

Font Attributes

To customize the display of HTML documents, choose **Screen Fonts** from the **Options** menu. To customize the printout of HTML documents, choose **Printer Fonts** from the **Options** menu. Either command opens the Font Attributes dialog.

Dialog Box Options

Element Type

From the scroll list, choose the document element type you want to customize.

Change Font

Opens the Font dialog to change the font, style, and size.

Change Color

Opens the Color dialog to choose another color for the font or create a new color.

Strikeout

Strikethrough the element.

Underline

Underline the element.

Save

Save changes to the current element in the InternetWorks initialization file.

Use Default

Restore the default setting for the current element.

Save All

Save changes to all elements to the InternetWorks initialization file.

Restore Defaults

Restore the default settings for all elements.

Color Dialog

To choose a color for the document element selected in the Font Attributes dialog, click the **Change Color** button in the Font Attributes dialog. The Color dialog opens.

Font Dialog

To change the font, style, and size of the document element selected in the Font Attributes dialog, click **Change Font** on the Font Attributes dialog. The Font dialog opens.

Index Search

This dialog opens when you launch a URL for a site that requires a text string to search for information. For example, certain Gopher sites require a word to begin retrieving information. Enter a search word (the dialog is case-insensitive). Click OK. The site returns the search results, which can be a list of URLs that match the search string. Alternatively, the site may report that no matches were found.

Layout Preferences Dialog

To customize document display layout, choose **Layout** from the **Options** menu. The Layout Preferences dialog opens.

Dialog Box Options

Left Margin

Enter the amount in pixels for the left margin.

Right Margin

Enter the amount in pixels for the right margin.

Minimum Layout Width

Enter the amount in pixels for the minimum width.

Maximum Layout Width

Enter the amount in pixels for the maximum width. It is advisable to keep this value large, so that if you view InternetWorks in a maximized window, the text expands accordingly.

Use Fixed Palette

Click this button to use a fixed palette to display images. This may result in a longer time to display an image, but reduces flickering when you move between InternetWorks panes. This change takes effect for all subsequent documents that are opened.

Background Color

Open the Color dialog to set the background color for the window pane(s). This change affects the current pane(s) and subsequently created panes.

Save as Default

Click to save the changes for subsequent documents that are opened or reloaded, and to save the changes to the InternetWorks initialization file.

Open Local File

To open a file on a local or network drive, choose **Open Local File** on the **File** menu. The File Open dialog displays.

Dialog Box Options

File Name

This box lists files with the extension you select in the List Files of Type box. Type or select the filename you want to open.

List Files of Type

Choose the type of file you want to open:

Hypertext Files: (*.htm, or *.htx)

Graphics Files: (*.bmp, *.gif, *.jpg, *.tif, or *.xbm)

Text Files: (*.txt)

Audio Files: (*.au, or *.wav)

All Files: (*.*)

Drives

Select the drive that contains the file you want to open.

Directories

Select the directory that contains the file you want to open.

Network

Opens the Connect Network Drive dialog so that you can make a connection to a network drive.

Shortcut

Key: CTRL+O

Document Info

To view information about the current document, choose **Document Info** from the **View** menu. The Document Info message box opens.

Message Box Information

Title

The name of the document.

URL

URL used to locate the document.

Transfer Information Props

This field displays the following information about the transfer: date and time the file was downloaded, server name, mime-version, content type, date and time the file was last modified, and the files content length.

Comment

Not yet available.

Page Layout

To customize print options, choose **Page Layout** from the **File** menu. The Page Layout dialog opens.

Dialog Box Options

Single Column

Print the document in a single column.

Double Column

Print the document in double columns.

Left Margin

Enter the amount in inches for the left margin.

Right Margin

Enter the amount in inches for the right margin.

Top Margin

Enter the amount in inches for the top margin.

Bottom Margin

Enter the amount in inches for the bottom margin.

Inter-column margin

Enter the amount in inches for the space between columns.

Print Header

Print a header at the top of each page that contains the document name and URL, if applicable.

Save as Default

Save the changes to the InternetWorks initialization file.

Note: To view the document before you print it, choose [Print Preview](#) from the **File** menu.

New Type Dialog

To define a new document type, click the **New Type** button on the External Viewer Configuration dialog. The New Type dialog opens.

Type a new document type and click OK. The new type appears in the Type field of the External Viewer Configuration dialog.

Print Preview

To display the active document as it would appear when printed, choose **Print Preview** from the **File** menu. The main window is replaced with a print preview window in which one or two pages are displayed in their printed format.

Toolbar Options

Print

Open the Print dialog, to start a print job.

Next

Preview the next page.

Prev

Preview the previous printed page.

1 Page /2 Page

Preview one or two printed pages at a time.

Zoom In

Take a closer look at the printed page.

Zoom Out

Take a more distant look at the printed page.

Close

Return from print preview to the document window.

1 Column/2 Column

Preview the document in one-column or two-column format.

Print Setup

To set up a printer, change printer settings, or set printer connections, choose **Print Setup** from the **File** menu. The Print Setup dialog opens.

Dialog Box Options

Printer

Designate the printer you want to use. Choose the Default Printer; or choose the Specific Printer option and choose one of the installed printers shown in the box. You install printers and configure ports using the Windows Control Panel.

Orientation

Choose Portrait (height greater than width) or Landscape (width greater than height).

Paper Size

Choose the size of paper that the document is to be printed on.

Paper Source

Some printers offer multiple paper trays. Specify the tray you want to use here.

Options

Displays a dialog where you can make additional printer-specific choices.

Network

Opens the Connect to Printer dialog so that you can make a connection to a network printer.

A company that provides public Internet access through its server on the Internet. Users can access the Internet by dialing in to the IAP server. Access methods supported are Serial Line Interface Protocol (SLIP) or Point-to-Point Protocol (PPP).

A word, group of words, or graphic that links to another location in the current document, a local document, or a document on the Internet. A text hotspot displays in a different color than other text and is underlined. An image hotspot is outlined in a different color than other images.

A tab is created for every file that you download or open. The tabs display beneath the document window. The tab label is the file name, title element, or the Internet location of a file. When a document is visible, its tab changes to a white background.

HyperText Markup Language is a standard format for multimedia documents on the Internet.

File Transfer Protocol refers to both the server and the protocol used to transfer files between a host and remote computer. The FTP protocol supports text and binary files.

A Gopher is a server that maintains text and binary files organized in a menu structure to allow easy navigation. Gopher also refers to the search method used to obtain information on this server.

World-Wide Web is a group of networks of Internet hosts that connect to each other via hyperlinks in files that can contain multimedia content.

The protocol specifier to locate files on the World-Wide Web, networks of Internet hosts that connect to each other via hyperlinks in files that can contain multimedia content.

The protocol specifier designates how to communicate with a server. It is also the beginning component of the Uniform Resource Locator.

The Uniform Resource Locator is the Internet location of a server or a file on a server and the protocol specifier needed to communicate with the server.

A component of an HTML document, identified by beginning and ending tags or markup. For example, an HTML document can contain a title element, a graphic element, and a paragraph element.

News refers to both the server and the protocol used to exchange information about specific topics. The protocol is the Network News Transport Protocol and the server is called the NNTP host or server.

Mail refers to both the server and the protocol used to exchange electronic mail (e-mail) with other Internet users. The protocol used to transfer mail between servers is the Simple Mail Transport Protocol (SMTP) and the protocol to transmit mail from the server to the user is the Post-Office Protocol (POP3).

Electronic mail that can be sent to or received by other Internet users.

Wide Area Information Server indexes text documents which can be retrieved by specifying keywords.

Multipurpose Internet Mail Extensions (MIME) is a protocol to define and transmit different document types across the Internet.

New Mailbox

To create a new mailbox, choose **New** from the **File** menu. The New Mailbox dialog opens. You can use new mailboxes as a way of sorting mail. For example, you can create a mailbox to hold mail for a particular project or from a particular sender.

Dialog Box Options

New Mailbox Filename

Specify the name for the new mailbox according to standard DOS filename guidelines. InternetWorks appends the extension *.imb.

The names of mailboxes you create are added to the **Switch to** submenu under the **Mail** menu. The mailbox names are also added to the **Move Selection to** and **Copy Selection to** submenus of the **Edit** menu.

See also, Default Mailboxes

Open Mailbox

To open a mailbox on a local or network drive, choose **Open** on the **File** menu. The Open Mailbox dialog opens.

Dialog Box Options

File Name

Type or select the mailbox you want to open. This field lists files with the extension you select in the List Files of Type box.

List Files of Type

The type of file to open:

Mailboxes: (*.imb)

All Files: (*.*)

Drives

Choose the drive on which InternetWorks stores the file you want to open.

Directories

Choose the directory in which InternetWorks stores the file you want to open.

Network

Opens the Connect Network Drive dialog, which enables you to connect to a local network location.

Shortcut

Key: CTRL+O

Print Setup

To set up a printer, change printer settings, or set printer connections, choose **Print Setup** from the **File** menu.. The Print Setup dialog opens.

Dialog Box Options

Printer

Choose the default printer or another installed printer. To install a printer, use the Windows Control Panel.

Orientation

Choose Portrait (height greater than width) or Landscape (width greater than height).

Paper Size

Choose the size of paper that the document is to be printed on.

Paper Source

Some printers offer multiple paper trays. Specify the tray you want to use here.

Options

Opens the Options dialog, where you can make additional printer-specific choices.

Network

Opens the Connect to Printer dialog, where you can connect to a local network printer.

Find

To search for text, choose **Find** from the **Edit** menu. The Find dialog opens.

Dialog Box Options

Find What

Enter a word to search for in a letter or article. The Find dialog is case-insensitive. Click Find Next. InternetWorks searches for the word and highlights each occurrence of the word in the Letter or Article pane.

Find Next

Click Find Next to find the next letter or article that contains an occurrence of the highlighted word.

Shortcut

Keys: CTRL+F

Add Newsgroup

To add a newsgroup to your subscription list, choose **Add Newsgroup** from the **News** menu. This is a quick way of subscribing to newsgroups whose names you know. The Add Newsgroup dialog opens.

Dialog Box Options

Add Newsgroup to Subscription List

Enter the name of a valid newsgroup.

Retrieve to File

To download an article and save it to a file, choose **Get from Server and Put in File** from the **News** menu. The Save As dialog opens. This dialog enables you to save an article that contains a binary file (usually a program that is encoded and then included in an article). You can save the article to a local file, unencode the binary portion, and then run it.

Dialog Box Options

File Name

Select an existing filename or type a new filename. A filename can contain up to eight characters and an extension of up to three characters. InternetWorks adds the extension you specify in the Save File As Type box.

Drives

Select the drive on which you want to store the file.

Directories

Select the directory in which you want to store the document.

Network

Opens the Connect Network Drive dialog, which enables you to connect to a local network location.

Save File as Type

InternetWorks displays the valid file types for the current document. Below is a list of valid file types.

All Files (*.*)

How to Choose a Font

To change the font used to display the Index, choose **Index Font** from the **Options** menu.

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InternetWorks Home Page

The InternetWorks Home Page opens when you start InternetWorks. The Home Page is your starting point for navigating the Internet, listing general topics that you can explore further. Each topic is a hypertext link or hotspot to a file that contains additional hotspots to related information.

How hotspots work

The cursor changes to a hand when you position it over a hotspot. The window status bar displays the filename of the hotspot and its Internet location, if it is a remote document.

Click a hotspot to download the document it represents. The underline or border color of the hotspot changes color when you click on it. The InternetWorks title bar displays the Internet site and filename while it is downloading.

The status bar displays a progress indicator while the document downloads. The blue progress indicator displays while the current document is downloading. The red blinking light flashes while any document is downloading.

You can read the document as it is downloading, and click hotspots to download other documents simultaneously.

For additional information about InternetWorks, click InternetWorks News on the home page.

For additional information about the Internet, click Internet Info & Guides on the home page.

Note: To cancel downloading a file, click the **Cancel** button in the toolbar.

Shortcut

Toolbar: Home Page icon

See also, [How to Download a File](#)

How to Navigate Between Documents

You can download multiple documents in InternetWorks. The window displays the last downloaded document. There are several ways to navigate between documents in the window.

- Click the tab for the document in the tab list below the document window.
- Select the document from the dropdown list on the toolbar.
- Click the Card Catalog-All tab. Then click the right arrow in the card entry for that document.
- Click the Forward button in the toolbar to cycle through the documents in the window.

Shortcuts

Toolbar: Back icon
Forward icon
Up icon
Down icon

How to Create Panes

Choose **Split Horizontally** from the **Window** menu to split the window horizontally. You now have two panes. Click in a pane to make it the active pane. If you set the Active Border color in the Color dialog of the Windows Control Panel to differ from the Inactive Border color, the active pane is indicated by a different border color than an inactive pane.

Choose **Split Vertically** from the **Window** menu to split the window vertically. If you have multiple panes, click in the pane you wish to split to make it the active pane. The InternetWorks window can be divided into as many panes as you wish. The cursor changes to a double bar when you move it over the pane boundaries. Press the left mouse button to drag a pane boundary to resize it.

Choose **Close Pane** from the **Window** menu to close the active pane.

Ways to navigate between multiple panes

- Click in a pane to make it active.
- Press **CTRL+F6** to go to the next pane.
- In the tab list, click the tab for the document.
- Click the Card Catalog-All tab. Then click the right arrow in the card entry for the document.

To download a document in the current pane, click the hotspot.

To download a document in the next pane, press **CTRL+Left Mouse Button**.

Shortcuts

Keys	CTRL+F6
	CTRL+Left Mouse Button

How to Use the Card Catalog

When you click a hotspot, a tab is created below the document window. The tab contains the hotspot name, which can be the document title or the file location. Tabs provide a visual history of all the files you visit in an InternetWorks session. InternetWorks has two default tabs: Home Page and Card Catalog-All. The Card Catalog-All tab is a customized home page for the current session.

InternetWorks card catalogs allow you to create customized hotlists of sites that you like to visit or newsgroups that you read. Each time you download a file, a card entry is created in Card Catalog-All. You can add, remove and sort card entries to create a customized hotlist to save and use in subsequent sessions. You can save multiple card catalogs.

- [How to build a customized hotlist or home page](#)
- [Card entry](#)
 - [How to sort a card catalog](#)
 - [How to move a card entry to another card catalog](#)
 - [How to save a card catalog](#)

How to build a customized hotlist

Choose the type of card catalog to create from the **Card Catalogs** submenu of the **Tools** menu. The card catalog is created based on the currently opened files.

- Select HTML to create a card catalog with the current HTML hotspots.
- Select FTP to create a card catalog of current FTP hotspots.
- Select Gopher to create a card catalog of current Gopher hotspots.
- Select Empty to create an empty card catalog.

Alternatively, you can select the default card catalog from the current session.

How to select a card catalog

- From the dropdown list on the toolbar, select a card catalog.
- Select a card catalog from the tab list at the bottom of the InternetWorks window. If you do not see a card catalog tab, click the scroll arrows to the left of the tab list to view additional tabs.

Card entry

Each file that is opened has an entry in the card catalog. Click on an entry to expand the card and show the connection status and percent transferred.

Click the arrow button to go to the file view of the card.

How to delete a card entry

- 1 Position the cursor over the card entry.
- 2 Press the right mouse button to access the context-sensitive popup menu.
- 3 Choose **Remove card** and release the mouse button.

See also, [Document Information](#)

How to sort a card catalog

- 1 Position the cursor over the card entry.
- 2 Press the right mouse button to access the context-sensitive popup menu.
- 3 Choose **Sort By Title** (to sort alphabetically), **Sort By Type** (to sort by protocol specifier), or **Sort by Load Order** (to sort by last to first loaded).

How to move a card entry to another card catalog

- 1 Use the **Split Horizontally** or **Split Vertically** command on the **Window** menu to split the screen.
- 2 In one pane, open the card catalog containing the entry you want to move.
- 3 In the other pane, open the card catalog you want to move the entry to.
- 4 Position the cursor over the card entry you want to move.
- 5 Press **CTRL+Left Mouse Button**. The cursor changes to a drag-and-drop cursor.
- 6 Move the cursor to the new Card Catalog site.
- 7 Release the mouse button.

How to save a card catalog

- 1 Choose **Save As** from the **File** menu.

The Save As dialog opens with a default name for the catalog. You can change the name if you wish. The extension and File Type should remain *.htx.

- 2 Click Save.

The next time you start InternetWorks, you can open the card catalog by choosing **Open Local File** on the **File** menu and selecting the card catalog filename.

How to Specify a Uniform Resource Locator

A hotspot contains the Internet location of a file or service. You can locate a file or service by specifying a Uniform Resource Locator (URL), which consists of a protocol to communicate with the server, the location of the server, and possibly a directory path.

You can request files or services from five types of Internet servers, which are differentiated by the type of information they maintain, how they organize the information, and the services they provide.

A list of the server types available for connection, the protocol specifier, the content needed for completion, and an example follows.

<u>WWW</u>	http://host/path
<i>Example:</i>	http://nmnhwww.si.edu/nmnhweb.html
<u>Gopher</u>	gopher://host/path
<i>Example:</i>	gopher://boombox.micro.umn.edu
<u>FTP</u> (anonymous login)	ftp://host/path
<i>Example:</i>	ftp://oak.oakland.edu/pub/pc-blue
<u>FTP</u>	ftp://user:password@host/path
<i>Example:</i>	ftp://user:password@ftp.uu.net/index
<u>Mail</u>	mailto://user@host
<i>Example:</i>	mailto://info@booklink.com
<u>News</u>	news:newsgroup
<i>Example:</i>	news:rec.pets.cats

How to Download a File

- 1 Specify a protocol or server type by clicking on the appropriate protocol specifier button above the document window.

WWW

Gopher

FTP

The protocol specifier for the server type you select is automatically prepended to the content specifier that you type in the URL field.

News maintains newsgroup postings in a hierarchical structure. See How to Read News for information on accessing newsgroups.

Mail opens the Send Mail dialog.

- 2 In the URL field, type the content specifier.

You can specify the host in a URL by Domain name or by IP address. For example, you might specify an FTP URL as ftp://host/path or as ftp://0.0.0.0/path.

Note: If you do not type in a path, you connect to the top level of the server and receive a directory listing in a tree format.

- 3 Press Enter.

If you include a protocol specifier in the URL field, that overrides any selected server type. You must type the protocol specifier in lowercase letters.

To specify a local or network drive in a URL, type the drive letter in uppercase. Otherwise, it may be interpreted as an FTP URL, since some scheme addresses include colons in their name.

See also, Open URL Dialog

How to Save a File

To save and name the active document, choose **Save As** from the **File** menu. The Save As dialog box opens.

Dialog Box Options

File Name

Select an existing filename or type a new filename. A filename can contain up to eight characters and an extension of up to three characters. InternetWorks adds the extension you specify in the Save File As Type box.

Drives

Select the drive on which you want to store the document.

Directories

Select the directory in which you want to store the document.

Network...

Choose this button to connect to a network location, assigning it a new drive letter.

Save File as Type

InternetWorks displays the valid file types for the current document. Below is a list of valid file types.

application/octet-stream:

application/rtf:

application/unknown: a file which InternetWorks cannot display or does not recognize, for example a ZIP (*.zip) file.

audio/basic (*.au, *.pcm): UNIX audio file

audio/x-wav (*.wav)

audio/x-aiff (*.aif): Macintosh sound file

audio/x-mpeg (*.mpg):

text/plain text (*.txt)

Hypertext Files (*.htx, *.htm): default file type for most Internet documents. You can save these documents as HTML (*.htm). InternetWorks also offers the option to save HTML documents in HTX (*.htx) format. Multimedia documents that are saved in HTX format are saved with their image and audio information. This speeds up opening the document and allows you to view and hear graphics and audio without an Internet connection.

image/gif (*.gif)

image/jpeg (*.jpg)

image/x-bitmap (*.xbm)

image/x-bmp (*.bmp)

video (*.mpg):

All Files (*.*)

Shortcuts

Keys: CTRL+A

How to Print a Document

To print a document, choose **Print** on the **File** menu. The Print dialog box opens. If you do not have a default Windows Printer set up, a message box prompts you to set one up.

Dialog Box Options

Printer

This is the active printer and connection. Choose the Setup option to change the printer and printer connection.

Setup

Opens the [Print Setup](#) dialog.

Print Range

Specify the pages you want to print:

- All Prints the entire document.
- Pages Prints only the range of pages
 you specify.

Copies

Specify the number of copies you want to print.

Collate Copies

Prints copies in page number order, instead of separated multiple copies of each page.

Print Quality

Select the quality of the printing. In general, lower quality printing is faster.

Shortcuts

Toolbar: ■

Keys: CTRL+P

See also, [Customizing InternetWorks](#)

See also, [Page Layout](#)

The InternetWorks Toolbar

The toolbar contains icons for the most frequently-used commands. To run a command, click the toolbar icon for the command. Some icons immediately perform a function, while others open a dialog. For example, clicking on the **Cancel** icon stops downloading the current file, while clicking on the **Print** icon opens the Print dialog.

To obtain a brief description of a specific command, place the cursor over the icon, then press the left mouse button. A brief explanation of the command appears in the InternetWorks status bar. If you do not want to run the command, move the cursor away from the icon and release the mouse button.

How to Use InternetWorks with OLE 2.0 Applications

You can create a link to run InternetWorks from any application that is OLE 2.0-compliant. For example, to launch InternetWorks from within a Microsoft Word document:

- 1 Open both applications and position the two windows next to each other.
- 2 Position the cursor in the InternetWorks document window. The cursor should not be over a hotspot (that is, it should be an arrow, not a hand).
- 3 Press **CTRL+Left Mouse Button**. The cursor changes to the document drag-and-drop cursor.
- 4 Drag the cursor to the Word document window and move to the location where you want to paste the link. Release the mouse button.
- 5 The InternetWorks document window appears in Word. Click on the window to activate it, then double-click any hotspot to download the Internet document.

InternetWorks Menu Commands

File

Open URL: Opens the Open URL dialog, which you can use to open a remote file.

Open Local File: Opens the File dialog, which you can use to open a file on a local or a network drive.

Close: Closes the current document.

Save As: Opens the Save As dialog, which you can use to specify a name and location with which to save the current document.

Reload: Reloads the current document.

Play: Plays an audio file. This option is only available when the current document is an audio document.

Print: Opens the Print dialog box.

Print Preview: Displays the document in Print Preview mode, so you can see how the document will look when its printed.

Print Setup: Opens the Print Setup dialog box, which you can use to install a printer in Windows or specify the default printer.

Page Layout: Opens the Page Layout dialog, which you can use to change page layout options for printing.

History Entries: The last three documents you have opened are listed on the File menu. Choose from this list to return to one of these documents.

Send Mail: Opens the Send Mail dialog.

Exit: Closes InternetWorks.

Print Preview: Display the active document as it would appear when printed. When you choose this command, the main window is replaced with a print preview window in which one or two pages are displayed in their printed format.

Edit

Undo: Undoes the last action.

Cut: Cuts the selection and puts it on the clipboard.

Copy: Copies the selection and puts it on the clipboard.

Paste: Pastes the contents of the clipboard.

Paste Link: Pastes the contents of the clipboard and creates a link to its source document.

Find: Opens the Find dialog, which you can use to search for text.

View

Cancel Download: Stops downloading the current document.

Document Info: Displays basic information on the current document.

Source: Displays the HTML markup for the current document.

Toolbar: Toggles toolbar display.

URL Field: Toggles URL toolbar display.

Tabs: Toggles tab list display.

Status Bar: Toggles status bar display.

Navigate

Back: Go back to the document in which you launched the current link.

Forward: Go forward to the next link (if you have gone Back).

Up: Go to the next file that displayed in the current pane (cycles back to the home page).

Down: Go to the previous file that displayed in the current pane.

Shortcut Keys

Back: CTRL+Right Arrow

Forward: CTRL+Left Arrow

Up: CTRL+Up Arrow

Down: CTRL+Down Arrow

Tools

Mail: Opens the InternetWorks Messaging System for Mail.

News: Opens the InternetWorks Messaging System for News.

Create Card Catalog Submenu: Creates a new card catalog based on the current open URLs. The five options are: All URLs, HTML URLs, FTP URLs, Gopher URLs, or no URLs (an empty card catalog).

Options

Load Images: Determines whether images in documents are downloaded or not. Not loading images can speed downloading.

Layout: Opens the Layout Preferences dialog, which you can use to customize the display of documents.

Screen Fonts: Opens the Screen Font Attributes dialog, which you can use to customize the display fonts of HTML documents.

Printer Fonts: Opens the Printer Font Attributes dialog, which you can use to customize the print fonts of various HTML dialogs in documents.

User: Opens the User Information dialog, which you can use to specify or change your Internet connection information and default directories to download mail, news, or other files.

Viewers: Opens the External Viewer Configuration dialog, which you can use to associate other applications with particular file extensions and specify whether InternetWorks should display or download files with particular file extensions.

Proxy Servers: Opens the Proxy Servers dialog, which you can use to assign proxy servers for various Internet services when you are running InternetWorks in a secure environment.

Window

Split Horizontally: Split current pane horizontally.

Split Vertically: Split current pane vertically.

Close Pane: Close the current pane.

Shortcut Keys

Split Horizontally: CTRL+2

Split Vertically: CTRL+5

Close Pane: CTRL+0

Help

Contents: Opens the InternetWorks Help Table of Contents.

Using Help: Opens the Using Help Table of Contents.

About InternetWorks: Displays InternetWorks program information, version number, and copyright.

See also, [Context-sensitive Menus](#)

Context-Sensitive Menus

Context-sensitive menus are popup menus that display different options depending on the context. In a pane, the context-sensitive menus are over hotspots, images, card catalog entries, or in the rest of the pane. To access the context popup menu, press the right mouse button.

The context-sensitive menu is dynamic. For example, while you are downloading a file, the Cancel Transfer option is available. When the transfer is complete, the menu no longer displays that option.

Most of the menu options are also available on the toolbar or on the menu bar. Below are special options only available on the context menu.

Hotspot context

Link to URL: Opens the Open URL dialog with the URL of the selected hotspot inserted.

Copy URL to clipboard: Copies the URL of the hotspot to the clipboard.

Info: Displays the URL address of the hotspot.

Image context

Save Image: Opens the Save As dialog box to save the image.

Card entry context

Link to URL: Goes to the card catalog entry.

Sort Catalog: Sorts the card catalog entries by Title, Type, or Order in which they were downloaded.

Remove Card: Removes the card catalog entry.

More Info: Opens the Document Info dialog which displays additional information about the card entry.

Open URL Dialog

To transfer a remote file, choose **Open URL** on the **File** menu. The Open URL dialog box opens.

Dialog Box Options

Uniform Resource Locator

Supply the Internet address of the file to transfer. You must include the protocol specifier.

Username

A username is required by FTP servers. The default username is *anonymous*. For FTP servers that do not support anonymous login, you need to contact the site administrator for an account and password. After you obtain this account, type your username in this field.

Password

A username is required by FTP servers. The default password is your e-mail address. For FTP servers that do not support anonymous login, you need to contact the site administrator for an account and password. After you obtain this account, type your password in this field.

Note: All documents and files viewed in InternetWorks are added to the URL dropdown lists in both the Open URL dialog and the toolbar.

Shortcut

Keys: CTRL+U

See also, [How to Specify a Uniform Resource Locator](#)

Customizing InternetWorks

To customize InternetWorks, select from the following choices on the **Options** menu.

Layout

Screen Fonts

Printer Fonts

User

Viewers

Proxy Servers

See also, [Print options](#)

Proxy Servers

To specify proxy servers, choose **Proxy Servers** from the **Options** menu. The Proxy Servers dialog opens. Proxy servers are necessary if you are running InternetWorks on a computer that is in a secure LAN environment. A secure environment is one that has firewalls to protect data from external corruption or unauthorized retrieval. Contact your system administrator for information on filling out this dialog. Data you retrieve through a Proxy server is downloaded in the format the Proxy server supports.

Dialog Box Options

Proxy Server Type

The IP address for each type of Proxy server that your site requires. Valid types are: FTP, Gopher, HTTP, News, and WAIS.

Port

The corresponding port number for each type of Proxy server. The well-known port number is used if this field is left blank.

No Proxy

The IP address for an internal server that you wish to access without going through a proxy server. Enter the IP address for each internal server on a new line.

Save as Default

Save the information to the InternetWorks initialization file.

Find

To search for text, choose **Find** from the **Edit** menu. The Find dialog box opens.

Dialog Box Options

Find What

Enter a word to search for and click OK. The Find dialog is case-insensitive. InternetWorks searches for the word and highlights the line in which it occurs.

Find Next

Click Find Next to find the next occurrence of the highlighted word.

Shortcut

Keys: CTRL+F

External Viewers

To choose how to view or download a particular file type, choose **Viewers** on the **Options** menu. The External Viewer Configuration dialog box opens.

You can choose one of three actions to perform on a particular file type:

- 1 View with InternetWorks
- 2 Save to file without viewing
- 3 View with an external application

Dialog Box Options

MIME Types

Below are the default MIME types and the default action for each. You can define new types or change the default action for a MIME type.

MIME Types displayed in InternetWorks by default

File Type	Extensions
application/postscript	ps
audio/basic	au, pcm
audio/x-wav	wav
image/gif	gif
image/jpeg	jpg, jpeg
image/x-bmp	bmp
image/x-xbitmap	xbm
text/html	htm, html
text/plain	txt, text

MIME Types saved to file by default

File Type	Extensions
application/octet-stream	unrecognized file type (e.g., .zip, .exe)
application/rtf	rtf
image/x-pcx	pcx
image/x-tiff	tif, tiff

Extensions

The unique extension(s) for the MIME type. For example, a bitmap file always has the extension .bmp.

Action

Use InternetWorks: View the file in InternetWorks.

Save to File: Save to file without viewing. The default directory is \iw\download.

Use External Viewer: Use an external application to view the file.

Browse: Open the Browse dialog to search for the external application.

New Type

Open the New Type dialog to define a new MIME type.

Save

Save current changes and leave dialog open to continue making changes.

Use Defaults

Use the default MIME types and extensions supplied by InternetWorks. This deletes any changes you have made.

User Information Dialog

To change your Internet connection information, choose **User** from the **Options** menu. The User Information dialog box opens.

The User Information dialog also opens when you first run InternetWorks, if you have not supplied the necessary information to make an Internet connection.

Dialog Box Options

Full Name

Full name to append to your e-mail address.

Organization

Organization name to include in a newsgroup posting.

E-Mail Address

E-mail address as set up with your Internet Access Provider (IAP).

Mail Host Name

Name of the Mail host as provided by your IAP. The syntax is *mailhost.host.net*.

Mail Password

Password as set up with your Internet Access Provider.

Mailbox Directory

The local directory to store incoming and outgoing messages. The default path is *\iw\mail*.

News Host Name

Name of the News host as provided by your Internet Access Provider. The syntax is *NNTPhost.host.net*.

Newsgroup Directory

The local directory to store news-related files, including the list of newsgroups subscribed to. The default directory is *\iw\newsgrp*.

Local File Directory

The local directory to store downloaded files. This includes mail attachments and file types that InternetWorks cannot display. The default directory is *\iw\download*.

Save Password in *.ini File

Save your password in encoded format to the InternetWorks initialization file. For security reasons, you may decide not to save your password to the InternetWorks initialization file. In that case, each time you run InternetWorks, the User Information dialog prompts you for your password.

Save as Default

Save the information to the InternetWorks initialization file.

Use Alternate

Save an alternate configuration to the InternetWorks initialization file. This is useful if you have different Internet accounts, or different users sharing the same machine.

See also, [Customizing InternetWorks](#)

How to Use E-Mail

Choose **Mail** from the **Tools** menu to open the InternetWorks Mail window. If you did not supply the required information during installation or when you started InternetWorks, the User Information dialog opens. To use e-mail, you must fill in the E-Mail Address, Mail Host Name, and Mail Password fields.

The Mail window has three areas: the Status pane, the Index pane, and the Letter pane. You can size the panes using standard Windows practices.

Status Pane

The status pane lists the number of letters in your In box, the time until the next delivery, and the number of letters you have read. The Status pane also displays a progress indicator when you download or send mail.

Index Pane

The Index pane contains a summary of the letters in your In box, including the date you received them, who sent them, the subject of the letter, and the status of the letter (read, unread, marked for deletion). If you want the index entries to appear larger, choose the **Index Font** option from the **Options** menu. You can also print the list of Index entries.

Letter pane

The Letter pane displays the contents of the selected letter. You can use the scroll bars or the CTRL Page Up and CTRL Page Down to scroll long letters. If you want the text to appear larger, choose the **Letter Font** option from the **Options** menu.

Shortcut

Toolbar: Mail icon

How to Read E-Mail

Choose **Mail** from the InternetWorks **Tools** menu. If you did not supply the required information during installation or when you started InternetWorks, the [User Information](#) dialog opens. To read e-mail, you need to fill in the E-Mail Address, Mail Host Name, and Mail Password fields.

Checking for new mail

InternetWorks checks for new mail whenever you start the application. You can also check for new mail by choosing **Check for New Mail** from the **Mail** menu or by clicking the **Check** icon in the toolbar.

InternetWorks also checks for new mail periodically, while the mail application is running. You can control how often it checks using the Automatically check for new mail every ___ minutes box on the General Options dialog.

While new mail downloads to your system, a progress indicator displays in the [Status pane](#). If you want to stop the transfer, click the **Cancel** icon in the toolbar.

Reading a mail message

The [Index pane](#) lists the letters you received. The index entry for the currently selected letter is highlighted, and the text of the letter appears in the [Letter pane](#). The color of the box beside the index number shows the letter's status. The box turns red for a new letter, blue for a letter you have read, and gray for a letter you have marked for deletion.

To select another letter, click its index entry. You can scroll through the Index pane using the **Next** and **Previous** icons in the toolbar or the up and down arrow keys.

Replying to a mail message

To reply to the letter you are reading, click the **Reply** icon in the toolbar. The Send Mail dialog opens with the To:, From:, and Subject: fields already filled in. The text of the letter you are replying to displays in the Letter pane marked with brackets (>). You can edit the reply as you wish then send it by clicking the Send button.

See also, [How to Send E-Mail](#)

How to Send E-Mail

Choose **Send Mail** from the **File** menu. The Send Mail dialog opens. If you filled out the User Information Dialog when you installed or started InternetWorks, the From: text field displays your e-mail address and Full Name.

The Send Mail dialog also opens if you click a mail anchor within an HTML document. A mail anchor can be an image, Submit button in an HTML Form, or an e-mail hotspot. When you position the cursor over a mail anchor, the status bar displays *mailto:* followed by an Internet e-mail address (for example, *mailto:user@host.net*).

The Send Mail dialog contains a menu bar with standard Edit commands: Undo, Cut, Copy, and Paste.

Dialog Box Options

To

Type the e-mail address(es) of the recipient(s), or select one from your Address Book by clicking the Address Book button. Separate addresses with either a comma or a space. This field must be filled in.

From

This field contains your e-mail address.

Subject

Type the subject of the e-mail.

cc:

Type the address(es) of user(s) to receive a copy.

bcc:

Type the address(es) of user(s) to receive a blind copy. To: recipients do not see bcc: recipients.

Mail Contents

Type the message you wish to send.

Attachment Options

Use these options to specify the name(s) of any file(s) to append to your mail message. You can either fill in the text field with the name of the file or click the File button, to open the File dialog. In addition to providing a file name, you can specify how to include the attachment by clicking one of the following radio buttons.

File Type	Description
Text	Include as ASCII text in the mail message
MIME QP	Attach in MIME quoted-printable format. Use for attaching text files.
MIME base64	Attach in MIME Base64 format. Use for attaching binary files.
UUencode	Attach in UUencode format. Use for sending files to UNIX systems

Note: Attachments sent to you are transferred to the directory specified in the Local File Directory field in the User Information dialog.

Signature Options

A signature is a short personalized message that you can automatically add at the bottom of your e-mail message. You enter your signature in the text field beneath the Mail Content field. Signatures has two check boxes:

Use Signature sends your signature with the message. If you deselect the check box, the message is sent without the signature.

Save Signature saves your current signature as a default.

Address Book Options

Click the Address Book button to pick a mail address from the [Address Book](#) dialog.

Shortcuts

Toolbar **Send** icon

Keys: CTRL+M

See also, [Address Book](#)

Address Book

Choose **Address Book** from the **Options** menu to define a mail alias (an abbreviation of one or more e-mail addresses). For example, you might want to assign the alias *anna* to the full e-mail address *annacraw@business.com*. The Address Book dialog opens.

Dialog Box Options

Alias

Alias to assign to e-mail address(es).

Substituted Names and Addresses

E-mail address(es).

Note about Alias

Additional information about the alias.

List of Aliases

List of already defined aliases.

Put in To

Places alias selected in List of Aliases in To: field of Send Mail dialog.

Put in cc

Places alias selected in List of Aliases in cc: field of Send Mail dialog.

Put in bcc

Places alias selected in List of Aliases in bcc: field of Send Mail dialog.

Add

Adds entry in Alias field to List of Aliases.

Delete

Deletes alias selected in List of Aliases.

How to Customize Your E-Mail Environment

Choose **General** from the **Options** menu to configure InternetWorks Mail options. The General Options dialog opens.

Dialog Box Options

Mail Headers Display Options

None

No header displays.

Short headers

Only four lines of the mail header display: Date, To, From, Subject. In addition, if the letter includes a cc or attachment, these lines display.

Full headers

The full-length mail header displays.

General Options

Leave mail at Post Office

Download mail to your local system, but keep a copy at the Mail Host.

Leave letters at Post Office bigger than __ characters

Set the size limit of the mail messages to download. If a message exceeds the size limit, leave it at the Post Office.

Use sound to notify of new mail

Play a sound file (WAV) when you get new mail. On by default.

Use message box to notify of new mail

Display a popup message box when new mail arrives. On by default.

Automatically check for new mail every __ minutes

Choose how often new mail is retrieved from the host Post Office. You specify the time in minutes. The default setting is 60 minutes.

Empty Wastebasket when starting

Delete any messages in your Wastebasket mailbox whenever you start InternetWorks Mail.

Move deleted letters to the Wastebasket

Letters marked for deletion are moved to the Wastebasket when you quit InternetWorks Mail. If this option is deselected, letters marked for deletion are deleted upon exiting InternetWorks Mail. On by default.

Keep a copy of sent mail in Out Box

Automatically keeps a copy of any mail you send in your Out Box.

Keep read letters in the In Box

By default, once you mark a letter as read, it is moved from your In mailbox to your File Box. Select this option to keep read letters as well as new letters in your In Box

How to Delete E-Mail

Use the following steps to delete a mail message:

1. In the Index pane, select the message.
2. In the toolbar, Click the Delete icon.

The message turns gray; it is deleted when you exit InternetWorks Mail.

When you exit mail, the deleted message goes into your Wastebasket. You can empty the Wastebasket by choosing **Empty Wastebasket** from the **Mail** menu. You can turn off the Wastebasket feature by deselecting the **Move deleted letters to the Wastebasket** option on the General Options dialog, which you can access by choosing **General** from the **Options** menu.

Note: To unmark a deleted index entry, just click it again.

InternetWorks Mail Menu Options

The InternetWorks Mail window has several menus that allow you to perform mail tasks. It also has a toolbar with icons for the most frequently used menu commands. In addition, some News options are available while you are in the Mail window.

File Menu

Option	Function
New	Create a new mailbox.
Open	Specify which mailbox to open.
Save	Save your current mailbox.
Reload	Reload the current contents of your Box.
Print	Print the selected letter.
Print Setup	Select and configure your default printer.
Print Preview	Display the selected letter as it would appear when printed.
Print Index	Print the current index of letters.
Print Index Preview	Display the selected Index as it would appear when printed.
Exit	Exit the mail program.

Edit menu

Option	Function
Copy	Copy the contents of the Letter pane to the Clipboard.
Select All	Select the entire contents of the Letter pane.
Move Selection to	Move the selected letter(s) to a different mailbox.
Copy Selection to	Copy the selected letter(s) to a different mailbox.

View menu

Options	Function
View Delivery Info	Reports how many letters were last delivered and how many minutes until the next scheduled delivery.
Toolbar	Toggle the Toolbar to be visible or invisible.
Status Bar	Toggle the Status bar to be visible or invisible.
Status Pane	Toggle the Status pane to be visible or invisible.

Mail menu

Option	Function
Check for New Mail	Check the host Post Office for new mail.
Stop Mail Delivery	Stop the downloading of

	letters from the Post Office.
Switch to Empty Wastebasket	Change mailboxes. Delete any letters still in your Wastebasket.

News menu

Option	Function
Add Newsgroup	Add a newsgroup to the Subscription List.
Switch to Subscription List	Switches to News window and displays Subscription List.
Switch to News Box	Switches to News window and displays Articles in News Box.

Send menu

Option	Function
Send New to	Open the Send Mail dialog.
Send Reply to	Open the Send Mail dialog with the To: field filled in with the name of the person who sent the mail and the current letter in the Letter pane. The contents of the Letter pane are annotated.
Send Reply to All	Same as Send Reply to but the To: field contains the names of all the recipients of the original mail message as well as the person who sent it.
Forward	Open the Send Mail dialog so you can send the selected letter to another person. The contents of the Letter pane are annotated.
Redirect	Open the Send Mail dialog so you can send the selected letter to another person.
Resend	Re-send a mail message.

Options Menu

Option	Function
User	Change your Internet connection information.
General	Configure settings for display of mail headers, mail notification, and size of mail to download.
Address Book	Set up mail aliases to associate with a list of users.

Index Font	Change the font used in the Index pane.
Letter Font	Change the font used in the Letter pane.
Printer Font	Change the displayed font to a different font at the printer.
Read Color	Configure color of the status indicators for read letters and articles.
Unread Color	Configure color of the status indicators for unread letters and articles.

Help Menu

Options	Function
Contents	Display the online help Table of Contents.
Using Help	Show how to use online help.
About InternetWorks Mail	Display product release information.

The InternetWorks Mail Toolbar

The mail toolbar contains icons that let you quickly select the most frequently used functions. Some icons immediately perform a function. For example, clicking the Cancel icon stops downloading the current file. Other icons open a dialog.

Icon	Function
Check	Check the Mail host for new e-mail.
Cancel	Stop downloading or sending current mail.
Mail	Switch to the Mail window and set Current Box to default (In box).
News	Switch to News window and display Subscription List.
Articles	Switch to News window and display displays Articles in News Box.
Send	Open the Send Mail dialog.
Reply	Open the Send Mail dialog with the To: field filled in with the name of the person who sent the mail and the current letter in the Letter pane.
Reply All	Same as Reply but the To: field contains the names of all the recipients of the original mail message as well as the person who sent it.
Forward	Open the Send Mail dialog with current letter included and the To: field blank.

Print	Print the selected letter to the default printer.
Delete	Delete the selected letter.
Next	Select and display the next letter.
Previous	Select and display the previous letter.

How to Print E-Mail

The **Print** option lets you print the contents of the Index pane or the Letter pane. You can use the **Print Preview** or **Print Index Preview** options to see what your letter or index will look like before you actually print it.

To print a letter, select the letter in the Index pane, and either choose **Print** from the **File** menu, or click the toolbar **Print** icon.

To print the Index of letters, choose **Print Index** from the **File** menu.

In either case, the Print dialog opens. If you do not have a default Windows printer set up, a message dialog prompts you to set one up.

Dialog Box Options

Printer

This is the active printer and connection. Click the Setup button to change the printer and the connection.

Setup

Open the [Print Setup](#) dialog.

Print Range

Specify the pages you want to print:

Option	Function
--------	----------

All	Print the entire document.
Pages	Print only the range of pages you specify in the From and To boxes.

Copies

Specify the number of copies you want.

Collate Copies

Print the copies in page number order, instead of separated multiple copies of each page.

Print Quality

Choose the quality of the printing. In general, lower quality printing is faster.

Shortcuts

Toolbar	Print icon
Keys	CTRL+P

See also, [Print Preview](#)

InternetWorks Mail Keyboard Shortcuts

File

Function	Key Shortcut
New Mailbox	CTRL+N
Open Mailbox	CTRL+O
Print	CTRL+P
Save Mailbox	CTRL+S

Edit

Function	Key Shortcut
Copy	CTRL+C
Copy to Secondary box.	c
Select All	CTRL+A
Move Selection	CTRL+V
Move to Secondary box.	v

Mail

Function	Key Shortcut
Check for New Mail	k
Stop Mail Delivery	x
Change Primary box by cycling through boxes.	a
Change Secondary box by cycling through available boxes.	A
Toggle Primary and Secondary boxes.	s
Changes Mail headers display by cycling through None, Full, and Short headers.	h

Send

Function	Key Shortcut
Send New Mail	CTRL+M
Send Reply	CTRL+R
Reply to All	CTRL+SHIFT+R

Navigate

By default, the Index pane has the active focus. The CTRL+F6 key combination toggles the focus between the Index pane and the Letter pane. When the Letter pane has the focus, the Focus Pane navigation shortcuts then apply to the Letter pane, and the Secondary Pane navigation shortcuts apply to the Index pane.

Index Pane (Focus Pane)

Function	Key Shortcut
Scroll Up	Up arrow
Scroll Down	Down arrow
Scroll Up screen	Page Up

Scroll Down screen	Page Down
Top of pane	Home or T
Bottom of pane	End or B
Top of pane in view	t
Bottom of pane in view	b
Next message	n
Previous message	p
Delete message	Delete or d
Undelete message	u

Letter Pane (Secondary Pane)

Function	Key Shortcut
Scroll Up	CTRL+Up arrow
Scroll Down	CTRL+Down arrow
Scroll Up screen	CTRL+Page Up
Scroll Down screen	CTRL+Page Down
Top of pane	CTRL+Home or t
Bottom of pane	CTRL+End or b

How to Use News

Choose **News** from the **Tools** menu to open the InternetWorks News window. The window has three separate work areas: the Status pane, the Index pane, and the Letter pane. You can size any of the panes using standard Windows practices.

Status Pane

The Status pane lists the number of letters in your In box, shows the number of letters you have read, notes your current mail boxes, and displays a progress indicator while mail downloads.

Index Pane

The Index pane contains a summary of the letters in your In box, including the date you received them, who sent them, the subject of the letter, and the status of the letter (read, unread, or marked for deletion). If you want the index entries to appear larger, choose **Index Font** from the **Options** menu. You can also print the list of Index entries.

Letter pane

The Letter pane displays the contents of the letter. You can use the scroll bars or the Page Up and Page Down keys to display more or less of the text. If you want the text to appear larger, choose **Letter Font** from the **Options** menu.

Shortcut

Toolbar: News icon

See also, [InternetWorks News Menu options](#)

How to Read News

- 1 Choose **Open URL** from the **File** menu.
- 2 In the Open URL dialog type news: followed by the name of the newsgroup. For example, to read the newsgroup on cats, type rec.pets.cats.

If you do not know the name of a newsgroup, you can type a general category, such as comp (computers), rec (recreational), or sci (science) and obtain a list of newsgroups within that category. For example, to generate a list of all the rec newsgroups, type news:rec:*. The listing can be quite extensive and may take time to download.

Note: news:news.announce.newusers has general information about news and a list of available newsgroups.

Shortcut

Toolbar: News icon

How to Post to a Newsgroup

Choose **Post New to** from the **Send** menu to post or send a message to a newsgroup. The Send Mail dialog opens. The dialog is partially filled in with your e-mail address, your User Name, and Organization if you filled out the User Information dialog. If you selected a newsgroup before executing this option, the newsgroup field is also filled in. You must enter information in the *Newsgroup:* and *Mail Content* text fields to send posting. All the other text fields are optional.

Send Mail Dialog Box Options

The following options describe how to fill in the text fields.

Option	Function
Newsgroup	The newsgroup where you want to post your message.
From	Your e-mail address.
Subject	Subject of the posting.
Distribution	Geographic distribution level of your posting. The default is <i>world</i> . You can limit your distribution to <i>usa</i> , <i>ne</i> (New England), or <i>local</i> (defined by your NNTP server).
Organization	Your organization.
Mail Contents	The message you want to post.

Attachment Options

Use these options to specify the name(s) of any file(s) to append to your posting. You can either fill in the text field with the name of the file or click the File button, to open the File dialog. In addition to providing a file name, you can specify how to include the attachment by clicking one of the following radio buttons.

File Type	Description
Text	Include as ASCII text in the mail message
MIME QP	Attach in MIME quoted-printable format. Use for attaching text files.
MIME base64	Attach in MIME Base64 format. Use for attaching binary files.
UUencode	Attach in UUencode format. Use for sending files to UNIX systems

Signature Options

A signature is a short personalized message you can automatically add to the bottom of your post. Enter your signature at the bottom of the mail message. There are two check boxes:

Use Signature sends your signature with the message. If you deselect the check box, the message is sent without the signature.

Save Signature saves your current signature as a default.

Shortcuts

Toolbar **Post** icon

Keys:

InternetWorks News Menu Options

The InternetWorks News window has several menus that allow you to perform news tasks. It also has a toolbar with icons for the most frequently used menu commands. Note that some Mail options are available while you are in the News window.

Pulldown Menus

The menus allow you to access the following options:

File menu

Option	Function
New	Create a new box for News or Mail.
Open	Specify which mailbox to open.
Save	Save your current mailbox.
Reload	Reload the current contents of your Box.
Print	Print the selected article(s).
Print Setup	Select and configure your default printer.
Print Preview	Display the selected article(s) as it or they would appear when printed.
Print Index	Print the Subscription List or article headers.
Print Index Preview	Display the Subscription List or article headers as it or they would appear when printed.
Exit	Exit the mail program.

Edit menu

Option	Function
Copy	Copy the contents of the Letter pane to the Clipboard.
Select All	Select the entire contents of the Letter pane.
Move Selection to	Move the selected letter(s) to a different mailbox.
Copy Selection to	Copy the selected letter(s) to a different mailbox.

View menu

Options	Function
Toolbar	Toggle the Toolbar to be visible or invisible.
Status Bar	Toggle the Status bar to be visible or invisible.
All Newsgroups	Toggle between displaying the Master Newsgroup List and Subscription List.

Mail menu

Option	Function
Check for New Mail	Check the host Post Office for new mail.

Stop Mail Delivery	Stop the downloading of letters from the Post Office.
Switch to	Change to a different mail or news Box.
Empty Wastebasket	Delete letters or articles in your Wastebasket Box.

News menu

Option	Function
Get All from Server	
Get from Server and Put in File	
Subscribe	
Unsubscribe	
Get List of New Newsgroups	
Add Newsgroup	
Stop News Delivery	
Switch to Subscription List	
Switch to News Box	

Send menu

Option	Function
Send New to	Open the Send Mail dialog.
Send Reply to	Open the Send Mail dialog with the To: field filled in with the name of the person who sent the mail and the current letter in the Letter pane. The contents of the Letter pane display annotated.
Send Reply to All	Same as Send Reply to but the To: field contains the names of all the recipients of the original mail message as well as the person who sent it.
Forward	Open the Send Mail dialog so you can send the currently selected letter to another person. The contents of the Letter pane display annotated.
Redirect	Open the Send Mail dialog so you can send the currently selected letter to another person.
Resend	Re-send a mail message.
Post New to	
Post Followup	

Options Menu

Option	Function
User	Change your Internet connection information.
General	Configure settings for display of mail headers, mail

	notification, and size of mail to download.
Address Book	Set up mail aliases to associate with a list of users.
Index Font	Change the font used in the Index pane.
Letter Font	Change the font used in the Article pane.
Printer Font	Change the displayed font to a different font at the printer.

Help Menu

Options	Function
Contents	Display the online help Table of Contents.
Using Help	Show how to use online help.
About InternetWorks Mail	Display product release information.

The InternetWorks News Toolbar

The News toolbar contains icons that let you quickly select the most frequently used mailbox functions. Some icons immediately perform a function. For example, clicking the Cancel icon stops downloading the current file. Other icons open a dialog.

Icon	Function
Get All	Retrieve article headers for all subscribed newsgroups.
Cancel	Stop downloading or sending current mail.
Mail	Switch to the Mail window and set Current Box to default (In box).
News	Switch to News window and display Newsgroup Subscription List.
Articles	Display downloaded article headers and articles.
View All	View the Master Newsgroup List.
Get New	Get New Master Newsgroup List from the server.
Subscribe	Subscribe to the selected newsgroup.
Unsubscribe	Unsubscribe from the selected newsgroup.
Post	Post an article to the selected newsgroup.
Get	Get the selected article or newsgroup from the server.
Next	Select and display the next letter.
Previous	Select and display the previous letter.

Default Mailboxes

Default Mailboxes

The **In Mailbox** is where incoming mail appears.

The **Filed Mailbox** is where you can store mail that you have read. By default, read messages are stored in the Filed Mailbox when you close IMS. If you choose the Keep read letters in the In Box option on the General Options dialog, read mail is not automatically

moved to the Filed Mailbox when you close IMS.

The **Out Mailbox** is where you can store copies of mail you send.

The **Wastebasket** is where mail you have deleted is temporarily stored.

Switching Mailboxes

menu, keys

See also, [New Mailbox](#)

