Welcome to TeamTalk™, the graphical groupware that
GETS YOUR PEOPLE TALKING!

This Windows Write file contains information regarding TeamTalk to accompany the evaluation edition included with the Microsoft Technology Showcase for Windows CD.

The evaluation edition included on the CD will allow you to make up to 500 comments in TeamTalk. See the introductory material below for more information on what a comment is in TeamTalk.

If you would like to license the production version of TeamTalk, please contact Trax at 800 367-8729 (800-FOR-TRAX), or 310 649-5800. Our address is:

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Cypress for Dow Jones News/Retrieval

Trax has also developed a Graphical Interface to Dow Jones News/Retrieval, called Cypress. If you are already a News/Retrieval user and would like an easy to use interface, or if you need access to real-time, in-depth business information and news, please contact Trax for more information regarding Cypress.

Introduction to TeamTalk:

TeamTalk is a *graphical conferencing system* which lets a group of people communicate on a variety of *topics* using Windows and a LAN. Each person may create new topics or make comments and receive other people's comments on existing topics.

When you start TeamTalk, you will see all existing topics as panels in the TeamTalk window. You may choose to view each topic as a door if you wish, from the View, Environment menu. Each topic has a name, and may have a picture which gives an indication of what that topic is about. Each topic also has a default color assigned by the person who created the topic, the *moderator*. You may assign your own colors to topics as well.

You *join* topics that you are interested in. TeamTalk will notify you of updates to topics you have joined. You may choose to see all topics or only those you have joined.

TeamTalk is interactive: If a person is running TeamTalk, they will be notified immediately when a topic that they are a member of has been updated. Generally you will keep TeamTalk running all the time and look at it whenever you are notified of updates. The notification is made via a user-selectable sound. If TeamTalk is minimized, the Icon will be animated to indicate updates are available to be read. If TeamTalk is running, the Title bar will show <updated> to indicate updates. If you are not running TeamTalk when updates occur, you will be notified of these updates when you start TeamTalk.

You can Search all the topics from the search menu to find a comment based on the words in that comment.

See the TeamTalk Essentials section below for the basics on using TeamTalk.

Installation Instructions:

To install TeamTalk, start the SETUP.EXE program in the TEAMTALK directory on the CD-ROM. You can do this by simply double clicking on the SETUP.EXE file in File Manager. You must install TeamTalk to a shared directory that the people who use TeamTalk will be able to access. The installation program will guide you through this process.

On the individual user machines, simply run the TTCSETUP.EXE file in the installed TEAMTALK directory. It will create a program item for TeamTalk, add SHARE to the AUTOEXEC.BAT file if needed, and update the OLE2 DLLs in WINDOWS\SYSTEM if needed.

Hardware and Software Considerations:

TeamTalk requires an IBM compatible personal computer with an 80286 or higher CPU, at least 2 megabytes of RAM, 4 megabytes of network file space, DOS version 3.1 or higher, and Microsoft Windows version 3.1 or higher.

FILES: We recommend that you set your FILES= value in CONFIG.SYS to 40 or higher for best OLE 2.0 results.

SHARE.EXE: You must have SHARE running (installed in CONFIG.SYS or loaded from AUTOEXEC.BAT) - or an equivalent file sharing facility. This is used for record locking. If SHARE or an equivalent facility (see below) isn't running, when you try to start TeamTalk it will put up a file-lock error message (suggesting you check your SHARE parameters) then quit.

Performance problems: For best performance, we recommend at least 4 megabytes of RAM and Windows running in 386 enhanced mode. If you have less storage than this, TeamTalk may run slowly and/or have problems painting the topic background screens. If this happens, try running TeamTalk in Text-only mode (selected from the View menu). In this mode, TeamTalk doesn't use bitmaps to display panels, doors, and comment headers, so it uses less space and runs faster. This is also useful if you are running TeamTalk over a remote system.

Network Considerations:

TeamTalk will run with any network that supports file locking through SHARE.EXE.

Automatic login: If your network supports Microsoft Windows, be sure to load its Windows driver. That way TeamTalk can retrieve login information from the driver and log you into TeamTalk automatically. If your network doesn't support Windows, or if you aren't running TeamTalk on a network at all, when you start up TeamTalk it will ask for your login name. If you decide to protect your TeamTalk membership with a password, TeamTalk will prompt you for it and not log you in automatically.

Running TeamTalk on a server: Some peer-to-peer networks give priority to network users of disk drives over the physical owner of the drive. So, if your machine is the TeamTalk server, be sure to access TeamTalk through a redirected network drive rather than directly through your hard drive. Otherwise, when there is heavy network traffic TeamTalk's performance may suffer.

Windows for Workgroups running in 386 enhanced mode: SHARE.EXE is not needed - WFW has its own virtual device driver, VSHARE, which provides all necessary file and record locking capabilities.

10NET 5.0: 10NET provides its own SHARE facility, so it isn't necessary to load the DOS SHARE.EXE.

Also, TeamTalk will have problems running if you use 10NET's SHARMAT3=Y option, which tells 10NET to use the DOS 3.2 SHARE matrix.

LANtastic 4.1: The login name reported to TeamTalk by LANtastic's Windows driver (MSNET.DRV) is the machine name, not the user name you may have used to login to LANtastic resources.

Files:

The TeamTalk files and basic database file set use about 3.5 megabytes of disk space. Extra space is allocated as needed for topic appends and indices, as well as a small amount for each new user and topic.

Once installed, your TeamTalk directory will contain these files:
    1) TEAMTALK.EXE   - program module
    2) TTHELP.HLP - help file
    3) CTPW60D.DLL   - database module
    4) TRAXCT.CFG   - configuration file
    5) README.TXT   - last minute information
    6) TTCSETUP.EXE   - The TeamTalk Client Setup program. Run this from a workstation to install TeamTalk on that Workstation. It also includes several system DLLs necessary for OLE 2 support.

After TeamTalk has been initialized, its directory will contain the following data files. These files constitute TeamTalk's database, so they should be backed up as a unit.

    1) Topic data files, one set per topic
        Bnnn.CTD
        Bnnn.CTI
        Dnnn.CTD
        Dnnn.CTI
    2) TTDATA.CTD
    3) TTDICT.CTD
    4) TTDICT.CTI
    5) TTLOCK.CTD
    6) TTLOG.CTD
    7) TTMEMBER.CTD
    8) TTMEMBER.CTI

How to Reach us:

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If you send in your registration card within 30 days of receiving this CD at Fall Comdex

1993, you will be entitled to receive a free copy of the next evaluation edition of TeamTalk.

TEAMTALK ESSENTIALS

Here are a few things you should know about how to use TeamTalk. Of course, we strongly encourage you to license the product and get the user's manual, but if you keep this information handy, it should answer your most basic questions and get you started.

How to open a topic:

- Double click on the panel that represents that topic.   - or -
- If you are using the doors view, double click on the directory that hangs on the wall, select the topic, and choose Open.   - or -
- Choose Open (CTRL+O) from the Topic menu, select the topic, and choose Open.   - or -
- Use the "Open" toolbar button, select the topic, and choose Open.

How to review past conversation:

- Open the topic in one of the ways outlined above.
- Use the scroll bar, the scroll buttons, or PageUp & PageDown keyboard keys to scroll.
- Note: Use the Maximize button to make the Conversation area larger.

How to add a comment to a topic:

- Open the topic in one of the ways outlined above.
- Select the "Comment" button, which will open up the Comment area.
- Place your cursor in the text area and begin typing.
- You can include files created in other applications.
- Note: Use the Maximize button to make the Conversation area larger.

How to create a topic:

- Choose New from the Topic menu.
- Give your topic a name.
- Choose the Type of topic (public or private).
- Include a Picture by choosing New... and selecting a bitmap
- Set the topic Color by dragging the color bars and hitting "Set Default".
- Determine whether to allow Anonymous comments.
- Fill in the Description box with a little information about the topic.
- Choose the Members box, choose Update..., select the names of those you want to make members, and choose Add, then OK. If you want to see additional information about any person or group, choose Details...
- When these are all filled in, choose OK.

How to change your user preferences:

- To change the color of the Home topic, choose Info... from the Topic menu and move the color bars.
- Choose Preferences... from the View menu.
- Change the Notification Sound to a beep or chime by selecting the arrow and highlighting your choice.
- Type in how often you want TeamTalk to Check updates.
- Password... will let you input a new password (if this is required by your installation).
- User info allows you to change your Pen Name, which is the name displayed in comments you add, input a description of yourself (such as department, extension, etc.), and replace the

displayed picture with another bitmap (.BMP) file.
- Toolbar... enables you to drag buttons on and off the toolbar, edit the text displayed on them, and determine whether to show text, picture, or both.
- When these are all filled in, choose OK.

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