Logix Systems

GoCIS_{tm}

User's Guide

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Introduction

GoCIS is an automated CompuServe session manager that provides a Windows interface for working with CompuServe while not being actually logged onto the CompuServe system and accumulating expensive online charges.

GoCIS works by letting you enter specifications and selections about CompuServe actions you want performed, before actually logging on to the CompuServe system. After entering specifications, you simply press a button indicating the type of online processing to be performed and GoCIS automatically calls CompuServe, logs on to the system using your ID, and performs all your requested actions. All CompuServe responses and questions are processed by GoCIS. GoCIS simplifies CompuServe use by implementing all processing in an easy to use Windows interface and since there is no time accumulated against your account while CompuServe waits for you to make decisions, your online time and charges are kept to an absolute minimum. GoCIS cuts typical CompuServe charges to a fraction of what they are without an automated interface.

GoCIS is different than CompuServe's own WINCIM information manager for Windows. WINCIM is simply a Windows interface to the normal CompuServe interactive command line environment. Although WINCIM provides an attractive front-end to CompuServe, you are logged onto CompuServe during WINCIM operation and the pressure is always on to get your job done and get off the system to keep charges to a minimum.

GoCIS makes CompuServe a service that is used only to transmit and receive data. GoCIS lets you use your own time and PC resources to casually access the system's resources at your own pace. In addition, since GoCIS automates all CompuServe operations, you can set up GoCIS to automatically perform all your CompuServe requests without having to physically set at your machine and direct the actions. GoCIS can be set up to automatically send and receive your mail each day with the press of a button!

Features

Electronic Mail

GoCIS automatically checks for mail in your CompuServe mailbox every time you access CompuServe. If you have mail waiting, it will retrieve it into your GoCIS mail box where you can later read and respond to it at your convenience.
You may compose electronic mail messages to any other CompuServe user using GoCIS's own advanced message editor. Unlike CompuServe's online editor, you are able to use all normal Windows Cut, Copy, and Paste features to prepare an attractive message to send. Since you are not connected to CompuServe during message editing you can take advantage of other Windows applications such as word processors, spreadsheets, and spell checkers to assist you in message creation.

Electronic mail received by GoCIS and read by you is automatically stored for future reference. You can use GoCIS mail storage libraries or can have GoCIS store message text in any location you wish. In addition, Windows Cut, Copy and Paste facilities can be used to extract and use parts of your mail messages in your other Windows applications.

Electronic Address Book

GoCIS maintains your CompuServe Address book so access and selection of user names for sending data is easy! You can easily enter your own names and addresses into the book and a simple mouse click on any user name in a message adds the name and CompuServe ID to your address book.

Forum Message Processing

Information Reference and non-Email user interaction on CompuServe takes place in CompuServe forums. GoCIS provides automated reading, composing and sending of all forum messages. Since forum libraries sometimes have massive amounts of messages that can be read, GoCIS can retrieve section and subject lists of messages and allow you to select exactly those messages you are interested in. Message lists are presented in scrollable lists with menu items to scan for information you desire. The scrollable lists provide fast easy access to message data.

GoCIS stores all message information in forum message databases so you can easily access messages at a later time. All messages are accessed using the GoCIS advanced message editor, so reading messages is very easy. Message text can be Cut, Copied, and Pasted into other Windows applications as desired.

Forum Library Processing

CompuServe forums provide thousands of program and reference files for your use. GoCIS optionally keeps forum library download indexes for all files available in forum libraries. These indexes provide names, descriptions and other information about available download files. To download a file, you simply locate it by name and description in the library index, and mark it with a mouse click or menu option. GoCIS will automatically retrieve it to your PC during its next online session.

GoCIS Operation

General Operation

To allow you to access CompuServe without actually interacting with the CompuServe during online sessions, typical GoCIS operation will access CompuServe in two different stages. Once the system is set up, you will start GoCIS and press the MESSAGES or MAIL button to cause GoCIS to log onto CompuServe and read outstanding messages or EMail created since your last online session. GoCIS accesses EMail, and forum messages for all forums defined in the currently selected View (discussed later). If you have set up forum processing to access message download lists, only the lists will be created during this access of CompuServe. They are later used to select specific files or messages to read. After all data has been read, GoCIS logs off CompuServe. You then have EMail, message, and download lists in GoCIS databases ready to be read.

If you have read message download lists, you may review the lists of files and messages available and mark those you want to be downloaded from CompuServe. You can also read and respond to EMail and forum messages sent to you. Once you are done with this information you will press the ACTIONS button to cause GoCIS to return back online to CompuServe to send mail, read marked messages and download desired files.

GoCIS again accesses CompuServe and performs the desired actions. Upon completion, the messages and files downloaded will be available for your use. If desired, you can respond to messages and again go online using the ACTIONS button to send responses to messages.

Although this repetitive access to CompuServe seems redundant, the access is fast usually only taking a minute or two unless you are downloading large amounts of messages or large files from forum libraries. CompuServe charges by the minute for forum access so quickly getting in and out saves you money. Typical accesses to CompuServe on a daily basis is two or three times. Your time to read and respond to messages is your own so you can relax when doing these activities.

Views

VIEWS are simply ways to refer to a group of FORUMS for GoCIS processing. The GoCIS main display shows a list of forums that may be processed when going online. All forums in this list are defined as a VIEW.

You may define different VIEWs to GoCIS to process different sets of forums in different online sessions. When you go Online to CompuServe, you may go online to process all FORUMS in a VIEW, or just to process a single FORUM in the VIEW. Radio buttons on the display let you select between processing the single highlighted FORUM, or processing all FORUMS in the VIEW currently represented by the list of forums on the display.

You may select other VIEWs or define new VIEWs by selecting the VIEW menu item.

By using views you can categorize forums in a manner that make sense to you regardless of how they are organized or related on CompuServe. For example, you can create a view of forums that relate to Windows applications while a different view contains forums that relate to hobbies.

The views you have defined to GoCIS are displayed in a pull down list on the *Main Processing* window. By select different views from this list you control the forums that are displayed in the forum list.

Forums

For most of us forums are areas on CompuServe where we spend the greatest amount of time. They are special interest areas where users find a focused group of individuals serving common theme. For example, there are forums related specifically for hobbies, crafts, photography and so on.

All forums on CompuServe usually contain three primary areas: Messages, Libraries and Conferences. Conferencing allows you to interact with other individuals in a real time environment. The Message area is similar to a bulletin board in a market where users leave messages that others can read and respond to. The Library area allows you to upload and download files within forums.
GoCIS is primarily designed to automate the Message and Library areas of forums. Once you have defined the forums you frequent, it can automatically read or send messages as well as catalog and download files. As distributed you can define up to 64 forums in GoCIS. However, this value is limited only by a parameter in the GOCIS.INI and you can increase this value to suit your needs.

Forum Messages

CompuServe forums contain message areas. A given forum message area can contain up to 25 different sections or subareas each with thousands of individual messages. GoCIS allows you to automate the retrieval (reading) and sending of messages.

GoCIS allows you to employ different strategies for reading messages depending on the forum.

One strategy is simply to read all the new messages. Using this technique GoCIS will dial CompuServe, enter the forum, read all the new messages since your last logon, and then immediately logoff. The idea is for the program to quickly logon and disconnect so that you can review the messages from your local hard drive without having to pay connect charges.

Many forums receive too many messages daily for this strategy to be effective. So, alternatively you may need to be selective about the messages you actually read. Using a different strategy you can instruct GoCIS to scan all new messages and store only the subjects. This is more commonly referred to as "scanning for new message headers." Once the subjects have been retrieved you can review them and instruct GoCIS to read the specific messages you are interested in. This is typically a more cost effective solution for most users and allows you to gather information on only the messages you are interested in.

In any event, once the messages have been gathered onto your local hard disk you can review them at your leisure without actually being connected.

The GoCIS *Message Browser* allows you to:

1. Navigate through messages by message, subject or section.
2. Select a subset of messages based on the latest messages read, date ranges, subjects, userids, or wildcard strings.
3. Search for messages containing strings
4. Export messages to text files
5. Delete messages
6. Print messages
7. Reply to messages
8. Automatically record userids in you address book.

Forum Libraries

CompuServe forums also contain files that you can download. Files are organized within forum libraries and a given forum may contain up to 25 libraries each with thousands of individual files. Since files are usually much larger than messages you'll want to be selective about the files you actually download.

Using GoCIS you would first define a *pattern* which indicates the search criteria for the types of files you are likely to be interested in. Within a pattern you define such criteria as:

1. The forum library number
2. The age of the file
3. The file name (like the DOS dir command you can use wildcard characters such as: AFILE*.??)

4. Keywords associated with the file

Once your patterns are defined GoCIS can automate the necessary online processing to scan forum libraries and build a *catalog of files* on your local hard drive. Again, you are only connected long enough for the program to determine a list of files that match the criteria you have specified. You review this catalog offline while you are not connected to CompuServe.

Using the Catalog you can:

1. Review a description of the files
2. Mark specific files for download
3. Search for descriptions containing strings
4. Print file descriptions
5. Automatically record userids in your address book.

EMail

Each CompuServe subscriber has a unique electronic mail area (commonly referred to as email). As you logon, at times you may notice at brief message that indicates that you have electronic mail waiting. This mail is private and no other subscribers may see or have access to it. Email can be sent as simple text or binary files. GoCIS automates the tasks of sending or receiving email on CompuServe.

When connecting to CompuServe, GoCIS will automatically determine if you have waiting mail and automatically retrieve it. In addition, if you have created email to be sent to another user it can automatically send it.   In any event, once the email has been gathered onto your local hard disk you can review it at your leisure without actually being connected.

Like forum messages, the GoCIS *Message Browser* allows you to:

1. Navigate through email by message subject
2. Select a subset of email based on the latest read, date ranges, subjects, userids, or wildcard strings
3. Search for email containing strings
4. Export email to text files
5. Delete email
6. Print email
7. Reply to email
8. Automatically record userids in your address book

Quick Start

Installing GoCIS

What you Should Know to Use GoCIS

Before installing and using GoCIS, you should have a basic knowledge of your computer and the Windows environment. In particular, you should be familiar with the use of menus, windows, and dialogue boxes and other controls typically used in the Windows environment.

You should be able to select items by highlighting them with the arrow keys, or clicking on them with the mouse. You must also have an understanding of the operation of your modem.

For more information about the Windows operating system, refer to your Microsoft Windows User Guide. For more information about your modem, refer to the manual that came with your modem.

System Requirements

GoCIS requires the following minimum hardware and software environments to run acceptably:

1. An IBM PC, PS/2 or 100% compatible computer.
2. A 386/25 CPU chip.
3. At least a floppy disk drive of 1.2MB 5.25" or a 720K 3.5" floppy and a hard disk.
4. At least 4 megabytes or more of RAM. The more RAM you have the better GoCIS will run.
5. Approximately 2.5 megabytes of free space on your hard disk drive in order to install the complete GoCIS product. If you already have some of the required DLLs the space will be correspondingly less.
6. Microsoft Windows 3.0 or 3.1 running enhanced mode installed on your system.
7. An Asynchronous modem from 300 - 14400 Baud.

GoCIS may run on configurations that do not meet these minimum requirements, however, the performance may not be acceptable.

Installation

This procedure is based on the installation of GoCIS on a PC with Windows and a mouse.

1. Start Windows.

2. Insert the GoCIS disk into a floppy drive.

3. Select the FILE/RUN menu item from the *Program Manager* window.

4. Enter *drive*:INSTALL, where *drive* is A or B, depending on where you inserted the installation disk.

5. The GoCIS installation program will present a window prompting you for the name of the directory to install GoCIS into and allowing you to select the type of installation to perform.
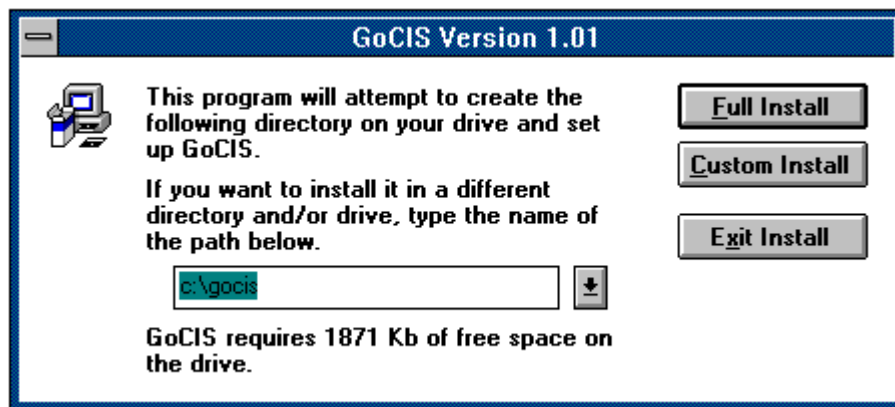
6. Enter the Directory you want to install GoCIS into and then press Installation:Full InstallFull Install or Installation:Custom InstallCustom Install to continue the installation of GoCIS. Full Install will install the GoCIS program files, help files and all the DLLs that GoCIS requires. Custom Install will allow you to select which files to install. If you are not sure of which files you need to install, select Full Install and the installation program will automatically determine the correct files to install.

7. If you selected Install:Full Install, GoCIS will display a window informing you of the progress of the installation. You may press the Cancel button at anytime to stop the installation of GoCIS.

8. If you selected Install:Custom Install you will see the following window displayed. You must click on each item that you want to have installed. After you have selected the appropriate items, press the Continue button to continue the installation process.
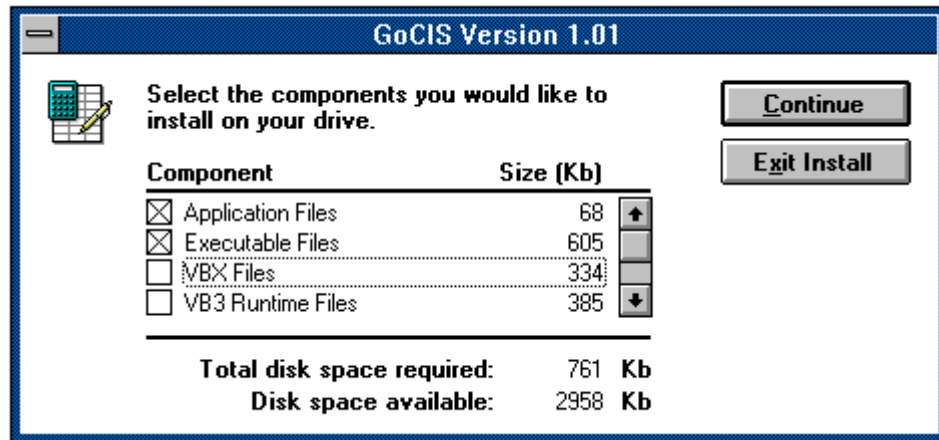
9. If you have performed a Full Install, after all the files have been installed Windows will asks if you want to create a program group for GoCIS. Press the Yes button to create the group.

10. After the program group is created, a window is displayed with information about GoCIS. You should read the information and press the Continue button when you are done.

11. Finally, you should see the window pictured below, indicating you have successfully installed GoCIS. Press the OK button to complete the installation of GoCIS.
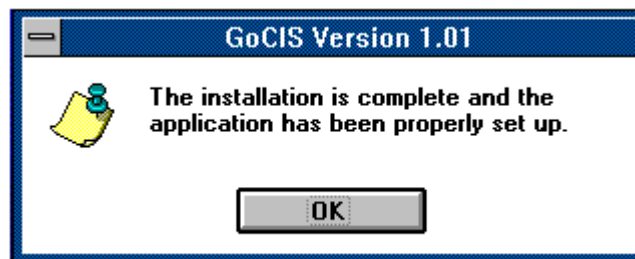
Using GoCIS for the First Time

This section will help you to get started using GoCIS in as short a time as possible. It is presented as a tutorial that you should follow from start to finish. After you read, and perform the instructions in the tutorial, you should be able to use GoCIS to do the following:

1. Start GoCIS
2. Configure GoCIS for your use
3. Use the Address Book
4. Send and Read EMail messages
5. Get section names for a forum
6. Read messages from a forum
7. Send a message to a forum

8. Search for a file to download from a forum
9. Download a file from a forum

Start GoCISStart GoCIS

After running the install procedure described in the previous chapter you should have a GoCIS group defined to the windows program manager. To start GoCIS you can simply double click on the GoCIS icon. Alternatively, you may also use the program manager File/Run menu item to run GoCIS.EXE.

Configure GoCIS for your use

The first time you start GoCIS you will be asked if you want to configure GoCIS for your use. Press the OK button to have GoCIS present a series of configuration windows.

You must fill in proper values in each of the configuration windows to allow GoCIS to connect to CompuServe. For more information on how to fill in the values on each of these windows, please reference the appropriate sections of this manual as listed below:

1. CompuServe User ID
2. Processing Options
3. Default Directories
4. Phone Number
5. Communications Port
6. Modem Settings

Once you have entered the configuration information, GoCIS will display the *Main Processing* window. This is the window you will use to start all offline and online processing with GoCIS.

Testing CompuServe Access

To make sure that you have successfully setup your parameters to allow GoCIS to access CompuServe, please press the Interactive button on the *Main Processing* window. This option will cause GoCIS to call CompuServe and initiate interactive command mode. This will verify you have configured GoCIS to your modem correctly and specified the correct CompuServe userid and password for logging on to the system.

This will display the GoCIS Terminal window and you should see a series of modem commands being sent, followed by your User ID, and finally messages from CompuServe indicating you have been successfully logged on.

At this point please type "OFF" and hit enter. Then select the File/Exit menu item on the Terminal window to exit this window and display the *Main Processing* window again.

If you encounter problems connecting to CompuServe with GoCIS, please refer to Appendix B - Communication Problems**.**

Use the Address Book

The first thing we want to do in the Quick tour of GoCIS is add your CompuServe User ID to the GoCIS Address Book. To do this perform the following steps:

1. Select the EMail/Edit Address Book menu item on the *Main Processing* window.
2. Press the ADD button on the *Address Book* window.
3. Enter your name, CompuServe ID and any optional notes in the *Add to Address Book* window.
4. Press the OK button on the *Add to Address Book* window. You will see your name has been added to the Address Book.
5. Press OK on the *Address Book* window to return to the *Main Processing* window.

Send and Read EMail Messages

Next, use GoCIS to send yourself an EMail message so you can then use GoCIS to read that message. To do this, please perform the following steps:

Select the EMail/Create Mail menu item on the *Main Processing* window to start the EMail message create process. This will display a window for you to enter routing information into.

Press the Browse button on the *Mail Send To?* window. This will display the *Address Book* window for you to browse through and use for selecting a name and address for the EMail message you are about to create.

Click on your name in the *Address Book* window and press the Select button to select your name and address as the recipient of the message.

Enter "GoCIS EMail" in the <u>Subject</u> area of the *Mail Send To?* window and press the OK button on this window. You will then see the *EMail* window with a *Compose to* "your name" area in which you can start entering your EMail message.

Enter anything you want in the *Compose...* window and then select the Send/Standard menu item. This will schedule the message you just entered for sending to CompuServe and return you to the *Main Processing* window.

Once back at the *Main Processing* window, press the Mail button to have GoCIS logon to CompuServe and send your EMail message. You should see GoCIS successfully dial CompuServe, enter your name and User ID, Go Mail, Compose your message and logoff.

After GoCIS has sent you a mail message, the message will be read the next time you logon to CompuServe to process mail.

To have GoCIS read your EMail message, press the Mail button again. GoCIS will logon to CompuServe, notice that you have Electronic Mail waiting, and read your mail message, saving it on your PC for you to read at your leisure.

After GoCIS logs off CompuServe you may browse through any mail messages that have been read by selecting the EMail/Latest EMail Received menu item from the *Main Processing* window. This will display your EMail messages for you to read. Do this now to browse the message you just read.

When you are done reading your EMail message select the File/Exit menu item to return to the *Main Processing* window.

Join and get section names

When adding a forum to GoCIS, you must then have GoCIS go online to CompuServe to get the detailed forum information (section names, message areas, etc). You do this by performing the following steps:

(The Practice forum and Help forum have already been added to the initial version of GoCIS that you install, so all you have to do is join these forums and get section information.)

Under the Do View or Forum? question on the *Main Processing* window click the View radio button. This tells GoCIS that you want to perform automated processing actions for all of the forums that are currently listed on the right side of the window which have actions scheduled. You will notice the scheduled actions for each forum are listed after the "..." by each forum, which initially should read:

 Forum(Sections).

Press the Actions button to have GoCIS logon to CompuServe and automatically perform the scheduled actions of updating Forum(Sections). At this time, GoCIS will go to the Practice and Help forums, join them if you are not a member, and obtain the section names for each forum.

Reading messages

Double click the left mouse button on the Practice forum name. This will display the *Practice Processing Options* window.

Press the Browse button on the upper part of this window, following Scan New Message Headers in Section. This will display a list of section names for you to select one or more names from which to scan for new messages.

Click on the section "General Information", in this list, and press the OK button. You will notice a "1" was entered by GoCIS in the entry area. This is the number of the "General Information" section and means that GoCIS will scan for all message headers in this section.

Press the OK button on the upper right corner of the *Practice Processing Options* window to return to the *Main Processing* window.

Click once on the Practice forum name to highlight that forum in the Forum List box.

Under the Do View or Forum? question on the *Main Processing* window click the Forum radio

button. This tells GoCIS that you want to perform automated processing actions for only the currently highlighted forum, in this case the Practice forum.

Press the Messages button bar to have GoCIS logon to CompuServe and obtain message headers for the "General Information" section of the Practice forum.

When GoCIS logs off CompuServe and displays the *Main Processing* window.

Press the Headers button located on the button bar. This will display the *Practice Forum Message Headers* window containing a short "header" for each message currently in the "General Information" section of the Practice forum.

Click on a couple of the headers that look interesting in the list box on this window. This will highlight those messages for reading during the next online processing session of the Practice forum by GoCIS.

Press the OK button on this window and the OK button on the *Processing Options* window to return to the *Main Processing* window. You should see Message(Read) after the "..." by the Practice forum in the Forum List box, indicating that you have marked messages to be read.

Press the Actions button to have GoCIS logon to CompuServe and do the Message(Read) action for the Practice forum.

When GoCIS logs off CompuServe and displays the *Main Processing* window.

Select Forum/Messages menu item from the *Main Processing* window's to display the *Practice Message* window. You may browse through messages in this window by pressing the down arrow button.

When you are done browsing through the messages, select the File/Exit menu item on the *Practice Message* window and press the OK button on the *Practice Processing Options* window to return to the *Main Processing* window.

Send messages to a forum

You may create a message to send to a forum while reading messages, or you may initiate the create process from the *Main Processing* window. To send a new message to the "My TEST Message" section of the Practice forum, perform the following steps:

Click the right mouse button on the Practice forum. This will display a menu from which you should select the Messages/Create New Message menu items. This will display the *Send To?* window.

Press the Browse button on the *Send To?* window and double click on the SysOp entry in the address book.

Enter "Test message" in the Subject text area and then press the pull down arrow at the bottom of the *Send To?* window.

Use the scroll bar to find the entry in the pull down list called "My TEST Message" and click on that entry to select it as the section to send the message to. You may then press the OK button on this window.

Enter any message you want into the *Compose...* window that is displayed. When you have completed entering your message, select the Send/Standard menu item. This indicates you are done entering your message. GoCIS will now return you to the *Main Processing* window with an action of Message(Send) scheduled for the Practice forum.

Press the Action button to have GoCIS logon to CompuServe and send your message to the Practice forum.

Search for a file to download from a forum

To use GoCIS to download a file from a forum's libraries you must first create a Catalog of Files. This Catalog will contain information about all the files that match search criteria you specify for each forum. To do this perform the following steps:

Click the left mouse button on the Practice forum name to select the forum.

Select the Forum/Library/Search Patterns menu item on the *Main Processing* window to indicate that you want to define and/or select search patterns to use in building a Catalog of Files.

A Search Criteria window will be displayed for you to use in defining the first pattern for this forum. To define a pattern, perform the following steps.

Enter "Recent files" in the Pattern Name/Name text entry area.

Enter "-1" under the Days text entry area. This will cause GoCIS to search for all files since the last scan. Since no scans have yet been performed, this will retrieve all files.

Press the Browse button to display a list of library sections for this forum. Click on the first one in this list and press the OK button on the *Practice Library(s)* window and the OK button on the *Search Criteria* window.

Press the Mark All button at the bottom of the *Library Search Patterns* window to select all the patterns for use in searching the Practice forum libraries for files to include in the Catalog of Files.

Press the OK button on this window and the OK button on the *Practice Processing Options* window to return to the *Main Processing* window. You should have a Library(Scan) action now scheduled for the Practice forum.

Press the Action button to have GoCIS logon to CompuServe and scan the Practice forum libraries for files that match your selected search patterns.

Download a file from a forum

After you have performed the steps under the section "Search for a file to download from a forum",

detailed above, you should have a Catalog of Files to browse through. From this Catalog you may select any files you want to have GoCIS download to your computer. To select a file, and have GoCIS download it, please perform the following steps:

Click once on the Practice forum in the *Forum List* box to select it for processing. Then select the Forum/Libraries/Catalog of Files menu items. This will display the *Practice Catalog of Files* window containing a list of all the files that matched the search criteria defined and selected as described above.

You may display information in the Catalog of Files in one of two ways. Select the Options/Show Full Description or Show FileList Only menu items to change the format of the display between the two display types.

To select a file to have GoCIS download to your computer, click on a file name in the displayed list. This will mark the file for downloading. When you have marked at least one file, press the OK button on this window. This will return you to the *Main Processing* window with an action of Library(Download) scheduled for the Practice forum.

Press the Action button to have GoCIS logon to CompuServe and perform the scheduled Download action for the file you marked in the Catalog of Files of the Practice forum.

A window will be displayed during the download processing informing you of the current status of processing. After the download is complete for all files you marked, GoCIS will logoff CompuServe and display the *Main Processing* window.

Main Processing Window

Overview

The *Main Processing windowMain Processing* window, pictured below, is the main window displayed after starting GoCIS. It is used as the starting point for selecting online and offline processing actions that you will perform with GoCIS.
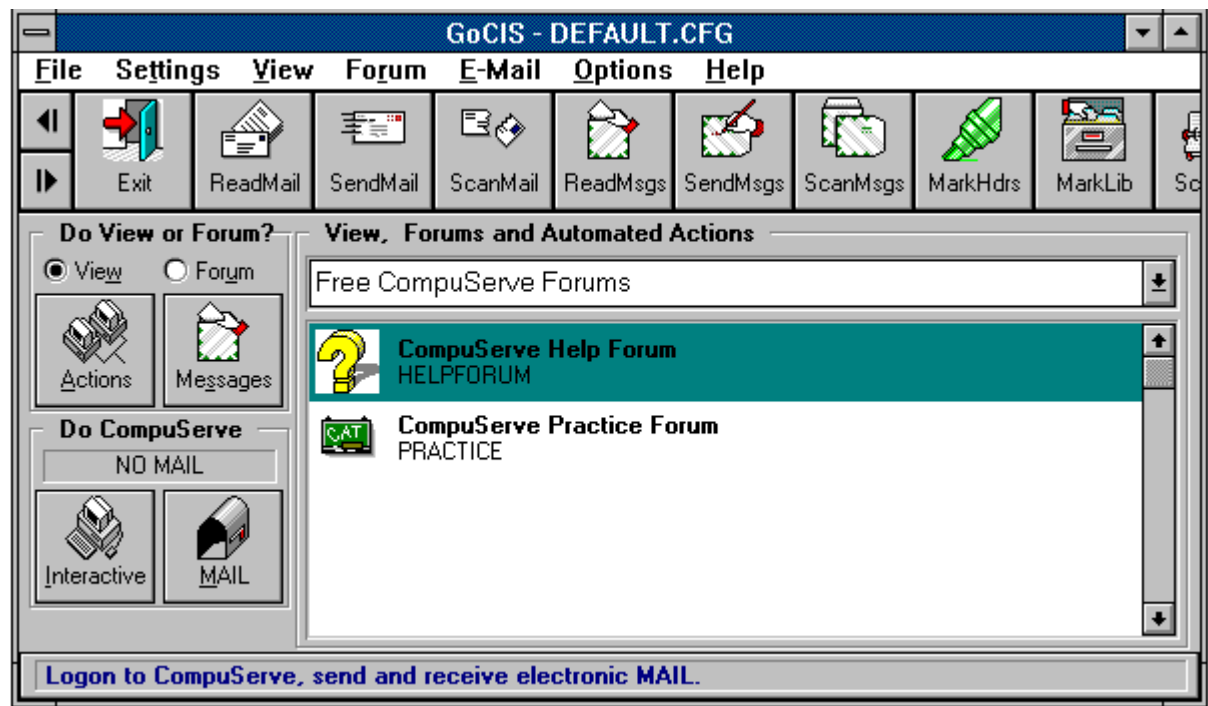
Once you understand the use of each area on the *Main Processing* window you will be able to use the full power of GoCIS.

The *Main Processing* window contains the follow areas. To find out more about each section of this window, and how to use that section, please refer to the corresponding description in this chapter.

1. Menu Bar
2. User Defined Button Bar
3. View Selection list
4. Forum List box
5. Message Status Display
6. Actions button
7. Messages button
8. Interactive button
9. Mail button

Menu Bar

The menu bar at the top of the *Main Processing* Window is used to select menu items that allow you to perform various actions with GoCIS. For example, you can use the Forum/Messages menu to review messages you have previously read from CompuServe.

Most of your offline processing with GoCIS is performed by using this menu bar. When you select a menu bar item, a list of related items will be displayed. You may select one of those items to perform a desired action.

To find out more about each menu bar item please see Appendix A.

User Defined Button Bar

The GoCIS Button Bar permits you to handle certain GoCIS functions, macros, and call outside applications via one-click buttons or icons. By clicking and holding the right mouse button, you may drag any icon to any position on the bar you'd like.

The Button Bar which comes with GoCIS already has a robust set of functions built-in, but these can be modified, added to or deleted. In addition to the functions which come with GoCIS, you can create your own icons to go online and pull off movie reviews, weather forecasts and maps, or Associated Press news.

The Button Bar can be set to show only icons, only text, or icons with text. You can define up to 128 buttons in a single button bar file. You can also define several button bar files and set them up so that they link together. See the Button Chapter of this manual or the GOCIS.BTN file for further information on customizing your Button Bar. The default button bar file is named GOCIS.BTN. It is also a good source of information because it instructions for defining your own customized button files. Before making modifications, always make a backup copy of the original file.

Tip:

When passing the mouse pointer over each icon the message status display area will reflect what each button does.

Message Status Display Area

The Message Status Display Area is used by GoCIS to display information and messages. It is also used as a graph that offers a pictorial view of the status of GoCIS processing when operations have the potential for running several seconds.

Selection List

The View Selection List is used to select the current view of forums that you wish to have displayed in the *Forum List* box. Views are simply a way of categorizing forums according to your own terms. You may associate a given forum with one or more views. Another important aspect of views is that

they define the forums on which GoCIS act upon when you press one of the automated action buttons such as *Messages* or *Actions*.

Forum List Box

The *Forum List* box contains a list of the group of forums in the current view. If there are more forums than can be displayed in the box, you must use the scroll bar to see the additional forums. The Name and Title of the forum are displayed along with a summary of any automated actions scheduled to be performed for that forum.

The primary use of the *Forum List* box is for selecting a forum for offline or online activity.

Tip:

You can quickly reference certain common offline functions by simply using the mouse or the keyboard for example:

1. A single-click of the right-mouse-button brings up the Forum Menu.
2. A double-click of the left mouse button brings up the *Forum Processing Options* window.
3. An alternate double-click of the left mouse button brings up the *Forum Edit* window.
4. The Insert key will allow you to add a new forum
5. The Delete key will allow you to delete a specific forum.

Do VIEW or FORUM?

On the left side of the *Main Processing* window are two groups of framed buttons. The upper frame is labeled "Do View or Forum?". Within this frame is also a pair of radio buttons labeled View and Forum. These radio buttons define if online forum processing is to be performed for the single selected forum, or for all forums shown in the current View.

Try clicking between these two radio buttons and you should note that the text of the forum list changes in color.

When you select the View Option the text for all of the forums displayed in the forum list are shown in normal color. This option indicates that all of the forums listed within the given view should be processed when you press one of the framed buttons (Actions or Messages).

When you select the Forum Option the text for all of the forums displayed in the forum list for the given view is grayed. This option indicates that only the currently selected (highlighted) forum should be processed when you press one of the framed buttons (Actions or Messages).

ACTIONS Button

Actions apply only to forums. Actions are simply tasks you have assigned for GoCIS to perform against forums when it connects online. Actions include such items as:

1. Scanning, reading or sending forum messages
2. Cataloging or downloading forum files.

You can easily tell what automated actions are currently scheduled for forums in the current view. The automated actions are described next to each forum name. If there is no description of actions then you have not set any actions for that forum.

Pressing the Actions button indicates that you want GoCIS to connect to CompuServe and to carry out the functions you have assigned it to automate. When this button is pressed, GoCIS will dial the number defined in the active configuration and perform the logon process, using your Name, User ID and Password. Once the logon is complete, GoCIS will start automatic processing of all the actions you requested through your interaction. If no actions are listed for a given forum then pressing this button will have no effect.

The actions that are performed depend on the options you have selected using the *Processing Options* window (use the Forum/Processing menu or double click on a forum).

Tip:
Remember that the scope of processing (which forums are actually selected and acted upon) is further defined by the scope of the Do View or Forum? radio buttons.

MESSAGES Button

The MESSAGES button only applies to forums. It does not initiate CIS EMail processing unless your GoCIS System options are set to do mail processing every time you go online. You define to GoCIS the way in which to handle forum messages using the *Processing Options* window (use the Forum/Processing menu or double click on a forum).

You define whether new messages are to be read or scanned, for which forum sections, and when the high message counter should be reset. These are tasks that we all tend to perform repetitively on CompuServe and, like actions, are things we want GoCIS to automate for us. The Messages button provides a convenient means by which to perform this function without having to re-specify those actions explicitly. In other words, these actions may not necessarily need to be displayed in the forum list. Simply pressing the Messages button indicates to GoCIS that it should logon and retrieve or scan messages as appropriate for the forum or forums listed.

You press the Messages button whenever you want to do any of the following:

1. Get Message Headers.
2. Read new messages.
3. Read any messages you marked for reading with Message Headers.
4. Send any messages you created.

Which of the above actions are performed depends on the options you have selected using the *Processing Options* window (use the Forum/Processing menu or double click on a forum).

Tip:
Remember that the scope of processing (which forums are actually selected and acted upon) is

further defined by the scope of the *"Do View or Forum"* radio buttons.

INTERACTIVE Button

You press the Interactive button whenever you want to perform manual interaction with CompuServe. When you press the Interactive button, GoCIS will dial CompuServe, log on with your User ID and Password, and then allow you to manually type in CIS commands to access CIS in online interactive fashion.

MAIL Button

The Mail button applies only to reading and or sending your personal CompuServe EMail. Forum message processing is not done when the Mail button is pressed. Use the Mail button when you want to go online and read your mail but not do forum processing.

You press the Mail button whenever you want to read any mail that was sent to you, or send any mail you have created.

Which, if either, of these actions are performed by GoCIS depends on the options you selected in the Setting/Processing Options menu item on the *Main Processing* window.

Working with Forums and Views

Selecting, Adding, Editing and Deleting Views

Selecting a View

To select a view, click on the pull down arrow located on the right side of the View list of the *Main Processing* window. This will display a list that contains the names of all currently defined views. To select a desired view, simply click on that view name. This will cause the forum list to display only the group of forums that are defined within that view.

Adding a View

You can create a view by selecting View/Add View from the main menu.

After selecting this menu a View Definition dialog window will be displayed. Here you would enter the name of the view and press OK or CANCEL.

Next, the forum list displays a list of all currently defined forums. To include a forum in the group of forums view you are creating, click on that forum in the Forum List box. That forum will now be highlighted, indicating it is selected as part of the group to include in the new view. If you change your mind about a forum you selected, click on the forum again and it will not be included.

When you have selected all the forums you want in the new view, press the OK button.

If you do not want to select forums at this time, press the CANCEL button. The view will be created without any forums selected. You may add forums latter by selecting the View/Edit menu item from the *Main Processing* window.

Editing a View

You can edit an existing view by selecting View/Edit View from the main menu.

This allows you to change which forums are associated with the current view being displayed. When you Select this menu item, a list of [All Forums] is displayed in the Forum List. The group of forums already included in the current view are highlighted. Click on forums in the forum list in order to select or unselect forums to be include in this view.

When you have completed your selection of the forums to include in the current view, press the OK button.

If you want to leave the view defined the way it was originally, press the CANCEL button.

Deleting a View

You can delete an existing view by selecting View/Delete View from the main menu. To delete the currently selected view, select this menu item. A window will be displayed, with the name of the view to be deleted and you will be asked to confirm deleting that view. Press OK to delete the view or CANCEL to retain the view. Deleting a view does not delete the associated forums. Rather, deleting a view only deletes the association of forums related by a common name or view. Remember, forums can belong to more than one view; hence, while deleting an actual forum causes it to be deleted from all corresponding views, deleting a view only removes the association of a given forum to the name of the view.

Adding, Editing and Deleting Forums

Adding a Forum

Forums are defined by selecting the Forum/Add menu item on the *Main Processing* window. Alternatively, you can press the "Insert" key while the Forum list has focus. When adding a forum, GoCIS displays an *Add Forum Definition* window and allows you to specify:

Name (Required)

This is the name of the forum as defined by CompuServe (the same name you would specify when entering the CompuServe "GO" command). You may press the Browse button to pull down a list of all forums known by GoCIS to be supported by CompuServe.

Gateway (Required)

Click on the pull down arrow to pull down a list of valid gateways. A gateway is simply a major area

or alternative service area accessible through CompuServe. An example is the PCM or PC Magazine gateway. Click on the gateway the forum is connected with to select that gateway.

Title   (Optional)

Enter any string you wish to use for the title of the forum.

Icon   (Optional)

It is not necessary that you select an icon; however, GoCIS allows you to select an icon to be used in form list display. Click on the Browse button to display a file selection window for use in locating a suitable icon. With this window you can click on icon files (.ICO files).

As you select different icon files, you will see the actual Icon displayed in the right corner of the file selection window. Press the OK button when you have selected an icon.

Notes (Optional)

Enter any descriptive information you wish to associate with the forum.

As you add a forum GoCIS automatically sets actions causing the forum to be joined as well as actions specifying that the section names be updated.

Editing a Forum

You can edit or change the characteristics associated with forums by selecting the Forum/Edit menu item on the *Main Processing* window. Alternatively, you can hold down the "ALT" key as you double click on a forum.

Deleting a Forum

To delete a forum from all views in GoCIS, simply click on the forum name in the Forum List and then select the Forum/Delete menu item. Alternatively, you can click on a forum and then press the "Delete" key. You are then presented with a message asking you to confirm the deletion.

The Forum Processing Options Window
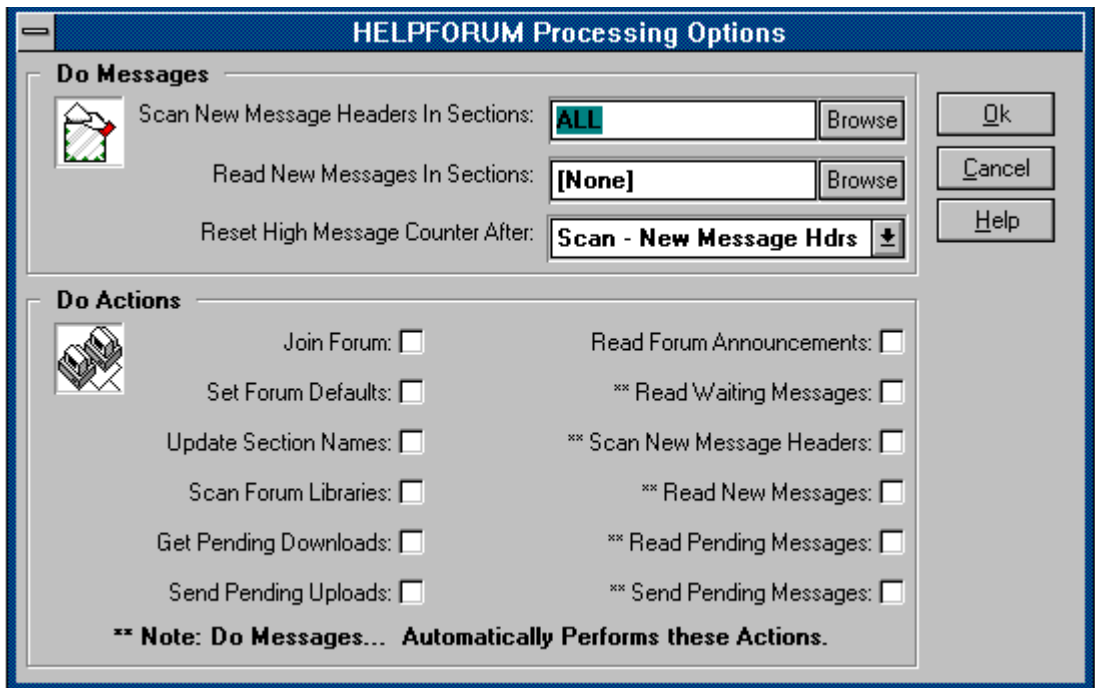
You may access the Forum Processing Options and Actions window by double clicking on a forum in the Forum List or by selecting the Forum/Processing Options menu.

This window is designed to allow you to quickly and easily define to GoCIS the actions as well as the types of message processing to be automated when accessing CompuServe online. You'll note that the window contains two basic framed areas: "Do Messages" and "Do Actions". Also note that the framed areas contain icons that match the icons displayed for the MESSAGES and the ACTIONS buttons of the *Main Processing* window. These icons are displayed to help you associate the fields within these framed areas with the buttons which utilize their values.

Do Messages Options

The options you select in the DO Messages section of this window control the scope of online processing that is done for this forum when you press the Messages button on the *Main Processing* window.

Here you set options related to retrieving messages from CompuServe forums when the Messages button is pressed. Basically you need to select:

1. Sections for which to perform a scan of new forum messages headers.
2. Sections for which to perform a read of new forum messages.
3. Choose when to reset the high message counter on CompuServe.

You may select one or more sections in which to scan or read messages in.

Do Actions Options

The Do Actions section of this window allows you set or remove specific actions or tasks to be performed online by GoCIS when the ACTIONS button is pressed.   Checking ON an option causes GoCIS to schedule the action for the next online session. Checking OFF an option removes the scheduled action.

From this window you can easily tell what automated actions are currently scheduled for forums in the current view. Also, the scheduled actions to be performed against a given forum appears next to each forum name in the forum list. If there is no description of actions, then you have not set any actions for that forum.

GoCIS automatically sets certain actions while you perform offline activities. For instance, the *join forum* action is set when you define a new forum to GoCIS. If you create a forum message, the *send pending messages* action is set. There may be times when you wish to only perform specific actions for a forum or not to perform those set by GoCIS. Hence, you would use the *Processing Options* window to set or remove those actions.

Some of these options appeared grayed out, and you are unable to select these options from this window. For example, the "Get Pending Downloads" options is activated when a file is selected in the Forum/Libraries section. After selecting a file to download, if you went back to the processing options window, you would see that option no longer was grayed out.

To set or remove specific actions:

1. To set a scheduled processing action, click on the unchecked box (causing it to be checked) next to the action(s) you wish to perform.
2. To remove a scheduled processing action, click on the checked box (causing it to be unchecked) next to action(s) for those items you wish not to perform.

Forum Messages

Going Online to Process Messages

When you go online to process messages several different actions may be performed. Depending on options you have selected, and activities you have performed while offline, one or more of the following processes are performed:

1. Scanning for new message headers from selected sections of each forum.
2. Reading of new messages from selected sections of each forum.
3. Reading waiting messages intended for you for each forum.
4. Sending any replies and new messages that you have created.

Each of these actions are performed without the need for any manual intervention.   The messages are stored on your hard drive for reading after GoCIS has logged off of CompuServe, thus saving you on connect charges.

You may choose to have GoCIS log on to CompuServe at any time to perform message related processing by pressing the Messages button. When you press Messages, GoCIS will dial CompuServe, log on, and begin automated message processing.   This processing is only performed for those forums that are currently selected in the *Forum List* of the *Main Processing* window.

Whether new messages are scanned or read depends on entries you specified on the *Processing Options* window.   These entries allow you to specify in which sections to get new message headers from, and in which sections to read all new messages from.

Scanning Versus Reading New Messages

As mentioned above, GoCIS may scan or read new messages on a forum when you press the Messages button on the *Main Processing* window.

What is the difference between Scanning and/or Reading New Messages?

When "reading" new messages GoCIS will automatically read the entire text of new messages. This is useful if you are interested in all the messages in a particular forum. After GoCIS finishes retrieving the messages, simply press the "Read Messages" button to review the retrieved information.

In many forums the traffic of new messages can be overwhelming. In a single day, hundreds of new messages may arrive within forum message sections. In these instances it probably does not make sense to retrieve all of the new messages. What's needed is a method for you to be able to tell the program which messages you are actually interested in retrieving. GoCIS allows you to do this by "scanning" for new message headers. This is a very simple two step process. First, you instruct GoCIS to go online and retrieve the new message headers or subjects. After doing so, you can then review and mark which messages you actually want to be read. Second, after marking

the pertinent subjects, you instruct GoCIS to logon and retrieve the actual message text of these specific messages by pressing the ACTIONS button. As in the case for reading new messages, the full messages are read and stored on your computer for you to review at your leisure, when you are not connected to CompuServe. While reviewing the text of full messages you may easily reply to a message, or save the message in another file for use in your other applications.

What are "New" Messages?

CompuServe tracks messages by message number, and can also track the last message that each user has read. The last message that you have read is commonly referred to as the high message number. The high message number is used to determine which messages you have not seen. CompuServe considers as new messages any message which contains a number higher than your personal high message number. Since GoCIS records messages on your computer's disk it uses this high message number to instruct CompuServe which messages it wants to read or scan for.

Read Options and Sections

To have GoCIS read messages from a specific forum, you must select in which sections you want to look for messages, and the type of message reading to perform. You may select different options for each section of each forum.

To set message read options, double click on a forum in the view window.

At the top of the *Processing Options* window is the Messages area. In this area you will find the following options to use in setting message read options and specifying sections:

1. Scan new message headers in sections
2. Read new messages in sections

Selecting Sections and Options

To select the sections for each of these options, press the Browse button on the line corresponding to the type of read you want to perform. This will display a list of section names to choose from. Click on each section in the displayed list to select that section for the corresponding message processing activity. If you wish all the sections to be included, type "ALL" in the field just below Specify Sections to Process.

If the browse button does not display a list of sections, you will have to have GoCIS get the section names from CompuServe. To do this, just click on the box next to the label Update Section Names, in the Do Actions section of this window. Then press the OK button to set the actions and return to the *Main Processing* window. Then, press the ACTIONS button to perform the set actions. When automated processing is complete, you may then use the Browse buttons for read message section selection.

Controlling How Many Messages are Read

You can control the number of messages and message headers that GoCIS reads with two different methods. The first method is to select only those sections you are interested in for Messages processing. This is done as described in Selecting Message Read Options and Sections The second method is to have GoCIS set the High Message Number after reading messages. This will prevent GoCIS from reading the same messages each time Messages is pressed.

This option is located in the forum processing options screen, below the message section selection area.
In the box at the top of this window is a pull down option box labeled; Reset High Message Counter After. Press the pull down arrow on the line with this label to view the following options:

1. Scan - New Messages Headers
2. Read - New Messages
3. Never - (Manual)

To never read the same message twice when doing new message header or new full message processing, select "Read." Select Scan to reset this number only after doing Quick Scans in this forum. Select Never - (Manual) to never reset this number so you may reset it manually.

Generally, it is recommend that you have this option set to "Read," or if you rely primarily on scans, set it to "Scan."

Reviewing Message Headers

After GoCIS has completed processing Messages, you should have new message headers available for each section you specified "Scan New Message Headers" in *Processing Options* window. The primary purpose of getting message headers is so that you may review the headers to see if there are any messages you are interested in having GoCIS read the entire text of the next time you press the Messages button on the *Main Processing* window.

To review and mark message headers, on the *Main Processing* window, click on a forum and select the menu item Forums/Messages/Mark Message Headers or click on the MarkHdrs button on the button bar. Any of these options will display the *Mark Message Header* window, with all the message headers for that forum listed.

It is important to review and mark headers and press the Messages or Actions button, on the *Main Processing* window, as soon as possible after reading new message headers. This is because the message you mark for reading may disappear from CompuServe at any time. Messages may be "bumped" by new messages or may be deleted by the SYSOP or person who originally sent the message.

Reading Messages

GoCIS reads messages as a result of two types of requests. The first type of request is specifying that you want to read all the new messages from a certain section of a forum when you press the Messages button on the *Main Processing* window. The second type of request is marking a

particular header in the Mark Headers window.

Reading the Latest Messages

You may browse through the messages read in the latest online session by clicking on a forum in the *Forum List* box and select the menu item Forums/Messages/Latest Messages Received on the *Main Processing* window.

Selecting a Range of Messages

To browse through a range, by date received, of messages for a forum, click on a forum in the *Forum List* box and select the menu item Forums/Messages/Select Received Messages on the *Main Processing* window.

Controlling Messages in the Message File

The Message Header and Message files stored on the hard drive contain information from one or more sessions.   You control whether information is accumulated for each session or if information from the previous session is replaced. This option is set in the Settings/Processing Options menu on the *Main Processing* window.

The more information you keep in the message files, the longer it takes GoCIS to scan the information to build the Review window. You should only keep as much information as you need.

You may manually remove unneeded information from these files by selecting Forum/Messages/Purge Received Messages on the menu of the *Main Processing* window.

Replying to Messages

First, read the message that you wish to reply to. Then, to reply, select Message Reply. This will bring up a selection of five different types of messages to enter. To reply to the sender of the current message with the same subject, select Reply to Sender, Same Subject. This will cause a new window to open up, just above a window that contains the text of the message you are replying too. This makes it easy to write your reply. In addition to typing your response, you can use cut and paste to include portions of the original message, or information from other Windows applications in the reply message. The other four options available are:

1. Compose New:
   Create new message, unrelated to message currently being read
2. Compose To Sender, new Subject
3. Forward As Mail:
   Forward message to a different recipient as MAIL.
4. Send File:
   Send a file as E-Mail.

Creating New Messages

You may create a new message at any time from the *Main Processing* window. To create a new message, on the *Main Processing* window, click on a forum and select the menu item Forums/Messages/Create New Messages.

Viewing/Editing Messages to be Sent

Once you have created, or replied to a message, you may want to review what you wrote. You may do this any time, prior to sending the message.

To view a message to be sent, on the *Main Processing* window, click on a forum and select the menu item Forums/Messages/Edit Messages to be Sent. This will display a *Review Message/Mail* window with all of the messages waiting to be sent for the current forum.

Sending ASCII Files as Messages

You may send any file that contains text, as a message, to any section of a forum. To send a file as a message, on the *Main Processing* window, click on a forum and select the menu item Forums/Messages/Send ASCII File as Message. This will display a window for you to enter destination information for the message and then display a window that allows you to enter the file name of the file to send.

Sending Messages

To send messages to CompuServe you must first create the message. Once messages are waiting to be sent to a specific forum, you will see "Message(Send)" for that forum in the *Forum List* box on the Main Processing window.

To send the waiting message, you must press either the Actions or Messages button on the *Main Processing* window. Pending messages to be sent will be sent for all forums that are currently in the *Forum List* box when you press one of these two buttons.

Review/Mark Message Headers Window

The *Review/Mark Message Headers* window is displays message headers, section by section, so those messages of interest may be marked for reading. Entire subjects may be marked for reading as well as individual message threads. The entire message thread will be read for each marked message. To access this window Select Forum/Messages/Mark/Headers.

Mark Message Header Window

The menu bar contains the following items:

1. File   Allows you to print file information or exit the window.
2. Search   Alllows you to search the information in the Header list for specific strings.
3. Options   Allows you to specify sort sequences and the button bar position.
4. Help   Allows access to complete help.

The message section of the headers currently displayed in the *Header List* box is at the top of the window. The last time headers were added to the file is also displayed.

At the right side you will find buttons and information about marked headers in the current section, all sections and the total number of message headers in the file.

The OK and CANCEL buttons are used to exit the window, accepting change or rejecting them, respectively.

How to Mark Message Headers

You may mark message headers with three different methods. The first method is to simply click on the individual header in which you are interested, in the *Header List* box. The second method would be used if you found that you were interested in all headers in a particular section. To mark all headers in a section press the Pull down list button next to the section name.   The third method allows you to mark all headers in every section. You would do this by pressing the Mark ALL button. You can quickly clear all marked messages in a section, or in the whole file, by pressing the respective CLEAR buttons.

To view headers in other sections, you must press the right arrow, next to the section name at the top of the window. This will display a list of all sections in the file that contain message headers. Click on a section to display headers for that section.

Review/Mark Message Headers Menu CommandsReview/Mark Message Headers Menu Commands

Messages:Printing HeadersPrinting all or part of the Header information.

GoCIS provides you with the ability to print a formatted report of the information contained in the Header file. To print all or part of the Headers, select the FILE/PRINT command on the menu bar. This will display a window you may use to select the type of report you want and information to print.

Message Header Report

The Message Header Report window allows you to select what information you want to be printed from the header file. To select a value for each of the following options, press the pull down arrow next to that option. This will pull down a selection list that you may select items from.

Files to be Selected

1. All Listed   Print information for every file in the file.
2. Current Shown   Print information for only the currently displayed header.
3. Marked Files   Print information for only the marked headers.
4. Unmarked Files   Print information for only the unmarked headers.

Sort order for Report

This option is not used for this report.

Type of Report to Print

1. Summary   Print one line per header in a column format.
2. Detailed   Print each entry, with complete descriptions, in a formatted report.

Searching for text.

You can search all the information in all sections of the Header file, for a specific string of information. To start a search you must define what to search for. You do this with the SEARCH/FIND command on the menu bar. Once you have entered a search value, and found a match, you may continue the search from that point in the file by pressing F3.

Reading Marked Message Headers

To read the message threads for each of the headers that you marked, you must press the Messages or Actions button on the *Main Processing* window. GoCIS will dial CompuServe, log on and start reading the threads for each forum you have marked headers for that are selected for online processing.

Once GoCIS has read the threads you may review the threads by clicking on a forum and selecting the menu item Forums/Messages/Latest (or Range) Received Messages on the *Main Processing* window.

Reading and Replying to Messages

Message/Mail Review Window

The *Message/Mail Review* window allows you to read the text of all messages you currently have in the message file for a particular forum, or the Mail file.

This window contains a menu bar with the following items:

1. File   Allows you to Print or Delete messages, Import/Export message text, and Exit.
2. Edit   Allows you to Cut, Copy, Paste and Delete blocks of text
3. Search   Allows you to search for text in messages
4. Message Reply   Allows you to reply to a message you are currently reading
5. Address Book   Provides access to the GoCIS address book
6. Help   Allows you to get help on this, or other topics in GoCIS

You will also find statistics and message text for the currently displayed message. At the top of the window are controls that allow you to navigate through the messages in the message file, for this forum.

How to Read Messages

Reading Message Text

The text for the current message is displayed in the large area in the middle portion of the window. Normally, you will be able to read the entire text of the message in this text box.   However, in some cases the message length exceeds the size of the text box, so you must use the scroll bar to see the whole message.

To navigate through the messages, in the message file, GoCIS provides you with four different methods.   Different methods are provided to allow you to quickly find the messages you are interested in reading.

Reading the Next or Previous Message

To read the Next or Previous message you can use the mouse or the keyboard. You should experiment with each to see which is more efficient for you to quickly scan through the messages.

Keyboard:Keyboard ShortcutsKeyboard Shortcuts

You may now press the following keys to perform the desired action:

1. Down arrow   Next Message

2. Up arrow   Previous Message
3. Page Down   Scroll message down, if necessary
4. Page Up   Scroll message back up, if necessary
5. End   Last Message
6. Home   First Message

Reading a Specific Message Subject

GoCIS provides a list of all message subjects in the message file. To view the list, click on the pull down arrow next to the subject field on the far right of the window. You may scroll through this list and click on any subject to display the first message in that subject.

You may look at other messages in the same subject by navigating to the next message as described in Reading the Next or Previous Message.

Reading Messages in a Specific Message Section

To look at a specific section, use the pull down arrow located right below the subject pull down. Click on the desired section, and the first message of that section will be displayed.   Then, you may read the messages as described above.

Printing Message Reports

The *Message Report* window allows you to select what information you want to be printed from the message file. To print a message report select File/Print from the *Message/Mail Review* window. To select a value for each of the following options, press the pull down arrow next to that option. This will pull down a selection list that you may select items from. Following are the print options:

Messages to be Selected:

1. Current Message   Print only the currently displayed message.
2. Current Subject   Print all messages in the current subject.
3. Current Section   Print all messages in the current section.
4. All Messages   Print every message in the file.

    Sort order for Report

    This option is not used for this report.

    Type of Report to Print

1. Summary   Print one line per message in a column format.
2. Detailed   Print each entry, with complete text, in a formatted report.

How to Enter Forum and Mail Messages

Once in the message editor, to enter text for a message, simply start typing in your message. You do not need to keep track of how long your message is, since GoCIS will split the message appropriately, if needed.

After you have entered all the text for a message, you indicate that the message is complete and what method to use in sending the message by clicking on the Send menu item and selecting a method from the menu list.

If you decide you do not want to send a message after you are in this window, select the Send/Cancel menu item and your message will be discarded.

Sending a Forum Message

The Send menu item is used to indicate that you have completed entering the text of the forum message you want to send, and to select a method to use in sending that message.

Click on one of the following for a complete description of that method of Sending:

1. Standard
2. Unformatted
3. Private
4. Both Private and Unformatted
5. Send as Mail

The following two items in the menu list allow you to change the destination information you entered for the message, or to cancel the message. Cancelling a message will discard all entered text and return you to the window you were on before entering this one.

1. Change Destination
2. Cancel

Forum Libraries

A forum may provide a few, or many libraries; each containing hundreds of files. You could spend hours looking through each library in a forum, searching for interesting files to download for use on your computer.

GoCIS will assist you in finding the exact files you are interested in, in the shortest time possible. GoCIS will download only those files you specify, using the fastest method available. This will save you valuable time and connect charges.

Library actions you perform while not connected to CompuServe

Create and select multiple search patterns

You can create and save search patterns that GoCIS will use to determine exactly which files you are interested in reviewing offline for possible downloading. These search patterns allow you to specify file name filters, number of days old, which libraries to search, and keywords to look for.

Browse a Catalog of Files

After downloading the library information, you may browse a Catalog of Files matching selected search patterns. GoCIS uses your selected search patterns to create a Catalog of Files matching those patterns.

This catalog is used to display detailed information about files for you to use in selecting which files you are interested in. Because you browse this Catalog while you are not connected to CompuServe, you can take your time to decide precisely which files you want to spend your money on downloading to your computer.

Select files listed in the Catalog for GoCIS to downloadSelect files listed in the Catalog for GoCIS to download

When reviewing the Catalog, a variety of methods are available for easily selecting which files you want to mark for downloading to your computer. You can select as many, or as few files as you want. And, GoCIS will keep you updated on the amount of time that will be required for downloading selected files.

Library actions GoCIS performs online, automatically

Searching Libraries

Using the criteria specified above, GoCIS will log on to CompuServe, and automatically scan the forum libraries. It retrieves this information, and stores it on your hard disk for later review.

Downloading Files

After GoCIS has completed retrieving the available filenames, you then mark which ones you want to download. Then, by pressing the Actions button, GoCIS will go online and download those files.

Library Search Patterns

The Forum/Library/Search Patterns windows is used to Add, Edit, Delete, or Select search patterns for the current forum.   You must define search patterns for each forum before going online to scan for filenames.

The purpose of defining search patterns is to help you in finding the exact files that interest you, out of hundreds of files in forum libraries. You may be as general, or as specific, as you want in defining your search patterns.

Once your search patterns are defined, you may select one or more patterns for GoCIS to use the next time it creates a GoCIS Catalog of Files for you.

Library Search Pattern Window

The menu bar contains the following items:

1. File   Allows you to print a library search pattern report or to Exit this window.
2. Search   Search file filenames in the catalog
3. Options   Allows you to specify file sort patterns and display options.
4. Help   Provides complete help.

Defined Search Patterns List Box

This scrollable list box contains the names of all patterns you have defined for this forum.

Pattern Description Area

This area contains the name of the last pattern you clicked on in the Defined Search Patterns list box and it's specific search criteria you defined with the Add, Update, or Delete buttons.

Actions Area

The bottom portion of this window contains the action buttons to Add, Update, and Delete pattern definitions. There are also action buttons to Mark/Clear All patterns. There is a button to specify whether to Append or Overwrite the search pattern when editing.

Selecting Search Patterns

To select one or more patterns, perform the steps described below. GoCIS will use these patterns

to create a Catalog of Files that matches the selected patterns.

1. Click the Clear All button if you want to select a new set of patterns for GoCIS to use.

2. To select specific patterns, click on selected pattern names in the Defined Search Patterns list box to highlight or dim the pattern. Highlighted patterns will be used by GoCIS. Dim patterns will not be used.

3. Click the Mark All button if you want to use all patterns.

GoCIS will include a file in the Catalog of Files if it matches any selected pattern.

When you click on a specific pattern name, the details of the pattern's selection criteria are displayed on the right side of the window. If you do not find a pattern that contains the selection criteria you want to use, Click on the Add button to create the pattern you want.

GoCIS can build on an existing catalog each time it scans, or it can build a new one. To have it build an on-going catalog select Append in the Append/Overwrite option. To have it erase the old catalog before each scan, select Overwrite.

When you have completed selecting all the patterns you want, press the OK button. Or, you may press the CANCEL button at any time to retain the previous selection values.

Add New Search Pattern

To add a new search pattern, Click on the Add button. This will display a Search Criteria window for you to use in defining your search pattern.

How to fill in search criteria.

1. Enter a descriptive name for the search pattern.

2. Press the pull down arrow and select how much information you want this search to include in the Catalog. You may choose Full, a full description of the file; Short, only the title of the file, or Dnld to download the found file.

3. Enter a filename pattern you want to use for filtering filenames.

4. Enter the maximum number of days old, from today's date, that you want a file to be. If you wish to scan all files added since the last time GoCIS retrieved filenames, enter -1 here. GoCIS will automatically calculate how long it has been since the last scan, and use that figure when determining the age of files to scan. If you have never done a scan with GoCIS before, it will retrieve all filenames.

5. Press the Browse button to obtain a descriptive list of the libraries this forum offers. From that list you may click on each library you want to include in the search. NOTE: The Browse button will only be enabled after you have had GoCIS get the section names from the forum.

6. Enter any keywords you want the file to contain to be included in the Catalog.

7. Press the OK button.

Update Existing Search Pattern

To change a search pattern, click on a pattern name, in the Defined Search Patterns list box and then click on the Update button. This will display a *Search Criteria* window with the current values of the selected search pattern. See "How to fill in search criteria" above for instructions for changing information in this window.

Delete Search Pattern

To delete a search pattern, select the name of the pattern you want to delete by clicking on a name in the Defined Search Patterns list box. Then click on the Delete button to delete the Pattern definition.

A window will be displayed with the name of the pattern you selected and you will be asked to confirm if you want to delete that pattern. If you do, press the OK button. If not, press the CANCEL button and the pattern will be retained.

Catalog of Files for Download

After GoCIS has downloaded the list of filenames available in a forum, you may then use this window to display a list of files and mark files that you want to download for use on your computer. The files that are displayed come from a Catalog of Files that was created, by GoCIS, using search criteria you specified for searching the forum's libraries.

Once you have marked all the files you want to download, press OK to return to the Main Processing window. If you marked files, you will notice the addition of a Library(Download) action for the forum in the *Forum List* box on the *Main Processing* window. This indicates that the files you marked will be downloaded the next time you go online to CompuServe with that forum selected for actions.

Catalog of Files Window

The menu bar contains the following items:

1. FileAllows you to print file information or exit the window.
2. SearchAllows you to search the information in the File list for specific strings.
3. Options   Allows you to change the format of the display and specify sort patterns.
4. Help   Allows access to complete help.

You will also find two information boxes at the bottom of the window containing the total number of files in the catalog and the current number you have marked for download.

The window also contains four buttons.

1. The first button on the left with the page icon will return you to the first entry in your file list.
2. The Previous or Next Buttons will take you either to the previous or the next file.
3. The page button just to the right of the Previous/Next buttons will return you to the last entry in your file list.
4. The Clear button is used to unmark the file which is currently circled by dotted lines. The Mark button will mark the currently focused file.

The Mark Libr and the Clear Libr buttons are used to mark or unmark the entire current library.

The Mark All and the Clear All buttons are used to set or reset the mark tag on every file in the file list.

The OK and CANCEL buttons are used to exit the window, accepting change or rejecting them, respectively.

How to Mark Files for Download

Marking which files you want to download is very easy. You simply click on a filename, in the <u>File List Box</u>, that you want to have downloaded. The file name will then be highlighted, indicating that you have marked it for download. If you change your mind about downloading a file, simply click on the highlighted file name and it will no longer be marked for download.

TIPS for Effective Use

Scrolling the list of files, and marking files, is most easily done by using the keyboard. To use the keyboard for scrolling and marking the <u>File List Box</u> must have focus. To set the focus to this box you may click on the box, or scroll bar, or you may press the TAB key until the button on the scroll bar is blinking.

Once you have set focus to the <u>File List Box</u>, you may then use the CURSOR keys, the PAGE UP and PAGE DOWN keys for displaying different files and information about those files. You may also easily mark a file by pressing the SPACE BAR when the file you want to mark is circled by dotted lines.

Catalog of Files Menu Commands

Printing all or part of the Catalog information.

GoCIS provides you with the ability to print a formatted report of the information contained in the Catalog. To print all or part of the Catalog, Select the FILE/PRINT menu item on the menu bar. This will display a window you may use to select the type of report you want and information to print.

Searching for text.

You can search all the information in the Catalog for a specific string of information. To start a search you must define what to search for. You do this with the SEARCH/FIND menu item on the menu bar. Once you have entered a search value, and found a match, you may continue the search from that point in the Catalog by pressing F3.

Changing the format of the display.

The *Catalog of Files* window may be displayed in two different formats. The first format is the default format, Show Full Description. This format contains a <u>File List Box</u> on the left side of the window and formatted detail file information on the right side of the window. In the second format, Show File List Only, the file list box is expanded to fill the window, replacing the formatted file information with a list of files containing only the file name, size, date,and title.To change formats, click on the Options menu item and then select the desired format.

This menu also contains sort specifications for your file list. Following are the sort options you may select:

1. Sort by Name Sort by file names in alphabetical order.
2. Sort by Size   Sorts by file size in descending order.
3. Sort by Date   Sorts by file date from newest to oldest.
4. Sort by Title   Sorts by file title in alphabetical order.
5. Sort by File Type Sorts the files based on file extensions.

Library Catalog Report

The Library Catalog Report window allows you to select what information you want to be printed from the catalog. To select a value for each of the following options, press the pull down arrow next to that option. This will pull down a selection list that you may select items from.

Files to be Selected

1. All Listed   Print information for every file in the Catalog.
2. Current Shown   Print information for only the currently displayed file.
3. Marked Files   Print information for only the marked files.
4. Unmarked Files   Print information for only the unmarked files.

Sort order for Report

This option is not used for this report.

Type of Report to Print

1. Summary   Print one line per file in a column format.
2. Detailed   Print each entry, with complete descriptions, in a formatted report.

EMail

Mail Actions You Perform While not Connected to CompuServe

GoCIS allows you to perform extensive processing of mail while you are not connected to CompuServe. Some actions, like creating new mail messages can by performed at any time. Other actions, like browsing mail, must be done after you have gone online, with GoCIS, to read your mail. Offline actions are described in detail in the following topics.

Mail Actions GoCIS Performs Online, Automatically

GoCIS provides full support for automatically performing mail related activity on CompuServe. When you go online to process mail, several different actions may be performed. Depending on options you have selected, and activities you have performed while offline, one or more of the following processes are performed:

1. Read new mail.
2. Send any replies and new mail that you have created.
3. Send an ASCII file as a mail.

Going Online to Process Mail

You may have GoCIS process mail at any time by pressing the Mail button. When you press Mail, GoCIS will dial CompuServe, log on, and may perform the following automated mail processing actions:

1. Read any mail that was sent to you.
2. Send replies.
3. Send new mail messages.
4. Send files as mail

The exact actions that are performed are determined by the values you set from the Main Processing window by selecting Settings/Processing Options menu item.

Browsing Received Mail

To browse through your mail, select the EMail menu item on the *Main Processing* window.   You may then select one of the following menu items to select which mail messages to browse.

Latest Mail ReceivedLatest Mail Received

This will display the Message/Mail Review window with all the mail contained in the incoming mail file that was read in your last online session.

Select Received E-MailSelect Received E-Mail

This displays a window that allows you to select E-Mail based on the following criteria:

1. Subject
2. From
3. To
4. Message Text
5. Date range of Message
6. Date range of when Message was received

These menu items will only be enabled if you have mail to read.

Creating New Mail

You may create a new mail message at any time from the *Main Processing* window.

To create a new mail message, select the EMail/Create Mail menu item from the Main Processing window. This will display the *Message/Mail Create* window for you to use in entering your mail message.

Edit E-Mail to be Sent

Once you have created, or replied to a mail message, you may want to review the messages. You may do this any time, prior to sending the mail.

To view mail to be sent, select the EMail/Edit E-Mail to be Sent menu item from the Main Processing window. This will display a *Review Message/Mail* window that you can use to browse each mail message to be sent.

This menu item will only be enabled if you have mail scheduled to be sent.

Sending Mail

To send mail to CompuServe you must first create a mail message, or you must specify that you want to send a file as mail.

Mail is actually sent to CompuServe during the processing of the action you choose in the *Main Processing* window by selecting Settings/Processing Options menu item. You may choose to send mail anytime you go online, only when you go online by pressing the Mail button on the *Main Processing* window, or never.

Sending a File as Mail

ASCII files

You may send any file that contains text as an ASCII mail message. ASCII files may only contain the first 127 characters of the possible 256 character combination the PC supports. ASCII files are usually text only files created with simple text editors. DOS .BAT files are a good example of ASCII files. Since CompuServe messages contain only text and are not allowed to contain non-ASCII characters, they are transmitted using standard ASCII transmission. You may send the file without a return receipt by selecting the EMail/Send File as Mail/ASCII Standard menu item from the *Main Processing* window. You may also request a return receipt by selecting the EMail/Send File as Mail/ASCII Return Receipt menu item from the *Main Processing* window.

Binary files

GoCIS also allows you to send a file containing binary information as mail. Binary files are files that can contain any of the 256 possible character combinations supported by the PC. Many program and data files require binary type transfer. To send a binary file as mail, select the EMail/Send File as Mail/Binary menu item from the Main Processing window.

Each of these options will prompt you for address information and display a file selection dialogue window for you to use in selecting the file to send.

Address Book

GoCIS provides you with an electronic address book to save and reference the names and User ID's of individuals you send mail and messages to on CompuServe. You will typically use the address book in three different ways. Each of these are discussed below.

Whenever you perform a function using GoCIS that requires a CompuServe name and User ID, you are given a Browse button to push. You should push this if you want to find a name and User ID in the Address Book. When you select name in the Address Book, the name and User ID are automatically filled in on the window you started from.

GoCIS provides two methods for adding information to the Address Book. First, if you send mail or messages to a person not already in the Address Book, GoCIS will ask you if you want to add them to the Address Book. You may also select an Address Book menu item to access the Address Book to manually add an entry.

You may add, delete or change information in the Address Book at any time by selecting EMail/Address Book from the *Main Processing* window, or Address Book from any Message/Mail window.

Address Book Window

The *Address Book* window contains a scrolling list of names and user ID's, along with comments you may enter about with each entry. The window also contains buttons that allow to select actions to perform in the address book, and to exit or get help.

Selecting an Entry

To select an entry from the Address Book you may double click on the desired name in the Address Book List box. Or you may click on the name and press one of the action buttons you will find on the Address Book window to perform that action.

In most places where an address is required in GoCIS, you have the option of entering the persons name, without the User ID. GoCIS will search the Address Book for a matching name, and, if found, will automatically fill in the User ID in the appropriate place.

Adding an Entry

To add an entry to the address book press the Add button on the *Address Book* window. This will display an *Add to Address Book* window. You may enter the User ID, Name and any individual Notes in this window.

After you have entered all the desired information, press the OK button to add the entry. Or, you may press the Cancel button to return to the *Address Book* window without adding an entry.

Updating an Entry

To update an entry in the Address Book, click on the entry you want to update and press the Update button. This will display an Update Address Book window for you to use in changing the selected information in that window.

After you have changed the information, press the OK button to update the Address Book. Or, you may press the Cancel button to return to the Address Book window, retaining the original information.

Deleting an Entry

To delete an entry from the Address Book, click on the entry you want to delete and press the Delete button. This will display a Delete From Address Book window with the selected information displayed and an OK and Cancel button.

To confirm the deletion, press the OK button. To keep the entry, press the Cancel button.

Searching

SearchingThe *Search* window allows you to enter a string that you want to search for in the data you are currently viewing. Once you have entered search criteria, you may press the F key to continue searching for repetitive occurrences of the search string.

Specify Search Criteria

Key in the text of what you want to search for.

Case Sensitive
Click on this option of you want the search to be case sensitive.

Find button
Click on the Find button once you have initially entered your search criteria to start the search.

Find Next button

Click on the Find Next button if you want to find the next occurrence of the string in the Search Criteria text box.

Configuration Options

Configuration options allow you to define information that controls GoCIS processing and provides needed information for its operation. Everything from phone numbers and passwords to where to put files from each forum can be defined. GoCIS keeps track of these settings in configuration files.

Default Processing Options

To set up the GoCIS Options, select Settings from the main menu. A menu with the following options is displayed:

CompuServe UserID:

Enter Name, UserID, and Password. Press OK when complete

Processing Options:

Read Waiting CIS E-Mail

Always:
Always Read Mail when logging on for any reason. Use this option to cause every call to CompuServe to check for EMail and read mail if present. For example, when Always is specified, going online with the MESSAGES button will also check for EMail.

Only when Doing Mail:
Read Only when the Mail button has been pressed. EMail will not be read when the ACTIONS or MESSAGES button is used to go online.

Manual:
Never automatically read mail. You will access EMail manually through the INTERACTIVE online mode or not at all. Automated processing will ignore EMail.

Delete E-Mail from CIS

Always:
Always delete E-MAIL after reading.

Manual:
Never delete E-MAIL. User must remove it manually by using the INTERACTIVE mode or by later changing this parameter to ALWAYS and going on to retrieve EMail again.

Send Outgoing CIS Mail

Always:
Send outgoing CIS mail when logged on for any reason. Use this option to send any composed EMail whenever you go online from GoCIS. This is the normal mode. When specified, the MESSAGES, and ACTIONS online buttons cause EMail to be sent as well as the EMail button (recommended).

Only when Doing Mail:
Only when the Mail button has been pressed. Any composed EMail waiting to be sent will only be sent when the EMail button is used to go online.

Manual:
Never automatically send E-Mail. Use this option to disable sending any composed EMail. Maybe to delay sending a message until a subsequent online session.

Save Outgoing E-Mail:

Append to MAIL.MOX:

Store a copy of all outgoing EMAIL in the GoCIS directory, in a file called MAIL.MOX. This file may be used to review past online EMail messages. It is sometimes useful when you need to resend messages. You may add newly sent EMail messages to the file to keep a copy of all previously sent EMail (recommended).

Overwrite:
Save Sent EMAIL in MAIL.MOX, but overwrite the save file for every GoCIS session. Old sent EMail will not be saved and all newly sent messages will be kept in the file..
Prompt:
Ask whether the mail should be saved. Allows you to select the APPEND or OVERWRITE option when you go online to CompuServe. Not recommended as this will pause processing to prompt for action during online processing.

Delete:
All EMail sent for every GoCIS session is automatically saved to a file MAIL.SND unless the Delete option is specified. This file is deleted after EMail is sent when this option is specified.

Manual:
All EMail sent for every GoCIS session is automatically saved to a file MAIL.SND. When Manual is

specified no EMail data is saved in the MAIL.MOX file but the MAIL.SND file remains after the session and you may manually copy this file for your own use if needed.

Save Outgoing Messages:

Same as above, except messages are saved to the file FORUM.MOX, where FORUM is the name of the selected CompuServe forum. The Delete and Manual options pertain to a FORUM.SND file created during forum message processing.

Log Online Activities:

Always:
Log activities to a text log file named GCISYYMM.LOG, where YY is the year, and MM is the current month.

Prompt:
Ask whether to log the current session

Never:
Never log any online activities

Turn on Capture to:
GoCIS can capture all text that is displayed, and store it in a file name of your choice. Type the filename in here - filenames must conform to the usual DOS naming convention.

Template to Build Scripts From:

GoCIS uses a file called GOCIS.TPL when building scripts to perform online activities. This file controls how CompuServe actions are implemented online.   Normally, you will not change this file. However, you may copy the template file to another name and make modifications to the template to alter online processing. Use this option, to specify an alternate online script template file to be used for processing.

Language Translation Map

This field allows you to specify a LANGUAGE TRANSLATION MAP to be used when communicating with CIS. The MAP will allow you to specify up to 2 characters output for a single character input. It is used only when sending keystrokes to CIS. The table does not affect characters received from CIS. For example this is useful since it allows for the translation of the german umlaut to "ae".

There are two translate tables currently available:

GERMANY.MAP
NORWAY.MAP

These files should be placed in your GoCIS directory.

If you prefer you can modify the template GOCIS.TPL to load and unload the map at specific points during the script. (Using this option will not affect your interaction with CIS when logged on interactively XMITFILTER filename.

This affects characters as they are sent to CIS (which is what the LANGUAGE TRANSLATION MAP field does). If the filename is blank the transmit filter is turned off completely.

Default Directories

GoCIS maintains four different directories. GoCIS installation automatically creates these directories. You may alter the names of each of these directories. This is most commonly done to maintain different GoCIS configurations (i.e. different CompuServe subscribers using the same computer).

1. Control Directory: The directory which contains forum library sections definitions, etc.
2. Message Files: The directory where messages are stored
3. Download files: Where downloaded files are stored
4. Script Files: Where GoCIS looks for script files when executing scripts.

Phone Number

Phone Number:
This is the phone number that GoCIS will use to contact CompuServe. Also enter any necessary codes if called waiting needs to be disabled.

Maximum Number of seconds For:
1. Connect:
How long to wait between dialing and receiving a connection with CompuServe.
2. Before Retry:
If a busy is received, or a connect fails, GoCIS will wait this number of seconds before retrying.
3. Number of retries:
Specify the number of retries GoCIS will execute in case of busy.

Type of Network:

Select the type of network that you are connecting to. If other than CompuServe, then select the pulldown arrow, and select the proper network.

Logon Script:

Some networks require special logon instructions. Several scripts are provided with GoCIS for this purpose, and can be selected here.

Communications Port

This option sets up the parameters that GoCIS uses when accessing CompuServe.

Comm Port

Select COM ports 1 through 4. NOTE: It is generally necessary to have your mouse on an odd port if your modem is on an even port. The same applies if your mouse is on an even port - put your modem on an odd port.

Baud Rate:
Select the highest baud rate that your CompuServe connection and your modem will support. If you are using a high speed modem, it is generally better to set this for the highest possible baud rate, either 19200 or 38400.

Parity:
Usually this value is set to Even.

Data Bits:
This values is usually set to 7

Stop Bits:
Set this value to 1. The above parameters are how CompuServe communicates. Changes these values is usually not necessary, and are usually not the source of any communications problems that you are having.

Carrier Detect :

Carrier detect is how GoCIS knows whether it is connected to CompuServe. However, having carrier detect ON can cause problems with some modems, so you have the option of having it turned on or off. Generally, carrier detect is acceptable to have on, and will cause GoCIS to respond more quickly to the modem.

Modem Commands:

See your modem manual to learn about changes to modem settings used by GoCIS. GoCIS is distributed with settings common for most CompuServe connections.

Predefined Modems:

A partial list of modems is provided; however, the Hayes Compatible setting should be enough to meet the needs of most people.

You can change each of the modem commands to fit your modem, if necessary. HOWEVER, these commands are sufficient for 90% of all users. Change only if necessary. Changes that you may want to make involve turning of data compression, or error correction.

Button Definitions

GoCIS advanced button facility can be customized to implement user defined buttons to perform any routine task. Selecting a button starts the execution of a series of button program statements to carry out a desired action. For example, you may configure a button to load an alternate configuration file, select an alternate phone number, or log on to CompuServe and perform a certain task.

Up to 128 buttons may be defined in any one button configuration file. If more buttons are needed, GoCIS may have an unlimited number of button files. To load an alternate button file, select Options/Load User Buttons. A file dialogue box allows you to chose from available button files. Optionally, you may configure a button to load an alternate button file.

The buttons can be arranged on the screen in several ways. The buttons are displayed at the top of the screen by default, but can be displayed on the bottom of the screen, as well as either side. To identify a button, you may specify up to 10 characters as well as an icon. To shrink the size of the button bar, you may chose not to display the text or the icon. This allows more space on the screen for other GoCIS processing or more buttons. Up to three rows or columns of buttons may be displayed at one time.

Defining Buttons

The buttons provided with GoCIS are contained in a file called GOCIS.BTN. Other buttons files created later should also end with .BTN. Within the button file, the following Buttons:formatformat should be observed:

        [BUTTON NAME]
Available commands

[BUTTON NAME 2]
Available commands

Comments may be inserted in the file by putting a semi-colon in column one of each line.

To control the number of columns or rows of buttons, an entry is made in the button files as follows:

[DEFINED.FORMAT]

Define &MaxRows=1,2, or 3
or
Define &MaxCols=1,2, or 3

After specifying the button name, you need to specify the caption of the button, as well as an icon to be displayed on the button. The commands for this are:

DEFINE &CAPTION = Caption_name
DEFINE &ICON   = ICONNAME.ICO
DEFINE &TITLE   = A one-line description of the button

The title is displayed at the bottom of the screen, providing the user with a longer description of the button's function.

There are several Buttons:variablesvariables that can be changed in the buttons. A variable begins with the character '&', and is changed by observing the following format:

&Variable = value

Following is a list of variables that may be changed:

&Caption   Caption to display on the button
&Icon   The name of an icon file to display on the button
&Title   One line to display as the mouse moves across the   button
&Dragmode   Can the button be dragged to a forum? 0 if no, 1 if yes. If the button is dragged to a specific forum, then the selected action is limited to that forum.
&Config   Multiple configurations can be kept for different users, or different CompuServe accounts. You may load another configuration file by setting this variable to the name of an alternate configuration file.
&Scope   Actions may be performed on all displayed forums (VIEW) or a single highlighted forum (FORUM). To change between scopes, set &Scope to either VIEW or FORUM.
&View   To switch between views, set the &View variable to the name of any given View.
&Forum   To perform an action on a specific forum, and to make a certain forum active, enter the name of that forum here (&Forum = ForumName).
&Baud   Change the active baud rate that GoCIS will attempt to establish with CompuServe. Often, a different number will have to be called with a different baud, so the following is also useful.
&Phone   You may specify different phone numbers to be called. To specify an alternate number, assign it to the &Phone variable (&Phone = 555-1212).
&Fieldx   GoCIS provides 5 work variables, to be referred to as &Field1, &Field2, etc.

The following list of variables CANNOT be changed, but are available to insert into your buttons.

&GoCISPath   The path to GoCIS.EXE.
&ForumName   Name of the current highlighted, or active, forum
&ControlPath   Path to the GoCIS control file
&MessagePath   Path to the GoCIS .MSG files
&DownloadPath Path to the GoCIS download path
&ScriptPath   Path to the GoCIS script directory
&UserName   The UserName currently active
&UserID   The current CIS account
&Password   Current Password being used
&Date   Today's date
&Time   Today's time
&DDMMYY
&YYMMDD   Various date formats
&ConfigFile   Name of current configuration file
&AddressFile   Name of current address book file

Button Commands

ACTION

Various actions may be performed on forums. Actions are tasks such as reading mail, sending mail, etc that are performed the next time GoCIS is sent online using the Actions button. To set an action for GoCIS to perform upon going online, use the ACTION command in the button file. For example:

    +ACTION <action>
        -ACTION <action>

The '+' indicates to perform that action next time GoCIS is online, while the '-' removes the action from the list of pending actions.

The list of available actions:

    Join.Forum
    Set.Defaults
    Update.Sections
    Read.Announcements
    Scan.New.Messages
    Send.Messages
    Read.Messages
    Send.Replies
    Read.Waiting.Messages
    Scan.Libraries
    Download.Files
    Upload.Files

STATES

A state is an indication that GoCIS has files, messages, or message headers for you to review. States are indicated in the upper right hand corner of the forum selection bar. To set these states, use the PENDING command. Example:

        +PENDING <state_name>
-PENDING <state-name>

As with ACTION, the '+' sets the state, while the '-' deletes the state.

There are three states to specify:

        LBR (Library catalogs to review)
        MSG (Messages to review)

MQS (Message headers to review)

LOAD <button.fil>

To load another button set, specify the filename of the button file after the load command.

RUNSCRIPT <script_name>

The command causes GoCIS to execute the specified communications script. GoCIS will go online and perform the specified actions.

EXECUTE <window_state> <program> <parameters>

EXECUTE causes GoCIS to execute the program specified by <program>. This could be a program like Notepad, or perhaps a download file manager. <window_state> tells GoCIS whether the program is to run NORMAL, MAXIMIZED, or MINIMIZED. <Parameters> contains any additional information that you want passed to the <program.>

RELATED COMMANDS:

WAITSTART <seconds | .seconds>

Causes GoCIS to delay N number of seconds while the specified program is being EXECUTEd.

WAITEND

Causes GoCIS to wait for the end of the EXECUTEd application before continuing the button

WAITAPP <seconds | .seconds>

Causes GoCIS to delay N number of seconds for the application to become active, then waits for the end of the application before continuing.

PAUSE <seconds>

The PAUSE command instructs GoCIS to wait N number of seconds before continuing with the button. When executing another program, it may take a few seconds before it will accept any keypresses. Use this command before the SENDKEY command so that the button does not get ahead of the application that it is executing.

SENDKEYS <keystrokes>

To send a series of keypresses to an application, use this command. With this command, you can drive about any application without having to be present. For example, to quit GoCIS using a button, you would send the following keystrokes:

SENDKEYS %FX

This activates the File menu, and selects eXit. Special keys:

'+' SHIFT
'^' CONTROL
'%' ALT

To send a Control-C, you would SENDKEYS ^C. Other special keys are:

{Enter} Enter
{Left}   Left Arrow
{Right} Right Arrow
{Up}   Up Arrow
{Down}Down Arrow
{PgDn}Page Down
{PgUp}Page Up
{F1..F12}   Function F1 through F12
{TAB}   The TAB key

You can repeat a keystroke by enclosing it in braces and specifying the number of times to be repeated:

{ENTER 4}Sends ENTER 4 times
{X 4}   Sends 'X' 4 times

CONDITIONAL LOGIC

IF.. THEN.. ENDIF
FOR.. NEXT...

This language is intended only for simple conditional expressions using very few commands.

The syntax for the IF condition is as follows:

IF <condition> THEN
...
ELSE
...
ENDIF

If the condition is true, then the statement following is executed. Otherwise, the statements after the ELSE are executed. IFs may be nested up to 20 deep.

There are 5 functions which may be used when creating conditions.

FileExists(Filename)   Check for the existence of a certain filename
FileDate(Filename)   Returns the date and time of the specified file
Today()   Returns today's date/time

Pending(state)Returns true if the specified state is pending
Action(flag)   Returns true if the flag is set

FOR EACH FORUM
...
NEXT

This is the only looping command, and executes the commands listed before NEXT for all forums listed in the current view.

Some practical applications for buttons:

1. After downloading files, have a button execute a download file manager.
2. Load various configuration files if multiple CompuServe accounts are being used.
3. Automatically list files or massages for a specific forum with the click of a button.

Sample Buttons

See the GoCIS.BTN file for documentation of the current GoCIS button bar.

[SENDMAIL]

Define &Caption = SendMail
Define &Icon   = &GoCISPath\MAIL03.ICO
Define &Title   = Create CompuServe MAIL to send
SendKeys %EC

[BILLING]
Define &Caption = Billing
Define &Icon   = &GoCISPath\Icons\billing.ico

If FileDate(&MessagePath\Billing.TXT) < Today() Then
RunScript &ScriptPath\Billing.Scr
Endif

Execute Maximized NotePad.EXE &MessagePath\Billing.TXT
&Title = Review your current charges from CompuServe.

Using these buttons, you may automate virtually any task that needs to be done in GoCIS.

Scripts and Templates

GoCIS automates CIS online functions by interactively allowing you to define the actions that you want to perform offline. As you specify those actions the program records them in an internal file. Prior to going online GoCIS reads the actions and generates a script file of commands. The script file that it generates is named GoCIS.SCR. During online processing the GoCIS Terminal program reads the script file and executes the commands to carry out your requests.

A powerful feature of GoCIS allows you to build your own script files and have GoCIS execute the script to perform special online processing. Script files are DOS TEXT files that may be created or edited with any editor supporting this file type. You may execute scripts from GoCIS menu items or by assigning buttons to activate script processing. Later in this section the Script file format and commands are documented.

GoCIS uses Templates to define the contents of scripts generated for different online actions. GoCIS template files describe the script commands to be built to accomplish Compuserve online processing. Like script files, template files are DOS TEXT files. Template files contain a number of [sections] and within each section a number of script commands. Each action or function that you specify in GoCIS has an associated [section] within the GoCIS.TPL file. The program identifies an action, locates the appropriate section and merges parameters with the template in order to generate a script of commands.

Each section in a template file contains script commands with template variables that will be replaced when generating the script. Processing to generate scripts from templates simply takes the appropriate template sections, substitutes the correct values for template variables, and then writes the resulting lines to the script file being generated.

Following are valid section names in Template files:

[PROLOG]
[EPILOG]
[READ MAIL]
[SEND MAIL]
[PROMPT MAIL OUTBOX]
[APPEND MAIL OUTBOX]
[OVERWRITE MAIL OUTBOX]
[DELETE MAIL OUTBOX]
[GO FORUM]
[GO LIB]
[JOIN FORUM]
[SET FORUM DEFAULTS]
[UPDATE FORUM SECTIONS]
[READ FORUM ANNOUNCEMENTS]
[GO MESSAGES]
[RESET READ FORUM MESSAGES]
[READ WAITING FORUM MESSAGES]
[READ NEW FORUM MESSAGES]
[QUICKSCAN FORUM MESSAGE HEADERS]

[SEND FORUM MESSAGE]
[PROMPT MESSAGE OUTBOX]
[APPEND MESSAGE OUTBOX]
[OVERWRITE MESSAGE OUTBOX]
[DELETE MESSAGE OUTBOX]
[SET HIGH MESSAGE COUNTER]
[OVERWRITE MESSAGES]
[PROMPT CATALOG]
[APPEND CATALOG]
[OVERWRITE CATALOG]
[SHORT CATALOG SCAN]
[FULL CATALOG SCAN]
[RESET SCAN CATALOG]
[DOWNLOAD FILES]
[RESET DOWNLOAD FILES]

Following is a template section for reading mail:
[READ MAIL]
IF MAILWAITING
 @REMOVEACTION MAIL Read.Waiting
 %ECHO Reading CompuServe Mail
 %READMAIL &&SYSMESSAGEPATHMAIL.MSG
   %%ECHO CompuServe Mail Read Complete!
   %%REMOVEACTION MAIL Read.Waiting
   %@ECHO Unable to Read your CompuServe Mail!

GoCIS is distributed with predefined templates to support online actions; so, it is usually not necessary to modify templates. The script and template language is described here for the advanced user that desires to implement special automated features or alter how GoCIS operates.

You will want to modify Template files if you want GoCIS to perform standard GoCIS functions differently than they are implemented with the distributed system. Create your own scripts when you want to build custom automated scripts to be executed online upon specific command.

Following are variables that may be coded in script files. The appropriate data for each variable will be substituted as the script is processed during an online session.

&UserID   The current user ID
&Name   The name of the current user
&Password   The password used to log on
&Forum   Current Forum
&BAUD   BAUD rate for current connection
&Date Current date in Windows format
&Time Current time in Windows format
&DDMMMYY Date in ddmmmyy format
&YYMMDD   Date in YYMMDD format
&Phone   Phone number dialed

The following list contains the template variables. These variables are substituted by the appropriate information at the time the template is used to generate a script.

```
&&USERID        User ID
&&USERNAME     User Name
&&PHONENUMBER  CompuServe phone number
&&LOGONSCRIPT    The script used to logon to CompuServe
&&GATEWAY        CompuServe gateway
&&FORUMNAME Name of desired forum
&&FORUMTITLE  Title of specified forum
&&CONTROLPATH    Path to the GoCIS control files
&&DOWNLOADPATH Path to the GoCIS downloads
&&MESSAGEPATH    Path to the GoCIS messages
&&SCRIPTPATH  Path to the GoCIS script files
&&LIBRARY        Library number for actions
&&DOWNLOADFILE  Name of file to be downloaded
&&DOWNLOADSIZE Size of file to be downloaded
&&DOWNLOADDATE      Date of file to be downloaded
&&DOWNLOADCOUNT  Number of downloads on this file
&&DOWNLOADUPLD      Who file was uploaded by
&&DOWNLOADTITLE      Title descript of file to be downloaded
&&SCANFILE      Library scan filename
&&SCANTYPE      SHORT or LONG description scan
&&SCANDESC      Description of this scan
&&READMSGSECTION  Section to read messages from
&&READMSGNUMBER  Number of which message to read
&&VERSION        GoCIS version number
&&DATE        Date script file was created
&&TIME        Time script file was created
```

Script Commands

The following commands are coded in script and template files.

REMOVEACTION
or
SETACTION

Removes or sets actions to be performed on a certain forum. To use this command, use the following format:

REMOVEACTION &&FORUMNAME <Action>

Available actions are:

Join.Forum
Set.Defaults
Update.Sections

Read.Announcements
Scan.New.Messages
Read.Messages
Send.Replies
Read.New.Messages
Read.Waiting.Messages
Scan.Libraries
Download.Files
Upload.Files

These actions DO NOT cause GoCIS to take action according to their settings. They are "flags" which notify the user of any necessary steps that need to be taken.

ERRORLEVELS

GoCIS evaluates whether the prior function was successful by setting an errorlevel. Each command sets the errorlevel to true or false, depending on the success of the command. The errorlevels can then be used to decide whether or not to continuing executing. Further discussion of this logic is available after the function explanations.

CompuServe RELATED FUNCTIONS

GO <forum name>

Go to the forum name specified, to perform actions such as reading messages or downloading files.

ECHO <text | <on | off> >

Echo the specified text to the status bar. Or, turn the echo to the status bar ON or OFF.

READMAIL <filename>

Read CompuServe mail into the specified filename. GoCIS automatically looks for the file specified by &&SYSMESSAGEPAHTMAIL.MSG for received messages. Automatically GO to the MAIL forum and reads the waiting e-mail.

SENDMESSAGES

If there are waiting messages, send them. Must check if messages are waiting to be sent.

WAIT FOR PROMPT

Wait for a CompuServe prompt. Prompts are usually the '!'.

WAIT <text>

Wait for a specific string.

PAUSE <seconds>

Wait for N seconds before executing next command

PAUSE <seconds> FOR <text>

Wait N seconds for the specified text before continuing. If the text is not received within the specified time, a FALSE errorlevel is set. Otherwise, the errorlevel is set to true.

SENDKEYS <keys>

Send keypresses to GoCIS. They keys specified here ARE NOT send to CompuServe. They are sent to GoCIS and can operate GoCIS or any other program that your script might have started.

To send the Alt key, use the '%'.   %A = Alt-A
To send the CTRL key, use '^'.   ^C = Ctrl-C
To send the Shift key, use '+'.   +N = Shift-N

LOG <text>

Send the specified text to the GoCIS.LOG file.

DO <script>

Call and execute another script.

RETURN

After executing a script with the DO command, use RETURN to pass control back to the calling script. This return can be used at anytime during the execution of the script.

LOGOFF
OFF
QUIT

Log off of CompuServe

S
SE
SEND <text>

Send the specified text as a CompuServe command. For example, SEND GO MAIL will send the command

GO MAIL.

C
CA
CAPTURE <filename>

Capture the session to the specified filename

PR
PRINT <off | on>

Turn the printer on or off. If on, GoCIS will print the session from that point on.

N
NA
NAME

Send the User's name

US
USER
USERID

Send the User's ID

JOIN
Join the current forum

IF

GoCIS can evaluate a number of conditions using IF. If the condition is true, then the errorlevel is set to true and subsequent commands can be executed or skipped accordingly. The conditions that GoCIS can evaluate are:

```
JOINED        Is the user a member of the forum
MESSAGES      Are there messages waiting in the forum
MAILWATING    Is there any MAIL waiting
FILEXISTS <file> Does the specified file exist on your system
FORUM <forumname>   Is the specified forum name the current forum
GATEWAY <gateway>   Is the specified gateway the current one
USERID <userid> Is the specified User ID the current userid
NAME <name>   Is the specified name the current name.
DAY <day>     Is the specified day today
MONTH <month> Is the specified month this month
YEAR <year>   Is the specified year this year
TRUE     Always true
FALSE    Always false

NOT      IF NOT may be used to reverse the logic.
```

ASK

You may make your script interactive by using the ASK command. Ask has three functions, and follows the following format:

ASK OVERWRITE? <filename> <text>
ASK YESORNO <text>
ASK <text>

ASK OVERWRITE

GoCIS will ask if it is OK to overwrite the specified filename. The exact text of the question is the <text> specification. If the answer is YES, then GoCIS will return TRUE. If not, FALSE

ASK YESORNO

Ask the <text> specification and offer Yes or No as responses. If YES, then the errorlevel is true.

<text>

Display the specified <text>, and offer OK or CANCEL as options. If OK, the errorlevel is set to true. If not, set to false.

READ
SCAN <filename> <command line>

Read the results of the <command line> into the specified filename. The command line can have variables in it, but must conform to a legitimate CompuServe command. GoCIS maintains messages and libraries in files which follow a certain naming convention:

forumname.LIB <== libraries listing
forumname.MSG <== Messages

If you manually read libraries, then you should read into the above name. The same principle applies to messages.

FILE RELATED FUNCTIONS

KILLFILE <filename>

Delete the specified file

PUTFILE <filename> <text>

Put the specified text into the filename provided.

COPYFILE <src> <dest>

Copy the <src> file to the <dest>.

ERRORLEVEL PROCESSING

You may take action, or bypass action by evaluating if a prior command succeeded or not. GoCIS has 20 errorlevels, or in other words, remembers the success or failure of each of the last 20 commands.

GoCIS uses 3 special characters which indicate whether or not to process the current command.

% = Process if prior command result was TRUE
@ = Skip if prior command result was FALSE
& = Process regardless of success or failure

Example of use:

STATEMENT   <= Suppose this statement is true
%Statement_TWO   <= Executed since STATEMENT was true
@Statement_Three   <= Not executed since STATEMENT was false
&Statement_four <= Executed since TRUE/FALSE doesn't matter
Statement_five   <= Always executed because there is no condition specified

As stated before, you may nest commands. For example:

IF MAILWAITING   Sets the first errorlevel to TRUE if mail is waiting.
@REMOVEACTION Read.Waiting   If False, then remove the pending action flag
%ECHO Reading CompuServe mail If the original command was true, Echo this line.
%READMAIL &&SYSMESSAGEPATHMAIL.MSG   If the original command was true, read the mail.
%@Echo Unable to read your mail   If the result of the second command was FALSE, then echo this line.
%%Echo Mail has been read.   If the second command was successful, then echo this line.

See the GoCIS.TPL file for a list of sample scripts that GoCIS actually uses to accomplish some of its tasks.

Problems and Solutions

Online Help

At the right side of the Menu bar, on each GoCIS window, you will see a menu item entitled Help. GoCIS provides context sensitive help using the Windows help engine. You should be able to find the answer to most of your questions by using the Help provided by GoCIS.

Technical Support

GoCIS technical support is provided by Patri-Soft, the distributor. You may contact technical support through CompuServe by sending an EMail message to GoCIS Technical Support at 76670,1471. Phone support is available by calling our office during normal business hours.

You may also send letters or other mail to:

Logix2 SystemsGoCIS Technical Support
Patri-Soft
5225 Canyon Crest
Ste. 71-358
Riverside, Ca 92507
909-352-2820

When contacting us about a problem, please prepare yourself with detailed information about the problem. Information should include your system configuration (version of DOS and Windows, the type and manufacture of your computer and peripherals etc.), version of GoCIS, and the exact sequence of steps which lead to you experiencing the problem.

Appendix A - Main Processing Window Menu Items

File Menu items

Open Configuration
Allows you open a previously saved configuration.file.

Save Configuration
Saves the current configuration settings to the current configuration file.

Save Configurations As...
Saves the current configuration settings to a new configurations file.

Printer Fonts...
Allows you to choose the font that will be used for any printing done by GoCIS.

Default Printer...
Allows you to select the printer to use for any printing done by GoCIS.

Build Automated Script
Allows you to create custom scripts

Execute Automated Script
Executes desired script definition

Exit
Quits GoCIS

Run Program
Run another program without exiting GoCIS

Settings Menu items

CompuServe User ID...
Displays and allows you to change the current CompuServe Name, User ID and Password.

Processing Options...
Displays and allows you to change various default GoCIS processing options.

Default Directories...
Displays and allows you to change the default directories that GoCIS will use.

Phone Number...
Displays and allows you to change the current on-line phone number, connect times and network.

Communications Port...
Displays and allows you to change communication port and data parameters.

Modem Commands.
Displays and allows you to select a predefined modem or change modem menu items.

View Menu Items

The following View menu items let you control the display attributes of the current view, create a new view, and change which forums are included in the current view.

Sort By Title
Sorts the forums displayed in the *Forum List* box by forum title.

Sort By Name
Sorts the forums displayed in the *Forum List* box by forum name.

Display Icons
Toggles the display of the forum icon in the *Forum List* box.

Clear Scheduled Actions
Clears the processing actions that are scheduled for that view the next time you go online.

Clear Pending States

Add View
Allows you to create a new view and choose which forums will be included in that view.

Edit View
Allows you to change which forums are included in the current view.

Delete View
Deletes the current view.

Forum Menu items

The following Forum menu items are used to invoke processing activity for the current forum. You select the current forum by clicking on a forum in the *Forum List* box on the *Main Processing* window.

Libraries
Allows you to specify libraries and search patterns for using to search in creating a Catalog of Files , or allows you to review a previously created Catalog of Files to select files you want to download for use on your computer.

Messages

Allows you to read message headers and messages for the current forum. You may also create new messages to be sent to the current forum.

Processing Options
Allows you to select options that will control the processing to be performed the next time you go online, with this forum in the current view.

Clear Scheduled Actions
Allows you to clear the processing options that are scheduled for the next time you go online.

Clear Pending States

Add Forum
Allows you to define a new forum to include in the current view.

Edit Forum
Allows you to edit the options that you selected when you initially defined this forum to GoCIS.

Delete Forum
Deletes the selected forum from all views.

EMail Menu items

Latest EMail Received
Allows you to read any mail you just read from CompuServe by GoCIS.

Select EMail Received
Allows you to read any mail that has been previously read from CompuServe by GoCIS.

Purge Received E-Mail
Allows you to purge any mail that has been previously read from CompuServe by GoCIS

Create Mail
Allows you to create a message to be sent by EMail.

Send File as Mail
Allows you to select or enter the name of a file to send as EMail.

Edit E-Mail to be Sent
Allows you to view an EMail message you previously created.

Edit Address Book
Allows you to add, update and delete entries from the GoCIS address book.

Options Menu items

3D Fonts
Specify desired 3D effect on displayed fonts.

Display User Buttons
Specifies whether to display the User Button panel or not.

Position User Buttons
Changes the position of the User Buttons panel.

Button Style
Specify whether to display the User Buttons with both icons and text, with text only, or with icon only.

Load User Buttons
Will load desired buttons panel (GoCIS default or User created).

Unload User Buttons
Will unload current user buttons panel.

Help Menu items

Help
Displays information on the *Main Processing* window.

Contents
Displays the main contents window for the GoCIS help system.

How Do I...?
Displays the How Do I window of the GoCIS help system.

Using Help
Displays the *How to Use Help* window of the GoCIS help system.

About
Displays a window with information about the version of GoCIS you are running.

File Menu

Open Configuration...
This menu selection allows you open a previously saved configuration file. Once you have saved settings in a configuration file, you may recall those settings in future sessions by opening the saved file.

To open a previously saved configuration, select a valid configuration file from the file Open File Dialogue window.

Save Configuration
This menu item allows you to save your current configuration settings. Once you have saved your current setting , you may recall them in future sessions,as needed,with the Open   Configuration menu item.

Save Configuration As...
This menu item allows you to save your current configuration settings in a specified file.   Once you have saved your current settings , you may recall them in future sessions as needed. A Save File Dialogue window is displayed to allow you to select or specify a directory and filename to use for saving the current configuration.

Printer Fonts...
This menu item allows you to choose the printer font that you want to use for any printing done by GoCIS. A standard windows Font Dialogue window is displayed for use in selecting the desired font.

Note: Windows will only print fonts that are supported by your printer.

Default Printer...
This menu item allows you to choose the printer that you want to use for any printing done by GoCIS. A standard windows Print Setup Dialogue window is displayed for use in selecting   the desired printer. Automated Script
This menu item allows you to build your own automated script.

Execute Automated Script
This menu item will execute an automated script you have created.

Exit
This menu item will terminate the GoCIS program. If you have any modifications that have not yet been saved, you will be prompted for the disposition of those modifications prior to termination

Settings Menu

CompuServe User ID...
This menu item allows you to change the following items, used for CompuServe identification:

Name
User ID
Password

The Name, User ID, and Password are those that you currently use in accessing CompuServe.

Processing Options...
This menu item allows you to set processing options. These options are used to control Mail and Message processing with CompuServe.

Default Directories...

This menu item will display and allow you to change the default directories that are used by GoCIS for saving files.

Phone Number...
This menu item displays and allows you to change the phone number that will be dialed, by GoCIS, when you press any of the Automated processing buttons on the *Main Processing* window.

Communications Port...
Set up the modem commands and parameters. Change port number, baud rate, etc.

Modem Menu items...
This menu item displays and allows you to select predefined modem settings, or to define or change modem settings. To select a predefined modem, click on the pull down arrow to pull down a list of predefined modems. Then, click on a modem type that matches the modem you will use to connect with CompuServe.

If you don't see your modem type, try selecting the Hayes Compatible modem.

View Menu

Sort By Title
When you select this menu item, the group of forums displayed in the *Forum List* box will be sorted by forum title. The group of forums in whatever view is currently selected will be sorted by title when this option is checked. You may also choose to sort the group of forums in the *Forum List* box by forum name.

Sort By Name
When you select this menu item the group of forums displayed in the *Forum List* box will be sorted by forum name. The group of forums in whatever view is currently selected will be sorted by name when this option is checked. You may also sort the group of forums in the *Forum List* box by forum title.

Display Icons
This menu item allows you to toggle the display of the forum icons in the *Forum List* box. When it is checked, icons are displayed next to the forum title and name. Choose this menu item to toggle the icon display on and off

Clear Scheduled Actions
When you have performed certain actions in GoCIS, GoCIS will schedule those actions to be performed the next time you go online to CompuServe. You will see these scheduled actions listed next to each forum name. This menu item will allow you to clear the scheduled actions so they will not perform them the next time you go online.

Clear Pending States
When GoCIS had logged on to CompuServe and read your mail, after GoCIS logs off it is in a pending state. This means that GoCIS has performed actions while on CompuServe that you may wish to perform additional actions to. This menu item will clear the pending state.

Add View
You may create a new view by selecting this menu item.

To create a new view perform the following steps:

Enter the name of the view in the View Definition dialogue window that will be displayed.   From one to sixteen characters may be used. Press OK to continue, or CANCEL to stop creating a new view.

You are then given a list of [All Forums] currently defined to GoCIS in the *Forum List* box.

To include a forum in the group of forums view you are creating, click on that forum in the *Forum List* box. That forum will now be highlighted, indicating it is selected as part of the group to include in the new view. If you change your mind about a forum you selected, click on the forum again and it will not be included.

When you have selected all the forums you want in the new view, press the OK button.

If you do not want to select forums at this time, press the CANCEL button. The view will be created without any forums selected. You may add forums latter by selecting the View/Edit menu item from the *Main Processing* window.

Edit View
You may change which forums are in the group of forums contained in the current view by selecting this menu item. When you select this menu item, a list of [All Forums] is displayed in the *Forum List* box. The group of forums already included in current view are highlighted.   To select an additional forum to include in this view, click on an un-highlighted forum in the *Forum List* box. To remove a forum from the current view, click on a highlighted forum in the *Forum List* box.

When you have completed selection of the forums to include in the current view, press the OK button.

If you want to leave the view defined the way it was originally, press the CANCEL button.

Delete View
To delete the currently selected view, select this menu item. A window will be displayed, with the view name, and you will be asked to confirm deleting that view. Press OK to delete the view or CANCEL to retain the view.

Forum Menu

Libraries
This menu item provides access to two other menu items that allow you to perform processing associated with CompuServe libraries. These menu items are performed for the current forum.

Search Patterns
The first menu item, Search Patterns, lets you specify patterns to use in creating a Catalog of Files

for the current forum. Patterns allow you to optionally define specific keywords to search for in a file you would like to have included in the Catalog. Patterns also allow you to specify which libraries to look in for files to include in the Catalog.

Catalog of Files
The second menu item, Catalog of Files, displays a window with a list of files in the current catalog for this forum. You use the Catalog of Files for selecting any files you want to download to your computer. This menu item is only enabled when a catalog has been created for the current forum.

Messages
This menu item allows access to a menu items that allow offline processing of forum messages for the current forum.

Latest Received Messages
This menu item is enabled when marked messages have been read, or new messages have been just read for the current forum. This menu item allows you to browse through only those messages read during the last online session. While browsing messages you may read, and reply to, specific messages.

Select Received Messages
This menu item is enabled if marked messages have been read, or new messages have ever been read for the current forum. This menu item allows you to browse through a range of messages by date received.

Purge Received Message
This menu item allows you to delete previously saved messages.

Create New Message
This menu item allows you to create a new message to send to the current forum.

Send ASCII File as Message
This menu item allows you to specify a file to be sent as a message the next time you perform Actions or Messages for the current forum.

Edit Messages to be Sent
This menu item allows you to browse through any messages you created for the current forum.

Mark Message Headers
You may select this menu item to display a window of message headers for the current forum. The displayed window is a list of message headers that you may browse through in order to select specific messages you are interested in. The complete text of messages you mark will be read the next time you press Actions or Messages on the *Main Processing* window with this forum selected for processing. This item is only enabled when you have had GoCIS perform a scan for new messages in the current forum.

Processing Options
This menu item provides access to the *Forum Processing Options* window. That window allows you to set Message Processing Options, online Actions, and provides quick access to some offline

facilities.

Clear Scheduled Actions
This menu item allows you to clear any actions which are scheduled for the current forum so GoCIS will not perform the actions when you go online.

Clear Pending States
When GoCIS had logged on to CompuServe and read your mail, after GoCIS logs off it is in a pending state. This means that GoCIS has performed actions while on CompuServe that you may wish to perform additional actions to. This menu item will clear the pending state.

Add Forum
You select this menu item when you want to define a new forum to be included in the current view. When you select this item, a window will be displayed that allows you to define the name of, and processing options for the new forum.

Edit Forum
You select this menu item when you want to edit the forum definition information for the current forum. When you select this menu item, a window will be displayed containing the current forum definition. You may change any of the information displayed in this window.

Delete Forum
You select this menu item when you want to delete the current forum. When you select this menu item, a window is displayed with the name of the current forum, asking you to confirm the deletion of that forum.

Press the OK button to delete the forum from GoCIS. Or, press the CANCEL button to return to the main processing window without deleting the forum.

EMail Menu

Latest Received E-Mail
You select this menu item to read any mail that was just read from CompuServe in the last online session by GoCIS. A window is displayed that allows you to select specific messages to read and reply to.

This menu item is only enabled for selection if mail has been received.

Select Received EMail
You select this menu item to read a range, by date received, of any mail that was previously read from CompuServe by GoCIS. A window is displayed that allows you to select specific mail messages to read and reply to.

This menu item is only enabled for selection if mail has been received.

Purge Received EMail
You select this menu item to dispose of mail previously saved after having been read from CompuServe by GoCIS. This menu item will bring up a window where you can specify the criteria

for the message(s) you wish to be deleted.

Create Mail
You select this menu item to create a message to be sent by EMail. A window is displayed that allows you to enter the text of your message.

Send File as EMail
You select this menu item to send a file as mail. A window is displayed that allows you to enter address information and to select, or enter, the name of a file to send.

Edit Mail to be Sent
You select this menu item to browse through the EMail messages you previously created that have not been sent. A window is displayed that contains the messages that have not been sent.
This menu item is only enabled if you have created, or replied to, an EMail message.

Edit Address Book
This menu item allows you to add, update and delete entries from the GoCIS address book.

Options Menu

3D Fonts
This option lets you specify the degree to which you wish the display text to appear 3D.

Display User Buttons?
This option lets you specify where you wish the User Button panel to be displayed on the *Main Processing* window.

Button Style
This option allows you to change the style of the buttons on your User Button panel. If you prefer buttons only to display the text and not the corresponding icon specify Text Only. This will significantly reduce the size of your buttons.

Load User Buttons
GoCIS allows you to create your own User Button displays. Select this menu item to load those buttons.

Unload User Buttons
This option allows you to unload the currently running User Button file.

Help Menu

Help
You may select the Help menu item to receive context sensitive help about the current window in which you are processing

Contents

You may select this menu item to display the main contents window of the GoCIS help system.

How Do I...?
This menu item will display the initial How Do I window of the GoCIS help system. This window contains topics that provide you with specific answers on how to use GoCIS to perform desired processing.

Using Help
This menu item will display the *Using Help* window of the GoCIS help system. This window contains information on how to use the Help system.

About
This menu item displays the About window, describing the current version of GoCIS.

Appendix B - Communication Problems

Communications with Windows is more complex than communications in DOS. This because Windows must provide services for multiple programs, some sharing communication ports.

If you have communication problems with Windows please perform the following steps to attempt to define and correct the problem.

Try Terminal. The first thing you should do if GoCIS is unable to access CompuServe is to bring us the Terminal program supplied with Windows. This is normally found in the Accessories Group.

Set the same COM port and MODEM parameters as you defined to GoCIS. Then try to dial the phone with Terminal. If you still encounter problems than the problems exist in your Windows COM configuration or hardware in your machine. In this case it is best to contact Microsoft if you need help in getting Terminal to work. Before Contacting MicroSoft. Below you will find some of the information that Microsoft will ask you to perform so you can be one step up when contacting them.

Check you hardware port assignments:

From the DOS prompt enter DEBUG. Then enter D40:0

You should see something like D40:0 F8 03 E8 02 ...

Write down the these and the next 8 numbers/letters. This tells you what the port assignments are for COM1 through COM4.

This information is interpreted as follows:
The F8 03 is COM1 and the interrupt number is 03F8
The E8 02 is COM2 and the interrupt number is 02E8
The next two set is COM3, followed by COM4.

Compare the port assignments to what you have in Windows. Go to Control Panel and select Ports. Click on each port and select Advanced. Compare the entry in this window to the corresponding value the D40:0 gave you above. If there is a difference change the value to what the D40:0 showed for the COM port. Note the IRQ assignments that are set for each of the COM ports.

Compare the IRQ number for the port your modem is on to other ports with the same IRQ. You cannot have devices that have the same IRQ active at the same time. For instance, a mouse on COM1 with IRQ 4 means you cannot have a modem on COM3 with IRQ

If you are running at 9600 BAUD try 2400 BAUD. Some systems and Windows have a problem with high speeds.

Try starting Windows in standard mode by entering WIN /S from the DOS prompt and then try Terminal and/or GoCIS. If it works this way contact Microsoft for help.

If Terminal Works

If you are able to get Terminal to dial then double check to see that the parameters you defined to Terminal are the same in GoCIS. If they are and you still have problems with GoCIS write down the exact messages you see on the top of the GoCIS terminal window and any dialogue messages that you see. Then contact Logix Systems for additional assistance.

Glossary

Actions
Actions are the scheduled events that will be done by GoCIS, for each forum, during Automated Processing that is done online to CompuServe. Actions are set by your interaction with GoCIS while offline. For example, when you Mark Message Headers you set an Action of Read(Messages). You can see what Actions are scheduled for individual forums by looking in the *Forum List* box, to the right of the Forum Name.

Both
Sends the message both Privately and Unformatted.

Catalog
A list of files and descriptive information that is created as a result of GoCIS scanning a forums libraries looking for files that match the specific search criteria that you defined. The information in the Catalog is displayed for you to use for selecting specific files to download for use on your computer.

CHECK Carrier Detect
Selecting this optionwill cause GoCIS to look for the Carrier Detect signal from your modem during online processing. Responding to carrier detect allows faster and more accurate processing while sending commands to your modem. In some cases, with some modems or windows configurations it may be necessary to select IGNORE carrier detect in order for GoCIS to be able to send commands to your modem.

Click
Click is the process of moving the mouse pointer over a specific area and pressing the left mouse button once.

Configurations
Configurations allow you to have groups of different settings for each of the items you set in the Settings menu. For example, you could have a configuration for calling CompuServe at 9600 Baud and one for 2400 Baud. Or, you could have one for your User ID and one for someone else's User ID.

Current Forum
The current forum is the forum that is highlighted in the forum list box on the main processing window. You may change the current forum by clicking on a different forum in the forum list box, or by moving the arrow keys when the forum list box has focus.

Download
Transmitting a file, using communications software, from one machine to another. Typically used to obtain files from a computer that has capacity for containing millions of files.

Electronic Mail Reading
When GoCIS logs onto CompuServe and determines that you have mail waiting it reads the mail and stores it on your computers disk drive. You may than read the mail at your leisure.

Electronic Mail Sending
When you reply to a mail message, or create a new mail message, GoCIS stores the text of the message on you computers disk drive. The next time GoCIS logs onto CompuServe it sends all of the mail messages you have created.

Focus
The state a control must be in to receive user input through the mouse or keyboard.   For example, when you type a string, it appears in a text box only if the text box "has the focus". Focus is usually indicated by a control being surrounded by a dotted line, or by the scroll bar blinking, or by being highlighted.

Forum Icons
You may select an icon to be displayed next to the forum title and name in the forum list box on the main processing window. You specify the icon file when you create a new forum with the Forum/Add command on the main processing window.   You may change the icon by editing a forum with the Forum/Edit command on the main processing window. Any valid icon file may be specified for use as a forum icon.

Full Messages
The complete message, including header information and all text of the message.

Full Reading
Full reading of messages means that GoCIS will read the full text of all new messages during online processing for a forum that has this option selected.

High Message Counter
The High Message Counter is used by CompuServe to keep track of which messages you have already read. When you issue a Read command, or a QuickScan command, only those messages exceeding the High Message Counter will be read.   The purpose of this number is to provide a way for you to read "new" messages, that is those messages that are greater than your current High Message Number.

IGNORE Carrier Detect
Selecting this option will cause GoCIS to ignore the Carrier Detect signal from your modem during online processing. Ignoring carrier detect may be necessary with some modems or windows configuration in order for GoCIS to be able to send commands to your modem. This option will cause a delay in the time required to hang up your phone since GoCIS needs to make sure the phone does hang up.

Libraries
CompuServe forum libraries are logical places where you can download files from, for use on your computer. You, or others, can also upload files to a library. Each forum defines a unique set of libraries for use by members of that forum. GoCIS will provide selection lists of library names for each forum when needed for GoCIS processing.

Library Scans
GoCIS will scan different CompuServe libraries, looking for specific files, and create a catalog of information about the files it found on your computers disk drive. You may review the contents of

the catalog, without being logged onto CompuServe, and select files you wish to download for use on your computer.

Library Downloads
GoCIS will download files you request it to, from CompuServe, using the least amount of time possible. The files will be stored in a directory you specify on you computers disk drive. You may select files by reviewing a catalog GoCIS will create for you, or you may enter the name of files directly to GoCIS for downloading.

Mail
Sends the message as standard Mail to the individual you specified in the Destination window.

Mark
To mark an item, like a message header, simply click on the item in the list box. Marked items will be processed by GoCIS as described elsewhere for the type of marked item.

Messages
A message is a note sent from one person to one or more recipients relating to a specific topic. Messages are sent to a specific forum and message section within that forum where they are read and replied to by one or more people.

Message Headers
A message header is a short description of the contents of a message. Message Headers contain the subject of the message, date and time, and who the message is to and from.

Message Reading
GoCIS will read messages in many different ways. You select the method that is best for your needs. GoCIS stores the messages on your computers disk drive and allows you to read the messages, and create replies to them, while not connected to CompuServe, at your leisure.

Message Replies
GoCIS allows you to create replies to messages while reading and viewing the original message. You may also create new messages to send to CompuServe. Messages are stored on your computer until the next time GoCIS logs onto CompuServe, at which time it will send the messages using the fastest possible method.

Message Section
A message section is a separate area in a forum where similar messages are placed.

Message Scans
GoCIS allows you to scan different forum messages sections, creating a file on your computer of message summaries (message headers). GoCIS presents the information in this file for you to review when you are not connected to CompuServe. You may select interesting messages that you want GoCIS to read the complete text of, the next time GoCIS logs onto CompuServe.

Name
This name refers to your full name as you wish to be known by in corresponding on CompuServe. For example: John P. Smith could be a name.

Network
A set of communication lines and equipment that provides connections to different online services, usually from a local or toll free phone number. CompuServe and Tymnet both offer networks you can dial into.

New Messages
A new message is one that you compose without connections to other messages on CompuServe.

Offline
Offline processing is the interaction you have with GoCIS whenever you are not connected to CompuServe. Offline processing saves you time, in avoiding slow response time, and money, in reducing online charge time.

Online
Online processing is the logging on to, and performing action in, CompuServe.   Online processing may be automatic, controlled entirely by GoCIS or manual, controlled by you.

Password
Password is the string of characters you key in to log onto CompuServe. If you change your password on CompuServe, you must also change it in each Configuration file you created in GoCIS.

Pattern Characters
The following characters may be used in a pattern:

Private
Sends the message privately so that only the person it is addressed to can read the message. Some forums do not support Private messages. If GoCIS detects this, it will send the message via EMail.

Quick Scan
A Quick Scan of messages means that GoCIS will only read new message headers during online processing for a forum that has this option selected.

Return Receipt
Sends the message as standard Mail with a return receipt requested. This will cause CompuServe to send you a message when the person you sent the mail to reads it.   The use of Return Receipt is an extra charge item by CompuServe.

Scroll Bar
A bar that appears at the right and/or bottom edge of a window or list box whose contents are not completely visible. Each scroll bar contains two scroll arrows and a scroll box, which enable you to scroll through the complete contents of the window or list box.

Send Mail Standard
Send the current mail message as standard mail to CompuServe. Standard is the usual method of sending mail.

Search Patterns
A specification of specific criteria that GoCIS uses to search forum libraries for files to include in the GoCIS catalog of files for a particular forum.

Sessions
A session is established each time you use GoCIS to log on to CompuServe perform some automated action. GoCIS keeps track of messages and catalog entries by session. Some areas of GoCIS allow you to specify what session you want to perform offline action on.

Standard
Sends the message publicly to the current forum and section you indicated.

Unformatted
Sends the message so that CompuServe will not reformat when it is read by others.   You would select this method when you have included tabular data in your message.   This method should be rarely used.

User ID
User ID is the ID that CompuServe assigned to you for use in logging onto CompuServe. For example: 123456,1234 could be a User ID.

View
A view is a group of logically related forums. Since GoCIS will perform online action for each forum in the current view, by grouping related forums together you can isolate online processing to specific areas of interest. For example, all Windows forums could be put in one view and all programming forums in another view. You could then select the group of forums you are interested in for current processing.