

Using the BBS with TeleFinder/User

TeleFinder/User is a Macintosh application that connects your Macintosh to a TeleFinder bulletin board system (BBS). TeleFinder requires a Macintosh Plus, or higher, and a Hayes-compatible modem. 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.

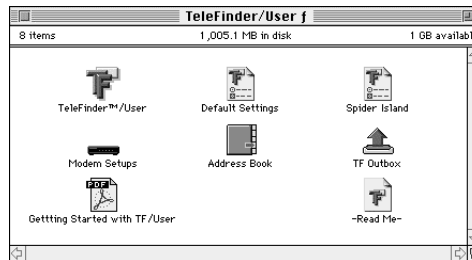
TeleFinder provides an easy to use interface to work with files, mail and messages by simply clicking and dragging icons. With System 7.5 TeleFinder uses your Finder desktop to provide easy "drag-and-drop" file transfer. With earlier system software TeleFinder must emulate the Finder desktop to provide 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 steps outline the procedures for installing and configuring TeleFinder/User.

Software Installation

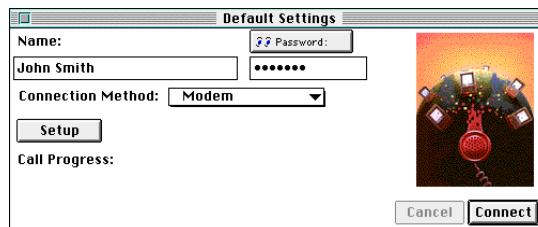
Install and Open TeleFinder/User.

- 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.



Setting up TeleFinder/User

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



Notice that TeleFinder/User automatically opens the Default Settings file and loads the saved configuration. TeleFinder saves any 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.

Configuring TeleFinder

You only need to perform the following steps once.

Configure the TeleFinder/User with your logon name, password, BBS phone number, and information about your modem.

Step 1 Enter your logon name and password.

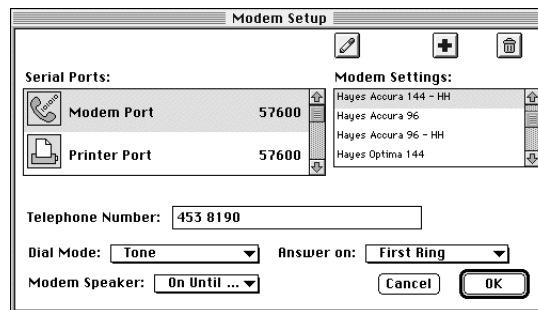
Step 2 Choose a Connection Method

- 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 “Customizing your BBS” section of this manual.

- Click in the “Setup” button in the Connection window. TeleFinder will open the “Modem Setup” dialog.

Step 3 Choose a Serial Port

- Select the serial port your modem is connected to from the serial ports list of the “Modem Configuration” dialog. You can choose from the two built-in ports, or any serial port registered with the communications toolbox.



Step 4 Select a Modem Setup

The modem setup configures TeleFinder with settings to make your modem work properly.

- Scroll through the Modem Settings list, and click on the name that most closely matches the name of your modem to select it.

**Hardware
Handshaking**

Notice that for some modems, there is a standard version and an “HH” version. “HH” stands for “Handshake Hardware” cable. Using a hardware handshake cable permits faster transfers with 9600 bps and faster modems.

You should try the “HH” settings first, and if you are unsuccessful in getting connections switch to the non “HH” settings. The cables that are shipped with high speed modems are generally hardware handshake cables. Unfortunately, there is no way of knowing, simply by looking at the cable, which type you have. Both the standard and “HH” cables have the same physical appearance.

Step 5 Enter the Telephone Number

- 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.

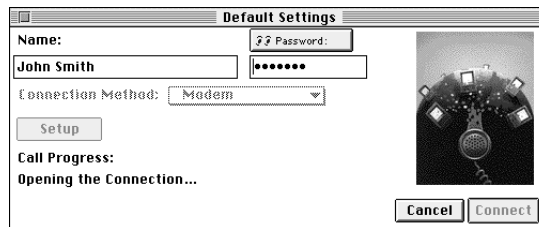
Step 6 • Click in the "OK" button to save the settings. Click in the Connect button to place the call.

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 automatically will make repeated attempts to connect to a busy line. Click in the Cancel button to stop.

NOTE: The logon procedure may “hang” at the “Waiting for the host” stage if you choose the wrong settings. This happens if you select a hardware handshake setup, or do not have the proper cable. Choose the standard setup if this occurs.



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 "TeleFinder 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 your BBS or 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.

Enter information to register for a BBS logon account in this dialog. Data is required in every field except the "Other" text box, which is optional.

Please Register with the BBS

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:

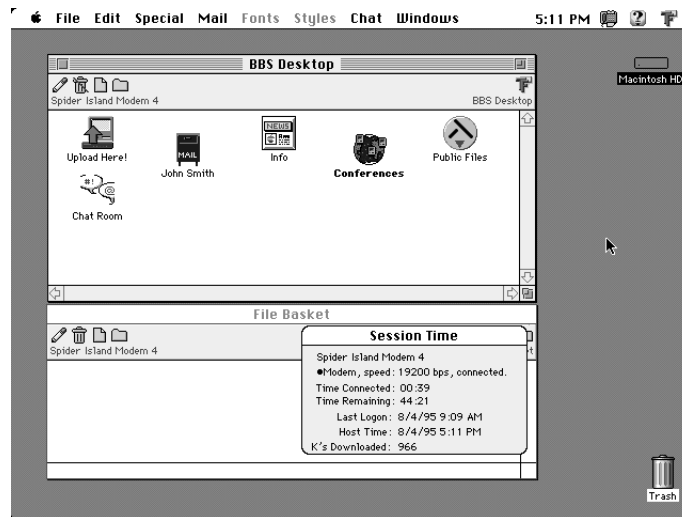
Street Address:

City, ST:

Country, ZipCode:

Icons received
from the
Bulletin Board

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



This screen is an example of what users see after connecting to Spider Island Software's support 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.

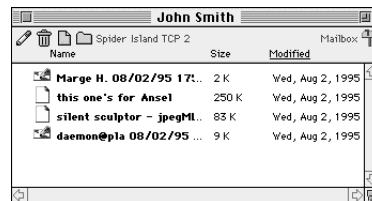
If an auto message was assigned to your access group it will be automatically displayed. You can save the document as a text file or print it. The Session Time window shows BBS connection and time information.

Mail is waiting for you



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 both messages and attached files. You can read the messages by opening their icons.



When a file is in your mailbox drag its icon to your disk. This begins the transfer of the file to your Macintosh. After the file transfer is complete, you can open the file with the application used to create it. Other files may appear as attachments to a message. These files you can receive from the message form window.

Sending Mail

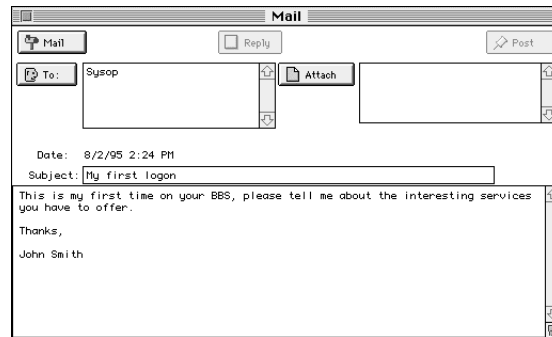
You can use TeleFinder's electronic mail to exchange messages and files between users of the bulletin board system, and through gateways to other mail systems. TeleFinder provides you with a mail form to compose and send messages.

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.

The mail form uses standard Macintosh text editing commands. You can create messages using styled text by selecting commands from the Fonts and Styles menus.



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.

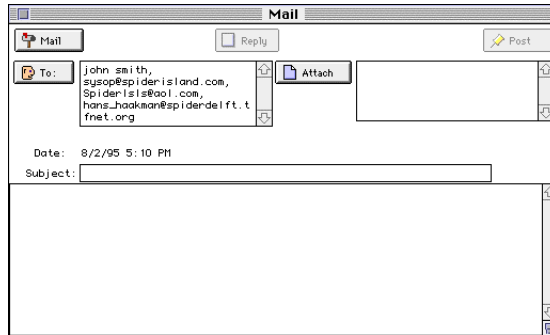
Using Locate a User

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 that 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

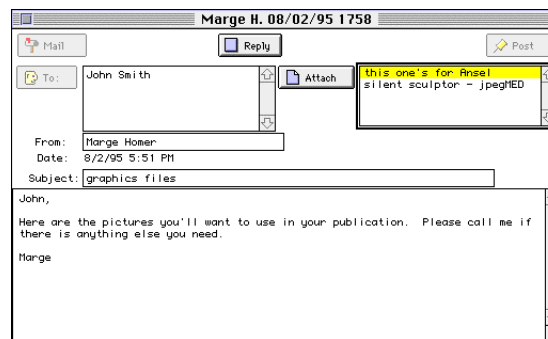
- Click in the “Attach” button on the Mail form. TeleFinder will open the “Open” dialog.
- Use the “Open” dialog to locate and select the file you wish to attach to the message.
- Click in the “Open” button. TeleFinder will add the file to the attachments list.

Removing Attachments

- To remove a file from the attachments list
- Select it's name in the list by clicking on it.
 - 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.

Choosing 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 it’s combination of speed and convenience.

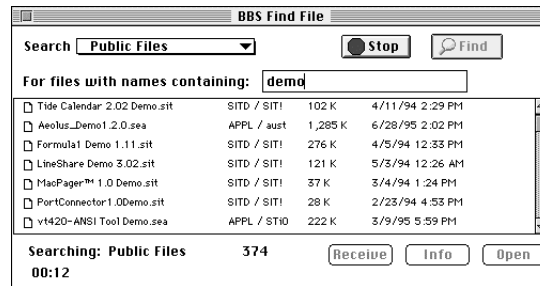
ZMODEM file transfers have the advantage of 32-bit CRC’s and file recovery. If a ZMODEM file transfer fails to complete, TeleFinder saves the part of the file already received. You can then complete the transfer either on another call, or during the same call. Just drag the file to the same location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

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.
- Enter a part of a file name in the “Names Containing” text box.
- 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.

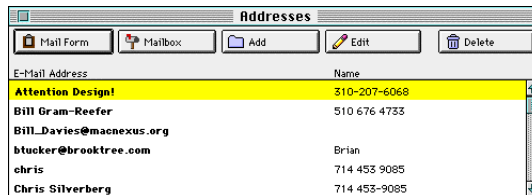
Disconnecting from a BBS

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

Maintaining the Address Book

TeleFinder’s address book stores 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 'User Address' dialog box contains 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 'Cancel' and 'OK' buttons.

- 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 : Use this when you are on-line to get the drop-box icon of a local BBS user.
- Copy : Use this to copy the address as text to the clipboard.
- 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

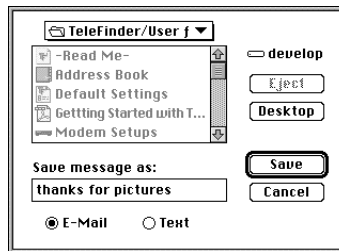
You can use the Mail Outbox to automatically pick up and deliver mail. Compose and address your messages, then add them to the Mail Outbox for later delivery. You can queue up to 250 messages in the Mail Outbox.

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

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

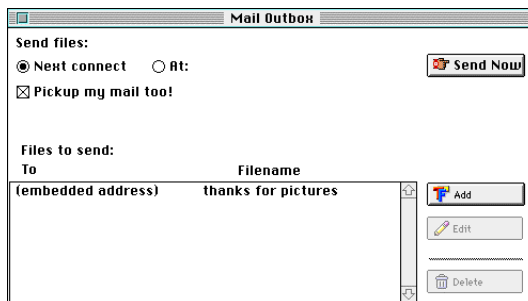
- Compose and address a message using TeleFinder's Mail Form.
- Use the “Save as...” command from the file menu to save the message on your hard disk.



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 to download any mail waiting in your mailbox, turn on the “Pick up my mail too!” checkbox..



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 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

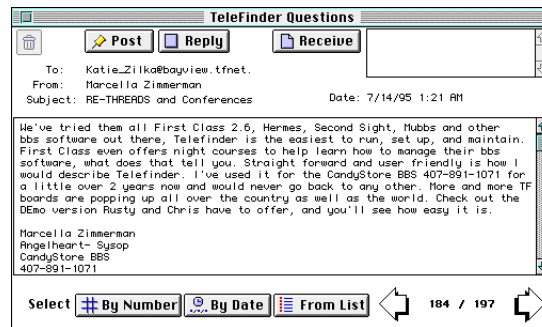
The message viewer window contains buttons to select a message, reply to a message, and remove a message from a topic. You can also print messages, and save messages as text files, using commands in the File menu.

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.

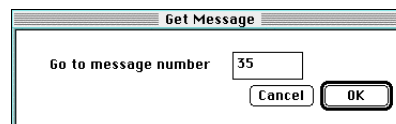


Click in the “Right Arrow” button to view new messages by post date. Click in the “Left Arrow” button to view previous messages in descending order by date. The current message number is shown between the arrows.

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.



The image shows a dialog box titled "Date/Time Set". Inside, it says "Find new messages since:". There are input fields for "Hour" (7), "Minutes" (28), "Month" (8), "Day" (04), and "Year" (1995). There are also radio buttons for "AM" (selected) and "PM". At the bottom, there are "Cancel" and "OK" buttons.

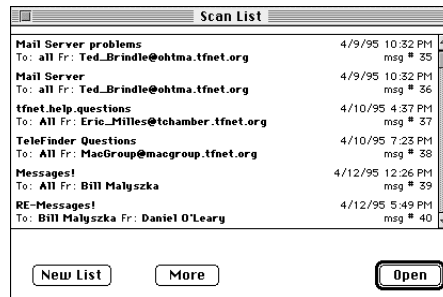
- Enter a date and time in the dialog.
- Click in the “OK” button. TeleFinder will then display the message that has a post date closest to the date you specify.

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 up to 10 message headers in it.



- 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.

Click in the “New List” button to clear the current list and begin a new list. TeleFinder will repeat the steps to create a new list of message headers.

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.

Reply To > RE-THREADS and Conferences

Mail Reply Post

To: Marcella Zimmerman Attach

Date: 8/3/95 7:30 PM

Subject: RE-THREADS and Conferences

>> Check out the demo version Rusty and Chris have to offer, and you'll see how
>> easy it is.

Thanks for sending another sysop our way!

- 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

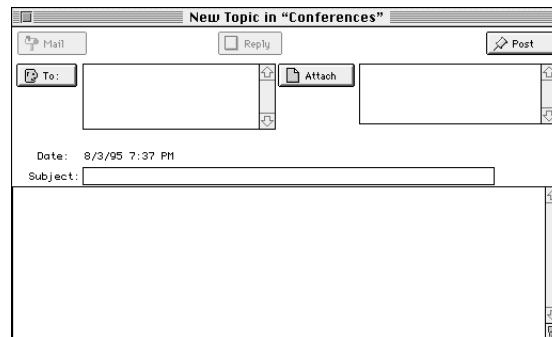
Users with the appropriate access privileges can create new topics in Conference folders. A user needs to have either the global "Can Make Changes" Sysop privilege, or the "Can create topics" path privilege to be able to create new topics. To create a new message topic, follow the steps below.

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

Name	Size	Modified	Conference
Internet	9 msgs	Thu, Aug 3, 1995	11:52 AM
Games	21 item(s)	Thu, Aug 3, 1995	10:04 AM
TeleFinder Questions	197 msgs	Thu, Aug 3, 1995	5:58 AM
BBS ADS	5 msgs	Wed, Aug 2, 1995	8:27 PM



- 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.

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.

Chatting with the Sysop

Use the Chat window to send notes between the system operator and user. Select the “Chat with Sysop” command from the Chat menu. TeleFinder will open the Chat window.

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

- Click in the “Send” button to send the message in the text box.
- Click in the “Clear” button to clear the chat window of messages.
- Click in the “Scroll Lock” button to turn on and off automatic scrolling of messages. Automatic scrolling makes new messages visible on the screen.

Using Multi-User Chat

Multi-User chat provides four additional functions:

- Chat rooms where many users can chat together.
- Instant messages where you can send messages directly to another user.
- A list of the users currently on-line.
- A list of the users currently in a chat room.

These capabilities are present on multi-node BBS's that run the Chat Server, or TeleFinder Server 4.0. When multi-user chat is not available TeleFinder will disable the Chat commands.

Chat	
List of Users On-line	
List of Users in this Room	

Open Capture File	
Close Capture File	
Capture On	⌘G

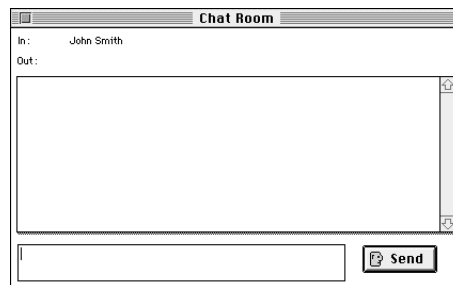
Chat with Sysop	

The Chat commands, and log file commands are grouped together in the Chat menu. The "List of Users On-line" and the "List of Users in this Room" are active only when you connect to a TeleFinder BBS that supports multi-user chat. Multi-user Chat requires TeleFinder Group Edition 3.1 or later and Chat Server software.



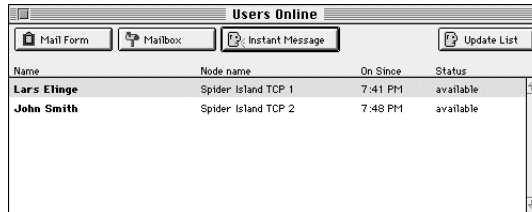
Chat Room

Chat rooms appear in your BBS Desktop window just like other areas of the BBS do. The "Channel 3" 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.

List of User's On- Line

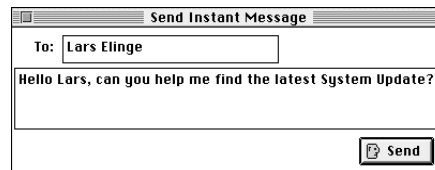


The screenshot shows a window titled "Users Online" with four buttons at the top: "Mail Form", "Mailbox", "Instant Message", and "Update List". Below the buttons is a table with four columns: "Name", "Node name", "On Since", and "Status". The table contains two rows of data.

Name	Node name	On Since	Status
Lars Elinge	Spider Island TCP 1	7:41 PM	available
John Smith	Spider Island TCP 2	7:48 PM	available

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.

- 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.
- Click in the "Instant Message" button to open the window to enter and send an instant message.



The screenshot shows a window titled "Send Instant Message". It has a "To:" field with "Lars Elinge" entered. Below the field is a text area containing the message "Hello Lars, can you help me find the latest System Update?". At the bottom right is a "Send" button.

Instant Messages are a quick and easy way to send a short note to another user while they are on-line. They are also useful to send a private note to another user while you are chatting in a chat room. You can enter up to 1K of text to send in this window.

Use the "Capture File" commands to capture text from the terminal window, Chat Rooms, Chat with Sysop, and Instant Messages to a text file. Once you have the text file open you can toggle the "Capture On" setting to selectively capture text during a session.

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.

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.

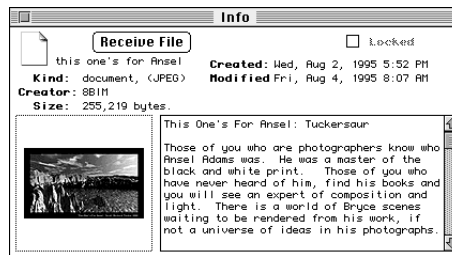
Printing

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 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.

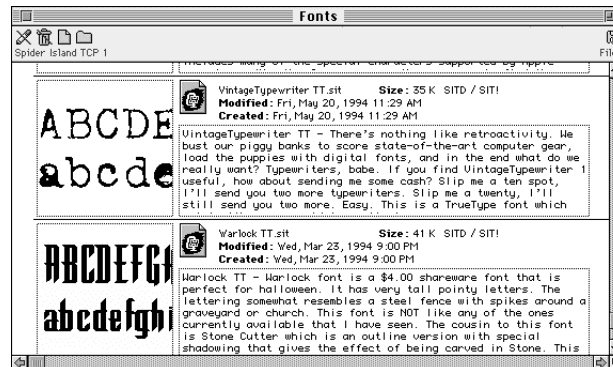


Click on the “Receive” button to transfer the file to your “Receive folder.” The file transfer process begins immediately.

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 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.

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

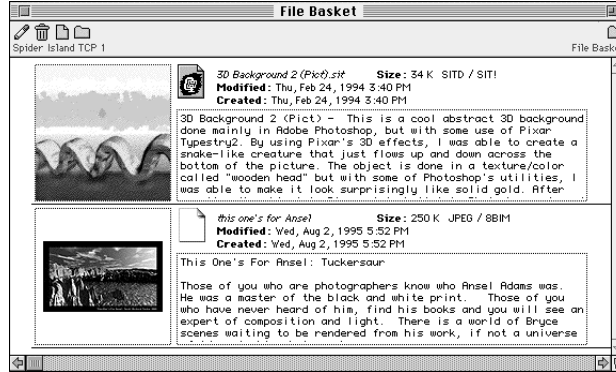
Drag a file’s icon to the Upload icon in the BBS Desktop window. That is all that is necessary to begin a file transfer using TeleFinder. After the transfer is complete, there will be an exact copy of the file on the BBS’s hard disk. The BBS Sysop decides which folder uploads go into using access group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

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

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.

Downloadi ng from the File Basket

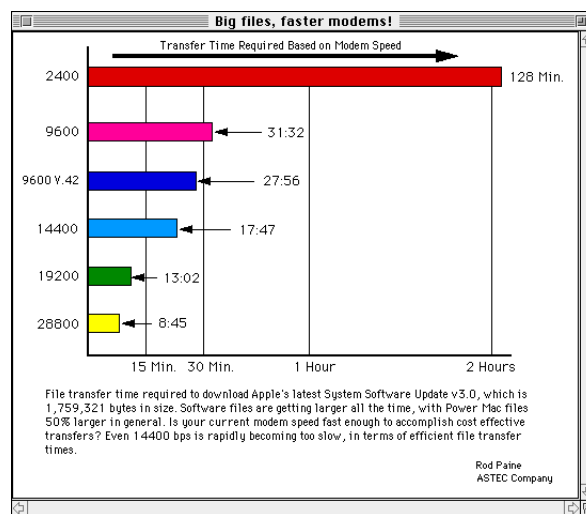
You can just drag files from the File Basket to your hard disk as you would from any folder.

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.

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.

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 show that you’re 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.

