

NOTE: In order to use (i)nternet, (d)ata, (n)ews and (e)xtras, your communications software and online terminal type must be set to VT100 (preferred) or some other full-screen emulation (like ANSI). Send e-mail to **terminal-info** for instructions on changing these settings.

(i)nternet

Using IGC's ever-expanding Gopher tool, you can find the most substantial sources of information about human rights, peace and social justice, conflict resolution, environmental concerns and other information located on the Internet. FTP, Veronica, Archie and WAIS are also available through (i)nternet.

NOTE: To send electronic mail to someone on the Internet, use the (m)ail command from the main menu. Sending e-mail to Internet users is just the same as sending e-mail to someone on the IGC Networks.

(d)ata

Perform full-text searches on a number of text- and databases, and download items of interest. Resources include directories, newsletters, legislative & media lists, events calendar, bibliographies and library catalogs.

(n)ews finder

The (n)ews finder takes articles posted in the electronic conferences and makes them easy to find with an easy-to-use menu system. News articles are organized by region, issue or source. All of the information in (n)ews is also in a conference. A topic's title is exactly the same as it is in the (c)onference system. The only difference is that what appears as a response in the conference system appears in (n)ews as a separate menu item with the same title and an "(r)" at the end. Use the conference system to browse older topics, write new topics or take part in discussions.

(e)xtras

- billing** obtain billing details
- burst** perform a batch upload to a conference
- confscan** Search topic titles across all public conferences for a keyword.
- interact** send faxes to Congress, Media, Others
- headlines** turn the opening headlines on or off
- signup** Sign up a new user
- webster** Access the online Webster Dictionary

(u)sers

Search the user (member) directory. Network options are:

- a** (a)ll nets (for which we have directories)
- i** (i)ndividual net (for searching a subset of networks)

<RETURN> to search just your own network

Search options are (accepts single word only):

- name** enter a first, last or organization name; or
- address** enter number, street, city, state (in quotes) or zip;
- keyword** enter a word like 'energy' (area of interest); or
- <RETURN> for all users (will take a long time)

Sort the results of your search (slows the search down) by:

- l** (l)ast name
- g** (g)eography (sorts by zip code)
- <RETURN> No sorting (fastest)

You may then select how much to see:

- b** (b)rief — user ID only
- m** (m)edium — user ID, first & last name, city, state, zip
- c** (c)omplete — all info we have about the account

(s)etup

(s)etup is selected from the main menu, even if not visible.

- ?** display a summary of setup commands
- d** change the (d)eflate key
- e** select an online (e)ditor. Options: Millie (line editor), or PICO (visual editor; vt100 or ANSI required)
- f** (f)orward/unforward your mail to another system
- h** enter the online (h)elp system for Setup
- l** change the (l)anguage of your system prompts to English, Spanish or Portuguese (more coming)
- m** change system (m)enus. Options are short and long.
- p** choose a new (p)assword
- s** (s)how current setup. Results may look like this:  
Current terminal type: VT100  
Current delete key is: BACKSPACE  
Current Language: English  
Current Menu: Long Current Editor: PICO
- tl** list the supported (t)erminal types
- t name** set your (t)erminal type to <name>. Example:  
**t vt100** Change terminal type to VT100.
- q** (q)uit from setup and return to the Main Menu

Directory of Services

If you want to:

- know more about your bill
- know current billing activity
- know about rates
- change your directory listing
- find a local SprintNet access #
- ask a technical support question about using the network
- ask about other software or hardware
- create a new conference
- sign up a new user
- connect from overseas
- send e-mail to other online services, faxes or telexes
- download software

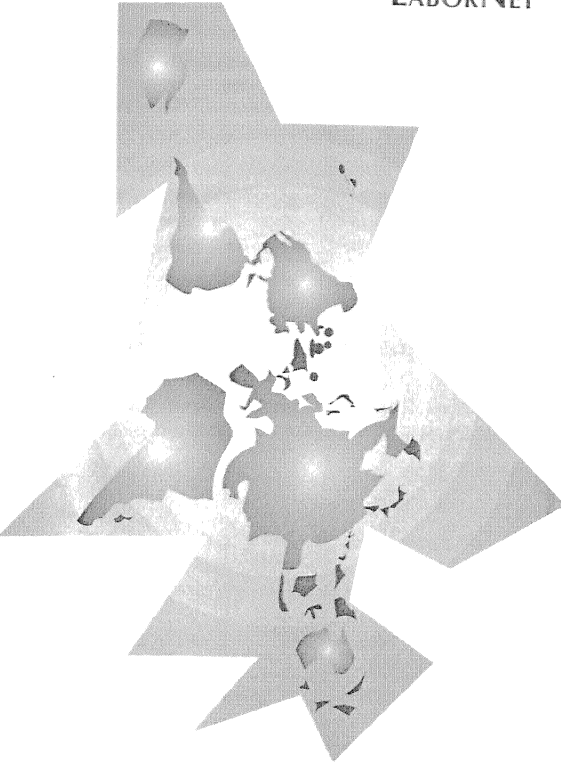
Then:

- email <billing>
- select BILLING from (e)xtras.
- send e-mail to <rates-info>
- e-mail <subscription>
- call 1-800-473-7983
- post a message to the 'help' conference, send e-mail to <support> or call +1(415)442-0220, M-F 7am-5pm PST
- post a message to the 'micro' conference
- send e-mail to <support>
- e-mail <subscription>
- see the 'intlaccess' conf
- see the 'gateways' conf
- visit the conferences 'pc.library' or 'mac.library'
- send your postal address to <soledad>

- Zterm 0.9 (\$5)
- ProComm 2.4 (\$5)
- Conference Directory (\$3)
- IGC User's Manual (\$10)
- Training Video (\$25)
- Guide to Effective Conferencing (\$5)
- IGC Simulator (\$5)
- (indicate 3.5" or 5.25")
- Quick Reference Cards (free)
- (indicate which modem software)
- Command Summary (free)
- So You Hate Manuals (free)
- Network brochures (free)
- SprintNet Worldwide Access Directory (free)

Summary of Commands

PEACENET  
ECONET  
CONFLICTNET  
LABORNET



Institute for Global Communications  
18 De Boom Street, San Francisco CA 94107  
+1 (415) 442-0220; +1 (415) 546-1794 fax

## Main Menu

**c** -- Conferences  
**m** -- Electronic Mail  
**i** -- Internet Services  
**d** -- Online Databases  
**u** -- User Directory  
**n** -- News Finder  
**s** -- Setup: Change your password,  
language, terminal type  
**e** -- Extras  
**bye** -- Logout

### Other commands available at the main menu:

**telnet** Connect to another computer system on the Internet. Must know the name of the host system.  
Example: **telnet well.sf.ca.us**

**whois** Get the user directory listing of a particular user. Example: **whois gsears**

## (c)onferences

**?** display a summary of Conf commands  
**. or .0** read opening message of the current topic/  
response  
**<** display the first page of current conference's index  
(entire index if in capture/nonstop scrolling mode)  
**>** display the last page of current conference's index  
(entire index if in capture/nonstop scrolling mode)  
**%** toggle between index of unread topics and a normal  
(i)ndex. Changes how subsequent (i)ndex com-  
mands works until you **%** again or (q)uit Conf  
**{** copy message to another conference  
**}** copy topic with all responses to another conference.  
**0** display the policy statement (if any) of the confer-  
ence.  
**1** display topic number 1  
**1.2** display the 2nd response to topic number 1  
**b** move (b)ack one page  
**c** enter (c)apture mode. Options:  
toggle (p)ager — nonstop scrolling or screen-by-  
screen;  
perform a (d)ownload  
**d** (d)eleate your own message

## (c)onferences, cont'd

**e** (e)dit the (t)itle or (w)hole text of your own message.  
**f** move (f)orward a page  
**g** (g)o to a conference (or just enter conference name)  
**h** enter the online (h)elp for Conferencing  
**i** display (i)ndex of topic titles for current conference  
**l** search the conference (l)ist by keyword  
**m** (m)aintain your conference visit list. Options:  
(a)dd a conference to your visit list  
(d)eleate a conference from your visit list  
(l)ist the conferences on your visit list  
(r)eorder a conference on your visit list  
**n** display the (n)ext message after the current one  
**o** read (o)ld messages in the archive of the conference  
**p** read the (p)revious message  
**q** (q)uit from conferencing, and return to Main Menu  
**r** (r)e-read the current topic or response  
**s** (s)earch the conference (from this current point  
backwards) by either (t)opic title keyword or (a)uthor  
**t** display the next unread (t)opic, skipping any unread  
responses (and marking them as read)  
**u** display the next unread topic or response  
**v** (v)isit the next conf on your regular list of confs  
**w** (w)rite a message. Options are:  
(f)orward (without editing) current message  
(n)ew message (via conf or mail)  
(r)eply to current message (via conf or mail)  
(s)end a copy (with editing) of current message  
**x** e(x)it this conference. Options:  
(p)retend you've read all unread here  
(f)orget you've read any unread items here  
**y** Who has read this topic (y)et. Options:  
(t)rack readership of current topic (may only do on  
your own topic, or if you have facilitator access)  
(l)ist formerly tracked readers

## Electronic (m)ail

**?** display a summary of Mail commands  
**a** display a current list (if any) of email aliases  
**b** move (b)ack a screen page (within a message)  
**c** enter (c)apture mode. Options:  
toggle (p)ager — nonstop scrolling or screen-by-  
screen; or perform a (d)ownload  
**d** (d)eleate current message. See options list.  
**f** move (f)orward a screen page (within a message)  
**g** (g)o to another mail folder.  
**h** enter online (h)elp for Mail.  
**i** display (i)ndex of mail messages. See options list  
**l** display a (l)ist of mail folders  
**ls** display a (l)ist, including (s)ize of mail folders  
**n** display (n)ext message after current  
**p** display (p)revious message  
**q** (q)uit Mail, returning to Main Menu  
**r** (r)ead or reread current message. See options list.  
**s** (s)ave current message to a folder. See options list.  
**se** with keyword (**se word**) searches contents of all your  
messages in all your folders for "word".  
**t** display header/(t)itle of current message. See options  
list.  
**u** display the next (u)nread message. See options list.  
**und** (und)eleate current message. See options list.  
**w** (w)rite a message. Options:  
(n)ew message  
(r)eply to current message  
reply with (c)opy of current message included  
(s)end copy of current message  
(f)orward copy of current message; same as (s)end  
**x** e(x)it this mail folder with option to forget changes  
**y name** Has "name" (IGC only) seen your e-mail (y)et?

## (m)ail, cont'd

### Options List

The e-mail commands (d)eleate, (i)ndex, (r)ead, (s)ave,  
(t)itle, (u)nread and (und)eleate can take the following  
options:

**n** message number n  
**.** the current message  
**\$** the last message  
**\*** all messages  
**n-m** messages from the nth to mth (inclusive)  
**user** message from a particular user  
**/pat** messages containing "pat" in the Subject: line  
**:n** all new messages  
**:o** all old messages  
**:r** all read messages  
**:u** all unread messages

### Examples:

**d billing** (d)eleate all messages from 'billing'  
**und /urgent** (und)eleate all messages containing "urgent"  
in the subject header  
**i :u** display an (i)ndex of (u)nread messages  
**r \*** (r)ead all (\*) messages. (In capture mode, a  
quick way to display all mail nonstop for  
downloading.)

### Options at the "To:" and "Cc:" Prompts:

**?** search the user directory for an e-mail  
address  
**username** enter the e-mail address (username) of the  
intended recipient  
**fax:1aaannnnnnn** send a fax message to the area code  
(aaa) and number (nnnnnnn). Use "1" and  
area code even if sending to a local fax  
number. Example: **fax:14155461794**.  
NOTE! No spaces or dashes or parenthe-  
ses.  
**fax:011ccaaannnnnn** send an international fax to the  
country code (cc), city code (aaa) and fax  
number (nnnnn). Example:  
**fax:01144712530801**.  
**telex:nnnnn** send a telex message to telex country code  
& number (nnnnn). Example:  
**telex:404205417**.  
**conf:name** send an e-mail message to a conference  
(name) to appear as a topic or response.  
Example: **conf:env.events**.  
**+foldername** save a copy of this message to a folder.

## Short Cuts

In Conferencing and Mail, use a comma (,) to string multiple commands together. For example:  
**,xpvi** e(x)it this conf, (p)retend I've read everything, (v)isit next conf on my visit list, display (i)ndex of topics.

**,wnc** (w)rite a (n)ew message in this (c)onference.

**,wre** (w)rite a (r)eply to (e)veryone on the To: and Cc: of the current email message.