

## Help for PowWow

### Overview

Welcome to PowWow!

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

As a personal communicator it allows you to 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, and browse the World-Wide Web together as a group. All you need to know to communicate with another PowWow user is his or her email address. PowWow will automatically connect with them, provided PowWow is running on their computer.

In Community mode, PowWow lets you set your computer up as a server. Up to 1,000 people can connect with you. You may set yourself up as a community temporarily, 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/powwow/>.

### Running PowWow

For you to connect with other people, and other people to connect with you, your Internet connection must be active and PowWow running on your computer. Double-click on the PowWow icon to start PowWow. The first time you run PowWow the New User Wizard will appear and walk you through the setup process. When you are done the PowWow main screen will appear. At the bottom of the screen the message "attempting to register with PowWow server" will appear followed "Registration accepted by Server" if your Internet connection is properly functioning. PowWow is now active and ready for connections to or from other PowWow users. If you are not intending to immediately connect with someone, minimize PowWow so it remains active in case someone wishes to connect with you.

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## **Edit Menu**

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

For more information, select the Edit menu command name.

Paste

Clear Chat Text

## **Chat Menu**

The Chat menu includes commands that enable you to locate and chat with other people and exit PowWow.

For more information, select the Chat menu command name.

[Frequent Outgoing Pages](#)

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## Glossary

**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**

**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.

**Local Server** - see **PULS Server**

**Local User I.D.** - 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** - stands for Post Office Protocol version 3. The de-facto method of retrieving electronic mail over the Internet.

**PPP** - stands for 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 I.D.** - see **Remote PowWow Address**

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

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

**static IP address** - see **fixed IP address**

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

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

## Exiting

To exit PowWow select **Exit** from the **Chat** menu. PowWow will disappear from your screen when you exit. It may still show up as a task under Task Manager for 30 seconds to a minute 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).

### **Edit Clear Command**

The **Clear Chat Window** command allows you to clear the send and receive windows of all text and moves the cursor to the top left hand corner of the send window. All text currently in the window will be lost. Pressing the **Escape** key also clears the window.



## File Send Command

PowWow can send and receive files with other people to whom you are connected. To transfer files, select **Utilities => Send File...** from the Main Menu or click the **[send]** button on the toolbar. Pick the file to send, and if you are chatting with more than one person to whom it should be sent. Or you can click the file transfer mini-icon on the title bar of the chat window of the person you want to send a file.

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

By default, files are sent to the same directory where **POWWOW32.EXE** is located. This can be changed by selecting **User => Preferences...** from the main menu, clicking on the **Files And Directories** tab, typing a new directory name into the *Download Directory:* field, and clicking on the **[OK]** button.

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

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

**Exit PowWow**

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

PowWow will disappear from your screen when you exit. It may still show up as a task under Task Manager for 30 seconds to a minute 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).

## **User Menu**

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

For more information, select the User menu command name.

[Preferences](#)

[Add New User](#)

[Change Current User](#)

[Delete User](#)

## Internet Menu

For more information, select the Internet menu command name.

[Send PowWow to a Friend](#)

[White Pages](#)

[Search the White Pages](#)

[Add Yourself to the White Pages](#)

[Change Your White Pages Entry](#)

[Remove Yourself from the White Pages](#)

[Last 10](#)

[Last 25](#)

[Last 50](#)

[Last 100](#)

[Online Community Guide](#)

[Download Latest PowWow Release](#)

[Tribal Voice Homepage](#)

## **Utilities Menu**

For more information, select the Utilities menu command name.

[Send File](#)

[Web Cruising](#)

[QuikSound](#)

[Add New Sound](#)

[TroubleShooting Sound Problems](#)

[Macro Definition](#)

[Speak Macros](#)

[Voice Chat](#)

[Text To Speech](#)

[White Board](#)

[Board Games](#)

[Install New Plugin](#)

## **User Info**

The **User Info** sheet is where you enter your name, PowWow (email) address, and password.

In the *Real Name/Handle*: field, enter the name you wish other people to see and call you.

In the *PowWow Address*: field, enter your email address. If you do not enter a valid email address PowWow may not function correctly.

In the *Password*: field, enter the password you use to register your copy of PowWow. Passwords can be up to seven (7) characters long and contain any combination of alphanumeric characters (a-z, 0-9). It should be different from the password used to access the Internet.

## Runtime Options

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

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

The buffer sizes allow you to set the size of the review (history) buffer in kilobytes (KB) for **each** chat window, provided your system has enough memory to accommodate your requested size buffer. 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 **Allow colors** option allows you to display the text colors chosen by people with whom you are chatting. If turned off the text for the people you are chatting with will be displayed as black text on a white background.

The **Special Video Card Settings** button brings up the **Video Setup** window. From here you can turn off the features PowWow uses to speed up the video display. 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**. By default, advanced graphics features are enabled.

## Files and Directories

Select on **Users => Preferences...** from the main menu and click on the **Files and Directories** tab to specify the various directories used to store downloaded files in, search for **.WAV** sound files, and place the PowWow and Call Blocking Books files in.

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

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

The *Sound File Directory* specifies the directory from which to look for Microsoft **.WAV** sound files played by other people. Subdirectories will not be searched.

The *Alert Wave File* is played whenever a request is received by PowWow for a chat, file, cruise, or voice chat. By default, PowWow plays the included **toon.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.



## **Save Window Locations**

Selecting **Save Windows Locations** saves the size and location of the PowWow windows.

## **Address Book**

The Address Book contains a listing of the people you chat with (Users) and Communities you visit as well as a log of people who have paged you (Recent Pages) and your chat Blocking Book.

For more information on a specific tab in the Address Book, select from below.

[Users](#)

[Communities](#)

[Recent Pages](#)

[Call Blocking Book](#)

## Users

The **Users** sheet contains the addresses of people with whom you chat.

To add someone to your *Address Book*, click on 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 on **[OK]** to save the information, or **[Cancel]** to abort. For more information, see [Add User to Address Book](#)

To page someone in your *Address Book*, double-click on their name or PowWow (email) address. To page someone who is not in your *Address Book* enter their PowWow (email) address in the **Address:** field and click on the **PowWow** button or press Enter.

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

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 on the **Edit...** button. You will have the ability to edit their address, name, and comment as well as remove them from your *Buddy List* or remove yourself from their *Buddy List*. For more information, see [Edit Address Book Entry](#)

To remove someone from your *Address Book* click on the **Remove** button. You will then be prompted to confirm their removal from your *Address Book*.

Click on the **Help** button for this screen.

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

## **Adding Users to the Address Book/Editing Users in the Address Book**

No help is available on this topic.

## Communities

The **Communities** sheet contains the addresses of Communities of which you are a member.

To add a Community to your *Address Book*, click on 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. Leave the **Direct Connect** box un-checked unless the Moderator who runs the Community tells you to check it.

When finished click on **OK** to save the information, or **Cancel** to abort.

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

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

To change information on a Community in your *Address Book*, click on the **Edit...** button. You will be able to edit the address, name, and comment as well as remove them from your *Buddy List* or remove yourself from their *Buddy List*.

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

Click on the **Help** button for this screen.

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

## **Adding Communities to the Address Book/Editing Communities in the Address Book**

No help is available on this topic.

## **Recent Pages**

The **Recent Pages** sheet logs the names, addresses, and times people have requested a chat while PowWow was running on your computer.

To return a page from someone, double-click on their Name or PowWow (email) address.

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

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

## **Blocking Book**

The **Blocking Book** sheet is where you can selectively accept or refuse chat requests from other people by their PowWow address, a specific IP address or a range of IP addresses, or a domain name.

To selectively accept chat requests, check the **Accept** radio button, then click on the **Add** button and enter the PowWow addresses, specific IP addresses, or IP address domains you wish to allow chat requests from.

To selectively refuse chat requests, check the **Refuse** radio button, then click on the **Add** button and enter the PowWow addresses, specific IP addresses, or IP address domains you wish to deny chat requests from.

To edit an entry in your Blocking Book, highlight it and click on the **Edit** button. Click on the **OK** button when you are finished making changes.

To remove an entry from your Blocking Book, highlight it and click on the **Remove** button.



**Hang Up**

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

## **Web Cruising**

This allows you to lead a group of PowWow users through the Internet with your browser. In order to lead the people you are chatting with, select the **Utilities => Web Cruising** option. If your browser is not already running then 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 then accept or refuse the cruise request. If accepted the browser will be launched on their computers. Once the connections are established on both sides whenever the "Leader" opens a new URL the 'follower' will be routed to the same location.

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

## Support

Tribal Voice offers technical support for PowWow by email, fax and PowWow as well as extensive online documentation.

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 over three-quarters of the most commonly-asked questions about PowWow can be found in your *PowWow Frequently-Asked Questions* document (filename: **PW-FAQ.HTM**). Using the FAQ will insure you get an **immediate** answer to your question.

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

### Before Contacting Technical Support

When contacting technical support with a question, please have the following information available or enclosed in your email:

- your name, email address, fax and telephone number
- PowWow version number and the date and time of your **POWWOW32.EXE** program file; you can find out your version by clicking on **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); if you are not sure you can find this out by clicking on **Help=>About PowWow=>Info** from the menu
- If the problem is sound-related, 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. The only guidance we get is from a young Navajo medicine man. He tells us when to fast and when to go to sweat lodge. That's the extent of it.

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

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## Window Menu

This is where PowWow's window behavior can be set.

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

For more information, select the Window menu command name.

Always on Top

Save Window Locations

### **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.

### **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 Main Menu. If you are chatting with more than one person, you will be prompted to select which person(s) to add to your PowWow Book. Selecting "All" adds everyone.

## Answering Machine

The *Message:* area is where you enter the message you would like displayed 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 by selecting **Chat => Answering Machine** from the Main Menu and select (checking) **Answering Machine On** or by single-clicking on the “**A**” in the lower-right hand corner of the Personal Communicator window. The “**A**” will turn green when the answering machine is on.



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

**White Pages**

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

**Voice Chat**

PowWow allows you to initiate a voice connection with one of the people you are chatting with. Once a voice connection is established you can take turns sending voice messages back and forth. A communication speed of at least 14.4Kbps and 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 who you would like to talk to. A connection will then be established for the exchange of voice data. To end the voice chat session de-select the Voice Chat menu item.

## Sounds

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

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

To prevent sounds from being played select **Users => Preferences...** from the Main Menu, click on the **Sound/Voice** tab and un-check the Play Sounds box from the sheet.

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

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

PowWow allows you to use a male or female voice for your Bye, Cool, and Hello .WAV files when you chat with other people. You can pick a voice by selecting **Users => Preferences...** from the Main Menu, clicking the **Sound/Voice** tab and checking the Male or Female radio buttons.

## Private Chat

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

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

## **PULS/Tribe**

Here you can enter the URL of additional PULS and Tribe (White Pages) servers with which to register. You can register with any servers running the PULS and Tribe software. This may be servers belonging to an Internet service provider, educational institution, business, or other organization.

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

## Web Browser

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

## **Sound/Voice**

On the **Sound/Voice** sheet you can control how your computer plays and receives sound files and adjust your voice chat quality. To adjust your speech synthesizer settings, use the **Text-to-Speech** sheet.



## **Add New Sound**

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

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

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

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

## Join a Community

A Community allows up to 1,000 people to talk together in a discussion group.

To join a Community, click on **Chat => Join a Community...** from the main menu or go to your *Community Controller* bar and click on the **[Join Community]** button. Your *Address Book* will appear, open to the *Communities* page. Double-click on the Community you wish to join, or click on the **[Online Community Guide]** button to see a list of available Communities in your World-Wide Web browser.

The *Community Display* is where you access Communities and your Buddy List. Your Buddy List and each Community you are in will show up as a title bar in the *Community Display* bar. Click on the title bar to switch to the view for that Community (or your Buddy List).

## Buddy List

In the Buddy List you will see three separator bars. The top bar is titled **Online Buddies** and shows a list of your buddies who are online and running. The middle bar is titled **Offline Buddies** and shows a list of buddies who are offline or not running PowWow. The bottom bar is labeled **Future Buddies** and shows a list of people who have not yet answered your request to become a buddy.

Right-click on an address in your Buddy List to bring up a pop-up menu with a list of options.

## Online Buddies

People listed here are online and running PowWow. To page someone, double-click on their name, or you can right-click on their name to bring up a pop-up menu with additional choices.

## Instant Message

Sends an Instant Message to this person.

## Send URL

Sends the URL of a WWW, FTP, mailto: link, and so forth to this person.

## PowWow

Pages this person for a chat in your Personal Communicator window.

## Remove from Buddy List

Removes this person from the Buddy List (you can re-add them later).

## Connection Info

Shows the Real Name/Handle, PowWow (email) address, and IP address of this person. To copy this information into the system Clipboard click on the **[Copy to Clipboard]** button.

## Personal Profile

Shows the Profile for this person. To view or change your own Profile, select **User => Preferences** from the main menu and click on the **Personal Profile** tab.

## View Picture

Shows the JPEG picture for this person. To add or remove your own JPEG picture, select **User => Preferences** from the main menu and click on the **Personal Profile** tab.

## View Home Page

Shows the home page for this person. To add or remove your own home page, select **User => Preferences** from the main menu and click on the **Personal Profile** tab.

## Offline Buddies

Shows a list of buddies who are either offline or not running PowWow. Right-click on their name to bring up a pop-up menu with

additional choices.

**Instant Message**

Sends an Answering Machine Message to this person.

**Send URL**

This option is not available for offline buddies.

**PowWow**

This option is not available for offline buddies.

**Remove from Buddy List**

Removes this person from the Buddy List (you can re-add them later).

**Connection Info**

Shows the Real Name/Handle, PowWow (email) address, and IP address of this person.

**Personal Profile**

Shows the Profile for this person. To view or change your own Profile, select **User => Preferences** from the main menu and click on the **Personal Profile** tab.

**View Picture**

Shows the JPEG picture for this person. To add or remove your own JPEG picture, select **User => Preferences** from the main menu and click on the **Personal Profile** tab.

**View Home Page**

Shows the home page for this person. To add or remove your own home page, select **User => Preferences** from the main menu and click on the **Personal Profile** tab.

### **Personal Profile**

On the **Personal Profile** sheet you can enter whatever biographical information you wish other people to know about you. Also, you can enter the URL of your home page (if you have one) and the location of a small (under 10Kb, JPEG-compressed) picture of yourself for other people to see. To view someone else's Personal Profile, click on the **[i]** button on their chat window's title bar.

### **Age Field**

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

### **Gender Field**

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

### **Location Field**

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

### **Occupation**

You may enter your Occupation if you wish.

### **Comment**

Anything you want to say to fellow PowWow chatters!?

### **Homepage URL**

The URL of your personal home page. To view someone else's home page, click on the house icon on their chat window's title bar

### **JPEG Picture File**

The path to and filename of a small (10KB or less) JPEG picture file you wish to share with others. To view someone else's picture, click on the eye icon on their chat window's title bar.

## Draw

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

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

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

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

## Whiteboard

### Drawing, Text, and Color Tool Options

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

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

**Line** The **Line** tool is a point-to-point drawing tool. To draw a line move the cursor to where you wish to start the line, click and hold down the mouse button, move the cursor to where you wish the line to end and let go of the mouse button. You can change the width of the line by clicking on the **Line Options** at the bottom of the *Whiteboard* window. You can also draw a constant stream of lines from the starting point by turning Trails on and off via the **[Trails]** button.

**Brush** The **Brush** tool allows you to draw a constant stream of brush shapes. To draw brush shapes click the mouse button. You can create trails by holding down the mouse button. To pick a brush click on the desired shape from the **Brush Options** at the bottom of the *Whiteboard* window.

**Rectangle** The **Rectangle** tool allows you to draw rectangular and square shapes. To make a rectangular shape move the cursor to where you wish to start the shape, click and hold down the mouse button, move the cursor to where you wish the shape to end and let go of the mouse button. You can change the width of the frame around the shape by clicking on the **Shape Options** at the bottom of the *Whiteboard* window. To fill rectangles with the opposite color of what you are currently using click on the **[Fill]** button. You can also draw a constant stream of rectangles from the starting point by turning Trails on and off via the **[Trails]** button.

**Ellipse** The **Ellipse** tool allows you to draw oval and circular shapes. To make an elliptical shape move the cursor to where you wish to start the shape, click and hold down the mouse button, move the cursor to where you wish the shape to end and let go of the mouse button. You can change the width of the frame around the shape by clicking on the **Shape Options** at the bottom of the *Whiteboard* window. To fill ellipses with the opposite color of what you are currently using click on the **[Fill]** button. You can also draw a constant stream of ellipses from the starting point by turning Trails on and off via the **[Trails]** button.

**Text** The **Text** tool allows you to add text or characters. To insert text, select the font, size, and style of text you wish to insert, click the mouse button within the *Whiteboard* window, and begin typing. The Delete key erases any text you have typed on that line. The Enter key inserts a new line below what you have typed. It is not possible to change text after you have pressed the Enter key.

If you select the **Wingdings** symbol font you will have the option of displaying a character map by selecting **Show Key**. This launches the MS-Windows **CHARMAP.EXE** program.

### Image Options

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

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

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

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

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

### **Whiteboard Window Options**

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

**Special Video Card Settings**

Select this if you are experiencing errors in your video driver when using PowWow. It disables advanced graphics features used by PowWow. Some video cards do not support all the graphics functions available within Windows. Selecting this option will instruct PowWow not to use these functions. This may result in less-attractive graphics appearing or being drawn more slowly in PowWow.



## **Text to Speech**

The *Text to Speech* option allows you to change the behavior of the text to speech screen reader in PowWow.

The top part of the dialog contains a graph of pitch versus speed. Click anywhere in the graph to change the pitch and speed of the voice. Closer to the right is higher pitch and closer to the top is faster speed.

The *Voice Font* item allows you to select different speech fonts if you have them. PowWow only comes with one speech font.

## Hear All

To toggle text-to-speech on and off for all the people you are talking with click on **Utilities => Hear All** from the Main Menu. To adjust the text to speech settings click on **User => Preferences...** from the main menu and click on the **Text to Speech** tab.

**Add New User**

Starts the *New User* wizard to add a new user to PowWow. The new user cannot have the same email address as one already in use.

## Macro Definition

Here you can define macros for different key strokes within PowWow. Select the key you wish to define a macro for. Enter a *Macro Label* to identify your macro, this label will appear in the macros menu. Then 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 then a macro that is sent by others who have the Say Macros option turned on would be spoken instead of displayed. If this option is disabled then all macros received will be displayed as text and not spoken.

## **Say 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 (see [Macro Definition](#) help).

## Mail Send/Receive

Select on **User => Preferences...** from the main menu and click on the **Mail Send/Receive** tab to configure answering machine messaging.

**NOTE:** In order to use this your PowWow and email addresses **must** be the same and you must know the names or IP addresses of your mail servers.

When running PowWow, answering machine messages are saved directly to your PowWow directory in a file named **username.PAM**, where *username* is the beginning of your *PowWow Address*. If you are not running PowWow, answering machine messages are sent as email and retrieved the next time you start PowWow.

By default, answering machine messages are retrieved whenever you start PowWow. To toggle automatic retrieval on and off, select (check) **Enable PowWow to Receive Mail**.

By default, answering machine messages are sent when you try to connect to someone who does not have PowWow running. To toggle automatic sending on and off, select (check) **Enable PowWow to Send Mail**.

Your SMTP server is used to send mail and your POP3 server is used to receive it. Usually the names for these will be the same but they may have different names. If you are not sure what your SMTP and POP3 servers contact your Internet service provider's technical support department and ask them. You can also try entering **mail.domain.org** (where *domain.org* is your domain name) for both your SMTP and POP servers or if these do not work try using **smtp.domain.org** for your SMTP server and **pop.domain.org** or **pop3.domain.org** for your POP3 servers.

**NOTE:** If you are not sure what your SMTP and POP3 servers are contact your Internet service provider.

The POP3 Username is the name of the account on the POP3 server under which mail is being held for you. PowWow logs into the server using this account name and retrieve any mail waiting there. Enter everything to the **left** of the "@" sign in your email address here.

**Example:** If your email address is `gwashtington@tribal.com` you would enter `gwashtington` for your POP3 Username.

Most Web-based email services and most online service providers which use proprietary software to connect to the Internet do not provide POP3 and SMTP services. In this case you will need to disable the sending and receiving of mail.

## View Answering Machine

If you have messages on your answering machine the “**A**” in the lower-right corner of PowWow’s status bar will flash red “**A**”. To review your messages, double-click on the “**A**” or select **Chat => Answering Machine =>View Answering Machine** from the Main Menu.

Answering Machine message headers are shown in the table at the top of the *PowWow Answering Machine Messages* window. To read a message click on it in the table and the body of the message will be displayed in the bottom portion of the screen.

By default, messages are sorted by the sender’s Name. To sort by another field such as Address or Date, click on the tab for it.

To respond with an Answering Machine message click on the **[Reply]** button. You can then write your response and send it.

To erase an Answering Machine message click on the **[Delete]** button. To erase **all** Answering Machine messages click on the **[Delete All]** button.

**WARNING:** Once you delete an Answering Machine message it is permanently removed.

Click on the **[PowWow]** button to page the person who sent the message in your *Personal Communicator* window.

You can turn the *Answering Machine* on and off by clicking on the “**A**” in the lower-right corner of PowWow’s status bar or by selecting **Chat=> Answering Machine => View Answering Machine** from the Main Menu. When the answering machine is turned on a check mark in front of the **View Answering Machine** setting and the “**A**” in the lower-right corner will turn green “**A**”.

You can change the *Answering Machine* message by selecting **User => Preferences... => Answering Machine** from the Main Menu. PowWow must be running for the *Answering Machine* to work.

PowWow saves the state of the *Answering Machine* so if it is turned *on* when you exit PowWow will start with the *Answering Machine* turned on.

**Frequent Outgoing Pages**

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



**Frequent Incoming Pages**

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

**Buddies Currently Online**

Shows which buddies are currently on the Internet and running PowWow.

**Paste**

Pastes the text from the clipboard into the chat window.

## Preferences

### User Info

The **User Info** sheet is where you enter your name, PowWow (email) address, and password.

In the **Real Name/Handle:** field enter the name you wish other people to see and call you.

In the **PowWow Address:** field enter your email address. If you do not enter a valid email address PowWow may not function correctly.

In the **Password:** field enter the password you use to register your copy of PowWow. Passwords can be up to seven (7) characters long and contain any combination of alphanumeric characters (a-z, 0-9).

### Personal Profile

On the **Personal Profile** sheet you can enter whatever biographical information you wish other people to know about you. Also, you can enter the URL of your home page (if you have one) and the location of a small (under 10Kb, JPEG-compressed) picture of yourself for other people to see.

### Sound/Voice

On the **Sound/Voice** sheet you can control how your computer plays and receives sound files and adjust your voice chat quality. To adjust your speech synthesizer settings, use the **Text-to-Speech** sheet.

### Text-to-Speech

On the **Text-to-Speech** sheet 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 when they become available.

### Files and Directories

*{use existing help}*

### Web Browser

*{use existing help}*

### Mail Send/Receive

*{use existing help}*

### PULS/Tribe

On the **PULS/Tribe** sheet you can 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.

### Answering Machine

*{use existing help}*

### Community Host

On the **Community Host** sheet you can enter the settings for the Community you wish to run on your computer.

Click on **[General Community Options]** to toggle automatic starting of your Community on and off, the maximum number of users in a Community, whether or not a Community is moderated, and to enable or disable the Bulletin Board messaging area.

In the **Maximum Number of Users:** field enter the number of maximum number of *simultaneous* users you wish to access your Community. The default is seventy-five (75), however, up to 1,000 simultaneous users can access your Community.

To start your Community whenever you run PowWow, check **Auto-Create Community when PowWow Starts.**

If you wish to Moderate your Community, check the **Moderated Community** option. Moderated and Unmoderated Communities are similar. The major difference between the two is in the *Community Area*. Differences are as follows:

- text typed in the Community Area by the Moderator is displayed in a separate window;
- the Moderator can cruise people in the Community to different World-Wide Web sites through their World-Wide Web browser;
- the Moderator can select who chats in the Community Area.

If you wish to use the Bulletin Board in your Community, check the **Enable Community Bulletin Board** option. You will also need to specify a path in which PowWow stores the message files.

Click on **[Community Permission Options]** to control access to your Community.

To allow people to enter your Community without having to accept their request, check **Auto-Accept Connections**.

Select **Permit All Ages** to allow users of Kid's PowWow to access your Community (or allow regular PowWow users to access your Community if you are running Kid's PowWow).

Check **Censor Profanity** to prevent inappropriate language in your Community, check **Disconnect Profane Users** to disconnect users who use inappropriate language.

Check **Require Password** to require people to enter a password to access your Community. This password is the same for all users who access the Community.

Click on **[Community Entry Options]** to control what people see when they enter your Community.

To display a short message to people entering your Community, check **Show Welcome Message** and enter your message in the field beneath it.

To start portions of your Community people enter, select which portions you wish to open in the **Auto-Open Community Modules** section.

To open a URL when people enter your Community, check **Open URL** and enter the URL in the field beneath it.

**Change Current User**

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

**Delete User**

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

**Send PowWow to a Friend**

This allows you to send a short message to a friend via email telling them where to get PowWow.



**Search the White Pages**

This option brings up the White Pages search engine in your browser.

**Add yourself to the White Pages**

This option brings up the page to add yourself to the White Pages in your browser.

**Change your White Pages Entry**

This option brings up the page to change your White Pages information in your browser.

**Remove Yourself from the White Pages**

This option brings up the page to remove yourself from the White Pages in your browser.

**Last 10**

This option brings shows the last ten (10) people to run PowWow with White Pages entries in your browser.

**Last 25**

This option brings shows the last twenty-five (25) people to run PowWow with White Pages entries in your browser.

**Last 50**

This option brings shows the last fifty (50) people to run PowWow with White Pages entries in your browser.

**Last 100**

This option brings shows the last 100 people to run PowWow with White Pages entries in your browser.



**Online Community Guide**

This displays a list of available Communities in your browser. Click on the Community's name to join it.

**Download Latest PowWow Release**

This option is not currently available.

**Tribal Voice Homepage**

This option brings up Tribal Voice's home page in your browser.

## Troubleshooting Sound 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 field.

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 PowWow Sound Installer ?

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.

How to fix non-working sounds:

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

## Board Games

### Playing Games

Click on the **[Games]** button to open the *PowWow Board Games* window. If in Personal Communicator mode, all the current games you are connected to through Personal Communicator will be displayed in the *Games In Progress* field.. If in Community Mode, all current games in the Community will be displayed in the *Games In Progress* field.

If you wish to participate in a game, highlight it and click on the **[join]** button.

If you wish to start your own game, click on the **[new]** button. You will launch the Board Games PlugIn. Follow the PlugIns instructions for starting a new game. Make sure you choose a unique name to identify the game to others.

If you wish to watch a game, highlight it and click on the **[view]** button.

If you wish to leave the *PowWow Board Games* window, click on the **[close]** button.

Please refer to the online help for further information about Board Games or other installed Plug-Ins.

**Install New Plugin**

Help for this option is not available.

## Community Display

### Community Display

The *Community Display* window is where you access Communities and your Buddy List. Your Buddy List and each Community you are in will show up as a title bar in the *Community Display* bar. Click on the title bar to switch to the view for that Community (or your Buddy List).

### Buddy List

In the Buddy List you will see three separator bars. The top bar is titled **Online Buddies** and shows a list of your buddies who are online and running PowWow. The middle bar is titled **Offline Buddies** and shows a list of buddies who are offline or not running PowWow. The bottom bar is labeled **Future Buddies Watch** and shows a list of people who have not yet answered your request to become a buddy.

### Adding Buddies

To add a Buddy, click on the **[+Add Buddy]** button. The *Add a Buddy* window will appear. Type their PowWow (email) address in the *PowWow Address (Email Address):* field or select it from the drop-down list. Then enter their name in the *Name/Handle:* field. If you wish, you can enter a short description in the *Comment:* field. Click on **[OK]** when done to send the Buddy Request.

The person to whom you have sent the Buddy Request will be prompted to accept it, similar to a Chat Request. Once they accept, they will appear on your Buddy List.

**NOTE:** It takes a minute or two for a Buddy Request to be sent and received. If you send a Buddy Request to someone who is not running PowWow they will receive it the next time they start the program.

You can decline all buddy requests by clicking on **User => Preferences...** from the main menu, clicking on the **Runtime Options** tab, and setting *Buddy Requests:* to **Refuse**.

### Right Mouse-Click Options for Buddies

Right-click on any address in your Buddy List to bring up a pop-up menu with a list of options.

#### For Online Buddies:

People listed here are online and running PowWow. To page someone, double-click on their name, or you can right-click on their name to bring up a pop-up menu with additional choices:

#### Instant Message

Sends an Instant Message to this person. When someone sends you an Instant Message, a blinking blue icon will appear by their name in the *Community Display* window. Double-click on it to view the message. If you receive an Instant Message while you are not running PowWow, it will show up in your Answering Machine the next time you start PowWow.

#### Send URL

Sends the URL of a WWW, FTP, gopher, mailto: link, and so forth to this person.

#### PowWow

Pages this person for a chat in your *Personal Communicator* window.

#### Remove from Buddy List

Removes this person from the Buddy List (you can re-add them later).

#### Connection Info

Shows the Real Name/Handle, PowWow (email) address, and IP address for a person.

#### Personal Profile

Shows the Profile for this person. To view or change your own Profile, select **User => Preferences...** from the main menu and click on the **Personal Profile** tab.

**View Picture**

Shows the JPEG picture for this person. To add or remove your own JPEG picture, select **User => Preferences...** from the main menu and click on the **Personal Profile** tab.

**View Home Page**

Shows the home page for this person. To add or remove your own home page, select **User => Preferences...** from the main menu and click on the **Personal Profile** tab.



**For Offline Buddies:**

Shows a list of Buddies who are not running PowWow. Right-click on a name to bring up a pop-up menu with additional choices:

**Send Email**

Allows you to send a short email message to this person. If you select the **Send to Answering Machine** option the message will be sent to the person's PowWow Answering Machine.

**Remove from Buddy List**

Removes this person from the Buddy List (you can re-add them later).

**Connection Info**

This option is not available for offline buddies.

**For Future Buddies:****Instant Message**

Sends an Instant Message to this person. When someone sends you an Instant Message, a blinking blue icon will appear by their name in the *Community Display* window. Double-click on it to view the message. If you receive an Instant Message while you are not running PowWow, it will show up in your Answering Machine the next time you start PowWow.

**Send URL**

Sends the URL of a WWW, FTP, gopher, mailto: link, and so forth to this person.

**PowWow**

Pages this person for a chat in your *Personal Communicator* window.

**Cancel Buddy Request**

Removes this person from the Future Buddy Watch list (you can re-add them later).

**Connection Info**

Shows the Real Name/Handle, PowWow (email) address, and IP address for a person.

## Join Community

Click on the **[+Join Community]** button to bring up the **Communities** sheet of your Address Book. It contains the addresses of Communities of which you are a member.

To add a Community to your *Address Book*, click on 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. Leave the **Direct Connect** box un-checked unless the Moderator who runs the Community tells you to check it. When finished click on **OK** to save the information, or **Cancel** to abort.

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

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

To change information on a Community in your *Address Book*, click on the **Edit...** button. You will be able to edit the address, name, and comment as well as remove them from your *Buddy List* or remove yourself from their *Buddy List*.

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

Click on the **Help** button for this screen.

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

## **Bulletin Board**

The bulletin board is where you can read and write messages in a Community. To access the bulletin board, click on the **[Bulletin Board]** button on the *Community* window. The *Bulletin Board* window will appear.

### **Reading Messages**

To read the first message in the Bulletin Board click on the **[Read First]** button.

To read the last message in the Bulletin Board click on the **[Read Last]** button.

To read a message by its number, enter the number in the *Get Msg/Hdr Number:* field and click on the **[Get Message]** button.

To read messages by date, enter the number in the *Read from Date:* field and click on the **[Get Message]** button.

To read messages in numerical order, click on the **[<]** and **[>]** buttons.

To read messages in thread order, click on the **[<<]** and **[>>]** buttons.

### **Viewing Headers**

To view message headers by number, enter the starting number in the *Get Msg/Hdr Number:* field and click on the **[Get Headers]** button. The first twenty-five (25) headers will be displayed, starting at that number.

To view message headers by date, enter the starting date in the *Read from Date:* field and click on the **[Get Headers]** button. The first twenty-five (25) headers will be displayed, starting at that number.

To view the next twenty-five headers, click on the **[Next 25 Headers]** button.

### **Creating Messages**

To create a new message, click on the **[Post New]** button.

To reply to a message, click on the **[Reply]** button.

## Communities

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

Click on the **[Chat]** button to see the *Visitors* pane. To chat, type your text in the top pane and press the Enter key or click on the **[Send]** button. To clear your text, press the **Escape** key or click on the **[Clear]** button. To clear the entire *Visitors* pane, click on the **[Erase]** button. You can change your text color using the palette in the *Personal Communicator* window.

To toggle conversation logging on and off, click on the **[Logging]** switch. Logging conversations for busy Communities can use up disk space quickly.

To toggle the speech synthesizer on and off, click on the **[Hear]** switch. An [H] will then appear by everyone's name in the Community Display window, signifying that you can hear what they type.

Click on 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.

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



