

PN-ABQ-603

LN 85872



# ***User's Guide***

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# Prologue

This manual is intended primarily as a reference manual.

The user may, of course, read it in order from start to end. However, the user can usually read a later section without needing to first read any of the earlier sections.

The only exceptions are sections 1 and 2. The user must be familiar with the concepts presented in section 1, and must know how to get to the main menu as explained in section 2 (which is only one page long).

Sections 3 and higher consist largely of sample “walk-thrus” and “reference sheets”.

This manual is not intended to be a complete substitute for the manuals of FrontDoor and the other programs used in this kit. The purpose of this manual is to assist new users in quickly becoming proficient with the software, without going into esoteric details.

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## Section 1: Overview, features and terminology

### What is network mailer software?

There are many varieties of network mailer software. The basic function of these mailers is to transfer files and messages from computer to computer using modems and ordinary phone lines.

With a "mailer" package, you read and write your messages off-line. The "mailer" automatically calls and delivers the messages, completing the transfer in a minimum of time. Alternatively, it can hold the messages until another system calls yours to pick them up. Messages and files can be transferred both ways in one call.

The whole process of sending messages can be totally automated, and needs very little human interaction.

The advantages of this kind of system include:

- Minimum connect time, thereby minimizing phone bill costs
- Routing of messages and files through participating relays who combine all messages going to a certain area thus cutting down on phone bill costs to all users.
- No need to purchase a subscription prior to connecting to most other network mailer systems.

Front Door, the network mailer software that we are using, evolved from a cooperative, PC-based, global network called FidoNet. However, the software is commonly used on numerous other networks besides FidoNet, both public and private.

### What is FidoNet?

FidoNet is just the name of a PC-based network that transfers mes-

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sages and files for a vast number of people, using a "nodelist" phone book which is circulated to systems around the world.

The software that all people use to connect to FidoNet conforms to a NONproprietary standard commonly referred to as "FidoNet technology." There are many other, competing software packages which also conform to these standards, and with which the software you have obtained will communicate via modem. The FidoNet Technology mailer that we will be using is called FrontDoor, which is included in a set of FidoNet programs called The PerManNet Kit. (The elements of the PerManNet Kit are discussed in the Sysop's Manual.)

### What can this software package do?

This software package allows users to:

- Send private E-Mail messages
- Send public "conference" messages (i.e., group discussions)
- Send files
- Receive files sent by others
- Request files from others or from a general-access databank

None of the above requires any "real time" interaction with other people. In other words, the people you are sending the mail to do not have to be on the other end to receive your messages. The user interacts with the network, without the need to interrupt any other human user at the moment.

### Concepts/terms you need to know to get started

#### 1. Mailer

A software module which operates the modem and interacts with remote systems using FidoNet technology.

#### 2. Message Reader

Also known as a "message editor" is the software module used to read and create messages.

#### 3. Conference Mail versus Netmail

**a. NetMail** — private messages between only two people and seen by no one else. This is the default folder that you will enter when you first start up Front Door. You will see "NETMAIL" written in the top right corner of your screen.

**\*\*Note:** netmail does not refer to all networked mail, but only to private mail.

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**b. Conference Mail** — public messages for group discussion, also called “echomail” and “newsgroups”. Conference messages are organized by topic (also called a “folder”). When you write a message in a conference folder area, then prepare the message to be sent out, it will go to all the people who are a part of that conference. This means that you don’t have to carbon copy (c.c.) the message to a group, and you don’t have to know them personally. An example is the Southern Africa Drought Conference. It goes to the Canadian International Development Agency, PVO’s, USAID and interested groups all over the southern Africa region.

### 4. Addressing

An address in netmail is similar to a zip code. Each number in a zip code tells the post office where in the country, state, county and city your letter should go. If you address your letter in-correctly, then it will not go to the right address. It is the same in netmail.

An Address commonly looks like the following, and has 4 parts:

3 : 683 / 15 . 7  
Zone ——— | ——— | ——— | ———  
                  Net   Node Point  
                  number

The four parts of the address are called:

**Zone (3):** The zone number is the first number in every address followed by a ‘:’. There are 6 zones in the FIDONET addressing system which correspond with 6 parts of the world. They are as follows:

- Zone 1: North America
- Zone 2: Europe and the CIS
- Zone 3: Australia and New Zealand
- Zone 4: Latin America
- Zone 5: Africa
- Zone 6: Asia

**Net (683/)** The number following the zone number is the Net number which indicates a local calling area.

**Node (15)** A PC with a system operator, who as a general rule operates 24 hours a day.

**Point (.79)**, which is a PC with a system operator which is not in the

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nodelist, and uses a node as relay. (In this example, node 15.)

On a mailer network, each Personal Computer (PC) has an electronic mail address, and each address is represented by one PC. There can be one or multiple users at a particular address using one PC. For example, the Country Director can be a user, as well as the drought coordinator in Zambia. However, if they are using the same machine, and 1 phone line, they will have only one address for that site. The addressing is one for every distinct site, not per user per site.

## Section 2: The main menu

To start the program from your DOS prompt by typing:

```
CD \FD
START
```

You will then be presented with the following menu:

```

***** Main Menu *****
Frequent off-line actions:
  H Message reader/editor
  B Bundle/unbundle conference mail
  F File management programs

Automated on-line actions:
  M Network mode - dial and answer

Occasional off-line actions:
  C Configuration
  P Periodic maintenance
  L Logs and statistics
  H Help
  Q Quit

Explanation of item hi-lighted by cursor bar:
Read and create messages. (Can also attach files requested to messages)
***** PerManNet Startup Kit, Version 3.01 *****

```

The menu is split up into three kinds of functions. You can choose a function by:

1. typing the letter for the particular function, or by
2. moving the highlight bar over the desired selection using the up and down arrow keys ("cursor keys"). Then hit <Enter> to choose the selection.

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**\*\*NOTE:** When a selection is highlighted, a line of further explanation of that item is given at the bottom of the screen.

The following sections will explain how to use each of these functions.

---

## Section 3: Reading received messages

1. From the **START** menu, you select **M** for **Mail reader/editor**. This will place you in what is called the message editor. (Alternatively, you could run the message reader/editor by running **FM.EXE** from the **\FD** directory, or hit **Alt E** from the network mailer screen.)

You will start off in the Netmail (private mail) section.

If you hit an invalid key, then the message "Press <Alt H> for Help" will flash up on the bottom line of your screen.

2. What will come up on your screen initially is the last netmail message that you were working on. To move from message to message, press the left and right cursor (arrow) keys. The messages are stored in "left to right" fashion, meaning "to the left" is the message 1, and "to the right" is message 2,3, and so on. This is also the order in which you received and created messages.

**\*\* Note:** Conference mail: To change to a message conference, such as the Southern Africa Drought Conference, which are kept in separate areas called "folders," hit <Ctrl F> to get a list of available conference folders. Then cursor down the list to the one you want, and hit your Enter key.

### A. Control keys in message reader/editor

The following keys are very useful in reading a message:

- a. **Left/Right Arrow** — move between messages to anyone
- b. **Ctrl Right Arrow** — To move between messages **TO YOU**, if you have multiple users at your site.

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c. **Ctrl Left Arrow** — To go to newer messages to you, and to go to older messages to you.

c. **Alt F9** — To browse messages. Note the menu at the bottom of the screen. Try the up and down arrow keys, and hit <Enter> on one.

### B. Parts of a message

A typical message looks like this:

```
1:1092151.12 5:17a
[17] Thu 29 Oct 92 5:15a Sent: Thu 29 Oct 5:15a Netmail folder
By: Barb Keating Cost: 0
To: Mark Bennett, ZAMBIA (5:76/0)
Re: c:\*.
St: Pvt File Local Sent
-----
Hi Mark -

Could you please pass on to the Ministry of Transport the attached files which
are the latest numbers from the port in Dar. There is a glut of corn in the
port in Dar, and we need to find ways to transport it out of there as soon as
possible. We are asking everyone on the net to advise us of possible avenues
for moving this food, preferably to Malawi, or Mozambique.

We received report of a locust break-out in Swaziland. Has anyone else been
advised of a similar situation?

Best Regards,
Barb
```

```
-----
[17] First: 1 Last: 17 Total: 12 Left: 0
```

#### 1. Line 1:

- a. Active address (see later discussion on belonging to multiple networks and/or having multiple addresses)
- b. Current time of day according to your PC's clock.
- c. In the top right corner is the folder you are currently in. The "Netmail folder" is where you post private messages. Alternatively, if you were in a conference folder, then the name of the conference would be given instead.

#### 2. Line 2:

- a. Starts with the message number, in this case message #13. It is also repeated on the bottom line of the screen.
- b. Shows the date and time the sender, Jim Arnold in this case, created the message.
- c. Shows the date and time that the receiver, Mark Prado in this case, first saw the message.

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- d. At the end of this line, the "Cost" information is an option that is rarely used. It is NOT a bill.
3. **Line 3:**
    - a. The "BY" line is who sent the message, and their address.
  4. **Line 4:**
    - a. The "TO:" line is who the message is addressed to, their name and address.
  5. **Line 5:**
    - a. "Re:," is the brief subject of the message, or where incoming or outgoing files are specified.
  6. **Line 6:**
    - a. The "St:" line. The different statuses that a message can have are on this line. The statuses are discussed in the section on Creating a message. Here, "Rcvd" means that Mark Prado has read the message. If multiple people were using one node, then only Mark Prado would have access to this message since it is marked "Pvt" for private.
  7. **The bottom of the messages:**
    - a. tells you that you have a total of 10 messages ranging from #4 to #21, implying that many messages have been deleted and thus there are gaps. (For example, there could still exist messages 4, 5, 8, 12, 13, 14, 15, 17, 18, and 21.)

## Section 4: Creating messages

Many parts of the previous section on "Reading Messages" will be repeated in this section on "Creating Messages".

```
1:102/151.17 5:03a NetMail folder
New message
By: Barb Keating
To:
```

1. From the START menu, select R for READ/WRITE Messages.

This will place you in what is called the message editor. \*

You will be in the Netmail (private mail) section.

(If you hit an invalid key, then the message "Press <Alt H> for Help" will flash up on the bottom of your screen.)

2. Create a new message by hitting <Insert>.
3. In the "To:" field, type the recipient's full name and hit <Enter>.

The message editor will find their name in the nodelist(s), and plug in their address.

Alternatively, you could:

- a. type in only the first part of the recipient's last name and hit <Enter>. The message editor would show you all the close matches.
- b. type in nothing, just hit <Enter> and it would have given you a list of people in your local net.
- c. type in a recipient's address instead of their name, and it would plug in their name.

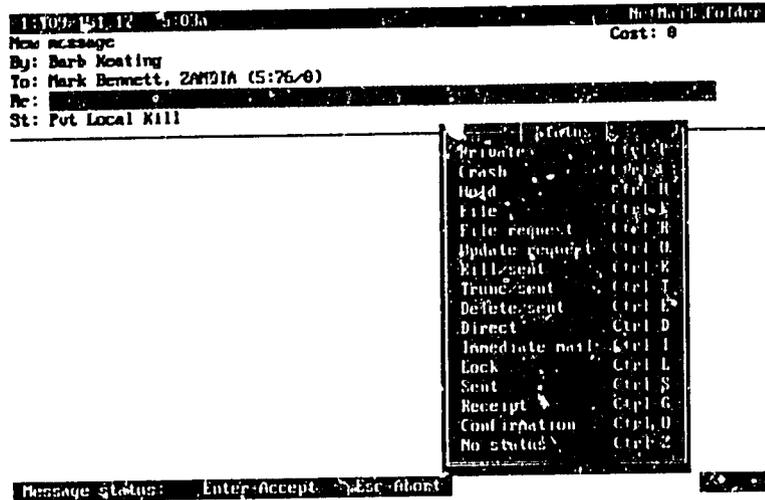
**IF THE USER IS NOT IN THE NODELIST** (e.g., if they are a “point” off of someone’s node), then when you hit <Enter> on the person’s name, the message editor will drop a comma, after which you need to type their netmail address.

4. **At the “Re:” or subject line, You MUST type in a subject,** such as “Food Delivery Updates,” or whatever your message pertains to on that line, or the message will ABORT. Do not hit enter yet.
6. **Under the “Re:” subject line that there is a “St:” status line.** When you are editing the subject, you can toggle various status items by hitting the keys according to the box that popped up on the right. Leaving status “as is” may be fine, But you may be interested in knowing what the options in the box mean. The following section 3.1 will describe the various message statuses.
7. **Hit <Enter> when you’re satisfied with both subject and status. Then type a message.** FrontDoor has a built in word processor. (If the right side doesn’t always wrap when you insert or delete words during re-editing, don’t worry — it will wrap neatly as you save it, and certainly nothing will be lost.)
8. To save the message, hit <Ctrl Z>.

TO send this message, return to the main menu and select S for Send and Receive Messages.

**\*\* Note for Conference mail:** To change to a message conference, such as the Southern Africa Drought Conference, which are kept in separate areas called “folders,” hit <Ctrl F> to get a list of available conference folders. Then, cursor down to the one you want and hit enter.

## 4.1 Message status



<Alt S> Change the status, which affects netmail only (as opposed to conference messages), a sub-menu will pop up with the following:

<Ctrl K> Kills message after it is sent. This is the default, so to keep a copy of the message you would have to hit Ctrl K to toggle off the Kill status.

<Ctrl D> sends a message Directly, not via a hub or any other machine.

<Ctrl I> send Immediately, overriding any scheduled events.

<Ctrl H> Hold for recipient to call in to pick up.

<Ctrl F> attach File(s) to message.

<Ctrl R> Request file(s) from system being called (put requested filenames in the "Re:" subject line, or put in FILES for their catalog. All files received go into \FD\INBOUND) directory.

## 4.2 Importing a file into a message

- You may import a file that you created with your own word processor, e.g., WordPerfect (see explanation below), or any ASCII file into the text of a message. However, the file **MUST** be an ASCII file.

The steps to follow are:

1. <Alt F2> Is the command to import an ASCII file. Or you can find it in the pull-down menu's under Editing text.
2. A screen will pop-up which asks you for the name of the file. You will need to specify the directory as well, e.g.,  
 \WP51\PROPOSAL.TXT
3. A screen will pop-up which asks you:

```

1: 10/2/91, 12: 5:24m / NetMail Folder
Reply to message 16 Cost: 0
By: Mark Bennet
To: Uucp, The Black Cat's Shack (1:189/401.99)
Re: Reports on Locust
St: Put Local Kill
    
```

```

Quote original message (y/n, Esc)? y
    
```

```

[16] First: 1 Last: 10 Total: 13 /LcP:
    
```

If you choose "Y" for Yes, then it will put a ">" symbol at the beginning of each line of imported text, to signify that it was imported.

If you choose "N" for "NO" for Quote:, it will import the file with no markings signifying that it was imported.

You can also edit what you import.

### Importing a WordPerfect file

If you wish to import a file created by WordPerfect, then you **MUST** do the following within WordPerfect:

1. **Save your file by using <Ctrl F5>, Do NOT save your file by the <F10> or as you normally would.**
2. **Then choose "<3> Save As" and then "<1> Generic".**

You probably want to give the file a different name than its original, e.g., FILENAME.ASC.

**\*\*NOTE:** Large files should always be sent as attached files, not as files imported into messages.

### 4.3 Replying to a message

To reply to a message that was sent to you, instead of hitting <Insert>:

1. Hit <Alt R> while viewing the message you wish to reply, or find it in the pop-up menus under the Main Menu pick.
2. You will then be asked:

```

1:109/151/12/05:25m          NetMail Folder
Reply to message 16          Cost: 0
By: Mark Bennet
To: Uucp, The Black Cat's Shack (1:109/101.99)
Re: Reports on Locust
St: Pet Local Kill
    
```

```
Quote original message (y,n,Esc)? Y
```

```

(16) First: 1 Last: 17 Total: 13 Left: 2/2
    
```

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If you answer “yes”, then the text from the previous message will be imported into your new message with a “>” character preceding each line, as follows:

```
1:109/151.17: 03.23a          Reply to message 17          Cost: 0
By: Mark Bennet
To: Barb Keating, Barb at Home (1:109/151.17)
Re: Beria Corridor
St: Put Local Sent

I got your message.
> Could you please pass on to the Ministry of Transport
> the attached files which are the latest numbers from
> the port in Dar.
Have been passed on.
> There is a glut of corn in the port
> in Dar. We are asking everyone
> on the net to advise us of possible avenues for moving
> this food, preferably to Malawi, or Mozambique.
I heard that the railway had empty cars sitting in
Northern Zambia that are available to haul corn. I'll
check with the PUD out there.

> Best Regards,
> Mark
```

The quote is useful for reminding the other person what their message was all about, usually by creating gaps between their paragraphs. Ctrl Y deletes lines.

Notice in the above example that I deleted the lines that I did not need to quote, and then I interspersed my remarks between the remaining lines.

---

## 4.4 Tips on using the Front Door message editor

### Commands

You can always go back and edit a message you've saved. You can always use the pop-up menu by hitting <Alt H>, and the go into the edit sub-menu. Here is a shorter list of popular commands:

- <Alt T> To modify the text of the message you are viewing
- <Alt D> Change the destination/recipient

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- <Alt A> Change the subject
- <Alt S> Change the status, which affects netmail only (as opposed to conference messages), which will pop up a sub-menu:
- <Ctrl K> Kill message after it is sent. This is the default, so to keep a copy of the message you would have to hit Ctrl K to toggle off the Kill status bit
- <Ctrl D> send message Directly, not relayed via hub
- <Ctrl I> send Immediately, overriding any scheduled events
- <Ctrl H> Hold for recipient to call in to pick up
- <Ctrl F> attach File(s) to message
- <Ctrl R> Request file(s) from destination system (put requested filenames in the "Re:" subject line, or put in FILES for their catalog. All files received go into \FD\INBOUND directory). Hitting a status key twice, for example, toggles it on and back off.
- <Delete> To delete the message entirely
- <Alt V> To export a copy of the message to a regular disk file (which is usually better than keeping a copy of a message in your netmail directory)
- <Alt I> Prints the message (if a printer is hooked up)
- <Alt L> To forward a message to someone else
- <Alt R> Reply to the message on the screen
- <Ctrl F1> While in browse mode, this command gives you some common keyboard commands to move between messages. While editing a message, however, this command gives you common keyboard commands related to moving within a message and editing it.
- <Alt T> Has two functions. As stated above, while browsing messages, Alt T will let you edit the message you are viewing. However, if you are in the process of editing a message and hit Alt T, then you will be given a menu of advanced editing functions. Among these, of particular interest are:
  - <Alt F2> Import an ASCII text file into the message text
  - <Ctrl Y> Cut/delete current line and put it into "delete buffer"
  - <Esc> Paste/un-delete lines from the "delete buffer"
  - <Alt F8> Reformat, i.e., re-word-wrap the paragraph which the cursor is currently residing in.
- <Alt Q> Quits the message editor and returns to the main menu.
- <Alt H> Pulls down the help menus (which also tell you of ALL of the above commands, plus others)
- <Alt M> Does the same thing as <Alt H> H = Help, M = Menu .
- <Alt N> Private "netmail" reply to a public "conference" message

- <+> Jump to a later reply on the same subject
- <-> Jump to an earlier posting on the same subject. <+> and <-> allow you to follow a discussion.
- <Alt L> Move or copy a message to another folder. Do NOT copy from conference to conference, only to netmail.

### Hard carriage returns

When editing a message, it can be useful to know where the hard carriage returns are placed. <Ctrl C> toggles on/off display of the hard carriage returns.

The FrontDoor message editor word-wraps like a word processor, but when editing a paragraph — adding and deleting things — the paragraph may temporarily run a “ragged right” edge. Don’t worry, because when you save the message, it will automatically smooth out any paragraphs that are ragged right.

You may manually re-wrap a paragraph by moving the cursor to the beginning of the paragraph and hitting <Alt F8>. This will neatly re-wrap everything from that point downwards until it encounters a blank line, at which point it will stop re-wrapping. For this reason, it is strongly recommended that you put a blank line between paragraphs instead of just indenting for a new paragraph. If you do not have a blank line, when <Alt F8> is hit you will merge all paragraphs into one, until a blank line is encountered.

### Cut and paste

Three commands:

- <Ctrl Y> Cut & delete a line, put cut line into buffer
- <Ctrl B> Copy a line without deleting it, put into buffer <Escape>  
Retrieve the cut and/or copied lines from buffer

FrontDoor does not block text. Cut and paste is done differently than in WordPerfect and other word processors. In the message editor, you can only cut and paste entire lines.

Hitting <Escape> retrieves text from the buffer to wherever the cursor is, one line at a time, and “last in, first out” — in the reverse order in which they were added to the buffer. While tapping your <Escape> key, if you do not manually move your cursor then the text comes out in the correct order.

You can hit <Ctrl Y> or <Ctrl B> to add text to the buffer, then do

other editing, and retrieve it later using the <Escape> key.

For example, take the following paragraph:

```
I was in town yesterday. I obtained a
rolodex file with the name and FAX
number of every candidate. Tomorrow,
I'm going back.
```

Let's say that you want to extract the middle sentence and put it the beginning of the message as a separate paragraph. You first separate the middle sentence into different lines from the other sentences. You move the cursor to the beginning of the sentence, hit <Enter>, then move it to the end of the sentence and hit <Enter> again, as if dropping cut and paste markers. As a result it looks like this:

```
I was in town yesterday.
I obtained a
rolodex file with the name and FAX
number of every candidate.
Tomorrow,
I'm going back.
```

Next, move the cursor back to the beginning of the second sentence, and hit <Ctrl Y> three times to neatly cut the sentence's three lines without any of the surrounding verbiage.

```
I was in town yesterday.
Tomorrow,
I'm going back.
```

Move the cursor to the top and hit <Escape> three times:

```
I obtained a
rolodex file with the name and FAX
number of every candidate.
I was in town yesterday.
Tomorrow,
I'm going back.
```

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Now, go to the beginning of each paragraph and hit <Alt F8> to reformat (re-word-wrap) the paragraphs to make them look neat:

```
I obtained a rolodex file with
the name and FAX number of every
candidate.
```

```
I was in town yesterday. Tomorrow,
I'm going back.
```

It's really very quick and easy after you do it a few times. And remember: you can do other things between cutting and re-pasting.

### Carbon copies

To send duplicates of a message to others, add one or more lines at the very top of the message, with no indentation, following this example:

```
cc: Fred Winch, George Simon, Barb Keating,
    John Glaser
```

```
cc: Keith Burberry, Marilyn Quayle
```

If you are always sending cc's to the same group of people, then you can create an ASCII file with their names, one per line, and send the message by referencing that file according to this example:

```
cc:@\FD\VIPS.ASC
```

You can also send blind carbon copies by using the “#” sign, or use an address according to the following example. You can mix names and addresses, blind cc's with cc's, and/or a file list.

```
cc: Joe Dabrowski, #Nathan Moschkin, 1:109/
    337, 1:391/*
```

The last entry sends a message to every node in net 391.

## Section 5: Sending messages running the network mailer

The FrontDoor network mailer is the program that makes outgoing calls and accepts incoming calls. Normally, you can just run this module and walk away.

There are two ways that you can run the FrontDoor mailer:

- From the main menu, selecting "Network mode - dial and answer"
- Running BNU.COM and then FD.EXE from the DOS command line

When you run the network mailer, you get the following screen:

```

FrontDoor 2.16/0X000034 - 1:109/151.17          Thu 29 Oct 92  5:33a

```

<pre> • 5:33a FOSSIL: BNU FOSSIL Communications Driver v1.70 5:33a AT-BIOS detected • 5:33a Event 0-0 5:33a Processing NetMail folder - 5:33a Preparing outbound mail 5:33a No messages to send in this event 5:33a Initializing the modem 5:33a Waiting for a call or event </pre>	<pre> OK </pre>
<pre> To : D.C. kub/PerManNet Line 3          1:109/150       10-28-92 9:37a                    Washington D.C. </pre>	<pre> Event  0 @ 28:26 Next   1 Z 2:00a         (Fri) </pre>
<pre> Press Alt-H for help </pre>	

The screen is split up into four main boxes.

1. **The top left box gives a summary of recent activity.** It shows that there are four messages prepared in the out-bound queue.
2. The top right box shows the moderator's status.
3. The bottom left box shows information on the last in-bound and out-bound connections.
4. **The bottom right box shows the current event,** how much time is left before the next event, and information on the next scheduled event.

Pressing Alt H will display pull-down menus. The options of greatest potential interest are as follows:

Alt F Force a call to another node if there is no mail to send.

Normally, FrontDoor will not call another node unless there is mail to send, or unless it is scheduled to poll the other system. This command is usually used to force a call to pick up any messages and/or files on hold for you at the other node.

Alt E Run the message reader/editor, without having to exit to the main menu or to the DOS prompt.

Alt O Summary of recent outbound calls.

Alt I Summary of recent inbound calls.

Alt S Force mail currently on hold for a particular node to be sent, overriding event restrictions. However, a better way to do this is via the Alt B command.

Alt B Manage the mail queue — override default behavior.

Alt N Quickly add a new node or change an entry in the nodelist.

\*\*\*Note: It is not advisable to use the Alt T or Alt G commands to transmit or get files. File attach and file request messages are better, as any pending Alt T and Alt G requests are discarded when you exit the network mailer.

## 5.1 Attaching files using the message editor

To send a file to someone:

1. Start the FrontDoor message editor by either choosing:
  - a. "Message Reader/Editor" from the main menu, or
  - b. by running FM.EXE from the \FD directory.
2. Create a message in the same manner as discussed in Section 3, Create a Message section of this manual.
3. When you reach the subject line, "RE:," this is where you type in the full path and filename of the file you wish to send. By full path we mean something like this:

c:\fd\out\wfp.txt

4. Then hit <Ctrl F>. This will put the word "File" on the "St:" status line while editing the subject line. Your message should look like the following, with your cursor on the Re: line:

HotMail folder  
 Cost: 0

1:109/151.41 2:12p  
 Reply to message 206  
 By: Mark Bennet  
 To: Barbara Keating, USAID Southern Africa Drought (1:109/151.41)  
 Re: ~~Stelcom's Group~~  
 St: Put File Local Kill

---

Hi Barb -

> Could you pass this info to the Grain Mark  
 I have passed the information on to everyone  
 I heard that Malawi is hard hit and could tra  
 from Dar. Please be more specific about loca

> We have a glut of food for Lusaka, at the  
 > need to have the shipment schedule for her

> Please send the shipment schedule attached  
 > interested parties, especially GMB's in al

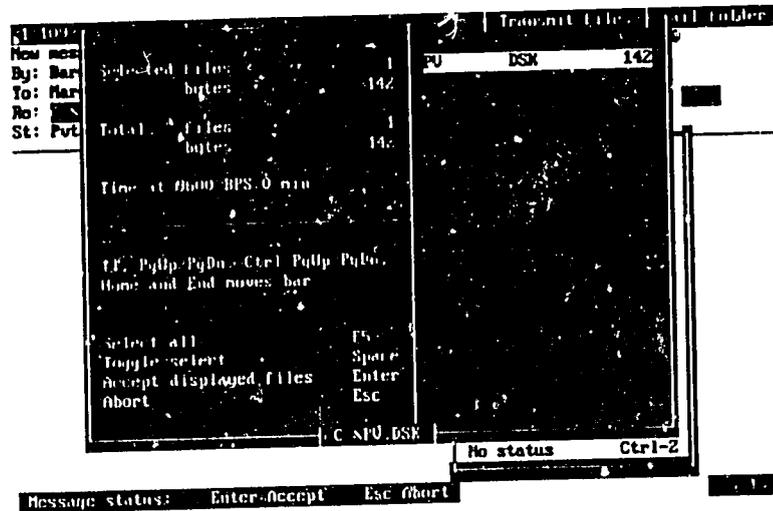
I have sent the shipment schedule on to all t  
 logistical units. I have messages waiting fo  
 people.

Regards, Mark

Message status: Enter=Accept Esc=Abort

	Status	
Private	Ctrl P	
Crash	Ctrl C	
Hold	Ctrl H	
File	Ctrl F	
File request	Ctrl R	
Update request	Ctrl U	
Kill/sent	Ctrl K	
Trunc/sent	Ctrl T	
Delete/sent	Ctrl D	
Direct	Ctrl O	
Immediate mail	Ctrl I	
Lock	Ctrl L	
Sent	Ctrl S	
Receipt	Ctrl R	
Confirmation	Ctrl C	
No status	Ctrl Z	

After doing these four things, hit your Enter key and the message editor will look for the file. It will pop up a box showing the filename and its size:



(If you do not get this screen, then make sure you turned on the File status bit. You can go back and turn it on by hitting Alt S.)

5. **Verify that it found your file.** It will be blinking on the file, and say "selected file in the upper left box, and will list the number of bytes. Then hit <Enter>.
6. You will be returned to the message editor. Now you have the option of leaving the message blank by hitting <Ctrl Z> to save your file attach message, or write something in the message area.

PLEASE NOTE, messages without text, called "null messages", are usually deleted automatically by the recipient system, and thus the recipient may not notice the receipt of the file, which will go to their INBOUND directory. You may need to explain to the recipient the purpose of the file. Therefore, it is usually best to enter some text in the body of the message.

## 5.2 Sending multiple files

To attach multiple files you can do 2 things:

1. **Type all of their names on the subject line, with one space between the files.**

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However, you usually cannot fit more than two or three files on the "Re:" line, and are usually forced to either use wildcards or manually create multiple file attach messages.

2. A second way is to type the path name and use wildcards in the RE: line, e.g., C:\\*.\*. Then hit <Enter> as in the following example.

1:100/1/1:17 5:00a '77 NetMail Folder Cost: 0

New message  
 By: Barb Keating  
 To: Mark Bennett, ZAMBIA (5:76-0)  
 Re: [REDACTED]  
 St: Pvt File Local Kill

Private	Ctrl P
Crash	Ctrl C
Hold	Ctrl H
File	Ctrl F
File request	Ctrl R
Update request	Ctrl U
Kill sent	Ctrl K
Transmit	Ctrl T
Delete sent	Ctrl E
Direct	Ctrl D
Immediate hold	Ctrl I
Lock	Ctrl L
Sign	Ctrl S
Receipt	Ctrl G
Confirmation	Ctrl O
No status	Ctrl Z

Message status: Enter-accept Esc-Abort

which reports:

1:100/1/1:17 5:00a '77 NetMail Folder

New message  
 By: Barb  
 To: Mar  
 Re: REN  
 St: Pvt

Selected files	0
bytes	0
Total files	17
bytes	197,746

Time at 06:00 D'3 0 min

11. PgUp-PgDn, Ctrl-PgUp-PgDn,  
 Home and End moves bar.

Select all F5  
 Toggle select: Space  
 accept displayed files Enter  
 abort Esc

AUTOEXEC	PAT	65
AUTOEXEC	DOT	279
AUTOEXEC	OLD	96
CAMPANAL	DIR	47,049
CONFIG	OLD	51
CONFIG	SY3	159
IO	SY3	11,410
LIA	EXE	11,410
MEMO	BR	479
MSDOS	SY3	37,194
MSG1		1,021
PDMXUSRS	NET	13,010
PEVEX-HP	SY3	27,602
PO	DIR	142
PO	PRI	2,100
SETUP	DIR	52
TEMP		119

Message status: Enter-accept Esc-Abort

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- a. To "tag" or mark the files that you wish to send move the cursor up and down the list of files. Tag them by pressing the spacebar.
- b. Hit <Enter> to return you to the message.

NOTE: You will not see that the files have actually attached until you hit <Control Z>. Then the message editor will attach the files.

After saving a message containing multiple file attaches, you may notice that the message editor creates multiple file attach messages.

---

### 5.3 Receiving a file

When you receive a file attach message, the file itself will reside in the \FD\UNBOUND directory.

Unless the sender sent a null message (i.e., a file attach message with no text), you should be notified of the receipt of a file by viewing a message with a filename as the subject and with the "File" status bit on.

You can view the file in the message editor by importing it into a message, or by viewing it in another word processor like Word Perfect. If it is a Lotus file, you will not be able to view it in the message editor.

---

### 5.4 Dialer — helpful notes on the message sender/dialer

#### Un-dialable

Occasionally, nodes may become "un-dialable". This is a phone bill self-protection mechanism in the case of multiple connections that fail. You can see if any nodes have become un-dialable by hitting Alt V. If a node becomes un-dialable, then you can upgrade them by hitting the Tab key, and you should then observe a connection and/or communicate with the other node so that the problem can be resolved.

**Stopping a Message from transmitting**

If you ever wish to abort a transmission in progress, you may do so by hitting your Esc key.

**Further assistance**

All of the above topics, are covered in detail in the FrontDoor manual in the section entitled "Message Editor".

---

## Section 6: Conference mail

The user may notice that inbound mail is automatically un-bundled by the network mailer when it is received, and is available for your viewing in the message editor.

However, if you participate in conference mail, you should read this section.

If you only send and receive netmail and files, then you may skip this section.

Unlike netmail, conference mail must be bundled before it will be sent out, and inbound mail bundles must be un-bundled.

You may hear other people in networks use the terms "scanning" and "tossing", which is commonly a source of confusion to new users. In this document, "scanning" is the same thing as "bundling", and "tossing" is the same as "un-bundling".

What is happening at a technical level is this: Bundling makes a copy of all new conference messages which you have created in all conference folders and puts them into one specially coded file, which is attached to a blank message addressed to your uplink. Conversely, when you receive new conference mail from your uplink, it comes to your system in the form of one file, and the un-bundling process takes the messages from that file and sorts them into the proper conference folders, then deletes the file.

The PerManNet Kit automatically un-bundles inbound mail when it is received. However, it does not automatically look for new conference mail messages.

On the main menu, the selection "Bundle conference mail" performs the task of bundling, quick and easy. If you create any new conference mail, then you should run this selection after exiting the message

editor and before running the network mailer.

## **Section 6.1: The conference manager**

If you wish to participate in conference mail, then the quickest and most foolproof way to add or delete a conference is by using the Conference Manager. The Conference Manager will automatically update the FrontDoor message editor's folder selections, as well as the GEcho mail processor's configuration files, and will prepare an "Areafix" message to your uplink requesting that the conference be added.

To access the Conference Manager select Configuration from the main menu.

\*\*\*NOTE: Help menus available for this section are accessible by choosing the Help selection from the Conference Manager's menu.

The Conference Manager's main menu looks as follows:

```

Conference Manager v1.01.b4 (09/11/92)
  (Unregistered Evaluation Copy)
Areas Defined in AREAS.BBS: 1

[D]isplay current raw "AREAS.BBS"
[P]ick a network conference list
[A]dd new conference(s) from list
[M]anually add a conference (if no list)
[X]ill conference(s) from current AREAS.BBS
[F]ind keyword from current list

[U]iew pending changes (to AREAS.BBS)
[S]ave changes (to AREAS.BBS and "AreaFix")

[H]elps and hints
[C]onfiguration

[E]xit Program
    
```

The "AREAS.BBS" is a list of all conferences which you are currently set up to receive, and gives your uplink for each conference. The first selection will display your current list, if you are set up to receive any. New users usually don't have any active conferences yet.

**Quick start**

If you know the name of a conference which you wish to carry, then you can quickly add it by choosing the *Manual* selection and answering the questions on the name of the conference and the uplink.

After adding all the conferences you are interested in, you choose the *Save* function, and then *Quit*.

**Finding conferences of interest**

If you are not going to manually add a conference, then you are probably going to search or browse a list of conferences and choose which conferences are of interest to you.

Different networks carry different conferences. For example, there is *UseNet* which carries conferences usually of interest to universities and research organizations. There is *FidoNet* which carries social and technical conferences of interest to the general populace. There are private networks which carry their own set of conferences according to their own special interests.

The first thing you do is "Pick" a network.

After that, you can browse the list of conferences offered by that network by choosing the "Add" function. A list of conferences will pop up. You may scroll through the list by moving the cursor bar up and down the list. You choose a conference by hitting either the *Enter* key or the *Spacebar* key on a selection in the listing. Hitting your *Esc* key gets you back to the main menu.

You can also automatically search the list to "Find" a keyword.

To delete a conference from your current setup, you choose the "Kill" selection and tag the conference you wish to delete.

After doing all your adding and/or deleting, you must "Save" your decisions before you "Quit" the program.

**Configuration**

This is where you have the option to store information on your uplinks, such as which uplinks carry which conferences, and what your password is with a particular network.

Most users will not need to change this information, as the installation program configured everything for you. You may need to tell your

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uplink that your default password is "password" (without quotes).

If you wish to add a new uplink, or change your setup in another way, then you should choose Configuration. You will get a sub-menu. You usually should not modify any of the selections you will see, except for selection 6, "Edit conference lists". You should obtain a password from your uplink(s) in advance, and store that information here. You can also get a text file from your uplink that lists all conferences they carry, and type in the path to that textfile. You may want to copy the file they supply to your \FD\DOCUMENT\CONFERENCE directory, where other lists are stored.

## Section 7: Requesting a file

Many nodes allow you to request files from their system.

You request a file by stating the filename(s) (without path) on the "Re:" line and turning on the "FilReq" File Request status bit. For example:

```

1:109/151/12 5:27a
New message
By: Mark Bennett
To: Bob Barad, The Baobab (1:109/151)
Re: baobab.zip
St: Put FilReq Local Kill

```

Private	Off	P
Crash	Off	
Hold	Off	H
File	Off	F
File request	Off	R
Update request	Off	U
Kill/sent	Off	K
Trans/sent	Off	T
Del/sent	Off	D
Direct	Off	D
Immediate mail	Off	I
Lock	Off	L
Sent	Off	S
Receipt	Off	R
Confirmation	Off	C
No status	Off	N

```

Message: 1:109/12 5:27a Enter: accept Esc: abort

```

The above sample message requests three files.

Unlike with a file attach message, it is common to not enter any text in a file request message, so that the request message is automatically deleted by the other system.

You cannot obtain just any file that exists on the node's hard disk. The node has to specifically set up their system to allow certain directories

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to be requestable.

To get a list of available files on another system, it is customary to request a file called FILES. What you will usually get is a file by another name, which lists all the filenames and their descriptions.

---

## Section 8: Making files requestable from your system

Operating your own library of files can be an elaborate process, and is best explained in chapters 2 and 4 of the FrontDoor Administrator's Guide.

Nonetheless, the PerManNet Kit sets you up so that you can quickly and easily run a basic file library without reading mountains of documentation, and without tinkering with the setup programs.

Simply put any files you wish to make available into the directory `\FD\LIBRARY.MY`.

If another system makes the customary catalog request of `FILES`, they will get the file `\FD\LIBRARY.MY\MY_FILES.TXT`. You edit that file when you want to add new files to your public list. A sample `MY_FILES.TXT` file is provided, and you can edit that file. Be sure to save it as an ASCII text file after editing it.

A file does not need to be in `MY_FILES.TXT` to be requestable. You could keep some filenames secret, so that only your close associates know that the file resides in the requestable directory. All files in `\FD\LIBRARY.MY` are requestable even if they are not listed in `MY_FILES.TXT` though it is unlikely that anyone would request them.

If security is a concern, then you should refer to the FrontDoor Administrator's Guide to learn how to maintain secure lists and password protected files.

---

## Section 9: Messagebase management

There is a limit on the size of your messagebase. When this limit is reached, the GEcho mail processor will refuse to process any more inbound mail until you do messagebase maintenance.

Choosing "Periodic maintenance" from the main menu, you will find a few selections regarding the messagebase:

- P Pack messagebase, shrinking the files.
- D Do you need to shrink your messagebase?
- C Current volume of messages in each conference.

The messagebase limit is roughly 16 megabytes for a particular file (FD\ECHOMAIL\MSGTXT.BBS), as will be explained to you if you choose the second selection above. That selection also tells you the current size of the file in question, and how many percent full you are.

If you want to know what is taking up the most space, choose the last selection for a good summary.

The rest of this section will cover the first selection above, packing the messagebase.

When you delete a message using the message editor, you do not actually shrink the messagebase file. You merely mark a message as deleted. The message stays there, but you just aren't bothered with seeing it any more.

"Packing" the messagebase will instruct the software to rewrite the entire messagebase file, leaving out the deleted messages. Thus, the messagebase file will be shrunk.

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The rest of this section will be devoted to your options on how to mass delete messages before packing the messagebase.

### Mass-deleting messages

How you choose to delete messages will depend upon how you use your e-mail system. If you do not receive tremendous amounts of messages, then it is best to delete the messages you don't need on a daily basis after you review them. However, if your message volume is high, then you may need to look into ways to delete messages in bulk.

There are currently two ways to delete many messages at a time.

The first way is to use the message reader. From the Alt F9 menu, you can hit F5 to tag all messages in a conference, and then hit your Delete key to delete them all. Alternatively, you can tag particular messages using your Spacebar key, and then hit your Delete key. Another popular method is to scroll to a message with a subject which you are not interested in. By hitting F4 then F8 then Enter, you tag all messages with that subject.

The second way to delete messages in bulk is to run the "Configuration" selection from the main menu, then choose the "GEcho" mail processor, then Area manager, and then edit each conference screen to specify a number of days to keep messages. After doing so, return to the main menu, go to "Periodic maintenance", and run the "Pack messagebase" function. One disadvantage to this option is that you could delete old messages that are still of value.

Again, which method you choose depends upon how you use the e-mail software.

---

## Section 10: Nodelist maintenance

Many networks, including FidoNet, circulate weekly nodelist files. In order to have the latest nodelist, two things must occur:

1. You must receive update files from an uplink
2. You must process these uplink files

The uplink files will automatically be received in your \FD\INBOUND directory. You don't need to do anything with them. All you need to do is choose "Periodic maintenance" from the main menu, and then "Nodelist update" from the sub-menu. If there are any "nodediff" files in your inbound directory, they will be automatically processed. If not, then you will be notified of their absence.

Sometimes, you might want to add a node or a point, or change an existing node or point's phone number. To do this, run the FrontDoor mailer as explained in section 12 and then hit Alt N. You will be given a self-explanatory menu. **THIS WORKS ONLY WITH FRONTDOOR VERSION 2.10 AND SHOULD \*NOT\* BE TRIED WITH FRONTDOOR 2.02.** Alt N with FrontDoor 2.02 will perform a time consuming and irrelevant task.

---

## Section 11: Logs and statistics

The main menu offers a selection called "Logs and statistics", which gives you the following submenu:

```
----- Sun 25 Oct 92, FD 2.19
+ 12:19:47 Event 0-0
? 12:19:48 Msg #3 to 1:109/999 orphaned
- 12:19:49 Preparing outbound mail
+ 12:19:57 Calling Inside Beltway Nat'l Hub, 1:109/10, 1-202-466-5353

----- Sun 25 Oct 92, FD 2.10
+ 13:06:44 Event 0-0
- 13:06:48 Preparing outbound mail

----- Sun 25 Oct 92, FD 2.10
+ 13:12:39 Event 0-0
- 13:12:40 Preparing outbound mail
- 13:13:42 Preparing outbound mail

----- Sun 25 Oct 92, FD 2.10
+ 13:15:46 Event 0-0
- 13:15:48 Preparing outbound mail

----- Sun 25 Oct 92, FD 2.10
+ 13:17:24 Event 0-0
- 13:17:26 Preparing outbound mail
+ 13:17:33 Calling PerManNet 9600+, 1:109/168, 1-703-715-9851
= 13:17:56 CONNECT 9600/REL
```

---

## Appendix A: Hints on using Front Door effectively and conveniently

One popular way that people run the PerManNet kit is that they keep the message editor as a pop-up utility, so that whenever they are in the middle of another program they can hit one "hot key" to instantly bring up the message editor, create a message to an associate (or request or send a file, etc.), and instantly return to their application exactly where they left off. After several messages have accumulated, they have the FrontDoor mailer connect with their hub (e.g., lunch-time and overnight).

You can do the above if you have a '286 or '386 class computer with more than 640K of RAM, and have a simple "task-switching" program for '286's like Software Carousel or the shareware program Back & Forth (but probably not the cringeful DOSSWAP program of DOS 5, which does the same thing, almost...somewhat). (Actually, you can do it with a 640K computer or an XT, but it's no longer an instantaneous swap if you don't have extra RAM, as those programs will use hard disk storage as simulated RAM.)

Advanced users with a '386 "multi-tasking" program like Desqview or Windows can also engage in modem calls and mail transfers in an ongoing background task, in addition to the message editor. (The difference between a multi-tasker and a task switcher is that a task switcher freezes all programs except the one you are working in.)

Setting up a task switcher is much simpler, requires only about 15K, and all tasks run much faster with a task switcher.

LAN users have significant advantages. FrontDoor was written to have many LAN features. A LAN can have a communications server

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running FrontDoor, and all other workstations can use the message editor to send and receive mail and files from the one communications server equipped with the modem. The mailer will automatically update its mail queue as messages are saved.