

Introductory, top-level and reference topics. Default window: Main/Welcome

Welcome!

Click on a topic or an area of the window image for more information.

Start Me Up

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Pass It On



Important: This main Buddy window's appearance, menus and buttons can be changed dynamically by the provider of this application, so it may look different than this example.

Help

Whenever you want help, you can get it while you use the application. Just click a window's Help button, or highlight a menu item and press **F1**. Open the Help menu and select Contents to come to this page.

System Requirements

Note: Beginning with Version 4.0, this application has a built-in mini web browser to download configuration data and render HTML elements within the program, such as custom icons and the web browser tabs. The mini web browser makes use of core Microsoft Internet Explorer files, available with Microsoft Internet Explorer Version 4.0 or later. If Microsoft Internet Explorer 4.0 (or later) is not installed, this application will **not** work. This can be fixed by installing the latest version of Internet Explorer from Microsoft's web site at <http://www.microsoft.com/windows/ie/>. This is required for this application to operate. You can still use other web browsers such as Netscape Navigator with this application.

To ensure best performance, you should install the latest audio and video drivers from your hardware vendor, plus the latest operating system patches from Microsoft.

These are the minimum system requirements for this application. As always, the more power you have available, the smoother everything will run.

Processor: Pentium 166MHz or faster. (Recommended: Pentium II 233.)

Memory: 32MB RAM (*more RAM will result in improved performance*).

Operating System: Microsoft Windows 95 OSR2. (Recommended: Windows 98 or Windows NT 4.0 (with Service Pack 4+) or higher.)

Display: 800x600x8-bit. (Recommend: 1024x768x16-bit)

Disk space: 32MB free to install, 4.5MB required for files.

Internet Connection: 28,800kps or greater. (Recommended: 56kps.)

E-mail: This program requires an e-mail server which uses the standard POP3 and SMTP mail protocols.

Web browser: Netscape Navigator or Microsoft Internet Explorer 4.0+.

Sound Card: A Microsoft Windows-compatible sound card is required for [voice communications](#), using the Text-to-Speech feature, or playing sound files.

Microphone: Your system must have a microphone to use the Voice Chat and Instant Voice Message features.

Mouse: Any Microsoft-compatible mouse.

Each Time You Start

When you start this application on your computer, it performs the following sequence of actions:

1. Looks for a file named PWBRAND.DLL which is supplied by the company which provided this application. This file contains the address (URL) of the web page of the **Master Configuration** file, which provides basic information to this application and enables or disables certain features, such as:

- The Community feature.
- The options for the dynamic menus (such as the Web menu).
- The correct web address for technical support and for White Page listings.
- The "skin" -- the background color and texture -- of this application's windows.
- Any custom buttons.

Note: The Master Configuration information can be changed at any time, so the application's appearance and function can change. If there is no PWBRAND.DLL, this application uses the information supplied by Tribal Voice, Inc.

2. Loads the settings of the first account (screen name) you created and the last online visibility status you set.
 - To use a different screen name, use the [Change Current Account](#) option on the Options menu.
 - Use the Change Visibility option to [set your online status](#).
 - To set the application so that it always opens with a particular account, use the [startup switch](#).
3. Registers with the registration and Buddy servers. Basically, it announces that a person with this e-mail address and IP address now is online and checks to see who on your Buddy List is actually online (this list is maintained in your POWWOW.INI file). It makes your information available to those on whose Buddy List you appear. Once again, your IP address is the information which is used so machines can communicate directly.

This application needs to know your IP address because communications are done directly between machines; not through your Internet Service Provider (ISP). Your IP address generally is dynamically-allocated and changes each time you connect to your ISP. Once successfully registered with the registration server, you can contact other people and others can contact you.

Note: If you sign off your ISP (or lose your connection) and leave this application running, you will need to close this application and re-start it after you re-establish your Internet connection so your correct IP address is registered.

Possible Errors

The most likely errors at this point are:

- Timeout waiting for a connection to the host
- Host is not running
- Unable to reach registration server

These errors generally indicate that there is a problem on the net. You should wait and try connecting again later.

- The password you entered does not match the password you used the very first time you ran this application. The application will run, but you will not be able to communicate with anyone until you register using the correct password.
4. If the Enable Receive Mail option (Mail Send/Receive tab in Preferences) is checked and properly configured, this application checks your normal mail server. **Important:** This application cannot check AOL.COM, JUNO.COM, HOTMAIL.COM, KKTV Freemail (KKTV.COM), BIGFOOT.COM, MAILCITY.COM, MAILEXCITE.COM, ROCKETMAIL.COM, TRAVeltaLES.COM or Microsoft Network (MSN.COM) because these services do not use the standard POP3 or SMTP mail protocols.

Password

When you created this account, you will have supplied a case-sensitive password. If you did not place a checkmark in the [Save Password](#) option on the User Information tab in Preferences, you will be prompted to enter this password.

Password Error

Note: When you log on, you may see a message telling you that the password you entered is not the same as the one you used when creating your account. If you enter your password incorrectly, or you have forgotten it, go to the password retrieval page specified by the provider of this service or to <http://ww2.tribal.com/help/password.cfm>. Enter the appropriate information, and your password will be sent to the e-mail address you provided when you created your account.

PowWow_for_Private_Networks\$ PowWow for Private NetworksK PowWow for Private Networks@
Status|0|0|0|0|Larisa Kuhar||||

What the Symbols Mean

The symbols on the Buddy List show you the online status and messaging service of each Buddy.



The green Online icon means that a Buddy is online and available.



The orange Do Not Disturb icon with the red "x" means that a Buddy does not wish to receive any messages or requests.



The yellow Away icon means that a Buddy is away from his or her computer. You can leave messages on that Buddy's Answering Machine, and all requests will go to the Answering Machine as well.



The gray Offline icon means that a Buddy is not logged on. This icon is also the one for a new entry, awaiting a reply to a Buddy request.



An icon with the yellow star superimposed on it indicates that the person is a Guide in a Community. A Guide is a volunteer who helps answer users' questions and who can watch for abusive behavior.



An icon with the blue M superimposed on it indicates that the person is a Moderator in a Community. A Moderator can have various levels of authority, including disconnecting or banning users who abuse the Community's rules.



An icon with the superimposed red cross indicates the person has recently joined the Community. The person's name and icon appear at the beginning of the Community listing for approximately 30 seconds before being placed in alphabetical order.



The AIM Online icon means that a Buddy who uses AOL Instant Messenger is online.



The AIM Away icon means that an AIM Buddy is idle, away, or has some other status.



The AIM Offline icon means that an AIM Buddy is offline.



The MSNMS Online icon means that a Buddy who uses MSN Messenger Service is online.



The MSNMS Away icon means that an MSNMS Buddy's status is set to Busy, Be Right Back, Away from Computer, On the Phone, Out to Lunch, or Idle.



The MSNMS Offline icon means that an MSNMS Buddy is offline.



A globe with a blue background indicates you have joined a Community.



A globe on a yellow background indicates that you have started this Community (eg: you are the owner)

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Glossary

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Pass it On

Do you want to send files to your Buddies who use AOL Instant Messenger and MSN Messenger Service? Or hear what their voices sound like? You can invite them to download this software free, and try program features that use the PowWow technology from Tribal Voice, Inc.

Just right-click on a Buddy's name in the Buddy window and select the Invite to Try option. A Web page will display in your browser, and you can type in your Buddy's e-mail address. Your Buddy will receive an Instant Message with an invitation to download the software and information on how to do so.

Once a Buddy is using the software, you can not only exchange Instant Messages and URLs, you can also send each other files and Instant Voice Messages, talk to each other in a Voice Chat Session, and see each other's writing as it happens—typos and all—in Real-time Chat. You can even view a picture of your Buddy and open your Buddy's Personal Profile or Homepage from the Buddy window.

It's fun, it's free, and it's friendly!

Bitmap

A bitmap defines a display space and the color for each pixel or "bit" in the display space. GIFs and JPEGs are examples of graphic image file types that contain bitmaps.

A bitmap does not need to contain a bit of color-coded information for each pixel on every row. It only needs to contain information indicating a new color as the display scans along a row. Thus, an image with mostly solid colors will tend to require a small bitmap.

Because a bitmap uses a fixed (raster) method of specifying an image, the image cannot be immediately re-scaled by a user without losing definition. A vector graphic image, however, is designed to be quickly re-scaled.

CGI

Common Gateway Interface, a specification for transferring information between a World Wide Web server and a CGI program. CGI programs are designed to accept and return data that conforms to the CGI specification and are the most common way for Web servers to interact dynamically with users. The program could be written in any programming language, including C, Perl, Java or Visual Basic.

Domain Name

The "name" of a particular network of computers attached to the Internet. For example, all of Tribal Voice's networked computers have a domain name of tribal.com. See also Fully Qualified Domain Name.

Dynamic IP Address

An Internet protocol address that changes each time a connection is made to an Internet service provider. This type of connection is commonly used with dial-up Internet accounts accessed via modem.

Fixed IP Address

An Internet protocol address which remains the same. Networked computers and other computers with a dedicated connection to the Internet typically have fixed IP addresses.

FQDN

Fully Qualified Domain Name.

Fully Qualified Domain Name

The complete name for a computer on the Internet, consisting of the computer name and the domain name. For example, if your computer is called ibmpc15%engineering and your domain name is tribal.com, your fully qualified domain name is ibmpc15%engineering.tribal.com. Usually only computers with permanent Internet connections and fixed IP addresses have a fully qualified domain name. If your access is through a commercial Internet Service Provider, it is unlikely you have a fully qualified domain name.

GIF

Graphics Interface Format. A standard means of encoding images so that computers can display them.

Internet Service Provider

The company responsible for providing your Internet access.

IP Address

A numeric address used to identify a computer or other device (printer, router, and so forth) over the Internet. IP addresses are composed of four sets of numbers with values of 0-255. For example: 204.227.15.1 is the IP address for Tribal Voice's World-Wide Web server.

ISP

Internet Service Provider.

JPEG

Joint Photographic Experts Group. JPEG is a popular method used to compress photographic images.

Generally speaking, JPEG is superior to GIF for storing full-color or gray-scale images of "realistic" scenes; that means scanned photographs, continuous-tone artwork and similar material. Any smooth variation in color, such as occurs in highlighted or shaded areas, will be represented more faithfully and in less space by JPEG than by GIF. Unlike a GIF, a JPEG is always full 24-bit color, so on anything but a 24-bit monitor it will always be dithered by the browser.

Also, unlike the GIF format, JPEG is free; it requires no user's or developer's license. Unisys owns some patents to key parts of the GIF compression technology and may charge license fees.

Leader

The person who initiates a Web cruise. The Leader has control of cruising the World-Wide Web.

"Nam et ipsa scientia potestas est"

"Knowledge itself is power." Francis Bacon (1561-1626), *Religious Meditations*.

Plugin

A software module which can be added to this application to provide more functions.

POP3

Post Office Protocol version 3. The *de facto* method of retrieving electronic mail over the Internet. See also SMTP.

PowWow_for_Private_Networks_PWPN_

PPP

Point-to-Point Protocol. A common method for connecting to the Internet using a modem.

SLIP

Serial Line Interface Protocol. A common method for connecting to the Internet using a modem.

SMTP

Simple Mail Transport Protocol. The *de facto* method of sending electronic mail over the Internet. See also POP3.

Socket

A socket is a network communications endpoint. It is analogous to a physical cable (the network data connection) being plugged into a socket, but is implemented entirely as a software construct. The application sends and receives messages by opening a socket and reading and writing data to and from the socket. This simplifies program development because the programmer only needs to worry about manipulating the socket and can rely on WinSock.dll, the Windows socket controller, to actually transport messages across the network correctly.

Sockets are created and manipulated using numerical values. Errors can occur if two programs each use a socket having the same identifier. Although not too common, this does happen and WinSock.dll usually generates an error message such as "Unable to create socket," or one which is equally helpful. For some good information about sockets and error messages you can do something about, go to <http://www.sockets.com>. (We'd print the information here, but it is copyrighted.)

Note that a socket is not a port, though there is a close relationship between them. A socket is associated with a port, though this is a many-to-one relationship. Each port can have a single passive socket, awaiting incoming connections, and multiple active sockets, each corresponding to an open connection on the port.

Spam

Noun: Unsolicited e-mail. It resembles a combination of junk mail addressed to "Occupant" and unsolicited calls from telemarketers. It wastes the recipient's time and the resources of the Internet. The only people who like it are those who (think they) are making money by using it. The rest of the world thinks of spammers and boiling oil.

Spam often is to a list culled from subscribers to a Usenet discussion group or obtained by companies that specialize in creating e-mail distribution lists.

Verb: To post irrelevant or inappropriate messages to one or (usually) more Usenet newsgroups or mailing lists in deliberate or accidental violation of netiquette. See also Spew.

Evidence indicates that the term is derived from a famous Monty Python sketch ("Well, we have Spam, tomato and Spam, egg and Spam, Egg, bacon and Spam...") that was popular when spam first began arriving on the Internet. Spam is a trademarked Hormel meat product that was well-known in the U.S. Armed Forces during World War II.

Spew

As a chat room participant, to go on and on about something or type the same thing repeatedly.

Static IP Address

Fixed IP address.

TCP/IP

Transmission Control Protocol/Internet Protocol. The specification for how computers communicate over the Internet.

URL

Uniform Resource Locator. A standard method of displaying a resource, such as an HTML document or FTP site, on the World-Wide Web.

Why?

The account you use on the network automatically attempts to connect to a particular network address. It usually will not be able to find the address when you are not connected to that network. You need to create a different identity that will log in with the normal registration server.

Tray Icon

The application icon in your system tray looks exactly like a Buddy List entry or online visibility option. Its appearance changes to show your current online status.

Exit the Application

When you right-click the tray icon, a menu opens that will let you exit the application, change your online visibility, or open the application window if you've closed it from the File menu. (If the application is minimized, select it from the taskbar to restore it.)

If you select Exit here, the application shuts down. Once you start the application, it is normally always running, even if the window is closed, so that it's always doing its job and you receive your messages and requests.

Cruise

A Web browsing session in which the Leader sends people to the same Web sites loaded in his or her Web browser.

Cruise Leader
Leader.

SAPI

Speech Application Programming Interface. A common interface developed by Microsoft for applications that perform voice recognition, speech synthesis, and other speech-related functions.

Address Book

This option is available from the Chat menu in the Personal Communicator window.

Select this option to open the Address Book to the Users tab. This lets you quickly select a name and send a chat request.

Note: If the Communities feature is active, you can click the Join button on the main Buddy window to open the Address Book.

Alert Log

When you double-click the Status bar at the bottom of the window, a list of the last events processed by the application is displayed. The list includes events such as attempted registration, accepted or declined registration, data received, and so on.

This information can be very helpful to Technical Support in troubleshooting your software.

Procedural Help topics. Default window: Second/How to...

How to Do It!

[Set up a New Account](#)
[Set up and Account Using Your AIM Screen Name](#)
[Import AIM Buddy List](#)
[Set up and Account Using Your MSNMS User Name](#)
[Add a Buddy](#)
[Chat with Buddies Who Use AIM or MSNMS](#)
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[Request a PowWow](#)
[Play Sounds](#)
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[Block a Buddy](#)
[View a Persons's Picture](#)
[View a Persons's Homepage](#)
[View a Persons's Personal Profile](#)
[Search The Web](#)
[Change Your Sound Scheme](#)
[Cruise The Web](#)
[Play Games](#)
[Set Up Multiple Users](#)
[Join a Community](#)

Set up a New Account

The first time you run the program, you will need to set up a new account. You can choose a new Screen Name for this service, and add accounts using your existing [AOL Instant Messenger \(AIM\)](#) or [MSN Messenger Service \(MSNMS\)](#) user accounts. Each person who uses this machine must create a separate account. Each user can have more than one user account, to use as different onscreen personalities. Each account can have one AIM account and one MSNMS account associated with it; to add additional AIM and MSNMS accounts, you must first create a separate user account here.

To set up a new account for this service:

1. Run the program. The New Account Information window is displayed.
2. Enter the new Screen Name, your valid e-mail address, and a password. If you do not yet have a valid e-mail address, click the hyperlink to sign up for one. [Why?](#)
3. Click OK.

Screen Name

- Your Screen Name for this service must not be the same as your MSNMS user name. [Why?](#)
- Don't use the upper ASCII characters (values above 128, usually created by holding down the Alt key and entering a numeric value on the keypad); doing so will cause problems, especially with Buddy Lists.

E-mail Address

- Enter your valid e-mail address in the complete, correct form, just as someone would to send you an e-mail message. This usually looks like: yourname@yourdomain.com. If you don't enter this correctly, you will not receive any messages while you are offline; the Answering Machine will not work correctly.

Password

- Must contain only alphanumeric characters (a-z, A-Z, 0-9). All other characters, such as @#\$%^&*"'?+, etc., will result in an invalid password.
- Is case sensitive: "abcdef" is not the same as "AbcdeF". Be sure to remember your password.

To set up a new user account once you are already using the program:

1. Select Accounts from the Options menu.
2. Select the Create New... option.
3. The New User Information window is displayed. Enter the new Screen Name, valid e-mail address, and password.
4. Click OK.

Now that you have your free account, you can get out there and meet new friends, play games, cruise the Web, exchange files, and more!

[Sharing this software with other users](#)
[How to change the current account](#)

Add a Buddy

To add an entry to your Buddy List:

1. Click the Add button on the Button Bar.
2. The Add a Buddy window opens. Click on the tab for the messaging service your friend uses.
Note: No tab will appear for a service unless you have an account with it and are logged on to the server. To add Buddies who use AIM or MSNMS to your Buddy lists, you must have an account with that service and log on to the server. [How to chat with Buddies who use AIM or MSNMS](#)
3. Enter the person's Screen Name or user name. If you don't know this name, simply enter any name you want to use for this person's entry on your Buddy List.
4. Enter the correct e-mail address (for users of this service.)
5. Select the category for the Buddy List entry: Friends, Family, or Work.
6. Click OK.
7. A Buddy Request is sent to the person you specified, and a temporary entry appears on your Buddy List, with a gray icon.
8. When the Buddy Request is accepted, the new entry appears with the online visibility symbol for that Buddy. **Note:** You can only add someone to your Buddy List if he or she agrees to be added.

To add other people who use this service to your Buddy List, you must know their e-mail addresses. You can click the hyperlink to open the White Pages and search listings of registered online users.

[Screen Name](#)
[User Name](#)
[E-mail Address](#)
[Category](#)
[Search for a buddy](#)

[Find New Friends](#)
[How to set up an account using your AIM screen name](#)
[How to set up an account using your MSNMS user name](#)

Send an Instant Message

To send an Instant Message to someone:

1. Right-click the person's name in the Buddy List.
2. Select the Send Instant Message option.
3. The Instant Messages window opens. Type your message in the upper text area.
4. Click Send.

OR

1. Double-click a name in a Buddy List.
2. The Instant Message window opens. Type your message in the upper text area.
3. Click Send.

OR

1. Open the Send menu.
2. Select Instant Message.
3. Select the recipient's name.
4. The Instant Message window opens. Type your message in the upper text area.
5. Click Send.

Both you and the recipient see your message in the larger text area of the Instant Messages window. You can exchange Instant Messages with the person so long as the window is open. Your AIM and MSNMS Buddies will see your Instant Messages as coming from your AIM or MSNMS address.

Erase All

The Erase All button removes all the text from the window. You still can send each other Instant Messages after you have cleared the window.

Hear

The Hear button activates the Text-to-Speech feature, and "reads" the message aloud through your computer speakers.

Ads

Ads may be displayed by the buttons. If you see an ad that interests you, click it. Your browser will open and display the appropriate Web page.

Note: If you send an Instant Message to a Buddy and you are not on his or her Buddy List, your message goes directly to your Buddy's Answering Machine. **Why?**

Receiving an Instant Message

Set Your Online Visibility

The online visibility options affect the way you appear on someone else's Buddy List. (This **does not** affect your visibility in a Community.) The first time you go online, the default visibility setting is Online. You can change your setting whenever you choose. When you log off, the setting you last used is the setting that will be used the next time you log on.

To access these options and set your online visibility:

- If it is displayed, click the Visibility button on the button bar,
- OR
- Select Online Visibility from the Options menu at the top of the window.

The visibility options appear. To change your online visibility setting, select the option you want to use. When you log off, the setting you last used is the setting that will be used the next time you log on. Click on any of the options to see more information.

[Online](#)

[Away](#)

[Do Not Disturb](#)

[Invisible](#)

[Offline](#)

[What the symbols mean](#)

Request a Voice Chat Session

A Voice Chat is similar to using a telephone, but without the long-distance charges.

To request a Voice Chat session:

1. Right-click the name of a person in the Buddy Window.
2. Select Request Voice Chat.

The person receives a Voice Request message.

When the person accepts the Voice Request, the Voice Connection dialog opens on each person's computer. A voice connection is then established.

If your system can support the Full Duplex setting, you can talk to each other as though you were using a telephone. The Half Duplex setting works more like a CB radio, with each person taking turns speaking and listening.

To end a voice chat session, de-select the Voice Chat menu item.

Remember: If you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card. Voice Chat can only be used when you already have a connection with a Buddy. To use the Voice Chat feature, you need a communication speed of at least 14.4 kbps and an 80486DX or faster CPU.

This option is not available for AIM and MSNMS Buddies. If it is grayed out for any other Buddy, he or she is probably using an older version of the application.

When you want to talk with a Buddy instead of typing, there are two ways to do it: Request a Voice Chat session and [Send an Instant Voice Message](#). You can use the voice features to talk with any of your Buddies who use this program or other messaging programs based on the PowWow technology from Tribal Voice, Inc. (You can invite your AIM and MSNMS Buddies to try Voice Chat and other PowWow-based features. [Pass it on!](#))

Send an Instant Voice Message

To create and send an Instant Voice Message:

1. Right-click the name of a person who is online in the Buddy window, or open the Send menu.
2. Select Send Voice Message. The Instant Voice Message window opens.
3. Click the Record button and speak into your microphone. The Recorder displays the volume and the duration of your recording. The message can be about 45-60 seconds long.
4. When you've finished recording, click the Stop button.
5. To hear your message, click the Preview button.
6. To cancel the message, click Cancel.
7. To transmit the message, click Send.
8. The person receives your message and can play it, reply to it, and delete it.

Remember, if you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card.

When you want to talk with a person instead of typing, there are two ways to do it: [Request a Voice Chat session](#) and Send An Instant Voice Message. You can use the voice features to talk with any of your Buddies who use this program or other messaging programs based on the PowWow technology from Tribal Voice, Inc. (You can invite your AIM and MSNMS Buddies to try Instant Voice Messages and other PowWow-based features. [Pass it on!](#))

Send a File

You can send files — for example, pictures or documents — to other people who use this program or other messaging programs based on the PowWow technology from Tribal Voice, Inc. It's a lot like attaching a file to an e-mail message. **Note:** Remember to use common-sense precautions in sending and receiving files. Download and open files only from people you trust, and scan files for viruses before sending or opening them.

To send a file:

1. Open the Send menu.
2. Select File.
3. Select a person's name from the flyout menu.
4. A dialog box appears. When you have highlighted the file you want to send, choose Open.
5. The person receives your file transfer request.
6. If the person accepts the request, the file is sent.

OR

1. Right-click a person's name.
2. Select Send File.
3. A dialog box appears. When you have highlighted the file you want to send, choose Open.
4. The person receives your file transfer request.
5. If the person accepts the request, the file is sent.

The Send File option is not available for AIM and MSNMS Buddies. If it is grayed out for any other Buddy, he or she is probably using an older version of the application. To work around this, you can send files in a PowWow session:

1. Establish a [PowWow](#) connection with a person.
2. Select Send File from the Utilities menu.
3. A dialog box appears. When you have highlighted the file you want to send, choose Open.
4. The person receives your file transfer request.
5. If the person accepts the request, the file is sent.

(You can invite your AIM and MSNMS Buddies to try the Send File option and other PowWow-based features. [Pass it on!](#))

Find New Friends

Do you want to see whether someone you know is registered or to find other users who share your interests? If this application's provider supports this function, you can Search the White Pages. The White Pages are a directory of people who have signed on and registered in the White Pages most recently. While you're at it, have you [entered yourself](#) in the White Pages?

To find someone to chat with:

1. If it is available, click the Friends button.
2. Your Internet browser opens and displays the online White Pages. Follow the prompts.

OR

1. Select the Web menu.
2. If it is available, select the White Pages option.
3. Your Internet browser opens and displays the online White Pages. Follow the prompts.

To request a chat with someone:

1. Click once on the person's name.
2. Minimize or close your browser.

Send a URL

To forward a URL address:

1. Right-click a person's name in the Buddy window.
2. Select the Send a URL option.
3. The Send URL window opens. If your browser already is open, the currently-displayed URL is placed in this field. You can edit the displayed URL or enter a new one.

If your browser is open and you change to a different web page, click the Use Current button to place the currently displayed URL in the field. This makes it very easy to pass on a good web site.

Receiving a URL

Request a PowWow

To chat with another user in real time:

1. Right-click on the person's name.
2. The person receives a Chat Request with the reply options, Yes, No, and No with Reason.
3. If the person selects Yes, the Personal Communicator opens. You share a simultaneous real-time connection and can enter text at the same time.
4. Type your messages. Each person's text displays in a scrollable pane within the Personal Communicator, labeled with the user's Screen Name.
5. Once a PowWow session is established, you can send requests to other people to join it. **Up to nine people** can share a connection.

From the Personal Communicator, you can also play games, initiate Voice Chat sessions, exchange files, cruise the Web and more.

[Receiving a PowWow Request](#)
[Personal Communicator Menus](#)
[Personal Communicator Button Bar](#)

Remove a Buddy

You can remove a Buddy's name from your Buddy Lists. When you remove a name, you no longer will be alerted when that Buddy is online.

You can also use this option to cancel a request you started with the Add Buddy option.

To remove a Buddy or cancel a request:

1. Right-click on a name in a Buddy List.
2. Select Remove Buddy.
3. A message asking you to confirm the deletion appears. Click Yes.

Block a Buddy

When you block a Buddy, that person cannot contact you. (Only the Buddies you block will be unable to contact you.)

To block a Buddy:

1. Right-click on a name in a Buddy List.
2. Select Block Buddy. When you select the name of a Buddy who has been blocked, this option will display a checkmark. Select the checked option again to allow that Buddy to contact you.

When you block an MSNMS Buddy who has you on a buddy list, you will appear offline. When you block an AIM Buddy who has you on a buddy list, you will appear offline and then disappear from the list. Selecting the option again for any blocked Buddy will unblock that Buddy, and restore you to any list you were on with the correct visibility status.

[Preferences: Blocking Book](#)

View a Person's Picture

The right-click menu in the Buddy Window lets you find out more about other users.

To view a picture:

1. Right-click on a person's name. If the View Picture option is active, the person has provided a picture.
2. Select View Picture.
3. The person's picture loads and appears in a window on your desktop.

[Nothing happened: Why?](#)

[How to view a Person's homepage](#)

[How to view a Person's personal profile](#)

View a Person's Homepage

To view a homepage:

1. Right-click on a person's name. If the View Homepage option is active, the person has provided a URL for a personal homepage.
2. Select View Homepage.
3. The person's homepage loads and appears in your browser.

[Nothing happened: Why?](#)

[How to view a Person's picture](#)

[How to view a Person's personal profile](#)

View a Person's Profile

To view the personal information a person has provided:

1. Right-click on a person's name.
2. Select View Profile.
3. The person's personal profile is displayed.

[Nothing happened: Why?](#)

[How to view a Person's picture](#)

[How to view a Person's homepage](#)

Set Up Multiple Users

If several people share the same computer, you can create a separate account for each one. Each account will have its own directory, settings, and Buddy Lists.

To set up a new user account on a computer with multiple users:

1. Select Accounts from the Options menu.
2. Select the Create New... option.
3. The New Account Information window is displayed. Enter the new Screen Name, valid e-mail address and password. Each user must have a separate, valid e-mail address. [Why?](#)
4. Click OK.

When there is more than one user account on your computer, you can change the active user.

1. Select Accounts from the Options menu.
2. Select the Change... option.
3. The list of user accounts on this computer is displayed. Select the account you want to use and click OK, or double-click the entry.

[How to set up a new account](#)

Play Games

This program currently supports six games: Cards, Checkers, Dominoes, Chess, Backgammon and Dice. You can watch a game in progress, join a game, or start a new game.

To play a game:

1. From the Personal Communicator window, open the Utilities menu.
2. Select the PlugIns option.
3. Select Board Games.

OR

- Click the Games button on the button bar.

All active games appear in the Board Games window, with the players' Screen Names.

Join

To participate in a game, highlight its name and click the Join button.

New

To start your own game, click the New button. You will launch the Board Games PlugIn. Follow the PlugIn's instructions for starting a new game. Make sure you choose a unique name to identify the game to others.

View

To watch a game, highlight its name and click the View button.

Close

To leave the Board Games window, click the Close button.

Set up an Account Using Your AIM Screen Name

Each user account on your computer can have one valid AOL Instant Messenger (AIM) account associated with it. If you have an AIM account, you can add it to your Preferences so that other AIM users can see you when you are online. You can also send Instant Messages to other AIM users and add AIM Buddies to the Buddy Lists you create here. (Your AIM buddy lists will not display in this service.) You must have an AIM account to add AIM Buddies to your Buddy Lists.

To set up an account using your AIM screen name:

1. Open the Options menu.
2. Select Preferences.
3. The Preferences window is displayed. Select the AIM tab.
4. Enter your AIM screen name. You can sign up for an AIM account by clicking the hyperlink. If you want to run AIM at the same time you are using this service, you must use a different AIM user account to log on in AIM from the one you use here.
Why?
5. Enter your AIM password. Your AIM password is used only to register with the AIM server and allow other AIM users to "see" you. It is encrypted on this computer and sent to the AOL Instant Messenger server only.
6. Check the Log on at startup box if you want to register with AIM every time you start the application.
7. Click OK.

Each AIM account must be added under a separate account for this service. To add an additional AIM account:

1. Create a new user account for this service.
[How to set up a new account](#)
2. The new account becomes active; that is, the account connected to the server. Now you can create Buddy Lists and set Preferences for this account.
3. Open the Options menu.
4. Select Preferences.
5. The Preferences window opens. Select the AIM tab.
6. Enter your new valid AIM screen name and the AIM password.
7. Check the Log on at startup box if you want to register with AIM every time you start the application.
8. Click OK.

[User Info](#)

[Preferences: AIM](#)

[How to change the current account](#)

[How to set up a new account](#)

Set up an Account Using Your MSNMS User Name

Each user account on your computer can have one valid Microsoft Network Messenger Service (MSNMS) account associated with it. If you have an MSNMS account, you can add it to your Preferences so that other MSNMS users can see you when you are online. You can also send Instant Messages to other MSNMS users and add MSNMS Buddies to the Buddy Lists you create here. (Your AIM buddy lists will not display in this service.) You must have an MSNMS account to add MSNMS Buddies to your Buddy Lists.

To set up an account using your MSNMS user name:

1. Open the Options menu.
2. Select Preferences.
3. The Preferences window is displayed. Select the MSNMS tab.
4. Enter your MSNMS user name. You can sign up for an MSNMS account by clicking the hyperlink. If you want to run MSNMS at the same time you are using this service, you must use a different MSNMS user account to log on in MSNMS from the one you use here. [Why?](#)
5. Enter your MSNMS password. Your MSNMS password is used only to register with the MSNMS server and allow other MSNMS users to "see" you. It is encrypted on this computer and sent to the server for MSNMS only.
6. Check the Log on at startup box if you want to register with MSNMS every time you start the application.
7. Click OK.

Each MSNMS account must be added under a separate account for this service. To add an additional MSNMS account:

1. Create a new user account for this service.
[How to set up a new account](#)
2. The new account becomes active; that is, the account connected to the server. Now you can create Buddy Lists and set Preferences for this account.
3. Open the Options menu.
4. Select Preferences.
5. The Preferences window opens. Select the MSNMS tab.
6. Enter your new valid MSNMS user name and the MSNMS password.
7. Check the Log on at startup box if you want to register with MSNMS every time you start the application.
8. Click OK.

[User Info](#)

[Preferences: MSNMS](#)

[How to change the current account](#)

[How to set up a new account](#)

Receiving an Instant Message

When you receive an Instant Message or a URL message, you hear the alert signal and a small blue "page" icon blinks by the icon in your system tray to let you know you've received a message. In the Buddy window, the "page" icon appears by the name of the person who sent the message. If the message is sent to your Answering Machine, the icon blinks by the Answering Machine button.

To retrieve the message, double-click the person's name or click the Answering Machine button. A window opens and displays the message.

Receiving a URL

When you receive a URL, you hear the alert signal and a small blue "page" icon blinks by the icon in your system tray. In the Buddy window, the "page" icon appears by the name of the person who sent the URL.

To retrieve the URL, double-click the person's name or click the Answering Machine button. A window opens and displays the URL.

In the Instant Message window, you can click the URL to start your browser (if necessary) and open the designated Web site.

Receiving a PowWow Request

When a person sends you a PowWow request, it is displayed on your screen. You see the e-mail address and Screen Name of the person who wants to chat with you, with the options Yes, No, and No with Reason.

To accept the request

1. Select Yes.
2. Click OK. A pane for the person opens in your Personal Communicator window and you share a direct chat connection.

To refuse the request:

1. Select No.
2. Click OK. The PowWow Request window closes and no chat connection is established.
3. The person sees a Send E-mail window and may leave a message on your Answering Machine.

To add a comment to your refusal:

1. Select No with Reason.
2. Type in your reason or a brief message to the person.
3. Click OK. The PowWow Request window closes and no chat connection is established.
4. The person sees a message saying that you refused and displaying your message.

Note: If your Answering Machine is on, or you do not reply to a PowWow request within **20 seconds** and the Request dialog times out, the sender is asked to leave a message on your Answering Machine.

[Answering Machine](#)

Why?

Because when someone who has you on a Buddy List receives an Instant Message from you, a flashing blue “page” icon appears by your name. But Buddy Lists without your name can’t add the icon to signal an Instant Message from you. Your message goes to the Answering Machine, and the Answering Machine button flashes the page icon .

Change the Current Account

When there is more than one user account on your computer, you can change the active account.

Important: If you change your identity while you're in a Community, your new information will not appear to the other users. You must **exit** the Community and rejoin it before your new screen name and personal information are seen.

1. Select Accounts from the Options menu.
2. Select the Change... option.
3. The list of user accounts on this computer is displayed. Select the account you want to use and click OK, or double-click the entry.

Enter Your Information in the White Pages

Note: This feature may not be supported by all suppliers of this application.

When you provide information about yourself, other users can find you by looking up your name or shared interests.

From the Web menu:

1. Select the White Pages option.
2. Your browser opens the online White Pages. Follow the prompts.

[Find New Friends](#)

Why?

The server uses your e-mail address to route the messages you receive in this application, and in the Answering Machine. Your password is also stored on the server according to your e-mail address. If you lose your password and ask to retrieve it, it is sent to the e-mail address you entered when you created the account. No other screen name can be registered using your e-mail address.

Screen Name

In this product and AOL Instant Messenger (AIM), this is the name that a user chooses. The Screen Name is the name that is displayed on your Buddy List and other message screens. Enter the person's Screen Name here.

User Name

In MSN Messenger Service (MSNMS), this is the name that a user chooses. The User Name is the name that is displayed on your Buddy List and other message screens. Enter your friend's User Name here.

E-mail Address

Enter your friend's complete valid e-mail address so messaging will work properly.

Category

Select the list in which your Buddy will appear: Friends, Family, or Work.

Search for a buddy

This hyperlink opens the White Pages.

Change Your Sound Scheme

This application uses a sound scheme that plays a certain sound for each event. You could, for example, use a jungle theme, or robot noises.

Other sound schemes may be available from the provider of this service: contact the provider for more information. Remember, you need a Windows-compatible sound card for all sound and voice features.

Search the Web

The Search feature lets you find information on the Web. To search

1. Click the Search button on the button bar.
2. Select a search tool from the dropdown list of available search engines.
3. Enter your search terms.
4. Click the Go button, or press the Enter key on your keyboard.
4. Your default browser displays the results of your search.

Cruise the Web

To initiate a tour of the Web with the people with whom you are chatting:

Open the Utilities menu and select the Web Cruising option. If your browser is not open, it launches and a connection to it is established. Once you are connected to the browser, the people you are chatting with are notified that you would like to lead them in cruising the Web. They can accept or refuse the cruise request. If they accept, the browser will be launched on their computers. Once the connections are established on both sides, whenever the Leader opens a new URL, all participants are routed to the same location.

When you stop cruising, the browser keeps running and the browser connections are dropped.

Play Sounds

When you're in a PowWow session, you and your friends can play .WAV sound files on each other's computers from the Personal Communicator window. This feature sends the command to play a .WAV file.

Unlike chat, file transfer, or cruise requests, there are no prompts for playing sound files. When you play a sound on a friend's computer, the icon bar on your pane flashes green, so the recipient of a sound always knows who sent it.

To play a QuikSound:

1. Select Sounds from the Utilities menu or press the QuikSound button on the button bar.
2. Select the QuikSound option.
3. The QuikSound slider bar appears. Click to select a sound, or click and drag the selector bar to highlight the sound.
4. To play the sound, double-click the file name or press Enter.

Note: To hear a .WAV file, your Buddies must have a .WAV file with the same file name as the one you are playing in their application directories or Sound File paths.

To transfer a .WAV fil:

1. Select Sounds from the Utilities menu.
2. Select the QuikSound option.
2. The QuikSound dialog appears. Select the sound file you want to transfer.
3. Click the Transfer button.
4. The Quik Transfer dialog displays. Click and drag the sound icon to the recipient's pane in the Personal Communicator window. This starts the normal Send File function.

To prevent sounds from being playe:

1. Select Preferences from the Options menu.
2. Click the Sound/Voice tab.
3. Uncheck the Play Sounds box.

You can choose a male or female voice for your Bye, Cool, and Hello .WAV files when you chat with other people. To pick a voic:

1. Select Preferences from the Options menu.
2. Click the Sound/Voice tab.
3. Check the radio button for the voice you want to use.

[How to add sounds](#)

Add Sounds

For your Buddies to hear sounds you play on your computer, you must send them the sound files, and the file names must be the same on each computer. Use Send File to send sound files, or the Transfer function in the QuikSound dialog. Remember, you need a Windows-compatible sound card for all sound and voice features.

To add sounds to the application:

1. Select Sounds from the Utilities menu.
2. Select Add New Sounds.
3. Enter the Sound I.D., the Sound Path, and the Filename for the sound.

The Sound I.D. is the description of the sound that appears in the application and identifies the .WAV file to play. The Sound I.D. can be up to 20 characters long, in any combination of alphanumeric characters, punctuation marks and spaces.

The Sound Path and Filename entry tells the application the name and location of the .WAV file on your system. If no path is specified, the application searches the application directory and then the environment path for the .WAV file.

Why?

Because once a user account has registered with the AIM server and is active, it can't register again. The application that tries to register second is denied access to the server.

Why?

Because once a user account has registered with the MSNMS server and is active, it can't register again. The application that tries to register second is denied access to the server.

Why Download Fails

When you request someone's Profile, Picture or Homepage, you're requesting an information transfer that works like a file transfer. Sometimes the transfer runs into problems and you'll see one of these messages at the bottom of the window:

```
Error during [profile] transfer.  
Transfer of [picture file] declined by remote host [host name].  
Timeout during transfer.
```

Basically, all of these are timeout problems. That is, the delay in the connection between your computer and the other person's is so long that the software stops the transfer.

If the transfer is declined, request the transfer again. The second try often completes successfully.

When you select View Picture, sometimes the transfer doesn't take place and no message is displayed. This usually means the file on the other person's system has been deleted or is on a drive that is not available.

Uninstall

You can uninstall this application with the Add/Remove Programs feature in the Control Panel of your Windows computer. Be sure to make copies of any files you want to keep before you remove the application.

If you uninstall this application, and you want to install another version of it, you can use the Buddy Lists you created in this version. To keep your Buddy Lists:

1. Make copies of the folders in your application directory that are labeled with the names of the user accounts on your computer and store them in another directory temporarily.
2. Make copies of the .DAT, .INI, and .PAM files in your application directory and store them in another directory temporarily.
3. Uninstall this application.
4. Install the version you want to use **to the same path and directory** you used for this version.
5. Move the files and folders you copied to the application directory.
6. Start the application.
7. Create the first user account, using the original Screen Name for the first user account you created in this version.
8. Enter the original password you used in creating the first user account. **Note:** If you use a different Screen Name or password for this first account, the server will assign you a new identifier, and you will not see the Buddy Lists you created in this version of the application.
9. If you want to keep the Buddy Lists for any other user accounts you created in this version of the application, use the original Screen Name and password when you add them to the other version.

Chat with Buddies Who Use Other Services

To set up your user account so you can chat with a Buddy who uses AOL Instant Messenger (AIM) or Microsoft Network Messenger Service (MSNMS)

1. From the Buddy window, open the Options menu.
2. Select Preferences.
3. Select the AIM or MSNMS tab.
4. Enter the information for your existing AIM or MSNMS account. If you don't have an account already, you can click the globe icon to open the applicable Web site and set up an account.
5. Open the File menu.
6. Select Log On to connect to the appropriate servers.
7. Click the Add button to add your AIM or MSNMS Buddies.

[How to add a Buddy](#)

[How to set up an Account Using Your AIM Screen Name](#)

[How to set up an Account Using Your MSNMS User Name](#)

[If you have problems logging on to the AIM server](#)

Possible Problems Logging on to the AIM Server

If you have trouble logging on to the AOL Instant Messenger (AIM) server, it could be because

- You haven't entered your AIM user account information in the [Preferences](#) section, or you entered an incorrect password.
- The AIM software is running already, using the same AIM user account you configured in the Preferences section. Once a user account has registered with the AIM server and is active, it can't register again. The application that tries to register second is denied access to the server.
- AOL may block this product's registration with the AIM servers. If this happens, you can get more information at the Web site specified by the distributor of this software.
- You have logged on too many times recently. When you log on several times in a short period, the AIM server blocks you from registering with it for ten minutes. If this happens, just wait ten minutes. Then open the File menu and select Log On.

Set Startup Switch

If you have set up more than one user account, you can modify the startup procedure so that this application always starts using a particular user's settings.

To set your startup account:

1. Create a shortcut to the application. (Right-click the .EXE file and select the Create Shortcut option.)
2. Right-click the new shortcut and select Properties.
3. Select the Shortcut tab.
4. In the Target field, enter a space at the end of line and then the /L switch (you can use upper-case or lower-case) after the path name, followed by the e-mail address for the user account. The complete entry will look similar to:
`"C:\Program Files\ThisApp\AppName.exe" /L yourname@yourdomain.com.`
5. Click OK.

Joining a Community

Note: The Community feature must be supported by the supplier of this application.

To join a community, follow these steps:

- Click the Join button. [The Address Book displays]
 - If there is an entry in the list, you can select it and click the Join button.
 - If you know the address of the Community, you can enter it in the Address field and click the Join button.
 - If you're browsing for a Community, click the Online Community Guide button.

Your Internet browser will open the appropriate Web page. Follow the prompts to locate a Community you'd like to join. For instance, if you're a new user, you might want to select the New Users Community.

When you have selected a Community:

- If it is active, the Community Controls Information window displays basic information. Click OK.
- Most Communities also display a brief welcome message, which is cleared automatically unless you click the window's Hold button.
- The Community name and the names of active users are placed in the main Buddy window: However, notice that you **won't** see your own name in the listing.



- The Group Chat window also opens, so you can view and join the conversations which are going on.

Note: If you have checked "Automatically save all connections to Address Book" in the Communities section of the [Runtime Options](#), the Community's address automatically will be placed on the Communities tab of your Address Book. This lets you easily re-join this Community at a later time.

Import AIM Buddy List

If you have an AIM buddy list (in the regular AIM application), you can import it into this application. To do so:

1. In your regular AIM application, click the My AIM menu and select the Save Buddy List option.
2. Clear all check boxes except those in the Buddy List category:
3. Click Save and provide a filename with the .BLT extension.
4. Click the Import AIM Buddies button and select the correct file.

Your AIM buddies will be added to the Buddy List for this application.

Controls topics (Menus, options, buttons) that appear as popups. Titles excluded from Index.

Add_Buddy@ Status|0|0|0|Larisa Kuhar||||

Find Friends

Select this option to start your Internet browser and open the applicable Web page. Follow the prompts to look for a particular user or for all users who have something in common.

Add Button

This button brings up the Add a Buddy window.

[How to add a Buddy](#)

Search Button

This button opens a window in which you can select a search engine (provider) and enter the search word or phrase. When you execute the search, your browser will open to the search provider's web page and will show the results of your search.

Visibility / PowWow Button

- If the provider of this application has **not** activated the Community option, this button lets you set or change your online visibility.
- If the provider of this application **has** activated the Community option, this button lets you send a PowWow (personal chat) request to an online Buddy.

[What the symbols mean](#)

Friends / Join Button

- If the provider of this application has **not** activated the Community option, this button opens the White Pages, so you can look for people who share your interests.
- If the provider of this application **has** activated the Community option, this button opens the Communities tab of your Address Book so you can join a Community.

[How to find new friends](#)

Send Instant Message

Use this option to create and send a text message directly to the Buddy whose name you selected.

[How to send an Instant Message](#)

Send URL

Use this option to forward an interesting URL to a Buddy. When the Send URL window opens, you can edit a displayed URL or enter a new one.

Click the OK button to send the message.

Block Buddy

Select this option so that a particular Buddy cannot contact you. Only the Buddies you block will be unable to contact you.

When you select the name of a Buddy, who has been blocked, this option will display a checkmark to indicate. Select the checked option to allow that Buddy to contact you again.

When you block an MSNMS Buddy who has you on a buddy list, you will appear offline. When you block an AIM Buddy who has you on a buddy list, you will appear offline and then disappear from the list. Selecting the option again for any blocked Buddy will unblock that Buddy, and restore you to any list you were on with the correct visibility status.

[Preferences: Blocking Book](#)

Remove Buddy

Use this option to remove a name from your Buddy List. You will see a message asking you to confirm whether you want to remove the name, so it is difficult to delete a Buddy accidentally.

Once you have removed a Buddy, you will no longer be able to see that person's online status.

View Profile

Select this option to see the personal information your Buddy has provided.

View Picture

When you select this option, your Buddy's picture loads and appears in a window on your desktop.

View Homepage

When you select this option, your Buddy's homepage loads and appears in your browser.

Invite to Try

This option opens a Web page that lets you specify an AIM or MSNMS Buddy's e-mail address for an invitation. Your Buddy will receive a message with the URL to download this free software, so that you can use Voice Chat and exchange files.

Change Visibility

Select this option to set your Online Visibility status.

Send Voice Message

When you select this option, you can record a voice message to send to a Buddy. Remember, if you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card.

[How to send an Instant Voice Message](#)

Voice Chat

Select this option to send a request for a voice connection to a Buddy. Remember, if you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card.

Request Voice Chat

Select this option to send a request for a voice connection to a Buddy. Remember, if you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card.

Send File

Select this option to send a file to a Buddy.

Send E-mail

Select this option to send mail to your Buddy's e-mail address.

PowWow

Select this option to send a PowWow (individual chat request) to a Buddy.

If your Buddy accepts your request, a connection is established between you that allows you to chat in real time in a text window, character by character. Up to nine people can share a simultaneous PowWow connection.

Information

This option displays a Buddy's user account address, Screen Name, and IP address.

Frequent Outgoing Pages

This option displays a list of people you often send chat requests. It is available from the Address Book button in the Buddy window or the Chat menu in the Personal Communicator.

Clicking on an entry sends a chat request to the person you selected.

Recent Incoming Pages

This option displays a list of people who have recently sent you chat requests. It is available from the Address Book button in the Buddy window or the Chat menu in the Personal Communicator.

Clicking on an entry sends a chat request to the person you selected.

Buddies Currently Online

Displays the Buddy window so you can see which Buddies are currently on the Internet and using the application.

Find Online Users

Select this option to start your browser and open the White Pages.

Add Current Connections

You can add the address(es) of the person(s) you are chatting with to your address book by selecting **Chat => Add Current Connections** from the Personal Communicator menu. If you are chatting with more than one person, you will be prompted to select which person(s) to add to your Address Book. Selecting "All" adds everyone.

Erase Window Button

This button clears all text from the window.

WhiteBoard Button

This button opens the Whiteboard.

[Whiteboard](#)

QuikSound Button

This button displays the QuikSound slider bar. Click to select a sound to play, or click and drag the selector bar to highlight the sound. Remember, you need a Windows-compatible sound card for all sound and voice features.

[How to play sounds](#)

White Pages Button

This button opens the online White Pages in your browser, so you can search for users who share your interests.

[How to find new friends](#)

Games Button

This button opens the Board Games window.

[How to play games](#)

Plugins

Select Board Games from the flyout menu for the Plugins option to open the Board Games window.

[How to play games](#)

Online

This is the default Buddy List visibility option. It shows people who have you on their Buddy Lists that you are online and available.

Away

Select this visibility option to let people who have you on their Buddy Lists know that you are online but not available. This option also turns on your Answering Machine if it is not already active. Any messages you receive while you are away will go to your Answering Machine.

Do Not Disturb

Select this visibility option to let people who have you on their Buddy Lists know that you are online but busy and would prefer not to be disturbed. This option also turns on your Answering Machine if it is not already active. Any chat requests you receive will go to your Answering Machine.

Invisible

When you select this visibility option, your name will not appear on any Buddy Lists. You will still be able to see people on your own Buddy List.

Offline

When you select this visibility option, your Buddies cannot see you and your own Buddy List is deactivated.

Join

To participate in a game, highlight its name and click the Join button.

New

To start your own game, click the New button. You will launch the Board Games Plugin. Follow the Plugin's instructions for starting a new game. Make sure you choose a unique name to identify the game to others.

View

To watch a game, highlight its name and click the View button.

Close

To leave the Board Games window, click the Close button.

Technical Support

This option opens your browser and displays your service provider's Technical Support Web page.

System Information

When you select this Help Menu option, a window displays important information about your system.

This information is particularly useful if you have a technical support question. (For instance, this is the place to find your IP Address.) Simply click the Copy to Clipboard button and paste the information into a message to the support staff.

Contents

This option opens the Help file to the first topic, Welcome. When you open Help from elsewhere in the application, it displays the topic for a particular area or task.

About

Select this option to see version and copyright information about the application.

Web Cruising

When you are chatting in real time, use this option to lead a group through the Web with your browser. For Web cruising to be available, two or more people must share a Real-time Chat connection.

Hear

When you're chatting in real time, you can turn on the Text-to-Speech feature to play a Buddy's text messages aloud. Click the Hear button on the pane for the Buddy you want to hear.

Note: The text-to-speech converter recognizes certain chat abbreviations. When you type these abbreviations, they are spoken correctly, usually as the complete phrase. Click [here](#) to see the list of abbreviations.

Macros

Use this option to define macros (text strings) that can be assigned to the function keys (F1 through F12) and "played" in the Personal Communicator chat window:

1. Select the key you wish to define a macro for.
2. Enter a Macro Label to identify your macro. This label will appear in the macros menu.
3. Enter the Macro Definition. This will be sent whenever you select this macro from the Macros menu or press the associated key.

To find out what this macro will sound like when spoken through Text-to-Speech, you can press the Test Speech button and the current Macro Definition will be spoken.

The Allow Spoken Macros from Others option enables or disables others from being able to have their macros spoken on your machine. If this option is enabled, a macro that is sent by others who have the [Speak Macros](#) option turned on would be spoken instead of displayed. If this option is disabled, all macros received will be displayed as text and not spoken.

Whiteboard

The Whiteboard lets you draw, by yourself or collaborating with other people you are chatting with in real time.

To begin drawing, click the Whiteboard button or Utilities and select Whiteboard from the Personal Communicator menu.

When you start a Whiteboard session, the Whiteboard window appears. Each side of the Whiteboard window contains tools:

- The left side contains the Drawing, Text and Color Tools
- The bottom shows the options for the Drawing, Text and Color tools
- The right side contains the Image Options.
- The top contains the Whiteboard Image Options.
- At each corner is a gadget with diagonal lines. Click and drag on this gadget to resize the Whiteboard window.

Between the drawing window and the bottom set of tools is a Help Bar. The Help Bar describes each tool in the application as you move the cursor over it.

Web Cruising

When you are chatting in real time, use this option to lead a group through the Web with your browser. For Web cruising to be available, two or more people must share a Real-time Chat connection.

Sounds

This feature sends the command to play a .WAV file on a Buddy's computer.

[How to play sounds](#)

Add to Blocking Book

This option, like the Block Buddy feature on your Buddy Lists, makes it impossible for the Buddy you've selected to contact you. It places a Buddy's Screen Name and e-mail address in the Refuse section of the Blocking Book.

Log On

Select this option to register with the servers for each service. When you log on, your Buddy Lists are active and you can communicate with your Buddies.

Note: You will only log on to a server if you have created an account for that service.

[How to set up a new account](#)

[Log Off](#)

Log Off

Select this option to log off the server. When you log off, your connections with the MSN Messenger Service and AIM servers are closed. You appear offline on other people's Buddy Lists and can't use your own Buddy Lists, but you can still use the Mini-browser and the Search function. You can also receive Instant Messages.

If you exit the application while you are logged off, you are still logged off the next time you open it. Select Log on from the File menu to register with the servers.

Close

Select this option to close the application window. When the window is closed, the application still runs so that you can receive messages and requests. The application icon displays on the taskbar, in the system tray.

To reopen the window, right-click the icon in your system tray and select Open. You can also use this menu to exit the application completely and disconnect from the server.

Tabs

Select these tabs to view Web pages in the Mini-browser. The names and numbers of tabs may change often, as your service provider chooses new pages to display.

Instant Message

Use this option to create and send a text message directly to the Buddy whose name you selected.

Instant Voice Message

When you select this option, you can record a voice message to send to a Buddy. Remember, if you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card.

[How to send an Instant Voice Message](#)

Request for Voice Chat

Select this option to send a request for a voice connection to a Buddy. Remember, if you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card.

[How to request a Voice Chat session](#)

File

Select this option to send a file to a Buddy.

[How to send a file](#)

URL

Use this option to forward an interesting URL to a Buddy.

[Send URL to...](#)

[How to send a URL](#)

PowWow

Select this option to send a PowWow (personal chat request) to a Buddy.

If your Buddy accepts your request, a connection is established between you that allows you to chat with each other in real time in a text window, character by character. Up to nine people can share a simultaneous PowWow connection.

Preferences

Select this option to update your configuration and to enter or update your user information.

Create New...

Select this option to add a new user account. You can add a new account for each separate user, to change your online personality, or to add additional AOL Instant Messenger or MSN Messenger Service accounts to this service.

Change...

Select this option to change the current user account. You can change the active account so a different user can log on, or to change your different online personality.

Important: If you change your identity while you're in a Community, your new information will not appear to the other users. You must **exit** the Community and rejoin it before your new screen name and personal information are seen.

Delete...

Select this option to delete a user account from this computer.

Paste

Select this option to paste text from the clipboard into the chat window.

Erase All

Select this option to clear all the text from the chat window.

Answering Machine

This option lets you turn on your Answering Machine and see your messages.

Private

This option lets you specify a person for a Private Chat.

[Private Chat](#)

Hang Up

This option closes the PowWow connection.

Always on Top

Selecting Always on Top forces the Personal Communicator window to display on top of all other windows on your desktop. That is, it always will remain in the foreground. By default, this option is off.

Add to / Remove from Community WatchList

When you select this option, the person's name on which you've right-clicked is moved to the top of the Community's online user list and the person's icon changes to **green**. Whenever this person is online, the name will be highlighted and will be at the top of the list.

Access this option by right-clicking a user's name in the main Buddy window.

To remove a person from your WatchList, right-click on the name and select this option again (the check mark will be removed).

Reset All

Access this option by right-clicking a user's name in the main Buddy window.

Select this option to clear the Select, Drop, Private and Hear settings from all affected participants on your main Buddy window.

Moderator Options

This option is available only if you are a Moderator or Administrator of this Community.

Access this option by right-clicking a user's name in the main Buddy window.

When you select this option, two additional options are displayed:

[Hangup](#)

[Add to Blocking Book](#)

Request to be a Buddy

Select this option to send a request to the person that you would like to add him or her to your Buddy List (so you'll know whenever the person is online).

Access this option by right-clicking a user's name in the main Buddy window.

Note: When you select this option, the person's name is moved into your Buddy List area and the icon becomes a large question mark. To cancel the request, right-click the name again and select the Cancel Buddy Request option.

When the person receives the request, he or she will have the option of accepting the request or not.

Select

Access this option by right-clicking a user's name in the main Buddy window.

When you Select a person in the Community list, you will see **only** that person's messages in the Group Chat window. You can Select as many participants as you want.

Drop

Access this option by right-clicking a user's name in the main Buddy window.

When you Drop a participant, you will see all messages **except** those sent by the Dropped person. You can Drop as many participants as you want.

Preferences Dialogs

Preferences: User Info

Screen Name

Enter the name other users will see and call you. You can change this at any time. For instance, if there are 137 other people using John as a Screen Name, you can choose a new one.

Notes on Screen Names:

- Use a different Screen Name for each service rather than, for example, yourname@yourdomain.com for this service and yourname@hotmail.com for MSN Messenger Service or YourNAME for AOL Instant Messenger. [Why?](#)
- Don't use the upper ASCII characters (values above 128, usually created by holding down the Alt key and entering a numeric value on the keypad); doing so will cause problems, especially with Buddy Lists.
- If you change your screen name while you're connected to a Community, other users won't see your new name until you exit and rejoin the Community.

E-mail Address

Enter your e-mail address. If you do not enter a valid e-mail address, some functions, such as the Answering Machine, will not work correctly.

This address should not be used simultaneously from two locations. (For instance, one family member logs in from one location and then another family member uses the same address to log in from another.) The IP address associated with the e-mail address is updated automatically, and all messages go to the last location that logged on to the registration server.

Password

Enter the password you want to use to register. Passwords:

- Can contain up to 64 characters **UNLESS** your service provider has specified a smaller maximum length.
- Must contain only alphanumeric characters (a-z, A-Z, 0-9). All other characters, such as @#\$%^&*"'?+, etc., will result in an invalid password.
- Are case sensitive: "abcdef" is not the same as "AbcdeF". Be sure to remember your password.
- Should be different from your Internet access password.

Save Password

If you do not check this box, you will need to supply your password each time you use this identity. If this application is used by several people, though, you might prefer the extra security afforded by leaving this option inactive.

Preferences: AIM

Each user account on your computer can have one valid AOL Instant Messenger (AIM) account associated with it. If you have an AIM account, you can add it to your Preferences so that other AIM users can see you when you are online. You can also send Instant Messages to other AIM users and add AIM Buddies to the Buddy Lists you create here. (Your AIM buddy lists will not display in this service.) You must have an AIM account to add AIM Buddies to your Buddy Lists.

[User Info](#)

[How to change the current account](#)

[How to set up a new account](#)

[How to set up an account using your AIM screen name](#)

[Possible problems logging on to the AIM server](#)

Screen Name

Enter your AIM screen name. You can sign up for an AIM account by clicking the hyperlink. If you want to run AIM at the same time you are using this service, you must use a different AIM user account to log on in AIM from the one you use here. **Why?**

Password

Enter your AIM password. Your AIM password is used only to register with the AIM server and allow other AIM users to “see” you. It is encrypted on this computer and sent to the AOL Instant Messenger server only.

Log on at startup

Check this box if you want to register with AIM every time you start the application.

Import AIM Buddies

You can import your entire AIM buddy list **if** you have created the list by using the Save Buddy List feature in AIM. (This creates a file with .BLT as its default extension.) To create this file:

1. In your regular AIM application, click the My AIM menu and select the Save Buddy List option.
2. Clear all check boxes except those in the Buddy List category:
3. Click Save and provide a filename with the .BLT extension.
4. Click the Import AIM Buddies button.

When you click the Import button, the standard Windows File Open dialog opens. It defaults to looking for files with the .BLT extension. If you saved your AIM buddy list with a different extension, change the setting to search for all file types.

- If you currently are logged on to AIM, your Buddy List will update immediately.
- If you are not currently logged on to AIM, your Buddy List will update the next time you do log on.

OK

Click OK to confirm the information you have entered and close the window.

Cancel

Click Cancel to close the window without adding your AIM account information to this user account.

Each AIM account must be added under a separate account for this service. If you want to use an additional AIM account with this service

1. Create a new user account for this service.

[How to set up a new account](#)

2. The new account becomes active; that is, the account connected to the server. Now you can create Buddy Lists and set Preferences for this account.
3. Open the Options menu.
4. Select Preferences.
5. The Preferences window opens. Select the AIM tab.
6. Enter your new valid AIM screen name and the AIM password.
7. Check the Log on at startup box if you want to register with AIM every time you start the application.
8. Click OK.

Preferences: MSNMS

Each user account on your computer can have one valid Microsoft Network Messenger Service (MSNMS) account associated with it. If you have an MSNMS account, you can add it to your Preferences so that other MSNMS users can see you when you are online. You can also send Instant Messages to other MSNMS users and add MSNMS Buddies to the Buddy Lists you create here. (Your AIM buddy lists will not display in this service.) You must have an MSNMS account to add MSNMS Buddies to your Buddy Lists.

[User Info](#)

[How to change the current account](#)

[How to set up a new account](#)

[How to set up an account using your MSNMS user name](#)

User Name

Enter your MSNMS user name. You can sign up for an MSNMS account by clicking the hyperlink. If you want to run MSNMS at the same time you are using this service, you must use a different MSNMS user account to log on in MSNMS from the one you use here. **Why?**

Password

Enter your MSNMS password. Your MSNMS password is used only to register with the MSNMS server and allow other MSNMS users to "see" you. It is encrypted on this computer and sent to the server for MSNMS only.

Log on at startup

Check this box if you want to register with MSNMS every time you start the application.

OK

Click OK to confirm the information you have entered and close the window.

Cancel

Click Cancel to close the window without adding your MSNMS account information to this user account.

Each MSNMS account must be added under a separate account for this service. To add an additional MSNMS account

1. Create a new user account for this service.

[How to set up a new account](#)

2. The new account becomes active; that is, the account connected to the server. Now you can create Buddy Lists and set Preferences for this account.
3. Open the Options menu.
4. Select Preferences.
5. The Preferences window opens. Select the MSNMS tab.
6. Enter your new valid MSNMS user name and the MSNMS password.
7. Check the Log on at startup box if you want to register with MSNMS every time you start the application.
8. Click OK.

Preferences: Personal Profile

You can enter information here that people will see when they right-click your name in the Buddy window and select the View Picture, View Homepage, and View Profile options.

Important: If you add any of this information while you are a member of a Community, the new information **will not be available** to the other users until you **exit and rejoin** the Community.

In addition to information about yourself, you can enter:

Comment

Enter a favorite quotation, warning, disclaimer, or any other message you want to associate with yourself in the public consciousness, up to 255 characters long.

Homepage URL

Enter the URL of your home page (if you have one). Use the format
`http://www.enterthedomain.com`

Picture File

Enter the name and the location of an image file for other people to see. Although the file can be any supported graphic format, it will be converted to a **JPEG** file when it is transmitted. You can use the Browse button to locate the file. If you enter the path to a removable disk and then remove that disk from your drive, other people will see the View Picture option for your Screen Name, but nothing will happen when they select the option. **Note:** Although the picture file you select can be any size, *when it is transmitted*, this program will condense it, if necessary, to a maximum size of approximately 20,000 bytes (an image size of approximately 250 pixels wide by 300 pixels high). The quality may change. *The best quality will be achieved if you select a JPEG format file less than 20,000 bytes in size.*

Preferences: Sound / Voice

You can control how your computer plays and receives sound files and adjust your voice chat quality. Remember, your system must have a Windows-compatible sound card for all sound and voice features.

Play QuikSounds

If this option is checked, others can use QuikSound to play .WAV files on your computer. If this option is not checked, you can't receive QuikSound .WAV sounds from others.

Male or Female

Select Male or Female to specify a voice for QuikSounds.

Play Sound Events

If this option is checked, a sound plays when you receive an Instant Message, when you log off, etc.

Speak Tooltips

If this option is checked, a "robot voice" will tell you what controls on the screen are for as you pass your cursor over them. Select Male or Female to specify a voice.

Use Full-Duplex

If your sound card supports this mode, you can conduct real-time conversations just as you would using a telephone: both people can speak at the same time.

If this option is not checked, only one person at a time can talk in Voice Chat sessions.

Resolution

If your connections are fast and clear, you can use High Resolution. The sound data is compressed less, so speech sounds clearer.

If your connections are not that good, you should select Low Resolution. The sound data is compressed more so it takes less time to transmit. However, some quality is lost in the compression.

To adjust your speech synthesizer settings, use the [Text-to-Speech](#) tab.

Preferences: Text-to-Speech

With the text-to-speech engine, you can play text in the Personal Communicator windows as speech. Here, you can adjust the speed and pitch of the built-in speech synthesizer, set it to start automatically when you run the application, and install additional voice fonts. Remember, your system must have a Windows-compatible sound card for all sound and voice features.

Speed

To change the speed, move this slider. Move it right to make the text-to-speech voice read faster, and left to make the speech slower.

Pitch

To change the pitch, move this slider. Move it right to make the voice higher, and left to make it lower.

In general, a slightly slower speed and lower pitch is more understandable.

Turn on Text-to-Speech at Startup

When this option is selected, the text-to-speech option in the Personal Communicator is automatically turned on each time you start. When you're in a Real-time Chat session, the robo-voice will read the text aloud.

Important: Whichever system is used (the default or a user-supplied SAPI speech engine), this application first looks in the ABBREVS.TXT file for the abbreviation and translation. If you are using the default speech engine, this application then will look in the PWCHAT32.DIC file for other translations. You can **customize** the ABBREVS.TXT file, but not the PWCHAT32.DIC file.

Click [here](#) to learn how to install an alternate TTS Engine.

Disable SAPI

SAPI is the abbreviation for Speech Application Programming Interface. When this option is selected (that is, SAPI is disabled), this application uses the:

- text-to-speech engine
- voice fonts
- ABBREVS.TXT file, and
- dictionary (PWCHAT32.DIC file)

which are provided with this application. In the default setting, SAPI is disabled and this option is unavailable.

If you have installed SAPI-compliant voice fonts **and** cleared this checkbox, this application will use the SAPI-compliant engine and fonts and will use the text-to-speech file (ABBREVS.TXT) which you can customize.

Add New Fonts / Changing the Voice

The default voice, English Male, is supplied by the file EM32_1K8.DLL in the application directory. You can change this to the English Female voice by clicking Add New Fonts and selecting EF32_1K8.DLL. If you obtain other voice fonts, you can install them the same way.

Note: If the application cannot find the voice file or if the file has become damaged, the text-to-speech function will not work. Make sure the Windows Registry setting is pointing to a directory which contains the necessary file. If the file has become damaged or missing, you may need to re-install the application to get an undamaged copy of the TTS file.

Possible Error Message

You may see the following message:

Text to Speech is not enabled, either because you don't have a sound card or Text to Speech is improperly installed.

If so, before you reinstall the application, you might check your Windows 95/98/NT Registry settings.

Important: You should access and modify your Registry settings **only** if you are very familiar with the process. Mistakes can cause your computer to fail.

1. Open the Registry.
2. Expand the HKEY_LOCAL_MACHINE section.
3. Expand the Software section.
4. Expand the FirstByte section.
5. Expand the ProVoice and SpeechFonts sections and make sure both have correct PATH entries for the font files.

Abbreviations

The Text-to-Speech engine (either the default or a user-supplied SAPI-compliant engine) recognizes certain abbreviations. For instance, if someone types AFAIK, the speech engine reads it aloud as "As Far As I Know." Please click [here](#) for the complete list of abbreviations contained in the default PWCHAT32.DIC file. The default ABBREVS.TXT file is the same, but you can customize it.

Customizing the Text-to-Speech Dictionary

You can customize the supplemental dictionary which is used by both the default and user-provided SAPI-compliant speech engines. This is placed in this application's directory as `ABBREVS.TXT`. A sample from this file appears similar to:

```
AFAIK As Far As I Know  
IMHO In My Humble Opinion
```

The syntax is simple: The first unbroken "word" is the abbreviation. Everything from the space following the abbreviation to the end of the line (carriage return) is the translation.

Let's say you wanted to add an abbreviation, such as `IMNSHO`. You would:

1. Open `ABBREVS.TXT` using any text editor, such as NotePad, which is supplied with Windows.
2. Locate the alphabetical position in which to insert your abbreviation.
3. On its own line, type:
`IMNSHO In My Not So Humble Opinion`
4. Save the file.

Install Microsoft TTS Engine

To use Microsoft's Text-To-Speech (TTS) Engine with this application, you must first install the Microsoft text-to-speech engine, available for download from Tribal Voice, *and* then install the voice files, which are available from Microsoft's web site.

Important: Web addresses are subject to change.

Download and install the TTS engine from <ftp://ftp.tribal.com/spchapi.exe>. This will install the TTS Engine on your computer.

- Under Windows 95 and 98, the TTS Engine will be installed to `c:\WINDOWS\SPEECH\`.
- Under Windows NT 4.0, the TTS Engine will be installed to `c:\WINNT\SPEECH\`.
- For Windows 2000, the TTS Engine is already installed on your computer.

Download and install one of the voice files from Microsoft's web site at <http://www.microsoft.com/iit/download/speechengines.htm>. Several voice files are available. Pick the one you wish to use with this application.

Run this application and select Options|Preferences... from the main menu and click on the Text to Speech tab. Un-check the *Disable SAPI* option. Click on OK when done.

This application now is set up to use the Microsoft Text-to-Speech Engine.

Note: This application only recognizes the **first** Microsoft voice file installed on your computer. If you wish to change Microsoft voice fonts, you must download and install a different one. Tribal Voice currently is investigating how to select any Microsoft voice file installed on your computer.

Preferences: Mail Send / Receive

Use these options to provide the information the application needs to receive your messages when you are away or offline.

Hint: If you have an active e-mail account, you should be able to find all the necessary information by checking the settings used by your e-mail program.

Important: Many e-mail services, especially if they are Internet-based, do not use the standard POP3 or SMTP mail protocols. You will not be able to send e-mail to, or receive e-mail from, these services.

Sending Mail Server (SMTP)

If your e-mail address is `jmaus@enterthedomain.com`, this entry is usually something like `mail.enterthedomain.com`.

Enable Send E-mail

Check this option to send Answering Machine messages to users who are offline.

Receiving Mail Server (POP3)

If your e-mail address is `esmeralda@enterthedomain.com`, this entry is usually something like `mail.enterthedomain.com`.

Enable Receive E-mail

If someone attempts to PowWow (page) you when you are offline **and** if your Answering Machine is on, the person can leave a message on your Answering Machine. This message is sent to the e-mail server identified in the Receiving Mail Server field.

If you check this option, when you start the application or return to an online status, it automatically attempts to log on to your e-mail server and retrieve Answering Machine messages.

After it retrieves the special Answering Machine messages, the application deletes them from your e-mail server.

If you start your normal e-mail program **before** you start this application, you will see these messages in your mail program. These messages have a Subject line indicating that they are Answering Machine messages, such as:

AppName Answering Machine Message

Your E-mail Address

Please enter the complete e-mail address you use with your normal e-mail service, in the same form as `username@enterthedomain.com`.

E-mail Password

This is the password you use to log into your e-mail account.

Keep Password

Check if you don't want to enter your password every time you use the application.

Preferences: Tribe

A Tribe is best described as a personal or private White Pages. If you enter a URL in the Tribe Host field and check the Register box, when the application starts it also will start your browser, open this URL, and send your e-mail address. This URL usually is an application, such as a CGI script, that can take your e-mail address and use it to update an information page. This way, others who are in the same Tribe can see when you were last on.

URL of Tribe Host

Enter the URL of the Tribe server to use. Most people will leave this blank unless they have been given an address to use.

Locate Tribes

Click this button to start your browser and open a web page which lists Tribes which may have registered with Tribal Voice.

Preferences: Runtime Options

The Runtime Options allow you to set the defaults for request responses and window buffer sizes.

Requests

The default for each kind of request is Prompt. This means that you see a window telling you that you've received a request, and you have the option to accept or refuse it. If you select the Refuse option for a type of request, such as Buddy requests, all requests of that type are automatically refused, and you don't see a message.

Chat Text

Allow Colors

When this option is checked, you can set the foreground and background colors of your Personal Communicator window. When you are chatting with someone, these are the colors which will be displayed in the Personal Communicator pane in which you are displayed. In other words, if you have set your foreground and background colors to green on magenta, your text entry section of your Personal Communicator window will be green on magenta, and you will appear in a green on magenta pane in the other person's Personal Communicator window.

If this option is turned off (not checked), all text in the Personal Communicator and Group Chat windows and your pane in someone else's Personal Communicator window will be displayed as your selected foreground color on a white background. Note that you can change your text color in the Group Chat window by selecting the Text=>Change Color option in that window.

The following shows how each person's settings appear to others in the Personal Communicator window:



Font

This is an internal setting that affects **only** the displays in this application.

When you click the Font button, the Font dialog window opens. You can set your display text to appear in any of the fixed-width (non-proportional) fonts installed on your system. The commonly available fixed fonts are Courier, Courier New, Fixedsys and Terminal.

Buffer Size

This option controls how much text from a conversation is kept in memory. It does not affect the speed or quality of your Internet connection or other options. The buffer sizes let you set the size of the history buffer in kilobytes (KB) for each text entry and display area, as long as your system has enough memory to accommodate your requested size buffer.

Self

This sets the size of the buffer that holds the text you enter in the Personal Communicator window.

Others

This sets the size of the buffer for every display window you have open. This includes all Personal Communicator panes other than yours. For example: If you were talking to two other people in a Real-time Chat session, you would have a total of three message areas open in the Personal Communicator, Self plus two Others. If Self and Others were set to 8 Kbytes, you would have a total buffer size of 24 Kbytes.

Automatically save all connections to Address Book

If you check this option, the electronic address and screen name of each person with whom you have a PowWow (Personal Communicator) session will be entered automatically into the User tab of your Address Book. This lets you easily page anyone with whom you already have chatted. Note that the addresses of people whose chat requests you have refused or ignored will not be written to your Address Book.

Preferences: Answering Machine

The Answering Machine is a convenient way for people to leave you messages when you are busy or even when you are offline.

Message

Enter the message you would like people to see when they try to reach you while your Answering Machine is on. You may enter up to 255 characters for the message. The Answering Machine can be turned on and off from the Personal Communicator or from the Buddy window (Click the Answering Machine icon, or, in the Personal Communicator window, open the Chat window and select the Answering Machine option. In the Answering Machine window, check the On box.

Answering Machine messages you receive are saved to the Answering Machine file in the application directory. This file consists of your Screen Name with a .PAM extension. For instance, if your Screen Name is David, the file will be named DAVID.PAM. If you use David as your screen name for another service, this can cause file naming conflicts. **Note:** File conflicts are also possible if your Screen Name is longer than eight characters, because this file name is truncated to eight characters.

Answering Machine On

Check this box to turn on your Answering Machine. You also can turn your Answering Machine on and off from the Personal Communicator Chat menu.

Read Answering Machine Messages

Click this button to open your Answering Machine. You can also open your Answering Machine with the View Answering Machine option on the Chat menu, or the Answering Machine symbol (A), in the Personal Communicator.

Preferences: Directories

Specify the directories in which to:

- store downloaded files
- search for .WAV sound files
- place the Blocking Book files

File Transfer Directory

This field specifies where to place files sent by other people. By default, the application uses its own directory.

Address Book / Blocking Book Directory

The directory from which the application loads its Address Book. The default is the application directory.

Sound File Directory

This field specifies the directory in which to look for .WAV sound files sent by other people. Subdirectories will not be searched.

Preferences: Web Browser

Tell the application which World-Wide Web browser to use.

Select the Web Browser

Select one of the supported Web browsers. If one of these is not installed on your computer, you will need to obtain and install a copy. If you do not have a browser, some functions will not be available, such as searching the White Pages and Web cruising.

Browser Folder and Filename

Specify the complete path. You can use the Browse button to locate your World-Wide Web browser.

Why?

Answering Machine messages you receive are saved to the Answering Machine file in the application directory. This file consists of your Screen Name with a .PAM extension. For instance, if your Screen Name is Freddie, the file will be named FREDDIE.PAM. If you use Freddie as your screen name for another service, this can cause file naming conflicts.

Note: File conflicts are also possible if your Screen Name is longer than eight characters, because this file name is truncated to eight characters.

Preferences: Blocking Book

The Blocking Book lets you control who can contact you. There are three modes from which you can choose: Accept, Refuse, and None. When you change the mode, the list changes.

Comment

In Accept or Refuse mode, when you select a name from the list, any comment you entered appears here.

Current Blocking State

The modes are mutually exclusive. That is, **only one** can be in effect at a time. The restrictions take effect as soon as you click the radio button.

Accept

Only those people listed in the Address screen can page you. Once you are in this mode, you can Add people to the list of those who are able to contact you.

Refuse

This is the default Blocking Book setting. People listed in the Address field cannot page you. If there is someone you do not want to communicate with, you can add the person's e-mail address to this list and any chat requests they make will be declined automatically.

Note that anyone who is not on this list can page you.

None

In this mode, no one is blocked from contacting you; anyone can contact you.

Add

The Add button is active only in Accept and Refuse modes.

When you click the Add button, a new dialog lets you enter the applicable information about the person you're placing on the Accept or Refuse list.

Edit

Select an entry on the Accept or Refuse list and click Edit to change it.

Add / Edit Blocking Book Entry

Use this dialog to enter or edit the applicable information about the person you're placing on the Accept or Refuse list.

Addition Type/Address to Add

Select the type of address you wish to use and then enter it in the Address field.

PowWow Address

This is the person's normal PowWow Address which you can see by right-clicking the person's name in the Buddy window and selecting the Connection Info option. This choice assumes that the person will not change his or her PowWow Address.

IP Address

You can obtain the IP address by right-clicking the person's name in the Buddy window and selecting the Information option. This is a good choice if the person has a fixed IP address. However, most users are assigned dynamic IP addresses by their Internet Service Provider. That is, their IP address is different each time they connect to the ISP.

Domain Address

This last lets you filter page requests based on the person using a particular service (ISP). The problem with using this method is that it will affect requests from everyone who uses the Domain.

Preferences: Community

Follow Moderator's Cruise

Check this option if you want to follow a leader on a "cruise" of the Internet. That is, when the cruise leader launches his or her Internet browser, your browser also will launch and will go to the same destinations as the leader's.

Show colors in group chat window

People can select in which color they want their text to appear (setting the foreground color using the color bar in the Personal Communicator window). When this option is checked, their text will appear in their chosen color in your Group Chat window. If this option is not checked, all text will appear in the foreground color you have set on a white background.

Automatically save all connections to Address Book

If you check this option, the electronic address and name of each Community you join will be entered automatically into the Communities tab of your Address Book.

Text-to-Speech Abbreviations

The text-to-speech converter recognizes certain abbreviations. When you type these abbreviations, they will be spoken correctly, usually as the complete phrase. In some cases, there is more than one way to say the same thing. These abbreviations are not case sensitive:

AA	Alcoholics Anonymous
ADHD	Attention Deficit Hyperactive Disorder
AFAIK	As Far As I Know
AFK	Away From Keyboard
AFP	Away From PowWow
AISB	As It Should Be
AKA	Also Known As
AOK	A O.K.
ASV	American Standard Version
ATM	At The Moment
AU	Australia
AWFK	AWay From Keyboard
AWK	AWay from Keyboard
AZ	Arizona
B4	Before
BAP	Back at Powwow
BAPFH	Back at PowWow From Helping
BBBG	Bye Bye Be Good
BBIAF	Be Back In A Few
BBIAM	Be Back In A Minute
BBL	Be Back Later
BBN	Bye Bye Now
BBS	Bulletin Board System
BC	Because
BF	BoyFriend
BLVD	Boulevard
BM	Blonde Moment
BML	Bitting My Lip
BOL	Best Of Luck
BRB	Be Right Back
BRBGP	Be Right Back Gotta Pee
BRBH	Be Right Back Helping
BRBIGGAT	Be Right Back I Gotta Get A Towel
BRBIGP	Be Right Back I Gotta Pee
BRH	Be Right Here
BROS	Brothers
BSOD	Blue Screen Of Death
BTDT	Been There Done That
BTG	Buck Tooth Grin
BTW	By The Way
BTY	Blessings To You
BWKOL	Big Wet Kiss On the Lips
BWKOTL	Big Wet Kiss On The Lips
BWL	Bursting With Laughter
BWS	Big Wide Smile
CALI	California
CALIF	California
CDT	Central Daylight Time

CHP	California Highway Patrol
CICO	Coffee In Coffee Out
CID	Crying In Disgrace
CLA	Cap Lock Alert
CMON	Come On
CNP	Continued Next Post
CNS	Computer Nerds
CO	Colorado
CO.	Company
COMM	Community
COMMS	Communities
CP	Chat Post
CSG	Chuckle, Snicker, Grin
CST	Central Standard Time
CUL	Call you Later
CWYL	Chat With You Later
CYA	See Ya!
DEGT	Don't Even Go There
DGT	Don't Go There
DL	Download
DNA	Deoxyribonucleic Acid
DNK	Do Not Know
DNPGDNCTHD	Do Not Pass Go Do Not Collect Two Hundred Dollars
DPKOL	Deep Passionate Kiss On the Lips
DR	Doctor
DRT	Dead Right There
DSF	Dear Special Friend
DTS	Don't Think So
DUWTWB	Do You Want To White Board
DUWWB	Do You Want to White Board
DWPKOTL	Deep Wet Passionate Kiss On The Lips
DYW2WB	Do You Want to White Board
DYWTWB	Do You Want To White Board
DYWWB	Do You Want to White Board
E.G.	For example
EDT	Eastern Daylight Time
EG	Evil Grin
ELOL	Evil Laughing Out Loud
EMSG	Email Message
EST	Eastern Standard Time
ETC	ET Cetera
ETC.	ET Cetera
FB	Funny Business
FGT	Feelin' Great Today
FI	Florida
FOCL	Fell Off Chair Laughing
FOOMCL	Fell Out Of My Chair Laughing
FSD	Fools Seldom Differ
FTBOMH	From The Bottom of My Heart
FWIW	For What It's Worth
FWY	Freeway
FWY.	Freeway
FYI	For Your Information
GA	Go Ahead

GA.	Georgia
GB	Goodbye
GBY	God Bless You
GDAR	Grinning Ducking And Running
GDR	Grinning Ducking and Running
GF	GirlFriend
GFETE	Grinning From Ear to Ear
GFI	Go For It
GFN	Gone For Now
GG	Gotta Go
GGB	Gotta Get Beer
GGP	Gotta Go Pee
GIAR	Give It A Rest
GJ	Good Job
GJP	Good Job Partner
GMB	Getting More Beer
GMBO	Giggling My Butt Off
GMC	Getting More Coffee
GMC.	General Motors Corporation
GMP	Getting More Pop
GMT	Greenwich Mean Time
GMTA	Great Minds Think Alike
GTG	Got To Go
GTGB	Got To Go Bye
GTSU	Glad To See You
GTSY	Glad To See You
GW	Good Witch
HABO	Have A Better One
HAGN	Have a Good Night
HAGO	Have A Good One
HAK	Hug And Kiss
HATM	Howling At The Moon
HAWU	Hello All, What's Up?
HB	Honey Bear
HCIERY	How Can I Ever Repay You
HHB	Hello Honey Bunny
HHIS	Hanging Head In Shame
HI.	Hawaii
HP	Homepage
HRY	How R You
HTY	Hugs To You
HWY	Highway
HWY.	Highway
I.E.	That Is
IANAL	I Am Not A Lawyer
IANALBIPOOTV	I Am Not A Lawyer But I Play One On TV
IANALBIPOTV	I am Not A Lawyer But I Play One on TV
IAW	In Another Window
IAY	I Adore You
IAYT	I Adore You Too
IB	I'm Back
IC	In Character
ICBW	It Could Be Worse
ICCL	I Could Care Less

ICMP	Internet Control Message Protocol
IDK	I Don't Know
IDTS	I Don't Think So
IGP	I Gotta Pee
IHARIMT	I Have A Rumbly In My Tumbly
IIS	Internet Information Server
IJASKAW	I'd Just As Soon Kiss A Wookie
ILU	I Love You
ILU2	I Love You Too
ILUL	I Love You Lots
ILUT	I Love You Too
ILY	I Love You
ILY2	I Love You Too
ILYL	I Love You Lots
ILYT	I Love You Too
IMHO	In My Humble Opinion
IMNSHO	In My Not So Humble Opinion
IMO	In My Opinion
IMY	I Miss You
INC	Incorporated
INC.	Incorporated
IOL	Information Overload
IRL	In Real Life
IRMC	I Rest My Case
IRT	In Real Time
ISP	Internet Service
ITB	It's The Bomb
ITMOHE	If The Monitor Only Had Eyes
IUSS	If You Say So
IW	It's Worse
IWALU	I Will Always Love You
IWALY	I Will Always Love You
IWMU	I Will Miss You
IWMY	I Will Miss You
IWYWH	I Wish You Were Here
IYD	In Your Dreams
IYKWIM	If You Know What I Mean
IYO	In Your Opinion
IYSS	If You Say So
JADB	Just Another Drive By
JAS	Just A Sec
JB	Juke Box
JCVD	Jean Claude Van Damme
JJA	Just Joking Around
JK	Just Kidding
JMHO	Just My Humble Opinion
JMO	Just My Opinion
JOTL	Joy Of The Lord
JTLUK	Just To Let you Know
JTLYK	Just To Let You Know
JTUMLTk	Just Thought You Might Like To Know
JTYMLTK	Just Thought You Might Like To Know
KBD	Keyboard
KJV	King James Version

KOC	Kiss On Cheek
KOL	Kiss On Lips
KOTC	Kiss On The Cheek
KOTFH	Kiss On The ForeHead
KOTH	Kiss On The Hand
KOTL	Kiss On The Lips
KTF	Keep The Faith
KTFL	Keep The Lord First
LB	Pound
LB.	Pound
LBS	Pounds
LBS.	Pounds
LDTO	Let's Ditch This One
LDWPKOL	Long Deep Wet Passionate Kiss On The Lips
LHM	Lord Help Me
LHO	Laughing Head Off
LHU	Lord Help Us
LMAO	Laughing My Booty Off
LMC	Let Me Check
LOFLOL	Lying On the Floor Laughing Out Loud
LOL	Hee hee hee hee
LOLRTPP	Laughing Out Load Ready To Pee Pants
LOTFLOL	Laying On The Floor Laughing Out Loud
LSHIAPM	Laughing So Hard I Almost Peed Myself
LSHICT	Laughing So Hard I Can't Type
LSHIH	Laughing So Hard It Hurts
LSHMBH	Laughing So Hard My Belly Hurts
LSHMSH	Laughing So Hard My Sides Hurt
LSKOL	Long Slow Kiss On the Lips
LSKOTL	Long Slow Kiss On The Lips
LTM	Laughing To Myself
LTMS	Laughing To MySelf
LTNS	Long Time No See
LTS	Laughing To Self
LUAC	Lighting Up A Cigarette
LUWAMH	Love You With all My Heart
LY	Love Ya
LYLAB	Love You Like A Brother
LYLAS	Love You Like A Sister
LYMY	Love You Miss You
LYWAMH	Love You With All My Heart
MD.	Maryland
MDT	Mountain Daylight Time
MFG	Manufacturing
MFG.	Manufacturing
MI.	Michigan
MIA	Missing In Action
MJF	Michael J. Fox
MM	MultiMedia
MNC	Mother Nature Calls
MP	Military Police
MPH	Miles Per Hour
MSN	Microsoft Network
MST	Mountain Standard Time

MT	My Time
NASV	New American Standard Version
NC	North Carolina
NCTO	Now Cut That Out
NGT	Not Going There
NH	New Hampshire
NIITB	Nip It In The Bud
NIV	New International Version
NJ	New Jersey
NKJV	New King James Version
NM	New Mexico
NMH	Not Much Here
NNIAH	Not Now I Have A Headache
NP	No Problem
NRN	No Response Necessary
NS	Netscape
NSD	Never Say Die
NSW	New South Wales
NTFL	No Time For Love
NTP	Need To Pee
NU	New Users
NV	Nevada
NW	No Way
NY	New York
NZ	New Zealand
OB	Oh Baby
OD	Over Drive
OJT	On the Job Training
OLL	Only Laughing a Little
OMB	On My Back
OMG	Oh My God
OO	Over and Out
OOC	Out Of Character
OOTD	One Of These Days
OS	Operating System
OTOH	On The Other Hand
OTTOMH	Off The Top Of My Head
PC	Personal Computer
PDQ	Pretty Darn Quick
PDS	Please Don't Shout
PDT	Pacific Daylight Saving Time
PEBCAK	Problem Exists Between Chair And Keyboard
PEBCK	Problem Exists Between Chair and Keyboard
PIC	Picture
PKG	Package
PKG.	Package
PKOC	Passionate Kiss On the Cheek
PKOL	Passionate Kiss On the Lips
PLS	Please
PLZ	Please
PMFI	Problem Magically Fixed Itself
PMFJI	Pardon Me For Jumping In
PML	Page Me Later
POAHF	Put On A Happy Face

PPL	People
PST	Pacific Standard Time
PTL	Praise The Lord
PTLAPTA	Praise The Lord And Pass The Ammunition
PW	PowWow
PXT	Please Explain That
QT	Cutie
RA	Red Alert
RAS	Running Around Screaming
RBAY	Right Back At You
RI	Rhode Island
RL	Real Life
RME	Rolling My Eyes
RMH	Real Manly Hug
ROF	Rolling On the Floor
ROFL	Rolling On the Floor Laughing
ROFLAPMP	Rolling On the Floor Laughing And Peeing My Pants
ROFLOL	Rolling On the Floor Laughing Out Loud
ROFUTS	Rolling On Floor Unable To Speak
ROGLOL	Rolling On the Ground Laughing Out Loud
ROTF	Rolling On The Floor
ROTFL	Rolling On The Floor Laughing
ROTFLOL	Rolling On The Floor Laughing Out Loud
ROTFLSTC	Rolling On The Floor Laughing Scaring The Cat
ROTFLSTCIIHO	Rolling On The Floor Scaring The Cat If I Had One
ROTGLOL	Rolling On The Ground Laughing Out Loud
RPG	Role Playing Games
RT	Real Time
RYL	Read You Later
SBD	Silent But Deadly
SEG	Seductively Evil Grin
SETE	Smiling Ear To Ear
SGI	Silicon Graphic
SHID	Slaps Head In Disgust
SKOTC	Soft Kiss On The Cheek
SMHID	Scratching My Head In Disbelief
SNAFU	Situation Normal, All Fouled Up
SOI	State Of Insanity
SOL	Simply Out of Luck
SOP	Standard Operating Procedure
SOS	SomeOne Special
SOT	Short Of Time
SOTMG	Short Of Time Must Go
SP	Sweetie Pie
SPST	Same Place Same Time
SS	Smiles
SSDD Same	Stuff Different Day
STBID	SomeTime Before I Die
SUITM	See You In The Morning
SUL	See You Later
SUP	What's Up?
SUPERCA	SUPERCalifragilisticexpealidocious
SUS	See You Soon
SWAK	Sealed With A Kiss

SYITM	See You In The Morning
SYL	See You Later
SYUTH	Smack You Upside The Head
SYWWTBY	See Ya Wouldn't Want To Be Ya
TABA	Throws A Beer At
TC	Take Care
TEINAFIA	The Emperor Is Not As Forgiving As I Am
THNX	Thanks
THX	Thanks
TIA	Thanks In Advance
TIAFIMS	There Is A Fly In My Soup
TIIC	Those Idiots In Control
TKS	Thanks
TLC	Tender Loving Care
TLK	Tender Loving Kiss
TMSD	Tiny Minds Seldom Differ
TMWFI	Take My Word For It
TN	Tennessee
TN.	Tennessee
TNX	Thank you
TPI	Tuned Port Injection
TPTB	The Powers That Be
TTBOTW	Throw The 'Bot Out The Window
TTFN	Ta Ta For Now
TTS	Text - to - Speech
TTTT	These Things Take Time
TTYL	Talk To Ya Later
TTYS	Talk To You Soon
TVB	Top Versus Bottom
TVI	Tribal Voice
TWT	Time Will Tell
TX	Texas
TXS	Thanks
TY	Thank You
TYT	Take Your Time
TYVM	Thank You Very Much
UGTBK	You've Got To Be Kidding
UIN	U.I.N. (Note: This is an abbreviation for Universal Identification Number)
UNT	Until Next Time
UTFL	Use The Force Luke
VA	Virginia
VBG	Very Big Grin
VDPKOL	Very Deep Passionate Kiss On the Lips
VDWPKOL	Very Deep Wet Passionate Kiss On the Lips
VF	Very Funny
VM	Voice Message
WAM	Wait A Minute
WAYF	Where Are You From
WB	Welcome Back
WBRB	Won't Be Right Back
WC	Water Closet
WEG	Wicked Evil Grin
WFHC	What For How Come
WFR	Waiting For Reply

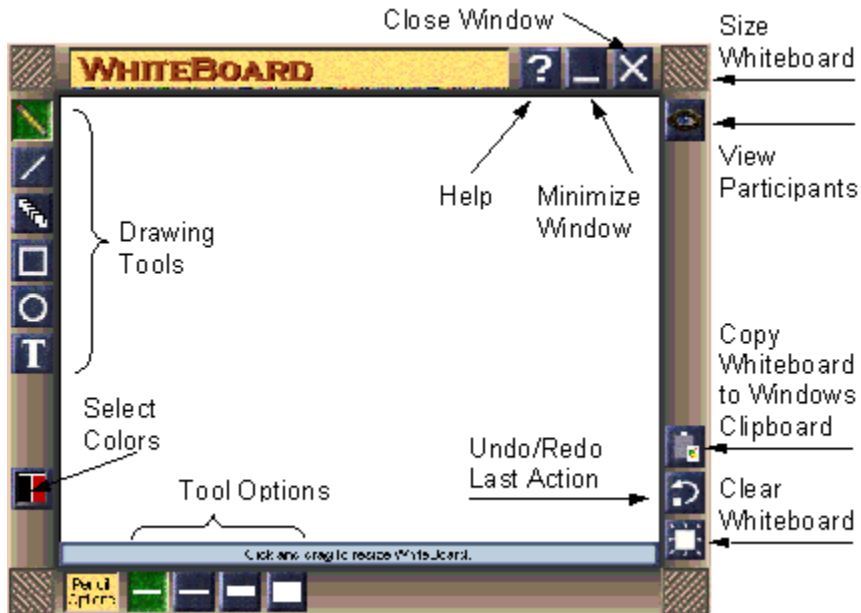
WMPLOL	Wet My Pants Laughing Out Loud
WPKOL	Wet Passionate Kiss On the Lips
WSDMU	We Sure Did Miss you
WTB	Where's The Beef
WTG	Way To Go
WTH	What The Heck
WTMPI	Way Too Much Personal Information
WTV	Watching TV
WUC	Why You Cry
WUWT	What's Up With That?
WWA	Waiting With Anticipation
WWJD	What Would Jesus Do?
WWW	World Wide Web
WWYC	Write When You Can
WY	Wyoming
WYC	Why You Cry
WYM	What You Mean
WYSIWYG	What You See Is What You Get
XFER	Transfer
XING	Crossing
XMAS	Christmas
XO	Hugs and Kisses
XTRA	EXTRA
YBIC	Your Brother in Christ
YBS	You'll Be Sorry
YDKTPOTDS	You Don't Know The Power Of The Dark Side
YG	Young Gentleman
YGB	You Go Boy
YGBKM	You Gotta Be Kidding Me
YGG	You Go Girl
YGTBK	You Got To Be Kidding
YIAH	Yes I Am Here
YL	Young Lady
YLYSC	You're Lucky You're So Cute
YM	Young Man
YSIC	Your Sister in Christ
YT	Yours Truly
YW	You're Welcome
YYSSLIBTO	Yeah Yeah Sure Sure Like I Believe That One
YYSSW	Yeah Yeah Sure Sure Whatever
ZA	South Africa

Whiteboard topics

Whiteboard Controls

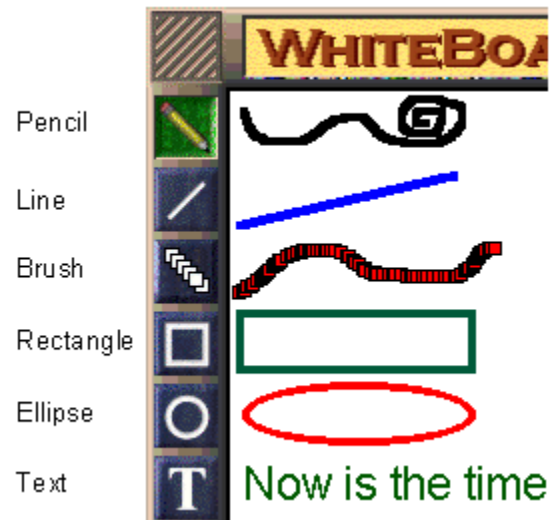
Note: The only way for participants' Whiteboards to be out of synchronization is if one or more people joined the Whiteboard session after another participant had started a drawing.

The Whiteboard has controls in all four borders. Click [here](#) or the applicable area on this picture for more information.



Drawing Tools

The Drawing Tools selectors provide the basic drawing functions. **Click** on a tool icon or name for more information.



Click one of these topics for additional information:

[Color Selection](#)

[Miscellaneous Controls](#)

[Tip](#)

Color Selection

When you click the Color Selector, a fly-out menu displays the colors from which you can choose.



Foreground Color

To select the foreground color:

1. Left-click the Color Selector.
2. Hold the mouse button and move the pointer to the desired color.
3. Release the mouse button.

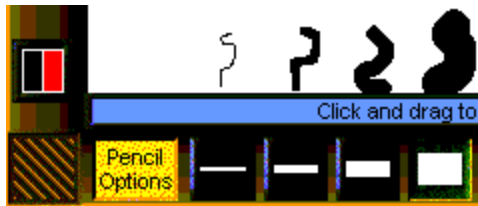
Background (Fill) Color

To select the background color:

1. Right-click the Color Selector.
2. Hold the mouse button and move the pointer to the desired color.
3. Release the mouse button.

Pencil (Freehand) Tool

The Pencil tool is a free form drawing tool. To draw with the Pencil click and hold the left mouse button. You can change the width of the pencil by clicking the Pencil Options at the bottom of the Whiteboard window.

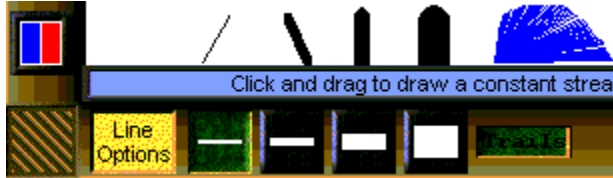


Line Tool

The Line tool is a point-to-point drawing tool. To draw a line:

1. Move the cursor to where you wish to start the line.
2. Click and hold the left mouse button.
3. Move the cursor to where you wish the line to end.
4. Release the mouse button.

You can change the width of the line by clicking on the Line Options at the bottom of the Whiteboard window. You also can draw a constant stream of lines from the starting point by turning Trails on and off via the **Trails** button.



Brush Tool

The Brush tool lets you draw a constant stream of brush shapes. To draw brush shapes, click the mouse button. You can create trails by holding down the mouse button while moving the pointer. To pick a brush, click the desired shape from the Brush Options at the bottom of the Whiteboard window.



Rectangle Tool

Use the Rectangle tool to draw rectangular shapes. To make a rectangular shape:

1. Move the cursor to where you wish to start the shape.
2. Click and hold the mouse button.
3. Move the cursor to where you wish the shape to end.
4. Release the mouse button.

You can change the width of the frame around the shape by clicking the Shape Options at the bottom of the Whiteboard window.

To fill rectangles with the opposite color of what you are currently using click the **Fill** button. You can also draw a constant stream of rectangles from the starting point by turning Trails on and off via the **Trails** button.

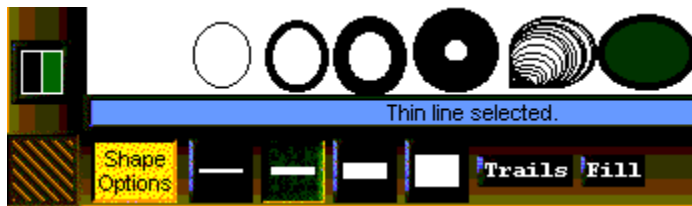


Ellipse Tool

Use the Ellipse tool to draw oval and circular shapes. To make an elliptical shape:

1. Move the cursor to where you wish to start the shape.
2. Click and hold the mouse button.
3. Move the cursor to where you wish the shape to end.
4. Release the mouse button.

You can change the width of the frame around the shape by clicking the Shape Options at the bottom of the Whiteboard window. To fill ellipses with the opposite color of what you are currently using click the **Fill** button. You can draw a constant stream of ellipses from the starting point by turning Trails on and off via the **Trails** button.



Text Tool

Use the Text tool to add text or characters. To insert text:

1. Select the font, size, and style of text you wish to insert.
2. Position the cursor where you want to start the text and click the mouse button.
3. Begin typing.

The Backspace key erases the character to the left of the cursor.

The Enter key inserts a new line below what you have typed. You cannot change text after you have pressed the Enter key.

Note: You cannot mix fonts, styles, colors and sizes within the same text line. As soon as you click an option, the current text entry is terminated.



Fill Selection

When you click the Fill button, text appears in the selected foreground color on a background of the background color.

Font Selection

When you click the Font button, this menu is displayed:



Move the cursor to highlight the font you want to use and release the mouse button.

Note: If you select the Wingdings symbol font, you can click the Show Key button to display a character map. This launches the Windows CHARMAP.EXE program.

Size Selection

When you click the Size button, this menu is displayed:



Move the cursor to highlight the size you want to use and release the mouse button.

Style Selection

When you click the Style button, this menu is displayed:



Move the cursor to highlight the style you want to use and release the mouse button.

Miscellaneous Controls

These controls are located at the top and the right borders of the Whiteboard.

Help

Displays the online Help.

Minimize

Minimize the Whiteboard.

Close

Close the Whiteboard on your system. This does not affect any other people who may be participating on this Whiteboard.

Display List of Participants

Click this button to display a list of all people participating on this Whiteboard.

Size

Click and drag a corner of the Whiteboard to change its size.

Copy to Clipboard

Click to copy the entire contents of your Whiteboard display to the Windows Clipboard. From there, you can paste the bitmap into any other applicable program.

Undo / Redo Last Action

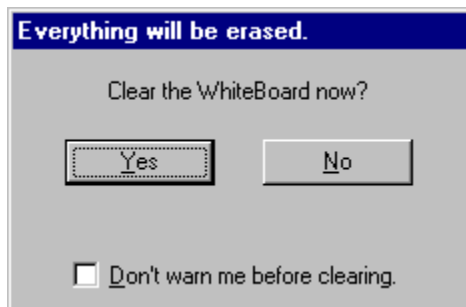
The Undo/Redo tool allows you to remove the last item you added to the Whiteboard. If you have removed an item, clicking the button a second time will add it back. The undo will not remove your last item if more than 15 items have been drawn since then by other Whiteboard users. **Note:** This feature affects your display and the displays of all other participants.

Clear Whiteboard

The Clear tool clears the contents of the Whiteboard, using [colors](#) if you choose.

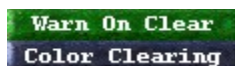
Important: This clears not only your display of the Whiteboard, but the displays of all other participants.

When you click the Clear tool, you will be asked if you wish to clear the Whiteboard:



If you check `Don't warn me before clearing`, you will not be prompted again to clear the Whiteboard in this session.

If you click and hold the mouse button on the Clear tool, a menu is displayed which lets you turn warn-before-clearing back on and clear the screen using the current set of colors.



Color Clearing

When you activate this option and then left-click the Clear Screen button, the screen color changes to that of the foreground color. If the background color is different, the Whiteboard screen will have a border of the background color.



If you right-click the Clear Screen button, the screen will be cleared using the background color. If the foreground color is different, the Whiteboard screen will have a border of the foreground color.



Tip

By holding down the Control key, you can start the drawing outside of the normal Whiteboard drawing area. Use this, for example, to anchor a set of Trailed lines somewhere off the displayed drawing surface.

Example



This example was created the normal way:

1. Select the Line tool.
2. Select Trails.
3. Click in the upper left corner of the display area.
4. Hold the mouse button and drag to the upper right corner.
5. Drag diagonally to the lower left corner.
6. Release the mouse button.



This example was created using the Control key and starting outside the display area:

1. Select the Line tool.
2. Select Trails.
3. Press and hold the Control key.
4. Click in the upper left corner of the Whiteboard border.
5. Hold the mouse button and drag to the upper right corner of the border.
6. Drag diagonally to the lower left corner.
7. Release the mouse button.
8. Release the Control key.

Real-time Chat (Personal Communicator Window). Default window: Controls/What You See.

Personal Communicator

The Personal Communicator window is your tool for point-to-point communications with up to eight other people. Each participant has his or her own "pane" in the Personal Communicator window, and each pane has its own set of controls.

The Personal Communicator window is activated when:

- You send a PowWow (chat) request to a person and he or she accepts it
- Someone sends you a PowWow request which you accept

Some functions are exclusive to the Personal Communicator window. These include:

- [Send File](#)
- [Sound](#)
- [Whiteboard](#)

The Personal Communicator window has four sets of controls. In addition to the normal menus, it has a:

- [General button bar](#)
- [Button bar for each pane](#)
- [Participant menu](#)
- [Personal Communicator menus](#)

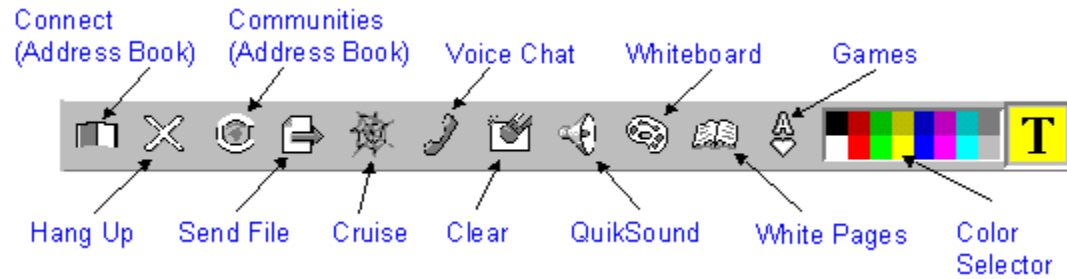
The following shows the Personal Communicator window with three participants:



General Button Bar

These are the controls on the Button bar. Notice that, as your cursor passes over an icon, it becomes a colored button.

Click on an area of this graphic for quick information.

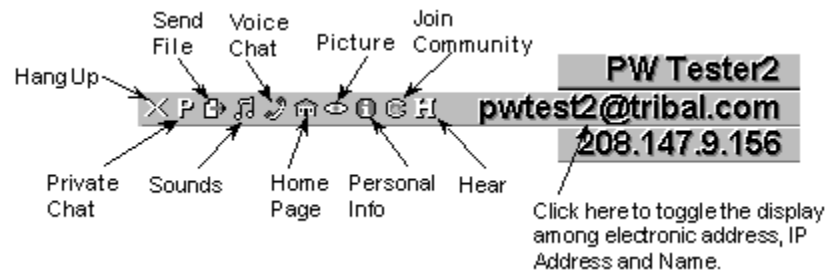


Pane Control Buttons

These are the controls on each participant's pane. Notice that, as your cursor passes over an icon, it becomes a colored button.

Also note that the icons are generated dynamically and depend on what the person with whom you're chatting has configured. For instance, if the person does not have a Home Page, that icon will not be displayed.

Click on an area of this graphic for quick information.



Personal Communicator Menus

When you share a PowWow connection with a Buddy, you can use the buttons and menus in the Personal Communicator to do much more than type!

[Chat](#)

[Edit](#)

[Configuration](#)

[Utilities](#)

[Window](#)

[Help](#)

[Personal Communicator Button Bar](#)

Chat Menu

Frequent Outgoing Pages

This option displays a list of people you often send chat requests. It is available from the Address Book button in the Buddy window or the Chat menu in the Personal Communicator.

Clicking on an entry sends a chat request to the person you selected.

Recent Incoming Pages

This option displays a list of people who have recently sent you chat requests. It is available from the Address Book button in the Buddy window or the Chat menu in the Personal Communicator.

Clicking on an entry sends a chat request to the person you selected.

Buddies Currently Online

This option displays the Buddy window so you can see which Buddies are currently on the Internet and using the application.

Find Online Users

This option is available from the Buddy List menu or the Chat menu in the Personal Communicator.

Select this option to start your browser and open the White Pages.

Add Current Connections

You can add the address(es) of the person(s) you are chatting with to your address book by selecting **Chat => Add Current Connections** from the Personal Communicator menu. If you are chatting with more than one person, you will be prompted to select which person(s) to add to your Address Book. Selecting "All" adds everyone.

View Answering Machine

Select this option to display your messages.

When you're in this dialog, you can

- Reply to the selected message
- Delete the selected message
- Delete all messages
- Send a Real-time Chat request to a message sender

When the Answering Machine is on, the icon in the lower-right hand corner of the application window is green. The icon is red when the Answering Machine is off.

If you are away from your computer and would like to display a message when people try to contact you, turn on the Answering Machine. When other users attempt to contact you, they see the message you have configured under [Answering Machine](#) Preferences and can leave a message on your Answering Machine. Once the other end has acknowledged your message, the connection is closed.

Chat Menu

[Frequent Outgoing Pages](#)

[Recent Incoming Pages](#)

[Buddies Currently Online](#)

[Find Online Users](#)

[Answering Machine](#)

[Private](#)

[Hang Up](#)

Edit Menu

Paste
Erase All

Private Chat

You can chat with someone privately, so that what you type is sent only to that person. If you select more than one person for a Private Chat, your messages are sent to each person you have selected.

Note: Unless your buddies want their responses to you to be visible to everybody in the Real-time Chat session, they each must select you for a Private Chat.

When you select this option, if you're chatting with more than one person, you will be prompted to specify the person with whom to chat privately.

You also can click the Private button on the person's Personal Communicator pane.

When someone has selected you for a Private Chat, the notation Private Begin...appears at the beginning of that person's text. When the person turns off Private Chat addressed to you, the notation ...Private End is displayed.

Hang Up

Select Hang Up to stop chatting and close all file-transfer and cruise connections. When you are chatting with more than one person and click Hang Up, you are asked to select someone to disconnect from. Select 'All' to disconnect from everyone.

You also can click the Hang Up button on the main button bar or on a Buddy's pane in the Personal Communicator.

Close Personal Communicator

Selecting this option closes the Personal Communicator window **AND** all active sessions.

Edit Menu

Paste

Pastes the text from the clipboard into the chat window.

Erase All

Selecting this option clears all the text in the send and receive windows. The cursor moves to the top left corner of the send window so you can type your next message.

Pressing the Escape key also clears the window.

User Menu

Preferences

Select this option to update your configuration and to enter or update your user information.

[Preferences: User Info](#)

Add New User

Use this option to add a new user account to your application. A new dialog asks you for the minimum information necessary to create a new user.

Important: If you will host a Community, you should create a **unique** User identity which will be used **only** as the address for the Community if you will be logging into PowWow **simultaneously** from multiple locations. If you start a Community using your normal electronic address and then log in from another computer using that same address, the registration server will update the IP address associated with that electronic address. In effect, your Community will no longer exist and people will not be able to join it.

[How to set up a new account](#)

Change Current User

Select this option to change the current user account to a different, existing account. A new dialog will be displayed. [Change Current User Window](#)

Important: If you change your identity while you're in a Community, your new information will not appear to the other users. You must **exit** the Community and rejoin it before your new screen name and personal information are seen.

To add a new user account, select [Add New User](#).

[How to set up a new account](#)

Change Current User Window

This dialog lists all the user accounts on your computer. Select an account and click the OK button, or double-click the account entry.

OK

Click OK to confirm the account you have selected.

Important: If you change your identity while you're in a Community, your new information will not appear to the other users. You must **exit** the Community and rejoin it before your new screen name and personal information are seen.

Cancel

Click Cancel to close the window without changing accounts.

Delete User

Select this menu item to remove an account. A confirmation dialog displays.

[Delete User Window](#)

Delete User Window

This dialog lists all the user accounts you have created except the original account, which you **cannot** delete. The tile bar shows the name of the active account. Simply click the user name you want to delete, and then click the OK button.

Click Cancel to close the window without deleting an account.

Utilities menu

Send File

When you are in the Personal Communicator window, you can send a file (for example, a picture or a document) to a person you're chatting with. This works a lot like attaching a file to an e-mail message.

1. Establish a Real-time Chat connection with someone.
2. Select Send File from the Utilities menu.
3. A dialog box appears asking you to pick the file you wish to send.
4. Highlight the file you want to send, and select Open.
5. The other person receives your file transfer request. When they accept it, the file is sent to their computer.

Web Cruising

When you are chatting in real time, use this option to lead a group through the Web with your browser. For Web cruising to be available, two or more people must share a Real-time Chat connection.

Sounds

This feature sends the command to play a .WAV file on a Buddy's computer.

[Play Sounds](#)

Add New Sound

For your Buddies to hear sounds you play on your computer, you must send them the sound files, and the file names must be the same on each computer. Use Send File to send sound files, or the Transfer function in the QuikSound dialog. Remember, you need a Windows-compatible sound card for all sound and voice features.

To add sounds to the application

1. Select Sounds from the Utilities menu.
2. Select Add New Sounds.
3. Enter the Sound I.D., the Sound Path, and the Filename for the sound.

The Sound I.D. is the description of the sound that appears in the application and identifies the .WAV file to play. The Sound I.D. can be up to 20 characters long, in any combination of alphanumeric characters, punctuation marks and spaces.

The Sound Path and Filename entry tells the application the name and location of the .WAV file on your system. If no path is specified, the application searches the application directory and then the environment path for the .WAV file.

Troubleshooting Sound Problems

- Have you recently moved your .WAV files to a different place?

The application looks for .WAV files in the directory specified under Preferences: Files and Directories in the Sound File Directory field. If you have moved your .WAV files to a different directory, you need to change this setting.

If you have changed the specified directory, move the .WAV files to it to play them.

- Have you installed the application to a different directory from the one used in a previous installation?

If you install the application to different directories, sounds will only be installed correctly for the first installation. To fix this, correct the directory specified under Preferences: Files and Directories in the Sound File Directory field in each copy of the application.

- Have you used the Sound Installer?

The Sound Installer was designed for use with 16-bit Windows (Windows 3.1), which is no longer supported. The Sound Installer's functionality has been built into this version of the application. To add a Sound Installer File (SIF), drag it from Explorer onto the QuikSound slider bar.

- To fix sounds that aren't working:

1. Open the QuikSound slider bar.
2. Right-click any sound that is not working and choose Remove. The sound will be removed from the slider bar.
3. Open Explorer or Find Files and locate the .WAV files to install.
4. Select (drag) them from Explorer (or Find Files) into QuikSound. You will be prompted for a description of each sound.

Macros

Use this option to define macros (text strings) which can be assigned to the function keys (F1 through F12) and "played" within the Personal Communicator chat window:

1. Select the key you wish to define a macro for.
2. Enter a Macro Label to identify your macro. This label will appear in the macros menu.
3. Enter the Macro Definition. This will be sent whenever you select this macro from the Macros menu or press the associated key. The Macro Definition accepts up to **256** characters and spaces.

To find out what this macro will sound like when spoken through Text-to-Speech, you can press the Test Speech button and the current Macro Definition will be spoken.

The Allow Spoken Macros from Others option enables or disables others from being able to have their macros spoken on your machine. If this option is enabled, a macro that is sent by others who have the [Speak Macros](#) option turned on would be spoken instead of displayed. If this option is disabled, all macros received will be displayed as text and not spoken.

Macro Definition

Choose this option to assign macros to the function keys.

Speak Macros

This reads the macro through the application's built-in speech synthesizer, if the people you are chatting with have their system set to allow spoken macros.

Hear All

Select this option to turn on the Text-to-Speech function for all your chat sessions. Every message you receive will be processed by the Text-to-Speech function. **Note:** The text-to-speech converter recognizes certain abbreviations which you can type and which will be spoken correctly. Click [here](#) to see the list of abbreviations.

Whiteboard

The Whiteboard lets you draw, by yourself or collaborating with other people you are chatting with in real time.

To begin drawing, click the Whiteboard button or Utilities and select Whiteboard from the Personal Communicator menu.

When you start a Whiteboard session, the Whiteboard window appears. Each side of the Whiteboard window contains tools:

- The left side contains the Drawing, Text and Color Tools
- The bottom shows the options for the Drawing, Text and Color tools
- The right side contains the Image Options.
- The top contains the Whiteboard Image Options.
- At each corner is a gadget with diagonal lines. Click and drag on this gadget to resize the Whiteboard window.

Between the drawing window and the bottom set of tools is a Help Bar. The Help Bar describes each tool in the application as you move the cursor over it.

Install New Plugin

This option is not yet enabled.

Window Menu

Window Menu

Always On Top

Always on Top

Selecting Always on Top forces the Personal Communicator window to display on top of all other windows on your desktop. That is, it always will remain in the foreground. By default, this option is off.

Help Menu

System Information

When you select this Help Menu option, a window displays important information about your system:
This information is particularly useful if you have a technical support question. (For instance, this is the place to find your IP Address.) Simply click the Copy to Clipboard button and paste the information into a message to the support staff.

About

Select this option to display version information.

Technical Support

This option opens your browser and displays your service provider's Technical Support Web page.

Colors

Set Colors in the Personal Communicator Window

You can change the colors that are used by your Personal Communicator window and appear in other people's Personal Communicator windows.

To do this:

1. Open your Personal Communicator window. **Note:** You may have to make the window wider to see the color selector.
2. Using the color selector, left-click the color you want to use as your foreground color and right-click the color to use as the background. The combination is shown to the right.

This color combination will be used by your pane (the top one) in your Personal Communicator window and in your pane in someone else's Personal Communicator window.

There are some exceptions to how colors work. Please check the [Runtime Options](#) description of color settings in Preferences.

Hear

When you're chatting in real time, you can turn on the Text-to-Speech feature to play a Buddy's text messages aloud. Click the Hear button on the pane for the Buddy you want to hear.

Note: The text-to-speech converter recognizes certain chat abbreviations. When you type these abbreviations, they are spoken correctly, usually as the complete phrase. Click [here](#) to see the list of abbreviations.

Private Chat

In Private Chat, what you type is sent only to the Buddy you select. You can select more than one person to receive a Private Chat. In this case, what you type will be seen by each Buddy you have designated as Private. **Note:** If your Buddy wants his or her responses to you to be private, he or she must select you for a Private Chat.

To start a Private Chat, click the Private button on the person's Personal Communicator pane.

When someone has selected you for a Private Chat, the person's text is headed `Private Begin...`. When the person turns off Private Chat mode to you, the notation `...Private End` is displayed.

Erase Window Button

This button clears all text in the window.

QuikSound Button

This button displays the QuikSound slider bar. Click to select a sound to play, or click and drag the selector bar to highlight the sound.

[How to play sounds](#)

White Pages Button

This button opens the White Pages Web site in your browser.

[How to find friends](#)

Games Button

This button opens the Board Games window.

[How to play games](#)

WhiteBoard Button

This button opens the Whiteboard.

Board Games

Select Board Games from the flyout menu for the Plugins option to open the Board Games window.

[How to play games](#)
[Games Button](#)

Voice Chat

Select this option to send a request for a voice connection to a Buddy.

[How to request a Voice Chat session](#)

User Info

If this option is displayed, it means the person you're chatting with has entered some personal information. When you click this button, the information is displayed in a separate window. (This may take a little while, depending on your connection speed.)

Toggle Send WAV Sound

If you are chatting with several people in the Personal Communicator and want to play a WAV file **only** on certain people's computers, you would select this option for each person. This toggles the QuikSound setting for each person.

To play the sound for the selected people, click the QuikSound button, or open the Utilities menu and select Sounds, then QuikSound.

[Sounds](#)

View Picture

If this icon is displayed, it means the person with whom you're conversing has a picture which you can view. When you click this button, the picture will be displayed in a separate window. (This may take a little while, depending on your connection speed.) You can save the image or just close the window.

View Home Page


If this icon is displayed, it means the person with whom you're conversing has a web page which you can view. When you click this button, your Internet browser will be started and will take you to the designated page.

Join Community

If this icon is displayed in a Personal Communicator pane, it means the person with whom you're conversing is a member or owner of at least one Community. When you click this icon, you will start the process to join whichever Community appears **first** in the person's PowWow Navigator window.

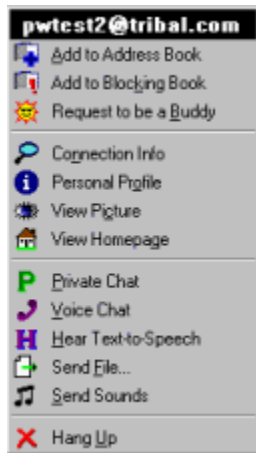
Note: If you have checked "Automatically save all connections to Address Book" in the Communities section of the [Runtime Options](#), the Community's address automatically will be placed on the Communities tab of your Address Book. This lets you easily re-join this Community at a later time.

Hint: If the registration server is not operating, you still can join a Community. To do so:

1. Page the owner of the Community.
2. When he or she accepts your PowWow request, click the Community  button on the person's pane. **If** the Community is first on the person's PowWow Navigator window, you will join that Community.

Participant Menu

When you right-click in a participant's area (a pane) of the Personal Communicator window, this menu is displayed:



You'll notice that, except for the first two options, all other selections are available on other menus or on the Pane Controls. This menu consolidates the more frequently-used operations for your convenience.

Add to Address Book

Select this option to place this person's name and electronic address in the Users tab of the Address Book.

Add to Blocking Book

Select this option to place this person's name and electronic address in the Refuse section of the Blocking Book.

Configuration Menu

[Preferences](#)

[Create New...](#)

[Change Current...](#)

[Delete...](#)

Utilities Menu

[Send File](#)

[Web Cruising](#)

[Sounds](#)

[Macros](#)

[Voice Chat](#)

[Hear](#)

[Whiteboard](#)

[Plugins](#)

White Pages

Select this button on the general button bar to start your Web browser (if necessary) and open the White Pages page at the applicable Web site.

Join A Community

This option is available on the general button bar of the Personal Communicator window.

Select this option to open the Address Book to the Communities tab. This lets you quickly select a Community and send a Join request.

Note: If you have checked "Automatically save all connections to Address Book" on the [Communities](#) tab in Preferences, the Community's address automatically will be placed on the Communities tab of your Address Book. This lets you easily re-join this Community at a later time.

Buddy Window topics. Default window: Controls/What You See.

Buddy Window

Important: This main Buddy window's appearance can be changed dynamically by the provider of this application, so it may look different than the examples provided in the Help document.

This is a consolidator for all your communication with online Buddies and with people in Communities (if the function is activated by the supplier of this application). From the Buddy window, you can communicate with people who use this service, AOL Instant Messenger (AIM), and MSN Messenger Service (MSNMS). Other products that use the PowWow technology from Tribal Voice, Inc. also work with this product.

Three Buddy Lists appear in this window: Friends, Family, and Work. You can keep track of each kind of Buddy and use the lists that suit what you're working on—or playing at. By clicking on the name of a list, you can open it to show all of its members, or close an open Buddy List.

If you have joined a Community, its name and its participants are displayed.

The icons next to each name in the Buddy Lists tell you which instant messaging service a Buddy is using and his or her online status.

[What the symbols mean](#)

[Right-click menu options](#)

[Button bar](#)

[Menus](#)

[Registration icons](#)

[Tabs](#)

[Search](#)

[Answering Machine button](#)

[Status bar](#)

See the [Add a Buddy](#) topic to learn how to add members to your Buddy Lists.

Ad Display Area

If activated by the provider of this application, advertisements will be displayed in the area between the Menu bar and the Button bar. Clicking on an ad while it's displayed will start your browser (if necessary) and open the applicable web page.

Right-Click Options

Right-click Menu Options

Access this menu by right-clicking on a person's name in the Buddy window. Note that the menu differs a little depending on if the person is on a Buddy List or is a member of a Community (if that option is active). Click on any option below for more information.

- [Send Instant Message](#)
- [Send Voice Message](#)
- [Request Voice Chat](#)
- [Send File](#)
- [Send URL](#)
- [PowWow](#)
- [Remove Buddy](#)
- [Add to / Remove from Community WatchList](#)
- [Block Buddy](#)
- [Request to be a Buddy](#)
- [Information](#)
- [View Picture](#)
- [View Homepage](#)
- [View Profile](#)
- [Invite to Try](#)
- [Select](#)
- [Drop](#)
- [Private](#)
- [Hear](#)
- [Reset All](#)
- [Moderator Options](#)

Send Instant Message

Use this option to create and send a text message directly to the person whose name you selected.

[How to send an Instant Message](#)

Send Voice Message

When you select this option, you can record a voice message to send to a person. You will need a microphone to use this feature.

[How to send an Instant Voice Message](#)

Send File

Select this option to send a file to a person.

This option is not available for AIM and MSNMS Buddies. If it is grayed out for any other person, he or she is probably using an older version of the application. To exchange files in this case, request a PowWow session. Once your PowWow connection is established, you can send and receive files.

[How to send a File](#)

Send URL

Use this option to forward an interesting URL to a person.

[Send URL to...](#)
[How to send a URL](#)

PowWow

Select this option to send a chat request to a person.

If the person accepts your request, a connection is established between you that allows you to chat in real time in a text window, character by character. Up to nine people can share a simultaneous PowWow connection.

[How to request a PowWow session](#)

Request Voice Chat

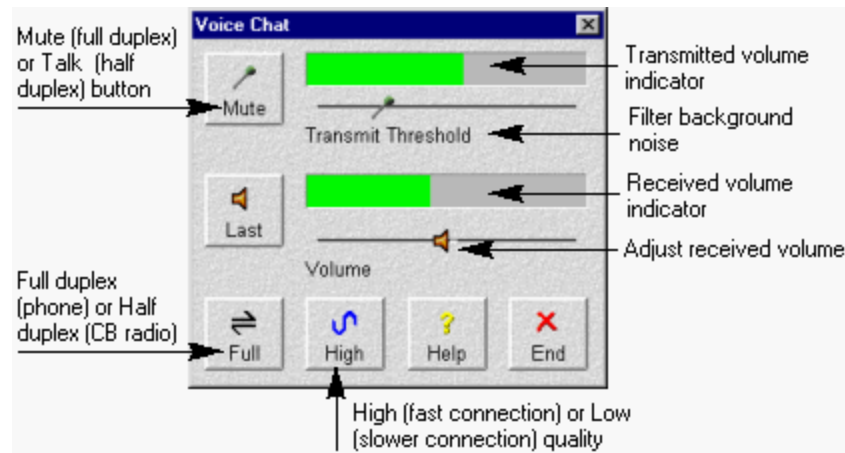
Select this option to send a request for a voice connection to a person. Remember, if you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card.

This option is not available for AIM and MSNMS Buddies. If it is grayed out for any other person, he or she is probably using an older version of the application.

[How to request a Voice Chat session](#)

Voice Chat Controls

When you have established a voice connection with another person, use the controls on this dialog to tailor the quality of the transmitted and received sounds.



Transmitted volume indicator

This is a level indicator of your outgoing volume.

Transmit Threshold

Use this to set a background noise value. Everything below the threshold (the area in red) is not sent.

Received Volume

Click and drag to change your speaker volume.

Mute

This is only visible during **full-duplex** mode. Click Mute to disable your microphone.

Talk

This is only visible during **half-duplex** mode. While it is clicked (on), you are sending your voice (just like a CB radio). To receive, you have to unclick this button.

Received

This indicates the volume level of the received sound.

Last

Click this button to replay the last voice transmission you received.

Duplex

Click here to toggle between Full and Half duplex. If your sound card won't support Full duplex, this option cannot be changed from Half duplex.

In Full duplex, you are transmitting and receiving simultaneously, just like using a telephone. In Half duplex, you can either transmit or receive but not both, as if you were using a CB radio.

Note: You may be able to achieve Full duplex support by updating your sound card drivers.

Quality

If your connections are fast and clear, you can click the switch to use High Quality. The sound data is compressed less, which results in clearer speech.

If your connections are not that good, you should select Low Quality.
The sound data is compressed more so it takes less time to transmit.
However, some quality is lost in the compression.

End

Terminate the voice connection.

Remove Buddy

Use this option to remove a name from your Buddy List. You will see a message asking you to confirm whether you want to remove the name, so it is difficult to delete a Buddy accidentally.

Once you have removed a Buddy, you will no longer be able to see that person's online status.

[How to remove a Buddy](#)

Block Buddy

Select this option so that a particular Buddy cannot contact you. Only the Buddies you block will be unable to contact you.

When you select the name of a Buddy who has been blocked, this option will display a checkmark. Select the checked option to allow that Buddy to contact you again.

When you block an MSNMS Buddy who has you on a buddy list, you will appear offline. When you block an AIM Buddy who has you on a buddy list, you will appear offline and then disappear from the list. Selecting the option again for any blocked Buddy will unblock that Buddy, and restore you to any list you were on with the correct visibility status.

[How to block a Buddy](#)
[Preferences: Blocking Book](#)

View Picture

When you select this option, the person's picture loads and appears in a window on your desktop.

[How to view a Buddy's picture](#)

[Nothing happened: Why?](#)

Save Image As

Select this option to save the current image. When you do, the standard Windows "Save As" dialog opens. The filename defaults to the person's screen name and the .jpg extension. You can change the name and the file type.

Close Picture

Click this option to close the View Picture window.

Refresh

Select this option to download the picture again without having to close the window and then select View Picture again. This is useful if the person changes his or her picture frequently during the day and you want to keep track.

Auto Refresh

When you select this option, a checkmark is placed next to item.

This starts a continuous refresh of the picture. It is useful if the person has set a digital camera to create his or her personal picture.

Select Auto Refresh again to turn it off.

View Homepage

When you select this option, the person's homepage loads and appears in your browser.

[How to view a Buddy's homepage](#)

[Nothing happened: Why?](#)

View Profile

Select this option to see the personal information the person has provided.

[How to view a Buddy's profile](#)

[Nothing happened: Why?](#)

Profile View

This screen shows any information the person has provided via the User Info and Personal Profile tabs in Preferences. You cannot change this information.

Reasons for Failed Transfer

When you request someone's Personal Profile, Picture or Home Page, you're requesting an information transfer, very much like a file transfer. Sometimes the transfer runs into problems and you'll see one of these messages in the status bar:

```
Error during [personal profile] transfer.  
Transfer of [picture file] declined by remote host [host name].  
Timeout during transfer.
```

Basically, all of these are timeout problems. That is, the delay in the connection between your computer and the other person's is so long that the software stops the transfer.

In the case of Transfer ... declined, making the request again often is successful.

In some situations, the transfer doesn't take place and no message is displayed. In general, this will be when View Picture is selected and the file on the other person's system is not available (it has been deleted or it is on a drive which is not available).

Invite to Try

This option opens a Web page that lets you specify an AIM or MSNMS Buddy's e-mail address for an invitation. The person will receive a message with the URL to download this free software, so that you can use Voice Chat, exchange files, and more.

Button Bar

Button Bar

[Add](#)

[Search](#)

[Visibility / PowWow](#)

[Friends / Join](#)

Friends / Join Button

- If the provider of this application has **not** activated the Community option, this button opens the White Pages, so you can look for people who share your interests.
- If the provider of this application **has** activated the Community option, this button opens the Communities tab of your Address Book so you can join a Community.

[How to find new friends](#)

Add Button

This button brings up the Add Buddy window.

[How to add a Buddy](#)

Search Button

This button on the main Buddy Window opens a window in which you can select a search engine (provider) and enter the search word or phrase. When you execute the search, your browser will open to the search provider's web page and will show the results of your search.

Search Dialog

Select Search Provider

Using the drop-down list, select the search provider (search engine) you would like to use.

Find

Enter the search parameters. Although each search provider has slightly different requirements, all will accept a single word (although you'll get numerous off-topic "hits") and exact phrases enclosed by double-quote marks, such as "Korean War".

Go

Click this button to start your search. The application passes the search parameters to the correct search provider, and your browser will open the correct web page and display the results.

Visibility / PowWow Button

- If the provider of this application has **not** activated the Community option, this button lets you set or change your online visibility.
- If the provider of this application **has** activated the Community option, this button lets you send a PowWow (personal chat) request to an online person.

[What the symbols mean](#)

Menus

[File](#)

[Send](#)

[Options](#)

[Web](#)

[Communities](#)

[Help](#)

Registration Icons

The icons along the top of your Buddy Lists for this service, MSN Messenger Service (MSNMS), and AOL Instant Messenger (AIM) show whether you have registered with each server. The icons are gray when you have no account for a particular service. When you have created an account for a service but have not logged on to its server, the icon for that service is red. When you log on and register with a service, its icon turns green.

Status Bar

The gray text display area at the bottom of the screen is the Status bar. This simply lists the last event processed by the application: attempted registration, accepted or declined registration, data received, and so on.

When you double-click the Status bar, the Alert Log displays. This is a longer list of the last events that have been processed, and can be very helpful to Technical Support in troubleshooting your software.

Controls topics (Menus, options, buttons), duplicated for better appearance when selected from the Index. Default window: Controls/What You See.

File Menu

File Menu

[Log On](#)

[Log Off](#)

[Close](#)

Log On

Select this option to register with the servers for each service. When you log on, your Buddy Lists are active and you can communicate with your Buddies.

Note: You will only log on to a server if you have created an account for that service.

[How to set up a new account](#)

[Log Off](#)

[Exit the Application](#)

Log Off

Select this option to log off the server. When you log off, your connections with the MSN Messenger Service and AIM servers are closed. You appear offline on other people's Buddy Lists and can't use your own Buddy Lists, but you can still use the Mini-browser and the Search function. You can also receive Instant Messages.

If you exit the application while you are logged off, you are still logged off the next time you open it. Select Log On from the File menu to register with the servers.

[Exit the Application](#)

Close

Select this option to close the application window. When the window is closed, the application **still runs** so that you can receive messages and requests. The application icon is visible on the taskbar, in the system tray.

To reopen the window, right-click the icon in your system tray and select Open. You also can use this menu to exit the application completely and disconnect from the server.

Exit the Application

To exit the application completely and close your connection, you can:

- Press **Alt+F4**, or
- Select the **Close** icon  in the upper right corner, or
- Right-click the [Tray Icon](#) and select the Exit option.

Send Menu

Send Menu

[Instant Message](#)
[Instant Voice Message](#)
[Request for Voice Chat](#)
[File](#)
[URL](#)
[PowWow](#)

Instant Message

Use this option to create and send a text message directly to the person whose name you selected.

[How to send an Instant Message](#)

Instant Voice Message

When you select this option, you can record a voice message to send to a person.

[How to send an Instant Voice Message](#)

Request for Voice Chat

Select this option to send a request for a voice connection to a person. You can talk to each other in Voice Chat just like you do on the telephone. Remember, if you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card.

This option is not available for AIM and MSNMS Buddies. If it is grayed out for any other person, he or she is probably using an older version of the application.

[How to request a Voice Chat session](#)

File

Select this option to send a file to a person.

This option is not available for AIM and MSNMS Buddies. If it is grayed out for any other person, he or she is probably using an older version of the application. To exchange files in this case, request a PowWow session. Once your PowWow connection is established, you can send and receive files.

[How to send a File](#)

URL

Use this option to forward an interesting URL to a person.

[Send URL window](#)
[How to send a URL](#)

Instant Voice Message Window

Record and send an Instant Voice Message from this window to the person you selected, or listen to an Instant Voice Message you have received. Remember, if you want to use the Voice Chat and Instant Voice Message features, your system must have a microphone and a sound card.

Sending an Instant Voice Message

Record

Click the Record button and speak into your microphone. You can record a message of up to 45 seconds.

Stop

Click the Stop button to end recording.

Preview

Click the Preview button to hear your message.

Seconds

The Seconds area displays the length of your recording. The vertical bar at the right shows the volume of your recording.

Cancel

Click Cancel to close the window and cancel the Instant Voice Message.

Send

To transmit the message, click Send.

Receiving an Instant Voice Message

From

This field displays the screen name of the sender of the current voice message.

Play

Play the message.

Stop

Stop playing. This does not erase the message and you can play it again.

Reply

Send your own Instant Voice Message to the sender.


Previous / Next

If you have received multiple Instant Voice Messages, either from one person or several, you can play selected messages using the Prev and Next buttons.

Refuse all further ...

If this box is checked, all Instant Voice Messages will be refused. This sets the Instant Voice Messages option on the [Runtime Options](#) tab in Preferences to the Refuse position.

Close

To close this window, click the System Close icon .

Important: Instant Voice Messages are stored in the computer's memory; *they are not saved to your disk*. When you close this window, **all** Instant Voice Messages are removed from memory and cannot be retrieved.

PowWow

Select this option to send a chat request to a person.

If the person accepts your request, a connection is established between you that allows you to chat with each other in real time in a text window, character by character. Up to nine people can share a simultaneous PowWow connection.

If you are in a PowWow session with several people, and send a PowWow request to a person who is also already chatting in real time, the connection may be refused automatically if the total number of people in both PowWow sessions is greater than nine.

[How to request a PowWow session](#)

Options Menu

Options Menu

[Online Visibility](#)

[Accounts](#)

[Preferences](#)

[Personal Communicator](#)

[Always On Top](#)

Online Visibility

Use these menu options to set your online status.

[Online](#)

[Away](#)

[Do Not Disturb](#)

[Invisible](#)

[Offline](#)

[What the symbols mean](#)

[How to set your online visibility](#)

Online

This is the default Buddy List visibility option. It indicates to people who have you on their Buddy Lists that you are online and available.

To access this option:

- Click the Visibility button (if it is available) on the button bar, or
- Select Online Visibility from the Options menu, or
- Right-click the application icon in your system tray.

Away

Select this visibility option to let people who have you on their Buddy Lists know that you are online but not currently available. This option also turns on your Answering Machine if it is not already active. Any messages you receive while you are away will go to your Answering Machine.

To access this option:

- Click the Visibility button (if it is available) on the button bar, or
- Select Online Visibility from the Options menu, or
- Right-click the application icon in your system tray.

Do Not Disturb

Select this visibility option to let people who have you on their Buddy Lists know that you are online but busy and would prefer not to be disturbed. This option also turns on your Answering Machine if it is not already active. Any chat requests you receive will go to your Answering Machine.

To access this option:

- Click the Visibility button (if it is available) on the button bar, or
- Select Online Visibility from the Options menu, or
- Right-click the application icon in your system tray.

Invisible

When you select this visibility option, your name will not appear on any Buddy Lists, although you will be able to see people on your Buddy List.

To access this option:

- Click the Visibility button (if it is available) on the button bar, or
- Select Online Visibility from the Options menu, or
- Right-click the application icon in your system tray.

Offline

When you select this visibility option, your Buddies cannot see you and your own Buddy List is deactivated.

To access this option:

- Click the Visibility button (if it is available) on the button bar, or
- Select Online Visibility from the Options menu, or
- Right-click the application icon in your system tray.

Accounts

[Create New...](#)

[Change...](#)

[Delete...](#)

Create New...

Select this option to add a new user account. You can add a new account for each separate user, to change your online personality, or to add additional AOL Instant Messenger or MSN Messenger Service accounts to this service.

[How to set up a new account](#)

Change...

Select this option to change the current user account. You can change the active account so a different user can log on, or to change your different online personality.

Important: If you change your identity while you're in a Community, your new information will not appear to the other users. You must **exit** the Community and rejoin it before your new screen name and personal information are seen.

[How to change the current account](#)

Delete...

Select this option, and then select an account, to delete a user account from this computer. You will be prompted to confirm the deletion.

Preferences

Select this option to update your configuration and to enter or update your [user information](#).

Personal Communicator

Select this option to open the Personal Communicator window **without** having to request a PowWow.

This lets you edit macros, use the Whiteboard and adjust your screen colors.

Always On Top

Selecting Always on Top forces this window to remain on top of all other windows on your desktop. By default, this option is off.

Answering Machine Button

Select this option to display your messages.

When you're in this dialog, you can

- Reply to the selected message
- Delete the selected message
- Delete all messages
- Send a PowWow request to a message sender

When the Answering Machine is on, the button in the lower-right hand corner of the application window displays a green light. The button displays a red light when the Answering Machine is off.

If you are away from your computer and would like to display a message when people try to contact you, turn on the Answering Machine. When other users attempt to contact you, they see the message you have configured under [Answering Machine](#) Preferences and can leave a message on your Answering Machine. Once the other end has acknowledged your message, the connection is closed.

Answering Machine

If you are away from your machine and would like the application to answer and display a message to those trying to contact you, you can turn on the Answering Machine. When the Answering Machine is on, the Answering Machine button on the Buddy window displays a green light, and the "A" in the lower-right hand corner of the Personal Communicator window turns green.

When someone attempts to contact you, they see the message you have entered under [Answering Machine Preferences](#). Once the message is acknowledged, the connection is broken.

When you're in this dialog, you can:

- Reply to the selected message
- Delete the selected message
- Delete all messages
- Send a PowWow request to a message sender

Sort Messages

Clicking the appropriate heading lets you sort the messages by Sender's name, Address, Date (actually the day of the week), Time and the Message text.

Web Menu

Web Menu

This menu is configured by the provider of this service and can change often. It may contain links to Web pages or your e-mail inbox, or let you search for other users.

Selecting any of these options will start your browser, if necessary, and open the Web page.

Communities Menu

Communities Menu

[Join](#)

[Host Your Own](#)

[Online Guide](#)

[Community Spotlight Area](#)

[Exit All](#)

Join A Community

This option is available on the Communities menu in the main Buddy window.

Select this option to open the Address Book to the Communities tab. This lets you quickly select a Community and send a Join request.

Note: If you have checked "Automatically save all connections to Address Book" in the Communities section of the [Runtime Options](#), the Community's address automatically will be placed on the Communities tab of your Address Book. This lets you easily re-join this Community at a later time.

Host Your Own Community

Note: This option is available only if your provider has enabled Communities.

Select this option to start and host your own Community. (You might think of a Community as a virtual clubhouse or conference room.) **Note:** This Community will be available only while you are connected to the Internet and running this application.

Important: If you want to host a Community and you are using **Windows 95**, the maximum number of people who can be in your Community at one time is **approximately 75**. This is a restriction imposed by Windows 95 and the TCP stack. **This is not** a restriction of this application.

Host Your Own Community

Note: This option is available only if your provider has enabled Communities.

Use this dialog to set up the required host information and to start your Community. *Each Community can have a maximum of 100 participants at any one time.*

Important: If you want to host a Community and you are using **Windows 95**, the maximum number of people who can be in your Community at one time is **approximately 75**. This is a restriction imposed by Windows 95 and the TCP stack. **This is not** a restriction of this application.

Community Address

This is the electronic address of a configured user. If you have added multiple users to your account, you can select which user will be the host.

Note: The Community Address should be a valid e-mail address.

Important: This address:

1. **Possibly should not** be the same as your normal electronic address. If the only address is **your** address and you never expect to log into PowWow from another location, go ahead and use your own address. **But**, if the only address is your address and you do expect to log into PowWow from another location, click the Add Community Address button to create a new User/Community identity.
2. **Must be unique** for each Community you host.

Please click [here](#) for an explanation of the Community Address restrictions.

Password

This is the password of the selected Community Address (user). This password was set up when the User was created. The password is displayed as asterisks.

Community's Name

If the selected address already has a Screen Name associated with it via the Preferences => [User Info](#) tab, that name will be placed in this field by default. You can change this to any Community Name you like and it will appear in this field until you change it.

Start

Click this button to start this Community. The application will present the Password Entry dialog, if necessary.

When your Community starts, it will appear in the main Buddy window along with any other Communities you may have joined.

Important: To close your Community, right-click on its name and select Exit Community.

Note: If you want to send messages to other Community members, you should Join your own Community. If you Join as a Moderator, everything you post to the general Community window (not via Instant Message) will appear in its own area at the top of everyone else's Community window.

Community Address Restrictions

For any Community you host to function correctly, please be aware of these two important **restrictions** on the Community Address:

1. Do Not Use Your Normal Electronic Address **If ...**

... you expect to log into this application **simultaneously** from multiple locations. You should create a **unique** User which will be used **only** to host a Community. If you start a Community using your normal electronic address and then log in from a different computer, the registration server will **update** the IP address which is associated with the electronic address. In effect, your Community **will no longer exist** and people will not be able to join it.

Example:

Fred's electronic address is `fred@isp8468.net` and he hosts a Community with the same address. Since both Fred and his Community are running on the same machine, both will have the same IP address. When a person wants to contact Fred or join his Community, the message is sent to the registration server which translates the `isp8468` portion of Fred's address to the numerical IP address equivalent (such as 123.45.67.890) and then forwards the message to the correct machine.

This doesn't cause any confusion because incoming messages include header information which Fred's program uses to route the messages either to Fred as a person or to Fred's Community.

With his Community up and running, Fred goes to a friend's house to admire her new computer setup. While there, he downloads and installs this application and logs in using his normal electronic address -- `fred@isp8468.net`. The registration server notices that Fred has moved to a new physical location and updates his IP address.

Anyone wanting to contact Fred still can do so because their messages are routed to the correct machine.

However, requests to join Fred's Community **also** are routed to the new location. This application receives these messages and checks to see what Communities it is running at the current location. Since Fred's Community is not running at the current location, This application reports that the Community is not active and Fred starts getting messages asking why his Community isn't in operation.

2. Use A Unique Address for Each Community

If you host multiple Communities from the **same** computer, the part of the Community Address which appears **before** the "@" sign **must be unique**.

Example:

John and Mary are racing fans who share a computer and therefore the **same IP address**. John hosts a Community named `Racing@isp1984.com` for people interested in stock car racing; Mary hosts a Community named `Racing@isp1066.com` for people interested in drag racing. Mary, an early riser, happens to start her Community first.

Later in the day, a stock car racing fan decides to join John's Community. The request goes to the registration server which:

- Finds the listing for `Racing@isp1984.com`,
- Resolves the address (`Racing@isp1984.com`) to the correct IP (machine) address (`Racing@123.45.67.890`) and
- Directs the fan's call to that address.

Arriving at the correct physical machine, the request looks through the list of active Community names, finds the listing for Racing and joins that Community. Unfortunately, it's Mary's drag racing Community. It was started first, so it appears first on the local list.

In other words, if multiple Communities share the same name on the same machine, callers will join whichever Community of that name was started **first**.

Online Community Guide

Select this option to start your browser and open the appropriate Web page. Follow the prompts to select among the types of communities available and then select a community to join.

Community Spotlight

Click a name to join the listed Community.

This list is generated dynamically by the provider of this application and is subject to change.

Exit All Communities

Select this option to exit all the Communities to which you're attached. This does not close this application.

Community Password

The owner of this Community requires you to have a password to be able to join it. Please enter the password (which is **case-sensitive**) for the Community.

Help Menu

Help Menu

[Contents](#)

[Technical Support](#)

[System Information](#)

[About](#)

Contents

This option opens the Help file to the first topic, Welcome. When you open Help from elsewhere in the application, it displays the topic for a particular area or task.

About

Select this option to see version and copyright information about the application.

System Information

When you select this Help Menu option, a window displays important information about your system:
This information is particularly useful if you have a technical support question. (For instance, this is the place to find your IP Address.) Simply click the Copy to Clipboard button and paste the information into a message to the support staff.

Technical Support

This option opens your browser and displays your service provider's Technical Support Web page.

Join

To participate in a game, highlight its name and click the Join button.

[How to play games](#)

New

To start your own game, click the New button. You will launch the Board Games Plugin. Follow the Plugin's instructions for starting a new game. Make sure you choose a unique name to identify the game to others.

[How to play games](#)

View

To watch a game, highlight its name and click the View button.

[How to play games](#)

Close

To leave the Board Games window, click the Close button.

[How to play games](#)

User Information

This option displays a person's user account address, Screen Name, and IP address.

User Information View

This screen shows the following information about the person you selected:

- Name/Handle
- Electronic address
- Chat/Messaging program used by the person
- IP Address

You can copy all this information to the Windows clipboard by clicking the Copy to Clipboard button.

Send URL to...

Edit a displayed URL or enter a new one. When your browser is open, you can click **Use Current** to enter the URL for the page you are viewing.

Click the OK button to send the message.

Add a Buddy Window

This window lets you enter new people to add to your Buddy Lists. Click on the tab for the messaging service your friend uses and complete the entries for that service.

Note: No tab will appear for a service unless you have an account with it and are logged on to the server. To add Buddies who use AIM or MSNMS to your Buddy lists, you must have an account with those services. [How to chat with Buddies who use AIM or MSNMS](#)

Screen Name

For this service and AIM, enter the Screen Name of the person you want to add.

User Name

Enter the user name of the MSNMS user you want to add. Be sure to enter this in complete address form: hisname@herdomain.com

E-mail Address

Enter the complete valid e-mail address of the person you want to add. This entry must be correct for messaging to work.

Category

Select the category for the Buddy List entry: Friends, Family, or Work.

Search for a Buddy

To add other users to your Buddy List, you must know their e-mail addresses. You can click the hyperlink to open the White Pages and search listings of registered online users.

OK

Click OK to send a Buddy request to the person you specified.

Cancel

Click cancel to close the window without adding a Buddy.

When you send a Buddy request, a temporary entry appears on your Buddy List with a gray icon. When the Buddy request is accepted, the new entry appears with the online visibility symbol for that Buddy. **Note:** You can only add someone to your Buddy List if he or she agrees to be added.

[Find New Friends](#)

[What the Symbols Mean](#)

[How to chat with Buddies who use AIM or MSNMS](#)

[How to set up a New Account](#)

[How to set up an account using your AIM screen name](#)

[How to set up an account using your MSNMS user name](#)

[How to add a Buddy](#)

New Account Information Window

Create user accounts here. Each person who uses this machine must create a separate account. Each user can have more than one user account, to use as different onscreen personalities. Each account can have one AIM account and one MSNMS account associated with it; to add additional AIM and MSNMS accounts, you must first create a separate user account here.

Screen Name

Enter the new Screen Name, your valid e-mail address, and a password. If you do not yet have a valid e-mail address, click the hyperlink to sign up for one. [Why?](#)

- Don't use the upper ASCII characters (values above 128, usually created by holding down the Alt key and entering a numeric value on the keypad); doing so will cause problems, especially with Buddy Lists.
- Don't use ALL CAPS; it is the equivalent of SHOUTING.
- Don't use odd symbols. Most symbols make information difficult to read and mark you as either very young or a computer neophyte.

E-mail Address

Enter your valid e-mail address in the complete, correct form, just as someone would to send you an e-mail message. This usually looks like: `yourname@fakeaddress.com`. If you don't enter this correctly, you will not receive any messages while you are offline; the Answering Machine will not work correctly.

You can click the globe icon to get an e-mail account.

Password

Enter the password you will use to register with the server. Your password:

- Can contain up to 64 characters **UNLESS** your service provider has specified a smaller maximum length.
- Must contain only alphanumeric characters (a-z, A-Z, 0-9). All other characters, such as `@#$$%^&*"?'+`, etc., will result in an invalid password.
- Is case sensitive: "abcdef" is not the same as "AbcdeF". Be sure to remember your password.

OK

Click OK to confirm the new account information you have entered.

Cancel

Click Cancel to close the window without creating an account.

[Sharing this software with other users](#)

[How to set up a new account](#)

[How to set up an account using your AIM screen name](#)

[How to set up an account using your MSNMS user name](#)

[How to chat with Buddies who use AIM or MSNMS](#)

Add to / Remove from Community WatchList

When you select this option, the person's name on which you've right-clicked is moved to the top of the Community's online user list and the person's icon changes to **green**. Whenever this person is online, the name will be highlighted and will be at the top of the list.

Access this option by right-clicking a user's name in the Main Buddy window.

To remove a person from your WatchList, right-click on the name and select this option again (the check mark will be removed).

Remove from Buddy List

Access this option by right-clicking a user's name in the main Buddy window.

Select this option to:

- Remove this person from your Buddy List.
- When you remove a person from your Buddy List, you will no longer be alerted when he or she is online.
- Cancel a request you started with the Request to be a Buddy option.

Request to be a Buddy

Select this option to send a request to the person that you would like to add him or her to your Buddy List (so you'll know whenever the person is online).

Access this option by right-clicking a user's name in the main Buddy window.

Note: When you select this option, the person's name is moved into your Buddy List area and the icon becomes a large question mark. To cancel the request, right-click the name again and select the Cancel Buddy Request option.

When the person receives the request, he or she will have the option of accepting the request or not.

Select

Access this option by right-clicking a user's name in the main Buddy window.

When you Select a person in the Community list, you will see **only** that person's messages in the Group Chat window. You can Select as many participants as you want.

Drop

Access this option by right-clicking a user's name in the main Buddy window.

When you Drop a participant, you will see all messages **except** those sent by the Dropped person. You can Drop as many participants as you want.

Private

Access this option by right-clicking a user's name in the main Buddy window.

When you designate someone as Private, anything you type in the general Group Chat window will be seen **only** by that person. You can designate as Private ***only one person at a time***.

Hear

Access this option by right-clicking a user's name in the main Buddy window.

Selecting Hear turns on the Text-to-Speech function for messages sent by that person.

Note: The text-to-speech converter understands certain abbreviations which you can type and which will be spoken correctly. Click [here](#) to see the list of abbreviations.

Hang Up

This option is available only if you are the Moderator or Administrator. It lets you Hang Up (disconnect) the selected participant so he or she can no longer participate in the Community.

Access this option by right-clicking a user's name in the main Buddy window and selecting the **Moderator Options** item.

To permanently block the selected individual, select the Add to Blocking Book option.

Reset All

Access this option by right-clicking a user's name in the main Buddy window.

Select this option to clear the Select, Drop, Private and Hear settings from all affected participants on your main Buddy window.

Moderator Options

This option is available only if you are a Moderator or Administrator of this Community.

Access this option by right-clicking a user's name in the main Buddy window.

When you select this option, two additional options are displayed:

[Hangup](#)

[Add to Blocking Book](#)

Add to Blocking Book

This option is available only if you are the Moderator or Administrator. It lets you add the selected participant to the Community Blocking Book so he or she can no longer access the Community.

Important: The selected person always is added to the **Refuse** section of the Blocking Book, independent of the current mode of the Blocking Book (Refuse, Accept or None). However, for refusals to be in effect, the Blocking Book **must** be in Refuse mode. Refer to the [Blocking Book](#) tab in Preferences for more information.

Access this option by right-clicking a user's name in the main Buddy window and selecting the **Moderator Options** item. Click the [Add to Blocking Book](#) option to display a new dialog.

Add to Blocking Book

The person's complete electronic address and IP address are displayed on the top lines. You can block based on these parameters by clicking the applicable radio button:

PowWow Address

This is the default blocking option. Anyone using this address will not be permitted to join this Community. Of course, the person can create a new address and try again.

IP Address

This is a good choice if you suspect that the person has a fixed IP address. However, most users are assigned dynamic IP addresses by their Internet Service Provider. That is, their IP address is different each time they connect to the ISP.

Domain Class

The person's IP address is broken into its component elements. In extreme cases, you can block entire ranges of addresses. This will work against an individual who changes his or her PowWow Address and who has a dynamic IP Address. Unfortunately, this method also may block participants who use the same ISP, and who, therefore, share part of the IP Address.

The three choices range from C, which is fairly specific, to A, which is very general and which will block **all** users of a particular ISP.

Password Entry

Please enter your password (which is **case-sensitive**). This is the password you provided when you created this particular account.

This dialog is displayed if:

- The [Save Password](#) checkbox is not checked in Preferences=>User Info

To avoid having to enter a password each time you use this identity, simply check the Save Password box.

Mini-browser topics. Crosslinks to Menus, Answering Machine button in buddywin.doc. Default window: Controls/What You See.

Mini-browser

As you select the tabs at the bottom of the Buddy window, you'll see Web pages in the application's viewing area. This area is the Mini-browser. The Mini-browser is configured by the provider of this service, and can change often. It might showcase interesting pages, give you the latest news and stock quotes, or let you hear samples from this week's hot album. Each page in the Mini-browser has a tab you select to open it. You can use the menus to handle your messaging while you are in the Mini-browser, and the tab for the Buddy window is always available.

[Tabs](#)

[Search](#)

[Menus](#)

[Registration Icons](#)

[Answering Machine Button](#)

[Status Bar](#)

Tabs

Select these tabs to view Web pages in the Mini-browser. The names and numbers of tabs may change often, as the provider of this service chooses new pages to display.

Search

Use the Search feature to find information right from the main window. Click the Search button and select a search tool from the dropdown list of available search engines. Type in your search terms and press the Enter key or click the Go button. Your default browser displays your search results.

Group Chat window

Group Chat Window

Important: Group Chat is a feature which may not be offered by your provider.

You use the Group Chat window to interact with other Community members. You can chat, play games, and read and write messages here.

Alert Log

When you double-click the bottom of the frame, a log of recent events is displayed, similar to that shown by the PowWow Navigator window.

Your Text Entry Area

When you want to participate in the discussion, enter your comments in the top window pane. To transmit your comments to the Community, press Enter or the Send button. Press Clear to erase your comments before you transmit them.

Ad Display Area

Various ads may be displayed beneath your text entry area. If you see an ad which interests you, click it. Your browser will start, if necessary, and open the appropriate Web page.

Moderator Display Area

If this is a Moderated Community, the Moderator's remarks are displayed in an upper pane separate from the normal visitors display area.

Visitors Display Area

The Visitors area displays what participants transmit. Depending on their color selections and your color selections, the text may appear in various colors. Please refer to the description of [Colors](#) in Preferences=>Runtime Options.

You can scroll back to view previous data, although the amount that is saved in the buffer is determined by the [Buffer Sizes](#) setting in Preferences=>Runtime Options.

Cruise Button

If this is a Moderated Community, the Moderator's window will have the Cruise button. He or she can click this button to start the Internet browsers on Community participants' computers and lead people on a tour of the World Wide Web.

Logging

You can save (log) all the typed activity in a Community. To toggle conversation logging on and off, click the Logging button.

Note: Logging conversations for busy Communities can use up disk space quickly.

When you select the Logging option, you'll be able to name the log file. These files default to having a .CLG extension. e.g.: MYLOG.CLG. These are plain text files which can be viewed by any word processing program or editor, including WordPad and NotePad, which are supplied with Microsoft Windows.

Hear

To toggle the speech synthesizer on and off, click the Hear button. An **[H]** will appear by everyone's name in the Group Chat window, signifying that you can hear what they type. **Note:** This application's text-to-speech converter understands certain abbreviations which you can type and which will be spoken correctly. Click [here](#) to see the list of abbreviations.

Games

Click the Games button to see a list of current games or to start your own game. Games you start can be joined or viewed by other people logged into the Community.

Bulletin Board

Click the [BBS](#) button to read and write messages in the Community's long-standing threaded-discussion message area.

Guest Book

Click the Guests button to access the Community's Guest Book, where you can review information other visitors have left and add your own.

Bulletin Board

Use the bulletin board to read and write messages in a Community. To access the bulletin board, **either**:

1. Click the **BBS** button on the Community window, or
2. Right-click the Community name and select the Bulletin Board option.

[Reading Messages](#)

[Viewing Headers](#)

[Creating Messages](#)

[Administration](#)

Reading Messages



Read the first message in the Bulletin Board.



Read the last message in the Bulletin Board.



Read the next message.



Read the previous message.



Read the next message in the thread (topic).



Read the previous message in the thread (topic).

To read a message by its number, enter the number in the Get Message by Number field and click the Retrieve button.

Viewing Headers



Retrieve and view the first 25 message headers (topics)



Retrieve and view the next twenty-five message headers.

Creating Messages



Create a new message.




Reply to the currently-selected message.



Administration

When you are the Community moderator, you can:

-  Delete messages
- Set the maximum number of messages which can be placed on the Bulletin Board

When you select the Administration menu or the Administration button, a new dialog is displayed.

Bulletin Board Administration

Max # of Messages

Messages are stored on your computer. Here you can set the maximum number of messages allowed to be posted. (Since messages really aren't that big, disk space probably is not a real issue.)

Delete Message Number

Enter the number of the message you want to delete. Click the **Delete Msg** button to delete the message(s).

Check to Delete all Messages less than

If you check this box, all lower-numbered messages also will be deleted. This is a quick way to delete blocks of old messages.

Post Message/ Reply to Message

Subject

If you're posting an original message, enter a subject in this field.

If you're replying to a message, this field will contain the current subject. You can change this.

Message

Enter the text of your message in this field.

Reply to Message Number

If you're replying to a message, that message number will appear in this field.

If you're posting an original message, you should leave this box unchecked and this field empty.

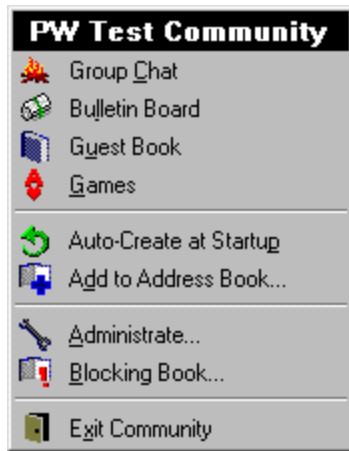
Private Message to

You can post a message which will be seen only by the person whose PowWow Address is entered in this field. The message still goes to the Community Bulletin Board, but will not show up on any other user's list. Note, however, that the Community host has full access to all messages, private or not.

**Community Menu from PowWow Navigator and menus in Group Chat window
(right-click a Community name)**

Buddy Window Community Menu

To view the options which are available within a Community, simply right-click the Community's name in the list. A menu is displayed, from which you select one of the options. **Click** the menu option for more information.



Group Chat

Select this option to display the Group Chat window.

Access this option by right-clicking a Community name in the main Buddy window.

Bulletin Board

Select this option to display the Community's Bulletin Board so you can read and post messages of interest to the members of the Community.

Access this option either by:

- Right-clicking a Community name in the main Buddy window
- Clicking the Bulletin Board button on the Group Chat window
- Selecting the Bulletin Board option from the Modules menu in the Group Chat window

Guest Book

Select this option to display the Community's Guest Book. You can sign it and leave a little information and you can read the comments other people have left.

If you find an interesting comment, you can click the PowWow Me button.

Access this option either by:

- Right-clicking a Community name in the main Buddy window
- Clicking the Guest Book button on the Group Chat window
- Selecting the Guest Book option from the Modules menu in the Group Chat window

Community Guest Book

Learn a little about other people who frequent this Community and provide some information about yourself.

The upper area lists the people who have signed the Guest Book. These names are displayed in bold-face until you select one to read.

The lower area displays the information the person has provided. If the comments interest you, click the PowWow Me button to page the person.

To leave your own comments, click the Sign button at the upper right of the window.

Sign the Guest Book

The comments form is filled-in with the same information you provided on the [Personal Profile](#) tab in Preferences. You can change any of the information or leave it as is. To post the information, click the Sign It button.

Games

Access this option either by:

- Right-clicking a Community name in the main Buddy window
- Clicking the Games button on the Group Chat window
- Selecting the Games option from the Modules menu in the Group Chat window

Select this option to open the BoardGames window.

Auto-Connect / Auto-Create at Startup

Access this option either by:

- Right-clicking a Community name in the main Buddy window
- Selecting the Auto-Connect or Auto-Create at Startup option from the Community menu in the Group Chat window

If you are a normal user, this option reads "Auto-Connect." Select this option to automatically reconnect this Community when you start PowWow.

If you are the owner of this Community, this option reads "Auto-Create." Select this option to automatically create and start this Community when you start PowWow.

Add to Address Book

If the selected Community interests you and it is not already in your Address Book, select this option to add it to your Address Book.

A [new dialog](#) displays so you can add your own information about the Community.

Access this option either by:

- Right-clicking a Community name in the main Buddy window
- Selecting the Add to Address Book option from the Community menu in the Group Chat window

Add Community to Address Book

Edit Address Book Entry

Use this dialog to add a Community to your Address Book or to edit the selected entry. Depending on how this dialog was accessed, some of these fields may be filled-in.

PowWow Address

If necessary, enter the correct address for the Community.

Topic

Enter a short description of the Community's purpose.

Comment

Enter any descriptive comments you'd like.

Auto-Connect at Startup

Check this box if you want to join this Community automatically whenever you start this application.

Exit Community

If you are a normal user, select this option to exit the Community. This does not close this application.

If you are the owner of this Community, select this option to close the Community. This does not close this application.

Access this option either by:

- Right-clicking a Community name in the main Buddy window
- Selecting the Exit Community option from the Community menu in the Group Chat window

Administrate

This option is active only if you are the owner or administrator of this Community.

Select this option to change any of the Community's parameters you set when you created the Community.

Access this option either by:

- Right-clicking a Community name in the main Buddy window
- Selecting the Administrate option from the Community menu in the Group Chat window

Blocking Book

This option is active only if you are the Moderator or Administrator of this Community.

Select this option to open the [Community Blocking Book](#). Press **F1** for help.

To access this option:

- Right-click the name of your Community in the main Buddy window

Community Blocking Book

The Community Blocking Book lets you control who can join your Community. There are three modes from which you can choose: Accept, Refuse, and None. When you change the mode, the list changes.

Comment

In Accept or Refuse mode, when you select a name from the list, any comment you entered appears here.

Current Blocking State

The modes are mutually exclusive. That is, **only one** can be in effect at a time. The restrictions take effect as soon as you click the radio button.

Accept

Only those people listed in the Address screen can join your Community. Once you are in this mode, you can Add people to the list of those who are able to join your Community.

Refuse

This is the default Blocking Book setting. People listed in the Address field cannot join your Community. If there is someone you do not want to join your Community, you can add the person's e-mail address to this list and any join requests they make will be declined automatically.

Note that anyone who is not on this list can join your Community.

None

In this mode, no one is blocked from joining your Community.

Add

The Add button is active only in Accept and Refuse modes.

When you click the Add button, a new dialog lets you enter the applicable information about the person you're placing on the Accept or Refuse list.

Edit

Select an entry on the Accept or Refuse list and click Edit to change it.

Group Chat window new menu items

Close Group Chat Window

This option is available from the Community menu of the Group Chat window.

Select this option to close the window.

Send (Text)

This option is available from the Text menu of the Group Chat window.

To transmit your comments to the Community, select this option or press Enter or click the Send button.

Clear (Text)

This option is available from the Text menu of the Group Chat window.

Select this option or click the Clear button to erase your comments before you transmit them.

Erase Window

This option is available from the Text menu of the Group Chat window.

Select this option or click the Erase button to clear all the text from the Visitors display area.

Change Color

This option is available from the Text menu of the Group Chat window.

Use this option to change the color of the text you type and which appears in the other participants' Group Chat windows.

When you select this option, a color palette opens. Click the color you want to use.

Important: You should give some consideration to how the color you select will appear on someone else's monitor. Some colors just don't show up well, such as **light yellow**. If people can't read what you type, they'll probably ignore you.

Logging

This option is available from the Utilities menu of the Group Chat window.

You can save (log) all the typed activity in a Community. To toggle conversation logging on and off, select this option or click the Logging button. **Note:** Logging conversations for busy Communities can use up disk space quickly.

When you select the Logging option, you'll be able to name the log file. These files default to having a .CLG extension. e.g.: MYLOG.CLG. These are plain text files which can be viewed by any word processing program or editor, including WordPad and NotePad, which are supplied with Microsoft Windows.

Hear All

This option is available from the Utilities menu of the Group Chat window.

To toggle the speech synthesizer on and off, select this option or click the Hear button. An **[H]** will appear by everyone's name in the Community Display window, signifying that you can hear what they type. **Note:** The text-to-speech converter understands certain abbreviations which you can type and which will be spoken correctly. Click [here](#) to see the list of abbreviations.

Cruise

This option is available from the Utilities menu of the Group Chat window.

If this is a Moderated Community, the Moderator's window will have this option active on the Utilities menu and will have the Cruise button. He or she can select this option or click the Cruise button to start the Internet browsers on Community participants' computers and lead people on a tour of the World Wide Web.

Visitor Count

If you are the Moderator of this Community, this option is available from the Utilities menu of the Group Chat window.

The Visitors counter keeps track of the number of visitors this Community has had since it was started. Select this option to reset the counter if you would like to track the number of participants who have joined during a particular time.

Address Book: Users Tab

This tab lists the addresses of people with whom you chat.

What the Symbols Mean

The symbols by an address book entry provide the following information:



The gray icon indicates a standard entry.

The orange icon indicates the person is on your Buddy List.

The eye indicates you are on the person's Buddy List.

The question mark indicates the person has sent you a Buddy Request to which you have not yet replied.

Right-Click Options

These options, which are explained below, are available by right-clicking an existing entry:



PowWow

To page someone in your Address Book, double-click the name or PowWow Address. To page someone who is not in your Address Book, enter the person's PowWow Address in the **Address** field and click the **PowWow** button or press Enter.

Edit

To change the information on someone in your Address Book, including removing them from your Buddy List or removing yourself from their Buddy List, click the **Edit** button. You will be able to edit their address, name and comment and can remove them from your Buddy List or remove yourself from their Buddy List.

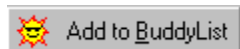
Remove

To remove someone from your Address Book, click the **Remove** button. You will be prompted to confirm the removal from your Address Book.

Buddy Status

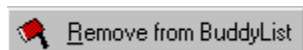
You can add a person to your Buddy List or delete yourself from someone's Buddy List by right-clicking an entry and selecting the Buddy Status option. The new options which are displayed depend on your current status.

- If the person is not on your Buddy List and you are not on the person's Buddy List, this is the option:



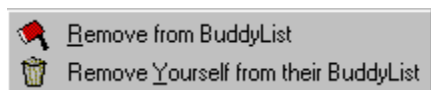
Select this option to send the person a Buddy Request.

- If the person is on your Buddy List but you are not on the person's Buddy List, this is the option:



Click this option to remove the person from your Buddy List. You will no longer receive notice when the person is online.

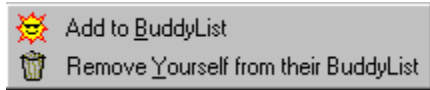
- If the person is on your Buddy List and you are on the person's Buddy List, this is the option:



Click Remove from BuddyList to remove the person from your Buddy List. You will no longer receive notice when the person is online.

Click Remove Yourself from their BuddyList to remove yourself from the other person's Buddy List. He or she will no longer receive notice when you are online.

- If the person is not on your Buddy List but you are on the person's Buddy List, this is the option:



Click Add to BuddyList to send the person a Buddy Request.

Click Remove Yourself from their BuddyList to remove yourself from the other person's Buddy List. He or she will no longer receive notice when you are online.

Add an Entry

To add someone to your Address Book, click the **Add** button and enter his or her PowWow Address, name, and a brief comment. If you wish to know when this person is running PowWow, check the **Make them a buddy** box to send him or her a Buddy Request. When finished, click **OK** to save the information, or **Cancel** to abort.

Find Online Users

To search for other people who use this application, click the **Find Online Users** button. Your browser will start and open the applicable Web page. Follow the prompts.

Close

Click this button to close your Address Book.

Add a Buddy

Add an Address Book Entry

Edit an Address Book Entry

This is a multi-use form.

Depending on how you accessed it, you can use this dialog to:

- Request to add a person to your Buddy List
- Add an entry to your Address Book
- Edit an entry in your Address Book

The following options can appear:

PowWow Address

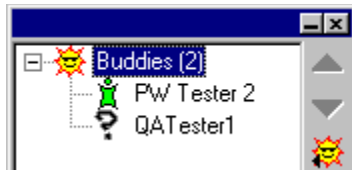
Enter the correct electronic address for the person.

Name / Handle

Enter the person's name.

Make Them a Buddy

Check this box if you want to send the Buddy Request message to the person. The person's name will be added to your Buddy List and will be identified with a question mark:



If you do not check this box, the information will be added to your Address Book but the person will not be asked to be added to your Buddy List.

Remove from Buddy List

Check this box to remove this person from your Buddy List. You will no longer be alerted when this person is online.

Remove Yourself from Their Buddy List

Check this box to remove yourself from this person's Buddy List. He or she will no longer be alerted when you are online.

Comment

Enter any additional information.

Address Book: Communities Tab

This tab lists the addresses of Communities of which you are a member.

Right-Click Options

These options, which are explained below, are available by right-clicking an existing entry:



Join

To join a Community in your Address Book, double-click its name or PowWow Address. To join a Community not in your Address Book, enter its PowWow Address in the **Address** field and click the **Join** button or press Enter.

Edit

To change information on a Community in your Address Book, highlight the name and click the **Edit** button. You will be able to edit the address, topic and comment.

Remove

To remove a Community from your Address Book, click the **Remove** button. You will be prompted to confirm its removal.

Add a Community

To add a Community to your Address Book, click the **Add** button and enter the PowWow Address and Topic for the Community. If you wish to join the Community automatically when you run this application, check the **Auto-Connect on Startup** box.

Online Community Guide

To search for a Community to join, click this button. Your browser will start and open the applicable Web page. Follow the prompts.

Click the **Close** button to close your Address Book.

Address Book: Recent Pages Tab

This tab logs the names, addresses and times people have requested a chat while this application was running on your computer.

Right-Click Options

These options, which are explained below, are available by right-clicking an existing entry:



PowWow (Page)

To return a page from someone, select this option or highlight the name and click the PowWow button, or **double-click** the name or electronic address.

To page someone who is not in your log, enter the name in the **Address** field and click this button or press Enter.

Add

To add the highlighted name to your Users tab list, select this option.

Clear Log File

Click this button to clear the list.

Find Online Users

To search for other people who use this application, click this button. Your browser will start and open the applicable Web page. Follow the prompts.

Important: A successful search requires that the person has listed him- or herself **and** is online.

General Tab

Use this tab to establish the basic parameters for this Community.

Community Address

This field is fixed and shows the address which was selected when the Community was created. This is the address which people will enter in the Address Book Communities tab to join this Community.

Community's Name

Enter a name for this Community. This will be displayed in the main Buddy window and at the top of this dialog.

Max # Users: This Community

This field is active only while this Community is running.

Important: If you want to host a Community and you are using **Windows 95**, the maximum number of people who can be in your Community at one time is **approximately 75**. This is a restriction imposed by Windows 95 and the TCP stack. **This is not a** restriction of this application.

Important: There are three parts to your Community hosting license:

1. Number of Communities you can host
2. Total number of people who can access your Communities simultaneously
3. How long the Communities can be in operation

You can set this field to the total number of simultaneous participants your combined Communities can host. This number is provided in the next field.

For example, if you have a license to host one Community and 50 participants, you can set this field to a **maximum** of 50. If you have a license to host three Communities and a total of 150 participants, you can set this field to a **maximum** of 150 for **each** Community being operated. However, when your combined Communities reach the total licensed number of participants, no new people may join any Community until a participant exits.

Normally, if you host multiple Communities, you would allocate a number less than the maximum to each Community. This allocation would avoid one Community using all your licensed participants while your other Communities could not admit anyone.

Max # Users: All Communities

While the Community is running, this field simply shows the total number of participants you are licensed to host across all the Communities you are licensed to operate. If the Community is not running, this field indicates "Unknown." This field cannot be changed.

Auto-Create Community at startup

Check this option to start this Community whenever you run this application.

Permission Tab

Use this tab to fine-tune who is allowed to join this Community and how to automatically handle certain types of unacceptable behavior. Your Community can be as free-wheeling or as autocratic as you like.

Auto-Accept Connections

If this option is not checked, the host must approve each request to enter the Community. This option can be used to screen each person wishing to join your Community, although it does mean that a Community Administrator will have to be present to approve all requests to join.

Allow Joins From

Use these two settings to determine who can join this Community. Note that if you leave both boxes unchecked, this will default to the PowWow option.

PowWow

Check this box to allow regular users to access your Community. If only this box is checked, only users who are running regular PowWow can join this Community. Users running Kid's PowWow will not be able to join.

Kid's PowWow

Check this box to allow users of Kid's PowWow to access your Community. If only this box is checked, only users who are running Kid's PowWow can join this Community. Users running regular PowWow will not be able to join.

Censor Profanity

Check this option to prevent inappropriate language in your Community. Certain words will appear with an asterisk (*) replacing certain characters.

Disconnect Profane Users

Check this box to disconnect users who use inappropriate language. This setting is significantly less forgiving than the Censor Profanity option. In this case, as soon as a person enters a word on the censor list, he or she is immediately disconnected.

Important: The word does not have to be a stand-alone; it can exist embedded in a word. For instance, typing Mississippi backwards will cause the person to be disconnected.

Require Password

You might want to use this function to restrict access to known people, such as family members if the Community is for intra-family communications, or only to members of the local model railroad club.

Check the box to require people to enter a password to access your Community. (You'll need to let people know what the password is.) This password is the same for all users who access the Community. A user joining the Community will receive this message:



Community Join Request

The person whose name and electronic address is shown would like to join your Community. (You have not enabled the [Auto-Accept Connections](#) option on the Permission tab.)

To let the person join, click Yes and then OK.

Entry Tab

The options will determine which Community functions will be started as soon as a person joins the Community, **if** the functions are enabled (refer to the [Modules tab](#)).

Show Welcome Message

To display a short message to people entering your Community, check this box and enter your message in the field beneath it.

Auto Open Community Modules

To automatically start and display portions of your Community when people enter, check the applicable boxes here. Checking all the boxes will tend to clutter a person's screen when he or she joins your Community. You may want to adopt a minimalist approach.

The modules which you can open automatically are:

- Chat:** Check this box to open the [Group Chat](#) window. In general, you would want to open this window automatically.
- Games:** Check this box to open the Games module. In general, you would not have this module open automatically.
- Bulletin Board:** Check this box to open the Bulletin Board. In general, you would not have this module open automatically.
- GuestBook:** Check this box to open the GuestBook. In general, you would not have this module open automatically.

Note: Checking the Games, Bulletin Board and GuestBook functions will have **no effect unless** they are enabled (see the [Modules tab](#)).

Open URL

To automatically start a person's Internet browser and open a URL when he or she enters your Community, check this box and enter the URL in the field beneath it. This is another option which is better if used sparingly.

Modules Tab

Use these options to enable or disable the Bulletin Board, GuestBook and Games functions in your Community. If they are not enabled here, they will not be available to participants in the Community.

Bulletin Board

If you wish to use the Bulletin Board in your Community, check this option. You also will need to specify a directory in which PowWow stores the message files.

The Bulletin Board lets users post and read messages of interest to the Community.

GuestBook

If you wish to use the GuestBook in your Community, check this option. You also will need to specify a directory in which PowWow stores the signature files.

The GuestBook lets users sign it and leave a little information and read the comments other people have left. If a user finds an interesting comment, he or she can click the PowWow Me button to page the other person.

Enable Games

If you wish to use Games in your Community, check this option.

Moderation / Administration Tab

Use this tab to designate other people who can act as moderators or administrators of this Community.

Note: Click here for a description of the automatic [Moderator's Log](#) file.

Moderation Mode

This setting affects how a moderator's or administrator's messages are displayed.

Moderated

When a Community is in Moderated mode, the Group Chat window always displays a separate message area in which the moderator's comments appear.

The chat window *which appears on the host machine* also will have a Cruise switch which the moderator can use to lead participants on tours of the Internet.

Auto-Moderated

When a Community is in Auto-Moderated mode, the Group Chat window displays a separate message area in which the moderator's comments appear **only** when the moderator types something. The text and message area are displayed until the moderator has been idle for approximately 10 minutes.

The chat window *which appears on the host machine* also will have a Cruise switch.

UnModerated

When a Community is in UnModerated mode, there never is a separate moderator's message area.

Remote Administrators / Moderators

This section displays additional administrators and moderators and their current powers in the Community.

Remove

Click this button to remove the highlighted entry.

Edit

To change an administrator's or a moderator's settings, highlight the applicable name and click this button. A [new dialog](#) is displayed.

Add

Click this button to create additional moderators and administrators for this Community. A [new dialog](#) is displayed.

When you click the OK button at the bottom of the dialog, your community will start and will appear in the PowWow Navigator window along with any other Communities you may have joined.

Add / Edit Administrator / Moderator



Address

Enter the electronic address of the person being added as an Administrator or Moderator.

Powers

Check the appropriate box(es) to grant this person certain powers in the Community.

Remote Guest Moderator

This mode is intended primarily for a guest who is making a presentation. The person's text is displayed in the Moderator's message area (if it is a Moderated or Auto-Moderated Community), but the person has no other privileges.

Remote Moderator

This person's text is displayed in the Moderator's message area (if it is a Moderated or Auto-Moderated Community) and the person can Hang Up (disconnect) a participant and can administer the Community's Blocking Book. A Remote Moderator cannot designate other moderators or administrators.

Also, in the main Buddy window, the person is identified as a moderator by a blue "M" superimposed over his or her icon.

Remote Administrator

This person's text is displayed in the normal message area. He or she has all powers, including designating other moderators and administrators.

In the main Buddy window, an administrator is identified by a blue "M" superimposed over his or her icon.

Moderator's Log

A record of the actions of all remote moderators and administrators is maintained on the host computer.

Note that the host computer is whichever one started the Community. In other words, if several people co-host a Community using multiple computers, this log will appear on each computer, although the contents will, of course, be different.

The Moderator's Log has these attributes:

- It initially is created when a **remote** Moderator or Administrator performs an action. Any actions performed on the hosting system are not recorded.
- The log file is stored in the directory specified as the PowWow install directory in your WIN.INI file. This typically will be the same location you find this application's executable module (the .EXE file).
- It is updated automatically.
- It cannot be disabled.
- Its name is created from the Community Address plus the year and month. It has a .TXT extension. If a Community's address were pwtest@tribal.com, the log file for September 1998 would be pwtest199809_log.txt. This is a plain text file and may be viewed using any text editor, such as NotePad or WordPad which are provided with Windows.
- A new log is created with the first action in the month. The previous month's log is saved.

Note that actions which change a Community setting are listed between the BEGIN UPDATES and END UPDATES tags. A Moderator's other actions, such as joining, exiting, hanging-up or blocking a user, are listed together.

The log file's contents appear similar to:

```
Thu Sep 10 09:08:21 JOINED: pwtest2@tribal.com at 208.147.9.140 has joined the Community as
Administrator; Moderator;
Thu Sep 10 09:10:43 HANGUP: pwtest2@tribal.com at 208.147.9.140 hung up on
freddie@enterthedomain.com at 123.45.67.89
Thu Sep 10 09:21:42 BLOCKD: pwtest2@tribal.com at 208.147.9.140 added twit@enterthedomain.com to
Blocking Book, comment: "1, vulgarity"
Thu Sep 10 09:25:55 BEGIN UPDATES -----
Thu Sep 10 09:25:55 STATUS: pwtest2@tribal.com at 208.147.9.140 - privileges for
pwtest1@tribal.com are A M
Thu Sep 10 09:25:55 STATUS: pwtest2@tribal.com at 208.147.9.140 - privileges for
pwtest2@tribal.com are A M
Thu Sep 10 09:25:55 UPDATE: pwtest2@tribal.com at 208.147.9.140 changed Auto Open Community
Modules from "" to " BBS;"
Thu Sep 10 09:25:55 UPDATE: pwtest2@tribal.com at 208.147.9.140 changed Show Welcome Message from
FALSE to TRUE
Thu Sep 10 09:25:55 UPDATE: pwtest2@tribal.com at 208.147.9.140 changed Welcome Message text from
"" to "Welcome to the PW Test Community."
Thu Sep 10 09:25:55 END UPDATES -----
Thu Sep 10 09:42:28 BEGIN UPDATES -----
Thu Sep 10 09:42:28 STATUS: pwtest2@tribal.com at 208.147.9.140 - privileges for
pwtest1@tribal.com are A M
Thu Sep 10 09:42:28 STATUS: pwtest2@tribal.com at 208.147.9.140 - privileges for
pwtest2@tribal.com are A M G
Thu Sep 10 09:42:28 END UPDATES -----
Thu Sep 10 10:06:47 EXITED: pwtest2@tribal.com at 208.147.9.140 has exited the Community.
```

