

Internaut Help: Contents

Never used a Windows Help file before? [Click here](#) for information on how to get around.

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First, what it isn't: It isn't a thing; it isn't an entity; it isn't an organization. No one owns it; no one runs it. The best way to think about the Internet is: Everyone's Computers, Connected.

It is the network of all networks - the combination of all the large and small university, government, and corporate networks. This combination has emerged as thousands of formerly isolated networks have linked up with one another. Historically (meaning over the last decade or so) the United States military and the National Science Foundation played crucial roles in creating and financing much of the backbone of this vast inter-network.

The Internet may prove to be one of the federal government's most magnificent modern achievements, and it was achieved almost inadvertently. Even now politicians speak of the need to foster an Information SuperHighway, not realizing the extent to which the government has already helped create this very thing. Meanwhile the Internet has become truly international.

Introduction

Internaut for Windows is a program that connects you to the global Internet. You need only a computer running Microsoft Windows (which you have, since you are reading this) and a modem. Using the Internaut software, you dial into our host computer, which in turn is your gateway to every service and information source on the entire Internet. In other words, we are your on-ramp to the Information SuperHighway.

[What Is the Internet, Anyway?](#)

[You Don't Need to Be an Internet Guru](#)

Getting Started

Important - Using Windows

Creating a New User

In order to use Internaut, you must have an *user account* setup. There's a *register* account already set up - called *register* - this lets you connect to Voss Net Online and get an account by registering for a free 7 day trial of the system.

If you want to take advantage of the free trial, [click here](#). If you already know you want to subscribe to Voss Net Online, continue reading this section.

Subscribing

There are several ways to subscribe. By far the easiest is to subscribe online using the register account. Or you can call Voss Net Online and subscribe over the telephone (01753-737-808). For information on subscribing online, [click here](#).

About Your Password

When you subscribe you'll receive (and may later change) a password. A password is a secret word that you use to identify yourself to the Voss Net system when you logon - to make sure it's really you using the system, and not someone else.

A Voss Net password is six to eight characters that can (and should) include numerals and punctuation. Case *does* matter: if your password is abcDef then typing abcdef will not work (be careful - it's easy to forget you've got the CapsLock key down, for example).

Unfortunately, if your password is easy to remember, it's probably not very secure. You're not the only person who knows your son's middle name or your daughter's birthday! Here are a few rules of password selection, some of which the Voss Net system may enforce automatically:

Dictionary words and names are no good.

Dates, social security numbers, and telephone numbers: no good.

Sequences with patterns of a few characters: nope.

Most important of all. . .

A password you use anywhere else in the electronic universe is no good. We know what a nuisance this rule is (can you imagine how many passwords we've gone through ourselves?), but it's an important rule.

Entering Your User Information

Several Users?

Logging onto Voss Net Online

Preparing the Connection

Before you can connect to Voss Net Online, you have to give the program some simple information about how to connect. This only needs to be done once however. When you first install the program click on the **Connect** menu and a dialog box will pop up allowing you to enter this information. You can turn the connect details off once you have successfully connected by unticking the **Advanced Options** option on the **Options** menu.

Now, select your **Modem speed** - pick the fastest speed that your modem will work at. If your modem's maximum speed is not listed, select the next highest.

Select the communications port (**Comm port**) that your modem is connected to.

Select the **Type of dialing**. In most cases you should leave this set to **Tone**. Only change to **Pulse** if your area's phone lines do not support tone dialing, quite rare these days.

You should not normally change the **Modem setup string** and **Hangup string**. These are commands sent to your modem when dialing and when hanging up the connection. They should work for most modems. If you don't seem to be able to make a connection using the defaults. Go up to the **Modem** menu and select **Set Modem Initialization String**. Then find your modem in the list and double click on it. If there are a number of entries for your modem, try the one that says **Auto-reliable** first. However, they should only require changing if you have a non-standard modem or have been told to modify them by the Voss Net technical support staff.

If you are connected to an office telephone system you may have to enter a 9 in the **Dialing Prefix** box.

Finally pick a telephone number that is suitable for your location. At present, you only have three possible numbers to choose from (NB. these are a local call from London) but we expect to have points of presence throughout the UK in the near future.

Dialing Voss Net Online

Now, if you have just been assigned an account, you must enter your [Username and Password](#)

[Save the Password](#)

Then just click on **Connect** and the Internaut will dial Voss Net Online.

Once you've managed to connect to Voss Net, you are now online. Return to the [Contents](#) to find out about using Internaut. Or [click here](#) to find out about subscribing to the service.

The Internet can be a very confusing place - there are gophers, web browsers, WAIS systems, newsgroups, mailing lists. There's Veronica, Jughead, the World Wide Web, Archie, FTP, IRC, finger, and lots more. And the real problem with these tools is that they all work differently. Each has its own rules and techniques.

But the whole idea behind Internaut is to insulate you from the confusion. In part this is done providing, wherever possible, a consistent user interface. Internaut is based on the *double-click*. When you are finding your way around the Internet, whether at a gopher site or an FTP site, you will double-click on items of interest - double-click on a text file to read it, double-click on a menu to see what's in it, double-click on a file to download it. (OK - if you don't like the mouse just select something and press Enter.)

Many users won't really know if they are using FTP, gopher, WAIS, the Web, or whatever, but it doesn't matter. As long as the user understands how to get around in Internaut, who cares if they understand the jargon? We love the Internet not for its computerese but for the information riches that are to be mined there and the communication revolution that's under way there.

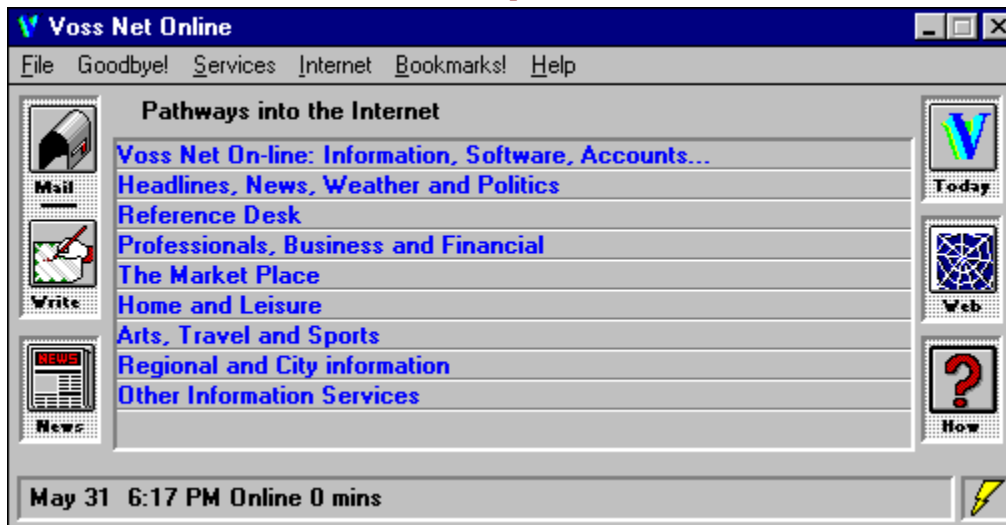
Subscribing to Voss Net Online

You can subscribe to Voss Net Online online. If you are taking advantage of the 7 day free trial you go to the **Voss Net Online: Information, Software, Accounts** menu and pick the **Subscribe to Voss Net Online** option or you can just wait for your trial to end, after which every time you attempt to log in you will be invited to subscribe. Or, if you wish to take out a subscription straight away, then connect to Voss Net using the **register** user and follow the onscreen instructions to create your account.

Once you've gone through the registration procedure you should hang up (select the **Goodbye** menu option), [create your user account](#), then connect using that new account.

The Internaut Window

Click on the window to see what each component does:



[Help! - Getting Lost in Windows](#)

When you've finished working in the Bookmarks dialog box, select **File|Exit** or press **Ctrl-X** to remove it.

Finding Your Way Back - Using Bookmarks

The Internet is a huge, sprawling land, and most of the time you`ll be traveling without a map. It`s easy to forget how to get back to that interesting site you were working at last month, last week, or even yesterday. That`s why Internaut has a Bookmarks system. When you find something interesting, place a bookmark there and you`ll always be able to find your way back. In fact, coming back the second time will be much quicker, because you`ll go *directly* to the place you want to go, rather than digging your way through the Internet to get there.

[Setting Up the Bookmark System](#)

[Adding a Bookmark Directly](#)

[Moving, Changing, and Deleting Bookmarks](#)

[Closing the Bookmarks Dialog Box](#)

[Setting Bookmarks While Traveling](#)

Using Email

Introduction

Important!

Grabbing Your Mail

When you log onto Voss Net Online, information about any waiting email flows to your PC, and all the time you're on line, you'll be alerted to new email as it arrives. You'll see the red flag go up on your mailbox (a reminder of an older technology). The mail Inbox window opens automatically when you log in.

By default the program is set up to *not* automatically download your messages when you go online. It will only download the subject lines, so you'll be able to view a list of message subjects, then decide which messages you want to read. However, if you prefer you can make the program grab the entire message automatically. This is done using *filters*. You can even create sophisticated filters, such as one that would download all messages, unless they are longer than 50 lines. For more information about filters [click here](#).

Note

At the top of the window you can see the **Table of Contents** - a list of messages that you've received. In the left column you'll see a small icon. There are several different icons, and each has a different meaning. [Click here](#) to see them.

Notice also the **P** and **N** buttons on the side of the Mail window. The **N** key lets you move through your email, page by page, message by message - click on the button (or press **N** or the **Spacebar**) to move through your message, page by page. When you get to the end of the message, the button (or keyboard shortcut) moves you to the top of the next message. (Why Spacebar? Because the Spacebar commonly carries out this function on many Internet mail readers.) The **P** button (or the **P** key) move you in reverse, from the top of one message to the top of the previous.

Returning to the Mail Window Later

When you retrieve a message, it will be shown in the area below the list. You can read the message, then carry out various actions. [Click here](#) for a list of actions.

Where's My Mail!?

Writing Messages

The Address Book

Working With Folders and Boxes

The Email Options

Internaut provides you with a variety of customizable options. Some of these are set in the [Options and Preferences](#) dialog box. Others are set in the Inbox window or from any other mail box window. Note that an option that has a check mark next to it in the menu is active - if you want to *deactivate* it, select the menu option to remove the check mark. [Click here](#) to see information about setting options with the menu commands.

Saving Money

Sending Mail to Other Email Systems

To create a folder, click on one of the folder icons, then click on the **Add** button. Type a folder name into the text box. Click the **Newsgroups** option button (the folder will contain newsgroups), then click on **OK**. The new folder will be created as a subfolder of the folder you selected.

Using Newsgroups

Introduction



To work with Internaut's News system, click on the News button, or select **Services|News**, or press **Ctrl-N**. You'll see the News dialog box, with some newsgroups already set up for you. This system is very similar to that used for email, comprising a series of folders and boxes. There are three icons for the boxes:

- ✶ **a red light** The box contains new messages that you haven't yet looked at.
- ☐ **a small white box** There's nothing in the folder currently, though you can use the menu commands to make Internaut go out and grab some messages.
- **a small black box** There are messages in the box.

Each mail box represents a newsgroup, containing messages related to that group. You can also create boxes that will contain messages transferred from newsgroups. Newsgroups can be grouped together within folders any way you wish.

Creating Folders

Creating Newsgroup Boxes

Working in a Newsgroup

To see the contents of a newsgroup, **double-click** on it in the News dialog box. The newsgroup window appears. At the top you can see the Table of Contents - a list of the newsgroup messages. Select **Actions|Expand/compress article tree (Ctrl-E)** and the list opens up, showing you messages within folders. The messages have icons next to them:

- ✉ **envelope** The message has been downloaded, so it's available to be read. **Click** on the entry to read the message.
- ✓ **check mark** You've read the message - you can **click** on the entry to read it again.
- ✶ **red dot** There's a new message waiting for you, but it hasn't been downloaded yet. **Double-click** on it to download it; or select it and press **Enter**; or select it and select **Actions|Get selected articles**; or select it and press **Ctrl-G**. (The last two options let you select several message at once, then retrieve them.)
- ☐ **white dot** There's a message waiting for you - in fact it was waiting for you the last time you looked but you still haven't read it.
- **black dot** You've marked the message for retrieval. If you are online this will be temporary - the program will be downloading the message, and the icon will change to the envelope. If you are offline, the program will download the message next time you go online.

Getting the Articles

When you first enter a newsgroup, you'll see the oldest articles (messages). Internaut provides lots of tools for working in newsgroups, though, so you can move through the newsgroup in various different ways. [Click here](#) to see the procedures you will use.

Working with the Messages

The commands used for working with the messages are very similar to those used for working with email messages. You can place an article in the word processor (select **File|Start word processor**, or press **F5** - you can only do this if the article has already been transferred), and use the buttons at the bottom of the window to send a reply to the newsgroup (**Post reply**), send an email message to the person who wrote the message (**Mail reply**), send a new message to the newsgroup, forward the message, move it to another box, or delete it.

Using Filters

You can use filters to make Internaut automatically carry out certain operations on newsgroup messages as you receive them. [Click here](#) for more information.

Creating Filters

Internaut lets you set up sophisticated filters that define exactly what should be done with each message that arrives. This system is used for both newsgroups and email, and is linked to the newsgroup and email boxes. Each box that automatically receives messages - the Inbox or a newsgroup box - can have its own filtering rules to control what happens when Internaut puts messages in the box.

In the following description we have assumed that you are working with the newsgroups, as many of the features are specifically designed for use in the newsgroup system. The manner in which you create filters for email is the same, however.

[Beginning to Create Your Filters](#)

[Ready-to-Use Filters](#)

[Build Your Own Rules](#)

Using the World Wide Web

Introduction to the Web

What is Mosaic?

Starting the Web from Internaut

Special Internaut Speed Features

Traveling on the Web

Here's how you get around on the World Wide Web.

Using Links

When you click on a link, the Web browser will display the document connected to that link. (In Internet-speak links are sometimes known as *anchors*.) A link in **text** is indicated using a color or otherwise highlighted text. Also, whenever the mouse pointer passes over a link it changes to a pointing hand. And the status bar at the bottom of the window displays the URL of the document to which the text or picture is linked.

Using the Menu

The browser has a variety of menu options to help you travel around the Web:

File|Print - Prints the document you are viewing.

File|View document source (HTML) - Web documents are created using a special coding system called HTML (HyperText Markup Language). You can see what the current document's source looks like using this command. Internaut will display the file in another window, from which you can save the document if you wish.

File|Close - This closes the Web window.

File|various stuff - This is the *history list*, showing you which document's you've viewed in this Web session. Select one to return to it.

Open! - Displays the dialog box into which you can enter another URL, to start another Web session.

Bookmark! - Places the Web document into your bookmark list.

Utility|Copy URL to Clipboard - Copies the current document's URL to the Clipboard. You can then copy it into an email message, for instance, so you can let friends know about neat Web sites you've found.

Utility|Cancel current URL request - If you clicked on a link to go to another document, and then change your mind, select this command to cancel the procedure.

Utility|Clone Window - Creates an exact copy of the current window, so you now have two Web sessions running.

Utility|Back to previous document - Displays the previous document.

Options|Expand inline images - Automatically transfers images that are included in Web documents. Transferring images can take a lot of time, so you may want to turn this off (the images are replaced with a little icon).

Options|Select base font - If you don't like the way your Web documents look, you can modify the font. Changing the base font - the font used for the normal, body text - also changes the headers and other text styles correspondingly. For instance, increase the base font a little, and the header fonts are increased, too. (Nothing will change until you go to another Web document.)

Too Slow?

Getting Files From Internet Sites - FTP

There are literally millions of computer files on the Internet, just waiting for you to download them. You'll find computer programs, books, pictures, sounds, just about anything you can imagine.

The Internet uses a system called FTP (File Transfer Protocol). If you've ever used FTP on a UNIX computer or a simple terminal connection to a UNIX computer, you'll know that this is one of the hardest tools to use on the Internet. But Internaut makes it easy.

Internaut actually combines two tools, Archie and FTP. Archie is a program that helps you search for files on the Internet. (The name comes from *archive* - as in file archive. Drop the *v*, and what have you got? Archie!) Again, Archie can be complicated to use, unless you are using Internaut. There are three ways you can work with this system.

You know the name of the file you want, but not where it is - enter the filename and let Internaut find it for you.

You know where you want to look, but you don't know the filename - enter the FTP site name to go to the site and look around.

You know where you want to look, and you know the directory in which you want to look, and maybe even the filename - enter both to get as close to the file as possible.

Select **Internet|Get files ("FTP" and "Archie")** or press **Ctrl-A**. You'll see the Find and Receive Files dialog box.

Method 1 - Search For a File

Method 2 - Look in an FTP Site

Method 3 - Look in an FTP Site, But With More Information

Type it Correctly!

About ZIP Files

Connecting to Other Computers - Telnet

Telnet is a system that lets you travel across the Internet and log onto a system somewhere else. It's used for many purposes, from letting you play chess or Go on a computer, to using someone else's World Wide Web browser or gopher system. An ever-expanding number of resources and services can be reached directly from Internaut the Internet. Some services are free; others require you to have an account. Once you've established a Telnet connection, it's as if you were sitting at someone else's computer.

If you know the address of the remote computer, select **Internet|Connect to another system (Telnet)** menu option, or press **Ctrl-L**. Type the Telnet address into the text box that appears - or select from the drop-down list box, which contains the addresses of previous Telnet sessions - and click on the **OK** button.



Many Telnet connections are also available through Pathways into the Internet. They are marked with a little telephone icon. Often it is necessary to log in with a certain user name, and sometimes a password is required. Wherever we can, we tell you what these are.

Talking to Other Users

The Internet has a feature called *talk*. (There are actually several Internet talk programs, the most common being *talk*, *ytalk*, and *ntalk*.) It's not real talk - spoken words. It's typed words. You can call someone else on the Internet, and engage in a typed conversation. It's not as easy as talking, but it certainly beats the price of long distance phone calls.



Internaut has a Talk program that lets you use the Internet talk system, but it's much easier to use. If you want to talk to someone, click on the Talk button, or select **File|Talk (chat with someone)** or press **Ctrl-C**. You'll see the Enter Your Choice dialog box.

Type in the person's username (if on Voss Net Online) or username and hostname (usually the person's email address - for instance, fredf@bedrock.com). Making a connection to another Voss Net user will be very easy. Connecting to other Internet users should work most of the time, but you may run into problems - the Internet talk system sometimes runs into incompatibility and addressing problems.

Finding Voss Net Online Usernames

If you've talked with this person before, you can simply select the person's name from the drop-down list. Then click on **OK**. You'll then see the Talk window.

Internaut is now calling the other person - if he's online, he'll see a message asking him if he wants to accept your invitation to talk with him. He can click on the **Accept** or **Decline** button.

If he accepts, he'll also see the Talk window. Now, when you type, your typing is transmitted to the other person. Your typing appears in the top of your window, the other person's appears in the bottom of the window. Note that every character you type is transmitted to the other person - you don't have to press Enter to send the text. That means that every mistake you make is sent, and when you make a correction, deleting a word, for instance, the other user sees the word being deleted.

Talk Vs. Chat

Working in the Talk Window

Problems?

Using Internet Relay Chat

Internet Relay Chat (IRC) is a system that lets Internet users get together and chat with each other. It's not like *talk*. While *talk* is like a telephone conversation, *chat* is like a cocktail party. IRC chat systems have *channels* that you can wander in and out of, in the same way you might walk from one group to another at a party.

IRC is generally quite complicated to use. You have to know all the commands. However, Internaut's IRC interface provides an easy-to-use system for working with IRC. You can join more than one channel and keep track of them in several windows - an exciting and convenient experience, especially if you have a split personality.

Select **Internet|Chat** or press **Ctrl-I** to start a chat session.

You'll automatically be connected to an IRC server. To see the commands and procedures you can use, [click here](#).

To chat, type your words into the long text box at the top of the window, then press Enter. the text is sent to the channel shown in the Send To drop-down list box - which automatically displays the name of the channel window that is on top. You can also enter a person's name in this Send To box to send the message to that person.

Customizing Internaut

You can customize the way your Internaut software works in many ways. Select **File|Options and Preferences** to see the Options and Preferences dialog box. By clicking on one of the tabs at the top of this dialog box (or by press **Alt** and the underlined letter in the tab) you can select a different type of option.

You can also **jump directly to this window** from several places in the program (a mail or news window, for example) by pressing **F2**.

Mail

News

General

Directories

The floating window list

Finding Help

Internaut provides various ways to find help.

Program Help

You can view Internaut's WinHelp online by selecting **Help|Contents** or **Help|"How do I . . ."**. You can also use context-sensitive help, information about where you are currently working in the program. Press **F1** to get help for the item the cursor is currently on.

Online Help



Click on the **Help** button in the main Internaut window to see a gopher window containing a list of documents that answer common questions (how to find information about Internet resources, how to find other Voss Net users, how to find other answers, and so on). Not only does this system provide answers, but you'll also be able to get directly to the tools you need from here. For instance, if you select *Find a name, place, anything else on the Internet*, you'll be given a gopher menu that contains links to Veronica, Jughead, Hytelnet, and various Internet phone books.

You can also double-click on **The Voss Net Online: Information, Software, Accounts** in the main Internaut window. You'll see a window containing menu options that lead you to more information about using the Voss Net Online. Spend a little time reading these.

Technical support

If you want to contact Voss Net directly with technical questions, you can send email to Email staff@vossnet.co.uk.

If you are unable to get online for some reason, you can call Voss Net at 01753-737-999.

Close

Print

IRC Commands

File|Start Session

You can start a session with another IRC server.

File|Exit all

Closes the IRC window.

Commands|Join a channel

Lets you specify which channel you want to join.

Commands|List channels

Displays a list of channels at the current server. There are hundreds or thousands of channels - don't try to list them all! You'll be prompted for some text to match. If you enter pipe, you'll see such channels as pipeline, pipedream, windpipe, etc. If you really want to list them all (be prepared to wait a long time!) then you can type a * for the search text.

Commands|Change Nickname

By default you will be known on the server by your username. You can define a nickname, if you wish, another name by which you will be known.

Options|Fonts

Let's you pick a font for system messages, other people's comments, and your comments, so you can quickly figure out who is saying what.

Window|Cascade

Each channel will be in a separate window. Use this command to place them one on top of the other, with the title bars showing.

Window|Tile top and bottom

Place the channel windows above the other.

Window|Tile side by side

Place the channel windows next to each other.

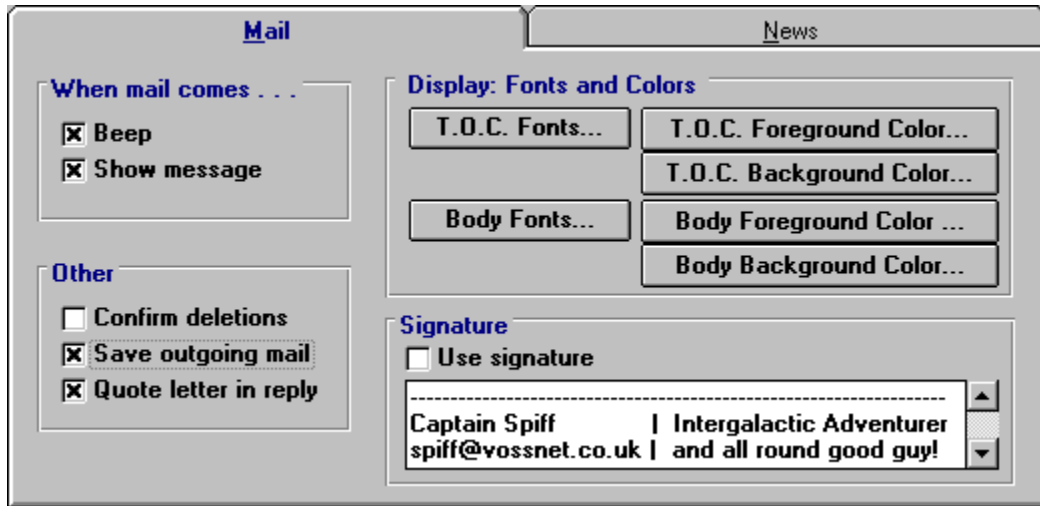
About Beta Software

Voss Net Online often provides beta software for its subscribers to test. This is software that has not yet been released. That is, the development team expect that it will contain bugs, and may not yet have added all the features they want to include in the released version. Still, you may want to use this software, just to see where Internaut is heading, and to get a head start on using new features.

If beta software is available, you'll find another subdirectory in the directory that is holding the latest released software. This subdirectory will be called something like *The Version 3 beta test*. Inside this directory you will find instructions for upgrading, information on new features, and the beta software itself.

Mail

Click on the option in the following picture to find out what it does:



News

Click on the option in the following picture to find out what it does:

The screenshot shows a web interface with two tabs: 'Mail' and 'News'. The 'News' tab is selected. Below the tabs, there are three settings sections:

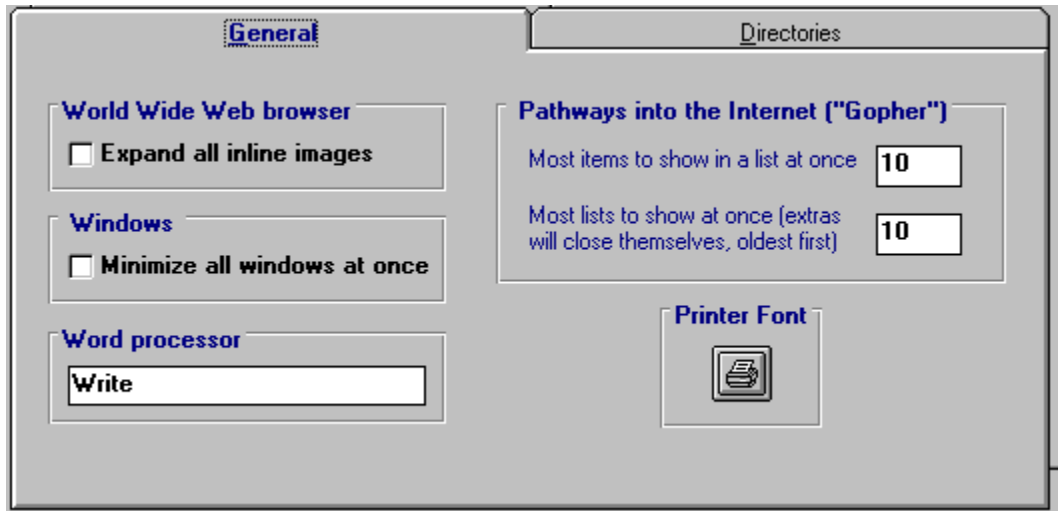
- Pseudonym for News Posting**: A text input field containing 'Captain Spiff'.
- Organization**: A text input field containing 'Voss Net Online'.
- Most News items to retrieve at once**: A text input field containing '10'. Below this field is a small explanatory text: 'A large value lets you get all of a busy group at once. A small value lets you browse in quick batches.'

Internaut
Version 2.x
staff@vossnet.co.uk
01753-737-999



General

Click on the option in the following picture to find out what it does:



Directories



A screenshot of a dialog box titled "Download directory". The dialog box has a light gray border and a title bar. Inside, there is a text input field containing the path "C:\VOSSNET3\USER\SPIFF\DOWNLOAD". The text is in a standard monospaced font.

Enter the directory in which you want Internaut to place downloaded files. Because Internaut is set up to allow several people to use the program, by default it uses the VOSSNET3\USER*USERNAME*\DOWNLOAD directory as the download directory. However, if you are the only person using the program you may want to create a download directory somewhere easier to get to, such as VOSSNET3\DOWNLOAD.

Comm (modem)

This is described in the topics about connecting to Voss Net Online. [Click here](#) to enter the relevant topic.

Connect

This is described in the topics about connecting to the Voss Net Online. [Click here](#) to enter the relevant topic.

The Floating Window List

Here's a handy little feature: the *floating window list*. Select **File|Show floating-window list** to display a small window that lists your open Internaut windows. It's an always on top window, so it sits on top of all other windows. Double-click on an entry to jump to that window.

Select this if you want Internaut to beep your computer when an email message arrives for you.

Many documents in the World Wide Web contain images. These can take a long time to transfer, so if you are traveling on the Web and want to speed things up, turn off the inline images - make sure this option is *not* selected.

Select this if you want to see a message box informing you when an email message arrives.

Select this if you want to see a message box asking you to confirm each time you try to delete a message.

Select this if you want to save a copy of each email message you send.

Select this if you want Internaut to automatically copy an original message's text into a reply. This provides a reference, so the recipient can see what he wrote, and you can respond to specific paragraphs in the original message.

Click on these buttons to select the font you want to use in your email messages and the list of messages.

This option tells Internaut how many messages to retrieve from a newsgroup at once. Newsgroups often have hundreds of messages - you may want to limit how many it grabs each time, to speed things up. (You'll still be able to go back and get more.)

Click on these buttons to select the color of the text and background in the list of email messages.

Click on this button to select the color of the text in your email messages.

Click on this button to select the color of the background in the email messages.

Select this if you want to send an email signature with every email message. The signature is sent automatically at the end of the message.

Enter the name of your company or organization. This is sent in the header of messages going to newsgroups.

This the signature text box, in which you can type your signature. This may be your email address and phone number, information about what you do, or a goofy piece of poetry - anything you want. This can be any size you want, though people don` t usually appreciate receiving messages with large signatures.

This is the pseudonym text box, in which you can type a pseudonym for the author of all your news postings. This may be a handle or nickname or just a short phrase. Your email address will still be attached to the message so that people can reply to you and see who really posted it. Keep it short as a lot of news readers don't leave much room for this field.

Select this if you want all the Internaut windows to be minimized each time you minimize any one of them.

This lets you determine the size of a gopher list (a Pathway into the Internet list). The smaller the number, the quicker Internaut can display the list. If there are more items than can be displayed, you`ll be able to click on the NextPage menu to see the next set of items.

This lets you tell Internaut how many gopher windows should be open at once. If you exceed the limit, then Internaut closes the window that was opened the earliest.

This is the program used when you place an email or newsgroup message into a word processor.

By default Internaut uses Windows Write, but you can enter the name of your favorite word processor. If that program is not in the Windows directory or another directory that is in your DOS PATH, you must include the full path to the file.

Click on this button to select the font you want Internaut to use when printing your email, newsgroup messages, and documents.

The Internet has two talk-type systems. True talk systems let one user talk with another, or, in some cases, a sort of conference call to be set up, with several people talking together. A *chat* system, though, is more like a party, with groups of people entering rooms or channels and talking with whoever happens to be in the room or channel. The most popular of these systems is Internet Relay Chat (IRC), which you can get to using the **Internet|Chat (IRC)** command or by pressing **Ctrl-I**.

Close

Print

Working in the Talk Window

There are several menu options available to you while working in here:

File|Add Someone

Lets you call someone else. You can have several people online at once, in a sort of conference call.

File|Close

Ends your Talk session.

Edit|Cut

Removes the highlighted text and places it in the Clipboard.

Edit|Copy

Copies the highlighted text to the Clipboard.

Edit|Paste

Pastes text from the Clipboard into the conversation. A good way to send canned information quickly - type the information before you call the person, then paste it during the conversation.

Edit|Clear Screens

Removes all the text from the window.

Edit|:-) Smile

Automatically types the smile emoticon for you. That is, when you select this it enters :-). (Turn your head sideways, such that the beginning of the line is at the top, and you`ll see that this is a smiling face.)

Edit|:-(Frown

Automatically types the frown emoticon.

Edit|;-) Wink

Automatically types the wink emoticon.

Options|Colors|Foreground

Lets you select the color to be used for the text.

Options|Colors|Background

Lets you select the color to be used for the background of each panel.

Options|Font

Lets you select the typeface to be used for the text.

This system works very well within the Voss Net. That is, if you are talking with another Voss Net user, you will probably have no problems. However, using the system to talk to Internet users elsewhere in the country (or world) you may sometimes run into problems. There are a variety of different Talk programs on the Internet, with talk, ntalk, and ytalk being the most common. (Internaut is compatible with these systems.)

In some cases, though, you may find that the system you are calling is using an incompatible system. Or, the system they are using is compatible, but the system won't let you use the person's email address to contact him - you need to use a special format address which even the user himself may not be aware of.

Also, remember that if the user is not logged on to the system, he's not there to take your call. And even if he is there, he may be running a program that won't let invitations to talk through. Or the user may even have used a special command to turn off these invitation messages.

So, you'll probably find you can use the Talk system quite well. But be aware that the Internet is not a perfect place, and you may run into problems now and again.

Close

Print

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Moving, Changing, and Deleting Bookmarks

You'll be able to move bookmarks around, shifting them between folders. You can **drag** bookmarks with the mouse, from one folder to another. Or, select the bookmark, and press **Ctrl-D** or **Ctrl-U** to move the bookmark down or up.

Advanced users who understand the inner workings of Internet-resource addresses can modify the information in a bookmark. To do this - or perhaps to find information about a bookmark so you can tell another person how to get there - click on the bookmark and select **Edit|Change selected item**. You'll see a dialog box containing technical details about the bookmark. You can make any necessary changes, or copy the information down to email to your friend or colleague.

Finally, you can remove old bookmarks you no longer want. Click on the bookmark and select **File|Delete selected item**.

Close

Print

Adding a Bookmark Directly

While you are traveling on the Internet you can add bookmarks very quickly and easily. But there is a way to add a bookmark by typing in the information. This is *not* something most people will want to do, though. You can only use this method if you understand Gopher address information. In the Bookmarks dialog box, click on folder you want to place the bookmark into, then select **File|Add bookmark**.

Enter the appropriate information:

- Description** Type a description of the Internet site.
- Host Name** Enter the gopher site hostname (for instance, gopher.vossnet.co.uk).
- Port** This is usually 70, but if you know you need a different port number you can enter it here.
- Selector** These are names of local commands.
- Document Type** These are the gopher document types - 0 = text, 1 = directory, 2 = CSO phone book, and so on.
- Parameters** If the gopher document type you are using requires a parameter, enter it here.

Click on the **OK** button to add the bookmark.

Close

Print

Setting Bookmarks While Traveling

While traveling around in the Internet, you`ll notice the **Bookmarks!** menu here and there. If you find something interesting, just click on the **Bookmarks!** menu, and Internaut will create a bookmark for you. You`ll also notice the **Add this command to my Bookmarks** check box in some dialog boxes. Click on this check box when you use the dialog box and the box is automatically entered into the Bookmarks system.

You can also add several entries at the same time. Select the gopher options you want to add as bookmarks - you can drag the mouse pointer across the entries while holding down the button; hold Ctrl while you click on the ones you want; or click on the first in a group, hold **Shift**, then click on the last in the group. Then click on the **Bookmarks!** menu and Internaut will create a new bookmark folder, and place each entry in the folder as a bookmark.

Close

Print

Setting Up the Bookmark System

After you've spent a while working on the Internet, you'll find dozens, maybe hundreds of interesting places you'll want to return to. To organize all this, Internaut has a system of bookmark folders.

Click on the **Bookmark!** menu option in the main Internaut window. You'll see the Bookmarks dialog box. This shows the bookmark hierarchy. You can add more folders and bookmarks within folders. For instance, you might want to create a bookmark folder called Stores, in which you can keep bookmarks at commercial Internet sites where you can buy things. (There are now a lot of places on the Internet that are selling books, clothes, software, and more.)

First, decide where you want to place the folder. To create a subfolder of an existing folder, click on the existing folder. To create a top-level folder (in effect, a folder within the main BookMarks folder) click on the BookMarks icon. Then select **File|Add Group**. Type the folder name, then click on **OK**.

Method 1 - Search For a File



If you know the name of a file, but are not sure where it is, type the filename into the **I have a filename in mind** text box. (Make sure the **I have a particular archive in mind** check box is *not* selected.) Then click on the **Advanced** button.

You have several options here. [Click on the picture for more information.](#)

Long Names?

When you click on the **GO** button, Internaut begins the search. The dialog box remains open, though, so you can do another search (remember, Internaut can do several things at once). If you want to close the dialog box, click on the **Done** button.

Takes too long? Doesn't Work?

If Internaut is able to find the file, you'll eventually see a window listing all the files it found. Read the entries. If you find one that you think is the one you need, double-click to download it. You'll see the Enter File Name dialog box.

Remember, files on the Internet often have very long names. So when you try to download a file with a long name, Internaut suggests that you remove all the characters in the name except for the last 8 (the maximum number you can have in the first part of a DOS filename). However, you can type whatever name you want into this. Then click on **OK** to continue with the file download. The file will be placed in your download directory (which is specified using the **Options|Download directory** menu option at the main Internaut window).

Downloading Pictures

Click [here](#) if you entered just part of the filename. For instance, if you are trying to find a file that is updated often, the filename might include a date. For instance, BIGCARS0994. The 0994 part of the name will change, so you might just want to search for BIGCARS.

Because most large computers on the Internet are using UNIX, you will find that many files at FTP sites have much longer names than the normal 8.3 DOS filename rule allows. That`s okay. When the file is transferred the filename will be changed.

Method 2 - Look in an FTP Site

If you know where you want to look, but are not sure of the name of the file you want, use this method. Click on the **I have a particular archive in mind** check box, and type the name of the archive (the FTP site), that you want to look in. For instance, to look at Microsoft's FTP site you would type **ftp.microsoft.com**. Don't worry about any of the advanced options - they only affect the Archie searches, and we're not using that right now. (Do make sure, however, that the **I have a filename in mind** check box is *not* selected.)

Now, click on **GO**. Internaut will log into the FTP site, and display the contents in a window. (If it is able to get into the site, that is. FTP sites are often very busy, too busy to let everyone in.)



This window is the same as the window you would see when traveling in gopherspace, through Internaut's Pathways into the Internet. At FTP sites you have to find your way to the directory that contains the file you need. To do that, you double-click on the directory name (indicated by the folder icon).



What if you are not sure where the file is? Try looking into the index files. The files indicated by a document icon are text files. Double-click on one to read it. You'll often find files called INDEX, 00INDEX, README, and so on. These often contain information that will help you. Also, look for other useful files, such as the dirmap.txt at the Microsoft FTP site, which lists all the directories.



The entries in the window indicated by a file icon are the files you can download. Double-click and you'll see the Enter File Name dialog box. Enter the filename you want to use and click on **OK**.

Method 3 - Look in an FTP Site, But With More Information

Let's say you know which FTP site has the file you need, but you know more. You know the directory you want to look into, and you may even know the filename as well.

You'll use a procedure the same as in Method 2, except that you will also enter information into the **I have a filename in mind** text box. Enter a directory name or directory path, and, if you know it, the filename. For instance, let's say you know you want to go to the /developr/DEVCAST/DEVCAST4 directory at the ftp.microsoft.com FTP site. In the **I have a filename in mind** text box type /developr/DEVCAST/DEVCAST4/, making sure that you end the string with the forward slash. When you click on **Go** Internaut will take you to that FTP site and that directory.

Let's say you also know the name of the file you want - DISK1.EXE. You can type /developr/DEVCAST/DEVCAST4/DISK1.EXE into the **I have a filename in mind** text box. This time make sure you *don't* include the final forward slash. Internaut will go to the archive and automatically download the file.

The Web is neat, but boy, it can be slow. Here's how Internaut speeds up your work in the Web. When you first see the Web page you opened, there won't be any graphics. The text will be shown first (transferring text is relatively easy). You can begin reading the document, while Internaut continues transferring the pictures for you. (The **Options|Expand inline images** option must be turned on for images to transfer. You can set the default for this in the Preferences dialog box.)

There's another way that Internaut speeds things up: it uses a *cache*. Each time the browser transfers a document, that document is stored in on your computer. If you return to it (using the *history list* at the bottom of the **File** menu or by using **Utility|Back to previous document**), Internaut grabs the document out of the cache, not from the Web. Because it's not being transferred over the Web, it's very fast.

Most FTP sites on the Internet are on UNIX computers - and these beasts are *case sensitive*. That means you can't type **FILENAME** when the file's actual name is **Filename** or **filename**. You must have the correct mix of uppercase and lowercase letters, for both file and directory names. If you can't get this method to work, then just go to the site and dig around a little.

To find the names of other Voss Net users, double-click on *Voss Net Online: Information, Software, Accounts*, then on *Show who else is online now*. Double-click on a name to see information about that person - his real name, phone number, comments, and so on. If you want to be included in this list, [click here](#).

About ZIP Files

Many large files intended for use on PCs are saved in the PKZIP archive format. PKZIP is a special shareware program that takes a normal computer file and compresses - squeezes it into a smaller file. Often several files are compressed and placed into one .ZIP file. This saves storage space, and means that the file can be transmitted more quickly (simply because it's smaller) than the original file or files. If you see a file with a name that ends in .ZIP, it's one of these ZIP files.

In order to use this file, you'll have to extract the file or files that are compressed inside it. You will need to use the PKUNZIP program to do so. You can find this program all over the Internet (you will often find it in combination with the PKZIP program, the program that is used to compress the files in the first place). On Voss Net you'll find it by going to the Voss Net Software directory - in the main Internaut window, double-click on *Voss Net Online: Information, Software, Accounts*. . . , then double-click on *Voss Net Software*. The window that appears contains, among other things, a copy of PKUNZIP. You'll see *An unzip program unzip.exe*. Download this file, then run it as a program. The PKUNZIP program will be automatically extracted for you. (You can run it by double-clicking on it in File Manager - make sure you put it in its own directory first.)

PKUNZIP is very easy to use. Place the file in the directory containing the file you want to unzip and type `PKUNZIP FILENAME`. There are lots of options and features. See the text files that come with PKZIP and PKUNZIP for more information.

There are also various shareware programs that make using PKZIP and PKUNZIP easier. For instance, WinZIP is a Windows shareware program that provides a Windows interface for using PKUNZIP. (You can find WinZIP at the <ftp.cica.indiana.edu> FTP site.)

Archie servers are often *very* busy - it may take a long time to get a response (be patient), and you may get a message telling you that nothing was found. Use the **Available host machines** to search another Archie server.

If you are downloading a picture, you can click on the **Display as picture?** check box. The file will be downloaded, then displayed in the picture window.

Transferring all those pictures can take a lot of time. If you want to speed things up, you can turn off **inline images** using the **Options|Expand inline images** option. You can also change the default in the General panel of the Options and Preferences dialog box.

Close

Print

Introduction to the Web

The World Wide Web is a giant *hypertext* system. If you've ever used a Windows Help file, you've used a hypertext system. Click on special graphics or specially marked text, and the system displays a different topic. In a Windows Help file that topic is usually in the same file. Sometimes, it's in a different file, but on the same hard disk. In very rare cases, it's in a different file somewhere else on a network.

But when you click on a World Wide Web link, the topic you see may be on a computer in a different country, even on a different continent. The Web (also known as WWW and W3), is an international hypertext system, linking thousands of computers in a very easy to use method.

Starting Internaut's Web Browser

Double-click on an entry in the Pathways into the Internet that references a Web document.

Highlight a URL in a newsgroup or email message, and press **Ctrl-W**

Double-click on a Web entry in your Bookmarks dialog box.

Select **Internet|World Wide Web** from the main Internaut window

Press **Ctrl-W** at the main Internaut window

What's a URL?

In the first two cases, the web browser opens and your session begins. In the third and fourth cases, though, a dialog box appears. Type the URL of the Web page you want to view, then click on **OK**. (You can also select a URL that you entered in a previous session from the dialog box's drop-down list box.) The Web window will open.

You can run multiple Web sessions, of course, by using this menu command several times to open several documents. And the **Utility |Clone Window (Ctrl-W)** command lets you make a copy of the current window, so you can run two sessions at once.

You can also add Web documents to your bookmarks - selecting a bookmark that points to a Web document automatically opens the Web window and loads the document. This, of course, is the normal Internaut integration of functions. The idea behind Internaut is that the program will figure out which tool you need to use when. So if you double-click on an entry in the Pathways into the Internet that leads to a Telnet session, the Telnet window opens; if it leads to a Web document, the Web window opens. If you click on a link in a Web document that leads to a gopher menu, the gopher window opens; if it leads to an email address, the mail Compose window opens so you can write a message.

[Click here to go to the first document you viewed.](#)

[Click here to go to the previous document.](#)

Click here to go to the next document (this only works if you`ve been to a document, then gone back - click here and you`ll go to the document you just returned from.)

Close

Print

Ready-to-Use Filters

There are four large buttons in this dialog box. When you click on one of these large buttons, you'll see another dialog box asking you for information.

Always retrieve text of items sent by X - You'll be asked for the email address of another Internet user. When Internaut sees a message from this person, it will automatically retrieve the entire message, instead of just grabbing the message subject line and waiting for you to tell it to get the full text.

Always retrieve text of items titled X - You'll be asked for a subject. This works like the previous one, except that Internaut looks at the Subject line instead of the From line in the message.

Save everything from X to another box - You'll be asked for the email address of another user, and will have to select the box you want to move this person's mail to. When Internaut sees the mail, it automatically moves it to that folder.

Delete everything from X before I see it - You'll be asked for the email address of another user. Internaut will simply dump email from this person! Good for dealing with mail from bosses, ex-spouses, and other irritants. (Be careful, though. When you throw away mail unopened, it stays thrown away.)

These are very easy to use. You simply give Internaut the information it asks for, and it builds the rule for you.

[Click here to see the Which URL Should We Open dialog box, so you can go to a different document.](#)

[Click here to display the document trail, a history of where you've been in the current session.](#)

[Click here to save the current document in a file.](#)

[Click here to print the current document.](#)

Click here to cancel a transfer. If you clicked on a link and it's taking a very long time to display the document, you can click on this button to cancel the transfer.

First, open the mail Inbox or the window of the newsgroup you want to create filters for. Select **File|Filter rules for this box**.

Under **The rules for this box** you'll see what filter rules have already been set up. You can have several rules - they are tried in the order they appear in the list, and the first one to match the message is carried out - once a rule has been carried out, the other rules are skipped. Now, this may all seem a little complex, and it can be as difficult as you wish it to be. But you should at least quickly scan the information in here about filters, to see what's possible. To make it easy, we'll start with the ready-to-use filters.

Click here to open the standard Windows control menu, which lets you move and minimize the Internaut window.

The title bar.

[Click here to minimize the window \(change it to an icon\).](#)

This button does not work on Internaut, because the program does not allow you to maximize it.

You'll sometimes find that Internet sites that appear listed in gopher menus - or even ones that you've been to before and set bookmarks on - don't seem to work. By the very nature of the Internet, what was available yesterday may not be available today. It might have been removed or closed, or it might be so busy that you can't get on. Try the site again later.

Click here to read your email (the same as selecting **Services|Mail: open mailboxes**). Email lets you send messages to, and receive messages from, other Internet users all over the world. [Click here](#) for more information.

Click here to go directly to the Compose window, in which you can write an email message (the same as selecting **Services|Mail: write a letter**). [Click here](#) for more information.

The Pathways Into the Internet - Internaut Gopher

The bars in the middle of the Internaut window are menu options. You can double-click on a bar, or click once and then press Enter, to select that menu option.

Internaut's main window is based on the Internet gopher. If you don't know what an Internet gopher is, it really doesn't matter. (Okay, it's a system that uses menus to help you find your way around the Internet.) Each of the lines in the middle of the window, below the **Pathways into the Internet** heading, is a gopher menu. You can work your way into the Internet using this menu. (You may have heard the term *gopherspace*. That's where you are while using this menu system.)

It's Gone!

When you double-click a menu option that has a picture of a folder, another window opens (try it!). This, too, is a menu of options (another gopher menu). There are several different types of options that you will run into while traveling around in Internaut ([click on the icons](#)):



You can find your way around gopherspace - the pathways - very easily. Just spend a little time double-clicking on things you find interesting, exploring the various avenues into gopherspace. There's a problem with gopherspace, though. It's the opposite of Hansel and Gretel being led into the forest - they were worried about finding their way home. You can find your way home easily enough (just close the windows you've opened). But what if you find something interesting, something you'll want to return to later? Will you remember the route you took? Easy - just use the [Bookmarks](#) feature.

[Travel Directly to an Internet Site](#)

[How Do You Search the Pathways?](#)

[Using the Pathways Windows](#)

[Closing the Pathways Windows](#)

[A List of Open Windows](#)

[Help! - Getting Lost in Windows](#)

This tells the system how many entries you want to see. If you set the Maximum hits to 10, and the system finds 50 files with the name you gave it, you will only see the first 10. Change this number by clicking on the up and down arrows.

Click here to go to the newsgroup system (the same as selecting **Services|News**). *Newsgroup* is Internet speak for *forum* or *discussion group*, special messaging systems that let people interested in a particular subject - whether alien invasion, nuclear science, or soap operas - discuss their interests. [Click here](#) for more information.

Click here to display today`s news and weather report (the same as selecting **Services|Today`s News and Weather**). Any important announcements about Voss Net Online will also be made here.

Click here to start the Web (the same as selecting **Internet|World Wide Web**). From here you can access the global hypertext information resource known as the World Wide Web. [Click Here](#) for more information.

Displays another gopher menu (in another window). [Click here](#) for more information.

Click this to display an online help system that describes how to carry out common tasks. This is *not* the same as the **Help** menu option. [Click here](#) for more information.

The status bar shows messages and the amount of time you`ve spent online.

This icon indicates the program status, whether you are online or offline. (When you`re online, you`ll see a lightning strike in this box.)

The Pathways into the Internet is a gopher system that lets you dig your way into the Internet. [Click here](#) for more information.

Click on a menu item to open a menu.

Each time you double-click on an entry in a pathways window that leads to another menu, another window opens. You can close the previous window, if you wish, by double-clicking on its Control menu - the little box in the top left corner. Or you can select the **Close** option from the Control menu, or click on the window and press **Alt-F4**.

There's also a short cut - press Shift when you double-click on an item to open the next window and close the current window at the same time.

Incidentally, you can also make Internaut automatically close windows once you have more than a specified number open. This is done in the General panel of the Options and Preferences dialog box.

Close

Print

Using the Pathways Windows

There are a number of menu options available in the Pathways windows:

Options|Font

Use this to select a font for the Pathways windows.

Options|Colors

Use this to select a background color for the Pathways windows.

Bookmark!

Click on this to set a bookmark on the selected item.

PrevPage and NextPage

If Internaut found more items than it can display in the window, these let you display those items.

Refresh!

Some pathways windows contain information that changes quite quickly. When you click on Refresh!, the window will be updated to show the latest information.

Advanced|Dblclick selected items

This lets you choose several options at once. Select multiple options - you can drag the mouse pointer across the entries while holding down the button; hold Ctrl while you click on the ones you want; or click on the first in a group, hold Shift, then click on the last in the group. Then select this menu option to open each item.

Advanced|AutoRefresh

This is similar to the Refresh! menu option, except that you can make Internaut refresh the window automatically every 2, 5, 15, or 60 minutes.

Help

Displays the online help information for the Pathways.

If you want to travel directly to a site in gopherspace, and you know the site's host address, follow the pathways through *Other Gophers and information servers*, *Gopher anywhere*.

Lets you read a text file. The file will be displayed in a word processor, from which you can save the file to your hard disk or copy data to the Clipboard.

Lets you view a dialog box into which you can enter information - for instance, you can enter an address that you want software mailed to, or change your personal information.

Lets you search for information. You`ll see a dialog box into which you`ll type the word you are searching for.

Downloads and displays a graphics file. You'll see a simple graphics-display window.

Downloads the file. You'll see a dialog box asking you for the filename to use, then the file will be loaded onto your hard disk. [Click here](#) for more information about finding files.

Starts a Telnet connection. Telnet lets you log onto computers all over the world - to play chess, search a database, look for work, and much more. [Click here](#) for more information.

Select the **File>Show floating window list** menu option to display a small window that lists all your open windows. You can then double-click on an entry to quickly return to that window.

Wandering aimlessly through gopherspace is all well and good, but what if you are looking for something in particular? Use **Veronica** to search gopherspace for you. ([Click here](#) for more information.)

Veronica is an Internet tool that lets you search for interesting stuff throughout gopherspace - throughout the pathways into the Internet that Internaut provides for you. (Veronica actually means Very Easy Rodent Oriented Net-wide Index to Computerized Archives, but you don't really need to know that!)

If you are looking for a particular subject, simply select **Internet|Search all Gopherspace (Veronica)**, or press **Ctrl-V**. You'll see a simple dialog box that lets you type the word you are looking for. For instance, type the word **Book**. Then click on **OK**. A few moments later Internaut will display another window. Inside that window you'll find a list of the items that Internaut has found. The window works just like any other gopherspace window. If you find something interesting, double-click on it to open or view it.

Help! - Getting Lost in Windows

New users often find the Windows windowing system confusing. They easily get lost - the window they were working in disappears. Here`s a quick way to get back to an application. Press and hold the **Alt** key. Then press the **Tab** key - keep holding down the Alt key. You`ll see a title bar or title box. If the bar or box names the program you want, let go of the Alt key. If not, press the Tab key again. Continue until you see the program you want, then release the Alt key.

Here's a quick primer on using Windows help files.

Click on colored text and on pictures to see information. (These are called *links*.)

If you don't have a mouse, press Tab to move between links, then press **Enter** to select a link.

To return to the Help file's Contents page, click on the **Contents** button.

Click on the **Back** button to return to the previous topic.

Click on the **History** button to see a list of the topics you've seen since you opened the Help file.

Then double-click on an item to return to it, or select it with the arrow keys and press Enter.

Click on the **Search** button to see an index.

For more information, view the Help on Help file: [Click here](#).

Internaut uses a special data-transmission system called PinkSlip™. This is a *packet switching* system, which breaks all the data down into packets, transmits them, and then puts them back together again at the other end. Most important - the size and priority of each packet varies according to what's needed to give you a sense of fast, clean performance for different types of data.

The details are unimportant, but the effect is impressive. You can carry out several operations at once. Try it. Double-click on an item in one of the pathways into the Internet windows, then immediately double-click on another, then another. You'll find that Internaut can carry out more than one operation at a time.

Now, because more data is being transmitted, it means that an operation is slower when being run at the same time as another than when it's run by itself. But this ability of Internaut is still very handy. It means, for instance, that while you are downloading a large file, you can still read text files in gopherspace, or work with your email, or run a Telnet session. Instead of sitting and twiddling your thumbs, you'll be able to spend productive time on the Internet while waiting for an operation to finish.

Is it me, you, them, or Memorex? *Andrew Schlein, Internaut beta tester*

It's a rough-and-tumble world out there on the Net. A lot of what you encounter in Internaut is within our control - but a lot more is not. It might help to think of your forays through electronic space as similar to telephone calls: sometimes you get through right away, sometimes no one answers, and sometimes the line is busy.

As the Internet has burst into public consciousness, many providers of data have found themselves overloaded. They may become available only at off-peak hours, or they may close down altogether. We try to keep up with the fast-changing landscape, but you will be frustrated from time to time. Please do send us feedback when you discover especially unreliable sources of information. And for your own peace of mind, keep in mind that someone is providing that service, however imperfectly, free of charge. Even electronic mail is not perfectly reliable at some sites. You may see messages showing that mail you sent did not get through (in the absence of a message, you can be reasonably confident, but never perfectly confident, that it arrived safely). Internaut re-sends mail automatically for a while, but if your destination is offline temporarily or having local system trouble . . . mail will bounce.

It's a jungle. Now that you've been warned: enjoy it!

One of the fastest growing Internet phenomena is the mailing list. It's an interactive discussion group carried on entirely in your mailbox and the mailboxes of everyone else on the list. There are too many to count, and they change daily.

Rules vary, but usually the way to join (or leave) a list is to write, not to the list itself, but to the list with - request appended to it. So to join the list whose address is *somelist@someplace.org*, you write to *somelist-request@someplace.org*. Include your own email address (username@vossnet.co.uk) in the message. However, Internaut has automated this process for you.

A list of mailing lists, and a tool for finding and subscribing to mailing lists on particular subjects, is available in the *Pathways* section under *Voss Net Online: Information, Software, Accounts, Mailing lists: search and join*. You can search for an interesting group, and when you find one that you want to join double-click on its name - you'll see a dialog box which provides a short description. To join the list, click on the **subscribe** check box and click on OK. Later, if you want leave the group, return to this dialog box and use the **unsubscribe** check box.

Everyone seems to have heard of Mosaic. But there's a lot of confusion about Mosaic. Some people think that Mosaic *is* the World Wide Web, other's realize that it's a Web *browser* - a program that lets you travel around on the Web - but think that it's the only browser available.

Nothing could be further from the truth. There are almost two dozen Web browsers for Windows alone, a couple of dozen more for the Macintosh, Amiga, UNIX computers, and so on. Mosaic was the first graphical browser for the Web, and for that reason got a lot of coverage in the press. But installing Mosaic can be very complicated. And you don't really need it. Internaut has a built-in Web browser, one that is closely linked to the rest of the Internaut system, as you'll see.

Changing Your Password

It's a good idea to change your password periodically. You'll see a command for this purpose in our menus, under Voss Net Online: Information, Software, Accounts.

Sending Your Password Automatically

If you don't want to have to enter your password every time you login, you can tell the program to remember it for you. Select the **Connect!|Options** menu and tick the **Remember Password** option. Remember, though, that anyone who can get to your computer and open Internaut will be able to find your password, so only use this if you are absolutely sure your computer is safe.

Entering Your Personal Information

You can enter personal information that will be made available to other Voss Net users. For instance, Voss Net users can view information about any other subscriber by going through this series of Pathways into the Internet: *Voss Net Online: Information, Software, Accounts: The Voss Net White Pages*.

You don't have to make any information available. If you want to, though, select this pathway: *Voss Net Online: Information, Software, Accounts, The Voss Net White Pages, Update my personal information*.

Enter the appropriate information and select whether you want to place your information in the directory and allow other people to know whether you are online.

The finger command

If you want to go to a particular FTP site, enter the name here. If you are searching for a file, and don't know what site it can be found at, leave this box blank.

Clicking on this button displays the help file.

Clicking here expands the dialog box, showing you the Advanced features. This button is disabled until you type something into the *I have a filename in mind* text box.

[Click here to close the dialog box.](#)

[Click here to start the search or to connect to the named archive.](#)

There are *archie servers* all over the world (computers that contain the indexes of files). You don't have to select one. If you leave this blank, Internaut selects one for you.

Files stored on the Internet are usually on UNIX computers. UNIX allows filenames to include both upper- and lowercase letters. So a file called *WINCODE* is not the same as *wincode* or *Wincode*. If you are not sure of the case of the filename, you should make sure this option is selected.

If you want to find a file, type its name in here, leaving the archive text box blank.

If you want to go to a particular FTP site, but also know the path, or path and filename, you can enter that information here.

Close

Print

Sending Mail to Other Services

CompuServe

Replace the comma in the CompuServe ID with a period, then add @compuserve.com. For instance, 12345,1234 would be 12345.1234@compuserve.com.

Genie

Add @genie.geis.com to the address. For instance, *name*@genie.geis.com.

Prodigy

Add @prodigy.com to the address.

America Online

Add @aol.com to the address.

Applelink

user@applelink.appl.com

ATTMail

user@attmail.com

BITNET

user@host.bitnet

Delphi

user@delphi.com

Fidonet

user.name@p3.f2.n5.z1.fidonet.org

MCIMail

firstname_lastname@mcimail.com

(note: Use name without hyphen or a number)

UUCP

user@host.uucp

Build Your Own Rules

Building your own rules is a little more complicated, but by no means impossible. Start by clicking on the **Add Rule** button. The box expands. You now have several drop-down list boxes and a text box to select from and enter information into. Here's what these items are:

- Do this to the msg** This is the procedure you want to carry out - grab the entire message (rather than just the line that appears in the Table of Contents), place the message in a text file, place it in another folder, delete it, or skip the remaining rules. (We'll explain skipping later.)
- when getting the** There are two procedures - getting the Table of Contents line (the From, Date, and Subject), and getting the Full text of the message. Internaut can get the Table of Contents only, so you can decide if you want to retrieve the Full text.

Important: Downloading Full Text

- if the** This is what you want Internaut to look at - the From, Subject, Date, CC, or To lines, the number of lines or characters in the message, or the name of the newsgroup.
- is** This is the condition you are looking for. You might want Internaut to check if what it is looking at is exactly the same as, contains, is greater than, is less than, or is contained by the text or number you put in the **this** column.
- this** This is the item that Internaut is looking for. It might be text - you are telling Internaut to look for a subject, From name, or CC name. It might be a date (you told Internaut to look at the date), or it might be a number - you told Internaut to check the message's line length or number of characters.

[Click here](#) to see an example.

[Click here](#) to see the **Do this to the item. . .** operations that can be carried out.

[Click here](#) to see the **when getting the. . .** conditions, the case in which the operation is carried out.

[Click here](#) to see the **if the. . .** criteria, the item in the message that Internaut is going to look at.

[Click here](#) to see the **is** criteria.

The **this** box contains whatever you enter - a username or line length, for instance.

Important - Two Different Events

Remember that there are two different events. You can tell Internaut to do something when it looks at the Table of Contents lines (From, Date, Subject) or when it retrieves the full text of the article. If you create a Full Text rule, it won't work when grabbing the Table of Contents, and if you create a Table of Contents rule it won't work when grabbing the full text. You can, however, create an Either rule, which will work in both conditions.

Also, note that only one rule is run per event. For instance, you can set up several Table of Contents rules, but as soon as Internaut finds one that matches an incoming message, it skips the rest. But what happens if you set up several Table of Contents rules, followed by several Full Text rules? As soon as Internaut finds a Table of Contents rule that tells it to retrieve the full message, it skips the rest of the Table of Contents rules and starts using the Full Text rules.

Skipping Rules

In the **Do this to the message** drop-down list box you'll find **Skip the remaining rules**. This lets you *exempt* some messages from the rules. For instance, let's say you don't want to automatically retrieve large messages - messages over, say, 100 lines. You can create a rule that tells Internaut not to automatically download the message, or even to delete it. However, perhaps there is just one person who sometimes sends very large messages that you *do* want to automatically download. You want to exempt the person from the rule. So you create a rule, placing it *before* the rule about not downloading large

messages. [Click here](#) to see the rule.

Finishing the Rule

Once you've finished your rule, click on the **OK** button and Internaut will add it to the list.

By default Internaut is set up to download only headers, not the messages' full text. To make Internaut automatically download full text, you'd have to create a filter.

Close

Print

Do this to the item... when getting the ... if the... is this
Retrieve **Table of Contents** **From line** **containing** **fredblogs**

This means retrieve the entire message when you look at the Table of Contents and find that the From line contains the text `fredblogs`. In other words, if a message arrives from fredblogs, grab the entire message, not just the Table of Contents line.

Do this to the item... when getting the ... if the... is this
Skip remaining rules **Table of Contents** **From line** **containing** **fredbloggs**

If fredbloggs sends you a message, Internaut will automatically skip the rest of the rules - so it doesn't apply the large-message rule.

Close

Print

The *Do this to the item* Options

Retrieve

The system will automatically retrieve the message, not just the Table of Contents information.

Append to (disk file)

The system will automatically place the message in a text file, using the name of the you put in the **this** box.

Move to (box)

The system will automatically move the message to the folder you specify in the **this** text box.

Delete

The system will delete the message.

Just skip remaining rules

Lets you exempt the message from subsequent rules (we`ll provide a sample of this later).

Close

Print

The *when getting the Options*

Table of Contents

This refers to when the system is retrieving a subject line (the message subject that will appear in the table of contents).

Full text

This refers to when the system is retrieving the entire message?

Either

This means whether getting the index line or full text.

Close

Print

The *is* Options

contains

If the item selected in the **if this** box (the From line, for instance) contains the text you enter into the **this** box.

is contained by

If the item selected in the **if this** box (the From line, for instance) is inside the text you enter into the **this** box.

is

If the item in the **if this** box exactly matches the **this** box.

greater than

If the number in the **if this** box is *greater* than the one in the **this** box.

less than

If the number in the **if this** box is *less* than the one in the **this** box.

Close

Print

The *if the* Options

From line

Select this to examine the From line, to see who the message is coming from.

Subject line

Select this to examine the Subject line, to see what the message is about.

Line length

Select this to see how long the message is, very important for newsgroups (as some newsgroups have lots of very long messages that you may want to discard).

Character size

Select this to see how large the message is, in total characters.

Newsgroups

Select this to check the name of the newsgroup (you can use this if messages from another newsgroup are being redirected to this box by a filter applied in that other newsgroup's box).

Date line

Select this to check the date. You can tell the system to ignore old messages.

Cc line

Select this to see who else the message has been sent to.

To line

Select this to see who the message was sent to.

Creating Newsgroup Boxes

To create a box, click on the folder in which you want to place the box (do not select the News folder - you cannot place boxes in this folder). Then click on the **Add** button. In the dialog box that appears you have two options for creating boxes:

Newsgroups (Usenet) Lets you subscribe to a newsgroup, that is, tell Internaut the name of a newsgroup from which you want to receive messages.

Archived News items Lets you create a box to which you can transfer messages from your newsgroups.

To create a box that holds saved messages, click on **Archived News items**, type a name for the box in the text box on the left side of the dialog box, and click on **OK**.

To create a newsgroup box - that is, in effect, to subscribe to a particular newsgroup - click on the **Newsgroups (Usenet)** option button. A **Newsgroup** text box appears. If you know the name of the group, type it into the box. Otherwise, click on the **List all** button and the dialog box expands.

You can now search for a newsgroup - type a keyword into the **Search for Newsgroups** text box and click on the **Search** button. The keyword may be a topic or part of the newsgroup's name.

If you don't find what you want, you can view a list of newsgroups. Newsgroups are categorized into a number of groups - Local (local groups - Voss Net and UK), Clarinet (a commercial news service), Alt (alternative newsgroups, pretty weird stuff), Comp (computer subjects), News (news about the newsgroup system), Rec (recreation), Sci (science), Soc & Talk (society), Biz (Business & commercial groups), Other (stuff we couldn't figure out where to place).

Click on a tab and the program builds a list of newsgroups. Double-click on the second folder icon, and the list expands. You can now double-click on other folders to open them, and finally double-click on the group you want to subscribe to. That name will be placed in the text box at the very top of the dialog box. Click on **OK** and you've finished. When you first install Voss Net, the lists only have a few entries. This is because new groups are being added all the time and it's best to get the very latest list possible (plus there are so many the list wouldn't fit on the disc!). To download the latest lists go to the *Voss Net Online: Information, Software, Accounts: Download the latest newsgroup lists* menu and double click on the list you want to download.

They have News-gatherers and Intelligencers distributed into their several Quarters.
Addison Spectator, 1712

News may seem like an odd name for the more than 7,000 (and rising) discussion groups carried on continuously on the Internet. But the contents of these groups are News in the most ancient sense of the word: tidings, rumors, bulletins, opinions, argumentation, amusement . . .

The News items or articles are posted by millions of individuals and transmitted around the globe in a sort of electronic chain-reaction.

News Procedures

To **clear the Table of Contents** and **get a new one** - select **Actions|Clear and update (Ctrl-U)**. The program will remove the entries from the Table of Contents, and grab some more, the next few in sequence. How many? However many you set in the Options and Preferences dialog box as the **Most news items to retrieve at once** (click here for more information).

To **get the next few messages**, but **retain** what's in the Table of Contents - select **Actions|Update (get new items) (Ctrl-N)**.

To **clear the Table of Contents** and get the very **latest messages** - select **Actions|Catch up with latest articles**.

To **read an article** - double-click on the article in the Table of Contents, or select it and select **Actions|Get selected articles (Ctrl-G)**. You can also select several articles at once (drag your mouse pointer across the articles while holding Shift; hold Ctrl while you click on them; press Shift-down arrow) and then use the command.

To **read articles related to the current one** - select **Actions|Get all articles with this subject**. Internaut will go back through the newsgroup looking for all articles with the same subject. (Voss Net Online keeps articles on hand for about 5 days - so it won't be able to retrieve very old articles.)

To **go back through the newsgroup** - select **Actions|Get old articles (go back)** to find articles posted earlier than the ones you are viewing. You'll have to enter a date, to tell Internaut how far to go back. (There will be a delay while Internaut grabs the messages.)

To quickly **open the folders** so you can view the messages - select **Actions|Expand/compress article tree (Ctrl-E)**.

To **erase the articles you've read** - select **Actions|Erase seen articles**.

To **erase articles** - highlight the articles you want to delete, then select **Actions|Erase selected articles**.

To **remove all the articles** that are *not highlighted* - select **Actions|Erase unmarked articles**.

Email is a blessing and a curse. For virtually no cost you can send messages to any other Internet user anywhere in the world. And the term Internet user covers a lot of ground. Not only can you send email to people with a connection to the Internet proper - users at large companies or government departments with Internet access, people with accounts with Internet service providers, and so on - you can also send email to users of bulletin board systems and online services that have an email connection to the Internet. For instance, at the time of writing CompuServe, Genie, Prodigy, and America Online don't have true Internet access (AOL does have a few Internet services, but it's by no means a true Internet connection.) But all these systems (with limitations) can send and receive email through the Internet. So you can send messages to your friends on any of these services. (We'll explain how in a moment.)

If you're new to email, you'll soon wonder how you lived without it. Soon after that you'll wonder how to handle the hundreds of messages you're receiving from friends, business associates, and mailing lists. Is an urgent note from your spouse flowing in amid that stream of letters from the Butterfly Fanciers of America mailing list? Internaut offers a friendly but powerful set of tools for sorting this all out.

You don't have to do all your email work online. You can make Internaut go online, send and receive your email, then log off. [Click here](#) for more information.

Close

Print

The Menu Options

Sort by

The Inbox and folders can be sorted several ways. Select **Options|Sort by** to see a cascading menu of sort options. You can select **Date (newest first)**, **Date (oldest first)**, **Author**, and **Subject**.

Show full headers

Internet email comes with a header that is full of weird stuff that you probably don't care about. It's basically routing information for the message. Internaut doesn't normally bother to show you this information, but if you ever *do* want to see it, simply select the **Options|Show full headers** menu option, or press **Ctrl-H**. This option has another effect, though. When you forward a message, or reply and include the original message in the reply, the header information will be included in the message if this option is selected (though you can delete it once you get to the Compose window).

Word-wrap the messages

Sometimes, when you receive a message from a user outside Voss Net, you'll notice that the lines are all messed up, with some very short lines followed by long lines. This is due to the strange way that UNIX mail systems deal with line breaks. Internaut can (in most, but not all cases) fix the problem. Select **Options|Reformat messages (word wrap)** or press **Ctrl-W**, click on another message, then return to the original message.

Internaut helps you save money while working with your email. Instead of reading and writing all your messages online, paying an online connect fee, you can work with the system offline. Write messages before you log onto Voss Net, then log on and let Internaut send the messages and download any incoming messages. Then log off and read the messages offline.

Internet mail addresses take the form name@something.something. The @ is the at sign above the 2 on your keyboard and is usually spoken aloud as at. The period - and there may be more than one - is usually spoken as dot.

For example, if your user name at Voss Net is *cbrown*, then your full mail address is *cbrown@vossnet.co.uk* (spoken aloud as *cbrown at vossnet dot co dot uk*).

The last part, *com*, is a common suffix that gives a clue about our type of organization (commercial); other common suffixes are *edu*, *org*, and *net*.

When sending mail to other Voss Net users, you may omit the *@vossnet.co.uk* part and use only a user name.

Every few minutes Internaut checks to see if any mail has arrived for you. You can also tell it to check at any time - use the **Actions|Update** command (**Ctrl-N**).

If you want to view your messages later, you can return to your email by clicking on the Mail icon, by pressing **Ctrl-M**, or by selecting **Services|Mail: open mailboxes** from the main Internaut window. [Click here](#) for more information.

Close

Print

Mail Actions

Reply to the message

Click on the **Reply** button to see the Compose window, in which you can type a response to the message. The To address will already be filled out for you. If you want to include the original message in your response (a common practice on the Internet), make sure the **Quote letter in reply** option has been selected in the Options and Preferences dialog box. Or, highlight the part of the message you want to include in the reply before clicking on the Reply button - the program will automatically paste that text into your reply.

Send a copy to someone else

Click on the **Forward** button to send a copy of the message to someone else. You'll see the Compose window, with the message inside it. You can enter the address of the person you want to send the message to, and add your own text to the message.

Write a message to someone else

To see a blank Compose window, in which you can write a new message to someone, click on the **New** button.

Print the message

Select the **File|Print** menu option. The message is sent to your Windows default printer.

Add the sender to the address book

Select the **Addresses|Add sender to address book** menu option to see the Add Alias dialog box. The Alias and Email address lines will be filled in, but you can add a Description if you wish. Simply click on **OK** to add the person to the address book.

Work with the address book

Select the **Addresses|Open address book** menu option to see your address book. Click here for more information.

Copy text into the Windows Clipboard

Select the text you want to copy, then select the **Edit|Copy** menu command, or press **Ctrl-C**. You can then go to another Windows application and paste the text into a document.

Move the message to another folder

Click on the **Move** button. You'll see the Select Folder dialog box. (Click here for more information.)

Delete the message

Click on the **Delete** button.

Save the message in a file

Select the **File|Save (to file)** menu option. You'll see a typical Windows Save As dialog box. Type a filename, then select the directory you want to place the file in and click on **OK**.

Open the message in a word processor

Select the **File|Start word processor** menu option, or press **F5**. Your word processor will open, with the message loaded in it. You can then add text to the message, and save the file using the word processor's normal Save command. (The word processor that appears is the one defined in the General panel of the Options and Preferences dialog box.)

We consider lost mail a serious calamity. If you delete a letter by accident, or suspect you didn't get a letter you should have, or if a program or communications flaw causes you to lose mail, let us know right away. Voss Net keeps copies of all mail that crosses our electronic threshold for at least a few days, and we will do everything we can to help you recover your mail.

Writing Messages

You will write your messages in the Compose window, which you can get to in a variety of ways.



From the main Internaut window, click on the Write button, or select **Services|Mail: write a letter**, or press **Ctrl-E**.

When reading a message you received, click on the **New** button.

When reading a message you received, click on the **Forward** button.

When reading a message you received, click on the **Reply** button.

In each case, the Compose window works in the same way (with slight differences - when replying to a message the recipient is entered for you, and when forwarding the original message is entered into the new message automatically).

First, enter the address of the person you are sending the email to, in the **To** text box. If that person is a subscriber to the same system you are using - Voss Net Online- then all you need is the person's user name. If you are sending to another system, somewhere across the Internet, you'll also need the person's domain name, in this format: `username@domainname`. For instance, Bill Clinton's address is **president@whitehouse.gov** (no, you won't get a personal response).

Notice the **arrow** at the end of the **To** text box. If you have been adding names to your address book, you can click on the down arrow to see these addresses, and select one. [Click here](#) for more information about the address book.

Next, type a message **Subject**. Unlike some online services, Internet mail does not require a Subject be entered, though it normally is. When the recipient views his list of email, he'll see the subject line.

The **CC** line lets you enter someone else's name, so you can send the message to more than one person (CC means carbon copy). Again, you can select a name from the address book. And **BCC** means *blind carbon copy*. That is, you can send a copy to someone without the other recipients knowing - there'll be no indication in their message of who the message went to. (To send multiple CCs or BCCs enter names separated by commas.)

Now, type your message into the large workspace. You can use the normal Windows Clipboard commands to cut, copy, and paste text in this area - use **Ctrl-V** to paste text from the Clipboard, **Ctrl-C** to copy it to the Clipboard, and **Ctrl-X** to remove the text from the message, placing it in the Clipboard.

Before you send the message, notice the **Save copy in Sent Mail** check box. If this has a check mark in it, when you send the message the program will place a copy in the Sent Mail folder, so you'll be able to come back later and see what you wrote. The check box will automatically have the check mark if you selected the **Save outgoing mail** check box in the [Options and Preferences](#) dialog box.

Now, click on the **Send** button and the Compose dialog box will be closed. The message will be sent immediately, if connected to Voss Net Online, or the next time you log onto the system if you are not connected.

[A Quick Guide to Email Addresses](#)

[Emailing Computer Files](#)

[General Email Topic](#)

Emailing Computer Files

Internaut lets you send computer files through the email system. There are two ways to do so:

You can insert a text file into your message.

You can send a non-text file converted to an ASCII text file.

The first option is easy to understand. If you have a text file you want to send to someone you can simply place it inside the message you are sending.

The second option is more complicated. If you want to send, say, a spreadsheet or desktop publishing file, a sound file, or a picture, you have a problem. Most Internet users can only accept ASCII text email.

There is a special system called MIME that allows non-text files to be sent across the Internet, but currently few people are using MIME-capable programs, so the system is no use to most Internet users.

The other way to send a non-text file is to convert it to ASCII text. A special program - called UUENCODE - changes the file to text. The text is then placed into the email and transmitted. At the other end the user must use UUDECODE to convert the file back to its original format. Internaut does all this for you automatically, as you'll see in a moment.

Inserting Text Files

Inserting Non-Text Files

What Will the Recipient Do?

Receiving Uuencoded Files

To insert a text file into a message, click on the **Attach file** button in the Compose dialog box. You'll see a small dialog box with two options - click on **Copy the text of a file into the current letter**, then click on **OK**. You'll see a typical File Open dialog box. Select the file you want and click on **OK** to place it into the message. You will see the text in the Compose window's work area.

To insert a text file into a message, click on the **Attach file** button in the Compose dialog box. You'll see a small dialog box with two options - click on **Send a file as an attachment**, then click on **OK**. You'll see a typical File Open dialog box. Select the file you want and click on **OK** to place it into the message.

You won't see anything in the work area, but you will see a note in the status bar at the bottom of the window saying *OK, Path/Filename is attached*. When you send the email message Internaut will automatically include the uuencoded text inside it.

Most Internet users do not know how to use UUENCODED files, so if you send someone a file you may find they've no idea what it is. And while some email programs will automatically decode the file for them, most won't.

Tell them to talk with their service provider, to find out where they can get a UUDECODE program. If they are working on a UNIX system they can probably use UUDECODE from the command line - they must first save your email message as a text file, then, at the command line, type **uudecode *filename*** to convert it. If they are working on a Windows computer, they may want to use the Wincode program to decode your files. You can find this program all over the Internet - use [Archie](#) to track it down.


When you receive a Uuencoded file, Internaut will automatically convert it for you. You'll see an email message like this:


You have received a file, which has been saved as C:\VOSSNET3\DOWNLOAD\
PICTURE.BMP


You'll find the file in your download directory, which is set in the Options and Preferences dialog box.


Close


Print

 **red dot** There's a message waiting for you, but it hasn't been downloaded yet. **Double-click** on it to download it; or select it and press **Enter**; or select it and select **Actions|Get selected articles**; or select it and press **Ctrl-G**. (The last two options let you select several message at once, then retrieve them.)

 **black dot** You've marked the message for retrieval. If you are online this will be temporary - the program will be downloading the message, and the icon will change to the envelope. If you are offline, the program will download the message next time you go online.

 **white dot** Unmarked. This message isn't new (that is, the header was already on your system, not downloaded in this session), but you haven't done anything with it.

 **envelope** The message has been downloaded, so it's available to be read. **Click** on the entry to read the message.

 **check mark** You've read the message - you can **click** on the entry to read it again.

The Address Book

Internaut has an address book that saves your frequently used email addresses. Select **Addresses|Open address book** in any of the mailbox windows to see the Address Book window, then click on the **New** button to expand this window so you can enter an address.

Simply type the **Nickname** you want to use (this can be the person's real name, a pseudonym, or whatever else you want to use). Enter a description, if you wish, and then the person's email address. Then click on **Add**. Notice also that you can use the **Edit** and **Delete** button's to modify or remove the selected item.

You can quickly add addresses to your address book by pulling them from your incoming email. When you get a message from which you want to pull and address, select that message and then select **Addresses|Add sender to address book**. You'll see a small dialog box into which you can type a description - the email address will already be filled in, and the Nickname *might* be filled in. Click on the **OK** button to add this to your address book.

You can use the address book by selecting a name from the **To**, **CC**, and **BCC** drop-down list boxes in the Compose window.

Working With Folders and Boxes



Internaut has a system of mail folders and mail boxes to help you categorize your email. To view the list of folders, click on the Mail icon in the main window, or press **Ctrl-M**, or select **Services|Mail: open mailboxes**. You'll see the Mail dialog box.

There are already three mailboxes set up: the Inbox (incoming mail), the Outbox (email you've written, but which hasn't been sent yet because you are working offline), and the Sent mail box (copies of messages you've written..

You can see that Internaut organizes mail into folders and boxes. The Inbox, where all your incoming mail is placed, is in the Mail folder. But the Mail folder also contains a folder, called Mail Boxes, in which you find the Outbox and Sent mail box. You can add more folders and boxes. You might want to create different mailboxes for different purposes - one for mail from friends and family, one for mail from your boss, one for mail about your hobby, and so on.

[Creating New Folders and Boxes](#)

[Editing and Deleting Folders and Boxes](#)

[Using Folders and the Filter System](#)

[General Email Topic](#)

You can change a folder or box name by clicking on it and then clicking on the **Edit** button. You'll see the same dialog box you saw when creating it. Simply type the new name over the old and click on **OK**.

To remove a folder or box, click on it and click on the **Delete** button. Be careful, though. If you delete a folder you'll lose all the boxes in the folder, and all the messages in those boxes.

You can also move boxes between folders. You can **drag** them with the mouse, from one folder to another. Or, select the box, hold the **Ctrl** key down and press **U** to move the box up, or **D** to move it down.

To create a new folder or box, click on one of the folder icons. Then click on the **Add** button. In the dialog box that appears, click on either the **Mailboxes** (if you want to create a folder - the folder *contains* mailboxes), or the **Archived mail** (if you want to create a box) option button. (Only the former is available if you selected the Mail folder, because you can't add new boxes to that folder.) Click on **OK** and the item will be added to the list.

The easiest way to use a box is to move a message into the box when you've finished reading it. Simply click on the **Move** button to a list of boxes. Double-click on the box you want to move the message to, or click on it once and then click on the **OK** button.

Internaut provides a much more sophisticated *filtering* system for your mail, though, a system that lets you automatically move mail to a particular mailbox when it arrives. This system is used for both email and newsgroups, and many of the features are related to specifically to newsgroups. [Click here](#) for more information.

You can send email to CompuServe, Genie, Prodigy, America Online, and other services. [Click here](#) to see how.

Unfortunately, few of these services have figured out a way to make their membership directories available on the Internet; or a way to support the transfer of binary files.

Internaut is a Microsoft Windows program. If you've used other Windows programs, you'll find working with Internaut easy. If you are new to Windows, though, it's a good idea to learn a few Windows basics first. Go to the Windows Program Manager, open the **Help** menu, and select the **Windows Tutorial** menu options. Or simply [click here](#) to start the Windows Tutorial.

If you decide to list your information in the directory, other Internet users can use the *finger* command to read that information.

If you want to see what direct numbers Voss Net has, select the **Dial directly** option button. You'll see the following panel.

You can see a list of numbers in the drop-down list box on the right side of this dialog box (click on the down arrow to open the list, or Tab into the box and press **F4**). If there's a number in your area code, select that number from the list.

You will probably have to edit the number. To clearly identify the number, the program includes the area code. If you are dialing from within the area code you must remove the area code. If you are dialing from outside the area code you must leave the area code in place. Notice the **Sample number format** option buttons. You can click on the correct format how you need to dial:

xxx-xxxx Removes the area code - use this if you are dialing from within the area code.

0-xxx-xxx-xxxx Places a 0 before the area code. Use this if you are dialing long distance.

And so on. . .

You may modify the number directly. For instance, you may also want to precede the number with *70 or 1170 (or whatever is appropriate in your area) to turn off call waiting. A comma will cause a brief pause in the dialing. Select **Dial as typed**, and the software will use exactly what you enter.

You'll want to use this if the Voss Net has a telephone number in your area. The list of numbers changes - new ones are added now and again - so you should check the Options and Preferences dialog box to see if there's a number in your area code. (We'll show you how in a moment.) Dialing into a number in your area code is, of course, the cheapest method for connecting.

You've entered all the information you need for right now. [Click here](#) to find information about the other settings in this dialog box.

Notice the **User name** box. If you are using the **register** account, make sure that appears in this box - you can select it by clicking on the **Users** menu to open the list. If you've already set up an account, select the appropriate username from the list. (Notice also the **Add new user** option. This displays the New User dialog box.)

If you are using the **register** account, there's no need to enter a password, but make sure that the word **register** is present in the password box. If you are using your own account, type the password (remember passwords are case sensitive). Notice the **Hide Password** button in the **Options** menu. This is a very simple security feature. Normally the password is displayed as asterisks, so anyone looking over your shoulder can't read it. If you untick **Hide Password** you'll be able to see the actual password.

You can make the program remember your password, so you don't have to enter it each time you connect. Just tick **Remember password** in the **Options** menu.

The program dials into Voss Net and makes the connection for you. It's all automatic.

Problem With the Packet Network?

Note that the -l is a lowercase letter l. If the procedure doesn't seem to work, ask your service provider's staff if the rlogin command will work on their system.

To connect via a TCP/IP connection, first start your TCP/IP software. Once you are connected to your service provider's system, simply click on the **Connect** button and the program will connect to the Pipeline.

Several people - family members or colleagues - can use one copy of Internaut, but each person should have their own Voss Net Online account set up, so they can have their own email address.

After you've subscribed you'll end up with both a username and password. This information must be entered into Internaut to create a new user account. In the main Internaut window, open the **File** menu and then select **Create new user**. (If you are in the Connect dialog box you can click on the **New** button.) You'll see the New User dialog box.

Type the username you chose (and registered with Voss Net Online when you subscribed) in the **User name** text box. Press Tab and then type your real name into the **Your full name** text box. Click on **OK** and Voss Net Online will take a few moments to set up the account, creating all the necessary files and directories on your hard disk.

Then the Connect dialog box will appear. You are now ready to [logon to Voss Net Online](#).

Starts Internaut's Web browser, to view a World Wide Web document. [Click here](#) for more information.

A URL is a *Universal Resource Locator*, a sort of Web address. In most cases it starts with **http://**. For instance, **http://www.stones.com/** is the URL for the Rolling Stones' Web page. Or visit Voss Net Plc's home page, at **http://www.vossnet.co.uk**.

