

GRAPHIC NEWS
BULLETIN BOARD SYSTEM

USER GUIDE

Handbuch

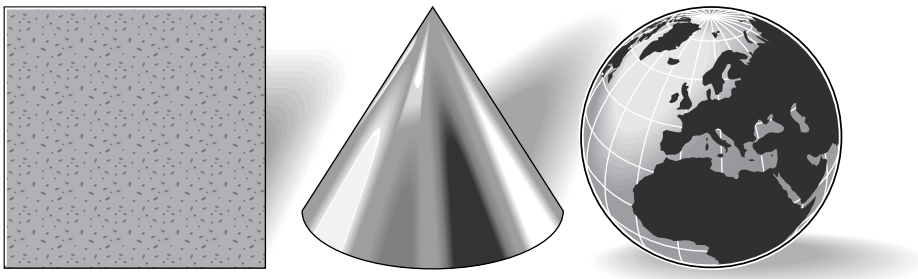
Guida Utente

Guide de l'utilisateur

Guía del Utilizador

Användarhandbok

Gebruikershandboek



*Downloading graphics
using FirstClass*

FirstClass[®]
SoftArc Inc.
Global-Area Communications

Using Graphic News OnLine

GRAPHIC NEWS ONLINE

Graphic News OnLine has been set up in London using the *FirstClass*® telecommunications and information services system from SoftArc Inc.

Graphic News OnLine is accessible using a modem and conventional telephone to dial London directly. The telephone number for callers outside the United Kingdom is +44 171 483 1020. Callers in the UK should dial 0171 483 1020.

Graphic News is also available internationally via NewsCom. For further details please contact Graphic News on +44 171 722 4673 or NewsCom on +1 305 448 8411.

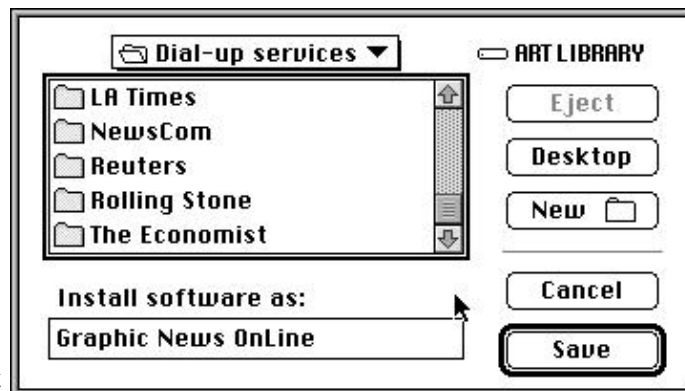
INSTALLING GRAPHIC NEWS ONLINE

Insert the *Graphic News OnLine* disk into the floppy drive. Once the icon of the disk appears, double click to open the Graphic News software. You should see a window similar to this one:



Double click on the icon *Install* to start the installation of Graphic News Online, and follow the instructions on your screen.

You will see a window asking you to name and place the folder that will contain the software. You can place the folder anywhere on your hard drive, but try to keep it where it is accessible.



Once the installation is complete, you will be ready to set up the telecommunications software.

Using Graphic News OnLine

SETUP – YOU ONLY DO THIS ONCE

Open the *Graphic News Online* folder and double-click on the application. A window will enable you to select the settings folder which contains a file called *Graphic News Direct*. As soon as the settings document is loaded the *Login Form* is displayed:

You need to enter some information to customise your settings, which are preset for a typical modem user. To change or check the settings, click on the *Setup* button that appears on the *Login Form*. The following window will appear:

The screenshot shows the 'Graphic News Direct' window. It has a title bar with the text 'Graphic News Direct'. Inside the window, there are several sections. The first section is 'Connect via:' with a dropdown menu showing 'Modem.FCP' and a 'Setup' button. The second section is 'User ID:' with a text box containing 'The Observer' and 'Password:' with a masked text box. Below this is a checkbox for 'Logon Automatically'. The third section is 'Retry' with a text box '0' and 'times', and 'Retry delay' with a text box '0' and 'secs'. The fourth section is 'Fill in if service is accessible via the network:' with 'Server:' set to 'Graphic News OnLine' and 'Network:' set to 'London'. The fifth section is 'Fill in if service is accessible via modem:' with 'Phone #:' set to '0171 483 1020'. At the bottom are 'Cancel' and 'Save' buttons.

■ **Connect via:** The connection area allows you to choose among several options – choose *Modem.FCP*

■ **User ID & Password:** Graphic News OnLine requires a user ID and Password to access the system. This information is required every time you log on to an OnLine system. You can type your user ID and Password in the spaces provided and they will become a permanent part of your login screen. In this way you won't have to enter your ID and Password every time you sign on. *Your ID and password can be found on the back cover of this guide.*

■ **Logon Automatically:** The software will automatically log in to the service using the ID and Password typed in your setup. *We do not recommend checking this option.*

■ **Retry:** This option will redial the service automatically for the specified number of times with the specified delay in seconds between each retry.

■ **Server and Network:** These are preset for network use and not generally required for direct dial users.

■ **Phone #:** The direct dial phone number is **+44 171 483 1020** outside the UK or **0171 483 1020** for callers within the UK.

LOADING THE MODEM SETTINGS

■ **Second setup screen:** To select your modem settings, click on the Setup button on the top right side of the window. The following screen appears.

■ **Protocol:** In this and other settings on this screen, move the mouse to the triangle on the right of the field and hold it down until you select the appropriate option.

The Protocol choices are: *Appletalk*,

Comm Toolbox, *Comm Toolbox Serial*, *Serial* or *TCP-IP*. Choose *Serial* for a conventional modem connection.

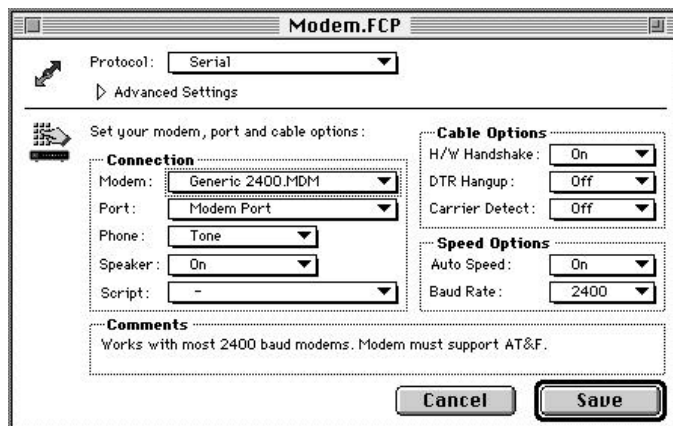
■ **Connection:** Hold down the mouse on the Modem bar to choose your modem. If your exact modem does not appear, choose the nearest choice of the same manufacturer. If you cannot find a modem connection setting that will work, fax a copy of your modem command set – found in your modem user guide – to Graphic News together with your User ID. We will arrange for one of our tech-support team to contact you direct.

■ **Port:** Choose the *modem port* unless the modem is connected to another serial port, e.g. a multi-port serial card such as Hurdler, Quadralink or DigiBoard.

■ **Phone:** Choose between *touch tone* or *pulse dial* settings.

■ **Script:** Ignore – used only by local area networks.

■ **Cable options:** For access speeds up to 9.6 kbps a standard Macintosh modem cable is sufficient. For high-speed connections above 9.6 kbps – typically 14.4 kbps and 28.8 kbps – you must use a **Hardware Handshake** modem cable to ensure that the flow of data from your computer is synchronised to the speed of the modem. This is known in ‘comm-speak’ as **local flow control**.



Comms is never easy – standard modem cables and Hardware Handshake cables look identical!



Using Graphic News OnLine

DTR and *Carrier Detect* will set automatically when you choose a modem.

■ **Speed options:** Autospeed should generally be clicked *On*. The Modem.FCP screen on the previous page shows settings for a generic 2,400 bps modem. For best performance **Baud rate** should be set at 19.2 for 14.4 kbps modems and 38.4 for 28.8 kbps modems.

CONNECTING TO GRAPHIC NEWS ONLINE

■ **Logging In:** After the settings are complete, click the *Save* button on both setup screens. You are now ready to log in to Graphic News OnLine. Simply go to the welcome screen and click *Login*.

■ **Logging Off:** To log off choose *Disconnect* or *Quit* from the *File* menu.

THE GRAPHIC NEWS DESKTOP

When you log in to Graphic News OnLine a window is opened with the title *Desktop*. This is your starting point in the system. There are some basic features located on the right hand side of the Desktop, your *Mailbox*, a *Help* folder and a *Software* folder. From this desktop you can access all the features that Graphic News provides.

OTHER ICONS

From the Desktop you can open the *Graphic News* folder and navigate between:

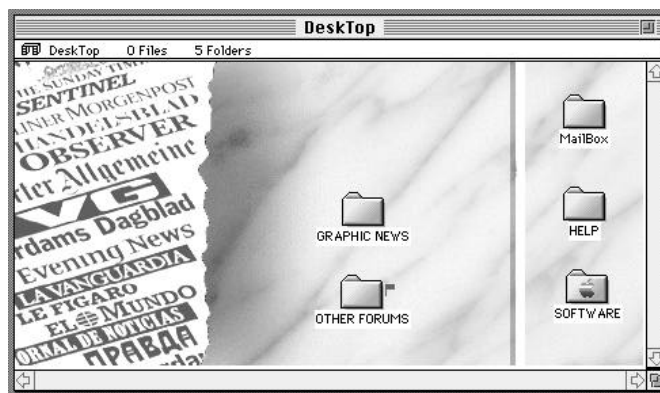
Graphics – This week's graphics

Archive – Graphics stored by file number

Special Collection – Caricatures, Editorial Art, World Flags, Science, Clip Art and copyright-free Photographs

Information – User, legal and publisher agreements

Also available on the Desktop are *Other Forums*, private forums set up for subscribers to share e-mail, graphics files, photographs, page layouts and stories between themselves and Graphic News.



Using Graphic News OnLine

DOWNLOADING GRAPHICS

Graphics, text or photo files can be viewed on-screen and downloaded to your computer.

To view a file simply double-click on it to display a **Preview** and file description. The actual graphic files are known as **Attachments**.

To download an **Attachment**, double-click on its icon. This will bring up a window asking you to find a place on your hard drive to store the file.

CONTACT SHEETS

To make a contact sheet, select the files you wish to view by double-clicking on each one. To open more than one, hold down the **Shift** key and click on as many as you want. When you release the keys the images will be displayed in a stack on top of each other. Simply go to the **View** menu and select **Tile**. Graphic News OnLine will display the images in contact sheet format.



Using Graphic News OnLine

SEARCHING FOR GRAPHIC ELEMENTS

Graphic News OnLine contains a powerful search feature. You can search within messages and documents for a word, or you can search for items based on subject, file name, attachment name and even the content of an item. Searches are performed in the background allowing you to carry out other tasks.

The file descriptors appended to Graphic News files have been designed to contain a general description of the graphic as well as a series of keywords.

■ **Example:** To search for graphics containing an image of *Kalashnikov*.

Open the Archive icon

Pull down the **File** menu and select **Search**, or hit **Command F...** The following form will appear:



Enter the search criteria... *Kalashnikov*

Check – *Search subject/file name.*

Check – *Search sub conferences & folders.*

Check – *Search contents of documents.*

Check – *Search attachment names* and hit – *Search.*

A new window, the **Search List**, will open displaying the items that match the search criteria. You may open items in the search list as soon as they appear, without waiting for the search to finish. When the search is complete a bleep will sound.

USING GRAPHIC ELEMENTS

The keywords refer to visual elements within each graphic. The elements are all drawn in the same style to assist artists produce custom graphics using Graphic News elements.

Using Graphic News OnLine



ARCHIVE BOOKS

Hard copy volumes of graphics posted since the service began in 1991 enable newsroom staff to find images, icons and caricatures quickly and easily. Each graphic has been databased and indexed by subject and identified by Archive File Number. The Archive is designed to be accessed rapidly using the Search command to search on keywords, filenames or file numbers.



For further details about the Archive hard copy volumes please contact Julie Hacking at the studio.

ADVISORIES AND VISUALS DELIVERED TO YOUR DESK

Hard copy advisories and visuals can be sent directly to your newsroom FAX machine. Advisories enable editors to anticipate the day's graphics output and the visuals help editors decide whether to spend valuable time downloading graphics files. For further details please contact Julie Hacking at the studio.

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GRAPHIC NEWS

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