

CompuServe

Information Manager for Windows



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B+ Protocol
WinCIM

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CompuServe Information Information Manager For Windows

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Introduction

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Welcome

Welcome to CompuServe, the information service you won't outgrow. When you join CompuServe, you join a global electronic community in the vanguard of the information age. As your needs and wants change, CompuServe enhances and expands its services to meet them.

CompuServe is information

As a CompuServe member, you can use the vast array of CompuServe database information services from the comfort and convenience of your home or office. Here is just a small sample of what you can do:

- Get expert advice about computer hardware and software, from the people who make it and the people who use it
- Obtain up-to-the-minute worldwide news and weather any time of the day or night
- Find reference resources covering topics from A to Z
- Produce up-to-date financial reports and analyses to help you make investment decisions
- Order brand-name products, often at sale prices, from nationally known merchants
- · Review airline schedules and fares, and make reservations

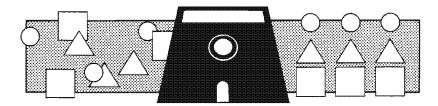
CompuServe is communication

You will soon discover that other CompuServe members are a prime source of knowledge, entertainment, and satisfaction. The CompuServe community is over a million strong and growing fast. You can communicate with other members in many ways:

- CompuServe Mail lets you exchange text messages and binary files with people around the world
- CompuServe forums let you get together with members who share your special interests. Each forum offers a message service, libraries of files, and interactive conferencing
- CB Simulator provides a never-ending conversation with more than 100 channels
- Feedback lets you send questions and comments to CompuServe Customer Service
- The 'lounges' in many interactive CompuServe games offer you the chance to compare notes with other players

The CompuServe Information Manager

The CompuServe Information Manager for Windows, or WinCIM for short, is your personal connection to CompuServe. WinCIM automates communications between your computer and the CompuServe Information Service, and makes your computer a full partner in the performance of member services. WinCIM uses the full power of Microsoft Windows to set up the framework for delivering information to you, and the CompuServe Information Service fills in the particulars.



Wide open Windows

WinCIM offers all the familiar features and benefits of the Windows graphical user interface, plus all the advantages of quick and easy access to the CompuServe Information Service. All the available functions are organized into the standard pull-down menus, with different menus for different desktops. WinCIM serves as your guide and interpreter, using dialog boxes to show you what you have to work with and what you can do at every stage of an activity. In addition to the indexed help information available from the Help pull-down menu, WinCIM gives you context-sensitive information at a click of your mouse.

The CompuServe Information Service

CompuServe offers unlimited connect time to access a basic group of the most popular CompuServe services, priced at a standard flat rate per month. This means there are no connect-time charges, no matter how much you use these services (although there are surcharges for connecting through some communications networks in some locations).

The basic services include reading your incoming CompuServe Mail messages for free, except messages from Internet. You also get a monthly postage allowance that you can use for sending messages to others.

You can access menus of the available basic services by clicking the **Basic Services** icon in the Services window. If the Services window isn't on your screen, select **Browse** from the Services menu to display it.



CompuServe basic services

- Help you get started using CompuServe quickly
- Are priced at a flat monthly rate, no matter how much you use them
- Are free for the first month of membership
- Allow free reading of almost all electronic mail sent to you
- Provide a springboard to extended services on CompuServe

CompuServe also offers a vast array of extended information and communications services, priced mainly on the basis of connect time (plus surcharges for connecting through some networks in some locations).

You pay only for the extended services you actually use. You decide which ones you want and when you want them, and you are only billed per minute for the time you spend using them (or sometimes per transaction).

CompuServe extended services

- Take you to the heart of CompuServe and help you feel the pulse and excitement of the global CompuServe community.
- Are wide-ranging and exciting to explore
- Provide extensive help for the hardware and software you use
- Are priced at hourly usage rates that vary according to your modem's baud rate



Some extended services do have additional premium charges, because they provide hard-to-get information or added value. Premium charges may be based on usage time or on number of transactions.

What You See on Your Screen

While you're using a CompuServe service, the status area in the WinCIM ribbon tells you whether the service is basic or extended.

See Page 14 for more information about the status area.

CompuServe menus help you differentiate between basic and extended services by grouping basic services at the top, under a separate heading. In addition:

+ means extended

Every menu choice that takes you to an extended service has + at the far right.

You will see a notice on the status bar at the bottom of your screen whenever you switch from a basic service to an extended service, and a similar notice when you switch from an extended service to a basic service.



When you access an extended service, you will be charged the pay-as-you-go pricing starting as soon as the special notice appears. The charges will continue to accrue until you access a basic service.

(\$) means premium

Every menu choice for a service that carries premium charges has (\$) at the far right. You can determine the amount of the premium charges by reading the explanatory information about the service, usually available from the service's first menu.

About These Guides

These two guides are designed for use as a complementary set:

- This guide, the CompuServe Information Manager for Windows User's Guide, introduces you to CompuServe and WinCIM. It shows you how WinCIM automates electronic communications and other capabilities of the CompuServe Information Service. It also describes some of the services available to you as a CompuServe member and provides general operating instructions.
- The companion volume, the *CompuServe Information Service User's Guide*, provides an in-depth look at more of the individual services available to you on CompuServe. It explains what those services can do for you, and shows you how to use them.

As the services and the software evolve, some of the information in these guides will become out of date. CompuServe will publish supplements and new guides from time to time. Meanwhile, any changes will be announced on the CompuServe Information Service and in regular monthly issues of CompuServe Magazine, which is free to members.

Easy Ways to Find What You Need to Know

There are numerous indicators throughout these guides that help you pinpoint specific kinds of information quickly and unambiguously.

Guide contents

Each guide has its own table of contents in the front, plus its own index and glossary in the back.

Section contents

Each main section of these guides starts with its own table of contents. There you can quickly find out what's in the section and how it's arranged.

'Why' pages vs 'How' pages To separate description and explanatory material from step-by-step procedures, we use two very different page formats. The next two pages illustrate and explain these formats.

Explanations and Principles

We use pages that look like this one to present explanations of commands, rules for searching, and other 'analytical' material that you can apply while you are using WinCIM.

Features

Notes in the left matgin call your attention to features we think are important for you to be aware of. They may also identify the major topics covered in the adjacent text, call your attention to extended, premium or executive services, and sometimes even provide quick recaps of key information.



This points to important notes and warnings.

We use a separate paragraph with italic type to refer you to another page of this guide, or a section of the other guide, for additional information. You can look up the section in the other guide's table of contents.

Operating Procedures

We use pages that look like this one to present the procedures for performing specific operations. The procedures we document are either representative of types that you will use frequently, or atypical and perhaps even obscure, but important for you to know in special circumstances.

Each procedure is presented as a series of numbered steps.



As with the analytical material, we use this sign to draw your attention to important notes and warnings.

Once again, italics are used to refer you to other pages containing additional information.

Special options to the left

The left margin may use keywords to point out some things you can do that may not be obvious from reading the core procedure, such as printing information or saving it to disk.

The right margin presents abbreviated versions of the procedures detailed in the middle of the page. We tell you, as simply as we know how, to choose a command, click an icon, select something from a list, or supply a certain kind of information. As you gain experience, you can follow these 'cue cards,' stopping to read the detailed descriptions if you need further information.

Quick recaps to the right

Terminology

These guides use some terms in very specific ways:

Choosing and selecting

Choose means to implement a command on a pull-down menu by clicking the menu title, dragging to the command, and releasing.

Select means to highlight a list item and then do whatever is necessary (typically click a command button) to take some designated action with the highlighted item.

Double-clicking and pressing -

Double-click means to take action immediately by clicking an icon, a button, or another action item twice in rapid succession.

If an action is already selected, pressing has the same effect as double-clicking.



WinCIM usually offers more than one means of action. Rather than explain every option for every situation, we will always describe the most natural Windows action. Thus, if there is a point-and-single-click option, we will use it in our directions.

Press, type, and enter

Press means to depress a single key, or a combination of keys together.

Type means to press a series of keys in succession.

Enter means to press one key or a key sequence, and then press [4].

Special Types of Information

Besides notes and page references, these guides use other methods to depict certain kinds of information:

UPPERCASE TEXT identifies information that you type or enter.

depicts the carriage return key (marked ENTER or RETURN on many keyboards).

containing a letter, word, or special character, depicts the matching key on your keyboard. Examples are: [A], [Tab], and [] (for a period).



There are many actions you can initiate by holding down one key (Att), Control, Shift) while you press another. We refer to the operation as 'press' and link the two keys with a plus sign — for example, 'Press (Att)+L'.'

Other Ways to Find Out about CompuServe

We have made every effort to ensure that these guides are complete and up to date. However, CompuServe is a dynamic, constantly growing information service. To stay abreast of CompuServe and WinCIM, refer to the following sources:

- Online help (press [F1])
- Forums (messages, files, members, and Sysops)
- WinCIM Support Forum (Go WCIMSUPPORT)
- CompuServe Customer Service
- What's New
- Online Today (Go OLT)
- CompuServe Magazine
- CompuServe members
- WinCIM information area (Go WINCIM)

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Getting Started



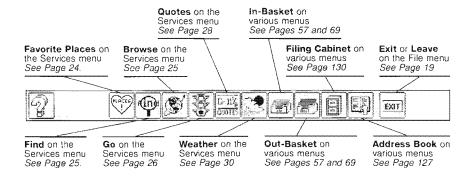
To start WinCIM, double-click the **WinCIM** icon in the CompuServe group. This takes you to WinCIM's initial desktop, with its menu bar and Ribbon:



The Ribbon

What is the Ribbon?

The Ribbon is a string of icons that give you instant mouse-click access to WinCIM features and CompuServe services. Clicking an icon (except the **question mark**) is the same as choosing a WinCIM command:





The question mark icon displays help information. It is especially useful for finding out more about a menu or a dialog without a Help button.

See Page 142 for more information about WinCIM's comprehensive local help system.



When you access a CompuServe service, other icons appear on the Ribbon.

See the next page to find out more about the other icons.

Alternative icons

Usually, when you access a CompuServe service, the EXIT icon at the far right of the Ribbon is replaced by two other icons, which are shortcuts for two commands on the File menu:



Leave leaves the service you are using, but keeps you connected to CompuServe.



Disconnect leaves the service and disconnects you from CompuServe, but keeps you running WinCIM.



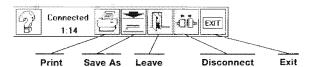
If CompuServe has electronic mail for you, the **Get New Mail** icon appears at the far right when you connect to CompuServe. Clicking this icon is the same as choosing **Get New Mail** from the Mail menu.

See Page 60 for information about the Get New Mail command.

An Alternative Ribbon

Does the Ribbon ever change?

When you access certain CompuServe services, such as Weather or Travelshopper (CIM), you see a different Ribbon. This alternative Ribbon helps make it easy to print or file reports and articles you produce online, and to go wherever you want when you are finished using a service. The five icons to the right provide shortcuts for File menu commands.



See Pages 17 and 19 for more information about these commands.

Customizing the Ribbon

Make your own ribbon If there are other WinCIM activities that you want to access through the Ribbon, or different icons you want to use, you can make changes by choosing **Preferences** from the Special menu, and then choosing **Ribbon** from the Preferences menu.

See Page 139 for more information.

The Status Area

Whenever you connect to CompuServe, the space between the **question** mark and the other icons, which is blank when you are disconnected, contains status information:



What RD and SD mean

The RD and SD buttons light up when your computer is receiving data from CompuServe (RD) or sending data to CompuServe (SD).

Clicking the word "Cancel" will cancel any instructions you have sent to the CompuServe Information Service (to display an article or a report, and so on), even if CompuServe is already acting on your instructions. Holding down [Alt] while you click the Cancel button will disconnect you from the CompuServe Information Service.



While WinCIM is connecting to CompuServe, clicking Cancel will cancel the connection process.

The number above "Cancel" tells approximately how many seconds WinCIM will continue waiting for a response from the CompuServe Information Service before detecring that there is a problem. Once it has determined that a problem exists, WinCIM first attempts to resolve it; if it can't 'resynchronize,' it automatically disconnects from the Information Service. This feature can save you connect-time charges.

Initially, WinCIM is set to wait 30 seconds for a response from CompuServe. If you frequently experience 'time-out' problems, you can change this 'time-out' value by choosing **Session Settings** from the initial desktop's Special menu, and then clicking the More butron from the resulting dialog. This takes you to another dialog where you can modify the HMI Time-Out setting.

Check your connect time

While you're connected to CompuServe, the status area also includes a digital clock that tells the total number of hours and minutes you've been connected since you started up WinCIM. The clock stops if you disconnect, and resumes if you reconnect; it starts over from 0:00 if you exit WinCIM and start it up again.

For additional information about your connection to CompuServe, choose Connection Info from any Special menu.

See whether you're in basic or extended

Above the connect time (in the same location as the RD and SD buttons and the Cancel time sometimes appear), you see "Basic" when you're accessing a basic service, or "Extended" when you're accessing an extended service.

See Page 4 to learn about basic and extended services.

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About File

File is a permanent menu found in the menu bar; it's generally available at any time during your WinCIM session. You will probably find yourself pulling down this menu at least once whenever you access CompuServe, because this is where you can disconnect from CompuServe and exir from WinCIM.

File lets you

- Do all the standard Windows file functions
- Save the contents of many WinCIM windows as text files
- Define your printer settings
- Prinr the contents of many WinCIM windows
- Leave a service but stay connected to CompuServe
- Disconnect from CompuServe but stay in WinCIM
- Exit from WinCIM

The File Menu



New

New takes you to the Windows Notepad editor where you can create a text file. For example, you might use **New** to compose a note to use later in a forum or CompuServe Mail message.

Open

Open lets you edit a text file. You specify the file you want to open in the Open dialog. After opening your file, WinCIM takes you to the Windows Notepad editor where you can edit the file. You can also use **Open** to view a GIF file.

Save

Save lets you make a text file from a forum or CompuServe Mail message or other WinCIM text window. For example, if you are reading a CompuServe Mail message and wish to save the contents in a text file instead of your Filing Cabinet, you can choose Save.

CompuServe Mail is the electronic mail service for CompuServe members. CompuServe forums are online special interest groups, which provide messaging services, libraries of related files, and interactive keyboard conferencing facilities.

See Page 56 to learn about CompuServe Mail. See Page 89 to learn about forums.



Converting Window Contents to Text Files

Let's say you're in your favorite forum and you want to print a copy of a message you happen to be reading. You're going to tape it to your refrigerator, so you want to put it in a large readable font. You can easily convert the message to a text file.

 Choose Save As from the File menu. This takes you to a standard Windows directory dialog. Choose Save As

- 2. In the File Name: box, type a name for the file where the message will be saved.
- Supply the file name
- In the Directories box, specify the directory you want by double-clicking on the appropriate entry.

Identify the directory

4. In the Drives box, select the destination drive by clicking the arrow at the right and then clicking the drive you want.

Select the drive

5. Confirm that Text Files (*.TXT) is selected under Save File as Type.

Be sure the file type is *.TXT

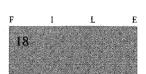
6. Click the OK button.

When you exit WinClM, you can run your word processor and open the file you saved. It will be text with very little formatting. Make it beautiful.

Format the file with your word processor

Terminal Emulation has its own procedure for capturing text.

See Page 83 for details on saving text in Terminal Emulation.



Save As

Save messages and other text windows

Save As, like **Save**, lets you make a file copy of a forum or CompuServe Mail message or other WinCIM text window.

Print



Print prints the contents of the current WinCIM text window.

Print Settings

The familiar Print Setup dialog allows you to specify landscape or portrait printing, select paper size, and choose other options.

Leave



Leave allows you to leave most CompuServe services, such as forums, CB, games, or Mall merchants, and return to the initial desktop. You will still be connected to CompuServe, so you can access another service.

Disconnect



Disconnect terminates your session with CompuServe, but leaves you still running WinCIM. Unless you disconnect, you may incur additional charges for connect time and network usage.

Exit



Exit disconnects you from CompuServe and terminates WinCIM.



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About Services

Your road map to CompuServe

The Services menu helps you explore CompuServe services and navigate quickly from one service to another.

Services lets you

- Go, Search, and Browse your way around
- Create a customized list of online services with Favorite Places
- · Keep informed with What's New, Special Events, and Executive News
- Meet folks via the CB Simulator
- Get stock Quotes, Portfolio evaluation reports, and Weather reports

Terminal Emulation

When your computer acts like a 'dumb terminal'

As you explore the CompuServe Information Service, you will encounter services that do not support WinCIM's window-oriented interface with its dialog boxes and list menus. When you access one of these services, WinCIM takes on a different look and switches to a different mode of operation known as Terminal Emulation.

Terminals are capable only of sending and receiving text and usually have little or no computing power of their own. A typical terminal displays scrolling text — nothing else.

Terminal Emulation Prompts

Communicating in Terminal Emulation

When you're in a service that uses Terminal Emulation, CompuServe asks you for information or instructions by displaying a prompt, such as **Enter Choice!** at the bottom of a menu. **Enter** means to type something and then press of to send it to the CompuServe system.

You can select a menu choice in a Terminal Emulation service by double-clicking the line that begins with the choice number. This is the same as typing the number and pressing . Double-clicking anywhere else is the same as pressing . without typing a number.

See Terminal Emulation in the CompuServe Information Service User's Guide for more information about Terminal Emulation.

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Browse	Ctrl+G
<u>G</u> o	UM+G
What's New	
Special Events	
Executive News	Ctrl+E
<u>Q</u> uotes	
Po <u>r</u> tfolio	
<u>W</u> eather	
<u>C</u> B Simulator	

Favorite Places



Favorite Places lets you Favorite Places takes you to a list of services that you can personalize. We equipped the initial list with some popular services, but you can add other places of your own. Keep our suggestions or delete them — it's all up to you. Using Favorite Places couldn't be easier. Choose it from the Services menu, scroll through the list, select the place you want, and click Go. This connects you to CompuServe, if you aren't already connected.

- Maintain a customized menu of the CompuServe services you use often
- Access a service by selecting it from the Favorite Places menu and clicking Go

See Page 115 for more information about adding services to your Favorite Places menu.

Find



Find is a helpful command for a new member or anyone else who wants to explore specific interests. It narrows your search through CompuServe to certain topics such as movies, commodities, sailing — almost anything. You supply the topic, and CompuServe creates a list of related services.

A popular topic will lead you to more than one forum or other service. For example, a topic such as BOOKS will turn up online bookstores as well as forums where books are often discussed. Narrowing the topic to COMPUTER BOOKS will narrow the selection of services. Just select one, and click Go.

You can add any service you Find to your list of Favorite Places.

See Page 116 for more details.

Find lets you

- Identify services by subject, and go to any service you select
- Add any service you find to your Favorite Places menu

Browse



Browse lets you explore the CompuServe services by making selections from a tree-like structure of menus. Your journey begins with the Services window, which you access by choosing **Browse**. From there, you can branch off in whatever direction you like.



The Services window appears when you start up WinCIM, unless you specify otherwise in your General Preferences.

See Page 132 for more information about General Preferences.

The Services window has icons such as **Basic Services**, **Travel**, **Shopping**, **Computers**, and **Games**, which represent groups of CompuServe services. If you are not already connected, double-clicking an icon will connect you to CompuServe and open another list of destinations, which may include forums, reference databases, stores, and many other kinds of services. To see more selections, highlight a menu choice and then click Select.

Browse lets you

- See what's available on CompuServe
- Select from a tree-like structure of menus
- Review the menus you have traveled

Go



Go takes you directly to a service instead of moving through the menu hierarchy. Choose Go from the Services menu, and complete the dialog box. For example, if you want to go to the Microsoft Windows New Users Forum, choose Go, type the service name (Go word) for the Forum (in this case, WINNEW), and click OK.

If you don't know the Go word of the service you want to access, look it up by typing QUICK as the service name and clicking OK. You also can find Go words throughout WinCIM and in Terminal Emulation.



Some locations within CompuServe have Go words that aren't really words at all. You could, for example, find a construction such as OLT-1. This is one of the Go words for the Online Today main menu.

What's New

What's New is CompuServe's version of a weekly community newspaper, and it is usually updated every Thursday. Your connect time is often free when you are reading these brief articles. Free articles are clearly marked.

The first two times you connect after an update, **What's New** appears automatically. To refresh your memory about an item you saw, you can always choose **What's New** from the Services menu. But don't be surprised if the item you remember has been replaced by a new feature.

What's New tells you about

- Changes in billing, telephone numbers, or CompuServe itself
- · Seasonal services, such as flowers on Mother's Day
- Charitable and altruistic promotions
- Tips to increase the value of CompuServe
- New merchants and services
- News of interest to the entire CompuServe community

Special Events

CompuServe wants to keep you abreast of upcoming happenings such as contests, service enhancements, and shopping specials. This is the place to find out about new services, promotions, and bargains. Choose **Special Events** from the Services menu, select the topic of your choice, and click Select to read more. A special event stays posted until it's over.

Special Events tells you about

- Service enhancements
- · Contests, shopping specials, and other promotions

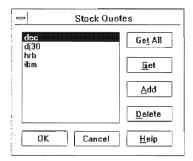
Executive News

This command displays the Executive News Service (ENS) desktop. Here you can satisfy your need for news by browsing Public Folders of international news, weather, and sports and Personal Folders where only the news stories matching the keywords you specify are stored.

See Page 31 for a full explanation of ENS.

Quotes

Quotes gives you quick access to the latest stock market quotes for specific securities. You keep your own customized list of ticker symbols.



Customize your ticker list

The Stock Quotes dialog comes with several ticker symbols. To add a common stock, option, mutual fund, or market indicator to the list, click Add. Then type the ticker symbol in the dialog that appears, and click OK.

Look up a ticker symbol

If you don't know a ticker symbol, **Go** to LOOKUP. The LOOKUP service lets you find ticker symbols by issuer name.



Quotes only works with ticker symbols, not CUSIP numbers.

No connect-time charges for Quotes

When you click Get All, WinCIM retrieves the quotes from BASICQUOTES, the basic current quotes service provided without connect-time charges for your flat monthly rate. The quotes are reported in a dialog like this one:

Ticker	Volume	High	otes Informa Low	Last	Change	Update
ITCUCI	AOTOME	nayn	LUW	Last	onange	opuace
dec	2865	42.125	41.250	41.375	- 1.875	9:53
dj 30	0	3291.659	3291.650	3291.650	- 39.998	9:53
hrb	83	34.000	34.000	34.000	- 0.250	9:34
ibm	0	94.125	92.875	92.875	- 2.125	9:49
	***************************************	***************************************				,
			OK			

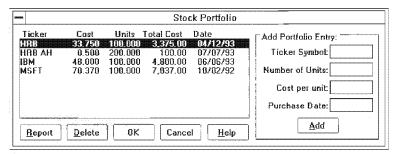
You can save your quotes report to a disk file by choosing **Save As** from the File menu. Or, you can print the report by choosing **Print** from the File menu.



Market quotes for U.S. issues are delayed for more than 15 minutes by CompuServe because of U.S. exchange requirements. The delays for non-U.S. exchanges vary.

Portfolio

Choose **Portfolio** from the Services menu to open a dialog where you can record the stocks you purchase, and report their market performance. Here's what the dialog looks like when a few purchases have been recorded:



To add a portfolio entry, type in the ticker symbol (do not use the CUSIP number), the number of shares, the price you paid per share, and the date of purchase. Then click the Add button. You can add as many entries as you need, including multiple purchases of the same security.

WinCIM reports per-share data for stock options such as HRB AH (a January \$40 call), so be sure to give the number of underlying shares and the per-share price (not the number of contracts and the per-contract price).

No connect-time charges for Portfolio reports

When you click the Report button, WinCIM retrieves the most up-to-date price data from BASICQUOTES, the basic current quotes service provided without connect-time charges for your flat monthly rate. (Remember, quotes are always at least 15 minutes late, in accordance with exchange regulations.) WinCIM produces a report like this one (created 06-Aug-93):

Portfolio Report							4
Date	Units	Quote	Mkt. Value	Tot. Cost	% Chg	(U	1
04/12/93	100.000	37.625	3,762.50	3,375.00	11		L
07/07/93	200.000	1.500	300.00	108.00	200	1	
06/06/93	100.000	42.875	4,287.50	4,800.00	-10		
10/02/92	100.000	75.750	7,575.00	7,037.00	7		
Total Ori	ginal Value:	\$	15,312.00				
Total Gai	n or Loss:	\$	613.00		Ц	ર	L
							ŀ
						+	
		0K					
	04/12/93 07/07/93 06/06/93 10/02/92 Total Mari	04/12/93 100.000 07/07/93 200.000 06/06/93 100.000	Date Units Quote 04/12/93 100.000 37.625 07/07/93 200.000 1.500 66/06/93 100.000 42.975 10/02/92 100.000 75.750 Total Market Value: \$ Total Original Value: \$ Total Gain or Loss: \$	Date Units Quote Mkt. Value 04/12/93 100.000 37.625 3.762.50 07/07/93 200.000 1.500 300.00 06/06/93 100.000 42.875 4.287.50 10/02/92 100.000 75.750 7,575.00 Total Market Value: \$ 15,925.00 Total Original Value: \$ 15,312.00 Total Gain or Loss: \$ 613.00	Date	Date Units Quote Mkt. Ualue Tot. Cost % Chg 04/12/93 100.000 37.625 3.762.50 3.375.00 11 07/07/93 200.000 1.500 300.00 100.00 200 06/06/93 100.000 42.875 4.287.50 4.800.00 -10 10/02/92 100.000 75.750 7.575.00 7.037.00 7 Total Market Value: \$ 15,925.00 Total Original Value: \$ 15,312.00 Total Gain or Loss: \$ 613.00 4	Date Units Quote Mkt. Value Tot. Cost & Chg U 04/12/93 100.000 37.625 3.762.50 3.375.00 11 07/07/93 200.000 1.500 300.00 100.00 200 106/06/93 100.000 42.875 4.287.50 4.800.00 -10 10/02/92 100.000 75.750 7.575.00 7.037.00 7

You can print the report or save it to a disk file by choosing **Print** or **Save As** from the File menu.

Weather



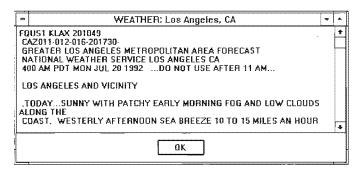


Choosing **Weather** from the Services menu takes you to a dialog where you identify the location whose weather you want to report. If you want local weather, all you have to do is click OK.

The automatic local option may not work properly for some locations connected via supplementary communications networks or outside the U.S.

To check weather elsewhere, click the arrow to the right of the City: box and select the location from the list that appears. If the location you want is not listed, you can fill in the geographic information. You also can add a location (or remove one) by editing the text file, WEATHER.DAT, that contains the list. You'll find WEATHER.DAT in the \CSERVE\SUPPORT subdirectory.

Another way to identify the location is to click Station and then type in the code (such as LAX for Los Angeles) for the weather reporting station.





All weather reports are from the National Weather Service and Accu-Weather.

CB Simulator

Commune with kindred souls in real-time conversation. On the CB Simulator, you can gather a group or have a private chat. Just pick a band and then a channel (there are many to choose from), and join the fun.

See Page 44 for more about the CB Simulator.

Executive News Service

The Executive News Service (ENS) is a comprehensive collection of various news wires, reporting up-to-the-minute news, sports, and financial information. ENS keeps stories in online electronic folders.

ENS carries a premium charge of \$15 per hour in addition to connect-time charges.

Public Folders

You always see at least two folders: Current News and News by Company Ticker. Sometimes you also will see temporary public folders created by CompuServe to clip stories about special topics of public interest.

Current News This folder holds every story that has come across the news wires during the last 22 hours. You can search this folder by news wire.

News by Company Ticker Type the ticker symbol of a company in which you are interested, and ENS will scan selected wire services for any stories or reports from the past 22 hours that mention that company. Go LOOKUP to find ticker symbols for specific companies.

Personal Folders

Anyone can create and modify personal folders by using choices from the Stories menu. You can search personal folders by wire and date range.

You provide keyword combinations that tell ENS what to scan for in the news wires you specify. The folder clips subsequent stories as they come across the news wires and holds them for up to two weeks.

See Page 39 for information about creating personal folders.

Major Wire Services

Currently, ENS receives news stories from five wire services:

AP (Associated Press) offers continually updated reports, filed from hundreds of national and international news bureaus. AP's coverage is among the most comprehensive of all news-gathering organizations; its stories are broken into U.S. and World (general news), Financial, and Sports.

UPI (United Press International) features regional U.S. news reporting as well as coverage of major U.S. and international news, weather, and sports. Like AP stories, UPI stories are broken into U.S. and World, Financial, and Sports. Stories from the U.S. are also divided by region.

Reuters operates bureaus in 120 countries, covering news, sports, and financial events.

OTC NewsAlert offers direct financial information about over-the-counter securities, plus more general financial news.

Washington Post Online Edition provides a wide variety of U.S. and international news, as well as government and political coverage. It includes feature stories, editorials, and the Federal Diary.

The ENS Toolbox

When you access ENS, WinCIM displays the ENS Toolbox. Its icons provide you with shortcuts for all the commands on the Stories menu.



Notices See Page 41



Select Folder



See Page 33



Retrieve Marked Stories



See Page 38



Create Folder See Page 39



Update Folder



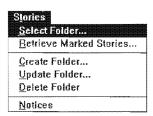


See Page 41

To remove the ENS Toolbox from your screen, double-click the close box. To bring it back, choose **Toolbox** from the ENS Special menu.

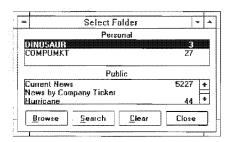
Stories Menu

From the Stories menu, you can access a menu of ENS folders or set up personal folders that retain only the topics you specify. When you find stories worth saving, you can mark them throughout your session and then retrieve them all at once to store them in your Filing Cabinet for later viewing.



Select Folder

Choose **Select Folder** to see the folders available. Here you can browse or search for stories, or empty your personal folders. In the Select Folder dialog, simply highlight the folder you want, and click a command button to select your activity.



Browse lists all story headlines.

Search lists stories that match specific criteria.

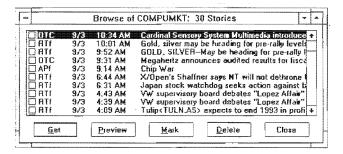
Clear removes all stories from the highlighted personal folder.

Curr publ

Current News and News by Company Ticker are designed to be searched. Other public folders and personal folders can be browsed and searched.

Browsing a Folder

- Choose Select Folder from the Stories menu.
- Choose Select Folder
- From the Select Folder dialog, select a personal folder and click Browse. You'll see a list of news headlines.
- Select a folder Click Browse
- Scroll to find the headline of a story you wish to read. Select it, and click the desired command button.



Get displays the highlighted story.

Preview displays the first line or paragraph of the story.

Mark tags the highlighted story so you can later retrieve it to your Filing Cabinet using the Retrieve Marked command.

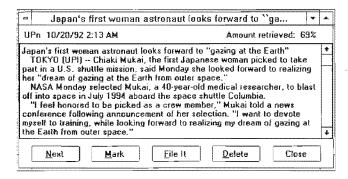
Another way to mark stories for later retrieval is to click the checkbox in front of each story headline.

Delete permanently removes the story from your personal folder.

34

What You Can Do with Stories You Read

When you click Get, you see a story in a window like this:



Next displays the next story in the list.

Mark tags the story for later retrieval.

File It copies the news story you are reading to your Filing Cabinet. First you see a dialog where you can select one of the current Filing Cabinet folders, or create a new one. If there is a folder with the same name as the ENS folder where you found the story, it's a good idea to file the story there, because that's where WinCIM puts stories from that folder that you file with the Retrieve Marked Stories command. For the same reason, if there is no such folder, it would be a good idea to create a new one named after the ENS folder.

See Page 38 for information about the Retrieve Marked Stories command.

See Page 130 for information about the Filing Cabinet.

Delete permanently removes the story from your personal folder.

Printing news stories

You can print the story by choosing **Print** from the File menu, or by pressing Control + P.

Filing news stories

You can copy the story to a text file on your computer by choosing **Save As** from the File menu.

Searching a Public Folder

Here's how to narrow the selection of news stories to those released by particular wire services.

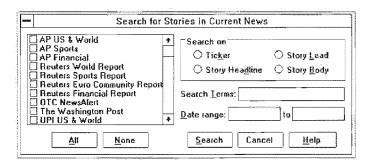
 Choose Select Folder to open the Select Folder window. Choose **Select Folder**

 Select a folder, and click Search. (In this example, we are searching the Current News folder.) This displays the Search for Stories dialog. Select a folder

At this time, Current News can be searched only by wire service. News by Company Ticker can be searched only by ticker symbol.

Mark the wire services most likely to have the stories you want to read by clicking their names. Select wire services

Click All to mark all the wire services.



4. Click Search to display a dialog listing the headlines of stories matching your criteria. In this dialog, you can select a story and Get it on your screen right away, Preview its first few lines, or Mark it for later retrieval. Click Search

Clearing a Personal Folder

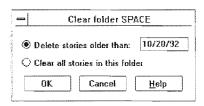
You can quickly remove stories from a personal folder.

1. Highlight the folder name in the Select Folder dialog.

Select a personal folder

2. Click Clear. A dialog similar to this appears:

Click Clear



3. To retain stories released before today, change the default date, which is the current date.

Check the date

To erase all the stories, including those released today, click Clear all stories in this folder.

4. Click OK.

Click OK

Retrieve Marked Stories



When reviewing the results of a Browse or a Search, you can mark one or more stories for retrieval to your Filing Cabinet by clicking in the checkbox(es) to the left. You can also mark a single story while reading it. Mark as many stories as you like. When you choose **Retrieve Marked Stories** from the Stories menu, you can review what you have marked. Click Get All, and the stories are copied to your Filing Cabinet where you can read them later. When there are no marked stories, this command is dimmed in the Stories menu.

While the stories are being placed in the Filing Cabinet, you see a dialog indicating the progress of the transfer.

When you retrieve marked stories, they are placed in folders with the same names as the ENS folders you retrieve them from. If the folders don't already exist, new folders are created; if the folders do already exist, the stories are added. Stories from the News by Company Ticker folder are retrieved to folders named after the same ticker symbols you used to select the stories.



Only letters are used in Filing Cabinet folder names.

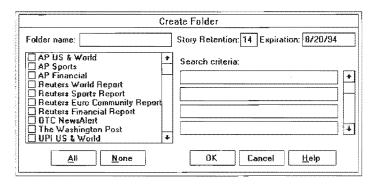
See Page 130 for more information about the Filing Cabinet.

Creating a Personal Folder

It's easy to create customized personal folders that collect stories specific to your interests. You provide information that ENS uses to select stories. As your interests change, you can create new folders or update existing ones.

1. From the Stories menu, choose **Create Folder**.

Choose Create Folder

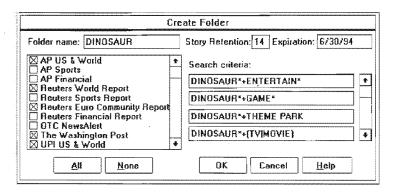


- 2. Provide a folder name, the number of days to keep stories, and a date the folder expires.
- Provide information
- 3. Click each wire service you wish to monitor.

Mark wire services

 Type your search criteria (keywords or keyword combinations) in the text boxes. ENS searches for stories that contain any or all of the search criteria you specify.

Type keywords



Click OK after adding all the keywords.
 When the new folder is created, its name appears in the Select Folder dialog.

Click OK

Tips for Keyword Definition

Keywords (or combinations of keywords) tell ENS what words to look for in the stories it scans. When ENS finds words that match the keywords defined for a personal folder, it places that story in the folder.

Using wildcards

To get several variations of one keyword, use the letters common to all the variations. Then use an asterisk (*) to stand for any letter or group of letters.

Example: COMPUT*

This keyword matches all words that begin with COMPUT, such as compute, computer, computation, and computing.

The keyword *METER will match all the words that end with meter — kilometer, thermometer, ohmmeter, hexameter, and so on. You can use a wildcard character at the beginning or end of a word (or both).

Combining keywords

ENS has three ways to combine keywords:

A + B means "A and B" A story will be clipped if it contains the words A and B, but not if it contains only one of them. To clip stories about the Space Shuttle and not about NASA's other projects (or the commuter shuttle in Walla Walla, Washington), you might want to use this keyword combination:

Example: NASA + SHUTTLE

A | B means "A or B" A story will be clipped if it contains the word A or the word B. This is particularly useful when the news stories refer to the same thing by different names.

Example: (GAS | GASOLINE | PETROL) + (RETAIL | PUMP) + (COST | PRICE)

This combination will locate stories about the pump price of gasoline.

Combinations within parentheses are evaluated first.

A - B means "A, but not B" A story will be clipped if it contains the word A and does not contain the word B. For example, if you are interested in mercury as an industrial material, you might specify:

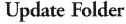
Example: MERCURY - (PLANET | NASA | ASTRONOM*) - (FORD | LINCOLN)

This exclusion lets you avoid stories about the planet or the automobile.

Don't use hyphenated words. ENS treats the hyphen as a minus sign. Thus, HARLEY-DAVIDSON would clip all stories containing HARLEY but not DAVIDSON.

A keyword combination can have up to 80 characters, including the relational operators (+ , | , and -).





Choosing **Update Folder** from the Stories menu displays a list of your personal folders. When you select a folder to update, you see the dialog box you completed to create the folder. You then can change any of the existing information.

When finished, click OK to incorporate your changes. From now on, ENS will use the new information.



Delete Folder

When you choose **Delete Folder** from the Stories menu, you see your list of personal folders.

Highlight the folder you wish to delete, and click OK. Before the folder is deleted, you must confirm your intention. This function deletes your entire folder, including all stories and search criteria.

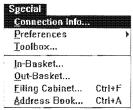




To check out new features or just review the basics about ENS, choose the **Notices** command.

Executive News Special Menu

The Executive News Service desktop has its own Special menu:



Connection Info

This command takes you to a dialog that shows you information about your connection(s) to CompuServe during this WinCIM session.

See Page 78 for details.

Preferences

This command lets you customize the way WinCIM works for you. To personalize ENS operation, choose **Preferences** from the Special menu, and then choose **Executive News** from the resulting pop-up menu.

See Page 137 for details about ENS preferences.

Toolbox

This command opens the ENS Toolbox, if you have closed it.

See Page 32 for information about the ENS Toolbox.

In-Basket

This command gives you access to your In-Basket.

See Page 69 for more information about the In-Basket.

Out-Basket

This command gives you access to your Out-Basket.

See Page 69 for more information about the Out-Basket.

Filing Cabinet

This command opens the Filing Cabinet so you can work with your ENS and other folders.

See Page 130 for more information about the Filing Cabinet.

Address Book

This command gives you access to your Address Book.

See Page 127 for more information about the Address Book.







CB Simulator

CompuServe's CB Simulator is like a computerized party line or conference call. CB users 'talk' with their keyboards and 'listen' with their screens.

Four ways to enjoy CB There's a place on CB for every personality. You can join the free-for-all conversation on a channel, join a private group discussion, go one-on-one in a Talk, or just watch the action in the Monitor window.

Bands and channels

CB has several bands of 36 channels each. After selecting a band, you can drift from one channel to another until you find people with interests similar to your own. With so many channels to choose from, it is easy to find convivial conversation. So don't wait ... come on in and join the fun!

Newcomers' channel

While you can tune to any channel you wish, some channels are dedicated to specific interests or audiences. For example, on the General Band, Channel 2 is mainly for newcomers. Here volunteers are usually available from 6:00 p.m. until 2:00 a.m. (23:00-07:00 GMT) to assist you.

The CB Toolbox

When you start up CB, WinCIM displays the CB Toolbox. The icons in the Toolbox provide shortcuts for some of the most frequently used CB features.



To get rid of the Toolbox, double-click the close box. To bring it back, choose **Toolbox** from the Special menu for CB.

Communication on CB

In CB, there are four ways to communicate:

- Talking on an open channel
- Talking in a group
- · Talking one-on-one
- Monitoring

Talking on an open channel

Talking on an open or public channel lets everyone who is tuned to or monitoring that channel see what you are typing.

Talking in a group

Talking in a group is more private, because only those people invited to your group can see and respond to what you have to say. Groups can be as large or as small as you want them to be.

Talking one-on-one

Talking one-on-one through Talks is the most private form of communication because only you and the person you are talking to can see what you are saying.

Monitoring

Monitoring a channel allows you to see what's going on without having to participate.

CB Etiquette

Like any community, CB has common-sense rules of conduct and courtesy. The rule of thumb is that conduct and language must adhere to accepted standards. No disruptive behavior is allowed. More specifically, no one on CB may use language (or a Handle) that the average person would find abusive, profane, or offensive.

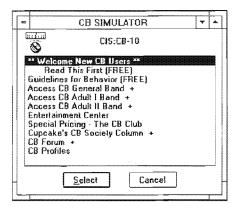


These are the basic rules for CB etiquette. For complete details, select Guidelines For Behavior from the main CB Simulator menu.

Starting CB

1. Choose **CB Simulator** from the Services menu. This displays CB's main menu.

Choose CB Simulator



2. Select a band by double-clicking one of the lines beginning with "Access."

Select a band

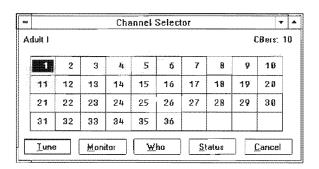
3. Supply a Handle if you are asked for one.

See Page 52 for more about your CB Handle.

Supply a Handle if needed

Once you have a Handle, the Channel Selector dialog, the CB Tracking window, and the CB Toolbox appear.

See Page 54 for more about the CB Toolbox.





Tracking Window

Lord David has entered CB...
Lord David is now on channel 10...

Scheherezade has entered CB...

Scheherezade is now on channel 5...

*

4. Click a channel, and then click Tune.

Select a channel

Channels Menu

The CB Simulator provides a menu, Channels!, which brings up the Channel Selector when you click it. The Channel Selector automatically appears on your screen after you have entered a Handle.

The Channel Selector

Clicking Channels! takes you to the Channel Selector dialog, where you can tune to a channel, monitor a channel, see who's on CB, and display a status graph.

-	Channel Selector											
A	dult I								(Bers	: 10	
		2	3	4	5	6	7	8	9	18		
	11	12	13	14	15	16	17	18	19	20		
	21	22	23	24	25	26	27	28	29	30		
	31	32	33	34	35	36						
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Tune enables you to send and receive messages on a selected channel.

Monitor enables you to 'listen' to the conversation on a selected channel. You can monitor any single channel, even while you are participating in a discussion on another channel.

Who brings up the Who's Here window, where you can see who is on the selected channel or on the entire band. In addition, if you are in a group, you can see who is in the group with you.

Status gives you information about channel traffic for all channels, including the number of users on each channel and a bar graph showing the relative channel populations.



Whenever you see the Channel Selector, you are likely to see the Tracking Window as well. The Tracking Window keeps track of the Handle changes and movements of other CBers on your band.

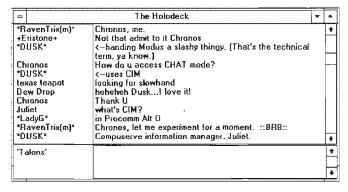
Talking on CB

1. Click the Status button on the Channel Selector to see which channels have members currently using them.

Click Status

Talking on an open channel

 Click a channel number from the Channel Selector, and then click Tune. Tuning allows you to participate in a conversation on your selected channel. Click a channel and click Tune





SYSTEM identifies informational messages from CompuServe.

3. Type a message, and press 🖃.

Enter your message

The conversation appears in the upper window. The title bar shows the channel name. You type your comments (up to 255 characters) in the lower window. Your message will be broadcast over the tuned CB channel when you press . In order to preserve the conversational quality of CB, try to keep messages to one or two lines.

Once the window is full, the message display will start to scroll. You can scroll back to review the conversation. You can also click inside the upper window to make the text 'freeze.' Click inside the lower window to continue the conversation.

See Pages 49 and 50 for details about talking one-on-one or in a group.

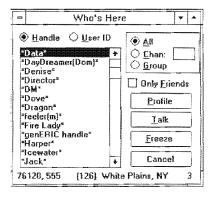
People Menu

CB's People menu helps manage your interpersonal contacts.



Who's Here

Choose Who's Here to see a list of those on your band and much more.



You can control whether the guest list consists of Handles or User ID numbers and whether it shows everyone using your band, everyone tuned to the channel you specify, everyone in your group, or only those people you've listed as Friends. If you click a Handle, you will see that person's User ID number, user number (also known as a job number), geographic location, and current channel. In addition, you can click Profile to view any personal information that the selected member has supplied. Clicking Freeze will keep the list of handles from scrolling and being updated, making it easier to scan the list of handles.

Talking one-on-one

Click Talk to start a private convetsation with the highlighted CBer.



Invite



When you choose **Invite** from the People menu, you get a window similar to the Who's Here window — with one important difference: each user's Handle is preceded by a checkbox. Clicking a checkbox marks the CBer's Handle with an X. As soon as you click the Invite button, everyone that you've marked sees your invitation to join a private group. Each person can either accept or decline the invitation.

Talking in a group

At the same time, a group conversation window appears on your screen. This window is similar to a channel window except that it has Group Conversation at the top instead of a channel number and designation.

As soon as the window appears, you can begin talking as you would on a channel. You are notified as others respond to your invitation. Be gregarious: everybody enjoys getting an invitation, and this is the way to start a group of your own.

Friends

Choosing **Friends** from the People menu causes an Update Group dialog to appear. Clicking Add at this dialog lets you add people from your Address Book to an address group called CB Friends. If you check Only Friends in the Who's Here window or the Invite window, the people included in your CB Friends group are the only ones listed. If you check Not Friends in the Squelch window, your CB Friends will be exempted from the list.

Squelch

While most people on CB are fun to talk to, there may be someone who insists on being rude or offensive or who abuses the ability to send private messages to you. You can choose **Squelch** from the People menu to prevent such a boor's comments from appearing on your screen, whether you are on a public channel, in your group, or in a Talk. Simply check the box in front of the offending person's Handle in the Squelch dialog and click OK. To see the Squelched person's messages again, return to the People menu, choose **Squelch**, click to remove the X beside his or her Handle, and click the OK button.





CB Special Menu

After you access the Adult Band or the General Band to enter the CB Simulator, the Special menu gives you several new choices:



Record Channel

The **Record Channel** command lets you record the conversation on the public channel you are tuned to. The text accumulates in a file called CHANNEL.LOG, which can be found in the \CSERVE\SUPPORT directory. To stop recording, choose **Record Channel** again.

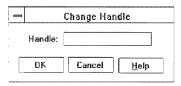
Record Group

The Record Group command lets you record the conversation while in a group. The text accumulates in a file called GROUPLOG, which can be found in the \CSERVE\SUPPORT directory. To stop recording, choose Record Group again.

Change Handle



As on a CB radio, people often identify themselves with nicknames or Handles while talking on CB. If you wish to change your Handle, simply choose **Change Handle** from the Special menu.



The Handle you specify in the Change Handle dialog is temporary, lasting only as long as the current WinCIM session. To have WinCIM 'remember' a new Handle indefinitely, change it in your CB Preferences.

See Page 138 for more information about entering your Handle in your CB Preferences.

About Your Handle

What's in a name?

A Handle is a nickname you use to identify yourself on CB. If you don't already have a Handle entered in your CB Preferences or reserved for your use, you are asked to create one when you access a CB band.

Members of the CB Club can create Handles reserved for their own exclusive use. Reserved Handles are enclosed in asterisks (*). Select **Special Pricing** — **The CB Club** from the menu of CB services for more information about reserving a Handle and how you can save money on your CB sessions.

Handle guidelines

There are a few rules to keep in mind when creating your Handle:

- A Handle can have a maximum of 19 characters.
- A Handle cannot contain asterisks (*), pound signs (#), or braces ({}).
- A Handle may contain embedded spaces, but CompuServe removes leading or trailing spaces.
- A Handle cannot be obscene or offensive to the average person.

Set Function Keys

You can save yourself some time and effort by assigning those phrases and greetings you use frequently to Alt key combinations. Instead of typing out the words, you simply press [AH] and the appropriate number.

See Page 84 for details about assigning keystrokes to function keys.

Bulletin

Hear ye, hear ye

To read late-breaking news concerning the CB service and community, choose **Bulletin** from the Special menu.

Connection Info

Choose Connection Info to view information about your connection to CompuServe.

See Page 78 for details.

Preferences

The **Preferences** command pops up a menu of the desktops you can customize in WinCIM. This menu includes **CB Simulator**, which takes you to the CB Preferences dialog.

See Page 138 to learn about the available CB Preferences.

Toolbox

This command brings back the CB Toolbox, if you have removed it.

See Page 44 for information about the CB Toolbox.

In-Basket

This command gives you access to your In-Basket.

See Page 69 for more information about the In-Basket.

Out-Basket

This command gives you access to your Out-Basket.

See Page 69 for more information about the Out-Basket.

Filing Cabinet

This command opens the Filing Cabinet so you can work with your ENS and other folders.

See Page 130 for more information about the Filing Cabinet.

Address Book

This command gives you access to your Address Book.

See Page 127 for more information about the Address Book.









Mail

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About CompuServe Mail

CompuServe Mail is your best tool for rapid communications, whether you're sending a message to another CompuServe member or to a subscriber with an interconnected electronic mail service such as Internet or AT&T Mail, or creating faxes or telexes. CompuServe Mail is fast, reliable, and effective. Best of all, WinCIM makes it easy to exchange CompuServe Mail messages with friends and colleagues across the globe.

WinCIM's Mail menu lets you send, receive, copy, and file mail messages. It also offers access to an Address Book where you can store the names and addresses of your correspondents for instant retrieval when you are creating a message.

With CompuServe Mail you can

- Compose messages while connected or disconnected
- Exchange electronic messages with users of Internet, MCI Mail, AT&T Mail 400, AT&T Easylink (formerly Easylink Western Union 400), and SprintMail, and with Novell NetWare MHS users registered on the CompuServe Mail Hub
- Send faxes, telexes, and postal mail
- Reverse the charges on messages you send to other CompuServe members, or split the charges 50-50
- Maintain copies of messages sent and received in your on-disk Filing Cabinet
- Keep your correspondents' addresses in your electronic Address Book
- Send carbon copies of one message to several CompuServe members
- Retrieve messages into your In-Basket for future action
- Save messages in your Out-Basket to be sent later
- Send files to other CompuServe members
- Be automatically notified when a message you send to a CompuServe member is received



Whenever you connect to CompuServe, if you have any messages waiting, you will see a notice at the bottom of your screen and a mailbox icon on the Ribbon.

Fundamental Terms

mail

Messages and files you send and receive via CompuServe

Mail.

message

An ASCII text message that you create using either Create Mail or Create Forum Message in the Mail

menu.

file

Any mail other than a text message. Typical files include word processing documents, executable programs, and compacted files such as PKZIP or ARC archives.

address

Electronic mailing address. A CompuServe member's address is his or her User ID number. You can find most CompuServe members' User ID numbers using the Mail menu's **Member Directory** command. Other electronic mail services use different addresses.

See Page 117 for more about addresses for other mail services.

group

Multiple addresses consolidated under a single name. You can select the group entry from your Address Book instead of selecting numerous individual entries.

Out-Basket

A holding area for Mail messages you intend to send. You can edit, file, or send mail from the Out-Basket.

In-Basket

The place where WinCIM automatically deposits your

retrieved mail messages.

Filing Cabinet

The place for long-term storage of messages you receive and copies of messages you send.

The Out-Basket, In-Basket, and Filing Cabinet are subdirectories of the \CSERVE (common CompuServe software) directory. The contents are in a special format so they can only be opened from within WinCIM, not by text editors or word processors.

To save any message you are reading as a text file that you can open, edit, or print with a word processor, choose Save from the File menu.

Basic Mail Privileges

Read your messages for free

You are not charged for connect time in CompuServe Mail; connect time is covered by the flat monthly rate for basic services. Except for 'postage due' messages, you can read all the messages sent to you for free. There are communications surcharges for using some networks from some locations.

Monthly 'postage' allowance

Your membership also entitles you to a monthly 'postage' allowance that is good for sending the equivalent of 90 three-page messages to other CompuServe members for free. (One double-spaced page is about 2,500 characters.) Every message you send is priced and deducted from your 'postage' allowance. There is a flat price for the first three pages (7,500 characters) of each message plus a few cents for each additional page (2,500 characters).

Sending the same message to two people counts as two messages, to three people as three messages, and so on.

This monthly allowance applies to both text and binary messages; any unused allowance expires at the end of each billing month. A billing month ends on the last Saturday of the month. Starting Sunday morning, your full allowance is renewed.

Your allowance applies to

- Receiving messages with postage due, including messages from Internet
- Requesting receipts
- Sending mail (text and binary) to CompuServe members, CompuServe MHS users, and users of Internet, AT&T Mail 400, AT&T Easylink, and SprintMail

There are some instances when mail charges are not subtracted from your monthly allowance, but are incurred like any other surcharge.

Your allowance doesn't apply to

- Sending faxes
- Sending Grams
- · Sending to interconnected services that apply surcharges
- Sending postal mail
- Sending telexes



CompuServe Mail is constantly evolving: Go MAILHELP for detailed information; Go MAILRATES to check on the latest changes; or Go PRICEFORUM to get information in the Pricing Forum.

Postal Mail and Grams

CompuServe Mail also offers mail delivery through the U.S. Post Office and several kinds of special messages collectively known as 'Grams.' These messages are printed out and actually delivered to their recipients. However, these facilities are only available through Terminal Emulation, and they are mainly useful to U.S. members.

- \$ With U.S. postal mail delivery, messages you send are laser-printed and mailed as letters from a U.S. Post Office printer site. Choose Go from the Services menu and type ASCIIMAIL for the service name. This takes you to CompuServe Mail in Terminal Emulation, where you see a brief introduction and a prompt. Enter the letter Y to review a more detailed explanation of the Terminal Emulation version. Afterwards, you will proceed to the service's Main Menu. Here you can find out all about postal mail delivery by typing HELP POSTAL and then pressing .
- \$ Grams include CONGRESSgrams (send a message to the President or Vice President, or your Senator or Representative), SANTAgrams (send someone a message from Santa) and other 'holidaygrams,' and specialty grams related to current events. Choose Go from the Services menu and type GRAMS for the service name. This takes you to a list of the available Grams. When you select one, WinCIM takes you to a Terminal Emulation screen for message composition.

See Page 23 for more information about Terminal Emulation.

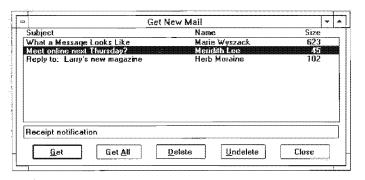
Mail Menu

<u>M</u> ail Get New Mail					
Search New Mail					
Create Mail					
Send/Receive All Mail					
Send File					
l <u>n</u> -Baskel	Ctrl+N				
Qut-Basket					
Eiling Cabinet	Ctrl+F				
Address Book	Ctrl+A				
Create Forum Messa	ige				
Member <u>D</u> irectory					

Get New Mail



This command takes you to your online CompuServe mailbox, logging on to CompuServe if necessary. You will see a window that lists each of the messages waiting for you by subject, author, and size. The status box below the list tells which, if any, of the available options were applied by the sender.



Double-click a message to display it

Here you can click Get to read the highlighted message, or Get All to retrieve all the messages to your In-Basket. If you delete a 'postage-due' message without reading or retrieving it, you will not be charged for the postage.

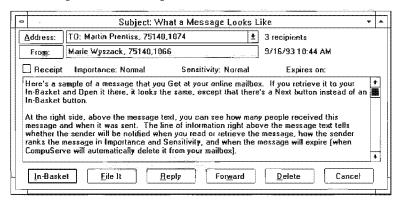


If you delete a message by mistake, you can bring it back by clicking Undelete. This works only with messages deleted during this visit to your online mailbox.

You cannot display the contents of a file, or retrieve it to your In-Basket. But, Get All will retrieve all waiting files to your WinCIM download directory, and place a 'cover letter' describing each file into your In-Basket.

When You Read a Message

When you display a mail message, you see the text plus information about the message: how many people received copies, whether a receipt notice will be sent to the sender, and what level of importance and sensitivity the sender assigned to the message.





To retrieve a long message from your online mailbox to your computer, press [End] .

You can take the following actions when you read a message:

In-Basket retrieves the message to your In-Basket.

File It saves a copy of the message in your Filing Cabinet.

Reply lets you create a reply message with the subject and address automatically supplied.

Forward creates a new message with a copy of this message already attached. You can send the forwarded message to anyone you choose.

Delete removes the message from wherever you're reading it (online mailbox, In-Basket, or Filing Cabinet).

Printing the message

To print a copy of the displayed message, choose Print from the File menu.

Saving the message as a text file

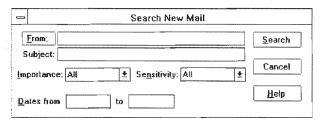
To save a copy of the displayed message as an ASCII text file that can be used by other programs, choose **Save As** from the File menu.

Saving the sender's address

To copy the sender's name and address into your Address Book, click the From: button.

Search New Mail

This command takes you to a dialog where you specify criteria for selecting mail from your online mailbox:



You can specify any combination of the following:

- From: the sender's address
- Subject: any series of characters contained in the subject
- Importance Mail that senders marked High, Normal, or Low
- Sensitivity Mail that senders marked Normal, Personal, Private, or Confidential
- Dates Mail sent on or after a date you specify, on or before a date you specify, or from one date through another

When you click OK, WinCIM will search your online mailbox, and then list only the mail that matches your search criteria.

Create Mail

Create Mail is the command you use to compose a new mail message.

See Page 64 for details.



To send a message you need to identify at least one recipient, supply a message subject and include some text.

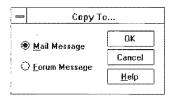
Filing a copy of a message you create

After you create a message and before you send it, you can save a copy to the Filing Cabinet by clicking the File a Copy button. Through your Mail Preferences, you can also have WinCIM automatically save copies of all the messages you create.

See Page 134 for more information about Mail Preferences.

Copying Documents to Messages

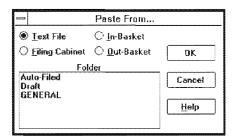
Suppose you find some information online that you'd like to pass along. If it's in a text box, choose **Copy To** from the Edit menu. WinCIM displays this dialog:



Now select the appropriate radio button, and click OK. WinCIM automatically copies the text into a dialog for forwarding Mail or for creating a forum message. You can add your comments or even make changes.

Pasting from Documents to Messages

Once your cursor is positioned in a message text box (whether or not you've typed any text), you can paste the text from another document. Choose **Paste From** from the Edit menu to see a dialog like this one:



Here you can select a text file, a document from your Filing Cabinet, or a message from your In-Basket or Out-Basket. Then click OK, and WinCIM will paste the text from the selected document to the current cursor position.



You can Paste From a text document to a forum message or a Filing Cabinet document, as well as a Mail message.

Creating a Mail Message

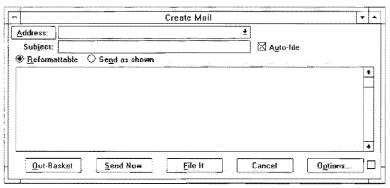
1. Choose **Create Mail** from the Mail menu. This takes you to the Recipient List.

Choose Create Mail

2. Fill in the Recipient List and click OK. You'll see the window for filling in the actual message, subject, and options.

Identify recipients

See Page 65 to learn about the Recipient List.



3. Type a subject. Without a subject, the message cannot be sent.

Supply a subject

- 4. To send columnar information and so forth just as it is, select the Send as shown radio button. To enable recipients' computers to shorten text lines to fit on their screens, leave the Reformattable radio button checked.
- Click Options to select any Options you would like to apply to the message. (If the defaults have been changed, there will be an X in the checkbox to the right.)

Select Options

See Page 66 for more about selecting Options.

Type the text of your message, or paste in text from the clipboard. Compose your message

7. Send the message right away, or put it in your Out-Basket to be sent later.

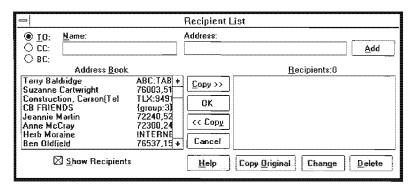


Text messages in CompuServe Mail can have up to 50,000 characters.



Recipient List

Whenever you Create Mail, Send File, or reply to mail you receive, you identify recipients in a dialog like this:



You can type names and addresses or copy them from your Address Book:

• If you type in a name and address, click Add to copy it to the list of Recipients. Once an address is in the list, you can highlight it and click <<Copy to copy it to your Address Book.



If the name you type matches an entry in your Address Book, WinCIM will fill in the address for you.

 To copy a name and address from your Address Book, highlight the entry and click Copy>>.

There are three possible kinds of recipients:

TO: The primary recipient(s).



If you use a group address, the message will be sent to every member of the group.

CC: Carbon copies. Every CC: address will get a copy of your message.

BC: Blind copies. Every BC: address will receive a copy of your message, but will not be included in the Recipient List if you send it along.

There can be up to 50 recipients. At least one must be a TO: address; the others can be any combination of TO:, CC:, and BC: addresses.

Listing recipients

If Show Recipients is checked, everyone who receives your message will see a list of all your TO: and CC: recipients.

Using the original recipients in a reply

When you reply to a message, you can copy the complete list of recipients by clicking the Copy Original button. That sends your reply to everyone who received the original message (except those with BC: addresses).

Options

If you click the Options button when you're creating or replying to a Mail message or sending a file, you will see a dialog with a list of the available options.

	Message Options	
Importance: Normal	± <u>S</u> ensitivity:	Normal 上
Release Date:	Expiration Date:	
Payment Method		ÐK
Sender Pays Split Charges	☐ <u>R</u> eceipt	Cancel
O Receiver Pays		<u>H</u> elp

Options differ from service to service

Whether or how any of these options will be applied depends on the capabilities of the service that ultimately delivers your message. If you are sending to a CompuServe User ID number, they are all available.

Here are brief descriptions of what the options are designed to do:

Importance The message can be marked Low, Normal, or High.

Sensitivity The message can be marked Normal, Personal, Private, or Confidential.

Release Date: The message will be held until the date specified, and then forwarded to the recipient's electronic mailbox.

Expiration Date: The message will remain in the recipient's electronic mailbox only until the date specified; then it will be automatically deleted. (Some systems merely put an Expiration Date: notice in the message to tell the recipient how long the contents ate in effect.)

Payment Method By default, the sender pays all charges for Mail messages. However, you can select Split Charges to share the message transmission fee with the recipient(s) 50-50, or select Receiver Pays to have the recipient(s) pay all of the message transmission fee. Your selection does not affect any network communication surcharges for sending the message; those are always billed to you.



Recipients are charged only for "postage due" Mail that they read or retrieve, and they are not obligated to do either one.

Receipt You receive a notice when each recipient has read or downloaded your message.



Some options carry surcharges. You will be prompted to approve any charges before the message is sent, but you can Go MAILRATES to check the charges in advance.

Send and Receive All Mail

Automate your mail pick-up and delivery

This command connects you to CompuServe, sends all the mail in your Out-Basket, and retrieves all the mail from your online mailbox to your In-Basket. Optionally, you can also have WinCIM disconnect automatically when it finishes sending and receiving.

Send File

This command lets you send a file to another CompuServe member. The file you send can be binary, text, or GIF (graphic). Anyone receiving the file will need to download it; it will not be readable online.

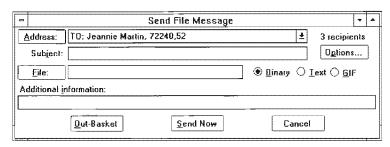
See Page 68 for more information about sending files.

Text and GIF files can be viewed in WinCIM by using the **Open** command under the File menu.

Sending a File

- 1. Choose **Send File** from the Mail menu. This takes you to the Recipient List dialog.
- Fill in the Recipient List for your file. When you're through, you proceed to this dialog:

See Page 65 to find out more about the Recipient List.

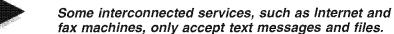


- 3. Include a subject.
- 4. Select the file from any directory on your hard disk or diskette by clicking on the File: box, or type in the file name (and path, if needed).
- 5. Specify whether the file is a binary file, text file, or GIF (graphics) file.

Supply a subject

Identify the file to be sent

Select the file type



See Page 117 for more information.

If you want to apply any Options, click the Options button.

See Page 66 for information about Options.

- 7. Fill in the Additional information: box with any comments you want to put into the file's 'cover letter.'
- Send the file immediately, or place it in your Out-Basket so you can send it later.

Files in CompuServe Mail can have up to 2Mb. Some interconnected services have much lower limits.

See Page 117 for more information.









Choose this command when you've retrieved messages to your In-Basket and want to read them. WinCIM maintains the In-Basket in your computer's disk storage, so you do not have to be connected to CompuServe.

You'll be presented with a list of messages stored in the In-Basket. You can read them and write replies at your leisure.



Out-Basket

Choose this command to send or edit one or more messages you have saved in your Out-Basket. You'll see a list of all your unsent forum and mail messages.

Messages in your Out-Basket will automatically be deleted when they are sent. To save a copy of a message to your Filing Cabinet, first open the message and then click File a Copy. To automatically keep Filing Cabinet copies of all Mail messages you send, check File Outgoing Messages in your Mail Preferences.

See Page 134 for details about Mail Preferences.



Filing Cabinet

Choose this command to review documents you've placed in your Filing Cabiner.

See Page 130 for details about Filing Cabinet operations.



Address Book

This command takes you to your Address Book, where you can keep the names and electronic mailing addresses of all your correspondents.

See Page 127 for details about the Address Book.

Create Forum Message

This command enables you to create a message for posting in a CompuServe forum. You can easily create a forum message while using the forum, but you will incur connect-time charges for the time you spend composing the message. **Create Forum Message** enables you to compose your message before connecting.

See Page 92 for details about forum messages.

When you create a forum message in CompuServe Mail, you indicate the forum, the section where you want the message posted, the recipient, and so on. When the message is complete, put the message in the Out-Basket by clicking the Out-Basket button.

To send a forum message that you create using this command, you must go to the forum and choose Out-Basket from the Messages menu. Then highlight the message and click Send.

The size of a forum message is currently limited to 10,000 characters.

Member Directory

This command helps you find the CompuServe Mail address for a CompuServe member. Choosing it takes you to this dialog box:



Fill in as much information as you can before clicking the OK button. All the members who meet your search criteria will be listed.

All CompuServe members are automatically listed when they sign up. However, any member can later remove his or her information from the directory.

Mailbox Name applies to Private CompuServe Mail systems only.



Special

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About Special

What's special about the Special menu?

There is a different Special menu for every WinCIM desktop. The Special menu commands enable you to control the desktop operating environment and also provide access to desktop-specific features. For example, when you're in a forum, the Special menu lets you determine where message browses and searches will begin, and also find out more about individual members of that forum.

This section covers the commands on the Special menu for WinCIM's initial desktop. These commands let you:

Special lets you

- Supply or change the information needed to establish a communications connection with CompuServe, such as User ID number, password, phone number for accessing CompuServe, baud rate, and modem control settings.
- Find out more about your connection to CompuServe
- Customize any desktop
- Connect to CompuServe using Terminal Emulation, instead of WinCIM's normal graphical interface

See Page 80 for more information about Terminal Emulation.

- Resolve any problems that might interfere with finding documents in the Filing Cabinet
- Delete one or more forums from the forum information database maintained by WinCIM in your computer's disk storage

This section also explains the commands in the Special menu for the Terminal Emulation desktop.

Initial Desktop Special Menu



Session Settings

Choosing Session Settings takes you to the Setup Settings dialog, where you supply the information that WinCIM needs to establish a communications connection to CompuServe. If you signed up for CompuServe membership when you installed WinCIM, or if you installed it in a common directory that already contained DOSCIM, the Setup Session Settings dialog will already have a complete set of settings called the "CIS Connection." Otherwise, it will be partly blank and partly filled in with initial defaults.

You can create as many sets of session settings as you need, for different phone numbers when you travel with your computer, different people using the same computer, and so on. Once you have created a set of session settings, you can edit it or delete it.

Current settings

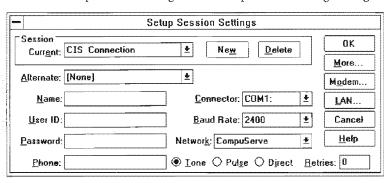
A pop-up menu called Current: lists every available set of session settings. If the Current: menu is empty, no complete set of session settings exists. There must be at least one set for WinCIM to be able to connect you to CompuServe. To create your "CIS Connection", fill in the rest of the dialog with the appropriate information, and then click the OK button.

Alternate settings

Another pop-up menu called Alternate: identifies the set of session settings that WinCIM will use if it is unable to establish a connection with the Current settings. The available sets of Alternate settings are the same as the ones for Current settings, plus [None], which means not to try any other settings if the Current settings fail. Once you select an Alternate set for this Current set, the two sets remain paired until you select a different Alternate. You can edit either set without affecting the association.

Settings

This section explains the settings in the Setup Session Settings dialog.



Name: Real name (not forum conference Nickname or CB Handle)

User ID: The CompuServe User ID number for this set of settings

Password: The password assigned to this User ID number. A password can have up to 25 letters, digits, and special keyboard characters. A password is optional; if anyone else uses your computer, you may want to omit the password here, and enter it manually when you log on to CompuServe.



Your password should be your secret. For this reason, the characters you type appear as stars in the Password: textbox.

Change your password online first

CompuServe recommends that you change your password at least once every six months. Before you change the password in your Setup Session Settings dialog, though, make sure you change the password CompuServe expects to receive for you. Choose **Go** from the Services menu, and then identify PASSWORD as the service to access.

See Page 149 for more information about changing your password.

Phone: The telephone number WinCIM will use to access CompuServe. If you specify a local phone number, **do not** include the area code. To view a comprehensive list of CompuServe telephone access numbers, choose **Go** from the Services menu, and then identify PHONES as the service to access. The phone number must be one that supports your modem's baud rate.

Here are some prefixes you may need to include in the phone number:

- 9,, or 0,, dials 9 or 0 and then pauses four seconds (two seconds per comma) and dials the phone number.
- *70, disables Call Waiting in most locales for 12-button touchtone phones. (70#, and 70^#, are alternatives for many GTE systems.)
- 1170, disables Call Waiting in most locales for rotary phones or 10-button touchtone phones.



Dialing an

outside line Turning off Call

Waiting

If you cannot disable Call Waiting, contact your local telephone company.

The option group next to the Phone: textbox tells WinCIM whether your phone line is Tone (touchtone), Pulse (rorary) or Direct (your computer is connected to another computer which connects to CompuServe for you).

Retries: The number of times WinCIM will redial the CompuServe network, if the first attempt does not work.

Connector: The communications port through which your computer receives and sends data, or the software which controls communications within a LAN. Most computers use COM1, some laptops use COM2, and LANs use INT14. (The LAN button is inactive unless you select INT14.)

Network: The communications network through which WinCIM will connect to CompuServe. The CompuServe network is the most inexpensive, provided you can access it via a local phone number.

Baud Rate: The speed at which your modem communicates. If you're not sure, check your modem specifications.

Modem settings

By default, WinCIM is set to communicate through a fully Hayes-compatible modem. To select a different modem, or modify initialization, click the Modem button.

See the next page for more information about modem settings.

LAN settings

If you connect to CompuServe through a LAN or a modem pool, then you need to specify the communications port that your computer uses for access. Click the LAN button to supply this information.



Unless you are familiar with the way your LAN or modem pool operates, you should consult the person who administers it to make sure you use the correct information.

More settings

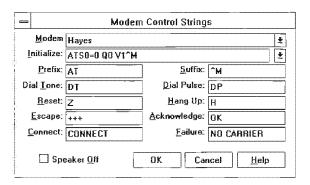
Click the More button to review or change the following settings:

Logon Parameters Special codes to be included only as instructed by CompuServe Customer Service.

HMI Time-Out The time (initially set to 30 seconds) that WinCIM will wait for a response from CompuServe before determining that there is a communications problem. You can specify a longer wait if you frequently experience 'time-out' problems, but long time-outs can waste time and money.

Modem Settings

Initially, WinCIM is set up to communicate through Hayes-compatible modems. If your modem doesn't recognize standard Hayes commands, such as AT for attention and +++ for Escape, then you can supply the necessary commands by clicking the Modem button in the Setup Session Settings dialog. This takes you to the following dialog.



If your modem requires a command to configure it, the command must appear in the Initialize text box. You may leave the other control strings the way they are.

Changing modem settings

To see a list of modems available in WinCIM, click the arrow in the Modem text box. If your modem appears on the list, select it and the correct strings will be filled in automatically.

If your modem is not on the list, select Other and check your modem manual for the correct initialization command and other settings that need to be changed. Fill in the correct information and click OK.

See Page 140 for more information about Modem Settings.

Setting Up New Session Settings

 Choose Session Settings from the Special menu. This takes you to the Setup Session Settings dialog.

Choose **Session Settings**

Click the New button. This takes you to the New Session Name dialog. Click New



3. Type in a name for the new set of session settings.

Supply a session name

 Click the OK button. This returns you to the Setup Session Settings dialog, with the new session name in the Current: textbox. Click OK

 Click the arrow next to the Alternate: textbox to pop up a list of all the available sets of session settings. Click the one you want to use as an alternate. (Or, click [None] for no alternate.) Select alternate settings

If you need new alternate settings

If you have not previously set up the alternate settings you want to use, skip this step for now. Then, after you finish setting up the new Current: settings, repeat the whole procedure from Step 2. Every set of session settings is listed in both the Current: pop-up menu and the Alternate: pop-up menu, so once you have set up the settings you want for your alternate, all you have to do is reselect from the two pop-up menus.

Make any needed changes to the settings in the Setup Session Settings dialog. Be sure to include any changes associated with Modem, LAN, or More.

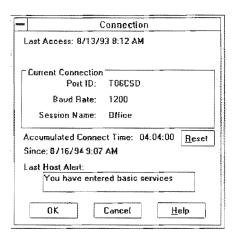
Edit the session settings

7. When you're finished, click the OK button.

Click OK

Connection Info

This command shows you information about your connection to CompuServe. If you choose **Connection Info** from the Special menu while you're connected, you will see a dialog like this one:



Last Access: is the last time you logged on to CompuServe during this WinCIM session. "(Not Connected)" means there have been no previous connections.

Current Connection: changes to Last Connection: if you choose **Connection Info** while you are not connected. Provided you have logged on during this WinCIM session, you will see the information for your most recent connection.

Accumulated Connect Time: tells the total hours and minutes you have been logged on to CompuServe during the current WinCIM session. You can set this to 00:00 by clicking the Reset button.

Since: is the date and time your current WinCIM session started.

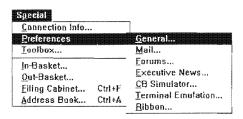
Last Host Alert: is the date and time that WinCIM last received a notice from the CompuServe Information Service.

Preferences

Have it your way

The **Preferences** command enables you to customize the way WinCIM works for you. For example, you can have the Favorite Places window appear whenever you start WinCIM.

Choose Preferences from the Special menu to display a pop-up menu of desktops you can customize.



See Page 132 for more information about customizing your desktops.

Terminal Emulation

During normal operation, WinCIM automatically switches to Terminal Emulation whenever you access a service that does not support WinCIM's graphical interface. WinCIM switches back to the graphical interface when you leave the Terminal Emulation service, either by accessing a different service that uses the graphical interface, or by choosing Leave, Disconnect, or Exit from the File menu.

Special features

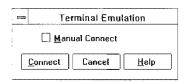
Terminal Emulation has some special features that can be very useful, including programmable function keys, the Capture Buffer, the ability to turn your printer on and off, and the ability to start and stop recording to a file.

Switching to and from Terminal Emulation

While you're connected to CompuServe, you can switch to Terminal Emulation without accessing a specific service by choosing **Go** from the Services menu and then specifying ASCII as the service name. This takes you to CompuServe's TOP menu. To switch back to the graphical interface, choose **Go** again, and specify HMI as the service name.

Connecting in Terminal Emulation

You can conduct a complete CompuServe session in Terminal Emulation. This means that you will access the Terminal Emulation version of any service, including CompuServe Mail or a CompuServe forum. Just choose **Terminal Emulation** from the Special menu to bring up this dialog:



To log on to CompuServe manually, click the Manual Connect checkbox. Otherwise, WinCIM will connect you automatically, using your current session settings.

When you are ready to connect to CompuServe, click Connect.

See Page 83 for more information about Terminal Emulation features.

When you use the **Terminal Emulation** command to switch to Terminal Emulation, the only ways to return to WinCIM's graphical interface are to choose **Exit** from the File menu or to close the Terminal window. Either of these actions will also disconnect you from CompuServe.

Rebuild Cabinet Indexes

Index files tell WinCIM where to find documents WinCIM uses special files called 'indexes' to speed up the process of locating individual documents and folders in your Filing Cabinet, In-Basket, and Out-Basket. It is possible for these indexes to become 'corrupted' — that is, to have the wrong information.

If this happens, WinCIM's internal checking mechanisms will usually (not always; it may not be able to tell if there are messages or folders which are not listed in the indexes) identify the problem when you perform some operation that accesses the Filing Cabinet, In-Basket, or Out-Basket. If WinCIM determines that a problem exists, it will automatically rebuild the indexes while a status box informs you of its progress.

If you detect a problem and wish to rebuild the indexes, you can do so by choosing **Rebuild Cabinet Indexes** from the Special pull-down menu. Before performing the rebuild operation, WinCIM always asks you to confirm your intention:

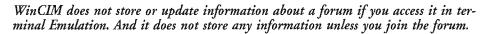




The amount of time needed to rebuild indexes depends on how many documents are stored in the Filing Cabinet and the two baskets. The operation will be much faster if you have a disk cache.

Forum Database

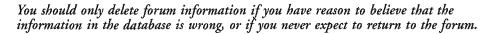
When you join a forum, WinCIM stores information about that forum in a database on your computer. Subsequently, WinCIM updates the information whenever you access the forum. This includes message section names and library names and numbers. WinCIM uses the information to get you into the forum faster and more efficiently.



You can delete information about one or more forums from the database by selecting **Forum Database** from the Special pulldown menu. You will see a dialog that looks like this:



First highlight the forum whose information you want to delete, and then click Delete. You can repeat the procedure as many times as necessary to remove all the forum information you want. When you are finished, click OK.



Deleting the Forum Information Database

The database of forum information expands to hold information about every forum you join, but does not shrink when you remove forum information. If you ever want to delete the entire database and make a fresh start, you can do so by erasing the FORUMS.DB file in the subdirectory where you keep the support files for WinCIM.

See Page 132 for more information about WinCIM subdirectories.

Terminal Emulation Special Menu

Special <u>V</u> iew Buffer	
View Terminal	
Record to Printer	
Record in Eile	
Set Function Keys	
<u>C</u> lear Buffer	
Connection Info	
Preferences	Ŀ
In-Basket	
<u>O</u> ut-Basket	
Eiling Cabinet	Ctrl+F
Address <u>B</u> ook	Ctrl+A

View Buffer

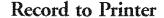
The Capture Buffer automatically saves text displayed on your screen. View Buffer opens the Capture Buffer. You can scroll through it to review your recent activities. You can also edit the contents. To copy the Capture Buffer to a text file, choose Save or Save As from the File menu; to copy it to the Windows Notepad, choose Copy from the Edit menu. When you choose View Buffer, the View Mode box at the bottom of the screen says "Capture."

View Terminal

This command enables you to leave the Capture Buffer and return to active terminal display. When you choose **View Terminal**, the View Mode box at the bottom of your screen says "Terminal".



Double-clicking the View Mode box switches you from Terminal View Mode to Buffer View Mode or vice versa.





This command toggles your printer on and off, so that you can print whatever appears on your screen. When your printer is on, there is a check mark next to the command, and the Printer Capture box on the bottom menu bar contains the word "On".



Double-clicking the Printer Capture box has the same effect as choosing the command.

Record in File

This command toggles file capture on and off. When you turn it on, you see a dialog asking you to specify a file, a check mark next to the command, and the word "On" in the File Capture box on the bottom menu bar.



Double-clicking the File Capture box has the same effect as choosing the command.

Set Function Keys

Shorthand for typing

This command takes you to the Function Key Settings dialog, which provides an easy 'shorthand' method for typing instructions or information that you frequently send to CompuServe while in Terminal Emulation.

A 'function key' is actually a combination of All plus any digit key. For each function key, the Function Key Settings dialog has two textboxes:

Key Label A short description or reminder — whatever is meaningful to you — of what will be transmitted. The label can be up to eight characters.

Key Definition The actual instructions or information that will be transmitted to CompuServe. The definition can be up to 80 characters.

Whenever you can use the function keys, there is a row of buttons near the bottom of the dialog. Before you set any function keys, the buttons look like this:

Alt+1	Alt+2	Alt+3	News	Alt+5	Alt+6	Alt+7	Alt+8	Alt+9	Alt+0

After you set a function key, the related button will have the label you assigned in the Function Key Settings dialog. Here is a sample of the buttons' appearance after a few keys have been set.

Log Off	ZiffNet	Tickers	News	Alt+5	Alt+6	Alt+7	Alt+8	Alt+9	Alt+0

To send CompuServe whatever you typed into a Key Definition textbox click the corresponding button or hold down [AR] while you press the corresponding number key. For example, clicking the Tickers button or pressing [AR]+[3] might send a series of ticker symbols to one of CompuServe's investment services.

Setting Function Keys

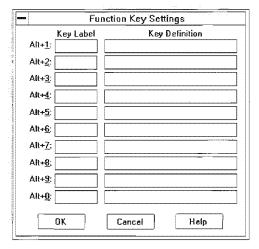
Here is a step-by-step procedure for function key definition.



You must be in a service where this facility is available.

 Choose Set Function Keys from the Special menu. This displays the Function Key Settings dialog.

Choose	Set
Function	n Keys



- 2. In a Key Label textbox, type the label you want to see in the function key button.
- In the corresponding Key Definition text box, type the instructions or information that you want to send to CompuServe.

Supply the key label

Supply the key definition



To add a carriage return at the end, type ^M^J. This sends whatever you typed on to CompuServe.

- 4. Repeat Steps 2 and 3 to define additional function keys, if desired.
- 5. When finished, click OK.

Your text is now assigned to the function key. Whenever you are in Terminal Emulation, or you access any other WinCIM dialog that supports function key settings (such as the conversation window in CB Simulator), you can type the Key Definition text by clicking the appropriate button at the bottom of your screen, or by pressing ALL and the appropriate number.

Click OK

Clear Buffer

The Capture Buffer automatically saves text displayed on your screen to your computer's memory. Clear Buffer discards the contents of your Capture Buffer.

Connection Info

This command provides you with information about your current connection to CompuServe.

See Page 78 for details.

Preferences

Preferences lets you customize the way WinCIM works.

See Page 79 for details about Preferences.

In-Basket

This command takes you to your In-Basket.

See Page 69 for more information about your In-Basket.

Out-Basket

This command takes you to your Out-Basket, where electronic messages can be stored until you are ready to send them.

See Page 69 for more information about your Out-Basket.

Filing Cabinet

This command takes you to your Filing Cabinet, the place for long-term storage of mail messages, forum messages and threads, and copies of messages you send out to others.

See Page 130 for more information about your Filing Cabinet.

Address Book

This command takes you to your Address Book, a handy place to store electronic mailing addresses of friends and business associates.

See Page 127 for more information about your Address Book.









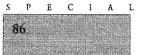


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About Forums

Forums are where CompuServe members meet to exchange information, expound opinions and ideas, and join in general conversation. Forums are friendly places. You'll find fellow members ready to make you welcome and more than willing to help.

Most forums are extended services, so using them incurs connect-time charges. WinCIM offers a number of capabilities that are designed to help you keep costs down while you're in the forums. For example, you can mark messages and library files and then retrieve them all at once.

A forum for everyone

The easiest way to find out what kinds of forums CompuServe offers is to double-click the **Forums** icon in the Services window. You'll find a list of forum categories, such as Hardware Forums devoted to particular makes of computer equipment, Software Forums for popular programs, or Professional Forums catering to members of various professions.

A forum for you

To find out if there are any forums related to a special interest of your own, choose **Find** from the Services menu. This takes you to a dialog where you identify the topic you're interested in. WinCIM then produces a list of all the related services, including forums.

Practice using forums for free

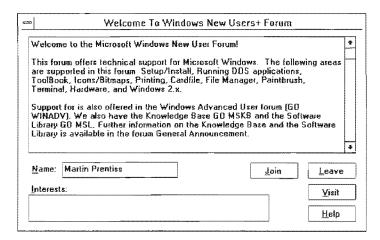
CompuServe even has a Practice Forum that you can use without incurring connect-time charges. If you're not familiar with forums or the way they work with WinCIM, **Go** PRACTICE to get some free experience.

Sysops

Each forum is run by one or more Sysops — Sysop is short for system operator — or forum administrators. Sysops are there to help you; they answer questions, post notices about events of interest to forum members, and review files before putting them in the library for everyone's use.

When You First Access a Forum

Whenever you access any forum you haven't already joined, you are greeted by a Welcome dialog, which tells you about the forum and lets you decide what to do next.



Membership has its privileges

Forum members can do much more in a forum than visitors, and forum membership does not incur any obligations.

To become a forum member, all you have to do is click Join. Before you do so, however, there are two options you can take advantage of:

 You can change the name that will be attached to any messages you send and any library files you contribute in this particular forum. The default name is the name in whatever set of session settings you are using when you access the forum.

You can also change the name you use for messages and files in this forum any time after you join, by selecting **Forum Options** from the Special menu.

See Page 109 for more information about Forum Options.

 You can fill in your personal interests. This automatically creates an entry for you in the forum's membership directory.

See Page 109 for more information about the forum membership directory.

The Forum Desktop

When you enter a forum, the top menu bar changes. Mail is gone; you cannot access CompuServe Mail from a forum. The Special menu has new commands that we'll look at later. And, there are three menus unique to forums:

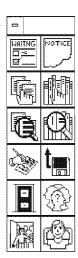
Three new menus

- Messages gives you access to a public message board, where people discuss topics of interest to the entire forum membership.
- Library offers a wealth of files for you to retrieve. Programs, articles, interviews you never know what you might find there.
- Conference brings you into real-time contact with other forum members.

The forum Toolbox

You'll also see the forum Toolbox appear on your screen. Each icon in this toolbox corresponds to a command in one of the forum menus. Instead of choosing a menu command, you can simply click rhe corresponding toolbox icon. If an icon is dimmed, the command is not available.

Get Waiting
See Page 96
Browse (messages)
See Page 93
Search (messages)
See Page 96
Create Message
See Pages 97-98
Enter Room
See Page 105
Invite
See Page 107



News Flash
See Page 108
Browse (library)
See Page 101
Search (library)
See Page 101
Contribute
See Page 103
Who's Here
See Page 106
Ignore
See Page 107

About Messages

Like notes on a bulletin board or letters to the editor, forum messages are wide-ranging correspondence to be read by all. Unlike their paper counterparts, however, forum messages are temporary. What you read today may be gone tomorrow. You will want to visit the message areas often to be sure you don't miss anything.

At any given moment, there are hundreds of messages on every CompuServe forum, but they are organized to help you read — and reply to — the ones that interest you most.

Sections

All forum message boards are divided into separate sections that focus on more specific aspects of the forum's overall area of interest. For example, the message board in the Science Fiction Forum has a Star Trek section.

Topics

Whenever a forum member posts a message that is not a reply to another message, he or she supplies a subject. When someone else replies, the reply message automatically takes the same subject. Together, the original message, all the replies to it, all the replies to the replies, and so on, make up a topic (sometimes called a 'thread', as in "thread of conversation"). The topics within a section are kept separate.



Messages are not kept in a forum forever. As new messages are posted, older messages are deleted. Some very busy forums keep messages for only a few days. An important message might be placed in the library for longer availability.

Message marking and retrieval

As you look through the messages in a forum, you can stop and read the ones that spark your interest. Or, you can mark the messages, and later retrieve them en masse to your Filing Cabinet for offline (and off-budget) perusal. You can mark an individual message, a topic, a section, or all sections.



When you leave the forum, WinCIM will ask whether you want to retrieve your marked messages.

Messages Menu

Messages	
<u>B</u> rowse	
<u>S</u> earch	
Get <u>W</u> aiting	
Retrieve Marked	
Set Date	
Freshen Message	s
Create Message	
In-Basket	Ctrl+l
<u>O</u> ut-Basket	Ctrl+O
Filing Cabinet	Ctrl+F
Address Book	Ctrl+A
Notice	
Descriptions	

Browse



Use **Browse** when you want the big picture and lots of choices. It gives you a list of all the sections in the forum. The listing for each section includes the number of messages in the section and the number of topics, or subjects, those messages are divided into.

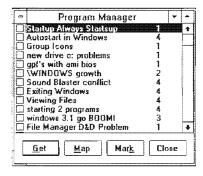
100	Since 12/17/9:	2 6:24 PM	•	4
	Title	Messages	Topics	
	Announcements!	7	7	
	WinCIM Installation	272	139	
	CompuServe Mail	66	39	
	Forums	142	63	
	Exec. News Service	9	3	
	Modem/Hardware	153	78	
	CØ Simulator	6	4	
	GPF Reports	37	24	
	Printing	128	60	
	CIS Directory	1	1	
	Terminal Emulation	30	17	
	Filing Cabinet	62	31	
	Other	715	408	
	Suggestions	100	56	
	Select Mark	<u>A</u> ll	Close	

Highlighting a section and clicking Select will offer you a list of topics and the number of messages in each. Scroll through the list. When you find a topic you think is interesting, select it and click Read.

Browsing Forum Messages

 Choose **Browse** from the Messages menu. This takes you to a Message Sections dialog. Choose Browse

Highlight a section and click Select. You'll see a list of topics, with a count of the messages in each topic. Select a section



3. Highlight a topic and click Get.

Select a topic



To mark a topic for later retrieval to your Filing Cabinet, click the box beside the topic name. You can mark as many topics as you like.

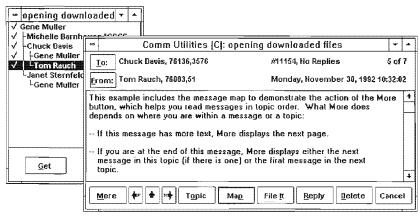
See Page 97 to find out how to retrieve marked topics.

If you have never read any messages in this forum, you are now reading the oldest message in this topic. If you have read messages in the forum before, the message displayed will be the first message posted since your last visit. If you want to review earlier messages, choose the **Set Date** command from the Messages menu.

See Page 97 for more information about the **Set Date** command.

When You Read a Forum Message

A forum message appears in a dialog like the one in front:



The first five buttons are for navigation:

- More continues through the current message, topic, or section. As noted in the example, where you go is determined by where you are.
- The arrow marked P displays the previous message in this topic (here, the message from Gene Muller).
- The arrow pointing up displays the message that this message is replying to (here, the message from Chuck Davis).
- The arrow marked N displays the next message in this topic (here, the message from Janet Sternfeld).
- Topic displays the first message in the next topic.

The Map button displays a diagram like the one above, which depicts the relationships among the messages in this topic, and shows which messages you've already seen. To display any message in the map, highlight it and click Get.

The File It button copies the message to the Filing Cabinet.

See Page 130 for more information about the Filing Cabinet.

The Reply button takes you to a dialog for creating a reply to this message. The recipient, the topic, and the section are automatically filled in for you.



If you want to change the subject, you should use the Create Message command instead of replying, to help other members determine which messages to read.

The Delete button only works if the message is to or from you.

Copy addresses to your Address Book You can add an address entry to your Address Book by clicking the To: button or the From: button.



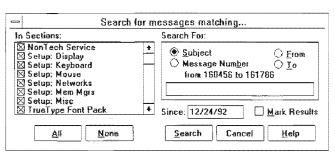




Search



After a while, you'll know the names of the sections (and often their current topics) you're most interested in. You'll also get to recognize your favorite forum correspondents. You may even know the number of a specific message you'd like to re-read. Choose **Search** from the Messages menu, and then select Subject, From, To, or Message Number. Fill in the box with the appropriate information and click Search.





If you would like to search for messages to or from a member, you can use the member's name or User ID number. For subject searches, you can enter any part of the subject.

By default, all the sections you can search are marked for you. You can narrow your search by unmarking specific sections. Or, you can click the None button to unmark all the sections, and then mark the sections you want to search. (Clicking the All button will re-mark all the sections.) You can also change the Since: date to expand or reduce the time period covered by your search. By default, the Since: date is usually the last date you used the forum.

If you click the Mark Results checkbox, all the messages that are found by your search will automatically be marked for retrieval.

See Page 97 for more information about retrieving marked messages.

Get Waiting



Choose **Get Waiting** from the Messages menu to see a list of messages addressed to you, as well as any replies to those messages. For example, if someone responds to your message and someone else responds to that, both responses will be included in your waiting messages.

Retrieve Marked

During a search or browse, you can mark sections, topics, or individual messages for retrieval. When you choose **Retrieve Marked**, all the marked messages will be retrieved to your Filing Cabinet. To save connect-time charge, read them later when you are not connected to CompuServe.

Set Date

By default, browses and searches cover messages posted after the newest message you read during your last visit. To limit browses and searches to even newer messages, or to expand them to earlier correspondence, choose **Set Date** from the Messages menu and fill in a different date and time in the resulting dialog.





Set Date applies only to your current session.

Freshen Messages

During a forum session, you normally have access only to messages posted before your arrival. To access new messages posted during your visit, choose Freshen Messages.

Create Message



Many of the messages you post will be replies to other messages, but you will sometimes want to start your own topic. You can start a new topic by choosing **Create Message** from the Messages menu. You don't have to address your message to a specific User ID number; many messages are addressed to ALL to invite anyone's idea or opinion, and some messages are addressed to SYSOP to receive special attention from the forum management.



If you have a particular question about forum activities, you can send a "for your eyes only" message to the main Sysop by using *SYSOP as the address.

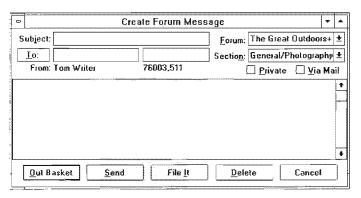
A forum message can have up to 10,000 characters.

See Page 70 to find out how to create a forum message without connecting to CompuServe.

Creating a Forum Message

1. Choose Create Message from the Messages menu, or Create Forum Message from the Mail menu. Either one takes you to the Create Forum Message dialog.

Choose Create Message



- 2. Type in a subject.
- 3. Fill in the name and address of a forum member. (You can use ALL or SYSOP.) To get a name and address from your Address Book, click the To: button.
- 4. Optionally, you can select a different forum and/or section. Or, you can click in the checkbox for Via Mail to send the message through CompuServe Mail instead of posting it in the forum.

Specify the subject

Supply the To: information



Some forums will let you post a Private message that can only be read by one other member.

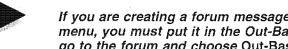
5. Type in your message.

6. If you want to save a copy in your Filing Cabinet, click File It.

7. Click Out-Basket to put the message in your Out-Basket for later posting, or click Send to post it immediately.

Compose the message

Click Out-Basket or Send



If you are creating a forum message from the Mail menu, you must put it in the Out-Basket. To send it, go to the forum and choose Out-Basket from the Messages menu, and then click the Send button.

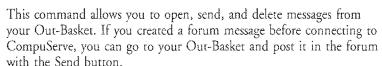




Like the Mail menu command of the same name, this command lets you work with messages stored in your In-Basket.

See Page 69 for details.

Out-Basket



Filing Cabinet

This command takes you to the Filing Cabinet, where you can review and process forum messages and other documents. If you used **Retrieve Marked** to download forum messages to the Filing Cabinet, the messages were automatically filed in folders named after the forums where you retrieved them.

To access messages in the Filing Cabinet without connecting to CompuServe, choose Filing Cabinet from the Mail menu (or click the Filing Cabinet icon in the Ribbon).

See Page 130 for more information about the Filing Cabinet.

Address Book

This command lets you add, delete, or update Address Book entries.

See Page 127 for details.

You can also add the addresses of forum members by clicking the To: button or the From: button while reading messages.

Notice

From time to time, Sysops post news of upcoming events, new features, rule changes, and other happenings of interest to the membership. To find out what's happening, choose **Notice**.

Descriptions

Each forum message board has a short essay about the forum. If you're a new member, it's a good idea to read this summary.

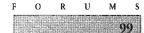












About Library

Forum libraries contain files created by forum members for forum members. Files can be text or binary. Any forum member can contribute a file to the forum library. After a careful review by the Sysops, the new file is made available to forum members.

Every forum library is divided into sections, often the same ones as messages. However, there are no topics.

There are several kinds of software files:

Freeware programs are, of course, free. The authors make the files available for anyone to share and enjoy.

Shareware authors charge a small fee (usually between \$10 and \$45). The author has made the file available for you to test; if you decide to keep using it, you should send in the fee. Sometimes, authors will enable some features or offer additions to the program once the fee is sent in. Some authors ask for a postcard of your hometown, a donation to a charity, or some other small service instead of a fee.

Library Menu



Browse



When you're not looking for anything in particular

Choose the **Browse** command when you want to look through all the files in one or more sections of a forum library.

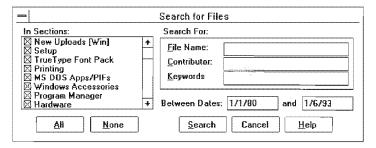
By double-clicking on a section, you will see a list of its files. Each filename is accompanied by the file's submission date, size, and the User ID number of the member who contributed the file.

Search



When you know what you're looking for

From the Library menu, you can search any library section by keywords, contributor, or filename. Most files have descriptive keywords, and you can turn up a lot of interesting files with a single term, such as baseball or printer driver. (Just don't go looking for a baseball game in a word processing section.)





If your first search selects too many files, use another keyword and search again. You might also change the dates in Between Dates to include or exclude older files.

Searching for a Library File

Large files, such as application programs, are usually compressed to save disk space and transmission time. Any file whose name ends in .ZIP has been compressed with a popular utility program called PKZip. Starting in the IBM Communications Forum, here's how you might locate and retrieve the latest version of PKZip.

1. Choose **Search** from the Library menu. This takes you to a Search for Files dialog.

Choose Search

 Specify the search criteria. You can search by file name, contributor's User ID number, or keywords. Since you don't know the actual file name, type PKZIP in the Keywords: box. Specify your search criteria

If there are any sections you don't want to search, unmark them. Or, click the None button to unmark all the sections, and then mark the sections you do want to search.

If you have some idea when the file was contributed, you can change the dates in the Between Dates: boxes. (By default, they cover all the files in the forum.)

Click Search

files that meet your search criteria.

4. To determine whether a file has the PKZip

3. Click the Search button. You will see a list of

program, highlight it and click Description.

Review the file descriptions

Retrieve the file now or later

Once you find the file containing the PKZip program, you can download it to your computer by clicking the Retrieve button. Or, you can Mark the file for later retrieval. When you do retrieve the file, you need to tell WinCIM where to store it on your computer (unless you have specified that there is no need to ask for file names in your Forum Preferences).

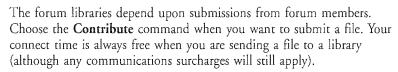
See Page 135 for more information about Forum Preferences.

Retrieve Marked

This command retrieves all the files you have marked during your forum session. You can even click a checkbox to automatically disconnect from CompuServe after all the files are safely downloaded. Go fix yourself a sandwich while they're coming in.

Contribute







Each forum has its own rules and criteria about the kinds of files it accepts, so you might want to choose Notice or Descriptions. For example, some files must be in plain ASCII text, so people with different kinds of computers can read them.

Notice

This command displays the forum library notice. A notice might contain anything, but it will probably have announcements of hot new files available in the forum's library.

Descriptions

Choosing this command from the Library menu will give you valuable information about the kinds of files on tap in that forum. You might also find guidelines for contributing files.

About Conference

Who says you have to travel to a lecture hall to hear knowledgeable — sometimes famous — speakers talking about your favorite subjects? Maybe you'd like to share your knowledge with other members. Every forum has a number of electronic conference rooms for both scheduled conferences and impromptu chats.

Discuss in real time

WinCIM makes conferencing easy, because you can read the ongoing exchange in one window while you type your comments and questions in another. If you just want to listen, that's all right too. In fact, you can monitor one conference while actively taking part in another, as long as they're in the same forum. Here are some of the various types of conferences you'll encounter:

Formal conference A formal conference is announced in advance, and features a guest speaker. There's a moderator, and you have to wait your turn to ask a question.

Scheduled conference Whether once a week or once a month, these conferences are always about a set topic. Scheduled conferences usually operate in roundtable fashion — participants speaking in turn as the discussion motivates them.

Informal conference An impromptu discussion can spin off in almost any direction. Drop in to monitor, or take part.

Group conversation While you're in a conference room, you can invite others — or they can invite you — to join a group whose conversation is invisible to everyone else.

Private talk You can start a confidential conversation with just one other person, or be invited to one.

Conference Menu



Enter Room

This command gives you a list of all available conference rooms.



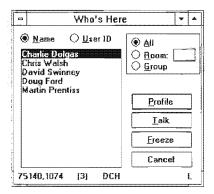
Highlighting any room will tell you how many people are currently gathered there. To check out an inhabited room, click the Enter or Listen button.



Who's Here



Choosing this command shows you everyone who is using the forum:



By default, the list shows forum Nicknames. But, you can click the User ID radio button, and the list will show User ID numbers instead.

You can find out about everyone currently using the forum, the people in any conference room, or just those in your group.

Find out more about a member

The line of information along the bottom of the dialog tells you more about the highlighted member. It shows the User ID number if the Nickname is listed, or vice versa, the section or conference room number the member is currently using, the name of the node through which the member is connected to CompuServe, and whether the member is currently using conference (C), messaging (M), or the library (L). If the member is listed in the forum's membership roster, you can find his or her interests by clicking the Profile button.

Start a private Talk

Click Talk to begin a private conversation with a member anywhere in the forum. This produces a window where you can type whatever you want to say in the bottom half. Press to send your message. All messages that you send, along with the other member's responses, will appear in the top half of the window.

Bring the members to a virtual halt

When a forum is very busy, the Who's Here list will frequently change as people come and go. Clicking Freeze will lock the window's current contents in place, so that you can look through the list and make any other selections you like. When you click the Freeze button, it changes to Unfreeze, so you can click it again to resume updating the list.

Set Nickname

Choose this command to change your Nickname as it appears to others in forum conferences. Otherwise, it stays the same as in the Forum Preferences dialog. (If you have no Nickname entered in Forum Preferences, your Nickname will be the name in the current set of session settings.)

See Page 135 for more information about Forum Preferences.

Invite

This command lets you invite anyone in the forum to join a group conversation. A group can be two people or more.

Ignore

You'll make a lot of friends on CompuServe, but in case there's someone you'd rather not hear from, choose this command. **Ignore** produces a list of others currently using the forum. Just highlight the person's name or User ID number and click the Ignore button. This prevents that person's comments from appearing on your screen, whether in your group, your room, or a room you are monitoring. **Ignore** does not prevent the person from sending you an invitation.

Notice

This command displays the conference notice.

Descriptions

This command gives you a list of the various conference rooms in the forum. Double-clicking on a room will get you a description of the room and the people using it. Sometimes the descriptions are rather fanciful.





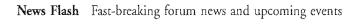
Forum Special Menu

When you enter a forum, the Special menu changes, offering a new set of commands applicable to forums.



Notices

This command lets you read any of the notices posted by the Sysop. Some of these notices are also available under the Messages, Library, and Conference menus. The notices you can read are:



General An introduction to the forum's aims and outlook

Conference A list of upcoming and regularly scheduled conferences

Library Descriptions of the library sections, and rules for contributing files

Membership What is expected from you as a member

Sysop Roster Introduction to the forum's Sysops and their areas of expertise

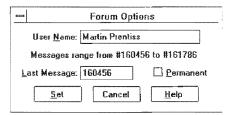
New Member The basic information you'll need to know: rules, behavior, where to get help, and what to expect

Messages Descriptions of the message board sections



Forum Options

This command gives you a chance to set options that affect your forum session.



User Name The name that will be attached to messages you create and library files you contribute in this particular forum. This is different from the Nickname you use in conferences. Initially, it is the name provided when you joined the forum (which is the name in your Session Settings, unless you changed it in the Welcome dialog). Any change you make applies only to yout current visit, unless you check the Permanent box.

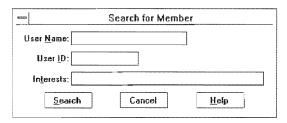
Last Message The starting place for message browses and searches. Usually, this is the highest-numbered message you read during your last visit. If all the messages you read before are gone, the number is one less than the number of the oldest remaining message. You can type in any number within the range shown above the box.

Join Forum

If you haven't already joined the forum, you can use Join Forum to do so.

Search Membership

This command lets you search the forum membership directory:



You can supply some part of the name to get the corresponding address, or get the name by supplying the User ID number. The Interests box lets you furnish keywords to get the names and User ID numbers of people who have reported sharing an interest you specify.

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Change Member Entry

Choose this command to add yourself to the forum membership directory, or to change the interests you've specified there.



The only way to be included in a forum membership directory is to put in something for your interests.

Connection Info

Choose this command from the Special menu to find out more about your current connection to CompuServe.

See Page 78 for details.

Preferences

This command lets you change your Forum Preferences, as well as any of the other preferences you've set in WinCIM.

See page 135 for information about Forum Preferences.

Toolbox

If you have closed your forum toolbox, this command will re-open it for you.

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GIF Image Files

GIF stands for Graphic Interchange Format, one of the formats that WinCIM uses to display graphics online. (Other formats include RLE, which is **not** supported by WinCIM). GIF files can display complex graphics rapidly.

Resolution and color

GIF files will always display images at the resolution of your monitor. Color GIF files contain black and white and gray scale information as well as color information. Therefore, if you retrieve a color GIF image on a computer with a monochrome monitor, it will appear as black and white. If you then view the same image on a color monitor, the GIF image will appear in color.

GIF images online

CompuServe currently uses GIF to display weather maps and stock charts, and plans to provide other GIF images in the future. Many forum libraries contain a wide variety of GIF files contributed by CompuServe members.



One of the advantages of GIF is that it can be read by many different platforms. For example, an IBM user could exchange GIF files with a Macintosh user.

WinCIM displays GIF images automatically whenever you choose to view weather maps, price-volume graphs for stocks, or GIF files in a forum library. While viewing a GIF image, you also can save the file to disk. In a forum library, this is often just as fast as it is to retrieve the file.

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Favorite Places



If you decide to add the service you're using

Favorite Places enables you to build a quick-access map to the CompuServe services you use most often.

WinCIM always keeps track of what you're doing when you're connected to CompuServe. If you decide to add the service you're currently using to your Favorite Places, you don't have to go back and find the service name; WinCIM provides it for you. There also may be a description that you can edit.

Special Services

If you regularly use services offered through systems like PC Magnet or ZiffNet, you may be switching to and from CompuServe during a single online session. Always preface your Go word with the appropriate threeletter system name for each service. This is done automatically when you add a service using Find.

Example: CIS:WCIMSUPPORT

The three-letter codes for systems available through the Information Manager are:

CompuServe

CIS:

PC MagNet

PCM:

ZiffNet

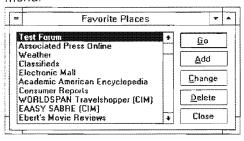
ZNT:

To transfer to a CompuServe service after visiting another system, use the three-letter system name CIS: before the Go word.

Adding a Favorite Place

Suppose you find a forum you enjoy and decide you'll definitely be coming back a lot. To speed up your return, add the service to your Favorite Places list. While in the forum or its menus, do the following:

 Choose Favorite Places from the Services menu.



- 2. To put the service anywhere else in the list, highlight the service immediately above where you want the new service.
- Click the Add button.

Add to Favorite Places					
Description: Genealogy Forum					
Service Name:	Service Name: CIS:ROOTS				
DK	Cancel <u>H</u> elp				

 Change the description using your own words if you like. The description can have up to 255 characters.

Note that WinCIM includes the system ID in the Service Name: textbox. Here, CIS: identifies the CompuServe Information Service. Another system ID is PCM: for PC MagNet.

See Page 114 for more information about system IDs.

Initially, WinCIM is set up to list Favorite Places in reverse order of access — that is, to put whatever service you access at the top of the list. You can access General Preferences to arrange the list in alphabetic order, or to leave the service where you put it when you add it to the list.

Choose Favorite Places

Highlight the preceding service (optional)

Click Add

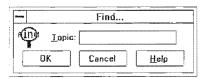
Describe the service in your own words (optional)

Adding a New Place Using Find

Another way to add services to your Favorite Places list is with the **Find** command.

1. Choose **Find** from the Services menu.

Choose Find

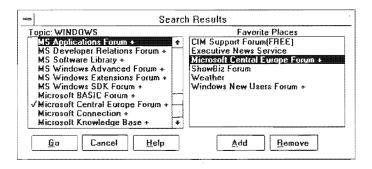


2. Type a topic: such as WINDOWS.

Type a subject

3. Click OK. You'll get a list of all the services related to your topic.

Click OK



 Highlight the service you want to add to your list of Favorite Places, and click Add. A newly added Favorite Places service is identified by a temporary check mark. Select a service and click Add



To remove a service from your Favorite Places list, highlight the name, and click Remove.

To access your newly found destination, click the Go button. Next time you can get there by way of the **Favorite Places** command.

CompuServe Mail and Outside Services

CompuServe Mail offers a convenient, easy, and economical means of communicating. And CompuServe Mail messages aren't just limited to CompuServe either. This section expands the information in the Mail chapter by providing addressing information and instructions for sending messages to other destinations. In addition, you can find tips to give your friends on how they can send you a message from mail services such as these:

- AT&T EasyLink (formerly Easylink Western Union 400)
- AT&T Mail
- CompuServe Mail Hub
- Fax
- Internet
- MCI Mail
- Private CompuServe Mail
- SprintMail
- Telex and TWX
- U.S. Postal Mail

Troubleshooting Tip

Address formats differ among and within systems. If you're not sure what format your correspondent should use to send you a message, send a message to him or her first. Your correspondent can find the format of your address in the header of the message. Or your correspondent can simply reply.

AT&T EasyLink

AT&T EasyLink (formerly EasyLink Western Union 400) requires an administrative domain (WESTERN UNION), the recipient's given name and surname, a country code, and the EasyLink number.

Address format for outhound mail

X400:(C=country;A=WESTERN UNION;S=surname;G=given-name; D=ELN:easylink-number)

country is the standard X400 code for the country where the AT&T EasyLink interface is located (called the country domain); WESTERN UNION is the administrative domain.

surname is the surname of the recipient; given-name is the given name of the recipient.

easylink-number is the unique EasyLink number (ELN) of the recipient (called the domain-defined attribute).

Example: X400:(C=US;A=WESTERN UNION;S=CHAN;G=SHOON;D=ELN:62055500)



The "X400:" must always precede the address. Also, the address must be enclosed in parentheses, and each element must be separated from the next by a semicolon.

What to tell your correspondents

For an AT&T EasyLink user to send you a message, he or she must know the country (US), the administrative domain (COMPUSERVE), the private domain (CSMAIL), and the domain-defined attribute.

For Public CompuServe Mail users, the domain-defined attribute is your CompuServe User ID number with the comma replaced by a period.

For Private CompuServe Mail users, the domain-defined attribute is your address in the form of system-name:address.

AT&T Mail 400

When sending to AT&T Mail 400, you need to provide the country, administrative domain, recipient's given name and surname, and AT&T ID.

Address format for outbound mail

X400:(C=country;A=ATTMAIL;S=surname;G=given name;D=ID:mail-id)

country is the country in which the recipient receives AT&T Mail 400 (called the country domain); **ATTMAIL** is the administrative domain.

surname is the last name of the recipient.

given-name is the first name of the recipient.

mail-id is the unique AT&T mail ID of the recipient (called the domain defined attribute).

Example: X400:(C=US;A=ATTMAIL;S=JONES;G=TAMRA;D=ID:TJONES)



The "X400:" must always precede the address. Also, the address must be enclosed in parentheses, and each element must be separated from the next by a semicolon. The case of the letters can be significant.

What to tell your correspondents

For an AT&T Mail 400 user to send you a message, he or she must know your country (US), the administrative domain (CompuServe), the private domain (CSMail), and the domain-defined attribute.

For Public CompuServe Mail users, the domain-defined attribute is your CompuServe address with the comma replaced by a period.

For Private CompuServe Mail users, the domain-defined attribute is your address in the form of system-name:address.



AT&T Mail 400 has a defined gateway named MHS!CSMAIL! that replaces the country domain, the administrative domain, and the private domain parts of the address.

CompuServe Mail Hub

NetWare MHS users rejoice

The CompuServe Mail Hub allows Novell Netware MHS 1.5C users to exchange electronic mail messages with the following people:

- NetWare MHS users also registered with the CompuServe Mail Hub
- Public CompuServe Mail users
- Private CompuServe Mail users

CompuServe serves as an administrator, registering systems and handling mail messages sent to and from these systems.

To send a message via the hub, you need the username and workgroup.

Address format for outbound mail

MHS:username@workgroup

username is the recipient's username.

workgroup is the workgroup, as tegistered with the CompuServe Mail Hub.

Example: MHS:D.BISHIR@LAB4

What to tell your correspondents

To send messages to the CompuServe Mail Hub, NetWare MHS users must use a special mail hub address (MAIL@CSERVE) and a foreign address (your CompuServe address).

Some NetWare MHS applications do not have specific procedures for entering the foreign address field. If your correspondents do not know their application's foreign address field capabilities, please have them consult the documentation or call the producers of the software.



To find out more about exchanging messages via the CompuServe Mail Hub, Go MHS.

EasyLink Western Union 400

See Page 118 (AT&T EasyLink).

Fax

Fax (or facsimile) service is available for North America and destinations around the world that can be reached via direct dial (no operator assistance). The address must include the country code, the city or area code, and the fax machine number.

Height, width, and size

Fax Formatting

All fax messages should conform to the following parameters to be transmitted properly:

- No more than 55 lines per page
- No more than 80 characters per line (lines over 80 characters will be truncated)
- No more than 50,000 characters or 1,000 lines in the entire message
- Margins: CompuServe will formats for printing with approximately one inch (2.54 cm) margins on all sides
- Page formatted for an 8.5- x 11-inch (21.5- x 27.9-cm) page

Fax Confirmations You automatically receive a confirmation through CompuServe Mail when your fax message has been delivered. CompuServe Mail attempts to send fax messages up to 30 times, if the phone number is busy, or up to five times, if there is no answer.

If the message cannot be delivered, it will be returned. CompuServe is not responsible for fax messages not delivered because of incorrect phone numbers, busy signals, or no answers.

Address format for outbound mail

FAX:fax-number

fax-number is the country code, followed by the area code or city code, followed by the telephone number.

Example: FAX:44711234567



This address format supersedes any other schemes for addressing faxes. As a result, faxes sent to destinations outside North America no longer require the 011 access code. Conversely, faxes sent to North America now always need 1 as their country code.

Internet

Internet is an electronic mail system connecting governmental institutions, military branches, educational institutions, and commercial companies. To send a message to an Internet address, you need the recipient's address and the address domain. Bitnet and Usener addresses can also be accommodated.

Only text messages with 50,000 characters or less can be sent.



The Federal Research Internet Coordinating Committee prohibits any message offering to sell or purchase goods or services (including employment).

Address format for outbound mail

INTERNET:address@domain

address is the recipient's address.

domain is the domain, which typically includes subdomains.

Example: INTERNET: AU394@CLEVELAND.FREENET.EDU



For Bitnet addresses, ".BITNET" must be appended to the Internet address with no spaces in between. For Usenet addresses, you can generally use the standard Internet format. However, occasionally the more complex form illustrated below is needed.

Example: INTERNET:BSG74%FRANKLIN.COM@UUNET.UU.NET

What to tell your correspondents

To send you a message, an Internet user must know your CompuServe address and CompuServe's domain address (COMPUSERVE.COM).

For Public CompuServe Mail, the address is your User ID number with the comma replaced by a period.

Example: 70009.1234@COMPUSERVE.COM

For Private CompuServe Mail, the address is your name and the system name.

Example: BMINOR@ABC.COMPUSERVE.COM



Some Internet domains do not recognize the COMPUSERVE.COM domain. Internet users who cannot send to COMPUSERVE.COM will need to contact the Post Master of their domain.

MCI Mail

There are two formats for MCI Mail addresses: one for addresses registered individually in the MCI Mail Directory, and one for addresses within private domains assigned to organizations.

Address format for registered addresses

MCIMAIL:mail-id

mail-id is the MCI ID or name as registered in the MCI Mail Directory.

Example: MCIMAIL:123-4567

Address format for private domain addresses

X400:(C=US;A=MCI;P=domain;S=surname;G=givenname;D=ID:mail-id)

domain is the private domain of the recipient's organization.

surname and given-name are the recipient's last and first names.

mail-id is the individual's mailbox address within the private domain.

Example: X400:(C=US;A=MCI;P=ABCDCORP;S=DOE;G=JANE;D=ID:JDOE)

What to tell your correspondents

MCI Mail users can send you a message provided they use your User ID number and type COMPUSERVE at the EMS: prompt.

Private CompuServe Mail

The address for a member of an organization using Private CompuServe Mail consists of a three-letter identifier (for the organization) and an individual address on that service.

Address format for outbound mail

system-name:user-address

system-name is the three-letter code name assigned to a Private CompuServe Mail system. It is sometimes called the organization ID.

user-address is the recipient's specific mailbox address.

Example: XYZ:S.CHAN

What to tell your correspondents

Private CompuServe Mail users can send mail to Public CompuServe Mail users by simply enclosing a User ID number in brackets.

source of compay choicesing a coef in mander in character

[user-id]

Example: [76537,1553]

SprintMail

To send SprintMail, you need to provide the administrative domain (TELEMAIL), recipient's given name and surname, organization name, and country name.

Address format for outbound mail

X400:(C=country;A=TELEMAIL);O=organization;S=surname;G=givenname)

country is the country in which the recipient receives SprintMail.

TELEMAIL is the administrative domain.

organization is the organization at which the recipient receives SprintMail.

surname is the surname of the recipient; given-name is the given name of the recipient.

Example: X400=(C=US;A=TELEMAIL;O=XYZORG;S=WRIGHT;G=ANN)

If an address is within a private domain (PRMD), the PRMD field must be included in the address.

Example: X400:(C=US;A=TELEMAIL;O=XYZORG;P=XYZGROUP;S=WRIGHT;G=ANN)



The "X400:" must always precede the address. Also the address must be enclosed in parentheses, and each element must be separated from the next by a semicolon.

What to tell your correspondents

To send you a message, your SprintMail correspondent should include the country (US), the administrative domain (COMPUSERVE), the PRMD (CSMAIL), and the domain-defined attribute.

For Public CompuServe Mail users, the domain-defined attribute is your User ID number with the comma replaced by a period.

For Private CompuServe Mail users, the domain-defined attribute is your address in the form of system-name:address.

Telex and TWX

A telex requires a Telex or TWX machine number and, if sent to destinations outside the United States, a country code. A telex sent to an MCI Mail subscriber's machine requires a special prefix - 650 - before the telex number.

Notice of delivery

When your telex has been delivered, you are notified automatically. If your telex cannot be delivered, CompuServe Mail returns the message, giving an error code that indicates why the telex could not be delivered.

Address format for outbound mail

TLX:machine-number answerback

machine-number is the Telex or TWX machine number. (If the receiving machine is outside the United States, the machine number must be preceded by the appropriate country code, with no spaces or punctuation.)

answerback is the answerback. (Include the optional answerback only if you are sure you know it. Otherwise, omit it.)

Example: TLX:9491234567 ABCDEF

What to tell your correspondents

For someone to send you a message from a Telex machine, he or she must use your CompuServe User ID number and CompuServe's Telex machine number, which is 3762848.

The first non-blank line of the message must be "TO:" followed by your CompuServe User ID number. To include a subject, the sender can add a line beginning with "RE:" after the "TO:" line in the message.

CompuServe's answerback, which is optional, is COMPUSERVE.



When sending a Telex message from some countries, the telex user may need to add a prefix before the CompuServe machine number. You can obtain a list of prefixes in the CIM Support Forum (GO DOSCIM). Retrieve the file TLXREC.HLP from the Support Files Library (#2).



If the sender is using another electronic mail service to generate a telex to be sent to your CompuServe mailbox, you need to first verify that the sender can place the "TO:" information on the first non-blank line of the message. Some electronic mail systems automatically insert other information at the top of an outbound telex, making it impossible for CompuServe Mail to determine the correct address. AT&T EasyLink Western Union 400 is an electronic mail service from which we cannot currently receive inbound telexes.

U.S. Postal Mail

CompuServe transmits postal mail to the U.S. Post Office, where it is laserprinted at one of six printer sites and then sent as a letter. You can use this service to send a letter to anyone with a mailing address, anywhere in the world.

Height, width, and size

Postal Formatting For proper transmission, postal messages must meet the following guidelines:

- A maximum of 219 lines (or four pages) per letter (longer letters will be truncated)
- A maximum of 80 characters per line (longer lines will be truncated)
- Only ASCII text (all other characters will be removed)

Letters are laser printed on 8½ x 11 inch white paper. Both the recipient's address and the sender's return address are automatically printed on the first page of the letter. Letters are placed in white envelopes with two windows — one for the return address and one for the recipient's address.

Address format for outbound mail

The format for a postal mail address is:

>POSTAL\name\company\street-address\street-address\city\state\country\zip

state is the state, province, or other government subdivision.

If you omit any of the address elements, such as the company or either line of the street address, you must include the separator character (\).

Example:

>POSTAL\PAT ADAMS\ABC CORP\1124 12TH ST\\COLUMBUS\OH\US\43215

If you are not certain of the format, you can **Go** ASCIIMAIL. After composing a message, enter the word POSTAL at the **Send to** (**Name or User ID**): prompt. The service will prompt you for the recipient's name and address, one line at a time.

Address Book



The Address Book is a handy facility for listing your correspondents' names and electronic mailing addresses. You can have WinCIM copy address entries from incoming messages into the Address Book and copy address entries from the Address Book into outgoing messages. This saves you the trouble of entering the names and addresses manually.

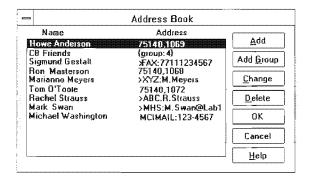
Addresses may be CompuServe User ID numbers; AT&T Mail 400, EasyLink Western Union 400, MCI Mail, and Netware MHS destinations; Telex, TWX, and fax machine numbers; Internet addresses; or postal mail addresses.

See Page 117 for information about address formats.

You also can send a message to several people at a time by listing their names in a group in your Address Book. When you add the names and addresses to your Address Book while using CB, they are automatically included in the CB FRIENDS group.

How the Address Book Alphabetizes

The names in your Address Book are arranged alphabetically by the last word in each name.



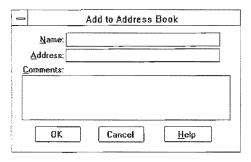
When an entry includes characters such as Jr. or M.D., attach the characters to the last name. If there is a space before the characters, then WinCIM treats them as the last name.

Adding an Address Entry

There are two ways to add entries to your Address Book; manually and automatically.

Manual Addition

- Click the **Address Book** icon on the Ribbon.
- 2. Click Add.





3. Type your correspondent's name and address. Comments are optional.

Type the information needed

4. Click OK when finished.

Click OK

When you are creating a message, you can also click the To: button after filling in the Name and Address fields. This works the same as adding an address from a message you receive.

Adding an address entry

from a message you create

Automatic Addition

 Click the From: button beside the sender's name or (in a forum message) the To: button beside the receiver's name. Click From:

2. When the Add to Address Book window appears, click OK.

Click OK

Revising an Address Entry

1. In the Address Book dialog, highlight an address, and click Change.

Select an address

Edit as desired.

Edit the address entry

3. Click OK.

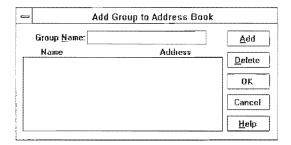
Click OK

N O T E S

Adding a Group

1. In the Address Book dialog, click Add Group.

Click Add Group



2. Supply a name in the Group Name: box.

Type a group name

3. Click Add. Your Address Book is displayed.

Click Add

Select Entries fr	om Address Book	
Name	Address	
Maria Albenze Elizabeth Berwin Li Chan INFOWORLD FAX George Hwang Isaac Jackson LITCLUB BTC TELEX	X400:[C=US:A=AT 76003:511 CSI:L.Chan FAX:1614-779- INTERNET:CGHW 9846 Bayside Ave (group:6) TLX:9998765	
OK Cand	cel <u>H</u> elp	

4. To add someone to the group, highlight the address entry, and click OK.

Highlight an entry and click OK

= Add	Group to Address Book	
Group Name: HIKE	RS	Add
Name Maria Albenze Elizabeth Berwin George Hwang	Address X400:(C=US:A=ATT M 76003.511 INTERNET:CGHWAN	<u>D</u> elete OK
		Cancel <u>H</u> elp

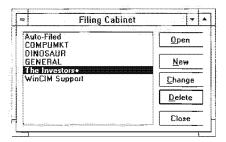
5. When your group is complete, click OK to add the group to your Address Book.

Click OK

Filing Cabinet



The Filing Cabinet is a place for long-term storage of CompuServe Mail and forum messages, news stories, and other text documents that you retrieve from CompuServe. To access the Filing Cabinet, click the **Filing Cabinet** icon on the Ribbon.



The Filing Cabinet dialog enables you to open an existing folder, create new folders, change an existing folder, or delete a highlighted folder. If you open a folder, you can then choose to open or delete a document or return to the Filing Cabinet dialog.



When you retrieve Mail messages, marked messages from a forum, or marked stories from ENS, they are saved in the Filing Cabinet.

Save money

You can save connect-time charges by accessing a forum and immediately saving your messages to the Filing Cabinet. Once a document is in a Filing Cabinet folder, you can read, edit, answer, send, print, and forward the document. Although any document in the Filing Cabinet can be accessed offline, sending a document as a message will connect you to CompuServe.

Language-Specific Characters

CompuServe members now have access to French and German versions of many of CompuServe's online services. There are also French and German versions of the WinCIM software.

WinCIM uses the Latin-1 character set for letters with accents, umlauts, and so forth, as well as other language-specific characters and special symbols. Latin-1 is one of several character sets called 'extended' or sometimes '8-bit,' because they use eight bits instead of seven to define each character.

Inserting Extended Characters into Text

Use characters from other languages

As you edit text in WinCIM, you can insert extended characters, even those not normally available through your keyboard. Start by double-clicking the Character Map icon in the Accessories group. This takes you to the Character Map dialog, which shows the characters available in the currently selected font. (Make sure the selected font is the one you are using in WinCIM editboxes. Initially, WinCIM is set to use MS Sans-Serif). Hete you place the character(s) you want in the Characters to Copy box. (Either double-click each character, or click it and then click the Select button.) Next, click the Copy button to copy the character(s) into the Clipboard. Finally, switch back to the WinCIM editbox where you were composing, position the cursor, and choose the Paste command from the Edit menu.

Searching Messages and Files for Extended Characters

WinCIM translates for you

All the WinCIM search facilities (forum messages and files, Mail messages, news stories, and so on) automatically treat letters from the extended character set as their nearest English-language equivalents and vice versa. For example, a search for "epee" in forum files would select files with the keyword "epée." Likewise, a search for "epée" would select "epee."

Using the Extended Character Set in Terminal Emulation

To use the extended character set in a Terminal Emulation service, you must uncheck the Strip High Bit setting in your Terminal Preferences. Strip High Bit means to remove the eighth bit that is required for the extended character set.

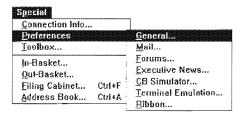
See Page 139 for more information about Terminal Preferences.

Leave the bit stripped until you log on

If you access CompuServe through any communications network other than CompuServe's own network, however, you must wait until after you log on to make this change. Many such networks misinterpret eight-bit characters, because they define each seven-bit sequence as a character.

The Preferences Dialogs

To customize your WinCIM desktop settings, choose Preferences from the Special menu on any desktop and move the mouse in the direction indicated by the arrow. A pop-up menu appears and lists the desktops you can customize.

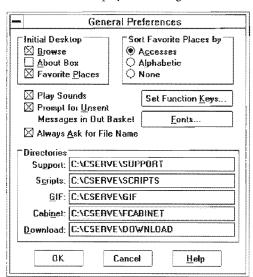


Highlight the desired desktop name and release the mouse button to view a dialog where you can adjust the current settings to your liking.

To change some settings, you may have to type information into the corresponding textboxes instead.

General Preferences

Once you become familiar with WinCIM's optional features, you may want to change the initial General Preferences. Choose **General** from the Preferences menu to display this dialog:



Initial Desktop determines what you see when you start up WinCIM.

Browse The Services window of icons for CompuServe service groups

About Box WinCIM version information

Favorite Places A customizable menu of CompuServe services

Sort Favorite Places by determines how your Favorite Places menu is arranged: in reverse order of access (last service first), alphabetically, or in the order that you added services to the list.

Play Sounds determines whether WinCIM events produce the sounds assigned to them in the Sounds module of your Windows Control Panel.

Prompt for Unsent Messages in Out-Basket determines whether WinCIM notifies you if there are any messages in your Out-Basket when you leave a forum or disconnect from CompuServe.

Always Ask for File Name determines whether WinCIM will prompt for your destination file specifications when you retrieve a file, or mark it for retrieval. The alternative is to use the online file name and download the file to the subdirectory specified for Download: in the Directories box.

Set Function Keys enables you to assign labels and text to 'function key' combinations.

See Page 84 for more information about function key settings.

Fonts enables you to change the font, size, and/or style for various kinds of text: option buttons, lists with a proportional font, and other dialog elements (Dialog); menus arranged in columns (Listbox Fixed); editable textboxes with a proportional font (Editbox); editable textboxes with a fixed font (Editbox Fixed); printing with a proportional font (Printer); printing with a fixed font (Printer Fixed); and Terminal Emulation (Terminal).

Directories determines where WinCIM stores various kinds of files:

Support Files such as the Address Book and the Favorite Places list

Scripts Files containing commands that automate routine functions such as logging on and off

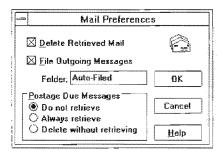
GIF GIF image files that you retrieve from CompuServe

Cabinet Documents in the Filing Cabinet, In-Basket, and Out-Basket

Download Text and binary files retrieved from CompuServe

Mail Preferences

Choose Mail from the Preferences pop-up menu to see this dialog:



Here are descriptions of the settings in the Mail Preferences dialog:

Delete Retrieved Mail automatically deletes Mail messages from your online mailbox after you read them or retrieve them to your In-Basket. (Otherwise, reading or retrieving mail messages does not delete them from CompuServe.)

File Outgoing Messages automatically saves copies of all outgoing Mail messages to a folder called Auto-Filed in your Filing Cabinet. You can rename the folder to whatever you want. Message copies previously saved will remain in the old folder, while message copies subsequently saved will go to the new folder.

Postage Due Messages determines what WinCIM does with incoming messages and files that have postage due. Initially, WinCIM is set to leave such Mail in your online mail box until you issue specific instructions to retrieve it or delete it (Do not retrieve). However, you can instruct WinCIM to always retrieve postage-due messages, or to always delete them without ever retrieving any.



You incur postage-due charges for reading a message in your online mailbox, as well as for retrieving it to your In-Basket.



CompuServe automatically applies your monthly postage allowance to postage-due charges.

Forum Preferences

Choose Forums from the Preferences pop-up menu to see this dialog:

Forum Preferences				
Show News <u>Fla</u> sh	OK			
	Cancel			
Show Library Section Numbers	<u>M</u> ore			
☐ File <u>Outgoing Messages</u>	<u>H</u> elp			
Folder: Auto-Filed	· · · · · · · · · · · · · · · · · · ·			
File List Contents				
	⊠ File Si <u>ze</u> ⊠ <u>A</u> ccess Count			
\ / File Name =====	⊠ <u>S</u> ubmission Date □ Submitter's <u>I</u> D			

The Forum Preferences dialog controls the following settings:

Show News Flash determines whether you automatically see the News Flash notice when you access a forum.

Show Toolbox determines whether you automatically see the forum toolbox when you access a forum.

Show Message Section Numbers determines whether WinCIM lists forum message section numbers next to section names.

Show Library Section Numbers determines whether WinCIM lists forum library section numbers next to library section names.

File Outgoing Messages determines whether WinCIM copies any forum message you post into a Filing Cabinet folder named Auto-Filed. If you rename the folder, the old folder will keep the messages it has, and new messages will go to the new folder.

File List Contents determines what appears in a forum file listing:

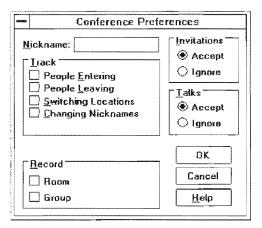
- Either the file title or the filename. (The default is the title.)
- Any combination of the following: file size in bytes, access count (times
 the file has been downloaded or viewed), submission date (the date the
 file was contributed) and the submitter's User ID number.

More forum preferences

The More button takes you to the Conference Preferences dialog. See the next page for information about Conference Preferences.

Conference Preferences

Click the More button in the Forum Preferences dialog to customize the way forum conferencing works for you. You will see this dialog:



Here are descriptions of the settings in Conference Preferences:

Nickname is the name (initially, your account name) that will be assigned to your comments in all forum conferences.

Track determines which events will be reported in the Tracking window. You can specify any combination of

- People Entering the forum
- People Leaving the forum
- Switching Locations from one conference room to another, or from one part of the forum to another
- Changing Nicknames applies only to forum members; visitors are uniformly identified as "Visitor"

Initially, WinCIM is set to report all of these events.

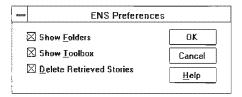
Invitations determines whether or not you see any invitations to join private groups within forum conferences. (Initially, you see, or Accept, any invitations.)

Talks determines whether or not you see any private talk messages sent to you. (Initially, you see, or Accept, talks.)

Record saves all the 'open room' conversations you see in CHANNEL.LOG and/or all the group conversations you see in GROUP.LOG. These files are in the \CSERVE\SUPPORT directory, and new conversations are appended to old ones. (Initially, WinCIm is set to record neither type of conversation.)

ENS Preferences

To select options for the Executive News Service, choose **Executive News** from the Preferences pop-up menu. You will see this dialog:



Here are descriptions of the settings in the ENS Preferences dialog:

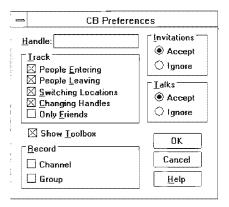
Show Folders means to automatically display the Select Folder dialog whenever you access ENS. This gives you quick access to the folders.

Show Toolbox means to automatically display the ENS Toolbox when you access ENS.

Delete Retrieved Stories means to automatically remove stories after you retrieve them from your personal folders. Note that you cannot delete stories from public folders.

CB Preferences

To select options for using the CB Simulator, choose **CB Simulator** from the Preferences pop-up menu. You will see this dialog:



Here are descriptions of the settings and text boxes in the CB Preferences dialog:

Handle is the Handle that will automatically be assigned to you when you access the CB Simulator. If you do not supply a Handle here, you will be prompted for one when you select a CB band. If you Change Handle while you're using CB, your new Handle remains in effect until you change it again or until you disconnect from CompuServe.

Track specifies which types of events are reported in the CB Tracking window. (Initially, WinCIM is set to report all four types of events.)

Show Toolbox means to automatically display the CB Toolbox when you access CB.

Invitations determines whether you receive (Accept) group invitations or block (Ignore) them.

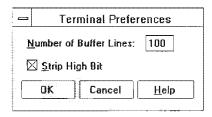
Talks determines whether you receive (Accept) invitations to talk privately or block (Ignore) them.

Record determines whether WinCIM saves CB conversations in a file.

- Channel means to save all the ensuing conversation from whatever channel(s) you tune to. Channel conservations are saved in CHANNEL.LOG.
- Group means to save all the ensuing conversations from whatever groups you join. Group conversations are saved in GROUPLOG.

Terminal Preferences

Choosing Terminal Emulation from the Preferences pop-up menu takes you to this dialog:



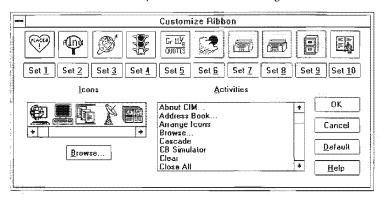
Number of Buffer Lines determines how many lines of text your capture buffer will hold.

Strip High Bit determines whether Terminal Emulation services use language-specific characters, such as letters with accents and umlauts. You should leave it checked until after you log on to CompuServe.

See Page 131 for information about language-specific characters.

Ribbon

Choosing **Ribbon** takes you to a dialog where you can customize the WinCIM Ribbon. When you first see it, the dialog looks like this:



Set = icon + activity

Each 'set' consists of one icon and the activity WinCIM begins when you click that icon. To change a set, you select one icon and one activity, and then select a set. You can select any icon, even one that is already in use, but the activity must be unique (not currently associated with any other set).

The Browse button takes you to a standard dialog for opening files, where you can specify a different icon file if you have more than one. The icons in that file then appear in the Icons window.

Modem Settings

Modem Requirements

For a modem to work properly with WinCIM, it **must** be capable of recognizing and using these standard parameters:

- Eight-bit transmission
- No parity
- One stop bit
- Baud rate of 300, 1200, 2400, 4800, 9600, or 14400.

Modem Control Strings

The vast majority of modems are 'Hayes-compatible,' meaning they respond to commands standardized by the Hayes brand of modems. If your modem is Hayes-compatible, you normally won't need to change the defaults in this menu.

If your modem recognizes other commands or must be initialized to accept Hayes commands, you must make changes to the modem control strings. You can access the modem control strings by choosing **Modem Settings** from the initial desktop Special menu.

Click the arrow at the far right of the Modem text box to see a list of other types of modems supported by WinCIM. If your modem is not on the list and Hayes control strings don't work, select Other and check your modem manual to determine which commands are necessary to replace the Hayes defaults. For example, some older modems use * as a call to attention instead of AT.

If your modem requires a command to configure it for Hayes compatibility, type that command in the Initialize field. You may leave the other control strings the way they are.



If you need a carriage return to complete a command, include the characters ^M.

Modem Control String Summary

Initialize AT S0=0 Q0 V1^M is the default Hayes state

AT alerts the modem that further commands will follow

S0=0 disables autoanswering

Q0 enables result code reporting to both the local and remote modems

V1 enables verbal result codes

Prefix This string precedes a command. It is also known as the attention command. (The default is AT.)

Dial Tone This string initiates tone dialing. (The default is DT.)

Reset This string resets the modem. (The default is Z.)

Escape This string issues an Escape command. The default is + + +. (On modems that use the MNP or ARC error control protocols, + + + also disconnects.)

Connect This string means connection has been established. (The default is CONNECT.)

Suffix This string, usually a carriage return, is needed to terminate a command. (The default is ^M.)

Dial Pulse This string initiates pulse dialing. (The default is DP.)

Hang Up This string frees the telephone line. (The default is H.)

Acknowledge This string acknowledges that the modem has received a command. (The default is OK.)

Failure The string means there is no connection or the signal has stopped. (The default is NO CARRIER.)

Speaker Off shuts off the speaker of a Hayes-compatible modem. (Initially, the speaker is turned on.)

N O T E

Local Help

WinCIM has an extensive help system that you can consult at any time during your WinCIM session.

Reproduced Dialogs

Many help pages have reproduced dialogs on them. You can learn more about any reproduced dialog by clicking on parts of it. Related information will appear in a small pop-up window.

Context-Sensitive Help

Three ways to get help right away

Context-sensitive help gives you access to the information you want when you need it most. You can obtain context-sensitive help in three ways:

F1

The F1 key is your all-purpose help key. Press it to view help for any active dialog or highlighted menu command.

<u>H</u>elp

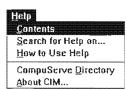
This button appears in some dialogs. Click it to view help for that dialog.



This icon appears on the desktop Ribbon. Click it to view help for any active dialog that does not have a Help button.

Additional Help

The Help menu gives you even more options for finding help:



The CompuServe Directory

The CompuServe Directory contains a concise description of each of CompuServe's online services. The information is arranged by service categories such as Communications, Investing and Finance, and Special Interest Groups. You won't find help here for how to use a particular service, but you will learn what the service is all about.

Suppose, for example, that you want to learn about the Microsoft Windows Advanced User Forum on CompuServe. Here is what you would find in the CompuServe Directory. The 'word' at the far right, next to "Service:" (WINADV) is the service name, which you can click to go directly to the forum.

			•	Directory		•	•
File E	dit Bool	k <u>m</u> ark <u>t</u>	lelp	·	***************************************		
Contents	<u>S</u> earch	<u>B</u> ack	History				
Microsc	ft Windo	ws Adva	nced Us	er Forum	Service: WINA	ÞΥ	
problems Forum, M questions enhance	s and shar licrosoft's s about ite d mode, g tatives ab	re experie Product S ms such a ames, gra	nces in the lupport Gr as access achics and	e Microsoft Wi oup is online t ories, batch fil d memory. Tel	h one another to solvindows Advanced Us a answer members' es, comm ports, k with Customer Sen as ordering end ords	er ice)



You can access the CompuServe Directory by choosing **CompuServe Directory** from WinCIM Help menu or by double-clicking the **CompuServe Directory** icon from your Windows desktop.



Although the CompuServe Directory icon looks just like the WinCIM Help icon on WinCIM's Ribbon, the CompuServe Directory icon takes you only to the CompuServe Directory Service when you double-click it.

N O T E S

CompuServe Store

Guides, Books, and Communications Software

Many guides and other books are available to help you get the most out of your CompuServe membership. Some of the more popular ones are listed here. Please check online for the most current prices when ordering. (Guides come without binders unless specified.)

To order CompuServe guides, manuals, and communications software, Go ORDER.

Service-Specific User's Guides

Financial Services Users Guide
IQINT – CompuServe's Company Reported Financial Data Interface for
Microcomputer Financial Software – Users Guide
IQUEST Database Directory
MQINT – CompuServe's Financial Market Data Interface for Microcomputer
Financial Software – Users Guide

Game Guides

Island of Kesmai Users Guide MegaWars III package CompuServe Games Guide

Binders

CompuServe logo vinyl binder with 1.5-inch spine for 8.5- x 11-inch pages CompuServe logo vinyl binder with 1-inch spine for 5.5- x 8.5-inch pages

CompuServe Communications Software (Guides Included)

CompuServe Information Manager (available for MS-DOS, Macintosh and Windows)

Books

The Complete Guide to CompuServe CompuServe Information Manager: The Complete Sourcebook

Commonly Asked Questions

This section provides the answers to some of the most commonly asked questions about communications, customizing WinCIM, and electronic messages.

Communications

Establishing protocol

Question: When I log on, WinCIM keeps saying "Unable to establish protocol." What should I do?

Answer: WinCIM uses a special protocol called HMI to talk to CompuServe. After sending your User ID number and Password to CompuServe to log on, WinCIM will try to start using the special protocol. If it can't, you'll see "unable to establish protocol." To check for the most common causes of this problem:

- 1. Choose Session Settings from the Special menu.
- Check the User ID number and Password. These should not be your signup User ID number (beginning with 177) and your signup Password. If you haven't signed up your account yet, this is the reason for the error. You should run the Signup program included with WinCIM.
- 3. Check the primary connection phone number. You'll want to be sure this is CompuServe's current local access number. If you are not sure that this is the correct number, call CompuServe Customer Service to check.
- 4. Check the baud rate for the primary connection. It should be 300, 1200, 2400, 9600, or 14400 baud. Also check to be sure that your local access number supports the baud rate you are using.

If all of these are set correctly, the problem is probably phone line static interfering with your connection. You can call CompuServe Customer Service for tips about dealing with line noise or to double-check your settings.

Getting WinCIM to hang up

Question: Why won't WinCIM hang up the line when I disconnect?

Answer: Try changing the Hang Up string in your Modem Control Strings from its default "Z" to "ZO":

- 1. Choose Modem Settings from the Special menu.
- 2. Change the Hang Up string from "Z" to "ZØ".



While "Z" is sufficient for most Hayes-compatible modems (and all true Hayes modems), some modems seem to prefer the "ZO" syntax. Your modem manual should provide more information.

Logging on through a non-supported network or shared modem

Question: I'm logging on through a data network that WinCIM doesn't support. How can I use it?

Answer: To log on using WinCIM through a non-supported network:

- 1. Choose Session Settings from the Special menu.
- 2. Choose Direct in the Dial Type box.
- Click OK.
- 4. Choose Terminal Emulation from the Special menu.
- 5. Click Manual Connect so an X is displayed in the box.
- 6. Click Connect.
- 7. Type in the dial string for your modem, and go through the steps necessary to reach a CompuServe network prompt (Host Name:).
- 8. Press Control + L to return to the desktop interface.
- Pick a menu item from the WinCIM desktop that initiates a connection (such as Get New Mail, Quotes, or one of the icons in the Services Window).



This procedure also works well with modems that are not Hayes-compatible.

Modem only works in Terminal Emulation

Question: My modem won't connect using WinCIM, but it works fine in Terminal Emulation. Why is this?

Answer: The problem you are experiencing is probably due to the way your modem responds to the Reset command that WinCIM executes when you click on the application icon. Try changing the Reset Command:

- 1. Choose Modem Settings from the Special menu.
- 2. Delete the Z in the Reset text box.
- 3. Type &F in the Reset text box.
- 4. Delete the OK in the Acknowledge text box.

Understanding the download estimate

Question: When I start to download a file, WinCIM responds with a download estimate that is excessive for the band rate I'm using. Why isn't this timer right?

Answer: The estimated download time displayed is just that — an estimate. WinCIM updates this estimate based on two factors: the time elapsed since the download began and the actual amount of useful information being sent — called *throughput*. Throughput is a function of many things — phone line quality, system and/or network loading, and other things impossible for WinCIM to predict before the download.

If WinCIM finds the original estimate was overly pessimistic, it reduces the estimated time to reflect this. After a significant portion of the file is transferred, WinCIM's estimate of the throughput is more reliable, so the estimated download time becomes more realistic.

For this reason, you should always allow WinCIM to transfer several blocks before making any assumptions based on the estimated download time display.

Understanding the download protocol

Question: What download protocol does WinCIM use? I have noticed that it transmits 512 characters in each packet. However, the Quick B protocol transmits in packets of 1024. Why is this?

Answer: WinCIM uses CompuServe B+ protocol, the newest and best variant of B protocol. B+ protocol not only uses Send Ahead and Quoting but also allows the application to specify the packet size.

The Quick B protocol is an earlier version of CompuServe's B Protocol, which transmits larger packets to reduce transmission time and protocol overhead. Quick B's packet size cannot be changed.

Unfortunately, the larger the packet, the greater the number of characters that need to be retransmitted when there is an error in the original transmission. (The whole packet must be re-sent.) Therefore, WinCIM uses a medium size packet of 512 characters.

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Customizing WinCIM

Question: How can I change my password?

Answer: Changing your password involves two phases. First you must change it online, using the PASSWORD service. Then you must change it in your Session Settings.



To help keep your password confidential, change it at least once every six months.

Navigating with service names

Question: When I'm in PC MagNet and use the **Go** command, WinCIM doesn't recognize ordinary services such as CB Simulator. Is this a bug?

Answer: When you are in PC MagNet or ZiffNet, the **Go** command only transfers you within that particular part of CompuServe.

You must add a system name prefix to direct WinCIM to the proper system. Use CIS: for CompuServe, PCM: for PC MagNet, and ZNT: for ZiffNet.

Therefore, when you are in ZiffNet and wish to transfer to the CB Simulator with the **Go** command, type CIS:CB.

Using multiple accounts in WinCIM

Question: How do I get the option of logging on with either of my two user ID numbers?

Answer: You can create a separate set of session settings for each CompuServe account.

Each set of session settings (sometimes called a session) has its own name. You can select the set you want to use from a pop-up list in the Setup Session Settings dialog.

See Page 73 for more information about session settings.

Changing your password on CompuServe

- 1. Choose Go from the Services menu.
- 2. Type PASSWORD in the dialog box that appears, and Click OK.
- **GO** PASSWORD

3. Type your current password. Press

Enter your old password



The password is not displayed on your screen as you type it. If you mistype it, you will be prompted to try again. You have three tries. After that, you will have to restart the program.

- 4. Type your new password. Press .
- 5. Type your new password, and press again. If the two passwords match, you will be notified that the change was successful. If they don't match, you will have to repeat Step 4 and Step 5. You are automatically returned to your CIM desktop.

Enter your new password Repeat Step 4

Changing your password in Session Settings

Choose Session Settings from the Special menu. Choose Session Settings

7. Delete the old password, and type in your new one.

Replace your password

For security reasons, you may want to omit your password in your Session Settings. If you do, you will be prompted for it each time you log on.

Electronic Messages

Sending a fax

Question: Why does WinCIM respond with an invalid address message when I try to send a fax? I know the fax address is correct.

Answer: You might be trying to send a message in binary format.

Fax servers cannot accept messages in binary format, so all fax messages must be in ASCII (text) format.

Messages typed into the WinCIM text editor or composed using **Create**Mail from the Mail menu are already in text format. If you use **Send File**from the Mail menu and import a text file, make sure Text is selected.

Sending a private forum message

Question: How do I send a private forum message using WinCIM?

Answer: You can send a private message to a Sysop by sending it to *SYSOP. This means that only the lead Sysop in the forum can read your message. While this does make your message private, it also means that the rest of the Sysop team can't read your message. In general, you're better off sending messages you want the Sysops to see to SYSOP (no asterisk), so all Sysops can see them (along with other members).

To send privately to a specific Sysop or forum member, you can mark the Private option (in a limited number of forums) or the Via Mail option in the forum message window. The Private option provides a private message in the forum while the Via Mail option sends the message to a mailbox instead of posting it on the forum. With the exception of the cases above, all messages left on a forum message board in a public section are visible to all members.



If you receive a message that was posted by a non-WinCIM user using the POST PRIVATE command and reply to it, your reply is posted privately. If a message was posted privately, (P) appears to the right of the message number.

Sending a Gram message

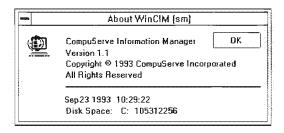
Question: How do I send a CongressGram with WinCIM?

Answer: The current version of WinCIM does not support CongressGrams or other types of *Gram* messages under the windowed CompuServe Mail interface. **Go** GRAM or **Go** ASCIIMAIL to transfer to Terminal Emulation where you can compose a CongressGram.

Glossary

About box

A dialog box that shows the software's version number and release date, and how much disk storage is available on the drive where WinCIM resides.



abstract

A summary of a forum file, news story, magazine article, or journal report. CompuServe databases provide access to thousands of abstracts that you can read online.

access

To start up a service or software program, or to reach a menu or file.

Address Book

Storage place in WinCIM for correspondents' names and electronic mailing addresses. When you send a message, you can access the Address Book to have WinCIM fill in the name and address for you.



arrow keys See direction keys.

band

A subdivision of the CB Simulator. You have to select a band before you can tune to a channel.

basic services



baud rate

CompuServe services that have unlimited free connect time for a flat monthly rate under the Standard Pricing Plan. (There are communications surcharges for some networks in some locations.) Double-click the large globe icon in the Services window to list the main groups of basic services.

Signals transmitted per second over a communications link. In Session Settings, you can select any baud rate that your modem supports.

billing time Amount of time (to the next minute) that you are charged for using a

CompuServe service. Billing time differs from connect time because you can use some services (such as The Electronic Mall) without accruing billing

time. See also connect time.

buffer See Capture Buffer.

button See command button and option button.

Cancel A button that terminates a function that you decide not to complete. See

also close and command button.

Capture Buffer Temporary record of everything you enter and everything the CompuServe

Information Service displays on your screen while you are in Terminal Emulation. You can read this record to check the steps you used to reach your present location or save it to a text file for later reference. See also

Terminal Emulation.

CB Simulator CompuServe equivalent of a CB radio. Instead of hearing and talking, you

see conversations on your monitor and participate in them by typing

comments at your keyboard.

channel Channels on CB are similar to radio stations. Each CB channel has its own

distinct personality, created by the people who frequent it.

choose To implement a designated command. Choose a command to make a menu,

window, or dialog box appear, and then select among the options offered.

Close A button that terminates a function that you decide not to complete. See

also cancel and command button.

command A choice on a pull-down menu or an instruction. The **Go** command is

frequently used in WinCIM. You only enter commands when you are in

Terminal Emulation. See also control key command.

command button A rectangular button in a dialog box, which you click to implement the

indicated action. Command buttons are often labeled Cancel, Close, and

Select.

<u>Search</u> <u>Clear</u> Cancel

communications network A combination of lines, satellites, and machines that enables computers to

exchange information.

communications surcharge

The charge levied by a communications network for carrying information between you and CompuServe. CompuServe members have to pay for connecting through some networks at some locations.

CompuServe Directory

A guide to forums and other services. The CompuServe Directory contains brief descriptions of services. Access the Directory from the Help menu, and search for services by description or name.

CompuServe Mail

Electronic mail system for CompuServe members. CompuServe Mail permits message exchange between CompuServe members and members of many other electronic mail networks. See also *message*.

conference

Online forum discussion. Conferences can take nearly any form: formal or informal, scheduled or impromptu, public or private. You can choose to monitor a conference or participate in it. See also *forum*.

connect time

The amount of time you are connected to CompuServe. Connect time differs from billing time because it includes all the time you spend online. You can connect to CompuServe and use complimentary services such as the Electronic Mall without accruing CompuServe charges. See also billing time.

Contribute

The command that uploads a file from your computer's disk storage to a forum library. See also *upload*.

control key command

The combination of Control plus a letter key. These key combinations are used to control the flow of text in Terminal Emulation. Some examples are Control +[C] and Control +[S]. See also *command*.

default

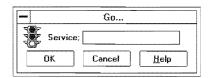
An option that is set for you automatically. Defaults streamline your activities because the computer uses what is already selected. You can always change a default, though. For example, you can change the defaults in General Preferences to manage the appearance of your initial desktop.

desktop

Onscreen area that organizes and arranges your WinCIM materials. Resources like the Ribbon, toolboxes, and menus display choices available to you. Forums, CB Simulator, Executive News Service, and Terminal Emulation have distinctive desktops with their own special resources.

dialog, dialog box

Box where you supply specific instructions for WinCIM. See also prompt and command button.



direction keys

Keys (on your keyboard) with arrows on them. They allow you to scroll up and down or move left and tight within a dialog. See also *scroll*.

directory

See CompuServe Directory and Member Directory.

Disconnect



A command that disengages the communications link between you and CompuServe without exiting WinCIM. You can still use WinCIM after you disconnect to compose messages, read mail you've downloaded, or examine abstracts and articles you've retrieved. See also *Leave*, *log off*, and *Exit*.

download

To copy a file from CompuServe to your computer's disk storage. See also retrieve and upload.

enter

Exit



A command to disengage the communications link between you and CompuServe and terminate your WinCIM session.

Typing EXIT and pressing allows you to depart from some online services in Terminal Emulation. See also Disconnect, Leave, and log off.

extended services

+ Large and diverse group of CompuServe pay-as-you-go services. In service menus, + appears at the far right of any extended service. Some, but not all, extended services carry premium charges, and these are also indicated on the menu. See also premium charge.

Favorite Places



A command that accesses a list of your own frequently used services. Favorite Places streamlines your route to any service. Favorite Places is also the general term for the services in the list.

file transfer

The exchange of a file between a remote computer system and your computer. You can upload to CompuServe or download from it.

Filing Cabinet



A special disk storage area used by WinCIM to hold messages and news stories that you retrieve from CompuServe. You can organize the documents you save into folders.

forum A special interest group on CompuServe. There are more than 200 forums

where members can read and post messages, share library files, and partici-

pate in conferences. See also conference and message board.

GIF Graphics Interchange Format. CompuServe's format for graphics files that

can be exchanged between different types of computers.

A graphical representation of a service or command. icon

A disk storage area used by WinCIM to hold mail and forum messages. You

can store messages in your In-Basket to read later.

The command for terminating a CompuServe service without disconnecting

from CompuServe. See also Disconnect and Exit.

log file A file that holds your dialogue with CompuServe or the conversation in CB

Simulator or a forum's conference room.

log off To disconnect from CompuServe. You can log off without terminating

WinCIM by choosing **Disconnect**; you can log off and terminate WinCIM

by choosing Exit. See also Disconnect, Exit, and Leave.

To connect to CompuServe. Your Session Settings enable WinCIM to deterlog on

> mine how you will log on. You may have to enter your User ID number or password, and you can program these into your Session Settings. See also

password, Session Settings, and User ID number.

mail See CompuServe Mail.

map See message map.

In-Basket

Leave

Member

A listing of names and User ID numbers of CompuServe members. Access Member Directory the Member Directory to find any full name, city, state, and User ID

number. You can remove your name from the directory.

Each forum also has its own membership directory. In your forum, choose Search Membership to find others by name, User ID number, or interest.

Horizontal bar at the top of the screen showing major groups of functions menu bar offered by WinCIM. The menu bar provides access to services and com-

mands. The menu bar changes in forums and some services. See also Ribbon.

<u>File Edit Services Mail Special Window</u>

message

CompuServe's electronic version of a letter. You can receive messages from fellow forum members, other CompuServe members, and subscribers to many other electronic mail services. If you have any new messages, a note will appear when you log on. See also *CompuServe Mail*.

message board

The forum facility for posting and reading messages. Messages are created by fellow forum members. See also *forum*.

message map



A diagram of the relationships among messages in a forum topic. In a forum, one message often inspires several responses, and the conversation continues from there. A message map tracks who started the conversation and who picked it up afterward. See also *forum*.

network

See communications network.

notice

Bulletin for forum members from a forum administrator (Sysop). See also forum.

online

Connected to CompuServe through a communications network.

option button

Small, round button in a dialog box that allows you to designate specific preferences. Option buttons in a group are mutually exclusive.

File List Contents

Title

File Name

Out-Basket

password

A disk storage area used by WinCIM to hold outgoing mail and forum messages. You can send all messages in the Out-Basket at once.

Personalized secret 'word' required for access to CompuServe account. You can change your password as often as you'd like. Before you change your password in Session Settings, you must change it online (**Go** PASSWORD). Your User ID number can be given out, but your password should be kept secret. See also *User ID number*.

Preferences

Options that allow you to customize your session with WinCIM. You can personalize CompuServe Mail, forums, Executive News Service, CB Simulator, and Terminal Emulation.

premium charge

(\$) The surcharge for an especially valuable service provided by CompuServe. Premium charges may be based on usage time or on number of transactions. If premium charges apply, they are always indicated by (\$) on the menu where you select a service. See also communications surcharge.

press

To push one or more keys simultaneously. Press is distinct from *type* (to press a series of keys) and *enter* (to transmit information by typing it and pressing (a)). You can initiate some actions by pressing (Alt) or Control and another key at the same time.

prompt

Request for specific instructions or information in Terminal Emulation. A prompt often requires you to enter a response in order to continue. Terminal Emulation uses prompts instead of dialog boxes. See also *dialog* and *Terminal Emulation*.

protocol

Set of rules governing computer-to-computer communication.

retries

Number of times your modem will try to connect to CompuServe if your first try isn't successful. You set retties in Session Settings.

retrieve

To move or copy a file or document from CompuServe to your own computer. You can retrieve new CompuServe Mail to your In-Basket and news stories or forum messages to your Filing Cabinet.

Ribbon

The row of icons that appear at the top of your screen. Each icon represents a feature of WinCIM. See also *menu bar*.

scroll

To move horizontally or vertically through a menu, article, or other text document. If a long bar appears along the right side of what you're reading, that's a hint that you can scroll up and down using your mouse or direction keys. You can also scroll left and right to see all of a text document that is wider than your screen. See also *direction keys*.

*

select To pick one or more items from a list.

Select is also a command button that often appears with Cancel or Close. You click Select to execute your selection. See also *Choose, Close,* and *command button*

mand button.

Services window

Graphical menu showing the major groups of CompuServe services. You can set your General Preferences to automatically display the Services Window when you start up WinCIM.

session

A particular set of Session Settings that connect a computer to CompuServe.

Also, the sequence of activities from the time you access a program or service to the time you exit it. Your *WinCIM* session begins when you activate WinCIM and ends when you quit. Your *CompuServe* session begins when you log onto CompuServe and ends when you disconnect. Your *CB Simulator* session begins when you choose **CB Simulator** and ends when you leave CB.

Session Settings

Information needed to connect your computer to CompuServe. In Session Settings, provide information that you want your computer to use automatically. What you don't provide is entered manually when you log on.

surcharge

See communications surcharge and premium charge.

Sysop

System operator. A person responsible for administering a forum. A Sysop troubleshoots, coordinates conferences, and answers questions.

Terminal Emulation

The mode in which your personal computer imitates a terminal. Many CompuServe services work in Terminal Emulation, where you navigate with textual commands instead of windows.

terminal log

See log file.

toolbox

A column or two of icons that provide quick and easy access to some of the most important features in Executive News Service, CB Simulator, and forums. Different desktops have different toolboxes.



type

To press a series of keys. Type is distinct from *press* (to depress one or more keys simultaneously) and *enter* (to transmit instructions or information by typing them and pressing \square).

upload

To copy a file from your computer's disk storage to CompuServe. See also Contribute, download, and retrieve.

User ID number

CompuServe account number. Your User ID number is your electronic mailing address and is listed by your name in the Member Directory.

WinCIM

The popular acronym for the Windows version of the CompuServe Information Manager.

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