

Contents for Chat Help

Chat enables you to have an electronic conversation with up to seven other people who are using Windows for Workgroups 3.11. If you are using a network other than the Microsoft Windows Network, Chat may not be set up.

To learn how to use Help, press F1.

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Making a Call

You can use Chat to call another person in a workgroup and have an electronic conversation. You and up to seven other people can participate in a conversation at any time.

Only the person who initiates the call can add another person to the conversation or end the conversation.

When a person is added, they view the typed conversation that has already taken place. The names of the people in the conversation appear in the title bar and the status bar.

To make a call or add a person to a call

- 1 On the toolbar, click the Dial button. Or choose Dial from the Conversation menu.
- 2 In the Select Computer dialog box, specify the computer name of the person you want to chat with, and then choose the OK button.

The message in the status bar informs you if the person answers.

You can type your message in the Chat window before calling someone. The top window displays what you type. The bottom window displays what the other person is typing. Each time you add a person to your conversation, a new window opens. If there are six people in a conversation, there are six windows open. To move between the windows, click the window you're moving to, or press F6. When you finish your conversation, hang up.

For help with the Select Computer dialog box, choose the Help button or press F1 while using the dialog box.

Hanging Up

When you finish your conversation, hang up to disconnect from other participants' computers.

To hang up

▶ On the toolbar, click the Hang Up button. Or choose Hang Up from the Conversation menu.

If another participant hangs up before you do, a message appears in the status bar.

Note: If you quit Chat, it will hang up for you.

Answering a Call

When someone calls you, you answer the call to begin your conversation. If Chat is running, you hear a sound, and a message appears in the status bar. If Chat is not running, it starts as an icon on your desktop.

To answer a call

▶ If the Chat window is open, click the Answer button on the toolbar. Or choose Answer from the Conversation menu.

If Chat is running as an icon, double-click the icon, or select it and then press ENTER. When you've answered the call, you can start typing your message.

Turning Sound On and Off

When you call another person or someone calls you, you are notified by a sound. You can turn off the sound if you want.

To turn the sound on or off

- ▶ From the Options menu, choose Sound.
A check mark next to the Sound command indicates that sound is on.

If you have a sound card, you can change the sound of the incoming or outgoing ring. Use Control Panel to assign a different sound to the Chat Incoming Ring and Chat Outgoing Ring sound events. For more information, see Help for Control Panel.

Changing the Font

You can change the font (including the color and style of the font) that you use to type your conversation.

To change the font

- 1 From the Options menu, choose Font.
- 2 In the Font box, select the name of the font you want to use.
Or type the name of the font in the Font box.
- 3 In the Font Style box, select the style you want.
- 4 In the Size box, select a size for the font.
Or type the new size.
- 5 In the Effects box, select any options you want.
- 6 If you want to change the color of the text, select a color in the Color box.
- 7 Choose the OK button.

By default, the font that is used to display other participants' comments is determined by each participant. To view other participants' comments in the same font (and background color) that you are using, choose Preferences from the Options menu.

Changing the Background Color

You can change the background color of the window you type in.

To change the color

- 1 From the Options menu, choose Background Color.
- 2 Under Basic Colors, select the color you want to use. (The color you choose will be mapped to the nearest solid color.)
- 3 Choose the OK button.

By default, the background color in the window that displays other participants' comments is determined by each participant. To view other participants' comments in the same background color (and font) that you are using, choose Preferences from the Options menu, and then select Use Partner's Font.

Displaying and Hiding the Toolbar and Status Bar

The Chat toolbar, located directly below the menu bar, contains buttons you can click with the mouse, providing you with easy access to the features you usually use in Chat. The status bar, located at the bottom of the Chat window, displays information about the selected button or command, or about the status of your connection. You can display the toolbar and status bar, or you can hide them to have more room in the Chat window.

To display or hide the toolbar or status bar

- ▶ From the Options menu, choose Toolbar or Status Bar.
A check mark next to the Toolbar or Status Bar command indicates that the command is in effect.

Changing Window Preferences

You can display the conversation windows side by side instead of on top of each other. You can also choose whether you want to receive messages in the font and background colors that you specify, or the colors that other participants specify.

To change your window preferences

- 1 From the Options menu, choose Preferences.
- 2 Under Window Style, select the layout you prefer.
- 3 Under Partner's Message, select your preference.
- 4 Choose the OK button.

Preventing Incoming Calls

You can choose to have your computer ignore incoming calls unless Chat is running.

To prevent incoming calls

- 1 From the Options menu, choose Preferences.
- 2 Clear the Autostart Chat When Called check box.
- 3 Choose the OK button.

