

**Login Name**

Select the login name that you wish to use with Communique!, or enter a new login name.

**Name**

Enter the name that you wish to associate with the Login Name you have selected.

**Title**

Enter your title, as it would appear on an ordinary business card.

**Company Name**

Enter the name of the company or organization you work for.

**Address**

Enter the street address that you wish to associate with this login name here.

**Phone Number**

Enter the telephone number that you wish to associate with this login name here.

**Fax Number**

Enter the telephone number for a fax machine in this field.

**Miscellaneous**

Enter any other information that you wish to associate with this Login Name in this field.



**Choose an Image File**

If you know the path of the file that you want to use as your Business Card photo, enter it here.

**Browse**

Clicking on this button launches a browser, from which you can select a Business Card photo to use with this Login Name.

**Paste**

Clicking on this button will paste the contents of the Windows 95 clipboard into your Business Card Photo.

**Business Card Photo**

This is the Business Card Photo associated with this Login Name.

## **The Business Card Editor**

The Communique! Business Card is used to identify users to other conference members.

Using the Business Card Editor, you can enter your personal business card information, and select the Login Name that will allow other users to invite you into conferences. You can also select a [Business Card Photo](#) from within the Business Card Editor.

Note that separate business card information and photos are kept for each Login Name in the list.

### **Selecting a Business Card Photo**

There are several ways to select a Business Card Photo. If you know the pathname of the image that you wish to use, you can enter it in the field next to the word Photo on the Business Card Editor. It will then automatically be loaded as your Business Card Photo.

If you aren't sure where the image you wish to use is located, you can use Browse to select an image file. When you click on the Browse button, a standard Windows 95 file requester will appear. From the file requester you can choose an image file to import for use as your Business Card Photo.

The third way to select a Business Card Photo is to paste the contents of the Windows 95 clipboard. If you have graphical data stored in the clipboard, click on the Paste button, and the image stored in the clipboard will be imported as your Business Card Photo.

