Chat Tool Help Contents

The Chat Tool enables you to send textual information to another person. It consumes few network or CPU resources, and is particularly useful if you are using other network applications in addition to CoolTalk.

Including Text Files
Saving the Chat Tool Log
Posting a Message

New Chat Tool Log

Selecting New from the File menu clears the current Chat Tool Log. Before the log is cleared, you will be asked if you wish to save the contents.

Include File

Using Include File, you can import a text file from desk to send using the Chat Tool. When you select Include … from the File menu, a Windows 95 file requester will appear, from which you can select the file that you wish to include in your Personal Note Pad.

After you have loaded a file into your Personal Note Pad, you can edit the contents before sending it to another conference member.

Save Log

Once you have saved the Chat Tool Log, you can update the file on disk using the Save option from the File menu. To save the log for the first time, you should use the Save As … option.

Save Log As

Using the Save As … option from the File menu, you can save the contents of the Chat Tool Log to a file. When you select this option, a Windows 95 file requester will appear, and you can choose the location for the log file.

Post Note Pad

By selecting Post Note Pad from the File menu, you can send the contents of your Personal Note Pad to the other member of your conference. The message you post will be added to your Log window, as well as that of the other conference member.

Print Setup

Selecting Print Setup launches the Windows 95 Print Setup dialog, which allows you to configure your printer.

Print Chat Tool Log

Selecting Print sends the current contents of the Chat Tool Log to the printer.

Undo

Undo will negate the most recent change that you made. If you cannot undo the last change, the Undo option will be ghosted.

Cut

Cut moves the text that is currently selected to the clipboard.

Copy

Copy moves a copy of the currently selected text to the clipboard.

Paste

Paste copies the contents of the clipboard to the current cursor position in the Personal Note Pad.

Select All

Select All highlights the entire contents of the Personal Note Pad.

Pop Up on Receive

When Pop Up on Receive is active, whenever you receive a message via the Chat Tool, it will automatically be brought to the top of the desktop if it is inactive. If the Chat Tool is closed, it will automatically open.