

# Intro User Manual

Version 1.0

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## 1. Introduction

### What is Intro

Intro is a software utility for Apple Macintosh computers. Intro will help you get the most out of your network by providing information about Macintosh computers that are connected to a network.

For network users: Intro helps you locate people by telling you when they last used their computer. It will also help you find available computers on the network that nobody is currently using. Finally, Intro can tell you when somebody you are looking for starts using their computer even when you are doing other work.

For network administrators: Intro shows you how the network is being used: what machines are free, what programs are running, and when somebody last used each computer.

Because of its power and ease-of-use, Intro is an important utility for any Macintosh user who is connected to a network. When Intro is installed, other people can see general information about your Macintosh even when you are not running the Intro application.

### Network Names

Each Macintosh must give Intro a name, so it can talk to other Macintoshes on the network. Each Macintosh on a network must have a different name, so you can tell them apart and find a particular Macintosh you are interested in. See below for how to give Intro a name for your Macintosh.

### System Requirements

Intro requires at least a Macintosh Plus with 1 Megabyte of RAM that is connected to a network. Intro will work with AppleTalk, and AppleTalk compatible networks. You should use version 6.0 or later of Apple's system software. To determine the version of the Apple's system software, select the **About the Finder...** menu item while you are in the Finder.

Your computer must be connected to a network, and you can open the Chooser Desk Accessory to make sure that AppleTalk is turned on. You should be familiar with the manual that came with your AppleTalk connector kit.

## 2. Installing Intro

### How To Install Intro

There are two simple parts to installing Intro:

- 1) loading Intro onto your Macintosh
- 2) Telling Intro about your Macintosh

You only have to do these steps once. After that Intro will automatically run each time you turn on your Macintosh. Your Intro disk contains three Intro files:



Intro Startup

The Intro Startup file. This goes in your system folder



Intro

The Intro Application file. This goes anywhere on your disk.



Intro Key

The Intro Key file. This goes in your system folder.

Before installing Intro, you should first make a backup copy of these files. The Intro disk is not copy-protected, so you may make as many backup copies as you like.

To install Intro:

- 1) Insert the Intro disk into the floppy disk drive of your Macintosh.

2) Copy the **Intro Startup** and **Intro Key** files from the Intro disk to the **System Folder** of your startup volume. These files must be in your **System Folder** for Intro to operate when you restart your Macintosh.

3) Copy the **Intro** application file to your Macintosh disk. It does not have to go in the system folder.

4) Restart your Macintosh.

5) After you restart your Macintosh, Intro should warn you that you have not yet given your Macintosh a name. Intro will display the following warning:

**Intro cannot run. You must run the Intro application and select a name for your machine.**

Once you have completed installing Intro, you will no longer see this warning when you restart your Macintosh.

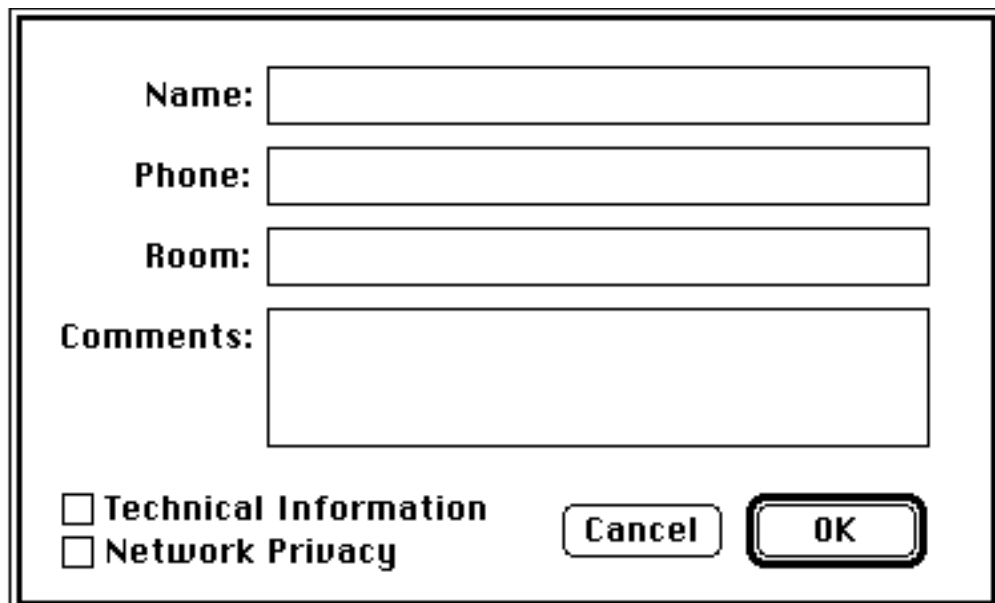
6) Run the Intro application by double-clicking on its icon.

7) The Intro Application will also tell you that it needs a name for your Macintosh. It will display the following warning:

**You must give Intro a unique name. Somebody else on the network is using that name.**

Once you have completed installing Intro, you will no longer see this warning when you run the Intro application.

8) Click **Done** in the warning window, and Intro will ask you for a name for your Macintosh. It will display the following window so you can enter a name:



**Name:**

**Phone:**

**Room:**

**Comments:**

☐ **Technical Information**

☐ **Network Privacy**

9) Enter a name for your Macintosh and anything else you want other people to know about your Macintosh. This window and all of its fields will be described in more detail later in the manual. You have to enter a name for your Macintosh, but the other information is optional so you do not have to enter information in these other fields.

10) Click **Done** in the window. Intro should now be running.

Congratulations - you have successfully installed Intro!

## About Intro Keys

Intro is encoded with a serial number that is stored in the **Intro Key** file. Each Macintosh that runs Intro must have a **Intro Key** file in the **System Folder**, but several copies of the same key file may be used by several different Macintoshes at the same time. Only a limited number of computers may use copies of the same key file. Consult the Intro package or the release notes that came with your Intro disk to see how many different Macintoshes may use copies of your **Intro Key** file. Each original Intro package comes with a unique key file. If you need to run Intro on more computers than your key file will support, you must purchase additional copies of Intro.

## 3. Using Intro

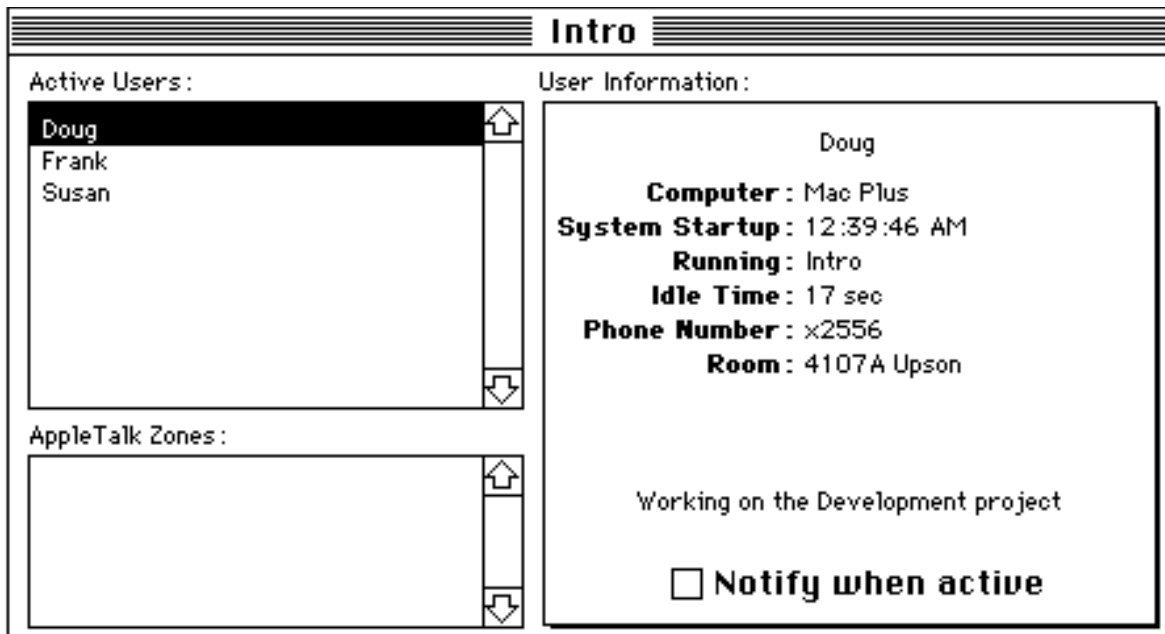
When you start your Macintosh, Intro will try to connect your Macintosh to the network. It will tell the network the name of your Macintosh and some general information about you. This allows other people to see your Macintosh on the network, even if you are not running the Intro application. When you start your Macintosh, the Intro icon will appear at the bottom of your screen.



If you do not want Intro to run when you start your Macintosh, hold down the shift key while the Macintosh is starting. Intro will not install, and instead will display its icon with an "x" over it. Note, that if Intro does not install, then you will not be able to run the Intro application.

If neither icon appears, then refer to the directions under **Installing Intro** to correctly install Intro.

When you run the Intro application by double clicking its icon, Intro will create a window like the one shown below:



## Active User List

This list will display all of the Macintoshes on the network other than your own that are turned on and have installed Intro. You will not be able to see your own Macintosh in the Active Users List because it is designed to give information about other Macintoshes on the network. People do not have to be running the Intro application to appear on this list, but their Macintosh does have to be turned on and connected to the network and Intro does have to be installed on their Macintosh. The names that appear in this list are the names people gave Intro during installation.

You may use the arrow keys to select entries in this list or type a character to select the first entry beginning with that character.

Selecting an entry in this list changes the contents of the **User Information** area so that it describes the selected Intro user.

## AppleTalk Zones List

A zone is a logical group of AppleTalk networks. Some network installations are very large, and they are made up of several physical networks. Such a large network installation may be divided up into zones, where each zone contains some of these physical networks. A zone may contain several physical networks, but each physical network is contained in just one zone. Dividing a large network installation into zones improves network performance and makes using the network simpler.

The AppleTalk Zones list contains the names of all AppleTalk zones in your network installation. If your network installation is not divided up into several zones, then this list will be empty and you may ignore it. Selecting a zone in this list changes the contents of the **Active Users** list so that it contains all Intro users in the selected zone.

## User Information

This area describes the Intro user currently selected in the **Active Users** list. If the selected Intro user has set the privacy control in his version of Intro, then all fields will contain '???', otherwise they will describe the selected Intro user. The following four fields will always appear:

### Computer

What kind of Macintosh the person is using.

### System Startup

When the person last started their Macintosh

### Running

The name of the program the person is using. Note that if the person is running MultiFinder then this will be the current active application.

### Idle Time

How much time has elapsed since the person last typed at the keyboard or clicked the mouse.

Additionally, the **Phone Number**, **Room** and **Comments** fields will appear if the selected Intro user has set values for them in Intro. A person may not choose to not set values for these fields, in which case they will not be part of the information for that person. A person may put anything he or she likes in these fields, but it is good practice to put in the suggested information in each field.

### Phone Number

A phone number where the person using the Macintosh may be reached.

### Room

The room where the Macintosh is located, or the office of the person using the Macintosh.

### Comments

Anything else the person would like other people to know.

The **Net Number** and **Node Number** fields will also be displayed if you have checked the **Technical Information** option in the **User Profile** window. Whether these fields are displayed only depends on you; it does not matter whether or not the selected Intro user has checked the **Technical Information** option. See the section on setting user options for more information.

### Net Number

This is the number of the network the person is connected to.

### Node Number

This is the network node id of the Macintosh the person is using.

### Notify when active

The **Notify When Active** control tells Intro to continually monitor a person in the background, and beep three times when that user types at the keyboard or clicks the mouse. You do not have to be running the Intro application to be notified when a person starts using his Macintosh, Intro will beep three times when this happens.

You may tell Intro to watch a person by checking this control when that person is selected in the **Active Users** list. This control is changed whenever the **User Information** area is changed. It is always turned on if Intro is monitoring the person currently selected in the **Active Users** list. It is always turned off if Intro is not monitoring the person currently selected in the **Active Users** list.

You may tell Intro to watch several people, by checking the **Notify When Active** control in the **User Information** area of each person.

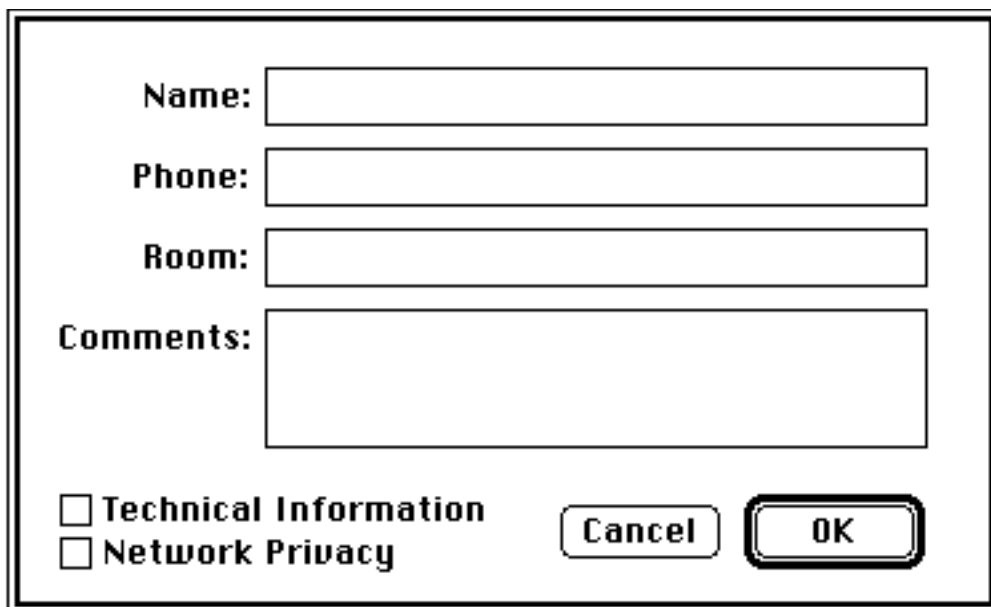
## 4. Changing User Information

You may change the information that Intro gives to people on the network with the User Profile menu command. Select this menu item

File	
User Profile	⌘U
<hr/>	
Quit	⌘Q

and Intro will display the following window:



A dialog box with a double border. It contains four text input fields: 'Name:', 'Phone:', 'Room:', and 'Comments:'. The 'Comments:' field is larger than the others. At the bottom left, there are two checkboxes: 'Technical Information' and 'Network Privacy'. At the bottom right, there are two buttons: 'Cancel' and 'OK'.

## User Information Fields

The fields in this window correspond to the fields in the **User Information** area. You must give Intro a name for your Macintosh, but the Room, Phone, and Comments fields are optional. If you enter values in these optional fields, then these values will appear in the **User Information** area when somebody uses Intro to look at your Macintosh. If you do not enter anything in the optional fields, then these optional fields will not appear in the **User Information** area when somebody looks at your Macintosh over the network.

## Technical Information

You may check this if you want to see technical information about other people. This will only effect what information is displayed to you, not what is displayed about you to other people using Intro. See the section on User Information for more about the technical attributes displayed for each person.

## Network Privacy

You may check this to limit what other people can tell about your Macintosh over the network. If you select this control, then other people will not be able to see your current application, idle time, startup time, phone, room, or comments. They will only be able to see that your Macintosh is running, and is connected to the network, because your name will still appear in the **Active Users** list. If this is still unacceptable, then you should remove Intro from your Macintosh by removing the Intro Startup file from your system folder and restarting your Macintosh.

You probably won't need the **Network Privacy** control, since the information Intro provides about users is generally harmless. In most cases this will not pose any problems and it helps people locate each other and better share network computers.

## 5. Finding Users with Intro

You may use Intro to list all people on the network who have used their computer within the last 2 minutes, or are using a particular type of computer, or who are currently being monitored by your computer. The find command allows you to do these things and more. Find will control which users are displayed in the **Active Users** list. You may specify that all computers in the current zone be displayed, or else you may specify which types of users are included in the **Active Users** list. In either case, only computers that have installed Intro may be included in the list.

You select the find command with the Find menu.

<b>Find</b>	
<b>Find</b>	⌘F
<b>Show All</b>	⌘G

If you select the **Show All** command, then all computers in the selected zone that have installed Intro will be displayed in the **Active Users** list. If you select the **Find** command, then Intro will display the following window:

<b>User Name</b>	<input type="text"/>		
<b>Running</b>	<input type="text"/>		
<b>Computer</b>	<input checked="" type="checkbox"/> Mac Plus	<input checked="" type="checkbox"/> Mac IIcx	<input checked="" type="checkbox"/> Mac IIfx
	<input checked="" type="checkbox"/> Mac SE	<input checked="" type="checkbox"/> Mac SE/30	<input checked="" type="checkbox"/> Mac Classic
	<input checked="" type="checkbox"/> Mac II	<input checked="" type="checkbox"/> Mac Portable	<input checked="" type="checkbox"/> Mac IIsi
	<input checked="" type="checkbox"/> Mac IIfx	<input checked="" type="checkbox"/> Mac IIci	<input checked="" type="checkbox"/> Mac LC
<b>Idle Time</b>	<input checked="" type="radio"/> less than <input type="text"/> hrs <input type="text"/> min		
	<input type="radio"/> greater than		
	<input type="checkbox"/> Monitored Users		
	<input type="button" value="Cancel"/>	<input type="button" value="Find"/>	

This window will tell Intro what types of Intro users you are looking for. You enter a description in this window, and then any Intro user matching that description will be included in the **Active Users** list. After you enter a description, click in the **Done** button, and Intro will refill the **Active Users** list so it contains only computers that match your description.

If you enter values for the **User Name** and **Running** fields only computers whose name or current application match what you entered will be included in the **Active Users** list. If you leave either field blank, then it is not used to select which computers are included in the list. Not entering a value for a field causes that field to match with every Intro user in the current zone.

You may select which types of computers should be included in the list. If a computer type is checked, then Intro users who are using that type of computer may be included in the list. Initially, all types of computer are checked.

You may also specify that only computers that have been used within a time limit, or have not been used within the time limit be included in the **Active Users** list. Check **less than** or **greater than** and enter a time limit in hours or seconds. If you leave both the hours and seconds fields blank, then the idle time will not be used to select which computers are included in the **Active Users** list.

Finally, if you check the **Monitored Users** check box then only Intro users who are currently being monitored by your computer are included in the list. An Intro user is being monitored by your computer if you earlier checked the **Notify when Active** check box for that Intro user.

## **6. Troubleshooting and Error Messages**

There are two sets of error messages:

- 1) Messages displayed by the Intro application when you try to run the Intro application
- 2) Messages displayed by Intro when you start your Macintosh.

### 1) Intro Application Error Messages

**Q. Intro requires at least a Macintosh Plus and System 6.0 to run.**

A. Your Macintosh will not support Intro, so you will not be able to run Intro.

**Q. Intro has not been correctly installed. See the Intro manual for information about installing Intro.**

A. You have tried to run the application before installing Intro, or Intro could not install when you restarted your Macintosh due to an error during installation. If Intro had an error during installation, it should have displayed an error message when you restarted your Macintosh, so consult the instructions for that error message below. In either case,

consult the installation instructions above and make sure you have correctly installed Intro.

**Q. Your Intro application and startup files are incompatible. Please make sure all files are the same release version and restart your machine.**

A. Make sure that you installed the same version of the Intro Startup and Intro Application files. To determine the version of a file, go into the Finder, select the file in the Finder, and select the **Get Info** item in the **File** menu. This should create an information window that will display the version of the file. Consult the installation instructions above and make sure you have correctly installed Intro.

**Q. You must give Intro a unique name. Somebody else on the network is using that name.**

A. Each Macintosh must give Intro a unique name, so Intro can tell two Macintoshes apart. If the Intro application displays this error message, then it will also display the window that allows you to change the name of your computer. You may either give your Macintosh a new, unique name or else cancel and not run the Intro application.

**Q. Intro cannot open - Out of memory.**

A. Intro does not have enough memory to run. If you are using MultiFinder, try closing some applications. If this does not help, or if you are not using MultiFinder, you may try removing some unnecessary Startup files from your system folder and restarting your Macintosh.

## 2) Intro Startup Error Messages

**Q. Intro will not install because too many other people on the network are using Intro with the same key file.**

A. Each Intro Key file may be used by a limited number of computers at the same time. Consult the Intro package or the release notes to determine how many computers may use the key file at the same time. Intro will not allow more than this number of computers to share the same key file.

**Q. Intro will not install because it cannot find a key file in your system folder.**

A. Intro requires that the key file be in the System Folder when you restart your Macintosh. Consult the installation instructions above and make sure you have correctly installed Intro.

**Q. Intro cannot run because serial port is not properly configured.**

A. AppleTalk must be running when you restart your Macintosh. Open the Chooser Desk Accessory and make sure that AppleTalk is turned on and restart your Macintosh.

**Q. Intro cannot run because there are too many other startup programs running.**

A. Intro cannot install because there are too many other startup files running. Try removing some unnecessary startup files from your system folder and restarting your Macintosh.

**Q. Intro cannot run because there is not enough memory.**

A. Intro cannot install because there is not enough memory. Try removing some unnecessary startup files from your system folder and restarting your Macintosh.

**Q. Intro cannot run. You must run the Intro application and select a name for your machine.**

A. You must give your Macintosh a name to run Intro. Consult the installation instructions above and make sure you have correctly installed Intro.

**Q. Intro cannot run. An error has occurred.**

A. An unknown error has occurred. Make sure that you are using at least version 6.0 of System and Finder, and that AppleTalk is connected to your computer. Make sure the network cable is securely connected to the back of your computer. Consult the installation instructions above and make sure you have correctly installed Intro. Finally, try removing unnecessary startup files from the System Folder and restart your Macintosh.

**Q. Intro cannot run. A network error occurred.**

A. An unknown error has occurred. Make sure that you are using at least version 6.0 of System and Finder, and that AppleTalk is connected to your computer. Make sure the network cable is securely connected to the back of your computer. Consult the installation instructions above and make sure you have correctly installed Intro. Finally, try removing unnecessary startup files from the System Folder and restart your Macintosh.

**Q. Intro cannot run. Somebody else has registered with your machine name. Run the Intro application and choose a new name.**

A. You must give your Macintosh a unique name to run Intro. Consult the installation instructions above and make sure you have correctly installed Intro.

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