

TeleFinder/User for Macintosh

TeleFinder/User is the application that connects your Macintosh to a TeleFinder bulletin board system (BBS). TeleFinder/User requires a color capable Macintosh, and Apple's System 7.0 or higher. Through your TeleFinder/User-BBS interface, you'll find business services, customer support, as well as "friendly chat." A BBS can also serve as a conference forum, provide electronic mail service, and store files to be transferred. The individual or company operating the BBS (the sysop) determines which services to offer its callers. The Sysop also decides whether the BBS will be open to public use, or kept for private use.

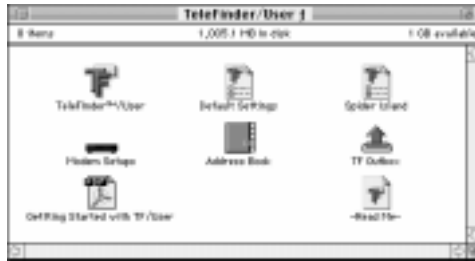
TeleFinder provides an easy to use interface to work with files, mail and messages by simply clicking and dragging icons. With System 7.5, TeleFinder uses your Finder desktop to provide "drag-and-drop" file transfers. With earlier system software TeleFinder will emulate the Finder desktop to provide the drag-and-drop capability. TeleFinder also includes a text editor, address book, and a mail outbox for automating the pickup and delivery of mail.

The purpose of this section is to help you to get up and running as quickly as possible. The following steps outline the procedures for installing and configuring TeleFinder/User.

Installing TeleFinder/User

Install and Open TeleFinder/User.

- With Finder, open the "TeleFinder™/User.sea" file. Then click on the "Continue" button in the opening window.
- Use the "Save" dialog to choose a location to install TeleFinder/User. This creates the "TeleFinder™/User" folder on your hard disk.



- Open the TeleFinder User application from inside the TeleFinder/User folder.



Note: TeleFinder/User automatically opens the Default Settings file and loads the saved configuration. TeleFinder saves most configuration changes you make in whichever settings file is currently open. Use the "Open" command from the File menu to choose a different settings file.

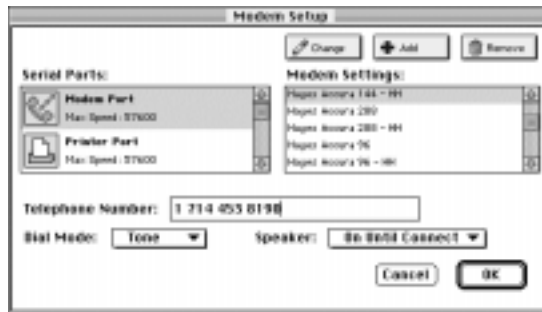
Setting up the Connection

In this section you will configure TeleFinder/User with your logon name, password, BBS phone number, and information about your modem.

- Enter your logon name and password in the designated fields
- If you are supporting dial-in access through your modem

then you will configure using the “Modem” Connection Method. For other connection methods please refer to the “Using Other Connection Methods” section of this chapter.

- Click in the “Setup” button in the Connection window. TeleFinder will open the “Modem Setup” dialog.
- Select the serial port your modem is connected to from the serial ports list of the “Modem Setup” dialog.



- Scroll through the Modem Settings list, and click on the name that most closely matches the name of your modem to select it. The modem setup configures TeleFinder with settings to make your modem work properly.
- Enter the telephone number of the BBS you want to connect to in the “Telephone Number” text field.

Note: If you need to dial “9” to get an outside line, enter it as “9,,” (nine followed by two commas. When using calling cards, enter your calling card number in along with the telephone number. You may need to separate the telephone numbers from the calling card number with two or more commas. Each comma tells the modem to pause between the numbers.

- Click in the "OK" button to save the settings. Click in the Connect button to place the call.

Connecting to a TeleFinder BBS

See the "Setting up TeleFinder" section if you need instructions for setting the telephone number or choosing a modem configuration.

TeleFinder dials the number using your modem and then waits for the BBS Server to answer your call. TeleFinder will automatically make repeated attempts to connect to a busy line. Click in the Cancel button to stop.



You normally see the following messages in the Call Progress portion of the Connection window while TeleFinder is connecting.

Opening the Connection...
Connection Established...

After the modems connect, TeleFinder logs you on to the bulletin board. This is when the bulletin board checks your name and password. The BBS starts this process. You should see these messages displayed in the dialer as log on takes place.

Waiting for the host...
Sending name and password...
Waiting for authorization...
Successful connection!

If the log on fails, it is usually because the modems did not make a good connection. Poor connections often result from using the wrong settings. Correct TeleFinder's modem configuration if

necessary. Refer to the Trouble Shooting section of this manual if you have problems connecting, or if your modem is not shown in the Modem Setups list.

If your password is incorrect the BBS sends a message saying that your name or password did not match. If necessary, verify the password and try again.

Registering with a BBS

If you are not yet a registered user of the BBS or if your logon name is misspelled, your BBS will send you a message explaining what to do next. If you are already a user of the BBS, correct the name and password in the Connection window and try again. If you are a new user of the BBS, fill in the registration form to request an account.

The image shows a registration window titled "Please Register with the BBS". The window contains the following text and fields:

Welcome to my BBS
Please enter the following information so we can give you access to the BBS. Thank you.

Your full name: Other:

Password:

Voice phone:

Direct address:

City, ST:

Country, ZipCode:

Buttons: Cancel, OK

Icons Received from the BBS

After a successful connection, TeleFinder displays the BBS Desktop window with the icons you have access to. Double-click an icon to open it.



This screen is an example of what users see after connecting to Spider Island Software's BBS. Bold icon names indicate new or recently changed files.

TeleFinder displays file area icons to provide you access to demo, shareware, and public domain software. The Mailbox icon contains your mail. The Conferences icon contains message topics with news, information and public discussions. The Upload Here! icon is used to send files to the BBS. The BBS system operator chooses the icons and names of BBS areas.

If an auto message was assigned to your access group it will be automatically displayed. You can save the document as a text file or print it. The Session Time window shows BBS connection and time information.

Folder Access Privileges

The icons in the upper left portion of windows describe the access privileges you have within a given folder. The BBS system operator may assign you any combination of Write, Delete, See Files and See Folders access.

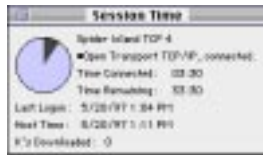


The most common access within a "Files" folder is "No Write, No Delete, See Files and See Folders." With these privileges you can download the files contained within that folder but cannot delete files, or add new files to the folder.

Conference areas access is usually : "Write, No Delete, See Files and See Folders." With these privileges you can create new topics within the conference and post your own messages to existing topics.

Session Time Window

You can open the "Session Time" window by selecting the "Session Time" command from the Special menu. This window displays a variety of useful information while your connected to the BBS.



The Session Time window displays the following information.

BBS Node Name - "Spider Island Modem 1," this is the name assigned by the BBS operator to the node of the BBS you are connected to. On multi-line BBSes each Node will usually have a different name.

Connection Info - “•Modem, speed 14400 bps, connected.” This shows that your modem is connected to the BBS at 14.4 kbps.

Time Connected - This displays the running total of hours, minutes and seconds that you been connected for in the current session.

Time Remaining - This shows how much longer you may be connected for in the current session. Since BBSes have a limited number of modems most system operator impose “per logon” time limits for each user.

Last Logon - This is the time and date of your last connection to the BBS.

Host Time - This is the local time and date at the moment of your connection to the BBS.

K's Downloaded - This is the cumulative number of kilobytes that you've downloaded from the BBS.

Receiving Files

To receive a file you simply drag the file to wish to receive to your hard drive icon. To receive a file in an area other than the root level of your hard drive, open the hard drive icon first and maneuver to the folder you wish to place the file, and drag the file directly to that folder.

Batch File Transfers

You can send or receive a group of documents at the same time. Select the icons identifying the group of files. Then drag them to their destination. You can select them all at once by drawing a selection rectangle around them, or individually by holding the shift key down while you click on individual icons.

Use the File Basket when you want to make batch transfers from separate locations. First put the different files into the File Basket, then make the batch transfer from the File Basket to your hard disk.

Sending Files to the BBS

Drag a file's icon to the Upload icon in the BBS Desktop window. That is all that is necessary to begin a file transfer using TeleFinder. After the transfer is complete, there will be an exact copy of the file on the BBS's hard disk. The BBS Sysop decides which folder uploads go into using access group settings.

You can also transfer files directly to a "Files" area when you have "Write" privileges in that area.

File Transfer Protocols

TeleFinder supports ZMODEM, XMODEM-CRC, and XMODEM-1K file transfers, in addition to a "Background" protocol using TeleFinder's native communications facilities. Select the file transfer protocol you wish to use from TeleFinder's Special Menu.

Each of TeleFinder's file transfer protocols provide error correction using advanced error detection techniques to insure accurate data transfer.

The Background transfer protocol lets you continue to use the BBS while transfers are in progress. You can also send and receive files at the same time. This is the preferred protocol because of its combination of speed and convenience.

ZMODEM file transfers have the advantage of 32-bit CRC's and file recovery. If a ZMODEM file transfer fails to complete, TeleFinder saves the part of the file already received. You can then complete the transfer either on another call, or during the same call. Just drag the file to the same location to continue the transfer where it left off.

TeleFinder/User supports the “streaming” and “windowed” ZMODEM variations. Use streaming to get the fastest file transfers. Use windowed when there is a flow control problem. Switching to windowed ZMODEM can be helpful if you notice a large number of retransmits.

The XMODEM file transfer protocol does not require flow control and has less overhead than ZMODEM. Use XMODEM when you have small files to transfer, or when you have problems with flow control. XMODEM does not support file recovery.

ZMODEM Partial Files

Select the “Show Partial Files” command from the Special menu to display a list of partially completed file transfers. This is the list that TeleFinder uses to make it possible to resume interrupted file transfers.



This window shows the location of partially completed transfers, what BBS they come from, and how much of the file has been transferred.

TeleFinder will keep no more than 50 entries in this list, and the oldest items will be removed to make room for new items when a ZMODEM file transfer is interrupted. You can remove items manually from the list using the Trash button.

Using the File Basket

TeleFinder's File Basket is the best way to keep track of files that you might want to download later.

To use the File Basket just drag a file's icon to the File Basket window. TeleFinder will create it's own alias of the file in the File Basket window.



File Basket aliases support all of TeleFinder's file operations. You can use them to transfer, view, open and get file information.

Viewing the File Basket by Thumbnail lets you easily compare images and file descriptions.

Downloading from the File Basket

You can just drag files from the File Basket to your hard disk as you would from any folder.

TeleFinder will also prompt you to download files in your File Basket before you disconnect. If you choose Yes, TeleFinder will download all the files in the File Basket, then disconnect.

Files can be removed from the File Basket by dragging files to

the trash can. Files that are dragged from the File Basket to the trash can are not deleted from the BBS, only removed from your File Basket.

Using BBS Find File

BBS Find File quickly searches selected parts of the BBS for a file. Select the “BBS Find File” command from the Special menu. TeleFinder opens the window below.



- Select the part of the BBS you want to search from the “Search” pop-up menu. Every BBS icon that you have access to appears in this menu.

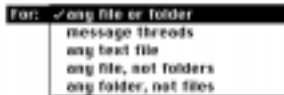


- Choose the “Name Contains” if you know part of the name of the file that you are looking for. Enter the part you know in the

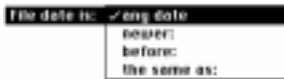
field to the right of the menu. If you enter partial strings (ie: Tele Demo) the file's name matches when it contains both strings (ie: TeleFinder Demo would match, TeleFinder.cpt would not)



- Choose the type of item you are looking for.



- Enter date criteria when you are looking for new files, old files, or files last modified on a separate date. Choose “any date” to broaden the search to include more possible matches.



- Click in the “Find” button to begin the search.

TeleFinder builds a list of the files and folders it finds.

Working with Found Files

Once the search is complete, you can open, and get information about, the files TeleFinder finds.

- Select a file or folder from the list.
- Click in the Open button to display e-mail, text, graphics and message topics. If TeleFinder cannot display the type of file selected in the list, the Open button will display the Info window.
- Click in the Receive button to begin the transfer of the selected file to your Macintosh.

Using File Information

Select a file icon, then select “Get Info” from the File menu. TeleFinder displays the file’s name, size, and the date it was created and last modified in the “Info” window. A description of the file and preview picture may also be present.



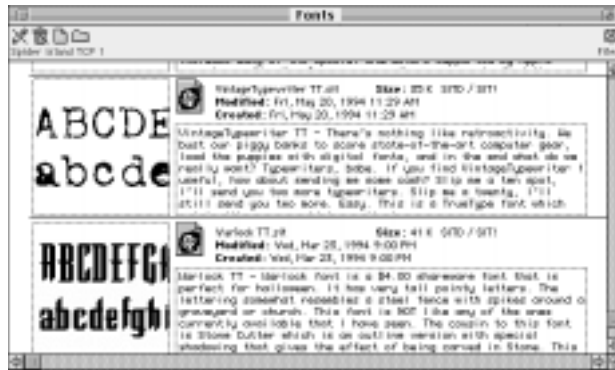
Click on the “Receive” button to transfer the file to your “Receive folder.” The file transfer process begins immediately.

Note: You can also drag the file’s icon to a specific folder to transfer it to that location, or the File Basket window to save it for later transfer.

Using “By Thumbnail” Folder View

TeleFinder’s “By Thumbnail” view is the best way to browse

files that contain textual descriptions and preview pictures.



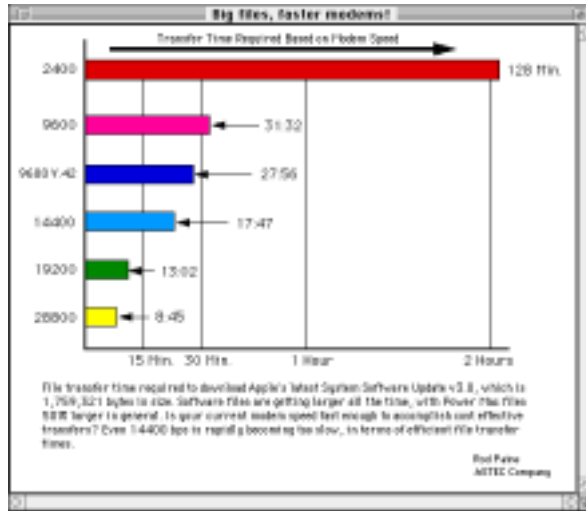
To use the thumbnail view select the “By Thumbnail” Option from the Windows menu. TeleFinder will then display the file folder as shown above.

Continue to use the file’s icon for drag and drop even while in the “By Thumbnail” view. It is not necessary to switch back to “By Icon” view to start file transfers.

Viewing Graphics

TeleFinder supports graphics viewing both on, and off-line. The types of graphics files supported are: GIF (Graphics Interchange Format), PICT (Macintosh picture format), and JPEG compressed pictures (requires QuickTime 1.0 or better).

Open the graphics file icon to view the file while on-line. Use the “Open...” command from the File menu to open a file from your Hard Disk.



The GIF format has several advantages for on-line viewing.

- GIF uses lossless compression to keep file size small without sacrificing image quality.
- GIFs can be “interlaced” which lets you see the full picture sooner.
- GIF supports up to 8 bit color and custom palettes.

Using E-Mail

When mail is waiting the mailbox icon shows a letter sticking out of it. No letter means there are no files in your mailbox. Mail remains in your mailbox until you drag it to the Trash icon to remove it.

Your mailbox can contain messages, files, and folders. You can read the messages by double clicking on their icons.



Your mailbox may contain three special folders; Attachments, Pub, and Web Space.

The "Attachments" folder will contain files that are received accompanying an e-mail message. Attachments can be downloaded from the message itself, or directly from the Attachments folder.

The "Web Space" folder is accessible via the HTTP protocol, which is used by the World-Wide Web and internal "intranet" networks. See the section "Using the Web Space Folder" for additional information on this folder.

The "Pub" folder contains special files such as your profile and a mail forwarding file. See the section "Using the Pub Folder" for additional information on this folder.

Sending E-Mail

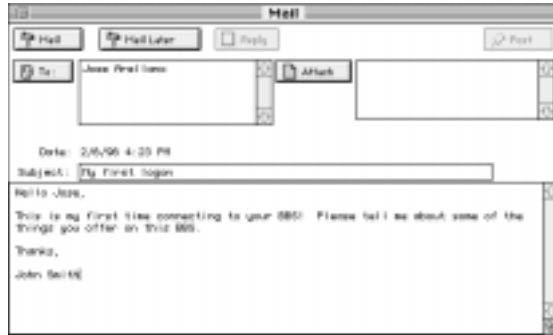
You can use TeleFinder's e-mail to exchange messages and files between users of the bulletin board system, and through gateways to other mail systems. TeleFinder provides you with a mail form to compose and send messages.

TeleFinder/User also includes a Mail Outbox that you can use to prepare mail off-line. You can send messages from the Mail Outbox at a chosen time, during a connection, or immediately.

Composing Messages

You can use the mail form to compose messages up to 32K in

size. You can also attach files of any size to the message. The mail form uses standard Macintosh editing commands. You can import text into a mail form from existing documents. You can also use TeleFinder's text editor to compose a message using parts of other text documents. For more information on working with text, please see the "text editing and printing" section.



Addressing Messages

Within the BBS, TeleFinder uses your logon name as your e-mail address. Through mail gateways, TeleFinder uses domain addressing in the format "user_name@domain." Addresses are not case sensitive. You can address a message using any one of the following three methods:

Method 1:

Use the address TeleFinder provides by replying to a message.

- Open mail another user sent to you.
- Click in the message's "Reply" button, or select the "Reply to Mail" command from the mail menu. TeleFinder will open a properly addressed mail form.

Method 2:

Select an Address from the Address Book

- Select the “New Mail Form” command from the mail menu. TeleFinder will open a mail form that contains your logon name in the “From” text box.
- Click in the “To” button at the top of the window. TeleFinder will open a dialog containing a list of all the names in your address book.
- Select a name from the list.
- Click in the “OK” button to address the message.

Method 3:

Type a name into the “To” text box.

- Type or paste the user’s name in the “To” text box.

After addressing the e-mail, compose your message. Then click in the Mail button to send the message.

Using Locate a User

Use “Locate a User” to learn the correct names of other users of the BBS.

- Select the “Locate a User” command from the Mail menu. This opens the Locate dialog.
- The enter a part of the user’s name in the dialog’s text box. Leave it blank for a list of all the BBS users.
- Click in the OK button to begin the search. TeleFinder will display a User List containing all of the matching names.

Addressing to Multiple Users

- Separate each name and/or address by using a comma.



Note: You can freely mix the addresses of users reached via gateways and local BBS user names.

File Attachments

File attachments are a convenient way to send files to other people. You can attach multiple files to your messages. When you Mail the message TeleFinder sends the files to the BBS where they will be processed and distributed.

Files that will be routed through an Internet or Server to Server gateway will be converted to an Internet format before they are transmitted. As a user this process is transparent and automatic, the TeleFinder Server does all the necessary processing and encoding.

The reverse is true when receiving files from a person through a gateway. In this case the TeleFinder Server will convert the attached files from the Internet format back into a usable Macintosh or DOS file.

Attaching Files to a Message

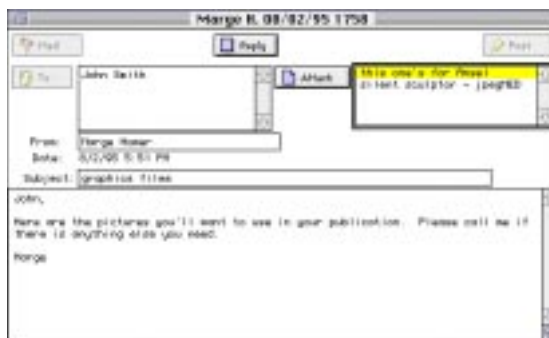
- Click in the “Attach” button on the Mail form. TeleFinder will open the “Open” dialog.
- Use the “Open” dialog to locate and select the file you wish to attach to the message.
- Click in the “Open” button. TeleFinder will add the file to the attachments list.

Removing Attachments

- Select it’s name in the list by clicking on it.
- Hit the “delete” key or select the “Clear” command from the Edit Menu.

Receiving a File Attachment

When another person sends you mail that includes attached files TeleFinder will display the file names in the attachments list.



Select the file’s name from the list, then click in the “Receive” button to begin transferring the file to your hard disk.

TeleFinder will put a copy of the file into the default receive folder. You can set this using the “Set Receive Path” command from the File menu.


Maintaining the Address Book

TeleFinder's address book stores a person's e-mail address and, optionally, their names. Follow the instructions below to add a user's name to the Address Book.

- Select the "Open Address Book" command from the mail menu. TeleFinder displays the names of the users in your address book in the Addresses window.



- Click in the "Add" button to add a name to the list. TeleFinder opens the "User Address" dialog.



The screenshot shows a dialog box titled "User Address" with two text input fields. The first field is labeled "E-Mail address:" and contains the text "info@spiderisland.com". The second field is labeled "Name:" and contains the text "TeleFinder Information". At the bottom of the dialog are two buttons: "Cancel" and "OK".

- Enter the e-mail address and name into the dialog's text boxes. You can enter up to 255 characters each the e-mail and name text box. As shown above, you can enter any informative text into the name field.
- Click in the "OK" button to add the name to the address book.

You need to select a name from the list in the "Addresses" window before you can use the other buttons. They perform the following functions:

- **Mail Form:** Click on this button to open an addressed Mail Form to compose e-mail.
- **Mailbox:** Click on this button when you are on-line to get the drop-box icon of a local BBS user.
- **Add:** Click on this button to add an entry to the address book.
- **Change:** Use this to change the e-mail address or name.
- **Remove:** Use this to remove a name from your address book.

Using the Mail Outbox

You can use the Mail Outbox to automatically pick up and deliver mail. Compose and address your messages, then add them to the Mail Outbox for later delivery. You can queue up to 250 messages in the Mail Outbox.

You can use the Mail Outbox to send messages at a later time, or upon demand. In either case, TeleFinder/User needs to be open at the time you want to send the mail.

Adding Files to the Mail Outbox

The following steps explain how to add a message to the Mail Outbox.

- Compose and address a message using TeleFinder's Mail Form.
- Use the "Save as..." command from the file menu to save the message on your hard disk.



Save messages you want to send later as “E-Mail” files. Be sure that the “E-Mail” button is selected in the “save” dialog.

- Choose the “Open Mail Outbox” command from the Mail menu. TeleFinder will open the “Mail Outbox” window.
- Click in the “Add” button to select the message you previously saved. TeleFinder will open the “Open” dialog box.
- Use the “Open” dialog to navigate to the message. Select the message you wish to send from the list in the dialog box.
- Click in the “Open” button. TeleFinder then adds the file and user name to the list in the Outbox window.



If you want TeleFinder/User to download any mail waiting in your mailbox, turn on the “Pick up my mail tool!” checkbox.

Adding E-Mail directly to the Mail Outbox

The TeleFinder mail form includes a “Mail Later” button. After you’ve finished composing a message, use this button to add the message directly to the outbox.



Selecting a Time to Send

After selecting the messages you want to send, you can choose to send them now, during the next connection, or at a specific time.

Sending Now

Click in the “Send Now” button to send the files now. TeleFinder will connect to the BBS, transfer the files, then hang up. TeleFinder uses the settings in the Auto Dialer window to make the connection.

Sending at the Next Connection

Click in the “Next Connect” button. After you connect to the BBS, and select the “Quit” or “Hang Up” command, TeleFinder will check the Outbox. If there are files ready to send, TeleFinder will ask whether or not to send them.

Sending at a Specific Time

- Click the “Send Files At” button to set a time for sending. TeleFinder will open the “Date/Time Set” dialog.

- In the dialog, enter the time and date you want TeleFinder to send the files.
- Click in the “OK” button to save the time setting. When TeleFinder is open, it will check to see if it is time to send files. When that time passes, TeleFinder uses the settings in the Auto Dialer window to connect to the BBS. Then it transfers the files and hangs up.

Using Message Topics

The message viewer window contains buttons to select a message, reply to a message, and remove a message from a topic. You can also print messages, and save messages as text files, using commands in the File menu.

Note: Only the Sysop, topic administrator, or the person who originally posted a message can remove a message from a topic.

Selecting Messages

When you first open a topic, TeleFinder automatically displays a message in the viewer window. TeleFinder selects this message based on the date you last read messages.

You can select a specific message by its number or post date. You can also select messages from a list of message subject headers.

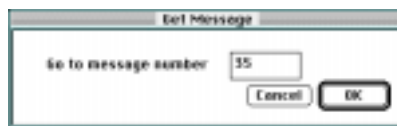


Click in the “Right Arrow” button to view new messages by post date. Click in the “Left Arrow” button to view previous messages in descending order by date. The current message number is shown between the arrows.

Selecting By Number

Use “Select By Number” to select a message by its message number. This method is useful when you want to skip to the end, or start over at the beginning, of a topic.

- Click in the “By Number” button. TeleFinder will open the “Get Message” dialog.



- Enter the number of the message you want to see in the dialog’s text box.
- Click in the “OK” button. TeleFinder will display the message associated with that number in the viewer window.

If the message number that you enter is higher than the number of messages in the topic, TeleFinder will display the topic’s last

message.

Selecting By Date

Use “Select By Date” to select a message by its post date. This method is useful when you want to find a message that was posted around a given date.

- Click in the “By Date” button. TeleFinder will open the “Date/Time Set” dialog.



- Enter a date and time in the dialog.
- Click in the “OK” button. TeleFinder will then display the message that has a post date closest to the date you specify.

TeleFinder will display the topic’s last message if the date you provide is greater than the post date of any message in the topic. TeleFinder will display the topic’s first message if the date you provide is earlier than the post date of any message in the topic.

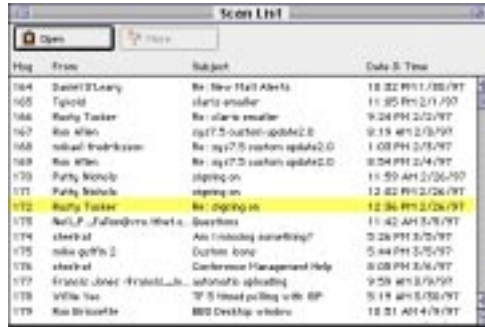
Selecting Messages from a List

Use “Select From List” to view a list of message headers. A message header includes the To, From, Subject, and Post Date information from a message. This method is useful when you want to scan a topic for messages about specific subjects.

- Click in the “From List” button. TeleFinder will open the “Get Message” dialog.
- In the dialog’s text box, enter the number of the first message

you want to appear in the list.

- Then click in the “OK” button. TeleFinder will open the “Scan List” window and display messages from the specified start point till the end of the topic.



Flag	From	Subject	Date & Time
104	Daniel@Leary	Re: New Mail Alerts	10:32 PM 1/25/97
105	Tyrod	starts smaller	11:35 PM 2/1/97
106	Rory Tucker	Re: starts smaller	9:24 PM 2/2/97
107	Ron Allen	sg17.5: custom update 2	8:19 AM 2/3/97
108	ron@leary.com	Re: sg17.5: custom update 2	1:08 PM 2/3/97
109	Ron Allen	Re: sg17.5: custom update 2	3:04 PM 2/4/97
110	Patty Nichols	sging on	11:50 AM 2/06/97
111	Patty Nichols	sging on	12:02 PM 2/06/97
112	Rory Tucker	Re: sging on	12:36 PM 2/06/97
113	Nat'L_P...@leary.com	Questions	11:42 AM 2/6/97
114	steve@l	Am I missing something?	3:28 PM 2/5/97
115	mlk@leary.com	Custom: done	5:44 PM 2/5/97
116	steve@l	Conference Management Help	3:08 PM 2/6/97
117	Francis Jones <Francis.L...@leary.com>	whicof's updating	9:28 AM 2/9/97
118	Willa Lee	3P 5 thread polling with BP	5:19 AM 2/10/97
119	Ron Stronker	BSG Desktop window	12:31 AM 2/10/97

- Select a message header from the list. Then click in the “Open” button. TeleFinder will then bring the message viewer window to the front, and display that message.

Replying to Messages

Replies to messages can be public or private. TeleFinder sends private replies as e-mail to the user’s mailbox. TeleFinder adds public replies as a new message in the topic. You compose both types of replies using the reply window. Follow the steps below to reply to a message.

- Click in the “Reply” button to open a reply window. TeleFinder addresses the reply using information from the message viewer window.



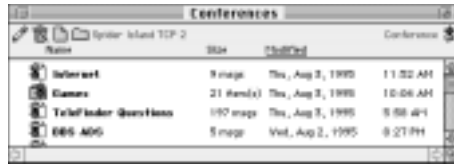
TeleFinder's Topics also support file attachments. Just click in the "Attach" button to add files to the attachments list.

- If necessary, change the "Subject" and "To" fields.
 - To — Use this to address your reply to a different person.
 - Subject — Enter new text to describe the subject of your message here.
- Click in the "Post" button add the message to the topic.
- Click in the "Mail" button to send the message to the addressee's mailbox.

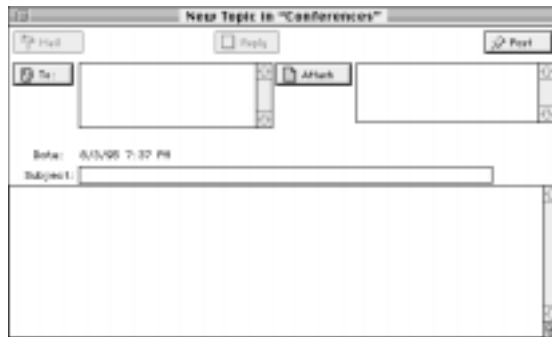
Creating a New Topic

Users with the appropriate access privileges can create new topics in Conference folders. A user needs to have either the global "Can Make Changes" Sysop privilege, or the "Can create topics" path privilege to be able to create new topics. To create a new message topic, follow the steps below.

- Bring a conference window to the front of the screen.



- Then select the “New Topic in ‘window’” item (“Sysop’s Corner” in this example) from the Mail menu. This will open a message reply window as shown below.



- Address the message to a specific user, or generically to “ALL.”
- Enter a subject name in the subject text box. The name you enter becomes the name of the topic icon in the conference you are creating the topic in.
- After composing your message click in the “Post” button. TeleFinder then sends the message and creates the topic icon in the conference window.

Subscribing to Topics

Use TeleFinder’s Subscribe to Topic feature to keep a copy of the messages in a topic on your own hard disk. You can then read

and reply to messages even when you're off-line.

Follow these steps to start a subscription:

- Connect to a TeleFinder BBS.
- Open the conference folder containing the topic you want to subscribe to.
- Select the topic icon.
- Then select "Subscribe to Topic" from the "Mail" menu.

TeleFinder will then download the messages and make an entry for the topic in TeleFinder's Topic Inbox. You'll see each message appear on your screen as TeleFinder saves them.

Opening the Topic Inbox

From the "Mail" menu select the "Open Topic Inbox" command. TeleFinder will display a list of topics you subscribe to.



The list shows the name of the topic, the source BBS, the date TeleFinder last updated the topic, and the update frequency option.

Topic Update Frequency

TeleFinder sets new subscriptions with a daily update frequency. This means that TeleFinder will request new messages from the BBS and send messages you post just once per day. TeleFinder updates topics when you connect to the source BBS just after the BBS icons appear on your screen.

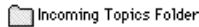
Use the Options button to change the update frequency to each

call or put the subscription on hold.

When the subscription is on hold TeleFinder will only update the topic when you use the Update button. You can use the Update button to update the topic manually. You need to be on-line to update a topic.

Removing a Topic Subscription

Use the “Delete” button to remove a topic from the subscription list. To reclaim disk space you need to delete the topic icon and it’s message folder. The topic icon and message folder are in the Incoming Topics Folder. The Incoming Topics Folder is in the same folder as TeleFinder.



Restoring a Topic Subscription

You’ll need to restore a subscription if any one of the three events occur:

- If you rename your settings file. TeleFinder uses this name to indicate which service you’ve connected to.
- If the BBS sysop moves or renames the original topic. If the sysop renames the topic, you should also rename the topic icon in the Incoming Topics Folder.
- If the BBS sysop reformats the BBS hard disk.

You can restore subscriptions by re-subscribing to them. Just repeat the original subscription steps. TeleFinder will not download messages that are already in your Incoming Topics Folder, it will just download new messages.

Using Multi-User Chat

Multi-User chat provides allows users to participate in chat rooms where many users can chat together.



Chat rooms appear in your BBS Desktop window just like other areas of the BBS do. The "Chat Room" icon above shows the default icon for chat rooms. Sysops can assign any icon to a chat room.



This is the chat room window. Messages you enter appear along with the messages from users in the room. You can enter up to 1K of text to send in this window. The "In" and "Out" status lines show you when users enter and leave the room.

To send a message, type text into the window. All typed characters will appear in the lower half of the window. Press 'return' or 'enter' to send the text. Your message will appear in the upper half of the message, just as other users will see it. Messages typed by other users will also appear in the upper half of the window.

There are three pop-up menus in the lower left corner of the Chat window, Options, Filters, and Hilites.



The first pop-up menu, the Options pop-up, allows you to

customize the chat window. The first option specifies whether the text input area of the chat window appears at the top or the bottom of the chat window. The default is to appear at the bottom of the chat window. The second option specifies whether voices are on. Voices allow chat messages to be spoken when they appear in the chat window. To customize voices, see the section “Chat User Profiles”.



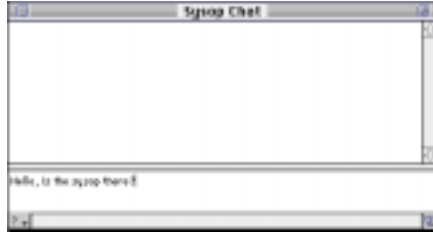
The second pop-up menu, the Filters pop-up, allows you to filter specific users. A user that is filtered will not have their chat messages displayed in your window. This can be a way of ignoring a user who is being annoying, or just a way of ignoring users if the chat room is very busy. Choose “Reset Filters” to make all user’s messages visible.



The third pop-up menu, the Hilites pop-up, allows you to hilite specific users. A user that is hilited will have their messages appear more prominently than other users. It can be a way of bringing greater attention to specific users that you are conversing with. See the section “Chat User Profiles” to specify exactly how hilited user messages appear. Choose “Reset Hilites” to eliminate all hilitating from users.

Chatting with the Sysop

Select the "Chat with Sysop" command from the Chat menu to have a private chat with the BBS operator. If the operator is not available, you may receive a message back stating so.



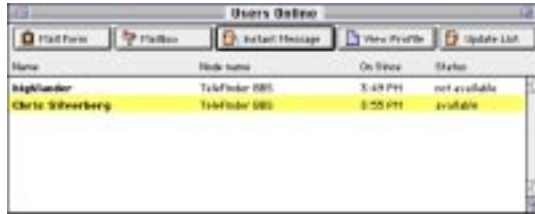
You can use Chat anytime you are on-line. Chat is possible during Background file transfers but not during ZMODEM file transfers.

To send a message, type text into the window. All typed characters will appear in the lower half of the window. Press 'return' or 'enter' to send the text. Your message will appear in the upper half of the message, just as the Sysop will see it. If the Sysop is available, anything typed by the Sysop will also appear in the upper half of the window.

The "Options" pop-up menu in the lower left corner of the chat window works as described in the section "Using Multi-User Chat."

List of Users On-Line

Select the “List of Users On-line” command when you are on-line to produce a list like this. This list does not update itself, so its “Update List” button to get a current listing.



Name	Role name	On line	Status
highlander	TeleFinder 005	3:49 PM	not available
Chris Silverberg	TeleFinder 005	3:55 PM	available

- Use the “Mail Form” button to pop open an addressed mail form to the selected user.

- Use the “Mailbox” button to get the “Drop-box” for the selected user.

- Use the “Instant Message” button to open a window that will allow you to chat specifically with a user.

- Use the “View Profile” button to open a window displaying information about the user. The user must create a profile for this information to be available. See the “Using the Pub Folder” section for information on how to create a profile.

- Use the “Update List” button to refresh the listing of users online.

Instant Messages

Instant Messages are a way for two users to chat privately without being in a chat room. When you click in the “Instant Message” button, you’ll a chat window that can be used to chat with the selected user. The user will automatically receive your messages, and that user can choose to chat with you, or ignore your messages.



The “Options” pop-up menu in the lower left corner of the chat window works as described in the section “Using Multi-User Chat.”

Instant messages can be sent to you as long as you are available for Chat. By default you are. To make yourself unavailable for Chat, deselect the “Available for Chat” option from the Chat menu.

Chat User Profiles

TeleFinder gives you complete control over how messages appear in any of the Chat windows. (ie: Multi-user chat, Chat with Sysop, Instant Messages). The customization for individual users can be found by choose “Chat User Profiles” from the Chat menu.



To add a new profile for a user, click in the “Add” button. To modify a profile for an existing user, select a name and click in the “Change” button. To delete a profile from the list, select a name and click in the “Remove” button.

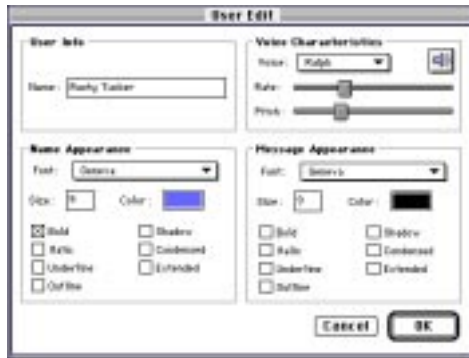
There are three “special” users; Default User, Hilited User, and Self. These profiles can not be removed, but they can be modified. They’re use is as follows:

Default User - applies to messages that appear from any user that does not have a specific profile setup.

Hilited User - applies to any user that does not have a custom profile and has been hilited using the Hilite pop-up menu. See the section “Multi-User Chat” for information about hiliting.

Self - applies to messages from yourself.

The following is the window used for editing a chat user profile:



In the “User Info” section, enter the user’s name in the “Name” field. This field can not be modified for specials users; default, hilited, or self.

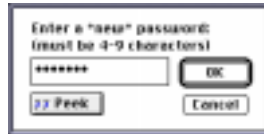
In the “Name Appearance” section, specify how a chat window will display the user’s name. The font, size, color, and style attributes can be specified.

In the “Message Appearance” section, specify how a chat window will display the user’s text. The font, size, color, and style attributes can be specified.

In the “Voice Characteristics” section, specify what voice will be used by used for this user when “Voices On” is selected in a Chat window. A specific voice can be chosen, and the rate and pitch of the voice can be specified. Use the audio button to hear a sample of the voice. In order to support voices, Apple’s Plaintalk must be installed.

Changing your Password

Select “Change Password” from the Special menu to change your user password. This option must be performed while connected to the BBS.



The password must be between 4 and 9 characters. Use the “Peek” button to see what the password is after you’ve typed it.

Changing the password will change the password that is stored on the BBS. It does not change the password in your settings file, so you must do that the next time you connect to the BBS.

Disconnecting from a BBS

Select “Disconnect” from the Special menu. This command logs you off from the BBS, then tells the modem to disconnect from the line.

Text Editing and Printing

TeleFinder has a built-in text editor to create, print, and edit documents using styled text. You can open a text document from a local disk at any time. You can open text documents from the BBS while you are on-line. You can not edit BBS documents until you save them on your own disk.

Creating New Documents

To open an untitled document, select the “New Text” command from the File menu. This opens an untitled text editor document. The text editor supports the standard menu commands in the Edit and File menus. The text editor also supports the “Import Text” and “Special Import” commands in

the file menu.

Opening Existing Documents

You can open text documents using the “Open” dialog.

- Select the “Open...” command from the File menu. TeleFinder displays the “Open” dialog.
- Select a file from the “Open” dialog.
- Click in the dialog’s “Open” button. TeleFinder then opens the document in a text editor window.

Using Special Keys

The text editor supports movement of the insertion point using keyboard commands. The e-mail and topic reply windows also support these commands.

- Use the “Up Arrow” key to move the insertion point up one line.
- Use the “Down Arrow” key to move the insertion point down one line.
- Use the “Left Arrow” key to move the insertion point left one character.
- Use the “Right Arrow” key to move the insertion point right one character.

Holding down the Option key while using the arrow keys magnifies the movement of the insertion point.

- Use the “Home” key, or type “Option+Up Arrow”, to move the insertion point to the top of the document.
- Use the “End” key, or type “Option+Down Arrow”, to move the insertion point to the end of the document.
- Type “Option+Left Arrow” to move the insertion point to the

beginning of the line.

- Type “Option+Right Arrow” to move the insertion point to the end of the line.

The “Page Up” and “Page Down” keys scroll the document without changing the insertion point. The “Enter” key scrolls the document to make the insertion point visible.

Importing Text

The “Import Text” and “Special Import” commands merge text into your e-mail, topic reply, or text documents. Merging text takes the text of an existing file and adds it to another document. The new text is added at the insertion point, replacing any selected text.

- Use the “Import Text” command to merge a file without filtering.
- Use the “Special Import” command to filter the text in a file before merging it. Filtering strips unused control characters and hard returns as it merges text. This process promotes better word-wrapping and cleans up files originating from DOS.

Composing Messages with Styled Text

You can apply Font, Size, Style, and Color attributes to the text in e-mail, public messages, and text documents. TeleFinder is “WorldScript” compatible so using Japanese and other multi-byte fonts like “Osaka” is as simple as using ASCII fonts like “Helvetica.”

Automatic Message Closing

TeleFinder automatically inserts the contents of the file named “MessageClosing.txt” each time you open a “New Mail Form” or reply to an existing message. Customize this file to include your name and a “stock” message closing and choice of default font/style for your messages. Delete the file if you don’t want automatic closing insertion.

You can make this file using TeleFinder's text editor. It must be in the same folder as TeleFinder/User.

Printing

You can print text documents at any time except during a file transfer.

The BBS may disconnect you if a document takes more than a few minutes to print. It is better to print while you are off-line, or to print only small documents while you are on-line.

To print a document, use the "Chooser" Desk Accessory to select the printer you want to use. Then select the "Page Setup" command from the File menu. This opens a common dialog to select options supported by your printer.

Select the "Print" command from the File menu to prepare and send the document to the printer. TeleFinder prints your document using the same Font that is used to display it on the screen.

Using the Web Space Folder

The “Web Space” folder may automatically appear in your mailbox if the Sysop has configured your account to be able to publish HTML pages. Contents of the Web Space folder are accessible via the HTTP protocol, which is used by the World-Wide Web and “intranet” networks.

To publish a homepage from this folder, upload a valid HTML file with the name “homepage.html” to the Web Space folder. Graphic files such as GIFs and JPEGs may also be uploaded to this folder.

The URL for the homepage will be based on the hostname of the BBS. For example, at Spider Island, John Smith’s homepage can be found at http://www.spiderisland.com/~john_smith/homepage.html. The “homepage.html” may be usually be omitted, so the URL would be http://www.spiderisland.com/~john_smith/. Check with the Sysop for information on what the default home page should be named.

Using the Pub Folder

The “Pub” folder contains special files such as your “Profile” and a “Forward” file. If this folder does not exist, it can be created by choosing “New Folder” from the File menu. The two files are discussed below:

Profile - A text file called “Profile” may be uploaded to the Pub folder. This text file will be viewable by other users and should be used to describe yourself.

The Profile can be created within TeleFinder/User by choosing “New Text” from the File menu. The contents of the Profile are accessible when a user selects the “View Profile” button in the List of Users Online window. The contents can also be retrieved on the Internet using the “Finger” protocol if the Sysop allows this feature.

Forward - A text file called “Forward” may be uploaded to the

Pub folder. This text file allows you to have your e-mail forwarded to another Internet address. This feature may not be available, so check with your Sysop to determine if this is allowed. The Forward file is a text file that contains e-mail addresses separated by a comma. For example:

chris@spiderisland.com, rusty@spiderisland.com,
jose@spiderisland.com

The Forward file may contain your name listed so that you will receive a copy of the message in your mailbox. If your own name is not included in the Forward file, the e-mail will be forwarded to the destination and not delivered to the BBS.

Preferences

TeleFinder/User can be customized by choosing “Preferences” from the Edit menu. The preferences window had four panels that are discussed below.



The “General” panel contains five options.

Open the connection window on startup - If this option is ON, TeleFinder/User will open the “Connect” window automatically when the program is first started.

Save Password - If this option is ON, TeleFinder/User will save

the user password to the current settings file whenever a connection is made to a BBS. If this option is OFF, the password will not be remembered.

Remind me to save messages I read - If this option is ON, TeleFinder/User will prompt you to save an e-mail message if you have not already done so, when you close an e-mail window. If this option is OFF, you will not be prompted.

Remind me to post to message topics - If this option is ON, TeleFinder/User will ask you if you would like to post a message to a topic when you attempt to close the topic. If this option is OFF, you will not be prompted.

Alert me that my mail has been sent - If this option is ON, an alert will be displayed after an e-mail message has been sent. Otherwise no alert is shown.



The “Views” panel allows you to customize how items are displayed in TeleFinder windows. For windows that display BBS files, you can select the font and font size. Items will be normally be shown in black text and plain style.

You can how new items are displayed by choosing the style attributes and the color for new items. The default is to display new items in bold text.



The “Online Chat” panel allows you to customize TeleFinder/ User’s chat windows. These settings apply to multi-user chat, chat with sysop, and instant messages.

The “Chat Input Text” section allows you to specify the text characteristics of the chat window input area. This is where you type your messages. You can specify the font, size, style, and color.

The “Chat Logging” section allows you to specify if chat messages will be logged to a text file. You can specify the name of the file and whether the file is ASCII text, or tab delimited. A tab delimited file will have the format of the name, followed by a tab, followed by the message text. The log file will be placed in the same folder as TeleFinder/ User.

The “Background” section allows you to customize the background color for chat windows. The default is white. If this is changed to a dark color, it is important to also change the text color of all the chat user profiles to use lighter text colors for the messages. See the section “Chat User Profiles” for details.



The “Desktop” panel is only necessary for Macs that do not have Macintosh Drag & Drop software installed. System 7.5 and later include Macintosh Drag & Drop built in. Without Macintosh Drag & Drop, TeleFinder must create its own desktop, that works similarly to the Finder, but is separate.

The first option, “Use full screen for TeleFinder desktop” specifies how TeleFinder will display its desktop. If this option is ON, TeleFinder/User will display its own desktop using the whole screen, like the Finder. If this option is OFF, TeleFinder will display its desktop in a separate window.

The second option, “Desktop items placement” allows you to specify how Finder icons are arranged on TeleFinder’s desktop. Icons can be arranged where Finder puts them, on the right side of the screen, or left in their volume windows.

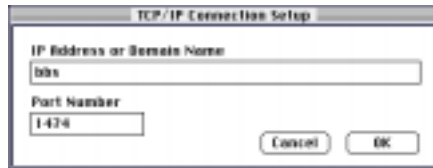
Other Connection Methods

TeleFinder/User supports TCP/IP, Direct Serial, and Connection Tool connection in addition to modem connections. This section discusses the settings for these other connection methods.

TCP/IP

Use the TCP/IP connection method when you want connect to a BBS over the Internet or an internal TCP/IP network. You need to have MacTCP or Open Transport installed on your system to be able to use this connection method. To use the TCP/IP Connection Method follow these steps:

- Select MacTCP or Open Transport TCP/IP from TeleFinder's Connection Method menu. If Open Transport TCP/IP is unavailable, the choice will be grayed out. This brings up the TCP/IP Connection Configuration dialog.



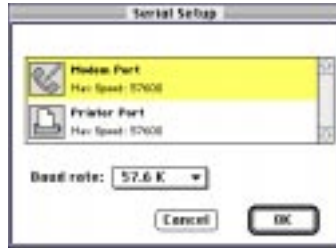
- Enter 1474 in the Port Number text box. All TeleFinder BBSes should communicate on port 1474 whenever possible. If the BBS you want to connect to uses a different port number, enter that number here in place of 1474.
- Click in the OK button to save the configuration.

Direct Serial

You can use this method to access a BBS for testing through a serial cable. With a "null modem" cable you can connect the Macintosh Modem port to the Printer port and logon to the BBS from the same Macintosh it is running on.

To use the Direct Serial Connection Method follow these steps:

- Select Direct Serial from TeleFinder’s Connection Method menu. This brings up the Serial Configuration dialog.



- Select the port the null modem cable is connected to from the Ports list.
- Select 57.6K from the Baud Rate pop-up menu.
- Click in the OK button to save the configuration.

Note: A “Mac II to ImageWriter” cable works well as a null modem cable.

Connection Tools

Connection Tools are a component of the Macintosh Communications Toolbox. They provide a convenient way of using a diverse array of communications devices. There are Connection Tools to support connections over an AppleTalk network, Modems, and ISDN.

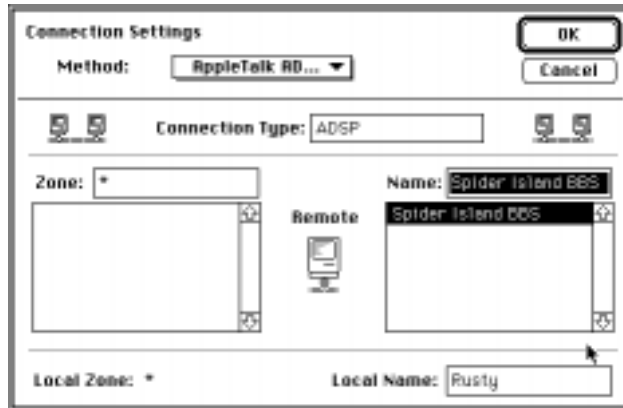
The following examples show how to use two common tools, the AppleTalk ADSP Tool (AppleTalk) and the Planet ISDN Tool (ISDN).

To use a Connection Tool follow these steps:

- Select “Connection Tool” from TeleFinder’s Connection Method menu. This brings up the Connection Settings dialog.

- Choose the specific Connection Tool you want to use from the “Method” pop-up menu. This displays the options for that tool.
- Select the appropriate settings from the options dialog here.

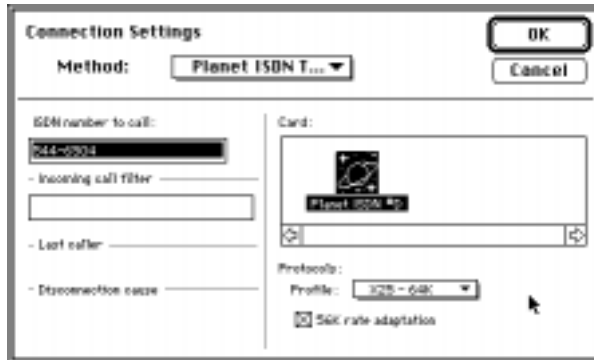
AppleTalk ADSP Tool Setup



When using the AppleTalk ADSP Tool select these options:

- Select the BBS you want to connect to from the “Remote” list.
- The “Connection Type” text box should always contain ‘ADSP’.
- Click in the OK button to save the AppleTalk ADSP settings.

Planet ISDN Setup



When using the Planet ISDN Tool it is important to select a compatible “Protocol Profile” and “Rate Adaption.” Users in the United States should:

- Select the “X.25 - 64K” profile.
- Turn “56K Rate Adaption” on.

European and Japanese users also need to use the same protocol profile when accepting calls or placing calls with the United States. Otherwise the 56K rate adaption may be left off.

Click in the OK button to save the Planet settings

