

NewsWatcher help topics




I do the NewsWatcher help topics using MS Word, then take screen shots using Flash-It to make the PICT resources.

Warning: To get the correct results, use the Chooser to set the "ImageWriter" printer driver. If you work on this document with the printer set to, for example, a LaserWriter, it will be all screwed up.

Warning: When you take screen shots, make certain your monitor is set to black and white. If you take color screen shots, the resulting PICT resources will be absolutely humongous. They're way too big in B&W as it is.

NewsWatcher Help

When you need help, use the following sources of information about NewsWatcher:

- **About box.** For general information about NewsWatcher, see the about box. Use the **About NewsWatcher** command in the  menu.
- **Balloon help.** NewsWatcher has complete balloon help for all of its menus, commands, dialogs, and windows. Use the **Show Balloons** command in the  menu to turn on balloon help. Then point to items on the screen to see help balloons about them.
- **Help topics.** For summaries of how to perform common tasks in NewsWatcher, and for summaries of NewsWatcher's keyboard shortcuts, use the help topics in the  menu. You are reading one of these help topics now. For a quick overview of NewsWatcher, read all the help topics in order. To go backward and forward one help topic at a time, click the arrows at the top of the help topic window, or use the left and right arrow keys.
- **User document.** NewsWatcher has a comprehensive user document which contains both tutorial and reference information. You should read at least the tutorial parts of the user document. See the about box for instructions on how to get a copy of the user document. Although useful, NewsWatcher's online help features are **not** a substitute for the user document. Please read the user document!

Getting Started

If you are new to Usenet, we recommend that you start by using the full group list window to browse in any of the groups which look interesting. To open a group, double-click its name, or select it and press the Return key. This opens a window listing the subjects and authors of all the current articles in the group. To open an article, double-click its line in the subject window, or select it and press the Return key.

You might like to begin by exploring some of the “comp.sys.mac” groups. Another group you should explore is “news.announce.newusers”. Your organization may have set up local groups which you also might like to explore.

Tip: The full group list is very large. To quickly find a group, use the **Find** command in the **Edit** menu.

When you read the news using the full group list, NewsWatcher always shows you all of the available articles on your news server, whether you have already read them or not. To have NewsWatcher keep track of which articles you have read, and only show you the new ones, you need to create a “user group list”. See the next topic **Subscribing and Unsubscribing** for details on how to do this.

Subscribing and Unsubscribing

Most people like to build a small list of groups which they are most interested in reading most of the time. This list is called your “user group list”. Adding a group to this list is called “subscribing”. Removing a group from this list is called “unsubscribing”.

To build your user group list, first make certain you have an “untitled” user group list window open on your screen. If you don’t have one, use the **New Group Window** command in the **File** menu to create one. Also make certain the full group list window is visible. If it isn’t, use the **Show Full Group List** command in the **Windows** menu to make it visible.

To subscribe to a group, select it in the full group list, then drag it into your user group list window. To unsubscribe to a group, select it in your user group list window and press the Delete key. To rearrange the order of the groups in your user group list window, drag the groups.

Use the **Save** command in the **File** menu to save your user group list on your hard drive or floppy disk. Give the file whatever name you wish, for example “My News”. The picture below shows what this file looks like on your hard drive or floppy disk:



My News

In the future, when you want to read the news, double-click this file to run NewsWatcher instead of double-clicking the NewsWatcher program file. This runs NewsWatcher, opens your saved user group list, and checks to see if any new articles have appeared in your subscribed groups.

Reading the News

Here's one efficient way to read the news:

1. Double-click your saved user group list file to run NewsWatcher.
2. Press the Return key to open the first group with new articles.
3. Use the down arrow key to advance down the list of articles until you get to one which looks interesting.
4. Press the Return key to open the interesting article.
5. When you finish reading the article, use the **Next Article** command in the **News** menu to advance to the next article in the thread.
6. When you get to the end of the thread, the **Next Article** command automatically returns to the subject window.
7. Repeat steps 3-6 until you have read all the interesting articles in the group.
8. When you finish reading all the interesting articles in a group, use the **Next Group** command in the **News** menu. NewsWatcher marks all the articles in the current group read, closes the current subject window, and then opens the subject window for the next group in your list which has unread messages. This is a very convenient shortcut for rapidly going through the news. Marking all the articles in a group read instead of reading all of them is called "catching up".
9. Repeat steps 3-8 until you have read and caught up with all of your subscribed groups.
10. Use the **Quit** command in the **File** menu to quit. NewsWatcher asks if you want to save changes to your user group list. Click the **Save** button.

Reading Old Articles

Sometimes you may want to go back and reread an article which you have already read in an earlier newsreading session. There are several ways to do this:

- Open the group from the full group list instead of from your user group list. The full group list always shows all of the available articles on your server, whether you have read them or not.
- Use the **Search** command in the **Special** menu to search for the article. This is particularly useful if you remember all or part of the author's name or the article's subject.
- Select the group in your user group list window. Use the **Mark Unread** command in the **News** menu to mark the entire group unread. Open the group.
- Hold down the Option key while opening a group. NewsWatcher asks you to enter the most recent number of articles to fetch. Type a number which you think is big enough. We'll use 50 as an example (assuming the article you want is among the most recent 50 articles posted to this group). NewsWatcher resets the list of unread articles in your group to be the most recent 50 articles, then opens the group to show you just those 50 articles.
- If the old article is the article to which the current article is a followup, look at the beginning of the article for an attribution line which contains a "message id" in angle brackets (<...>). Hold down the ⌘ key while clicking the message id. NewsWatcher opens the referenced article.
- If the old article is an earlier article in the thread you are currently reading, try using the **Open All References** command in the **Special** menu. This command opens the article to which the current article is a followup, then the article to which that article was a followup, and so on back to the beginning of the thread.

Setting Your Sig and Other Prefs

You will probably want to create a “signature” which is automatically appended to the end all the news articles you post and mail messages you send. Your signature typically gives your name, organization, and email address. Many people like to include the URL for their web page, aphorisms, quotations, jokes, song lyrics, or other personal information. Here’s an example of a signature:

```
John Doe  
Flunk University  
j-doe@flunku.edu  
<http://www.flunku.edu/people/jdoe/>
```

To create a signature, use the **Preferences** command in the **File** menu to open NewsWatcher’s preferences dialog. Then press the **Topic** popup menu at the top of the dialog and select the **Signature** topic. Type your signature in the field provided. Then click **OK**.

NewsWatcher has a large number of preferences which let you tailor the program to fit your particular tastes and needs. Use balloon help to get more information about each of the options.

Replying to Articles

To reply to an article, use the **Reply** command in the **News** menu. NewsWatcher opens a message window which you use to compose your reply.

There are three icons at the top of the message window. To check or uncheck an icon, click it.



News icon. If this icon is checked, the message is posted as a news article.

Mail icon. If this icon is checked, the message is sent via email.

Self icon. If this icon is checked, a copy of the message is sent to yourself via email.

By default, NewsWatcher opens reply windows with just the news icon checked, so your reply is posted only as a followup article. To send your reply via email instead of as a followup posting, uncheck the news icon and check the mail icon. To send your reply as both an email message and as a followup posting, check the mail icon. Leave the news icon checked, so both icons are checked.

NewsWatcher includes the text of the article to which you are replying, with “>” characters in front of each line. This is called “quoting”. It is a standard on the Internet for both news and mail. Add your comments to the message. You should delete any parts of the quoted text to which you are not directly replying. Your comments should immediately follow the relevant sections of quoted text.

When you are ready to send the message, click the **Send** button.

Posting New Articles

To post a new article starting a new thread, first select the group to which you want to post the article in any group list window. Then use the **New Message** command in the **News** menu.

Type the subject of your article in the Subject field in the message window. Then press the Tab key to advance to the body field in the message window. Type the body of your article, then click the **Send** button.

You can post an article to more than one group if you wish. This is called “cross-posting”. To cross-post, ⌘-click to select the groups to which you want to post the article, then use the **New Message** command. You can also add groups later if you wish by typing them in the message window’s Newsgroups field separated by commas.

Use cross-posting sparingly. Cross-posting to a large number of groups is considered very rude. NewsWatcher warns you if you try to cross-post to more than five groups, and it imposes an absolute limit of 50 groups for any single posting.

Saving and Printing Articles

To save an open article, use the **Save** command in the **File** menu.

You can also save articles from subject windows. You don't have to open the articles to save them. Select one or more articles in a subject window, then use the **Save** command. NewsWatcher saves all of the articles you selected in order on a single file.

To append an article or articles to the end of an existing file, use the **Append** command in the **File** menu.

To print an open article, use the **Print** command in the **File** menu.

You can also print articles from subject windows. You don't have to open the articles to print them. Select one or more articles in a subject window, then use the **Print** command.

Forwarding Articles

To forward a copy of an article via email, use the **Forward** or **Redirect** command in the **News** menu. NewsWatcher opens a message window containing a copy of the article. Type the address of the person to whom you wish to forward the article, add any comments to the message, then click the **Send** button to send it.

The **Forward** command is appropriate for sending someone a copy of an article which you think they might find interesting, especially if you want to annotate the article with your own comments. The header and body of the article are copied to the new message body, with quoting. When you mail the message, it is marked as from you. If the recipient replies to the message, the reply is sent to you.

The **Redirect** command is appropriate for sending yourself a copy of an interesting article, or for sending someone else a copy when you want replies to go to the poster rather than to you. The subject and other header lines are copied from the article. The body of the article is copied to the new message body, without quoting. When you mail the message, it is marked as from the original poster of the article, "by way of" you. If the recipient replies to the message, the reply is sent to the poster of the article. Unlike all other messages, your signature is not appended to redirected messages.

To send yourself a copy of an article (e.g., to file it using your mail program's filing system, or to save it to reply via email later), use the **Redirect** command. Uncheck the mail icon, check the self icon, then click the **Send** button.

Finding and Searching

Usenet is huge, and it can often be a problem finding things. NewsWatcher has two different features for finding information.

The first feature is the **Find**, **Find Again**, and **Enter Selection** commands in the **Edit** menu. Use these commands to locate information in NewsWatcher windows. These commands are quite fast, since they do not involve any kind of network operation. You can use these commands to find information in group and subject list windows as well as in article and text windows. The **Find** command asks you to enter the string for which you wish to search. The **Find Again** command uses the previous search string. The **Enter Selection** command makes the currently selected text the search string.

Tip: To quickly find a group in a group list window, use the **Find** command and type just the first few characters of each part of the group name separated by periods. For example, finding "co.sy.ma.co" in the full group list quickly jumps to the group comp.sys.mac.comm.

The second feature is the **Search** command in the **Special** menu. Use this command to search one or more groups on your news server to find articles matching search criteria. This command always involves a network operation. For example, you could use this command to quickly find all the articles in comp.sys.mac.system which were posted by anyone from Apple Computer.

Opening URLs

“Uniform Resource Locators” (URLs) are a standard notation on the Internet for identifying the locations of files and other kinds of information. People often use this notation in postings to refer to a resource which is available elsewhere on the net. For example,

<ftp://ftp.flunku.edu/pub/games/wild-tetris.sit.hqx>
(A file available via anonymous FTP)

<http://www.flunku.edu/pub/people/jdoe/>
(John Doe’s web page)

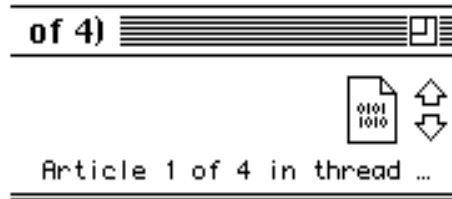
To access the resource referenced by a URL, hold down the ⌘ key while clicking anywhere in the URL, or click anywhere in the URL and use the **Open URL** command in the **Special** menu.

In the first example above, NewsWatcher runs your FTP program (e.g., Fetch or Anarchie) to get a copy of the file. In the second example above, NewsWatcher runs your web program (e.g., Netscape, MacWeb, or Mosaic) to connect to the site and display the web page.

You can also ⌘-click message id references in angle brackets (<...>) to open referenced articles, and you can ⌘-click email addresses to send mail to people.

Extracting Binaries

Sometimes people attach files directly to their postings instead of referring to an FTP site. These files are commonly called “binaries”. When an article contains an attached binary, NewsWatcher displays a small file icon in the top right corner of the article window:



To extract the binary and make a copy of the file on your hard drive, click the small file icon, or use the **Extract Binaries** command in the **Special** menu.

You can also extract binaries from subject windows. You don't have to open the articles to extract their binaries. Select one or more articles in a subject window, then use the **Extract Binaries** command.

Most attached files are encoded in “BinHex” or “uuencode” format. NewsWatcher uses helper programs to decode the files. Our recommended helper programs are Stuffit Expander™ and uuUndo. See NewsWatcher's about box for instructions on how to get copies of these programs.

Working with Text

NewsWatcher uses the standard Mac conventions for working with text.

To insert text, click at the location where you want the new text to appear, then type the new text.

To select text, click at one end of the text and keep the mouse button held down while moving to the other end of the text. Or click at one end of the text, then hold down the Shift key while clicking at the other end of the text.

To select a word, double-click it.

To select all the text in a window or field, use the **Select All** command in the **Edit** menu.

To delete text, use the Delete key or the **Clear** command in the **Edit** menu.

To copy and move text, use the **Cut**, **Copy**, and **Paste** commands in the **Edit** menu.

The Forward delete key on the extended keyboard deletes the next character of text—the character following the insertion point.

Text Arrow Key Shortcuts

In text, the arrow keys work as follows:

| | Arrow key alone | With Option key | With ⌘ key | With ⌘ and Option keys |
|--------------------|------------------------|------------------------|----------------------|-------------------------------|
| Left arrow | Left one character | Left one word | To beginning of line | |
| Right arrow | Right one character | Right one word | To end of line | |
| Up arrow | Up one line | To start of paragraph | To top of window | To beginning of text |
| Down arrow | Down one line | To end of paragraph | To bottom of window | To end of text |

You can repeat these keys to advance one more unit in the same direction. You can also use the Shift key together with any of the combinations shown in the table to extend a selection.

Working with Lists

NewsWatcher uses the standard Mac conventions for working with lists.

To select a list item, click it.

To select more than one list item, hold down the ⌘ key while clicking the additional items.

To select a range of list items, click the item at one end of the range, then hold down the Shift key while clicking the item at the other end of the range.

To select all the items in a list, use the **Select All** command in the **Edit** menu.

To deselect all the items in a list, use the **Deselect All** command in the **Edit** menu, or click anywhere in the panel area at the top of the list window.

List Arrow Key Shortcuts

In lists, the up and down arrow keys work as follows:

| | Arrow key alone | With ⌘ key | With ⌘and Option keys |
|-------------------|--------------------------------|---------------------------|--------------------------------------|
| Up arrow | Up one item | To top of window | To beginning of list |
| Down arrow | Down one item | To bottom of window | To end of list |

You can repeat these keys to advance one more unit in the same direction. You can also use the Shift key together with any of the combinations shown in the table to extend a selection.

Keypad Shortcuts

| | | | |
|------------------------------------------|--------------------------------|-----------------------------------------------|----------------------------------------|
| Mark Others Read <small>clear</small> | Select All <small>=</small> | Expand or Collapse Thread <small>/</small> | Close Window <small>^</small> |
| Home <small>7</small> | Line Up <small>8</small> | Page Up <small>9</small> | Mark Unread <small>-</small> |
| Previous Section <small>4</small> | Next Chunk <small>5</small> | Next Section <small>6</small> | Mark Read <small>+</small> |
| End <small>1</small> | Line Down <small>2</small> | Page Down <small>3</small> | Next Group <small>enter</small> |
| Next Article <small>0</small> | | Next Thread <small>.</small> | |

To use these keypad shortcuts, turn on the **Keypad shortcuts** option in the **Newsreading Options** preferences topic.

Main Keyboard Shortcuts

When you turn on the **Main keyboard shortcuts** option in the **Newsreading Options** preferences topic, the following keys on the main keyboard are shortcuts:

- I or N Next article.
- T Next thread.
- J or G Next group.
- M Mark read.
- U Mark unread.
- ; Mark others read.
- W Close window.
- A Select all.
- Space bar Next chunk.

The space bar is very useful. It scrolls down one page at a time until you get to the end of an article, then it does a next article operation.

Drag and Drop Shortcuts

The following shortcuts work with System 7.0 or later:

- To subscribe to groups, drag them to your user group list window.
- To rearrange groups in your user group list window, drag them.

The following shortcuts require System 7.5 or an earlier system which has Drag Manager 1.1 or later installed:

- To move groups between user group list windows, drag them.
- To move text, select the text, then drag it to its new location.
- To add more groups to a message window, drag them to the Newsgroups field.

The following shortcuts require System 7.5 or an earlier system which has both Drag Manager 1.1 or later and the drag-aware Finder installed:

- To unsubscribe to groups, drag them to the Finder's trashcan icon.
- To delete text, drag it to the Finder's trashcan icon.
- To extract binaries, drag the small file icon from an article window to the Finder.
- To save articles from a subject window, drag them to the Finder.
- To save text, drag it to the Finder to create a text clipping file.
- To insert a clipping in a message window, drag the clipping file into the window.

More Shortcuts

Shift + **Save, Save As, Append**: Save only the selected text.
Shift + **Print**: Print only the selected text.
Shift + **Paste**: Paste as quotation.
Shift + **Reply, Forward**: Quote only the selected text in the reply or forwarded message.
Shift + **Redirect**: Copy only the selected text to the redirected message.
Shift + drag text: Insert dragged text with quoting.
Option + **Save**: Save As.
Option + **Reply**: Reverse normal settings of news and mail icons.
Option + **Forward, Redirect**: Forward or redirect article to yourself.
Option + **Extract Binaries**: Present standard file dialog even if default folder set.
Option + open group: Prompts for most recent number of articles to fetch.
Option + drag text: Copy instead of move.
Option + drag groups between two user group list windows: Copy instead of move.
Option + click attached file icon: Present standard file dialog even if default folder set.
⌘ + right arrow: Expand selected threads.
⌘ + left arrow: Collapse selected threads.
⌘ + click: Open URL or message id or email address.
⌘ + 1,2,3 (message windows): Toggle (check/uncheck) news, mail, and self icons.
⌘ + 1,2 (article windows): Go backward/forward one article.
⌘ + Period, or Escape: Cancel a long operation.
Tab: Advance to next field in dialog window.
Tab: Advance to next field or tab stop in message window.
Option + Tab: Advance to next field in message window.
Shift + Tab: Back up to previous field in dialog or message window.
Control + L: Insert spoiler character.