

## **Contents for Chat Help**

Chat enables you to have an electronic conversation with another person in a workgroup.

### **How To...**

[Answer a Call](#)

[Change the Background Color](#)

[Change the Font](#)

[Change Window Preferences](#)

[Display and Hide the Toolbar and Status Bar](#)

[Hang Up](#)

[Make a Call](#)

[Turn Sound On or Off](#)

## Making a Call

You can use Chat to call another person in a workgroup and have an electronic conversation.

### To make a call

- 1 On the toolbar, click the Dial button.  
Or choose Dial from the Conversation menu.
- 2 In the Select Computer dialog box, specify the computer name of the person you want to chat with, and then choose the OK button.

Chat dials the computer you specified and waits for the person to answer. The message in the status bar informs you if the person answers.

When the other person answers, you can type in the Chat window. The top window is where you type. In the bottom window, you see what the other person is typing. You can both type at the same time if you want. To move between the windows, use the mouse or press F6. When you finish your conversation, hang up.

See Also  
[Hanging Up](#)

## **Hanging Up**

When you finish your conversation, hang up to disconnect from your partner's computer.

### **To hang up**

- ▶ On the toolbar, click the Hang Up button.  
Or choose Hang Up from the Conversation menu.

After you hang up, you cannot type in the Chat window.

If your partner hangs up before you do, a message appears in the status bar.

Note: If you quit Chat, it will hang up for you.

## Answering a Call

When someone calls you, you answer the call to begin your conversation. If Chat is running, you hear a sound, and a message appears in the status bar. If Chat is not running, it starts and runs as an icon.

### To answer a call

- ▶ If the Chat window is open, click the Answer button on the toolbar.  
Or choose Answer from the Conversation menu.
  - ▶ If Chat is running as an icon, double-click the icon, or select it, and then press ENTER.
- When you've answered the call, you can start typing your message.

See Also

[Hanging Up](#)

[Turning Sound On and Off](#)

## **Turning Sound On and Off**

When you call another person or someone calls you, you are notified by a sound from your computer. If you do not want to hear a sound, you can turn it off.

### **To turn the sound on or off**

- ▶ From the Options menu, choose Sound.  
A check mark next to the Sound command indicates that sound is on.

If you have a sound card, you can change the sound of the incoming or outgoing ring. Use Control Panel to assign a different sound to the Chat Incoming Ring and Chat Outgoing Ring sound events. For more information, see Control Panel Help.

## Changing the Font

You can change the font (including the color and style of the font) that you use to type your conversation.

### To change the font

- 1 From the Options menu, choose Font.
- 2 In the Font box, select the name of the font you want to use.  
Or type the name of the font in the Font box.
- 3 In the Font Style box, select the style you want.
- 4 In the Size box, select a size for the font.  
Or type the new size.
- 5 In the Effects box, select any options you want.
- 6 If you want to change the color of the text, choose a color in the Color box.
- 7 Choose the OK button.

By default, the font that is used to display the other end of the conversation is determined by your partner. You can change this by using the Preferences command on the Options menu. You can choose to view the other end of the conversation in the same font (and background color) that you are using.

See Also

[Changing the Background Color](#)

[Changing Window Preferences](#)

## Changing the Background Color

You can change the background color of the window you type in.

### To change the color

- 1 From the Options menu, choose Background Color.
- 2 Under Basic Colors, select the color you want to use. (The color you choose will be mapped to the nearest solid color.)
- 3 Choose the OK button.

By default, the window that displays the other end of the conversation has the background color that your partner has selected. You can change this by using the Preferences command on the Options menu. You can choose to view the other conversation in the same background color (and font) that you are using.

See Also

[Changing the Font](#)

[Changing Window Preferences](#)

## **Displaying and Hiding the Toolbar and Status Bar**

The Chat toolbar, located directly below the menu bar, gives you easy mouse access to the features you usually use in Chat. The status bar, located at the bottom of the Chat window, displays information about the selected button or command, or about the status of your connection. You can display the toolbar and status bar, or you can hide them to have more room in the Chat window.

### **To display or hide the toolbar**

- ▶ From the Options menu, choose Toolbar.

### **To display or hide the status bar**

- ▶ From the Options menu, choose Status Bar.

A check mark next to the Toolbar or Status Bar command indicates that the command is in effect.



## **Changing Window Preferences**

You can display the two conversation windows side by side instead of on top of each other. You can also choose whether you want to receive messages in the font and background color that you specify, or the font and background color that your partner specifies.

### **To change your window preferences**

- 1 From the Options menu, choose Preferences.
- 2 Under Window Style, select the layout you prefer.
- 3 Under Partner's Message, select your preference.
- 4 Choose the OK button.

See Also

[Changing the Background Color](#)

[Changing the Font](#)

