORD SEARCH,
which will ask you to specify a topic word. You will be
shown forums listed under that topic word.

Tag: aabxg
Index words: WRITE
Forum: Help

This feature isn't currently installed in the
Community Memory system.

Tag: aabxh
Index words: EXIT
Forum: Help

Use EXIT when you're through using Community Memory. This
insures that no one else will add messages with your author
name! Press OPTIONS (F1) to see the EXIT option. If you
walk away without picking EXIT, Community Memory will EXIT
automatically after 80 seconds without activity.

Pick for further explanation:

<author name>
<OPTIONS (F1)>

Tag: aabxj
Index words: HELP
Forum: Help

If you <pick> the HELP <option>, you will see an explanation of the basics of using Community Memory. From there, you can pick further explanations.

Tag: aabxj
Index words: ALL INDEX
Forum: Help

Use ALL INDEX to see a list of index words used to index messages in the forum. This option appears at the bottom of the list displayed by RECOMMENDED INDEX. You can use this option after picking a forum, when SEARCHing or ADDing.

Pick for further explanation:

<index word>
<host>
<forum>
<RECOMMENDED INDEX>
<SEARCH>
<ADD>

Tag: aabxk
Index words: SPECIFY
Forum: Help

Use SPECIFY to type a topic word or index word, rather than picking it from a list.

- Put your own index words on messages you ADD.
- Put your own topic words on forums you CREATE.
- Search for topic words or index words not listed.

Press OPTIONS (F1) when picking a topic word or index word to get the SPECIFY option.

Pick for further explanation:

<topic words>
<index word>
<message>
<forum>
<OPTIONS (F1)> key
<ADD>
<CREATE>
<ALL INDEX>

Tag: aabxl
Index words: BY AUTHOR
Forum: Help

Use BY AUTHOR to search for all messages by a particular author in the current forum. Press OPTIONS (F1) while picking an index word to see the BY AUTHOR option.

Pick for further explanation:

<author>
<message>
<forum>
<OPTIONS (F1)>
<WHOLE DATABASE>

Tag: aabxm
Index words: CHANGE PASSWORD
Forum: Help

Use CHANGE PASSWORD to change your password. Find your author description message, ask to EDIT it, and press OPTIONS (F1) to see the CHANGE PASSWORD option. You must know your current password before you can change it.

Pick for further explanation:
 (author) (EDIT)
 (author description)
 (password)
 (OPTIONS (F1))

Tag: aabxn
Index words: SEE
Forum: Help

Use SEE to leave the list of messages you are looking at and search for others. Press OPTIONS (F1) while looking at a message list to see the SEE option. This option does exactly the same thing as pressing BACKUP (F2) while looking at a message list.

Pick for further explanation:
 (message list) (SEARCH)
 (message)
 (OPTIONS (F1))
 (BACKUP (F2))

Tag: aabzo
Index words: EDIT INDEX ID
Forum: Help

Forums are defined by a minimum of two separate (messages). One of those is found in the FORUMS forum, and it contains the name of the (forum), it's description, and a "pointer" to another message which contains the (index word)s that were defined by the (host). When the forum definition message is (EDIT)ed the "pointer" may be changed to point to a new message (tag). This message must already exist in the CM system.

Tag: aabzp
Index words: SUGGESTIONS
Forum: Help

Use SUGGESTIONS to send comments for free directly to the Community Memory staff. Use ADD or RESPOND instead to put messages into forums where other users can see them.

Pick for further explanation:
 (message) (ADD)
 (forum) (RESPOND)

Tag: aabzq
Index words: INSERT
Forum: Help

The INSERT command allows you to change the (message list), by inserting one or more new (messages). This option appears on the "Preview" of changes to the list. If you have asked for a single (tag), you will be show the text of that message in a Pop-up box. If you have done a search on an (index word) you will

be shown how many messages were found, and what
the new list will be like.
INSERT accepts the new messages and changes the
<current message> accordingly. Selecting the
<BACKUP (F2)> option cancels the change.

Tag: aachd
Index words: message
Forum: Help

All information in Community Memory is made up of
MESSAGES. Messages are contributed by individuals
and groups throughout the community.

A message can be a response to another message.

A forum holds a group of related messages.

Pick for further explanation:

<forum>	<ADD>
<author>	<RESPOND>
<message list>	<ABOUT MESG.>

Tag: aache
Index words: forum
Forum: Help

A FORUM is a collection of related messages. Each forum
has a host, who names the forum and recommends index words.
Anyone can ADD messages to a forum or RESPOND to messages
in it. You pick a topic word to find a forum, and pick
an index word to find messages within a forum.

Pick for further explanation:

<message>	<ADD>
<index word>	<RESPOND>
<topic words>	
<host>	

Tag: aachf
Index words: index words
Forum: Help

INDEX WORDS describe the content of a message.
- Pick an index word to find messages in a forum.
- When you ADD a message, you must pick index words that
describe your message so others can find it.
- The host of a forum recommends index words to pick from
in that forum.

Pick for further explanation:

<message>	<ADD>
<forum>	<RECOMMENDED INDEX> words
<host>	

Tag: aachg
Index words: message list
Forum: Help

Pick a forum and index word to get a MESSAGE LIST.
- The current message and scroll bar tell you where you are
in your list and how long the list is.

- Use the UP and DOWN arrow keys to see messages that are below or above those shown.
- Use REFINE to make your message list more relevant.
- Press BACKUP (F2) when you are done reading the messages.

Pick for further explanation:
(current message) (REFINE)
(forum)
(index word) (BACKUP (F2))
(arrow) keys (scroll bar)

Tag: aachh
Index words: highlight
Forum: Help

The HIGHLIGHT is a lighted box pointing out an option.
- Arrow keys move the highlight to other options.
- ENTER picks the highlighted option.

(When you are typing, you see a cursor instead of a highlight.)

Pick for further explanation:
(option) (ENTER) key
(pick)
(arrow) keys
(cursor)

Tag: aachi
Index words: option
Forum: Help

A option is a word, or words, marked like (this) on the screen. When the option is (highlight)ed, pushing the (ENTER) key performs the function of that option.
Use (arrow) keys to move from one option to the next.

You can build options into a (message) simply by (typing) them inside the special "angle brackets". A special type of option containing a message (tag) can be used to display any message in Community Memory. Other special options are (index word)s and (forum) names.

To see a list of options, pick (options).

Tag: aachj
Index words: cursor
Forum: Help

The CURSOR is the flashing underline that shows your place when you are typing. (When you are not typing, you will see a "highlight" instead of a cursor.)
- Letters you type are inserted at the cursor.
- Arrow keys move the cursor.
- DELETE erases the character over the cursor.
- BACKSPACE erases the character before the cursor.
- TAB and SHIFT-TAB move the cursor quickly left or right.

Pick for further explanation:
(typing) (DELETE) key
(highlight) (BACKSPACE) key
(arrow) keys

Tag: aachk

Index words: keys
Forum: Help

These are the special keys on the Community Memory keyboard.

Pick for further explanation:

<arrow> keys	<OPTIONS (F1)>
<ENTER>	<BACKUP (F2)>
<BACKSPACE>	<HELP (F3)>
<DELETE>	

Tag: aachl
Index words: tag
Forum: Help

Each message in Community Memory has a unique five-letter code, called a "tag". It is shown in the upper-left corner of each message, with '@' in front of it. When a tag appears as an option, (like this: <@aaaaa>), picking that option shows you the specified message. The FIND option lets you type a tag, and then shows you the message.

Pick for further explanation:

<message>	<FIND>
<option>	
<pick>	

Tag: aachm
Index words: host
Forum: Help

A host is the person who created a forum, and who is responsible for managing it. The host:

- recommends index words to classify messages in the forum,
- decides which topic words to list the forum under,
- may PURGE irrelevant messages from the forum,
- may INCLUDE messages from other forums.

Pick for further explanation:

<message>	<RECOMMENDED INDEX>
<forum>	<PURGE>
<index word>	<INCLUDE>
<topic words>	<CREATE>

Tag: aachn
Index words: scroll bar
Forum: Help

The SCROLL BAR appears on the right edge of the screen when you are looking at a message list.

- It tells you how many messages are above and below the current message.
- Use the RIGHT arrow key to highlight the scroll bar, then use the UP and DOWN arrow keys to move quickly through your message list.

Pick for further explanation:

<current message>
<message list>
<arrow> keys
<highlight>

Tag: aacho

Index words: current message
Forum: Help

The current message is the one in your message list that has a double-lined border around it containing options. Change to a different current message with the UP and DOWN arrow keys, or with the scroll bar. Lots of options (like EDIT) work only on the current message.

Pick for further explanation:
 (message list) (ABOUT MESG.)
 (message)
 (scroll bar)
 (option)
 (arrow) keys

Tag: aaohp
Index words: author
Forum: Help

The AUTHOR of a message is the person who wrote it. The name of the author is shown at the top of each message by that author. Each author name is protected by a password. Community Memory creates an author name for you the first time you try to write a message. Authors may choose to describe themselves to other users.

Pick for further explanation:
 (author name)
 (password)
 (author description)
 (message)

Tag: aaohq
Index words: password
Forum: Help

A PASSWORD protects an author name from being used by other people. The author makes up a password the first time the name is used. You must know the password to ADD, EDIT, or ERASE a message by that author.
When you make up a password, make it:
 - hard for someone else to guess
 - easy for you to remember.

Pick for further explanation:
 (author) (ADD) (EDIT) (ERASE)
 (author name) change (AUTHOR)
  (CHANGE PASSWORD)

Tag: aaohr
Index words: ENTER
Forum: Help

Use ENTER:
 - to activate the highlighted option.
 - when done entering an index word, author name, etc.
 - to go to the start of the next line when typing messages.

Pick for further explanation:
 (option)
 (highlight)

<typing>

Tag: aachs
Index words: INSERT
Forum: Help

(This key doesn't do anything!)

Tag: aacht
Index words: BACKSPACE
Forum: Help

When you are <typing> a message into Community Memory, use the BACKSPACE key to erase the character just before the <cursor>. Any characters to the right of the cursor slide over, so it doesn't make empty space.

The <DELETE> key erases the character just above the cursor. The characters to the right move over.

Tag: aachu
Index words: DELETE
Forum: Help

When you are <typing> a message into Community Memory, use the DELETE key to erase the character just above the <cursor>. The characters to the right move over, so it doesn't leave empty space.

The <BACKSPACE> key erases the character just before the <cursor>. Any characters to the right of the cursor slide over.

Tag: aachv
Index words: arrow
Forum: Help

Use the 4 ARROW KEYS (UP, DOWN, LEFT and RIGHT) to:

- move the highlight when picking an option

- move the cursor when typing

- operate the scroll bar when looking at a message list

Pick for further explanation:
<highlight> <scroll bar>
<option> <message list>
<cursor>
<typing>

Tag: aachw
Index words: OPTIONS
Forum: Help

The OPTIONS (F1) key shows you additional options for you to pick from. Use this key when you want to do something besides the basic options shown on the screen. If you don't like any of the options you are show, use BACKUP (F2) to return to what you were doing, and/or HELP (F3) for more information.

Pick for further explanation:
<option> <BACKUP (F2)>

Tag: aachx
Index words: BACKUP
Forum: Help

The BACKUP (F2) key allows you to back out of places you don't want to be. Use it if you pick an option by mistake, if you change your mind, or if you are finished with a particular part of Community Memory. BACKUP can also be used to back out of OPTIONS (F1) or HELP (F3).

Pick for further explanation:
(pick)
(option)
(OPTIONS (F1))
(HELP (F3))

Tag: aachy
Index words: HELP
Forum: Help

Use HELP (F3) to find out where you are and what you need to do next. Pressing HELP (F3) takes you into the HELP SYSTEM, where in addition to information about your particular situation, you can call up information about all aspects of using Community Memory. You can leave the HELP SYSTEM by pressing BACKUP (F2).

Pick for further explanation:
(BACKUP (F2))

Tag: aachx
Index words: Main Menu
Forum: Help

The Main Menu lists many of the choices you can make while using Community Memory. Many of the choices help you manage your (message list) by adding new messages to the list, or by pruning messages that you're not interested in.

The Main Menu is displayed when you press (OPTIONS (F1)). There are a few times when you can't display the Menu: while you're (typing) a message, you must use (FINISHED) or (ERASE) before you can use F1. While you're looking at the Forums List, or looking at an Index Word Screen, you must use (BACKUP (F2)) to erase the current screen before pressing F1.

Tag: aacia
Index words: help
Forum: Help

How to use the help system:

- Pick options using (arrow) keys and (ENTER).
- Picking an (option) explains the option.
- Pressing (BACKUP (F2)) returns you to Community Memory.

You may also pick:

- An (introduction) to Community Memory
- A directory of (options)
- A (glossary) of special terms

- Special <keys> on the Community Memory keyboard

Tag: aaeib
Index words: introduction
Forum: Help

Community Memory is a tool for sharing information. You may <ADD> <message>s to Community Memory, <SEARCH> for messages by others, and <RESPOND> to what you find. Community Memory puts you in touch with those people all around you that you never meet!

You use Community Memory by <pick>ing <option>s. Now you are in the help system, where picking a option explains the option. To actually do something, you must leave the Help System by pressing <BACKUP (F2)>.

Pick <help> for more information.

Tag: aaeic
Index words: options
Forum: Help

Pick any option for further explanation:

<ABOUT MESC.> <ADD> <ADJUST> <ADVANCED> <ALL FORUMS>
<ALL INDEX> <AUTHOR> <BY AUTHOR> <CHANGE PASSWORD>
<CREATE> <DEFAULT EXPIRATION> <EDIT> <EDIT INDEX ID>
<EDITING> <ERASE> <EXCLUDE> <EXIT> <EXPIRES> <FIND>
<FINISHED> <FORUM> <HELP> <INCLUDE> <INDEX> <INSERT>
<KEEP ONLY> <LARGER> <NEXT> <PASSWORD> <PRIOR> <PURGE>
<RECOMMENDED INDEX> <RECENT> <REFINE> <REMOVE> <RESPOND>
<RESPONSES> <SEARCH> <SEE> <SMALLER> <SPECIFY> <STORE>
<SUGGESTIONS> <TOPIC WORD> <WHOLE DATABASE> <WORD SEARCH>

Tag: aaeid
Index words: glossary
Forum: Help

A GLOSSARY of terms used in Community Memory.

Pick for further explanation:

<topic words> <message> <forum> <index word>
<tag>
<message list> <scroll bar> <current message>
<highlight> <option> <pick>
<cursor> <typing>
<host> <author> <password>

Tag: aaeie
Index words: typing
Forum: Help

Mostly, you use Community Memory by picking <option>s. You need to type only to <ADD> or <EDIT> a message, or to enter short bits of information like your <author> name.

WHEN TYPING:
- use the <arrow> keys, <DELETE>, and <BACKSPACE> to make changes or correct mistakes.
- TAB and SHIFT-TAB move you quickly left and right.

FOR NAMES, ETC.:

- press <ENTER> when you are done.

FOR MESSAGES:
- press <ENTER> to get a new line, or keep typing and get new lines automatically.
- pick <FINISHED> when you are done.

Tag: aacif
Index words: pick
Forum: Help

For the most part, you tell Community Memory what you want by PICKing options. You pick an option in two steps:
- Use the arrow keys to highlight the option you want,
- then press ENTER.

Pick for further explanation:
<option>
<highlight>
<arrow> keys
<ENTER> key

Tag: aacig
Index words: author name
Forum: Help

An AUTHOR NAME is the name by which an author is known to the other people using Community Memory.
- Each author name has a password.
- You must know the password to ADD, EDIT, RESPOND, or ERASE using an author name.
- Community Memory will help you create an author name the first time you ADD or RESPOND.

Pick for further explanation:

<author>	<ADD>
<password>	<RESPOND>
	<EDIT>
	<ERASE>

Tag: aacih
Index words: author description
Forum: Help

An AUTHOR DESCRIPTION is a special message created by Community Memory the first time an author name is used.
- These messages are in the "Authors" forum.
- You may EDIT your author description to provide information about yourself or your interests.
- You can see an author description by picking the tag next to the author name in the ABOUT MESG. information.
- You can't ERASE an author description.

Pick for further explanation:

<author>	<ABOUT MESG.>
<message>	<EDIT>
<forum>	<ERASE>
<tag>	<CHANGE PASSWORD>

Tag: aacii
Index words: topic words
Forum: Help

TOPIC WORDS are general subject headings. Topic words are

used to classify forums, to make it easier to find forums you are interested in. You pick a topic word to get a list of related forums.

Pick for further explanation:

<forum> <ALL FORUMS>

Tag: aaeij
Index words: creating indexes
Forum: Help

When a <forum> is created <index word>s must be defined for the people using the forum. When a person "enters" a forum they are presented with a list of words and text. A forum on 'Eating Out' might have something like this:

Type of Food:
<Thai> <Mexican> <Basque> <Ethiopian> ...
Where:
<East Bay> <San Francisco> <Marin> ...

You enter the text and index words by <typing>.
If you want people who use your forum to know who you are, include a line that says something like:
This forum is hosted by Moe Noodleman, msg id <Midtag>
The letters in <> are the id of your author message.

```
   A:DOCU                P12 L44 C01 Insert Align
L----!-----------------------!---------!---------!--------------R
 <option>                        <ADJUST>                                <
 <BACKUP (F2)>                                                           <
                                                                         <
Tag: aabxn                                                               B
Index words: BOTTOM                                                      <
Forum: Help                                                              <
                                                                         <
You can <REORDER> your <message list>.  BOTTOM moves the                 <
<current message> to the bottom of the list.  Here's how:                <
1) Press <OPTIONS (F1)>. 2) Pick <REORDER> from the menu,                <
3) Select BOTTOM.                                                        <
The next message in the list becomes the current message.                <
You might want to move messages you are less interested                  <
in to the BOTTOM of your message list as you are scanning                <
messages, and move messages you want to ponder to the                    <
<TOP>. Most of the <REDUCE> options remove only messages                 <
below the <current message>.                                             <
-----                                                                    <
                                                                         K
-------------------------------------------------------------------------P
                                                                         <
 Display Center  ChkRest ChkWord Del Blk HideBlk MoveBlk CopyBlk Beg Blk1End Blk
1Help   2Indent 3Set LM 4Set RM 5UndLine6BoldFce7Beg Blk8End Blk9BegFile0EndFile
```

583 7 AMERICA ONLINE...a new online service for Macintosh and Apple users.

Special Report: The Institutional Consortium—Strength in Numbers

You've just negotiated a satisfying franchise. You have several access channels, an institutional network serving many public buildings, some production equipment and a lot of time to fill. What do you do? Highland Park, Highwood and Deerfield, IL have an answer: Pool your resources into a consortium.

Highland Park is a highly educated, culturally oriented, upscale city of 30,000 just north of Chicago. Its cable operator, Capital Cities, has 4,000 subscribers (38% penetration) and a 2.23% pay-to-basic ratio. Its residents care about social services. They are active in the community. And the public sector has a strong interest in local programming—so strong, in fact, that "when we didn't move fast enough on starting programming they did it themselves," according to City Manager Larry Rice. In 1979, a few institutions got together to begin planning use of channels reserved on the subscriber and institutional loops. By the end of 1980 a cooperative had been formed.

Structure and Operation

The 15,000-home Highland Park/Deerfield/Highwood system was franchised in June of 1981. The result of extensive planning from 1978-1981, it has 54 channels (all activated) including ten access channels and a local origination channel programmed 40 hours per week. Access channels are allocated for public (two channels), government, education, health/college, senior citizens, recreation/arts, library and ecumenical purposes. In Highland Park, a seven-member cable commission is appointed by the Mayor and City Council. Its members all have experience in some aspect of communications: an attorney from Zenith, a technician, a producer, advertising executives, a rabbi from a regional Jewish cable network. This group provides general administrative and regulatory guidance to the City.

The North Shore Cable Consortium is comprised of twelve institutions serving the public:

City of Highland Park Administration
Deerfield High School
Deerfield Public Schools—District 109
Highland Park Fire Department
Highland Park High School
Highland Park Hospital
Highland Park Police Department
Highland Park Public Library
Highland Park School District 107
Highwood-Highland Park School District 111
Park District of Highland Park
School District 108 of Highland Park

Each member institution has one representative on Board of Directors, which determines policy and empl the fulltime coordinator. Members pay dues ranging fr $2,000–$6,000 according to a formula based on amo of use, number of students, employees, etc. and ot variables. (The City of Highland Park pays approxima ly $5,500.) The annual operating budget of the cons tium is $30,000.

The Consortium outlined seven goals for its operatic

1. Develop a core group of people within each insti tion responsible for production and program ne of that institution.
2. Produce and acquire programming for use on the stitutional loop, primarily for instructional and tra ing purposes.
3. Produce and acquire programming for use on subscriber loop, to publicize activities and progra of interest to the community.
4. Develop and maintain a Consortium library of s ware; join software sharing cooperatives.
5. Develop a resource center of books, periodicals a articles that pertain to community television.
6. Participate in regional and national organizations t work to further the use of cable TV in the inte of community television.
7. Develop an effective community TV intern progra

A poll of the members helped to identify some gen goals and perceptions. When asked the value of cabl each institution, the majority wanted to enhance pu awareness of the institution and its activities and to cr educational programming. Additional responses incl ed documenting activities, providing in-service train providing teaching tools and improving data transmissi Major goals were training staff/members in equipment and production techniques and providing production perience. More members were interested in programm the subscriber than the institutional network. The c dinator's role was perceived as (in order of importa providing technical advice and direction, facilitating p gramming, providing training, coordinating equipm and crew, and answering questions.

```
JHPUBS          6912  10-31-89   2:52p
AARP     BAK    1024  12-05-89   3:09p
JOBLINE         2944  10-31-89   3:29p
JOBLINE  BAK    2304   1-01-80   4:18a
COLLEGE        17664   1-01-80  12:02a
SMBIZ           3712   1-01-80  12:20a
JOBRES   BAK    7040  10-31-89   2:34p
PROFORG  BAK   41472  10-31-89   3:09p
JOBRES          7040  10-31-89   2:55p
PROFORG        41472  10-31-89   3:12p
JHPUBS   BAK    7296  10-31-89   2:50p
12589            512  12-05-89   4:16p
121689          3200  12-17-89   4:23p
JENNYLIS        1024  12-19-89  11:46a
TL121889        2304  12-22-89   2:33p
CHAN     BAK    3840  12-22-89   3:20p
CHAN            3840  12-22-89   3:28p
SERENE           768  12-22-89   3:46p
SIMS-EVE         896  12-22-89   4:13p
HANNU           1024  12-22-89   4:45p
IEP      BAK     768  12-22-89   4:28p
IEP              768  12-22-89   4:32p
SWAN             384  12-22-89   5:05p
Strike a key when ready . . .

12589            512  12-05-89   4:16p
121689          3200  12-17-89   4:23p
JENNYLIS        1024  12-19-89  11:46a
TL121889        2304  12-22-89   2:33p
CHAN     BAK    3840  12-22-89   3:20p
CHAN            3840  12-22-89   3:28p
SERENE           768  12-22-89   3:46p
SIMS-EVE         896  12-22-89   4:13p
HANNU           1024  12-22-89   4:45p
IEP      BAK     768  12-22-89   4:28p
IEP              768  12-22-89   4:32p
SWAN             384  12-22-89   5:05p
Strike a key when ready . . .
AARP            1408  12-22-89   5:16p
SINLAYSO BAK    1536  12-22-89   5:33p
SINLAYSO        1536  12-22-89   5:47p
TERRE            768  12-22-89   6:02p
TOM             1024  12-22-89   6:09p
HELPMSGS       64512   8-13-90   3:42p
TETREPOR        2048   1-01-80  12:01a
DOCU           64512   8-14-90   7:49a
TL               512   1-08-90   1:30p
       32 File(s)     55296 bytes free

C:\EVELYN>
```

CM User's Manual

Carl Farrington

The Community Memory Project

The proposed Community Memory user interface is described in the form of a user's manual for the hypothetical system. All important features, terminology, and concepts are included.

1. Introduction

This document contains all the information needed to use *version 4* of *Community Memory (CM)*. It contains both introductory material and advanced procedures.

Other documents describe system administration and software internals.

The first section of this document introduces basic concepts and terminology. The second section explains how to get started using CM. The third section contains more advanced techniques. The fourth section contains reference information.

Terms with a technical meaning in the scope of this document are presented in italics (underlined on impact printers) the first time they are used. These words and phrases are defined in a glossary in the fourth section of this document.

1.1 What is Community Memory?

CM is a system for the unmediated sharing of information for use by the general public. Anyone can become a *user* of CM. As a user, you can put *messages* into CM, or look at messages put into CM by others. A message is a short piece of text containing someone's ideas or observations on a particular subject.

Putting a message into CM is called *adding* the message. You can add a message that stands on its own, or as a *response* to another message. The user who adds a message to CM is called the message's *author*.

Users add and read messages through *public terminals*. The main focus of this document is how to use the public terminals.

A local Community Memory system consists of several public terminals and a single central computer called a *node*. The node stores all of the messages added through any of the public terminals. This means that a message added through one public terminal is available for reading on all other public terminals attached to that node.

A full implementation of CM consists of many nodes which exchange data with one another. The messages stored on a node may be *originals*, which are added through local public terminals, or *copies*, which are received from other nodes. Users may only read messages stored on the node to which their public terminal is attached, but these may include copies of messages originating anywhere in the

network.

1.2 The Public Terminals

A public terminal consists of a *keyboard*, *screen*, *coinbox*, and optional *printer*.

You use the keyboard to cause CM to do things for you. You do this by pressing one or more *keys* on the keyboard. The keyboard contains a standard set of *typewriter keys*, including *RETURN*, for entering text, *arrow keys* for moving things displayed on the screen, and the special keys *DELETE*, *INSERT*, *BACKSPACE*, *CLEAR*, *HELP*, *SELECT*, *UNDO*, and *MENU*.

The terminal also has several *programmable function keys* which you can assign to any commonly used function.

2. Basic Functions

This section describes the basics of how to use a CM public terminal.

2.1 Getting Started

If you approach a public terminal when no one is using it, you will find it displaying a *teaser*, which is a moving display designed to attract attention and induce people to try using CM. If you press any key on the keyboard, the teaser stops and your *session* with CM begins. Your session will continue until you tell CM you are through, or until 2 minutes go by without you pressing any keys. To prevent this from taking you by surprise, CM will warn you to press a key 30 seconds before it ends your session.

During your session, CM displays a list of messages called the *browse list* on the screen for you to read. When your session starts, the browse list contains only one message, called the *opening message*. When the opening message is displayed, the screen will look like this:

```
<ABOUT MSG><RESPOND>
/aaaaa   added by SYSOP on 1/1/86

                Welcome to Community Memory

  You can use Community Memory to share information with others
  in your community.  You share this information by entering
  messages or looking at messages entered by others.  When you
  enter a message, you should classify it so that others
  interested in what you have to say can find it.

  You use Community Memory (CM) primarily by pressing the arrow
  keys and the SELECT (F10) key.  The arrow keys change the
  lighted portion of the screen.  The SELECT key causes CM to do
  something for you.  What CM does depends on what portion of
  the screen is lighted.  Try moving the light and SELECTing one
  of the actions below:

  <aaaaab> - for more information about how to use CM
  <FORUM> - for a list of subjects CM has information about
```

The opening message gives you the basic information you need to use CM.

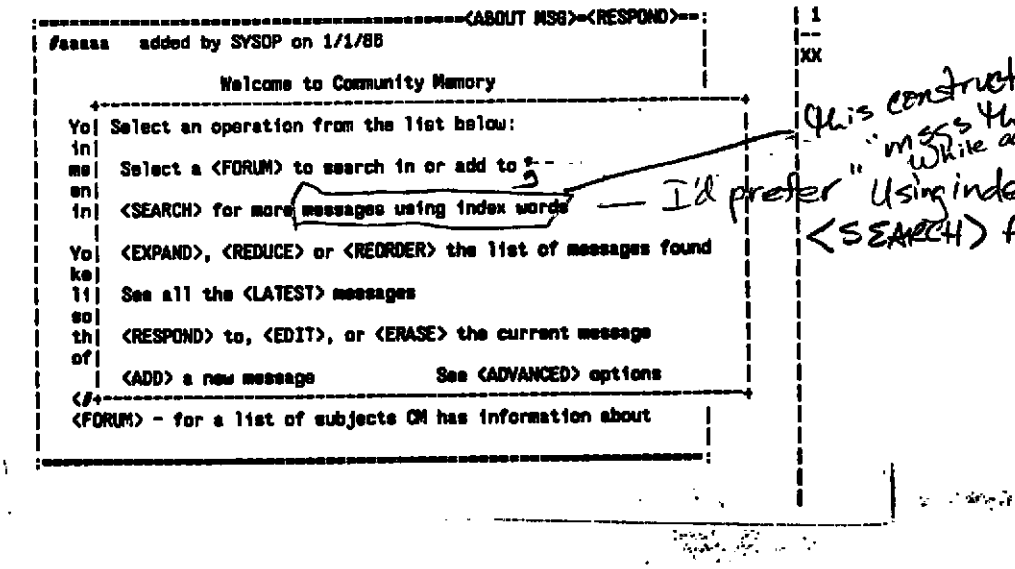
The words "ABOUT MSG" in the opening message will be *highlighted*. By using the arrow keys, you can move this highlight around the screen, to any other phrase between "<" and ">" characters. These phrases that you can highlight are called *buttons*. Each button is a command to CM. If you press the SELECT key on the keyboard, CM does what the highlighted button tells it to do. This is called *selecting a button*. Note that buttons (which are on the screen) and keys (which are on the keyboard) are very different things, but are used in similar ways. PRESSING a KEY or SELECTING a BUTTON are both ways of telling CM to do something.

If you press INSERT followed by a programmable function key while a button is highlighted, that function key can then be used in place of that button.

give more explanation or refer me to further expl.

2.2 Searching for Messages

You begin searching for messages by selecting the FORUM button. If you want to search for messages and the opening message is not on the screen, you can press the MENU key. The MENU key can be used at any time to put the most important buttons onto your screen. If you pressed the MENU key while looking at the opening message, your screen would look like this:



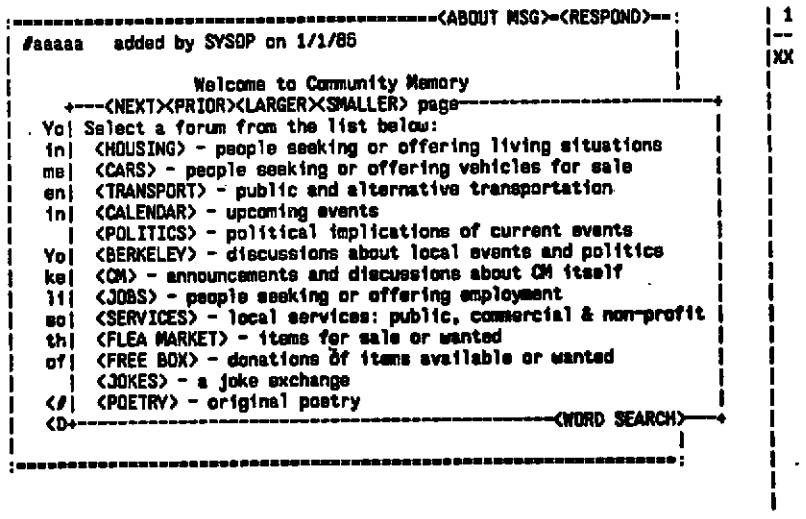
This construction means "msgs that use index wds" While accurate, it's a bit off the point, I think.

I'd prefer "Using index words, <SEARCH> for . . . ;"

Placement of this discussion of MENU box is confusing. Perhaps w/a different intro sentence.?

The box drawn on your screen by the MENU key is called a ***dialog box***. The FORUM button (the first button in the dialog box) will be highlighted. As before, you can move the highlight around to other buttons in the box using the arrow keys, but you can't move the highlight outside the box. Once you have a dialog box on your screen, you must do what the box tells you (in this case, "Select an operation from the list below"). If you change your mind and want to get out of a dialog box without doing what it says, press the UNDO key.

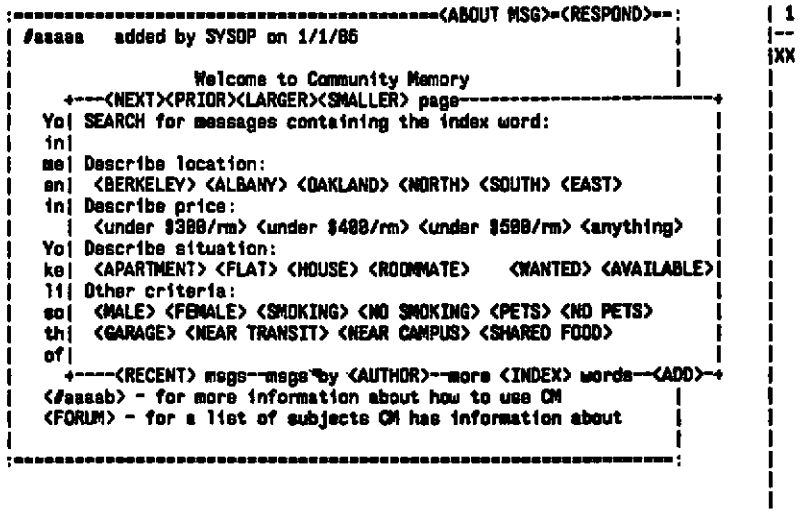
After you select the FORUM button, your screen will look like this:



This screen also contains a dialog box, this one listing all of the *forums* available on this CM node. A forum is a collection of messages on a particular subject. You begin searching for a message by choosing a forum in which to search.

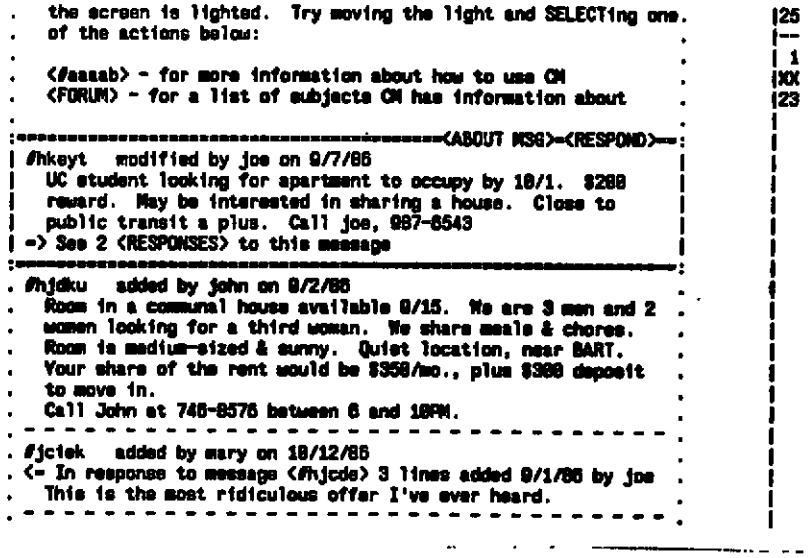
CM contains more forums than it can list on a single screen. You can move back and forth through the list of forums one screenful at a time by selecting the PRIOR and NEXT page buttons. The LARGER and SMALLER page buttons expand and shrink the dialog box itself so that each page contains more or fewer forums. The WORD SEARCH button is described in the Advanced Functions section.

After you select a forum, CM will display another dialog box in which you further describe what you are searching for. The contents of this dialog box depend on the forum you are searching in. If you had chosen HOUSING, for example, your screen would look like this:



The buttons in the box correspond to *index words* that authors may have chosen to describe their messages. Selecting one of the buttons within the dialog box will put all the messages whose authors chose that index word into your browse list. Buttons in the bottom line of the dialog box are described in the Advanced Functions section, except for the ADD button, which is described in the Adding Messages section.

After you select an index word button, your screen will look like this:



This is a display of your browse list (just like the first display) except that now it contains more than one message. The opening message is still at the top of the list, but now most of it has scrolled off the top of the screen to make room for new messages. The number in the upper right corner of the screen (25) tells you how many messages you have in your list. The 1 and 23 just below this number indicate that there is one message above the current message in the list and 23

messages below it. In the list of messages itself, the current message is indicated by the heavier border.

The highlight is always in the current message. Initially, it will be on the ABOUT MSG button. If you attempt to move the highlight up or down off of the current message, the current message changes to the previous or next message in the browse list. If the current message is not completely on the screen, CM scrolls the screen to bring it completely into view. By moving the highlight repeatedly, you can scroll through the entire list of messages.

If a message is longer than a specified maximum, only a portion of it will be displayed. In this case, when the message becomes the current message, the border around the message will include buttons for seeing other pages of the message or adjusting the amount of space the message occupies on the screen.

If you try to move the highlight off of the browse list with the right arrow, it will highlight the "XX" on the right side of the screen. While the "XX" is highlighted, the up and down arrows will quickly change the current message and scroll through the list of messages. A left arrow will return the highlight to the browse list.

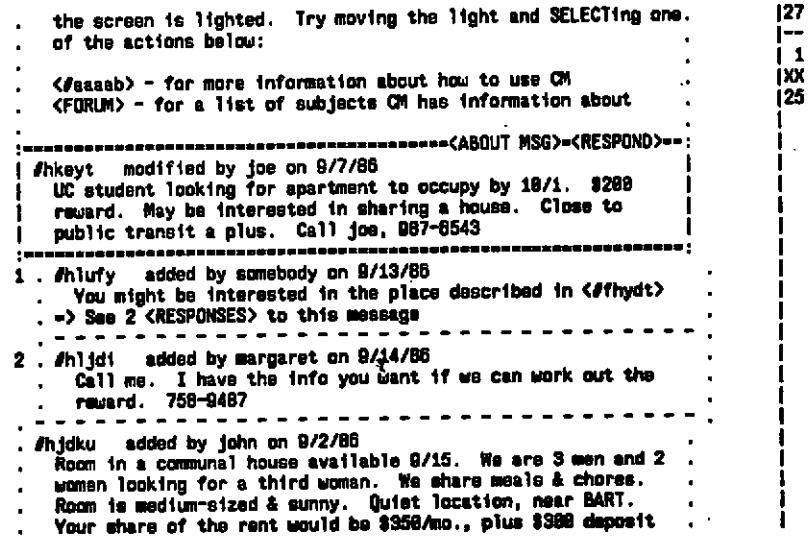
The first line of each message contains information about the message itself. The five letters following the "#" at the start of the line is a code that uniquely identifies the message. This code is called the *tag* of the message. The tag is assigned to the message automatically when the message is added to CM. If you remember the message's tag, CM will always be able to find the message for you again.

The first line of each message also contains the name of its author. These *pen names* are made up by the author when the message is entered. Pen names are protected by passwords to prevent people other than the author from using the pen name, but several users could agree to share a pen name, or a single user could have several pen names.

The first line of the message also gives the date that the message was added or the date of the most recent change to the message.

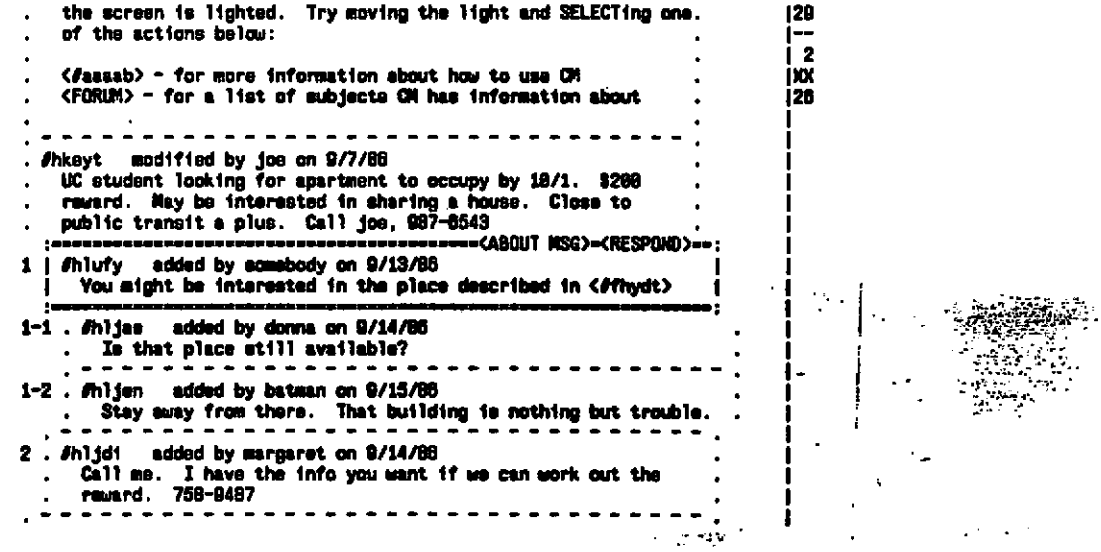
If people have written responses to messages, or if a message is itself a response, it will contain a line that tells you so. The line at the end of the current message (#hkeyt) tells you that two people have responded to that message. The line contains a button which you can select to see their responses. The second line of the bottom message on the screen (#jciek) tells you that that message is a response to another message. Selecting the button in that line will show you the message that #jciek responds to.

Responses are shown indented under the message they respond to. If you select the RESPONSES button in message #hkeyt, the screen will look like this:



Note the *response numbers* added to the left of the indented responses. Note also that the line containing the button for displaying the responses disappeared when the responses were displayed.

Responses can have responses of their own. These are displayed by further indenting. If you select the RESPONSES button in message #hlufy, the screen would look like this:



If responses are nested deeply enough, they may be indented far enough to the right to not show up completely on the screen. If this is the case, the entire screen will be shifted to the left sufficiently far to center the current message. If the screen is shifted to the left, it will be done in such a way that the response numbers will have dashes instead of digits in the leftmost column.

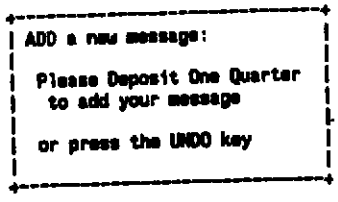
You can use the response numbers to move quickly between responses. If you try to move the highlight off the left edge of the current message (#hlufy), it will highlight the response number "1". If you then press the down arrow, the highlight will move to the response number "2" to the left of #hljdi, which then becomes the current message. Moving up and down on the response numbers always moves you to responses with the same or less indentation.

Where response numbers contain dashes, you have even more flexibility in how you can use them. If #hljae were the current message, trying to move the highlight off of the left edge of the message would highlight the second "1" in the response number "1-1". Up and down arrows at this point would move the highlight to the response numbers of adjacent messages. A left arrow would move the response number to the first "1" in the "1-1". Up and down arrows at this point would move the highlight to the response numbers "1" and "2" (the adjacent messages at the same indent as the highlight).

2.3 Adding Messages

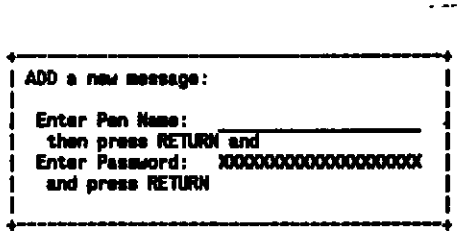
You begin adding a message by selecting the ADD button. There is an ADD button in the dialog box that CM displays when you press the MENU key.

When you select the ADD button, CM displays a dialog box asking you to deposit a quarter. At this point, you must either deposit a quarter or press the UNDO key. Pressing UNDO cancels the add and returns you to your browse list. If you deposit the quarter the add proceeds.



If you have not already used a pen name during this session, CM asks you for a pen name. If you have already used a pen name, CM allows you to enter your message at this point.

CM asks for a pen name by displaying a dialog box prompting you for a name and password.



When you enter the pen name and password and press RETURN, CM checks the pen name to see if it has been used before. If the pen name hasn't been used before, CM assumes you are trying to create a new pen name and asks you to

confirm the password you just typed.

```
+-----------------------------------------------+
| ADD a new message:                            |
|                                               |
| That is a new pen name.  If you want to claim |
| this name as your own, re-enter your password. |
|                                               |
| or press UNDO to enter another pen name.      |
|                                               |
|  Pen Name:          King Arthur               |
|                                               |
|  Enter Password:    XXXXXXXXXXXXXXXXXXXX      |
|   and press RETURN                            |
|                                               |
+-----------------------------------------------+
```

If the pen name has been used before and the password doesn't match, CM presents an error message and asks you to try again:

```
+-----------------------------------------------+
| ADD a new message:                            |
|                                               |
| Sorry!  That pen name and password don't match! |
|     Perhaps you mis-typed the password.       |
|                                               |
| Please try again....                          |
|                                               |
|  Enter Pen Name:  ____________________        |
|   then press RETURN and                       |
|  Enter Password:   XXXXXXXXXXXXXXXXXXXX       |
|   and press RETURN                            |
|                                               |
+-----------------------------------------------+
```

Once CM has gotten a valid pen name, it displays an empty message for you to fill in. The empty message is placed in the browse list after the current message. The empty message then becomes the new current message. The screen will then look, for example, like this:

```
.   the screen is lighted.  Try moving the light and SELECTing one.      |26
.   of the actions below:                                               |--
.                                                                       |
.   <#aaaab> - for more information about how to use CM                 | 2
.   <FORUM> - for a list of subjects CM has information about           |XX
.                                                                       |23
. - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - |
. #hkeyt   modified by joe on 9/7/86                                    |
.   UC student looking for apartment to occupy by 10/1.  $200           |
.   reward.  May be interested in sharing a house.  Close to           |
.   public transit a plus.  Call joe, 987-6543                          |
:=========================================<FINISHED>=<ERASE>==:          |
| <AUTHOR>: King Arthur                        <EXPIRES>: 12/1/86      |
|                                                                       |
:=========================================================================:
. #hjdku   added by john on 9/2/86                                      |
.   Room in a communal house available 9/15.  We are 3 men and 2        |
.   women looking for a third woman.  We share meals & chores.          |
.   Room is medium-sized & sunny.  Quiet location, near BART.           |
.   Your share of the rent would be $350/mo., plus $300 deposit         |
.   to move in.                                                          |
.   Call John at 746-8576 between 6 and 10PM.                           |
. - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - |
. #jciek   added by mary on 10/12/86                                    |
. <= In response to message <#hjcde> 3 lines added 9/1/86 by joe        |
```

The *cursor* is on the blank line of the message, allowing you to type your message

into CM. The message has not yet been assigned a tag, but has been assigned a pen name and expiration date. Selecting the AUTHOR or EXPIRES button allows you to change these values. Selecting the ERASE button will present a dialog box which looks like this:

```
+-----------------------------------------------+
| ADD a new message:                            |
|                                               |
| Select an option below...                     |
|                                               |
|  <ERASE> the new message (returns your quarter)|
|  Continue <EDITING> the new message           |
|  <STORE> the message (CM keeps your quarter)  |
|                                               |
+-----------------------------------------------+
```

The FINISHED button presents a similar dialog box, with the same options in a different order:

```
+-----------------------------------------------+
| ADD a new message:                            |
|                                               |
| Select an option below...                     |
|                                               |
|  <STORE> the message (CM keeps your quarter)  |
|  Continue <EDITING> the new message           |
|  <ERASE> the new message (returns your quarter)|
|                                               |
+-----------------------------------------------+
```

From either box, selecting EDITING returns you to editing the message, and selecting ERASE removes the message from CM and from the browse list, and returns your quarter.

If you select STORE, CM asks you to select index words that describe your message. CM will ask you to select these words from a dialog box that looks similar to the one you use for searching. If you are in the HOUSING forum, the dialog box might look like this:

```
+-------------------------------------------------<FINISHED>-+
| INDEX words selected (select again to remove):             |
|  <BERKELEY> <ALBANY> <$400-500/rm>                         |
|  ------------------------------------------------------    |
| Select up to 7 more words from the list below:             |
|                                                            |
| Describe location:                                         |
|  <BERKELEY> <ALBANY> <OAKLAND> <NORTH> <SOUTH> <EAST>      |
| Describe price:                                            |
|  <under $300/rm> <$300-400/rm> <$400-500/rm> <over $500/rm>|
| Describe situation:                                        |
|  <APARTMENT> <FLAT> <HOUSE> <ROOMMATE>    <WANTED> <AVAILABLE>|
| Other criteria:                                            |
|  <MALE> <FEMALE> <SMOKING> <NO SMOKING> <PETS> <NO PETS>   |
|  <GARAGE> <NEAR TRANSIT> <NEAR CAMPUS> <SHARED FOOD>       |
+-------------------------------------more <INDEX> words------+
```

You should select index words from the box that describe your message, up to the maximum number allowed. As you select a button, it is copied to the top part of the box. The top of the box is your record of the index words you have selected. Selecting an already selected word causes it to be un-selected and to disappear from the top part of the dialog box. When you have selected the best words for

describing your message, select the FINISHED button.

The INDEX button at the bottom of the box is explained in the Advanced Functions section.

When you select FINISHED, CM examines the index words you have chosen to see if your message might belong in any forum other than the one you are currently working in. If you have used index words that are associated with any other forums, CM presents you with a list of those forums and allows you to include your message in them as well. The list appears in a dialog box that looks like this:

```
+---<NEXT><PRIOR><LARGER><SMALLER> page----------<FINISHED>--+
| Forums selected (select again to remove):                  |
|  <HOUSING>                                                 |
|  ----------------------------------------------------------|
| Select any other forums you want your message included in: |
|                                                            |
|  <HOUSING> - people seeking or offering living situations  |
|  <CALENDAR> - upcoming events                              |
|  <BERKELEY> - discussions about local events and politics  |
|  <JOBS> - people seeking or offering employment            |
|  <SERVICES> - local services; public, commercial & non-profit |
|  <FLEA MARKET> - items for sale or wanted                  |
|  <FREE BOX> - donations of items available or wanted       |
|                                                            |
+--------------------------<WORD SEARCH><ENTER NAME>--+
```

Select buttons for any relevant forums, and then select FINISHED. As with index words, you can undo mistakes by selecting them again. The WORD SEARCH and ENTER NAME buttons are described in the Advanced Functions section.

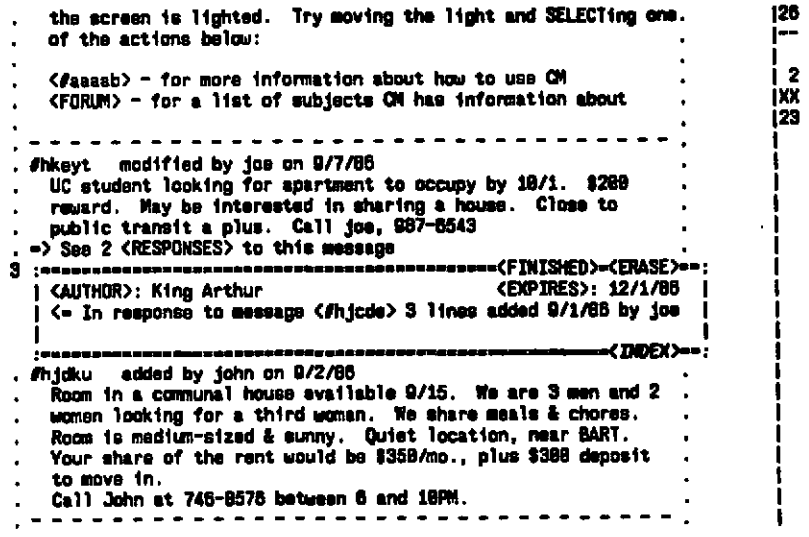
After you have selected index words and forums for your message, it will be assigned a tag and displayed in the browse list like any other message:

```
.  the screen is lighted.  Try moving the light and SELECTing one.   |26
.  of the actions below:                                            |--
.                                                                   |
.  <#aaaab> - for more information about how to use CM              | 2
.  <FORUM> - for a list of subjects CM has information about        |XX
.                                                                   |23
. - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -   |
. #hkeyt   modified by joe on 9/7/86                                |
.  UC student looking for apartment to occupy by 10/1.  $200       |
.  reward.  May be interested in sharing a house.  Close to        |
.  public transit a plus.  Call joe, 987-6543                      |
:=================================<ABOUT MSG><RESPOND>=:           |
| #jguhf   added by King Arthur on 11/1/86                  |      |
|  Student looking for 1-bedroom apartment.  Can pay up to $450 |   |
|  for the right place.  Must be large, sunny, in a safe    |      |
|  location and convenient to grocery shopping (walking     |      |
|  distance).  Call 549-8688 weekdays                       |      |
:===========================================================:      |
. #hjdku   added by john on 9/2/86                                  |
.  Room in a communal house available 9/15.  We are 3 men and 2    |
.  women looking for a third woman.  We share meals & chores.      |
.  Room is medium-sized & sunny.  Quiet location, near BART.       |
.  Your share of the rent would be $350/mo., plus $300 deposit     |
.  to move in.                                                     |
.  Call John at 748-8578 between 6 and 10PM.                       |
. - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - - -   |
. #jciak   added by mary on 10/12/86                                |
.  <- In response to message <#hjcde> 3 lines added 9/1/86 by joe  |
```

2.4 Responding to Messages

Responding to messages is very similar to adding a new message. You can only respond to a message when it is your current message. You begin by selecting the RESPOND button in the border of the message. CM will ask for a quarter and, if necessary, a pen name, just as it does when you are adding.

When CM displays the empty message for you to fill in, it will be indented immediately beneath the message you are responding to, and will contain the appropriate response number. It will also contain a line indicating that it is a response:



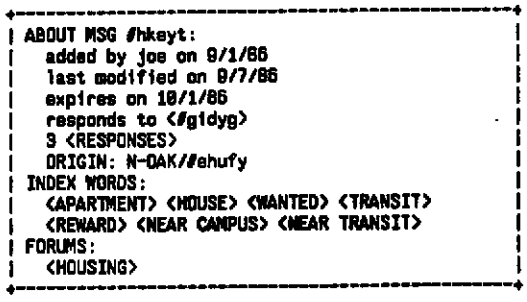
When you select the ERASE or FINISHED buttons, CM displays a dialog box as before, but selecting the STORE option stores the message immediately without adding index words. To add index words, you must select the INDEX button in the message border. The INDEX button takes you through the index word assignment like STORE did when you were adding.

3. Advanced Functions

The following functions allow you to make more effective use of CM. They allow you to keep information that you have entered up to date, find information more easily, and collect together information that you have found for others to use.

3.1 The ABOUT MSG button

The border of the current message always contains an ABOUT MSG button (unless you are editing the message). Selecting the ABOUT MSG button provides you with more information about where the message came from and how it is classified than is available in the first line of the message. Selecting the ABOUT MSG button displays a dialog box that looks like this:



The date added, the expiration date, the index words, and the forums are always present. The last modified date is present if the message has been changed since it was entered.

If a message is a response or has responses, the appropriate lines will be present. Selecting the buttons on these lines will have the same effect as selecting the corresponding lines in the message itself, except that these lines will always be available; they do not disappear once the related messages are displayed.

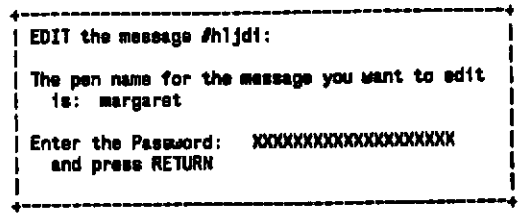
The ORIGIN line is present only if the message is a copy of a message from another node. This line gives the node on which the message was entered and the tag assigned to the message on that node.

3.2 Editing and Erasing Messages

If you are the author of a message, you can edit or erase that message. You first make the message to be worked on the current message. Then press the MENU key and select the EDIT or ERASE button from the menu displayed. Further details are given below.

Messages can only be edited or erased on the same node they were originally entered on. If the ABOUT MSG box contains an ORIGIN line, the message was entered on another node and cannot be edited or erased. The reason for this is that your pen name and password are only known by the node you first used them on. Thus you have no way of proving to any other node who you are. In fact, two different users on two different nodes could use the same pen name without conflict (eg. you could have a "nancy" in Berkeley and another "nancy" in Albany).

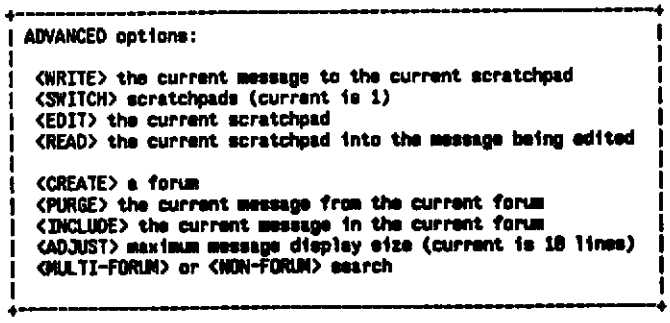
3.2.1 Editing a Message When you ask to edit a message, CM checks to see if the last pen name you used matches the one on the message. If the pen names don't match, or you haven't yet used a pen name in this session, CM presents a dialog box asking you for the password.



When password has been validated, CM will ask you for a quarter unless you have added or edited this message already during this session. Then the message is displayed as it was when you added it (AUTHOR and EXPIRES are buttons). The border contains FINISHED, ERASE, and INDEX buttons that behave as when you add a response.

3.2.2 Scratchpads CM provides nine areas called *scratchpads* for storing text. One important use of these scratchpads is for moving text while adding or editing messages. These scratchpads are numbered 1 through 9. One of them is always selected as the *current scratchpad*. The current scratchpad is initially 1.

To use the scratchpads, press the MENU key and select the ADVANCED button. CM will display a dialog box containing a menu of advanced options:



The WRITE button writes the text of the current message into the current scratchpad. The SWITCH button causes CM to prompt you for a new current scratchpad number (note that it also displays the old number). The EDIT button displays a dialog box showing the contents of the current scratchpad and allowing you to edit it. The border of the dialog box contains a FINISHED button which returns you to your browse list.

The READ button only appears if you are adding or editing a message. Selecting this button reads the content of the current scratchpad into your message.

As an example of how to use the scratchpads, assume you wanted to move a block of text in a message you were editing. First, you would select WRITE to save the message in the scratchpad. Then delete the block of text from its old position. Select EDIT to see the copy of the message in the scratchpad, and delete everything but the block you wish to move. Select FINISHED to return to editing the message. Finally, move the cursor to the place you want to insert the block

and select READ.

You can use similar techniques to move text from one message to another. You can copy text out of any message, not just the ones you can edit.

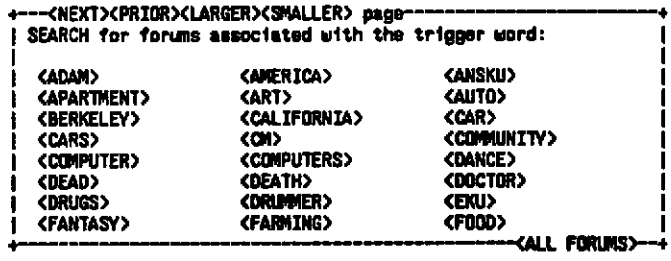
3.2.3 Erasing a Message When you select the ERASE button, CM presents a dialog box asking you to confirm the operation. As in editing, you will be prompted for a password if you have not been using the matching pen name. After completing both of these checks, CM erases the message from the database.

3.3 Putting Buttons in Messages

You can type buttons into the text of a message by enclosing a string of characters between "<" and ">" characters. What the button does depends on the enclosed character string. See the Button Definition Language section in the Appendices for more information.

3.4 Searching for Forums

When CM presents a list of forum names to pick from, the border of the dialog box will contain a WORD SEARCH button. If you select this button, CM replaces the list of forum names with a list of index words associated with forums (called *trigger words*).



Trigger words are listed in alphabetical order. When you select a trigger word, CM replaces the trigger word list with a list of the forums associated with that trigger word. You can then select a forum from this shorter, more relevant list.

If the reduced list is not to your liking, you may select WORD SEARCH again to come up with a different list. If you want to return to the full list, select the ALL FORUMS button in the border of the dialog box containing the trigger word list.

The border of the dialog box containing the forum list also contains an ENTER NAME button. Selecting this button enables you to type in the name of the forum you want without having to find it in the list.

3.5 Working with the Browse List

The Basic Functions section of this manual describes one way to get messages from a particular forum with a particular index word into your browse list. You invoke this function with the FORUM button.

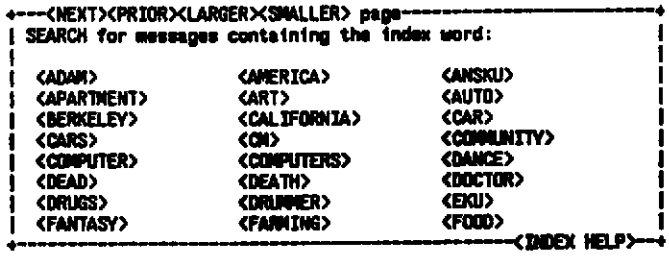
There are many more sophisticated ways to use your browse list. As you bring messages into your browse list by index word, some will be relevant to you and others will be irrelevant. You can use browse list functions to collect all possibly relevant messages, and then to find and eliminate most irrelevant ones. Once you have a reasonable number of messages, you can include and exclude messages individually, or move messages around in the list.

When using these functions, it is helpful to think of the browse list as divided into two parts. The messages above the current message should be thought of as the messages you have decided are worth looking at further. The current message and those below it should be thought of as the messages that still need to be sorted out. When searching, you add batches of raw messages to the list, weed out irrelevant ones, and move the current message down to include the filtered messages in the top part of the list.

3.5.1 EXPANDing the Browse List The Basic Functions section of this manual describes how to use the FORUM button to select a forum and search within it by index word. If you want to search using another index word in the same forum, you can do this by selecting the SEARCH button in the dialog box displayed by the MENU key.

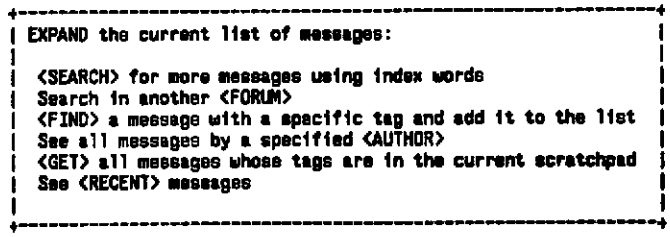
The SEARCH button displays the dialog box containing the important index words for the forum. Selecting an index word includes matching messages in your browse list after the current message. The bottom line of this dialog box contains additional special buttons. RECENT and AUTHOR are explained below. ADD was explained in the Basic Functions section.

The INDEX button displays a list of all the index words used in the forum in alphabetical order. Selecting an index word from this list has the same effect as selecting one from the SEARCH dialog box.



The INDEX HELP button returns you to the original SEARCH dialog box containing the suggested index words for the forum.

Further options for getting more messages into your browse list are available by selecting the EXPAND button in the dialog box displayed by the MENU key. This button displays a menu of all the different ways to add more messages to the browse list.



The SEARCH and FORUM buttons have already been described; they appear again on this menu for convenience. FIND displays a dialog box which prompts you for a tag, and then includes the message with this tag in your browse list after the current message. AUTHOR displays a dialog box which prompts you for a pen name, and then includes all messages by this author in your browse list after the current message. GET scans the current scratchpad for buttons containing tags and includes messages with these tags in your browse list after the current message.

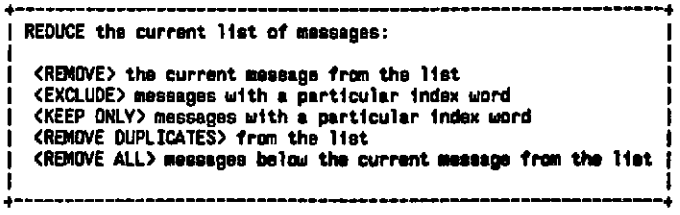
RECENT places all the messages in the current forum (or all the messages in the node, if no forum is currently selected) at the end of your browse list. Each time you select RECENT, it replaces messages from the last time you selected RECENT, but messages will only be replaced if they are after the current message and after the positionally last change that you made to your browse list. For example, if you selected RECENT, scanned through the first ten messages displayed, and then used FIND to insert a message in the eleventh position, another RECENT would replace the messages starting with twelve.

3.5.2 Multi-forum and Non-forum Searches If you want to search several forums simultaneously, or the entire database, you can do so by using buttons on the ADVANCED menu.

The NON-FORUM button de-selects your current forum, so that you are in the same state as when you started your session (i.e. without a current forum). Now any searches done before selecting another forum will search the entire database. This button then displays a list of all the index words as if you had selected the SEARCH button.

The MULTI-FORUM button displays a dialog box for selecting several forums. This dialog box looks like the one for choosing forums while adding a message. The forums already selected are displayed in the top portion of the box. After you have selected as many forums as you like, select the FINISHED button. CM then displays a list of all the index words as if you had selected the SEARCH button. Searches will find messages in any of the selected forums. Multi-forum searches with a lot of forums may be somewhat slower than other searches.

3.5.3 REDUCEing the Browse List Selecting the REDUCE button from the dialog box displayed by the MENU key gives you a list of options for removing unwanted messages from your browse list.



Selecting the REMOVE button removes the current message from the list. This is useful for individually eliminating messages you don't want to see again after you have narrowed down the browse list with other buttons. If the current message has comments, CM asks you if you want to remove all the comments as well. If you opt to keep the comments, they will be moved to the left margin and treated as independent messages. The "In response to" lines will re-appear in each of the comments.

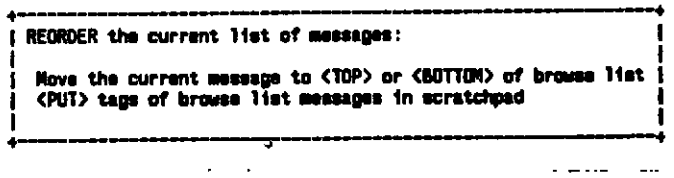
Selecting the EXCLUDE button presents an index word list like the one presented by SEARCH (except that the first line says "EXCLUDE messages containing the index word:"). Selecting an index word from this list removes all messages in the current forum containing that index word. Only messages at or below the current message are removed.

Selecting the KEEP ONLY button presents an index word list like the one presented by SEARCH (except that the first line says "KEEP ONLY messages containing the index word:"). Selecting an index word from this list removes all messages in the current forum but NOT containing that index word. Only messages at or below the current message are removed.

Selecting the REMOVE DUPLICATES button removes all messages below the current message which appear in the browse list in some earlier position as well.

Selecting the REMOVE ALL button removes all messages below the current message. CM will ask for confirmation before removing them.

9.5.4 REORDERing the Browse List Selecting the REORDER button from the dialog box displayed by the MENU key gives you a list of options for reordering the messages on your browse list.



The TOP and BOTTOM buttons move the current message to the top or bottom of the list. Usually, you would use TOP to save a message for later, and BOTTOM to put off deciding whether a message is relevant or not. (If you decide that a message is irrelevant, you would use REMOVE.) You cannot move a message to the bottom of the list if the bottom of the list is displaying RECENT messages.

The PUT button writes the tags of all messages in the browse list (except RECENT messages) into the current scratchpad in the form of buttons. By editing the scratchpad, you can change this list, and then read it back into the browse list with the GET button (see EXPANDing the Browse List). You may want to use the REMOVE ALL button before the GET button to avoid duplicating messages.

3.6 Special Forums

Messages and forums vary from one CM node to another, depending on the information needs of the users. However, some forums, messages, and pen names exist in every node.

The "Authors" forum contains a message for each pen name being used in the node. These messages are called *author descriptions*. One author description that will exist on every node is for the pen name *SYSOP*, which is reserved for the operators of the node.

The "Forums" forum contains a message for each forum in the node. These messages are called *forum descriptions*. Every node will contain forum descriptions for the forums "Forums", "Authors", and "Help". Additional forum descriptions are added when new forums are created (see below).

The "Help" forum contains messages explaining various procedures and conventions used in the node. "Help" will contain messages defining the special index word menus for each forum, the opening message displayed at the beginning of a session, and other help messages displayed by tags in the opening message. The opening message will always have the tag #aaaaa and will be authored by SYSOP.

3.6.1 Author Descriptions Author descriptions are added automatically to the Authors forum when a user first uses a pen name. Users may edit their author descriptions to change their passwords or to provide descriptive information about themselves. Author descriptions are easy to find, since they are always the oldest (last) message displayed by an AUTHOR search. An author description being edited appears as follows:

```
:=========================================<FINISHED>=<ERASE>==:
| #jguhe   added by King Arthur on 11/1/88                    |
|   I could describe myself here if I wanted to.              |
:=========================================<PASSWORD>=<INDEX>==:
```

Note that there are no AUTHOR or EXPIRES buttons. This is because the AUTHOR cannot be changed and the message has no expiration date. The PASSWORD button allows you to change your password. The INDEX button allows you to assign index words to your author description (classifying yourself so that others can find you).

The text of the message is available for you to describe yourself and your interests, and possibly to leave contact information.

The ERASE button will only allow you to erase your author description if there are no other messages by you left in the node.

3.7 User-created Forums

You can create and manage your own forums to hold information on a topic of importance to you. The person creating a forum is called its *host*. A forum is operated as a public service to all CM users. A forum is a tool for helping the user community to organize its information.

3.7.1 Creating a Forum You create a forum by selecting the CREATE button from the ADVANCED function menu. CM presents a dialog box asking for the new forum name. If you respond with a valid (not previously used) name, CM creates a forum description message for you to edit. The forum description originally appears as follows:

```
:=============================================<FINISHED>=<ERASE>==:
| <AUTHOR>: mary                                                  |
| Forum Name: HOUSING                                             |
| <DESCRIPTION>:                                                  |
|                                                                 |
| <DEFAULT EXPIRATION>: 30 days                                   |
| <CHANGES TO>:                                                   |
| <CHANGES FROM>:                                                 |
:=================================================================:
```

If you select the ERASE button, CM returns to browsing without creating the forum.

The DESCRIPTION line is used to describe the forum in various lists. Selecting this button allows you to enter a description. The DEFAULT EXPIRATION line is used to calculate a default expiration date for messages added to this forum. Selecting this button allows you to change the value.

The CHANGES TO and CHANGES FROM lists specify forums on other nodes to exchange messages with. Selecting these buttons allows you to enter information into these lists. These lists are described further in the Networking section.

The body of the message is available for more detailed comments and notes about the forum.

The INDEX button allows you to assign index words to the forum description message. These index words can be used to find the message by searching in the "Forums" forum. They also serve as trigger words for the forum. You should use any words that might be used on messages that you want in your forum.

When you have finished editing the forum description, select FINISHED. CM will present you with a blank index word help message to edit. The index word help message is an empty message into which you type what you want to appear in the dialog box when users of this forum need to pick index words. For example, the index word help message to generate the dialog boxes used in the examples earlier in this document would appear as follows:

```
:=============================================<FINISHED>=<ERASE>==:
| #chuje   added by mary on 1/15/86                               |
|   Describe location:                                            |
|    <BERKELEY> <ALBANY> <OAKLAND> <NORTH> <SOUTH> <EAST>         |
|   Describe price:                                               |
|    <under $300/rm> <$300-400/rm> <$400-500/rm> <over $500/rm>   |
|   Describe situation:                                           |
|    <APARTMENT> <FLAT> <HOUSE> <ROOMMATE>    <WANTED> <AVAILABLE>|
|   Other criteria:                                               |
|    <MALE> <FEMALE> <SMOKING> <NO SMOKING> <PETS> <NO PETS>      |
|    <GARAGE> <NEAR TRANSIT> <NEAR CAMPUS> <SHARED FOOD>          |
:=================================================================:
```

When you select the FINISHED button, the creation of the forum is complete. The host of a forum can edit a forum description or index menu, in the same way as editing any other message. When being edited, a forum description appears as follows:

```
:=============================================<FINISHED>=<ERASE>==:
| #chujd   added by mary on 1/15/86                               |
| <AUTHOR>: mary                                                  |
| Forum Name: HOUSING                                             |
| <DESCRIPTION>: people seeking or offering living situations     |
| Index Word Help: <#chuje>        Purged Messages: <#chujf>      |
|   This forum is oriented toward making connections between      |
|   people looking for housing and those looking for roommates    |
|   or tenants.  Users of the forum are encouraged to exchange    |
|   information and opinions as responses, but messages using the |
|   index words on the help message should essentially be housing |
|   ads.  I'll try to keep old listings and nonsense out of the   |
|   forum.                                                        |
| <DEFAULT EXPIRATION>: 30 days                                   |
| <CHANGES TO>:                                                   |
| <CHANGES FROM>:                                                 |
| Work Areas: <#chujg>                                            |
:=================================================================:
```

The forum name and the message tags cannot be changed. The "Index Word Help" tag refers to the message defining the index word help dialog box.

The "Purged Messages" and "Work Areas" tags refer to messages that are maintained by CM itself. These messages cannot be edited by any user. "Purged Messages" contains tags of messages explicitly removed from the forum by the host. "Work Areas" contain information used by CM to locate messages in forums more rapidly.

3.7.2 Managing a Forum Management of a forum consists of maintaining the list of trigger words and the forum description, and purging and including messages in the forum.

The trigger words and the forum description are what attract other users to your forum. By making them as complete and descriptive as possible, you will reach the largest possible audience while not interfering with those who aren't interested in the subject of the forum.

You can include any message you want into your forum by making that message the current message and selecting INCLUDE on the ADVANCED options menu. This is normally how you would pre-load a forum with information when you first create it.

On an ongoing basis, it is better to have users submit their messages to forums themselves, so that you don't have to hunt up all the relevant information. Your forum name will be presented to users who put any of your trigger words among their message's index words. They may then submit their message to your forum.

You may disagree with a user's choice of your forum. If you feel their message is sufficiently out of place, you may purge it from your forum. You do this by making that message the current message and selecting PURGE on the ADVANCED options menu. Purging a message removes it from your forum but does not erase it from the node. It will remain in any other forums, and can also be found via its tag or a non-forum search.

Messages purged by you will be recorded in the "Purged Messages" message associated with your forum. This prevents the author of the message from re-submitting it to your forum, and also allows other users to see what you have purged. This gives other users a practical record of your editorial decisions.

3.7.3 Networking If you own forums on two or more CM nodes, or want to cooperate with forum hosts on other nodes, you can connect forums together. Each forum to be connected must list the other forum names and node names in the CHANGES FROM and CHANGES TO lines of the forum descriptions. The CHANGES TO line lists those forums that are notified when messages are added, edited, or erased in the local forum. The CHANGES FROM line lists those forums from which such changes are copied into the local forum.

4. Appendices

4.1 Keyboard Details

This section explains the function of the keyboard in detail.

4.1.1 Arrow Keys What happens when you press an arrow key depends on whether you are editing text or not. When you are not editing text, the arrows move a highlight around between buttons. When you are editing text, they move a cursor through the text you are editing. A further distinction depends on whether you are editing a single line (as when you are typing an author name), or you are editing a message or scratchpad text, which can be several lines long.

4.1.1.1 Moving the Highlight When moving a highlight, the left and right arrows move the highlight left and right between buttons on the same line. Up and down arrows move to the next line above or below that contains buttons, and to the closest button on that line.

If the highlight is in a dialog box, arrow keys will not cause the highlight to cross the borders of the box. Instead, the highlight will wrap to the opposite side of the box.

If the highlight is on the browse list and on the first button on the line, the left arrow moves you to the response number (or does nothing if the current message has no response number). If you are on the last button on the line, the right

arrow moves you to the scroll bar. When the highlight is on the response numbers or scroll bar, the arrow keys can be used to move quickly through the browse list as described in the section on searching for messages.

If the highlight is on the browse list and up or down arrows cause the highlight to move to another message, the message moved to becomes the current message. If this message is not completely on the screen, the screen is scrolled (both vertically and horizontally) to display the entire message, up to the maximum allowable size for a message display.

4.1.1.2 Arrow Keys During Editing When editing, the arrows move the cursor up, down, left, and right within the editing area. The cursor can be moved all the way to the right margin of the editing area, even if no characters have been typed there.

Typing a left arrow at the left margin moves the cursor to the last typed character of the previous line. On the first line of the editing area, typing a left arrow at the left margin has no effect.

At the right margin, the right arrow moves to the first column of the next line. On the last line of the editing area, typing a right arrow at the right margin has no effect.

When editing a multi-line text (a message or scratchpad) any arrow key which causes the cursor to change lines also *reformats* (see below) adjacent lines.

Attempting to move the cursor out of the editing area with up or down arrows will have no effect, unless the message being edited contains buttons above or below the editing area. In that case, the cursor changes to a highlight and moves to the appropriate button.

4.1.2 Editing Keys The meanings of the editing keys also change between single-line and multi-line texts. In multi-line texts, CM attempts to fill paragraphs to keep words on as few lines as possible. Thus, changes to the edit line may affect neighboring lines.

The general rule for filling paragraphs is that if a line begins with a non-blank, and the first word on the line would fit on the end of the previous line, it is moved there. This implies that the first line of each paragraph begins with a blank (i.e. paragraphs are indented). A word is presumed to fit on a line only if there is enough room for both the word itself and a trailing blank.

During some editing operations, the filling rule may be temporarily violated, but only in the paragraph containing the cursor. Furthermore, paragraphs are always eventually brought back in conformity with this rule. The process of bringing a paragraph back into conformity with the filling rule is called reformatting the paragraph. If the character under the cursor moves during reformating, the cursor moves with it.

When editing any kind of text, the typewriter keys replace the character under the cursor with the character pressed, and move the cursor one character to the

right if it is not already in the rightmost column of the field. If the cursor is in the rightmost column and you are editing a single line, the last character is replaced and the cursor doesn't move.

Typing a character in the rightmost column of a multi-line text opens a blank line below the current line and moves the cursor on to it. In addition, if the old line contains a blank and the character typed was not a blank, the last word of the old line is wrapped down to the new line.

The INSERT key moves all characters under and right of the cursor one character to the right and inserts a blank under the cursor. The character in the rightmost column of the field is lost in single line editing. In multi-line editing, words at the right margin are wrapped down to the next line as necessary. If the next line is full, a new blank line is inserted below the current line and the word at the right margin is wrapped down to it.

The DELETE key deletes the character under the cursor and moves all characters to the right of the cursor one character to the left. The rightmost column becomes a blank.

The BACKSPACE key acts like the delete key, except it deletes the character to the left of the cursor. In the leftmost column of a multi-line edit, BACKSPACE behaves like left arrow.

The CLEAR key replaces all characters to the right of the cursor with blanks.

RETURN signals the completion of editing for single-line edits. For multi-line edits, RETURN creates a blank line after the current line, wraps all words to the right of the cursor (if any) to the new line, inserts a blank at the beginning of the new line, and puts the cursor to the right of the blank. This, in effect, inserts a paragraph boundary.

All above keys except RETURN auto repeat while being held down.

4.1.3 Other special keys The effects of the other special keys are:

HELP - Display a help dialog box. The contents of this box are derived from a message in the HELP forum. The message used depends on the context in which the HELP key is pressed (eg. pressing HELP while in a dialog box will display a help message explaining the purpose of the dialog box and what is required of the user). The message displayed may contain buttons that you can select to see additional help messages in the dialog box. The UNDO key or a FINISHED button in the border removes the dialog box from the screen.

MENU - Display a dialog box containing a menu of the main CM operations, from which you can select a button.

SELECT - Perform the operation that corresponds to the currently highlighted button.

UNDO - Undo the effects of the last change to the browse list. Multiple UNDOs will continue back in history. UNDO affects only which messages are in the browse list and which message is current. Scratchpad and message contents are unaffected. Pressing UNDO while in a dialog box will return to the previous dialog box, if any, or remove the dialog box from the screen and cancel the operation in progress.

4.2 Glossary

The following terms have special meanings in the context of Community Memory.

adding - creating a new message and storing it in CM

arrow keys - 4 keys on the public terminal keyboard labeled with arrows (up, down, left, right). Used for moving the cursor or highlight around on the screen.

author - the user who adds a message to CM

author descriptions - a message in the "Authors" forum. There is one author description for each author on CM.

BACKSPACE - One of the keys on the public terminal keyboard. Used for backing up the cursor while erasing mistakes.

browse list - The list of messages currently being displayed for a user.

buttons - areas of the public terminal screen between "<" and ">" characters. One of these buttons is always highlighted. Pressing the SELECT key while a button is highlighted causes CM to perform some action corresponding to that button.

CLEAR - One of the keys on the public terminal keyboard. Used to erase everything between the cursor and the end of a line or field while editing.

coinbox - A device attached to the public terminal that allows it to accept and return quarters under program control.

Community Memory (CM) - The system for public information exchange described in this document.

copies - messages which duplicate messages originally entered on other nodes. CM makes copies so that people on one node can see what people on another node have to say.

current scratchpad - One of the 9 scratchpads that is selected for use in scratchpad operations.

cursor - A lighted box that covers a single character. Indicates the current position in a text when editing.

DELETE - One of the keys on the public terminal keyboard. Used to delete the character under the cursor while editing.

dialog box - A rectangular area on the screen that overlays the list of messages being displayed and in which some specific interaction between the user and CM takes place.

forum descriptions - messages in the "Forums" forum. Each such message describes one of the forums on a CM node.

forums - A collection of messages on a particular node.

HELP - One of the keys on the public terminal keyboard. Used to request more information about what to do in the current situation.

highlight - A lighted box covering more than one character. Indicates the button to be executed if the SELECT key is pressed.

host - The user who created a forum and is responsible for managing it.

index words - words assigned to a message to classify what it is about.

INSERT - One of the keys on the public terminal keyboard. Used when editing to insert space into a piece of text.

keyboard - part of the public terminal which contains keys that the user can press.

keys - switches which make up the keyboard.

MENU - One of the keys on the public terminal keyboard. Used to display a dialog box containing commonly-used buttons.

messages - A piece of text entered by a user to express a thought, idea, reaction, or item of information. CM is a system for the storage, organization, and retrieval of such messages.

node - The computer which holds messages for a set of directly-connected public terminals. Nodes can be connected together to exchange data. This term is also sometimes used to mean the node computer and its public terminals together.

opening message - The initial help message displayed when a CM session starts. The tag of the opening message is #aaaaa.

originals - Messages entered through this node's public terminals. These are distinguished from copies, which are messages obtained from other nodes.

pen names - Names which users make up to identify themselves as authors of messages.

printer - An optional device in the public terminal which can make a paper copy of a message.

programmable function keys - keys on the public terminal whose function can be changed by the user.

public terminals - The devices which allow users to enter and examine messages on CM.

reformat - Rearrange typed lines into paragraphs which occupy as few lines as possible.

response - A message entered to express a reaction to another message.

response numbers - Numbers displayed to the left of responses to show their interrelationship.

RETURN - One of the keys on the public terminal keyboard. Used to indicate that you are finished editing a single-line text, or to insert a paragraph divider into a multi-line text.

scratchpads - 9 numbered ares for holding text during a session.

screen - Part of the public terminal on which messages are displayed.

SELECT - One of the keys on the public terminal keyboard. Used to initiate the activity associated with the highlighted button.

selecting a button - pressing the SELECT key while a button is highlighted.

session - A single interval of interaction between a user and a public terminal.

SYSOP - A pen name reserved for use by the operators of a node.

tag - A five-letter code assigned to a message that is used to identify that message within the node.

teaser - An activity performed by a public terminal between sessions to attract the attention of potential users.

trigger words - The index words on a forum description message. These words are used to find the forums that a message might belong in.

typewriter keys - The keys on the public terminal keyboard that produce typewritten text when pressed.

UNDO - One of the keys on the public terminal keyboard. It is used to undo erroneous changes to the browse list and to back out of dialog boxes.

user - A person who uses CM.

version 4 - The version of CM designed to run on intelligent terminals. Version 1 is the original 1972 version. Version 2 is the version demonstrated at the 1983 Computer Faire. Version 3 is the version installed in Berkeley in 1984 using Soroc terminals and running under UNIX.

4.3 Button Definition Language

(to be provided)

BERKELEY INFORMATION NETWORK
540-0666

SUBJECT HEADINGS
NOVEMBER 1989

ANIMALS
--Animal Rights
--Bees
--Birds
--Dogs & Cats
--Reptiles & Amphibians
--Whales & Seals
--Zoos/Refuges

ARTS/CULTURE/ENTERTAINMENT
--Architecture
--Art & Art Galleries
--Cartoons/Comics
--Circuses
--Collectors & Collecting
--Crafts
--Dance
--Events Information
--Fairs & Festivals
--Film
--Genealogy
--Graphics
--Historical Organizations
--Meeting Rooms
--Museums
--Music
--Organizations & Clubs
--Photography
--Poetry & Literature
--Rental Equipment
--Singles Groups
--Textiles/Fashion
--Theatre
--Tickets
--Tours

CHILDREN/YOUTH
--Arts/Culture/Entertainment
--Bookstores & Libraries
--Childcare
--Counseling
--Day Camps
--Delinquents
--Employment/Labor
--Health
--I & R
--Organizations & Clubs
--Parents
--Recreation
--Runaways
--Special Children

CONSUMER & BUSINESS INFORMATION
--Barter/Exchange
--Collectives & Cooperatives
--Complaints
--Currency
--Education
--Flea Markets & Thrift Stores
--Grants/Fundraising
--I & R
--Investments
--Libraries & Bookstores
--Non-Profits
--Organizations & Clubs

DISABLED
--Access
--Attendants
--Developmentally Disabled
--Employment/Labor
--Hearing Impaired
--Home Services
--Housing
--I & R
--Learning Disabled
--Legal Assistance
--Organizations & Clubs
--Recreation
--Transportation
--Visually Impaired

EDUCATION
--Adult Courses
--Bilingual
--Colleges & Universities
--English as a Second Language (ESL)
--Foreign Languages/Interpreters
--Literacy Programs
--Organizations & Clubs
--Schools
--Special Education
--Tutors

EMPLOYMENT/LABOR
--Career Counseling
--Discrimination
--Health & Safety
--Joblines
--Job Skills Training
--Organizations & Clubs
--Unions
--Volunteer

ENVIRONMENT/AGRICULTURE
--Air
--Bookstores & Libraries
--Education
--Energy
--Farms
--Garbage
--Gardens & Gardening
--Hazardous Materials
--I & R
--Law
--Nuclear Energy
--Organizations & Clubs
--Pesticides
--Politics
--Pollution
--Recycling
--S.F. Bay
--Trees
--Water

ETHNIC GROUPS
--Asian/Pacific Islander
--Black
--Native American
--Other
--Spanish Speaking

FOOD
--Education
--Emergency
--Libraries/Bookstores
--Markets/Farms
--Nutrition
--Organizations & Clubs
--Restaurants
--Wine

HEALTH/MEDICAL
--Abortion
--Acupuncture
--AIDS
--Alcohol
--Alzheimer's Disease
--Birth Control/Family Planning
--Blood
--Bodywork
--Cancer
--Death & Dying
--Dental
--Drugs
--Education
--Employment
--Eye/Ear
--Financial Assistance
--Fitness/Exercise
--Health Maintenance Organizations
--Holistic Health
--Home Care
--Hospitals/Clinics
--I & R
--Immunizations
--Insurance
--Nutrition
--Organizations (only ones not in specific subjects)
--Pregnancy & Childbirth
--Smoking
--Toxicology
--VD
--Weight

HOUSING
--Construction & Repair
--Discrimination
--Emergency Shelters
--Home Exchange
--Lodging
--Organizations & Clubs
--Rental

LAW & LEGAL SERVICES
--Crime Prevention
--Education
--I & R
--Legal Aid & Services
--Libraries/Books
--Mediation
--Organizations & Clubs
--Prisons & Prisoners

LIBRARIES & LIBRARIANS
--Libraries
--Organizations & Clubs
--Storytelling

MEDIA/COMMUNICATIONS
--Bookstores
--Magazine/Book Donations
--Newspaper/Magazine Stores and Libraries
--Newspaper/Magazines
--Organizations & Clubs
--Printing & Publishing
--Public Relations
--Radio
--Television/Video

MEN
--Counseling
--Gay
--Health
--I & R
--Organizations & Clubs

MENTAL HEALTH
--Child Abuse
--Counseling
--Crisis Intervention
--Education
--Halfway Houses
--I & R
--Organizations & Clubs
--Recovery/12-Step
--Sexuality
--Suicide Prevention

PERSONAL/SPIRITUAL GROWTH

POLITICS & GOVERNMENT
--Bookstores & Libraries
--Census
--Draft Counseling
--Education
--Elections
--Federal
--I & R
--International (includes groups concerned with individual foreign countries)
--Local Government
--Neighborhood Associations
--Organizations & Clubs
--Permits & Licenses
--Political Parties
--Public Utilities
--Regional Government
--Representatives
--Taxes

PROFESSIONAL GROUPS & SERVICE ORGANIZATIONS
These are all in one alphabetical order by organization name. Duplicate cards are filed under the appropriate subjects elsewhere in the file.

RELIGIOUS GROUPS
--Buddhist
--Catholic
--Jewish
--Non-denominational
--Other
--Protestant

SCIENCE
- --Astronomy
- --Computers
- --Earthquakes
- --Education
- --Libraries
- --Maps
- --Museums
- --Organizations & Clubs
- --Weather

SENIORS
- --Companions
- --Education
- --Employment
- --Financial Assistance
- --Food
- --Health
- --Home Services
- --Housing
- --I & R
- --Legal Assistance
- --Mental Health
- --Nursing Homes
- --Organizations & Clubs
- --Recreation
- --Senior Centers
- --Transportation
- --Volunteer Programs

SOCIAL SERVICES
- --Adoption/Foster Care
- --Financial Assistance
- --Homeless Services
- --I & R
- --Missing Persons
- --Organizations & Clubs
- --Refugees & Immigrants
- --Showers
- --Social Security
- --Veterans

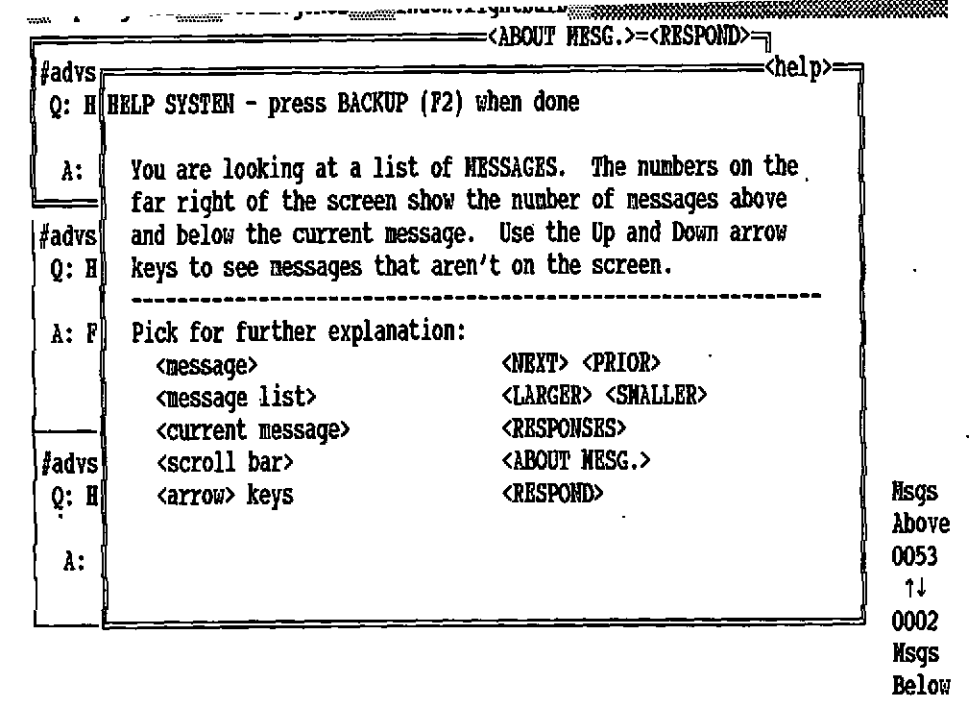
SPORTS/RECREATION
- --Amusement Places
- --Baseball
- --Basketball
- --Bicycling
- --Boats & Boating
- --Bowling
- --Camps & Campgrounds
- --Fishing
- --Football
- --Games
- --Hiking/Backpacking
- --Horses
- --I & R
- --Organizations & Clubs (only ones not in specific subjects)
- --Parks
- --River Trips
- --Running
- --Skating
- --Skiing
- --Swimming
- --Tennis
- --Trips & Travel
- --Vacation Homes

TRANSPORTATION
- --Air
- --Automobiles
- --BART
- --Bicycles
- --Boats & Ferries
- --Buses
- --Car/Van Pools
- --Libraries
- --Taxis
- --Trains/Streetcars

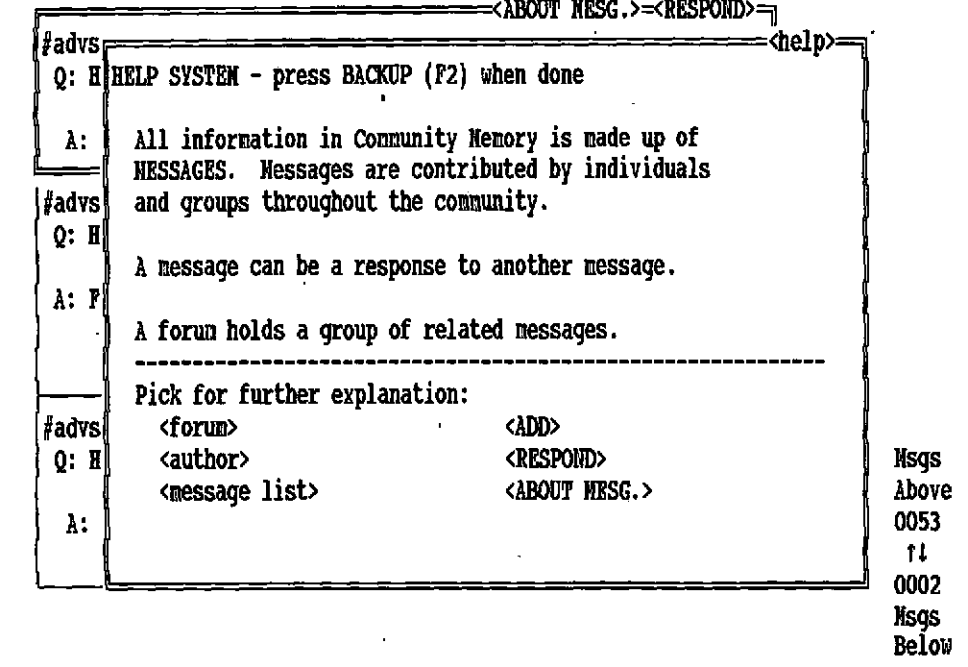
WOMEN
- --Arts/Culture/Entertainment
- --Battered Women
- --Bookstores & Libraries
- --Discrimination
- --Education
- --Employment & Labor
- --Health
- --Housing & Shelters
- --I & R
- --Legal Assistance
- --Lesbians
- --Media
- --Older Women
- --Organizations & Clubs
- --Politics
- --Rape
- --Self-Defense
- --Sports & Recreation

A: F You can build options into a <message> simply by <typing> them inside the special "angle brackets". A special

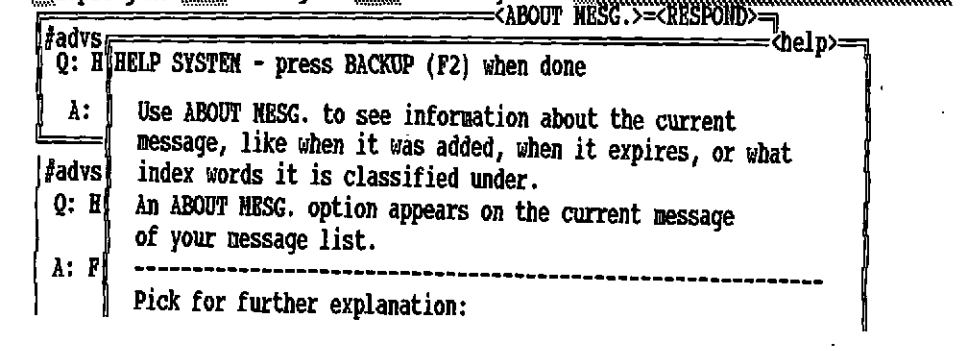
	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:jokes Forum:jokes Index:lightbulb



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:jokes Forum:jokes Index:lightbulb



DECEMBER CANCELS -- SUMMARY

Wed. Dec. 27 12:51 to Sat Dec 30 17:34 PST 1989

EMPTY MESGS			GARBAGE			COHERENT (-)			COHERENT (+)			USEFUL		
ADD	RESP	SUGG	ADD	RESP	SUGG	ADD	RESP	SUGG	ADD	RESP	SUGG	ADD	RESP	SUGG
1	2		1	3	1		3			2			1	

There were 14 cancels.
4 were by one person

3 tried CHANGE AUTHOR
1 tried the EXPIRES option

1 obvious error -- user types "(FINISHED)" in attempt to save the message (which was a line of gibberish).

Two people who had canceled messages managed to add a message.

==========

JANUARY CANCELS -- SUMMARY

Starts at Tue Jan 2 12:09 until Wed Jan 31 22:50 PST 1990

EMPTY MESGS			GARBAGE			COHERENT (-)			COHERENT (+)			USEFUL		
ADD	RESP	SUGG	ADD	RESP	SUGG	ADD	RESP	SUGG	ADD	RESP	SUGG	ADD	RESP	SUGG
12	41	7	5	12	3	11	17	3	7	24	2	8	15	1

3 responses with indexes
9 adds with indexes
17 used the CHANGE AUTHOR option
6 EXPIRES
1 not in english (suggestion que esto es una mierda cabrona)

There were 174 canceled messages

22 author names were used multiple times;
89 author names were used only once.

16 people who had canceled messages managed to add one. 2 Of them had more than one canceled message. 4 of them added more than 1 new message (one of them was a dishonest attempt at self-endorsement).
There were 6 narcissistic responses: people responding to the message they themselves had just entered. One of these was the deliberate deception mentioned above; the others were 2 adds and three responses.

Five person typed "FINISHED" in an attempt to save a message.
One person typed "option" twice and "go" once.
One person has a name of "exit" which may be an error

The messages about the system include:

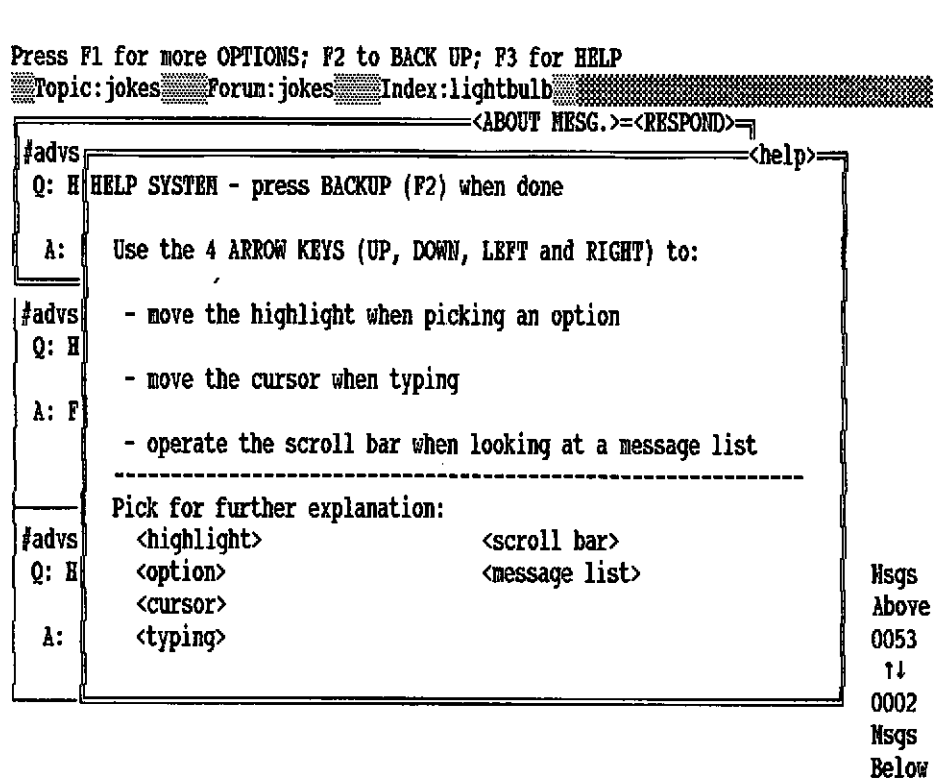
> "WHAT YOU WILL FIND HERE ON THE BULLENTIN BOARD IS NOTHING!\
> But during the Bush admistration the damage that was done"

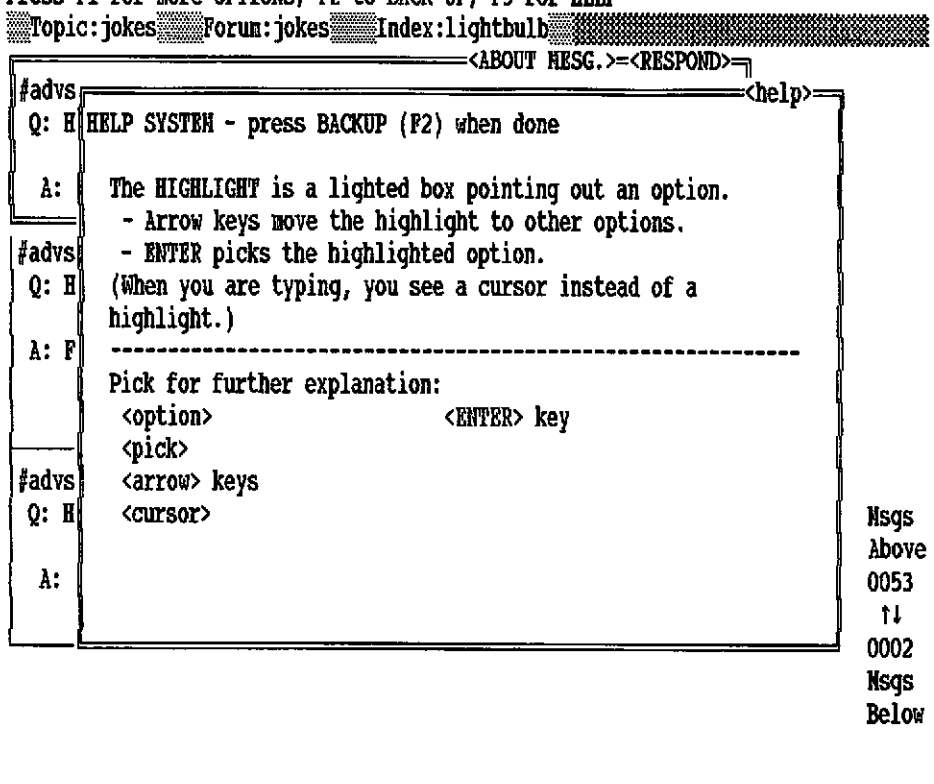
and:

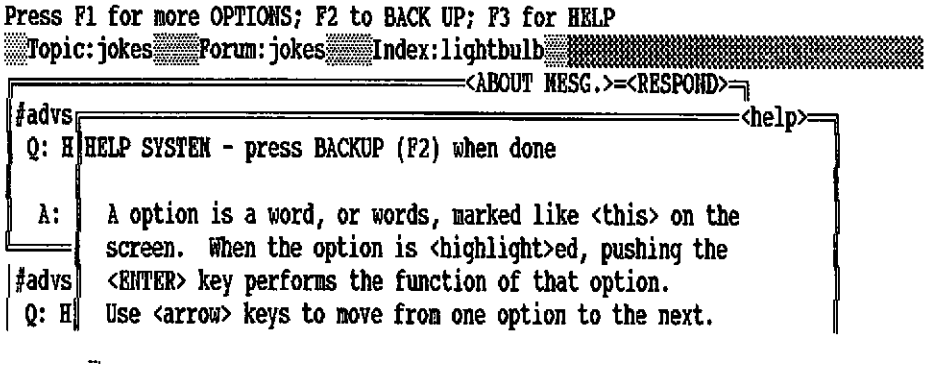
> "Why does Berkeley need to communicate messages thru a teminal?"

There were 5 repeated messages from public terminals. One (Sat Jan 6 17:36) was sent three times. The others (Sat Jan 6 17:36, Sun Jan 7 15:48, Tue Jan 16 19:55, Wed Jan 31 17:39, Wed Jan 31 17:43) were all sent once.

	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:jokes Forum:jokes Index:lightbulb
<ABOUT MESG.>=<RESPOND>
#advs
Q: H
A:
<help>
HELP SYSTEM - press BACKUP (F2) when done
Use the 4 ARROW KEYS (UP, DOWN, LEFT and RIGHT) to:
- move the highlight when picking an option
- move the cursor when typing
- operate the scroll bar when looking at a message list
Pick for further explanation:
<highlight>
<option>
<cursor>
<typing>
<scroll bar>
<message list>
Msgs
Above
0053
↑↓
0002
Msgs
Below


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:jokes Forum:jokes Index:lightbulb
<ABOUT MESG.>=<RESPOND>
#advs
Q: H
A:
<help>
HELP SYSTEM - press BACKUP (F2) when done
The HIGHLIGHT is a lighted box pointing out an option.
- Arrow keys move the highlight to other options.
- ENTER picks the highlighted option.
(When you are typing, you see a cursor instead of a highlight.)
Pick for further explanation:
<option>
<pick>
<arrow> keys
<cursor>
<ENTER> key
Msgs
Above
0053
↑↓
0002
Msgs
Below


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:jokes Forum:jokes Index:lightbulb
<ABOUT MESG.>=<RESPOND>
#advs
Q: H
A:
<help>
HELP SYSTEM - press BACKUP (F2) when done
A option is a word, or words, marked like <this> on the screen. When the option is <highlight>ed, pushing the <ENTER> key performs the function of that option.
Use <arrow> keys to move from one option to the next.

HI,

I'M SORRY I DIDN'T GET SOMETHING DONE SOONER BUT I GOT TIED UP WITH TEACHING AND SCHOOL WORK. THIS IS A ROUGH DRAFT , LOOK IT OVER AND MAKE SUGGESTIONS. I DOUBT IF ANYTHING FORMAL WOULD BE THAT HELPFUL TO SOMEONE 'NEW' TO INDEXING SO I JUST TRIED TO THINK OF SOME RULES-OF-THUMBS. IN THE NEW SYSTEM YOU PROBABLY WOULD WANT TO HAVE SOME SORT OF ONLINE TUTORIAL FOR INDEXING A MESSAGE BUT IT MIGHT BE BETTER TO CALL IT 'ATTENTION-GRABBING' THEN TO CALL IT INDEXING.

I'LL ALSO TRY TO PUT A MESSAGE ON CM TO ASK PEOPLE FOR THEIR METHODS OF 'ATTENTION-GRABBING' AND WHAT THEY CONSIDER USELESS.

THOM GILLESPIE
(I'M IN ALASKA UNTIL JUNE 1ST , I'LL STOP IN THEN)

Hi,

I'm sorry I didn't get something done sooner but I got tied up with teaching and school work. This is a rough draft , look it over and make suggestions. I doubt if anything formal would be that helpful to someone 'new' to indexing so I just tried to think of some rules-of-thumbs..in the new system you probably would want to have some sort of online tutorial for indexing a message but it might be better to call it 'attention-grabbing' then to call it indexing.

I'll also try to put a message on CI to ask people for their methods of 'attention-grabbing' and what they consider useless.

Thom Gillespie
(I'm in Alaska until June 1st , I'll stop in then)

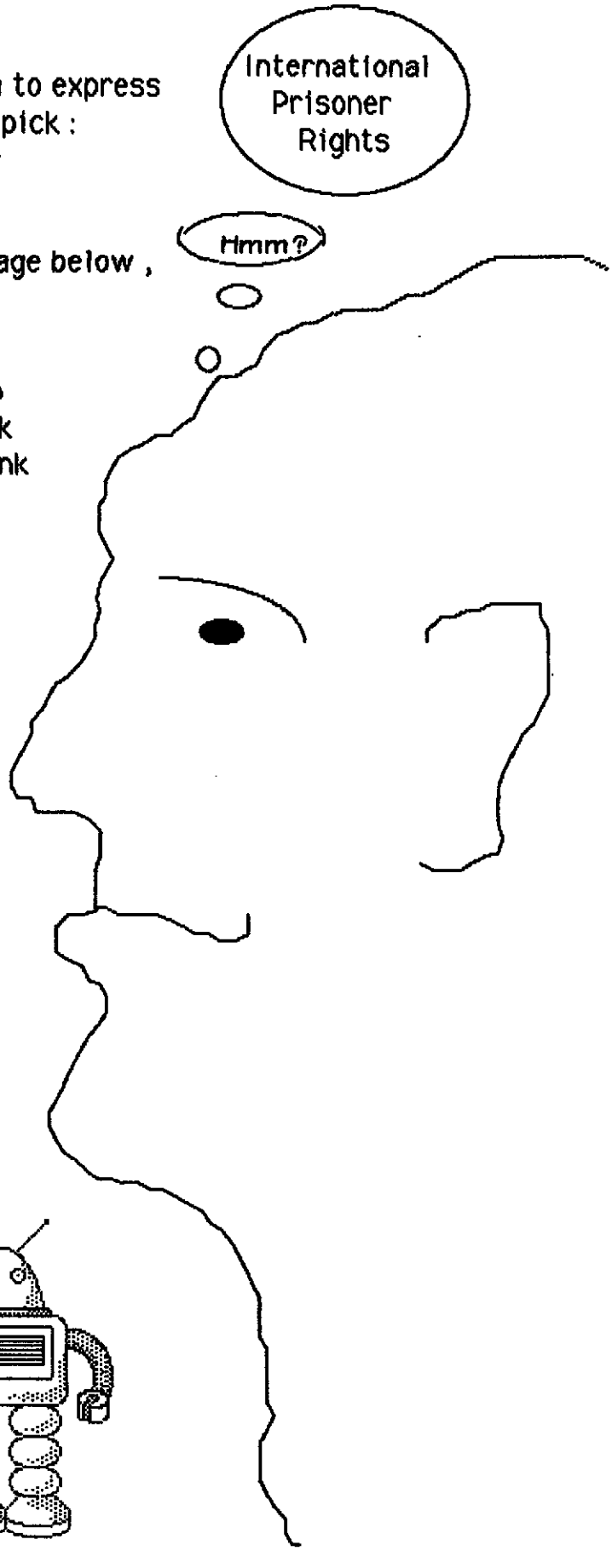
THINKING ABOUT INDEXING A MESSAGE

1). Look for phrases which go together and seem to express an idea like in the message below you might pick : human=rights or prisoners=of=conscience or capital=punishment.

2). Look for organization titles like in the message below , Amenesty=International.

3). Think about what the message might mean to you. The message below might make you think of the phrase Political=prisioners. If you think of a phrase include it,someone else may also think in those terms.

4). And remember you can always ask someone what they think would be a good phrase for a message.

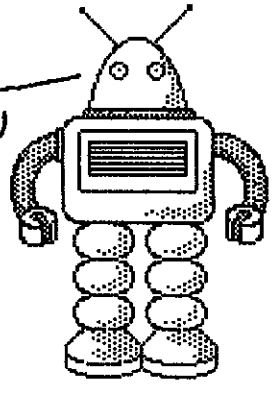


A PUBLIC SERVICE ANNOUNCEMENT

Amnesty International is a non-partisan human rights movement working for the release of prisioners of conscience , and for the abolition of torture and Capital Punishment. For more information call the SF Office at 563-3733.

REMEMBER

- PHRASES NOT WORDS
- USE YOUR INTUITION
- USE THE ~~UNDER-SCORE~~ HYPHEN CHARACTER '=' TO CONNECT WORDS IN A PHRASE SO THE COMPUTER THINKS THE WORDS ARE CONNECTED



	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
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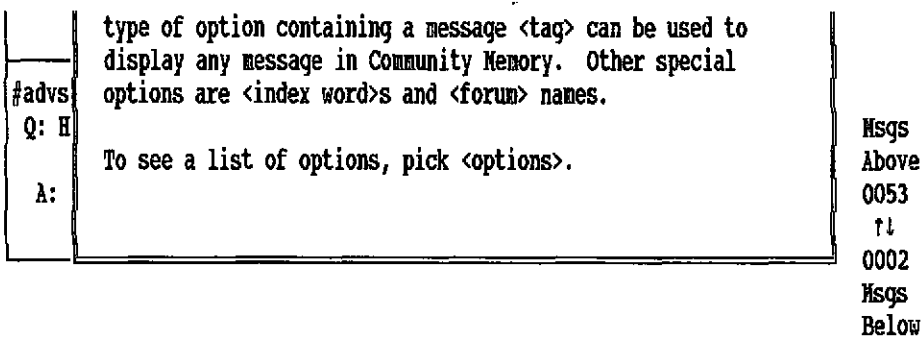
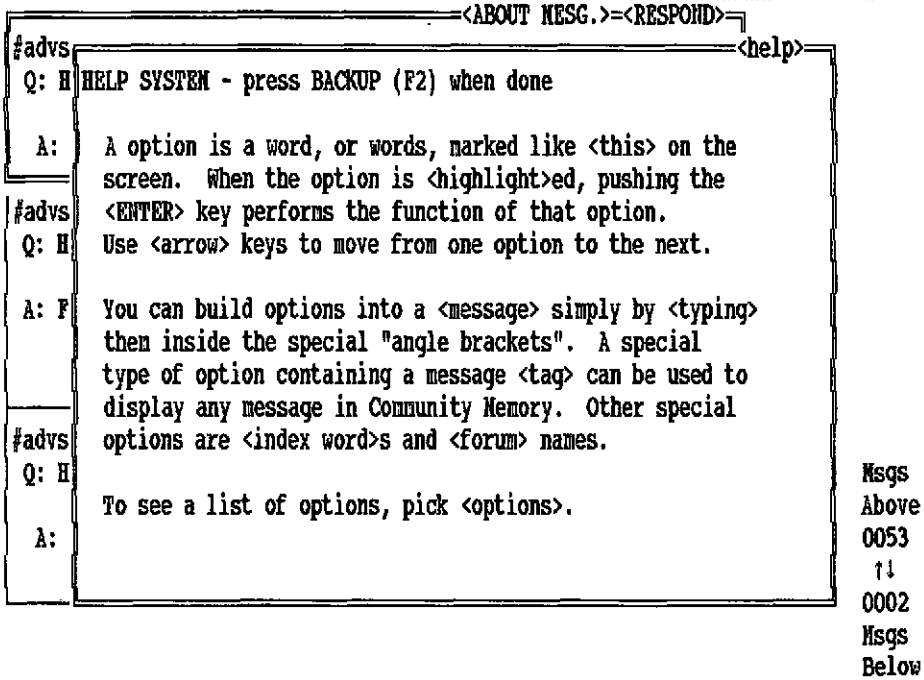
Name: Group: Address: City: Zip:						



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

Topic:jokes Forum:jokes Index:lightbulb



t person typed F3, FINISHED and F1

It occurs to me that the EXPIRES may not be as random as it looks -- maybe people trying to save them ?

There were a few meaningful messages about the system, including:

fuck you bitch!!!!!
I aint payin no FUCKIN 25 cents

---

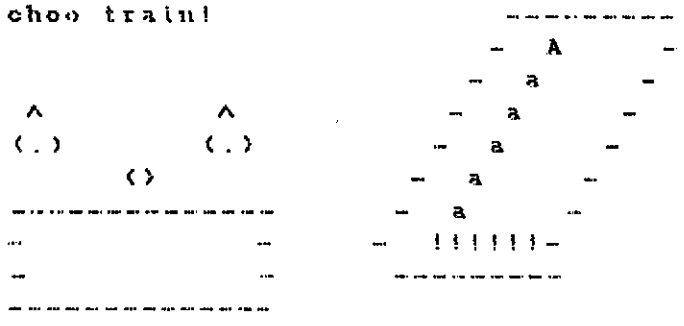
and:

I DONT UNDER STAND THIS

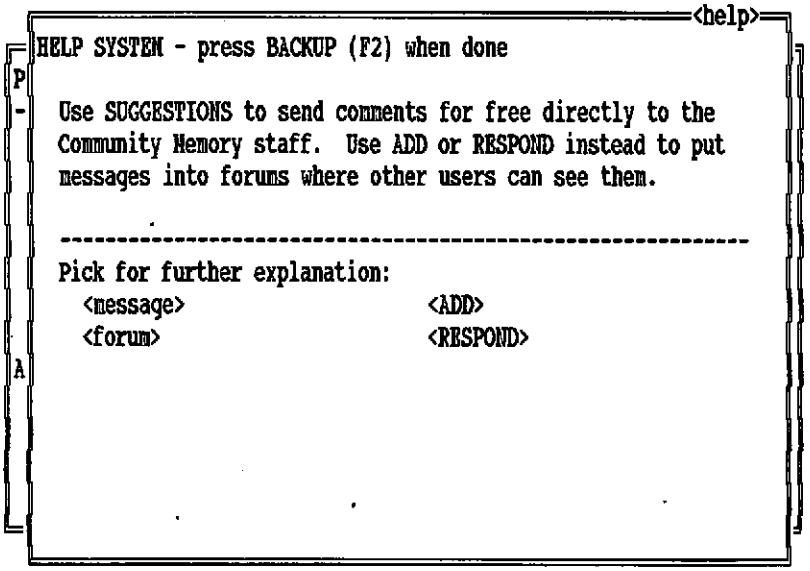
---

and in the merely wierd category(this was after about 20 blank lines):

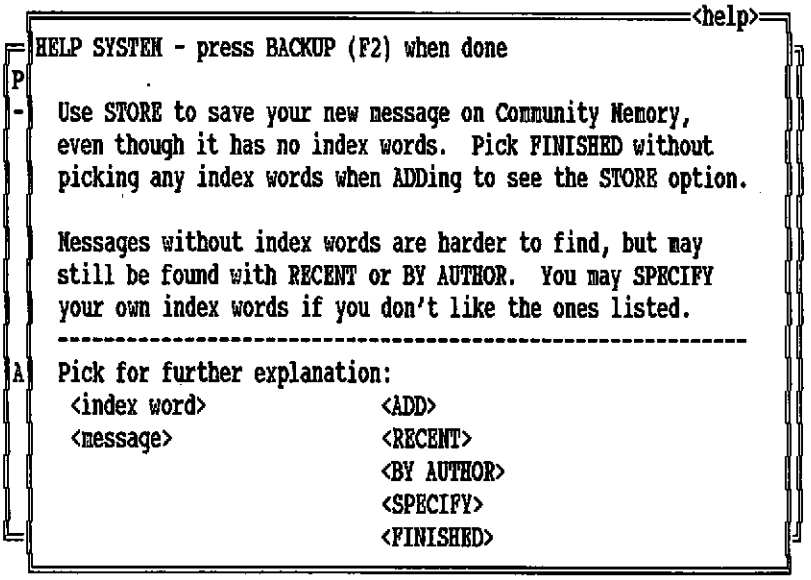
What happen? I'm a choo choo train!



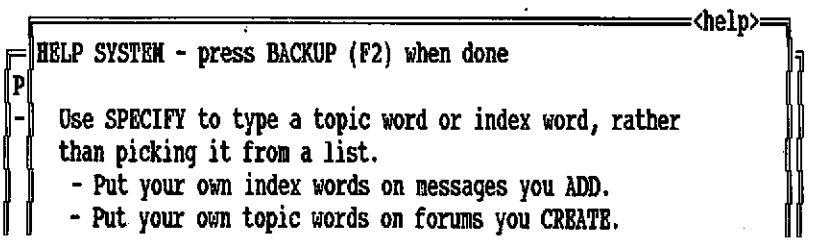
Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



"USER FRIENDLY FORMAT:

To compete with television, radio, movies
To get people to be as adicted
You must be as suductive
Right up front

You could
provide
a format

Which
began
with
items

rather
like
the
daily
news

giving
twenty
items

two
sentences
each

a format
of gossip"

There were three repeats of transmissions - one (Thu Mar 8 19:02) has 4 copies. Wed Mar 14 16:53 has two, and Thu Mar 15 17:02 has two.

==========

APRIL CANCELS -- SUMMARY

Covers Sun Apr 1 14:07 to Tue Apr 30 23:36 PST 1990

EMPTY MESGS			GARBAGE			COHERENT (-)			COHERENT (+)			USEFUL		
ADD	RESP	SUGG	ADD	RESP	SUGG	ADD	RESP	SUGG	ADD	RESP	SUGG	ADD	RESP	SUGG
14	14	9	2	9	3	1	13	5	6	16	5	6	4	1

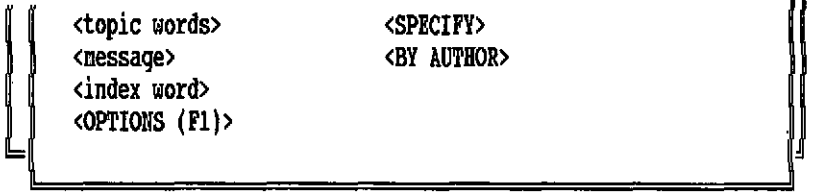
7 ADD with indexes
3 RESPOND with indexes
4 EXPIRES
15 Change Author
1 in French (wanting a motorcycle)
There were 2 false retransmits:
Wed Apr 18 12:39
Wed Apr 25 13:41

There were 75 different authors.
There were 66 single uses and 9 people who had more than one canceled message. There were 15 people who had canceled messages that managed to add at least one new one. There were 5 responses to own messages, 2 were responses and 3 were adds (one person tried responding to their add twice). There were 3 old users who had canceled messages.

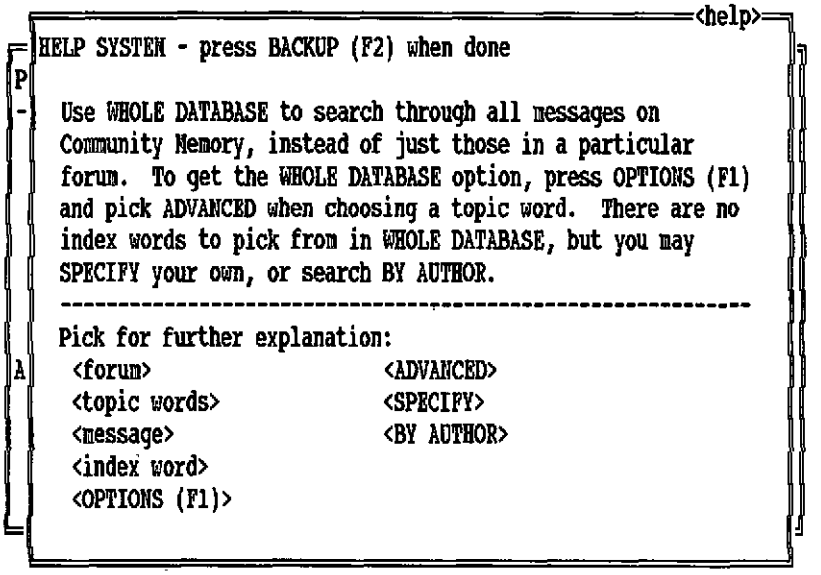
2 persons typed FINISHED to end the message.
1 person typed QUIT to end.
1 person typed both F2 and this line: " get for dad sick return"

- Search for topic words or index words not listed.
Press OPTIONS (F1) when picking a topic word or index word to get the SPECIFY option.

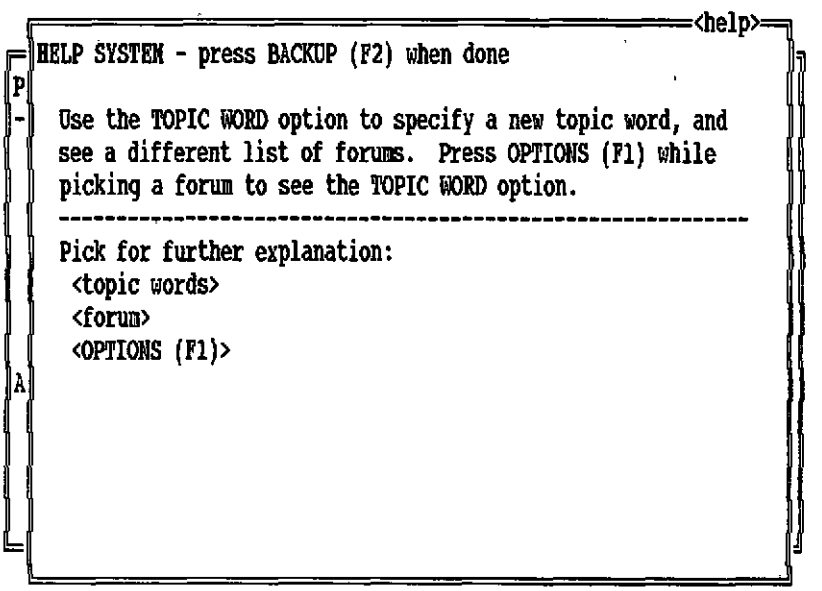
	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

index words to pick from in WHOLE DATABASE, but you may SPECIFY your own, or search BY AUTHOR.

	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

<help>

HELP SYSTEM - press BACKUP (F2) when done

Pick any option for further explanation:

<ABOUT MESG.> <ADD> <ADJUST> <ADVANCED> <ALL FORUMS>
<ALL INDEX> <AUTHOR> <BY AUTHOR> <CHANGE PASSWORD>
<CREATE> <DEFAULT EXPIRATION> <EDIT> <EDIT INDEX ID>
<EDITING> <ERASE> <EXCLUDE> <EXIT> <EXPIRES> <FIND>
<FINISHED> <FORUM> <HELP> <INCLUDE> <INDEX> <INSERT>
<KEEP ONLY> <LARGER> <NEXT> <PASSWORD> <PRIOR> <PURGE>
<RECOMMENDED INDEX> <RECENT> <REFINE> <REMOVE> <RESPOND>
<RESPONSES> <SEARCH> <SEE> <SMALLER> <SPECIFY> <STORE>
<SUGGESTIONS> <TOPIC WORD> <WHOLE DATABASE> <WORD SEARCH>

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

<help>

HELP SYSTEM - press BACKUP (F2) when done

WORD SEARCH appears when you are <ADD>ing a <message>.
You are asked to <pick> <index words> from a list
(or to <SPECIFY> your own). When you pick FINISHED, you
will see a list of forums that use any of your message's
index words as <topic words> (if there are none it proceeds
to write the message). You may pick any forum you want to
put your message into. If you wish to see other forums to
pick from, press <OPTIONS (F1)>, then pick WORD SEARCH,
which will ask you to specify a topic word. You will be
shown forums listed under that topic word.

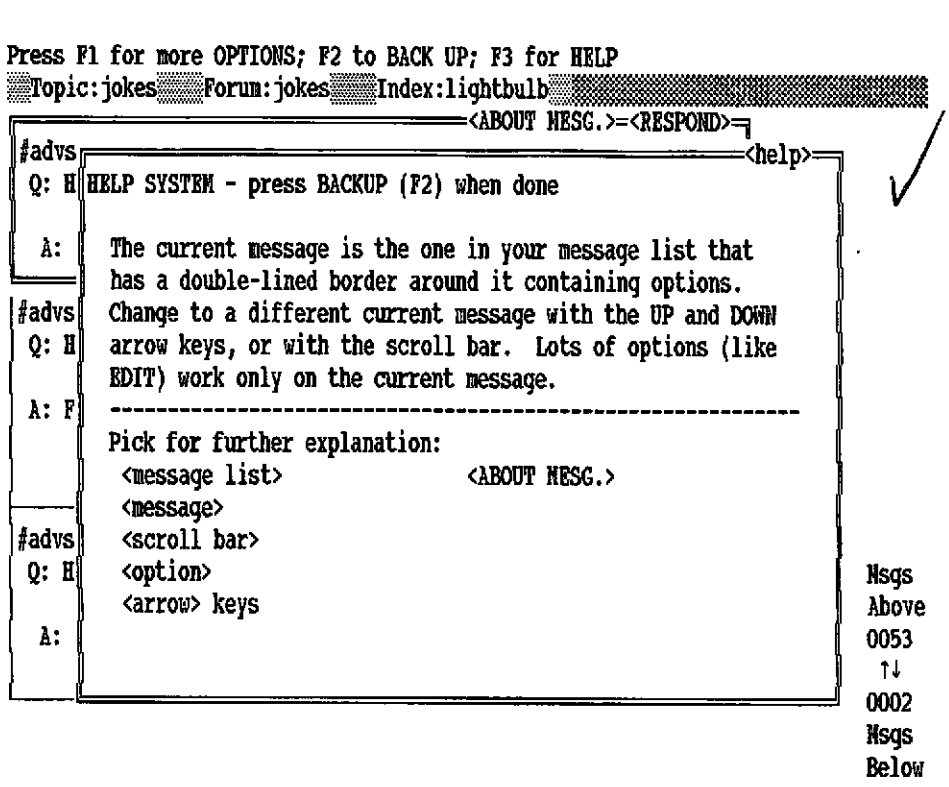
Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

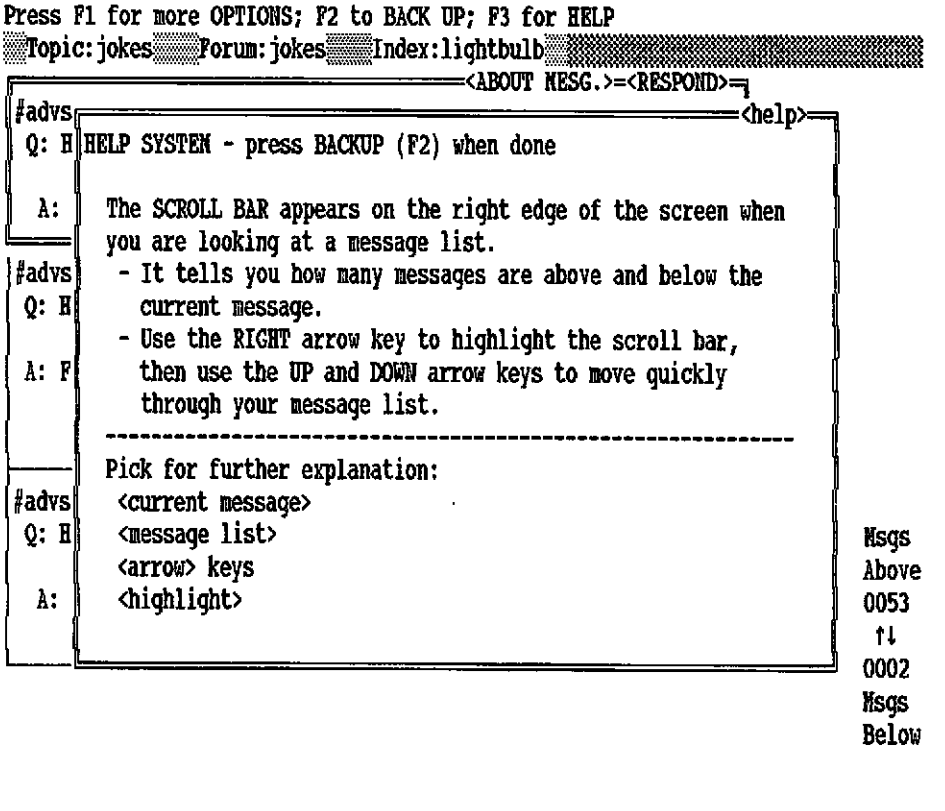
<help>

HELP SYSTEM - press BACKUP (F2) when done

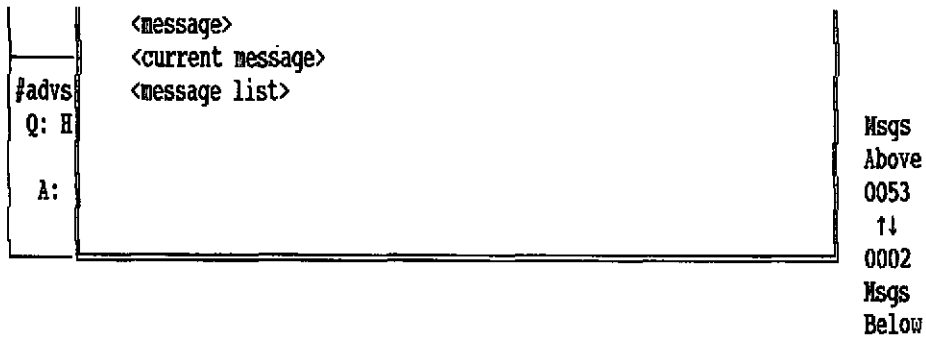
Use WHOLE DATABASE to search through all messages on
Community Memory, instead of just those in a particular
forum. To get the WHOLE DATABASE option, press OPTIONS (F1)
and pick ADVANCED when choosing a topic word. There are no

	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

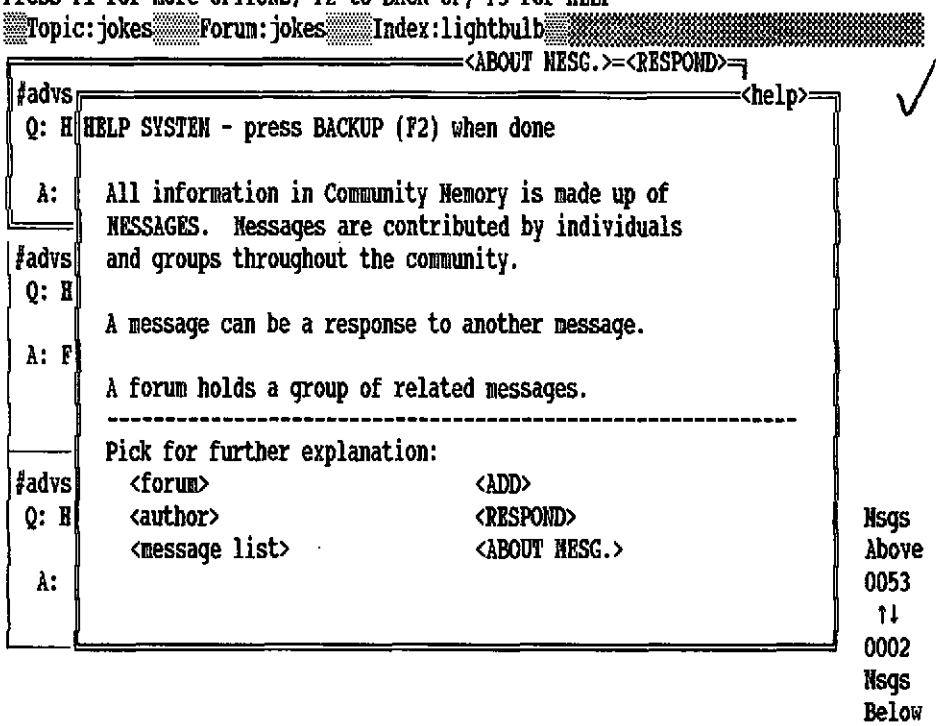

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:jokes Forum:jokes Index:lightbulb
<ABOUT MESG.>=<RESPOND>
#advs
Q: H
A:
<help>
HELP SYSTEM - press BACKUP (F2) when done
The current message is the one in your message list that has a double-lined border around it containing options. Change to a different current message with the UP and DOWN arrow keys, or with the scroll bar. Lots of options (like EDIT) work only on the current message.
Pick for further explanation:
<message list>
<ABOUT MESG.>
<message>
<scroll bar>
<option>
<arrow> keys
Msgs
Above
0053
↑↓
0002
Msgs
Below


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:jokes Forum:jokes Index:lightbulb
<ABOUT MESG.>=<RESPOND>
#advs
Q: H
A:
<help>
HELP SYSTEM - press BACKUP (F2) when done
The SCROLL BAR appears on the right edge of the screen when you are looking at a message list.
- It tells you how many messages are above and below the current message.
- Use the RIGHT arrow key to highlight the scroll bar, then use the UP and DOWN arrow keys to move quickly through your message list.
Pick for further explanation:
<current message>
<message list>
<arrow> keys
<highlight>
Msgs
Above
0053
↑↓
0002
Msgs
Below

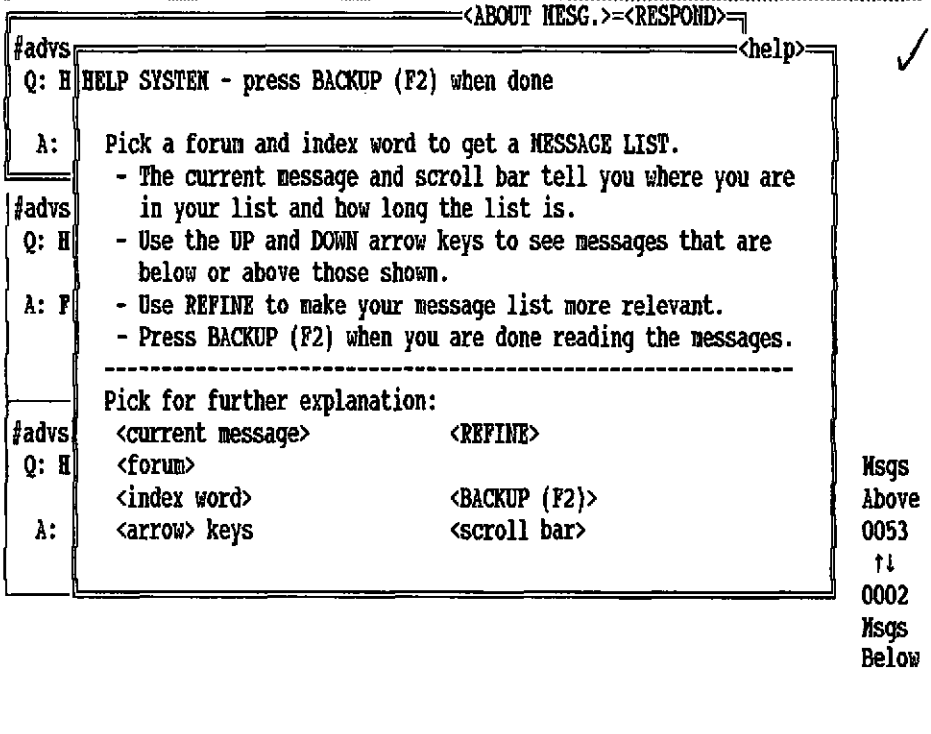
	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
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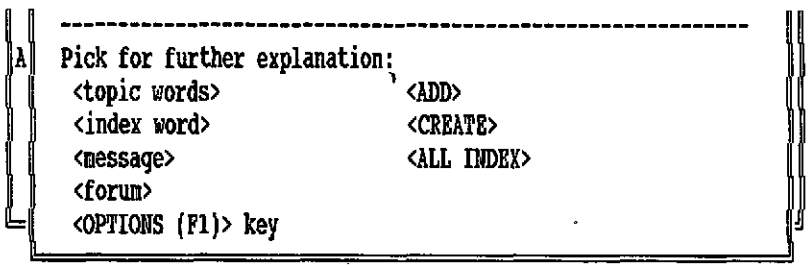
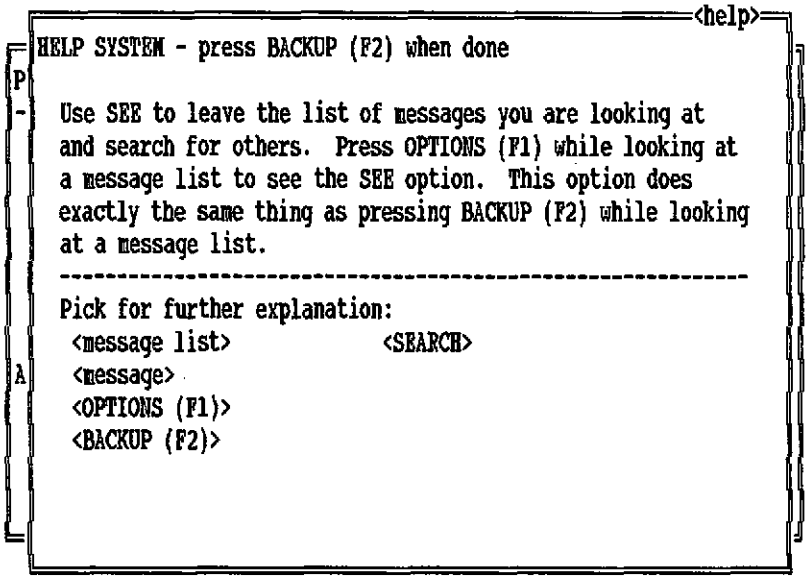


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
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Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

WELCOME TO COMMUNITY MEMORY!

- This is 1 of 10 terminals in the Berkeley community sharing a central memory.

- You can write messages that others will read and respond to.

- COMMUNITY MEMORY puts you in touch with hundreds of individuals and organizations.

- All messages are the sole property of their authors.

Press the ENTER key to <CONTINUE>

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

<help>

HELP SYSTEM - press BACKUP (F2) when done

You are now in the HELP SYSTEM. While here, you can read about how to use Community Memory. To resume actually using Community Memory, press BACKUP (F2).

Community Memory allows members of a community to share information. You can ADD your own messages, and read and RESPOND to messages others have left. To keep related information together, messages are grouped into forums.

Pick for further explanation:

<message> <ADD>

<forum> <RESPOND>

	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
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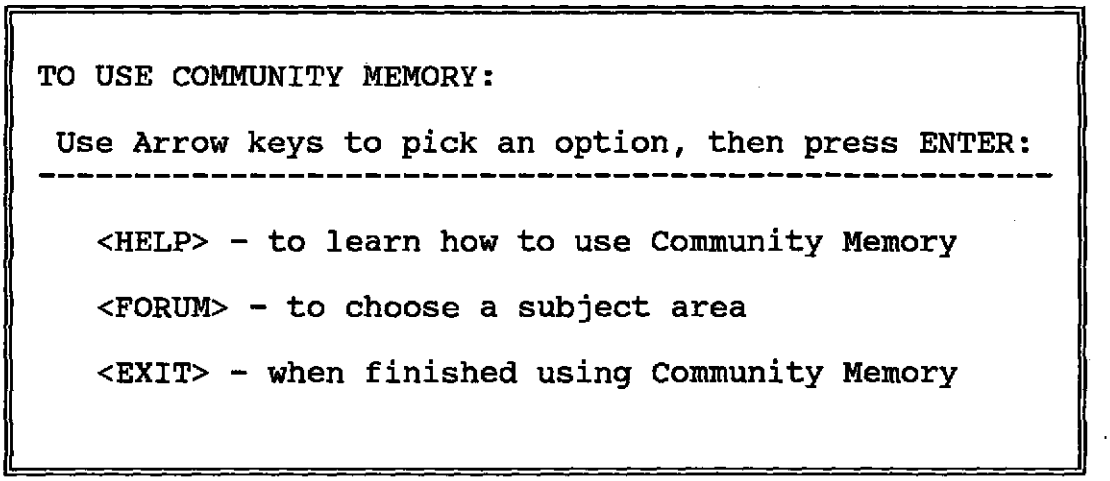
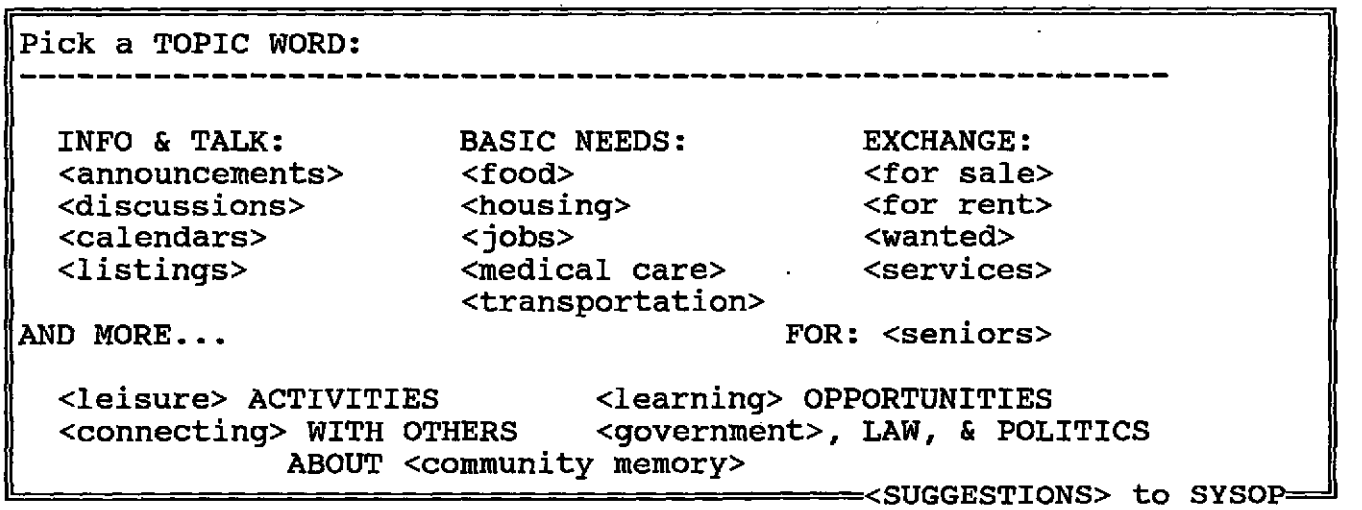
Name: Group: Address: City: Zip:						

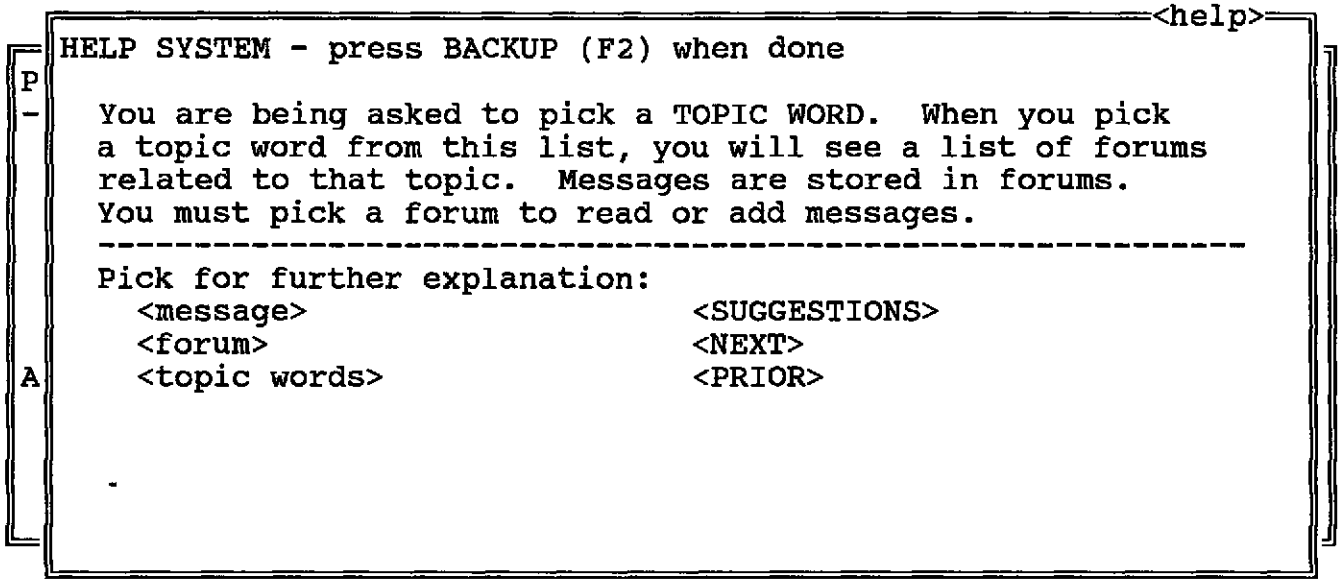


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

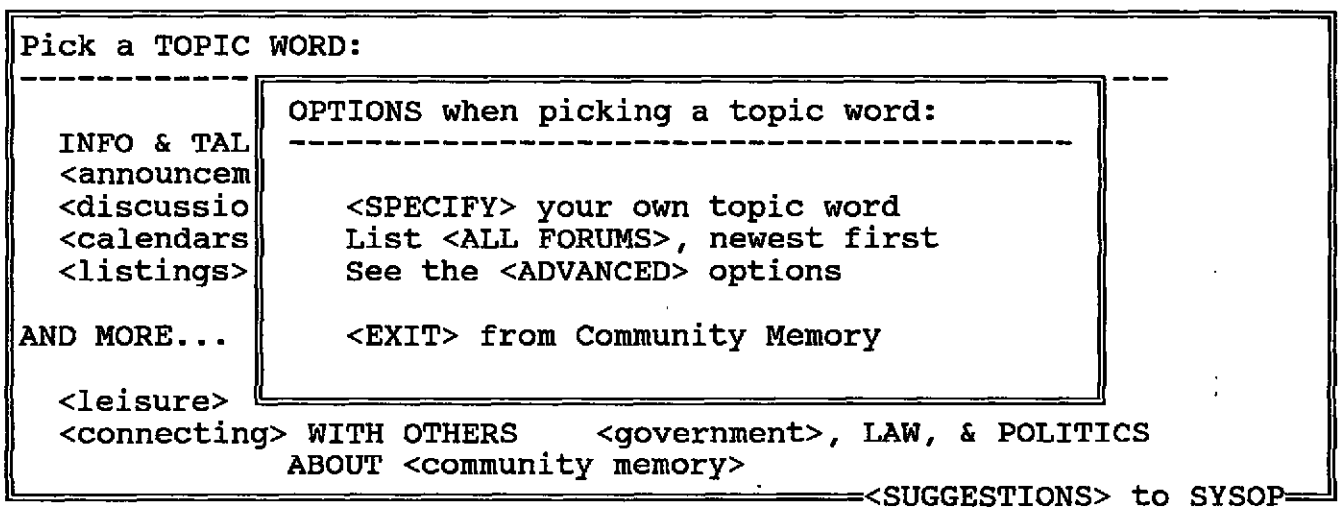


	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
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Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:

<PRIOR><NEXT> page
These FORUMS relate to your topic. Pick one:

<CM Usage> - Forum & Site Activity
<SPECIAL RESTAURANTS> - RESTAURANTS
<WOMEN> - for, by & about women
<Anarchy> - You be the host
<Teaser Messages> - Flash your message on CM!
<S. Berk. Oral History> - Personal Histories of S. Berk.
<Senior Resources> - Information for Older Adults
<Senior Cuisine> - Senior Centers' Lunch Menu
<TELEPHONE Line> - Consumer Info for Phone Users
<NEXT><PRIOR> page

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:

<help>
HELP SYSTEM - press BACKUP (F2) when done

You are being asked to pick a FORUM. The forums listed are those related to the topic word you picked. When you pick a forum, you will be able to add or read messages in that forum.

Pick for further explanation:
<message> <NEXT>
<forum> <PRIOR>
<topic words>

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

Pick a TOPIC WORD:

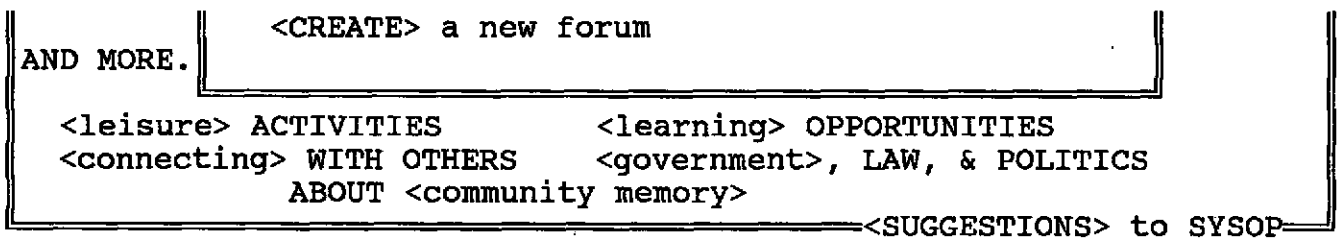
INFO &
<announ
<discus

ADVANCED OPTIONS when picking a topic word:

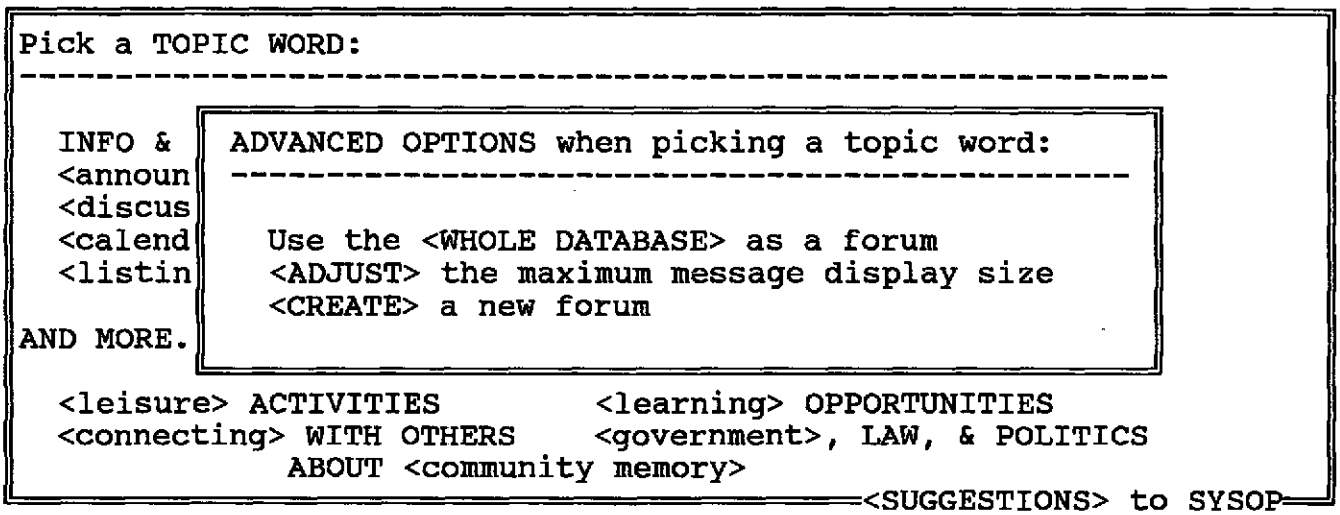
	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

<calend	Use the <WHOLE DATABASE> as a forum
<listin	<ADJUST> the maximum message display size

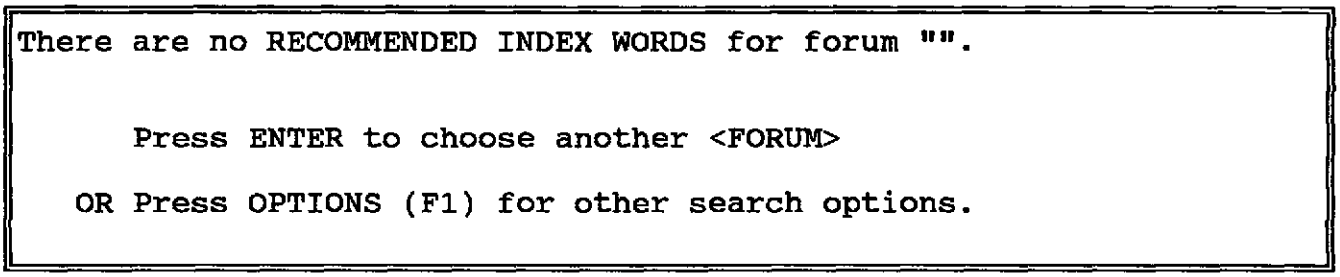
	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP



Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Whole Database



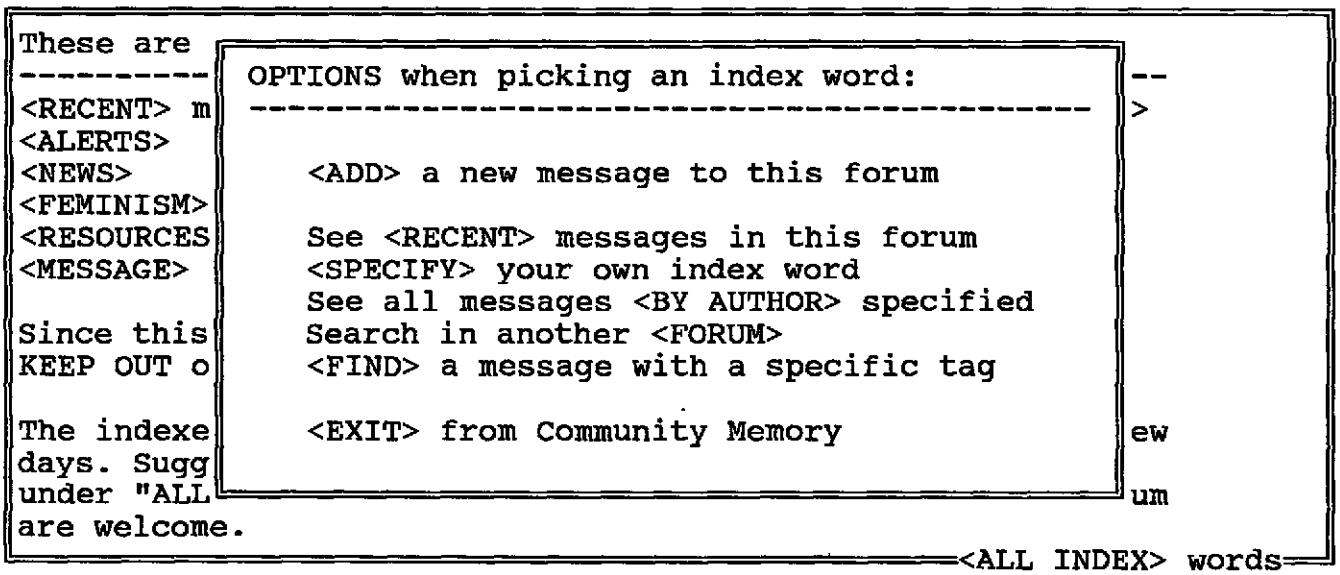
	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP

Creating a Forum requires the deposit of 4 quarters.
You will need to define a forum name and description,
and a list of the index words that will be used in
your forum. You will also specify the topic words
that allow people to find your forum.
Forum hosts also have responsibilities in managing
their forum, and are given some special tools to
do this (such as Purging irrelevant messages). See
the CM manual, or call for information at 841-1114

Press ENTER to <CONTINUE>
(Or press BACKUP (F2) to cancel the Create)

Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements Forum:WOMEN



	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
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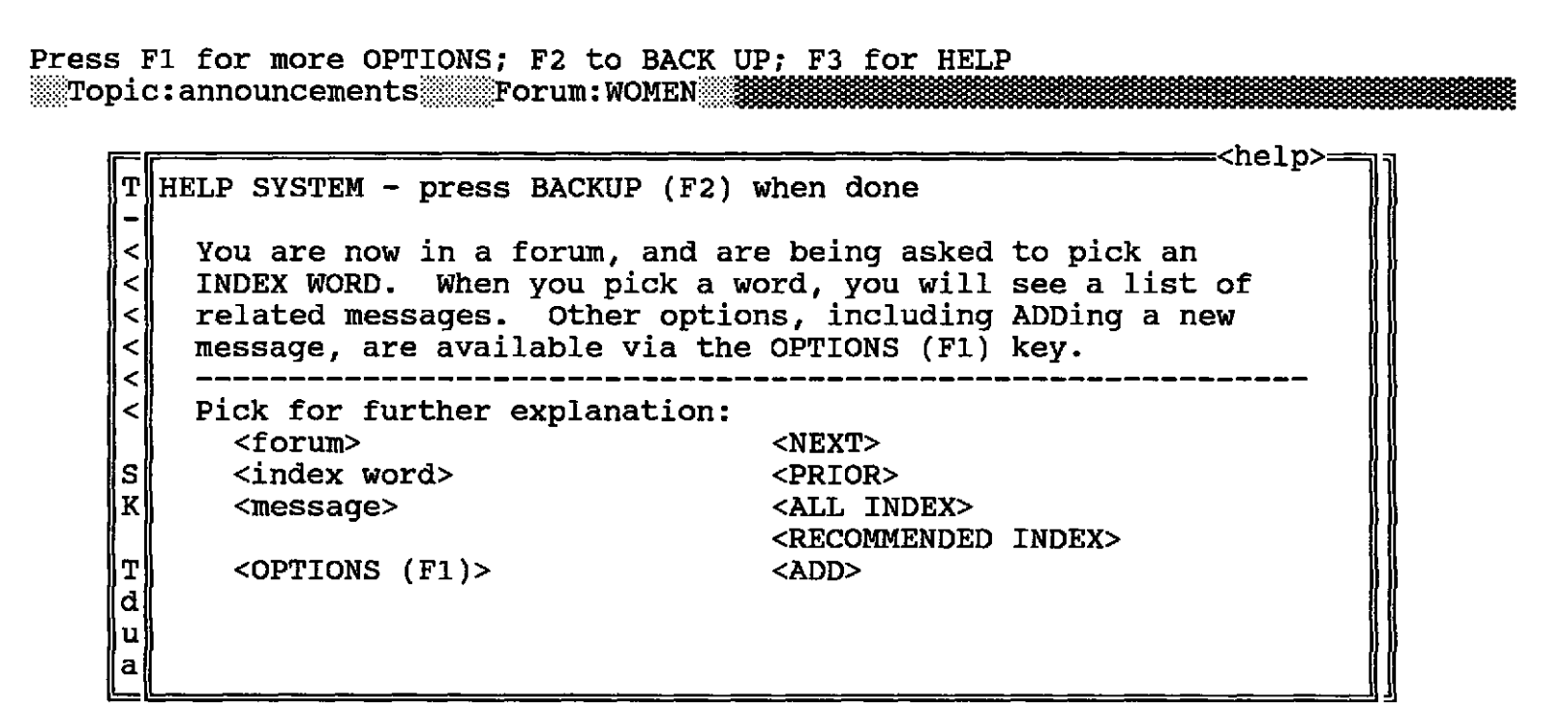
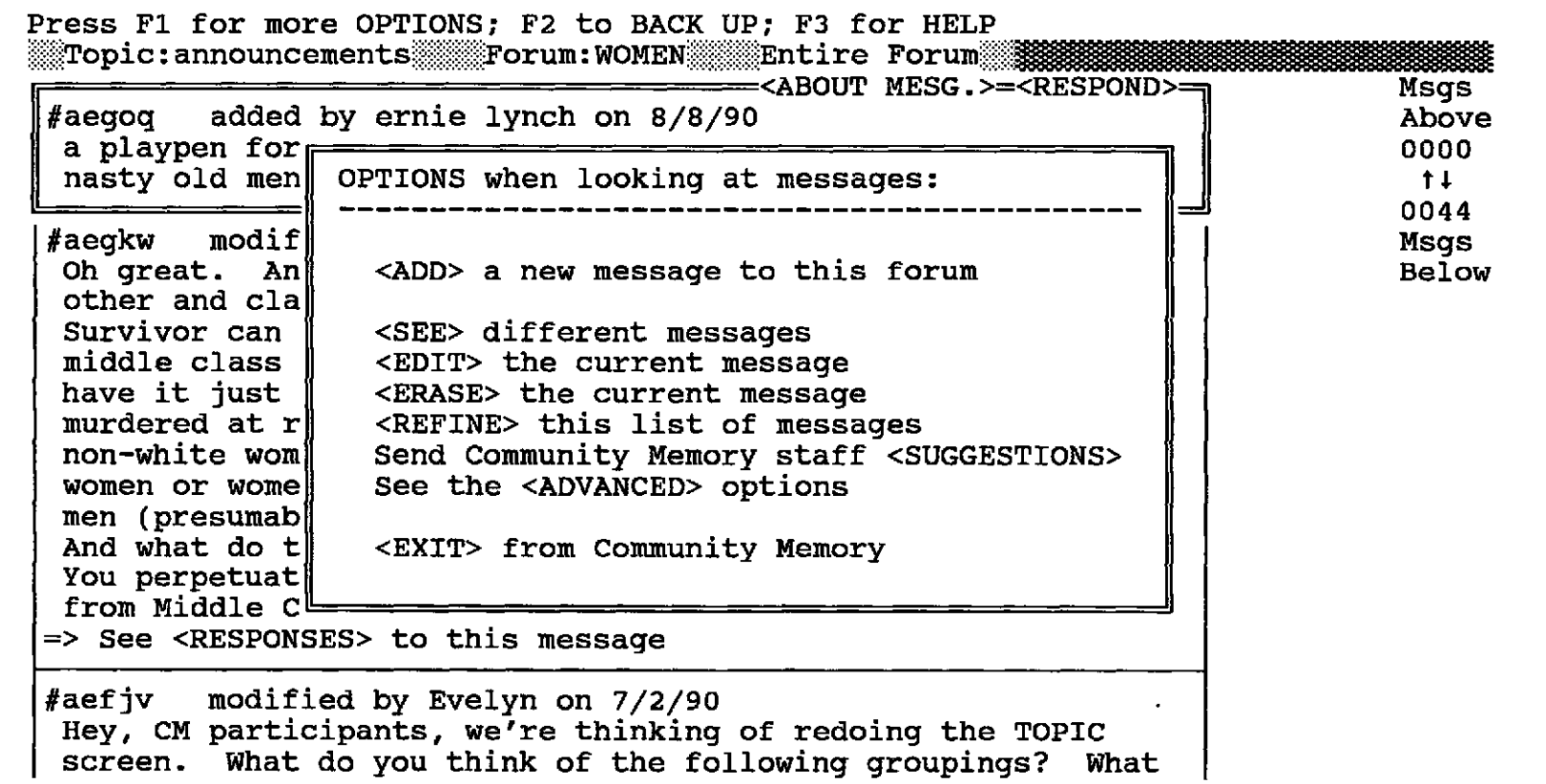
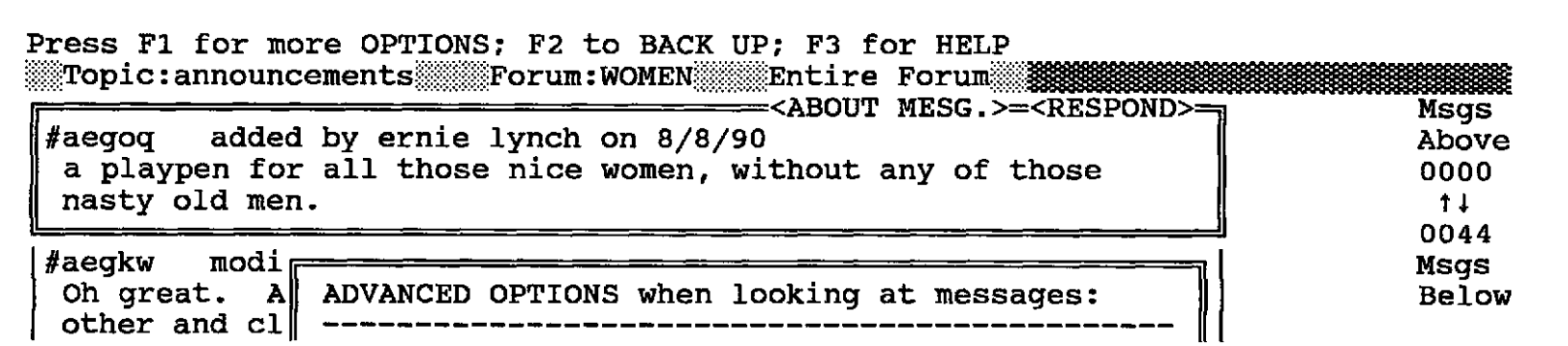
Name: Group: Address: City: Zip:						


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements Forum:WOMEN
<help>
HELP SYSTEM - press BACKUP (F2) when done
You are now in a forum, and are being asked to pick an INDEX WORD. When you pick a word, you will see a list of related messages. Other options, including ADDing a new message, are available via the OPTIONS (F1) key.
Pick for further explanation:
<forum>
<index word>
<message>
<OPTIONS (F1)>
<NEXT>
<PRIOR>
<ALL INDEX>
<RECOMMENDED INDEX>
<ADD>


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements Forum:WOMEN Entire Forum
<ABOUT MESG.><RESPOND>
#aegoq added by ernie lynch on 8/8/90
a playpen for
nasty old men
OPTIONS when looking at messages:
<ADD> a new message to this forum
<SEE> different messages
<EDIT> the current message
<ERASE> the current message
<REFINE> this list of messages
Send Community Memory staff <SUGGESTIONS>
See the <ADVANCED> options
<EXIT> from Community Memory
#aegkw modif
Oh great. An
other and cla
Survivor can
middle class
have it just
murdered at r
non-white wom
women or wome
men (presumab
And what do t
You perpetuat
from Middle C
=> See <RESPONSES> to this message
#aefjv modified by Evelyn on 7/2/90
Hey, CM participants, we're thinking of redoing the TOPIC
screen. What do you think of the following groupings? What
Msgs Above
0000
0044
Msgs Below


Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements Forum:WOMEN Entire Forum
<ABOUT MESG.><RESPOND>
#aegoq added by ernie lynch on 8/8/90
a playpen for all those nice women, without any of those
nasty old men.
#aegkw modi
Oh great. A
other and cl
ADVANCED OPTIONS when looking at messages:
Msgs Above
0000
0044
Msgs Below

	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						

Survivor can
middle class
have it just

<PURGE> the current message from a forum
<INCLUDE> the current message in a forum

	Try 1	Try 2	Try 3	Try 4	Try 5	Your Comments
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						
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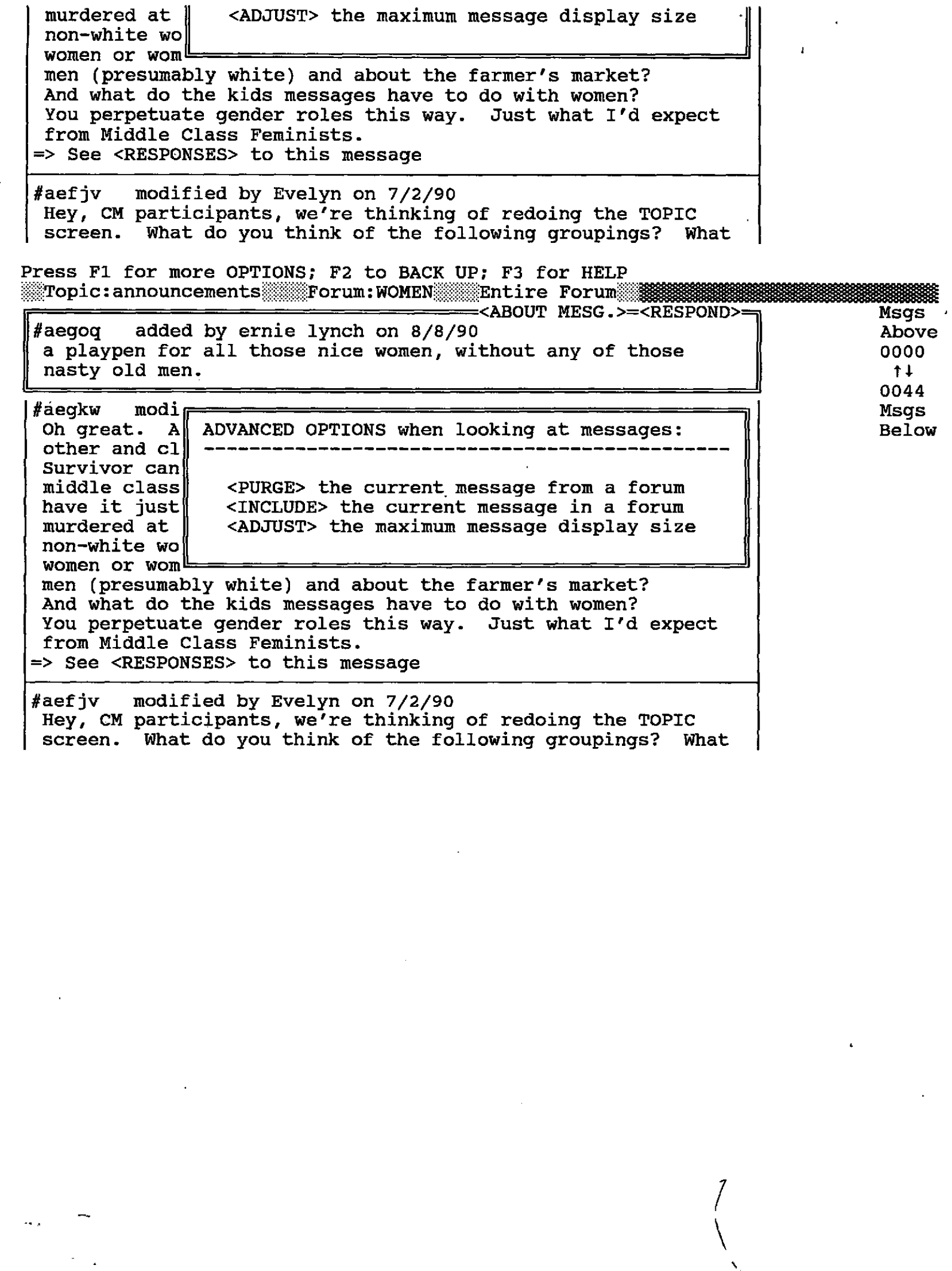
Name: Group: Address: City: Zip:						
Name: Group: Address: City: Zip:						



```
 murdered at      <ADJUST> the maximum message display size
 non-white wo
 women or wom
 men (presumably white) and about the farmer's market?
 And what do the kids messages have to do with women?
 You perpetuate gender roles this way.  Just what I'd expect
 from Middle Class Feminists.
=> See <RESPONSES> to this message
```

```
#aefjv   modified by Evelyn on 7/2/90
 Hey, CM participants, we're thinking of redoing the TOPIC
 screen.  What do you think of the following groupings?  What
```

```
Press F1 for more OPTIONS; F2 to BACK UP; F3 for HELP
Topic:announcements    Forum:WOMEN    Entire Forum
                                    <ABOUT MESG.>=<RESPOND>=
#aegoq   added by ernie lynch on 8/8/90
 a playpen for all those nice women, without any of those
 nasty old men.
```

```
#aegkw   modi
 Oh great.  A
 other and cl
 Survivor can
 middle class
 have it just
 murdered at
 non-white wo
 women or wom
 men (presumably white) and about the farmer's market?
 And what do the kids messages have to do with women?
 You perpetuate gender roles this way.  Just what I'd expect
 from Middle Class Feminists.
=> See <RESPONSES> to this message
```

```
ADVANCED OPTIONS when looking at messages:
-------------------------------------------

  <PURGE> the current message from a forum
  <INCLUDE> the current message in a forum
  <ADJUST> the maximum message display size
```

```
#aefjv   modified by Evelyn on 7/2/90
 Hey, CM participants, we're thinking of redoing the TOPIC
 screen.  What do you think of the following groupings?  What
```

```
Msgs
Above
0000
 ↑↓
0044
Msgs
Below
```

KEYBOARD

How To Use Community Memory[SM]

The Keyboard 1

Community Memory has a keyboard like a typewriter, and some special keys

Browse 3

To see the titles of messages in the Community Memory, and to read individual messages

Use Index 5

To get a list of messages about a particular subject

Add a Message 7

To put your own message in Community Memory, or to respond to another message

Exit 10

To finish using Community Memory, and leave it ready for the next person

More Info 11

How to contact The Community Memory Project, and get a more detailed User Guide

Cartoons by
Larry Gonick



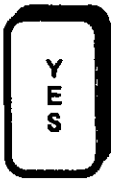
Community Memory is a Service Mark of the Community Memory Project.

How to Use the Keyboard

The SCREEN displays information, both information that's stored in the Community Memory, and information you type. In this manual, any information from the screen has shading on top of it.

Often, some parts of the screen are lit up or *highlighted*. Highlighting indicates your current option or selection.

You use the Commmunity Memory by answering the question at the top of the screen. To respond to the question, you press the YES, NO, HELP and arrow keys. These keys are on the right side of the keyboard.



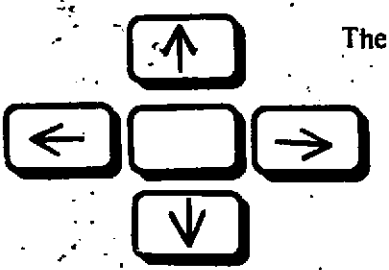
The YES button answers the question at the top of the screen. Pushing the YES button means, Yes, I want to do this, or Yes, I'm through typing this part of my message, or Yes, I want to pick the thing that's highlighted.



The NO button answers the question at the top of the screen. When you answer NO to a question, you're given the next choice of things to do.



Whenever you don't understand the question at the top of the screen, HELP will get you a longer explanation.



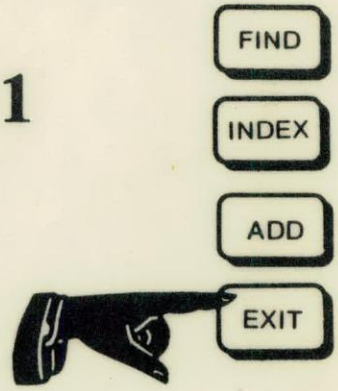
The arrows are used in Community Memory:

1. to move the highlight up & down while browsing titles
2. to move the highlight up, down, left or right when picking an index word
3. to move the cursor while writing a message

How To Exit Community Memory



Step 1



Press

Step 2

When it asks if you're SURE, press YES

You're all done!
Let us know how you like it.

If you don't want to quit now, press NO

You'll go back to what you were doing.

FOR MORE INFORMATION:

A more detailed user guide to Community Memory is available for $3.00.
It explains the system more fully, including:

- using Author & Passwords
- more ways to use the index
- how to edit earlier messages
- how the indexing system works

If you would like to know more about the Community Memory Project, or would like to volunteer to help, please contact us.

The Community Memory Project
916 Parker Street
Berkeley, CA 94710
841-1114

When you're adding a message, you might need these keys too:



The ERASE← button erases characters to the left of the cursor while adding a message, or while typing index words.



The ERASE→ button erases characters under and to the right of the cursor while adding a message, or while typing index words.



When typing a message, use NEWLINE if you want to leave a short line on the screen, like the end of a paragraph. Or use it to leave a blank line between paragraphs. You don't have to press NEWLINE at the end of each line you type; when you type to the edge, you automatically get a new line.



If you want a letter to be capitalized, or you want to type symbols like $%#&*, hold the shift key down, then press the character you want, then release the shift key.

Other special keys that you can use are:



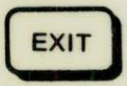
Pressing FIND takes you directly to Browsing the full list of message titles.



Pressing INDEX takes you directly to Using the Index. You can type in words that describe what you're interested in. Community Memory will give you a list of all the messages that have that index word.



Pressing ADD takes you directly to Adding a Message. You type the parts of the message in this order: content, title, and index words.



When you are through using Community Memory, pressing EXIT will get the terminal ready for the next person.



You can go backwards in Community Memory, clear to the first thing you did. GOBACK is very useful if you pressed the NO key when you didn't mean to.



The EXTRA button lets you do a few more things, like add your name as AUTHOR for a message, edit messages with your name as AUTHOR, and add index words for other people's messages.

How To **Browse Titles**

KEYBOARD

Step 1 Press

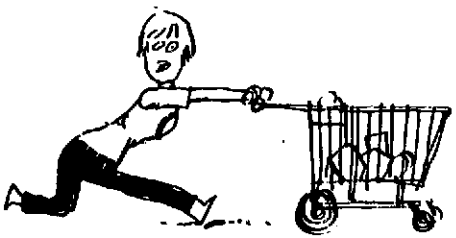


FIND

INDEX

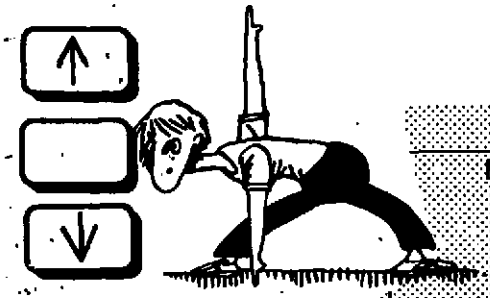
ADD

EXIT



Step 2

Use the up & down arrow buttons to position the highlight on a title.



MESSAGE TITLES (Newest to oldest)

(752 messages found)

752. energy fools the magician
751. WE HAVE TO REGISTER PEOPLE TO VOTE
750. nunce fui sorcal ni a avido plumage mas ordinario
749. Volvo station wagon -- for sale CHEAP
748. technical aid to Nicaragua
747. Vintage LunchBoxes bought or sold
746. Cartoon ideas wanted
745. Bike-Run-Walk Jolon CA to San Miguel CA Oct 7
744. Upcoming events at La Pena
743. Suggestions to improve Community Memory

To read the message, press YES

And there's the message:

TION

TITLE: Volvo Station wagon -- for sale CHEAP
AUTHOR: Jerry

INDEX WORDS: VOLVO CAR AUTOMOBILE STATION WAGON

1963 Volvo station wagon for sale. Uses a little oil, not much rust. $550 or best offer.

Call Jerry at 543-1234, evenings.

Step 3

If you want to go right back to the **Browse List**, PRESS GO BACK

Look at the screen to the left of the message. It will have some other action choices:



YOU ARE NOW
Reading a Message

See Reference
Respond to this

See Responses

If this choice appears, it means that this message is a response to another message. If you want to read the other message, PRESS YES

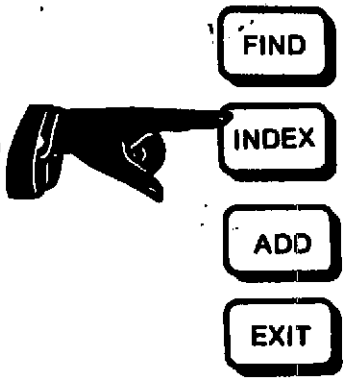
You *always* get this choice. If you want to type in a response to this message, PRESS YES

If this choice appears, it means that people have entered responses to the message you are reading. You'll see a *BROWSE LIST* of the responses. Use the arrows keys to put the highlight on a title you'd like to read, then PRESS YES

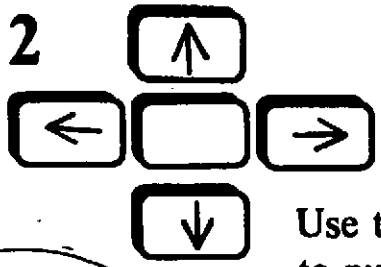
INDEX

How To Use Index

Step 1 Press

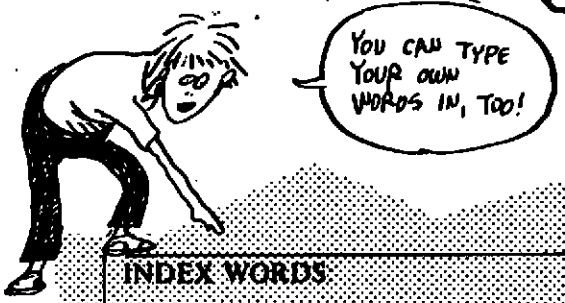


Step 2



Use the arrow buttons to put the highlight on a topic that interests you. then, PRESS





INDEX WORDS

Suggested Index Words (or type your own)

COMMUNITY	CM	FOOD	JOKE
COMPUTER	POEM	POLITICS	VIDEOTEX
SUGGESTIONS	SEX	HOUSING	COLOR
INFORMATION	BERNAL	MEDIA	JOBS
HELP	HEALTH	CLASSES	CHILDREN
WRITING	PEACE	NUCLEAR	WOMEN
MUSIC	CALENDAR	CAR	BOOKS
BERKELEY	ART	WANTED	VOLUNTEER

You get a *Browse List* of titles that have your topic word.



INDEX WORDS: CLASSES

(23 messages found)

MESSAGE FROM LAST BROWSE WITH: CLASSES
MESSAGES JUST FOUND WITH: CLASSES

- Birthways: the East Bay Childbirth Center
- NOLO News - the legal self-help newspaper
- Wallflower Order Dance Workshop
- Drowning in Information?
- Berkeley Child Care Resource Center
- 'ia Alliar
- 'OS M "HOOL

To read one of the messages, use the up and down arrow keys to put the highlight on a message title. Then PRESS YES

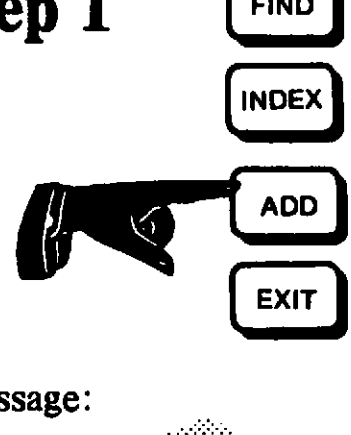
Index Tips:

To use index words that aren't on the list, just type them in. If you use more than one index word, put spaces between words. The last word you type is the most important.	If you use the arrow keys to pick an index word, you search for one word at a time. Each time you use another index word, you add to your *BROWSE LIST.* The most recent index word is the most important.
If your *BROWSE LIST* is really long, add an extra index word that is more specific. If BOOKS turns up a lot of messages, adding WOMEN will put all the messages about WOMEN's BOOKS at the top of your *BROWSE LIST.*	If your first *BROWSE LIST* is too short, add another word that means almost the same, like CAR and AUTOMOBILE or KIDS and CHILDREN.
Typing an index word in CAPITAL LETTERS will find ALL the messages that use that word, even if the person who wrote the message didn't type it as an index word. Typing an index word in small letters will find only those messages where the author used your word as an index word.	

How To Add a Message

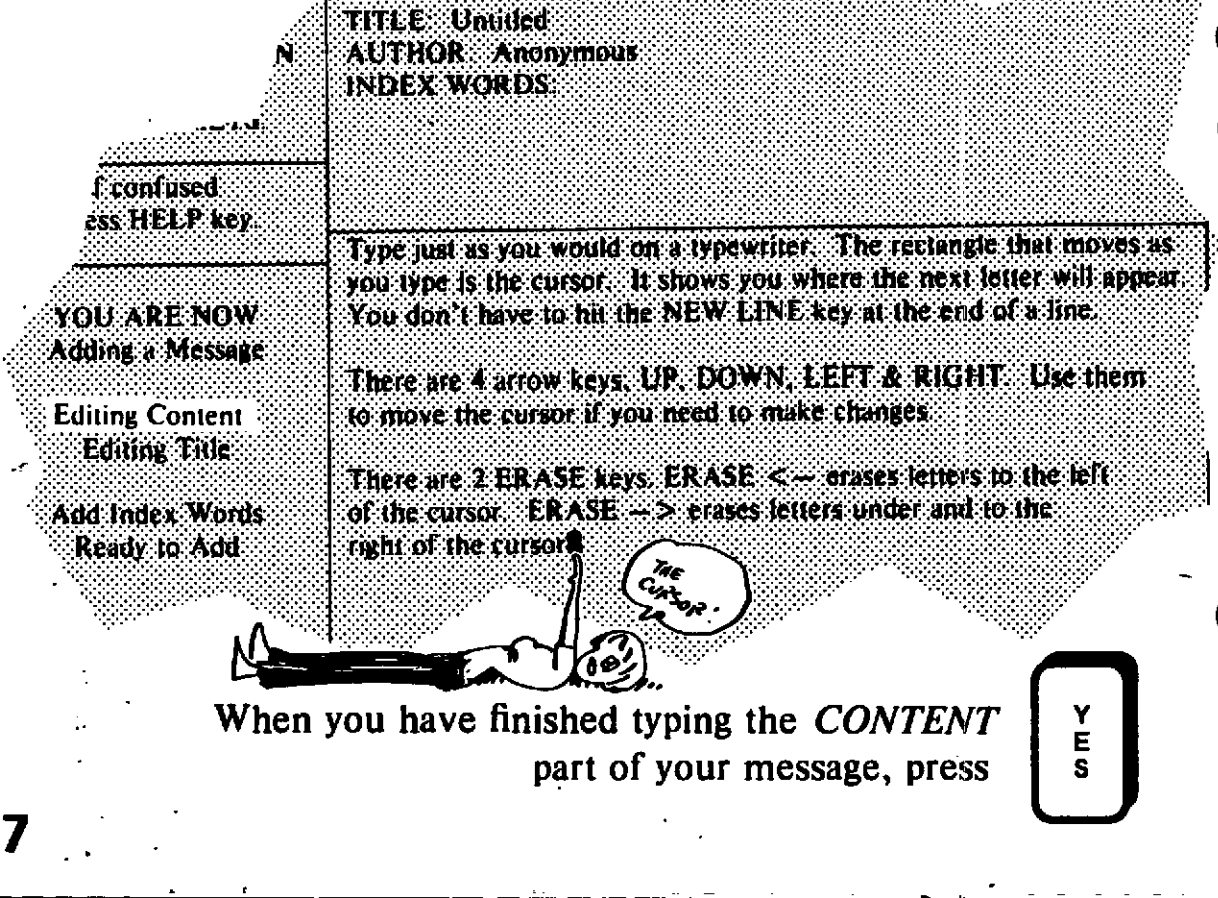
Step 1

Press



Step 2

Type the *CONTENT* of your message:



When you have finished typing the *CONTENT* part of your message, press

Step 3 Now, add a *TITLE* to your message.



ANSWER QUESTION BY PRESSING YES or NO KEYS.

If confused press HELP key.

YOU ARE NOW
Adding a Message

Editing Content
Editing Title

Add Index Words
Ready to Add

TITLE: An interesting title will attract attention
AUTHOR: Anonymous
INDEX WORDS:

Type just as you would on a typewriter. The rec
you type is the cursor. It shows you where the
You don't have to hit the NEW LINE

There are 4 arrow keys, UP, DOWN
to move the cursor if yo

There are 2 ERASE ke
of the curs
right of t

When you have finished typing the *TITLE*, PRESS YES

Step 4 Type *INDEX WORDS* to describe your message

ANSWER QUESTION BY PRESSING YES or NO KEYS.

If confused press HELP key.

YOU ARE NOW
Adding a Message

Editing Content
Editing Title

Add Index Words
Ready to Add

TITLE: An interesting title will attract attention
AUTHOR: Anonymous
INDEX WORDS: message adding Community Memory

Type just as you would on a typewriter.
you type is the cursor. It shows you whe
You don't have to hit the NEW LINE key

There are 4 arrow keys, UP, DOWN
to move the cursor if you need to

There are 2 ERASE
of the cu
right of



then, PRESS YES

Step 5

EXIT

Step 3 Now, add a *TITLE* to your message.



. QUESTION
BY PRESSING
YES or NO KEYS.

If confused
press HELP key.

YOU ARE NOW
Adding a Message

Editing Content
Editing Title

Add Index Words
Ready to Add

TITLE: An interesting title will attract attention
AUTHOR: Anonymous
INDEX WORDS:

Type just as you would on a typewriter. The rec
you type is the cursor. It shows you where the
You don't have to hit the NEW LINE

There are 4 arrow keys, UP, DOWN
to move the cursor if yo

There are 2 ERASE ke
of the curs
right of t

When you have finished typing the *TITLE*, PRESS [YES]

Step 4 Type *INDEX WORDS* to describe your message

ANSWER QUESTION
BY PRESSING
YES or NO KEYS.

If confused
press HELP key.

YOU ARE NOW
Adding a Message

Editing Content
Editing Title

Add Index Words
Ready to Add

TITLE: An interesting title will attract attention
AUTHOR: Anonymous
INDEX WORDS: message adding Community Memory

Type just as you would on a typewriter.
you type is the cursor. It shows you wh
You don't have to hit the NEW LINE key

There are 4 arrow keys, UP, DOWN
to move the cursor if you need to

There are 2 ERASE
of the cu
right of



then, PRESS [YES]

Step 5

EXIT

Step 5

You can now *Add* your message, or go back and *Edit* it.

YOU ARE NOW
Adding a Message

Editing Content
Editing Title

Add Index Words
Ready to Add

If your message is *READY*, press YES

Your message will be added to Community Memory.

If you want to *CHANGE* any part

1. Press NO until the part you want to change is highlighted.
2. Use the arrow keys and the erase keys to make the changes, then press YES
3. Press NO until the highlight is on *READY TO ADD.*
4. Press YES



YOU ARE NOW
Adding a Message

Editing Content
Editing Title

Add Index Words
Ready to Add

Community Memory Design Specification

1. Introduction

This document describes a proposed re-implementation of Community Memory (CM). It is both solicitation of comment and a starting point for a functional specification. In its final form, this document will describe all external interfaces to the system, major internal interfaces, and implementation plans.

This introductory section introduces important terminology and concepts used through the rest of the document. The section concludes with an example how a user might interact with CM.

1.1 A Note on Style

Terms with a technical meaning in the scope of this document are presented in italics (underlined on impact printers) the first time they are used. These words will eventually be collected into a glossary at the end of this document. Other words have their standard English meaning.

1.2 Basic Concepts

CM is a system for the unmediated sharing of information for use by the general public. The basic unit of information in CM is a *message*. A message is a short piece of text containing a person's ideas or observations on a particular subject. Messages can exist independently, or as *responses* to other messages. Messages are stored in a computer called a *node*. A full implementation of CM consists of many nodes which exchange data with one another.

A person interacting with CM is called a *user*. A user interacts with CM via a *public terminal*. Each node has several public terminals attached to it. A public terminal consists of, among other things, a *screen* and a *keyboard*. The keyboard consists of a number of *keys* (as opposed to "buttons" described below).

The public terminals are used both for putting new messages into CM, and reading messages that others have put there. The user who puts a message into CM is called the message's *author*. The act of putting a message into CM is called *adding* the message. A message added to CM by a user is called an *original*. CM may create other messages with identical contents, called *copies*, in other nodes. Users may only read messages in the node to which their public terminal is attached.

When users are reading messages, the screen displays a series of messages called the *browse list*. The browse list is typically too long to fit on the screen, but users can *scroll* back and forth through this list to see different parts of it.

In the browse list, each message is represented by a series of *lines* of text. Thus the browse list may be thought of as a list of lines as well as a list of messages. There are two types of lines in the browse list. *Content lines* contain the text of the message as entered by the author. *Header lines* contain information about the message (e.g. the date the message was added to CM).

Besides the browse list, the screen may display *dialog boxes*. A dialog box is a rectangular area on the screen in which special interactions between CM and the user can take place.

Both the dialog boxes and the browse list may contain *buttons*. A button is an area of the screen which a user can select to invoke an operation. A user selects a button by moving a *highlight* on the screen onto the button, and then pressing the *SELECT* key.

1.3 Session Structure

When a public terminal is not in use, it displays a *teaser*, which is a moving display designed to attract attention and induce people to try using CM. When any key on the keyboard is pressed, the teaser stops and a *session* begins. A session is a series of interactions between CM and a single

user. Once started, a session continues until explicitly ended by the user or until a period of 2 minutes elapses without the user hitting any keys, despite prompting from CM.

During a session, a user is either reading messages on the browse list, editing a message on the browse list, or invoking a *service*. A service is the name given to any operation invoked by a user other than reading or editing messages. For example, services may switch a user between reading and editing, or may change the contents of the browse list by finding new messages in the database or by removing messages no longer of interest.

1.4 Database Structure

All the messages users have added to CM constitute the *database*. These messages are grouped into *conferences*, with each message belonging to one and only one conference. Each conference has a unique name. The author decides which conference his or her message goes into, but the decision should be based on the content of the message. For example, one conference might deal with housing wanted or available, another with jokes, and a third with local politics.

The messages within each conference are classified according to the *index words* assigned to them by their author. Each conference has a set of suggested index words for authors to choose from, and possibly hints as to how those index words should be used. For example, a housing conference may suggest choosing one index word from a list indicating location, one from a list indicating type of living situation, one indicating whether housing is wanted or offered, etc. Authors can supply their own index words as well, up to a maximum number specified for the conference.

Each message in the database is identified by a *tag*. A tag is a one-to-six character code which uniquely identifies the message (no two messages can have the same tag, even if they are in different conferences). The tag is assigned to the message automatically when the message is added to CM.

Each message also contains an identification of its author. Authors are identified by *pen names*. Pen names are protected by passwords to prevent unauthorized use, but several users could agree to share a pen name, or a single user could have several pen names.

Several special conferences hold information used by CM itself.

1.5 Session Walk-through

A user approaches a public terminal running the teaser and presses a key. CM responds by displaying a browse list containing:

— a help message explaining how to scroll through a browse list and select buttons, and

— a help message listing some of the conferences the user might choose to search through or contribute to.

Both of these messages contain buttons the user can select to obtain additional help or begin searching through a conference. If additional help is selected, CM adds the new help messages to the browse list. If a conference is selected, CM presents a dialog box containing buttons which invoke a variety of services. (The user can return to this dialog box from the browse list at any time by pressing the MENU key).

From this dialog box, the user selects a button for bringing messages into the browse list. CM then displays a dialog box containing buttons for each index words used in the conference. When the user selects a button from this box, CM adds all the messages with that index word to the browse list.

The user may scroll through the browse list to individually examine the messages found, or, by pressing MENU and selecting a button, may invoke various services. Some of these services can be used to further organize the browse list by including or excluding messages individually or on the basis of keywords. Other services enable the user to create new messages and responses.

same as index words?

Finding a message she wants to respond to, the user presses the MENU key and selects the response button. CM inserts a new, empty message into the browse list and allows the user to edit it. When the user is finished entering the message, CM presents a dialog box asking the user to select index words for the message from those recommended for this conference.

After adding the response, the user presses the MENU key and selects a button to end the session and return to displaying the teaser.

2. User Interface

This section describes the CM user interface in detail. The preceding Introduction section, providing a less rigorous description and introducing important terminology, should be read first.

2.1 Database Structure

Each CM node contains a database. The content of the database is largely determined by the users of the node. However, some parts of the database must exist in every node.

The "Authors" conference contains a message for each pen name being used in the node. These messages are called *author descriptions*. At a minimum, "Authors" will contain an author description for the pen name *SYSOP*, which is reserved for the operators of the node. SYSOP is designated as the author of all the messages described in this sub-section.

The "Conferences" conference contains a message for each conference in the node. These messages are called *conference descriptions*. At a minimum, "Conferences" will contain conference descriptions for the conferences "Authors", "Conferences", "Help", "Chaos", and "Audit". Additional conference descriptions are added when new conferences are created.

The "Help" conference contains messages explaining various procedures and conventions used in the node. At a minimum, "Help" will contain an *index menu* for each conference, a *Browse Help Message*, and a *Conference Menu*. Each index menu describes conventions for the use of index words within a conference. The Browse Help Message contains basic information required by the user in order to operate CM successfully. The Conference Menu lists selected conferences available on the node.

The "Chaos" conference is used to hold messages added by users who do not select a specific conference to add to.

****
** Do we want such a thing? An alternative is to start in the
** "Help" or "Conferences" conference, but don't allow adding.
****

The "Audit" conference is used to hold messages generated by CM itself to track important operations.

2.2 Hardware

The user interacts with the system through a public terminal or a private microcomputer programmed to emulate a public terminal to the node. The user interface described here is for public terminals, but private microcomputers should emulate this interface as closely as possible.

2.2.1 Keyboard The keyboard of a CM terminal must provide

— *typewriter keys* for entering text

— *arrow keys* for moving the cursor

— the editing keys *DELETE*, *INSERT*, *BACKSPACE*, and *CLEAR*

— the fixed function keys *HELP*, *SELECT*, *UNDO*, and *MENU*

— optionally, special function keys for quickly requesting common services.

2.2.2 Display The display of a CM terminal must be capable of generating an alphanumeric display of 80 columns in width and several lines (typically 25) in height. Bit-mapped displays, if available, may be used to provide enhanced cues to the user as to the state of his or her interaction with CM. This may include such things as increasing differentiation between different screen areas, smooth scrolling, etc.

2.2.3 Coinbox The public terminal will have an attached coinbox which can detect, hold, accept, or return U.S. quarters under program control.

2.2.4 Printer The terminal may have an attached alphanumeric printer.

2.3 Sessions

All user interaction with CM occurs during sessions. During a session, CM keeps track of the following information:

— The contents of the browse list.

— Which message from the browse list is the *current message* (see the Browsing section below).

— Whether the current message is being edited.

— Which messages the user has paid to add or edit during the session.

— The conference currently being searched or added to.

— The pen name currently being used for adding.

— The contents of 9 *scratchpads* for temporarily holding text (see the Line Editing section below).

— Which of the 9 scratchpads is the current scratchpad.

Initially, the browse list is set to contain the Browse Help Message and the Conference Menu. The Browse Help Message is selected as the current message.

The conference currently being searched or added to is set to "Chaos". The scratchpads are all empty, and scratchpad 1 is selected as the current scratchpad. The current pen name is left unset. At this point, the user begins browsing.

2.4 Browsing

Browsing or *browse mode* is the name given to the state in which the user is examining the messages in the browse list. From this state, the user may invoke various services, but these will always eventually return to the browsing state.

What the user browses is actually a sequence of lines of text. Sets of consecutive lines of text represent messages. A *border* along the left side of the screen indicates the boundaries between messages and designates one of the messages in the list as the *current message*.

This sequence of lines of text is usually longer than can be displayed on the screen. While browsing, the user can scroll the sequence of lines forward and backward past the screen. If necessary, scrolling will change which message is current to insure that at least a portion of the current message is always visible.

Any of the lines of text may contain *buttons*, which are sequences of characters enclosed in <angle brackets>. If the portion of the current message that is displayed on the screen contains buttons, one of those buttons will be *highlighted*. Each button represents a service the user may invoke. The service is invoked by pressing the SELECT key while that button is highlighted. Buttons typically reside on header lines, where they are inserted by CM, but authors may actually type buttons into content lines.

The only buttons recognized in content lines while browsing are those with the format <#xxxx> or <*nnnn>, where xxxx is a message tag and nnnn is a conference name. Invoking the first button causes the referenced message to be inserted into the browse list. Invoking the second causes the referenced conference to become the current conference and displays the *Browse Menu*

dialog box as if the MENU key had been pressed.

Using these content line button formats, users can create messages which behave like menus to invoke other messages or conferences. The Browse Help Message and Conference Menu are examples of messages which use buttons in this way. The Browse Help Message should contain a sufficient description of how to use CM to allow a user to select buttons, and buttons for invoking further help messages. The Conference Menu should contain descriptions of various conferences on the node along with buttons for invoking those conferences.

An example of a portion of a browse list is shown below.

```
---- #abcde    Lines: 3  Added: 9/1/86
|INDEXES: apartment, wanted, under-400, berkeley, north-oakland,
|reward
|AUTHOR: joe  EXPIRES: 10/1/86  CONFERENCE: Housing
|MODIFIED: 9/7/86
|  UC student looking for apartment to occupy by 10/1.  $200
|  reward.  Not interested in sharing housing.  Close to public
|  transit a plus.  Call Joe, 987-6543
|=> <#hdufy> Response By: somebody    Lines: 1  Added: 11/13/86
-------------------------------------------------------------

---- #hjdku    Lines: 5  Added: 9/2/86
|INDEXES: share, available, under-400, north-oakland, female
|AUTHOR: john  EXPIRES: 10/1/86  CONFERENCE: Housing
|ORIGIN: N-OAK#idoeg
|  Room in a communal house available 9/15.  We are 3 men and 2
|  women looking for a third woman.  We share meals & chores.  Room
|  is medium-sized & sunny.  Quiet location, near BART.  Your share
|  of the rent would be $350/mo., plus $300 deposit to move in.
|  Call John at 746-8576 between 6 and 10 PM.
-------------------------------------------------------------

>--- #hdufy    Lines: 1  Added: 9/7/86
> INDEXES: response
> AUTHOR: somebody  EXPIRES: 11/1/86  CONFERENCE: Housing
> <= In response to <#abcde>
>  You might be interested in the place described in <#fhydt>
-------------------------------------------------------------
```

In these messages, the indented lines are content lines and the unindented lines are header lines. The lines labeled INDEXES, and the optional unlabeled lines following, contain the index words assigned to the message by the author. The next line contains the author's pen name, the message's expiration date, and the conference to which the message belongs. The optional MODIFIED line shows the date of the most recent modification to a message, and appears only in messages that were modified after being added. The optional ORIGIN line shows the node and tag of the message as originally entered, and appears only in messages that were copied from other nodes or conferences. The ">" signs in the border indicate the current message.

2.4.1 Highlighting & Scrolling The arrow keys are used to perform the functions of moving the highlight between buttons, selecting the current message, and scrolling the screen. The up and down keys operate symmetrically, as do the left and right keys, so for simplicity only the forward direction of motion (right & down) is described. The rules for responding to arrow keys in browse mode are:

1. The right arrow moves the highlight to the next visible button in the current message. The down arrow moves the highlight to the next line of the current message which contains a button. If that line contains more than one button, the highlight moves to the one nearest to its previous position.

2. If no visible line of the current message contains a button to move to under Rule 1, and a portion of the next message is visible, that next message becomes the current message, and the first visible button in that message (if any) becomes highlighted.

3. If neither Rule 1 or Rule 2 apply, the screen is scrolled by one line. If that line contains buttons, one of them is selected and highlighted according to Rule 1.

****
** Also need a way to do fast scrolling. Maybe a scroll bar
** or a dialog box allowing you to specify a numeric position
** in the browse list. Scroll bars could be done in a right
** margin on character graphic terminals, either using a key
** to enter the scroll bar and arrows to change position, or
** using Page Up/Down keys to change position at any time.
****

Some of the services discussed below may select a new message as the current message. Invoking these services will scroll the browse list placing the first line of the new current message 1/3 of the way down from the top of the screen. If the new current message is sufficiently near the beginning of the browse list that this would result in unused space at the top of the screen, the beginning of the browse list is placed at the top of the screen instead.

While scrolling and moving the highlight, every effort will be made to visually reinforce the concept of the browse list as a rigid strip of text moving up and down behind the screen. This may include smooth scrolling, simulating a fast scroll rather than a discrete jump when moving over a large piece of the list, and visually opening and closing gaps in the list when inserting or removing messages.

2.4.2 Fixed function keys In addition to scrolling and moving the highlight, the user may press any of the fixed function keys while browsing. The effects of the fixed function keys are:

HELP - Insert the *Browsing Help Message* in the browse list above the current message, scroll the screen if necessary to place the entire help message on the screen, and select the help message as the current message.

MENU - Display the "Browse Menu" dialog box, and allow the user to select one of its buttons.

SELECT - Execute the service that corresponds to the currently highlighted button.

UNDO - Undo the effects of the last service invoked. Multiple UNDOs will continue back in history. UNDO affects only which messages are in the browse list and which message is current. Scratchpad and message contents are unaffected.

2.5 Invoking Services

Specific services are detailed in the subsequent sections of this document. This section contains information applicable to all services.

A service consists of four phases.

1. The user selects a service to invoke.
2. CM queries the user for information needed to perform the service.
3. CM performs the service.
4. CM returns to browsing or editing.

Services are invoked by selecting a button or pressing a special function key. The "Browse Menu" dialog box displayed by pressing MENU contains buttons for all the services supported while browsing. Common services can also be invoked by special function keys, if available. The mapping of services to special function keys is permanently assigned for a particular keyboard, and is designated by labels on the keys. Particular key assignments are discussed later, in the

Keyboard Mapping section.

If CM needs information from the user to provide the requested service, it asks for that information in dialog boxes. Any required interaction may take place within a dialog box, but two particular interactions have general utility: *field editing* and menu selection (described below). Depending on what information CM needs to provide a service, CM may present a single dialog box, a series of several dialog boxes, or no dialog boxes at all.

Pressing HELP while in a dialog box will display a help message explaining the purpose of the dialog box and what is required of the user. Pressing UNDO while in a dialog box will return to the previous dialog box, if any, or else cancel the service and return to the state from which the service was invoked.

After CM has gathered all the necessary information, it performs the requested service (which may, for example, change the content of the browse list) and then returns to browsing or editing.

2.5.1 Menu Selection Buttons may appear in dialog boxes as well as in the browse list. These buttons constitute a menu. When a dialog box containing buttons is presented to the user, one of the buttons will be highlighted. The user may press arrow keys move the highlight to other buttons in the box, and SELECT to select the highlighted item.

2.5.2 Field Editing Field editing is the mechanism used to obtain a single line of input from the user. Editing takes place within a field occupying a fixed number of columns on a single line. The field may be preset with a value or with blanks.

A single-character *cursor* indicates the current editing position within the field. The cursor may be moved back and forth within the field using the left and right arrows. The cursor may be moved to any column of the field, regardless of its contents (i.e. the arrows can be used to move the cursor to the right of the last non-blank character).

The typewriter keys replace the character under the cursor with the character pressed, and move the cursor one character to the right if it is not already in the rightmost column of the field.

The INSERT key moves all characters under and right of the cursor one character to the right and inserts a blank under the cursor. The character in the rightmost column of the field is lost.

The DELETE key deletes the character under the cursor and moves all characters to the right of the cursor one character to the left. The rightmost column becomes a blank.

The BACKSPACE key acts like the delete key, except it deletes the character to the left of the cursor.

The CLEAR key replaces all characters to the right of the cursor with blanks.

The RETURN or SELECT keys accept the current value of the field, as edited.

All above keys except RETURN and SELECT auto repeat while being held down.

2.6 List Organizing Services

One class of services a user can invoke are those which reorganize the browse list. Using these services, a user searches the database by selectively adding messages to and removing messages from the browse list.

The structure of these services allows the user to think of the browse list as divided into two parts. Messages appearing before the current message in the list are considered to be in the *safe area* of the list. The portion of the list below the current message makes up the *active area*. This is the area of the list that is changed by list editing services. The boundary between the active and safe areas can be changed by selecting a new current message. The safe area should be used to accumulate interesting messages. The active area should be used to hold potentially interesting messages for further screening.

The following list editing services are available on the Browse Menu:

INCLUDE - CM offers the user a dialog box from which to select index words. The dialog box is derived from the index menu message for the current conference. A typical dialog box might appear as follows:

```
HOW TO USE INDEX WORDS TO DESCRIBE THE MESSAGE YOU HAVE
   ENTERED OR ARE LOOKING FOR:
Select housing <offered> or <wanted>
Select <house> <apartment> <room> <communal>
Select any index words describing location:
 <Albany> <North Berkeley> <West Berkeley> <Berkeley Hills>
 <North Oakland>
Select price range (per month)
 <under $200> <$200-$300> <$300-$400> <$400-$600> <$600-$800>
 <$800-$1000> <$1000-$1500> <$1500-$2000> <over $2000>
Select as appropriate:
 <male> <female> <non-smoker> <no pets>
          <SEE ALL INDEX WORDS>
```

If the user selects SEE ALL INDEX WORDS, CM presents the user with another dialog box containing all index words used in the conference in alphabetical order. When the user selects an index word from either box, CM adds all messages that contain that index word to the browse list below the current message.

EXCLUDE - CM offers a dialog box of index words as described above. When the user selects an index word, CM removes all messages below the current message in the browse list which are in the current conference and contain that index word.

KEEP ONLY - CM offers a dialog box of index words as described above. When the user selects an index word, CM removes all messages below the current message in the browse list which are in the current conference and DON'T contain that index word.

FIND - In a dialog box, ask the user to enter the tag for a message. When the user finishes entering the tag, place the designated message after the current message in the browse list and make it the current message.

REMOVE - Remove the current message from the browse list and make the next message current. If there is no next message, make the previous message current. If the list is empty, place the Browse Help Message in the list and make it the current message.

PURGE - Remove all messages below the current message.

TOP - Move the current message to the top of the list and make the next message the current message. If there is no next message, make the previous message current.

BOTTOM - Move the current message to the bottom of the list and make the next message the current message. If there is no next message, this operation has no effect.

REMOVE DUPLICATES - Remove all messages below the current message which appear in the browse list previously.

CHOOSE CONFERENCE - Select "Conferences" as the current conference. Insert the Conference Menu in the browse list below the current message and make that message current.

LATEST - Remove all messages below the current message and replace them with a list of all the messages in the current conference from the most recent backwards.

****
** Query user before remove, or just rely on UNDO?
****

****
** Also store tags of browse list messages into scratchpad,
** singly or as a group, with or without annotation?
** Add all messages tagged in scratchpad to browse list?
****

2.7 Message Services

Three services, ADD, EDIT, and ERASE can be invoked from the Browse Menu to create, modify, and delete messages. ADD and EDIT invoke a special modification to browse mode known as *edit mode*. Edit mode is represented visually in the browse list by replacing the ">" characters in the border with "?" characters. While in edit mode, the distinction between header lines and content lines in the message is very important (see "Basic Concepts" in the Introduction section).

****
** Indicate header lines with different border character?
****

When a button is highlighted on a header line, CM functions just as in browse mode except:

— Attempting to move the highlight in such a way as to make a different message current leaves edit mode, and may invoke a special dialog.

— Attempting to move the highlight across a content line causes the highlight to change to a cursor and causes line editing to begin on the content line. Line editing resembles field editing, with some exceptions described below.

2.7.1 Line Editing Line editing is distinguished from field editing primarily because the line being edited is often part of a multiple-line text. In such texts, CM attempts to fill paragraphs to keep words on as few lines as possible. Thus, changes to the edit line may affect neighboring lines.

The general rule for filling paragraphs is that if a line begins with a non-blank, and the first word on the line would fit on the end of the previous line, it is moved there. This implies that the first line of each paragraph begins with a blank (i.e. paragraphs are indented). A word is presumed to fit on a line only if there is enough room for both the word itself and a trailing blank.

During some editing operations, the filling rule may be temporarily violated, but only adjacent to the line containing the cursor. Furthermore, paragraphs are always eventually brought back in conformity with this rule. The process of bringing a paragraph back into conformity with the filling rule is called *reformatting* the paragraph. If the character under the cursor moves during reformating, the cursor moves with it.

The keys used for field editing are also used for line editing. The changes to their functions are as follows:

arrow keys - At the left margin, the left arrow moves up to the space following the last printing character on the previous line. At the right margin, the right arrow moves to the first column of the next line. The up and down arrows move up and down by lines in the same column. Any arrow key which causes the cursor to change lines also reformats adjacent lines. Attempting to move the cursor on to a header line causes the cursor to skip lines until finding:

— another content line, in which case editing continues on that line,

— a button, in which case the button is highlighted, or

— the boundary of the message, in which case edit mode terminates.

typewriter keys - Typing a character in the rightmost column opens a blank line below the current line and moves the cursor on to it. In addition, if the old line contains a blank and the character typed was not a blank, the last word of the old line is wrapped down to the new line.

****
** Support back-wrapping? would involve detecting short
** first word created by deleting characters or typing
** a space. Alternative is to wait until leaving line
** to reformat.
****

INSERT - Words at the right margin are wrapped down to the next line as necessary. If the next line is full, a new blank line is created and the word at the right margin is wrapped down to it.

DELETE - Behaves exactly as in field editing.

BACKSPACE - In the leftmost column, this key is treated like a left arrow.

CLEAR - CLEAR wraps all words to the right of the cursor to the next line. If there are not words to wrap, it creates a blank line and puts cursor at the beginning of it.

****
** Or have it behave just like field editing. One way
** provides bulk insert, the other bulk delete.
****

RETURN - Return creates a blank line after the current line, wraps all words to the right of the cursor (if any) to the new line, inserts a blank at the beginning of the new line, and puts the cursor to the right of the blank. This, in effect, inserts a paragraph boundary.

MENU - Displays a dialog box containing a menu of scratchpad services. Scratchpads are temporary holding areas for text. There are 9 scratchpads for each user, numbered 1-9. One of these, initially #1, is designated the "current" scratchpad. The services involving scratchpads are:

SWITCH SCRATCHPAD - change the current scratchpad

SAVE LINE - copy the line under the cursor to the end of the current scratchpad.

SAVE MESSAGE - copy the entire message being edited to the end of the current scratchpad.

PASTE SCRATCHPAD - copy contents of the current scratchpad after the cursor line in the message currently being edited

EDIT SCRATCHPAD - switch to editing the current scratchpad. Editing takes place in a pop-up window but is otherwise like editing a series of content lines in a message. Attempting to move the cursor out of the scratchpad or pressing SELECT, UNDO, or MENU returns to the current message being edited.

2.7.2 Adding a Message When the user invokes the ADD service, CM goes through the following steps:

— If the current message at the time the ADD was invoked is able to be responded to (as opposed to, for example, a help message), CM presents a dialog box containing a two-item menu. The user must select between adding an independent message and adding a response to the current

message.

****
** Or have two separate services?
****

NO!

— The user is asked to deposit a quarter.

— If the user has not already specified an author name during this session, CM presents a dialog box asking the user to enter an author name and password.

****
** Might want to always require confirmation of pen name
** at this point, and possibly conference as well.
****

— A new message is formatted and added to the browse list below the current message. This new message becomes the current message and is placed in edit mode. The initial format of this message is:

```
?---- #        Lines: 1   Added: 9/7/86
? INDEXES:
? <AUTHOR: somebody>  <EXPIRES: 11/1/86>  <CONFERENCE: Housing>
?
? <FINISHED>   <ERASE THIS MESSAGE>
-----------------------------------------------------------------
```

Note that

— the message has not yet been assigned a tag

— The added and expires date, author name, and conference have been assigned default values

— AUTHOR, EXPIRES, and CONFERENCE are buttons which the user can select. Selecting these buttons invokes dialog boxes which accept new values for these fields.

— The message contains a single blank content line. This is originally the only content line in the message. The cursor will be sitting on this line.

— The message contains a button which the user can select to erase the message (cancel the add).

If the user had specified that the message was a response, the additional header line

<= In response to message: <#tag>

would appear before the content line.

DON'T show a default to anon.! Allow as a possib. e.g. dialog box saying "please use some name. Any name except ANON. will req. passwd."

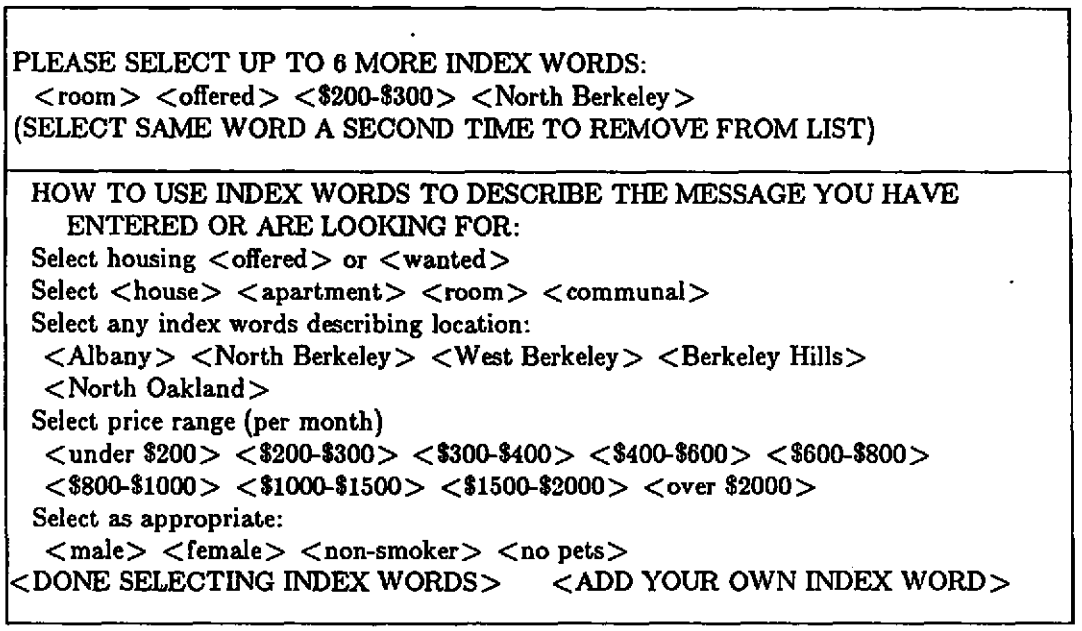
— The user edits the message.

Good!

— The user selects FINISHED or attempts to move the cursor or highlight outside of the message, triggering a closing dialog. This dialog begins with a dialog box giving the user the option to return to editing the message, erase the message and receive a refund, or to complete the add process.

— If the user wishes to complete the add process, CM presents a dialog box containing a menu of index words associated with the conference and instructions to pick applicable index words. The contents of this dialog box are derived from the index menu message for the conference

being added to. A typical dialog box might appear as follows:



The top portion of the dialog box displays the index words chosen so far, from which the user can "un-pick" previously chosen index words, and a count of the number of additional index words the user is allowed to choose.

On completion of the index word selection, a tag is assigned to the message, it is removed from edit mode, the selected index words are added to the display, and the angle brackets are removed from AUTHOR, EXPIRES, and CONFERENCE. In addition, if the new message is a response, the header line

=> <#newtag> Response By: somebody Lines: 23 Added: 9/7/86

is added to the end of the message that the new message responds to.

2.7.3 Editing a Message Messages can only be edited if they don't contain an ORIGIN header line. Presence of the ORIGIN line means that the message is a copy. CM allows edits only to originals.

If the message author doesn't match the last author name used by the user, CM presents a dialog box asking the user for the password.

When password has been validated, CM allows editing as above, with the following exceptions:

— The user is not given the option of making the message a response.

— The user is asked to deposit a quarter only if the message being edited has not been previously added or edited during this session.

— Instead of inserting a new message, CM enters edit mode on the current message.

— CONFERENCE is no longer a button; it cannot be changed.

— INDEX now IS a button which invokes a dialog box like the one through which index words were initially specified.

— The exit dialog no longer asks for index words; this dialog box must be invoked as described above.

2.7.4 Erasing a Message When the user invokes the ERASE service, CM presents a dialog box asking the user to confirm the operation. If the user was not already editing the message, and the message author name does not match that last used by the user, CM asks the user for a password. After completing both of these checks, the message is removed from the database.

2.8 Other Services

The following services can also be invoked from the Browse Menu:

DONE - Terminate session.

CREATE CONFERENCE - CM presents a dialog box asking for the new conference name. If the user responds with a valid (not previously used) name, CM creates a blank conference description message for the user to edit. The user becomes the author of the new conference description, also called the *owner* of the conference. The blank conference description appears as follows:

```
—— #        Lines: 1   Added: 9/1/86
? <INDEXES:>
? <AUTHOR: joe>  <EXPIRES: 10/1/86>  CONFERENCE: Conferences
? <CONFERENCE NAME: Housing>
?
? <MAX INDEX WORDS: 10>
? <DEFAULT EXPIRATION: 30 days>  <MAX EXPIRATION: 90 days>
? <REFEREES:>
? <DELETION MODE: automatic>
? <CHANGES TO:>
? <CHANGES FROM:>
? <FINISHED>   <CANCEL>
```

If the user selects the CANCEL button, CM returns to browsing without adding the conference message to the database. If the user attempts to move the cursor out of the conference description message, or selects the FINISHED button, CM presents the user with a blank index menu to edit. The index menu appears as follows:

```
—— #        Lines: 3   Added: 9/1/86
? INDEXES:
? AUTHOR: joe  <EXPIRES: 10/1/86>  CONFERENCE: Help
?  HOW TO USE INDEX WORDS TO DESCRIBE THE MESSAGE YOU HAVE
?     ENTERED OR ARE LOOKING FOR:
?
```

The user edits the index menu to provide other people using the conference with conventions regarding index word use. For example, the index menu to generate the dialog boxes used in the browse and add examples earlier in this document would appear as follows:

```
—— #suhfb    Lines: 12   Added: 9/1/86
|INDEXES:
|AUTHOR: joe  EXPIRES: 10/1/86  CONFERENCE: Help
|  HOW TO USE INDEX WORDS TO DESCRIBE THE MESSAGE YOU HAVE
|     ENTERED OR ARE LOOKING FOR:
|  Select housing <offered> or <wanted>
|  Select <house> <apartment> <room> <communal>
|  Select any index words describing location:
|   <Albany> <North Berkeley> <West Berkeley> <Berkeley Hills>
|   <North Oakland>
|  Select price range (per month)
|   <under $200> <$200-$300> <$300-$400> <$400-$600> <$600-$800>
|   <$800-$1000> <$1000-$1500> <$1500-$2000> <over $2000>
|  Select as appropriate:
|   <male> <female> <non-smoker> <no pets>
-------------------------------------------------
```

After editing the index menu, the user is returned to browse mode.

SWITCH SCRATCHPAD - change the current scratchpad

SAVE MESSAGE - copy the current message to the end of the current scratchpad.

EDIT SCRATCHPAD - switch to editing the current scratchpad. Editing takes place in a pop-up window but is otherwise like editing a series of content lines in a message. Attempting to move the cursor out of the scratchpad or pressing SELECT, UNDO, or MENU returns to browse mode.

The owner of a conference can edit a conference description or index menu, in the same way as editing any other message. While being edited, the conference description appears as follows:

```
—— #abcde   Lines: 4   Added: 9/1/86
? <INDEXES:>  apartment, rental, roommate, house, housing,
? roommates, services, offered, available, shelter, Berkeley,
? East-Bay
? <AUTHOR: joe>  <EXPIRES: 10/1/86>  CONFERENCE: Conferences
? <CONFERENCE NAME: Housing>
?  This conference is designed to put people looking for housing
?  and people offering housing in touch with one another.  It is
?  meant to be used both for roommate searches and for people
?  looking for or offering empty houses, apartments, etc.
? <SELECT TO ENTER CONFERENCE>
? INDEX MENU: <#suhfb>  <MAX INDEX WORDS: 10>
? <DEFAULT EXPIRATION: 30 days>  <MAX EXPIRATION: 90 days>
? <REFEREES:> joe, sam
? <DELETION MODE: automatic>
? <CHANGES TO:> N-OAK/Housing, ALB/Housing
? <CHANGES FROM:> N-OAK/Housing, ALB/Housing
? <MERGE CONF>  <SPLIT CONF>  <MERGE INDEX>  <SPLIT INDEX>
-------------------------------------------------
```

Everything can be changed except the INDEX MENU tag; rather than change the tag, you must edit the contents of the index menu message itself. Selecting DELETION MODE toggles it between "automatic", in which messages are automatically removed when their expiration dates

arrive, and "manual", in which referees can erase messages after their expiration dates have passed.

The following services can be invoked from buttons in edit mode on a conference description:

MERGE CONF - Presents a dialog box asking the user for a second conference name, of which he or she must also be the owner. All messages in the second conference are moved into the first, and the second conference is deleted. A message noting the operation is added to the Audit conference.

SPLIT CONF - Presents a dialog box asking for a new conference name. Creates another conference identical to the first, but with the new name. Moves all messages in the browse list that were in the first conference to the second. A message noting the operation is added to the Audit conference.

MERGE INDEX - Presents a dialog box asking the user for a pair of index words. The second word is replaced with the first in all messages in the conference and then removed from the list of suggested index words for the conference. A message noting the operation is added to the Audit conference.

SPLIT INDEX - Presents a dialog box asking the user for an existing index word and a new index word. Replaces the existing index word with the new index word in every message in the conference that is also on the browse list. A message noting the operation is added to the Audit conference.

****
** The purpose of these services is to allow conference
** owners to adapt conferences and index words to use
** patterns by providing greater or lesser degrees of
** specificity. On the one hand, a general MOVE facility
** for moving messages from one conference or one index
** to another would allow users more flexibility. On
** the other hand, the whole idea may encourage abuses.
** We could instead prohibit further adding to a conference
** or index and instead offer one or more alternatives.
** This would switch us from the old to new schemes as
** messages expire. Or we could provide this mechanism,
** but only apply it to messages at least n days old??
** Or we could allow COPY instead of MOVE operations,
** possibly combined with preventing new ADDs to
** obsolete conferences or indexes.
****

Ambitious (and admirable)

When a conference description is seen in browse mode, it appears as follows:

```
---- #abcde    Lines: 4   Added: 9/1/86
| INDEXES:  apartment, rental, roommate, house, housing,
| roommates, services, offered, available, shelter, Berkeley,
| East-Bay
| AUTHOR: joe  EXPIRES: 10/1/86  CONFERENCE: Conferences
| CONFERENCE NAME: Housing
|   This conference is designed to put people looking for housing
|   and people offering housing in touch with one another.  It is
|   meant to be used both for roommate searches and for people
|   looking for or offering empty houses, apartments, etc.
| <SELECT TO ENTER CONFERENCE>
| INDEX MENU: <#suhfb>  MAX INDEX WORDS: 10
| DEFAULT EXPIRATION: 30 days  MAX EXPIRATION: 90 days
| REFEREES: joe, sam
| DELETION MODE: automatic
| CHANGES TO: N-OAK/Housing, ALB/Housing
| CHANGES FROM: N-OAK/Housing, ALB/Housing
```

Author descriptions are added automatically to the Authors conference when a user first uses a pen name. Users may edit their author descriptions to change their passwords or to provide descriptive information about themselves. An author description seen in edit mode appears as follows:

```
---- #hduje    Lines: 1   Added: 9/1/86
? <INDEXES:>
? AUTHOR: joe  <EXPIRES: 10/1/86>  CONFERENCE: Authors
? <SELECT TO CHANGE PASSWORD>
?  I could describe myself here if I wanted to.
```

Note that the AUTHOR cannot be changed.

2.9 Key Assignments

Suggested special function key assignments, in order of importance, are INCLUDE, CHOOSE CONFERENCE, ADD, REMOVE, LATEST, DONE, and EDIT.

```
****
** More diagrams showing edit & browse menus, various
** dialog boxes, and help messages?  Especially do a
** sub-menu for browse list editing operations with
** reasonable explanations.  Move editor and
** browse arrow key details to an appendix?
****
```

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