PowWow Navigator Window

PowWow Navigator

Welcome to PowWow, the world's best Internet conferencing program.

The PowWow Navigator is the main PowWow window and handles all tasks except those which are available only from the Personal Communicator window.   Visually, the PowWow Navigator displays the Communities you have joined and lets you interact with other Community participants in a general manner.   (One-on-one communications require the Personal Communicator.)

Important: For help about a dialog, click its Help button.   For help about a menu item, highlight (don't click) the item and press function key **F1**.

Important: Many PowWow menus and options are accessed by **right-clicking** a displayed entry, such as a Community name or a user's name.

PowWow User's Guide

The new PowWow User's Guide is an **executable** file named **PWMANUAL.EXE**.   The presentation resembles a Web browser.   If you have a license to host a Community, you will want to refer to the Community Administration Supplement, which is in **PWHOST.EXE**.

If you have installed this version over a previous one, all your settings were saved and you can proceed as usual.

If this is your first time running PowWow, you're looking at a blank PowWow Navigator window.   Since you got PowWow so you could talk to other people, let's get you up and running.   Click an item in the following list for information and procedures:

How To...

Other Information
What the Symbols Mean
Buttons and Menus
Taskbar Buttons and Icons
Glossary
Text-to-Speech Abbreviations
Startup Switches

Contact Information
Support
About Tribal Voice

Joining a Community

To join a community, follow these steps:

1. Click the Communities button on the PowWow Navigator window.

2. Click the Join a Community option.   [The PowWow Address Book displays]

    - If there is an entry in the list, you can select it and click the Join button.
    - If you know the address of the Community, you can enter it in the Address field and click the Join button.
    - If you're browsing for a Community, click the Online Community Guide button.

        Your Internet browser will open to the Tribal Voice Communities page.   This page lists numerous categories of Communities.   When you click a category, you'll transfer to the web page which lists the Communities in that category.   For instance, if you're a new user, you might want to select the PowWow category and then the New PowWow Users Community entry (newusers@tribal.com).

        Important: Click an entry **only once** and then close or minimize the Internet browser window.

When you have selected a Community:

- The Community Controls Information window displays basic information.   Click OK.

- Most Communities also display a brief welcome message, which is cleared automatically unless you click the window's Hold button.

- The Community name and the names of active users are placed in the PowWow Navigator window: However, notice that you **won't** see your own name in the listing.
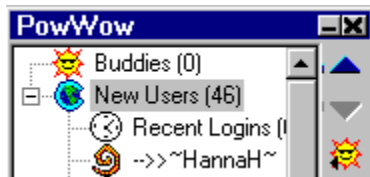
- The PowWow Group Chat window also opens, so you can view and join the conversations which are going on.

Note: If you have checked "Automatically save all connections to Address Book" in the Communities section of the Runtime Options, the Community's address automatically will be placed on the Communities tab of your PowWow Address Book.   This lets you easily re-join this Community at a later time.
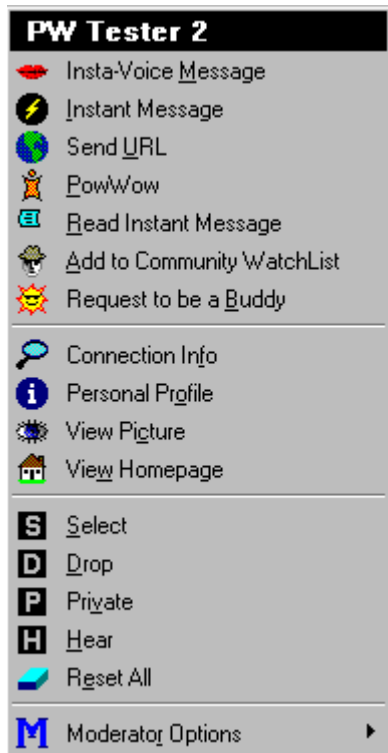
Open a Chat Window

To open a general Chat window so you can view and join in:

1. Right-click the Community's name.
2. Select the Group Chat option.

View User Info

To view information about an online user, simply right-click the person's name in the list.   A menu is displayed, from which you select one of the options.   Click the menu option for more information.

Important: **Select**, **Drop**, **Private**, **Hear** and **Reset All** are visible **only** when the Group Chat window is open.   Right-click the Community's name and select the Group Chat option.

Important: **Moderator Options** is available only when you are the Community's Moderator.

Buttons and Menus

The PowWow Navigator has several sets of buttons and menus: the Navigator button bar and the menus which are displayed when you **right-click**:

- A User's name
- A Community name
- The Buddies entry in the Navigator window and
- The Recent Logins entry beneath a Community name

For more information about each one, click each of the graphics, below.

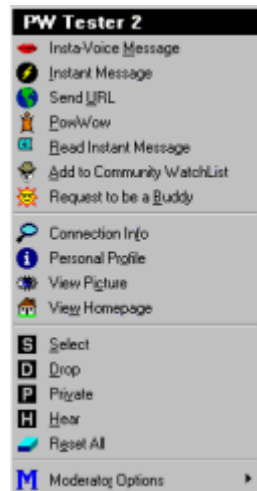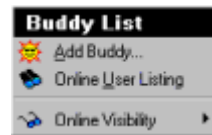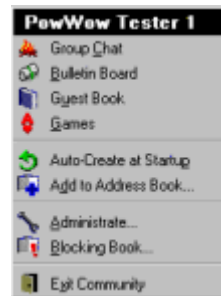**Recent Logins Menu**

Recent Logins
Set Recent Login Timeout...

Navigator Button Bar

User Information Menu

PW Tester 2
Insta-Voice Message
Instant Message
Send URL
PowWow
Read Instant Message
Add to Community WatchList
Request to be a Buddy
Connection Info
Personal Profile
View Picture
View Homepage
Select
Drop
Private
Hear
Reset All
Moderator Options

Buddy List Menu

Buddy List
Add Buddy...
Online User Listing
Online Visibility

Community Menu

PowWow Tester 1
Group Chat
Bulletin Board
Guest Book
Games
Auto-Create at Startup
Add to Address Book...
Administrate...
Blocking Book...
Exit Community

Navigator Button Bar

Down the right side of the PowWow window is a series of buttons.   The small ◄ on some buttons, such as Configuration, indicates that selecting the button will display a menu.   Click an icon for more information.

☼ Buddy List

When you click the Buddy List button or right-click the Buddy List icon in the Navigator window, the following menu displays.   Click the applicable menu item for more information.

Add Buddy

Select this option to open a dialog which lets you enter a Buddy request to someone who may not be online.   The request will be forwarded to the person the next time he or she starts PowWow.

The information also is added to your Address Book.

Online User Listing

Select this option to start your Internet browser and go to the Tribal Voice Search the White Pages page.   There, you can look for a particular PowWow user or for all   PowWow users who share a common characteristic.

Online Visibility

Note: These options only affect how you appear on someone else's Buddy List.   When you have joined a Community, you're **always** visible.   You can't "lurk" unseen.

Selecting this option opens another menu which lets you specify your status to people on whose Buddy Lists you appear.   Click the applicable menu item for more information.

Online

This is the default Buddy List visibility option.   It indicates to people on whose Buddy List you appear that you are online and available.

Away

Select this visibility option to let people who have you on their Buddy List know that you are online but not currently available.   This option also turns on your Answering Machine if it is not already active.

Do Not Disturb

Select this visibility option to let people who have you on their Buddy List know that you are online but busy and would prefer not to be disturbed.   This option also turns on your Answering Machine if it is not already active.

Invisible

When you select this visibility option, your name will not appear on any Buddy Lists although you will be able to see people on your Buddy List.

Offline

When you select this visibility option, your buddies cannot see you and your own Buddy List is deactivated.

Duplicated for better appearance when selected from Index

Online

To access this option, click the Buddy List button on the Navigator window or right-click the Buddies entry in the Navigator window.

This is the default Buddy List visibility option.   It indicates to people on whose Buddy List you appear that you are online and available.

Away

To access this option, click the Buddy List button on the Navigator window or right-click the Buddies entry in the Navigator window.

Select this visibility option to let people who have you on their Buddy List know that you are online but not currently available.   This option also turns on your Answering Machine if it is not already active.

Do Not Disturb

To access this option, click the Buddy List button on the Navigator window or right-click the Buddies entry in the Navigator window.

Select this visibility option to let people who have you on their Buddy List know that you are online but busy and would prefer not to be disturbed.   This option also turns on your Answering Machine if it is not already active.

Invisible

To access this option, click the Buddy List button on the Navigator window or right-click the Buddies entry in the Navigator window.

When you select this visibility option, your name will not appear on any Buddy Lists although you will be able to see people on your Buddy List.

Offline

To access this option, click the Buddy List button on the Navigator window or right-click the Buddies entry in the Navigator window.

When you select this visibility option, your buddies cannot see you and your own Buddy List is deactivated.

Communities

When you click the Communities button, the following menu displays.   Click the applicable menu item for more information.

Communities
Join a Community
Host Your Own Community
Online Community Guide
Exit All Communities

Host Your Own Community

If you are **licensed** to host a Community, you can start and host your own Community. **Note:**   This Community will be available only while you are connected to the Internet and running PowWow.

If you do not yet have a license and would like more information, please send e-mail to **sales@tribal.com** or visit our Web site at **http://www.tribal.com/**.

Host Your Own Community

Get My License

If you have not yet purchased your license to host a Community, you can place your order online by clicking this button. When you do, the Web browser you configured in Preferences => Web Browser will start and open the necessary form which you can fill in and submit.

Have My License

If you already have a license to host one or more Communities, click this button to open the Community Host Information dialog.

Community Server Start

You can start a Moderated or an Unmoderated Community.

If you start a Moderated Community, the chat window will have a separate area which will display all your messages.

An Unmoderated Community does not have a separate message area for the host.   The New Users Community is an example of an Unmoderated Community.

Start My Community

Use this dialog to set up the required host information and to start your Community.

Community PowWow Address
This is the PowWow address of a configured user.   If you have added multiple users to your account, you can select which user will be the host.

Note: The Community PowWow Address should be a valid e-mail address.

Important: This address:

1. **Possibly should not** be the same as your normal PowWow Address.   **If** the only address is **your** address and you never expect to log into PowWow from another location, go ahead and use your own address.   **But**, if the only address is your address and you do expect to log into PowWow from another location, click the Add Community PowWow Address button to create a new User/Community identity.

2. **Must be unique** for each Community you host.

Please click here for an explanation of the Community PowWow Address **restrictions**.

PowWow Password
This is the password of the selected Community Address (user).   This password was set up when the User was created.   The password is displayed as asterisks.

Community's Name
If the selected address already has a Real Name/Handle associated with it via the Preferences => User Info tab, that name will be placed in this field by default.   You can change this to any Community Name you like and it will appear in this field until you change it.

PowWow Owner Address
When you purchased a license to host one or more Communities, this is the PowWow Address you supplied.   This **must** be the address you use for all the Communities you run.

Important: If this address also is set up as a User, you will not have to supply a password when you click Launch My Community. Otherwise, you will have to enter the password associated with this address each time you start a Community.

Add Community PowWow Address
Click this button to launch the Add New User wizard to create a new Community PowWow Address.   You would want to do this if your normal PowWow Address were the only one available to use as a Community Address.

Community Administration
Click this button to open the Community Administration dialogs, which are explained in the next section.   **Note:**   When you exit the Community Administration dialogs, the Community is launched automatically.

Start My Community Now
Click this button to start this Community.   PowWow will verify that the Owner's PowWow Address is licensed to host one or more Communities and then will present the Password Entry dialog, if necessary.

When your Community starts, it will appear in the PowWow Navigator window along with any other Communities you may have joined.

Administer the Community
To change the Community's parameters, right-click the Community's name and select the Administrate option.

Important: To close your Community, right-click on the name and select Exit Community.

Community PowWow Address

For any Community you host to function correctly, please be aware of these two important **restrictions** on the Community PowWow Address:

1. Do Not Use Your Normal PowWow Address **If ...**

... you expect to log into PowWow **simultaneously** from multiple locations.   You should create a **unique** User which will be used **only** to host a Community.   If you start a Community using your normal PowWow Address and then log in from a different computer, the registration server will **update** the IP address which is associated with the PowWow Address.   In effect, your Community **will no longer exist** and people will not be able to join it.

Example:

Fred's PowWow Address is `fred@isp8468.net` and he hosts a Community with the same address.   Since both Fred and his Community are running on the same machine, both will have the same IP address.   When a person wants to contact Fred or join his Community, the message is sent to the PowWow Server which translates the `isp8468` portion of Fred's address to the numerical IP address equivalent (such as 123.45.67.890) and then forwards the message to the correct machine.

This doesn't cause any confusion because incoming messages include header information which Fred's PowWow program uses to route the messages either to Fred as a person or to Fred's Community.

With his Community up and running, Fred goes to a friend's house to admire her new computer setup.   While there, he downloads and installs PowWow and logs in using his normal PowWow Address -- `fred@isp8468.net`.   The PowWow Server notices that Fred has moved to a new physical location and updates his IP address.

Anyone wanting to contact Fred still can do so because their messages are routed to the correct machine.

However, requests to join Fred's Community **also** are routed to the new location.   PowWow receives these messages and checks to see what Communities it is running at the current location.   Since Fred's Community is not running at the current location, PowWow reports that the Community is not active and Fred starts getting messages asking why his Community isn't in operation.

2. Use A Unique Address for Each Community

If you host multiple Communities from the **same** computer, the part of the Community Address which appears **before** the "**@**" sign **must be unique**.

Example:

John and Mary are racing fans who share a computer and therefore the **same IP address**.   John hosts a Community named Racing@isp1984.com for people interested in stock car racing;   Mary hosts a Community named Racing@isp1066.com for people interested in drag racing.   Mary, an early riser, happens to start her Community first.

Later in the day, a stock car racing fan decides to join John's Community.   The request goes to the PowWow lookup server which:

- Finds the listing for Racing@isp1984.com,
- Resolves the address (Racing@isp1984.com) to the correct IP (machine) address (Racing@123.45.67.890) and
- Directs the fan's call to that address.

Arriving at the correct physical machine, the request looks through the list of active Community names, finds the listing for Racing and joins that Community.   Unfortunately, it's Mary's drag racing Community.   It was started first, so it appears first on the local list.

In other words, if multiple Communities share the same name on the same machine, callers will join whichever Community of that name was started **first**.

Online Community Guide

Select this option to start your browser and open the Communities page at the Tribal Voice web site.   Here, you can select among the types of communities available and then select a community to join.

Exit All Communities

Select this option to exit all the Communities to which you're attached.   This does not close PowWow.

Exit PowWow

Select this option (click the [**X**] button on the PowWow Navigator window) to close all connections and exit PowWow.

It may still show up as a task under Task Manager for 30 seconds or slightly more.   This allows PowWow to write any unsaved information to disk (address book changes, information about the positions, colors, and fonts of any windows, notifying the Buddy Server you're no longer online, and so forth).

Personal Communicator

When you click the Personal Communicator button, it toggles the display of the Personal Communicator window.   This setting is saved so that, if the Personal Communicator window is toggled to On, the next time you start PowWow, the Personal Communicator window will open automatically.

World Wide Web

Note: These options also are available from the Personal Communicator.

When you click the World Wide Web button, the following menu displays. Click the applicable menu item for more information.

World Wide Web	
Send PowWow to a Friend...	
White Pages	▶
Recent PowWow Logins	▶
Online Community Guide	
Download Latest PowWow Release	
Tribal Voice Homepage	

Address Book

Note: These options also are available from the Personal Communicator.

When you click the Address Book button, the following menu displays.   Click the applicable menu item for more information.

Address Book
- Address Book...
- Frequent Outgoing Pages ▶
- Recent Incoming Pages ▶
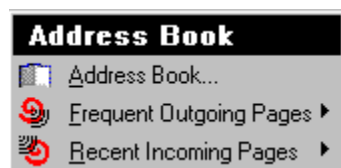
Answering Machine

Note: These options also are available from the Personal Communicator.

When you click the Answering Machine button, the following menu displays.   Click the applicable menu item for more information.

Answering Machine
A   Answering Machine On
A   View Answering Machine

Configuration

Note: These options also are available from the Personal Communicator.

When you click the Configuration button, the following menu displays.   Click the applicable menu item for more information.

Configuration
- Preferences...
- Add New User...
- Change Current User ▸
- Delete User ▸

On Top

When you click the On Top button, it toggles whether or not the PowWow window remains displayed on top when you switch to another window.

Help
Click this button to display the Help menu.

Cue Cards

Click this button to display the Cue Cards.   These cards provide step-by-step procedures to accomplish the more commonly-used tasks, such as connecting to Communities and people, and configuring PowWow.

Send an Insta-Voice Message

An Insta-Message is a voice message which you send to an individual.   To do so:

1.   Right-click the person's name in the Community listing.
2.   Select the Insta-Voice Message option.

A dialog opens in which you can record, review and send your voice message.

Send an Instant Message

An Instant Message is a text message which you send to an individual.   To do so:

1.   Right-click the person's name in the Community listing.
2.   Select the Instant Message option.

A dialog opens in which you can compose, review and send your text message.

Important: If you send an Instant Message to someone from your Buddy List when you are not on that person's Buddy List, your message is sent directly to that person's Answering Machine.

When you send an Instant Message to a person in a Community list, a flashing blue icon appears by your name and your name is moved to the top of the list to alert the recipient.   But if you send from your Buddy List to someone on whose Buddy List you don't appear, there is no way to signal that he or she has received an Instant Message from you.   Therefore, the message goes to the person's Answering Machine and the Answering Machine button flashes a blue icon .

See also: Receiving an Instant Message

Receiving an Instant Message

Receiving a URL Message

When you receive an Instant Message (a text message sent directly to you from another online user) or a URL message, you'll hear the alert signal (which is played by the MESSAGE.WAV file and which defaults to a barking sound), the name of the person who sent the message will move to the top of the Community listing and a small blue "letter" icon will blink by the name, such as:
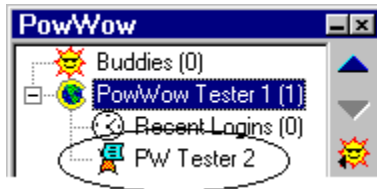
To retrieve the message, double-click the person's name. A window will open in which the message or URL is displayed:
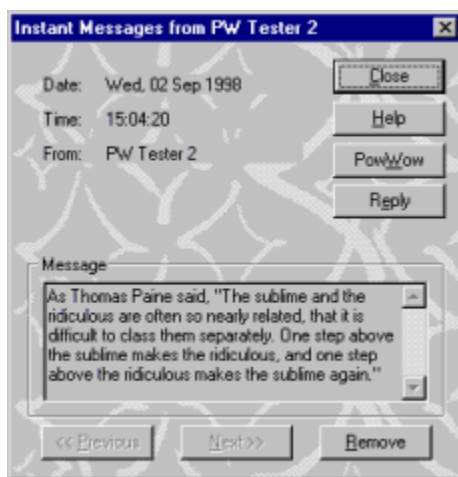
Close
This option simply closes the message window. The message is not deleted and the message indicator icon continues to blink by the sender's name. You can double-click the name to reopen the Instant Message display window.

> **Saving the Message**
> **Important:** If you exit PowWow, any Instant Messages *which were not Removed* are moved to your Answering Machine file and **saved**.

PowWow
Click this button to send a chat request to the message sender.

Reply
Click this button to send an Instant Message reply to the message sender.

Open URL
This button is present if this is a URL message. Click this button to open your Web browser (if necessary) and open the URL you were sent.

Previous
If you have received multiple Instant Messages, you can click this button to re-read a previous message.

Next
If you have received multiple Instant Messages, you can click this button to read the next message.

Remove
Click this button to delete the displayed Instant Message. When you exit PowWow, this message will not be saved to your Answering Machine.

Request a PowWow

A PowWow is a personal chat session which uses the Personal Communicator window instead of the general Group Chat window. You can have personal chats with up to eight people at a time – your Personal Communicator window will divide itself into up to eight panes;   each having its own set of controls.

There are at least five ways to request a personal chat with someone:

Method 1
1.   Right-click on the name in the PowWow Navigator window.

A menu is displayed.

2.   Select the PowWow option.

Method 2
1.   Double-click on the name in the PowWow Navigator window.

Method 3
1.   Click the Address Book icon .
2.   Select the Address Book option.   The Address Book opens to the Users tab.
3.   Click a name in the list.
4.   Click the PowWow button.

Method 4
1.   Click the Address Book icon.
2.   Select the Address Book option.   The Address Book opens to the Users tab.
3.   Enter a PowWow address in the Request to Chat section.

4.   Click the PowWow button.

Method 5
1.   Click the Address Book icon.
2.   Select either the Frequent Outgoing Pages or Recent Incoming Pages option.
3.   Click a listed PowWow address.

What Happens

• The request is sent to the selected person.
• A Request a PowWow message is displayed on the person's monitor.
• The person can accept or reject the PowWow request **or** the request can time-out if the recipient does not respond in time (approximately 20 seconds) **or** the recipient may not be online.

   Note: If the chat request is accepted **and** if you have checked "Automatically save all connections to Address Book" in the Personal Communicator section of the Runtime Options, the person's PowWow address automatically will be placed on the Users tab of your PowWow Address Book.   This lets you easily page this person at a later time.

• If your request is accepted, the Personal Communicator window opens (if necessary) or a pane opens.
• In the other cases, you will be able to leave a message on the person's Answering Machine.

See also: Receiving a PowWow Request.

Receiving a PowWow Request

When someone sends you a PowWow request, a message, similar to the following, will be displayed:
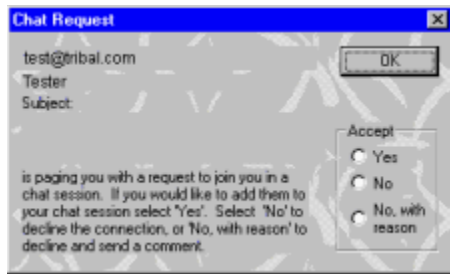

If you select Accept and click OK, a pane for the person will open in your Personal Communicator window and you can converse directly.

Note: If you have checked "Automatically save all connections to Address Book" in the Personal Communicator section of the Runtime Options, the person's PowWow address automatically will be placed on the Users tab of your PowWow Address Book. This lets you easily page this person at a later time.

Important:
If:
- your Answering Machine is on, or
- you do not reply within 20 seconds and the Chat Request dialog times out, the sender will see this dialog:
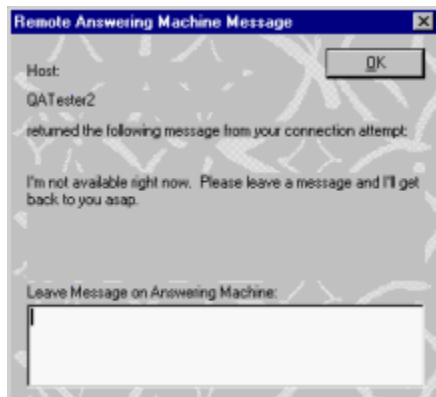
The sender can leave a message which will be routed to your Answering Machine.

If:
- you selects No, or
- you are not online, the sender will see this dialog:
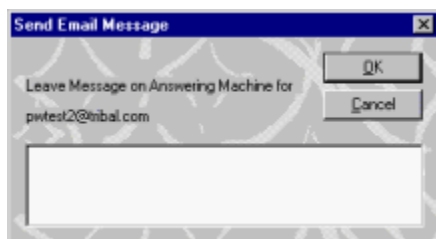
He or she can enter a message which will be routed to your Answering Machine.

If:
- you select `No, with reason`, the sender will receive a message similar to:
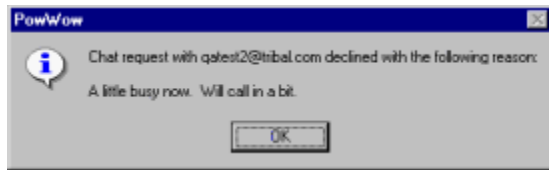
The sender will be able to leave a message which will be routed to your Answering Machine.

What the Symbols Mean

The symbols by the name of a Community or a PowWow user provide the following information:

The blue C-and-World indicates that this is a normal Community of which you are a member.

The yellow C-and-World indicates that this is a Community you have started.

The orange icon indicates a standard entry.

The green icon indicates that a person on your Buddy List is online and available or that the person is on the Community Watch List.

The orange icon with the red "x" indicates someone who is on your Buddy List who does not wish to be disturbed.

The yellow icon indicates someone who is on your Buddy List who is away from his or her computer.

The gray icon indicates a person who is on your Buddy List but who is offline.

The orange icon with the gold star indicates the person is a PowWow Guide who has passed the exam.

The question mark indicates you have sent the person a Buddy Request to which the person has not yet replied.

The blue "M" indicates that the person is the Moderator or Guest Moderator of this Community.

Startup Switches

There are two command-line switches you can use to modify PowWow's startup procedure:

Start As Specified User

If you have configured PowWow with more than one user, you can create a desktop shortcut icon which starts PowWow using a particular user's settings.   (For information about multiple users, refer to Add a New User in the Configuration Menu.)

To do so:

1.   Create a shortcut to the PowWow application.   (Right-click POWWOW32.EXE and select the Create Shortcut option.)
2.   Right-click the new shortcut and select Properties.
3.   Select the Shortcut tab.
4.   Edit the Target field by adding the /L switch (you can use upper-case or lower-case) followed by the PowWow Address of the user, such as `/L pwtest1@tribal.com`.   The field will appear similar to:

Target type:	Application
Target location:	PowWow32
Target:	owWow32\PowWow32.exe" /L pwtest1@tribal.com

5.   Click the OK button.

Start and Immediately Page Someone

Use this command line option to start PowWow and send an immediate page to a specified user.   To do so:

1.   Create a shortcut to the PowWow application.   (Right-click POWWOW32.EXE and select the Create Shortcut option.)
2.   Right-click the new shortcut and select Properties.
3.   Select the Shortcut tab.
4.   Edit the Target field by adding the PowWow Address of the user, such as `pwtest1@tribal.com`.   The field will appear similar to:

Target type:	Application
Target location:	PowWow32
Target:	owWow32\PowWow32.exe" pwtest1@tribal.com

5.   Click the OK button.

Until you change the startup settings, when you start PowWow, the Navigator window opens.   When you join a Community, the Group Chat window opens, and when you establish a PowWow, the Personal Communicator window opens.   You can resize each window so you can see all three and easily move around as needed.

Taskbar Buttons and Icons

When PowWow is running, these icons and buttons will appear on your Taskbar:

When you right-click the Navigator icon, this menu is displayed:
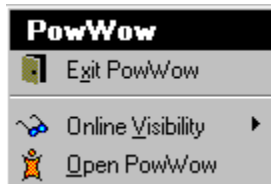
Exit PowWow

Select this option to exit PowWow.

Online Visibility

Please refer to the Online Visibility description in the Buddy List Menu section.

Open PowWow

If the PowWow Navigator has been minimized or is in the background, select this option to maximize it or return it to the foreground. (You also can double-click the icon.)

System Requirements

PowWow will run on a system meeting the minimum requirements of the operating system: Windows 95 or Windows NT version 4.0.   For full functionality, other hardware, such as a sound card, is required.   The following lists the general minimum system requirements.   As always, the more power you have available, the smoother everything will run.

Processor: Intel 80486DX-33 compatible or faster.

Operating System: Microsoft Windows 95, Windows 98 or Windows NT 4.0 or higher.

Internet Connection: PowWow requires a TCP/IP (Internet) connection running at 9,600bps. To use voice, a modem connection of at least 14,400bps is required.

E-mail: To use the Send and Receive E-mail functions (refer to Appendix A: Preferences), PowWow requires an e-mail server which uses the standard POP3 and SMTP mail protocols.   **Important:**   AOL.COM, JUNO.COM, HOTMAIL.COM, KKTV Freemail (KKTV.COM), BIGFOOT.COM, MAILCITY.COM, MAILEXCITE.COM, ROCKETMAIL.COM, TRAVELTALES.COM and Microsoft Network (MSN.COM) **do not use** the standard POP3 or SMTP mail protocols.   You **will not be able** to send e-mail to, or receive e-mail from, these services.

Web browser: A World-Wide Web browser is required for cruising the web together and for viewing PowWow White Pages. Compatible Web browsers include: Attachmate Emissary 2.0 beta 3 or later;   Netscape Navigator 1.1N or later;   Microsoft Internet Explorer for Windows 95 Version 2.0 and 3.01 or later;   Softronics Softerm browser 4.00.08 or later.   **Note**:   PowWow is **not** compatible with America Online's proprietary browser.   See Appendix C: Using PowWow with America Online, for instructions on how to use PowWow from AOL.

Please note the developers' and preview releases of Internet Explorer did not work correctly with PowWow. There also are reports that Internet Explorer 4.0 version 4.72.2106.8 with a Cipher Strength of 40-bit also does not work correctly.   You can check which version you have by clicking on About Internet Explorer from the menu.

Sound Card: A Microsoft Windows-compatible sound card is required for voice communications, using the Text-to-Voice feature or playing .WAV sounds.

Alert Log

When you double-click the bottom of the frame of any of the three main windows (Navigator, Personal Community and Group Chat), an Alert Log is displayed. This simply lists the last events which have been processed by PowWow:
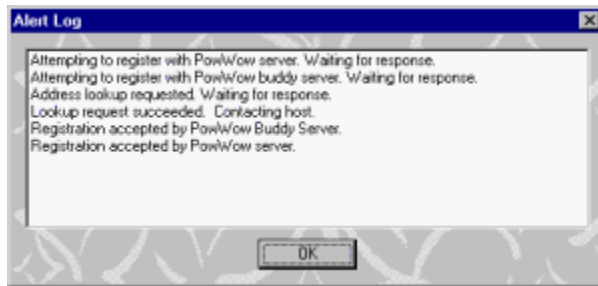
Enter Password

Please enter the password (which is **case-sensitive**) for the active User or Community.

This dialog is displayed if:

1. The Save Password checkbox is not checked in Preferences=>User Info or
2. The PowWow Owner Address (on the Start My Community dialog) is not configured as a User.

Mail Password

Please enter the e-mail password (which is **case-sensitive**) for the active User.

This dialog is displayed if:

- The Save Password checkbox is not checked in Preferences=>Mail Send/Receive.

If you do not require this security check, you can check the Save Password box.   This is equivalent to checking the Save Password box in Preferences=>Mail Send/Receive.

 Cue Cards

Click this button to display the Cue Cards.   These cards guide you through some of the more frequently-needed procedures, such as connecting to a Community or a person and configuring PowWow.

Using the Cue Cards

Cue Cards walk you through the steps to accomplish frequently-used tasks, such as joining a Community, paging a person and configuring PowWow.   When you select one of the link options, a series of windows lets you choose and follow the steps you want to perform.

Note: Cue Cards default to always appearing **on top** of all other windows.   To let the Cue Cards act like normal windows, click the pin button in the upper right corner so it looks like .   To remove the Cue Cards window, click the Close button .

Send E-mail Message

This dialog is displayed when you send an Instant Message to a Buddy who is offline .   This message will be sent to the person's e-mail address.

Note: You must have a valid SMTP e-mail account to use this function.   For more information, please refer to <u>Preferences: Mail Send / Receive</u>.

Make message accessible to recipient's PowWow Answering Machine
If this box is checked, PowWow will check the recipient's normal e-mail server for a message with a subject of `PowWow©` `Answering Machine Message` and retrieve this message into the PowWow Answering Machine.   **Note:**   If the recipient first checks his or her e-mail using a normal e-mail program, this message will be retrieved by the program and will not be available to PowWow.

If this box is not checked, you can change the Subject, and PowWow will not find it when it checks the recipient's mailbox.   For more information, please refer to the Enable PowWow to Receive E-mail section of <u>Preferences: Mail Send / Receive</u>.

Recipient's Email Address
This field defaults to the person's PowWow Address.   If this is incorrect, enter the correct information.

Subject
This field defaults to `PowWow© Answering Machine Message` and cannot be changed unless you uncheck the "Make message accessible ..." box, above.   If the recipient checks e-mail, using his or her normal e-mail application, before starting PowWow, this is the subject he or she will see when the message is retrieved.

Message
Enter your message here.   When completed, click the Send button.

Group Chat window

Group Chat Window

The Group Chat window is where you interact with other Community members.   You can chat, play games, and read and write messages here.

Alert Log

When you double-click the bottom of the frame, a log of recent events is displayed, similar to that shown by the Navigator window.

Your Text Entry Area

When you want to participate in the discussion, enter your comments in the top window pane.   To transmit your comments to the Community, press Enter or the Send button.   Press Clear to erase your comments before you transmit them.

Moderator Display Area

If this is a Moderated Community, the Moderator's remarks are displayed in an upper pane separate from the normal visitors display area.

Visitors Display Area

The Visitors area displays what participants transmit.   Depending on their color selections and your color selections, the text may appear in various colors.   Please refer to the description of Colors in Preferences=>Runtime Options.

You can scroll back to view previous data, although the amount that is saved in the buffer is determined by the Buffer Sizes setting in Preferences=>Runtime Options.

Cruise Switch
If this is a Moderated Community, the Moderator's window will have the Cruise button.   He or she can click this switch to start the Internet browsers on Community participants' computers and lead people on a tour of the World Wide Web.

Logging
You can save (log) all the typed activity in a Community.   To toggle conversation logging on and off, click the Logging switch.
Note: Logging conversations for busy Communities can use up disk space quickly.

When you select the Logging option, you'll be able to name the log file.   These files default to having a .CLG extension.   e.g.: MYLOG.CLG.   These are plain text files which can be viewed by any word processing program or editor, including WordPad and NotePad, which are supplied with Microsoft Windows.

Hear
To toggle the speech synthesizer on and off, click the Hear switch.   An H will appear by everyone's name in the Community Display window, signifying that you can hear what they type.   **Note:**   PowWow's text-to-speech converter understands certain abbreviations which you can type and which will be spoken correctly.   Click here to see the list of abbreviations.

Games
Click the Games button to see a list of current games or to start your own game.   Games you start can be joined or viewed by other people logged into the Community.

Bulletin Board
Click the Bulletin Board button to read and write messages in the Community's long-standing threaded-discussion message area.

Guest Book
Click this button to access the Community's Guest Book, where you can review information other visitors have left and add your own.

Bulletin Board

Use the bulletin board to read and write messages in a Community.   To access the bulletin board, **either**:

1.   Click the **Bulletin Board** button on the Community window, or
2.   Right-click the Community name and select the Bulletin Board option.

Reading Messages   Viewing Headers   Creating Messages   Administration

Reading Messages

Read the first message in the Bulletin Board.

Read the last message in the Bulletin Board.

Read the next message.

Read the previous message.

Read the next message in the thread (topic).

Read the previous message in the thread (topic).

To read a message by its number, enter the number in the Get Message by Number field and click the Retrieve button.

Viewing Headers

Retrieve and view the first 25 message headers (topics)

Retrieve and view the next twenty-five message headers.

Creating Messages

Create a new message.

Reply to the currently-selected message.

Administration

When you are the Community moderator, you can:

- Delete messages
- Set the maximum number of messages which can be placed on the Bulletin Board

When you select the Administration menu or the Administration button, a new dialog is displayed.

Bulletin Board Administration

Max # of Messages
Messages are stored on your computer.   Here you can set the maximum number of messages allowed to be posted.   (Since messages really aren't that big, disk space probably is not a real issue.)

Delete Message Number
Enter the number of the message you want to delete.   Click the **Delete Msg** button to delete the message(s).

Check to Delete all Messages less than
If you check this box, all lower-numbered messages also will be deleted.   This is a quick way to delete blocks of old messages.

Post Message/ Reply to Message

Subject

If you're posting an original message, enter a subject in this field.

If you're replying to a message, this field will contain the current subject.   You can change this.

Message

Enter the text of your message in this field.

Reply to Message Number

If you're replying to a message, that message number will appear in this field.

If you're posting an original message, you should leave this box unchecked and this field empty.

Private Message to

You can post a message which will be seen only by the person whose PowWow Address is entered in this field.   The message still goes to the Community Bulletin Board, but will not show up on any other user's list.   Note, however, that the Community host has full access to all messages, private or not.

Preferences Dialogs

Preferences: User Info

The **User Info** tab is where you enter your name, PowWow (e-mail) address, and password.

Real Name/Handle
Enter the name you wish other people to see and call you.   You can change this at any time.   For instance, if you find that you're the ninth John in the Community, you can rename yourself.

PowWow Address
You should enter your e-mail address.   If you do not enter a valid e-mail address, not all PowWow functions, such as the Answering Machine, will work correctly.

Important: This address should not be used **simultaneously** from two locations.   (For instance, one family member logs into PowWow from one location and then another family member uses the same PowWow Address to log in from home.)   The IP address associated with the PowWow Address will be updated automatically and all messages will go to the last location which logged on to the PowWow server.

Password
Enter the password you want to use to register your copy of PowWow.   Passwords **must** be:

* No longer than seven (7) characters
* Contain only alphanumeric characters (a-z, A-Z, 0-9).   Using any other characters, such as @#$%^&*'"?+, etc., will result in an **invalid** password.

Important: Passwords are **case-sensitive**.   eg: "abcdef" is **not** the same as "AbcdeF".   Please be sure to remember your password.

If you enter the wrong password, you will see one or both of these messages:

```
The password you have entered does not match the one stored on the PowWow Buddy Server for
your PowWow address.  Go to http://www.tribal.com/password.htm if you need further
assistance.
```

In this case, you can still use PowWow, but your buddies will not be notified when you're online.

```
The password you have entered does not match the one you first used to register PowWow.  Go
to http://www.tribal.com/password.htm if you need further assistance.
```

In this case, you cannot join a Community and you cannot PowWow a person using his or her PowWow Address.   To PowWow a person, you must:

1. Use the PowWow option from the Users tab in the Address Book.
2. Use the person's correct IP address (such as 123.45.67.89).
3. 3.   Select the Direct Connect option.

When in Personal Communicator mode, your name will be preceded by an asterisk (*).

To correct this problem:

* Exit PowWow.
* Restart PowWow.
* Carefully re-enter your password, paying attention to spelling, capitalization and number of characters.

If these measures do not work, go to the Web site specified in the error messages and complete the online form.   The problem will be corrected in no more than three working days.

Preferences: Personal Profile

Information entered here is what others can access when they right-click your name in the PowWow Navigator window and select the Personal Profile, View Picture and View Homepage options.

In addition to biographical-type information, you can enter the URL of your home page (if you have one) and the location of a small (10,240 bytes or less, JPEG-compressed) picture of yourself for other people to see.   **Note:**   JPEG is the only graphics format supported by PowWow.   If you specify a non-JPEG file, it will not display.

Preferences: Sound / Voice

You can control how your computer plays and receives sound files and adjust your voice chat quality.

Sound Settings
These settings apply to communications in the Personal Communicator.

Play Sounds
If this option is checked, others can use QuikSound to play .WAV files on your computer.   If this option is not checked, you will not be able to receive QuikSound .WAV sounds from others.

Transmitted Sounds
This setting only affects three of the sounds which can be sent using Quick Sound: Bye, Cool and Hi.

Voice Settings
These settings affect your spoken communications.

Allow Others to Send Me Voice Mail Messages
When this option is checked, others can send you Insta-Voice messages.   These are messages which are recorded and then transmitted to you.

Use Full-Duplex
If your sound card supports this mode, you can conduct real-time conversations just as you would using a telephone.   That is, both people can speak at the same time.

If this option is not checked, real-time conversations will be conducted in a CB radio-like mode.   That is, only one person at a time can talk.

Resolution
If your connections are fast and clear, you can use High Resolution.   The sound data is compressed less, which results in clearer speech.

If your connections are not that good, you should select Low Resolution.   The sound data is compressed more so it takes less time to transmit.   However, some quality is lost in the compression.

To adjust your speech synthesizer settings, use the <u>Text-to-Speech</u> tab.

Preferences: Text-To-Speech

PowWow can synthesize all received text in the Group Chat and Personal Communicator windows and play it as speech.   Here, you can adjust the speed and pitch of the built-in speech synthesizer, set it to automatically start when you run PowWow, and install additional voice fonts.

Important: If PowWow cannot find the voice file (see Add New Fonts below) or if the file has become damaged, the text-to-speech function will not work.   Make sure the Windows Registry setting (see Possible Error Message below) is pointing to a directory which contains the necessary file.   If the file has become damaged or missing, you may need to re-install PowWow to get an undamaged copy of the TTS file.

Add New Fonts / Changing the Voice

The default voice, English Male, is supplied by the file EM32_1K8.DLL in the directory in which you installed PowWow.   You can change this to the English Female voice by clicking **Add New Fonts** and selecting EF32_1K8.DLL.   If you obtain other voice fonts, you would install them the same way.

Changing the Voice Characteristics

To change the speed and pitch, move your pointer to an area of the grid and click once.   The green marker will move to the point and a speech sample will be played. In general, a slightly slower speed and lower pitch is more understandable.   However, if you want the speech to keep up with the traffic in a busy Community, you may want to increase the speed.

Abbreviations

The Text-to-Speech engine also understands certain abbreviations.   For instance, if someone types AFAIK, the speech engine will render it as "As Far As I Know."   Please click here or see Appendix G: Text-to-Speech Abbreviations, in the User's Manual (PWMANUAL.EXE) for the complete list.

Possible Error Message
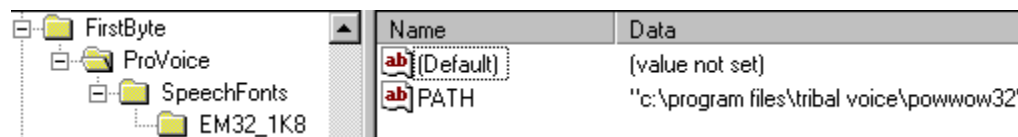
You may receive the following message:

```
Text to Speech is not enabled, either because you don't have a sound card or Text to Speech is
improperly installed.
```

If so, before you re-install PowWow, you might check your Windows 95 / 98 / NT Registry settings.

Important: You should access and modify your Registry settings **only** if you are very familiar with the process.   Mistakes can cause your computer to fail.

1.   Open the Registry.
2.   Expand the `HKEY_LOCAL_MACHINE` section.
3.   Expand the `Software` section.
4.   Expand the `FirstByte` section.
5.   Expand the `ProVoice` and `SpeechFonts` sections and make sure both have PATH entries which appear similar to (but which reflect your setup):

Preferences: Mail Send / Receive

If you would like PowWow to be able to send and receive mail, you'll need to complete this information.

Hint: If you have an active e-mail account, you should be able to find all the necessary information by checking the settings used by your e-mail program.

Important: AOL.COM, JUNO.COM, HOTMAIL.COM, KKTV Freemail (KKTV.COM), BIGFOOT.COM, MAILCITY.COM, MAILEXCITE.COM, ROCKETMAIL.COM, TRAVELTALES.COM and Microsoft Network (MSN.COM) **do not use** the standard POP3 or SMTP mail protocols.   You **will not be able** to send e-mail to, or receive e-mail from, these services.

E-mail

Your E-mail Address
Please enter the same e-mail address you use with your normal e-mail service, in the form
`username@enterthedomain.com.`

E-mail Password
This is the password you use to log into your e-mail account.   This is **not** your PowWow password.

Keep Password
Check this to avoid having to enter your password every time you use mail.

Mail Servers

Enable PowWow to Receive E-mail
If you check this option, when you start PowWow, it automatically will attempt to log on to your e-mail server and retrieve Answering Machine messages.   These messages have the following Subject line:

`PowWow(c) Answering Machine Message`

After it retrieves the special Answering Machine messages, PowWow deletes them from your e-mail server.   If you start your normal e-mail program before you start PowWow, you will see these.

Receiving Mail Server (POP3)
If your e-mail address is freddie@enterthedomain.com, this entry generally will resemble mail.enterthedomain.com.

Enable PowWow to Send E-mail
Check this option to:

- Send Answering Machine messages via e-mail to users who are offline.
- Enable the Send PowWow to a Friend option.

Sending Mail Server (SMTP)
In general, this will be the same value you entered in the Receiving Mail Server (POP3) field.

Preferences: PULS / Tribe

Enter the URL's (addresses) for additional PULS and Tribe servers.   Most people will leave these blank unless their system administrator has given them an address to use.

Preferences: Runtime Options

The Runtime Options allow you to set the defaults for request responses and window buffer sizes.

Personal Communicator Options
Each type of request (chat, file transfer, cruise, voice, and buddy) can be set to either prompt you when the request is received or to automatically refuse the request.

Buffer Sizes (Kbytes)
This option controls how much text from a conversation is kept in memory and has no effect on the speed or quality of your Internet connection or other options within PowWow.   The buffer sizes let you set the size of the review (history) buffer in kilobytes (KB) for each text entry and display area, provided your system has enough memory to accommodate your requested size buffer.

> **Self**
> This sets the size of the buffer which holds the text you enter in the Personal Communicator window.

> **Others**
> This sets the size of the buffer for every display window you have open.   This includes all Personal Communicator panes other than yours and all Group Chat windows.

> **Example:**   If you were talking to two other people in the Personal Communicator and had three Group Chat windows open, you would have a total of six message areas open (Self plus five Others).   If Self and Others were set to 8 Kbytes, you would have a total buffer size of 48 Kbytes.

Allow Colors
When this option is checked, you can set the foreground and background colors of your Personal Communicator window.   When you are chatting with someone, these are the colors which will be displayed in the Personal Communicator pane in which you are displayed.   In other words, if you have set your foreground and background colors to green on magenta, your text entry section of your Personal Communicator window will be green on magenta, and you will appear in a green on magenta pane in the other person's Personal Communicator window.

If this option is turned off (not checked), all text in the Personal Communicator and Group Chat windows and your pane in someone else's Personal Communicator window will be displayed as your selected foreground color on a white background.   Note that you can change your text color in the Group Chat window by selecting the Text=>Change Color option in that window.

The following shows how each person's settings appear to others in the Personal Communicator window:

Font
This is an **internal** PowWow setting which affects **only** PowWow displays.

When you click the Font button on the Preferences: Runtime Options tab, this screen is displayed:
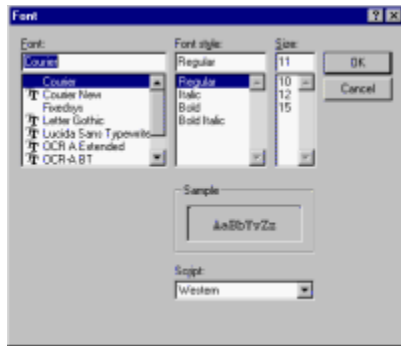
You can set PowWow display text to appear in any of the fixed-width (non-proportional) fonts installed on your system.   The generally-available fixed fonts are Courier, Courier New, Fixedsys and Terminal.

Automatically save all connections to Address Book
When this box is checked, the PowWow address of anyone with whom you have chatted will be saved to the Users tab of your PowWow Address Book.   This lets you easily page anyone with whom you already have chatted.   Note that the addresses of people whose chat requests you have refused or ignored will not be written to your Address Book.

Community Options

Follow Moderator's Links
Check this option if you want to follow a leader on a "cruise" of the Internet.   That is, when the cruise leader launches his or her Internet browser, your browser also will launch and will go to the same destinations as the leader's.

Show Colors in Chat Window
People can select in which color they want their text to appear (setting the foreground color using the color bar in the Personal Communicator window).   When this option is checked, their text will appear in their chosen color in **your** Group Chat window. If this option is not checked, all text will appear in the foreground color you have set on a white background.

Automatically save all connections to Address Book
When this box is checked, the address of any Community you have joined will be saved to the Communities tab of your PowWow Address Book.   This lets you easily rejoin a Community you like.

Special Video Card Settings
This option displays the Video Setup window.   If you see error messages about your video drivers when using the Whiteboard or connecting to other users, click this button.

To speed up the video display, you can turn off the features PowWow uses.   By default, advanced graphics features are enabled.

Video Setup

If you see error messages about your video drivers when using the Whiteboard or connecting to other users, check the Disable Advanced Graphics box and click on OK.

Preferences: Answering Machine

The Answering Machine function provides a convenient way for people to leave you messages when you are busy or even when you are off-line.

Important: The Answering Machine's ability to retrieve messages sent to you when you are off-line depends on whether or not you have the Receive Mail option set on the <ins>Mail Send/Receive</ins> tab.

Message
Enter the message you would like displayed to people who connect to you while your Answering Machine is turned on.   You may enter up to 254 characters for the message.   The Answering Machine can be turned on and off from the Personal Communicator (select Chat => Answering Machine => Answering Machine On) or from the PowWow Navigator (click the Answering Machine icon

 and select Answering machine On).   The

 at the bottom of the Personal Communicator window will turn green when the Answering Machine is on.

Answering Machine messages you receive are saved to the Answering Machine file in your PowWow directory.   This file consists of your username with a .PAM extension.   For instance, if your username is `freddie`, the file will be named `FREDDIE.PAM`.   **Note:** If your username is longer than eight characters, the name is truncated to eight characters.   This may cause file naming conflicts.

Answering Machine On
Check this box to turn on your Answering Machine.   You also can turn on and turn off your Answering Machine from the Personal Communicator Chat menu or the Answering Machine menu in the PowWow Navigator.

Read Answering Machine Messages
Click this button to open your Answering Machine.   This is the same as the View Answering Machine option on the Personal Communicator Chat menu or the Answering Machine menu in the PowWow Navigator.

Preferences: Files and Directories

Specify the various directories in which to:

- store downloaded files
- search for .WAV sound files
- place the Address Book and Blocking Book files

Download Directory
This field tells PowWow where to place files sent by other people.   By default, PowWow uses its own directory.

Address Book/Blocking Book Directory
This is the directory from which PowWow loads its PowWow Address Book.   The default is the directory from which PowWow is run.

Sound File Directory
This field specifies the directory in which to look for .WAV sound files played by other people.   Subdirectories will not be searched.

Alert Wave File
This sound file is played whenever a request is received by PowWow for a chat, file, cruise, or voice chat.   By default, PowWow plays the included LOON.WAV sound file.   If no sound file is specified or the computer system cannot play Microsoft .WAV sound files, PowWow will play the system beep instead.   To specify a different .WAV file, enter its complete path and filename or use the Browse button to select one.

Preferences: Web Browser

Tell PowWow which World-Wide Web browser to use when cruising with PowWow.

Select the Web Browser
Select one of the four Web browsers which PowWow supports.   If one of these is not installed on your computer, you will need to obtain and install a copy.   If you do not have a browser, some PowWow functions will not be available.   These include searching the White Pages and Cruising.

Browser Folder and Filename
Important: Specify the complete path.   You can use the Browse button to locate your World-Wide Web browser.

Finished Setting Up New User

Congratulations!   You're all finished with your initial setup.   If you want to change any of the information you've just entered, select the Configuration button from the PowWow Navigator window and then select the Preferences option.

If you would like to add yourself to the PowWow community white pages now, make sure the radio button is selected.   When you click Finish, your chosen web browser will start and take you to the PowWow White Pages web site.

If you would prefer to complete the white pages entries later, click the "I do not wish to add myself" option and then click Finish.

You'll go directly into the PowWow Navigator window.   For information about the Navigator, select the button on the window.

Personal Communicator Window

Personal Communicator

The Personal Communicator window is your tool for point-to-point communications with up to eight other people.   Each participant has his or her own "pane" in the Personal Communicator window, and each pane has its own set of controls.

The Personal Communicator window is activated when:

- You send a PowWow (chat) request to a person and he or she accepts it
- Someone sends you a PowWow request which you accept

Some functions are exclusive to the Personal Communicator window.   These include:

- Send File
- Sound
- Whiteboard

The Personal Communicator window has four sets of controls.   In addition to the normal menus, it has a:

- General button bar
- Button bar for each pane
- Participant menu

The following shows the Personal Communicator window with three participants:
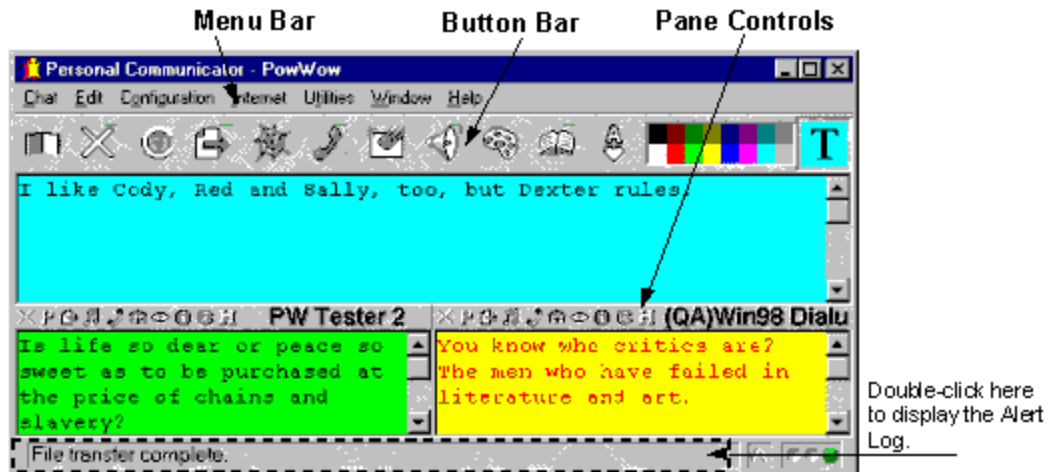
General Button Bar

These are the controls on the Button bar. Notice that, as your cursor passes over an icon, it becomes a colored button.

Click on an area of this graphic for quick information.

Connect
(Address Book)

Communities
(Address Book)

Voice Chat

Whiteboard

Games

Hang Up

Send File

Cruise

Clear

QuikSound

White Pages
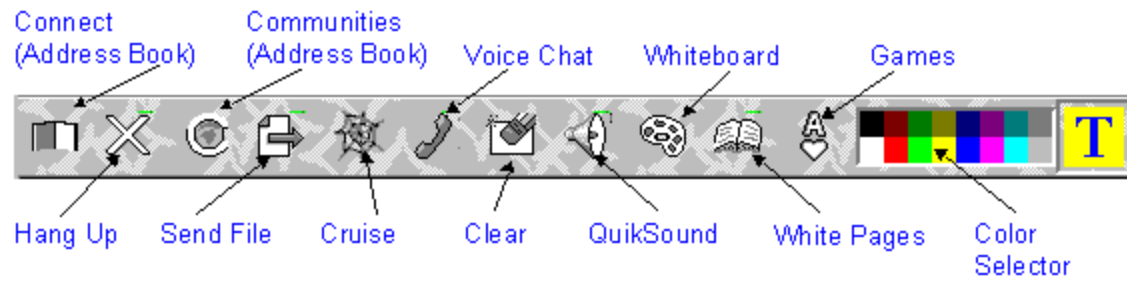
Color
Selector

Pane Control Buttons

These are the controls on each participant's pane.   Notice that, as your cursor passes over an icon, it becomes a colored button.

Also note that the icons are generated dynamically and depend on what the person with whom you're chatting has configured.   For instance, if the person does not have a Home Page, that icon will not be displayed.

Click on an area of this graphic for quick information.
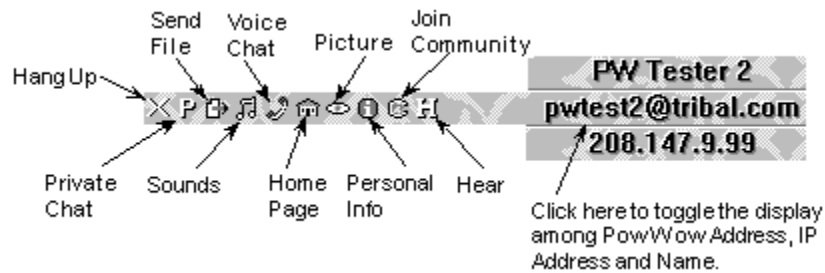
Chat Menu

Frequent Outgoing Pages

This option is available on the Address Book menu in the Navigator or the Chat menu in the Personal Communicator window.

Displays a list of people with whom you have recently requested chats.

Clicking on one of these entries sends a chat request to that person.

Recent Incoming Pages

This option is available on the Address Book menu in the Navigator or the Chat menu in the Personal Communicator window.

Displays a list of people who have recently requested chats with you.

Clicking on one of these entries sends a chat request to that person.

Address Book

This option is available on the Address Book menu in the Navigator or the Chat menu in the Personal Communicator window.

Select this option to open the PowWow Address Book to the Users tab.   This lets you quickly select a name and send a chat request.

Join A Community

This option is available on the Communities menu in the Navigator or the Chat menu in the Personal Communicator window.

Select this option to open the PowWow Address Book to the Communities tab.   This lets you quickly select a Community and send a Join request.

Note: If you have checked "Automatically save all connections to Address Book" in the Communities section of the Runtime Options, the Community's address automatically will be placed on the Communities tab of your PowWow Address Book.   This lets you easily re-join this Community at a later time.

Buddies Currently Online

Displays the PowWow Navigator window so you can see which buddies are currently on the Internet and running PowWow.

Find Online Users

This option is available on the Buddy List menu in the Navigator or the Chat menu in the Personal Communicator window.

Select this option to start your browser and open the White Pages Search page on the Tribal Voice web site.

Add Current Connections

You can add the address(es) of the person(s) you are chatting with to your address book by selecting **Chat => Add Current Connections** from the Personal Communicator 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.

Answering Machine

Answering Machine On

If you are away from your machine and would like PowWow to answer and display a message to those trying to contact you, you can turn on the Answering Machine.   When the Answering Machine is on, the "**A**" in the lower-right hand corner of the Personal Communicator window will turn **green**.

When someone attempts to contact you, PowWow will automatically send the message you have configured under **Preferences => Answering Machine** to the remote end.   Once the other end has acknowledged the message, the connection will be broken.

View Answering Machine

Select this option to display a dialog which shows messages which have been left for you.

When you're in this dialog, you can:

- Reply to the selected message
- Delete the selected message
- Delete all messages
- Send a PowWow request to the message sender

Sort Messages
Clicking the appropriate heading lets you sort the messages by Sender's name, Address, Date (actually the day of the week), Time and the Message text.

Private Chat

You can chat with someone privately so that what you type is sent **only** to that person.   You can select more than one person to receive a Private Chat.   In this case, what you type will be seen by each participant whom you have designated as Private.

Important: If the other person wants his or her responses to you to be private, he or she must select you for a Private Chat.

When you select this option, if you're chatting with more than one person, you will be prompted to specify the person with whom to chat privately.

You also can click the Private button on the person's Personal Communicator pane.

When someone has selected you for a Private Chat, the person's text will be preceded by the notation `[Private Begin...]`. When the person turns off Private Chat mode to you, the notation `[...Private End]` is displayed.

Hang Up

Select Hang Up 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.

You also can click the Hang Up button on the main button bar or on the person's Personal Communicator pane.

Hide Personal Communicator

Selecting this option simply closes the Personal Communicator window.   To reopen it, click the Show Personal Communicator button on the PowWow Navigator window.

Edit Menu

Paste

Pastes the text from the clipboard into the chat window.

Clear Chat Text

This command lets you 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.   Pressing the **Escape** key also clears the window.

User Menu

Preferences

Select this option to update your PowWow configuration and to enter and update your user information.

Add New User

Use this option to add a new user, such as another family member, to your account.   You'll use the same wizard you used when you created your original account.

Important: If you will host a Community, you should create a **unique** User identity which will be used **only** as the address for the Community if you will be logging into PowWow **simultaneously** from multiple locations.   If you start a Community using your normal PowWow Address and then log in from another computer using that same address, the registration server will update the IP address associated with that PowWow Address.   In effect, your Community will no longer exist and people will not be able to join it.

Select a Directory

Use this dialog to select a directory in which to place the files associated with the new user you are creating.   (These files include a personal POWWOW.INI initialization file and the data file containing the PowWow Address Book information.)   If the displayed directory is not the one you want, click the Browse button and search for a different location.

Change Current User

This changes the current user to a different, previously-entered user.   To add a new user, select <ins>Add New User</ins> instead.

Delete User

This removes a previously-added user.   You cannot remove the primary (original) user from PowWow.

Internet Menu

Send PowWow to a Friend

This allows you to send a prepared message to a friend via e-mail.   This message gives information about PowWow and provides a link which will automatically start downloading the latest PowWow version.

Send PowWow to a Friend

Enter your friend's e-mail address and click Send Them PowWow.

Your friend will receive a message telling him or her about PowWow's features and supplying a link which will start the Web browser, open the Tribal Voice download site and automatically initiate the download of the latest version of PowWow.

White Pages

Important: Selecting any of these options will start your browser, if necessary, and take you to the applicable Tribal Voice web page.

Search the White Pages
Select this option to go to the Search page so you can search for others to chat with.

Important: The White Pages **only** list people who have added White Pages entries for themselves **and** who are online.

Add Yourself to the White Pages
Goes to the Add page so you can add yourself to the White Pages listing so other people can contact you.

Change Your White Pages Entry
Goes to the Change page so you can update your information in the White Pages.

Remove Yourself from the White Pages
Removes all information about you from the White Pages.   Others will not be able to locate you.

Recent PowWow Logins

Important: Selecting this option will start your browser and take you to the applicable Tribal Voice web page.

Selecting this option will take you to the Tribal Voice web site and display a listing of the last 10, 25, 50 or 100 people who have logged into the PowWow server.

If you click a displayed name, you can request a chat with the person.

Online Community Guide

Important: Selecting this option will start your browser and take you to the applicable Tribal Voice web page.

Select this option to go to the Tribal Voice web site and a listing of the various categories of Communities which are registered.   You can click a category to go to a list of the Communities in that category, and then click a Community address to join that community.

Download Latest PowWow Release

Select this option to download the most current version of PowWow.   Your browser will start, go to the Tribal Voice download page and, depending on your browser and its settings, automatically start the download process.   Also depending on your browser and its configuration, the latest version may be:

- Saved to a disk file, which you then execute to install the current version, or
- Placed in a temporary directory and executed automatically by your system.

Tribal Voice Home Page

This option starts your browser and opens Tribal Voice's home page.

Utilities menu

Send File

When you are in the Personal Communicator window, you can send a file (for example, a picture or a word processing document) to another person with whom you are chatting.   This process is similar to "attaching" a file to an e-mail message.

1. Establish a "chat" connection with someone.
2. Select "Send File" from the Utilities menu.
3. A dialog box will appear asking you to pick the file you wish to send.
4. When you have highlighted the file you want to send, choose "Open."
5. The other person will receive your file transfer request.   When they accept it, PowWow will send the file to their computer.

Web Cruising

When you are in the Personal Communicator window, use this option to lead a group of PowWow users through the Internet with your browser.

Important: The Frequently Asked Questions document has very important information about browsers which do and do not work with Cruising.   For instance, Microsoft Internet Explorer version 3.0 **does not** work, while version 3.01 **does** work.

Note: This function is available **only** when two or more people are connected through the Personal Communicator.

To lead the people you are chatting with, select the **Utilities => Web Cruising** option.   If your browser is not already running, it will be launched and a connection to it established.   Once PowWow has connected to the browser, the people you are chatting with will be notified that you would like to lead them in browsing the Internet.   They can accept or refuse the cruise request.   If they accept, the browser will be launched on their computers.   Once the connections are established on both sides, whenever the "Leader" opens a new URL, the 'followers' will be routed to the same location.

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

Sounds

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

Important: The actual .WAV files are not sent when sounds are played;   only the command to play them.   If the recipient does not have a .WAV file **which uses the same file name as the one you are playing** in his or her PowWow directory or Sound File path, the person will not hear the .WAV file.   To **transfer** a .WAV file to another person:

1.   Select Utilities=>Sounds=>QuikSound to display the QuikSound dialog.
2.   Select the sound you want to transfer.
3.   Click the Transfer button.   The Quik Transfer dialog is displayed:
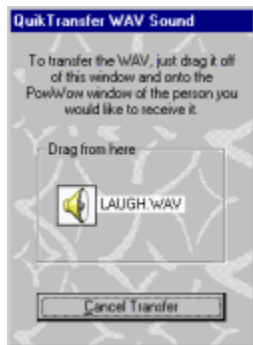
4.   Click and drag the sound icon to the recipient's pane in the Personal Communicator window.   This starts the normal Send File function.

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 computer(s).   When the sound is played on the other person's computer, the icon bar of the **sender's** pane will flash green, so the recipient of a sound always knows who sent it.

To prevent sounds from being played:

1.   Select **Users => Preferences** from the Personal Communicator menu.
2.   Click the **Sound/Voice** tab.
3.   Un-check the Play Sounds box.

To play a QuikSound sound:

1.   Select **Utilities => Sounds** from the Personal Communicator menu or press the QuikSound button on the button bar.
2.   Select the QuikSound option.   The PowWow QuikSound slider bar will appear.
3.   Click to select the sound you wish to play or click and drag the selector bar to highlight the sound.
4.   To play the sound, double-click the name or press your Enter key.

PowWow lets you use a male or female voice for your Bye, Cool and Hello .WAV files when you chat with other people.   To pick a voice:

1.   Select **Users => Preferences** from the Personal Communicator menu.
2.   Click the **Sound/Voice** tab.
3.   Check the Male or Female radio button.

Add New Sounds

To add sounds to PowWow, select **Utilities => Sounds =>Add New Sounds** from the Personal Communicator menu.   You will be prompted to enter the Sound I.D. (description) and Sound Path and Filename for the sound to add to PowWow.

Important: Before sound files can be heard by anyone else, you first must send them to the other users and they must have the same filename.   You can use PowWow's file transfer function to send sound or the Transfer function on the QuikSound dialog.

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

The Sound Path and Filename entry 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.

Sounds: Troubleshooting Problems

- Have you recently moved your .WAV files to a different place?

  PowWow looks for .WAV files in the directory specified under **User => Preferences => Files and Directories** in the Sound File Directory field.   If you have moved your .WAV files to a different directory, you will need to change this setting.

  Conversely, if you have changed the directory specified, you will need to move the .WAV files to it for PowWow to play them.

- Have you installed PowWow to a different directory than a previous installation?

  If you install PowWow to different directories, sounds will only be installed properly for the first installation.   To fix this, change the directory specified under **User => Preferences => Files and Directories** in the Sound File Directory field in each copy of PowWow to the same directory.

- Have you used the PowWow Sound Installer?

  The PowWow Sound Installer (PWSI) was designed for use with PowWow for 16-bit Windows (Windows 3.1), which is no longer supported.   PWSI's functionality has been built into this version of PowWow.   To add a Sound Installer File (SIF), drag it from Explorer onto the QuikSound slider bar.

- To fix non-working sounds:

  1.   Open the QuikSound slider bar.
  2.   Right-click any sound that is not working and choose **Remove**.   The sound will be removed from the slider bar.
  3.   Open Explorer or Find Files and locate the .WAV files to install.
  4.   Select (drag) them from Explorer (or Find Files) into QuikSound.   You will be prompted for a description of each sound.

Macros

Use this option to define macros (text strings) which can be assigned to the function keys (F1 through F12) and "played" within the PowWow Personal Communicator chat window:

1.	Select the key you wish to define a macro for.
2.	Enter a Macro Label to identify your macro This label will appear in the macros menu.
3.	Enter the Macro Definition. This will be sent whenever you select this macro from the Macros menu or press the associated key.

To find out what this macro will sound like when spoken through Text-to-Speech, you can press the Test Speech button and the current Macro Definition will be spoken.

The Allow Spoken Macros from Others option enables or disables others from being able to have their macros spoken on your machine.   If this option is enabled, a macro that is sent by others who have the Speak Macros option turned on would be spoken instead of displayed.   If this option is disabled, all macros received will be displayed as text and not spoken.

Choose Macro

Click the name of a defined macro to execute it.

Speak Macros

This reads the macro through PowWow's built-in speech synthesizer.   Providing, of course, the people with whom you are chatting allow spoken macros.

Voice Chat

PowWow lets you initiate a continuous voice connection with one of the people you are chatting with.   A communication speed of at least 14.4Kbps and an 80486DX or faster CPU in your 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 with whom you would like to talk.   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.

If your system can support the Full Duplex setting, you can converse as though you were using a telephone.   The Half Duplex setting function like a CB radio, with each person taking turns speaking and listening.

Voice Connection Controls

When you have established a voice connection with another person, use the controls on this dialog to tailor the quality of the transmitted and received sounds.

Sent
This is a level indicator of your outgoing volume.

Threshold
Use this to set a background noise value.   Everything below the threshold (the area in red) is not sent.
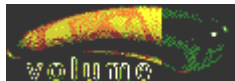
Volume
Click and drag to change your speaker volume.

Mute
This is only visible during **full-duplex** mode.   Click Mute to disable your microphone.

Talk
This is only visible during **half-duplex** mode.   While it is clicked (on), you are sending your voice (just like a CB radio).   To receive, you have to unclick this button.
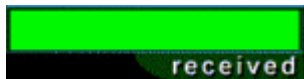
Received
This is a level indicator of the received volume.

Last
Click this button to replay the last voice transmission you received.
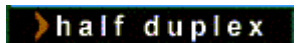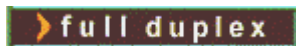
Duplex
Click here to toggle between Full and Half duplex.   If your sound card won't support Full duplex, this option cannot be changed from Half duplex.

In Full duplex, you are transmitting and receiving simultaneously, just like using a telephone.   In Half duplex, you can either transmit or receive, like using a CB radio;   but not both.

Note: You may be able to achieve Full duplex support by updating your sound card drivers.

Quality
If your connections are fast and clear, you can click the switch to use High Quality.   The sound data is compressed less, which results in clearer speech.

If your connections are not that good, you should select Low Quality.   The sound data is compressed more so it takes less time to transmit.   However, some quality is lost in the compression.

End
Terminate the voice connection.

Hear All

Select this option to turn on the Text-to-Speech function for all your chat sessions.   Then, every message you receive will be processed by the Text-to-Speech function. **Note:**   PowWow's text-to-speech converter understands certain abbreviations which you can type and which will be spoken correctly.   Click here or refer to Appendix G: Text-to-Speech Abbreviations of the User's Guide (PWMANUAL.EXE) to see the list of abbreviations.

Whiteboard

PowWow lets you draw by yourself or collaborating with other people with whom you are chatting in Personal Communicator mode.

To begin drawing, click the Whiteboard button or select **Utilities => Whiteboard** from the Personal Communicator menu.

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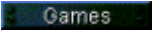
- The left side contains the Drawing, Text and Color Tools
- The bottom shows the options for the Drawing, Text and Color tools
- The right side contains the Image Options
- The top contains the Whiteboard Image Options.
- At each corner is a gadget with diagonal lines.   Click and drag on this gadget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

PlugIns: Board Games

Playing Games
To open the PowWow Games window:

- From the Personal Communicator window, select **Utilities => PlugIns => Board Games** or click the Games button. All the current games to which you are connected will be displayed in the Games In Progress field.

- From the Group Chat window, click the Games button. All current games in the Community will be displayed in the Games In Progress field.

Join
To participate in a game, highlight its name and click the Join button.

New
To start your own game, click the New button. You will launch the Board Games PlugIn. Follow the PlugIn's instructions for starting a new game. Make sure you choose a unique name to identify the game to others.

View
To watch a game, highlight its name and click the View button.

Close
To leave the PowWow Board Games window, click the Close button.

Please refer to the user's manual for further information about playing the Board Games.

Install New PlugIn

This option is not yet enabled.

Window Menu

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.

Help Menu

Online Technical Support

When you select this option, your Internet browser will start and go to the Tribal Voice Support page.   Here you can read the FAQ (Frequently Asked Questions) and send e-mail to the support staff.

System Information

When you select this Help Menu option, a window displays important information about your system:
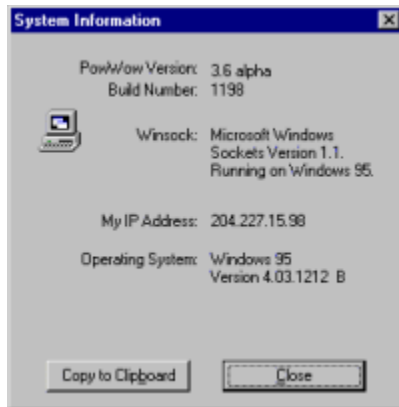
This information is particularly useful if you have a technical support question. (For instance, this is the only place to find **your** IP Address.)   Simply click the Copy to Clipboard button and paste the information into an e-mail message to support@tribal.com.

About

Select this option to display the version information.

Colors

Setting Colors

You can change the colors which are used by your Personal Communicator window and which appear in both a Group Chat window and someone else's Personal Communicator window.

To do this:

1. Open your Personal Communicator window if it is not already open.
    Using the color selector:

2. Left-click the color you want to use as your foreground color and right-click the color to use as the background.   The combination is shown to the right.

This color combination will be used by your pane (the top one) in your Personal Communicator window and in your pane in someone else's Personal Communicator window.   The foreground color will be used to display your text in a Group Chat window.

There are some exceptions to how colors work.   Please check the <u>Runtime Options</u> description of color settings in Preferences.

Hear

When you're in Personal Communicator window, you can turn on Text-to-Speech for selected persons.

To do so, click the Hear button on the person's button bar.

Note: PowWow's text-to-speech converter understands certain abbreviations which you can type and which will be spoken correctly.   Click here or refer to Appendix G: Text-to-Speech Abbreviations of the User's Guide (PWMANUAL.EXE) to see the list of abbreviations.

Private Chat

You can chat with someone privately so that what you type is sent **only** to that person.   You can select more than one person to receive a Private Chat.   In this case, what you type will be seen by each participant whom you have designated as Private.

Important: If the other person wants his or her responses to you to be private, he or she must select you for a Private Chat.

To start a Private Chat, click the Private button on the person's Personal Communicator pane.

When someone has selected you for a Private Chat, the person's text will be preceded by the notation `[Private Begin...]`. When the person turns off Private Chat mode to you, the notation `[...Private End]` is displayed.

View Picture

If this icon is displayed, it means the person with whom you're conversing has a picture which you can view.   When you click this button, the picture will be displayed in a separate window.   (This may take a little while, depending on your connection speed.)   You can save the image or just close the window.

View Home Page

If this icon is displayed, it means the person with whom you're conversing has a web page which you can view.   When you click this button, your Internet browser will be started and will take you to the designated page.

Personal Information

If this icon is displayed, it means the person with whom you're conversing has entered some personal information which you can view.   When you click this button, the information will be displayed in a separate window.   (This may take a little while, depending on your connection speed.)

Join Community

If this icon is displayed, it means the person with whom you're conversing is a member or owner of at least one Community.   When you click this icon, you will start the process to join whichever Community appears **first** in the person's PowWow Navigator window.

Note: If you have checked "Automatically save all connections to Address Book" in the Communities section of the Runtime Options, the Community's address automatically will be placed on the Communities tab of your PowWow Address Book.   This lets you easily re-join this Community at a later time.

Hint: If the PowWow registration server is not operating, you still can join a Community.   To do so:

1. Page the owner of the Community.
2. When he or she accepts your PowWow request, click the Community button on the person's pane. **If** the Community is first on the person's Navigator window, you will join that Community.

Toggle Send WAV Sound

If you are chatting with several people in the Personal Communicator and want to play a WAV file **only** on certain people's computers, you would select this option for each person.   This **toggles** the QuikSound setting for each person.

To play the sound for the selected people, click the QuikSound button or select **Utilities => Sounds => QuikSound**.

See also: Sounds

Participant Menu

When you right-click in a participant's area (a pane) of the Personal Communicator window, this menu is displayed:
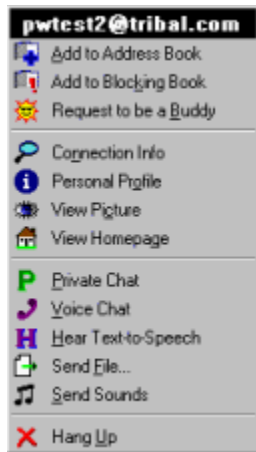
You'll notice that, except for the first two options, all other selections are available on other menus or on the Pane Controls.   This menu consolidates the more frequently-used operations for your convenience.

Add to Address Book

Select this option to place this person's name and PowWow Address in the Users tab of the Address Book.

Add to Blocking Book

Select this option to place this person's name and PowWow Address in the Refuse section of the Blocking Book.

White Pages

Select this button on the general button bar to start your Web browser (if necessary) and open the Search the White Pages page at Tribal Voice's Web site.

Glossary

Glossary

Bitmap
A bitmap defines a display space and the color for each pixel or "bit" in the display space. A GIF and a JPEG are examples of graphic image file types that contain bitmaps.

A bitmap does not need to contain a bit of color-coded information for each pixel on every row.   It only needs to contain information indicating a new color as the display scans along a row.   Thus, an image with much solid color will tend to require a small bitmap.

Because a bitmap uses a fixed (raster) method of specifying an image, the image cannot be immediately re-scaled by a user without losing definition.   A vector graphic image, however, is designed to be quickly re-scaled.

Community
A virtual meeting place.

Cruise
A World-Wide Web browsing session in which the Leader sends people to the same World-Wide Web sites loaded in his World-Wide Web browser.

Cruise Leader
See **Leader**.

Domain Name
The "name" of a particular network of computers attached to the Internet.   For example, all of Tribal Voice's networked computers have a domain name of **tribal.com**.   See also **fully-qualified domain name**.

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.

FQDN
See **fully-qualified domain name**.

Fully-qualified Domain Name
The complete name for a computer on the Internet, consisting of the computer name and the domain name.   For example, if your computer is called **ibmpc15%engineering** and your domain name is **tribal.com** then your fully-qualified domain name is **ibmpc15%engineering.tribal.com**.   Usually only computers with permanent Internet connections and **fixed IP addresses** have a fully-qualified domain name.   If your access is through a commercial Internet Service Provider it is unlikely you have a fully-qualified domain name.

Internet Service Provider
The company responsible for providing your Internet access.

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 Voice's World-Wide Web server.

ISP
See **Internet Service Provider**.

JPEG
Joint Photographic Experts Group.   JPEG is a popular method used to compress photographic images.

Generally speaking, JPEG is superior to GIF (Graphics Interchange Format) for storing full-color or gray-scale images of "realistic" scenes;   that means scanned photographs, continuous-tone artwork and similar material.   Any smooth variation in color, such as occurs in highlighted or shaded areas, will be represented more faithfully and in less space by JPEG than by GIF.   Unlike a GIF, a JPEG is always full 24-bit color, so on anything but a 24-bit monitor it will always be dithered by the browser.

Also, unlike the GIF format, JPEG is free;   it requires no user's or developer's license.   Unisys owns some patents to key parts of the GIF compression technology and charges license fees.

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

Local PowWow Address

Your PowWow Address.   In general, this will be your normal e-mail address, such as `freddie@mynet.net`.

Local Server
See **PULS Server.**

Local User ID
See **Local PowWow Address**.

Moderator
The person who runs a **Community**.

PlugIn
A module which can be added to PowWow to provide additional functionality.

POP3
Post Office Protocol version 3.   The de-facto method of retrieving electronic mail over the Internet.

PPP
Point-to-Point Protocol.   A common method for connecting to the Internet using a modem.

PULS Server
The PowWow User Local Server (PULS) server is the computer PowWow registers itself with.   Tribal Voice runs a PowWow Server which all copies of PowWow attempt to register with.   You can also install your own PowWow Server to allow PowWow to register with your own private server.

Remote PowWow Address
Anyone else's PowWow Address.

Remote User ID
See **Remote PowWow Address**.

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

SMTP
Simple Mail Transport Protocol.   The de-facto method of sending electronic mail over the Internet.

Socket
A socket is a network communications endpoint.   It is analogous to a physical cable (the network data connection) being plugged into a socket, but is implemented entirely as a software construct.   PowWow sends and receives messages by opening a socket and reading and writing data to and from the socket.   This simplifies program development because the programmer only needs to worry about manipulating the socket and can rely on WinSock.dll, the Windows socket controller, to actually transport messages across the network correctly.

Sockets are created and manipulated using numerical values.   Errors can occur if two programs each use a socket having the same identifier.   Although not too common, this does happen and WinSock.dll usually generates an error message such as "Unable to create socket," or one which is equally helpful.   For some good information about sockets and error messages you can do something about, go to http://www.sockets.com.   (We'd print the information here, but it is copyrighted.)

Note that a socket is not a port, though there is a close relationship between them.   A socket is associated with a port, though this is a many-to-one relationship.   Each port can have a single passive socket, awaiting incoming connections, and multiple active sockets, each corresponding to an open connection on the port.

Spam
Noun.   Unsolicited e-mail.   It resembles a combination of junk mail addressed to "Occupant" and unsolicited calls from tele-marketers.   It wastes the recipient's time and the resources of the Internet.   The only people who like it are those who (think they) are making money by using it.   The rest of the world thinks of spammers and boiling oil.

Spam often is to a list culled from subscribers to a Usenet discussion group or obtained by companies that specialize in creating e-mail distribution lists.

Verb.   To post irrelevant or inappropriate messages to one or (usually) more Usenet newsgroups or mailing lists in deliberate or accidental violation of netiquette.   See also *Spew*.

Evidence indicates that the term is derived from a famous Monty Python sketch ("Well, we have Spam, tomato and Spam, egg and Spam, Egg, bacon and Spam...") that was current when spam first began arriving on the Internet.   Spam is a trademarked Hormel meat product that was well-known in the U.S. Armed Forces during World War II.

Spew
While spam refers to the mass sending of an e-mail or newsgroup posting to a large number of people who would otherwise not be

interested in seeing the letter or post, spew refers to a participant in a Community who goes on and on about something or types the same thing repeatedly.

Static IP Address
See **fixed IP address**.

TCP/IP
Transmission Control Protocol/Internet Protocol.   The specification for how computers communicate over the Internet.

URL
Uniform Resource Locator.   A standard method of displaying a resource, such as an HTML document or FTP site, on the World-Wide Web.

Miscellaneous Information

Support

In addition to extensive online Help, a User's Manual and a Community Administration Supplement, Tribal Voice offers technical support for PowWow by e-mail, fax and PowWow.

The User's Manual and the Supplement are in the form of stand-alone executable files which display the information much like a Web browser.   The User's Manual is PWMANUAL.EXE and the Supplement is PWHOST.EXE.   Because the files are large, these documents are a separate download from the PowWow program file.   The files also are available in standard HTML format and can be viewed online at the Tribal Voice Web site, `http://www.tribal.com/`.

Please check the files **`HISTORY.TXT`** and **`PW-FAQ.HTM`**, which come with PowWow.   The **`HISTORY.TXT`** file contains errata and late-breaking news not covered in the online help.   The **`PW-FAQ.HTM`** file, viewable by your World-Wide Web browser, contains answers to Frequently-Asked Questions about PowWow.

The answers to most of the most commonly-asked questions about PowWow can be found in your *PowWow Frequently-Asked Questions* document (filename: **`PW-FAQ.HTM`**).   Use the FAQ for an **immediate** answer to your question.   The FAQ also is continually updated and can be viewed on the Tribal Voice Web site, `http://www.tribal.com/`.

Technical support is available via PowWow from 9:00AM to 5:00PM Mountain Time [GMT-7], Monday through Friday (excluding major US holidays) by chatting with **`powwow-support@tribal.com`**.

Technical support is available via fax 24-hours-a-day, 7-days-a-week by sending a fax to +1 (719) 687-0716.

If you have any comments about the online help or the documentation, please send e-mail to **`powwow-docs@tribal.com`**. Please note that this is not for technical support.

Before Contacting Technical Support
When contacting technical support with a question, please have the following information available or enclosed in your e-mail:

- Your name, e-mail address, fax and telephone number.

- PowWow version number and the date and time of your **`POWWOW.EXE`** program file.   You can find your version by clicking **Help=>About PowWow** from the menu.

- A list of all PowWow PlugIns installed, if any, and their version numbers.

- A detailed description of the problem you are experiencing.

- Brand and version of TCP/IP protocol stack (**`WINSOCK.DLL`** or **`WSOCK32.DLL`** file).   You can find this by selecting **Help=>About PowWow=>Info** from the menu.

- If the problem is sound-related, include the brand, model and version of sound card and drivers.   If you are unsure, contact your sound card manufacturer or computer vendor.

- Computer software type (operating system name and version, brand and version of other network drivers, video driver settings, plus the name and version of any device drivers or other memory-resident programs).

- Computer hardware type (type and make of CPU, RAM, hard disk type and size, video and network cards installed plus any other unusual cards).

- System configuration files (**`AUTOEXEC.BAT`**, **`CONFIG.SYS`**, MS-Windows **`.INI`** files and so forth).

- Network configuration (TCP/IP stack brand and version, type and speed of Internet connection, Internet service provider name and contact, if any).

The majority of this information can be found by running a utility such as CyberMedia's FirstAid, Microsoft's System Diagnostics (included with MS-DOS and Microsoft Windows), Quarterdeck's Manifest, Peter Norton Computing's System Info, and so forth.

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.

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.

Tribal Voice
FAX 1-(719) 687-0716
E-MAIL   sales@tribal.com

Overview

Welcome to PowWow!

PowWow is a unique personal communications program for the Internet.   It offers two main functions:

1.   A Personal Communicator
2.   A Community conferencing system

As a personal communicator, it lets you:

- Call your friends
- Chat with up to eight (8) people by keyboard or voice
- Show a picture of yourself
- Send and receive files
- Play MS-Windows .WAV format sound files
- Browse the World-Wide Web together as a group

All you need to know to communicate with another PowWow user is his or her e-mail address.   PowWow automatically will connect with them, provided PowWow is running on their computer.

In Community mode, PowWow lets join a Community or, *if you have a license to host a Community*, even set your computer up as a **server**.   Up to 1,000 people can share a Community simultaneously.   You may set yourself up as a temporary community, or you can run your community permanently around-the-clock.   You may choose to be the community moderator or you can create a full-time non-moderated community.

PowWow runs both Personal Communicator and Community modes at the same time.   If you are hosting a community 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 online help.   Please check this file before continuing with this help file.

The file `README.TXT` introduces PowWow and tips on installation.

A copy of the PowWow Frequently-Asked Questions Guide is also included.   The document is an 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/>`.

Address Book: Users Tab

This tab lists the addresses of people with whom you chat.

Note: If you right-click an entry, a menu provides direct access to the PowWow, Edit, Remove and Buddy Status functions.

What the Symbols Mean
The symbols by an address book entry provide the following information:

The gray icon indicates a standard entry.

The orange icon indicates the person is on your Buddy List.
The eye indicates you are on the person's Buddy List.

The question mark indicates the person has sent you a Buddy Request to which you have not yet replied.

Right-Click Options
These options, which are explained below, are available by right-clicking an existing entry:

Add an Entry
To add someone to your Address Book, click the **Add** button and enter their PowWow (email) address, name, and a brief comment about him or her.   If you wish to know when this person is running PowWow, check the **Make them a buddy** box to add them to your Buddy List.   When finished, click **OK** to save the information, or **Cancel** to abort.

Send Chat Request (Page / PowWow)
To page someone in your Address Book, double-click their name or PowWow   address.   To page someone who is not in your Address Book, enter the person's PowWow address in the **Address** field and click the **PowWow** button or press Enter.

Search White Pages
To search the White Pages directory of PowWow users, click the **Find Online Users** button.   PowWow will launch your World-Wide Web browser and display the White Pages search page.

Edit Entry
To change the information on someone in your Address Book, including removing them from your Buddy List or removing yourself from their Buddy List, click the **Edit** button.   You will be able to edit their address, name and comment and can remove them from your Buddy List or remove yourself from their Buddy List.

Remove an Entry
To remove someone from your Address Book, click the **Remove** button.   You will be prompted to confirm the removal from your Address Book.

Buddy Status
You can add a person to your Buddy List or delete yourself from someone's Buddy List by right-clicking an entry and selecting the Buddy Status option.   The new options which are displayed depend on your current status.

• If the person is not on your Buddy List and you are not on the person's Buddy List, this is the option:
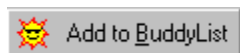
Select this option to send the person a Buddy Request.

• If the person is on your Buddy List but you are not on the person's Buddy List, this is the option:
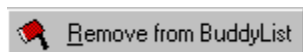
Click this option to remove the person from your Buddy List.   You will no longer receive notice when the person is online.

- If the person is on your Buddy List and you are on the person's Buddy List, this is the option:

Click Remove from BuddyList to remove the person from your Buddy List.   You will no longer receive notice when the person is online.

Click Remove Yourself from their BuddyList to remove yourself from the other person's Buddy List.   He or she will no longer receive notice when you are online.

- If the person is not on your Buddy List but you are on the person's Buddy List, this is the option:
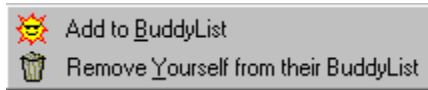
Click Add to BuddyList   to send the person a Buddy Request.

Click Remove Yourself from their BuddyList to remove yourself from the other person's Buddy List.   He or she will no longer receive notice when you are online.

Close
Click this button to close your Address Book.

Add a Buddy
Add an Address Book Entry
Edit an Address Book Entry

This is a multi-use form.

Depending on how you accessed it, you can use this dialog to:

- Request to add a person to your Buddy List
- Add an entry to your Address Book
- Edit an entry in your Address Book

The following options can appear:

PowWow Address
Enter the correct address for the person.

Name / Handle
Enter the person's name.

Make Them a Buddy
Check this box if you want to send the Buddy Request message to the person.   The person's name will be added to your Buddy List and will be identified with a question mark:
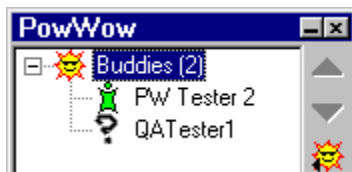
If you do not check this box, the information will be added to your Address Book but the person will not be asked to be added to your Buddy List.

Remove from Buddy List
Check this box to remove this person from your Buddy List.   You will no longer be alerted when this person is online.

Remove Yourself from Their Buddy List
Check this box to remove yourself from this person's Buddy List.   He or she will no longer be alerted when you are online.

Comment
Enter any additional information.

Direct Connection
Note: This option is primarily for internal network use.   Also, *it is not applicable from the Add A Buddy dialog*.

When this option is checked, you will need to enter a machine name or IP address in the PowWow Address field.   Then, when a connection is attempted, PowWow will try to connect directly with the provided address rather than going through the PowWow server at Tribal Voice.

Note that this option is not useful if the target uses a dynamic IP address, such as that provided by Internet Service Providers when a user logs on.

Address Book: Communities Tab

This tab lists the addresses of Communities of which you are a member.

Right-Click Options
These options, which are explained below, are available by right-clicking an existing entry:

Add a Community
To add a Community to your Address Book, click the **Add** button and enter the PowWow (email) address and Topic for the Community.   If you wish to join the Community automatically when you run PowWow, check the **Auto-Connect on Startup** box.

> **Direct Connect**
> Leave the **Direct Connect** box un-checked unless the Moderator who runs the Community tells you to check it.

Join
To join a Community in your Address Book, double-click its name or PowWow   address.   To join a Community not in your Address Book, enter its PowWow   address in the **Address** field and click the **Join** button or press Enter.

Online Community Guide
To search the White Pages directory of PowWow Communities, click this button.   PowWow will launch your World-Wide Web browser and display the results.

Edit
To change information on a Community in your Address Book, highlight the name and click the **Edit** button.   You will be able to edit the address, topic and comment.

Remove
To remove a Community from your Address Book, click the **Remove** button.   You will be prompted to confirm its removal.

Click the **Close** button to close your Address Book.

Address Book: Recent Pages Tab

This tab logs the names, addresses and times people have requested a chat while PowWow was running on your computer.

Right-Click Options
These options, which are explained below, are available by right-clicking an existing entry:

PowWow (Page)
To return a page from someone, highlight the name and click this button, or **double-click** the name or PowWow (email) address.

To page someone who is not in your log, enter the name in the **Address** field and click this button or press Enter.

Add
To add a person to your User tab list, highlight the name and click this button.

Clear Log File
Click this button to clear the list.

Find Online Users
To search the White Pages directory of PowWow users, click this button.   PowWow will launch your World-Wide Web browser and display the White Pages search page in it.

Important: A successful search requires that the person has a White Pages entry **and** is online.

Address Book: Blocking Book Tab

The Blocking Book lets you control who is able to contact you for a PowWow.   There are three modes from which you can choose (one at a time):   Accept, Refuse, and None.   **When you change the mode, the list changes.**

Important: The modes are mutually exclusive.   That is, only one can be in effect at any one time.   The restrictions take effect **as soon as** you click the radio button.

Right-Click Options
These options, which are explained below, are available by right-clicking an existing entry:

Current Blocking State

Accept
Only those people listed in the Address screen can page (PowWow) you.   Once you are in this mode, you can Add people to the list of those who are able to contact you.

Refuse
People listed in the Address field cannot page you.   If there is someone you do not wish to communicate with, you can add the person's email address to this list and any chat requests they make will be automatically declined.

Note that anyone not on this list **can** page you.

None
This is the Default.   It means that no-one is blocked from contacting you;   therefore, anyone **can** contact you.

Add
Note that the Add button is active only in Accept and Refuse modes.

When you click the Add button, a new dialog lets you enter the applicable information about the person you're placing on the Accept or Refuse list.

Addition Type/Address to Add
Select the type of address you wish to use and then enter it in the Address field.

PowWow Address
This is the person's normal PowWow (e-mail) address which you can see by right-clicking the person's name in the Navigator window and selecting the Connection Info option.   This choice assumes that the person will not change his or her PowWow address.

IP Address
You can obtain the IP Address by right-clicking the person's name in the Navigator window and selecting the Connection Info option.   This is a good choice if the person has a fixed IP Address.   However, most users are assigned dynamic IP Addresses by their Internet Service Providers.   That is, their IP Address is different each time they connect to the ISP.

Domain Address
This last lets you filter page requests based on the person using a particular service (ISP).   The problem with using this method is that it will affect requests from everyone who uses the Domain.

Addition Type

Addition Type/Address to Add

Select the type of address you wish to use and then enter it in the Address field.

PowWow Address

This is the person's normal PowWow (e-mail) address which you can see by right-clicking the person's name in the Navigator window and selecting the Connection Info option.   This choice assumes that the person will not change his or her PowWow address.

IP Address

You can obtain the IP Address by right-clicking the person's name in the Navigator window and selecting the Connection Info option.   This is a good choice if the person has a fixed IP Address.   However, most users are assigned dynamic IP Addresses by their Internet Service Providers.   That is, their IP Address is different each time they connect to the ISP.

Domain Address

This address type lets you filter page requests based on the person using a particular service (ISP).   The problem with using this method is that it will affect requests from everyone who uses the Domain.

User Menu

(right-click a user's name)

Insta-Voice Message

Select this option to create and send a voice message directly to the person on whose name you right-clicked.

Access this option by right-clicking a user's name in the PowWow Navigator window.

Create Insta-Voice Message

To create an Insta-Voice Message, simply click the Play button and begin speaking in your microphone.
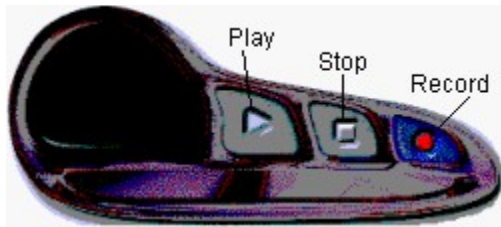
As you speak, the volume and how long you've spoken (a one-minute maximum) are depicted:
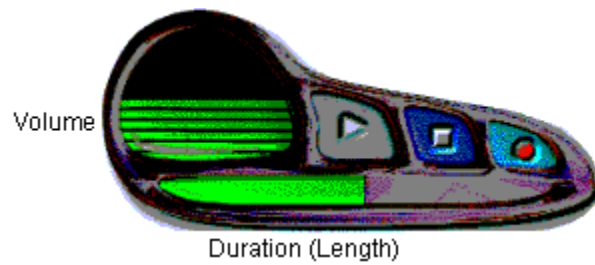
Stop
When you're finished, click the Stop button.

Play
If you'd like, you can play back what you've recorded before you send it.   Click the Play button.

Send
Click Send to transmit your voice message to the recipient.

Instant Message

Select this option to create and send a text message directly to the person on whose name you right-clicked.

Access this option by right-clicking a user's name in the PowWow Navigator window.

Send Instant Message

Type in any text message you like just as if you were using a text editor such as Wordpad.   Your text will wrap to the display area; you do not need to press Enter at the end of each line.   You also can paste text which you've copied into the Windows clipboard. Just press **Ctrl+V**.

To send the message, click the Send button.

To cancel the message, click the Cancel button.

Send URL

Use this option to send a URL address to someone via an Instant Message.

Access this option by right-clicking a user's name in the PowWow Navigator window.

When you select this option, a dialog opens in which you can enter the URL:

Important: If your Internet browser is open, the URL of the displayed page automatically is inserted in this field.   This makes it very easy to pass on a good web site.

Receiving a URL

When you receive a URL, you'll hear the alert signal, the name of the person who sent the message will move to the top of the Community listing and a small blue "letter" icon will blink by the name, such as:

To retrieve the message, double-click the person's name.   A window will open in which the URL is displayed:

In addition to the normal Instant Message window functions, you can click the **Open URL** button to start your browser (if necessary) and open the designated web site.

Send URL to ...

Important: If your Internet browser is open, the URL of the displayed page automatically is inserted in this field. This makes it very easy to pass on a good web site.

You can edit a displayed URL or you can enter a new one.

Click the Send button to send the message to the recipient.

PowWow

A PowWow is a personal chat session which uses the Personal Communicator window instead of the general Group Chat window. You can have personal chats with up to eight people at a time – your Personal Communicator window will divide itself into up to eight panes;   each having its own set of controls.

Access this option by right-clicking a user's name in the PowWow Navigator window.

When you select the PowWow option:

- The request is sent to the selected person.
- A Request a PowWow message is displayed on the person's monitor.
- The person can accept or reject the PowWow request.
- If your request is accepted, the Personal Communicator window opens (if necessary) or a pane opens.

    Note: If you have checked "Automatically save all connections to Address Book" in the Personal Communicator section of the Runtime Options (please refer to Appendix A: Preferences), the person's PowWow address automatically will be placed on the Users tab of your PowWow Address Book.   This lets you easily page this person at a later time.

Read Instant Message

This option is available if this user has sent you an Instant Message.   Select this option to read the message.

Add to / Remove from Community WatchList

When you select this option, the person's name on which you've right-clicked is moved to the top of the Community's online user list and the person's PowWow icon changes to **green**.   Whenever this person is online, the name will be highlighted and will be at the top of the list.

Access this option by right-clicking a user's name in the PowWow Navigator window.

To remove a person from your WatchList, right-click on the name and select the Remove option.

Remove from BuddyList / Cancel Buddy Request

Access this option by right-clicking a user's name in the PowWow Navigator window.

Select this option to:

- Remove this person from your Buddy List.
  When you remove a person from your Buddy List, you will no longer be alerted when he or she is online.
- Cancel a request you started with the Request to be a Buddy option.

Request to be a Buddy

Select this option to send a request to the person that you would like to add him or her to your Buddy List (so you'll know whenever the person is online).

Access this option by right-clicking a user's name in the PowWow Navigator window.

Note: When you select this option, the person's name is moved into your Buddy List area and the PowWow icon becomes a large question mark. To cancel the request, right-click the name again and select the Cancel Buddy Request option.

When the person receives the request, he or she will have the option of accepting the request or not:
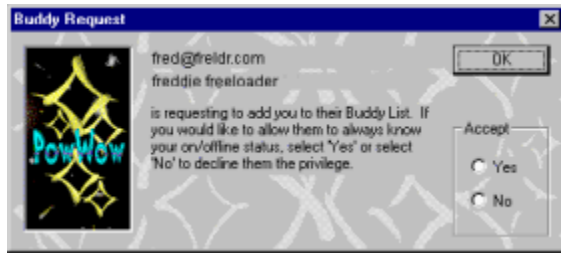
Connection Info

Access this option by right-clicking a user's name in the PowWow Navigator window.

Note: Double-clicking the person's name will display this Connection Information if the person does not have a Personal Profile.

Select this option to display the following information about the person on whose name you right-clicked:

- Real Name or Handle
- PowWow (e-mail) address
- IP Address
- Time stamp

You can copy all this information to the Windows clipboard by selecting the Copy to Clipboard button.

Important: This is the information you will need to provide to report an abuser.

Connection Information

The following information is presented about the person on whose name you right-clicked:

- Real Name or Handle
- PowWow (e-mail) address
- IP Address
- Time stamp

You can copy all this information to the Windows clipboard by selecting the Copy to Clipboard button.

Important: This is the information you will need to provide to report an abuser.

Personal Profile

Access this option by right-clicking a user's name in the PowWow Navigator window.

Note: If the person has a Personal Profile, you can double-click his or her name to display it.   If the person does not have a Personal Profile, double-clicking the name will display the Connection Information.

If this option is active, it means the user you have selected has entered some personal information (Preferences=>Personal Profile) which you can view.   When you select this option, the information will be displayed in a separate window.   (This may take a little while, depending on your connection speed.)

View Picture

Access this option by right-clicking a user's name in the PowWow Navigator window.

If this option is active, it means the user you have selected has a picture which you can view.   When you select this option, the picture will be displayed in a separate window.   (This may take a little while, depending on your connection speed.)   You can save the image or just close the window.

Note: If you **Save** the image, an entry is made in the [PICTURES] section of the active POWWOW.INI file.   The entry links the person's PowWow Address with the name of the saved image.   Then, if you choose to view the same person's picture again, PowWow will ask if you want to use the saved image, which will be quicker than downloading the image again.   However, if the person changes pictures regularly, you should download the new image to make sure you see the most current.

View Homepage

Access this option by right-clicking a user's name in the PowWow Navigator window.

If this option is active, it means the user you have selected has a web page which you can view.   When you select this option, your Internet browser will be started and will take you to the designated page.

Select

Access this option by right-clicking a user's name in the PowWow Navigator window.

When you Select a person in the Community list, you will see **only** that person's messages in the Group Chat window.   You can Select as many participants as you want.

Drop

Access this option by right-clicking a user's name in the PowWow Navigator window.

When you Drop a participant, you will see all messages **except** those sent by the Dropped person.   You can Drop as many participants as you want.

Private

Access this option by right-clicking a user's name in the PowWow Navigator window.

When you designate someone as Private, anything you type in the general Group Chat window will be seen **only** by that person. You can designate as Private as many participants you want.

Hear

Access this option by right-clicking a user's name in the PowWow Navigator window.

Selecting Hear turns on the Text-to-Speech function for messages sent by that person.

Note: PowWow's text-to-speech converter understands certain abbreviations which you can type and which will be spoken correctly.   Click here or refer to Appendix G: Text-to-Speech Abbreviations of the User's Guide (PWMANUAL.EXE) to see the list of abbreviations.

Hang Up

This option is available only if you are the Moderator or Administrator.   It lets you Hang Up (disconnect) the selected participant so he or she can no longer participate in the Community.

Access this option by right-clicking a user's name in the PowWow Navigator window and selecting the **Moderator Options** item.

To permanently block the selected individual, select the Add to Blocking Book option.

Reset All

Access this option by right-clicking a user's name in the PowWow Navigator window.

Select this option to clear the Select, Drop, Private and Hear settings from all affected participants on your PowWow Navigator list.

Moderator Options

This option is available only if you are a Moderator or Administrator of this Community.

Access this option by right-clicking a user's name in the PowWow Navigator window.

When you select this option, two additional options are displayed.   Click an option for a description.
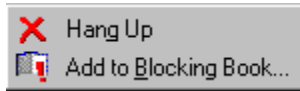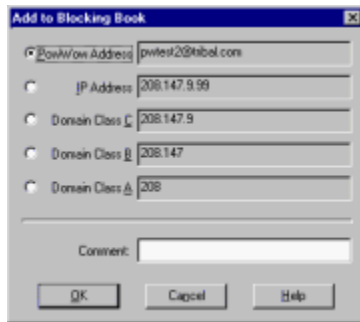
Add to Blocking Book

This option is available only if you are the Moderator or Administrator. It lets you add the selected participant to the Community Blocking Book so he or she can no longer access the Community.

Important: The selected person always is added to the **Refuse** section of the Blocking Book, independent of the current mode of the Blocking Book (Refuse, Accept or None). However, for refusals to be in effect, the Blocking Book **must** be in Refuse mode. Refer to the Blocking Book tab for more information.

Access this option by right-clicking a user's name in the PowWow Navigator window and selecting the **Moderator Options** item. Click the Add to Blocking Book option to display a new dialog.

Add to Blocking Book

The person's complete PowWow Address and IP Address are displayed on the top lines.   You can block based on these parameters by clicking the applicable radio button:

PowWow Address
This is the default blocking option.   Anyone using this PowWow / E-mail address will not be permitted to join this Community.   Of course, the person can create a new address and try again.

IP Address
This is a good choice if you suspect that the person has a fixed IP Address.   However, most users are assigned dynamic IP Addresses by their Internet Service Providers.   That is, their IP Address is different each time they connect to the ISP.

Domain Class
The person's IP address is broken into its component elements.   In extreme cases, you can block entire ranges of addresses.   This will work against an individual who changes his or her PowWow Address and who has a dynamic IP Address.   Unfortunately, this method also may block participants who use the same ISP, and who, therefore, share part of the IP Address.

The three choices range from C, which is fairly specific, to A, which is very general and which will block **all** users of a particular ISP.

Community Menu from Navigator and menus in Group Chat window

(right-click a Community name)

Navigator Community Menu

To view the options which are available within a Community, simply right-click the Community's name in the list.   A menu is displayed, from which you select one of the options.   Click the menu option for more information.

PowWow Tester 1
- Group Chat
- Bulletin Board
- Guest Book
- Games

- Auto-Create at Startup
- Add to Address Book...

- Administrate...
- Blocking Book...
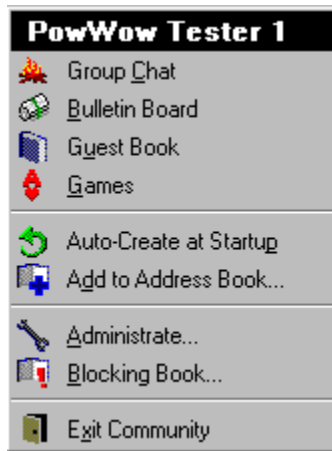
- Exit Community

Group Chat

Access this option by right-clicking a Community name in the PowWow   Navigator window.

Select this option to display the PowWow Group Chat window.

Bulletin Board

Access this option either by:

- Right-clicking a Community name in the PowWow Navigator window
- Clicking the Bulletin Board button on the Group Chat window
- Selecting the Bulletin Board option from the Modules menu in the Group Chat window

Select this option to display the Community's Bulletin Board so you can read and post messages of interest to the members of the Community.

Guest Book

Access this option either by:

- Right-clicking a Community name in the PowWow Navigator window
- Clicking the Guest Book button on the Group Chat window
- Selecting the Guest Book option from the Modules menu in the Group Chat window

Select this option to display the Community's Guest Book.   You can sign it and leave a little information and you can read the comments other people have left.

If you find an interesting comment, you can click the PowWow Me button.

Community Guest Book

Learn a little about other people who frequent this Community and provide some information about yourself.

The upper area lists the people who have signed the Guest Book.   These names are displayed in bold-face until you select one to read.

The lower area displays the information the person has provided.   If the comments interest you, click the PowWow Me button to page the person.

To leave your own comments, click the Sign button at the upper right of the window.

Sign the Guest Book

The comments form is filled-in with the same information you provided on the Personal Profile tab in Preferences.   You can change any of the information or leave it as is.   To post the information, click the Sign It button.

Games

Access this option either by:

- Right-clicking a Community name in the PowWow Navigator window
- Clicking the Games button on the Group Chat window
- Selecting the Games option from the Modules menu in the Group Chat window

Select this option to open the PowWow BoardGames window.

Auto-Connect / Auto-Create at Startup

Access this option either by:

- Right-clicking a Community name in the PowWow Navigator window
- Selecting the Auto-Connect or Auto-Create at Startup option from the Community menu in the Group Chat window

If you are a normal user, this option reads "Auto-Connect."   Select this option to automatically reconnect this Community when you start PowWow.

If you are the owner of this Community, this option reads "Auto-Create."   Select this option to automatically create and start this Community when you start PowWow.

Add to Address Book

Access this option either by:

- Right-clicking a Community name in the PowWow Navigator window
- Selecting the Add to Address Book option from the Community menu in the Group Chat window

If the selected Community interests you and it is not already in your Address Book, select this option to add it to your Address Book.

A new dialog displays so you can add your own information about the Community.

Add Community to Address Book

Use this dialog to add the selected Community to your Address Book.

PowWow Address

This field contains the correct address for the Community.   Although you can edit this information, there is no reason to.

Topic

This field contains the information provided by the Community.   You can edit this information.

Comment

Enter any descriptive comments you'd like.

Auto-Connect at Startup

Check this box if you want to join this Community automatically whenever you start PowWow.

Direct Connection

Note: This option is primarily for internal network use.

When this option is checked, you will need to enter a machine name or IP address in the PowWow Address field.   Then, when a connection is attempted, PowWow will try to connect directly with the provided address rather than going through the PowWow server at Tribal Voice.

Note that this option is not useful if the target uses a dynamic IP address, such as that provided by Internet Service Providers when a user logs on.

Exit Community

Access this option either by:

- Right-clicking a Community name in the PowWow Navigator window
- Selecting the Exit Community option from the Community menu in the Group Chat window

If you are a normal user, select this option to exit the Community.   This does not close PowWow.

If you are the owner of this Community, select this option to close the Community.   This does not close PowWow.

Administrate

This option is active only if you are the owner or administrator of this Community.

Access this option either by:

- Right-clicking a Community name in the PowWow Navigator window
- Selecting the Administrate option from the Community menu in the Group Chat window

Select this option to change any of the Community's parameters you set when you created the Community.

Blocking Book

This option is active only if you are the Moderator or Administrator of this Community.

Access this option either by:

- Right-clicking a Community name in the PowWow Navigator window
- Selecting the Blocking Book option from the Community menu in the Group Chat window

Select this option to open a subset of the PowWow Address Book [Blocking Book tab](#).

Set Recent Login Timeout

This option is available when you right-click a Community's Recent Logins entry in the PowWow Navigator window:
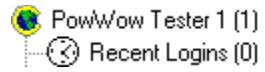
When people enter a community, their names first are placed in the Recent Logins section for approximately 30 seconds (the default time).   Select this option to change this time.

Recent Logins Timeout

Leave People In ...
When people enter a community, their names first are placed in the Recent Logins section for approximately 30 seconds (the default time).   Enter new values in the Minutes and Seconds fields to change this duration.   The minimum time is 10 seconds.

Note that all times are approximate.

Group Chat window new menu items

Close Group Chat Window

This option is available from the Community menu of the Group Chat window.

Select this option to close the window.

Send (Text)

This option is available from the Text menu of the Group Chat window.

To transmit your comments to the Community, select this option or press Enter or click the Send button.

Clear (Text)

This option is available from the Text menu of the Group Chat window.

Select this option or click the Clear button to erase your comments before you transmit them.

Erase Window

This option is available from the Text menu of the Group Chat window.

Select this option or click the Erase button to clear all the text from the Visitors display area.

Change Color

This option is available from the Text menu of the Group Chat window.

Use this option to change the color of the text you type and which appears in the other participants' Group Chat windows.

When you select this option, a color palette opens.   Click the color you want to use.

Logging

This option is available from the Utilities menu of the Group Chat window.

You can save (log) all the typed activity in a Community.   To toggle conversation logging on and off, select this option or click the Logging switch.   **Note:**   Logging conversations for busy Communities can use up disk space quickly.

When you select the Logging option, you'll be able to name the log file.   These files default to having a .CLG extension.   e.g.: MYLOG.CLG.   These are plain text files which can be viewed by any word processing program or editor, including WordPad and NotePad, which are supplied with Microsoft Windows.

Hear All

This option is available from the Utilities menu of the Group Chat window.

To toggle the speech synthesizer on and off, select this option or click the Hear switch.   An H will appear by everyone's name in the Community Display window, signifying that you can hear what they type.   **Note:**   PowWow's text-to-speech converter understands certain abbreviations which you can type and which will be spoken correctly.   Click here to see the list of abbreviations.

Cruise

This option is available from the Utilities menu of the Group Chat window.

If this is a Moderated Community, the Moderator's window will have this option active on the Utilities menu and will have the Cruise button.   He or she can select this option of click this switch to start the Internet browsers on Community participants' computers and lead people on a tour of the World Wide Web.

Visitor Count

If you are the Moderator of this Community, this option is available from the Utilities menu of the Group Chat window.

The Visitors counter keeps track of the number of visitors this Community has had since it was started.   Select this option to reset the counter if you would like to track the number of participants who have joined during a particular time.

Whiteboard Controls

Note: The only way for participants' Whiteboards to be out of synchronization is if one or more people joined the Whiteboard session after another participant had started a drawing.

The PowWow Whiteboard has controls in all four borders. Click here or the applicable area on this picture for more information.
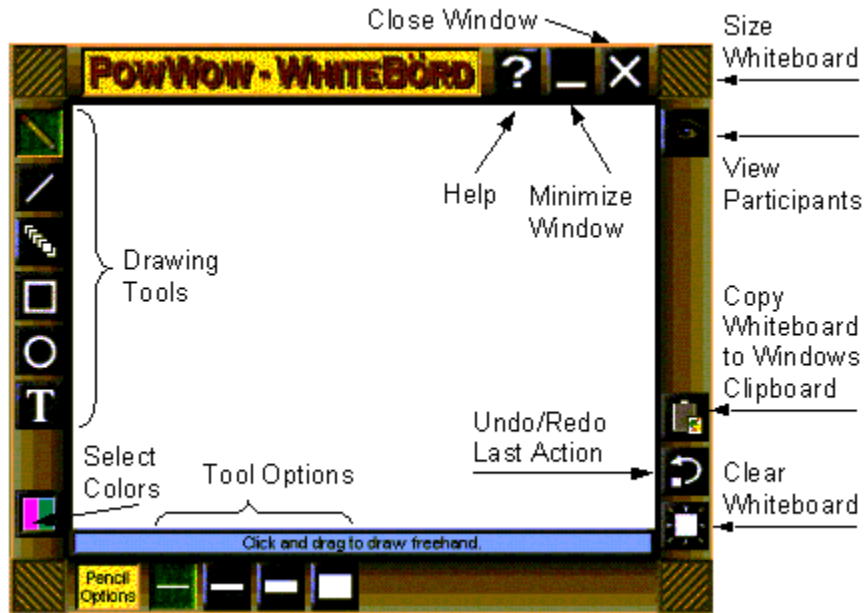
Drawing Tools

The Drawing Tools selectors provide the basic drawing functions.   You can click on a tool icon or name for more information.

Pencil

Line

Brush

Rectangle

Ellipse

Text
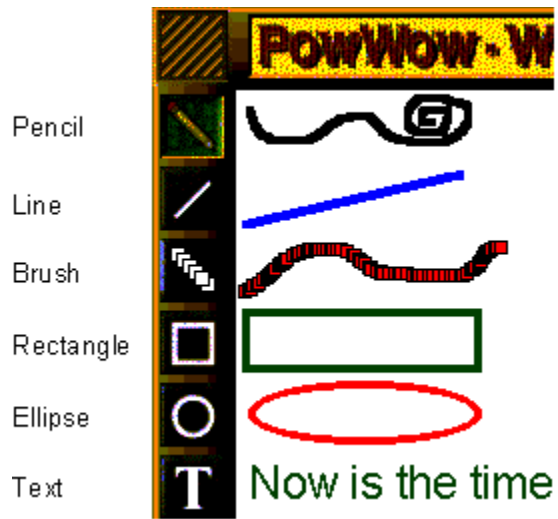
Click one of these topics for additional information:

Color Selection
Miscellaneous Controls
Tip

Color Selection

When you click the Color Selector, a fly-out menu displays the colors from which you can choose.

Foreground Color

To select the foreground color:

1.   Left-click the Color Selector.
2.   Hold the mouse button and move the pointer to the desired color.
3.   Release the mouse button.

Background (Fill) Color

To select the background color:

1.   Right-click the Color Selector.
2.   Hold the mouse button and move the pointer to the desired color.
3.   Release the mouse button.

Pencil (Freehand) Tool

The Pencil tool is a free form drawing tool.   To draw with the Pencil click and hold the left mouse button.   You can change the width of the pencil by clicking the Pencil Options at the bottom of the Whiteboard window.
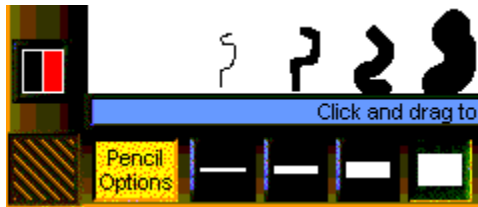
Line Tool

The Line tool is a point-to-point drawing tool.   To draw a line:

1.   Move the cursor to where you wish to start the line.
2.   Click and hold the left mouse button.
3.   Move the cursor to where you wish the line to end.
4.   Release 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 also can draw a constant stream of lines from the starting point by turning Trails on and off via the **Trails** button.

Brush Tool

The Brush tool lets you 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 while moving the pointer.   To pick a brush, click the desired shape from the Brush Options at the bottom of the Whiteboard window.

Rectangle Tool

Use the Rectangle tool to draw rectangular shapes.   To make a rectangular shape:

1.   Move the cursor to where you wish to start the shape.
2.   Click and hold the mouse button.
3.   Move the cursor to where you wish the shape to end.
4.   Release the mouse button.

You can change the width of the frame around the shape by clicking the Shape Options at the bottom of the Whiteboard window.

To fill rectangles with the opposite color of what you are currently using click 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 Tool

Use the Ellipse tool to draw oval and circular shapes.   To make an elliptical shape:

1.   Move the cursor to where you wish to start the shape.
2.   Click and hold the mouse button.
3.   Move the cursor to where you wish the shape to end.
4.   Release the mouse button.

You can change the width of the frame around the shape by clicking the Shape Options at the bottom of the Whiteboard window. To fill ellipses with the opposite color of what you are currently using click the **Fill** button. You can draw a constant stream of ellipses from the starting point by turning Trails on and off via the **Trails** button.

Text Tool

Use the Text tool to add text or characters.   To insert text:

1.   Select the font, size, and style of text you wish to insert.
2.   Position the cursor where you want to start the text and click the mouse button.
3.   Begin typing.

The Backspace key erases the character to the left of the cursor.

The Enter key inserts a new line below what you have typed.   You cannot change text after you have pressed the Enter key.

Note: You cannot mix fonts, styles, colors and sizes within the same text line.   As soon as you click an option, the current text entry is terminated.

Fill Selection

When you click the Fill button, text appears in the selected foreground color on a background of the background color.

Font Selection

When you click the Font button, this menu is displayed:

Move the cursor to highlight the font you want to use and release the mouse button.

Note: If you select the Wingdings symbol font, you can click the Show Key button to display a character map.   This launches the Windows CHARMAP.EXE program.

Size Selection

When you click the Size button, this menu is displayed:

Move the cursor to highlight the size you want to use and release the mouse button.

Style Selection

When you click the Style button, this menu is displayed:

Move the cursor to highlight the style you want to use and release the mouse button.

Miscellaneous Controls

These controls are located at the top and the right borders of the Whiteboard.

Help

Displays the online Help.

Minimize

Minimize the Whiteboard.

Close

Close the Whiteboard on your system.   This does not affect any other people who may be participating on this Whiteboard.

Display List of Participants

Click this button to display a list of all people participating on this Whiteboard.

Size

Click and drag a corner of the Whiteboard to change its size.

Copy to Clipboard

Click to copy the entire contents of your Whiteboard display to the Windows Clipboard.   From there, you can paste the bitmap into any other applicable program.

Undo / Redo Last Action

The Undo/Redo tool allows you to remove the last item you added to the Whiteboard.   If you have removed an item, clicking 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.   **Note:**   This feature affects your display and the displays of all other participants.

Clear Whiteboard

The Clear tool clears the contents of the Whiteboard, using <u>colors</u> if you choose.

Important: This clears not only your display of the Whiteboard, but the displays of all other participants.

When you click the Clear tool, you will be asked if you wish to clear the Whiteboard:
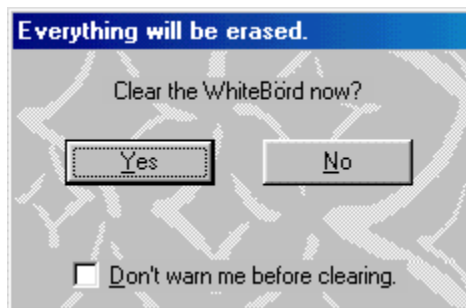
If you check `Don't warn me before clearing`, you will not be prompted again to clear the Whiteboard in this session.

If you click and hold the mouse button on the Clear tool, a menu is displayed which lets you turn warn-before-clearing back on and clear the screen using the current set of colors.
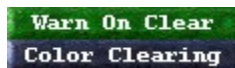
Color Clearing

When you activate this option and then left-click the Clear Screen button, the screen color changes to that of the foreground color.   If the background color is different, the Whiteboard screen will have a border of the background color.

If you right-click the Clear Screen button, the screen will be cleared using the background color.   If the foreground color is different, the Whiteboard screen will have a border of the foreground color.

Tip

By holding down the Control key, you can start the drawing outside of the normal Whiteboard drawing area.   Use this, for example, to anchor a set of Trailed lines somewhere off the displayed drawing surface.

Example

This example was created the normal way:

1. Select the Line tool.
2. Select Trails.
3. Click in the upper left corner of the display area.
4. Hold the mouse button and drag to the upper right corner.
5. Drag diagonally to the lower left corner.
6. Release the mouse button.

This example was created using the Control key and starting outside the display area:

1. Select the Line tool.
2. Select Trails.
3. Press and hold the Control key.
4. Click in the upper left corner of the Whiteboard border.
5. Hold the mouse button and drag to the upper right corner of the border.
6. Drag diagonally to the lower left corner.
7. Release the mouse button.
8. Release the Control key.

How To ...

This list presents step-by-step procedures to perform some of the more-commonly used PowWow functions.

Important: When an option can be accessed from both the Navigator and Personal Communicator windows, the example will start the procedure from the Navigator window.

- Join a Community
- Request a PowWow (page someone)
- Set window colors
- Voice chat (Insta-Voice and real-time)
- Add a Buddy to your list
- Remove yourself from someone's Buddy List
- Find someone to chat with
- Search the White Pages (for a particular user or people who share your interests)
- Enter your information into the PowWow White Pages
- Filter other users
- Play a game
- Use the Whiteboard
- Add a New User
- Hear conversations (the speech synthesizer)

Join a Community

Note: You do not have to join a Community to communicate with someone if he or she is on your Buddy List.

People join Communities to share common interests.   To join a Community:

1.   Click the 🌐 button.   The Communities menu opens.

2.   Select the Join a Community option.   The PowWow Address Book opens to the Communities tab.   There are three ways to select a Community:

- **If there already is an appropriate entry:**
  Select it in the list and click Join.

- **If there is not an appropriate entry:**
  But you know the Community's address (perhaps because a friend told you), type the address in the Join Community Address field and click Join.   (**Note:**   The PowWow New Users Community often is a good place to start to become familiar with the program.   Its address is `newusers@tribal.com`.)

- **If there is not an existing entry and you do not have an address:**
  Click the Online Community Guide button.   Your Web browser starts and goes to the Communities listing page hosted by Tribal Voice.

  First you'll see a list of general categories with brief descriptions.

  1.   Click a category name to go to a page listing the Communities devoted to that topic.

  2.   Find a listing that sounds interesting, such as:

     Literature
     PowWow Community: literature@tribal.com
     Focus: Discussion of Literary Issues
     HomePage: http://www.tribal.com

  3.   Click the PowWow Community address **once** and minimize or close your browser.   The PowWow Navigator window will show that you've now joined the selected Community:

     Note that you won't see yourself as a Recent Login.

Request a PowWow (page someone)

A PowWow moves the conversation with someone to your Personal Communicator window.

To page someone who is participating in a Community or who is on your Buddy List:

1. Right-click the person's name to display the User menu.
2. Click the PowWow option.   The recipient will receive a Chat Request message.

   If the person selects Accept and clicks OK, a pane for the person will open in your Personal Communicator window and you can converse directly.

Important:

You may be prompted to leave a message.

If:

- the person's Answering Machine is on, or
- the person does not reply within 20 seconds and the Chat Request dialog times out,

The Remote Answering Machine Message dialog will be displayed.

To leave a message, enter one in the space provided and click OK.

If:

- the person selects No, or
- the person is not online,

The Send Email Message dialog is displayed.

If you would like to leave a message on the person's Answering Machine, enter one in the space provided and click OK.

If:

- the person selects No, with reason,

you will receive the person's message.

When you click OK, you'll be able to leave an Answering Machine message.

Set Window Colors

You can change the colors which are used by your Personal Communicator window and which appear in both a Group Chat window and someone else's Personal Communicator window.

To do this:

1. Open your Personal Communicator window if it is not already open.

   Using the color selector:

2. Left-click the color you want to use as your foreground color and right-click the color to use as the background.   The combination is shown to the right.

This color combination will be used by your pane (the top one) in your Personal Communicator window and in your pane in someone else's Personal Communicator window.   The foreground color will be used to display your text in a Group Chat window.

Please check the Runtime Options description of color settings in Appendix A: Preferences.

Voice Chat (Insta-Voice and real-time)

PowWow gives you two ways to talk (as opposed to typing) with someone else:

1.   Insta-Voice, which lets you record a message and send it.
2.   Voice Chat, which is a real two-way conversation similar to using a telephone.

(Remember that you need a sound card, a microphone and a reasonably fast connection to use the voice features.)

Insta-Voice

Because Insta-Voice is a message, you can send it to any participant in a Community or to anyone on your Buddy List who is online.

To create and send an Insta-Voice message:

1. Right-click the person's name in the Navigator window.
2. Select the Insta-Voice Message option.   The Insta-Voice Message window opens.
3. Click the Record button (the active button to the far right) and begin speaking.   The Recorder displays the volume and the duration.
4. When you are finished, click the Stop (middle) button.
5. To hear if it was a good recording, click the Play (left) button.
6. To cancel the message, click Cancel.
7. To transmit the message, click Send.

The recipient will receive a message and can Play the message, Reply to it and Delete it.

Voice Chat

Important: Voice Chat can only be done from the Personal Communicator window and only when you already have a connection with a person.

There are three ways to start a voice conversation:

Method 1

1.   Select the Utilities menu from the Personal Communicator window.
2.   Select the Voice Chat option.   If you have more than one person in your Personal Communicator window, you will be asked to pick the correct person from a list.

Method 2

1.   Click the Voice button on the window's button bar   .   (This button is displayed only when two or more people are connected through the Personal Communicator.)   If you have more than one person in your Personal Communicator window, you will be asked to pick the correct person from a list.

Method 3

1.   Click the Voice button on the person's button bar.

Whichever method is used, the recipient will receive a Voice Request message.

When he or she accepts the Voice Request, the Voice Connection dialog opens on each person's computer.

Click the Help icon for the information about the various controls.

Add a Buddy to Your List

Note: You cannot add a person to your Buddy List without his or her consent.

Method 1

The easiest way to request to add someone to your Buddy List is from an active Community in the PowWow Navigator window.

1. Right-click the person's name to open the User menu.
2. Click the Request to be a Buddy option.

   - The person's name will be added to your Buddy List but will have a question mark (?) by it indicating that the person has not consented to becoming a buddy.
   - The recipient will receive a Buddy Request message.
   - Once the person selects Yes and clicks OK, the question mark by his or her name will change to the standard PowWow symbol.   Now, any time the person is online (and has not marked him- or herself as Invisible or Offline), you will be alerted.

   Note: When the person selects Yes, the "Add them to my Buddy List" option becomes active.   The person can send a reciprocal Buddy Request to you by checking this box and selecting OK.   You, then, would receive a Buddy Request.

Method 2

Another method to add a person to your Buddy List requires that you know the person's PowWow address.   In the Navigator window:

1. Click the Buddy List icon .
2. Select the Add Buddy option.

   A new dialog is displayed.   For information about completing the necessary fields, select the Help button.

Remove Yourself from Someone's Buddy List

Unlike some other programs, not only does PowWow let you remove someone from your Buddy List;   it also lets you remove yourself from someone else's Buddy List.   To do so, in the Navigator window:

1.   Click the Address Book icon .   The Address Book will open to the Users tab.
2.   Right-click the applicable name.
3.   Select the Buddy Status option.
4.   Select the Remove Yourself from … option.

The White Pages

Several functions take you to the White Pages at the Tribal Voice Web site.   Note that these require you to have a Web browser.

To start the process from the Navigator window:

1.   Click the World Wide Web icon .
2.   Select the White Pages option.

Search the White Pages

Do you want to learn if someone you know is a PowWow user or do you want to find other PowWow users who share your interests?   Search the White Pages.   (**Note:**   A successful search requires that the person has entered him- or herself into the White Pages **and** is currently online.   While you're at it, have you entered yourself into the White Pages?)

From the World Wide Web White Pages menu:

1.   Click the World Wide Web icon .
2.   Select the Search the White Pages option.

      Your browser will start and go to the Search the White Pages page at Tribal Voice.   Fill-in the appropriate fields and click the Search button.

Enter Your Information into the PowWow White Pages

By entering information about yourself, other PowWow users can find you by looking up your name or by searching for people sharing common interests.

From the World Wide Web White Pages menu:

1. Click the World Wide Web icon .
2. Select the Add Yourself to the White Pages option.

   Your browser will start and go to the White Pages Add Form page at Tribal Voice.   Some of the fields will be filled-in from information you supplied when you installed PowWow.   Complete the other fields and click the Add Me button.

Find Someone to Chat With

There are two popular ways to find someone to chat with.   One is to use the <u>Search the White Pages</u> feature.   The other is to look at the list of the most recent people who have signed onto PowWow **and** who have registered themselves in the White Pages.

To access the list of the most recent PowWow Logins:

1. Click the World Wide Web icon .
2. Select the Recent PowWow Logins option.
3. Select how many entries you'd like to examine.

    Your Internet browser will start and go to the White Pages Search Results which lists the number of recent logins you requested.

    •   To request a chat with a person, click the person's name once and then minimize or close your browser.

Filter Other Users

The Address Book Blocking tab lets you control who is able to contact you for a PowWow.   There are three modes from which you can choose (one at a time):

1.   Accept (only the people on this list can contact you)
2.   Refuse (none of the people on this list can contact you)
3.   None (anyone can contact you).

When you change the mode, the list changes.

To access the Blocking Book:

1.   Click the Address Book icon .
2.   Select the Blocking Book tab.

   At the bottom of the dialog, note that the default Blocking State is set to None.

   To add an entry to either the Accept list or the Refuse list:

   1.   Click the appropriate radio button in the Current Blocking State section.
   2.   Click the Add button.   A new dialog is displayed.

      Enter a PowWow (e-mail) address, an IP address or a Domain address.   This last lets you filter out page requests from anyone using a service which may be known for its spamming activities.

To activate one of the modes:

1.   Click the appropriate radio button in the Current Blocking State section.   The selected mode takes effect immediately.

Play a Game

PowWow currently supports six games: Cards, Checkers, Dominoes, Chess, Backgammon and Dice.   You can:

- Watch a game in progress.
- Join a game.
- Start a game.

The first step is to display the PowWow BoardGames window.

From the PowWow Navigator window:

1. Right-click a Community name.
2. Select the Games option.

From a Group Chat window:

1. Click the games button.

From a Personal Communicator window:

1. Click the Utilities menu.
2. Select the PlugIns option.
3. Select Board Games.

Or:

1. Click the Games button on the button Bar .

   Any active games and the participants will be displayed.

   View
   Click a game and select View to just watch the game in progress.

   Join
   Click a game and select Join to request to join a game in progress.   The request is sent to the person who started the game. Once he or she accepts your request, you will be brought into the game.

   New
   Select New to start your own game.   The following Choose game dialog is displayed.

   Note: When your cursor passes over an option, the representation brightens.

   Select a game to start it.

Use the Whiteboard

The Whiteboard is only available from the Personal Communicator window.

Note: You do not have to be conversing with another person to use the Whiteboard and could use it as a convenient drawing tool.

To access the Whiteboard:

1.   Select the Utilities menu.
2.   Click the Draw option

Or

1.   Click the Whiteboard button on the button bar .

Click here for a description of how to use the various tools and options.

Add a New User

If several people share the same computer, you might want to create a separate PowWow account for each one.   Each account will have its own directory and settings, including Address Books and Buddy Lists.

Important: If you want each user to be able to send and receive mail, each one must have his or her own valid e-mail account. Multiple people using different names cannot share the same e-mail address.   This is a limitation of mail servers;   not PowWow.

To set up a new user to use PowWow:

1.   Click the Configuration icon .
2.   Select the Add New User option.

   This starts the New User Wizard, with which you're already familiar.   For complete information about the various settings, please see Appendix A: Preferences.

When multiple users are set to use PowWow, you can change the active user:

1.   Click the Configuration icon .
2.   Select the Change Current User option.
3.   Select the applicable entry.

Hear Conversations (the speech synthesizer)

There are many reasons why you might want to hear what people are typing.   PowWow includes a speech synthesizer which you configured when you installed PowWow (see the Text-to-Speech tab under Preferences).

The Text-to-Speech feature also translates common abbreviations used in PowWow chats.   For example, "LOL" ("laughing out loud") will be "read" by the speech synthesizer as "Hee Hee Hee."

Group Chat Window

When you're in a Group Chat window, you can turn on Text-to-Speech so you hear all participants, or you can turn it on for selected persons.

To turn on Text-to-Speech so everything everyone types is converted to speech:

1.   Click the Hear switch.

      In the PowWow Navigator window, you'll notice that [H] is placed before each person's name.

To turn on Text-to-Speech for selected persons:

1.   Right-click the person's name.
2.   Select the Hear option.   An [H] is placed by the person's name.

Personal Communicator Window

When you're in the Personal Communicator window, you can turn on Text-to-Speech so you hear all participants, or you can turn it on for selected persons.

To turn on Text-to-Speech so everything everyone types is converted to speech:

1.   Click the Utilities menu.
2.   Select the Hear All option.   The Hear button on each participant's button bar will be depressed.
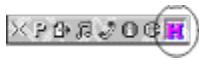
To turn on Text-to-Speech for selected persons:

1.   Click the Hear button on the person's button bar.

General Tab

Use this tab to establish the basic parameters for this Community.

Community PowWow Address
This field is fixed and shows the address which was selected in the Start My Community dialog when the Community was created. This is the address which people will enter in the PowWow Address Book Communities tab to join this Community.

Community's Name
Enter a name for this Community.   This will be displayed in the PowWow Navigator list and at the top of this dialog.   **Note:**   This functions the same as the Community's Name field on the Start My Community dialog.   The Community's name can be changed either place.

PowWow Owner Address
Enter the PowWow address of the registered owner of this Community.   This address will be the same for all Communities which are hosted by the same person.   **Note:**   This is the same as the PowWow Owner Address field on the Start My Community dialog.

Max # Users: This Community
This field is active only while this Community is running.

Important: There are three parts to your Community hosting license:

1.   Number of Communities you can host
2.   Total number of people who can access your Communities simultaneously
3.   How long the Communities can be in operation

You can set this field to the total number of simultaneous participants your combined Communities can host.   This number is provided in the next field.

For example, if you have a license to host one Community and 50 participants, you can set this field to a **maximum** of 50.   If you have a license to host three Communities and a total of 150 participants, you can set this field to a **maximum** of 150 for **each** Community being operated.   However, when your combined Communities reach the total licensed number of participants, no new people may join any Community until a participant exits.

Normally, if you host multiple Communities, you would allocate a number less than the maximum to each Community.   This allocation would avoid one Community using all your licensed participants while your other Communities could not admit anyone.

Max # Users: All Communities
While the Community is running, this field simply shows the total number of participants you are licensed to host across all the Communities you are licensed to operate.   If the Community is not running, this field indicates "Unknown."   This field cannot be changed.

Auto-Create Community
Check this option to start this Community whenever you run PowWow.

Permission Tab

Use this tab to fine-tune who is allowed to join this Community and how to automatically handle certain types of unacceptable behavior.   Your Community can be as free-wheeling or as autocratic as you like.

Auto-Accept Connections
If this option is not checked, the host must approve each request to enter the Community.

Allow Joins From
Use these two settings to determine who can join this Community.   Note that if you leave both boxes unchecked, this will default to the PowWow option.

PowWow
Check this box to allow regular PowWow users to access your Community.   If only this box is checked, only users who are running regular PowWow can join this Community.   Users running Kid's PowWow will not be able to join.

Kid's PowWow
Check this box to allow users of Kid's PowWow to access your Community.   If only this box is checked, only users who are running Kid's PowWow can join this Community.   Users running regular PowWow will not be able to join.

Censor Profanity
Check this option to prevent inappropriate language in your Community.   Certain words will appear with an asterisk (*) replacing certain characters.

Disconnect Profane Users
Check this box to disconnect users who use inappropriate language.   This setting is significantly less forgiving than the Censor Profanity option.   In this case, as soon as a person enters a word on the censor list, he or she is immediately disconnected.

Important: The word does not have to be a stand-alone;   it can exist embedded in a word.   For instance, typing Mississippi backwards will cause the person to be disconnected.

Require Password
You might want to use this function to restrict access to known people, such as family members if the Community is for intra-family communications, or only to members of the local model railroad club.

Check the box to require people to enter a password to access your Community.   (You'll need to let people know what the password is.)   This password is the same for all users who access the Community.   A user joining the Community will receive this message:

Entry Tab

The options will determine which Community functions will be started as soon as a person joins the Community, **if** the functions are enabled (refer to the Modules tab).

Show Welcome Message
To display a short message to people entering your Community, check this box and enter your message in the field beneath it.

Auto Open Community Modules
To automatically start and display portions of your Community when people enter, check the applicable boxes here.   Checking all the boxes will tend to clutter a person's screen when he or she joins your Community.   You may want to adopt a minimalist approach.

The modules which you can open automatically are:

Chat:	Check this box to open the Group Chat window. In general, you would want to open this window automatically.
Games:	Check this box to open the Games module. In general, you would not have this module open automatically.
Bulletin Board:	Check this box to open the Bulletin Board. In general, you would not have this module open automatically.
GuestBook:	Check this box to open the GuestBook. In general, you would not have this module open automatically.

Note: Checking the Games, Bulletin Board and GuestBook functions will have **no** effect **unless** they are enabled (see the Modules tab).

Open URL
To automatically start a person's Internet browser and open a URL when he or she enters your Community, check this box and enter the URL in the field beneath it.   This is another option which is better if used sparingly.

Modules Tab

Use these options to enable or disable the Bulletin Board, GuestBook and Games functions in your Community.   If they are not enabled here, they will not be available to participants in the Community.

Bulletin Board
If you wish to use the Bulletin Board in your Community, check this option.   You also will need to specify a directory in which PowWow stores the message files.

The Bulletin Board lets users post and read messages of interest to the Community.

GuestBook
If you wish to use the GuestBook in your Community, check this option.   You also will need to specify a directory in which PowWow stores the signature files.

The GuestBook lets users sign it and leave a little information and read the comments other people have left.   If a user finds an interesting comment, he or she can click the PowWow Me button to page the other person.

Enable Games
If you wish to use Games in your Community, check this option.

Moderation / Administration Tab

Use this tab to designate other people who can act as moderators or administrators of this Community.

Note: Click here for a description of the automatic Moderator's Log file.

Moderation Mode
This setting affects how a moderator's or administrator's messages are displayed.

Moderated
When a Community is in Moderated mode, the Group Chat window always displays a separate message area in which the moderator's comments appear.

The chat window *which appears on the host machine* also will have a Cruise switch which the moderator can use to lead participants on tours of the Internet.

Auto-Moderated
When a Community is in Auto-Moderated mode, the Group Chat window displays a separate message area in which the moderator's comments appear **only** when the moderator types something.   The text and message area are displayed until the moderator has been idle for approximately 10 minutes.

The chat window *which appears on the host machine* also will have a Cruise switch.

UnModerated
When a Community is in UnModerated mode, there never is a separate moderator's message area.

Remote Administrators / Moderators
This section displays additional administrators and moderators and their current powers in the Community.

Remove
Click this button to remove the highlighted entry.

Edit
To change an administrator's or a moderator's settings, highlight the applicable name and click this button.   A new dialog is displayed.

Add
Click this button to create additional moderators and administrators for this Community.   A new dialog is displayed.

When you click the OK button at the bottom of the dialog, your community will start and will appear in the PowWow Navigator window along with any other Communities you may have joined.

Add / Edit Administrator / Moderator
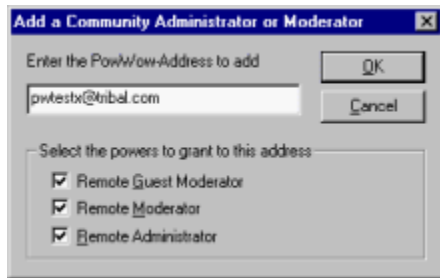
Address

Enter the PowWow address of the person being added as an Administrator or Moderator.

Powers

Check the appropriate box(es) to grant this person certain powers in the Community.

Remote Guest Moderator

This mode is intended primarily for a guest who is making a presentation.   The person's text is displayed in the Moderator's message area (if it is a Moderated or Auto-Moderated Community), but the person has no other privileges.

Remote Moderator

This person's text is displayed in the Moderator's message area (if it is a Moderated or Auto-Moderated Community) and the person can Hang Up (disconnect) a participant and can administer the Community's Blocking Book.   A Remote Moderator cannot designate other moderators or administrators.

Also, in the PowWow Navigator display, the person is identified as a moderator by a large blue "**M**" next to his or her name.

Remote Administrator

This person's text is displayed in the normal message area.   He or she has all powers, including designating other moderators and administrators.

In the PowWow Navigator display, an administrator is identified by a large blue "**M**" next to his or her name.

Moderator's Log

A record of the actions of all remote moderators and administrators is maintained on the host computer.

Note that the host computer is whichever one started the Community. In other words, if several people co-host a Community using multiple computers, this log will appear on each computer, although the contents will, of course, be different.

The Moderator's Log has these attributes:

- It initially is created when a **remote** Moderator or Administrator performs an action. Any actions performed on the hosting system are not recorded.
- The log file is stored in the directory specified as the PowWow install directory in your WIN.INI file. This typically will be the same location you find POWWOW32.EXE.
- It is updated automatically.
- It cannot be disabled.
- Its name is created from the Community PowWow Address plus the year and month. It has a .TXT extension. If a Community's address were pwtest@tribal.com, the log file for September 1998 would be `pwtest199809_log.txt`. This is a plain text file and may be viewed using any text editor, such as NopPad or WordPad which are provided with Windows.
- A new log is created with the first action in the month. The previous month's log is saved.

The log file's contents appear similar to:

```
Thu Sep 10 09:08:21 JOINED: pwtest2@tribal.com at 208.147.9.140 has joined the Community as
Administrator; Moderator;
Thu Sep 10 09:10:43 HANGUP: pwtest2@tribal.com at 208.147.9.140 hung up on
freddie@enterthedomain.com at 123.45.67.89
Thu Sep 10 09:21:42 BLOCKD: pwtest2@tribal.com at 208.147.9.140 added twit@enterthedomain.com to
Blocking Book, comment: "1, vulgarity"
Thu Sep 10 09:25:55        BEGIN UPDATES -----------------------------------------
Thu Sep 10 09:25:55 STATUS: pwtest2@tribal.com at 208.147.9.140 - privileges for
pwtest1@tribal.com                      are A M
Thu Sep 10 09:25:55 STATUS: pwtest2@tribal.com at 208.147.9.140 - privileges for
pwtest2@tribal.com                      are A M
Thu Sep 10 09:25:55 UPDATE: pwtest2@tribal.com at 208.147.9.140 changed Auto Open Community
Modules from "" to " BBS;"
Thu Sep 10 09:25:55 UPDATE: pwtest2@tribal.com at 208.147.9.140 changed Show Welcome Message from
FALSE to TRUE
Thu Sep 10 09:25:55 UPDATE: pwtest2@tribal.com at 208.147.9.140 changed Welcome Message text from
"" to "Welcome to the PW Test Community."
Thu Sep 10 09:25:55        END UPDATES -------------------------------------------
Thu Sep 10 09:42:28        BEGIN UPDATES -----------------------------------------
Thu Sep 10 09:42:28 STATUS: pwtest2@tribal.com at 208.147.9.140 - privileges for
pwtest1@tribal.com                      are A M
Thu Sep 10 09:42:28 STATUS: pwtest2@tribal.com at 208.147.9.140 - privileges for
pwtest2@tribal.com                      are A M G
Thu Sep 10 09:42:28        END UPDATES -------------------------------------------
Thu Sep 10 10:06:47 EXITED: pwtest2@tribal.com at 208.147.9.140 has exited the Community.
```

Note that actions which change a Community setting are listed between the BEGIN UPDATES and END UPDATES tags. A Moderator's other actions, such as joining, exiting, hanging-up or blocking a user, are listed together.

Text-to-Speech Abbreviations

PowWow's text-to-speech converter understands certain abbreviations which you can type and which will be spoken correctly. These abbreviations are:

A/S CHECK	Age and Sex Check
AA	Alcoholics Anonymous
AFAIK	As Far As I Know
AFK	Away From Keyboard
AFP	Away From PowWow
AISB	As It Should Be
AKA	Also Known As
AOK	A O.K.
ATM	At The Moment
AU	Australia
AWFK	AWay From Keyboard
AWK	AWay from Keyboard
AZ	Arizona
B/C	Because
B@K	Back at Keyboard
B4	Before
BAP	Back at Powwow
BBBG	Bye Bye Be Good
BBIAF	Be Back In A Few
BBIAM	Be Back In A Minute
BBL	Be Back Later
BBN	Bye Bye Now
BBS	Bulletin Board System
BC	Because
BF	BoyFriend
BI	Bisexual
BLVD	Boulevard
BM	Blonde Moment
BML	Biting My Lip
BOL	Best Of Luck
BRB	Be Right Back
BRBGP	Be Right Back Gotta Pee
BRBH	Be Right Back Helping
BRBIGGAT	Be Right Back I Gotta Get A Towel
BRBIGP	Be Right Back I Gotta Pee
BRH	Be Right Here
BROS	Brothers
BSOD	Blue Screen Of Death
BTDT	Been There Done That
BTG	Buck Tooth Grin
BTW	By The Way
BWKOL	Big Wet Kiss On the Lips
BWKOTL	Big Wet Kiss On The Lips
BWL	Bursting With Laughter
C&G	Chuckle and Grin
CA	California
CALI	California
CALIF	California
CDT	Central Daylight Time
CHP	California Highway Patrol

CICO	Coffee In Coffee Out
CID	Crying In Disgrace
CLA	Cap Lock Alert
CMON	Come On
CNP	Continued Next Post
CNS	Computer Nerds
CO	Colorado
CO.	Company
CP	Chat Post
CSG	Chuckle, Snicker, Grin
CST	Central Standard Time
CUL	Call you Later
CWYL	Chat With You Later
CYA	See Ya!
CYALA8TR	See Ya Later
D/L	Download
DEL.	Delaware
DGT	Don't Go There
DNA	Deoxyribonucleic Acid
DNK	Do Not Know
DNPGDNCTHD	Do Not Pass Go Do Not Collect Two Hundred Dollars
DPKOL	Deep Passionate Kiss On the Lips
DR	Doctor
DRT	Dead Right There
DSF	Dear Special Friend
DTS	Don't Think So
DUW2WB	Do You Want To White Board?
DUWTWB	Do You Want To White Board
DUWWB	Do You Want to White Board
DWPKOTL	Deep Wet Passionate Kiss On The Lips
DYW2WB	Do You Want to White Board
DYWWB	Do You Want to White Board
DYWTWB	Do You Want To White Board
E.G.	For example
EDT	Eastern Daylight Time
EG	Evil Grin
ELOL	Evil Laughing Out Loud
EMSG	Email Message
EST	Eastern Standard Time
ETC	ET Cetera
ETC.	Et Cetera
FB	Funny Business
FGT	Feelin' Great Today
FL	Florida
FOCL	Fell Off Chair Laughing
FOOMCL	Fell Out Of My Chair Laughing
FSD	Fools Seldom Differ
FTBOMH	From The Bottom of My Heart
FWIW	For What It's Worth
FWY	Freeway
FWY.	Freeway
FYI	For Your Information
G	Grin
g	grin

G8R	Gator
GA	Go Ahead
GA.	Georgia
GB	Goodbye
GD& R	Grinning Ducking and Running
GDAR	Grinning Ducking And Running
GDR	Grinning Ducking and Running
GF	GirlFriend
GFETE	Grinning From Ear to Ear
GFI	Go For It
GFN	Gone For Now
GG	Gotta Go
GGB	Gotta Get Beer
GGP	Gotta Go Pee
GIAR	Give It A Rest
GJ	Good Job
GJP	Good Job Partner
GMB	Getting More Beer
GMBO	Giggling My Butt Off
GMC	Getting More Coffee
GMC.	General Motors Corporation
GMP	Getting More Pop
GMT	Greenwich Mean Time
GMTA	Great Minds Think Alike
GTG	Got To Go
GTGB	Got To Go Bye
GTSU	Glad To See You
GTSY	Glad To See You
GW	Good Witch
H&K	Hug and Kiss
HABO	Have A Better One
HAGN	Have a Good Night
HAGO	Have A Good One
HAK	Hug And Kiss
HATM	Howling At The Moon
HAWU	Hello All, What's Up?
HB	Honey Bear
HCIERY	How Can I Ever Repay You
HHB	Hello Honey Bunny
HHIS	Hanging Head In Shame
HI.	Hawaii
HP	Home Page
HTY	Hugs To You
HWY	Highway
HWY.	Highway
I.E.	That Is
IANAL	I Am Not A Lawyer
IANALBIPOOTV	I Am Not A Lawyer But I Play One On TV
IANALBIPOTV	I am Not A Lawyer But I Play One on TV
IAW	In Another Window
IAY	I Adore You
IAYT	I Adore You Too
IB	I'm Back
IC	In Character

ICCL	I Could Care Less
I.C.	Integrated Circuit
ICMP	Internet Control Message Protocol
IDK	I Don't Know
IDTS	I Don't Think So
IGP	I Gotta Pee
IHARIMT	I Have A Rumbly In My Tumbly
IIS	Internet Information Server
ILU	I Love You
ILU2	I Love You Too
ILUL	I Love You Lots
ILUT	I Love You Too
ILY	I Love You
ILY2	I Love You Too
ILYL	I love You Lots
ILYT	I Love You Too
IMHO	In My Humble Opinion
IMO	In My Opinion
IMY	I Miss You
INC	Incorporated
INC.	Incorporated
IRL	In Real Life
IRMC	I Rest My Case
IRT	In Real Time
ISP	Internet Service Provider
ITB	It's The Bomb
ITMOHE	If The Monitor Only Had Eyes
IUSS	If You Say So
IWALU	I Will Always Love You
IWALY	I Will Always Love You
IWMU	I Will Miss You
IWMY	I Will Miss You
IWYWH	I Wish You Were Here
IYD	In Your Dreams
IYKWIM	If You Know What I Mean
IYSS	If You Say So
J/K	Just Kidding
JAS	Just A Sec
JB	Juke Box
JCVD	Jean Claude Van Damme
JJA	Just Joking Around
JK	Just Kidding
JMHO	Just My Humble Opinion
JMO	Just My Opinion
JOTL	Joy Of The Lord
JTLUK	Just To Let you Know
JTLYK	Just To Let You Know
JTUML2K	Just Thought you Might Like to Know
JTUMLTK	Just Thought You Might Like To Know
JTYML2K	Just Thought You Might Like to Know
JTYMLTK	Just Thought You Might Like To Know
KBD	Keyboard
KJV	King James Version
KOC	Kiss On Cheek

KOL	Kiss On Lips
KOTC	Kiss On The Cheek
KOTFH	Kiss On The ForeHead
KOTH	Kiss On The Hand
KOTL	Kiss On The Lips
KTF	Keep The Faith
KTLF	Keeping The Lord First
L	Laughing
L8	Late
L8A	Latah
L8R	Later
L8RS	Laterz
L8RZ	Laterz
LB	Pound
LB.	Pound
LBS	Pounds
LBS.	Pounds
LDT1	Let's Ditch This One
LDTO	Let's Ditch This One
LDWPKOL	Long Deep Wet Passionate Kiss On The Lips
LHM	Lord Help Me
LHO	Laughing Head Off
LHU	Lord Help Us
LMAO	Laughing My Booty Off
LMC	Let Me Check
LMTAL	Let Me Take A Look
LOFLOL	Laying On the Floor Laughing Out Loud
LOL	Hee hee hee hee
LOLRTPP	Laughing Out Load Ready To Pee Pants
LOTFLOL	Laying On The Floor Laughing Out Loud
LSHIAPM	Laughing So Hard I Almost Peed Myself
LSHICT	Laughing So Hard I Can't Type
LSHIH	Laughing So Hard It Hurts
LSHMBH	Laughing So Hard My Belly Hurts
LSHMSH	Laughing So Hard My Sides Hurt
LSKOL	Long Slow Kiss On the Lips
LSKOTL	Long Slow Kiss On The Lips
LTM	Laughing To Myself
LTMS	Laughing To Myself
LTNS	Long Time No See
LTS	Laughing To Self
LUAC	Lighting Up A Cigarette
LUWAMH	Love You With all My Heart
LY	Love Ya
LYLAB	Love You Like A Brother
LYLAS	Love You Like A Sister
LYMY	Love You Miss You
LYWAMH	Love You With All My Heart
M/F	Male or Female
M.D.	Medical Doctor
MD.	Maryland
MDT	Mountain Daylight Time
MFG	Manufacturing
MFG.	Manufacturing

MI.	Michigan
MJF	Michael J. Fox
MM	MultiMedia
MNC	Mother Nature Calls
MP	Military Police
MPH	Miles Per Hour
MST	Mountain Standard Time
MT	My Time
N2P	Need to Pee
NASV	New American Standard Version
NB	Nutbar
NC	North Carolina
NCTO	Now Cut That Out
NH	New Hampshire
NIITB	Nip It In The Bud
NIV	New International Version
NJ	New Jersey
NKJV	New King James Version
NM	New Mexico
NMH	Not Much Here
NNIHAH	Not Now I Have A Headache
NP	No Problem
NRN	No Response Necessary
NS	Netscape
NSD	Never Say Die
NSW	New South Wales
NTFL	No Time For Love
NTP	Need To Pee
NU	New User
NV	Nevada
NW	No Way
NY	New York
NZ	New Zealand
OB	Oh Baby
OD	Over Drive
OJT	On The Job Training
OLL	Only Laughing a Little
OMB	On My Back
OMG	Oh My God
OO	Over and Out
OOC	Out Of Character
OOTD	One Of These Days
OS	Operating System
OTOH	On The Other Hand
OTTOMH	Off The Top Of my Head
P&W	Praise and Worship
PC	Personal Computer
PDQ	Pretty Darn Quick
PDS	Please Don't Shout
PDT	Pacific Daylight Saving Time
PEBC&K	Problem Exists Between Chair & Keyboard
PEBCAK	Problem Exists Between Chair And Keyboard
PEBCK	Problem Exists Between Chair and Keyboard
PIC	Picture

PKG	Package
PKG.	Package
PKOC	Passionate Kiss On the Cheek
PKOL	Passionate Kiss On the Lips
PLS	Please
PLZ	Please
PMFI	Problem Magically Fixed Itself
PMFJI	Pardon Me For Jumping In
PML	Page Me Later
POAHF	Put On A Happy Face
PPL	People
PSB	Pretty Stupid Boy
PSG	Pretty Stupid Girl
PST	Pacific Standard Time
PTL	Praise The Lord
PTLAPTA	Praise The Lord And Pass The Ammunition
PW	PowWow
PXT	Please Explain That
QT	Cutie
RA	Red Alert
RAS	Running Around Screaming
RBAY	Right Back At You
RI	Rhode Island
RL	Real Life
RME	Rolling My Eyes
RMH	Real Manly Hug
ROF	Rolling On the Floor
ROFL	Rolling On the Floor Laughing
ROFLAPMP	Rolling On the Floor Laughing And Peeing My Pants
ROFLOL	Rolling On the Floor Laughing Out Loud
ROFUTS	Rolling On Floor Unable To Speak
ROGLOL	Rolling On the Ground Laughing Out Loud
ROTF	Rolling On The Floor
ROTFL	Rolling On The Floor Laughing
ROTFLOL	Rolling On The Floor Laughing Out Loud
ROTFLSTC	Rolling On The Floor Laughing Scaring The Cat
ROTFLSTCIIHO	Rolling On The Floor Scaring The Cat If I Had One
ROTGLOL	Rolling On The Ground Laughing Out Loud
RPG	Role Playing Games
RT	Real Time
RYL	Read You Later
S	Smile
SBD	Silent But Deadly
SEG	Seductively Evil Grin
SETE	Smiling Ear To Ear
SGI	Silicon Graphics
SHID	Slaps Head In Disgust
SKOTC	Soft Kiss On The Cheek
SMHID	Scratching My Head In Disbelief
SNAFU	Situation Normal All Fouled Up
SOI	State Of Insanity
SOL	Simply Out of Luck
SOP	Standard Operating Procedure
SOS	SomeOne Special

SOT	Short Of Time
SOTMG	Short Of Time Must Go
SP	Sweetie Pie
SPST	Same Place Same Time
SSDD	Same Stuff Different Day
STB4ID	Sometime Before I Die
STBID	Sometime Before I Die
SUITM	See You In The Morning
SUL	See You Later
SUP	What's Up?
SUPERCA	SUPERCAlifragilisticexpealidocious
SUS	See U Soon
SWAK	Sealed With A Kiss
SWL	Screaming With Laughter
SYITM	See You In The Morning
SYL	See You Later
SYUTH	Smack You Upside The Head
SYWWTBY	See Ya Wouldn't Want To Be Ya
T2S	Text to Speech
TABA	Throws A Beer At
TC	Take Care
THNX	Thanks
THX	Thanks
TIA	Thanks In Advance
TIAFIMS	There Is A Fly In My Soup
TIIC	Those Idiots In Control
TKS	Thanks
TLC	Tender Loving Care
TLK	Tender Loving Kiss
TMSD	Tiny Minds Seldom Differ
TMWFI	Take My Word For It
TN	Tennessee
TN.	Tennessee
TNX	Thank you
TPI	Tuned Port Injection
TPTB	The Powers That Be
TTBOTW	Throw The 'Bot Out The Window
TTFN	Ta Ta For Now
TTS	Text-To-Speech
TTTT	These Things Take Time
TTYL	Talk To Ya Later
TTYS	Talk To You Soon
TVB	Top Versus Bottom
TWT	Time Will Tell
TX	Texas
TXS	Thanks
TY	Thank You
TYT	Take Your Time
UGTBK	you've Got To Be Kidding
UIN	U. I. N.
UNT	Until Next Time
UTFL	Use The Force Luke
VA	Virginia
VBG	Very Big Grin

VDPKOL	Very Deep Passionate Kiss On the Lips
VDWPKOL	Very Deep Wet Passionate Kiss On the Lips
VF	Very Funny
VM	Voice Message
W.C.	Water Closet
W8	Wait
W8ING	Waiting
WAM	Wait A Minute
WAYF	Where Are You From
WB	Welcome Back
WBRB	Won't Be Right Back
WC	Water Closet
WEG	Wicked Evil Grin
WFHC	What For How Come
WFR	Waiting For Reply
WMPLOL	Wet My Pants Laughing Out Loud
WP	Word Perfect
WPKOL	Wet Passionate Kiss On the Lips
WSDMU	We Sure Did Miss you
WTB	Where's The Beef
WTG	Way To Go
WTH	What The Heck
WTV	Watching TV
WUC	Why You Cry
WUWT	What's Up With That?
WWA	Waiting With Anticipation
WWJD	What Would Jesus Do
WWW	World Wide Web
WWYC	Write When You Can
WY	Wyoming
WYC	Why You Cry
WYM	What You Mean
WYSIWYG	What You See Is What You Get
XFER	Transfer
XING	Crossing
XMAS	Christmas
XO	Hugs and Kisses
XTRA	EXTRA
YBIC	Your Brother in Christ
YBS	You'll Be Sorry
YG	Young Gentleman
YGB	You Go Boy
YGBKM	You Gotta Be Kidding Me
YGG	You Go Girl
YGTBK	You Got To Be Kidding
YIAH	Yes I Am Here
YL	Young Lady
YLYSC	You're Lucky You're So Cute
YM	Young Man
YSIC	Your Sister in Christ
YT	Yours Truly
YW	You're Welcome
YYSSW	Yeah Yeah Sure Sure Whatever
YYSSLIBTO	Yeah Yeah Sure Sure Like I Believe That One