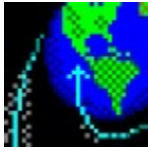


## **Contents for NavCIS Help**



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### *NavCIS Pro for Windows Version 1.0*

To learn how to use Help, press F1.

Help is available on the following topics:

- [Add a Node](#)
- [Add a Thread to Watch](#)
- [Add a User to Phone Book](#)
- [Adding a Group](#)
- [Address Book](#)
- [Auto Read Headers](#)
- [Auto Update Libraries](#)
- [Basic Help](#)
- [Carbon Copy Help](#)
- [Creating a Catalog](#)
- [Changing Message Defaults](#)
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- [CompuServe User Phone Book](#)
- [Configuration Options](#)
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- [File Finder](#)
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- [New Session](#)
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[Services](#)  
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[Watch Bin](#)  
[Weather Services Help](#)

## **Forum Configuration Icon**

If you are using the *drag'n'drop* icons on the right hand side of the desktop, click on the icon and drag it to the desktop surface. Click on this button to add, edit, or delete forums from your screen. Note: drag 'n' drop icons only work if you are using a mouse.

**BE AWARE** that forums have two **states** when displayed on the desktop surface. They are either *active* or *inactive*. An active forum's name is displayed in white (or green in the Windows version) and the mail- box looks normal. An inactive forum's name is displayed in black and the mailbox looks "inset" or concave. You can change the color of active and inactive forum titles from the Options menu choice in the Configuration menu.

**Active Forums** will fully interact with CompuServe during sessions. An inactive forum is defined, but will not interact with CompuServe during sessions. To make an active forum inactive, simply click on it once. The forum icon will change to a *debossed* inset look and the forum title will change to black. To reactivate an inactive forum, simply click on it once.

## **Basic Help**

Windows Keyboard usage:

<b>&lt;Tab&gt;</b>	key to move focus ring & change fields.
<b>&lt;shift + Tab&gt;</b>	to move focus ring in opposite direction or go to previous field.
<b>&lt;Alt + Underscored letter&gt;</b>	to invoke a button or menu.
<b>&lt;Esc&gt;</b>	to Cancel a dialog box.
<b>&lt;down-arrow&gt;</b>	to open a picklist.
<b>&lt;shift+arrow keys&gt;</b>	to highlight text.
<b>&lt;Alt+F4&gt;</b>	to close a window.

To use the context sensitive help system built into NavCIS for Windows, click on any Help button displayed in a dialog box for information regarding the settings for that dialog box. On the main NavCIS screen, you may also *right-click* on any button of the toolbar or drag'n'drop icons.

## **New Session**

Click on this button to initiate a "New" session. A "New" will do the following:

1. Check & read waiting mail in your mailbox.
2. Read forum thread headers (titles) for active forums.
3. Auto read thread titles for keywords (if you have configured forums for same) and download those threads.
4. Scan active forums for waiting messages to you.
5. Up or download waiting files.
6. Update forum libs, forum index, and other necessary "maintenance" functions.

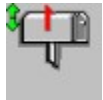
Once all the activity has been done, NavCIS will automatically disconnect from CompuServe and change the forum icons to reflect the new status of each active forum.

Once a "New" has been done, it is typically followed by an Action session to take care of items like replies, threads to read, and other items you have specified.

## **Mail Forum**

The Mail forum is a bit different from other forums. To begin with, it does not have any sections to configure as other forums do. Also, it is where e-mail messages are held for you. In most cases, the Mail forum is left active so you can receive mail that is sent to you.

The Mail forum is animated to indicate actions. For instance, the mailbox has envelopes sticking out of it to indicate that there is new mail waiting to be read, and a red up-flag indicates mail to send. When a file exists to be uploaded, an up/down arrow will appear in the upper-left corner. (To send a file, click on the drag 'n drop "File Xfer" icon on the right side of the desktop and drag it onto the Mail forum icon...) The example below shows both the mailbox icon and the alternate in/out tray that would show a letter going out and a file to be uploaded.



Mailbox Icon



In/Out Tray

To switch from Mailboxes to In/Out boxes for forums icons select Options from the Configuration menu and click on the In/Out radio button. NavCIS will "remember" the change and use it henceforth. To return to Mailboxes reverse the process.

A "Messages" section for the Mail forum exists and should be configured to meet your particular needs. To get to it, double click on the Mail icon. The Forum Action box for Mail will appear, click on the Settings button. The Configure Message settings dialog box will appear.

On the left side you can specify how to handle downloading waiting messages. "Never" means that your mailbox will NEVER be queried for mail. "During a New Only" means that waiting mail will only be picked up during a "New" session. This is the default. "Always" means that whenever mail is detected during any kind of session, it will be grabbed.

On the right side of the dialog box you define how to handle Outgoing messages. You have three choices: "Do not save a copy" of what you wrote, "Prompt before saving a copy", and "Always save a copy" of what you wrote. Saving a copy of what you wrote, whether it was a new message or a reply, helps you remember what you said to whom. The default is "Prompt before saving a copy".

The last two options, "Days Before Archiving" and "Max days to hold messages" are both NavCIS Pro features. Days before archiving means that after 31 days (the default), the message will be compressed and appended to the archive file. This feature allows you to keep all your messages without consuming tons of precious disk space. After 365 days (again, the default), messages in the archive file that are 366 days old (or 1+ the number you have defined), are automatically erased. This number may be set as high as 999 days.

## **Perform Actions Session**

The Action icon, or, if using the Online menu, Perform Actions (Alt+O, P), will cause NavCIS to go Online, log in to CompuServe and do the tasks defined.

The basic difference between a New and an "Action" session is an Action session does not scan forums for new thread headers or even visit forums for which you have no outgoing actions defined.

Typically an Action follows a New session in order to finish up the tasks begun by the New; this includes items such as replies to mail, reading marked threads, downloading files from catalogs, etc.

Actions to be done are clearly displayed in a forum's Outgoing Activity window (double-click on a forum). To edit outgoing actions BEFORE they are actually sent, double click on the item. For instance, to re-edit a message to NavCIS technical support, double click on the entry "MSG to NavCIS tech supp. 71541,2201".

## **Compose a Message Button**

Use this feature to Compose a message to someone. If you are using the Toolbar icon, simply click on it. If you are using the "drag 'n drop" icon, click on the envelope, and drag it over to the forum you wish to write the message in. The editor that is invoked is CUA compliant. Composed messages will be sent with the next New or Action session.

**Note:** drag 'n drop icons only work if you are using a mouse.



## **Modem Overview**

To configure your modem for use by NavCIS, either click on the modem icon or go to the **Configuration** menu (Alt+C) and then choose the **Hardware** choice. Quick keys: (Alt+C, H).

For detailed information about configuring your modem, press the *Help* button in Hardware Configuration.

## **Printer Configuration**

NavCIS for Windows uses your default printer configuration for Windows.

NavCIS only prints printable characters up to ASCII 127. It does not print graphics, or graphics characters.

## **Global Parameters**

At a minimum, you MUST enter your name, your CompuServe ID number, and your password before going Online. If you do NOT have a CompuServe ID, please call 1-800- 848-8990 (inside USA), or 614-457-8600 outside the US.

It is recommended you enter all information requested as it is used by NavCIS to automatically fill information fields used later. Use the <Tab> key to switch from field to field, and <shift+Tab> to go to the previous field.

Capture System Info means that System Announcements that pertain to the entire CompuServe system will be captured, then displayed as e-mail in your Mail forum.

## **Auto Read Headers**

NavCIS has the ability to check thread titles for key words that you have defined. If it finds a match, it will automatically download, mark, or highlight the thread messages in the matching header, thereby saving you from the necessity of reading tens or even hundreds of thread headers each day.

**Download All New Msgs:** If this button is checked, all new messages in all selected *sections* of the forum will be read during the next New session.

**Download Keyed Msgs Only:** This will download messages whose subject lines contain key words that you supply.

**Mark Keyed Hdrs:** This will mark matching threads for download but will not download them until the next Action or New session.

**Highlight Keyed Hdrs:** This will highlight matching thread headers to bring them to your visual attention.

To configure the Auto Read feature for a particular forum: double click on the forum icon. When the Forum Actions box appears, click on the "Settings" button.

Next, click on the *Sections* button. You'll need to select the sections in the forum that you are interested in.

Next, look at the upper right-hand corner of the Sections dialog box. Turn "on" the "Auto Read KEYED Hdrs" selection. Then go up to the top and type in the key words you want to search for. NavCIS's search is case independent, so it does not matter if you type in upper or lower case, NavCIS will find matches regardless. For instance, if you are checking the Science Fiction forum, and want to scan headers for the keywords "Heinlein" and "Haldeman", simply type in HEINLEIN HALDEMAN. Make sure you separate them with a space. Word fragments will not be identified and Auto read by NavCIS. Therefore, "cat" will not download threads with the word CATALOG or CATASTROPHE in them.

Up to 80 characters may be entered on the Key Word line, make sure each is separated by a space. Phrases cannot be searched for, only single words.

## **Forum Action**

This dialog box is used for a variety of forum related functions. To activate this dialog box, double-click on an active forum icon.

- New:** Click on this button to read any new messages that have been downloaded.
- Headers:** Click on this button to review new thread headers.
- Old:** Click on this button to access the messages database. Starts at first message that is 30 days old or less. Or, more accurately, the first message that is X days old or less (according to your definition in the Messages section of each forum): --->see [Message defaults](#).
- Search:** Click on this button to search for Old messages... Search for messages based on Who sent it, subject matter, message number or search within the message text for a match. This feature is not active in NavCIS SE, only in NavCIS Pro.
- Catalog:** Click on this button to view a forum's catalog. [Catalogs](#) must first be created using the Actions, Catalog choice, or the "Lib Search" drag 'n drop icon.
- Watch Bin:** Click on this button to set up a *watch* on a specific thread. This handy feature lets you keep track of a thread you are interested in without having to watch for and mark it each time a new message is added to the thread. NavCIS will *watch* it for you and download new messages for the time length you define. Messages must first be added to the [Watch Bin](#) within the headers browse window (click on the Headers button). To add a thread header, highlight it, then click on the [Add to Watch](#) button at the top of the header browse window.
- Settings:** Click on this button to configure a forum's Sections, libraries, message handling, etc.
- Outgoing activity:** If you need to edit or delete an outgoing action, it is initiated from this dialog box. Double click on the item to be edited or deleted. Once an action has been sent up to CompuServe, there is no way to edit it. However, you **can** delete messages that you have posted to CompuServe forums (other than MAIL or any other interactive forum) through the use of the [Miscellaneous Forum operations](#).

## **Forum Settings**

To choose a new forum, click on the **Browse** button. Browse lists forums by description, along with their associated GO name. You may also type in the name of the GO command directly, even if it is not really a forum (as long as it is a VALID GO keyword). NAVCIS is an example of this.

<b>Gateway (Other than CIS)</b>	This is an advanced feature for users who need to access forums that are not really part of CompuServe. Please consult the NavCIS Manual for more information about gateways.
<b>Use an Alias</b>	Turn this on to use a forum specific "alias". In the Science Fiction forum you might be "Jubal Harshaw, 71555,0012", but in the European Forum, you might go by "Mr. Jeemetiaye, 71555,0012". If you do not specify an alias, your Global name will be used (defined in Global parameters).
<b>Forum Active (On-screen)</b>	If this is on, then the forum will appear on the desktop surface. When its on the surface, it can still be activated and deactivated by clicking on it once.
<b>Update Forum Information</b>	Turn this on to force a refresh on Section and Libraries. It is also necessary to turn this on if you have just changed your Alias.
<b>Scan Announcements</b>	If you want to capture and read Forum system messages, turn this on.

### **Auto Update Libraries**

Turning this feature on will cause NavCIS to update your library listing once every X days. Be sure that you have turned at least one library on before using this feature.

## **Gateway**

Enter information in here for forums requiring gateway information. Typically, only interactive forums require additional gateway information. As such, most are unsuitable for a navigator such as NavCIS. If nothing is entered, NavCIS assumes that CIS (CompuServe Information Services) is the gateway.



### **Forum Description Line**

By clicking on a forum from the Browse Forum dialog box, this field will be automatically filled in. You may edit it to suit your needs. A "+" at the end of the description means the forum is not part of CompuServe's basic services package. A "\$" means that the forum bears an additional charge over and above CompuServe's standard charge. Typically, a "\$" indicates a highly interactive forum for specific information searching.

## **Update Forum Info**

Turn this on to force NavCIS to update a forum's information...

Information that will be updated includes section and library names and numbers, and the name you use in the forum. If you change your Alias, you must update the forum in order to "set" your new alias name into the forum. The forum update marker will automatically disappear after the update has taken place.

## **Scan Announcements**

Turn this setting on if you want NavCIS to capture forum system announcements as messages. This option lets you keep up with special event announcements along with system announcements regarding a forum

## **Compose a Message**

Be sure to enter a valid CompuServe ID in the **"To:"** field at a minimum. Usually, a name is followed by the user's CompuServe ID number, e.g., *Bill Smith 71000,0001*. If you have imported or created a CompuServe address list, you can recall that list by either clicking on the picklist button at the end of the **"To:"** field or, if using the keyboard, pressing the down arrow while the cursor is blinking in the **"To:"** field.

**ADD button:** The Add button gives you an easy way to enter a new user into the address list.

**Post Unformatted:** Set this option on if you want NavCIS to simulate the old CompuServe POST UNFormatted command. CompuServe will be removing this feature sometime in the future; this gives you a way to simulate it. NavCIS will place a space before each line -- when CompuServe "sees" a space at the beginning of each line it does not reformat it. In forums other than Mail, NavCIS will place a "." at the beginning of each line - this acts the same as a space but offers more flexibility (CompuServe e-mail does not support the "." option).

**Receipt:** Mark this on if you wish to receive a receipt when the message is "picked up" by the recipient.

**Forum:** Select the forum to which the message will be sent. The default value is the forum which the "Compose" drag 'n' drop icon was dropped onto.

**Section Name:** This allows you to post the message to a specific section within a forum. Note: the Mail forum has no sections.

**Bold, Italic, and Fonts:** These choices let you apply different fonts to your message. Fonts let you emphasize words that you want **emphasized**.

**CC:** This allows you to send a Carbon Copy of the message to another CompuServe user or users.

**Cancel:** Cancel the Compose operation and DO NOT save it. Cancels may be invoked from the keyboard using the <Esc> key.

## **Forum**

- ADD** a Forum: To add a new forum definition, click [here](#). While NavCIS SE is limited to FIVE user defined forum definitions NavCIS Pro supports an unlimited number of forums.
- REMOVE** a Forum: Click on this button to remove the currently highlighted forum definition. The definition will be removed regardless of whether the forum has an "on-screen" marker or not.
- FORUM** Settings: To change a forum's [Section and Message settings](#) click [here](#). Section allows you to define which message and library sections within a forum interest you. You can also use NavCIS's intelligent scan features to highlight, mark, or auto-download headers messages. Message allows you to define a forum's message handling characteristics.
- DEFAULT** Settings: Press this button to change a forums default settings for items like message downloading, auto-library scanning, and automatic message erasure for old messages.
- OK:** Click on OK when finished with this dialog box.

## **What is a Catalog?**

What is a catalog? A catalog is a listing of the files available in a library section. Typically, each forum has many library sections, and each can have hundreds of files in it. A catalog gives you an easy way to capture, and then browse off-line, through a library's files. The Mail forum does not have any library sections.

Drag this icon to the active forum icon you wish to create a catalog for. For instance, to create a catalog of the files in the Dvorak Development section, drag the Lib Search drag 'n drop icon onto the NAVCIS forum icon, the Create a Catalog dialog box will appear. You can also invoke Catalog creation by selecting the Actions menu from the main desktop, then selecting Catalogs (Alt+A, C). Choose the forum name for which you wish to create a catalog.

## **Creating a Catalog**

<b>File Mask</b>	This defaults to "*. **", or all files in a given library section. You can change it to any mask that follows standard 6.3 CompuServe file notation. Example: *.TXT, *.ZIP, B*.ZIP, QUOTE.*
<b>Key Words</b>	Only interested in files that have the word NAVCIS in the key-word listing for each file? If you do not care about a keyword search, leave this field blank.
<b>Max Days Old</b>	If you are not interested in files older than 60 days, enter 60, for example.
<b>Long Description</b>	As a default, NavCIS only downloads the file name and the title line (approx. 50 chars long). However, if you click on this box, NavCIS will also download each file's full description, which may be as long as 549 characters per file.
<b>Library section</b>	Double click on the library section names you wish to create catalogs for. If no library section names are listed, it means that you have just defined the Forum and have not yet logged on to CompuServe. NavCIS has not yet had a chance to query the new forum for its sections and library names.
<b>Section for Search</b>	Library sections that you have selected to search appear in this window. If you change your mind and decide not to create a catalog for a specific library, double click on the library name and it will disappear.

## **Upload a File**

To upload a file to mail, click and drag this icon over to the Mail forum. Files uploaded via e-mail should not exceed approximately 500k in size as CompuServe may not provide adequate storage space in the recipient's personal area.

To upload files to CompuServe forums and their libraries, click and drag this icon to the appropriate forum icon.



## **Upload a File to Mail**

When uploading a file to another user, fill out the following fields of the dialog

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- To** Like Compose, enter a valid CID # here. Also, if you have defined a group, you may upload a file to a group. The Add button allows you to add new users to the NavCIS phonebook.
- Subject** Enter a valid subject. If you also enter in the entire filename being uploaded on the subject line, that will be the filename that NavCIS sends to the receiver. Example: New program file: PROGMAN.EXE
- Otherwise, NavCIS will create a self-defined filename something like this:  
MAIL0000.001
- File Name** Enter in the full path and filename for your computer, example: C:  
\\TOOLS\\PROGMAN.EXE
- Or, use the **Browse** button to find the file and click on it. If you see ".." in the file browse window, that means move up the tree to the parent directory of the current directory you are in.

## **Uploading to a Forum**

Allows you to upload a file to a forum library. The following information must be supplied:

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<b>Local Filename</b>	The path and name of the file, as it appears on your system, to upload.
<b>Browse</b>	Press to browse your system for the filename to upload. If a file is selected using browse, the LOCAL FILENAME field will be filled in with the selected filename.
<b>CC</b>	Allows copies of your upload to be sent to multiple forums. For each forum you select to CC, you will be prompted for a LIB section.
<b>CIS Filename</b>	The name of the file as you wish it to appear on CompuServe. At the time this was written, CIS filenames were in 6.3 form. If this form is violated, you will be notified and will not be allowed to post the upload until fixed.
<b>Lib</b>	Select the desired library for the upload to be placed in.
<b>Lib #</b>	Allows for library selection by entering the library number into this field.
<b>CIS Title</b>	Title for file on CompuServe.
<b>Keywords</b>	Keywords, separated by spaces, that describe the file. These keywords are used by people when searching for files so make sure they relate the content of the file.
<b>Description</b>	Describe the contents of the file in good detail. At the time this was written, the description limit was 548 chars. You will be notified when this limit is achieved.
<b>Replace Existing</b>	This helps facilitate the modification of current file information. If marked, the file will be uploaded again and only the filled-out information will replace the current information. If not marked, ALL information must be filled out.

## **Uploading a File to Multiple Forums**

When you upload a file to a forum, you can send *Carbon Copies* of the file to other forums. NavCIS will upload a copy of the specified file to each additional forum that you select.

To select a forum for Carbon Copy, double-click on the forum name in the **Forums in System** listbox. A smaller dialog box will appear and prompt you for the library of the forum into which you wish to upload the file. When you select the library and press <Ok> the name of the forum and the library number will appear in the **Carbon Copies To** listbox.

This process will only work for forums for which NavCIS has the library information. That is, you cannot CC to a forum that you have just created. You must go online to have NavCIS update the number and names of the forum libraries. NavCIS will give you an error message if you attempt to CC to a forum for which it has no library information (such as the MAIL forum, or a newly created forum).

## **Viewing Catalogs**

Once a catalog has been created, it can be viewed by double-clicking on the forum icon, then pressing the **Catalog** button. If a catalog entry has a "+" mark on the left-hand side, that means a Long Description exists for that catalog entry. Double-click on the entry to view the Long description.


### **Long Descriptions**


Click on **Download** to mark this file for downloading. NavCIS will download it on the next New or Online session. Notice the information listed about the file: its bytes size, its count (that is, the number of times it has been downloaded by other CompuServe users), the date it was posted to the library, its title, and finally, the keywords as defined by the person who uploaded the file.

### **Short Descriptions**

To download a short description entry, highlight the entry then click on it once. Use this technique to mark as many file as you wish for download. With the next New or Action session, the marked files (whether Long or Short) will be downloaded.

## **Marking Headers**

To mark a header for download click on the header text in the list box. To remove a mark, simply click on it again (or press <**Space**>). The first number you see listed is the message number. The next number (if there is one) in brackets "[3]" indicates the number of replies to the message that will be included in the download. Next comes the subject of the message thread, followed by the section number and the name of the section. Headers that have already been read will be grayed and will display a small  flag.

You can *Hold* a thread header by double-clicking on it. A Held header will be displayed so that you can mark it again after several sessions. When you mark a header as *held* you will see a small stop sign  next to the text, which will be displayed in white characters.

See [Thread Headers](#) for more information on message headers.

### **Ordering NavCIS Pro**

To order NavCIS Pro via e-mail, click on the O for order Pro icon on the toolbar. A brief description screen will appear, followed by the order entry screen. Verify the address information, enter the billing information, and select the method of shipment. A total will be presented. If everything is correct, press the "E-Mail" button, and the order will be sent directly to **Dvorak Development & Publishing Corp** via e-mail with your next New or Action session. A confirmation of receipt of your order will be sent to you via e-mail.

Or, if you prefer to pay by check or want to have a copy of the order form printed out for your records, you may click on the **Print Order** button. This will print out a brief copy of the information in the order form that you can mail in with your check. Before you print out the order form, fill out all the information so the order form may make the correct total for you. The address of **Dvorak Development & Publishing Corp.** will be displayed on the printed order form.

## **Stock Quotations**

A list of stock quotes can be retrieved using the CompuServe BASICQUOTE service. You must provide a list of stock symbols or company names representing the quotes you desire. If a company name is specified it must be prefaced by an asterisk (\*). The quotes will be retrieved during the next ONLINE session and will appear as a message in the MAIL forum.

<b>Symbol/Company to Add</b>	Enter stock symbols and company names here. They will be added to the list below.
<b>Stock Symbols</b>	List of stock symbols and company names to retrieve stock quotes for. To delete a symbol from the list, double click on it with the mouse or highlight it and press <i>Enter</i> .
<b>Save as Default</b>	Save the current list as your default list. This is useful if you often retrieve the same set of quotes. This list can be loaded again by pressing <b>LOAD DEFAULT</b> .
<b>Load Default</b>	Load your default list of quotes. This list can be created by using the <b>SAVE AS DEFAULT</b> button.
<b>OK to Post</b>	Tells NavCIS that the list of symbols/ company names that are shown is ready to be retrieved. During the next ONLINE session, the stock quotes will be retrieved and placed, as a message, in the MAIL forum.

## **Weather Services**

Weather information can be retrieved by selecting the type of information desired.

### **Weather Maps**

Retrieve weather maps by specifying region information, map type, and graphics type.

### **Short Term U.S. Forecast**

Retrieve US forecast information by specifying city and state. National Weather Service Reports can also be accessed.

**Short Term Non-U.S. Forecast** Retrieve foreign forecast information for non-U.S. areas.



## **Weather Maps**

Retrieve weather maps by specifying region information, map type, and graphics type.

- |                   |  |
|-------------------|--|
| <b>Region</b>     | Select a region from the combo box that best matches your area of interest.  |
| <b>Type</b>       | Certain types of maps are available for each region. Select one or more map types by clicking on the appropriate check box or by pressing the space bar. |
| <b>Resolution</b> | Selected the desired type of graphics resolution.  |

## **US Weather Forecast**

Retrieve Short-term weather reports for a specific area in the United States. A National Weather Service Report can be retrieved by selecting the National Weather Service check box and then by selecting one or more types of National Weather Service reports.

### **Region**

Enter the City, State of interest. The default is the city and state that you enter into your global settings.

### **U.S. National Weather Service**

Select this check box if you wish to obtain National Weather Service Reports. If checked, one or more of the below types must be selected.

### **Types of NWS Reports**

One or more of these can be selected to obtain NWS reports. The above NWS checkbox must be selected for these to take affect.

## **Foreign Weather Forecast**

Retrieve Short-term weather reports for a specific area outside of the United States.

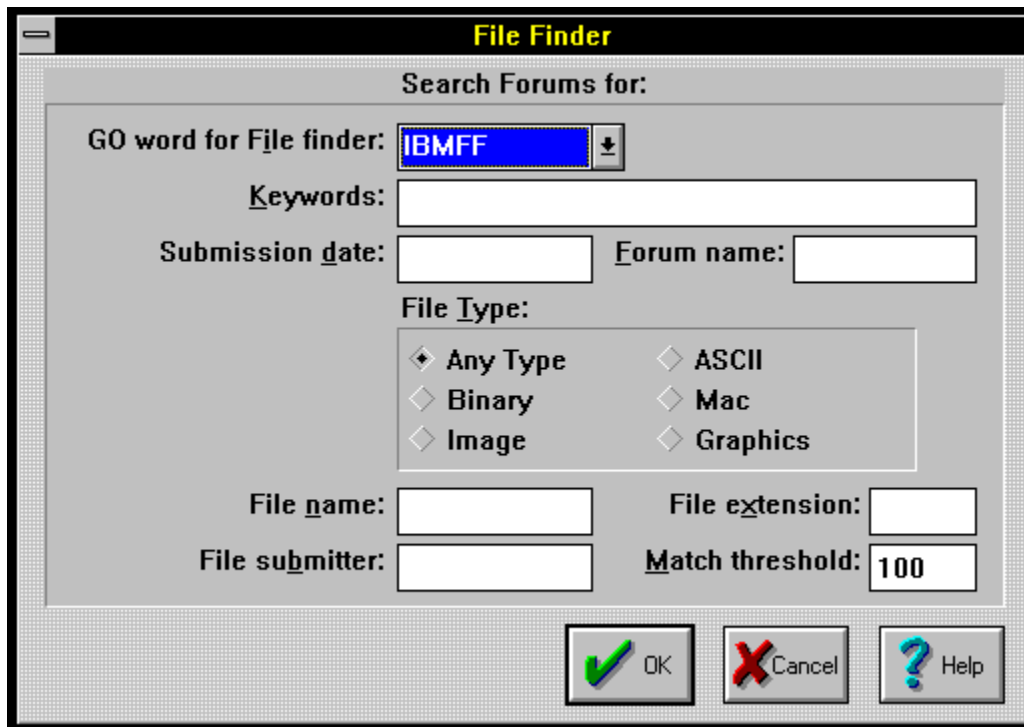
**Region**            Select the desired region.

**Area**              Each region has a set of areas associated with it.    Select one or more of these areas to retrieve reports for.

## **File Finder**

NavCIS allows you to search through CompuServe's own *File Finder* services. These services enable you to search for different types of files in different types of forums. For example, if you are looking for a **graphics** file, you might try looking in CompuServe's graphics file finder, **GRAPHFF**. Each of the CompuServe file finders search through several different forums to find files that you might be interested - provided that you supply information about the file. NavCIS automates this procedure by letting you enter the *parameters* of your search off-line, searching the specified file finder for you online, and letter you peruse the descriptions of each file that matches your parameters at your leisure.

To begin a File Finder action, click on the **FF** button on the toolbar or select **Actions | File Finder** from the main menu. You will be presented with the file finder dialog:



There are two types of fields in the file finder, **required fields** and **optional fields**. The required fields for a file finder action are:

### **Required File Finder Fields**

**GO Word** This is the **GO** name of the file finder. You must provide one of the selectable file finders.

**Match Threshold** This field sets a *threshold* for available matches. If the file finder search yields more files than the number of this threshold, NavCIS will abort the process.

**Parameters** You must include one or more of the following **optional fields**.

### **Optional File Finder Fields**

**Keywords** Most files on CompuServe have a set of *keywords* associated with them. Think of these keywords as atomic words that describe the file. For example, a program that lets a user keep a phone book in his computer might have the

following keywords: **PHONE BOOK DIAL PIM.**

<b>Submission Date</b>	Date that the desired file was submitted to CompuServe.
<b>Forum Name</b>	Name of forum the file was uploaded to.
<b>File Type</b>	Type of file you are looking for.
<b>File Name</b>	File name/mask to search for. This DOES NOT include the file extension.
<b>File Extension</b>	File name extension/mask to search for.
<b>File Submitter</b>	Person who uploaded the file you are looking for.

### **Edit/Delete Outgoing Actions**

Click on Edit to edit an outgoing message, thread header definition, or catalog definition.

Click on the Delete button to delete an outgoing action.

You can either edit your outgoing action, or delete it entirely. If you delete it, the action will NOT be performed with your next Online session. If you edit the outgoing action, and press OK, the action will take place with your next Online session and it will follow your updated changes.

## **Address Book**

To import a list of CompuServe users, go to the Configuration menu and click on Import Address Book (if using the keyboard, <**Alt+C**, I>). NavCIS can import CIM and WinCIM, Tapcis, and OzCIS CompuServe user lists.

**ADD:** Press this button to add a new user to your list.

**EDIT:** This button allows you to edit the currently highlighted entry.

**REMOVE:** This button will remove the currently highlighted user from the phone book.

**GROUPS:** Click on this button to create a group. A group allows you to send the same message to a pre-defined group of users easily. Groups begin with an asterisk and are placed at the top of the Phone book. Example: \*The Boys. Click on Groups for more information about setting up e-mail groups.

**OK:** Press this button when you are finished making changes to the address book.

**HELP:** Call this help window.

## **Creating Groups**

To Create a pre-defined group, you must first enter the user names into the address book. Either import names using the Import function in the Configuration menu, or type them in manually using the Add button.

**ADD a Group:** From this menu, press the Add button. More help is available from the Help button in the Adding a Group dialog box. Groups can contain a MAXIMUM of 50 users.

**EDIT a Group:** Use this button to edit a pre-existing group. The currently highlighted group will be the edited group. Use the <Tab> key to change the focus.

**REMOVE a Group:** Press here to remove the currently highlighted group.

**OK:** Click here when finished.



### **Adding a Group**

Type in the name of the new group. DO NOT put an asterisk before the name -- NavCIS will do that for you. Press <**Enter**>. Notice how the window title, "Address Book" changed to white. Now either double-click, or use the arrow keys and <**Enter**>, to select the group members. As you double-click on them, their names and IDs will appear in the right-hand window, "Group Members". To delete a user from the "Group Members" window, either double-click on their name, or use the <**Tab**> key to change windows and then the arrow and <**enter**> keys.

## **Carbon Copy**

Click on the name from the user entries in the phone book that you want to receive a carbon copy of the message. If the name is not already in your user list, go to the Add line and type it in. It will be displayed in the "Carbon Copies To" window when you press **<Enter>**. However, it will NOT be added to your general user list. Do this through the Phone book ADD button.

If you are using a keyboard, use the **<Tab>** key to change windows, and the up & down arrow and **<Enter>** key to choose the CC names.

To delete someone from the "Carbon Copies To" window, either double-click on their name, or use the **<Tab>** key to change to the window, and then the arrow key to highlight their name, and press **<Enter>**. The undesired name will disappear.

## **CompuServe User Phone Book**

Click on this icon for quick access to your list of CompuServe users and their IDs. You can add, edit, and delete users. You can also create Groups of users. An e-mail group is a list of users who have something in common. For instance, you might create an e-mail group called "Golf Buddies" which contains 5 CompuServe users you golf with.

GROUPS: A group is a list of related users. Once a group is defined, the Group name will appear in the pull-down pick lists. Groups always appear (in alphabetical order) at the top of the list. Groups are easy to identify since they have an asterisk in front of the Group name, and the name is capitalized, i.e., \*GOLF BUDDIES

NavCIS also has the capability to import user ID lists from other navigation products. This feature is found in the Configuration Menu, Import Address Book. Quick keys: <**Alt+C, I**>

## **Message Settings**

There are three settings for downloading *waiting* messages. A waiting message is a message address specifically to you.

**Never** means that it will never download a message specifically addressed and sent to you.

**During a NEW Only** means that waiting messages will be picked up during a New session only.

**Always** means that waiting messages will be read during any New or Perform Actions session.

**Auto Scan headers** means that NavCIS will pick up new header (thread) titles during each New session.

**Days Before Archiving** and **Max Days to Hold** are both NavCIS Pro features and refer to the length of time old messages will be retained for search functions.

With Outgoing messages you have 3 choices: *Do not save a copy* of your messages, *Prompt* at the time you send it, and *Always save a copy* of your message for your later review.

## **Forum States**

Forums have three distinct states: *Defined*, *Active*, and *Inactive*. A forum must first be defined before it can be displayed on the desktop. To define a forum, click on the Forum CFG icon on the toolbar and select Add, or select the New Forum drag 'n drop icon on the right side of the desktop; click and drag it to the desktop.

An Active forum is a forum that is on the desktop and is functional. Its title appears in white text and the icon appears "embossed", that is, it sticks out a bit in a 3-D fashion. To switch a forum from Active to Inactive when using only the keyboard, make sure the icon has the focus ring on it (use <TAB>) then press the <spacebar> to toggle.

An Inactive forum is on the desktop, but will not be functional during New or Action sessions. Its forum title is black and the mailbox looks inset, or recessed. Also, inactive forums do not show any pending activity such as waiting mail or threads to download. If these states existed when they were de-activated, they will resume when they are re-activated.

To de-activate an active icon, click on it once. To re-activate it, click on it again.

FORUM ACTIONS: To read new messages or mark headers or look at a catalog, simply double click on an active forum. The Forum Actions dialog box will appear.

### **Animation and what it means:**

---

Envelopes sticking out	- new mail waiting.
Flag up	- mail to send to CompuServe.
Clipboard	- headers to check.
Clipboard with check	- header messages to be downloaded.
Up/down arrow	- file upload or download, or new catalog to review.

## **Node List**

**ADD a node:** Press the Add button, then enter in the telephone number. This should include prefixes (9 for outside line for instance), pauses (each "," equals a 1 second pause), and area or country codes. Example: 9,,1-414-555-1212 This will dial an outside line, wait two seconds, then dial the long distance number "1-414-555-1212". Click [here](#) for more information about node information.

**To EDIT an entry:** Set the focus to the entry you wish to edit then click on the Edit button.

**To DELETE an entry:** Set the focus to the entry you wish to delete, then click on the Delete button.

When finished, click on the OK button and your changes will be saved.

## **Add a Node**

When adding a node provide the following information about the node to the "Add a Node" dialog box.

### **Node Information**

---

- Node Phone #:** Include access prefixes, commas for pauses (each "," equals a one second pause), area codes, country codes, and phone number.
- Redial List:** Turn this "on" if you want this node entry to be part of your automatic dialing sequence. In other words, if your favorite 9600 baud number is busy, then the next number in the Redial list will be tried, perhaps the local 2400 baud number. If it is busy, the next number in the redial list will be tried. If no more new numbers exist, the first number will be retried.
- Baud Rate:** Currently, CompuServe can only go up to 9600 baud.
- Script File:** This pick list allows you to assign a phone number to a specific CompuServe/NavCIS script file. This automatic association allows you to easily specify alternate .SCR files. The default script file is LOGIN.SCR.
- Comments:** Type in the description of the node here; this will appear in your picklist when you change phone numbers within Hardware Configuration (by clicking on the Modem icon).
- Examples:**
- 595-0123 9600 LOGIN.SCR 9600 baud access for Denver metro  
9,629-9145 2400 TYMNET.SCR 2400 baud access via Tymnet to CompuServe.

## **Hardware Configuration**

- Port:** Select the communications port that your modem is attached to. If you are using an internal modem, it too has a communications port number, and the definition must match it.
- Max Baud Rate:** Select the baud rate which is equal to your highest baud rate. Currently, CompuServe supports a Max baud rate of 9600.
- Phone number:** Either manually enter a phone number, or choose one from the picklist. To place user defined numbers and node information into the picklist, go to the Configuration Menu and select Node Configuration.
- Modem Init One:** You can either manually define an initialization string for your modem, or choose one from the pick list. Modem init strings are used to initialize your modem prior to usage. An indication that you should change the init string is if you see the word "ERROR" appear when you try to go Online. This means that the modem has received an invalid or incorrect command. We have provided a short list from which you can try. If none of these work, refer back to your modem manual, or "borrow" an init string from a working communications program on your system.
- Modem Init Two:** Basically, this acts as an extension of Init string 1. For typical usage, if Init string two is used, init line one is "ATZ".
- Dial Prefix:** In most cases this line is limited to ATDT. If using a rotary phone, change this to ATDP. If using a calling card, the main access number should be placed here along with the dial prefix. Example for Sprint: Dial Prefix: ATDT18008778000
- Dial Suffix:** Use this to send a suffix string. This information will be sent AFTER the Phone number line is sent to the modem. Usually used to send an authorization number for credit card users, example for Sprint calling card:  
@11122233334444

Complete Sprint Calling Card example:

Phone number: W03035950123

Dial Prefix: ATDT18008778000

Dial Suffix: @11122233334444

This example will dial the 800# for Sprint access, then Wait for a tone (the "W") then dial 0-303-595-0123 (Denver 9600 baud access number for CompuServe), then it will wait for quiet (the "@") and then send the authorization string.

**Note:** Most modems are limited to accepting a maximum of 42 characters at dial time. For this reason, it is wise to eliminate superfluous dashes and commas.



## **Ordering NavCIS Pro**

NavCIS Pro includes:

- \* Windows version of Pro
- \* DOS version of Pro
- \* Illustrated manual
- \* 30 Day money back guarantee
- \* Free upgrades within a version series; for instance, if you buy version 1.0, you'll get version 1.1, 1.5 and any other 1.x versions via download from CompuServe.

Use the electronic order form provided by NavCIS SE to place an upgrade order for NavCIS. Be sure to include an actual street address if using UPS. If using US Mail, a PO Box is acceptable. Be sure to indicate the preferred method of shipping. Overseas buyers MUST specify Airmail Overseas unless located in Mexico or Canada. NavCIS Pro normally lists for \$99.95. By ordering through NavCIS SE, you qualify for an additional 30% off -- just \$69.00, or two for \$99.00. For orders of more than two copies, please call 303-494-0298 or e-mail 71333,11 for a specific quote.

## **Changing Message Defaults**

**Days Before Archiving:** Change this value to change the entry point for OLD. The default value of 31 days will place the OLD pointer at the first message that is 30 days old or less. In NavCIS Pro, messages that are older are compressed and written to an archive file so they do not consume tremendous amounts of disk space. In NavCIS SE, messages older than the defined number simply stick around, but are not compressed.

**Max Days To Hold Messages:** Change this from 365 days to whatever you prefer. Messages older than the number specified will be automatically erased UNLESS you marked the messages as Keep. In that case, they will be kept.

For instance, since e-mail messages are often quite important, users often wish to keep them for at least 180 days, but forum messages are usually more transient -- many users prefer to keep old messages no more than 15 or 20 days.

## **Message & Default Settings**

Set these defaults as a quick way to configure a forum before joining it (via a "New" session). NavCIS will automatically join a forum with the next New session you perform.

Download waiting messages: "Never" means it will never download a message specifically addressed and sent to you. "During a NEW only" means that waiting messages will be picked up during a New session only. "Always" means waiting messages will be read during a New or Action session.

**Download Headers on New** means NavCIS will pick up new header (thread) titles during each New session. If it is unmarked, NavCIS will ignore new headers in active sections.

**Download Announcements** means NavCIS will download new forum announcements and present to you as e-mail when they occur.

**Reset High Message counter** (Message Settings only), means that NavCIS will reset the high message counter after reading thread headers if this is on. It may be useful to turn this off if you need to scan the same headers on several passes before resetting the high message counter.

In the upper right hand corner there are three choices that let NavCIS know how to handle new messages that you compose:

**Do not save a copy** means that NavCIS will not save a copy to the message database.

**Prompt before saving a copy** means that NavCIS will ask you if it should save a copy of your message to the database.

**Always save a copy** means that NavCIS will automatically save your messages to the database.

Days before archiving is a NavCIS Pro feature and refers to the length of time before messages will be compressed and added to the archive file. By compressing them, old messages take up significantly less disk space yet remain available for retrieval.

**Max Days to Hold Messages** refers to the number of days before NavCIS will begin automatically deleting messages from a forum. Messages will be deleted unless marked as Keep.

## **Creating a Forum**

To create a forum, either type in the recognized GO keyword, or select a forum by using the Browse button. A forum that ends with a "+" indicates a forum which is not part of the standard Basic CompuServe package. A forum with a "\$" indicates a forum which bears extra charges over & above standard CompuServe charges.

**Browse button:** Click on this button to see the list of forums offered on CompuServe. To update this list, use Actions, Services (Alt+A, S), from the main desktop.

**Using GO commands:** A GO command does not have to be to a specific forum. For instance, GO NAVCIS is a section in PCVENF, but works just fine. As long as it is a valid GO keyword, it will work.

**About interactive forums:** Many forums on CompuServe are designed to be interactive. Forums such as AQ (AutoQuote) require user input when in the forum -- for this reason, this type of forum is not NavCIS compatible. NavCIS will produce an error 214 when it encounters forums of this type. To use these forums with NavCIS, use the Interactive mode (Online menu, Interactive).

**Gateway:** Gateway refers to the access path before a forum GO keyword. NavCIS assumes a gateway of CIS:, other forums may require different gateway information. A gateway typically appears as a 3 character letter string: ZNT:forumname. Simply enter the gateway name in the field, example:"ABC".

**Use an Alias:** If this is on, it will use the specified information in the Alias field as your personal identifier when using that forum. If no Alias is specified, your name as it appears in Global Parameters will be used. For instance, in the SCI-FI forum you may wish to have your name show up as Mikey Smith instead of your global name of Michael Smith.

**Forum Active (On-screen):** Click on this check box to place the forum on the desktop.

**Update Forum Info:** The first time you create a forum, this will be on (forcing the automatic Join sequence). Thereafter, if a forum changes its sections and library definitions, use this to force an update.

**Sections button:** Click on this button to configure the sections and libraries of a forum that you are interested in. Also, use this button to configure automatic thread header scanning functions such as highlight, mark, and download.

**Messages button:** Use this to define a forum's message handling characteristics.

**OK:** Press this button to accept the changes made.

## **Section Settings**

Once you have "joined" a forum -- that is, you've performed a "New" after placing a new forum icon on your desktop, NavCIS will have retrieved the latest Section and Library information for the new forum. Now you need to choose which sections you wish to be active.

As a default, NavCIS will activate all the sections in the forum. If you wish to deactivate sections that do not interest you, simply turn off the checkbox to the left of the section name. Inactive sections will not be scanned for thread titles during New sessions.

The next thing to do is unmark library sections which do not interest you. Only marked libraries are scanned if you have turned on the Auto Scan Libraries selection.

What is auto-scanning of libraries? This is a feature which will update marked libs every X days (the default is 7 days, you may change this anytime). Only files which have been added within the last X days will be included. For files older than X days, or going back to the beginning of that library, use the Actions, Catalog choice or the drag'n'drop Lib Search icon.

**New Msg/Lib Scts Active** refers to the automatic activation of all the sections and libs. If unmarked before a join is done, the sections and libs will be unmarked vs. marked.

The last major portion of sections is the upper right box which deals with intelligent auto scanning of thread headers:

**Download All New Msgs** means that NavCIS will download all messages in all new thread headers in all active sections of that particular forum.

**Auto read KEYED Hdrs** means that if NavCIS finds a match with a key word you have defined, it will automatically download the messages in that thread up to but not exceeding the number you supply in the Auto Read Threshold box.

**Mark KEYED Headers** means NavCIS will mark any headers with matching key words, but will not download them until the next New or Action session.

**Highlight KEYED Hdrs** tells NavCIS to highlight and thread headers which have matching key words. Most people begin with this option to gain familiarity before moving to MARK or AUTO-DOWNLOADING.

*Defining keywords:* To define a key word, go to the top center-right input field called Msg Header Keys and input them. NavCIS is not case dependent so it does not matter if you enter them in upper or lower case. Separate each keyword with 1 space. For example, to search the SCI-FI forum for threads about your favorite authors, you might type in: HEINLEIN ASIMOV CLARKE Piper Haldeman BOVA

Up to 80 chars may be entered on the Key word line.

## **Forum Settings**

On-screen marker: In the DOS version, a red marker to the left of the forum name indicates that it will be displayed on the desktop.

- ADD a Forum:** To add a new forum definition, click here. NavCIS SE is limited to FIVE user defined forum definitions. If more than five user defined forums are needed, you may wish to order NavCIS Pro.
- REMOVE a Forum:** Click on this button to remove the currently highlighted forum definition. The definition will be removed regardless of whether the forum has an "on-screen" marker or not.
- FORUM Settings:** To change a forum's Section and Message settings, click here. Section allows you to define which message and library sections within a forum interest you. You can also use NavCIS's intelligent scan features to highlight, mark, or auto-download headers messages. Message allows you to define a forum's message handling characteristics.
- DEFAULT Settings:** Press this button to change a forums default settings for items like message downloading, auto-library scanning, and automatic message erasure for old messages.
- OK:** Click on OK when finished with this dialog box.

## **Selecting a New Forum**

By clicking on a forum from the Browse Forum dialog box, this field will be automatically filled in. You may edit it to suit your needs. A "+" at the end of the description means the forum is not part of CompuServe's basic services package. A "\$" means that the forum bears an additional charge above CompuServe's standard charges. Typically, a "\$" indicates a highly interactive forum for specific information searching.

Any valid GO keyword may be used, it does not have to be a forum name. For instance, GO NAVCIS actually takes you to the forum PCVENF, section 11.

## **Services**

**Update Forum List:** Mark this ON if you want NavCIS to download a new forum list with your next New or Action session.



## **Add a User to Phone Book**

**Name:** Enter the user's name. May be up to 40 characters long. Any valid characters may be used. Example:  
*William H. Portal d'Trey*

**ID:** Enter a valid CompuServe ID number or a valid Internet address, example:  
*INTERNET:michaelj@abccompany.com*

**Sort Key:** this determines where the new entry will appear in the pick lists. NavCIS sorts by first name. Placing a space before the word will force it to the top of the list. You could sort all entries by last name (if desired), by placing each user's last name here.

**Comments:** Type in something that reminds you who a person is, or where they work, for example,  
*President of ABC software company*

## **Watch Bin**

This window shows the current entries in the forum's watch bin. If you are unsure about why you might use the Watch Bin, click on the hyperlink above.

You can alter an entry's information by using the EDIT button. Only maximum age, the inactive age, and the message threshold may be changed.

**Max Days to Watch** - the maximum number of days this header will be watched. It will delete itself after this number of days. This is ignored if the value is 0 and the thread header will be "watched" until manually deleted.

**Max Inactive Days** - the maximum # days of inactivity for the thread before it will be "thrown" out. After the defined # of days, the watch bin entry will delete itself. This is ignored if the value is 0.

**Message Threshold** - the maximum number of replies a thread can have and still be auto-downloaded on the same pass as the header is read. If the number of replies exceeds the threshold then the message is marked for the next pass instead of down-loaded. This is ignored if the value is 0.

Use the DELETE button to delete the currently focused entry.

Press OK when all editing and deletions have been finished.

## **Add a Thread to Watch**

Use the **Watch Bin** to automatically track and stay current with threads that interest you.

For instance, suppose you find a thread in the PCMCIA section of the PCVENF forum that deals with PCMCIA based application software. Since this is of interest to you, you might wish to place it in your Watch Bin. That way, whenever a new message appears in that thread, it will be automatically detected, and read by NavCIS during New sessions.

Now, even though the PCVENF forum generates a large number of threads, (due to heavy traffic in section 11), you will be sure to get the information you require.

Watch bins are "forum-centric", in other words, there is one Watch Bin per user defined forum. Watch Bins only watch thread activity for the specific threads you have placed into them.

**Max Days to Watch** - the maximum number of days this header will be watched. It will delete itself after this number of days. This is ignored if the value is 0 and the thread header will be "watched" until manually deleted.

**Max Inactive Days** - the maximum # days of inactivity for the thread before it will be "thrown" out. After the defined # of days, the watch bin entry will delete itself. This is ignored if the value is 0.

**Message Threshold** - the maximum number of replies a thread can have and still be auto-downloaded on the same pass as the header is read. If the number of replies exceeds the threshold then the message is marked for the next pass instead of down-loaded. This is ignored if the value is 0.

## **Read Message**

<*Page Down*> will scroll down through the message text and take you to the next message when you reach the end of the current message. <*Page Up*> works in reverse to go to the previous message.

The OTHER menu provides you with commands to add the addresses in the message to the address book, sending replies via e-mail, and other useful functions.

### **Catalog (Short Desc)**

This screen shows a listing of the forum's catalog entries. The elements with black text do not have long descriptions. Newer catalog entries will appear at the bottom of the list. To download the file associated with the catalog entry just check the box to the left of the text. Entries can be deleted with the <Del> key or using the DELETE button. Long descriptions can be viewed by double clicking on an entry (or <Enter> KEY) or by using the Long Desc button.

### **Catalog (Long Desc)**


The long descriptions of catalogs are shown if downloaded. The ADD button will add the user's ID who uploaded the file to your address book. The REPLY button allows you to send a message to the person who posted the file via e-mail.


## **Thread Headers**



The **Jump** button allows you to jump to another forum's thread headers with a minimum of keystrokes.

The **Add to Watch** button lets you add the currently highlighted thread title to the Watch Bin where it will be automatically watched for any additional message activity.

The **Unmark All** button will unmark all headers that you have marked for download.

A pair of glasses  icon means that a thread is being highlighted for your attention according to the key words you defined in that forum's Section Settings.

A  icon means that you have already read that particular thread's current messages.

A  icon means that you wish to hold that thread, and not update it during the next New session. To place a Hold on a thread, simply double-click on it. The  icon will appear indicating the hold status is in place.

## **Forum Selection**

Choose the forum you want to go to by highlighting the forum name and double-clicking, or by pressing <Enter>. Use the <Tab> key to change the highlight focus.

This menu is used in different contexts and as such will send you to different areas:

If called from the main Desktop screen <Alt+M>, you'll be moved to the Forum Actions menu for that forum -- exactly as if you had double-clicked on a forum icon.

If called from the Actions menu, Catalogs <Alt+A, C>, you'll be transported to the Create Catalog dialog box -- exactly as if you had picked up the Lib Search drag 'n drop icon and dropped it onto a forums icon.

If called from the **Jump** button within the browse Headers dialog box, you'll be moved to the Headers dialog box for the selected forum -- a short-cut method to cut down on keystrokes or mouse clicks. An asterisk before the forum name indicates that are new headers or messages in that forum to be viewed. The asterisk acts as a new indicator, e.g., **\*NAVCIS** indicates that there are new headers or messages to view in the NavCIS forum.



## **Configuration Options**

From the Options dialog of the Configuration menu you can customize certain aspects of NavCIS for Windows.

The **Toolbar Visible** checkbox allows you to turn the toolbar on or off. If you do not use a mouse, you may wish to turn the toolbar off, which would free up some of the client area of NavCIS for Windows and could make room for more forum icons.

The **Fast Mode Always** checkbox sets the default for the *fast mode* during online. When *fast mode* is enabled, NavCIS does not display the online text to the online window. This saves you time but does not provide for an interesting display.

The **Queries** section of the Options dialog lets you select either **Novice (queries on)** or **Expert (queries off)**. In Novice mode, you are queried by NavCIS before you perform any action that may result in the loss of data (e.g., canceling a message Compose). In Expert mode, no such queries are given (except in the case where **MUCH** information will be lost). Expert mode is recommended only after you feel familiar and comfortable with most features of NavCIS for Windows.

The **Forum Icons** section offers you a choice between the default Mailbox icons for forums and the In/Out Tray icons.



An **active** In/Out tray

**inactive**



An **active** mailbox

**inactive**

The Forum Icon Titles have two buttons the Active and Inactive color buttons. These buttons allow you to set the default colors on the forum icons for active and inactive.

## **Download Icon**

To download a file from a forum, click and drag this icon over to a forum icon. This **does not** pertain to the MAIL forum since it does not contain library sections. Files sent to you in the MAIL forum are automatically downloaded when mail is retrieved.

## **Download a File**

Download a file from a forum library section with this feature. You must know the filename and the library section for the desired file. The file will be downloaded during the next ONLINE session.

**CIS Filename:** File name, as it appears on CompuServe, that you wish to download.

**Local Filename:** The name to be given to the file when it is downloaded to your system. If no path is specified, the file will be placed in the \DL directory.

**LIB:** Select the library containing the file to download.

**LIB #:** Allows for library selection by entering the library number into this field.

## **Miscellaneous Forum Action**

Use this dialog box to create miscellaneous actions for a forum. The following actions can be created:

- |                                  |   |
|----------------------------------|---|
| <b>Delete File From Library:</b> | Delete a file(only one that you have uploaded) from a CIS Forum. Select the appropriate library section by either picking the section from the pick list or by typing the section number into the section number field. The CIS file name must be supplied as well. |
| <b>Read Message Number:</b>      | Check this box if you wish to read a specific message number from the Forum. The field to the right of this check box is provided for the input of the message number.  |
| <b>Read Thread Number:</b>       | Check this box if you wish to read a thread starting with the supplied message number. Again, the field to the left is provided for the input of this number.   |
| <b>Delete Message Number:</b>    | Check this box and provide a message number to the right if you wish to delete the given message number. You can only delete a message that you have posted.  |

## **Miscellaneous Action Icon**

Drag this icon onto a Forum, other than MAIL, to Create a Miscellaneous Action.

Miscellaneous Actions provided are:

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1. Delete a file from a forum library
2. Read a specified message number
3. Read a specified thread number
4. Delete a specified message number

## **Changing View**

Select the type of view you wish messages/catalog entries to be presented in. When OK is pressed the view will be changed to the new selected view.

### **Types of Catalog Views Available**

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**Date Received** Chronological order catalog entries were received.

**Filename** Alphabetical order by filename.

### **Types of Message Views Available**

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**Date Received** Chronological order messages were received.

**Sender Name** Numerically/Alphabetically ordered by sender ID.

**Short View** View messages by message number and subject only.

**Receiver Name** Numerically/Alphabetically ordered by receiver ID.

**CIS Msg Number** Numerically ordered by the CIS message number.

## **Short View**

This view allows you to view messages by message number and message subject only. To view the entire message, double click or press ENTER on the desired message.

**View** Change the view of the messages.

**Jump** Go to another forum and view its messages.

## **Searching Messages and Catalogs**

Search for messages and catalog entries with this feature. Messages/Catalog entries that match the entered information will be presented for your viewing.

### **Message Search Criteria**

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**Search Text** Text to search for in a given field(below).

**Search For Text In** Message field to search.

**Start At** Begin search at either the last entry or the first one.

### **Catalog Search Criteria**

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**Search Text** Text to search for in a given field(below).

**Search For Text In** Catalog field to search.

**Start At** Begin search at either the last entry or the first one.

**Search Messages** Perform a search on all messages using the Message Search Criteria.

**SEARCH CATALOG** Perform a search on all catalog entries using the Catalog Search Criteria.





## **Importing Data from Other Navigators**

NavCIS PRO allows you to import address books, messages, catalogs and forum information from other navigators. To begin the import process, select **Configuration | Import** from the main menu. You will be presented with a sub-menu that contains the following choices:

### **Importing Data**

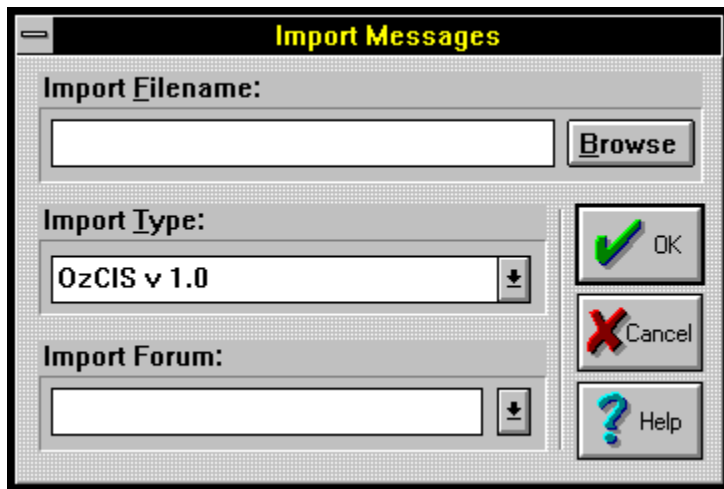
[Address Books](#)

[Forum Information](#)

[Messages](#)

[Catalogs](#)

When you select one of these import choices, NavCIS will display the following dialog:



The image shows a dialog box titled "Import Messages". It contains three input fields: "Import Filename:" with a "Browse" button, "Import Type:" with a dropdown menu showing "OzCIS v 1.0", and "Import Forum:" with a dropdown arrow. On the right side, there are three buttons: "OK" with a green checkmark, "Cancel" with a red X, and "Help" with a blue question mark.

When you select [Address Books](#) or [Forum Information](#) NavCIS will not require you to enter a Forum into which to import the data. When you import [Messages](#) or [Catalogs](#) you **will** be required to select a forum into which to import messages or catalogs. If you specify a forum which does not exist, NavCIS will create that forum and import the messages/catalogs into it.

## **Importing Address Books**

To import an address book into NavCIS, select **Configuration | Import | Address Book** from the main menu. Two pieces of information are required to import address books from different navigators.

### **Address Book Import Fields**

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<i>Import Filename</i>	Enter the filename of the address book that you wish to import. Different navigators keep their address book information in different files. For example, TapCIS keeps its address book information in a file called USERID.CIS. You may use the <b>Browse</b> button to select the filename. When you select <b>Browse</b> , NavCIS will provide you with the <i>suggested</i> name of the file to import.
<i>Import Type</i>	You must select the name of the navigator that you wish to import from. NavCIS needs this information in order to import successfully. <b>Only the navigators listed in the <i>Import Type</i> listbox are supported by NavCIS's import.</b>

## **Importing Forum Information**

To import forum information from another Navigator into NavCIS, select **Configuration | Import | Address Book** from the main menu. Two pieces of information are required to import forum information from different navigators.

### **Forum Information Import Fields**

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<i>Import Filename</i>	Enter the filename of the navigator configuration file that you wish to import. Different navigators keep their forum information information in different files. For example, TapCIS keeps its forum information in a file called PARAMS.CIS. You may use the <b>Browse</b> button to select the filename. When you select <b>Browse</b> , NavCIS will provide you with the <i>suggested</i> name of the file to import.
<i>Import Type</i>	You must select the name of the navigator that you wish to import from. NavCIS needs this information in order to import successfully. <b>Only the navigators listed in the <i>Import Type</i> listbox are supported by NavCIS's import.</b>

## **Importing Messages and Catalogs**

To import messages and catalog entries into NavCIS, select **Configuration | Import | Address Book** from the main menu. Three pieces of information are required to import messages and catalogs from different navigators.

### **Forum Information Import Fields**

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<i>Import Filename</i>	Enter the filename of the message/catalog that you wish to import. Different navigators keep their forum information information in different files. For example, TapCIS keeps its forum information in a file called PARAMS.CIS. You may use the <b>Browse</b> button to select the filename. When you select <b>Browse</b> , NavCIS will provide you with the <i>suggested</i> name of the file to import.
<i>Import Type</i>	You must select the name of the navigator that you wish to import from. NavCIS needs this information in order to import successfully. <b>Only the navigators listed in the <i>Import Type</i> listbox are supported by NavCIS's import.</b>
<i>Import Forum</i>	<p>The meaning of this field changes depending on the <i>Import Type</i> selected. For TapCIS, this fields means <i>Import Messages/Catalogs to which forum?</i> In other words, NavCIS will import the messages/catalogs from the file that you specify in <i>Import Filename</i>, and will put them in the forum that you specify in <i>Import Forum</i>.</p> <p>For OzCIS, this field means <i>Import Messages/Catalogs from which forum?</i> In other words, NavCIS will import messages <i>from</i> the OzCIS forum that you specify in this <i>Import Forum</i> field. The filename must be the OzCIS configuration file FORUMS.DB.</p>



