

# **Reference Card**

- Navigation
- Control
- Edit
- EasyPlex

## **CompuServe Navigation Commands**

The navigation commands are the same almost everywhere in CompuServe Information Service. Here is a summary of the commands that can be entered at most ! prompts:

Command	Function	Explanation
т	ТОР	TOP menu page. Works the same as the Quick Word TOP. From virtually anywhere in the system, this command will take you directly to the first page of CompuServe Information Service (CIS-1).
М	MENU	Previous MENU. This command goes back to the menu page that points to the current page.
G	GO	GO n GO directly to page "n". "N" may either be an address and number together, like TRS-1, or a number alone. The latter will refer to the current information provider.
н	HELP	displays more information on the commands.
S	SCROLL	S n SCROLLs from item "n". This will output pages continuously until the last page in a series is reached. If you are at a menu page, "n" specifies the menu item to scroll from.
OFF	OFF	disconnects you from CompuServe.
F	FORWARD	FORWARD a page. Displays the next page in a series of pages. A single Enter will do the same thing.
В	BACKWARD	returns to the page preceding the current
Ρ	PREVIOUS	page. goes to the PREVIOUS item from last selected menu. For example, if 5 was the last choice, PREVIOUS will display item 4.
R	RESEND	RESENDs the current page. This is useful if the current page has scrolled off the screen or after a HELP command.

#### **CompuServe Control Characters Commands**

Control characters are entered by holding down the control key on your keyboard and pressing a specific letter key. (Some microcomputer keyboards don't have a CONTROL key. Consult the manual for your computer and your terminal software for the alternate key to use.)

The control characters which are most often used on CompuServe Information Service are:

Control Character	Explanation
Control C Control U Control V Control H Control A Control S Control O	interrupts the display so that you can enter another menu selection or command. deletes the line which you are typing. redisplays a partial line and allows you to continue typing it. backspaces, deleting the character that was there. (Note that the character may not disappear from your screen, but it is no longer recognized by the system after you've used <u>Control H</u> .) temporarily freezes the display at the end of the current line. A <u>Control Q</u> will resume the display. temporarily freezes the display immediately, even in the middle of a line. Again, <u>Control Q</u> resumes the display. stops the display immediately. (Unlike <u>Control A</u> and <u>Control S</u> , this one can't be resumed.)

# **EDIT (or FILGE) Commands**

EDIT (also called FILGE) is used in a number of CompuServe programs. Here are the primary commands.

Command	Explanation
/TYPE /EX or /EXIT /HELP	displays the entire text of the file. is used to close the file you have written. gives you extensive HELP files on all the commands available.
Л	positions the line pointer at an imaginary line just before the first line of the file. This allows you to insert new lines above the current first line of the file.
/Pn	displays a specified number (n) of lines in the file. If n is omitted, only the current line will be displayed. For example, a "/P3" will display three lines starting with the current line.
/L/String	scans the lines following the current line one-by-one until the system finds the first occurrence of the specified string. To display the line located, give the print command (/P).
/C/Oldstring/Newstring	replaces any specified string in the current line with a new string. Remember: Oldstring = the string to be replaced, Newstring = the replacement string. If omitted, then Oldstring will be erased.
/A/String	adds the specified string to the end of the current line. The line pointer will remain on that line after the command is executed.
/Dn	deletes the number of lines specified starting with the current line. The pointer will be positioned at the line following the last line erased. N is the number of lines to be erased. If omitted, only the current line is erased.
/ <b>B</b>	moves the line pointer to the last line of your file.
/Nn	meaning NEXT, moves your line pointer down the file a specified number of lines from its current position.

# **EasyPlex Commands (GO EASYPLEX)**

EasyPlex, the electronic mail service, can be operated in novice mode (with full menus), intermediate mode (with abbreviated prompts) and advanced mode (with a simple command prompt).

Here are the functions of EasyPlex.

#### **Reading commands**

Command	Explanation
BROWSE	displays the header of messages one at a time, with an
DELETE DOWNLOAD	"Action" prompt at the end of each. removes EasyPlex messages from the mailbox. enables you to copy a file from EasyPlex on your personal computer, using VIDTEX.
READ	displays messages one at a time with an "Action" prompt following each one.
RECEIVE SCAN UNDELETE	displays all messages continuously. displays headers of all messages without an "Action" prompt. saves a message that is accidentally deleted. Must be entered before you leave EasyPlex program.

# Writing and Posting

Command	Explanation
COMPOSE EDIT	writes an EasyPlex message. enables you to edit messages you've COMPOSEd for mailing.
EXIT SEND TYPE	closes EasyPlex messages. Must be preceded by a slash (/) posts the EasyPlex message you've COMPOSEd. re-displays a message you're composing. Must be preceded by a slash (/), as /TYPE
UPLOAD	enables you to send a file from your computer to EasyPlex with VIDTEX
USE	enables you to mail a file that already exists in your Personal File Area.

## **Other commands**

Command Explanation

ADDRESS BYE HELP OFF SET	enables you to create and change your online Address Book. leaves EasyPlex and logs off CompuServe. displays additional information on each command. leaves EasyPlex and logs off the system. (Same as BYE). specifies users options such as operation modes, kind of line addition ato
	editor, etc.