

Help for PowWow

Overview

Welcome to PowWow!

PowWow is an unique personal communications program for the Internet. It offers two main functions: A personal communicator, and a conferencing system.

As a personal communicator it allows you to call your friends, chat with up to seven (7) people by keyboard or voice, show a picture of yourself, send and receive files, play MS-Windows **.WAV** format sound files, and browse the World-Wide Web together as a group. All you need to know to communicate with another PowWow user is his or her email address. PowWow will automatically connect with them, provided PowWow is running on their computer.

In conference mode, PowWow allows you to set your computer up as a conference server and up to fifty (50) people can connect with you. You may set yourself up as a temporary conference, or a permanent conference. You may choose to be the conference moderator or you can create a full-time non-moderated conference.

PowWow runs in personal communicator and conference modes at the same time. If you are hosting a conference or connected to one, you can still talk with other people running PowWow and use all the personal communicator functions.

PowWow comes with a file named **HISTORY.TXT** which contains late-breaking news and other information not covered in the *PowWow Users Guide*. Please check this file before continuing with this manual.

The file **README.1ST** gives step-by-step instructions on how to install PowWow for the first time or upgrade an existing installation.

A copy of the *PowWow Frequently-Asked Questions Guide* is also included. The document is a HTML document containing the answers to many common questions about PowWow. The name of this file is **PW-FAQ.HTM** and it can be viewed with any World-Wide Web browser.

The latest version of PowWow, along with technical support and information about Tribal Voice, may be found on the Tribal Voice World-Wide Web server at **<http://www.tribal.com/powwow>**.

Running PowWow

To allow other people to connect to you, you must have PowWow running. After WinSock has been initialized, double-click on the PowWow icon. A dialog box will appear requesting your Local User I.D. and password. Enter your email address as your Local User I.D. You may choose any password of up to seven (7) characters. Select OK. The PowWow main screen will appear. At the bottom of the screen the message "attempting to register with PowWow server" will appear followed "Registration accepted by Server" if your Internet connection is properly functioning. PowWow is now active and ready for connections to or from other PowWow users. If you are not intending to immediately connect with someone, minimize PowWow so it remains active in case someone wishes to connect with you.

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Edit Menu

The Edit menu includes commands that enable you to change the text in the PowWow edit windows.

For more information, select the Edit menu command name.

Clear Deletes text without moving it to the clipboard.

File Menu

The File menu includes commands that enable you to send files, and exit PowWow.

For more information, select the File menu command name.

- Send Send a file to one of the people you are currently chatting with.
- Exit Shut down connections and exit PowWow application.

Glossary

cruise leader - see Leader

domain name - The name of a particular network of computers attached to the Internet. For example, all of Tribal Voices networked computers have a domain name of tribal.com.

dynamic IP address - An internet protocol address that changes each time a connection is made to an Internet service provider. This type of connection is usually used with dial-up Internet accounts accessed via modem.

fixed IP address - An internet protocol address which remains the same. Networked computers and other computers with a dedicated connection to the Internet typically have fixed IP addresses.

IP address - A numeric address used to identify a computer or other device (printer, router, and so forth) over the Internet. IP addresses are composed of four sets of numbers with values of 0-255. For example: 204.227.15.1 is the IP address for the Tribal Voices World-Wide Web server.

Leader - The person who first initiates a PowWow session. The Leader has control of cruising the World-Wide Web.

Local User I.D. - Your PowWow address.

Remote User I.D. - Anyone else's PowWow address.

SLIP - stands for Serial Line Interface Protocol. A common method for connecting to the Internet using a modem.

static IP address - see fixed IP address

TCP/IP - Stands for Transmission Control Protocol/Internet Protocol. The method by which computers communicate with each other over the Internet.

URL - stands for Uniform Resource Locator. A standard method of displaying the name of a FTP or World-Wide Web server.

Exiting

To exit PowWow select Exit from the File menu.

Edit Clear Command

The Clear command allows you to clear the send and receive windows of all text and moves the cursor to the top left hand corner of the send window. All text currently in the window will be lost.

File Send Command

PowWow can send and receive files with other people to whom you are connected. To transfer files, select FILE=>SEND from the Main Menu or click the [send] button on the toolbar. Pick the file to send followed by the person to whom the file should be sent if you are chatting with more than one person. Or, you can click the file transfer mini-icon on the menu bar of the person you want to send a file.

A dialogue box will be displayed on the receiving partys screen giving the name of the sender, the file being sent, its size and a prompt to accept or refuse the file. Select Yes to receive the file or No to cancel and then press the OK button to continue. If a file with the same name exists, you will be asked if you wish to overwrite the existing file.

By default, files are sent to the same directory in which POWWOW.EXE is located. This can be changed by selecting SETUPFILES AND DIRECTORIES, typing a new directory name into the Download Directory field, and clicking on the OK button.

While a file is being sent, the *PowWow File Transfer* window displays the sender or recipients PowWow address, filename, file size, and amount transferred in bytes, percentage and a progress bar. To stop a file transfer in progress click on the [CANCEL] button. To minimize the window click on the [HIDE] button. PowWow will save the portion of the file that has been sent.

Chatting can continue while a file is being sent, however, it may adversely affect the transfer speed on slower network connections.

File Exit Command

The Exit command will close all current connections to and from PowWow and will shut down the PowWow application.

Setup Menu

The Setup menu includes commands that enable you to configure PowWow and save the configuration for PowWow.

For more information, select the Setup menu command name.

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Connect Menu

To connect to another person using PowWow select the connect option and either enter the email address of the person you wish to contact or select one of the email addresses from the list in your PowWow book by dropping down the list box.

If the email address you have entered allows for a Direct Connection (i.e. the person has a fixed, rather than dynamic IP address and the host portion of the email address specifies the machine on which they are running PowWow) you can select the Direct Connection option. This avoids the PowWow IP lookup process and saves 15 seconds or more in the initial connect time. If you do not know whether the person you wish to contact has a fixed IP address, do not select the Direct Connection option. The lookup function will still work.

To add a newly-entered connection to your PowWow book check the Add Connection option before selecting OK. This also saves the Direct Connection setting for the connection.

If you are away from your machine and would like for PowWow to automatically answer and send a message to those trying to contact you, you can turn on the Answering Machine.

PowWow allows you to chat with someone privately so that what you type is sent only to that person and what they type is sent only to you.

For more information, select the Connect menu command name.

Connect

Disconnect

Conference Mode

View Log

Add Connections

Answering Machine

Private Chat

Utility Menu

PowWow allows several people to browse the World-Wide Web together as a group using a web browser compatible with PowWow. This allows you to lead people through the Internet via your browser. In order to lead the person you are chatting with, select the UTILITY=>LAUNCH CRUISE option from the Main Menu. If your browser is not running it will be launched and a connection to it established by PowWow. Once the connection is established, the people you are chatting with will be notified you would like to lead them in browsing the Internet. They can accept or refuse the cruise request. If accepted the web browser will be launched on their computer systems. Once the connections are established on all sides, whenever the Leader opens a new URL the 'followers' will go to the same location.

If you stop cruising from PowWow, the connections to the browser will be discontinued but the browser will remain running.

To direct your browser to go to the PowWow White Pages at Tribal Voice select the White Pages menu option. Your browser will be launched and directed to the White Pages web page where you can find a list of others running PowWow.

To initiate a voice connection with one of the people you are chatting with select the Voice Chat menu item. If you are chatting with more than one other person you will be prompted to select who you would like to talk to. This will open a connection for the exchange of voice data. To end the voice chat session de-select the Voice Chat menu item.

To send your voice message select the Talk menu item and speak into your microphone. The voice data will begin to be sent as soon as you select the Talk menu item. To stop sending your voice message de-select the Talk menu item.

PowWow allows you to play a sound on the machines of those you are chatting with. From the menu select Sounds and then select one of the sounds listed. The sound will then play on your machine and on the machines of those you are talking with.

You can add your own sounds to PowWow to play on the machines of those you are chatting with as long as they have the same files in their PowWow directories.

For more information, select the Utility menu command name.

Launch Cruise
Stop Cruising
White Pages
Voice Chat
Sounds
Sound Add
Draw

Local Info

Use the Local Info setup to specify your PowWow I.D. so people can contact you using PowWow. The address should be the same as your email address and take the form of name@domain.org. When someone attempts to connect to you, PowWow will verify that the name being requested matches the name in the PowWow registry database.

The password you select is saved with the PowWow I.D. in the PowWow registry database. On subsequent registrations the registration will not change the IP address for this address if the correct password is not used.

The save password option allows you to save the current password in the POWWOW.INI file so that you will not have to re-enter each time.

The PowWow I.D. and Password fields are required in order to register PowWow. The other following fields are optional.

The Real Name / Handle field allows you to enter a name or handle (nickname) of up to 30 characters to identify yourself to the people you are chatting with. This name will be displayed along with the PowWow I.D. when requesting a connection to others and used as the title for your text window on the machines of those you are chatting with.

The HomePage field allows you to enter a URL for your HomePage. If you enter a HomePage then the people you are chatting with will have an icon, showing a home, that they can select to get your URL. Upon receiving the URL their browser will be sent to your HomePage location.

The JPEG Picture field can be filled in with the path and filename of a JPEG file, 10KB max., that is a picture, drawing or representation of yourself that you would like to make available for those you are chatting with to view if they wish to. If you enter a JPEG Picture filename the people you are chatting with will have an icon, showing an eye, that they can select to get your picture file. Upon receiving the JPEG Picture file the picture will be displayed in its own window on the receiver's machine with your name or PowWow I.D. as the title.

Click on the **More...** button to enter your optional *Personal Profile* information. From here you can enter information such as your age, occupation, and a comment about yourself. Other people can view your *Personal Profile* by clicking on the **i** (information) mini-icon on your chat windows title bar.

Font Setup

Select the font to use for the chat windows.

PowWow Book

The **PowWow Book** functions as an address book. From here you can connect to, view, add, or remove *PowWow Addresses* of other people. To access the *PowWow Book Setup* screen select **SetupPowWow Book** from the Main Menu.

The entries in the *PowWow Book* are sorted alphabetically by *Real Name* and then by *PowWow Address*.

To connect to someone in the *PowWow Book* highlight the *PowWow Address* or *Real Name* and click on **Connect**. You can specify a subject when paging them under **Connect Options**.

To add an entry to the *PowWow Book* type in the persons *PowWow Address* and *Real Name* and click on **Add**.

To remove an entry from the *PowWow Book* highlight the *PowWow Address* or *Real Name* and click on **Remove**.

The *PowWow Book* is kept in a file named **POWBOOK.DAT** in your PowWow directory. This file is stored in tab-delimited ASCII text format and can also be edited by using your favorite text editor or word processor.

Runtime Setup

The Runtime Setup allows you to set the defaults for request responses and window buffer sizes.

Each request type (talk, file transfer, cruise, and voice) can be set to either prompt you when a request is received or to automatically refuse the request.

The buffer sizes can be set to your desired buffer size in kilobytes (KB) for each PowWow chat window, provided your system has enough memory to accommodate your requested size buffer.

The **Use remote colors** option allows you to display the text colors selected by the people you are chatting with. If turned off the text for the people you are chatting with will be displayed as black text on a white background.

Files and Directories

Through the Files and Directories Setup option you can specify the download directory, sound file, PowWow Book and Call Blocking Book location for PowWow.

The download directory specifies which directory will be used for files that are downloaded through PowWow. The default is the directory from which PowWow is run.

The sound file is the sound that will be played when a request is received within PowWow. If your system does not support playing .WAV files a beep will sound instead.

The PowWow Book/Call Blocking Book location is the directory path PowWow loads its PowWow Book or Call Blocking Book from. The default is the directory from which PowWow is run.

Save Settings

Saving the current settings will save the currently configured settings under the setup menu.

Save Window Info

Saving the current size and position of the PowWow window. If a PowWow Conference window is active the size and position of the PowWow Conference is also saved.

Connect

To connect to another person using PowWow select the connect option and either enter the email address of the person you wish to contact or select one of the email addresses from the list in your PowWow book.

You can also enter a Subject to discuss which will be displayed in the chat request box on the other persons screen.

If the email address you have entered allows for a direct connection (i.e. the person has a fixed, not dynamic, IP address) you can select the direct connection option. This avoids the PowWow IP lookup process and saves 5 seconds or more in the initial connect time. If you do not know whether the person you wish to contact has a fixed IP address, do not select the direct option. The lookup function will still work.

Disconnect

Select disconnect to discontinue chatting with someone and stop all file transfer and cruise connections. This will break the connection to the person you were chatting or attempting to chat with. If you are chatting with more than one person you will be prompted to select the person(s) to disconnect from. Select All to disconnect from everyone.

Launch Cruise

This allows you to lead a group of PowWow users through the Internet with your browser. In order to lead the people you are chatting with, select the UTILITY=>LAUNCH CRUISE option. If your browser is not already running then it will be launched and a connection to it established. Once the connection to the browser completes successfully the people you are chatting with will be notified that you would like to lead them in browsing the Internet. They can then accept or refuse the cruise request. If accepted the browser will be launched on their computers. Once the connections are established on both sides whenever the Leader opens a new URL the 'follower' will be routed to the same location.

If you stop cruising, the connections to the browser will be dropped but the browser will remain running.

Stop Cruising

If you stop cruising the connections to the browser will be dropped, but the browser will remain running.

Support

Please email technical questions, comments and suggestions to powwow-support@tribal.com.

About Tribal Voice

Tribal Voice is a collection of software engineers located as far from civilization as access to T-1 lines will permit. We are currently holed up in a small Rocky Mountain town on the slopes of Pikes Peak at an elevation of 8,500 feet (3,088 meters) above sea level. We have no plan and write software as it occurs to us: in stream-of-consciousness mode. The only guidance we get is from a young Navajo medicine man. He tells us when to fast and when to go to sweat lodge. That's the extent of it.

PowWow is the copyrighted property of Tribal Voice. It may be used free-of-charge for personal use by individuals and educational institutions. Anyone else wishing to use PowWow should contact Tribal Voice for licensing information.

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Window Menu

This is where PowWows window behavior can be set.

Selecting Always on Top forces PowWow to remain on top of all other windows on your desktop. By default this option is off.

For more information, select the Window menu command name.

Always on Top

Always on Top

Selecting Always on Top forces PowWow to remain on top of all other windows on your desktop. By default this option is off.

View Log

Each time someone contacts you PowWow saves the date, time, Remote User I.D., and Subject field into a log file. The log file can be checked to see if someone tried to contact you while you were away and PowWow was running.

You can view the log file by selecting CONNECT=>VIEW LOG from the Main Menu. PowWow will then launch the Microsoft NotePad to view the log file. If NotePad is not available the log file cannot be viewed from within PowWow. We recommend reviewing and purging the log on a monthly to weekly basis, depending upon your PowWow usage.

Add Connections

You can add the Remote User I.D.s of the person you are chatting with to your PowWow book by selecting CONNECT=>ADD CONNECTIONS from the Main Menu. If you are chatting with more than one person, you will be prompted to select which person(s) to add to your PowWow Book. Selecting All adds everyone.

Voice Settings

Select the resolution/quality of sound to use in sending and receiving voice data. It is suggested that you base this on the speed of your connection to the internet. A communication speed of at least 14.4Kbps and a 486 or better computer is needed to use the voice feature of PowWow.

High-Resolution is the default setting and is recommended for all connections.

For lower quality sound but faster transmission of the data select the Low Resolution setting. Use this setting if you are experiencing problems with the High Resolution setting.

Answering Machine Configuration

This edit area is where you can enter the message that you would like displayed to those who try to connect to you when you have the Answering Machine mode turned on. You may enter up to 255 characters for the message. The Answering Machine can be turned on by selecting CONNECT=>ANSWERING MACHINE from the Main Menu.

Answering Machine Mode

If you are away from your machine and would like for PowWow to automatically answer and send a message to those trying to contact you, you can turn on the Answering Machine.

When someone attempts to contact you PowWow will automatically send the message you have configured under SETTINGS=>ANSWERING MACHINE to the remote end. Once the other end has acknowledged the message the connection will be broken.

White Pages

This option directs your web browser to go to the PowWow White Pages at Tribal Voice, your web browser will be launched if necessary and directed to the White Pages web page where you can find a list of others running PowWow. You can then search for others to chat with or add yourself to the list so that others will contact you.

Voice Chat

PowWow allows you to initiate a voice connection with one of the people you are chatting with. Once a voice connection is established you can take turns sending voice messages back and forth. A communication speed of at least 14.4Kbps and a 486 or better computer is needed to use the voice chat feature of PowWow.

If you are chatting with more than one other person you will be prompted to select who you would like to talk to. A connection will then be established for the exchange of voice data. To end the voice chat session de-select the Voice Chat menu item.

Sounds

PowWow can play Microsoft .WAV sound files on the computers of people who are chatting together.

Unlike chat, file transfer, cruise, or voice chat requests, there are no prompts for playing sound files. When a sound file is played on one computer the command to play the sound is sent to the other computers as well.

To prevent sounds from being played select SETUP=>SOUND OPTIONS from the Main Menu and un-check the Play Sounds box from the dialogue box.

To play a sound, select UTILITIES=>SOUNDS from the Main Menu or press the [sounds] button on the button bar. The PowWow QuikSound slider bar will appear. Click on the [START] button and hold it down. It will now change into a [PLAY] button. Move your mouse up and down to select the sound you wish to play and release the button. To skip playing a sound file, move the mouse to the [CANCEL] button and release the button. You may also use the cursor and Enter keys to select a sound, or press the Escape to close the PowWow QuikSound slider bar.

The actual .WAV files are not sent when sounds are played, only the command to play them. If someone does not have a .WAV file in their PowWow directory or environmental path they will only hear a system beep, not the .WAV file.

PowWow allows you to use a male or female voice for your Bye, Cool, and Hello .WAV files when you chat with other people. You can pick a voice by selecting SETUP=>SOUND OPTIONS and checking the Male or Female radio buttons.

Private Chat

You can chat with someone privately so that what you type is sent only to that person and what they type is sent only to you.

To chat with someone privately, select CONNECT=>PRIVATE CHAT from the Main Menu. If you're chatting with more than one person you will be prompted for which person to chat privately. Or you can click the **P** button on their menu bar.

Tribal Association

Here you can enter the URL of an additional PowWow White Pages server with which to register. You can register with any World-Wide Web server running the PowWow White Pages software. This may be a server for an Internet service provider, educational institution, business, or other organization.

NOTE: Registering with other PowWow White Pages servers will work **only** if you have gone to them and added yourself to their White Pages database.

Browser Selection

Here you can tell PowWow which World-Wide Web browser to use when cruising with PowWow. Specifying the complete path will considerably speed up the launching of the web browser. You can use the **Browse** button to search your hard disk for your World-Wide Web browser.

Sound Options

From the **Sound Options** menu you can tell PowWow whether or not to play Microsoft **.WAV** sound files from yourself or other users and select a male voice or female voice to be played in other peoples PowWow when you send sounds to them.

Sound Add

To add sounds to PowWow, select UTILITIES=>SOUND ADD from the Main Menu. You will then be prompted to enter the *Sound I.D.* and *Sound Path and Filename* for sound to add to PowWow.

The *Sound I.D.* is the description of the sound that appears within PowWow and is also used to identify which **.WAV** file to play. The *Sound I.D.* can be up to twenty (20) characters long and contain any mixture of alphanumeric characters, punctuation marks, and spaces.

The *Sound Path and Filename* tells PowWow the name of the **.WAV** file and where it is located on your computer system. If no path is specified, PowWow will search the PowWow directory and then the environment path for the **.WAV** file to be played.

NOTE: Any sound files you add must first be sent to other users and given the same *Filename* before they can be heard by anyone else. You can use PowWows file transfer function to send sound files.

Conference Mode

Conference mode allows up to fifty (50) people to talk together in a discussion group. Two types of conference mode are available: A moderated discussion group with a conference moderator and visitors and a non-moderated discussion group without a conference moderator. Personal Communicator mode and Conference mode are separate: Messages typed in one mode will not be displayed in another.

Selecting a Conference

To join or start a conference, select **CONNECT=>CONFERENCE MODE** from the Main Menu. This will bring up the **Conference Start** window. From here you can join an existing conference or start your own conference.

To start your own conference, click on the radio button for **Install Your Own Server** and press the **OK** button. You will then be prompted to start a *Moderated* or *Non-Moderated* conference:

Joining an existing Conference

To connect to a conference server click the radio button for **Join Conference in Progress** and press the **OK** button. You will then be prompted to enter the *PowWow Address* of the *Conference Moderator* and click the **OK** button or press Enter to page them.

Starting a Moderated Conference

To begin a moderated conference, click on the **Start a Moderated Conference** radio button and click on the **OK** button. The **PowWow Conference** window will open.

The *Moderated Conference* window consists of an *Input Window*, a *Moderator Window*, a *Visitors Window*, and a button bar.

The *Input Window* is the upper-right window. This is where text is entered. To type something, click inside the *Input Window* and begin typing. When you are finished press the Enter key or click on the **Send** button. Your message will not be displayed until then. If you wish to cancel what you are typing, press the **Clear** button to erase the contents of the *Input Window*. To clear all windows, press the **Erase** button. If you are the *Moderator*, your text will go to the *Moderator Window*. If you are a *Visitor*, your text will go to the *Visitors Window*.

The *Conference Window* button bar has two buttons, **[USERS AND CONTROLS]** and **[RESET]**. Clicking on the former brings up the *Conference-Dialog Control* bar. Clicking on the latter restores all the *Conference-Dialog Control* settings.

The *Conference-Dialog Control* bar displays the conference *Visitor* list and buttons labeled **[SELECT]**, **[DROP]**, **[PRIVATE]**, **[POWWOW]**, **[?]**, and **[X]**:

You can specify which person(s) to view text from by single-clicking their name on the conference visitor list and then clicking the **[SELECT]** button. People who are not selected may continue to type but you will not see any text from them. You can select as many people as you like but must select each person one at a time. When a person is selected a **S** appears in front of their name in the conference visitor list. If you are the *Moderator* selecting a person will stop all other person(s) text from being seen except the selected person(s) and your text. To de-select someone, highlight their name and press the **[SELECT]** button again or press the **[RESET]** button on the *Conference Window*.

You can specify which people to omit by single-clicking their name on the conference visitor

list and then clicking the **[DROP]** button. You can select as many people as you like but must drop each person one at a time. When a person is dropped a **D** appears in front of their name in the conference visitor list. If you are the *Moderator* dropping a person will prevent all other person(s) from seeing the dropped persons text. To un-drop someone, highlight their name and press the **[DROP]** button again or press the **[RESET]** button on the *Conference Window*.

You can send a private message to someone by single-clicking on a persons name in the conference visitor list and then clicking the **[PRIVATE]** button. A **P** appears in front of their name in the conference visitor list. You can send a private message to one person at a time. When a private message is sent, a **[P]** appears in the *Visitors Window* in front of your name.

You can request a fellow conference *Visitor* to join you in *Personal Communicator* mode by single-clicking their name from the conference visitor list and then clicking the **[POWWOW]** button. You can select up to six (6) people to join you in conference mode but must select each person one at a time.

For help with the *Conference-Dialog Control* bar click on the **[?]** button.

To close the *Conference-Dialog Control* bar click on the **[X]** button.

To restore all selected and dropped connections, click on the **[RESET]** button from the *Conference Window* button bar.

Double-click on a *Visitors* name to paste the first ten (10) characters into the *Input Window*.

Viewing the Moderators World-Wide Web Pages

The *Moderator* can control the World-Wide Web browsers of *Visitors* by clicking on the **Display Begin** button. All *Visitors* will then load their World-Wide Web browser (if it is not running) and go to any URLs loaded by the *Moderators* World-Wide Web Browser. The *Moderator* can end the display by clicking on the **Display End** button.

To exit a conference you are a *Visitor* in, click on the **Close** button. If you are the *Moderator* clicking on the **Close** button will disconnect the particular person you have selected from the *User List*. To close a conference you are moderating, click on the **Hang Up** button.

Starting a Non-Moderated Conference

To begin a non-moderated conference, click on the **Start an Unmoderated Conference** radio button and click on the **OK** button. The **PowWow Conference** window will open.

The *Non-Moderated Conference* window consists of an *Input Window*, a *Visitors Window*, and a button bar.

The *Input Window* is the upper-right window. This is where text is entered. To type something, click inside the *Input Window* and begin typing. When you are finished press the Enter key or click on the **Send** button. Your message will not be displayed until then. If you wish to cancel what you are typing, press the **Clear** button to erase the contents of the *Input Window*.

The *Conference Window* button bar has two buttons, **[USERS AND CONTROLS]** and **[RESET]**. Clicking on the former brings up the *Conference-Dialog Control* bar. Clicking on the latter restores all the *Conference-Dialog Control* settings.

The *Conference-Dialog Control* bar is displays the conference *Visitor* list and buttons labeled

[SELECT], **[DROP]**, **[PRIVATE]**, **[POWWOW]**, **[?]**, and **[X]**:

You can specify which person(s) to view text from by single-clicking their name on the conference visitor list and then clicking the **[SELECT]** button. People who are not selected may continue to type but you will not see any text from them. You can select as many people as you like but must select each person one at a time. When a person is selected a **S** appears in front of their name in the conference visitor list. To de-select someone, highlight their name and press the **[SELECT]** button again or press the **[RESET]** button on the *Conference Window*.

You can specify which people to omit by single-clicking their name on the conference visitor list and then clicking the **[DROP]** button. You can select as many people as you like but must drop each person one at a time. When a person is dropped a **D** appears in front of their name in the conference visitor list. To un-drop someone, highlight their name and press the **[DROP]** button again or press the **[RESET]** button on the *Conference Window*.

You can send a private message to someone by single-clicking on a persons name in the conference visitor list and then clicking the **[PRIVATE]** button. A **P** appears in front of their name in the conference visitor list. You can send a private message to one person at a time. When a private message is sent, a **[P]** appears in the *Visitors Window* in front of your name.

You can request a fellow conference *Visitor* to join you in *Personal Communicator* mode by single-clicking their name from the conference visitor list and then clicking the **[POWWOW]** button. You can select up to six (6) people to join you in conference mode but must select each person one at a time.

For help with the *Conference-Dialog Control* bar click on the **[?]** button.

To close the *Conference-Dialog Control* bar click on the **[X]** button.

To restore all selected and dropped connections, click on the **[RESET]** button from the *Conference Window* button bar.

Double-click on a *Visitors* name to paste the first ten (10) characters into the *Input Window*. To exit a conference you are a *Visitor* in, click on the **Close** button. If you are the server clicking on the **Close** button will disconnect the particular person you have selected from the *User List*. To close a conference you are serving, click on the **Hang Up** button

Call Blocking Book

Selecting Call Blocking Book from the menu brings up the PowWow Call Blocking Book window. Call Blocking allows you to automatically refuse chat requests from other people. To use Call Blocking, enter the PowWow Address of the person you wish to automatically refuse chat requests from and click on the Add button. To remove someone from your Call Blocking Book, highlight their name in the list box and click on the Remove button.

The Call Blocking Book stores the PowWow Addresses in a file named POWBLOCK.DAT in your PowWow directory. This file is stored in plain ASCII format and can also be edited by using your favorite text editor or word processor.

Conference Options

From the Conference Options menu you can tell PowWow to automatically accept connections to a conference you are moderating and whether or not to follow World-Wide web links sent by the Moderator of a Moderated Conference. You can enter a message that will be displayed to users when they enter a conference that you are hosting. You can turn off or on the use of colors in conference. If you select use colors then the text sent by the other users in the conference will be displayed in whatever color they have selected.

Adjust Sound Volume

The volume for two separate sound "channels" can be adjusted here, WAV, and MIDI.

All of PowWow's sound effects (i.e. Bye, Cool, Still There?, ...) use the WAV format for playing sounds. Also, when you are in a voice connection with someone, their voice will be played at the current WAV volume.

The button-pushing sound effects of the Voice Connection window use the MIDI sound format.

What about the message: "Your WAV/MIDI device does not support volume adjustment." ???

Volume adjustment is DRIVER DEPENDENT. This means that sometimes you will not be able to adjust your WAV and MIDI volume from this dialog box if you have an older or unusual sound card driver. If it is not possible to adjust your volume from here, you will see a message saying:

"Your WAV/MIDI device does not support volume adjustment." It is recommended that in this case you go to the Windows Control Panel and adjust your volume through the *Multimedia* option.

Profile Information

This is where you enter additional information about yourself that you would like others to be able to view at a glance by pushing the **i** button on your title bar.

Age Field

Valid values for Age are 0-255. If you enter 0, it is the same as "None Specified". You are not allowed to enter a negative number, a number larger than 255, or any non-numeric characters in the Age field.

Gender Field

There are three possible values. If you do not wish to reveal your gender, leave the choice set to "None Specified".

Location Field

Enter your City, State (or Province), and Country.

Occupation

You may enter your Occupation if you wish.

Comment

Anything you want to say to fellow PowWow chatters!?

PULS Server

The *PULS Server* option allows you to register with another PowWow Server ***in addition to*** the Tribal Voice PowWow Server. When Powwow registers with your PULS Server it sends your *Profile Information* in addition to your PowWow Address. *Profile Information* is not currently sent to the Tribal Voice PowWow Server.

To add a *PULS Server* select **PULS Server** from the menu to bring up the *PULS Server Configuration* window. Enter the IP address or the fully-qualified domain name of the PowWow PULS Server.

After you have successfully registered with your *PULS Server* your copy of PowWow will first query it for address requests before contacting the Tribal Voice PowWow Server.

For more information about using PULS Servers refer to the manual included with your *PowWow PULS Server* software.

Draw

PowWow allows you to draw by yourself or with other people you are chatting with in Personal Communicator Mode. To begin drawing click on the **Draw** button or select UTILITIES=>DRAW from the main menu.

Once you have started a Whiteboard session the *PowWow - Whiteboard* window will appear. Each side of the *PowWow - Whiteboard* window has tools on it:

- The left side contains the Drawing, Text, and Color Tools
- The bottom side shows the options for the Drawing, Text, and Color tools
- The right side contains the Image Options
- The top side contains the Whiteboard Image Options.
- At each corner is a gadget with diagonal lines. Click and drag on this gadget to resize the *PowWow - Whiteboard* window.

Between the drawing window and the bottom set of tools is a **Help Bar**. The **Help Bar** describes each tool in PowWow as you move the cursor over it.

Whiteboarding Session Picker

The *Whiteboard Session Picker* window will appear with a list of Whiteboarding sessions in progress and buttons labeled **Join**, **New**, **Cancel**, and **Help**. Whiteboard sessions are listed in the order they were started (oldest first) with the Real Name or PowWow Address of the person listed below it. The **Join** button will be grayed-out if no Whiteboards are currently in use.

To join a Whiteboard session in progress click on the **Join** button or double-click on the session name or name-address in the sessions in progress field.

To start your own Whiteboard session click on the **New** button or press Enter.

To exit without starting a Whiteboard session click on the **Cancel** button or press the Escape key.

Once you have joined or started a Whiteboard session the *PowWow - Whiteboard* window will appear. Each side of the *PowWow - Whiteboard* window has tools on it:

- The left side contains the Drawing, Text, and Color Tools
- The bottom side shows the options for the Drawing, Text, and Color tools
- The right side contains the Image Options
- The top side contains the Whiteboard Image Options.
- At each corner is a gadget with diagonal lines. Click and drag on this gadget to resize the *PowWow - Whiteboard* window.

Between the drawing window and the bottom set of tools is a **Help Bar**. The **Help Bar** describes each tool in PowWow as you move the cursor over it.

Whiteboard

Drawing, Text, and Color Tool Options

The left side contains the Drawing, Text, and Color tools. The bottom line of tools contains the options for each tool. They are, from top to bottom, Pencil, Line, Brush, Square, Oval, Text, and Color. To use the first color selection perform all mouse clicks with the **left** mouse button. To use the second color selection perform all mouse clicks with the **right** mouse button.

- Pencil** The **Pencil** tool is a free form drawing tool. To draw with the Pencil click and hold down the mouse button. You can change the width of the pencil by clicking on the **Pencil Options** at the bottom of the *Whiteboard* window.
- Line** The **Line** tool is a point-to-point drawing tool. To draw a line move the cursor to where you wish to start the line, click and hold down the mouse button, move the cursor to where you wish the line to end and let go of the mouse button. You can change the width of the line by clicking on the **Line Options** at the bottom of the *Whiteboard* window. You can also draw a constant stream of lines from the starting point by turning Trails on and off via the **[Trails]** button.
- Brush** The **Brush** tool allows you to draw a constant stream of brush shapes. To draw brush shapes click the mouse button. You can create trails by holding down the mouse button. To pick a brush click on the desired shape from the **Brush Options** at the bottom of the *Whiteboard* window.
- Rectangle** The **Rectangle** tool allows you to draw rectangular and square shapes. To make a rectangular shape move the cursor to where you wish to start the shape, click and hold down the mouse button, move the cursor to where you wish the shape to end and let go of the mouse button. You can change the width of the frame around the shape by clicking on the **Shape Options** at the bottom of the *Whiteboard* window. To fill rectangles with the opposite color of what you are currently using click on the **[Fill]** button. You can also draw a constant stream of rectangles from the starting point by turning Trails on and off via the **[Trails]** button.
- Ellipse** The **Ellipse** tool allows you to draw oval and circular shapes. To make an elliptical shape move the cursor to where you wish to start the shape, click and hold down the mouse button, move the cursor to where you wish the shape to end and let go of the mouse button. You can change the width of the frame around the shape by clicking on the **Shape Options** at the bottom of the *Whiteboard* window. To fill ellipses with the opposite color of what you are currently using click on the **[Fill]** button. You can also draw a constant stream of ellipses from the starting point by turning Trails on and off via the **[Trails]** button.
- Text** The **Text** tool allows you to add text or characters. To insert text, select the font, size, and style of text you wish to insert, click the mouse button within the *Whiteboard* window, and begin typing. The Delete key erases any text you have typed on that line. The Enter key inserts a new line below what you have typed. It is not possible to change text after you have pressed the Enter key.

If you select the **Wingdings** symbol font you will have the option of displaying

a character map by selecting **Show Key**. This launches the MS-Windows **CHARMAP.EXE** program.

Image Options

The right side of the PowWow window contains the image options for the Whiteboard.

User List The **User List** tool shows you a list of people using the current Whiteboard.

Copy The **Copy** tool copies the current Whiteboard image to your Clipboard. You can then paste the image into another paint program for further editing, to save it, and so forth.

Undo/Redo The **Undo/Redo** tool allows you to remove the last item you added to the Whiteboard. If you have removed an item clicking on the button a second time will add it back. The undo will not remove your last item if more than 15 items have been drawn since then by other Whiteboard users.

Clear The **Clear** tool clears the contents of the Whiteboard. When you click on the **Clear** tool you will be asked if you wish to clear the Whiteboard. If you check *Dont warn me before clearing* you will not be prompted again to clear the Whiteboard in this session. If you click and hold down the mouse button on the **Clear** tool you will see a menu to allow you to turn *warn-before-clearing* back on and clear using the current set of colors.

Whiteboard Window Options

The top of the PowWow window contains the window options for the Whiteboard. Click on the **[?]** button for help with an item, click on the **[_]** button to minimize the Whiteboard, and click **[x]** button to close the Whiteboard.

Video Setup

If you are experiencing errors in your video driver disable the advanced graphics. Some video cards do not support all the graphics functions available within Windows. Selecting this option will instruct PowWow not to use these functions. This will result in less attractive graphics in some areas, but such is life.

