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## **Proprietary Information**

The following names are service marks of CompuServe Incorporated:

**B Protocol**  
**B+ Protocol**  
**CompuServe's CB Simulator**  
**CompuServe's Citizen Band Simulator**  
**CompuServe Directory**  
**CompuServe Mail**  
**Executive News Service**  
**WinCIM**

The following names are registered marks of CompuServe Incorporated:

**CompuServe**  
**CompuServe Information Manager**  
**Online Today**

All other brand and product names are marks or registered marks of their respective companies.

CompuServe 2.5 is the property of CompuServe Incorporated. A portion of CompuServe 2.5 was developed by Intuitive Software Systems, Inc.

Unisys' LZW is licensed under U.S. Patent 4,558,302 and equivalent foreign patents.

## Help File Updates

Depending upon the particular version of CompuServe 2.5 that you have, there might be a more recent or more extensive CompuServe 2.5 help file available. You can obtain the latest CompuServe 2.5 help file from the CompuServe 2.5 Information Area.

1. Choose **Go** from the Services Menu.
2. Type WINCIM in the box beside **Service**.
3. Select **OK**. This takes you to a menu for the CompuServe 2.5 Information Area.
4. Select the choice for downloading CompuServe 2.5 files.

## Software Updates and Announcements

The CompuServe 2.5 Information Area tells you how to obtain the latest updates for CompuServe 2.5, CompuServe 2.5 Help, and the CompuServe Directory. You can also read CompuServe 2.5 product announcements.

1. Choose **Go** from the Services Menu.
2. Type WINCIM in the box beside **Service**.
3. Select **OK**.

## The WinCIM Support Forum

The WinCIM Support Forum provides answers to your CompuServe 2.5 questions. The WinCIM Support Forum is staffed by CompuServe Customer Service representatives.

1. Choose **Go** from the Services Menu.
2. Type WCIMSUPPORT in the box beside **Service**.
3. Select **OK**.

This is the **Channels** icon. You'll find it on the **CB Toolbox**.

This is the **Who's Here** icon. You'll find it on the **CB Toolbox**.



This is the **Change Handle** icon. You'll find it on the **CB Toolbox**.

This is the **Friends** icon. You'll find it on the **CB Toolbox**.

This is the **Invite** icon. You'll find it on the **CB Toolbox**.

This is the **Squelch** icon. You'll find it on the **CB Toolbox**.

This is the **Notices** icon. You'll find it on the **News Toolbox**.

This is the **Select Folder** icon. You'll find it on the **News Toolbox**.

This is the **Retrieve Marked Stories** icon. You'll find it on the **News Toolbox**.

This is the **Create Folder** icon. You'll find it on the **News Toolbox**.



This is the **Update Folder** icon. You'll find it on the **News Toolbox**.

This is the **Delete Folder** icon. You'll find it on the **News Toolbox**.

This is the **Get Waiting** icon. You'll find it on the [Forum Toolbox](#).

This is the **Browse Messages** icon. You'll find it on the [Forum Toolbox](#).

This is the **Search Messages** icon. You'll find it on the **Forum Toolbox**.

This is the **Create Forum Message** icon. You'll find it on the **Forum Toolbox**.

This is the **Enter Room** icon. You'll find it on the **Forum Toolbox**.

This is the **Invite** icon. You'll find it on the **Forum Toolbox**.



This is the **Library Notices** icon. You'll find it on the **Forum Toolbox**.

This is the **Browse Files** icon. You'll find it on the **Forum Toolbox**.

This is the **Search Files** icon. You'll find it on the **Forum Toolbox**.

This is the **Contribute** icon. You'll find it on the **Forum Toolbox**.

This is the **Who's Here** icon. You'll find it on the [Forum Toolbox](#).

This is the **Ignore** icon. You'll find it on the **Forum Toolbox**.

This is the **Print** icon. You'll find it on the **Ribbon** in some services.

This is the **Leave** icon. You'll find it on the **Ribbon** in some services.



This is the **Disconnect** icon. You'll find it on the **Ribbon** in some services.

This is the **Exit** icon. You'll find it on the **Ribbon** in some services.

This is the **Save** icon. You'll find it on the **Ribbon** in some services.

**Help:** Displays this help page.

You see this dialog after you do any of the following:

- Click on the **Create Folder** icon on the **News Toolbox** or choose **Create Folder** from the Stories menu.
- Select **OK** at an **Update Folder** dialog.

You see this dialog after you do any of the following:

- Select **Browse** at a Select Folder dialog.
- Select **Search** at a Search for Stories dialog.
- Select **Search** from a Personal folder at a Select Folder dialog.

You see this dialog after you do any of the following:

- Choose **Set Function Keys** from the Special menu in CB
- Choose **Set Function Keys** from the Special menu in Terminal Emulation.
- Select **Set Function Keys** at the **General Preferences** dialog.

You see this dialog after you do any of the following:

- Click on the **Who's Here** icon on the **CB Toolbox** or choose **Who's Here** from the People menu in CB.
- Select **Who** at the **Channel Selector** dialog.



You see this dialog after you do any of the following:

- Select **Search** at a **Search for Files** dialog.
- Select **Open** at a **Library Sections** dialog.

You see this dialog after you do any of the following:

- Select **Search** from a **Message Search** dialog.
- Select **Select** at a **Message Sections** dialog.

You see this dialog after you do any of the following:

- Click on the **Notices** icon on the **Forum Toolbox** or choose **Notices** from the Special menu in a forum.
- Choose **Descriptions** from the Messages menu in a forum.
- Choose **Descriptions** from the Library menu in a forum.
- Choose **Descriptions** from the Conference menu in a forum.

You see this dialog after you do any of the following:

- Select **Get** at the **Get New Mail** dialog.
- Select **Open** at the **In-Basket** dialog.

You get here by clicking on the **Address Book** icon or by choosing **Address Book** from any of these menus:

- Mail menu on the initial Information Manager desktop.
- Messages menu in a forum.
- Special menu in CB, Terminal Emulation, or ENS.

You get here by clicking on the **Filing Cabinet** icon or by choosing **Filing Cabinet** from any of these menus:

- Mail menu on the initial Information Manager desktop.
- Messages menu in a forum.
- Special menu in CB, Terminal Emulation, or ENS.

You get here by clicking on the **In-Basket** icon or by choosing **In-Basket** from any of these menus:

- Mail menu on the initial Information Manager desktop.
- Messages menu in a forum.
- Special menu in CB, Terminal Emulation, or ENS.

You get here by clicking on the **Out-Basket** icon or by choosing **Out-Basket** from any of these menus:

- Mail menu on the initial Information Manager desktop.
- Messages menu in a forum.
- Special menu in CB, Terminal Emulation, or ENS.



You see this dialog after you select **File It** from any of the following dialogs:

- A **Story** dialog.
- A **Story** dialog in the Filing Cabinet.
- A **Forum Message** dialog.
- A Mail **Message** dialog in your CompuServe mailbox.

You see this dialog after you select **File It** from any of the following dialogs:

- A **Forum Reply** dialog.
- A **Create Mail** dialog.
- A Mail **Message** dialog in your In Basket or Filing Cabinet.

You see this dialog after you do any of the following:

- Select **Tune** at the **Channel Selector** dialog.
- Select **Enter** at the **Conference Rooms** dialog.

You see this dialog after you do any of the following:

- Select **Open** at the **Filing Cabinet** dialog.
- Select **OK** at the **Paste From** dialog after selecting the **Filing Cabinet** option and highlighting a listed folder.

You see this dialog after you do any of the following:

- Select **Add** at the **Address Book** dialog.
- Select **To** or **From** at a **Forum Message** dialog.

## **Accessing a Service**

### **Accessing a Service Topics**

[Exploring Services](#)

[Finding Services](#)

[Going Directly to a Service](#)

[Grouping Your Favorite Services](#)



## **CompuServe Mail**

CompuServe Mail enables you to communicate with other members, as well as with users of other services, such as MCI Mail, AT&T Mail, and Internet.

### **CompuServe Mail Topics**

[Mail Questions and Answers](#)

[Address Book](#)

[Addressing CompuServe Mail](#)

[Copying Text](#)

[Creating a Forum Message](#)

[Creating a Mail Message](#)

[Electronic Address Formats](#)

[Filing Cabinet](#)

[Getting New Mail](#)

[In Basket](#)

[Message Options](#)

[Out Basket](#)

[Pasting Text](#)

[Reading and Processing a Mail Message](#)

[Searching for CompuServe Members](#)

[Searching Your CompuServe Mail](#)

[Sending a Mail File Message](#)

[Sending and Receiving Mail Automatically](#)





**members:** CompuServe makes it easy for CBers to get to know each other. Many members volunteer a profile of their interests and hobbies for the CB community. You can monitor conversations and talk with CBers on open channels or converse in closed, private groups. You can track member activity too with a special Tracking window that lets you see who is coming and going in CB.

## **CB Simulator**

CompuServe's CB Simulator lets you communicate with people all over the world. Just like on a traditional citizen's band radio, you can monitor and tune to channels to converse with other CBers, but rather than speak into a microphone, you type at a keyboard. Your comments are visible to others on the channel; their comments are visible to you.

To access the CB Simulator, choose **CB Simulator** from the Services menu, and then select either **Access CB General Band** or **Access CB Adult Band**.

If you are new to CB and want online assistance, select **Access CB General Band**, and then tune to Channel 2.

### **CB Simulator Topics**

[CB Preferences](#)

[CB Toolbox](#)

[Changing Your Handle](#)

[Function Key Settings](#)

[Inviting People to a Private Group](#)

[Learning Who Is on CB](#)

[Maintaining a Friends List](#)

[Monitoring a Conversation](#)

[Participating in Open Conversation](#)

[Selecting Channels](#)

[Speaking Privately with Just One Person](#)

[Squelching a Person](#)

[Tracking People](#)



## **File New**

The **New** command takes you to your Windows Notepad where you can create a text file.

## **File Open...**

The **Open** command takes you to an **Open** dialog where you can identify a text file you wish to open or a GIF file you wish to view. The file is displayed at your Notepad.

If you use **Open** to open a file that has been associated with a particular application via the **Associate** command in Windows, the associated application will be started automatically.

## **File Save**

The **Save** command saves information displayed in an Information Manager text box, such as a forum or CompuServe Mail message or news article, into a file on your computer's hard disk or a floppy disk using a **Save As** dialog.

## **File Save As...**

The **Save As...** command saves information displayed in an Information Manager text box, such as a forum or CompuServe Mail message or news article, into a file on your computer's hard disk or a floppy disk using a **Save As** dialog.

If the document you want to save contains hypertext (underlined text that causes your arrow cursor to change to a hand), be sure to select RTF under **Save File as Type** in the **Save As** dialog.



## **File Print...**

The **Print** command lets you print information displayed in an Information Manager text box, such as online news articles and file abstracts, forum and CompuServe Mail messages, and other types of online text documents.

## **File Print Settings...**

The **Print Settings...** command takes you to a **Printer Setup** dialog where you can modify your printer settings.

## **File Leave**

The **Leave** command exits an online area, such as a service or forum on CompuServe, without disconnecting you from CompuServe, returning you to the Information Manager's Initial desktop.

## File Disconnect

The **Disconnect** command disconnects you from CompuServe, returning you to the Information Manager's Initial desktop.

## **File Exit**

The **Exit** command disconnects you from CompuServe (if you are connected), and then exits the Information Manager.

If there are unsaved hypertext documents on your CompuServe 2.5 Desktop and you attempt to exit, CompuServe 2.5 will ask you to confirm your intention before completing your exit request.

## Help Contents

The **Contents** command displays a list of help topics from which you can learn more about the Information Manager.

## **Help Search for Help on...**

The **Search for Help on...** command lets you find information using the help system search feature. You provide a word for which you want help; the help system will display any matching help topics for you.

## **Help How to Use Help**

The **How to Use Help** command displays information about how to use the help system.



## Help CompuServe Directory

The **CompuServe Directory** command displays a list of CompuServe services categories from which you can learn about each service and forum on CompuServe.

## Help About CIM...

The **About CIM...** command displays the Information Manager **About CompuServe 2.5** box, which contains the Version number of CompuServe 2.5 you are using, the date and Port ID of your last access, and the amount of disk space available on your microcomputer.

## Window Tile

The **Tile** command redisplay windows on your desktop in such a way that each window becomes the same size.

## Window Cascade

The **Cascade** command arranges the windows on your desktop in a tiered or cascading fashion.

## Window Arrange Icons

The **Arrange Icons** command rearranges the icons on your desktop into neat rows and columns.

## **Window Close All**

The **Close All** command closes all windows on your desktop.

## **Edit Undo**

The **Undo** command cancels your most recent editing action.

## **Edit Cut**

The **Cut** command moves a block of selected text from a forum or CompuServe Mail message you are composing into the Clipboard, overwriting whatever is there.

**Cut** is useful when you want to move a portion of text from one place to another in your document, or from one document to another using the **Paste** command; and because the contents of **Cut** remain in the Clipboard even after you exit the Information Manager, you can use **Cut** to move text from one application to another.



## **Edit Copy**

The **Copy** command copies a block of selected text from an Information Manager text box, such as a news article or weather report or message composition box into the Clipboard, overwriting whatever is there.

**Copy** is useful when you want to duplicate certain text in various parts of your document.

## **Edit Paste**

The **Paste** command inserts Clipboard text into a forum or CompuServe Mail message you are composing at the cursor position.

**Paste** is usually used in conjunction with **Cut** and **Copy**, although it can also be used to insert text that was in the Clipboard before you started up CompuServe 2.5.

## **Edit Clear**

The **Clear** command deletes selected text without writing it to the Clipboard.

The **Undo** command can retrieve cleared text if used immediately after **Clear**.

## **Edit Wordwrap**

The **Wordwrap** command enables or disables whether the words you type in text windows will automatically wrap to the next line without having to issue a carriage return.

## **Edit Select All**

The **Select All** command selects all of the text in the active text window for cutting or copying.

## **Edit Fixed Font**

The **Fixed Font** command lets you control the appearance of type in your Information Manager windows.

## **Edit Paste From...**

The **Paste From...** command takes you to a **Paste From...** dialog where you specify the location of text to be pasted into a forum or CompuServe Mail message. You can paste your text from a text file on a disk or from an entry in your Filing Cabinet, In-Basket, or Out-Basket.

## **Edit Copy To...**

The **Copy To...** command takes you to a **Copy To...** dialog where you can copy your selected text to a forum or CompuServe Mail message.



## Services Favorite Places...

The **Favorite Places...** command takes you to your Favorite Places area where you can access your most frequently used services and forums from a customized list in a **Favorite Places** dialog.

## **Services Find...**

The **Find...** command takes you to a **Find** dialog, where you can search for services on CompuServe. You can go directly to any service you find. You can also add the services you find to your Favorite Places.

**Find...** will attempt to connect you to CompuServe, if you are not already connected, to conduct its search.

## Services Go...

The **Go...** command takes you to a **Go...** dialog where you can access a service if you know the service name.

## **Services What's New...**

The **What's New...** command lets you learn about new mall merchants and services, promotions, ways to increase the value of CompuServe, and other news of interest to the entire CompuServe community.

**What's New...** will connect you to CompuServe if you are not already connected.

## **Services Special Events...**

The **Special Events...** command lets you keep abreast of upcoming happenings, such as contests, services enhancements, promotions, bargains, and shopping specials by taking you to a CompuServe menu of special events.

**Special Events...** will connect you to CompuServe if you are not already connected.

## **Services Executive News**

The **Executive News...** command takes you to the Executive News Service where you can access a comprehensive collection of various news wires and clip news stories into personal electronic folders.

## **Services Quotes...**

The **Quotes...** command takes you to a **Stock Quotes** dialog where you can obtain stock quotes from a personalized list of ticker symbols.

## **Services Portfolio...**

The **Portfolio...** command takes you to a **Stock Portfolio** dialog where you can obtain a portfolio report from a personalized list of ticker symbols.



## Services Weather...

The **Weather...** command takes you to a **Weather** dialog where you can obtain a weather forecast locally or for selected cities or weather reporting stations in the United States and around the world.

## **Services CB Simulator**

The **CB Simulator** command takes you to the CB Simulator's introductory menu where you can learn about CB and access one of two communication bands of 36 channels each.

## Services Explore...

The **Explore...** command takes you to a pictorial **Explore Services** window where you can explore CompuServe's hierarchy of services and forums at your own pace.

## **Services Internet Browser**

The **Internet Browser** command starts your Internet Browser.

## **Mail Get New Mail**

The **Get New Mail** command takes you to a **Get New Mail** dialog where you can read and delete CompuServe Mail messages or transfer them to your In-Basket.

**Get New Mail** will attempt to connect you to CompuServe if you are not already connected.

## **Mail Create/Send Mail...**

The **Create/Send Mail...** command lets you compose and address a CompuServe Mail message.

**Create/Send Mail...** takes you to a **Recipient List** dialog where you can assign recipient and carbon copies information using your Address Book; from there you access a **Create Mail** dialog where you compose the text of your message.

## **Mail Send/Receive All...**

The **Send/Receive All...** command takes you to a **Send and Receive All Mail** dialog where you can have the Information Manager send your outgoing Out-Basket messages, as well as retrieve your incoming CompuServe mailbox messages into your In-Basket, automatically.

## **Mail Search New Mail**

The **Search New Mail...** command takes you to a **Search New Mail** dialog where you can search for particular messages in your CompuServe mailbox.



## **Mail Send File...**

The **Send File...** command lets you send a text or binary file using CompuServe Mail to any CompuServe member.

**Send File...** takes you to a **Recipient List** dialog where you can assign recipient and carbon copies information using your Address Book; from there you access a **Send File Message** dialog where you provide summary information about the file you are sending.

## **In-Basket**

The **In-Basket** command opens your In Basket where you can read, edit, delete, forward, and reply to messages at an **In Basket** dialog.

The **In-Basket** command appears on the Mail menu on the Initial Desktop, the Special menu in CB, ENS, and Terminal Emulation, and the Messages menu in a forum.

## **Out-Basket**

The **Out Basket** command opens your Out Basket, where you can process your outgoing CompuServe Mail and forum messages at an **Out-Basket** dialog.

The **Out Basket** command appears on the Mail menu on the Initial Desktop, the Special menu in CB, ENS, and Terminal Emulation, and the Messages menu in a forum.

## **Filing Cabinet...**

The **Filing Cabinet...** command opens your Filing Cabinet where you can access, create, or remove folders and files stored there at a **Filing Cabinet** dialog.

The **Filing Cabinet** command appears on the Mail menu on the Initial Desktop, the Special menu in CB, ENS, and Terminal Emulation, and the Messages menu in a forum.

## **Address Book**

The **Address Book** command opens up your Address Book where you can access, modify, add, and remove entries at an **Address Book** dialog.

The **Address Book** command appears on the Mail menu on the Initial Desktop, the Special menu in CB, ENS, and Terminal Emulation, and the Messages menu in a forum.

## **Special Terminal Emulation...**

The **Terminal Emulation...** command takes you to a **Terminal Emulation...** dialog where you can access CompuServe or another host-based computer system in Terminal Emulation, an environment in which your computer behaves as a mere terminal.

## **Rebuild Cabinet Indexes**

The **Rebuild Cabinet Indexes** command updates the indexing system used by the Filing Cabinet. Normally, if you have shut down your microcomputer unexpectedly while connected to CompuServe, or if the Information Manager detects that the Filing Cabinet indexing scheme has been changed, the indexing system is updated automatically the next time you start up the Information Manager. **Rebuild Cabinet Indexes** allows you to initiate an update whenever you like.

## **Forum Database...**

The **Forum Database...** command takes you to a **Forum Databases** dialog which lists the forums you access. If there is a forum listed that you no longer use regularly, or if you have reason to believe that information in the Information Manager's database about a forum is inaccurate, such as the name of message section or library section, you should delete the forum from the **Forum Databases** dialog. Doing so will clear up any inconsistencies that might have come about due to unanticipated forum updates.



## Special Session Settings...

The **Session Settings...** command lets you modify your CompuServe connection information, such as your baud rate, network, and communication port at a **Setup Session Settings...** dialog.

## **Special Connection Info...**

The **Connection Info...** command lets you review your recent connection information, such as your Port ID, baud rate, and the name of the session settings set used, at a **Connection** dialog.

## **Special Modem Settings...**

The **Modem Settings...** command lets you modify your modem-related communications information at a **Modem Control Strings...** dialog.

## Special Preferences...

The **Preferences** command displays a submenu of the various Information Manager **Preferences** commands, which enable you to set options and preferences for the various desktops and features in the Information Manager:

**General** lets you specify some general options for running the Information Manager, such as whether to display your Favorite Places each time you start up the Information Manager, at a **General Preferences...** dialog.

**Mail** lets you specify Mail-related preferences at a **Mail Preferences...** dialog.

**Forum** lets you specify forum-related preferences at a **Forum Preferences...** dialog.

**Executive News** lets you specify Executive News Service-related preferences at an **ENS Preferences...** dialog.

**Conference/CB Simulator** lets you specify CB-related preferences at a **CB Preferences...** dialog.

**Terminal Emulation** lets you specify Terminal Emulation related preferences at a **Terminal Emulation Preferences** dialog.

**Ribbon** lets you customize your Ribbon icons and functionality at a **Customize Ribbon** dialog.

## Preferences General...

The **General...** command lets you specify some general options for running the Information Manager, such as whether to display your Favorite Places each time you start up the Information Manager, at a **General Preferences...** dialog.

## Preferences Mail...

The **Mail...** command lets you specify Mail-related preferences at a **Mail Preferences...** dialog.

## Preferences Forum...

The **Forum...** command lets you specify forum-related preferences at a **Forum Preferences...** dialog.

## Preferences ENS...

The **ENS...** command lets you specify Executive News Service-related preferences at an **ENS Preferences...** dialog.



## Preferences CB...

The **CB...** command lets you specify CB-related preferences at a **CB Preferences...** dialog.

## Preferences Terminal...

The **Terminal...** command lets you specify Terminal Emulation related preferences at a **Terminal Emulation Preferences** dialog.

## Preferences Ribbon...

The **Ribbon...** command lets you customize your Ribbon icons and functionality at a **Customize Ribbon** dialog.

## **Mail Member Directory**

The **Member Directory** command takes you to a **Search Member Directory** dialog where you can find out information about other CompuServe members.

## Messages Browse

The **Browse** command takes you to a **Message Sections** dialog where you can choose a forum section and learn and read the various section topics.

## Messages Search

The **Search** command lets you find the messages you want by taking you to a **Message Search** dialog. You provide a topic keyword, User ID, or message number; the Information Manager looks for messages that match your information.

## Messages Get Waiting

The **Get Waiting** command displays a list of unread messages addressed to you at a **Message Topics** dialog. If there are no messages waiting for you, this command is dimmed.

This command is dimmed if you are not a member of the forum.

## Messages Retrieve Marked...

The **Retrieve Marked...** command lets you retrieve all the messages you marked during your forum session at a **Retrieve Marked Messages** dialog. This command is dimmed if you have not marked any messages during your forum session.

This command is dimmed if you are not a member of the forum.



## Messages Set Date...

The **Set Date...** command lets you decide the oldest message to be included in your forum session. **Set Date** takes you to a **Set First Message Date...** dialog

## Creating a Forum Message

The **Create Forum Message** and **Create Message** commands both do the same thing, taking you to a **Create Forum Message** dialog where you can compose a forum message.

**Create Forum Message** appears on the Mail menu on the Initial Desktop and allows you to create a forum message without being connected to CompuServe.

**Create Message** appears on the forum Messages menu, but it will be dimmed if you are not a member of the forum.

You must be a member of a forum before you can send, or post, forum messages in the forum.

## Messages Notice

The **Notice** command displays any message board announcements from the Sysop of the forum.

## **Messages Descriptions**

The **Descriptions** command displays a brief summary of message board functions.

## Messages Freshen Messages

The **Freshen Messages** command shows any changes that have occurred on the message board since you entered the forum.

## Library Browse

The **Browse** command shows you the forum library categories. **Browse** takes you to a **Library Sections** dialog where you can review summary descriptions of each file and retrieve one or more files.

This command is dimmed if you are not a member of the forum.

## Library Search...

The **Search...** command lets you search for library files. **Search** takes you to a **Search for Files** dialog where you can search for files by file identification, contributor's User ID number, or topical keywords.

This command is dimmed if you are not a member of the forum.

## **Library Retrieve Marked...**

The **Retrieve Marked...** command lets you retrieve any files you mark during your particular forum session. **Retrieve Marked...** takes you to a **Retrieve Marked Files** dialog. This command is dimmed if you have not marked any files during your forum session.

This command is dimmed if you are not a member of the forum.



## **Library Contribute...**

The **Contribute...** command lets the Information Manager copy a file from your microcomputer to a forum library. **Contribute...** takes you to a **Contribute...** dialog.

This command is dimmed if you are not a member of the forum.

## **Library Notice**

The **Notice** command lets you learn library announcements from the Sysop.

## **Library Descriptions**

The **Descriptions** command lets you read descriptions of each library section in the forum.

## Conference Enter Room

The **Enter Room** command takes you to a **Conference Rooms** dialog where you can enter a conference.

This command is dimmed if you are not a member of the forum.

## Conference Who's Here...

The **Who's Here...** command lets you learn who is currently in the forum and gives you the opportunity to initiate a private conversation. **Who's Here...** takes you to a **Who's Here** dialog.

This command is dimmed if you are not a member of the forum.

## Conference Set Nickname...

The **Set Nickname...** command lets you change your conference name by taking you to a **Change Nickname...** dialog.

This command is dimmed if you are not a member of the forum.

## Conference Ignore...

The **Ignore...** command lets you block conversation for whatever reason from people you specify. **Ignore** takes you to an **Ignore...** dialog.

This command is dimmed if you are not a member of the forum.

## Conference Invite...

The **Invite...** command lets you invite others to join a private group. **Invite...** takes you to an **Invite...** dialog.

This command is dimmed if you are not a member of the forum.



## Conference Notice

The **Notice** command lets you learn of any conference announcements.

## Conference Descriptions

The **Descriptions** command lets you read summaries of conference room functions.

This command is dimmed if you are not a member of the forum.

## Forum Special Notices

The **Notices** command lets you learn forum-related announcements provided by the Sysop.

## Forum Special Forum Options...

The **Forum Options...** command lets you change the way the forum interacts with you by taking you to a **Forum Options...** dialog.

This command is dimmed if you are not a member of the forum.

## Forum Special Join Forum...

The **Join Forum...** command lets you become a member of the forum. **Join Forum...** takes you to a **Joining a Forum...** dialog, the same dialog you see when you first enter a forum as a non-forum member.

This command is dimmed if you are a member of the forum.

## **Forum Special Search Membership...**

The **Search Membership...** command lets you learn information about your fellow forum members at a **Search for Membership...** dialog.

This command is dimmed if you are not a member of the forum.

## **Forum Special Change Member Entry...**

The **Change Member Entry...** command lets you modify or add information about yourself to the forum member directory at a **Change Member Interests...** dialog..

This command is dimmed if you are not a member of the forum.

## Forum Special Preferences

The **Preferences** command lets you customize various forum features.



## Forum Special Toolbox

The **Toolbox** command displays the **Forum Toolbox**, a pictorial menu of some of the more frequently used forum commands.

## Stories Select Folder...

The **Select Folder...** command lets you open an ENS Public or Personal folder to access stories. **Select Folder** takes you to a **Select Folder...** dialog.

## **Stories Retrieve Marked Stories...**

The **Retrieve Marked Stories...** command lets you copy any of the stories you marked during your ENS session to your microcomputer. **Retrieve Marked Stories...** takes you to a **Retrieve Marked Stories** dialog.

## Stories Notices

The **Notices** command lets you read announcements about any upcoming changes in ENS.

## **Stories Create Folder...**

The **Create Folder...** command takes you to a **Create Folder..** dialog where you can set up a Personal Folder; ENS will clip news stories that match your search criteria and store them in the appropriate Personal Folder.

## Stories Update Folder...

The **Update Folder...** command lets you modify Personal Folder preferences and instructions by taking you to an **Update Folder...** dialog.

## Stories Delete Folder

The **Delete Folder...** command lets you get rid of a Personal Folder by taking you to a **Delete Folder** dialog.

## **ENS Special Toolbox**

The **Toolbox** command displays the **ENS Toolbox**, a pictorial menu of some of the more frequently used ENS commands.



## Channels

The **Channels** command lets you tune to and monitor a channel and learn information about who is on a particular channel. **Channels** takes you to a **Channel Selector** dialog.

## People Who's Here...

The **Who's Here** command lets you learn who is on CB and gives you the opportunity to initiate a private conversation. **Who's Here...** takes you to a **Who's Here** dialog.

## People Invite...

The **Invite...** command lets you invite others to join a private group. **Invite...** takes you to an **Invite...** dialog.

## People Friends...

The **Friends...** command lets you consult and modify a customized list of your CB friends. **Friends...** takes you to a **Friends...** dialog.

## People Squelch

The **Squelch...** command lets you block messages for whatever reason from people you specify. **Squelch** takes you to a **Squelch** dialog.

## **CB Special Change Handle...**

The **Change Handle...** command lets you specify a new handle or nickname at a **Change Handle...** dialog.

## **CB Special Toolbox**

The **Toolbox** command displays the **CB Toolbox**, a pictorial menu of some of the more frequently used CB commands.

## CB Special Set Function Keys...

The **Set Function Keys** command lets you set up certain key combinations as a shorthand for typing text in CB. **Set Function Keys** takes you to a **Function Key Settings** dialog.



## **CB Special Bulletin**

The **Bulletin** command lets you learn CB community news.

## **CB Special Record Channel**

The **Record Channel** command lets you copy the current channel conversation to a file.

## **CB Special Record Group**

The **Record Group** command lets you copy the current group conversation to a file..

## **Terminal Emulation Special View Buffer**

The **View Buffer** command lets you review your recent online activities.

## Terminal Emulation View Terminal

The **View Terminal** command exits the capture buffer and returns you to wherever you were before.

## Terminal Emulation Record on Printer

The **Record on Printer** command toggles your CompuServe dialogue printing state.

The first time you choose **Record on Printer**, the Information Manager begins printing the subsequent dialog between you and CompuServe -- everything you type and everything CompuServe displays; then when you choose **Record on Printer** again, printing stops.

## **Terminal Emulation Special Record in File**

The **Record in File** command toggles your terminal logging state.

The first time you choose **Record in File**, the Information Manager begins recording your subsequent terminal emulation activity -- everything you type and everything CompuServe displays -- in a special file on your microcomputer; then when you choose **Record in File** again, logging stops.

## **Terminal Emulation Special Set Function Keys...**

The **Set Function Keys...** command takes you to a **Function Key Settings** dialog where you assign certain key combinations and special instructions to your function keys.



## Terminal Emulation Special Clear Buffer

The **Clear Buffer** command empties the contents of your capture buffer.



## Ribbon

The desktop ribbon is a pictorial menu of services and features that you might use frequently.

- You can modify your Ribbon icons and their actions by choosing **Preferences** from the Initial Desktop, and then choosing **Ribbon** from the Preferences submenu.
- A **Cancel** button appears on the Ribbon when you issue a command involving a transfer of data between your computer and CompuServe. The number above **Cancel** is the number of seconds CompuServe 2.5 will wait before cancelling the command if no data is received in that time. You can also click on the **Cancel** button to deliberately cancel the transfer. If you would like to disconnect immediately, then hold down the Alt key while clicking on the **Cancel** button. All transactions in progress will be terminated.
- Once you are connected to CompuServe, CompuServe 2.5 keeps track of your connect time, displaying it on the Ribbon for the duration of your Information Manager session. If you disconnect from CompuServe without exiting CompuServe 2.5, and then reconnect to CompuServe, the counter will continue to accumulate connect time for you.

This is the **Help** icon. It gives you interactive help as you use CompuServe 2.5. Clicking this icon is equivalent to pressing **F1**.

This is the **Favorite Places** icon. It represents the **Favorite Places** command on the Services menu. It takes you to your Favorite Places area where you can access services and forums from a customized list at a **Favorite Places** dialog.

This is the **Find** icon. It represents the **Find** command on the Services menu. It takes you to a **Find** dialog, where you can search for services on CompuServe. You can go directly to any service you find. You can also add the services you find to your Favorite Places.

This is the **Browse** icon. It represents the **Browse** command on the Services menu. It takes you to a pictorial Services window where you can explore CompuServe's hierarchy of services and forums at your own pace.

This is the **Go** icon. It represents the **Go** command on the Services menu. It takes you to a **Go** dialog from which you can access a service if you know the service name.



This is the **Quotes** icon. It represents the **Quotes** command on the Services menu. It takes you to a **Stock Quotes** dialog where you can obtain stock quotes from a personalized list of ticker symbols.

This is the **Weather** icon. It represents the **Weather** command on the Services menu. It takes you to a **Weather** dialog where you can obtain a weather forecast locally or for selected cities or weather reporting stations in the United States and around the world.

This is the **In-Basket** icon. It represents the **In-Basket** command on the Mail menu. It takes you to your In-Basket where you can process your incoming messages at an **In-Basket** dialog.

This is the **Out-Basket** icon. It represents the **Out-Basket** command on the Mail menu. It takes you to your Out-Basket where you can process your outgoing CompuServe Mail and forum messages at an **Out-Basket** dialog.

This is the **Filing Cabinet** icon. It represents the **Filing Cabinet** command on the Mail menu. It takes you to your Filing Cabinet where you can access, create, or remove folders and files from a **Filing Cabinet** dialog.

This is the **Address Book** icon. It represents the **Address Book** command on the Mail menu. It takes you to your Address Book where you can access, modify, add, and remove entries from an **Address Book** dialog.

This is the **Get New Mail** icon. It represents the **Get New Mail** command on the Mail menu. Clicking on the **Get New Mail** icon takes you to your CompuServe mailbox where you can access your incoming Mail from a **Get New Mail** dialog. If you are online and there is Mail waiting in your CompuServe mailbox, CompuServe 2.5 will display the number of waiting Mail messages on this icon.

This is the **ENS** icon. It represents the **Executive News** command on the Services menu. It takes you to the Executive News Service.



This is the **Exit** icon. It appears on the Ribbon only when you are connected to CompuServe. It represents the **Exit** command on the File menu. It disconnects you from CompuServe and exits CompuServe 2.5, returning you to your Windows desktop.

This is the **Disconnect** icon. It appears on the Ribbon only when you are connected to CompuServe. It represents the **Disconnect** command on the File menu. It disconnects you from CompuServe and returns you to CompuServe 2.5's Initial Desktop.

This is the **Help** icon. It gives you interactive help as you use CompuServe 2.5. Clicking this icon is equivalent to pressing **F1**.

This is the **Print** icon. It represents the **Print** command on the File menu. It prints whatever is in the current Information Manager text box, such as a flight schedule or weather report.

This is the **Save** icon. It represents the **Save** command on the File menu. It saves the contents of the current Information Manager text box into a file on your hard disk.

This is the **Leave** icon. It represents the **Leave** command on the File menu. It leaves or exits a service without disconnecting you from CompuServe, returning you to CompuServe 2.5's Initial Desktop.

This is the **Disconnect** icon. It represents the **Disconnect** command on the File menu. It disconnects you from CompuServe and returns you to CompuServe 2.5's Initial Desktop.

This is the **Exit** icon. It represents the **Exit** command on the File menu. It disconnects you from CompuServe and exits CompuServe 2.5, returning you to your Windows desktop.



This is your **Address Book** icon. You'll find it on the **Ribbon**.

Address Book entries are listed in alphabetical order by last name. You can make both individual and group entries. **Beth** is an individual entry. **Congressional** is a group entry comprised of three individual entries.

**Add:** Takes you to an **Add to Address Book** dialog where you can add an entry.

**Add Group:** Takes you to an **Add Group to Address Book** dialog where you provide a group name and identify group members.

**Change:** Displays the highlighted entry for you to review or modify. If the entry is an individual entry, you go to a **Change Entry in Address Book** dialog. If the entry is a group entry, you go to an **Add Group to Address Book** dialog. In this example, **Beth** is the entry that would be changed.

**Delete:** Removes the highlighted entry. In this example, the **Beth** entry would be removed.

**OK:** Records your changes and closes the dialog.

**Cancel:** Closes the dialog without recording any of your changes.



**Help:** Gives you context-sensitive help about this dialog.

## Address Book

The **Address Book** dialog lists the names and addresses of your electronic correspondents.

There are many ways to get here.

- o Address Book entries are listed in alphabetical order by last name.
- o To add an individual entry, select **Add**. Selecting **Add** takes you to an **Add to Address Book** dialog.
- o To add a group entry, select **Add Group**. Selecting **Add Group** takes you to an **Add Group to Address Book** dialog.
- o To display an entry, highlight the entry and then select **Change**. Selecting **Change**, if the highlighted entry is an individual entry, takes you to a **Change Entry in Address Book** dialog. Selecting **Change**, if the entry is a group entry, takes you to an **Add Group to Address Book** dialog.
- o To remove an entry, highlight the entry and then select **Delete**.
- o To record your changes and close the dialog, select **OK**.

### Related Information

[Adding a Group to Your Address Book](#)  
[CompuServe Mail](#)  
[Electronic Address Formats](#)  
[Mail Questions and Answers](#)

## **Providing Your Password**

The **Password** dialog is where you type your CompuServe password. You won't see your password as you type it, only asterisks.

You see the **Password** dialog whenever CompuServe 2.5 attempts to connect you to CompuServe if you do not have correct password information specified in your **Session Settings** dialog.

### **Related Information**

[Session Settings](#)

**Folder Name:** Type the new name for the folder. Initially, the current name appears here. In this example, **Auto-Filed** is the folder name about to be modified.

**OK:** Records any changes and closes the dialog. Returns you to the **Filing Cabinet** dialog.

**Cancel:** Cancels any changes and closes the dialog. Returns you to the **Filing Cabinet** dialog.

**DOS Directory:** The name of the subdirectory on your microcomputer where folder messages and articles are stored. In this example, **FOLDER00.002** is the name of the subdirectory for all **Auto-Filed** messages and articles. You are not able to modify this information.

## Changing a Folder Name

The **Change Folder** dialog enables you to change the name of a folder in your Filing Cabinet.

You get here by selecting **Change** at the **Filing Cabinet** dialog.

- o Type the new name for the folder in the box beside **Folder Name**. Initially, the current name appears in the box beside **Folder Name**.
- o To record your changes and close the dialog, select **OK**.
- o **DOS Directory** refers to the name of the subdirectory on your microcomputer where folder messages and articles are stored. You are not able to modify this information at this dialog.

### Related Information

[Deleting Folder Entries](#)

[Filing Cabinet](#)

[Opening a Folder](#)



This is your **Filing Cabinet** icon. You'll find it on the **Ribbon**.

Folders are listed alphabetically.

**Open:** Shows the contents of the highlighted folder. In this example, the **Auto-Filed** folder would be opened. Takes you to an **Opening a Folder** dialog.

**New:** Takes you to an **Add New Folder** dialog where you can add a folder to your Filing Cabinet..

**Change:** Takes you to a **Change Folder** dialog where you can modify the name for the highlighted folder. In this example, **Auto-Filed** is the name of the folder to be changed.

**Delete:** Removes the highlighted folder from your Filing Cabinet if the folder is empty. If the folder is not empty, **Delete** takes you to a **Deleting Folder Entries** dialog. In this example, the **Auto-Filed** folder is highlighted.

**Close:** Closes the dialog.

**Search:** Takes you to a Search Filing Cabinet dialog where you can search for documents in your Filing Cabinet.



## Filing Cabinet

The **Filing Cabinet** dialog is where you store electronic messages and articles.

There are many ways to get here.

- o CompuServe 2.5 will automatically add a folder to your Filing Cabinet if the **File Outgoing Messages** option has been set appropriately in your **Mail Preferences** dialog.
- o Folders in your Filing Cabinet are listed alphabetically.
- o To view the contents of a folder, highlight the folder and then select **Open**. Selecting **Open** takes you to an **Opening a Folder** dialog.
- o To add a folder to your Filing Cabinet, select **New**. Selecting **New** takes you to an **Add New Folder** dialog.
- o To modify the name of a folder, highlight the folder and then select **Change**. Selecting **Change** takes you to a **Change Folder** dialog.
- o To search for documents in your Filing Cabinet, select **Search**. Selecting **Search** takes you to a **Search Filing Cabinet** dialog.
- o To remove a folder from your Filing Cabinet, highlight the folder and then select **Delete**. Unless the folder is empty, selecting **Delete** takes you to a **Deleting Folder Entries** dialog.

## File Cabinet Topics

[Changing a Folder Name](#)

[Deleting Folder Entries](#)

[Filing a Message or a Reply](#)

[Mail Questions and Answers](#)

[Opening a Folder](#)

[Pasting Text](#)

[Reading and Processing a Mail Message](#)

[Reading and Processing a Forum Message](#)

[Reading a Filed ENS Story](#)

[Reading News Stories](#)

## **Adding a New Folder**

The **Add New Folder** dialog enables you to add a folder to your Filing Cabinet.

You get to the **Add New Folder** dialog by selecting **New** at the **Filing Cabinet** dialog.

- o Type the name of the new folder in the box beside **Folder Name** and then select **OK**.

**Next:** Displays the next filed document in the folder. If there are no additional filed documents, Next will be dimmed and will not be a valid selection.

**File It:** Takes you to a Store Message dialog where you can refile the article or document.

**Delete:** Deletes the filed article or document from your Filing Cabinet.

**Cancel:** Closes the dialog.

If you click on hypertext -- underlined text that causes your arrow cursor to change to a hand -- CompuServe 2.5 might have to connect you to CompuServe in order to retrieve the associated information. If a connection is required, CompuServe 2.5 will prompt you before connecting. However, depending on how long the document has been stored in your Filing Cabinet, associated information might not be available if it has been eliminated from online.

**Proceed:** Typically this button is disabled. If enabled, **Proceed** takes you to a subsequent screen.



**File It:** Takes you to a **Filing Cabinet** dialog where you can save a copy of the article in a folder in your Filing Cabinet.

**Delete:** Removes the file from your Filing Cabinet folder. **Delete** will not be a valid selection unless you are viewing this dialog from your Filing Cabinet.

**Cancel:** Closes the dialog.

## Viewing Online Articles and Other Online Documents

CompuServe 2.5 displays certain types of online news articles and other online documents in an Article dialog.

- o **Proceed** is generally not available and is dimmed. However, if **Proceed** is available, you may select it to continue with your particular process.
- o To file a copy of the article into your Filing Cabinet, select **File It**.
- o To close the dialog, select **Cancel**.
- o If you want to read an online article in its entirety rather than retrieve it to your Filing Cabinet, press the Ctrl key and the End key on your keyboard simultaneously. Doing so will minimize your connect time and take you to the last line of the article.

CompuServe 2.5 will display an article or document that is stored in the Filing Cabinet in a similar type of dialog.

- o To view the next article or document in the folder, select **Next**. If there are no additional filed documents, Next will be dimmed and will not be a valid selection .
- o To refile the article or document, select **File It**. Doing so takes you to a Store Message dialog.
- o To delete a filed article from your Filing Cabinet, select **Delete**.
- o To close the dialog, select **Cancel**.
- o If you click on hypertext -- underlined text that causes your arrow cursor to change to a hand -- CompuServe 2.5 might have to connect you to CompuServe in order to retrieve the associated information. If a connection is required, CompuServe 2.5 will prompt you before connecting.

### Related Information

[Deleting Folder Entries](#)

[Filing Cabinet](#)

[Opening a Folder](#)

This is your **Favorite Places** icon. You'll find it on the **Ribbon**.

Your Favorite Places entries are listed in alphabetical order.

**Go:** Takes you to the highlighted service or forum. In this example, you would go to the Adobe Forum.

**Add:** Takes you to an **Add to Favorite Places** dialog where you can add an entry.



**Change:** Takes you to a **Change Favorite Places** dialog where you can modify the highlighted entry. In this example, **Adobe Forum** is the entry that would be modified.

**Delete:** Removes the highlighted entry from your Favorite Places. In this case, **Adobe Forum** is the entry that would be removed.

**Close:** Saves your changes and closes the dialog.

## Grouping Your Favorite Services

The **Favorite Places** dialog maintains a customized list of your favorite services so that you can access them quickly.

You get here by choosing **Favorite Places** from the Services menu or by clicking on the **Favorite Places** icon on the Ribbon.

- o You see the **Favorite Places** dialog automatically when you start up CompuServe 2.5 if the **Favorite Places** option in the General Preferences dialog has been set appropriately.
- o Your Favorite Places entries are listed in alphabetical order.
- o To go directly to a service or forum listed in your Favorite Places, highlight the service and select **Go**.
- o To add an entry to your Favorite Places, select **Add**. Selecting **Add** takes you to an **Add to Favorite Places** dialog.
- o To change an entry in your Favorite Places, highlight the entry and select **Change**. Selecting **Change** takes you to a Change Favorite Places dialog.
- o To remove an entry in your Favorite Places, highlight the entry and select **Delete**.
- o To save your changes and close the dialog, select **Close**.

### Related Information

[Accessing a Service](#)

[Exploring Services](#)

[Finding Services](#)

[Going Directly to a Service](#)

[General Preferences](#)

[Interpreting Results of a Find](#)

This is your **Find** icon. You'll find it on the **Ribbon**.

**Topic:** Type a word that describes the type of service you are interested in.

**OK:** Takes you to a **Search Results** dialog where you can view a list of related services.

**Cancel:** Closes the dialog without conducting a search.



## Finding Services

The **Find** dialog searches for services.

You get to the **Find** dialog by choosing **Find** from the Services menu or by clicking on the **Find** icon on the Ribbon.

- o To find related services, type a word that describes the type of service you are interested in the box beside **Topic** and then select **OK**. Unless there are no related services, selecting **OK** takes you to a Search Results dialog.
- o If you are not already connected, CompuServe 2.5 will connect you in order to conduct its search.
- o Once at the **Search Results** dialog you can access any listed service directly. You can also add listed services to your Favorite Places.

## Related Information

[Accessing a Service](#)

[Exploring Services](#)

[Going Directly to a Service](#)

[Grouping Your Favorite Services](#)

This is the **Go** icon. You'll find it on the **Ribbon**.

**Service:** Type the unique service name, such as WINNEW for the Windows New Users Forum or HELP for the Member Support area on CompuServe. You can view a list of service names for all CompuServe services and forums by specifying QUICK.

**OK:** Takes you to the service.

**Cancel:** Closes the dialog without taking you to the service.

## Going Directly to a Service

The **Go** dialog accesses a service, but you must know the unique service name.

You get to the **Go** dialog by choosing **Go** from the Services menu or by clicking on the **Go** icon on the **Ribbon**.

- o To go to a service, type the unique service name in the box beside **Service**, such as WINNEW for the Windows New Users Forum or HELP for the Member Support area on CompuServe, and then select **OK**.
- o To view a list of service names for all CompuServe services and forums, type QUICK in the box beside **Service** and then select **OK**.
- o You can also go directly to a service from some other dialogs: the **Search Results** dialog, after conducting a **Find** operation; a **Favorite Places** dialog, if the service happens to be one of the services listed there; a **Display Menu** dialog, if you are browsing services.

### Related Information

[Accessing a Service](#)

[Exploring Services](#)

[Finding Services](#)

[Grouping Your Favorite Services](#)

**First Name:** If you know the person's first name, type it here. Unless you are sure of the name, you might want to leave this blank, as the person might have used a nickname when registering.

**Last Name:** If you know the person's last name, type it here.



**City:** If you know the city the person is registered in, type it here.

**State:** If you know the state the person is registered in, type it here.

**Country:** If you know the country the person is registered in, type it here.

**Mailbox Name:** If you know the person's electronic mailing address, type it here.

**Search:** Begins your search. If you accessed this dialog by choosing **Member Directory** from the Mail menu, **Search** takes you to a **Membership Search Results** dialog. If you accessed this dialog by selecting **Search** from the **Recipients List** dialog, you go instead to a **Select Address** dialog.

**Cancel:** Closes the dialog.

## Searching for CompuServe Members

The **Search Member Directory** dialog searches the CompuServe Member Directory for information about members.

You get here by choosing **Member Directory** from the Mail menu or by selecting **Search** from the **Recipients List** dialog.

- o If you know the person's first name, type it in the box beside **First Name**. Unless you are sure of the name, you might want to leave this blank, as the person might have used a nickname when registering.
- o If you know the person's last name, type it in the box beside **Last Name**.
- o If you know the city the person is registered in, type it in the box beside **City**.
- o If you know the state the person is registered in, type it in the box beside **State**.
- o If you know the country the person is registered in, type it in the box beside **Country**..
- o If you know the person's electronic mailing address, type it in the box beside **Mailbox Name**..
- o To begin your search, select **Search**. If you accessed this dialog by choosing **Member Directory** from the Mail menu, **Search** takes you to a **Membership Search Results** dialog. If you accessed this dialog by selecting **Search** from the **Recipients List** dialog, you go instead to a **Select Address** dialog.

### Related Information

[Discovering Member Interests](#)

[Electronic Address Formats](#)

[Finding CompuServe Members](#)

[Finding Forum Members](#)

[Learning about CompuServe Members](#)

[Searching for Forum Members](#)

**Address:** Takes you to a **Recipient List** dialog where you can assign names and addresses.



Your recipient address information appears here after you select **OK** at your **Recipient List** dialog. TO: refers to the primary recipient, CC: refers to a carbon copy recipient, and BC: refers to a blind copy recipient. This cannot be blank.

**Subject:** Type a descriptive word or phrase for the message. **Subject** cannot be blank.

**Options:** Takes you to a **Message Options** dialog where you can assign some additional options to your message.

Type or paste the body of your message (up to 50,000 characters) here. If this is incomplete, you can store the message in your Out-Basket or Filing Cabinet, to be completed later.

**Out-Basket:** Copies the message to your Out-Basket and closes this dialog. Unless you specify information for **Address**, **Subject**, and the body of your message, **Out-Basket** is not a valid selection and will be dimmed.

**Send Now:** Transmits your message. CompuServe 2.5 connects you to CompuServe if you are not already connected. CompuServe 2.5 also displays a message sent notice on your status line. Unless you specify information for **Address, Subject**, and the body of your message, **Send-Now** is not a valid selection and will be dimmed.

**File It:** Takes you to a **Filing Cabinet** dialog where you can copy the message to your Filing Cabinet. Unless you specify information in the box beside **Address** and **Subject**, **File It** is not a valid selection and will be dimmed.

**Cancel:** Closes this dialog without saving any information or mailing your message.



This gives you some information about **Options....** CompuServe 2.5 will mark this if you have modified any of the default options in the **Message Options** dialog.

Mark **Auto-file** if you want CompuServe 2.5 to automatically file a copy of your message in your Filing Cabinet when you send it. You can specify which Filing Cabinet folder to use at the **Mail Preferences** dialog.

**Reformattable:** Select this if you want the message text to wrap to the recipient's specified screen width.

**Send as shown:** Select this if you want to preserve the text format of your message when it is sent.

**Attach:** Takes you to a **File Attachment** dialog where you can specify a file to be sent with the message. The file that you specify becomes a second, or companion, message to the one you create at the **Create Mail** dialog. Both messages will have the same subject. If you specify a file to be sent with your message, CompuServe 2.5 will mark the small box to the right of the **Attach** button with an **X**.

CompuServe 2.5 will mark this with an **X** if you have specified a file to be sent with your message. You can specify a file to be sent with your message by selecting the **Attach** button. This box is not a checkbox that you can mark or unmark.

## Creating a Mail Message

The **Create Mail** dialog enables you to compose a message to be sent in CompuServe Mail.

You get here by choosing **Create/Send Mail** from the Mail menu and then completing the ensuing **Recipient List** dialog.

- o To modify your recipient information, select **Address**. Selecting **Address** takes you to a **Recipient List** dialog.
- o Type a descriptive word or phrase for the message in the box beside **Subject**.
- o To assign additional options to your message, select **Options**. Selecting **Options** takes you to a **Message Options** dialog. Once you have modified any of the default options in the **Message Options** dialog, CompuServe 2.5 will mark the checkbox beside the **Options** button.
- o Your message can be up to 50,000 characters.
- o To copy the message to your Out-Basket and close this dialog, select **Out-Basket**. Unless you specify information for **Address**, **Subject**, and the body of your message, **Out-Basket** is not a valid selection and will be dimmed.
- o To transmit your message, select **Send Now**. Selecting **Send Now** connects you to CompuServe if you are not already connected. CompuServe 2.5 also displays a message sent notice on your status line. Unless you specify information for **Address**, **Subject**, and the body of your message, **Send-Now** is not a valid selection and will be dimmed.
- o To copy the message to your Filing Cabinet, select **File It**. Selecting **File It** takes you to a **Filing Cabinet** dialog. Unless you specify information in the box beside **Address** and the box beside **Subject**, **File It** is not a valid selection and will be dimmed.
- o To have CompuServe 2.5 wrap the message text to the recipient's specified screen width, mark **Reformattable**.
- o To have CompuServe 2.5 preserve the text format of your message when it is sent, mark **Send as shown**.
- o If you want CompuServe 2.5 to automatically file a copy of your message in your Filing Cabinet when you send it, mark the **Auto-file** checkbox. You can specify which Filing Cabinet folder to use at the **Mail Preferences** dialog.
- o To specify a file to be sent with your message as a second, or companion message, select the **Attach** button. Doing so will take you to a **File Attachment** dialog where you can specify the file. If you specify a file to be sent with your message, CompuServe 2.5 will mark the small box to the right of the **Attach** button with an **X**.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

[Filing Cabinet](#)

Mail Questions and Answers  
Out-Basket



**Receipt:** Mark this to receive a confirmation message if a recipient reads your message.

**Reply Requested:** Mark this to request a reply when a recipient reads your message.  
(Text and location vary from system to system.)

**Importance:** Select the importance level for your message. Some systems will deliver messages of high importance first.

**Sensitivity:** Select the sensitivity level for your message.

**Release Date:** Type the date on which you want CompuServe to send the message. Unless you specify a different date, the current date is the normal release date.

**Expiration Date:** If you like, type a date for the message to be removed from the recipient's mailbox.

**OK:** records your options and returns you to where you were before.

**Cancel:** Closes the dialog without recording your information.



**Help:** Displays this help page.

## Message Options

The **Message Options** dialog gives you some options for your outgoing CompuServe Mail messages.

You get here by selecting **Options** at a Create Mail dialog.

- o If you want to receive a confirmation message when your recipient reads your message, mark **Receipt**.
- o Select the importance level for your message from the **Importance** pop-up menu. Some systems will deliver messages of high importance first.
- o Select the sensitivity level for your message from the **Sensitivity** pop-up menu.
- o Type the date on which you want CompuServe to send the message in the box beside **Release Date**. Unless you specify a different date in the box beside **Release Date**, the current date is the normal release date.
- o If you want the message to be removed from the recipient's mailbox on a particular date, type the date in the box beside **Expiration Date**.
- o To record your options, select **OK**.

### Related Information

CompuServe Mail

This is the **Get New Mail** icon. You'll find it on the **Ribbon**. It takes you to this dialog. If you are online and there is Mail waiting in your CompuServe mailbox, CompuServe 2.5 will display the number of waiting Mail messages on this icon.

These are your mailbox entries. **Subject** tells you what each message is about. **Name** tells you who sent you the message. **Size** tells you how large the message is.

**Get:** Displays the message associated with the highlighted entry. Takes you to a **Message** dialog. In this example, you would view the **Receipt of message** mailbox entry.

**Get All:** Moves all messages in your mailbox to your In-Basket. Closes the **Get New Mail** dialog.

**Delete:** Removes the highlighted entry from your mailbox. In this example, the **Receipt of message** mailbox entry would be removed.

**Undelete:** If you have removed one or more entries from your mailbox without closing the **Get New Mail** dialog, **Undelete** will cancel the action. (**Undelete** causes each previously deleted entry to reappear as an entry.)



**Close:** Closes this dialog.

Depending on the type of Mail you have in your mailbox, CompuServe 2.5 might display some message-related information here.

## Getting New Mail

The **Get New Mail** dialog lists your waiting Mail messages in your CompuServe mailbox.

You get here by choosing **Get New Mail** from the Mail menu or by clicking on the **Get New Mail** icon on the Ribbon.

- o To view a message, highlight the message entry and select **Get**. Selecting **Get** takes you to a Message dialog.
- o To move all messages in your mailbox to your In-Basket, select **Get All**.
- o To remove a message entry from your mailbox, highlight the entry and select **Delete**.
- o To restore messages that you have deleted, select **Undelete**.

## Related Information

[CompuServe Mail](#)

[Electronic Address Formats](#)

[In-Basket](#)

[Mail Questions and Answers](#)

**Address:** If the message has more than one recipient, **Address** takes you to an **Add to Address Book** dialog where you can add the recipient list to your Address Book.

If there are multiple recipients to the message, they will be listed here. Blind copy recipients will not be listed. If the message is addressed only to you, this box will be empty. In this example, you are the only recipient.

**From:** Takes you to an **Add to Address Book** dialog where you can save the sender's name and electronic mailing address in your Address Book.

This is the sender's name and electronic mailing address.

**Receipt:** If marked, the sender will receive a confirmation message stating that you have read the message.



**Reply Requested:** If marked, you will be prompted to reply to the message.

**Priority:** If marked, the message is a high-priority message and will precede non-priority messages in your CompuServe mailbox.

**In-Basket:** Puts a copy of the message into your In-Basket. Displays the **Get New Mail** dialog.

**File It:** Takes you to a **Filing Cabinet** dialog where you can copy the message to your Filing Cabinet.

**Reply:** Takes you to a **Create Mail** dialog where you can compose and send a return message..

**Forward:** Takes you to a **Create Mail** dialog where you can forward the message to one or more recipients. You can type a note to introduce the forwarded message.

**Delete:** Removes the message from your mailbox.

**Cancel:** Closes this dialog.



## Reading and Processing a Mail Message

The **Message** dialog displays a CompuServe Mail message.

There are many ways to get here.

- o To save an address from the recipient list into your Address Book, select **Address**. If the message has more than one recipient, selecting **Address** takes you to an Add to Address Book dialog. If the message is addressed only to you, the text box beside **To** will be empty.
- o To save the sender's name and electronic mailing address in your Address Book, select **From**. Selecting **From** takes you to an Add to Address Book dialog.
- o The various checkboxes give you some miscellaneous information. If **Receipt** is marked, the sender will receive a confirmation message stating that you have read the message. If **Reply Requested** is marked, you will be prompted to reply to the message. If **Priority** is marked, the message is a high-priority message and will precede non-priority messages in your CompuServe mailbox.
- o To put a copy of the message into your In-Basket, select **In-Basket**. Selecting **In-Basket** takes you to the Get New Mail dialog.
- o To copy the message to your Filing Cabinet, select **File It**. Selecting **File It** takes you to a Filing Cabinet dialog.
- o To compose and send a return message, select **Reply**. Selecting **Reply** takes you to a Create Mail dialog.
- o To forward the message to one or more recipients, select **Forward**. If you select **Forward**, you can type a note to introduce the forwarded message. Selecting **Forward** takes you to a Create Mail dialog.
- o To remove the message from your mailbox, select **Delete**.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

[Filing Cabinet](#)

[In-Basket](#)

[Mail Questions and Answers](#)

**TO:** Select this to identify a primary recipient. Every message must have at least one primary recipient.

**CC:** Select this to identify a carbon copy recipient. CC recipients are shown as recipients in the message distribution list if you elect to send it along. The Show Recipients checkbox at the bottom of this dialog controls whether recipients will see any message distribution list.

**BC:** Select this to identify a blind copy recipient. BC recipients are not shown in any corresponding message distribution list.

**Name:** You can type a name here, or you can simply highlight an entry in the Address Book window. If you type a name and the name matches an entry in your Address Book, CompuServe 2.5 will fill in the address for you.

**Address or User ID:** If the recipient is not already in your Address Book, type the appropriate address format or User ID.

**Address Book:** The Address Book window shows you the contents of your Address Book. You can highlight an entry and then click on the Copy>> button to add the person to your recipient list.

**Add:** If you type a name and address, or if you are editing such information, you will need to click on the Add button to actually add the person to your recipient list.



**Delete:** If an entry in the Recipients window is highlighted, clicking on the Delete button will remove the entry from the recipient list.

**Copy >>**: If an entry in your Address Book window is highlighted, clicking on the Copy>> button will add the entry to your recipient list in the Recipient window.

<< **Copy**: If an entry in the Recipients window is highlighted, clicking on the <<Copy button will add the entry to your Address Book.

**Recipients:** Each time you add a person to your recipient list CompuServe 2.5 displays the information here. You can review your recipients and edit information if need be.

**Show Recipients:** Mark this if you want to include a distribution list of all TO and CC recipients with your message.

**OK:** Records your information and closes this dialog. Takes you to the appropriate dialog for composing a message.

**Cancel:** Closes the dialog without recording any changes.

**Copy Original:** Mark this if you are forwarding or replying to a message and want the new message to be sent to each original message recipient.



**Change:** If an entry in the Recipients window is highlighted, clicking on the Change button copies the entry to the Name and Address or User ID boxes at the top of the dialog, where you can edit the entry.

**Search:** If you want to learn the address of someone who is not currently in your Address Book, you can click on the Search button, and then search for member information on CompuServe. Once there, you can add a member's address directly to the Recipient List dialog.

**Address Type:** Reflects the address type for the current recipient. If you are typing an address in the box below **Address or User ID**, specify the address type, such as MCI Mail or Internet, from the list menu here. The address you specify in the box below **Address or User ID** must still conform to the addressing conventions for the particular mail service. You can consult the [address format](#) help topic for more information about address formats.

## Addressing CompuServe Mail

The **Recipient List** dialog assigns names and addresses to a CompuServe Mail message that you are creating. Each recipient must have a valid address format.

- o **TO**: identifies a primary recipient. Every message must have at least one primary recipient.
- o **CC**: identifies a carbon copy recipient. **CC** recipients are shown as recipients in the message distribution list if you elect to send it along. (The **Show Recipients** checkbox at the bottom of the **Recipient List** dialog controls whether recipients will see any message distribution list.)
- o **BC**: identifies a blind copy recipient. **BC** recipients are not shown in any corresponding message distribution list.
- o If a recipient is already in your Address Book, simply highlight the entry in the **Address Book** window and then click on the **>>Copy** button.
- o If a recipient is not in your Address Book, provide the appropriate information in the boxes below **Name**, **Address or User ID**, and **Address Type**, and then click on the **Add** button.
- o **Address Type**: Reflects the address type for the current recipient. If you are typing an address in the box below **Address or User ID**, specify the address type, such as MCI Mail or Internet, from the list menu here. The address you specify in the box below **Address or User ID** must still conform to the addressing conventions for the particular mail service. You can consult the address format help topic for more information about address formats.
- o If you provide a name and address in the boxes below **Name** and **Address or User ID**, or if you are editing recipient information there, you will need to click on the **Add** button to actually add the person to your recipient list.
- o To remove an entry in the **Recipients** window, highlight the entry and then click on the **Delete** button.
- o To add an entry in the **Recipients** window to your Address Book, highlight the entry and then click on the **<<Copy** button.
- o To modify an entry in the **Recipients** window, highlight the entry and then click on the **Change** button. Clicking on the **Change** button copies the entry to the **Name** and **Address or User ID** boxes at the top of the dialog, where you can edit the entry.
- o To include a distribution list of all **TO** and **CC** recipients with your message, mark the **Show Recipients** checkbox.
- o If you are forwarding or replying to a message and want the new message to be sent to each original message recipient, mark the **Copy Original** checkbox.
- o If you want to learn the address of someone who is not currently in your Address Book, you can click on the **Search** button, and then search for member information on CompuServe. Once there, you can add a member's address directly to the **Recipient List** dialog.

## **Related Information**

[Address Book](#)

[Adding a Recipient List](#)

[CompuServe Mail](#)

[Electronic Mail Address Formats](#)

[Mail Questions and Answers](#)

These are the names and addresses that meet your search criteria.

**Select:** Records the highlighted information in the Name and Address boxes in the **Recipient List** dialog.

**Open:** Takes you to a **Member Information** dialog where you can learn more about the highlighted entry and then add the name and address to the **Recipient List** dialog if you still want to.



**Cancel:** Closes the dialog.

## Selecting an Address

The **Select Address** dialog displays a list of CompuServe members who meet your search criteria.

- o To select an entry to be recorded in the Name and Address boxes in the **Recipient List** dialog, highlight an entry and then select the **Select** button.
- o To learn more about an entry, highlight the entry and then select **Open**. You will go to a **Member Information** dialog. (Once there, you can still add the name and address information to the **Recipient List** dialog.)

**Select:** Records the name and address in the **Recipient List** dialog.

**Next:** If there are entries following the highlighted entry in the **Select Address** dialog, **Next** displays member information for the next entry. Otherwise **Next** is disabled and is not a valid selection.

**Cancel:** Closes the dialog without adding a name and address to the **Recipient List** dialog. Takes you back to the **Select Address** dialog.

## Learning about a Member

The **Member Information** dialog displays information about a specific CompuServe member.

- o To record the entry in the Name and Address boxes in the **Recipient List** dialog, select the **Select** button.
- o If there are entries following the highlighted entry in the **Select Address** dialog, **Next** displays member information for the next entry. Otherwise **Next** is disabled and is not a valid selection

**Address:** Takes you to a **Recipient List** dialog where you can assign names and addresses.

Your recipient address information appears here after you select **OK** at your **Recipient List** dialog. TO: refers to the primary recipient, CC: refers to a carbon copy recipient, and BC: refers to a blind copy recipient. This cannot be blank.



Type a descriptive word or phrase for your file. This cannot be blank.

**Options:** Takes you to a **Message Options** dialog where you can assign some additional options to your message.

**File:** Takes you to a standard Windows **Open** dialog where you can select a file from disk.

Specify the path and filename. If you use **File** to specify this information, the path and filename are recorded here automatically; but if you prefer, you can bypass **File** and simply type a path and filename yourself.

**Binary:** Mark this if the file is a binary file (arranged in binary format), such as an executable program or word processor file.

**Text:** Mark this if the file is a text file (arranged in ASCII format).

**GIF:** Mark this if the file is a GIF file.

**JPEG:** Mark this if the file is a JPEG file.



**Additional Information:** Type a comment if you wish. Recipients will see your comment before retrieving your file message.

**Out-Basket:** Copies the message to your Out-Basket and closes this dialog. Unless you specify the appropriate information at this dialog, **Out-Basket** is not a valid selection and will be dimmed.

**Send Now:** Transmits your message. CompuServe 2.5 connects you to CompuServe if you are not already connected. CompuServe 2.5 also displays a message sent notice on your status line. Unless you specify the appropriate information at this dialog, **Send-Now** is not a valid selection and will be dimmed.

**Cancel:** Closes the dialog without sending the file.

## Sending a Mail File Message

The **Send File Message** dialog lets you send a text or binary file that is stored on disk as a CompuServe Mail message.

You get here by choosing **Send File** from the Mail menu and then completing the ensuing **Recipient List** dialog.

- o To assign names and addresses, select **Address**. Selecting **Address** takes you to a **Recipient List** dialog.
- o Type a descriptive word or phrase for your file in the box beside **Subject**.
- o Selecting **Options** takes you to a **Message Options** dialog.
- o Selecting **File** takes you to a standard Windows **Open** dialog where you can select your file. If you prefer, you can bypass **File** and type a path and filename in the box beside **File**.
- o Select the appropriate file type. If the file is a binary file (arranged in binary format), such as an executable program or word processor file, select **Binary**. If the file is a text file (arranged in ASCII format), select **Text**. If the file is a GIF file, select **GIF**. If the file is a JPEG file, select **JPEG**.
- o If you wish, type a comment in the box below **Additional Information**. Recipients will see your comment before retrieving your file message.
- o To copy the message to your Out-Basket and close this dialog, select **Out-Basket**. Unless you specify the appropriate information at this dialog, **Out-Basket** is not a valid selection and will be dimmed.
- o To transmit your message, select **Send Now**. CompuServe 2.5 connects you to CompuServe if you are not already connected. CompuServe 2.5 also displays a message sent notice on your status line. Unless you specify the appropriate information at this dialog, **Send-Now** is not a valid selection and will be dimmed.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

[Filing Cabinet](#)

[Mail Questions and Answers](#)

[Out-Basket](#)

Highlight the entry you are interested in. Then select **Open** to read the entry, or **Delete** to eliminate the entry. If you select **Delete**, you will not be able to reverse the action.

**Open:** Displays the highlighted entry. If the highlighted entry is an ENS story, **Open** takes you to a **Story** dialog. If the highlighted entry is a Mail message, **Open** takes you to a **Message** dialog. If the highlighted entry is a forum message, **Open** takes you to a **Forum Message** dialog.

**Delete:** Removes the highlighted entry from the folder. This action is permanent.



**Close:** Closes the dialog.

## Opening a Folder

The **Opening a Folder** dialog displays the contents of a folder in your Filing Cabinet.

There are many ways to get here.

- o To read an entry, highlight the entry and select **Open**. If the highlighted entry is an ENS story, selecting **Open** takes you to a **Story** dialog. If the highlighted entry is a Mail message, selecting **Open** takes you to a **Message** dialog. If the highlighted entry is a forum message, selecting **Open** takes you to a **Forum Message** dialog.
- o To eliminate an entry, highlight the entry and select **Delete**.

## Related Information

[Deleting Folder Entries](#)

[Filing Cabinet](#)

[Reading a Filed ENS Story](#)

[Filing a Message or a Story](#)

[Filing a Message or a Reply](#)

This is your **In-Basket** icon. You'll find it on the **Ribbon**.

These are the entries in your In-Basket. If a - symbol precedes an entry, it means you have not yet read that message. (In this example, you have not read any In-Basket messages.) Highlight the one you are interested in. Then select **Open** to read the entry or **Delete** to remove the entry from the In-Basket.

**Open:** Displays the message associated with the highlighted entry. Takes you to a **Message** dialog. In this example, you would view the **Homebuilders** message from **Jerry Timson**.

**Delete:** Removes the highlighted entry from the In-Basket. CompuServe 2.5 asks you to confirm your intention before performing the deletion. In this example, the **Homebuilders** message from **Jerry Timson** would be removed.

**Close:** Closes the dialog.

## **In-Basket**

The **In-Basket** dialog lists the incoming Mail entries that you have retrieved from your CompuServe mailbox.

There are many ways to get here.

- o CompuServe 2.5 will delete messages from your CompuServe mailbox once you have retrieved them into your In-Basket if the **Delete Retrieved Mail** option in your **Mail Preferences** is set appropriately.
- o If a hyphen precedes an entry, it means you have not yet read that message.
- o To read an entry, highlight the entry and select **Open**. Selecting **Open** takes you to a **Message** dialog.
- o To remove an entry, highlight the entry and select **Delete**.

## **Related Information**

[Address Book](#)

[CompuServe Mail](#)

[Filing Cabinet](#)

[Mail Preferences](#)

[Mail Questions and Answers](#)



This is your **Out-Basket** icon. You'll find it on the **Ribbon**.

These are the messages in your Out-Basket to be sent. Highlight the one you are interested in. Then select **Open** to access the message for reviewing or editing, **Delete** to remove the message from the Out-Basket, or **Send** to send the message. If you select **Delete**, you will not be able to cancel the deletion. If you want to send all messages at once, select **Send All**.

**Open:** Displays the message associated with the highlighted entry so that you can review or edit it. If the highlighted message is a Mail message, **Open** takes you to a **Create Mail** dialog. If the highlighted message is a forum message, **Open** takes you to a **Create Forum Message** dialog. In this example, the **Great News!** message entry would be opened.

**Send:** Transmits the message associated with the highlighted entry. CompuServe 2.5 will attempt to connect you to CompuServe if you are not connected already. In this example, the **Great News!** message entry would be sent.

**Send All:** Transmits all messages in your Out-Basket. CompuServe 2.5 will attempt to connect you to CompuServe if you are not connected already.

**Delete:** Removes the highlighted entry from your Out-Basket. This action is permanent. In this example, the **Great News!** message entry would be removed.

**Cancel:** Closes this dialog.

## Out-Basket

The **Out-Basket** dialog lists your outgoing CompuServe Mail messages. Messages are automatically removed from the Out-Basket when you send them.

There are many ways to get here.

- o You will be prompted about any unsent messages in your Out-Basket when you attempt to exit CompuServe 2.5 if the **Prompt for Unsent Messages** option in the General Preferences dialog has been set appropriately.
- o CompuServe 2.5 will put copies of messages sent from your Out-Basket into your Filing Cabinet if the **File Outgoing Messages** option in your Mail Preferences dialog is set appropriately.
- o To review the message associated with the highlighted entry, highlight the message entry and select **Open**. If the highlighted message is a Mail message, selecting **Open** takes you to a Create Mail dialog. If the highlighted message is a forum message, selecting **Open** takes you to a Create Forum Message dialog.
- o To transmit the message associated with the highlighted entry, highlight the entry and select **Send**. If you are not connected when you select **Send** or **Send All**, CompuServe 2.5 will attempt to connect you to CompuServe. To transmit all messages in your Out-Basket, select **Send All**.
- o To remove an entry from your Out-Basket, highlight the entry and select **Delete**.

## Related Information

[Address Book](#)

[CompuServe Mail](#)

[Filing Cabinet](#)

[General Preferences](#)

[Mail Preferences](#)

[Mail Questions and Answers](#)



This is your **Stock Quotes** icon. You'll find it on the **Ribbon**.

This is your customized list of ticker symbols.

**Get All:** Gives you quote information for all ticker symbols. Takes you to a **Quotes Information** dialog.

**Get:** Gives you quote information for the highlighted ticker symbol. Takes you to a **Quotes Information** dialog.

**Add:** Takes you to an **Add Ticker Symbol** dialog where you can add a ticker symbol.

**Delete:** Removes the highlighted ticker symbol from the customized list.

**OK:** Records your changes and closes this dialog.

**Cancel:** Closes the dialog without making any of your changes.



**Charts:** Takes you to a **Price Volume Graph** dialog from which you can view a price/volume graph for an issue that you specify. You specify the periodicity you want. You can also specify your issue as a ticker/CUSIP or security name.

**Help:** Displays this help page.

## Obtaining Stock Quotes

The **Stock Quotes** dialog brings you the latest stock market quotes from a list of ticker symbols that you define.

You get here by choosing **Quotes** from the Services menu or by clicking on the **Stock Quotes** icon on the **Ribbon**.

- o To view quote information for all ticker symbols, select **Get All**. Selecting **Get All** Takes you to a **Quotes Information** dialog.
- o To view quote information for just one ticker symbol, highlight the ticker symbol and then select **Get**. Selecting **Get** takes you to a **Quotes Information** dialog.
- o To add a ticker symbol, select **Add**. Selecting **Add** takes you to an **Add Ticker Symbol** dialog.
- o To remove a ticker symbol from the customized list, highlight the ticker symbol and then select **Delete**.
- o To view a price/volume graph for an issue, select **Charts**. Doing so takes you to a **Price Volume Graph** dialog. You specify the periodicity you want. You can also specify your issue as a ticker/CUSIP or security name.
- o To record your changes and close the dialog, select **OK**.

## **Viewing Stock Quotes**

The **Quotes Information** dialog displays price information for the ticker symbols you requested at the **Stock Quotes** dialog.

- o U.S. exchanges require that the dissemination of trading information be delayed for at least 15 minutes. CompuServe makes the information available as soon as possible afterwards.

### **Related Information**

[Obtaining Stock Quotes](#)

## Connecting Using Terminal Emulation

The **Terminal Emulation** dialog initiates a connection to CompuServe or to another host-based computer system using Terminal Emulation.

You get to the **Terminal Emulation** dialog by choosing **Terminal Emulation** from the Special menu on the Initial Desktop.

- o To connect to a host-based computer system using the information recorded in your Session Settings, make sure that **Manual Connect** is not marked.
- o To initiate the connection procedure, select **Connect**.

### Related Information

[Session Settings](#)

This is the **Weather** icon. You'll find it on the **Ribbon**.

**City:** Select this if you want a municipal, state, or national forecast.

Type a city or highlight one from the list of cities. Highlight **Local Weather** if you want a forecast for your current location.



Displays a list of cities.

**State/Province:** Unless you specified **Local Weather** in the box beside **City**, type the appropriate state or province two-letter postal abbreviation, such as OH for Ohio or CA for California.

**Country:** Unless you specified **Local Weather** in the box beside **City**, type the appropriate country.

**Station:** If you like, you can skip filling in municipal, state, province, or country information and simply type the three-letter code for the weather reporting station that would be in close proximity to the area you want. If so, select **Station** and type the three-letter code in the box at the right.

If you selected **Station**, type the three-letter code for the weather reporting station that you want, such as CMH for Columbus, Ohio, or ORD for Chicago, Illinois.

**OK:** Displays a weather forecast based on the information you specified.

**Cancel:** Closes the dialog.

**Maps:** Takes you to a **Regional Weather Maps** dialog from which you can view assorted weather maps and weather reports for a location that you specify.



**Help:** Displays this help page.

## Requesting a Weather Report

The **Weather** dialog offers you a local weather forecast or a weather forecast for selected cities across the United States and the world. Weather reports are provided by the National Weather Service and Accu-Weather.

You get here by choosing **Weather** from the services menu or by clicking on the **Weather** icon on the **Ribbon**.

- o To request a municipal forecast, select **City**, and then type a city in the text box to the right of **City** or select a city using the arrow button.
- o To request a forecast for your current location, highlight **Local Weather**.
- o Unless you specified **Local Weather** in the box beside **City**, type the appropriate state or province two-letter postal abbreviation in the box beside **State/Province**, such as OH for Ohio or CA for California, and the appropriate country in the box beside **Country**.
- o If you like, you can skip filling in municipal, state, province, or country information and simply type the three-letter code for the weather reporting station that would be in close proximity to the area you want in the box beside **Station**, such as CMH for Columbus, Ohio, or ORD for Chicago, Illinois. You must select **Station** to do this.
- o To view a weather forecast based on the information you specified, select **OK**.
- o To view assorted weather maps and weather reports for a location, select **Maps**. Doing so takes you to a **Regional Weather Maps** dialog

## **Viewing a Weather Forecast**

The **Weather Forecast** dialog displays a weather report for the information specified at the **Weather** dialog.

- o All weather reports are provided by the National Weather Service and Accu-Weather.

### **Related Information**

[Requesting a Weather Report](#)

**Name:** Type or edit the name of the entry as you want it to be appear in your Address Book. If you are adding an entry from a Mail or forum message, the sender's name as shown on the message will appear here.

**Address:** Type or edit the electronic mailing address for the entry. If you are adding an entry from a Mail or forum message, the sender's address will appear here.

**Comments:** You may type a comment or two if you like.

**OK:** Records the information in your Address Book. Unless you have specified information in the box beside **Name** and **Address**, **OK** will not be a valid selection and will be dimmed.

**Cancel:** Closes the dialog without adding the entry to your Address Book.



## Adding an Address Book Entry

The **Add to Address Book** dialog creates an entry in your Address Book.

There are many ways to get here.

- o Type or edit the name of the entry in the box beside **Name** as you want it to appear in your Address Book. If you are adding an entry from a Mail or forum message, the sender's name as shown on the message will appear in the box beside **Name** by default.
- o Type or edit the electronic mailing address for the entry in the box beside **Address**. If you are adding an entry from a Mail or forum message, the sender's address will appear in the box beside **Address** by default.
- o You may type a comment or two if you like in the box below **Comments**.
- o To record the information in your Address Book, select **OK**. Unless you have specified information in the box beside **Name** and **Address**, **OK** will not be a valid selection and will be dimmed.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

[Mail Questions and Answers](#)

**Name:** This is the name of the entry as it appears in the Address Book. You may edit it if you like.

**Address:** This is the electronic address format currently associated with the entry in the Address Book. You may edit it if you like.

**Comments:** You may edit or add comment information if you like.

**OK:** Records the new information in your Address Book.

**Cancel:** Closes the dialog without making any of your changes.

## Changing an Address Book Entry

The **Change Entry in Address Book** dialog displays an Address Book entry so that you can review or modify it.

You get here by selecting **Change** at the **Address Book** dialog.

- o Type the new name in the box beside **Name**. Initially, the name of the entry as it appears in the Address Book is shown in the box beside **Name**.
- o Type the electronic address in the box beside **Address**. Initially, the electronic address format currently associated with the entry in the Address Book is shown in the box beside **Address**.
- o You may type a comment or two if you like in the box below **Comments**.
- o To record the information in your Address Book, select **OK**. Unless you have specified information in the box beside **Name** and the box beside **Address**, **OK** will not be a valid selection and will be dimmed.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

[Mail Questions and Answers](#)

## **Adding Groups**

The **Add Group to Address Book** dialog lists the entries in your Address Book so that you can combine one or more of them into convenient group entries.

The **Update Group** dialog displays a list of your CB friends for you to review or modify.



**Group Name:** Type the name of the address group you want to create.

The entries currently in the address group you type in the box beside **Group Name** are listed here.

**Add:** Takes you to a **Select Entries from Address Book** dialog where you can add entry information from your Address Book into the address group.

**Delete:** Removes the highlighted entry from the address group.

**OK:** Records the information about the address group and closes the dialog.

**Cancel:** Closes the dialog.

## Adding a Group to Your Address Book

The **Add Group to Address Book** dialog lists the entries in your Address Book so that you can combine one or more of them into convenient group entries.

You get here by selecting **Add Group** at the **Address Book** dialog.

- o Type the name of the address group you want to create in the box beside **Group Name**.
- o To add entry information from your Address Book into the address group, select **Add**. Selecting **Add** takes you to a **Select Entries from Address Book** dialog.
- o To remove an entry, highlight the entry and then select **Delete**.
- o To record the information about the address group and close the dialog, select **OK**.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

[Mail Questions and Answers](#)

This is the **Friends** icon. You'll find it on the **CB Toolbox**.



These are your current CB friends.

**Add:** Takes you to a **Select Entry from Address Book** dialog from which you can add entries to your Friends list.

**Delete:** Removes the highlighted entry from your Friends list. In this example, the **Ann** entry would be removed from the group.

**OK:** Records your changes and closes the dialog.

**Cancel:** Closes the dialog without recording any of your changes.

## Maintaining a Friends List

The **Update Group** dialog displays a list of your CB friends for you to review or modify.

You get here by clicking on the **Friends** icon on the **CB Toolbox** or by choosing **Friends** from the People menu in CB.

- o To add entries to your Friends list, select **Add**. Selecting **Add** takes you to a **Select Entry from Address Book** dialog.
- o To remove an entry from your Friends list, highlight the entry and then select **Delete**.
- o To record your changes and close the dialog, select **OK**.

### Related Information

[Address Book](#)

[Blocking Unwanted CB Chatter](#)

[CB Simulator](#)

[CompuServe Mail](#)

[Learning Who Is on CB](#)

[Electronic Address Formats](#)

## Selecting an Address Book Entry

The **Select Entry from Address Book** dialog lists the entries in your Address Book. Select the one you want.

You get to the **Select Entry from Address Book** dialog by selecting **To:** at the **Create Forum Message** dialog.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

## Adding a Service to Favorite Places

The **Add to Favorite Places** dialog adds a service to your Favorite Places.

You get to the **Add to Favorite Places** dialog by selecting **Add** at the **Favorite Places** dialog.

- o Type the name of the entry as you want it to appear in your Favorite Places list in the box beside **Description**.
- o Type the unique service name -- the same name you would use to access the service directly -- in the box beside **Service Name**.
- o To learn service names, type QUICK at the **Go** dialog and then click **OK**.
- o Sometimes if you are in a service the **Add to Favorite Places** dialog will automatically contain the correct service name.
- o To record your information, select **OK**.

### Related Information

[Exploring Services](#)

[Finding Services](#)

[Going Directly to a Service](#)

[Grouping Your Favorite Services](#)

[Interpreting Results of a Find](#)



**Description:** Type the new wording for the entry that is most meaningful to you. Initially, the current entry wording appears here. **Description** refers only to the way the service is listed in your Favorite Places. **Service Name** is what CompuServe 2.5 uses to access the service.

**Service Name:** This is the same name you would use to access a service directly using the **Go** command on the Services menu. To learn service names for the various CompuServe services, you can type QUICK in the box beside **Service Name** and select **OK**; or you can consult the CompuServe Directory (choose **CompuServe Directory** from the Help menu).

**OK:** Records any changes and closes the dialog.

**Cancel:** Cancels any changes and closes the dialog.

## Changing a Service in Favorite Places

The **Change Favorite Places** dialog enables you to modify the way an entry is worded in your Favorite Places.

You get here by selecting **Change** at the **Favorite Places** dialog.

- o Type the new wording for the entry that is most meaningful to you in the box beside **Description**. Initially, the current entry wording appears in the box beside **Description**.
- o **Description** refers only to the way the service is listed in your Favorite Places. **Service Name** is what CompuServe 2.5 uses to access the service, and is the same name you would use to access a service directly using the **Go** command on the Services menu.
- o To learn service names for the various CompuServe services, type QUICK in the box beside **Service Name** and select **OK**.
- o To record any changes and close the dialog, select **OK**.

### Related Information

[Exploring Services](#)

[Grouping Your Favorite Services](#)

[Finding Services](#)

**Topic:** These are the services related to the specified topic, listed in alphabetical order. In this example, the topic is **FORUM**, so this is a list of all the forums on CompuServe. You can go directly to any service listed by using the **Go** button in this dialog.

**Favorite Places:** These are the services currently in your Favorite Places. You can add and remove services from this list using the **Add** and **Remove** buttons in this dialog.

**Go:** Takes you to the highlighted service listed under **Topic**. In this example, you would go to the ACIUS Forum.



**Cancel:** Closes the dialog. Does not cancel any of your changes.

**Add:** Puts the highlighted service listed under **Topic:** into your Favorite Places list. In this example, **ACIUS Forum** would be added to Favorite Places.

**Remove:** Begins removal of the highlighted service listed under **Favorite Places** from your Favorite Places. Takes you to a dialog where you are asked to confirm your intention. If you do indeed remove the service, you will not be able to reverse the action by selecting **Cancel** at this dialog. In this example, the **Central Point Win/Mac Forum** entry would be removed.

## Interpreting Results of a Find

The **Search Results** dialog shows you the CompuServe services that are related to the topic you specified at the **Find** dialog.

You get here by selecting **OK** at a **Find** dialog.

- o To go directly to a service listed under **Topic**, highlight the service and select **Go**.
- o Selecting **Cancel** does not cancel any of your changes.
- o To add a service listed under **Topic** to your Favorite Places list, highlight the service and then select **Add**.
- o To remove a service listed under **Favorite Places** from your Favorite Places, highlight the service and then chose **Remove**. Selecting **Remove** takes you to a dialog where you are asked to confirm your intention. If you do indeed remove the service, you will not be able to reverse the action by selecting **Cancel** at this dialog.

## Related Information

[Accessing a Service](#)

[Exploring Services](#)

[Finding Services](#)

[Going Directly to a Service](#)

[Grouping Your Favorite Services](#)

## **Adding a Ticker Symbol**

The **Add Ticker Symbol** dialog adds a ticker symbol to those listed at the **Stock Quotes** dialog.

You get to the **Add Ticker Symbol** dialog by selecting **Add** at the **Stock Quotes** dialog.

- o Type the ticker symbol you want to add in the box beside **Ticker Symbol**. Do not specify a company name or CUSIP number.
- o To record your ticker symbol, select **OK**.

## **Related Information**

Obtaining Stock Quotes

**File:** Takes you to a standard Windows Open dialog where you can select a file that you want to send. The name and path of the file you select is recorded in the box beside File.

If you use File to select a file, the name and path of the file are recorded here. Otherwise, you must type the name and path of the file you want to send in this box.

**File Type:** Select the file type, such as Binary, Text, GIF, or JPEG.



**Additional Information:** If you like you may type a comment. Recipients will see this comment before retrieving your file message.

**OK:** Records your information and creates a file attachment message and returns you to the **Create Mail** dialog.

**Remove:** Deletes the file attachment message and returns you to the **Create Mail** dialog.

**Cancel:** Closes the dialog without recording any modifications and returns you to the **Create Mail** dialog.

## Attaching a File to a Message

The **File Attachment** dialog enables you to specify a file to be sent in CompuServe Mail. The file you specify becomes a CompuServe Mail message that will be sent along with a message created in the **Create Mail** dialog. Both messages will have the same subject.

You get here by selecting File at the **Create Mail** dialog while composing a CompuServe Mail message.

- o To specify your file, select **File**. Doing so takes you to a standard Windows Open dialog where you can select a file that you want to send. The name and path of the file you select is recorded in the box beside File.
- o Specify the appropriate file type at **File Type**.
- o If you want to specify a comment, type it in the box below **Additional Information**.
- o To record your information and create a file message, select **OK**.
- o To delete the file message, select **Remove**.
- o To close the dialog without recording any of your modifications, select **Cancel**.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Creating a Mail Message](#)

[Electronic Address Formats](#)

[Filing Cabinet](#)

[Out-Basket](#)

[Mail Questions and Answers](#)



This is the Favorite Places icon. You'll find it on the ribbon. It takes you to your **Favorite Places**. It's a short cut for choosing the **Favorite Places** command from the Services menu.

This is the Who's Here icon. You'll find it on both the CB and Forum Toolboxes. It takes you to a special Who's Who dialog. It's a short cut for choosing the **Who's Here** command from the People menu in CB or the Conference menu in a forum.



## **Icons**

The Information Manager uses assorted icons -- buttons with pictorial representations -- throughout your session.

Most icons represent menu commands. Some icons represent CompuServe service categories.

In addition to the Ribbon, some services, such as CB, ENS, and forums, have Toolboxes -- palettes of handy icons -- which can help streamline your sessions.

## **Related Information**

[CB Toolbox](#)

[Conference Toolbox](#)

[News Toolbox](#)

[Forum Toolbox](#)

[Ribbon](#)

[Browsing Services](#)



These are the forum's conference rooms. On certain occasions, a conference room may be dimmed to show that it is unavailable. You can learn how many persons are in a conference room by highlighting it. In this example, there are 14 people in the **Public Discussion** conference room.

**Enter:** Takes you to a **Conversation** dialog where you can participate in a conference. In this example you would enter the **Public Discussion** conference room.

**Listen:** Takes you to a **Monitoring** dialog where you can listen in on a conference room without being able to make comments. In this example you would monitor the **Public Discussion** room.

**Cancel:** Closes this dialog.

## Entering a Conference Room

The **Conference Rooms** dialog lists the conference rooms in a forum.

You get here by clicking on the **Enter Room** icon on the [Forum Toolbox](#) or by choosing **Enter Room** from the Conference menu in a forum.

- o If a conference room is dimmed, it means the conference room is unavailable.
- o To learn how many people are in a conference room, highlight the room; the number of people in the room appears in the lower righthand corner of the dialog.
- o To enter a conference room to participate in a conference, highlight the conference room and select **Enter**.
- o To listen in on a conference room without being able to make comments, highlight the conference room and select **Monitor**.

### Related Information

[Monitoring a Conversation](#)

[Participating in Open Conversation](#)

[Speaking Privately with Selected Members](#)

[Forum Conferences](#)

## Forum Toolbox

The **Forum Toolbox** is a pictorial menu of frequently used forum commands.

You can view the **Forum Toolbox** by choosing **Toolbox** from the Special menu in a forum.



If you want to see the **Forum Toolbox** automatically each time you access a forum, mark the **Show Toolbox** option in the [Forum Preferences](#) dialog.

### Related Information

[Forums](#)

[Forum Preferences](#)



This is your **Get Waiting** icon. It represents the **Get Waiting** command on the Messages menu. It takes you to a **Message Topics** dialog that contains all the forum messages addressed to you. You can select and read the ones you want.

This is your **Browse** icon for messages. It represents the **Browse** command on the Messages menu. It takes you to a **Message Sections** dialog that displays the forum's message sections.

This is your **Search** icon for messages. It represents the **Search** command on the Messages menu. It takes you to a **Search for messages matching** dialog where you can search for messages.

This is your **Create Forum** Message icon. It represents the **Create Forum Message** command on the Messages menu. It takes you to a **Create Forum Message** dialog where you can create a forum message.

This is your **Library Notices** icon. It represents the **Notices** command on the Library menu. It takes you to a **General Information** dialog where you can view library announcements from the Sysop.

This is your **Browse** icon for libraries. It represents the **Browse** command on the Library menu. It takes you to a **Library Sections** dialog that lists the forum library sections.

This is your **Search** icon for files. It represents the **Search** command on the Library menu. It takes you to a **Search for Files** dialog where you can search for files by file identification, contributor's User ID number, or topical keywords.

This is your **Enter Room** icon. It represents the **Enter Room** command on the Conference menu. It takes you to a **Conference Rooms** dialog that lists the forum conference rooms, from which you can enter a forum conference.



This is your **Who's Here** icon. It represents the **Who's Here** command on the Conference menu. It takes you to a **Who's Here** dialog where you can learn about who is currently in the forum.

This is your **Contribute** icon. It represents the **Contribute** command on the Library menu. It takes you to a **Library Contribute** dialog where you can upload a file from your microcomputer to a forum library.

This is your **Invite** icon. It represents the **Invite** command on the Conference menu. It takes you to an **Invite** dialog where you can invite one or more persons currently in the forum to join a private group conversation.

This is your **Ignore** icon. It represents the **Ignore** command on the Conference menu. It takes you to an **Ignore** dialog where you can block communication from one or more members currently in the forum.

**File Name:** Takes you to a standard Windows **Open** dialog where you can open, or select, the file you want to contribute. If you prefer, you can bypass the **File Name** button and type file name and path information yourself.

**Destination Name:** If you want the file to have a different name in the forum, type it here. If you use the **File Name** button to identify your file, **Destination Name** will initially show the same name, but without drive and path information.

**File type:** Select the appropriate file type for your file.

Type the file name and path information. This information is filled in automatically for you if you use the **File Name** button.



**Forum:** Select the forum to which you wish to contribute the file. Only forums of which you are a member will be listed here. If you select a forum other than the current forum and then select **OK** to contribute your file, CompuServe 2.5 will ask to take you into that forum before beginning the upload process.

**Title:** Type a word or phrase that describes your file. **Title** cannot be blank.

**Keys:** Assign one or more words to serve as keys, or keywords, to help people find your file when they conduct a file search. You must provide **Keys** information. Separate each keyword with a semicolon. For example, if your file is a simple spreadsheet program, some keys you might include would be: SPREADSHEET;BUDGET;ACCOUNTING;SOFTWARE.

**Library Section:** Select the appropriate library section for your file.

**Description:** Type a brief summary of the contents and purpose of your file. The summary you provide will be displayed to forum members when they browse your file. **Description** cannot be blank.

**OK:** Begins the upload process to CompuServe. If you chose a forum other than the current forum for **Forum**, CompuServe 2.5 will ask to take you into that forum before beginning the upload process. **OK** will not be a valid selection and will be dimmed until all information for the dialog has been entered.

**Cancel:** Closes the dialog without saving the contents.

## Contributing a File to a Library

The **Library Contribute** dialog uploads a file to a forum library.

You get here by clicking on the **Contribute** icon on the **Forum Toolbox** or by choosing **Contribute** from the Library menu in a forum.

- o Selecting **File Name** takes you to a standard Windows **Open** dialog where you can select, the file you want to contribute. If you prefer, rather than using **File Name**, you can simply type the file name and path information in the text box beside **File Name**.
- o If you want your file to have a different name in the forum, type the name in the text box beside **Destination Name**. If you use the **File Name** button to identify your file, **Destination Name** will initially show the same name, but without drive and path information.
- o Select the appropriate file type for your file from the **File type** pop-up menu.
- o Select the forum to which you wish to contribute the file from the **Forum** pop-up menu. Only forums of which you are a member will be listed on the **Forum** pop-up menu. Then select the appropriate library section for your file from the **Library Section** pop-up menu.
- o Type a word or phrase that describes your file in the box beside **Title**.
- o Assign one or more words to serve as keys, or keywords, in the box beside **Keys**, to help people find your file when they conduct a file search. Separate each keyword with a semicolon. For example, if your file is a simple spreadsheet program, some keys you might include would be: SPREADSHEET, BUDGET, ACCOUNTING, and SOFTWARE.
- o Type a brief summary of the contents and purpose of your file in the box below **Description**. The summary you provide will be displayed to forum members when they browse your file.
- o To begin the upload process, select **OK**. If you select a forum other than the current forum from the **Forum** pop-up menu, CompuServe 2.5 will ask to take you into that forum before beginning the upload process. **OK** will not be a valid selection and will be dimmed until all information for the dialog has been entered.

### Related Information

[Browsing Library Files](#)

[Forums](#)

[Forum Libraries](#)

[Reading About a Library File](#)

[Searching for Library Files](#)



**Subject:** Type a word or phrase that describes your message.

If you are not using the **To** button, type the name of the person you are sending the message to. This information is filled in automatically for you if you use the **To** button.

If you are not using the **To** button, type the recipient's electronic mailing address. This information is filled in automatically for you if you use the **To** button.

**Forum:** Select the forum in which you want to post the message. Only forums of which you are a member will be listed here. If you select a forum other than the current forum and then select **Send** to send your file, CompuServe 2.5 will ask to take you into that forum before sending your message.

**Section:** Select the message section in the forum in which you want your message to be posted.

**Private:** Mark this if you want your message to be visible only to the recipient. No one else in the forum will be able to read your message.

**Via Mail:** Mark this if you want to send your message via CompuServe Mail. The message will go directly to the recipient's private mailbox and will not be posted in the forum.

Type your message here. If it is going to be very long, you will probably have to break it into multiple messages.



**Send:** Sends your message, connecting you to CompuServe if you are not already connected. If you chose a forum other than the current forum for **Forum**, CompuServe 2.5 will ask to take you into that forum before sending the message. **Send** will not be available to you and will be dimmed until all information for the dialog has been entered.

**Out-Basket:** Stores the message in your Out Basket and closes this dialog.

**File It:** Takes you to a **Store Message** dialog where you can store the message in your Filing Cabinet.

**Delete:** Erases the message, as well as any copies of the message stored in your Out-Basket or Filing Cabinet.

**Cancel:** Closes the dialog without recording the information. (The Information Manager prompts you to confirm your intention before actually closing the dialog.)

**To:** Takes you to a **Select Entry from Address Book** dialog where you can select an entry from your Address Book. The Information Manager automatically addresses your message with the entry you select. If you prefer, you can bypass this **To** button and type the name and electronic address yourself.

**Auto-file:** Mark this if you want CompuServe 2.5 to automatically file a copy of your forum message in your Filing Cabinet. You can specify which Filing Cabinet folder to use at the **Forum Preferences** dialog.

## Creating a Forum Message

The **Create Forum Message** dialog enables you to compose a message that you can post in a forum message section.

You get here by clicking on the **Create Forum Message** icon on the **Forum Toolbox** or by choosing **Create Forum Message** from either the Messages menu in a forum or the Mail menu on the Initial Desktop. You also see this dialog when you compose a reply to a forum message.

- o Type a word or phrase that describes your message in the box beside **Subject**.
- o If the person to whom you are sending the message is in your Address Book, select **To:** to select the address; otherwise type the name and electronic mailing address to the right of **To**.
- o Select the forum message section in which you want your message to be posted from the **Section** pop-up menu. Then select the forum in which you want to post the message from the **Forum** pop-up menu. Only forums of which you are a member will be listed on the **Forum** pop-up menu.
- o If you want your message to be visible only to the recipient, mark **Private**; no one else in the forum will be able to see your message.
- o If you want to send your message via CompuServe Mail to the recipient's CompuServe mailbox rather than post the message on the forum's message board, mark **Via Mail**.
- o To send your message, select **Send**. This will connect you to CompuServe if you are not already connected. If you chose a forum under **Forum** other than the current forum, CompuServe 2.5 will ask to take you into that forum before sending your message. However, **Send** will not be available to you and will be dimmed until all information for the dialog has been entered.
- o Optionally, you can store the message in your Out-Basket by selecting **Out-Basket** (CompuServe 2.5 will close the dialog), store the message in your Filing Cabinet by selecting **File It**, or erase the message, as well as any copies of the message stored in your Out-Basket or Filing Cabinet by selecting **Delete**.
- o If you want CompuServe 2.5 to automatically file a copy of your forum message in your Filing Cabinet when you send it, mark the **Auto-file** checkbox. You can specify which Filing Cabinet folder to use at the **Forum Preferences** dialog.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

[Filing Cabinet](#)

[Forums](#)

[Forum Messages](#)

[Out-Basket](#)

[Pasting Text](#)



**To:** Takes you to an **Add to Address Book** dialog where you can add recipient information to your Address Book.

**Send:** Posts or mails your reply message and closes this dialog.

**Out-Basket:** Puts your reply into the Out-Basket where you can send it later. Closes this dialog.

**File It:** Takes you to a **Store Message** dialog where you can store the message in your Filing Cabinet.

**Private:** Mark this if you want your reply to be visible only to the recipient. No one else in the forum will be aware of your reply.

**Via Mail:** Mark this if you want to send your reply via CompuServe Mail. The message will go directly to the recipient's private mailbox and will not be posted in the forum.

**Cancel:** Closes the dialog without sending the message. (The Information Manager prompts you to confirm your intention before actually closing the dialog.)

## Replying to a Message

The **Reply** dialog enables you to compose a reply to a forum message.

You get here by selecting **Reply** at a **Forum Message** dialog.

- o To add recipient information to your Address Book, select **To**. Selecting **To** takes you to an **Add to Address Book** dialog.
- o To post or mail your reply message and close this dialog, select **Send**.
- o To put your reply into the Out-Basket where you can send it later and close the dialog, select **Out-Basket**.
- o To store the message in your Filing Cabinet, select **File It**. Selecting **File It** takes you to a **Store Message** dialog.
- o If you want your reply to be visible only to the recipient, mark **Private**. If you mark **Private**, no one else in the forum will be aware of your reply. Not all forums support private messages.
- o If you want to send your reply via CompuServe Mail, mark **Via Mail**. If you mark **Via Mail**, the message will go directly to the recipient's private mailbox and will not be posted in the forum.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

[Filing Cabinet](#)

[Forums](#)

[Forum Messages](#)

[Out-Basket](#)



This is a simple abstract that summarizes the content or purpose of the file. **Accesses** gives you an indication as to whether the file is popular, **Submitted** tells you whether the file is new or old, and **Keys** might give you some ideas about how to find similar files -- or even the same file if you happen to forget its name.

**Next:** Displays information about the next file listed at the **File List** dialog. In this example, you would view a description for the **Technical Information on the PC** file entry (see the **File List** dialog).

**Retrieve:** Downloads the file right now. Takes you to a standard Windows **Save As** dialog where you determine the path and filename for your disk.

**View:** Displays the file if it is a GIF or text file. If the file is a GIF file, **View** takes you to a **GIF Window**. If the file cannot be viewed, **View** will not be available and will be dimmed.

**Mark:** Identifies, or marks, the file for later retrieval. Takes you to a standard Windows **Save As** dialog where you determine the path and filename for your microcomputer.

**Delete:** Removes the file from the forum library. You can delete only files that you contribute.

**Cancel:** Closes the dialog.

## Reading About a Library File

The **File Information** dialog gives you a brief description of a forum library file. You can mark or retrieve the file. You can also view the file if it is a GIF file.

You get here by selecting **Description** at a **File List** dialog.

- o **Accesses** gives you an indication as to whether the file is popular, **Submitted** tells you whether the file is new or old, and **Keys** might give you some ideas about how to find similar files -- or even the same file if you happen to forget its name.
- o To display information about the next file listed in the **File List** dialog, select **Next**.
- o To download the file right now, select **Retrieve**. If **Always Ask For File Name** has been marked in the **Forum Preferences** dialog, **Retrieve** takes you to a standard Windows **Save As** dialog where you determine the path and filename for your microcomputer. Otherwise, the name listed in the forum library is used in conjunction with the **Download Directory** specified in the **Forum Preferences** dialog.
- o To display the file, select **View**. Selecting **View**, if the file is a GIF file, takes you to a **GIF Window**. If the file cannot be viewed, **View** will not be available and will be dimmed.
- o To mark the file for later retrieval, select **Mark**. If **Always Ask For File Name** has been marked in the **Forum Preferences** dialog, Selecting **Mark** takes you to a standard Windows **Save As** dialog where you assign the path and filename information for your disk. Otherwise, the name listed in the forum library is used in conjunction with the **Download Directory** specified in the **Forum Preferences** dialog.
- o To remove the file from the forum library, select **Delete**. You can **Delete** only the files that you contribute.

## Related Information

[Browsing Library Files](#)  
[Forum Libraries](#)



Files are listed here along with some miscellaneous information about each file. The particular information listed is determined by which options are set in the **Forum Preferences** dialog.

**Description:** Takes you to a **File Information** dialog where you can learn more about the file. In this example, you would view a description for the **CardConv 1.1 Cardfile to ASCII** file entry.

**Mark:** Identifies, or marks, the highlighted file for later retrieval. If **Always Ask For File Name** has been marked in the **General Preferences** dialog, **Mark** takes you to a standard Windows **Save As** dialog where you assign the path and filename information for your disk; otherwise, you do not go to a standard Windows **Save As** dialog, and the name listed in the forum library is used in conjunction with the **Download Directory** specified at the **General Preferences** dialog. In this example, you would mark the **CardConv 1.1 Cardfile to ASCII** file entry.

**Retrieve:** Downloads the file right now. If **Always Ask For File Name** has been marked in the **Forum Preferences** dialog, **Retrieve** takes you to a standard Windows **Save As** dialog where you determine the path and filename for your microcomputer; otherwise, you do not go to a standard Windows **Save As** dialog, and the name listed in the forum library is used in conjunction with the **Download Directory** specified at the **Forum Preferences** dialog. In this example, you would retrieve the **CardConv 1.1 Cardfile to ASCII** file entry.

**View:** Displays the file if it is a GIF or text file. If the file is a GIF file, **View** takes you to a **GIF Window**. If the file cannot be viewed, **View** will not be available and will be dimmed.

**Close:** Closes the dialog.

## Browsing Library Files

The **File List** dialog lists the files in a forum library section or the files in a forum that match your search criteria after you conduct a file search operation. You can then decide what to do with each file.

There are many ways to get here.

- o You can control whether certain information is displayed in the **File List** dialog, such as the file size, file name, or submission date, by setting the appropriate options in the **Forum Preferences** dialog.
- o To learn more about the file, select **Description**. Selecting **Description** takes you to a **File Information** dialog.
- o To mark the highlighted file for later retrieval, select **Mark**. If **Always Ask For File Name** has been marked in the **Forum Preferences** dialog, selecting **Mark** takes you to a standard Windows **Save As** dialog where you assign the path and filename information for your disk. Otherwise, the name listed in the forum library is used in conjunction with the **Download Directory** specified in the **Forum Preferences** dialog.
- o To download the file right now, select **Retrieve**. If **Always Ask For File Name** has been marked in the **Forum Preferences** dialog, **Retrieve** takes you to a standard Windows **Save As** dialog where you determine the path and filename for your computer. Otherwise, the name listed in the forum library is used in conjunction with the **Download Directory** specified in the **Forum Preferences** dialog.
- o To display the file, select **View**. Selecting **View**, if the file is a GIF file, takes you to a **GIF Window**. If the file cannot be viewed, **View** will not be available and will be dimmed.

## Related Information

[Forum Libraries](#)

[Forum Preferences](#)

[Reading about a File](#)

The files you marked for retrieval are listed here.



**Bytes Remaining** and **Time**: Shows your file retrieval progress.

**Disconnect when Done:** Mark this if you want CompuServe 2.5 to automatically disconnect from CompuServe after downloading all marked files.

**Retrieve All:** Begins retrieval of all listed files.

**Abstract:** Displays a file abstract which summarizes the contents or purpose of the file.  
Takes you to a **File Information** dialog.

**Unmark:** Removes the highlighted file from the list of files to be retrieved.

**Cancel:** Closes the dialog.

## Retrieving Your Marked Library Files

The **Retrieve Marked Files** dialog retrieves the files you marked during your forum session.

You get here by choosing **Retrieve Marked** from the Library menu in a forum.

- o To have CompuServe 2.5 automatically disconnect from CompuServe after downloading all marked files, mark **Disconnect when Done**.
- o To begin retrieval of all listed files, select **Retrieve All**. The **Bytes Remaining** and **Time**: information shows your file retrieval progress.
- o To display a file abstract which summarizes the contents or purpose of the file, select **Abstract**. Selecting **Abstract** takes you to a **File Information** dialog.
- o To remove the highlighted file from the list of files to be retrieved, select **Unmark**.

### Related Information

[Forums](#)

[Forum Libraries](#)

**In Sections:** These are the forum's library sections. Mark the sections you want to search. If you want to search all sections, select **All**. If you want to unmark all sections, select **None**.



**File Name:** If you know the name of the file you are looking for, type it here.

**Contributer:** If you know the User ID number of the person who contributed the file, type it here.

**Keywords:** If you can think of any words which might be associated with the file, type them here. For example, if you were looking for files associated with the CONVMA 1.1 Cardfile to ASCII Conversion Utility, you might find it by typing any of the following keywords: CARDFILE; CARD; CARDCONV; CONVERSION; CONVMA; ASCII. When searching for files by keywords, each word you specify must be part of the file's assigned keywords in order to find a match.

If the file you are looking for is older than this date, the search operation will not find it.

If the file you are looking for is newer than this date, the search operation will not find it.

**All:** Marks all library sections in the forum for searching.

**None:** Unmarks all library sections in the forum for searching.

**Search:** Begins the search. Takes you to a **File List** dialog where you can view a list of files that match your search criteria. If you select **Search** without specifying **File Name**, **Contributor**, and **Keywords** information, CompuServe 2.5 displays a list of all files in the forum. **Search** will not be a valid selection and will be dimmed unless a library section under **In Sections** has been selected.



**Cancel:** Closes the dialog without conducting a search.

## Searching for Library Files

The **Search for Files** dialog finds forum library files that match your search criteria.

You get here by clicking on the **Search** icon for libraries on the [Forum Toolbox](#) or by choosing **Search** from the Library menu in a forum.

- o Mark one or more sections you want to search. To search all sections, select **All**. To unmark all sections, select **None**.
- o Specify your preferred search criteria in the **Search For** box, such as the name of the file you are looking for in the box beside **File Name**, the User ID number of the person who contributed the file in the box beside **Contributer**, or any words which might be associated with the file in the box beside **Keywords**. For example, if you were looking for files associated with the CONVMA 1.1 Cardfile to ASCII Conversion Utility, you might find it by typing any of the following keywords: CARDFILE, CARD, CARDCONV, CONVERSION, CONVMA, or ASCII. To find a file by keyword, each word you specify must be part of the file's assigned keywords.
- o The date of the file must be within the dates specified in the dialog.
- o To begin the search, select **Search**. Selecting **Search** takes you to a [File List](#) dialog where you can view a list of files that match your search criteria. If you select **Search** without specifying **File Name**, **Contributor**, and **Keywords** information, CompuServe 2.5 displays a list of all files in the forum. **Search** will not be a valid selection and will be dimmed unless a library section under **In Sections** has been selected.
- o You can control whether certain information is displayed as you browse and search for files in a forum library, such as the file size, file name, or submission date, by setting the appropriate options in the [Forum Preferences](#) dialog.

### Related Information

[Browsing Library Files](#)

[Forum Libraries](#)

[Forum Preferences](#)

## Browsing Library Sections

The **Library Sections** dialog lists the forum's library sections which you can browse.

You get to the **Library Sections** dialog by clicking on the **Browse** icon for Libraries on the **Forum Toolbox** or by choosing **Browse** from the Library menu in a forum.

- o In order to see library section numbers, the **Show Library Section Numbers** option in the **Forum Preferences** dialog must be set appropriately.

### Related Information

[Forum Libraries](#)

[Forum Preferences](#)

[Searching for Library Files](#)

**Interests:** Type any interests you want to share with other forum members. This is an excellent way to let others learn about you. You might have initially included this information when you became a member of the forum, at the **Joining a Forum** dialog. You must list at least one interest if you want your name to be available to members conducting a member search at a **Search for Member** dialog.

**OK:** Records your changes and closes the dialog.

**Delete:** Erases your **Interests** information and closes the dialog.

**Cancel:** Closes the dialog without recording any any changes.

## Changing Your Member Interests

The **Change Member Interests** dialog gives you the opportunity to modify or create your personal profile information for other forum members to read.

You get here by choosing **Change Member Entry** from the Special menu in a forum.

- o Type any interests you want to share with other forum members in the box below **Interests**. You must list at least one interest if you want your name to be available to members conducting a member search at a **Search for Member** dialog.
- o To record your changes and close the dialog, select **OK**.
- o To erase your **Interests** information and close the dialog, select **Delete**.

### Related Information

[Discovering Member Interests](#)

[Forums](#)

[Forum Membership Interests](#)

[Learning About CompuServe Members](#)



**User Name:** If you are searching for a member by name, type the last name or full name of the member. For example, if you wanted to learn more about Jackson Hunan, you should type **Hunan** or **Jackson Hunan**, but not **J. Hunan** or **Hunan, Jackson**.

**User ID:** If you are searching for a member by User ID number, type the User ID number of the member.

**Interests:** If you are searching for a member by interests, type one or more interests. Each word you specify must exist in the person's interests summary. For example, if you type CATS, DOGS, ELEPHANTS, FISH, LIZARDS, INSECTS, you will find only members who have all six words mentioned in their interests summaries.

**Search:** Conducts the search. Takes you to a **Member Directory Search** dialog, which lists forum members who meet your search criteria. A member must have provided an interests summary in order to be included in the search. Thus, you might not find all members of a forum using the **Search for Member** dialog.

**Cancel:** Closes the dialog.

## Searching for Forum Members

The **Search for Member** dialog finds other forum members who meet your search criteria.

You get here by choosing **Search Membership** from the Special menu in a forum.

- o To search for a member by name, type the last name or full name of the member in the box beside **User Name**. For example, if you wanted to learn more about Jackson Hunan, you should type **Hunan** or **Jackson Hunan**, but not **J. Hunan** or **Hunan, Jackson**.
- o To search for a member by User ID number, type the User ID number of the member in the box beside **User ID**.
- o To search for a member by interests, type one or more interests in the box beside **Interests**. Each word you specify in the box beside **Interests** must exist in the person's interests summary. For example, if you type CATS, DOGS, ELEPHANTS, FISH, LIZARDS, INSECTS, you will find only members who have all six words mentioned in their interests summaries.
- o To conduct the search, select **Search**. Selecting **Search** takes you to a **Member Directory Search** dialog that lists forum members who meet your search criteria.
- o In order to find a member in a search, the member must have provided an interests summary. Thus, you might not find all members of a forum using the **Search for Member** dialog.

### Related Information

[Finding CompuServe Members](#)

[Forum Membership Interests](#)

[Searching for CompuServe Members](#)

**In Sections:** These are the forum's message sections. Unless you are searching for a message by its message number, you must mark the sections you want to search. If you want to search all sections, select **All**. If you want to unmark all sections, select **None**.

**All:** Marks all sections. If you attempt to search for a message by its message number, **All** is not a valid selection and will be dimmed.



**None:** Unmarks all sections. If you attempt to search for a message by its message number, **None** is not a valid selection and will be dimmed.

Type your search criteria information, such as a message subject, message number, sender or recipient User ID number. In this example, since **Subject** has been selected, you would type a message subject. When searching for messages by subject, each word you specify must be part of the respective topic wording in order to find a match. If you are searching for a message by its message number, the number you type here must be a valid message number for the forum. In this example, the message number would have to be greater than **150633** and less than **152149** in order for the **Search** button to be a valid selection.

**Since:** Specify the date of the oldest message you want included in the search. In this example, all messages posted since February of 1992 will be searched. The date specified in the box beside **Since** is not used and is dimmed when you attempt to search for a message by its message number.

**Mark Results:** Mark this if you want the messages turned up to be automatically identified, or marked, for later retrieval.

**Search:** Begins the search. If you are searching by subject, author, or recipient, **Search** takes you to a **Message Topics** dialog where you view a list of messages that match your search criteria. If you are searching by message number, **Search** takes you to a **Forum Message** dialog.

**Cancel:** Closes the dialog.

**Subject:** Select this if you want to search for messages by their respective topic wording.

**Message Number:** Select this if you want to search for a message by its assigned message number..



**From:** Select this if you want to search for messages from a particular User ID number or member name.

**To:** Select this if you want to search for messages sent to a particular User ID number or member name.

## Searching for a Forum Message

The **Search for messages matching** dialog finds forum messages that match your search criteria.

You get here by clicking on the **Search** icon for messages on the [Forum Toolbox](#) or by choosing **Search** from the Messages menu in a forum.

- o Select your desired search form, such as **Subject** to search for messages by respective topic wording, **Message Number** to search for a message by its assigned message number, **From** to search for messages from a particular User ID number or member name, or **To** to search for messages sent to a particular User ID number or member name.
- o Type your search criteria information, such as a message subject, message number, sender or recipient User ID number, in the **Search For** text box. When searching for messages by subject, each word you specify must be part of the respective topic wording in order to find a match.
- o Specify the date of the oldest message you want included in the search in the box beside **Since**. The date specified in the box beside **Since** is not used and is dimmed when you attempt to search for a message by its message number.
- o If you want the messages turned up to be automatically marked for later retrieval, mark **Mark Results**.
- o Unless you are searching for a message by its message number, one or more sections must be marked under **In Sections**. To search all sections, select **All**. To unmark all sections, select **None**.
- o If you search by message number, **All** and **None** are not valid selections and will be dimmed.
- o To begin the search, select **Search**. Selecting **Search**, if you are searching by subject, author, or recipient, takes you to a [Message Topics](#) dialog. Selecting **Search**, if you are searching by message number, takes you to a [Forum Message](#) dialog.

### Related Information

[Browsing Forum Message Sections](#)

[Browsing Forum Messages and Topics](#)

[Forum Messages](#)

[Retrieving Your Marked Messages](#)

These are all the message sections in the forum, along with the number of message topics and messages in each.

**Select:** Takes you to a **Message Topics** dialog that displays a list of message topics for the highlighted section. In this example, you would see the message topics for the **Program Manager** section entry.

**Mark:** Identifies, or marks, a highlighted section for later retrieval. In this example, the entire Program Manager section -- all 220 messages -- would be marked.

**All:** Marks all the message sections in the forum for later retrieval.

**Close:** Records your marking preferences and closes the dialog.



## Browsing Forum Message Sections

The **Message Sections** dialog lists the forum's message sections.

You get here by clicking on the **Browse** icon for messages on the **Forum Toolbox** or by choosing **Browse** from the Messages menu in a forum.

- o To view the message topics for a section, highlight the section and then select **Select**. Selecting **Select** takes you to a **Message Topics** dialog.
- o To mark a section for later retrieval, highlight the section and then select **Mark**.
- o To mark all the message sections in the forum for later retrieval, select **All**.
- o To record your marking preferences and closes the dialog, select **Close**.
- o Message section numbers will appear along with the section title only if the **Show Message Section Numbers** option in the **Forum Preferences** dialog is set appropriately.

### Related Information

[Browsing Forum Messages and Topics](#)

[Forum Messages](#)

[Retrieving Marked Messages](#)

[Searching for a Forum Message](#)

[Setting the Oldest Message Date](#)

## Discovering Message Relationships

The **Message Map** dialog shows you how a forum message is related to other messages in the same topic. Any message to which there are replies is called a 'parent'; other replies to the same message are called 'siblings.'

You get to the **Message Map** dialog by selecting **Map** at a [Forum Message](#) or [Message Topics](#) dialog.

- o The connecting lines in the **Message Map** dialog show you how the messages in a topic are related to each other.

### Related Information

[Browsing Forum Messages and Topics](#)

[Forums](#)

[Searching for a Forum Message](#)

[Forum Messages](#)

The message sections and message topics that you marked for retrieval are listed here. This example shows that four topics in the Windows 3.0 section of the WINNEW forum -- WININI HELP, Memory Page Fault Error, Zap Unwanted Files, and Won't Run in 386 mode -- have been marked for retrieval, as well as additional topics in the Windows Accessories section. If an entire message section has been marked for retrieval, you will see **{ all topics }** under **Topic**.

**Disconnect When Done:** Mark this if you want CompuServe 2.5 to disconnect you from CompuServe after the final message has been retrieved.

**Get All:** Begins retrieval of all your marked messages into your Filing Cabinet. Unless an appropriate folder already exists, CompuServe 2.5 creates a folder for the retrieved messages and names it after the forum. In this example, the messages will be retrieved to a Windows New Users (WINNEW) folder in your Filing Cabinet.

**Unmark:** Removes the highlighted message topic from the list of messages to be retrieved. If you unmark a topic by mistake that you still want, you can select the **Cancel** button, and then the **Retrieve Marked** command again.

**OK:** Records your changes and closes the dialog.

**Cancel:** Closes the dialog without recording any of your changes or retrieving any files.



## Retrieving Your Marked Messages

The **Retrieve Marked Messages** dialog retrieves the messages that you marked in your forum session.

You get here by choosing **Retrieve Marked** from the Messages menu in a forum.

- o If an entire message section has been marked for retrieval, you will see **{ all topics }** under **Topic**.
- o To have CompuServe 2.5 disconnect you from CompuServe after the final message has been retrieved, mark **Disconnect When Done**.
- o To remove the highlighted message topic from the list of messages to be retrieved, select **Unmark**.
- o If you accidentally unmark a topic, select the **Cancel** button, and then the **Retrieve Marked** command again.
- o To record your changes and close the dialog, select **OK**.
- o To begin retrieval of all your marked messages into your Filing Cabinet, select **Get All**. Unless an appropriate folder already exists, CompuServe 2.5 creates a folder for the retrieved messages and names it after the forum.

### Related Information

[Forum Messages](#)

These are the message topics that make up the particular message section. In this example, the name of the message section is Program Manager. You can mark any message topic you wish to store in your Filing Cabinet.

**Get:** Takes you to a **Forum Message** dialog where you see the first message in the highlighted topic. In this example, you would view the first message in the **ProgMan & Win.Ini** topic entry.

**Map:** Enables you to learn the parent, child, and sibling relationships between messages in a topic. Takes you to a **Message Map** dialog.

**Mark:** Identifies the highlighted topic for later retrieval. In this example, the **ProgMan & Win.Ini** topic entry would be marked.

**Close:** Records your marking preferences and closes the dialog.

## Browsing Forum Messages and Topics

The **Message Topics** dialog lists all the topics in a forum message section.

There are many ways to get here.

- o To view the first message in a topic, highlight the topic and then select **Get**. Selecting **Get** takes you to a **Forum Message** dialog.
- o To learn the parent, child, and sibling relationships among messages in a topic, select **Message Map**. Selecting **Map** takes you to a **Message Map** dialog.
- o To mark a topic for later retrieval, highlight the topic and select **Mark**.
- o To record your marking preferences and close the dialog, select **Close**.

### Related Information

[Forums](#)

[Forum Messages](#)

[Message Map](#)

This introductory text tells you something of the purpose and flavor of the forum, usually including the names and User ID numbers of the members in charge of the forum.



**Name:** Type your actual name rather than a nickname or handle. By default, the name that you specified in the box beside **Your Name** in your **Session Settings** dialog initially appears here. You cannot join a forum unless **Name** is filled in.

**Interests:** If you like, type any interests or objectives that you would like to share with other forum members. This is an excellent way to let others learn about you. You can leave this blank if you want and provide information later at a **Change Member Interests** dialog; but you must list at least one interest, either at a **Change Member Interests** dialog or at this **Joining a Forum** dialog, if you want your name to be available to members conducting a member search at a **Search for Member** dialog.

**Join:** Enrolls you as a member of the forum. You must have a name specified in the box beside **Name** before you can select this. Once you become a member, you receive full membership privileges, such as being able to post and reply to messages on the message board and contribute and retrieve files from the forum libraries.

**Leave:** Takes you back to where you were before you accessed the forum.

**Visit:** Allows you to explore the forum without becoming a member. As a visitor you can only view messages and review library files. You must become a member of the forum to post messages, contribute and retrieve library files, and participate in conferences.

## Joining a Forum

The **Joining a Forum** dialog tells you a little bit about the forum and gives you the opportunity to become a member. You must join a forum in order to post messages on the forum's message board, contribute and retrieve library files, and engage in forum conferences.

You see this dialog when you access a forum you aren't a member of, or when you select **Join Forum** from the Special menu in a forum.

- o You cannot join a forum unless the box beside **Name** is filled in. By default, the name that you specified in the box below **Your Name** in the Session Settings dialog initially appears in the box beside **Name**.
- o If you like, type any interests or objectives that you would like to share with other forum members in the box below **Interest**. You can leave the box below **Interests** blank, if you want, and provide information later at a Change Member Interests dialog; but you must list at least one interest, either at a **Change Member Interests** dialog or at this **Joining a Forum** dialog, if you want your name to be available to members conducting a member search at a Search for Member dialog.
- o To enroll in the forum's membership, select **Join**.
- o To close this dialog and return to where you were before you accessed the forum, select **Leave**.
- o To explore the forum without becoming a member, select **Visit**. As a visitor you can only view messages and review library files.

## Related Information

Changing Your Member Interests  
Forum Membership Interests

**Date:** Type the date you want to be the starting date for forum message browses and searches. Only messages posted after that date will be available for browsing and searching. By default, **Date** will be the date of the newest message read during your last visit to the forum. Thus, if you enter a forum several times a day, you will scan only the most recent messages when you browse or search messages unless you modify **Date** to be an older (earlier) date.

**Time:** Type the time you want to be the starting time for forum message browses and searches. Only messages posted after that time on the date specified in the box beside **Date** will be available for browsing and searching. By default, **Time** will be the time of the newest message read during your last visit to the forum.



**OK:** Records your changes and closes the dialog.

**Cancel:** Closes the dialog without recording any changes.

## Setting the Oldest Message Date

The **Set First Message Date** dialog determines how many messages you will be able to read in a forum. The date and time that you assign becomes the starting point for forum message browses and searches.

You get here by choosing **Set Date** from the Messages menu in a forum.

- o Type the date you want to be the starting date for forum message browses and searches in the box beside **Date**. Only messages posted after that date will be available for browsing and searching.
- o By default, **Date** will be the date of the newest message read during your last visit to the forum. Thus, if you enter a forum several times a day, you will scan only the most recent messages when you browse or search messages unless you modify **Date** to be an earlier date.
- o Type the time you want to be the starting time for forum message browses and searches in the box beside **Time**. Only messages posted after that time on the date specified in the box beside **Date** will be available for browsing and searching.
- o By default, **Time** will be the time of the newest message read during your last visit to the forum.
- o To record your changes and close the dialog, select **OK**.

### Related Information

[Browsing Forum Message Sections](#)

[Browsing Forum Messages and Topics](#)

[Forum Messages](#)

[Searching for a Forum Message](#)

**To:** Takes you to an **Add to Address Book** dialog where you can add recipient information to your Address Book.

**From:** Takes you to an **Add to Address Book** dialog where you can add sender information to your Address Book.

Each message is assigned a unique message number. In this example, **150910** is the message number. This dialog tells you whether there are any replies to a message -- this example shows that there is one reply -- and whether the message is part of a topic -- this example shows that the message is the second of six. The **Program Manager: ProgMan and Win.Ini** caption for the dialog means that the message is part of the ProgMan and Win.Ini topic in the Program Manager section of the forum.

**Topic:** If there are other topics remaining to be browsed in the message section, **Topic** takes you to the first message in the next topic. If you are in the final topic for a message section, **Topic** is not a valid selection and is dimmed.

**Map:** Enables you to learn the parent, child, and sibling relationships between messages in a topic. Takes you to a **Message Map** dialog.




**File It:** Takes you to a **Filing Cabinet** dialog where you can store a copy of the message in your Filing Cabinet.


**Reply:** Takes you to a **Reply** dialog where you can compose and send a reply to the message author.


**Delete:** Removes the message from the forum message board. You can delete only messages that you compose.

**Cancel:** Closes the dialog.

**More:** If there is more of the message to be viewed than is showing, **More** displays the next page. If there is no more of the message to be viewed, but there is another message remaining to be read in the message topic, **More** displays that message. If there are no more messages in the topic, but there are additional topics, **More** displays the first message in the next topic; otherwise **More** is not a valid selection and is dimmed.

: Takes you to the previous message in the topic. If you are at the first message in the topic, this arrow is not a valid selection and is dimmed.

: Takes you to the parent of the message -- the message to which this message is a reply.

: Takes you to the next message in the topic. If you are at the final message in the topic, this arrow is not a valid selection and is dimmed.



## Reading and Processing a Forum Message

The **Forum Message** dialog displays a forum message.

You get here by selecting **Get** at a **Message Topics** or **Message Map** dialog.

- o To add recipient information to your Address Book, select **To**. To add sender information to your Address Book, select **From**. Selecting **To** or **From** take you to an **Add to Address Book** dialog.
- o If there is more of the message to be viewed than is showing, selecting **More** displays the next page. If there is no more of the message to be viewed, but there is another message remaining to be read in the message topic, selecting **More** displays that message. If there are no more messages in the topic, but there are additional topics, selecting **More** displays the first message in the next topic; otherwise **More** is not a valid selection and is dimmed.
- o Alternately, you can view the previous message in the topic by selecting **Left Arrow**, the parent of the message -- the message to which this message is a reply, by selecting **Up Arrow**, or the next message in the topic by selecting **Right Arrow**. If you are at the first message in the topic, **Left Arrow** is not a valid selection and is dimmed. If you are at the final message in the topic, **Right Arrow** is not a valid selection and is dimmed.
- o To view the first message in the next topic, select **Topic**. If you are in the final topic for a message section, **Topic** is not a valid selection and is dimmed.
- o To learn the parent, child, and sibling relationships between messages in a topic, select **Map**. Selecting **Map** takes you to a **Message Map** dialog.
- o To store a copy of the message in your Filing Cabinet, select **File It**. Selecting **File It** takes you to a **Filing Cabinet** dialog.
- o To compose and send a reply to the message's author, select **Reply**. Selecting **Reply** takes you to a **Reply** dialog.
- o To remove the message from the forum message board, select **Delete**. You can delete only those messages that you compose.

### Related Information

[Address Book](#)

[Filing Cabinet](#)

[Forum Messages](#)

[Replying to a Message](#)

**User Name:** Enter your forum name here. It is best to use your actual name, rather than a nickname. **User Name** cannot be blank. By default, the name that initially appears here is the same one you specified when you joined the forum. When you create a forum message in a forum, the name specified in the box beside **User Name** is used as the sender name.

**Last Message:** Type the message number you wish to use as the starting message for message browses and searches for the remainder of your forum session. By default, **Last Message** will usually be the highest-numbered message you read during your last visit to the forum. If all the messages you read before are gone, **Last Message** will be one less than the number of the earliest remaining message. If you want to limit the number of messages available for browsing and searching even more, you can set the oldest message date for your forum session (see Related Information).

**Permanent:** Mark this if you want your option changes to be in effect each time you enter the forum.

**Set:** Records any changes and closes the dialog. You must have a name specified in the box beside **User Name** before you can select this.

**Cancel:** Closes the dialog without recording any changes.

## Forum Options

The **Forum Options** dialog helps you customize your forum session. You can specify a different set of **Forum Options** for each forum you join.

You get here by choosing **Forum Options** from the Special menu in a forum.

- o Type your desired forum name in the box beside **User Name**. The name that initially appears in the box beside **User Name** is the same one you specified when you joined the forum. Thereafter, when you create a forum message in a forum, the name specified in the box beside **User Name** is used as the sender name.
- o Type the message number you wish to use as the starting message for message browses and searches for the remainder of your forum session in the box beside **Last Message**. **Last Message** will usually be the highest-numbered message you read during your last visit to the forum. If all the messages you read before are gone, **Last Message** will be one less than the number of the earliest remaining message.
- o If you want your option changes to be in effect each time you enter the forum, mark **Permanent**.
- o To record any changes and close the dialog, select **Set**.

## Related Information

[Forums](#)

[Forum Preferences](#)

[Joining a Forum](#)

[Setting the Oldest Message Date](#)





**Modem:** Highlight your modem type in the list provided. If your modem type is not in the list and is Hayes-compatible, highlight Hayes. If this does not work, highlight **Other**. If you select a modem from the list, CompuServe 2.5 will update this dialog with any default information specific to that modem.

**Initialize:** Type your modem's initialization command string. If you highlight a modem in the list provided in the box beside **Modem**, that modem's initialization command string will be displayed automatically.

**Prefix:** Make sure that this is the correct prefix string. Also known as the attention command.

**Dial Tone:** Make sure that this is the correct string to initiate tone dialing.

**Reset:** Make sure that this is the correct string to reset the modem.

**Escape:** Make sure that this is the correct string to issue an Escape command.

**Connect:** Make sure that this is the correct string or phrase displayed when connection is established.

**Speaker Off:** Mark this if you desire a silent operation (no dial tone, dialing, and connection sounds during logon) of a Hayes-compatible modem.



**Suffix:** Make sure that this is the correct string to terminate a command.

**Dial Pulse:** Make sure that this is the correct string to initiate pulse dialing.

**Hang Up:** Make sure that this is the correct string to free the telephone line.

**Acknowledge:** Make sure that this is the correct string or phrase displayed when a command is successfully received by the modem.

**Failure:** Make sure that this is the correct string to or phrase to be displayed when there is no connection or the signal stops.

**OK:** Records any changes you make and closes this dialog.

**Cancel:** Closes the dialog without recording any of your changes.

**Error Correction:** Mark this if you want to employ error correction.



This is the command to enable error correction on your modem. Depending on the modem you have selected, the appropriate error correction command will be displayed here by default. However, if you selected a modem for which information is not available, you will have to consult your modem's documentation to learn what to enter here.

**Data Compression:** Mark this if you want to employ data compression.

This is the command to enable data compression on your modem. Depending on the modem you have selected, the appropriate data compression command will be displayed here by default. However, if you selected a modem for which information is not available, you will have to consult your modem's documentation to learn what to enter here.

**User ID:** If your modem supports security access, type your User ID here.

**Password:** If your modem supports security access, type your Password here.

## Modem Control Settings

The **Modem Control Strings** dialog displays your current modem parameters so that you can review or modify them.

- o **Modem:** Highlight your modem type in the list provided. If your modem type is not in the list and is Hayes-compatible, highlight Hayes. If this does not work, highlight **Other**. If you select a modem from the list, CompuServe 2.5 will update this dialog with any default information specific to that modem.
- o **Initialize:** Type your modem's initialization command string. If you highlight a modem in the list provided in the box beside **Modem**, that modem's initialization command string will be displayed automatically.
- o **Prefix:** Make sure that this is the correct prefix string. Also known as the attention command.
- o **Dial Tone:** Make sure that this is the correct string to initiate tone dialing.
- o **Reset:** Make sure that this is the correct string to reset the modem.
- o **Escape:** Make sure that this is the correct string to issue an Escape command.
- o **Connect:** Make sure that this is the correct string or phrase displayed when connection is established.
- o **Speaker Off:** Mark this if you desire a silent operation (no dial tone, dialing, and connection sounds during logon) of a Hayes-compatible modem.
- o **Suffix:** Make sure that this is the correct string to terminate a command.
- o **Dial Pulse:** Make sure that this is the correct string to initiate pulse dialing.
- o **Hang Up:** Make sure that this is the correct string to free the telephone line.
- o **Acknowledge:** Make sure that this is the correct string or phrase displayed when a command is successfully received by the modem.
- o **Failure:** Make sure that this is the correct string or phrase to be displayed when there is no connection or the signal stops.
- o **OK:** Records any changes you make and closes this dialog.
- o **Cancel:** Closes the dialog without recording any of your changes.
- o **Error Correction:** Mark this if you want to employ error correction. Then type the command to enable error correction on your modem. Depending on the modem you have selected, the appropriate error correction command will be displayed here by default. However, if you selected a modem for which information is not available, you will have to consult your modem's documentation to learn what to enter here.
- o **Data Compression:** Mark this if you want to employ data compression. Then type the command to enable data compression on your modem. Depending on the modem you have selected, the appropriate data compression command will be displayed here by default. However, if you selected a modem for which information is not available, you

will have to consult your modem's documentation to learn what to enter here.

- o **User ID:** If your modem supports security access, type your User ID here.
- o **Password:** If your modem supports security access, type your Password here.
- o You can control carrier detect through your modem and the **Enable Carrier Detect** checkbox in the **More Session Settings** dialog.

### **Related Information**

[Control Characters](#)

[Logon Parameters and Timeout Settings](#)

[Session Settings](#)

## Control Characters

- o Some modems require control characters in their control strings.
- o CompuServe 2.5's notation for a control character is a caret circumflex (^) followed by the control character letter. For example, ^**M** is the notation for Control-M, or carriage return.



**About Box:** Mark this if you want the **About Box** dialog to be displayed each time you start CompuServe 2.5.

**Browse:** Mark this if you want the Services window of CompuServe Services to be displayed each time you start CompuServe 2.5.

**Member Services:** Mark this if you want the **Member Services** menu to be displayed each time you start CompuServe 2.5. This menu contains access to services such as CompuServe 2.5 support forums, Feedback, and CISSoft.

**Favorite Places:** Mark this if you want the **Favorite Places** dialog to be displayed each time you start CompuServe 2.5.

**Prompt for Unsent Msgs:** Mark this if you want CompuServe 2.5 to remind you to send any Mail in your Out-Basket before you exit, or to send any forum messages that are in your Out-Basket each time you leave a forum.

**Keep Window Maximized:** Mark this if you want to make sure that the various dialog boxes and other windows within CompuServe 2.5 are always displayed in maximized form once you maximize them. Thus, if you resize a maximized window before closing it while the **Keep Window Maximized** option is selected, the window will open in maximized form the next time you open it.

**Show Graphic Menus:** Mark this if you want CompuServe 2.5 to display graphic menus for services rather than text-only menus whenever available. Graphic menus have graphics, such as a company logo and one or more icons, that you can click on as menu selections.

**Set Function Keys:** Takes you to a **Function Key Settings** dialog where you can assign a sequence of keystrokes to your function keys.



**Directories:** Takes you to a **Directory Preferences** dialog where you can review and modify your various CompuServe 2.5 directories.

**OK:** Records your changes and closes this dialog.

**Cancel:** Closes the dialog without making any of your changes.

**Fonts:** Takes you to a Fonts dialog where you can modify the fonts CompuServe 2.5 uses to display information on your monitor.

**Accesses:** Select this if you want the entries in your Favorite Places dialog to be listed according to their access frequency. In other words, the entry that you access most frequently will be listed first, and the entry that you access least frequently will be listed last.

**Alphabetic:** Select this if you want the entries in your **Favorite Places** dialog to be listed in alphabetical order.

**Last Accessed:** Select this if you want the entries in your Favorite Places dialog to be listed in order in which they were last accessed.

**None:** Select this if you want your **Favorite Places** entries to be listed in the order in which you add them, rather than in alphabetical order or order of access frequency.



**Play Sounds:** Mark this if you want to have certain CompuServe 2.5 events accompanied by sounds that you specify. You specify the sounds that you want in the Sounds module of your Windows Control Panel. Your Windows Control Panel will probably be in a folder called Main, although could be elsewhere if you have rearranged or reorganized your Windows desktop.

**Always Ask for File Name:** Mark this if you want CompuServe 2.5 to always prompt you for a destination file name whenever you mark/retrieve a file. The alternative is the forum file name.

**Help:** Displays this help page.

**Prompt for Unsaved Graphics:** Mark this if you want CompuServe 2.5 to prompt you about saving graphics that you view in your Graphics window. If **Prompt for Unsaved Graphics** is set and you attempt to close your Graphics window without saving the graphics image, CompuServe 2.5 will ask for confirmation before closing the window.

## General Preferences

The **General Preferences** dialog displays your current Information Manager Initial Desktop options and preferences so that you can review or modify them.

### Initial Desktop

- o **Explore Services:** Mark this if you want the **Explore Services** window of CompuServe Services to be displayed each time you start CompuServe 2.5.
- o **Favorite Places:** Mark this if you want the **Favorite Places** dialog to be displayed each time you start CompuServe 2.5.

### Sort Favorite Places by

- o **Accesses:** Select this if you want the entries in your **Favorite Places** dialog to be listed according to their access frequency. In other words, the entry that you access most frequently will be listed first, and the entry that you access least frequently will be listed last.
- o **Alphabetic:** Select this if you want the entries in your **Favorite Places** dialog to be listed in alphabetical order.
- o **Last Accessed:** Select this if you want the entries in your **Favorite Places** dialog to be listed according to your access preference. In other words, each time you access an entry, it will be placed at the top of the list.
- o **None:** Select this if you want your **Favorite Places** entries to be listed in the order in which you add them, rather than in alphabetical order or order of access frequency.

### Miscellaneous Options

- o **Play Sounds:** Mark this if you want to have certain CompuServe 2.5 events accompanied by sounds that you specify. You specify the sounds that you want in the Sounds module of your Windows Control Panel. Your Windows Control Panel will probably be in a folder called Main, although could be elsewhere if you have rearranged or reorganized your Windows desktop.
- o **Prompt for Unsent Msgs:** Mark this if you want CompuServe 2.5 to remind you to send any Mail in your Out-Basket before you exit, or to send any forum messages that are in your Out-Basket each time you leave a forum.
- o **Show Graphic Menus:** Mark this if you want CompuServe 2.5 to display graphic menus for services rather than text-only menus whenever available. Graphic menus have graphics, such as a company logo and one or more icons, that you can click on as menu selections.
- o **Always Ask for File Name:** Mark this if you want CompuServe 2.5 to always prompt you for a destination file name whenever you mark/retrieve a file. The alternative is the forum file name.
- o **Prompt for Unsaved Graphics:** Mark this if you want CompuServe 2.5 to prompt you about saving graphics that you view in your Graphics window. If **Prompt for Unsaved Graphics** is set and you attempt to close your Graphics window without saving the graphics image, CompuServe 2.5 will ask for confirmation before closing the window.

- o **Keep Window Maximized:** Mark this if you want to make sure that the various dialog boxes and other windows within CompuServe 2.5 are always displayed in maximized form once you maximize them.
- o **Show Tooltips:** Mark this if you want to be able to view brief descriptions of CompuServe 2.5 icons by resting your arrow cursor on them.
- o **Set Function Keys:** Takes you to a **Function Key Settings** dialog where you can assign a sequence of keystrokes to your function keys.
- o **Set Fonts:** Takes you to a **Fonts** dialog where you can modify the fonts CompuServe 2.5 uses to display information on your monitor.
- o **Set Directories:** Takes you to a **Directory Preferences** dialog where you can review and modify the various CompuServe 2.5 directories. For example, CompuServe 2.5 reserves a directory for non-graphics files that you download, including files that you retrieve from your online mailbox.
- o **Set Location:** Takes you to a **Location Preferences** dialog where you can assign country and language preferences.

### **Related Information**

[Exploring Services](#)

[Function Key Settings](#)

[Grouping Your Favorite Services](#)

[Out-Basket](#)

[Preferences](#)

**Dialogs:** Mark this to select a font for items in CompuServe 2.5 dialog boxes.

**Listbox Fixed:** Mark this to select a font for list menus displayed by CompuServe 2.5.



**Editbox:** Mark this to select the font for Information Manager text boxes when a proportional font is required.

**Editbox Fixed:** Mark this to select the font for Information Manager text boxes when a fixed font is required.

**Printer:** Mark this to select a font for printing text that is displayed in a proportional font.

**Printer Fixed:** Mark this to select a font for printing text that is displayed in a fixed font.

**Terminal:** Mark this to select the font to be used when in Terminal Emulation.

**Select:** Takes you to a standard Windows **Font** dialog where you can select a font, style, size, and so forth.

**Cancel:** Closes the dialog.

**Default:** Returns all font settings to the default settings that originally came with CompuServe 2.5.



## Changing Your Display Font

The **Fonts** dialog gives you some font-related options with respect to the way CompuServe 2.5 displays text on your screen.

You get here by selecting **Fonts** at the **General Preferences** dialog.

- o To assign a font for items in CompuServe 2.5 dialog boxes, select **Dialogs** and then select **Select**.
- o To assign a font for list menus displayed by CompuServe 2.5, select **Listbox Fixed** and then select **Select**.
- o To assign a font for CompuServe 2.5 text boxes when a proportional font is required, select **Editbox** and then select **Select**.
- o To assign a font for CompuServe 2.5 text boxes when a fixed font is required, select **Editbox Fixed** and then select **Select**.
- o To assign a font for printing text that is displayed in a proportional font, select **Printer** and then select **Select**.
- o To assign a font for printing text that is displayed in a fixed font, select **Printer Fixed** and then select **Select**.
- o To assign a font to be used when in Terminal Emulation, select **Terminal** and then select **Select**.
- o Selecting **Select** takes you to a standard Windows **Font** dialog where you can select a font, style, size, and so forth.
- o To return all font settings to those that originally came with CompuServe 2.5, select **Default**.

### Related Information

[Preferences](#)  
[Settings](#)

**Delete Retrieved Mail:** Mark this if you want CompuServe 2.5 to automatically delete Mail messages from your online mailbox after you read them or retrieve them to your In-Basket.

**File Outgoing Messages:** Mark this if you want CompuServe 2.5 to automatically save copies of all outgoing Mail messages to the specified Filing Cabinet folder. In this example, **Auto-Filed** is the name of the specified Filing Cabinet folder. However, you can specify any folder by typing its name in the box beside **Folder**.

**Folder:** Used in conjunction with **File Outgoing Messages**, you can specify a Filing Cabinet folder here to store your filed messages. If you modify the folder name, messages previously saved will remain in the old folder, while messages subsequently saved will go to the new folder.

**OK:** Records your changes and closes this dialog.

**Cancel:** Closes the dialog without recording any of your changes.

## Mail Preferences

The **Mail Preferences** dialog displays your current Mail options and preferences so that you can review or modify them.

You get here by choosing **Preferences** from the Special menu on any CompuServe 2.5 desktop, and then choosing **Mail** from the Preferences submenu.

- o To have Mail messages automatically deleted from your online mailbox after you read them or retrieve them to your In-Basket, mark **Delete Retrieved Mail** and then select **OK**.
- o To have copies of all outgoing Mail messages automatically saved to a Filing Cabinet folder, mark **File Outgoing Messages** and type the folder's name in the box beside **Folder**. Then select **OK**.
- o If you change the folder associated with **File Outgoing Messages**, message copies previously saved will remain in the old folder, while message copies subsequently saved will go to the new folder.

## Related Information

[CompuServe Mail](#)

[Filing Cabinet](#)

[In-Basket](#)

[Opening Your CompuServe Mailbox](#)

[Out-Basket](#)

[Preferences](#)

**Nickname:** Type the name you want to be known by in forum conferences.



**OK:** Records your change and closes this dialog.

**Cancel:** Nulifies your change and closes this dialog.

## Changing Your Conference Nickname

The **Change Nickname** dialog shows your current conference nickname so that you can modify it.

You get to the **Change Nickname** dialog by choosing **Set Nickname** from the Conference menu in a forum.

- o To change your conference nickname, type the new name in the box beside **Nickname** and then select **OK**.
- o Your nickname may have a maximum of 19 characters, but may not contain asterisks (\*), pound signs (#), or braces ({ or }).
- o Your nickname may contain embedded spaces, but CompuServe removes leading or trailing spaces. For example, **Jackson\_Hunan** and **Jackson Hunan** are both valid nicknames.
- o A nickname should not be obscene or offensive to the average person.

### Related Information

[Conference Preferences](#)

[Forums](#)

[Forum Conferences](#)

[Forum Preferences](#)

## Removing Forum Information

The **Forum Databases** dialog lists the forums you have accessed.

You get here by choosing **Forum Database** from the Special menu on the initial desktop.

- o When you join a forum, CompuServe 2.5 stores information about that forum in a database on your computer. Subsequently, CompuServe 2.5 updates the information whenever you access the forum. This information includes message section names and library names and numbers.
- o If you suspect that the information (about a forum) in the database is wrong, or if you want to conserve RAM by eliminating forum database information for forums you no longer use, you can delete it by highlighting the forum and selecting **Delete**.

### Related Information

[Forums](#)

[Forum Options](#)

[Forum Preferences](#)

**Show News Flash:** Mark this if you want to have important forum news and events bulletins displayed as they are posted.

**Show Toolbox:** Mark this if you want CompuServe 2.5 to display the **Forum Toolbox** each time you enter a forum.

**Show Message Section Numbers:** Mark this if you want to see message section numbers displayed next to message section names when browsing message sections.

**Show Library Section Numbers:** Mark this if you want to see library section numbers displayed next to library section names when browsing library files.



**OK:** Records your changes and closes this dialog.

**Cancel:** Closes this dialog without making any of your changes.

**Help:** Displays this help page.

**Download Directory:** Type the subdirectory you want your downloaded forum messages and library files to be placed in when you retrieve them.

**Title:** Mark this if you want the title of the file (rather than the file name) to be displayed when your browse or search forum library files.

**File Name:** Mark this if you want the file name (rather than the title of the file) to be displayed when you browse or search forum library files.

**File Size:** Mark this if you want the number of characters in the file to be displayed when browsing or searching for library files.

**Access Count:** Mark this if you want the number of accesses of the file to be displayed when browsing or searching for library files.



**Submission Date:** Mark this if you want the date the file was contributed to be displayed when browsing or searching for library files.

**Submitter's ID:** Mark this if you want the User ID number of the person who contributed the file to be displayed when browsing or searching for library files.

**More...:** Takes you to a **Conference Preferences** dialog where you can assign forum conferencing-related options.

**File Outgoing Messages:** Mark this if you want CompuServe 2.5 to automatically save copies of all outgoing messages to the specified Filing Cabinet folder. In this example, **Auto-Filed** is the name of the specified Filing Cabinet folder. However, you can specify any folder by typing its name in the box beside **Folder**.

**Folder:** Used in conjunction with **File Outgoing Messages**, you can specify a Filing Cabinet folder here to store your filed messages. If you modify the folder name, messages previously saved will remain in the old folder, while messages subsequently saved will go to the new folder.

**Show Forum Logo:** Mark this if you want CompuServe 2.5 to display a forum's logo each time you access a forum. Not all forums have logos.

**Allow Graphics Viewing By File Extension:** If set, CompuServe 2.5 enables you to view files that have a GIF or JPG extension while online. If not set, you will not be able to view such files while online.

## Forum Preferences

The **Forum Preferences** dialog displays your current Forum Desktop preferences so that you can review or modify them.

- o **Show News Flash:** Mark this if you want to have important forum news and events bulletins displayed as they are posted.
- o **Show Toolbox:** Mark this if you want CompuServe 2.5 to display the **Forum Toolbox** each time you enter a forum.
- o **Show Message Section Numbers:** Mark this if you want to see message section numbers displayed next to message section names when browsing message sections.
- o **Show Library Section Numbers:** Mark this if you want to see library section numbers displayed next to library section names when browsing library files.
- o **Download Directory:** Type the subdirectory you want your downloaded forum messages and library files to be placed in when you retrieve them.
- o **Title:** Mark this if you want the title of the file (rather than the file name) to be displayed when your browse or search forum library files.
- o **File Name:** Mark this if you want the file name (rather than the title of the file) to be displayed when your browse or search forum library files.
- o **File Size:** Mark this if you want the number of characters in the file to be displayed when browsing or searching for library files.
- o **Access Count:** Mark this if you want the number of accesses of the file to be displayed when browsing or searching for library files.
- o **Submission Date:** Mark this if you want the date the file was contributed to be displayed when browsing or searching for library files.
- o **Submitter's ID:** Mark this if you want the User ID number of the person who contributed the file to be displayed when browsing or searching for library files.
- o **More...:** Takes you to a **Conference Preferences** dialog where you can assign forum conferencing-related options.
- o **File Outgoing Messages:** Mark this if you want CompuServe 2.5 to automatically save copies of all outgoing messages to the specified Filing Cabinet folder. In this example, **Auto-Filed** is the name of the specified Filing Cabinet folder. However, you can specify any folder by typing its name in the box beside **Folder**.
- o **Folder:** Used in conjunction with **File Outgoing Messages**, you can specify a Filing Cabinet folder here to store your filed messages. If you modify the folder name, messages previously saved will remain in the old folder, while messages subsequently saved will go to the new folder.
- o **Show Forum Logo:** Mark this if you want CompuServe 2.5 to display a forum's logo each time you access a forum. Not all forums have logos.
- o **Allow Graphics Viewing By File Extension:** If set, CompuServe 2.5 enables you to view files that



have a GIF or JPG extension while online. If not set, you will not be able to view such files while online.

## **Related Information**

[Browsing Forum Message Sections](#)

[Browsing Library Files](#)

[Forums](#)

[Forum Options](#)

[Forum Toolbox](#)

[Setting the Oldest Message Date](#)

**Show Folders:** Mark this if you want CompuServe 2.5 to automatically display the Select Folder dialog on the News Desktop each time you access the News Desktop.

**Show Toolbox:** Mark this if you want CompuServe 2.5 to display the **News Toolbox** each time you access the News Desktop.

**Delete Retrieved Stories:** Mark this if you want CompuServe 2.5 to remove a story from a Personal Folder if you retrieve, or download, the story.

**OK:** Records your changes and closes this dialog.

**Cancel:** Closes the dialog without recording any of your changes.

**Display News Headline Minimized:** CompuServe 2.5 automatically displays a fast-breaking news headline on your screen whenever a relevant news story is released.

**Display News Headline Minimized** simply determines whether CompuServe 2.5 will present the headline in a minimized or maximized dialog. If set, CompuServe 2.5 will display that dialog in minimized form.

## News Preferences

The **News Preferences** dialog displays your current News Desktop options and preferences so that you can review or modify them.

You get here by choosing **Preferences** from the Special menu on any CompuServe 2.5 desktop, and then choosing **News** from the Preferences submenu.

- o If you want CompuServe 2.5 to automatically display the **Select Folder** dialog on the News desktop each time you access the News desktop, mark **Show Folders**.
- o If you want CompuServe 2.5 to display the **News Toolbox** each time you access the News desktop, mark **Show Toolbox**.
- o If you want CompuServe 2.5 to delete stories from your Personal Folders after you retrieve them, mark **Delete Retrieved Stories**.
- o CompuServe 2.5 automatically displays a fast-breaking news headline on your screen whenever a relevant news story is released. If you want CompuServe 2.5 to present the headline in a minimized dialog, mark **Display News Headline Minimized**. Otherwise, CompuServe 2.5 will present the headline in a maximized dialog.
- o To record your changes and close the dialog, select **OK**.

### Related Information

[News Toolbox](#)

[Executive News Service](#)

[Preferences](#)

[Retrieving Marked News Stories](#)

[Selecting Folders](#)



**Handle:** Type the name by which you wish to be known in CB. If you do not specify a handle here, you will be asked to create one when you access a CB band. Your handle may have a maximum of 19 characters, but may not contain asterisks (\*), pound signs (#), or braces ({}). Your handle may contain embedded spaces, but CompuServe removes leading or trailing spaces. For example, **Truckin\_HOBO** and **The Truckin HOBO** are both valid handles. A handle cannot be obscene or offensive to the average person.

**People Entering:** Mark this to track handles of persons entering CB while you are in CB. Such information is displayed in a **Tracking Window** for you.

**People Leaving:** Mark this to track handles of persons leaving CB while you are in CB. Such information is displayed in a **Tracking Window** for you.

**Switching Locations:** Mark this to track handles of persons leaving or entering channels in CB while you are in CB. Such information is displayed in a **Tracking Window** for you.

**Changing Handles:** Mark this to track information about persons changing their handles in CB while you are in CB. Such information is displayed in a **Tracking Window** for you.

**Only Friends:** Mark this to restrict each of the other **Track** options to display information only about persons considered to be friends status by you, as designated in your **Update Group** dialog. Such information is displayed in a **Tracking Window** for you.

**Show Toolbox:** Mark this if you want CompuServe 2.5 to automatically display the **CB Toolbox** each time you access the CB Simulator.

**Accept:** Select this if you want to receive invitations to participate in group conversations with other CBers. If **Accept** is not selected, any invitations sent to you will not be displayed on your screen.



**Ignore:** Select this if you do not want to be bothered by invitations to participate in group conversations with other CBers. If **Ignore** is selected, any invitations sent to you will not be displayed on your screen.

**Accept:** Select this if you want to receive invitations to participate in private one-on-one talks with other CBers. In a private talk, only you and the other CBer with whom you are talking can see the conversation. If **Accept** is not selected, any invitations sent to you by another CBer will not be displayed on your screen.

**Ignore:** Select this if you do not want to be bothered by invitations to participate in private one-on-one talks with other CBers. In a private talk, only you and the other CBER with whom you are talking can see the conversation. If **Ignore** is selected, any invitations for private talks sent to you by another CBER will not be displayed on your screen.

**OK:** Records your changes and closes this dialog.

**Cancel:** Closes the dialog without recording any of your changes.

**Help:** Displays this help page.

**Channel:** Mark this if you want CompuServe 2.5 to create a text file of the conversation on a channel whenever you are on the channel.

**Group:** Mark this if you want CompuServe 2.5 to create a text file of the conversation in a group whenever you are in the group.



**Update Who's Here every:** Mark this if you want CompuServe 2.5 to automatically update the list of users currently in CB when you are in CB. You can specify how often CompuServe 2.5 should update the list by typing a number in the box to the left of **seconds**.

**seconds:** If you have enabled the **Update Who's Here every** checkbox, confirm the value specified here or type a new value. CompuServe 2.5 will update the list of users currently in CB when you are in CB according to the value you specify here.

**CB Text:** Mark this if you want to be able to view a text file that is sent to you in CB. This is available only in special CB sessions. The text will be displayed in a scrolling window for you to view.

**CB Image:** Mark this if you want to be able to view graphics that are sent to you in CB. This is available only in special CB sessions. The graphics will be displayed in a special graphics window.

**CB Sound:** Mark this if you want to be able to play sound files that are sent to you in CB. This is available only in special CB sessions.

## CB Preferences

The **CB Preferences** dialog displays your current CB Desktop options and preferences so that you can review or modify them.

- o **Handle:** Type the name by which you wish to be known in CB. If you do not specify a handle here, you will be asked to create one when you access a CB band. Your handle may have a maximum of 19 characters, but may not contain asterisks (\*), pound signs (#), or braces ({}). Your handle may contain embedded spaces, but CompuServe removes leading or trailing spaces. For example, **Truckin\_HOBO** and **The Truckin HOBO** are both valid handles. A handle cannot be obscene or offensive to the average person.
- o **Auto-update User List:** Mark this if you want the list of members displayed in the Who's Here dialog to be updated automatically whenever a member enters or leaves CB. If **Auto-update User List** is not set, you will be able to update the member list from the Who's Here dialog.
- o **People Entering:** Mark this to track handles of persons entering CB while you are in CB. Such information is displayed in a Tracking Window for you.
- o **People Leaving:** Mark this to track handles of persons leaving CB while you are in CB. Such information is displayed in a Tracking Window for you.
- o **Switching Locations:** Mark this to track handles of persons leaving or entering channels in CB while you are in CB. Such information is displayed in a Tracking Window for you.
- o **Changing Handles:** Mark this to track information about persons changing their handles in CB while you are in CB. Such information is displayed in a Tracking Window for you.
- o **Only Friends:** Mark this to restrict each of the other **Track** options to display information only about persons considered to be friends status by you, as designated in your Update Group dialog. Such information is displayed in a Tracking Window for you.
- o **Show Toolbox:** Mark this if you want CompuServe 2.5 to automatically display the CB Toolbox each time you access the CB Simulator.
- o **Accept:** Select this if you want to receive invitations to participate in group conversations with other CBers. If **Accept** is not selected, any invitations sent to you will not be displayed on your screen.
- o **Ignore:** Select this if you do not want to be bothered by invitations to participate in group conversations with other CBers. If **Ignore** is selected, any invitations sent to you will not be displayed on your screen.
- o **Accept:** Select this if you want to receive invitations to participate in private one-on-one talks with other CBers. In a private talk, only you and the other CBER with whom you are talking can see the conversation. If **Accept** is not selected, any invitations sent to you by another CBER will not be displayed on your screen.
- o **Ignore:** Select this if you do not want to be bothered by invitations to participate in private one-on-one talks with other CBers. In a private talk, only you and the other CBER

with whom you are talking can see the conversation. If **Ignore** is selected, any invitations for private talks sent to you by another CBer will not be displayed on your screen.

- o **Channel:** Mark this if you want CompuServe 2.5 to create a text file of the conversation on a channel whenever you are on the channel.
- o **Group:** Mark this if you want CompuServe 2.5 to create a text file of the conversation in a group whenever you are in the group.
- o **Update Who's Here every:** Mark this if you want CompuServe 2.5 to automatically update the list of users currently in CB when you are in CB. You can specify how often CompuServe 2.5 should update the list by typing a number in the box to the left of **seconds**.
- o **CB Text:** Mark this if you want to be able to view a text file that is sent to you in CB. This is available only in special CB sessions. The text will be displayed in a scrolling window for you to view.
- o **CB Image:** Mark this if you want to be able to view graphics that are sent to you in CB. This is available only in special CB sessions. The graphics will be displayed in a special graphics window.
- o **CB Sound:** Mark this if you want to be able to play sound files that are sent to you in CB. This is available only in special CB sessions.

### **Related Information**

[CB Simulator](#)

[CB Toolbox](#)

[Change Handle](#)

[Inviting People to a Private Group](#)

[Maintaining a Friends List](#)

[Preferences](#)

[Speaking Privately with Just One Person](#)

**Number of Buffer Lines:** Type the number of lines you want CompuServe 2.5 to allot in its capture buffer before starting to overwrite them. You must specify a value of 20 or greater.



**OK:** Records your changes and closes this dialog. You will not be able to select **OK** and it will be dimmed unless the value specified in the box beside **Number of Buffer Lines** is 20 or greater.

**Cancel:** Closes the dialog without recording any of your changes.

**Strip High Bit:** Mark this if you want to access CompuServe through any communications network other than CompuServe's own network. After connecting to CompuServe, if you want to access a service that uses extended characters -- those characters with accents, umlauts, and so forth -- unmark **Strip High Bit** to ensure that such characters will be interpreted and displayed properly.

## Terminal Emulation Preferences

The **Terminal Preferences** dialog controls the size of your Terminal Emulation capture buffer.

You get here by choosing **Preferences** from the Special menu on any CompuServe 2.5 desktop, and then choosing **Terminal Emulation** from the Preferences submenu.

- o To specify the size of CompuServe 2.5's capture buffer, type the number of lines in the box beside **Number of Buffer Lines**. You must specify a value of 20 or greater or **OK** will be dimmed.
- o Mark **Strip High Bit** if you want to access CompuServe through any communications network other than CompuServe's own network. After connecting to CompuServe, if you want to access a service that uses extended characters -- those characters with accents, umlauts, and so forth -- unmark **Strip High Bit** to ensure that such characters will be interpreted and displayed properly.
- o To record your changes and close the dialog, select **OK**.

### Related Information

[Connecting Using Terminal Emulation Preferences](#)

If you wish, type a label for the Alt key combination. Whenever the key combination is available to you in CompuServe 2.5, rather than the default **Alt+** wording that appears at the bottom of your screen, you will see the label you assigned.

Type the sequence of keystrokes you wish to automate (up to 80 characters). Type **^M** for a carriage return, and **^J** for a new line. For example, you could assign this to the Alt+4 Function key combination: **Morning, all! Anybody up for a chat? ^M^J** Once assigned, you could send that greeting each time you entered a channel in CB simply by pressing or clicking on Alt+4. Similarly, you could assign **EF OH ^M^J** to the Alt+5 key combination in order to automate requesting an extended weather forecast for Ohio in the Weather service.

**OK:** Records your settings and closes this dialog.

**Help:** Displays this help page.



**Cancel:** Closes the dialog without recording any of your changes.

## Function Key Settings

The **Function Key Settings** dialog customizes your CompuServe 2.5 session. You can assign a series of keystrokes or commands that you use frequently to up to ten Alt key combinations.

There are many ways to get here.

- o To assign a series of keystrokes to an Alt key combination, type the sequence of keystrokes you wish to automate in the corresponding **Key Definition** box. The definition can be up to 80 characters.
- o If you wish, you can type a label for the Alt key combination in the corresponding **Key Label** box. Whenever the key combination is available to you in CompuServe 2.5, rather than the default **Alt+** wording at the bottom of your screen, you will see the label you assigned.
- o When typing your sequence of keystrokes, to designate a carriage return, type **^M**.
- o When typing your sequence of keystrokes, to designate a new line, type **^J**.
- o To record your settings and close the dialog, select **OK**.

### Related Information

[CB Simulator](#)

[Preferences](#)

[Settings](#)

[Terminal Emulation](#)

This is the **Change Handle** icon. You'll find it on the **CB Toolbox**. It takes you to this dialog.

## Changing Your CB Handle

The **Change Handle** dialog displays your current CB Handle so that you can modify it.

You get to the **Change Handle** dialog by clicking on the **Change Handle** icon on the [CB Toolbox](#) or by choosing **Change Handle** from the Special menu in CB.

- o To change your CB Handle, type your new Handle in the box beside **Handle** and then select **OK**.
- o Your handle may have a maximum of 19 characters, but may not contain asterisks (\*), pound signs (#), or braces ({}).
- o Your Handle may contain embedded spaces, but CompuServe removes leading or trailing spaces. For example, **Truckin\_Hobo** and **The Truckin Hobo** are both valid Handles.
- o A Handle cannot be obscene or offensive to the average person.
- o You will be prompted for a Handle each time you access CB unless you specify one in the [CB Preferences](#) dialog or have a reserved Handle.

### Related Information

[CB Preferences](#)

[CB Simulator](#)

**Name:** Type your real name as opposed to your handle or nickname.

**Network:** Highlight the network you want CompuServe 2.5 to use to connect to CompuServe. If you select **Direct** under **Dial Type**, there is no need to specify a network.

**Baud Rate:** Highlight the baud rate you wish to use. Make sure your modem supports the baud rate you select. Most high-speed modems automatically use the highest baud rate possible for connection to CompuServe even if it differs from what you specify in the **Setup Session Settings** dialog. Thus, if you have a high-speed modem and want to connect to CompuServe at a baud rate that is lower than 9600, you must either specify a telephone number at **Access Phone** that only supports a 2400 (or lower) baud rate, or add a modem control string to force your DCE line connection speed and/or modulation. (See your modem documentation for more information.) To learn access telephone numbers once you are connected to CompuServe, **Go PHONES**.

**Redial Attempts:** Type the number of times your modem will attempt to redial if the first attempt to connect fails. A reasonable value is 10. If you select **Direct** under **Dial Type**, there is no need to specify retries.



**Access Phone:** Type the CompuServe local access telephone number to be used to connect to CompuServe. Do NOT type your home or business telephone number here.

**Session:** If you have multiple Session Settings sets and want to use a specific set, highlight the name of the set. To add a set to the **Session** list, type a name for the set in the box beside **Session**; then complete the dialog. When you press **OK**, CompuServe 2.5 will record your information in the **Session** list.

**User ID:** Type your User ID number if you were already a member when you installed CompuServe 2.5. If you are a new member, use the User ID number you received during the signup process until you receive your permanent User ID number.

**Password:** Type your CompuServe password. This is optional. If you do not type a password in Session Settings, CompuServe 2.5 will prompt you for it when you attempt to connect to CompuServe. You cannot see your password in Session Settings.

**Secondary Network:** Highlight the network you want CompuServe 2.5 to use to connect to CompuServe if the **Primary Network** is not available. If you select **Direct** under **Dial Type**, there is no need to specify a network, and the list arrow for **Secondary Network** will be dimmed.

**Baud Rate:** Highlight the baud rate you wish to use in your **Secondary Connection**. Make sure your modem supports the baud rate you select. Most high-speed modems automatically use the highest baud rate possible for connection to CompuServe even if it differs from what you specify in the **Setup Session Settings** dialog. Thus, if you have a high-speed modem and want to connect to CompuServe at a baud rate that is lower than 9600, you must either specify a telephone number at **Access Phone** that only supports a 2400 (or lower) baud rate, or add a modem control string to force your DCE line connection speed and/or modulation. (See your modem documentation for more information.) To learn access telephone numbers once you are connected to CompuServe, **Go PHONES**.

**Redial Attempts:** Type the number of times your modem will attempt to redial if the first attempt fails in your **Secondary Connection**. A reasonable value is 10. If you select **Direct** under **Dial Type**, there is no need to specify retries and **Retries** will be dimmed.

**Access Phone:** CompuServe local access telephone number to be used to connect to CompuServe. Do NOT type your home or business telephone number here.



**Connector:** Highlight the communications port on your computer to which your modem is attached. Most computers utilize COM1. If you are attached to a LAN and wish to use a network communications server, you can select **INT14**, **NCSI**, or **NASI**, as appropriate. **NCSI** and **NASI** will not appear in the list unless you have installed the corresponding NCSI or NASI driver on your computer prior to running Windows. **INT14**, however, will appear in the list regardless of whether you have installed an INT14 driver.

**Tone:** Select this if you want to use tone dialing. Tone dialing sounds like a touchtone telephone.

**Pulse:** Select this if you want to use pulse dialing. Pulse dialing sounds like a rotary telephone.

**Direct:** Select this only if your computer is hard-wired to another computer system which provides the connection for you.

**OK:** Saves your changes and closes this dialog.

**Cancel:** Closes the dialog without saving any of your changes.

**More:** Takes you to a dialog where you can specify the number of seconds CompuServe 2.5 will wait for a response from CompuServe before cancelling a command, as well as additional logon information that might be necessary for your network. To receive notice in the event your modem's carrier signal is lost, you can also mark the Enable Carrier Detect checkbox there; however, this feature works only if you have the corresponding modem feature turned on.

**Current:** Select the session settings set to be used to connect to CompuServe.



**New:** Takes you to a **New Session Name** dialog where you specify a name for a new set of session settings. The new settings are those currently specified at the **Setup Session Settings** dialog. The new set is added to the collection of sets listed in the box beside **Current**.

**Delete:** Removes the highlighted session settings set from the collection listed in the box beside **Current**.

**Alternate:** Select the session settings set to be used if the set specified for **Current** is unable to connect you to CompuServe. Once you select an alternate session settings set, the set will remain linked to the set specified for **Current** until you select a different set. If you do not want to specify an alternate session settings set, select **[None]**.

**Modem:** Takes you to a **Modem Control Strings** dialog where you can review or modify modem specifications, or provide special initialization strings.

**LAN:** Takes you to a dialog where you specify LAN-specific information, such as the communications port through which your computer accesses the LAN or modem pool that connects to CompuServe for you. **LAN** will not be a valid selection unless you specify **INT14**, **NCSI**, or **NASI** in the box beside **Connector**.

**Dial Type:** Highlight the dial type you wish to use. Select **Direct** only if your computer is hard-wired to another computer system which provides the connection for you.

**WinSock Connection:** Mark this with an **x** if you want to experience the full benefit of running an Internet Web Browser while also running CompuServe 2.5. CompuServe 2.5 will accomplish this by establishing a special connection to the Internet known as a WinSock Connection, which gives you full access to the Internet. Do not mark this with an **x** if you have selected **Direct** in the box beside **Dial Type** or if you are currently running an application that has already established a WinSock Connection.

**Configure:** Takes you to a dialog where you can review and modify your WinSock settings.



## Session Settings

The **Setup Session Settings** dialog shows your current connection information, such as your User ID number or baud rate, so that you can review or modify it.

You get here by choosing **Session Settings** from the Special menu on the Initial Desktop.

- o Type your real name as opposed to your handle or nickname at Name.
- o Highlight the network you want CompuServe 2.5 to use to connect to CompuServe at Network. If you select **Direct** under **Dial Type**, there is no need to specify a network.
- o Highlight the baud rate you wish to use at Baud Rate. Make sure your modem supports the baud rate you select. Most high-speed modems automatically use the highest baud rate possible for connection to CompuServe even if it differs from what you specify in the **Setup Session Settings** dialog. Thus, if you have a high-speed modem and want to connect to CompuServe at a baud rate that is lower than 9600, you must either specify a telephone number at **Access Phone** that only supports a 2400 (or lower) baud rate, or add a modem control string to force your DCE line connection speed and/or modulation. (See your modem documentation for more information.) To learn access telephone numbers once you are connected to CompuServe, **Go PHONES**.
- o Highlight the dial type you wish to use at Dial Type. Select **Direct** only if your computer is hard-wired to another computer system which provides the connection for you.
- o At Redial Attempts, type the number of times your modem will attempt to redial if the first attempt to connect fails. A reasonable value is 10. If you select **Direct** under **Dial Type**, there is no need to specify retries.
- o Type the CompuServe local access telephone number to be used to connect to CompuServe at Access Phone. Do NOT type your home or business telephone number here.
- o If you have multiple Session Settings sets and want to use a specific set, highlight the name of the set at Session. To add a set to the **Session** list, type a name for the set in the box beside **Session**; then complete the dialog. When you press **OK**, CompuServe 2.5 will record your information in the **Session** list.
- o Type your User ID number if you were already a member when you installed CompuServe 2.5 at User ID. If you are a new member, use the User ID number you received during the signup process until you receive your permanent User ID number.
- o Type your CompuServe password at Password. This is optional. If you do not type a password in Session Settings, CompuServe 2.5 will prompt you for it when you attempt to connect to CompuServe. You cannot see your password in Session Settings.
- o Highlight the communications port on your computer to which your modem is attached at Connector. Most computers utilize COM1. If you are attached to a LAN and wish to use a network communications server, you can select **INT14**, **NCSI**, or **NASI**, as appropriate. **NCSI** and **NASI** will not appear in the list unless you have installed the corresponding NCSI or NASI driver on your computer prior to running Windows. **INT14**, however, will appear in the list regardless of whether you have installed an INT14 driver.
- o Selecting More takes you to a **More Session Settings** dialog where you can specify the number of seconds CompuServe 2.5 will wait for a response from CompuServe before

cancelling a command, as well as additional logon information that might be necessary for your network. To receive notice in the event your modem's carrier signal is lost, you can also mark the Enable Carrier Detect checkbox there; however, this feature works only if you have the corresponding modem feature turned on.

- o Select the session settings set to be used to connect to CompuServe at **Current**.
- o Selecting **New** takes you to a **New Session Name** dialog where you specify a name for a new set of session settings. The new settings are those currently specified at the **Setup Session Settings** dialog. The new set is added to the collection of sets listed in the box beside **Current**.
- o Selecting **Delete** moves the highlighted session settings set from the collection listed in the box beside **Current**.
- o Select the session settings set to be used if the set specified for **Current** is unable to connect you to CompuServe at **Alternate**. Once you select an alternate session settings set, the set will remain linked to the set specified for **Current** until you select a different set. If you do not want to specify an alternate session settings set, select **[None]**.
- o Selecting **Modem** takes you to a **Modem Control Strings** dialog where you can review or modify modem specifications, or provide special initialization strings.
- o Selecting **LAN** takes you to a dialog where you specify LAN-specific information, such as the communications port through which your computer accesses the LAN or modem pool that connects to CompuServe for you. **LAN** will not be a valid selection unless you specify **INT14**, **NCSI**, or **NASI** in the box beside **Connector**.
- o Marking **Use Winsock** with an **x** enables you to experience the full benefit of running an Internet Web Browser while also running CompuServe 2.5. CompuServe 2.5 will accomplish this by establishing a special connection to the Internet known as a WinSock Connection, which gives you full access to the Internet. You can review or modify your WinSock settings by selecting the **Configure** button.

## **Related Information**

[Settings](#)

**Nickname:** Type the name you want to be known by in forum conferences. If you leave this field blank, you will be known by the name you use when you join the forum.

**Auto-update User List:** Mark this if you want the list of members displayed in the Who's Here dialog to be updated automatically whenever a member enters or leaves the forum. If **Auto-update User List** is not set, you will be able to update the member list from the Who's Here dialog.

**People Entering:** Mark this to be able to track persons entering a forum conference while you are in the forum. Such information is displayed in a small tracking window for you.

**People Leaving:** Mark this to be able to track persons leaving a forum conference while you are in the forum. Such information is displayed in a small tracking window for you.

**Switching Locations:** Mark this to be able to track persons leaving or entering conference rooms in a forum while you are in the forum. Such information is displayed in a small tracking window for you.

**Changing Nicknames:** Mark this to be able to view information about persons changing their nicknames in forum conferences while you are in the forum. Such information is displayed in a small tracking window for you.



**Accept:** Select this if you want to receive invitations to participate in group conversations with other forum members also in the forum. If **Accept** is not selected, any invitations sent to you will not be displayed on your screen.

**Ignore:** Select this if you do not want to be bothered by invitations to participate in group conversations with other forum members also in the forum. If **Ignore** is selected, any invitations sent to you will not be displayed on your screen.

**Accept:** Select this if you want to receive invitations to participate in private talks with other forum members also in the forum. If **Accept** is not selected, any invitations sent to you by another forum member will not be displayed on your screen.

**Ignore:** Select this if you do not want to be bothered by invitations to participate in private talks with other forum members also in the forum. If **Ignore** is selected, any invitations sent to you by another forum member will not be displayed on your screen.

**OK:** Records your changes and closes this dialog.

**Cancel:** Closes the dialog without recording any of your changes.

**Help:** Displays this help page.

**Room:** Mark this if you wish to make a text file of the conversation in a conference room whenever you are in the room.



**Group:** Mark this if you wish to make a text file of the conversation in a group whenever you are in the group.

**Update Who's Here every:** Mark this if you want CompuServe 2.5 to automatically update the list of users currently in a conference that you are attending. You can specify how often CompuServe 2.5 should update the list by typing a number in the box to the left of **seconds**.

**seconds:** If you have enabled the **Update Who's Here every** checkbox, confirm the value specified here or type a new value. CompuServe 2.5 will update the list of users currently in a conference that you are attending according to the value you specify here.

**Text:** Mark this if you want to be able to view closed caption information when available within a conference. Such information would be available only in special conferences at the moderator's discretion and will be displayed in a scrolling window for you to view.

**Image:** Mark this if you want to be able to view any graphics that are sent by the conference moderator. Such graphics would be available only in special conferences at the moderator's discretion and might include a picture of the speaker, a corporate logo or chart, an illustration of a conference topic, as well as still images from live video feeds.

**Sound:** Mark this if you want to be able to play sound files that are sent by the conference moderator. Such sounds would be available only in special conferences and at the moderator's discretion.

## Conference Preferences

The **Conference Preferences** dialog displays your current forum conferencing-related options and preferences so that you can review or modify them.

- o **Nickname:** Type the name you want to be known by in forum conferences. If you leave this field blank, you will be known by the name you use when you join the forum.
- o **Auto-update User List:** Mark this if you want the list of members displayed in the Who's Here dialog to be updated automatically whenever a member enters or leaves the forum. If **Auto-update User List** is not set, you will be able to update the member list from the Who's Here dialog.
- o **People Entering:** Mark this to be able to track persons entering a forum conference while you are in the forum. Such information is displayed in a small tracking window for you.
- o **People Leaving:** Mark this to be able to track persons leaving a forum conference while you are in the forum. Such information is displayed in a small tracking window for you.
- o **Switching Locations:** Mark this to be able to track persons leaving or entering conference rooms in a forum while you are in the forum. Such information is displayed in a small tracking window for you.
- o **Changing Nicknames:** Mark this to be able to view information about persons changing their nicknames in forum conferences while you are in the forum. Such information is displayed in a small tracking window for you.
- o **Accept:** Select this if you want to receive invitations to participate in group conversations with other forum members also in the forum. If **Accept** is not selected, any invitations sent to you will not be displayed on your screen.
- o **Ignore:** Select this if you do not want to be bothered by invitations to participate in group conversations with other forum members also in the forum. If **Ignore** is selected, any invitations sent to you will not be displayed on your screen.
- o **Accept:** Select this if you want to receive invitations to participate in private talks with other forum members also in the forum. If **Accept** is not selected, any invitations sent to you by another forum member will not be displayed on your screen.
- o **Ignore:** Select this if you do not want to be bothered by invitations to participate in private talks with other forum members also in the forum. If **Ignore** is selected, any invitations sent to you by another forum member will not be displayed on your screen.
- o **Room:** Mark this if you wish to make a text file of the conversation in a conference room whenever you are in the room.
- o **Group:** Mark this if you wish to make a text file of the conversation in a group whenever you are in the group.
- o **Update Who's Here every:** Mark this if you want CompuServe 2.5 to automatically update the list of users currently in a conference that you are attending. You can specify how often CompuServe 2.5 should update the list by typing a number in the box to the left of **seconds**.

- o **Closed Caption Text:** Mark this if you want to be able to view closed caption information when available within a conference. Such information would be available only in special conferences at the moderator's discretion and will be displayed in a scrolling window for you to view.
- o **Conference Graphics:** Mark this if you want to be able to view any graphics that are sent by the conference moderator. Such graphics would be available only in special conferences at the moderator's discretion and might include a picture of the speaker, a corporate logo or chart, an illustration of a conference topic, as well as still images from live video feeds.
- o **Sound:** Mark this if you want to be able to play sound files that are sent by the conference moderator. Such sounds would be available only in special conferences and at the moderator's discretion.

## **Related Information**

[Changing Your Conference Nickname](#)

[Forums](#)

[Forum Options](#)

[Inviting Members to a Private Group](#)

[Participating in Open Conversation](#)



If you prefer, you can click on this icon to connect to CompuServe. It does the same thing as the Connect button to the right.

**Connect:** Connects you to CompuServe.

**Continue:** Closes the dialog without connecting you to CompuServe. If you modify the **Show at Startup** option and then click on the Continue button, CompuServe 2.5 records your modification before closing the dialog.

**Show at Startup:** If set, CompuServe 2.5 will display this dialog for you automatically each time you start up CompuServe 2.5.

**Directory:** Takes you to the CompuServe Directory, a concise listing and description of CompuServe's online services.

## Connecting to CompuServe

The **Connect to CompuServe** dialog enables you to connect to CompuServe when you start up CompuServe 2.5 -- without having to access CompuServe 2.5's Initial Desktop.

- o **Connect:** Connects you to CompuServe.
- o **Continue:** Closes the dialog without connecting you to CompuServe. If you modify the **Show at Startup** option and then click on the Continue button, CompuServe 2.5 records your modification before closing the dialog.
- o **Directory:** Takes you to the CompuServe Directory, a concise listing and description of CompuServe's online services.
- o **Show at Startup:** If set, CompuServe 2.5 will display this dialog for you automatically each time you start up CompuServe 2.5.

### Related Information

[Browsing Services](#)

[Preferences](#)

**Support:** Type the directory in which you want to store CompuServe 2.5's support files, such as where you want to store the Filing Cabinet and Address Book.

**Scripts:** Type the directory in which you want to store CompuServe 2.5's script files. CompuServe 2.5 provides a number of these files which contain commands to automate routine functions such as connection and disconnection from CompuServe. You can learn more about scripts in the CompuServe 2.5 Support Forum on CompuServe.



**Graphics:** Type the directory in which you want to store any GIF files you download. GIF files are graphics files that you can view and find in some forums and services on CompuServe. For example, certain weather maps are GIF files.

**Cabinet:** Type the directory in which you want to store your Filing Cabinet files.

**Download:** Type the directory in which you want to store non-graphics files that you download.

**OK:** Records your changes and closes this dialog.

**Cancel:** Closes the dialog without making any of your changes.

## Directory Preferences

The **Directory Preferences** dialog displays your current CompuServe 2.5 directories so that you can review and modify them.

You get here by clicking on the **Directories** button in the **General Preferences** dialog.

- o **Support:** Type the directory in which you want to store CompuServe 2.5's support files, such as where you want to store the Address Book.
- o **Scripts:** Type the directory in which you want to store CompuServe 2.5's script files. CompuServe 2.5 provides a number of these files which contain commands to automate routine functions such as connection and disconnection from CompuServe. You can learn more about scripts in the CompuServe 2.5 Support Forum on CompuServe.
- o **Graphics:** Type the directory in which you want to store any graphics files (GIF, JPEG, or PNG) you download.
- o **Cabinet:** Type the directory in which you want to store your Filing Cabinet documents. The Cabinet directory also holds the messages in your In-Basket and your Out-Basket.
- o **Download:** Type the directory in which you want to store non-graphics files that you download, including files that you retrieve from your online mailbox.
- o **OK:** Records your changes and closes this dialog.
- o **Cancel:** Closes the dialog without making any of your changes.

### Related Information

[General Preferences](#)  
[Preferences](#)

Highlight the channel you are interested in. The channel name will appear in the upper lefthand corner of the dialog; the number of people on that channel will appear in the upper righthand corner. To view or participate in a conversation on the highlighted channel, select **Tune** or **Monitor**.

**Tune:** Takes you to a **Conversation** dialog where you can converse on the highlighted channel. In this example, you would tune to Channel 1.



**Monitor:** Takes you to a **Monitoring** dialog where you can listen in on the highlighted channel. In this example, you would monitor Channel 1. If you want to converse on a channel, select **Tune** rather than **Monitor**.

**Who:** Shows you who is on CB. Takes you to a **Who's Here** dialog.

**Status:** Displays the current CB channel population. Takes you to a **Total Users** dialog.

**Cancel:** Closes this dialog.

## Selecting Channels

The **Channel Selector** dialog displays all the channels on your CB band. You can monitor or tune to a channel. You can also learn who is on what channel.

You get here by choosing **Channels!** from the menu bar in CB.

- o To learn the name of a channel or how many people are on a channel, highlight the channel and look along the top of the **Channel Selector** dialog.
- o To participate in a conversation on a channel, highlight the channel number and select **Tune**. Selecting **Tune** takes you to a **Conversation** dialog.
- o To listen in on a channel without being able to participate, highlight the channel number and select **Monitor**. Selecting **Monitor** takes you to a **Monitoring** dialog.
- o To learn who is on your CB band, select **Who**. Selecting **Who** takes you to a **Who's Here** dialog.
- o To see what channels people on your CB band are on, select **Status**. Selecting **Status** takes you to a **Total Users** dialog.

### Related Information

[CB Simulator](#)

[Learning Who Is on CB](#)

[Monitoring a Conversation](#)

[Participating in Open Conversation](#)

[Scanning the CB Population](#)

[Tracking People](#)

## **Invite**

The **Invite** dialog shows you who else is in the forum or on CB so you can invite one or more persons to participate in a private group conversation.

## **Ignore and Squelch**

The **Ignore** dialog shows you who else is in the forum so you can identify one or more members that you wish to ignore. Comments from ignored users are not displayed on your screen.

The **Squelch** dialog shows you who else is on your CB band so you can identify one or more members that you wish to ignore. Comments from squelched users are not displayed on your screen.

## **Who's Here**

The **Who's Here** dialog shows you who else is in a forum or on CB so you can view their profile information or initiate a private conversation with another person.



**Name:** Select this if you want to see a list of names rather than User ID numbers.

**User ID:** Select this if you want to see a list of User ID numbers rather than names.

**All:** Select this if you want the list to include everyone in the forum.

**Room:** Select this if you want the list to include only those persons in a particular conference room. The conference room number is specified in the box to the right of **Room**. However, in this example, there is no number in the box because **All**, rather than **Room**, has been selected.

Type the conference room number in this box if you select **Room**.

**Group:** Select this if you are participating in a private group conversation and want the list to include only the group's members. If you are not in a private group, **Group** will be dimmed.

**Only Friends:** Mark this if you wish to restrict the list to only those people in your **Update Group** dialog Friends list.

**Update:** Updates the list to reflect people who have left or entered the forum since you last viewed the list. This is useful if conference activity is extremely high.



**Cancel:** Closes the dialog.

These are the names of the people in the forum. Highlight the name of any person you wish to talk with or learn more about.

Mark these checkboxes to identify who you want to invite to join a group.

**Profile:** Gives you personal information about the highlighted member. Takes you to a **Member Interests** dialog.

**Talk:** Takes you to a **Talk** dialog where you can converse with the highlighted member. In this example, you would converse with Joe Annt.

**Miscellaneous information:** Gives you some information about the highlighted user, such as the User ID number and job number, where the user is connecting to CompuServe from, and where the user happens to be (**L**, for example, means the user is in the lobby).

## Learning Who Is in a Forum

The **Who's Here** dialog shows you who else is in a forum so you can view their profile information or initiate a private conversation with another member.

You get here by clicking on the **Who's Here** icon on the [Forum Toolbox](#) or by choosing **Who's Here** from the Conference menu in a forum.

- o If you want to view a list of names rather than User ID numbers, select **Name**. If you want to view a list of User ID numbers rather than names, select **User ID**.
- o Specify who you want in the list. If you want the list to include everyone in the forum, select **All**. If you want the list to include only those persons in a particular conference room, select **Room** and specify the room number in the box to the right of **Room**. If you are participating in a private group conversation and want the list to include only the group's members, select **Group**. If you are not in a private group, **Group** will be dimmed.
- o If you wish to restrict the list to only those people in your [Update Group](#) dialog Friends list, mark **Only Friends**.
- o To update the list to reflect people who have left or entered the forum since you last viewed the list, select **Update**. This is useful if conference activity is extremely high.
- o To talk with a person in the Who's Here list, highlight the entry and select **Talk**. Selecting **Talk** takes you to a [Talk](#) dialog.
- o To learn more about a person in the Who's Here list, highlight the entry and select **Profile**. Selecting **Profile** takes you to a [Member Interests](#) dialog.

### Related Information

[Forum Conferences](#)

[Discovering Member Interests](#)

[Speaking Privately with Just One Person](#)

[Inviting People to a Private Group](#)

**Name:** Select this if you want to see a list of names rather than User ID numbers.



**User ID:** Select this if you want to see a list of User ID numbers rather than names.

**All:** Select this if you want the list to include everyone in the forum.

**Room:** Select this if you want the list to include only those persons in a particular conference room. The conference room number is specified in the box to the right of **Room**. However, in this example, there is no number in the box because **All**, rather than **Room**, has been selected.

Type the conference room number in this box if you select **Room**.

**Group:** Select this if you are participating in a private group conversation and want the list to include only the group's members. If you are not in a private group, **Group** will be dimmed.

**Only Friends:** Mark this if you wish to restrict the list to only those people in your **Update Group** dialog Friends list.

**Update:** Updates the list to reflect people who have left or entered the forum since you last viewed the list. This is useful if conference activity is extremely high.

**Cancel:** Closes this dialog.



These are the names of the people in the forum or the handles of the people on CB.

Mark these checkboxes to identify who you want to invite to join a group.

**Invite:** Sends an invitation to everyone marked in your list. Takes you to a **Room** dialog. In this example, **Felix Casper**, **Steggi Reynolds**, and **Buzz Zacutti** have been marked to receive an invitation to join your group.

**Miscellaneous information:** Gives you some information about the highlighted user, such as the User ID number and job number, where the user is connecting to CompuServe from, and where the user happens to be (**L**, for example, means the user is in the lobby).

## Inviting People to a Private Group

The **Invite** dialog shows you who else is in the forum so you can invite one or more members to participate in a private group conversation.

You get here by clicking on the **Invite** icon on the [Forum Toolbox](#) or by choosing **Invite** from the Conference menu in a forum.

- o If you want to view a list of names rather than User ID numbers, select **Name**. If you want to view a list of User ID numbers rather than names, select **User ID**.
- o Specify who you want in the list. If you want the list to include everyone in the forum, select **All**. If you want the list to include only those persons in a particular conference room, select **Room** and specify the room number in the box to the right of **Room**. If you are participating in a private group conversation and want the list to include only the group's members, select **Group**. If you are not in a private group, **Group** will be dimmed.
- o To update the list to reflect people who have left or entered the forum since you last viewed the list, select **Update**. This is useful if conference activity is extremely high.
- o To invite a person in the Who's Here list to join a group, mark the checkbox to the left of the list entry. When your invitation list is complete, select **Invite**. Selecting **Invite** takes you to a [Conversation](#) dialog.
- o If you want to be able to see group invitations sent by others to you, the **Accept** option for **Invitations** in the [Conference Preferences](#) dialog must be set appropriately.

### Related Information

[Forums](#)

[Forum Conferences](#)

[Speaking Privately with Just One Person](#)

**Name:** Select this if you want to see a list of names rather than User ID numbers.

**User ID:** Select this if you want to see a list of User ID numbers rather than names.

**All:** Select this if you want the list to include everyone in the forum.



**Room:** Select this if you want the list to include only those persons in a particular conference room. The conference room number is specified in the box to the right of **Room**. However, in this example, there is no number in the box because **All**, rather than **Room**, has been selected.

Type the conference room number in this box if you select **Room**.

**Group:** Select this if you are participating in a private group conversation and want the list to include only the group's members. If you are not in a private group, **Group** will be dimmed.

**Only Friends:** Mark this if you wish to restrict the list to friends (those persons specified on your Friends list).

**Update:** Updates the list to reflect people who have left or entered the forum since you last viewed the list. This is useful if conference activity is extremely high.

**Cancel:** Closes this dialog without changing your Ignore list.

These are the names of the people in the forum.

Mark these checkboxes to identify who you want to ignore.



**OK:** Prevents comments issued by anyone marked in your list from displaying on your screen. Closes this dialog. In this example, comments from **Felix Casper**, **Steggi Reynolds**, and **Buzz Zacutti** will not be displayed on your screen.

**Miscellaneous information:** Gives you some information about the highlighted user, such as the User ID number and job number, where the user is connecting to CompuServe from, and where the user happens to be (**L**, for example, means the user is in the lobby).

## Ignoring a Person

The **Ignore** dialog shows you who else is in the forum so you can identify one or more members that you wish to ignore. Comments from ignored users are not displayed on your screen.

You get here by clicking on the **Ignore** icon on the [Forum Toolbox](#) or by choosing **Ignore** from the Conference menu in a forum.

- o If you want to view a list of names rather than User ID numbers, select **Name**. If you want to view a list of User ID numbers rather than names, select **User ID**.
- o Specify who you want in the list. If you want the list to include everyone in the forum, select **All**. If you want the list to include only those persons in a particular conference room, select **Room** and specify the room number in the box to the right of **Room**. If you are participating in a private group conversation and want the list to include only the group's members, select **Group**. If you are not in a private group, **Group** will be dimmed.
- o To update the list to reflect people who have left or entered the forum since you last viewed the list, select **Update**. This is useful if conference activity is extremely high.
- o To ignore a person in the Who's Here list, mark the checkbox to the left of the list entry. When your squelch list is complete, select **OK**. Selecting **OK** closes the dialog.

## Related Information

[Forum Conferences](#)

[Learning Who Is in a Forum](#)

[Discovering Member Interests](#)

[Speaking Privately with Just One Person](#)

[Inviting People to a Private Group](#)

**Handle:** Select this if you want to see a list of handles rather than User ID numbers.

**User ID:** Select this if you want to see a list of User ID numbers rather than handles.

**All:** Select this if you want the list to include everyone in CB.

**Chan:** Select this if you want the list to include only those persons on a particular channel. The channel number is specified in the box to the right of **Chan**. However, in this example, there is no number in the box because **All**, rather than **Chan**, has been selected.

Type the channel number in this box if you select **Chan.**



**Group:** Select this if you are participating in a private group conversation and want the list to include only the group's members. If you are not in a private group, **Group** will be dimmed.

**Only Friends:** Mark this if you wish to restrict the list to only those people in your **Update Group** dialog Friends list.

**Update:** Updates the list to reflect people who have left or entered CB since you last viewed the list. This is useful if CB activity is extremely high.

**Cancel:** Closes this dialog.

These are the handles of the people on CB.

Mark these checkboxes to identify who you want to invite to join a group.

**Profile:** Gives you personal information about the highlighted member. Takes you to a **User Profile** dialog. In this example, you would see a profile for the **\*bLaZe\*** entry.

**Talk:** Takes you to a **Talk** dialog where you can converse with the highlighted member. In this example, you would converse with \*bLaZe\*.



**Miscellaneous information:** Gives you some information about the highlighted user, such as the User ID number and job number, where the user is connecting to CompuServe from, and where the user happens to be (**L**, for example, means the user is in the lobby).

## Learning Who Is on CB

The **Who's Here** dialog shows you who else is on your CB band so you can view their profile information and initiate a private conversation with another member.

There are many ways to get here.

- o If you want to view a list of handles rather than User ID numbers, select **Handle**. If you want to view a list of User ID numbers rather than handles, select **User ID**.
- o Specify who you want in the list. If you want the list to include everyone in the CB band, select **All**. If you want the list to include only those persons in a particular channel, select **Chan** and specify the channel number in the box to the right of **Chan**. If you are participating in a private group conversation and want the list to include only the group's members, select **Group**. If you are not in a private group, **Group** will be dimmed.
- o If you wish to restrict the list to only those people in your Update Group dialog Friends list, mark **Only Friends**.
- o To update the list to reflect people who have left or entered CB since you last viewed the list, select **Update**. This is useful if CB activity is extremely high.
- o To talk with a person in the Who's Here list, highlight the entry and select **Talk**. Selecting **Talk** takes you to a Talk dialog.
- o To learn more about a person in the Who's Here list, highlight the entry and select **Profile**. Selecting **Profile** takes you to a **User Profile** dialog.

### Related Information

[CB Simulator](#)

[Inviting People to a Private Group](#)

[Maintaining a Friends List](#)

[Reading a User Profile](#)

[Scanning the CB Population](#)

[Speaking Privately with Just One Person](#)

[Squelching a Person](#)

**Handle:** Select this if you want to see a list of handles rather than User ID numbers.

**User ID:** Select this if you want to see a list of User ID numbers rather than handles.

**All:** Select this if you want the list to include everyone in CB.

**Chan:** Select this if you want the list to include only those persons on a particular channel. The channel number is specified in the box to the right of **Chan**. However, in this example, there is no number in the box because **All**, rather than **Chan**, has been selected.

Type the channel number in this box if you select **Chan.**

**Group:** Select this if you are participating in a private group conversation and want the list to include only the group's members. If you are not in a private group, **Group** will be dimmed.



**Only Friends:** Mark this if you wish to restrict the list to only those people in your **Update Group** dialog Friends list.

**Update:** Updates the list to reflect people who have left or entered CB since you last viewed the list. This is useful if CB activity is extremely high.

**Cancel:** Closes this dialog.

These are the handles of the people on CB.

Mark these checkboxes to identify who you want to invite to join a group.

**Invite:** Sends an invitation to everyone marked in your list. Takes you to a **Conversation** dialog. In this example, **\*Drifter\***, **\*emerald eyes\***, and **\*Natural Woman\*** have been marked and would receive an invitation to join your group.

**Miscellaneous information:** Gives you some information about the highlighted user, such as the User ID number and job number, where the user is connecting to CompuServe from, and where the user happens to be (**L**, for example, means the user is in the lobby).

## Inviting People to a Private Group

The **Invite** dialog shows you who else is on your CB band so you can invite one or more members to participate in a private group conversation.

You get here by clicking on the **Invite** icon on the **CB Toolbox** or by choosing **Invite** from the People menu in CB.

- o If you want to view a list of handles rather than User ID numbers, select **Handle**. If you want to view a list of User ID numbers rather than handles, select **User ID**.
- o Specify who you want in the list. If you want the list to include everyone in the CB band, select **All**. If you want the list to include only those persons in a particular channel, select **Chan** and specify the channel number in the box to the right of **Chan**. If you are participating in a private group conversation and want the list to include only the group's members, select **Group**. If you are not in a private group, **Group** will be dimmed.
- o To update the list to reflect people who have left or entered CB since you last viewed the list, select **CB**. This is useful if CB activity is extremely high.
- o To invite a person in the Who's Here list to join a group, mark the checkbox to the left of the list entry. When your invitation list is complete, select **Invite**. Selecting **Invite** takes you to a **Conversation** dialog.
- o If you want to be able to see group invitations sent by others to you, the **Accept** option for **Invitations** in the **CB Preferences** dialog must be set appropriately.

### Related Information

[CB Preferences](#)

[CB Simulator](#)

[Learning Who Is on CB](#)

[Maintaining a Friends List](#)

[Participating in Open Conversation](#)

[Speaking Privately with Just One Person](#)

[Squelching a Person](#)



**Handle:** Select this if you want to see a list of handles rather than User ID numbers.

**User ID:** Select this if you want to see a list of User ID numbers rather than handles.

**All:** Select this if you want the list to include everyone in CB.

**Chan:** Select this if you want the list to include only those persons on a particular channel. The channel number is specified in the box to the right of **Chan**. However, in this example, there is no number in the box because **All**, rather than **Chan**, has been selected.

Type the channel number in this box if you select **Chan.**

**Group:** Select this if you are participating in a private group conversation and want the list to include only the group's members. If you are not in a private group, **Group** will be dimmed.

**Not Friends:** Mark this if you wish to exclude people in your Update Group dialog Friends list from being displayed in this dialog.

**Update:** Updates the list to reflect people who have left or entered CB since you last viewed the list. This is useful if CB activity is extremely high.



**Cancel:** Closes this dialog without changing your Squelch list.

These are the handles of the people on CB.

Mark these checkboxes to identify who you want to squelch.

**OK:** Prevents comments issued by anyone marked in your list from displaying on your screen. Closes this dialog. In this example, none of the handles in the list have been marked.

**Miscellaneous information:** Gives you some information about the highlighted user, such as the User ID number and job number, where the user is connecting to CompuServe from, and where the user happens to be (**L**, for example, means the user is in the lobby).

## Squelching a Person

The **Squelch** dialog shows you who else is on your CB band so you can identify one or more members that you wish to ignore. Comments from squelched users are not displayed on your screen.

You get here by clicking on the **Squelch** icon on the **CB Toolbox** or by choosing **Squelch** from the People menu in CB.

- o If you want to view a list of handles rather than User ID numbers, select **Handle**. If you want to view a list of User ID numbers rather than handles, select **User ID**.
- o Specify who you want in the list. If you want the list to include everyone in the CB band, select **All**. If you want the list to include only those persons in a particular channel, select **Chan** and specify the channel number in the box to the right of **Chan**. If you are participating in a private group conversation and want the list to include only the group's members, select **Group**. If you are not in a private group, **Group** will be dimmed.
- o To update the list to reflect people who have left or entered CB since you last viewed the list, select **Update**. This is useful if CB activity is extremely high.
- o To squelch a person in the Who's Here list, mark the checkbox to the left of the list entry. When your squelch list is complete, select **OK**. Selecting **OK** closes the dialog.

### Related Information

[CB Simulator](#)

[Changing Your Handle](#)

[Inviting People to a Private Group](#)

[Learning Who Is on CB](#)

[Maintaining a Friends List](#)

[Speaking Privately with Just One Person](#)

These are the nicknames or handles of the people conversing. **\*SYSTEM\*** is not a person, but refers to a message displayed by CompuServe. Handles that begin and end with Asterisks (\*) are Reserved Handles created by members of the CB Club for exclusive use. In this example, Timely is chatting with three other people on Channel 12 -- BankerB, Short, and Sli.

This is the current channel conversation. In this example, BankerB and Short appear to be engaged in a type of electronic Ping Pong match, with Sli and Timely as spectators.



This is your nickname or handle (**Timely**).

This is your comment box. Type what you want to say and then press a carriage return. In this example, you are typing a comment.

## Participating in Open Conversation

The **Conversation** dialog presents the online conversation in a forum conference room or on a CB channel.

There are many ways to get here.

- o To make a comment, type what you want to say and then press the carriage return key.
- o The nicknames or handles of the people conversing appear in the left column; their comments appear in the right column.
- o **\*SYSTEM\*** identifies a message displayed by CompuServe (not a person).
- o Handles that begin and end with Asterisks (\*) are Reserved Handles created by members of the CB Club for exclusive use.
- o Your nickname or handle appears in the lower left corner.

## Related CB Information

[CB Simulator](#)

[Changing Your Handle](#)

[Inviting People to a Private Group](#)

[Learning Who Is on CB](#)

[Maintaining a Friends List](#)

[Monitoring a Conversation](#)

[Reading a User Profile](#)

[Speaking Privately with Just One Person](#)

[Squelching a Person](#)

[Tracking People](#)

## Related Forum Information

[Ignoring a Person](#)

[Changing Your Nickname](#)

[Forum Conferences](#)

[Inviting People to a Private Group](#)

[Learning Who Is in a Forum](#)

[Monitoring a Conversation](#)

[Discovering Member Interests](#)

[Speaking Privately with Just One Person](#)

Information about a user.

**Save:** Takes you to a **Filing Cabinet** dialog where you can copy the profile information to a folder in your Filing Cabinet.

**Cancel:** Closes this dialog.

## Reading a User Profile

The **User Profile** dialog displays information about a member.

You get to the **User Profile** dialog by selecting **Profile** at the **Who's Here** dialog in CB.

- o To copy the profile information to a folder in your Filing Cabinet, select **Save**. Selecting **Save** takes you to a **Filing Cabinet** dialog.

## Related Information

[CB Simulator](#)

[Forum Conferences](#)

[Learning Who Is on CB](#)

[Learning Who Is in a Forum](#)

These are the handles or nicknames of the people conversing. **\*SYSTEM\*** is not a person, but refers to a message displayed by CompuServe. Handles that begin and end with Asterisks (\*) are Reserved Handles created by members of the CB Club for exclusive use. In this example, four persons -- emerald eyes, Merlin, Cavie, and Enchantress -- are chatting on the Hospitality Suite channel.



This is the current channel conversation. In this example, emerald eyes, Merlin, and Cavie appear to be engaged in a birthday party recap, with Enchantress making an entrance and sending a greeting to emerald eyes.

**Freeze:** Stops the channel conversation from scrolling. If you select **Freeze**, the **Freeze** button changes to **Unfreeze**; then select **Unfreeze** to resume viewing the active conversation.

**Close:** Closes the dialog.

## Monitoring a Conversation

The **Monitoring** dialog displays the online conversation in a forum conference room or on a CB channel. You can view the conversation, but you cannot send comments.

You get here by selecting **Monitor** at either the **Channel Selector** dialog in CB or the **Conference Rooms** dialog in a forum.

- o The handles or nicknames of the people conversing appear in the left column; their comments appear in the right column.
- o **\*SYSTEM\*** identifies a message displayed by CompuServe (not a person).
- o Handles that begin and end with Asterisks (\*) are Reserved Handles created by members of the CB Club for exclusive use.
- o To stop the channel conversation from scrolling, select **Freeze**. Once you select **Freeze**, the **Freeze** button changes to **Unfreeze**. To resume viewing active conversation after freezing it, select **Unfreeze**.

## Related CB Information

[CB Simulator](#)

[Changing Your Handle](#)

[Inviting People to a Private Group](#)

[Learning Who Is on CB](#)

[Participating in Open Conversation](#)

[Reading a User Profile](#)

[Speaking Privately with Just One Person](#)

[Squelching a Person](#)

[Tracking People](#)

## Related Forum Information

[Ignoring a Person](#)

[Changing Your Nickname](#)

[Forum Conferences](#)

[Inviting People to a Private Group](#)

[Learning Who Is in a Forum](#)

[Participating in Open Conversation](#)

[Discovering Member Interests](#)

[Speaking Privately with Just One Person](#)

This is where the conversation is displayed. Underlined text signifies that the comment is yours. In this example, you are asking Bill, another CBer, a question. The conversation display shows that Bill has not yet responded to your query. CB will display his comment as soon as he sends it (types it and presses a carriage return).

This is where you type what you want to say. Press a carriage return to send your comment to the person you are conversing with.

## Speaking Privately with Just One Person

The **Talk** dialog displays a private conversation between you and another forum member or CB user.

You get here by selecting **Talk** at either the Who's Here dialog in CB or the Who's Here dialog in a forum.

- o In order to see private messages from other CB users while you are in CB, the **Accept** option for **Talks** in the CB Preferences dialog must be set appropriately.
- o In order to see private messages from forum members while you are in a forum, the **Accept** option for **Talks** in the Conference Preferences dialog must be set appropriately.
- o Underlined text signifies that the comment is yours.
- o To send your comment after typing it, press the carriage return key.

### Related Information

[CB Simulator](#)

[CB Preferences](#)

[Conference Features](#)

[Participating in Open Conversation](#)

[Inviting People to a Private Group](#)

## Scanning the CB Population

The **Total users** dialog is a bar graph depicting where the action is on CB and how many members are on each channel.

You get to the **Total users** dialog by selecting **Status** at the **Channel Selector** dialog.

- o The bar for each channel shows you the channel population relative to the other channels.
- o The number in each bar tells you how many people are actually on the channel.
- o To access a channel from the **Total users** dialog, double-click on the channel number.

### Related Information

[CB Simulator](#)

[Learning Who Is on CB](#)

[Selecting Channels](#)



## Tracking People

The **Tracking Window** keeps you up-to-date about other people while you are in CB or a forum conference.

- o Which activities are reported in the **Tracking Window** are determined by whether you are in CB or a forum conference, and by which options have been marked at the **CB Preferences** and **Conference Preferences** dialogs.

### Related Information

[CB Preferences](#)

[Conference Preferences](#)

## **Announcements and Text Files**

This type of dialog keeps you in the know with timely news when you are using a service, such as a forum or CB Simulator. This type of dialog is also used to display a text file.

## **Browsing Menus**

The **Display Menu** dialog lists the current selections available to you.

- o Some menus have graphics, such as a company logo and one or more icons, that you can click on to make a selection.

## **Related Information**

[Accessing a Service](#)

## CB Toolbox

The **CB Toolbox** is a pictorial menu of frequently used CB commands.

You can view the **CB Toolbox** by choosing **Toolbox** from the Special menu in CB.



If you want to see the **CB Toolbox** automatically each time you access CB, mark the **Show Toolbox** option in the **CB Preferences** dialog.

### Related Information

[CB Preferences](#)

[CB Simulator](#)

[Icons](#)

This is your **Channels** icon. It represents the **Channels!** command on the CB menu bar. It takes you to a **Channel Selector** dialog where you can tune to and monitor a channel and learn information about who is on a particular channel.

This is your **Who's Here** icon. It represents the **Who's Here** command on the People menu in CB. It takes you to a **Who's Here** dialog where you can learn who is currently on CB, read a user profile, and initiate a private conversation with another person currently on CB.

This is your **Change Handle** icon. It represents the **Change Handle** command on the Special menu in CB. It takes you to a **Change Handle** dialog where you can change your handle.

This is your **Friends** icon. It represents the **Friends** command on the People menu in CB. It takes you to an **Update Group** dialog where you can create or modify a personal list of your CB friends.



This is your **Invite** icon. It represents the **Invite** command on the People menu in CB. It takes you to an **Invite** dialog where you can invite one or more persons currently on CB to form a private group with you.

This is your **Squelch** icon. It represents the **Squelch** command on the People menu in CB. It takes you to a **Squelch** dialog where you can block communication from one or more members currently on CB.



Each story begins with the date and time of its inception and the news source that carried the story.

**Next:** If there is a story or message in your Filing Cabinet folder that follows this story, **Next** displays it; otherwise, **Next** is not a valid selection and is dimmed.

**File It:** Takes you to a **Filing Cabinet** dialog where you can move or copy the story to another folder in your Filing Cabinet.

**Delete:** Removes the story from the folder.

**Close:** Closes this dialog.



## Reading a Filed News Story

The **Story** dialog displays a news story that is stored in your Filing Cabinet.

You get here by selecting **Open** at an **Opening a Folder** dialog in the Filing Cabinet.

- o To view the story or message in your Filing Cabinet folder that follows this story, select **Next**. If there is no story or message in your Filing Cabinet folder that follows this story, **Next** is not a valid selection and is dimmed.
- o To move or copy the story to another folder in your Filing Cabinet, select **File It**. Selecting **File It** takes you to a **Filing Cabinet** dialog.
- o To remove the story from the folder, select **Delete**.

### Related Information

[Executive News Service](#)

[Filing Cabinet](#)

[Retrieving Marked Stories](#)

These are your folder entries. If you want to delete all entries, select **Mark All** and then press **OK**. If you want to delete only some entries, mark those entries and then select **OK**. Mark an entry by highlighting it and selecting **Mark**. Once an entry has been marked, **Mark** changes to **Unmark** whenever the entry is highlighted. **Unmark** cancels a highlighted marked entry. (Entries are not actually deleted until you select **OK**.)

**Mark:** Identifies the highlighted entry for deletion. Once an entry has been marked, **Mark** changes to **Unmark** whenever the entry is highlighted. **Unmark** cancels a highlighted marked entry. (Entries are not actually deleted until you select **OK**.)

**Mark All:** Identifies all entries for deletion. (Entries are not actually deleted until you select **OK.**)

**OK:** Deletes all marked entries and closes this dialog.

**Cancel:** Closes the dialog without deleting any entries.

## Deleting Folder Entries

The **Deleting Folder Entries** dialog lists the entries in a Filing Cabinet folder so that you can delete them.

You get here by selecting **Delete** at the **Filing Cabinet** dialog if the highlighted folder is not empty.

- o To delete all entries, select **Mark All** and then select **OK**.
- o To delete only some entries, mark those entries and then select **OK**.
- o To mark an entry, highlight the entry and then select **Mark**. Once an entry has been marked, **Mark** changes to **Unmark** whenever the marked entry is highlighted.
- o To unmark a marked entry, highlight the entry and select **Unmark**.

### Related Information

[Filing Cabinet](#)  
[Opening a Folder](#)

**Name:** Takes you to an **Add to Address Book** dialog where you can add the person's name and electronic mailing address to your Address Book.



Interests-related information is displayed here if the member volunteered such information at either a **Joining a Forum** dialog or a **Change Member Interests** dialog.

**Next:** If you are viewing this dialog because you conducted a member search from the **Search for Member** dialog, **Next** displays information about the next member in the search results list. (**Next** is not a valid selection and is dimmed if there are no more members in the search results list -- or if you are viewing this dialog because you requested profile information at the **Who's Here** dialog.)

**Cancel:** Closes this dialog.

## Discovering Forum Member Interests

The **Member Interests** dialog displays information about other forum members.

You get here by selecting **Profile** at the [Who's Here](#) dialog in a forum, or by conducting a forum **Search Membership** operation with the [Search for Member](#) dialog.

- o To add the person's name and electronic mailing address to your Address Book, select **Name**. Selecting **Name** takes you to an [Add to Address Book](#) dialog.
- o Interests-related information is displayed only if the member volunteered such information at either a [Joining a Forum](#) dialog or a [Change Member Interests](#) dialog.
- o If you are viewing this dialog because you conducted a member search from the [Search for Member](#) dialog, **Next** displays information about the next member in the search results list. (**Next** is not a valid selection and is dimmed if there are no more members in the search results list -- or if you are viewing this dialog because you requested profile information at the [Who's Here](#) dialog.)

### Related Information

[Finding CompuServe Members](#)

[Finding Forum Members](#)

[Learning about CompuServe Members](#)

[Searching for Forum Members](#)

## Finding Forum Members

The **Member Directory Search** dialog lists the names of the forum members who match your search criteria.

You get to the **Member Directory Search** dialog by selecting **Search** at the **Search for Member** dialog.

### Related Information

[Discovering Forum Member Interests](#)

[Finding CompuServe Members](#)

[Forums](#)

[Learning about CompuServe Members](#)

[Searching for Forum Members](#)

## **Notices**

This type of dialog typically lists the message and library sections in a forum.

There are **many ways** to get here.

## **Related Information**

Forums

**Logon Parameters:** These are special instructions appended to your User ID number. You should type only information when so directed by a CompuServe Customer Service representative.

**HMI Timeout:** Type the number of seconds you want CompuServe 2.5 to wait for a response from CompuServe before cancelling the command. In this example, 30 seconds has been specified. If you frequently receive time-out messages, you might want to increase your current timeout value. The value you specify cannot be greater than 255.



**Enable Carrier Detect:** If enabled, your connection software will attempt to detect when your modem loses carrier. Your modem must support this feature in order for the Enable Carrier Detect option to work reliably. Enable Carrier Detect is enabled by default. If Enable Carrier Detect is enabled and you experience a problem connecting, disabling the Enable Carrier Detect option might solve the problem.

**OK:** Records your changes and closes this dialog.

**Cancel:** Closes the dialog without recording any changes.

**Eicon X.25:** If you are using an Eicon X.25 interface, type the X.121 calling address for your system. If you have any questions concerning this, please contact your LAN administrator.

**Redial Attempts:** Type the number of times your modem will attempt to redial if the first attempt to connect fails. A reasonable value is 3. If you select Direct under Dial Type in the Setup Session Settings dialog, there is no need to specify a value for Redial Attempts.

## Logon Parameters and Timeout Settings

The **More Session Settings** dialog contains some additional connection settings for rare situations.

You get here by selecting **More** at the **Session Settings** dialog.

- o **Logon Parameters** are special instructions appended to your User ID number. You should type information only when so directed by a CompuServe Customer Service representative.
- o If you frequently experience time-out problems, you can increase the **HMI Timeout** value, but large values may waste time and money.
- o If **Enable Carrier Detect** is enabled, your connection software will attempt to detect when your modem loses carrier. Your modem must support this feature in order for this option to work reliably. The **Enable Carrier Detect** option is enabled by default. If **Enable Carrier Detect** is enabled and you experience a problem connecting, disabling this option might solve the problem.
- o If you are using an Eixon X.25 interface, type the X.121 calling address for your system in the box beside **X.121 Address**. If you have any questions concerning this, please contact your LAN administrator.
- o If you like, you can specify the number of times the connection process should be initiated in the box beside **Redial Attempts** should a dialing-related problem occur. A reasonable value is 3. If you select **Direct** under **Dial Type** in the **Setup Session Settings** dialog, there is no need to specify a value for **Redial Attempts**.
- o To record your changes and close the dialog, select **OK**.

### Related Information

[Session Settings Settings](#)

These are the folders in your Filing Cabinet. Highlight the one in which you want to file your message or story and select **Store**. If you want to create a new folder, select **New**.

**Move:** Mark this if you want to put your reply into your Filing Cabinet to deal with later. If **Move** is selected and you select **Store**, the dialog from which you requested the filing operation is automatically closed.



**Copy:** Mark this if you want to make a copy of your reply and store it in your Filing Cabinet. If **Copy** is selected and you select **Store**, CompuServe 2.5 returns you to the dialog you were at before you requested the filing operation.

**Store:** Moves or copies your reply to the highlighted folder and closes this dialog. In this example, **Auto-Filed** is the folder that would be used.

**New:** Takes you to an **Add New Folder** dialog where you can create a folder.

**Cancel:** Closes the dialog without filing your message or story.

## Filing a Message or a Reply

The **Filing Cabinet** dialog refiles a Mail message that is already stored in your Filing Cabinet. It also files copies of your replies to forum and Mail messages, as well as messages and ENS stories.

There are many ways to get here.

- o To file a message or story into an existing Filing Cabinet folder, highlight the folder and select **Store**. If **Move** is selected and you select **Store**, the dialog from which you requested the filing operation is automatically closed. If **Copy** is selected and you select **Store**, CompuServe 2.5 returns you to the dialog you were at before you requested the filing operation.
- o To file a message or story into a new Filing Cabinet folder, select **New**. Selecting **New** takes you to an **Add New Folder** dialog.
- o To put your reply into your Filing Cabinet to deal with later, select **Move**.
- o To make a copy of your reply and store it in your Filing Cabinet, select **Copy**.

### Related Information

[Filing Cabinet](#)

**Recipient List:** Shows the people who received the CompuServe Mail message. Highlight the entry you want to save. Then select **Copy >>** to add it to your Address Book, or **Add >>** to add it to the highlighted group entry under **Address Book**.

**Copy >>**: Adds the highlighted entry under **Recipient List** to your Address Book. In this example, **Jennings** would be added to your Address Book.

**New:** Takes you to a **New Group Name** dialog where you can create an Address Group for one or more entries under **Recipient List**.



**Add >>**: Copies the highlighted entry under **Recipient List** to the highlighted group entry under **Address Book**.

**OK:** Records your changes and closes the dialog.

**Cancel:** Closes the dialog without making any of your changes.

**Address Book:** These are the entries in your Address Book. If you want to add one or more entries under **Recipient List** to a group entry under **Address Book**, highlight the group entry, then highlight each desired entry under **Recipient List** and select **Add >>**.

## Adding a Recipient List

The **Add to Address Book** dialog adds recipient list information from a CompuServe Mail message to your Address Book.

You get here by selecting **Address** at a Message dialog that contains more than one recipient.

- o **Recipient List** shows the people who received the CompuServe Mail message, and **Address Book** shows the entries in your Address Book.
- o To copy a **Recipient List** entry to your Address Book, highlight the entry and then select **Copy >>**.
- o To add a **Recipient List** entry to a group entry under **Address Book**, highlight both entries and then select **Add >>**.
- o To create an Address Group for one or more entries under **Recipient List**, select **New**. Selecting **New** takes you to a **New Group Name** dialog.
- o To record your changes and close the dialog, select **OK**.

### Related Information

[Address Book](#)

[Assigning Recipient Information](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

[Message Options](#)

## Changing an Address Group Name

The **New Group Name** dialog displays an address group name for you to review or modify.

You get to the **New Group Name** dialog by selecting **New** at the **Add to Address Book** dialog while adding recipient list information from a CompuServe Mail message to your Address Book.

### Related Information

[Address Book](#)

**Retrieve:** Downloads the file using the drive and directory you specified at your **Directory Preferences** dialog. If you did not specify a drive and directory, **Retrieve** takes you to a standard Windows **Save As** dialog.

**View:** Displays the file if it is a GIF or text file. If the file is a GIF file, **View** takes you to a **GIF Window**. GIF files will have GIF beside the word **Type** above the file description. If the file is not a GIF or text file, **View** is not a valid selection and will be dimmed.



**Cancel:** Closes the dialog.

## Learning About a File

The **Get File** dialog gives you a file summary.

You get here by selecting **Select** at a **Display Menu** dialog.

- o To download the file, select **Retrieve**. If you specified a **Download** directory at your **Directory Preferences** dialog, **Retrieve** downloads the file to that directory. Otherwise, **Retrieve** takes you to a standard Windows **Save As** dialog.
- o To display the file, select **View**. If the file is a GIF file, selecting **View** takes you to a **GIF Window**. If the file is not a GIF or text file, **View** is not a valid selection and will be dimmed.

## Related Information

[Forum Libraries](#)

[Reading about a Library File](#)

[Searching for Library Files](#)

These are the members who meet your search criteria. To view information about a member, highlight the member's entry and select **Open**. To add an entry to your Address Book, highlight the entry and select **Address**.

**Open:** Displays information about the highlighted entry. Takes you to a **Member Interests** dialog.

**Address:** Takes you to an **Add to Address Book** dialog where you can add the entry to your Address Book.

**Cancel:** Closes the dialog.

## Finding CompuServe Members

The **Membership Search Results** dialog displays a list of CompuServe members who meet your search criteria.

You get here by selecting **OK** at the **Search Member Directory** dialog.

- o To view information about a member, highlight the entry and then select **Open**. Selecting **Open** takes you to a **Member Interests** dialog.
- o To add an entry to your Address Book, highlight the entry and then select **Address**. Selecting **Address** takes you to an **Add to Address Book** dialog.

### Related Information

[CompuServe Mail](#)

[Discovering Forum Member Interests](#)

[Finding Forum Members](#)

[Forums](#)

[Learning about CompuServe Members](#)

[Searching for Forum Members](#)

**Next:** Displays member information for the next member listed at the **Membership Search Results** dialog. If there is no such entry, **Next** is not a valid selection and is dimmed.



**Address:** Takes you to an **Add to Address Book** dialog where you can add the person to your Address Book.

**Cancel:** Closes the dialog.

## Learning About CompuServe Members

The **Member Information** dialog displays information about a specific CompuServe member.

You get here by selecting **Open** at the **Membership Search Results** dialog.

- o To view member information for the next member listed in the **Membership Search Results** dialog, select **Next**. If there are no other members listed in the **Membership Search Results** dialog, **Next** is not a valid selection and is dimmed.
- o To add the person to your Address Book, select **Address**. Selecting **Address** takes you to an **Add to Address Book** dialog.

### Related Information

[Discovering Forum Member Interests](#)

[CompuServe Mail](#)

[Finding CompuServe Members](#)

[Finding Forum Members](#)

[Forums](#)

[Searching for Forum Members](#)

**File:** Takes you to a standard Windows **Open** dialog where you can identify and select the file you want to upload.

Type the name and path for the file on your microcomputer that you wish to upload to CompuServe. If you use the **File** button, this information is automatically filled in for you.

**File Type:** Select the type of file you are uploading, either **Binary**, **Text**, or **GIF**.

**OK:** Closes the dialog and begins the upload process.

**Cancel:** Closes the dialog.



## Contributing a File

The **Contribute a File** dialog uploads a file.

You get here by issuing a command to upload a file while in Terminal Emulation.

- o To identify and select the file you want to upload, select **File**. Selecting **File** takes you to a standard Windows **Open** dialog. If you prefer, rather than using **File**, you can type the name and path for the file you want to upload in the text box next to **File**.
- o Select the type of file you are uploading, **Binary**, **Text**, or **GIF**, in the box below **File Type**.
- o To close the dialog and begin the upload process, select **OK**.

### Related Information

[Contributing a File to a Library](#)  
[Forum Libraries](#)  
[Terminal Emulation](#)

**Mail Message:** Mark this to copy the selected text in CompuServe 2.5's text box to the body of a Mail message you are creating.

**Forum Message:** Mark this to copy the selected text in CompuServe 2.5's text box to the body of a forum message you are creating.

**MAPI Message:** Mark this to copy the selected text in CompuServe 2.5's text box to a message formatted for Microsoft Mail. MAPI stands for Microsoft's Simple Messaging Application Programming Interface. You will not see this option unless you have the appropriate software installed on your computer.

**OK:** Copies your text to the appropriate message format.

**Cancel:** Closes the dialog without copying any text.

## Copying Text

The **Copy To** dialog copies text from a CompuServe 2.5 text box, such as a weather report, to the body of a forum or CompuServe Mail message you are composing. You can also create a MAPI message.

You get here by choosing **Copy To** from the Edit menu.

- o To copy the selected text in CompuServe 2.5's text box to the body of a Mail message you are creating, select **Mail Message** and then select **OK**. Doing so takes you to a **Create Mail** dialog, pasting your text into the body of the blank message form.
- o To copy the selected text in CompuServe 2.5's text box to the body of a new forum message you are creating, select **Forum Message** and then select **OK**. Doing so takes you to a **Create Forum Message** dialog, pasting your text into the body of the blank message form.
- o To copy the selected text in CompuServe 2.5's text box to the body of a message formatted for Microsoft Mail, select **MAPI Message** and then select **OK**. MAPI stands for Microsoft's Simple Messaging Application Programming Interface. You will not see this option unless you have the appropriate software installed on your computer.

### Related Information

[CompuServe Mail](#)

[Executive News Service](#)

[Forum Messages](#)

[Pasting Text](#)

**Text File:** Mark this if you want to paste from a file on disk. When you select **OK**, CompuServe 2.5 takes you to a standard Windows **Open** dialog where you can identify and select the file you want to paste.



**Filing Cabinet:** Mark this if you want to paste from your Filing Cabinet. Your Filing Cabinet folders are shown in the box below. Highlight the one you want and select **OK**. When you do so, CompuServe 2.5 takes you to an **Opening a Folder** dialog where you can select the entry you want to paste.

**In-Basket:** Mark this if you want to paste from your In Basket. When you select **OK**, CompuServe 2.5 takes you to an **In-Basket** dialog where you can identify and select the message you want to paste.

**Out-Basket:** Mark this if you want to paste from your Out Basket. When you select **OK**, CompuServe 2.5 takes you to an **Out-Basket** dialog where you can identify and select the message you want to paste.

Your Filing Cabinet folders are always listed here. If you selected **Filing Cabinet**, highlight the folder you want and select **OK**. When you do so, CompuServe 2.5 takes you to a **Folder** dialog where you can select the entry you want to paste.

**OK:** Takes you to the appropriate dialog where you can select what you want to paste.

**Cancel:** Closes this dialog.

**Help** Displays this help page.

## Pasting Text

The **Paste From** dialog pastes the contents of a file stored on disk or in your Filing Cabinet, In-Basket, or Out-Basket into a forum or CompuServe Mail message that you are composing.

You get here by choosing **Paste From** from the Edit menu.

- o To paste from a file on disk, mark **Text File** and then select **OK**. Doing so takes you to a standard Windows **Open** dialog where you can identify and select the file you want to paste.
- o To paste from your Filing Cabinet, mark **Filing Cabinet**, highlight the appropriate Filing Cabinet folder from the **Paste From** dialog, and then select **OK**. Doing so takes you to an **Opening a Folder** dialog where you can select the entry you want to paste.
- o To paste from your In Basket, mark **In-Basket** and then select **OK**. Doing so takes you to an **In-Basket** dialog where you can identify and select the message you want to paste.
- o To paste from your Out Basket, mark **Out-Basket** and then select **OK**. Doing so takes you to an **Out-Basket** dialog where you can identify and select the message you want to paste.

## Related Information

[CompuServe Mail](#)

[Copying Text](#)

[Executive News Service](#)

[Forum Messages](#)



## Selecting Address Book Entries

The **Select Entries from Address Book** dialog lists your Address Book entries so that you can select one or more for an address group.

You get to the **Select Entries from Address Book** dialog by selecting **Add** at the **Add Group to Address Book** dialog.

### Related Information

[Address Book](#)

[CompuServe Mail](#)

[Electronic Address Formats](#)

## **Online Information**

Sometimes CompuServe 2.5 displays online text in a dialog like this one.

**From:** Takes you to a **Select Entry from Address Book** dialog where you can select the address you want to search for. Once you make your selection, CompuServe 2.5 automatically fills in the electronic mailing address in the box at the right.

If you want to search for a particular electronic mailing address, type the address here. If you use **From** to select your search address, CompuServe 2.5 automatically fills it in here.

**Subject:** If you want to search for messages by their subject wording, type a word or phrase that makes up the subject you want to search for. Every word you specify must be part of the actual message subject in order for CompuServe 2.5 to find the message.

**Normal:** Select this if you want to search for only normal sensitivity messages.

**Personal:** Select this if you want to search for only personal sensitivity messages.

**Sensitivity:** Select the sensitivity level for the messages you want to search for: **Normal**, **Personal**, **Private**, **Confidential**, or **All**.



**Importance:** Select the importance level for the messages you want to search for: **Low**, **Normal**, **High**, or **All**.

If you want to restrict your search to a date frame, type the oldest date here.

If you want to restrict your search to a date frame, type the most recent date here.

**Search:** Conducts the search. CompuServe 2.5 takes you to a **Get New Mail** dialog where you can view the messages that meet your search criteria. If you think CompuServe 2.5 should have found a message when it did not, you might want to double check your search criteria.

**Cancel:** Closes the dialog without conducting a search.

**Help:** Displays this help page.

**All:** Select this if you want to search for all messages regardless of sensitivity.

## Searching Your CompuServe Mail

The **Search New Mail** dialog finds Mail messages in your mailbox that meet your search criteria. You can search by sender, subject, sensitivity, priority, or date.

You get here by choosing **Search New Mail** from the Mail menu.

- o To search for Mail by sender, select **From** or type the electronic mailing address in the text box beside **From**. Selecting **From** takes you to a **Select Entry from Address Book** dialog where you can select the address you want to find.
- o To search for messages by their subject wording, type a word or phrase that makes up the subject you want to search for in the box beside **Subject**. Every word you specify in the box beside **Subject** must be part of the actual message subject in order for CompuServe 2.5 to find the message.
- o Select the sensitivity level from the **Sensitivity** pop-up menu for the messages you want to search for: **Normal**, **Personal**, **Private**, **Confidential**, or **All**.
- o Select the importance level from the **Importance** pop-up menu for the messages you want to search for: **Low**, **Normal**, **High**, or **All**.
- o If you want to restrict your search to a date frame, type the oldest date in the box beside **Dates from** and the most recent date in the box beside **to**.
- o To begin your search, select **Search**. Selecting **Search** takes you to a **Get New Mail** dialog where you can view the messages that meet your search criteria.

### Related Information

[Address Book](#)  
[CompuServe Mail](#)



## **Pasting from Your Out-Basket**

The **Out-Basket** dialog lists the contents of your Out-Basket so that you can paste text into a text box that you are editing, such as the body of a CompuServe Mail message.

- o To paste an entry, highlight the entry and then select **Select**.

### **Related Information**

[CompuServe Mail](#)

[Copying Text](#)

[Executive News Service](#)

[Forum Messages](#)

[Pasting Text](#)

## **Pasting from a Folder**

This dialog lists the contents of a folder, such as your In-Basket folder or a folder in your Filing Cabinet, so that you can paste text into a text box that you are editing, such as the body of a CompuServe Mail message.

- o To paste an entry, highlight the entry and then select **Select**.

### **Related Information**

[CompuServe Mail](#)

[Copying Text](#)

[Executive News Service](#)

[Forum Messages](#)

[Pasting Text](#)

**Send Forum Messages from Out Basket:** Mark this if you want CompuServe 2.5 to send any forum messages stored in your Out-Basket in addition to Mail messages.

**Disconnect when Done:** Mark this if you want CompuServe 2.5 to disconnect from CompuServe after sending and retrieving all messages.

**OK:** Sends any outgoing Mail in your Out-Basket, and also retrieves any incoming Mail that is waiting at your CompuServe mailbox into your In-Basket. **OK** connects you to CompuServe if you are not already connected.

**Cancel:** Closes the dialog without sending or retrieving any messages.

**Help:** Displays this help page.

## **Sending and Receiving Mail Automatically**

The **Send and Receive All Mail** dialog automates your sending and receiving of Mail.

You get here by choosing **Send/Receive All Mail** from the Mail menu.

- o To have CompuServe 2.5 disconnect from CompuServe after sending and retrieving all messages, mark **Disconnect when Done**.
- o To send the specified contents of your Out-Basket and retrieve any incoming Mail that is waiting at your CompuServe mailbox into your In-Basket, select **OK**. Selecting **OK** connects you to CompuServe if you are not already connected.

### **Related Information**

[CompuServe Mail](#)

[In-Basket](#)

[Out-Basket](#)



**Retrieve:** Downloads the file using the drive and directory you specified at your **Forum Preferences** dialog. If you did not specify a drive and directory, **Retrieve** takes you to a standard Windows **Save As** dialog.

**View:** Displays the file if it is a GIF or text file. If the file is a GIF file, **View** takes you to a **GIF Window**. GIF files will have GIF beside the word **Type** above the file description. If the file is not a GIF or text file, **View** is not a valid selection and will be dimmed.

**Close:** Closes the dialog.

## Learning About a File

The **Get File** dialog gives you a file summary.

You get here by selecting **Select** at a **Display Menu** dialog.

- o To download the file, select **Retrieve**. If you specified a **Download** directory at your **Directory Preferences** dialog, **Retrieve** downloads the file to that directory. Otherwise, **Retrieve** takes you to a standard Windows **Save As** dialog.
- o To display the file, select **View**. If the file is a GIF file, selecting **View** takes you to a **GIF Window**. If the file is not a GIF or text file, **View** is not a valid selection and will be dimmed.

## Related Information

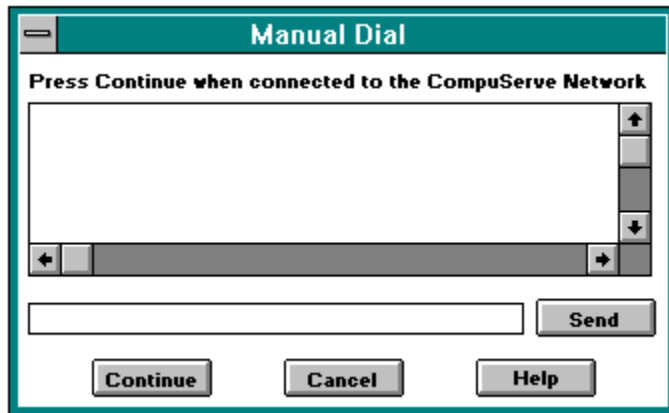
[Forum Libraries](#)

[Reading about a Library File](#)

[Searching for Library Files](#)

## Making a Manual Connection

The **Manual Dial** dialog enables you to complete a manual connection to CompuServe.



Your dialogue with CompuServe is displayed in this box.

Type your required information here. Click on the **Send** button to transmit the information to CompuServe.

**Send:** Transmits your typed information to CompuServe.



**Continue:** Continues the connection procedure. You will not be able to connect to CompuServe unless you have satisfied all host requests.

**Cancel:** Closes the dialog and cancels the manual connection process.

## Exploring Services

The **Explore Services** window is a pictorial menu of the major service categories on CompuServe.

You get to the **Explore Services** window by choosing **Explore Services** from the Services menu.

- o **Explore CompuServe** enables you to learn about CompuServe, find services and files, find other CompuServe members, learn conference schedules, and more.
- o **News & Weather** contains a global news clipping service, business news, feature stories, entertainment news, public and aviation weather, and more.
- o **Media** gives you access to electronic newsletters, computer magazines, electronic publishing forums, and more.
- o **Computing Support** gives you support for virtually any software or computer on the market. Support includes direct links to software and hardware companies, libraries of online information and forums of knowledgeable users willing to help you solve your problems. Twenty-four hours a day, you can log on and communicate with someone online or post messages which will be answered, typically within 24 hours.
- o **Internet** gives you access to USENET Newsgroups, various Internet-related forums and information, and the File Transfer Protocol (FTP).
- o **Reference & Education** comprises an extensive reference library that enables you to gather vast amounts of current and historical information quickly and efficiently. The section includes large databases comprised of: demographic information; articles from periodicals; directories of products, manufacturers, and households; trademark and legal information; government proceedings, information, and statistics; consumer information, as well as access to forums for education-related topics, such as computer training, education research, foreign languages, and more.
- o **Sports** provides you with fast-breaking sports news, information about sports medicine, and more. You can discuss your favorite sports topics in a number of sports-related forums.
- o **Professional** describes forums which enable professionals to exchange ideas and information with others in the same field. People interested in the law, medicine, business management, and other professional fields will find a forum to suit their professional interests.
- o **Finance** provides you with an overview of the services which can assist you with your financial interests. Though tailored for the individual investor, CompuServe's financial services are also used by many Wall Street firms. You can obtain quotes on stock prices, find information about companies and buy and sell securities. CompuServe invites you to use the H&R Block ticker symbol to practice and see the type of information each product provides. Type HRB at most company or issue prompts and get live information without a surcharge.
- o **Home & Leisure** contains information on diverse interests and hobbies, such as food, wine, genealogy, sailing, stamp collecting, pets, fishing, and health.
- o **Entertainment** contains services pertaining to the world of entertainment, such as

Hollywood happenings, movie reviews, entertainment forums, and even an Entertainment Center.

- o **Travel** provides you with air, hotel, car, tour and cruise information. In addition, U.S. domestic and international information is available.
- o **Shopping** contains the CompuServe products that enable you to shop in the comfort of your own home. Depending on the merchant, you can order from online catalogs or have print catalogs sent to your home.

The **General Preferences** dialog enables you to control whether the **Explore Services** window is displayed automatically when you start up CompuServe 2.5.

## **Related Information**

[Accessing a Service](#)

[Finding Services](#)

[Going Directly to a Service](#)

[General Preferences](#)

[Grouping Your Favorite Services](#)

This is the **Browse** icon. You'll find it on the **Ribbon**.

## Exploring Services

The **Explore Services** window is a pictorial menu of the major service categories on CompuServe.

You get to the **Explore Services** window by choosing **Explore Services** from the Services menu.

- o **Explore CompuServe** enables you to learn about CompuServe, find services and files, find other CompuServe members, learn conference schedules, and more.
- o **News** contains a global news clipping service, business news, feature stories, sports scores and interviews, public and aviation weather, and even Hollywood gossip.
- o **Magazines** gives you access to electronic newsletters, computer magazines, electronic publishing forums, and more.
- o **Communicate** contains information on products that enable you to communicate with other CompuServe members. You can use CompuServe Mail to send messages to specific people, forums to participate in discussions on specific topics, CB to type in real-time with other CompuServe members around the world, and the CompuServe Classifieds to post ads.
- o **Computers** gives you support for virtually any software or computer on the market. Support includes direct links to software and hardware companies, libraries of online information and forums of knowledgeable users willing to help you solve your problems. Twenty-four hours a day, you can log on and communicate with someone online or post messages which will be answered, typically within 24 hours.
- o **Reference** comprises an extensive reference library that enables you to gather vast amounts of current and historical information quickly and efficiently. The section includes large databases comprised of: demographic information; articles from periodicals; directories of products, manufacturers, and households; trademark and legal information; government proceedings, information, and statistics; consumer information.
- o **Sports** provides you with fast-breaking sports news, information about sports medicine, and more. You can discuss your favorite sports topics in a number of sports-related forums.
- o **Professional** describes forums which enable professionals to exchange ideas and information with others in the same field. People interested in the law, medicine, business management, and other professional fields will find a forum to suit their professional interests.
- o **Finance** provides you with an overview of the services which can assist you with your financial interests. Though tailored for the individual investor, CompuServe's financial services are also used by many Wall Street firms. You can obtain quotes on stock prices, find information about companies and buy and sell securities. CompuServe invites you to use the H&R Block ticker symbol to practice and see the type of information each product provides. Type HRB at most company or issue prompts and get live information without a surcharge.
- o **Internet** gives you access to USENET Newsgroups, various Internet-related forums and information, and the File Transfer Protocol (FTP).

- o **Education** gives you access to forums for education-related topics, such as computer training, education research, foreign languages, as well as an electronic encyclopedia and information about colleges and universities.
- o **Travel** provides you with air, hotel, car, tour and cruise information. In addition, U.S. domestic and international information is available.
- o **Shopping** contains the CompuServe products that enable you to shop in the comfort of your own home. Depending on the merchant, you can order from online catalogs or have print catalogs sent to your home.
- o **Home/Leisure** contains information on diverse interests and hobbies, such as food, wine, genealogy, sailing, stamp collecting, pets, fishing, and health.
- o **Fun & Games** contains many different types of games. Some games are for one player against the computer. For others, like MegaWars I and III, you interact with other players, either as allies or enemies.
- o **Entertainment** contains services pertaining to the world of entertainment, such as Hollywood happenings, movie reviews, entertainment forums, and even an Entertainment Center.
- o **Member Service** helps you find your way around the CompuServe Information Service. It provides information such as billing, logging on, ordering and operating rules.

The **General Preferences** dialog enables you to control whether the **Explore Services** window is displayed automatically when you start up CompuServe 2.5.

## **Related Information**

[Accessing a Service](#)

[Finding Services](#)

[Going Directly to a Service](#)

[General Preferences](#)

[Grouping Your Favorite Services](#)

**Public Folder:** ENS automatically puts news stories such as current news into **Public** folders that anyone can peruse or browse.



**Personal Folder:** ENS gives you the option of designing up to three **Personal** folders for specific news stories. You determine the story selection guidelines for each Personal folder; ENS then clips and saves only those stories that match the story selection guidelines.

**retrieve:** To download a story from a Personal Folder or Public Folder in ENS.

## Executive News Service

The [Executive News Service \(ENS\)](#) puts you in touch with the the latest news. Read news stories from [Public Folders](#) and [Personal Folders](#) , [marking](#) any you wish to [retrieve](#) to your Filing Cabinet

To access the Executive News Service, choose **Executive News** from the Services menu, or **Go** to ENS.

### Executive News Service Topics

[Browsing News Stories](#)

[Deleting a Personal Folder](#)

[Creating a Personal Folder](#)

[Clearing a Personal Folder](#)

[News Toolbox](#)

[News Preferences](#)

[Filing Cabinet](#)

[Reading a Filed News Story](#)

[Reading News Stories](#)

[Reading News Story Previews](#)

[Retrieving Marked News Stories](#)

[Previewing Marked News Stories](#)

[Searching for News Stories](#)

[Selecting Folders](#)

[Updating a Personal Folder](#)



## Forums

Forums are places where CompuServe members can meet others who share their special interests. Forum members can exchange information, expound opinions and ideas, and participate in general conversation. Every forum has a message board, data libraries, and conference rooms where special meetings and seminars take place.

To view a list of forums related to a topic that interests you, choose **Find...** from the Initial Desktop Services menu and search for the topic. To view a comprehensive list of all CompuServe forums, use **Find...** and search for FORUMS.

To view forum descriptions, consult the CompuServe Directory (choose **CompuServe Directory** from the Help menu).

## Forum Topics

[Conferences](#)

[Joining a Forum](#)

[Libraries](#)

[Membership Interests](#)

[Messages](#)

[Forum Options](#)

[Forum Preferences](#)

[Forum Toolbox](#)

**interests:** There are hardware forums devoted to particular makes of computer equipment, software forums that offer support for popular programs, professional forums that cater to members of various professions, and more.

## **Forum Membership Interests**

If you record your interests in the Forum Membership Directory, other members with similar interests will be able to locate you more easily.

### **Forum Membership Interests Topics**

[Changing Your Member Interests](#)

[Joining a Forum](#)

[Searching for Forum Members](#)

**duration of forum messages:** Messages are not kept forever in a forum. Some very busy forums keep messages for only a few days. An important message might be placed in one of the forum's libraries for longer availability. You cannot delete a forum message unless you are the author (See the Reading and Processing Forum Messages topic below).



**waiting messages:** If there are any unread messages addressed to you when you enter a forum, you can go straight to them by choosing **Get Waiting** from the Forum Messages menu.

## **Forum Messages**

Forum messages are wide-ranging correspondence to be read by all. You can browse the various forum Message Sections to explore and read the related Message Topics, or you can go straight to any messages addressed to you. As you browse the assorted forum Message Topics you can mark individual messages, whole Message Topics, or entire Message Sections that you wish to retrieve.

Messages are not kept forever in a forum. Some very busy forums keep messages for only a few days. An important message might be placed in one of the forum's libraries for longer availability.

### **Forum Messages Topics**

[Browsing Forum Message Sections](#)

[Browsing Forum Messages and Topics](#)

[Creating a Forum Message](#)

[Filing Cabinet](#)

[Forum Preferences](#)

[Reading and Processing a Forum Message](#)

[Retrieving Your Marked Messages](#)

[Searching for a Forum Message](#)

[Setting the Oldest Message Date](#)

## **Forum Libraries**

Forum libraries are for relatively permanent storage of text files, graphics files, and software.

Anyone can contribute files to a forum library. After careful review by the Sysop, the new file will be made available to all the forum members.

Files in a forum are organized into Library Sections. As you browse or search the various Library Sections and files you can mark the ones you wish to retrieve.

### **Forum Libraries Topics**

[Browsing Library Files](#)

[Contributing a File to a Library](#)

[Forum Preferences](#)

[Reading About a Library File](#)

[Retrieving Your Marked Library Files](#)

[Searching for Library Files](#)

## **Forum Conferences**

Every forum has several electronic conference rooms for both scheduled conferences and impromptu chats. You read the ongoing exchange in one window, while you type your comments and questions in another.

### **Forum Conferences Topics**

[Changing Your Conference Nickname](#)

[Conference Preferences](#)

[Entering a Conference Room](#)

[Ignoring a Person](#)

[Inviting People to a Private Group](#)

[Learning Who Is in a Forum](#)

[Monitoring a Conversation](#)

[Participating in Open Conversation](#)

[Tracking People](#)



## **Settings**

You can easily control your Information Manager connection and keyboard settings.

### **Settings Topics**

[Changing Your Display Font](#)

[Function Key Settings](#)

[Logon Parameters and Timeout Settings](#)

[Modem Control Settings](#)

[Session Settings](#)



**ticker symbol:** A standardized symbol, usually alphabetic, that identifies a particular securities issue. Company names or CUSIP numbers are not interchangeable with tickers.



**Executive News Service:** A comprehensive collection of various news wires, reporting up-to-the-minute news, sports, and financial information. ENS includes a powerful story search feature, which intercepts stories about designated subjects and clips or keeps them for you in up to three personal electronic folders.

**name:** The name of the electronic mail recipient. You may also enter a nickname.

**address:** The electronic mailing address of the recipient. This is the same as the recipient's User ID number.

**comments:** Optional information you may include as you create or modify an electronic message.

**group name:** The name of the address group you want to create or modify.

**address group:** You can combine one or more of your Address Book entries into categories called address groups. Then you can cause a message to be sent to all members of an address group by simply addressing the message to that address group.

**description:** How you want your entry to appear in your Favorite Places; the particular wording you want to use to describe the service or forum.

**service name:** The same name you would use if you were to **Go** to the service.



**message board:** The place where forum messages are posted.

**library:** A forum's reference area; ideal for long-term storage of lengthy, structured documents or software programs contributed by forum members for forum members.

**conference:** A 'live' electronic conversation that you can participate in or monitor; includes casual chats, scheduled meetings, and guest lectures.

**room:** Where a conference takes place; each forum has several conference rooms.

**sysop:** System operator, a forum member who is in charge of the forum and can answer questions about the forum and resolve most problems you encounter.

**message start date:** The date of the oldest message in a forum that you want included in your messages set; controls the number of messages available to you.

**section:** An area of a message board in a forum; each forum has several sections; each section focuses on some more specific aspect of the forum's overall area of interest.

**topic:** A group of forum messages with a common subject and a common genealogy; a thread of connected messages. Also the subject of such a group or thread.



**thread:** A group of forum messages with a common subject and a common genealogy. Also called a topic.

**mark:** To select an item in a list for a later action. For example, while browsing in a forum library, you can mark files that interest you and retrieve them later. A marked item is usually denoted by a marked checkbox.

**retrieve:** To copy a file from a CompuServe forum library to disk storage on your computer (download).

**contribute:** To copy a file from disk storage on your computer to a CompuServe forum library (upload).

**freshen:** To update a forum's message board while in the forum; useful if you want to see newly posted messages since your entrance into the forum.

**posting date:** The date a forum message appears on the message board.

**map:** A list of names connected by lines diagramming the relationships among messages within the current forum message topic.

**private message:** A forum message that you send to another member via CompuServe Mail; the message does not appear on the forum's message board, but goes directly to the member's private CompuServe Mail area.



**Filing Cabinet:** Storage area that the Information Manager creates and maintains on your microcomputer. You use folders in your Filing Cabinet to store and organize messages and other documents while using the Information Manager.

**CB Simulator:** A kind of CB on CompuServe, but without radio waves. Just like on a traditional citizen's band radio, you monitor and tune to channels to converse with other CBers, but rather than speak into a microphone, you type at a keyboard. Your comments are visible to others on the channel; their comments are visible to you. Join in or just listen. Access one of 72 channels.

**In-Basket:** An area reserved by CompuServe in your computer's disk storage. You can store your incoming Mail messages in your In Basket until you decide what to do with them.

**Address Book:** Disk storage area where the Information Manager can keep names, addresses, and other important information about your regular CompuServe Mail correspondents.

**file abstract:** A summary of a file in a forum library containing information such as description and size.

**view:** To read a document or display a graphics file.

**binary:** Files stored in binary format, such as tokenized BASIC programs, machine language programs, and most microcomputers' BASIC data files.

**text:** The contents of a forum or Mail message, article, or readable file. All messages in the Information Manager are text.



**browse:** To explore the hierarchy of CompuServe services, peruse the hierarchy of messages and library files in a forum, or scan news stories in the Executive News Service.

**forum:** A CompuServe service for members sharing a special interest. More than 200 forums exist on CompuServe. Forums have message boards, data libraries, and conference rooms where special seminars and meetings take place.

**message number:** Each forum message has a unique number assigned to it which identifies it from all other messages.

**private group:** A group in a forum conference room or on a CB channel that consists only of those members who were invited to it.

**Favorite Places:** An Information Manager menu that you can customize to list the services you access frequently; you can add or delete services at will. When you select a service from your Favorite Places menu, you go directly to that service.

**message:** General term for electronic communications sent by one CompuServe member and received by another. Examples are CompuServe Mail messages, forum messages, and CB messages.

**Out-Basket:** An area reserved by CompuServe in your computer's disk storage. Store completed mail and forum messages here until you are ready to send them; save incomplete messages here until you finish them.

**join:** Although you can read forum messages and browse library files as a visitor without joining a forum, you must eventually join in order to enjoy full forum membership privileges, such as posting or replying to messages and contributing or retrieving library files.



**tune:** This means to select the CB channel you want to converse on. You can only converse on one channel at a time -- the one you're tuned to.

**channel:** This is where conversations take place in CB. Each channel is like a type of lounge or conference room. There are up to 72 channels for you to pick from.

**bulletin:** Late-breaking news concerning the CB service and community.

**channel selector:** The particular dialog from which you select a channel to tune to or monitor.

**friends group:** This is your record of names and CompuServe addresses of your CB and forum friends; this address group is automatically placed in your Address Book and is called CB/CO group.

**handle:** A nickname that identifies you on CB; you can change your handle anytime.

**invite:** To ask one or more people to join a private group conversation.

**lobby:** The initial entrance to CB or a forum. From here, you can tune to a channel or enter a room and join an existing conversation or start a new one.



**monitor:** To listen to the activities of a channel or conference room. This may be done while you are tuned to another channel or room.

**profile:** A file containing information on each CB member, usually including where people live, their handle, what type of computer they use, and general interests. You may choose whether you wish to establish a profile for yourself.

**squelch:** To block communication from another user; their messages no longer appear on your screen.

**tracking window:** A small window that reports the ongoing activity in CB, including who's coming and going, switching channels, and changing handles.

**capture buffer:** A feature in Terminal Emulation that automatically records the exchange of information between you and CompuServe.

**About box:** A dialog box that shows the software's version number and reports details of your last session with CompuServe.

CompuServe is 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.

**baud rate:** Signals transmitted per second over a communications link. In Session Settings, you can select any baud rate your modem supports.



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**command:** A choice on a pull-down menu or an instruction. The **Go** command is frequently used in the Information Manager. You can also enter commands when in Terminal Emulation.

**command button:** A rectangular button in a dialog box which implements the indicated action. Command buttons are often labeled Cancel and Select.

**communications network:** The combinations 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 services.

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**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.

**default:** 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.

**desktop:** Onscreen area that organizes and arranges your Information Manager materials. Resources like the Ribbon, toolboxes, and menu display choices available to you. Forums, CB Simulator, Executive News Service, and Terminal Emulation have distinctive desktops with their own unique resources.

**dialog box:** Box in which you supply specific instructions for the Information Manager.

**download:** To copy a file from CompuServe to your computer's disk storage.

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CompuServe is 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.

**file transfer:** The exchange of a file between a remote computer system and your own computer. You can upload to CompuServe or download from it.



**GIF:** Graphics Interchange Format. CompuServe's format for graphics files that can be exchanged between different types of computers.

**icon:** A graphical representation of a service or command.

**log off:** To disconnect from CompuServe.

**log on:** To connect to CompuServe.

**Member Directory:** A listing of names and User ID numbers of CompuServe members.

**menu bar:** Horizontal bar at the top of the screen identifying the major groups of functions offered by the Information Manager. The menu bar provides access to listed services and commands. The menu bar changes in forums and some services.

**option button:** Small, round button in a dialog box that allows you to designate specific preferences. Option buttons in a group are mutually exclusive.

**password:** Personalized secret 'word' required for access to your CompuServe account. You can change your password as often as you'd like. Never tell anyone your password.



**premium charge:** The surcharge for an especially valuable service provided by CompuServe. Premium charges may be based on usage time or number of transactions on a service. If premium charges apply, they are always indicated by (\$) on the list menu where you select a service.

**prompt:** Request for specific instruction or information in Terminal Emulation. A prompt often requires you to enter a response in order to continue.

**protocol:** Set of rules governing computer-to-computer communication.

**retries:** Number of times your modem will try to connect to CompuServe if your initial try isn't successful. You set retries in Session Settings.

**Ribbon:** The row of icons that appear at the top of your screen. Each Ribbon icon represents a feature of the Information Manager.

**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.

**Services window:** Graphical menu showing the major groups of online CompuServe services.

**Session Settings:** Information required to connect your computer to CompuServe. In Session Settings, you provide all the information that you want your computer to use automatically. Whatever you don't provide (for instance, your password), you will have to enter every time you log on.



**Terminal Emulation:** The mode in which your computer emulates a terminal. Many CompuServe services work in Terminal Emulation, where you navigate with textual commands instead of windows.

**toolbox:** A column of icons that provides quick and easy access to some of the most important features in the Executive News service, CB Simulator, and forums. Toolboxes differ from desktop to desktop.

**User ID number:** CompuServe account identification number. Your User ID number is your electronic mailing address and is listed beside your name in the Member Directory.

**WinCIM:** Acronym for the Windows version of the CompuServe Information Manager.

**database:** Online repository of information. You can access databases like IQuest in order to scan abstracts, read the full text of published materials, and download documents.

**full text:** Whole and uncut document. Several databases offer access to full-text articles which you can read or download.

**full-text search:** A database search that searches the entire text of an article to find a match to a keyword you specify.

**keyword:** A portion of a word, a whole word, or a phrase that guides your search through a database, forum library, and the Executive News Service. All available topics and files are selected based on the exact spelling of keywords, regardless of their case.



**multiplayer games:** Online games which can be played simultaneously by different people in different places.

**text file:** A file consisting solely of ASCII characters (characters you can type at your keyboard).

**upload:** To copy a file from you computer's disk storage to CompuServe.

**toggle:** (noun) A function that can be turned on and off by using the same key or key combination or by choosing it from a menu. (verb) To switch a function on or off with the same key, key combination, or command.

**function keys:** Key combinations in Terminal Emulation and CB that have text or commands assigned to them

**summary page:** A brief recap of information necessary to play a game, including special equipment requirements, suggested age, number of players, and so on. The summary page also provides access to detailed instructions.



## **Glossary**

[About box](#)  
[address](#)  
[Address Book](#)  
[address group](#)  
[baud rate](#)  
[binary](#)  
[capture buffer](#)  
[communications network](#)  
[communications surcharge](#)  
[CompuServe Directory](#)  
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[conference](#)  
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[GIF](#)  
[group name](#)  
[handle](#)  
[icon](#)  
[In-Basket](#)  
[keyword](#)  
[library](#)  
[lobby](#)  
[log off](#)  
[log on](#)  
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[multiplayer games](#)  
[name](#)  
[Out-Basket](#)  
[password](#)  
[premium charge](#)  
[private message](#)  
[protocol](#)  
[retrieve](#)  
[Ribbon](#)  
[section](#)  
[service name](#)  
[Services window](#)  
[Session Settings](#)  
[Sysop](#)  
[Terminal Emulation](#)  
[text](#)  
[text file](#)  
[ticker symbol](#)



thread  
toolbox  
topic  
upload  
User ID number  
CompuServe 2.5

## News Toolbox

The **News Toolbox** is a pictorial menu of frequently used News commands.

You can view the **News Toolbox** by choosing **Toolbox** from the Special menu on the News Desktop.



If you want to see the **News Toolbox** automatically each time you access the News Desktop, mark the **Show Toolbox** option in the **News Preferences** dialog.

### Related Information

[News Preferences](#)

[Executive News Service](#)

This is your **Notices** icon. It gives you important news about the News Desktop, such as upcoming changes or service-related announcements. It will be dimmed if there are no announcements.

This is your **Select Folder** icon. It represents the **Select Folder** command on the Stories menu. It takes you to a **Select Folder** dialog where you can examine your Personal and Public News Folders to browse and search for stories.

This is your **Retrieve Marked Stories** icon. It represents the **Retrieve Marked Stories** command on the Stories menu. It takes you to a **Retrieve Marked Stories** dialog where you can download the stories you marked for retrieval.

This is your **Create Folder** icon. It represents the **Create Folder** command on the Stories menu. It takes you to a **Create Folder** dialog where you can design a Personal Folder to hold your clipped news stories.

This is your **Update Folder** icon. It represents the **Update Folder** command on the Stories menu. It takes you to an **Update Folder** dialog where you can update or modify the story selection guidelines for a Personal Folder.

This is your **Delete Folder** icon. It represents the **Delete Folder** command on the Stories menu. It takes you to a **Delete Folder** dialog where you can dispose of a Personal Folder.



These are all the news sources available to you. Mark one or more news sources you want to search. If you want to mark all news sources, select **All**. You can select **None** to clear or unmark any marked news sources.

**All:** Marks all news sources.

**None:** Unmarks all news sources.

**Ticker:** Enables you to search for stories containing a specific ticker symbol when you are searching the **News by Company Ticker** Public Folder in ENS. You type the ticker symbols you want to search for in the box beside **Search Terms**, with each ticker symbol separated by a semicolon (;).

**Story Headline:** Enables you to search story headlines for matching words or phrases that you type in the box beside **Search Terms**. A story headline is a single-line description of a story.

**Story Lead:** Enables you to search the first sentence or few lines of a story for matching words or phrases that you type in the box beside **Search Terms**.

**Story Body:** Enables you to search the entire story for matching words or phrases that you type in the box beside **Search Terms**.

**Search Terms:** Type what you want to look for. You can include a plus sign (+) to represent AND, a minus sign (-) to represent NOT, and a vertical bar symbol (|) to represent OR. For example, if you type **(HURRICANE + ANDREW) - (MACON|AUGUSTA|SAVANNAH)**, you will look for stories that contain both HURRICANE and ANDREW and ignore stories that contain MACON, AUGUSTA, or SAVANNAH, implying that you might be interested in stories about how Hurricane Andrew has influenced rural Georgia. Use parentheses ( ) to assure that your search criteria is accurate. An asterisk (\*) can be used to signify a wildcard at the beginning or end of a search term. For example, **COMPUT\*** will find stories with the word compute, computer, computers, computation, and so forth.



**Date range from:** Type the date of the oldest story you are interested in looking at.

**Date range to:** Type the date of the most recent story you are interested in looking at.

**Search:** If you have chosen at least one news source and specified accurate information in the boxes beside **Search on**, **Search Terms**, and **Date Range**, this searches for stories matching your search criteria. If the search is successful, you will go to a **List of Stories** dialog where where you can learn about individual stories.

**Cancel:** Closes this dialog.

## Searching for News Stories

The **Search for Stories** dialog displays the news sources and searching options that enable you to find specific news stories.

You get here by selecting **Search** at a Select Folder dialog.

- o Mark (click on) one or more news sources you want to search. To mark all news sources, select **All**. To clear or unmark all marked news sources, select **None**.
- o If you are searching the **News by Company Ticker** Public Folder, select **Ticker**, and then type the ticker symbols you want to search for in the box beside **Search Terms**, with the ticker symbols separated by a semicolon (;).
- o If you like you can select **Story Headline** to search only story headlines, **Story Lead** to search only the first few lines of a story, or **Story Body** to search the entire story for matching words or phrases that you type in the box beside **Search Terms**.
- o Type one or more words or phrases in the box beside **Search Terms** that you want to look for. You can include a plus sign (+) to represent AND, a minus sign (-) to represent NOT, and a vertical bar symbol (|) to represent OR. For example, if you type **(ASIA + AFRICA) - (EUROPE|AUSTRALIA)**, you will search for stories that contain both ASIA and AFRICA, but not stories that contain EUROPE or AUSTRALIA. Use parentheses ( ) to determine the order of processing. An asterisk (\*) can be used to signify a wildcard at the beginning or end of a search term. For example, **COMPUT\*** will find stories with the word compute, computer, computers, computation, and so forth.
- o Type the appropriate dates in the boxes beside **Date range:** and **to:** to determine the date range of your stories.
- o To begin searching for stories, select **Search**. If the search is successful, you will go to a List of Stories dialog where where you can learn about individual stories. You must have marked at least one news source and specified accurate **Search on, Search Terms**, and **Date range** information in order to conduct a search on a Personal Folder.

## Related Information

[Browsing News Stories](#)  
[Executive News Service](#)  
[Reading News Stories](#)

These are your Personal folders. Highlight the one you want to update and select **Update**.

**Update:** Takes you to a Create Folder dialog where you can review or modify the story selection guidelines in the highlighted folder. In this example, you would update the **BERNIE** folder.

**Cancel:** Closes this dialog.



## Updating a Personal Folder

The **Update Folder** dialog lists your Personal Folders. Select the one you want to modify.

You get here by clicking on the **Update Folder** icon on the **News Toolbox** or by choosing **Update Folder** from the Stories menu on the News Desktop.

- o To modify a Personal Folder, highlight it, and then select **Update**. Selecting **Update** takes you to a **Create Folder** dialog where you can review or modify the story selection guidelines for the highlighted Personal Folder.

### Related Information

[Deleting a Personal Folder](#)

[Creating a Personal Folder](#)

[Clearing a Personal Folder](#)

[Executive News Service](#)

These are your Personal folders. Highlight the one you wish to delete and select **Delete**.

**Delete:** Removes the highlighted folder from your group of Personal Folders. In this example, the **BERNIE** folder would be removed.

**Cancel:** Closes this dialog.

## Deleting a Personal Folder

The **Delete Folder** dialog lists your Personal Folders. Select the one you want to delete. You cannot delete Public Folders.

You get here by clicking on the **Delete Folder** icon on the [News Toolbox](#) or by choosing **Delete Folder** from the Stories menu on the News Desktop.

- o To delete a Personal Folder, highlight it, and then select **Delete**.

### Related Information

[Clearing a Personal Folder](#)

[Creating a Personal Folder](#)

[Executive News Service](#)

[Updating a Personal Folder](#)

**Personal:** If you have any Personal Folders they are listed here along with the number of stories in each.

**Public:** The Public Folders are listed here along with the number of stories in each.

**Browse:** Lists the story headlines for the Personal Folder that is highlighted. Takes you to a List of Stories dialog. You cannot browse stories in a Public Folder. In this example, you would browse stories in the **BERNIE** folder.



**Search:** Takes you to a **Search for Stories** dialog where you can search for stories in the highlighted folder that contain words or phrases you specify. In this example, you would search for stories in the **BERNIE** folder.

**Clear:** Takes you to a **Clear Folder** dialog where you can remove unwanted stories from the highlighted Personal Folder. You cannot clear stories from a Public Folder. In this example, you would remove stories from the **BERNIE** folder.

**Close:** Closes the dialog.

## Selecting Folders

The **Select Folder** dialog lists your Personal and Public Folders. You can read (browse) and search for stories. You can also remove stories from a Personal Folder.

You get here by clicking on the **Select Folder** icon on the [News Toolbox](#) or by choosing **Select Folder** from the Stories menu on the News Desktop.

- o The **Select Folder** dialog appears automatically when you access the News Desktop if the **Show Folders** option in the [News Preferences](#) dialog has been set appropriately.
- o To view a list of story headlines for a Personal Folder, highlight the folder and select **Browse**. Selecting **Browse** takes you to a [List of Stories](#) dialog. You cannot browse stories in a Public Folder.
- o To search for stories in a folder, highlight the folder and select **Search**. Selecting **Search** takes you to a [Search for Stories](#) dialog.
- o To remove unwanted stories from a Personal Folder, highlight the folder and select **Clear**. Selecting **Clear** takes you to a [Clear Folder](#) dialog. You can only clear stories in a Personal Folder.

### Related Information

[Browsing News Stories](#)

[Creating a Personal Folder](#)

[Clearing a Personal Folder](#)

[News Preferences](#)

[Executive News Service](#)

[Searching for News Stories](#)

**Folder name:** Type a one-word name for the folder. This cannot be blank.

These are all the news sources available to you in ENS. Mark one or more news sources you want ENS to search. If you want to mark all news sources, select **All**. You can select **None** to clear or unmark any marked news sources.

**All:** Marks all news sources.

**None:** Unmarks all news sources.



**Story Retention:** Type the number of days (up to 14) that you want ENS to hold your clipped stories. ENS will automatically delete any stories that have been held in the folder longer than the number of days specified in the box beside **Story Retention**. ENS initially assigns a value of 14 to **Story Retention**.

**Expiration:** Type the date (up to one year later) on which you want ENS to stop clipping stories for the folder. ENS initially assigns a value of one year to **Expiration**..

**Search criteria:** Type up to seven separate search terms or search term combinations. ENS will look for this information in each story released on the news sources you have marked. You can include a plus sign (+) to represent AND, a minus sign (-) to represent NOT, and a vertical bar symbol (|) to represent OR. For example, if you type **CAT + WILD** in one box, and **CAT - (KITTENS|KITTY)** in another, ENS will look for stories that contain both CAT and WILD and ignore stories that contain KITTEN or KITTY, implying that you are interested in stories about adult wild cats, such as mountain lions. Use parentheses ( ) to prevent confusion. An asterisk (\*) can be used to signify a wildcard at the beginning or end of a search term. For example, **COMPUT\*** will find stories with the word compute, computer, computers, computation, and so forth.

**OK:** Records your information and closes the dialog. You must have proper information in the boxes beside **Folder name**, **Story Retention**, and **Expiration** in order for ENS to create your folder.

**Cancel:** Closes the dialog without recording any information.

## Creating a Personal Folder

The **Create Folder** dialog displays the news sources and searching options available in ENS so you can set up a Personal Folder to clip the news stories you want.

There are many ways to get here.

- o Type a name (10 characters maximum, no spaces) for the folder in the box beside **Folder name**.
- o Mark (click on) one or more news sources you want ENS to search. To mark all news sources, select **All**. To clear or unmark all marked news sources, select **None**.
- o Type the number of days (up to 14, the initial default) that you want ENS to hold your clipped stories in the box beside **Story Retention**. ENS will automatically delete any stories that have been held in the folder longer than the number of days specified in the box beside **Story Retention**.
- o Type the date (up to one year later from today, the initial default) on which you want ENS to stop clipping stories for the folder in the box beside **Expiration**.
- o If you like, type up to seven separate search terms or search term combinations in the numbered boxes below **Search criteria**. ENS will look for this information in each story released on the news sources you have marked. You can include a plus sign (+) to represent AND, a minus sign (-) to represent NOT, and a vertical bar symbol (|) to represent OR. For example, if you type **PACIFIC + OCEAN** in box **1**, and **PACIFIC - (RIM|SOUTH)** in box **2**, ENS will look for stories that contain both PACIFIC and OCEAN and ignore stories that contain PACIFIC with RIM or SOUTH, implying that you are interested in stories about only certain sections of the Pacific Ocean. Use parentheses ( ) to determine the order of processing. An asterisk (\*) can be used to signify a wildcard at the beginning or end of a search term. For example, **COMPUT\*** will find stories with the word compute, computer, computers, computation, and so forth.
- o To record your information and close the dialog, select **OK**. You must have valid information specified in the boxes beside **Folder name**, **Story Retention**, and **Expiration** in order for ENS to create your folder.

### Related Information

[Deleting a Personal Folder](#)

[Clearing a Personal Folder](#)

[Selecting Folders](#)

[Executive News Service](#)

[Updating a Personal Folder](#)

Story headlines are listed here along with the date and time of each story and the news source that carried the story. Mark any stories you are interested in.

**Get:** Displays the story associated with the highlighted headline. Takes you to a **Story** dialog. In this example, you would read a **Life After Larry** story.



**Preview:** Displays the first few lines of the story associated with the highlighted headline. Takes you to a **Story Preview** dialog. In this example, you would read a preview for the **Life After Larry** story. Not all stories support the **Preview** feature.

**Mark:** Identifies, or marks, the story associated with the highlighted headline as one you wish to later retrieve. In this example, **Life After Larry** would be marked.

**Delete:** Removes the story associated with the highlighted headline in a Personal Folder. This button will be active only when you are looking at a Personal Folder. You can delete stories from Personal Folders, but not from Public Folders. In this example, the **Life After Larry** story would be removed because **BERNIE** is a Personal Folder.

**Close:** Closes this dialog.

## Browsing News Stories

The **List of Stories** dialog displays story headlines. You can read (get) a complete story, preview only the opening lines of a story, and mark stories for retrieval to your Filing Cabinet.

There are many ways to get here.

- o To view the story associated with the highlighted headline, select **Get**. Selecting **Get** takes you to a **Story** dialog.
- o To view the first few lines of the story associated with the highlighted headline, select **Preview**. Selecting **Preview** takes you to a **Story Preview** dialog. Not all stories support the **Preview** feature.
- o To mark a story for later retrieval, click on the story, or highlight the story and select **Mark**.
- o To remove the story associated with the highlighted headline in a Personal Folder, select **Delete**. **Delete** will only be active if you are looking at a Personal Folder. Otherwise, **Delete** will not be a valid selection and will be dimmed.

### Related Information

[Executive News Service](#)

[Filing Cabinet](#)

[Reading News Stories](#)

[Reading News Story Previews](#)

[Retrieving Marked News Stories](#)

[Searching for News Stories](#)

Each story begins with the date and time of its inception and the news source that carried the story.

**Next:** Displays the story that immediately follows this one in the List of Stories dialog. In this example, you would view the **Workplace: Disaster Brought Out the Best in** story (see the **List of Stories** dialog).

**Mark:** Identifies, or marks, the story as one you wish to later retrieve.



**File it:** Takes you to a **Filing Cabinet** dialog where you can copy the story to a folder in your Filing Cabinet.

**Delete:** Removes the story from the folder. This button will be active only when you are looking at a story in a Personal Folder. You cannot delete stories from Public Folders.

**Cancel:** Closes this dialog.

## Reading News Stories

The **Story** dialog displays a story and gives you some processing options. You can delete only stories in a Personal Folder.

You get here by selecting **Get** at a **List of Stories** dialog.

- o To view the next story, select **Next**. Selecting **Next** takes you to a **List of Stories** dialog.
- o To mark the story for later retrieval, select **Mark**.
- o To put the story into your Filing Cabinet, select **File it**. Selecting **File it** takes you to a **Filing Cabinet** dialog.
- o To remove the story from the folder, select **Delete**. **Delete** will be active only if you are looking at a story in a Personal Folder. Otherwise **Delete** will not be a valid selection and will be dimmed.

### Related Information

[Browsing News Stories](#)

[Executive News Service](#)

[Filing Cabinet](#)

[Reading News Story Previews](#)

[Searching for News Stories](#)

The first few lines of the story should give you a feel for whether you want to read the entire story.

**Next:** Displays the story preview for the story following this one at the List of Stories dialog. In this example, you would view the preview for the **Workplace: Disaster Brought Out the Best in** story (see the **List of Stories** dialog).

**Get:** Displays the entire story. Takes you to a **Story** dialog.

**Mark:** Identifies, or marks, the story as one you wish to later retrieve.



**Delete:** Removes the story from the folder. This button will be active only when you are looking at a story in a personal folder.

**Cancel:** Closes this dialog.

## Reading News Story Previews

The **Story Preview** dialog displays the first few lines of a news story.

You get here by selecting **Preview** at a List of Stories dialog.

- o To view the story preview for the story following this one in the **List of Stories** dialog, select **Next**.
- o To view the entire story, select **Get**. Selecting **Get** takes you to a Story dialog.
- o To mark the story as one you wish to later retrieve to the Filing Cabinet, select **Mark**.
- o To remove the story from the folder, select **Delete**. **Delete** will be active only when you are looking at a story in a Personal Folder. Otherwise **Delete** will not be a valid selection and will be dimmed.

### Related Information

[Browsing News Stories](#)

[Executive News Service](#)

[Reading News Stories](#)

[Searching for News Stories](#)

**Delete stories older than:** Select this if you want to remove only stories older than a particular date. You specify the date in the box at the right. In this example, only stories older than October 11, 1993 will be removed from the BERNIE Personal Folder.

Type the date of the oldest story you wish to retain. All stories older than the date you type will be removed from the folder. In this example, only stories older than October 11, 1993 will be removed from the BERNIE Personal folder.

**Clear all stories in this folder:** Select this if you want to remove every story in the folder.

**OK:** Removes the appropriate stories from the folder. In this example, all stories older than October 11, 1993 will be removed from the BERNIE Personal folder.

**Cancel:** Closes this dialog without deleting any stories.



## Clearing a Personal Folder

The **Clear Folder** dialog removes stories from a Personal Folder.

You get here by selecting **Clear** from a **Select Folder** dialog.

- o To remove only stories older than a particular date, mark **Delete stories older than** and specify the desired date in the box to the right. All stories older than the date you type will be removed from the folder.
- o To remove every story in the folder, mark **Clear all stories in this folder**.
- o To remove the appropriate stories from the folder, select **OK**.

### Related Information

[Deleting a Personal Folder](#)

[Executive News Service](#)

[Updating a Personal Folder](#)

All the stories you marked for retrieval are listed here.

**Get All:** Begins the retrieval process.

**Preview:** Displays the first few lines of the highlighted story so that you can reevaluate whether to retrieve the story. Takes you to a **Retrieve Marked Preview** dialog. In this example, you would view a preview for the **Buddy Ryan** entry.

**Unmark:** Removes the highlighted entry from the list of stories to be retrieved. In this example, the **Buddy Ryan** entry would be removed.

**Close:** Closes this dialog without retrieving any stories.

## Retrieving Marked News Stories

The **Retrieve Marked Stories** dialog retrieves the stories you marked during your news session.

You get here by clicking on the **Retrieve Marked Stories** icon on the [News Toolbox](#) or by choosing **Retrieve Marked Stories** from the Stories menu on the News Desktop.

- o CompuServe 2.5 removes stories from a Personal Folder after you retrieve them if the **Delete Retrieved Stories** option in the [News Preferences](#) dialog has been set appropriately.
- o To begin the retrieval process, select **Get All**.
- o To view a preview for the highlighted story, select **Preview**. Selecting **Preview** takes you to a [Retrieve Marked Preview](#) dialog.
- o To remove a story from the list of stories to be retrieved, highlight the story and select **Unmark**.

### Related Information

[News Preferences](#)

[Executive News Service](#)

[Previewing Marked News Stories](#)

The first few lines of the story should give you a feel for whether you want to retrieve the story.



**Next:** Displays the story preview associated with the story that immediately follows this one in the **Retrieve Marked Stories** dialog. In this example, you would view a preview for the **Life After Larry** story (see the **Retrieve Marked Stories** dialog).

**Unmark:** Removes the story from the list of stories to be retrieved.

**Cancel:** Closes this dialog.

## Previewing Marked News Stories

The **Retrieve Marked Preview** dialog displays the first few lines of a marked story.

You get here by selecting **Preview** at a **Retrieve Marked Stories** dialog.

- o To view the next story, select **Next**.
- o To remove the story from the list of stories to be retrieved, select **Unmark**.

### Related Information

[Executive News Service](#)

[Retrieving Marked News Stories](#)

**PortID Parameters:** Type the appropriate communication port ID. If you need assistance with this, contact your LAN Administrator.

**OK:** Records your information and closes the dialog.

**Cancel:** Closes the dialog without recording any information.

## Specifying LAN Session Settings

The **LAN Session Settings** dialog enables you to connect to CompuServe through a local area network.

You see the **LAN Session Settings** dialog if you have specified **INT14** in the box beside Connector in the **Setup Session Settings** dialog.

- o Type the appropriate communication port ID at PortID Parameters. If you need assistance with this, contact your LAN Administrator.
- o Selecting OK records your information and closes the dialog.
- o Selecting Cancel closes the dialog without recording any information.

### Related Information

[Settings](#)



**OK:** Records your information and closes the dialog.

**Cancel:** Closes the dialog without recording any information.

**Server Name:** If you know the name of the server you want to access, type it here. If you need assistance with this, contact your LAN Administrator.

**General Name:** If you want to access the LAN via a general name, type it here. If you specify a general name here, you should still specify a server name in the box beside **Server Name**. If you need assistance with this, contact your LAN Administrator.

**Specific Name:** If you want to access the LAN via a specific name, type it here. If you specify a specific name here, you should still specify a server name in the box beside **Server Name**. If you need assistance with this, contact your LAN Administrator.

## Specifying LAN Support Settings

The **LAN Support Settings** dialog enables you to connect to CompuServe through a local area network.

You see the **LAN Support Settings** dialog if you have specified **NCSI** or **NASI** in the box beside Connector in the **Setup Session Settings** dialog.


- o If you know the name of the server you want to access, type it at **Server Name**. If you need assistance with this, contact your LAN Administrator.
- o If you want to access the LAN via a general name, type it at **General Name**. If you specify a general name here, you should still specify a server name in the box beside **Server Name**. If you need assistance with this, contact your LAN Administrator.
- o If you want to access the LAN via a specific name, type it at **Specific Name**. If you specify a specific name here, you should still specify a server name in the box beside **Server Name**. If you need assistance with this, contact your LAN Administrator.

### Related Information

[Settings](#)

## Specifying New Session Settings

The **New Session Name** dialog enables you to specify a name for a new set of session settings.

You get here by selecting  in the **Setup Session Settings** dialog.

### Related Information

[Settings](#)

## Connection Information

The **Connection** dialog displays information about your last connection to CompuServe or another host-based computer system, such as the Port ID, baud rate, and session name used, as well as your accumulated connect time.

You get here by selecting **Connection Info** from the Special menu.

- o **Last Access** tells you whether or not you are connected to CompuServe or another host-based computer system. **<Not Connected>** means there have been no previous connections.
- o **Last Connection** or **Current Connection** gives you the ID number of the communications port that was used for your connection, the rate of baud, and the name of the session settings set that was used to make your connection from the **Setup Session Settings** dialog.
- o **Accumulated Connect Time** shows you how much connect time you have accumulated from the date and time shown beside **Since**.
- o To reset the date and time shown beside **Since**, click on **Reset**.
- o **Last Host Alert** gives you the date and time that CompuServe 2.5 last received a notice from the host-based computer system you are connected to concerning some problem or unusual circumstance.

## Related Information

[Session Settings](#)



## Customizing the Ribbon

The **Customize Ribbon** dialog enables you to modify the icons and functionality associated with the Information Manager Ribbon.

You get here by choosing **Preferences** from the Special menu on the Initial Desktop, and then choosing **Ribbon** from the Preferences submenu.

- o The icons along the top row will comprise the Ribbon once you select **OK**.
- o To modify an icon or activity associated with an icon position in the Ribbon shown at the top of this dialog, highlight the icon under **Icons** that you want to use (if any) and highlight the command under **Activities** that you want to be associated with you modification (if any). Then click on the appropriate icon in the row at the top.
- o To select an icon from a disk for the Ribbon rather than one from the icons shown under **Icons**, select **Browse**. Doing so takes you to a standard Windows **Open** dialog where you can select the file that contains the new icon.
- o To return all Ribbon icon assignments to the original ones, select **Default**.
- o To record your Ribbon changes, select **OK**.

### Related Information

[Ribbon](#)

This reflects your Ribbon customizations. Each time you click on an icon shown here, whichever icon is highlighted under **Icons** and whichever activity is highlighted under **Activities** become the new instructions (customization) for that particular Ribbon position. Customizations are not recorded until you select **OK**.

**Icons:** Highlight the icon to be associated with your customization. (If you want to use an icon not shown, but stored elsewhere, select **Browse** to open the icon file.)

**Activities:** Highlight the activity to be associated with your customization.

**Browse:** Takes you to a standard Windows **Open** dialog where you can open an icon file from disk. CompuServe 2.5 will display the icon file in the horizontal menu beneath **Icons**. (Make sure to click on the icon before clicking on any icon at the top of the Customize Ribbon dialog.)

**OK:** Records your changes and closes the dialog.

**Cancel:** Closes the dialog without recording any of your changes.

**Default:** Restores the Ribbon to the way it was when you first installed CompuServe 2.5.



## Resuming a File Retrieval Process

The **Retrieve Marked Files** dialog enables you to resume retrieving a file that was only partially retrieved due to cancellation or disconnection.

You get here if you retrieve a file that was only partially retrieved in your session.

- o To overwrite the partially downloaded file, select **Overwrite**.
- o To resume the download where the former download stopped, select **Resume**.
- o To rename the file to be downloaded to your computer, select **Rename**.

### Related Information

[Retrieving Marked Files](#)

## Requesting a Stock Portfolio Report

The **Stock Portfolio** dialog enables you to create and maintain a record of your stock purchases and produce a report analyzing their market performance.

You get here by selecting **Portfolio** from the Services menu.

- o To add a portfolio entry, type in the ticker symbol (do not use the CUSIP number), the number of shares, the price you paid for each share, and the date of purchase, and then click on **Add**.
- o For stock options such as HRB AH (a January \$40 call) be sure to give the number of shares covered by the option contracts and the per-share price, not the number of contracts and the per-contract price, because CompuServe 2.5 reports per-share data.
- o To obtain a portfolio report for the tickers listed in the **Stock Portfolio** dialog, click on **Report**. CompuServe 2.5 connects to CompuServe and retrieves the most up-to-date price data.
- o Quotes reported are always at least 15 minutes late, in accordance with exchange regulations.

### Related Information

[Obtaining Stock Quotes](#)

Your ticker symbols are listed here along with the information you provide about each one.

**Report:** Takes you to a **Portfolio Report** dialog that displays the original and total market value, as well as total gain or loss for your list of tickers using the most up-to-date price data. Quotes are always at least 15 minutes late, in accordance with exchange regulations. You can print the report or save it to a disk file by choosing **Print** or **Save As** from the File menu.

**Delete:** Removes the highlighted ticker entry from the **Stock Portfolio** dialog.

**OK:** Records any changes and closes this dialog.

**Cancel:** Closes the dialog without recording any information.

**Ticker Symbol:** Type a ticker symbol. Do not type a CUSIP number.



**Number of Units:** Type the number of shares. For stock options such as HRB AH (a January \$40 call) be sure to give the number of shares covered by the option contracts, not the number of contracts, because CompuServe 2.5 reports per-share data.

**Cost per unit:** Type the price you paid for each share. For stock options such as HRB AH (a January \$40 call) be sure to give the per-share price, not the per-contract price, because CompuServe 2.5 reports per-share data.

**Purchase Date:** Type the date of purchase.

**Add:** Makes a ticker entry line using the information recorded in **Add Portfolio Entry**.

News Folders are listed here along with the number of stories in each.

**Browse:** Lists the story headlines for the News Folder that is highlighted. Takes you to a **List of Stories** dialog.

**Search:** Takes you to a **Search for Stories** dialog where you can search for stories in the highlighted folder that contain words or phrases you specify.

**Close:** Closes the dialog.



## Selecting Folders

The **Select Folder** dialog lists your News Folders.

You get here by clicking on the **Select Folder** icon on the [News Toolbox](#) or by choosing **Select Folder** from the Stories menu on the News Desktop.

- o The **Select Folder** dialog appears automatically when you access the News Desktop if the **Show Folders** option in the [News Preferences](#) dialog has been set appropriately.
- o To search for stories in a folder, highlight the folder and select **Search**. Selecting **Search** takes you to a [Search for Stories](#) dialog.

### Related Information

[Browsing News Stories](#)

[News Preferences](#)

[Executive News Service](#)

[Searching for News Stories](#)

## Reading Recent News Stories

The **News Headline** dialog informs you of fast-breaking news. If you select the **Proceed** button, CompuServe 2.5 displays the entire story for you.

You can control whether CompuServe 2.5 displays the **News Headline** dialog in minimized or maximized form by setting the **Display News Headline Minimized** preference appropriately at the **News Preferences** dialog.

## Assigning LAN Support Settings

The **LAN Support Settings** dialog enables you to connect to CompuServe through a local area network.

You see the **LAN Support Settings** dialog if you have specified **NASI** in the box beside Connector in the **Setup Session Settings** dialog and have support for NetWare Connect.

- o Type your NetWare user name as defined on the NetWare Connect Server at **User Name**. If you need assistance with this, contact your LAN Administrator.
- o Type your NetWare password as defined on the NetWare Connect Server at **Password**. If you need assistance with this, contact your LAN Administrator.
- o If you know the name of the server you want to access, type it at **Server Name**. If you need assistance with this, contact your LAN Administrator.
- o If you want to access the LAN via a general name, type it at **General Name**. If you specify a general name here, you should still specify a server name in the box beside **Server Name**. If you need assistance with this, contact your LAN Administrator.
- o If you want to access the LAN via a specific name, type it at **Specific Name**. If you specify a specific name here, you should still specify a server name in the box beside **Server Name**. If you need assistance with this, contact your LAN Administrator.

### Related Information

[Settings](#)

## **Image Window**

The **Image Window** enables you to view and save a closed caption image.

- o To save the image, select the **Save** button. The image will be saved automatically in your CompuServe 2.5 Graphics directory. (This directory will probably be \CSERVE\GIF.) CompuServe 2.5 will assign a name for the file as CONF followed by four numbers and an appropriate extension, such as GIF, JPG, or PNG.

## **Text Window**

The **Text Window** enables you to view and capture closed caption text.

- o To capture the text to a file, mark the **Save Text** checkbox so that it has an **x** in it. CompuServe 2.5 will begin capturing the text as it displays in the window. CompuServe 2.5 will put the captured text into a file called CAPTION.LOG in your CompuServe 2.5 Support directory. (This directory will probably be \CSERVE\SUPPORT.) When you want CompuServe 2.5 to stop capturing text, unmark the **Save Text** checkbox so that there is no **x** in it.
- o If you want to resume capturing text, mark the **Save Text** checkbox so that it has an **x** in it once again. CompuServe 2.5 will begin appending captured text to the existing CAPTION.LOG file.

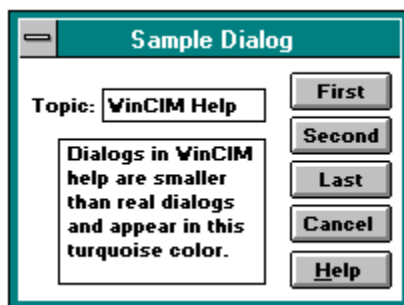
## Introduction

CompuServe 2.5 Help gives you information as you need it. If you want help at a dialog or highlighted menu command, just press the **F1** key.

## Reproduced Dialogs

Whenever you see a dialog box in CompuServe 2.5 Help, you can usually click on parts of it for more help. You know when to click by watching your arrow pointer. As you drag it over the various parts of a reproduced dialog, the arrow changes to a hand to signify available help.

Please click on each of the buttons in this sample dialog.



## Reproduced Icons

Sometimes in CompuServe 2.5 Help, you can click on reproduced icons and learn information too:



This is how the CompuServe 2.5 Help System displays help for the various components of a dialog, in a popup window. When you finish reading the information in the popup window, click again, and the popup window disappears.

You know when to click by watching your pointer. When it becomes a tiny hand you can click and expect to see a popup window. When you finish reading the information in the popup window, click again, and the popup window disappears.



Often within a popup window you see text that is green or underlined with a dotted or solid line. You can click on it and expect to view **a secondary popup window** or go to another help page. When you finish reading the information in the popup window, click again, and the popup window disappears.

Here is an example of a secondary popup window. When you finish reading the information in the popup window, click again, and the popup window disappears.

Dialogs within the CompuServe 2.5 Help System are reproductions or fake dialogs. Clicking on a button only tells you what the button does. When you finish reading the information in the popup window, click again, and the popup window disappears.

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## **Preferences**

You can customize your Information Manager desktops to get the look and feel you want by assigning preferences.

### **Preferences Topics**

[CB Simulator](#)

[Conference Preferences](#)

[News](#)

[Forums](#)

[General](#)

[Mail](#)

[Ribbon](#)

[Terminal Emulation](#)

For example, you might want to see the **Favorite Places** dialog each time you start up the Information Manager, you might want to be prompted for a handle each time you enter CB, and you might want the Information Manager to make a copy of every message you send in CompuServe Mail. These are all preferences that you can assign in the Information Manager.





## **Terminal Emulation**

During normal operation, the Information Manager automatically switches to Terminal Emulation whenever you access a service that does not support the Information Manager's Windows interface; then when you leave a service in Terminal Emulation, you leave Terminal Emulation itself and return to the Windows interface of the Information Manager.

### **Terminal Emulation Topics**

[Connecting Using Terminal Emulation](#)

[Making a Log File](#)

[Printing Your Screen Activity](#)

[Programming Function Keys](#)

[Terminal Emulation Desktop](#)

[Understanding Terminal Emulation](#)

[Using a Capture Buffer](#)

[Using Control Keys](#)

[Using Keyboard Commands](#)

## **Understanding Terminal Emulation**

Terminal Emulation makes your computer behave like a terminal attached to a host computer. Because 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.

You can conduct a complete CompuServe session in Terminal Emulation, if you like. Terminal Emulation lets you access CompuServe or another host-based computer system without the Information Manager's Windows interface.

Although not every service on CompuServe supports the Information Manager's Windows interface, every service does have a Terminal Emulation version, including CompuServe Mail or a CompuServe forum.

**File Capture:** Shows your file logging status. **On** means you are logging your screen activity to a disk file on your microcomputer; **Off** means you are not.

**Printer Capture:** Shows your printing status. **On** means you are printing your screen activity; **Off** means you are not.

**View Mode:** Shows your Capture Buffer status. **Capture** means you are viewing the Capture Buffer; **Terminal** means you are not.

**Alt+1, Alt+2, ... Alt+10:** These are buttons of your Alt key combinations. If an Alt key combination has been defined at the Function Key Settings dialog, you can click the button here and the series of keystrokes associated with that Alt key combination will be entered automatically for you. If you have not defined an Alt key, the button will be dimmed.

The Ribbon icons in Terminal Emulation perform the same functions that they do in the Information Manager's Windows interface. However, if an icon takes you to a service that supports the Information Manager's windowed interface, you automatically leave Terminal Emulation before going to the service.

The menu bar in Terminal Emulation is the same as the one on the Information Manager's Initial Desktop, except for the Special menu, which has some Terminal Emulation-related commands.



When you are in a service that uses Terminal Emulation, CompuServe asks you for information or instruction by displaying a prompt, such as **Enter Choice!** at the bottom of a menu. You can select a menu choice in a Terminal Emulation service by double-clicking the line that begins with the choice number or by typing the number and pressing a carriage return. Double-clicking anywhere else is the same as pressing a carriage return without typing a number.

## Terminal Emulation Desktop

The Terminal Emulation desktop is different than the desktop you see when you first start up the Information Manager. You still see a **Ribbon** and a menu bar, but you also see information at the bottom of your screen.

- o **File Capture:** Shows your file logging status. **On** means you are logging your screen activity to a disk file on your microcomputer; **Off** means you are not.
- o **Printer Capture:** Shows your printing status. **On** means you are printing your screen activity; **Off** means you are not.
- o **View Mode:** Shows your Capture Buffer status. **Capture** means you are viewing the Capture Buffer; **Terminal** means you are not.
- o **VT100:** Toggles your Terminal Emulation mode. **CIS** is intended for normal Terminal Emulation while on CompuServe. **Full** is reserved for accessing services and applications, such as Internet, that require full VT100 Terminal Emulation.
- o **Alt+1, Alt+2, ... Alt+10:** These are buttons of your Alt key combinations. If an Alt key combination has been defined at the **Function Key Settings** dialog, you can click the button here and the series of keystrokes associated with that Alt key combination will be entered automatically for you. If you have not defined an Alt key, the button will be dimmed.
- o The Ribbon icons in Terminal Emulation perform the same functions that they do in the Information Manager's Windows interface. However, if an icon takes you to a service that supports the Information Manager's windowed interface, you automatically leave Terminal Emulation before going to the service.
- o The menu bar in Terminal Emulation is the same as the one on the Information Manager's Initial Desktop, except for the Special menu, which has some Terminal Emulation-related commands.
- o When you are in a service that uses Terminal Emulation, CompuServe asks you for information or instruction by displaying a prompt, such as **Enter Choice!** at the bottom of a menu. You can select a menu choice in a Terminal Emulation service by double-clicking the line that begins with the choice number or by typing the number and pressing a carriage return. Double-clicking anywhere else is the same as pressing a carriage return without typing a number.

### Related Information

[Making a Log File](#)

[Printing Your Screen Activity](#)

[Programming Function Keys](#)

[Using a Capture Buffer](#)

## Programming Function Keys

In Terminal Emulation, you can assign a series of keystrokes to up to ten Alt key combinations. Whenever you press a defined Alt key combination in Terminal Emulation, or whenever you click a defined Alt key representation at the bottom of your **Terminal Emulation Desktop**, the keystrokes you assigned to that key are automatically entered for you.

For example, you might want to program an Alt key combination to automate requesting and viewing a stock market report in a financial service, an advisory or extended forecast in a weather service, or an article in a reference service.

To program an Alt key combination, choose **Set Function Keys** from the Special menu. When you do, the Information Manager takes you to a **Function Key Settings** dialog, where you can assign a series of keystrokes to up to ten Alt key combinations.

## Using a Capture Buffer

Terminal Emulation has a Capture Buffer, which automatically saves text displayed on your screen. You can use it to keep an easily reviewable record of everything CompuServe sends to your screen and everything you enter.

Choose **View Buffer** from the Special menu to view and manipulate the contents of your Capture Buffer. While viewing your Capture Buffer, **Capture** will appear in the **View Mode** box at the bottom of your Terminal Emulation Desktop.

You can scroll through the contents of the Capture Buffer to review your recent activities. You can also choose the **Save** or **Save As** command from the File menu to copy the contents to a text file or a message, or the **Copy** command from the Edit menu to copy the contents to the Windows Notepad.

The **Terminal Preferences** command on the Special **Preferences** submenu lets you control the size of your Capture Buffer.

To leave your Capture Buffer and return to active terminal display, choose **View Terminal** from the Special menu. When you do so, **Terminal** will appear in the **View Mode** box at the bottom of your screen.

If you ever want to empty your Capture Buffer and start a fresh text capture, choose **Clear Buffer** from the Special menu.

## Printing Your Screen Activity

You can print your screen activity in Terminal Emulation. Choose **Record on Printer** from the Special menu to print out information as it is being displayed on your screen, such as a report, an article, or whole activity sequence.

**Record on Printer** toggles your printer on and off. When your printer is on, you will see a check mark next to the command and, at the bottom of your Terminal Emulation Desktop, **On** appears in the **Printer Capture** box.

When you choose **Record on Printer** a second time, printing stops and the check mark next to the command is removed and **Off** appears in the **Printer Capture** box at the bottom of your screen.

## Making a Log File

You can create a log file of your screen activity in Terminal Emulation. Choose **Record in File** from the Special menu to save a disk file record of information as it is being displayed on your screen, such as a report, an article, or whole activity sequence.

**Record in File** toggles recording on and off. When you turn recording on, a dialog appears, asking you to specify an output file, a check mark appears next to the command, and **On** appears in the **File Capture** box at the bottom of your Terminal Emulation Desktop.

When you choose **Record in File** a second time, logging stops and the check mark next to the command is removed and **Off** appears in the **File Capture** box at the bottom of your screen.

## Using Keyboard Commands

CompuServe has a wide range of special commands to help you navigate the Information Service using Terminal Emulation. These commands can be entered whenever you see the exclamation point (!) prompt.

**B (back)** Takes you to the previous full screen of text in a multiple-screen menu or article

**EXIT** Takes you out of a service and sometimes places you in your Personal File Area

**FIND** Displays any service(s) related to the topic you entered after the word FIND

**GO** Takes you to the service whose Go word you enter after the word GO

**M (menu)** Takes you to the next higher level in the menu structure. If the Information Manager placed you in Terminal Emulation to access a service, M may take you back to the graphical interface

**N (next)** Takes you to the next choice on the same menu where you last made a selection

**OFF** Disconnects you from CompuServe but leaves you connected to the communications network

**QUO** Retrieves current quotes for the ticker symbols you enter

**R (resend)** Repeats the current display

**S (scroll)** Causes a long text article to scroll up the screen without pausing

**T (top)** Takes you to a menu of the main groups of service available on the CompuServe Information Service

**WEA** Shows you a weather report for your current location, or for the reporting station you specify

Usually these same commands are available at a prompt ending in a colon (:), but you must type a forward slash (/) in front of each command (/M or /T, for example).

## Using Control Keys

While using a Terminal Emulation service, you can use special key combinations called control commands to control the operation of the CompuServe Information Service. You can access these commands by using the Control key on your keyboard.

**Control+C** Interrupts an operation. Pressing Control+C several times in a row may disconnect you.

**Control+O** Skips the remainder of the report or article currently being displayed. You can use this command to conclude a long display operation after seeing parts that interest you.

**Control+S** Immediately stops CompuServe from transmitting text to your screen

**Control+Q** Tells CompuServe to resume scrolling after it has been stopped by Control+S

**Control+U** Erases anything you have typed but not yet sent to CompuServe by pressing a carriage return. Use Control+U to start over when you notice a typographical error near the beginning of something you are typing.



The Member Assistance area on CompuServe gives you helpful hints about using CompuServe, as well as information about billing, learning CompuServe access telephone numbers for when you travel, and much more.

**Tour/Find a Topic:** Takes you on an online tour of CompuServe to learn about financial products, CompuServe Mail, CB Simulator, travel services, games, and more.

**Navigation/Commands:** Shows you the equipment and communication standards you need to connect with the CompuServe network, quick reference words that speed you on your way from one service to another, helpful hints about how to enhance your exploration of CompuServe, and more.

**Ask Customer Service:** Gives you answers to hundreds of questions asked frequently of CompuServe Customer Service representatives.

**Membership Changes:** Displays your membership information, such as address or billing method, password, and so forth, so that you can review or modify it.

**What's New:** Keeps you up-to-date with new merchants and services, tips to increase the value of CompuServe, changes in billing, telephone numbers, or CompuServe itself, and more.

**Missing Children Forum:** Takes you to the Missing Children Forum. The purpose of the Missing Children Forum is to find missing and exploited children, support families whose children are missing, and offer child safety assistance.

**Practice Forum:** Treats you to hands-on operational experience about how to use a CompuServe forum, as well as tips about using CompuServe through the various Practice Forum messages and libraries.



**CompuServe Help Forum:** Gives you access to the CompuServe Help Forum where you can ask questions about the Customer Information Service, attend discussions dedicated to CompuServe Mail, the File Finder, and other service-related topics.

**Billing Information:** Lets you check charges for premium services, review your own current and historical account information, find out about the available billing options, and more.

**Telephone Access Numbers:** Displays telephone access numbers for the CompuServe network or for other available networks from various locations, as well as helpful procedures for logging on and logging off CompuServe, communications surcharges applied by the various networks, and more.

**Order from CompuServe:** Takes you to the CompuServe Store, where you can order CompuServe user's guides and reference manuals, books about CompuServe by outside authors, maps and drawings that will help with some of the games, CompuServe T-shirts and posters, and other related merchandise.

**Rules of Operation/Copyright:** Displays the rules of operation for CompuServe members. You can also compare the Service Agreement Terms for personal and business accounts.

**Member Directory:** Gives you information about other CompuServe members. You can also update your own member directory entry.

**Special Events and Contests:** Keeps you abreast of upcoming happenings, such as contests, service enhancements, shopping specials, promotions, bargains, and more.

**Member Support Services:** Takes you to a directory of international members support services.



**Select:** Takes you to the highlighted service.

**Cancel:** Closes the window.

## Learning about Member Services

The Member Assistance area on CompuServe gives you helpful hints about using CompuServe, as well as information about billing, learning CompuServe access telephone numbers for when you travel, and much more.

You get to the Member Assistance area by clicking on the **Member Service** icon in the **Services** window.

**Tour/Find a Topic:** Takes you on an online tour of CompuServe to learn about financial products, CompuServe Mail, CB Simulator, travel services, games, and more.

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## Contacting Customer Service

This section lists the CompuServe Customer Service offices worldwide. Be sure to include your User ID number with all correspondence. For countries not listed, please contact CompuServe USA.

To find this information on CompuServe, choose **Go** from the Initial Desktop Services menu and type QUESTIONS in the box beside **Service**. (CompuServe 2.5 will take you to an Ask Customer Service menu where you can select **Contacting Customer Service** to view your information.)

Members worldwide can also leave a message for CompuServe Customer Service. (Choose **Go** from the Initial Desktop Services menu and type FEEDBACK in the box beside **Service**.)

### Argentina

CompuServe S.A. Argentina  
Av. Rivadavia 969 2do. P. Frente  
Buenos Aires, 1002  
Argentina  
Phone: (+54)(1) 345-3871  
Fax: (+54)(1) 345-0825  
Hours: 9:00 - 17:00 Weekdays

### Australia/New Zealand

CompuServe Pacific  
Fujitsu Australia Ltd.  
475 Victoria Avenue  
Chatswood, NSW 2067  
Australia  
Australia Freephone: 1 800 025 240  
New Zealand Freephone: 0800 446 113  
Outside Australia/New Zealand: (+61)(2)410-4260  
Fax: (+61)(2) 410-4223  
Hours: 7:00 - 19:00 Weekdays (Australia)  
9:00 - 21:00 Weekdays (New Zealand)

### Austria

Austria Freephone: 0660-8750  
Outside Austria:(+49)(89) 66-535-222  
Fax: (+49)(89) 66-535-241  
Hours: 9:00 - 20:00 (CET) Weekdays

### Chile

Chilepac  
Gerencia Red de Datos  
Morande 147  
Santiago, Chile  
Phone: (+56)(2) 696-8807  
Fax: (+56)(2) 698-1474  
Hours: 9:00 - 17:00 Weekdays

### France

CompuServe Information Service SARL  
Centre ATRIA  
Rueil 2000 - 21, Av Edouard Belin  
92566 RUEIL MALMAISON CEDEX

France

AZUR Phone:36-63-81-31

Outside France: (+33) 1-47-14-21-60

Fax: (+33) 1-47-14-21-51

Hours: 8:30 - 19:30 Weekdays

## **Germany**

CompuServe GmbH

Postfach 11 69

82001 Unterhaching/Munchen

Germany

Germany Freephone: 0130 86 46 43

Outside Germany:(+49)(89) 66 535-222

Fax: (+49)(89) 66-535-241

Hours: 9:00 - 20:00 (CET) Weekdays

## **Hong Kong**

CompuServe Hong Kong

Motorola Air Communications Ltd.

34/F NatWest Tower

Times Square

Causeway Bay

Hong Kong

Phone: (+852) 2599-2788

Fax: (+852) 2599-2722

Hours: 9:00 - 18:00 Weekdays

## **Hungary**

CompuServe Hungary

Middle Europe Networks, Kft.

Budapest II

Uveghaz u. 9.

H-1028 Hungary

Phone: (+36) (1) 135-6493

Fax: (+36) (1) 212-3126

Hours: 8:30 - 16:30 (CET) Weekdays

## **Israel**

CompuServe Israel

Trendline Info. & Communications Svcs., Ltd.

Yad Harutsim 12

Tel-Aviv, 67778, Israel

Phone: (+972)(3) 6388230

Fax: (+972) (3) 6388288

Hours: 9:00 - 17:00 Sunday -Thursday

## **Japan**

NIFTY Corporation

8th Floor, Omori Bellport A,

Minami-Oi 6-26-1, Shinagawa-ku

Tokyo 140 Japan

Japan Freephone: 0120 22 1200

Outside Japan: (+81)(3) 5471-5806

Fax: (+81)(3) 5471-5890

Hours: 9:00 - 19:00 (JST) Weekdays

9:00 - 17:50 (JST) Saturdays

### **Mexico**

CompuServe Mexico  
Infoacces S. A. de C. V.  
Gutenberg 143  
Col. Anzures  
C. P. 11590 Mexico D. F.  
Phone: (+52)(5) 629-8191  
Fax: (+52)(5) 629-8198  
Hours: 9:00 - 22:00 Weekdays  
10:00 - 14:00 Saturdays

### **South Africa**

CompuServe Africa  
P.O.Box 72668  
Lynnwood Ridge  
South Africa 0040  
Phone: (+27)(12) 841-2530  
Fax: (+27)(12) 841-3604  
Hours: 9:00 - 17:00 Weekdays

### **South Korea**

Overseas Information Team, IS Group  
ATEL Co.  
2F. Kunja Bldg.  
942-1 Daechi-dong Kangnam-gu  
Seoul, Korea  
135-280  
Korea Freephone: 080 022 7400  
Outside Korea: (+82)(2) 528-0472  
Fax: (+82)(2) 528-0597  
Hours: 9:00 - 18:00 Weekdays  
9:00 - 17:50 Saturdays

### **Switzerland**

Switzerland Freephone: 155 31 79  
Outside Switzerland: (+49)(89) 66 535-222  
Fax: (+49)(89) 66-535-241  
Hours: 9:00 - 20:00 (CET) Weekdays

### **Taiwan**

TTN-Serve  
Taiwan Telecom Network Svcs. Co., Ltd.  
Far East ABC Intelligent Science Park  
1st Floor, No. 13, Lane 50, Nan-Kang Road, Section 3  
Taipei, Taiwan, R.O.C.  
Taiwan Freephone: 080 251 009  
Outside Taiwan: (+886)(2) 651-6899  
Fax: (+886)(2) 651-1801  
Hours: 9:00 - 18:00 Weekdays  
9:00 - 12:00 Saturdays

### **United Kingdom**

CompuServe Information Service (UK) Ltd.

No. 1 Redcliff Street  
P.O. Box 676  
Bristol BS99 1YN  
United Kingdom  
UK Freephone: 0800 289458  
Outside UK: (+44) (117) 976-0680  
Fax: (+44) (117) 925-2210  
Hours: 9:00 - 21:00 Weekdays  
10:00 - 17:00 Saturdays

### **United States/Canada**

Customer Service  
P.O. Box 20212  
5000 Arlington Centre Blvd.  
Columbus, Ohio 43220  
USA Freephone: 800-848-8990  
Outside USA: (+1)(614) 529-1340  
Fax: (+1)(614) 529-1611  
Hours: 8:00 - 24:00 (US EST) Weekdays  
12:00 - 22:00 Saturday and Sunday

### **Venezuela**


CompuServe C.A. Venezuela  
Plaza Venezuela - Torres Capriles  
Piso 4, Oficina 401  
Caracas - Venezuela  
Phone: (+58)(2) 793-2984  
Fax: (+58)(2) 793-1952  
Hours: 8:00 - 17:00 Weekdays



## **WinCIM Support Forum**


The WinCIM Support Forum on CompuServe gives you answers to your CompuServe 2.5 questions. The WinCIM Support Forum is staffed by CompuServe Customer Service representatives.


For complete CompuServe 2.5 support, go to the WinCIM Support Forum on CompuServe. You can get there by **G**oing to WINCIMSUP.

You can save the image by choosing **Save As** from the File menu. You can also view comments about the image by choosing **View Comments** from the menu that appears when you click on the  button in the upper left-hand corner of the Graphics window.

## Viewing Graphics

The Graphics window displays a graphics image.

You get here by selecting  from certain dialogs, such as the **File List** dialog, the **File Information** dialog, and the **Get File** dialog.

You can save the image by choosing **Save As** from the File menu. You can also view comments about the image by choosing **View Comments** from the menu that appears when you click on the  button in the upper left-hand corner of the Graphics window.

### Related Information

[More about GIF Images](#)

## More about GIF Images

GIF stands for Graphic Interchange Format, one of the formats the CompuServe Information Manager uses to display graphics online. (Other formats include RLE, which is **not** recognized by the Information Manager.)

GIF images will always display 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 files are currently used to display weather maps and stock charts, and have the potential for other uses in the future. There are also many forum libraries that contain a wide variety of GIF files contributed by CompuServe members. In particular, the Graphics Support Forum contains several GIF decoder programs that let you view GIF files offline.

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



## Electronic Mail Address Formats

For more information about interconnected Mail services, choose **Go...** from the Initial Desktop Services menu and go to MAILCENTER.

### CompuServe

Use the CompuServe User ID number or personal address.

### Internet

INTERNET:address@domain

### Lotus cc:Mail

CCMAIL:username AT post-office

### Novell Netware MHS

MHS:username@post-office

### FAX

FAX: fax-number

### X.400

X400:(C=country;A=administrative-domain;P=private-domain;O=organization;S=surname;G=given-name;D=mail-id)

### Lotus Notes

NOTES:username@domain

### MCI Mail

MCIMAIL:mci-id

or ...

X400:(C=country;A=MCI;P=private-domain;S=surname;G=given-name;D=ID:mail-id)

or ...

X400:(C=country;A=MCI;S=surname;D=EMS:ems-number;D=MBX1:mailbox)

### Nifty

NIFTY:mail-id

or ...

X400:(C=country;A=NIFTY;P=private-domain;S=mail-id)

### Telex

TLX:machine-number answerback

### Postal

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

### Postal Return Address

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

### Other

Use this if your address is not one of the above address formats.

### **Related Information**

[Alphabetical Listing of Address Formats](#)

[Mail Questions and Answers](#)

## **X.400**

### **Advantis 400**

X400:(C=country;A=IBMX400;P=private-domain;S=surname;G=given-name)

### **AT&T EasyLink**

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

### **AT&T Mail 400**

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

### **BT Messaging Service**

X400:(C=country;A=BT;O=organization;S=surname;G=given-name)

### **Cable and Wireless (Mercury)**

X400:(C=country;A=CWMAIL;P=private-domain;O=organization;S=surname;G=given-name)

### **Deutsche Bundespost**

X400:(C=country;A=DBP;P=private-domain;O=organization;S=surname;G=given-name)

### **Infonet**

X400:(C=country;A=INFONET;P=private-domain;O=organization;S=surname;G=given-name)

### **MCI Mail**

MCIMAIL:mci-id

or ...

X400:(C=country;A=MCI;P=private-domain;S=surname;G=given-name;D=ID:mail-id)

or ...

X400:(C=country;A=MCI;S=surname;D=EMS:ems-number;D=MBX1:mailbox)

### **NIFTY-Serve**

NIFTY:mail-id

or ...

X400:(C=country;A=NIFTY;P=private-domain;S=mail-id)

### **SprintMail**

X400:(C=country;A=TELEMAIL;P=private-domain;O=organization;S=surname;G=given-name)

### **Uniplus arCom 400 (Swiss)**

X400:(C=country;A=ARCOM;P=private-domain;O=organization;S=surname;G=given-name)

### **Uniplus 400NET (Dutch)**

X400:(C=country;A=400NET;P=private-domain;O=organization;S=surname;G=given-name)

### **Unisource Business Network**

X400:(C=country;A=400NET;P=private-domain;O=organization;S=surname;G=given-name)



**Other**

Use this address type if your address is not one of the address formats listed.

## Alphabetical Listing of Address Formats

### Advantis 400

X400:(C=country;A=IBMX400;P=private-domain;S=surname;G=given-name)

### America Online

INTERNET:address@AOL.COM

### AppleLink

INTERNET:address@APPLELINK.APPLE.COM

### AT&T EasyLink

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

### AT&T Mail 400

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

### BT Messaging Service

X400:(C=country;A=BT;O=organization;S=surname;G=given-name)

### Cable and Wireless (Mercury)

X400:(C=country;A=CWMAIL;P=private-domain;O=organization;S=surname;G=given-name)

### CompuServe Address

Use the CompuServe User ID number or personal address.

### CompuServe Mail Hub Service

MHS:user-name@workgroup

or ...

CCMAIL:user-name AT post-office

### Deutsche Bundespost

X400:(C=country;A=DBP;P=private-domain;O=organization;S=surname;G=given-name)

### Fax

FAX: fax-number

### Infonet

X400:(C=country;A=INFONET;P=private-domain;O=organization;S=surname;G=given-name)

### Internet

INTERNET:address@domain

### Lotus cc:Mail

CCMAIL:username AT post-office

### Lotus Notes

NOTES:username@domain

### MCI Mail

MCIMAIL:mci-id

or ...

X400:(C=country;A=MCI;P=private-domain;S=surname;G=given-name;D=ID:mail-id)

or ...

X400:(C=country;A=MCI;S=surname;D=EMS:ems-number;D=MBX1:mailbox)

### **NIFTY-Serve**

NIFTY:mail-id

or ...

X400:(C=country;A=NIFTY;P=private-domain;S=mail-id)

### **Novell Netware MHS**

MHS:username@post-office

### **Private CompuServe Mail**

system-name:user-address

### **Prodigy**

INTERNET:address@PRODIGY.COM

### **SprintMail**

X400:(C=country;A=TELEMAIL;P=private-domain;O=organization;S=surname;G=given-name)

### **Telex and TWX**

TLX:machine-number answerback

### **Uniplus arCom 400 (Swiss)**

X400:(C=country;A=ARCOM;P=private-domain;O=organization;S=surname;G=given-name)

### **Uniplus 400NET (Dutch)**

X400:(C=country;A=400NET;P=private-domain;O=organization;S=surname;G=given-name)

### **Unisource Business Network**

X400:(C=country;A=400NET;P=private-domain;O=organization;S=surname;G=given-name)

### **U. S. Postal**

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

**answerback**

Optional component of Telex and TWX address formats. Do not specify an answerback unless you are sure that it is correct.

**country**

Standard X.400 code for the country where the mail service is located.

**given name**

First name of the recipient.

**mail id**

Recipient's unique mail service address.

**organization**

Organization through which the recipient receives messages.



**private domain**

Private domain of the recipient's organization (if there is one).

**surname**

Last name of the recipient.

**system name**

Three-letter code assigned to a private CompuServe mail system.

**state**

The state, province, or other government subdivision.

**username**

Recipient's username.

**workgroup**

Recipient's MHS workgroup, as registered with the CompuServe Mail Hub.

**post office**

Recipient's cc:Mail post office as registered with the CompuServe Mail Hub.

For more information about interconnected Mail services, choose **Go...** from the Initial Desktop Services menu and go to MAILCENTER.



**username**

Recipient's username, which identifies a Lotus cc:Mail user.

**post-office**

Lotus cc:Mail post office, as registered with the CompuServe Mail Hub.

**username**

Recipient's username, which identifies a Lotus Notes user.

**domain**

Address registered by the user with Lotus Notes Enterprise Connect.

**username**

Recipient's username, which identifies a Novell NetWare MHS user.

**post-office**

Novell NetWare MHS post office, as registered with the CompuServe Mail Hub

**administrative-domain**

Unique mail service identifier, such as DBP for Deutsche Bundespost, MCI for MCI Mail, or TELEMAIL for SprintMail.

**fax-number**

The country code, followed by the area code or city code, followed by the telephone number.



**ems-number**

The unique Remote Electronic Mail System identifying number.

**mailbox**

The unique mailbox identifier.

D.BISH

**VT100:** Toggles your Terminal Emulation mode. **CIS** is intended for normal Terminal Emulation while on CompuServe. **Full** is reserved for accessing services and applications, such as Internet, that require full VT100 Terminal Emulation.

**More:** Displays more of the story or article.

**All:** Displays all of the story or article.

The story or article may contain underlined words or phrases, such as the Tash Dunn, Steggi Reynolds, and automobile factories text in this sample story. Many times the underlined text will appear in a color different from the article text, such as blue, red, or green. If you move your arrow pointer over an underlined item and the arrow changes to a hand, you can click on the underlined text and go to an associated article or document.

Welcome to the How to Use CompuServe 2.5 Help tutorial. There are 12 steps -- numbered circles -- in this tutorial. You learn about CompuServe 2.5 help by clicking on the numbered circles. Press your mouse button when you finish reading this sentence, and then click on Circle 2.



Each time you click on a numbered circle you see a small popup window. The popup window stays on your screen until you press your mouse button.

The gray window shown in this tutorial is a sample help window -- what you might see when you access CompuServe 2.5 help.

The CompuServe 2.5 Help window has CompuServe 2.5 Help as its title. Look for it -- you'll know you're in CompuServe 2.5's help system if you see it.

The CompuServe 2.5 Help window has four menus -- File, Edit, Bookmark, and Help. You can click on the menu names shown in the sample CompuServe 2.5 Help window to learn about them.

The CompuServe 2.5 Help window has six buttons -- Contents, Search, Back, History, Glossary, and Tutorial. Some help you navigate -- others give you information. You can click on the buttons shown in the sample CompuServe 2.5 Help window to learn what they do.

Each help topic begins with a title. How to Use CompuServe 2.5 Help is the title of this sample help topic.

Sometimes you see CompuServe 2.5 icons in CompuServe 2.5 help. They do not work like real icons. Instead you click on them to learn about them. Go ahead and click on the icon shown here for practice.

Be on the lookout for green words that are underlined with a broken green line. Click on them to learn what they mean.



Some help topics show sample dialogs from CompuServe 2.5. Sample dialogs are NOT real -- but you click on them to learn how they work. Click on the sample dialog here to practice.

Most help topics have a Related Information section. The items listed give you more help.

Most items listed under Related Information are green words or phrases with a solid green underline -- usually the names of other help topics -- that take you to another help page. Press your mouse button to close this popup window, and then click on the green topic called Green Topics -- below the Related Information heading -- and watch what happens.

The Contents button takes you to a CompuServe 2.5 Help Table of Contents page. This is a good reference point in case you ever get lost in CompuServe 2.5 help.

The Search button takes you to a special Search dialog where you search for specific help topics.

The Back button takes you to the previous help screen.

The History button takes you to a special History window that lists help topics you have viewed. You can double-click on a History window topic and return to that topic too.

The Glossary button takes you to a special Glossary window where you can learn terms that are used by CompuServe and CompuServe 2.5.



The Tutorial button takes you to a Tutorial window -- the window you're at right now -- where you can learn about CompuServe 2.5 help.

This is the **Friends** icon. It represents the **Friends** command on the People menu in CB.

**Green Definitions**

These are like pockets of hidden information -- buried treasure! You can learn all kinds of things!

Sample dialogs are smaller than CompuServe 2.5 dialogs. Sample dialogs are always turquoise-colored too.

green topic help

The File menu lets you print help topics and perform other file-related functions. You can use the File menu to exit the CompuServe 2.5 help system too.

The Edit menu lets you copy help text to your Windows clipboard or append a comment to a help topic for future reference.

The Bookmark menu lets you assign a marker, or bookmark, to a help topic so that you can go directly to that topic in future sessions.



The Help menu lets you control whether your CompuServe 2.5 Help window will stay on top of windows on your Windows and CompuServe 2.5 desktops.

Remember -- you are clicking on a pretend dialog -- you can NOT close or size such a dialog.

Remember -- you are clicking on a sample, or pretend, CompuServe 2.5 Help window -- you can NOT close or size this sample window.

You're at a new help topic -- you jumped here from the previous screen! You need to click on the green Return to Previous Screen topic (below) to return! Press your mouse button when you finish reading this sentence.

## How to Use CompuServe 2.5 Help

### Exit Tutorial

- The CompuServe 2.5 Help window has CompuServe 2.5 Help as its title. Look for it -- you'll know you're in CompuServe 2.5's help system if you see it.
- Be on the lookout for green words that are underlined with a broken green line. You click on them to learn what they mean.
- Most help topics have a Related Information section. The items listed give you more help. Most items listed under Related Information are green words or phrases with a solid green underline -- usually the names of other help topics -- that take you to another help page.
- The CompuServe 2.5 Help window has six buttons -- Contents, Search, Back, History, Glossary, and Tutorial. Some help you navigate -- others give you information.

**Contents** takes you to a CompuServe 2.5 Help Table of Contents page. This is a good reference point in case you ever get lost in CompuServe 2.5 help.

**Search** takes you to a special Search dialog where you search for specific help topics.

**Back** takes you to the previous help screen.

**History** takes you to a special History window that lists help topics you have viewed. You can double-click on a History window topic and return to that topic too.

**Glossary** takes you to a special Glossary window where you can learn terms that are used by CompuServe and CompuServe 2.5.

**Tutorial** takes you to a Tutorial window -- the window you're at right now -- where you can learn about CompuServe 2.5 help.

- The CompuServe 2.5 Help window has four menus -- File, Edit, Bookmark, and Help

**File** lets you print help topics and perform other file-related functions. You can use the File menu to exit the CompuServe 2.5 help system too.

**Edit** lets you copy help text to your Windows clipboard or append a comment to a help topic for future reference.

**Bookmark** lets you assign a marker, or bookmark, to a help topic so that you can go directly to that topic in future sessions.

**Help** lets you control whether your CompuServe 2.5 Help window will stay on top of windows on your Windows and CompuServe 2.5 desktops.

- Sometimes you see reproduced CompuServe 2.5 icons in CompuServe 2.5 help. They do not work like real icons. Instead you click on them to learn about them.

**Host Name:** Type the Internet name of the host to connect to. For CompuServe, this is  
COMPUSERVE.COM

**Host IP Address:** Optional. Type the IP address of the host to connect to. If you specify a Host IP Address, it will be used instead of the name that you specify at Host Name.

**Connect Timeout:** Type your preferred timeout value for Internet connections. The value you specify at Connect Timeout will be used instead of the default timeout value for Internet connections.



**OK:** Records your changes and closes this dialog.

**Cancel:** Closes this dialog without recording any changes.

## Connecting to CompuServe through the Internet

The WinSock Settings dialog enables you to connect to CompuServe through the Internet.

You see the WinSock Settings dialog after selecting the Configure button in the Setup Session Settings dialog.

- o Type the Internet name of the host to connect to at Host Name. For CompuServe, this is GATEWAY.COMPUERVE.COM
- o Optional. Type the IP address of the host to connect to at Host IP Address. If you specify a Host IP Address, it will be used instead of the name that you specify at Host Name.
- o Optional. Type your preferred timeout value for Internet connections at Connect Timeout. The value you specify at Connect Timeout will be used instead of the default timeout value for Internet connections.

**Run Command Line:** Type the path and filename of the application that you want to run. If you prefer, you can select this information rather than type it by using the Browse button.

**Run Minimized:** Set this if you want your application to run in minimized form.

**OK:** Records any changes and runs the application.

**Cancel:** Closes the dialog without recording any changes and does not run the application.

**Browse:** Takes you to a standard Browse window where you can select an application that you want to run.



## Running Applications

The Run dialog enables you to specify an application to be run concurrently with CompuServe 2.5, yet independently of CompuServe 2.5's control.

You get here by choosing **Run** from the File menu.

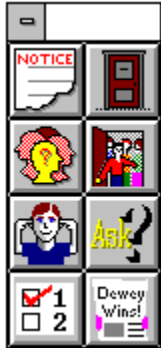
- o Type the path and filename of the application that you want to run at Run Command Line. If you prefer, you can select this information rather than type it by using the Browse button.
- o Set Run Minimized if you want your application to run in minimized form.
- o Clicking on the Browse button takes you to a standard Browse window where you can select an application that you want to run.

As an alternative to using the **Run** command, you can customize an icon in the Ribbon to run, or launch, your application by assigning **Run** to the icon (as its **Activity**) in the Customize Ribbon dialog.

## Conference Toolbox

The Conference Toolbox is a pictorial menu of frequently used conference commands.

You can view the Conference Toolbox by choosing **Toolbox** from the Special menu in a conference.



This is your **Ask Question** icon. It represents the **Ask Question** command on the Conference menu. It takes you to an Ask Question dialog where you can submit or withdraw a question in a moderated conference.

This is your **Vote** icon. It represents the **Vote** command on the Conference menu. It takes you to a Vote dialog where you can vote on one or more issues in a moderated conference.

This is your **Vote Results** icon. It represents the **Vote Results** command on the Conference menu. It takes you to a Voting Results dialog where you can view the results of a poll taken in a moderated conference.

Type your question here.

**OK:** Puts your question at the bottom of the question queue. You will not be able to see the question queue -- only the moderator is able to see the question queue. A screen message will be displayed for you relating that your question has been entered.

**Withdraw:** Removes your question from the question queue.



**Cancel:** Closes this dialog without recording any changes and without submitting or withdrawing your question.

## Asking Questions in a Moderated Conference

The Ask Question dialog enables you to submit or withdraw a question in a moderated conference.

You get here by choosing **Ask Question** from the Conference menu or by clicking on the **Ask Question** icon on the Conference Toolbox.

- o Selecting OK puts your question at the bottom of the question queue. You will not be able to see the question queue -- only the moderator is able to see the question queue. A screen message will be displayed for you relating that your question has been entered.
- o Selecting Withdraw removes your question from the question queue.
- o Closes this dialog without recording any changes and without submitting or withdrawing your question.
- o You can have only one question in the question queue at any time.
- o If you leave the conference after submitting your question, your question is automatically removed from the question queue.
- o You can edit your question once it is in the question queue. To do so, modify the question text and then submit the new question. If you do this you will lose your place in the question queue -- your new question will be placed at the bottom of the question queue.

### Related Information

[Voting in a Moderated Conference](#)

[Viewing Vote Results in a Moderated Conference](#)

The voting issue appears here.

These are the choices available to you. Mark the ones you want to vote for. The number of choices allowed may vary.

**Vote:** Records your vote in the ballot box.

**Cancel:** Closes this dialog without recording a vote.

## Voting in a Moderated Conference

The Vote dialog enables you to vote on an issue in a moderated conference.

You get here by choosing **Vote** from the Conference menu or by clicking on the **Vote** icon on the Conference Toolbox.

- o Mark the choices you want to vote for. The number of choices allowed may vary.
- o Selecting Vote records your vote in the ballot box.
- o Selecting Cancel closes this dialog without recording a vote.
- o There can be only one issue to vote on in a moderated conference at any time.
- o You can view preliminary voting results while voting is still underway, or view final voting results after voting has concluded, by choosing **Vote Results** from the Conference menu.
- o Once all votes have been tallied, the Voting Results dialog will be displayed automatically with the voting outcome.

### Related Information

[Viewing Vote Results in a Moderated Conference](#)

[Asking Questions in a Moderated Conference](#)

This is the voting issue.



These are the results of the vote.

**Cancel:** Closes this dialog.

## **Viewing Vote Results in a Moderated Conference**

The Voting Results dialog enables you to view preliminary voting results while voting is still underway, or view final voting results after voting has concluded, in a moderated conference.

You get here by choosing **Vote Results** from the Conference menu or by clicking on the **Vote Results** icon on the Conference Toolbox.

The Voting Results dialog will be displayed automatically with the voting outcome once all votes have been tallied.

### **Related Information**

[Voting in a Moderated Conference](#)

[Asking Questions in a Moderated Conference](#)

Highlight the icon under **Icons** that is currently in the Ribbon and that you want to affect. For example, if you wanted to change what the Ribbon's Favorite Places icon did, you would highlight the Favorite Places icon here.

Highlight the activity under **Activities** that you want to assign to the icon. For example, if you wanted the Ribbon's Favorite Places icon to take you to the Member Directory instead of to your Favorite Places, you would highlight Member Directory here. You cannot select an activity that is already assigned to another Ribbon icon.

Click on the icon in this Ribbon representation for which you are changing the activity. For this scenario, you would click on the Favorite Places icon.

Select the OK button. This will close the Customize Ribbon dialog and record your change.

Highlight the icon under **Icons** that you want to put in the Ribbon. If you desire an icon that is not shown under **Icons**, but is on disk, select the Browse button to display the icon file.



Highlight the activity under **Activities** that you want to assign to the icon. For example, if the original icon displayed the Go dialog, you would highlight Go here.

Click on the icon in this Ribbon representation that you want to be replaced. In this example it would be the icon that currently displays the Go dialog, or the Go icon.

Select OK. This will close the Customize Ribbon dialog and record your change.

1. Highlight the new icon under **Icons**. (If you want to use an icon that is not shown there, select the Browse button to specify the icon.)
2. Highlight the new activity under **Activities**.
3. Click on the icon in the reproduced Ribbon at the top of the Customize Ribbon dialog that you want to replace.
4. Select OK.

Highlight the icon under **Icons** that you want to put in the Ribbon. If you desire an icon that is not shown under **Icons**, but is on disk, select the Browse button to display the icon file.

Highlight the activity under **Activities** that you want to assign to the icon. For example, if you wanted the icon that you are adding to the Ribbon to display the Create Forum Message dialog, you would highlight Create Forum Message here. You cannot select an activity that is already assigned to another Ribbon icon.

Click on the icon in this Ribbon representation that you want to replace. For example, if the In-Basket icon is the one that you want to replace, you would click on the In-Basket icon here.

Select OK. This will close the Customize Ribbon dialog and record your change.



1. Highlight the new icon under **Icons**. (If you want to use an icon that is not shown there, select the Browse button to specify the icon.)
2. Highlight the desired activity under **Activities**. You cannot select an activity that is being used by another icon in the Ribbon.
3. Click on the icon in the reproduced Ribbon at the top of the Customize Ribbon dialog that you want to replace.
4. Select OK.

## **File Run**

The **Run** command takes you to a Run dialog where you can run, or launch, an application other than CompuServe 2.5 without exiting CompuServe 2.5.

## Conference Ask Question

The **Ask Question** command takes you to an Ask Question dialog where you can submit or withdraw a question in a moderated conference.

## Conference Vote

The **Vote** command takes you to a Vote dialog where you can vote on an issue in a moderated conference.

## Conference Voting Results

The **Voting Results** command takes you to a Voting Results dialog where you can view results of a poll conducted in a moderated conference.

## **Services News Headline**

The **News Headline** command takes you to a News Headline dialog where you can read fast-breaking news.

This is your **Ask Question** icon. You'll find it on the [Conference Toolbox](#).

This is your **Vote** icon. You'll find it on the [Conference Toolbox](#).



This is your **Vote Results** icon. You'll find it on the [Conference Toolbox](#).

## Learning More about Internet Services



Here is how you can learn more about Internet services on CompuServe:

- Click the Internet icon in the [Explore Services](#) window
- **Go** to INTERNET
- Use the **Find** command and search for INTERNET topics
- Access the Internet New Users Forum (**Go** INETFORUM)
- Access the Internet Resources Forum (**Go** INETRESOUR)

The following forums and services also provide general information about the Internet:

- Electronic Frontier Foundation (**Go** EFFSIG)
- Inter@ctive Week Forum (**Go** IAWEEK)
- NCSA InfoSecurity Forum (**Go** NCSAFORUM)
- Telecommunications Forum (**Go** TELECOM)
- Cowles/SIMBA Media Daily (**Go** MEDIADAILY)
- PC World Online News Wire (**Go** PWONEWS)

Here are some ways you can access the Internet:

- To access USENET newsgroups, **Go** USENET
- To access File Transfer Protocol, **Go** FTP
- To access Telnet, **Go** TELNET

### Related Information

[Connecting to CompuServe through the Internet](#)

[CompuServe Address Requirements for Internet](#)  
[Sending a Message to an Internet Address](#)

This is the Internet icon. You'll find it in the Explore Services window.

You can find answers to your questions in the WinCIM Support Forum. **Go** to [WCIMSUPPORT](#).

**f**

You can find answers to your questions in the WinCIM Support Forum. **Go** to [WCIMSUPPORT](#).

## **Sending a Message to an Internet Address**

Use this format to send Mail to an Internet address:

INTERNET:address@domain

You can exchange Mail messages and text files with America Online, AppleLink, and Prodigy users via the Internet by using the following domains:

- AOL.COM for America Online users
- APPLELINK.APPLE.COM for AppleLink users
- PRODIGY.COM for Prodigy users

For information about sending Mail to a CompuServe address using Internet, consult the CompuServe Address Requirements for Internet topic listed below.

### **Related Information**

[CompuServe Address Requirements for Internet Electronic Mail Address Formats](#)

## CompuServe Address Requirements for Internet

People need to know the following information in order to send Mail to your CompuServe address using Internet:

- CompuServe's domain is **COMPUSERVE.COM**
- For Public CompuServe Mail users, your CompuServe address is your User ID number with the comma replaced by a period. For Private CompuServe Mail users, your CompuServe address is your address in the form of system-name:address. For CompuServe Mail Hub users using MHS, your CompuServe address is your user name followed by an @ followed by your workgroup followed by **MHS**. For CompuServe Mail Hub users using cc:Mail, your CompuServe address is your user name followed by an @ followed by your post office name followed by **CCMAIL**.
- Incoming CompuServe address formats can differ, even within the same mail service. However, any correspondent can find the necessary address format by checking the header of a message received from you.

### Examples using Internet

76003.511@COMPUSERVE.COM  
MAILBOX@ABC.COMPUSERVE.COM  
BOBS@ABC-HQ.CCMAIL.COMPUSERVE.COM  
JHANEY@XYZSAL.MHS.COMPUSERVE.COM

### Related Information

[Electronic Mail Address Formats](#)

## Choosing a Winsock Connection

Connecting to CompuServe via a Winsock Connection enables you to experience the following:

- While CompuServe 2.5 is running, an Internet Web Browser can also be running, enabling you to access services that reside on CompuServe, as well as services that reside on the Internet, without having to stop one application and start another.
- Your Internet access will be seamlessly integrated with that of the CompuServe Information Service. As you use CompuServe 2.5, certain menu choices will enable you to access the Internet. Similarly, once on the Internet, certain choices will enable you to return to CompuServe.
- No matter where you want to access CompuServe from, by connecting to CompuServe via a Winsock connection you will still be able to enjoy the value of CompuServe's high-quality and economical network.
- If you want to run multiple applications that access CompuServe, such as CompuServe 2.5 and CompuServe Navigator, at the same time, you can do so.

To run CompuServe 2.5 via a Winsock connection, choose **Session Settings** from the Special menu and mark the **Use Winsock** checkbox in the **Setup Session Settings** dialog.

To review or modify your Winsock settings, choose **Session Settings** from the Special menu and select the **Configure** button in the **Setup Session Settings** dialog.

### Related Information

[Session Settings](#)

[Winsock Settings](#)



## Unable to Go to a Service

CompuServe 2.5 was unable to **Go** to the service for one of the following reasons:

- The service name that was specified is misspelled
- The corresponding service on CompuServe is temporarily unavailable

Please try one of the following:

- If the service name is misspelled, retype the name in the box beside Service. Then click on the GO button.
- If you would like to view a list of related services for the service name shown in the box beside Service, click on the Find button.
- If you would like to view a list of related services for a new topic, type the topic in the box beside Service. Then click on the Find button.

### Related Information

[Going Directly to a Service](#)

[Finding Services](#)

[Interpreting Results of a Find](#)

Type the search term you are looking for here. If you are uncertain of the entire term, you can try providing the first few letters.

**Subject:** Select this if you think the search term will be found in the subject of a message.

**From:** Select this if you want to search for a particular author of a message.

**All Text:** Select this if you think the search term will be found in the text of a message or article.

Type the starting date here.

Type the ending date here.

**Search:** Begins your search. Takes you to a Search Results dialog.



**Reset:** Changes any settings you have modified back to the way they were originally.

**Close:** Closes the dialog without conducting a search.

**All:** Marks all of your Filing Cabinet folders in the Folders window with an **x**.

**None:** Unmarks any Filing Cabinet folders in the Folders window that are marked with an **x**.

**E-Mail:** If you want to search Mail messages, mark this so that it has an **x** in it.

**Forum Msg:** If you want to search Forum messages, mark this so that it has an **x** in it.

**News Story:** If you want to search News stories, mark this so that it has an **x** in it.

**Article:** If you want to search articles, mark this so that it has an **x** in it.



**Folders:** These are the folders in your Filing Cabinet. If you want to search a particular folder, mark it so that it has an **x** in it. You can select the **All** button to mark all folders, and the **None** button to unmark all folders.

## Searching Your Filing Cabinet

The **Search Filing Cabinet** dialog enables you to search for documents in your Filing Cabinet.

- o Type the search term you are looking for in the box below **Find**. If you are uncertain of the entire term, you can try providing the first few letters. If you are searching via **From** or **To**, you can provide either a name (JANE DOE) or an address (76136,3576), but not both.
- o Select **Subject**: if you think the search term will be found in the subject of a message, **From** or **To** if you want to search for a particular author or recipient of a message, or **All Text** if you think the search term will be found in the text of a message or article.
- o Type the starting date for your search in the box beside **from**, and the ending date in the box beside **to**.
- o To begin your search, select the **Search** button. Doing so takes you to a [Search Results](#) dialog.
- o To change any settings you have modified back to the way they were originally, select the **Reset** button.
- o To close the dialog without conducting a search, select **Close**.
- o Mark one or more of the types of Filing Cabinet items in the box below **Types** that you want to search. The search operation will search for only the items that are marked with an **x**.
- o Mark the folders in the **Folders** window that you want to search. If you want to search a particular folder, mark it so that it has an **x** in it. You can select the **All** button to mark all folders, and the **None** button to unmark all folders.

### Related Information

[Filing Cabinet](#)

Highlight the entry you are interested in. Then select **Open** to read the entry, or **Delete** to eliminate the entry. If you select **Delete**, you will not be able to reverse the action.

**Open:** Displays the highlighted entry. If the highlighted entry is an ENS story, **Open** takes you to a **Story** dialog. If the highlighted entry is a Mail message, **Open** takes you to a **Message** dialog. If the highlighted entry is a forum message, **Open** takes you to a **Forum Message** dialog.

**Delete:** Removes the highlighted entry.

**Close:** Closes the dialog.

## Reviewing a Filing Cabinet Search

The **Search Results** dialog displays the results of a Filing Cabinet search operation.

- o To read an entry, highlight the entry and select **Open**. If the highlighted entry is an ENS story, selecting **Open** takes you to a Story dialog. If the highlighted entry is a Mail message, selecting **Open** takes you to a Message dialog. If the highlighted entry is a forum message, selecting **Open** takes you to a Forum Message dialog.
- o To eliminate an entry, highlight the entry and select **Delete**.

### Related Information

[Filing Cabinet](#)

## **Success**

The operation you requested was successful.



## **Cancel**

The operation was canceled.

## Unable to initialize port

### The following procedures may help correct this problem

- Disable FAX software and/or any other program that may interfere with the communications port.
- If you have an external modem, turn it on and properly connect the modem cables and phone lines. (Check your modem manual for more information.)
- Select Modem in the Setup Session Settings dialog. If your type of modem isn't selected in the Modem pop-up menu, select it now.
- Select the correct communications port from the Connector pop-up menu in the Setup Session Settings dialog.
- If your modem and mouse are set to use the same IRQ address, reconfigure your modem to resolve the conflict. (Refer to your modem documentation or call Customer Service for more information.)
- If your modem and another communications device are set to use the same communications port address, reconfigure your modem (or the communications device) to resolve the conflict. (Refer to your modem documentation or call Customer Service for more information.)
- Make sure that your modem port is properly set up in Windows. You do this in the Windows Control Panel, located in the Main group in your Program Manager. Open the Ports Control Panel, select the port that your modem is using, click on Settings, and then click on Advanced. Make sure that the settings match those that your modem is using. This is a common problem with modems on COM3 or COM4. (Refer to your modem documentation or call Customer Service for more information.)

## **Modem not responding while sending reset string**

### **The following procedures may help you correct this problem:**

- Disable FAX software and/or any other program that may interfere with the communications port.
- If you have an external modem, turn it on and properly connect the modem cables and phone lines. (Check your modem manual for more information.)
- Select Modem in the Setup Session Settings dialog. If your type of modem isn't selected in the Modem pop-up menu, select it now.
- Select the correct communications port from the Connector pop-up menu in the Setup Session Settings dialog.
- Select Modem in the Setup Session Settings dialog and change the Reset setting from Z to &F.
- If your modem and mouse are set to use the same IRQ address, reconfigure your modem to resolve the conflict. (Refer to your modem documentation or call Customer Service for more information.)
- If your modem and another communications device are set to use the same communications port address, reconfigure your modem (or the communications device) to resolve the conflict. (Refer to your modem documentation or call Customer Service for more information.)

## **Invalid modem user id/password**

**The following procedure may help you correct this problem:**

- Check your Modem Security settings in the Modem Control Strings dialog to ensure that they match the security settings on your modem.

## **Modem not responding while sending initialization string**

### **The following procedures may help you correct this problem:**

- Disable FAX software and/or any other program that may interfere with the communications port.
- If you have an external modem, turn it on and properly connect the modem cables and phone lines. (Check your modem manual for more information.)
- Select Modem in the Setup Session Settings dialog. If your type of modem isn't selected in the Modem pop-up menu, select it now.
- Select the correct communications port from the Connector pop-up menu in the Setup Session Settings dialog.
- If your modem and mouse are set to use the same IRQ address, reconfigure your modem to resolve the conflict. (Refer to your modem documentation or call Customer Service for more information.)
- If your modem and another communications device are set to use the same communications port address, reconfigure your modem (or the communications device) to resolve the conflict. (Refer to your modem documentation or call Customer Service for more information.)
- Ensure that the Initialize setting ends with ^M

## No dial tone

### The following procedures may help you correct this problem:

- Your modem may not be able to detect the dial tone of your phone line. Try disabling dial tone detection. To do this, select the Modem button from the Session Settings, then add X3 just before the "^M" in the Initialize field.
- If you need to dial a number to reach an outside line, prefix the Phone number in the Setup Session Settings dialog with that number plus two commas. Example: 9,,4572105
- Disable FAX software and/or any other program that may interfere with the communications port.
- Connect your telephone line from the wall jack to the WALL or LINE jack on your modem.
- Check the wall jack with your telephone. If you hear no dial tone, contact the telephone company.
- Reset the modem. If you have an internal modem, then you need to power down your computer to reset the modem. If you have an external modem, then briefly turn off the power to the modem.

## **Phone failure, passed retry count**

**The following procedures may help you correct this problem:**

- Increase the Redial Attempts in the More Session Settings dialog.
- Try another access number for your location.

## **Line busy**

**The following procedures may help you correct this problem:**

- Call again later.
- Try another access number for your location.



## **Passed retry count - unable to connect to CIS**

**The following procedures may help you correct this problem:**

- Increase the Redial Attempts in the More Session Settings dialog.
- Try another access number for your location.

## **Missing X.121 address**

**The following procedure may help you correct this problem:**

- Check the Eicon X.25 value for X.121 Address in the More Session Settings dialog.

## **Unable to connect to CompuServe host**

**The following procedures may help you correct this problem:**

- Your system timed out while trying to connect to CompuServe. Please try again.
- Select Modem in the Setup Session Settings dialog and check your modem settings.

**System (CIS or InfoPlex) unavailable**

The system is currently unavailable. Please try again later.

## **Invalid User ID or Password**

**The following procedures may help you correct this problem:**

- Check the User ID number in the Setup Session Settings dialog. If it's incorrect, delete it. Type the correct User ID number in the proper format (with a comma and no spaces). Example: 70006,101
- Delete the Password in your Setup Session Settings dialog and retype the Password you received during Membership Sign Up (if you've just completed Membership Sign Up) or your permanent Password (if you've received it in the mail).
- If you have not signed on for a long period of time, your account may have expired. Call CompuServe Customer Service.
- Select a lower baud rate in the Setup Session Settings dialog.

## **Bad id syntax**

**The following procedures may help you correct this problem:**

- Check the User ID number in the Setup Session Settings dialog. If it's incorrect, delete it. Type the correct User ID number in the proper format (with a comma and no spaces). Example: 70006,101
- Select More in the Setup Session Settings dialog and delete anything next to Logon Parameters.
- Select a lower setting from the Baud Rate pop-up menu in the Setup Session Settings dialog.

## **Check user id**

### **The following procedures may help you correct this problem:**

- Check the User ID number in the Setup Session Settings dialog. If it's incorrect, delete it. Type the correct User ID number in the proper format (comma and no spaces). Example: 70006,101
- Delete the Password in your Setup Session Settings dialog and retype the Password you received during Membership Sign Up (if you've just completed Membership Sign Up) or your permanent Password (if you've received it in the mail).
- Select a lower baud rate in the Setup Session Settings dialog.

## **Network error**

The network is currently experiencing a problem. Please try again later.



## Carrier lost

### The following procedures may help you correct this problem:

- Check the Phone number in the Setup Session Settings dialog. This number should be an appropriate access number (not 18003463247). The number should also support the Baud Rate you've selected. If the Phone number is wrong, find an alternate number.
- If you can hear your modem dial CompuServe, then also listen for a dial tone. If you cannot hear one, check your hardware connections.
- Turn off call waiting, if you have it on your phone line. To turn off call waiting, prefix the Phone number in the Setup Session Settings dialog with one of the following:
  - 70, (for most phone systems)
  - 70^#, (for many GTE phone systems)
  - 1170, (for a 10-button or rotary phone)
- Hang up other extensions of the phone line you're using. (Apart from the one you're using, no other extension of the phone line can be used during your CompuServe session.)
- Disable FAX software and/or any other program that may interfere with the CompuServe host or communications port.
- Select More in the Setup Session Settings dialog and increase the HMI Time-Out to 120 seconds. Try to connect to CompuServe.

## **Too many simultaneous users**

There are too many people using the service at this time. Please try again later.

## **Baud rate mismatch detected (warning, no error!)**

### **The following procedures may help you correct this problem:**

- Check your baud rate in your Setup Session Settings dialog; it is probably set too low.
- Confirm your connection phone number. Make sure that it is CompuServe's current local access number. If you are not sure that this is the correct number, call CompuServe Customer Service.
- Confirm the baud rate for your connection. It should be 300, 1200, 2400, 9600, 19200, or 38400 baud. Also check to be sure that your local access number supports the baud rate you are using.

## **PPP connection failure**

**The following procedures may help you correct this problem:**

- Try again immediately.
- Hang up and try again.

## **Secure - Host not responding to secure login request**

**The following procedure may help you correct this problem:**

- The network is experiencing difficulty. Please try again.

## **Secure - Application error, out of resources**

**The following procedure may help you correct this problem:**

- The network is experiencing difficulty. Please try again.

## **Secure - Invalid User id or password**

**The following procedure may help you correct this problem:**

- You might have mistyped your Password. Please reenter it. Then try again.

## **Secure - Secure response from host was invalid**

**The following procedure may help you correct this problem:**

- The network is experiencing difficulty. Please try again.



# Mail Questions and Answers

Click on a blue button to learn how do a task.

## Creating a message

- Do you want to compose a message?
- Do you want to view address formats?

## Sending a message

- Do you need to create the message?
- Is the message in your Out-Basket?
- Is the message in your Filing Cabinet?
- Do you want to send all Out-Basket messages?
- Do you want to auto-send your messages?

## Replying to a message

- Are you reading the message?
- Is the message stored in your In-Basket?
- Is the message stored in your Filing Cabinet?

## Forwarding a message

- Are you reading the message?
- Is the message stored in your In-Basket?
- Is the message stored in your Filing Cabinet?

## Sending a file

- Do you want to send a message with the file?
- Do you want to send only the file?

## Downloading your messages

- Do you want to retrieve an individual message?
- Do you want to retrieve all messages?
- Do you want to auto-retrieve your messages?

## Working with your Address Book

- Do you want to modify an entry?
- Do you want to create an entry?
- Do you want to make a group entry?
- Do you want to add sender information?
- Do you want to add one or more recipients?

## Working with your Filing Cabinet

- Do you want to add a folder?
- Do you want to delete files?
- Do you want to search for specific files?

## Related Information

[CompuServe Mail](#)

[Electronic Mail Address Formats](#)

## **How to view address formats**

1. Access CompuServe 2.5 help.
2. Select Search.
3. Type ADDRESS FORMATS and select Show Topics.
4. Highlight Electronic Mail Address Formats and select Go To.

 Click on this button to view address formats right now.

## **How to address a message**

Use the Recipient List dialog. You see it whenever you forward a message or whenever you create a message from scratch.

1. Select the appropriate recipient category.
2. Provide the appropriate recipient information:
  - If the recipient is in the Address Book, highlight the entry in the Address Book window and select Copy>>.
  - If the recipient is not in the Address Book, provide information in the boxes below Name, Address or User ID, and Address Type, and then select Add.
3. Repeat Steps 1-2 for each recipient.
4. Select OK.

### **Do you want to compose a message?**

1. Choose **Create/Send Mail** from the Mail menu.
2. Specify the recipients for the message and select OK.
3. Provide a subject for the message.
4. Compose the message and select the appropriate option:
  - Select Out Basket to store the message in your Out Basket.
  - Select Send Now to send the message.
  - Select File It to store the message in your Filing Cabinet.

## **How to create and send a message**

1. Choose **Create/Send Mail** from the Mail menu.
2. Specify the recipients for the message and select OK.
3. Provide a subject for the message.
4. Compose the message and select Send Now.

## How to send a message in your Out-Basket

1. Choose **Out Basket** from the Mail menu.
2. Highlight the message and select Send.

## **How to send a message in your Filing Cabinet**

1. Choose **Filing Cabinet** from the Mail menu.
2. Open the folder for the message.
3. Open the message and select Send Now.

## How to send all your Out-Basket messages

1. Choose **Out Basket** from the Mail menu.
2. Select Send All.



## **How to auto-send your Out-Basket messages**

Choose **Send/Receive All Mail** from the Mail menu.

- CompuServe 2.5 will also automatically download all messages from your online mailbox to your In-Basket when you use this command.

## **How to reply to a message you are reading**

1. Select Reply.
2. Compose your reply and select Send Now.

## How to reply to a message in your In-Basket

1. Choose **In Basket** from the Mail menu.
2. Open the message and select Reply.
3. Compose your reply and select Send Now.

## **How to reply to a message in your Filing Cabinet**

1. Choose **Filing Cabinet** from the Mail menu.
2. Open the folder for the message.
3. Open the message and select Reply.
4. Compose your reply and select Send Now.

## **How to forward a message you are reading**

1. Select Forward.
2. Specify the recipients and select OK.
3. Select Send Now.

## **How to forward a message in your In-Basket**

1. Choose **In Basket** from the Mail menu.
2. Open the message and select Forward.
3. Specify the recipients and select OK.
4. Select Send Now.

## **How to forward a message in your Filing Cabinet**

1. Choose **Filing Cabinet** from the Mail menu.
2. Open the folder for the message.
3. Open the message and select Forward.
4. Specify the recipients and select OK.
5. Select Send Now.

## **How to attach a file to a Mail message**

1. Compose or open the Mail message you want to send.
2. Select Attach.
3. Specify the file information and select OK.
4. Select Send Now



## **How to send only a file via Mail**

1. Choose **Send File** from the Mail menu.
2. Specify the recipients for the message and select OK.
3. Specify the file information and select Send Now.

## **How to retrieve a message from your mailbox**

1. Choose **Get New Mail** from the Mail menu.
2. Highlight the message you want and select Get.
3. Select the appropriate option:
  - Select In Basket to put it in your In Basket.
  - Select File It to put it in your Filing Cabinet.

## How to retrieve all messages from your mailbox

1. Choose **Get New Mail** from the Mail menu.
2. Select Get All.

## **How to auto-retrieve your mailbox messages**

Choose **Send/Receive All Mail** from the Mail menu.

- CompuServe 2.5 will also send all messages currently stored in your Out-Basket when you use this command.

### **How to modify an Address Book entry**

1. Choose **Address Book** from the Mail menu.
2. Highlight the entry and select Change.
3. Edit the information and select OK.

### **How to create an Address Book entry**

1. Choose **Address Book** from the Mail menu.
2. Select Add.
3. Specify the entry information and select OK.

## **How to make a group entry in your Address Book**

1. Choose **Address Book** from the Mail menu.
2. Select Add Group.
3. For each member, highlight the entry and select Add.
4. Select OK.

## **How to add the sender to your Address Book while reading a message**

1. Select From.
2. Select OK.



## **How to add a recipient to your Address Book while reading a message**

1. Select Address.
2. For each person you want, highlight the entry and select Copy>>.
3. Select OK.

## How to add a Filing Cabinet folder

1. Choose **Filing Cabinet** from the Mail menu.
2. Select New.

## **How to delete files from your Filing Cabinet**

1. Choose **Filing Cabinet** from the Mail menu.
2. Highlight the folder you want and select Open.
3. For each file to be deleted, highlight it and select Delete.
4. Select Close.

## **How to search for files in your Filing Cabinet**

1. Choose **Filing Cabinet** from the Mail menu.
2. Select Search.
3. Specify your search criteria and select OK.

## Unable to Establish a Winsock Connection

The following procedures may help you correct this problem:

- Confirm that your modem is working properly. If you have an external modem, turn it on and properly connect the modem cables and phone lines. (Check your modem manual for more information.)
- Confirm that the dialer is working properly. Exit CompuServe 2.5 and start the CompuServe Dialer. In the CompuServe Dialer, choose **Sessions** from the Settings menu, and then verify that the information in the Setup Session Settings dialog is correct.
- Confirm that the Winsock settings in CompuServe 2.5 are correct. Choose **Session Settings** from the Special menu, then select the Configure button. Make sure that GATEWAY.COMPUERVE.COM is specified at Host Name in the Winsock Settings dialog.
- Increase the Connect Timeout value for your Winsock settings in CompuServe 2.5. Choose **Session Settings** from the Special menu, select the Configure button, and then specify a new value in the box beside Connect Timeout.
- Increase the HMI Time-Out value in CompuServe 2.5. Choose **Session Settings** from the Special menu, select the More button in the Setup Session Settings dialog, and then increase the value in the box beside HMI Time-Out. A reasonable value is 120.

## Location Preferences

The **Location Preferences** dialog enables you to set your language and country preferences. Depending on the language and country that you select, some CompuServe menus may be enhanced so as to bring regional information to the forefront.

You access the **Location Preferences** dialog by selecting the **Set Location** button in the **General Preferences** dialog.

- o **Country:** Select the appropriate country from the list menu here.
- o **Language:** Select the appropriate language from the list menu here.

### Related Information

[General Preferences  
Preferences](#)

## Ribbon

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You can modify your Ribbon icons and their actions by choosing **Preferences** from the Initial Desktop, and then choosing **Ribbon** from the Preferences submenu.

In certain services, such as Travelshopper (CIM) and Weather, you see this smaller ribbon instead:



The following **Modem** button appears on the Ribbon when you issue a command involving a transfer of data between your computer and CompuServe:



The number above **Cancel** is the number of seconds CompuServe 2.5 will wait before cancelling the command if no data is received in that time. You can also click on the **Modem** button to deliberately cancel the transfer.

Once you are connected to CompuServe, CompuServe 2.5 keeps track of your connect time, displaying it on the Ribbon for the duration of your Information Manager session. If you disconnect from CompuServe without exiting CompuServe 2.5, and then reconnect to CompuServe, the counter will continue to accumulate connect time for you.

## Could not execute

### The following procedures may help you correct this problem:

- Consult your CIS.INI file located in the \cserve directory. Confirm that the information for each of the services listed under the **[External Applications]** section, such as http, ftp, and so forth, is correct. If you modified the CIS.INI file for any reason, you might have accidentally changed this information. The default lines for the services should be:

```
[External Applications]
http=c:\cserve\mosaic\airmos.exe /SDDE
ftp=c:\cserve\mosaic\airmos.exe /SDDE
gopher=c:\cserve\mosaic\airmos.exe /SDDE
news=c:\cserve\mosaic\airmos.exe /SDDE
```

- Confirm that you have not moved your AIRMOS.EXE file to another directory. The default directory for this file is c:\cserve\mosaic.
- You might have tried to start a second copy of the same application. For example, you might have tried to start a second copy of AIRMOS.EXE while already running that application. Closing both copies of the application might correct the problem.



## **An external application local name should be specified**

**The following procedure may help you correct this problem:**

- Consult your CIS.INI file located in the \cserve directory. Confirm that there is complete information for each of the services listed under the **[External Applications]** section, such as http, ftp, and so forth. The default lines for the services should be:

```
[External Applications]
http=c:\cserve\mosaic\airmos.exe /SDDE
ftp=c:\cserve\mosaic\airmos.exe /SDDE
gopher=c:\cserve\mosaic\airmos.exe /SDDE
news=c:\cserve\mosaic\airmos.exe /SDDE
```

