



## **User's Manual**

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## Introduction

**NOTE: ChatNet Free will be referred to as ChatNet throughout the rest of this manual.**

### About ChatNet

ChatNet provides text-based communication and file transfer between interconnected Macintosh computers. ChatNet does not require a Server to take advantage of its features, although one or more Servers may be used for storing Preference settings.

ChatNet's simple interface will be familiar to anyone who uses major online services and quickly learned by those who haven't experienced network communications yet. Users interact via public and private conferences, send private messages, and transfer files to each other.

ChatNet is not a mail program. Messages are not stored for later retrieval; they are delivered immediately between ChatNet users. Preference settings give the ChatNet Administrator complete control over the ChatNet environment, from completely open to totally controlled.

ChatNet is the perfect tool for schools, businesses, and departmental workgroups. Hold online teacher conferences and one-on-one teacher-student communications. Workgroups can discuss project status and strategy at the click of a button. Employees can reach one another for question and answer sessions and save the conversation to a text file for later reference. Simplicity of use with options for speech, font, font size, and text color make ChatNet enjoyable to use.

### System Requirements

ChatNet requires any Macintosh computer (Mac SE or newer) running System 6.0.5 or higher, including System 7.5. RAM memory of 550K is recommended with a minimum setting of 450K. Disk space of 800K should be available for the program and its support files. The network must be LocalTalk or EtherTalk compatible.

## Installation

### Installing ChatNet

#### Step 1 — Double Click on ChatNet to Launch

#### Step 2 — Decide on Location for ChatNet's Data Files

There are two choices for ChatNet's Data Files: one data file per computer or, if a Server is available, one data file per Server serving all its connected computers.

Choosing one data file per computer (data files are located on each Macintosh startup disk) allows for greater flexibility. Each computer can have completely different preference settings, if desired. However, multiple data files are more difficult to administer and offer more opportunity for security problems.

Placing a settings file on a Server hard disk volume (if available) allows greater control. Preferences can be set once for all computers connected to that Server. Changing a preference setting for a ChatNet data file on the Server will automatically update the ChatNet preference settings for all connected computers.

#### Step 3 — Choose Volume for ChatNet's Data Files

Double-click the ChatNet icon to launch. If no data files have yet been created, a list of available hard disk volumes appear. Select the volume to install ChatNet's Data Files by clicking once on the volume name and click the **OK** button. Installation is complete!



**Note:** System 7 users can set ChatNet to automatically startup when the computer is started. Create an Alias of ChatNet and place it in the Startup Items folder of the System Folder.



### **Installing the Same Preferences to Multiple Computers**

When installing to multiple computers and each computer will maintain its own data files (that is, ChatNet Data Files will NOT be located on a Server), installation and configuration can be accelerated and standardized by configuring one computer with all the desired preference settings and copying those settings to the other computers.

Choose one computer to become the “master” computer. Install ChatNet and set all preferences to the desired settings (refer to **Setting Preferences**). After configuring the “master” computer, locate the **Chat f** folder located at the root of the hard disk on the “master” computer. Copy the **Chat f** folder to a floppy disk. Copy the **Chat f** folder from the floppy disk to each computer. When ChatNet is first launched select the Startup Volume for ChatNet’s Data Files, all computers will now be configured like the “master” computer. This same process can be repeated after ChatNet has been initially installed by replacing the **Chat f** folder on each computer with a new “master.” ChatNet should not be running during this process.

## Features

### Logging In

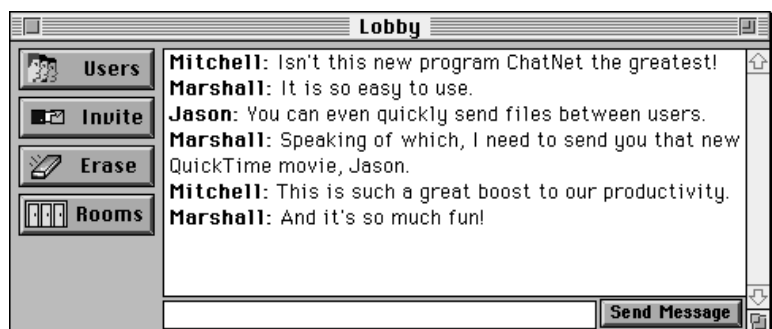
A login screen appears when ChatNet is launched. The usual way to login is by typing a name in the name box. However, this may be changed by a Supervisor user, through ChatNet Preferences to either the Computer Owner Name or Menu Master Mac user login name (refer to **User Preferences-ChatNet User Name**).



Type your name in the Name area and click the **Login** button. The public Chat Room initially titled "Lobby" is displayed. All the powerful communication features of ChatNet now become active.

### Sending and Receiving a Public Message

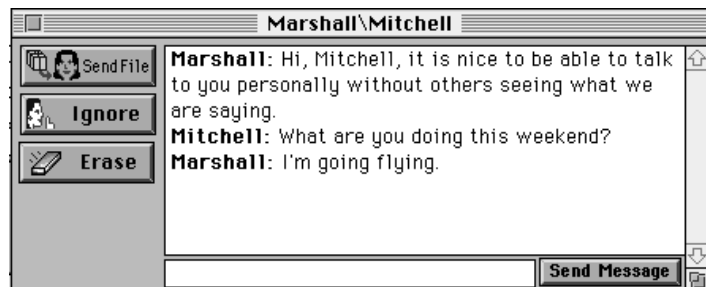
Sending a public message is easy to do. By default, the Lobby is the first room available. Since the Lobby is a public room, any message sent while in the Lobby can be seen by anyone currently in the Lobby.



Just begin typing in the message preview area (located at the bottom of the window to the left of the **Send Message** button). The text in the message preview area is completely editable until the **Return** key is pressed or the **Send Message** button is clicked. After the message is sent, the message preview area is cleared. The message is sent to all computers currently running ChatNet and the message can not be changed. A message may contain up to 255 characters.

### Sending and Receiving a Private Message

A private message operates exactly like a public message except that only the person you are sending to can see the message. To send a private message, click the **Users** button or select **List All Users...** (⌘-U) from the File menu. Highlight the desired user and click the **Private Message** button. A Private Chat Room window opens for both you and the selected user and displays your names in the title bar. Anything that is typed in the message preview area will only be seen by the two of you.



### Public Chat Rooms

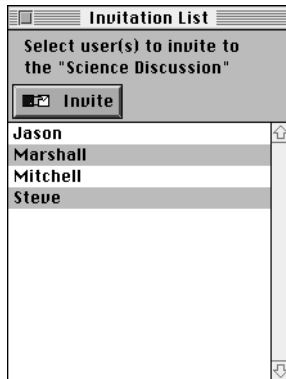
#### Creating New Chat Rooms

Simultaneous conversations can be established by creating additional Chat Rooms. To create a new room, choose **Create Chat Room...** (⌘-N) from the File menu. Type in a name to identify the room and click the **Enter** button. Try to title your room so that other users that may want to join you will know what your primary subject of conversation is. The front-most window is the only window that text can be typed in the message preview area. Multiple Chat Rooms can be opened simultaneously, however, text can only be typed in the front-most window. To change the front-most window, click once on any part of a room's window or select the desired room from the Windows menu.



### Inviting Other Users to a Chat Room

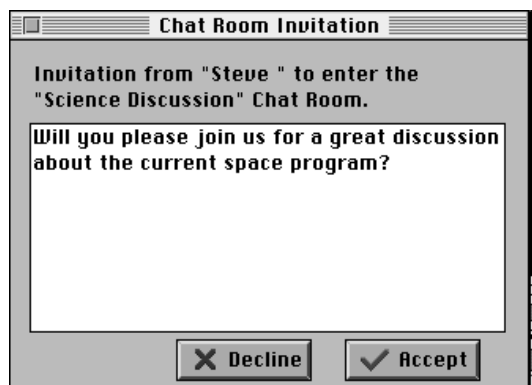
While in any Chat Room, click the **Invite** button of the Chat Room window. A User List window is displayed. Highlight each user you want to invite from the list of users and then click the **Invite** button.



The Invitation Message screen appears. Type in an invitation message and click the **Invite** button.



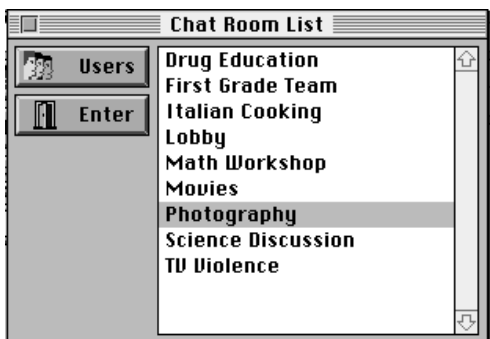
The users receiving the invitation will have the choice to **Accept** or **Decline** the invitation.



If the **Accept** button is clicked, the Chat Room is automatically entered. If the **Decline** button is clicked, the invitation is cancelled.

### Joining Chat Rooms

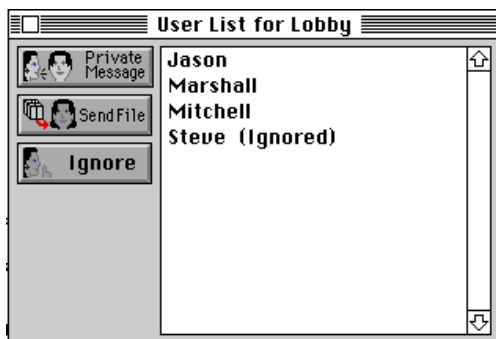
Anyone can join a public room while a conversation is in progress. To enter a public Chat Room, choose **List Chat Rooms...** (⌘-R) from the File menu. Clicking the **Rooms** button of a Chat Room can also display the Chat Room List window. Select the desired room and click the **Enter** button. To view a list of the users in a highlighted room, click the **Users** button on the Chat Room List window.



### Ignoring Users

If someone is causing a disturbance in a Chat Room by saying things you do not like, you may ignore that user. Click the **Users** button, highlight the offending user, and click the **Ignore** button. The word (Ignored) is appended after the user's name on your Users List. Any text that user sends will not be displayed on your computer. Choosing **Ignore** also stops invitations, file transfer requests, and private messages from that user to you.

To stop ignoring a user, click the **Users** button again, highlight the user and click the **Ignore** button. The word (Ignored) is removed after the user's name. Ignoring will be turned off and the user can communicate to you again.



### Hidden Chat Rooms

Creating a hidden Chat Room is very similar to creating a public room. To create a hidden Chat Room, choose **Create Chat Room...** (⌘-N) from the File menu. Type in a name to identify the room and click the **Hide Chat Room** box. Click the **Enter** button. The hidden Chat Room has **{braces}** around its name in the title bar. This is a reminder that the Chat Room is not visible to any one who has not been invited. To invite users to the Hidden Chat Room (refer to **Inviting Other Users to a Chat Room**).



When the Chat Room List is displayed, hidden Chat Rooms do not appear in the list. Users can not enter a hidden Chat Room unless they are invited by someone already in the hidden room or they know the exact name of the room. All other features of a hidden Chat Room work identically to a public room.

### Sending and Receiving Files

ChatNet allows files to be transferred from one user to another user. To send a file to a user who is in a public or hidden room with you, click the **Users** button or choose **Send File...** (⌘-S) from the File menu. Highlight the user to receive the file and click the **Send File** button. A dialog box opens to allow a file to be selected. Navigate through the file directory and highlight the file to send. Click the **Select** button. A user can chat and perform other operations while the file is being sent.

If you are in a private Chat Room, a file may be sent directly to the other person by clicking the **Send File** button.



Once a file has been selected to be sent, a **File Transfer** window is displayed on the sender's screen and a Save dialog is displayed on the receiver's screen. The sender's **File Transfer** window will display "Waiting for receiver" until the receiver selects a place to save the file or cancels the transfer.

To accept an incoming file from another user, navigate within the Save dialog and click the **Save** button to begin file transfer. To decline the file transfer, click the **Cancel** button. Once the file is accepted, a **File Transfer** window is displayed on the receiver's screen. The estimated time for the file transfer and a percentage completion indicator are displayed. When the file transfer is completed a window is displayed noting the successful transmission. A voice says "file done." Click **OK** to close the window.

**Note:** Network traffic is always being evaluated to adjust file transfer speeds. This makes ChatNet's file transfer protocol as efficient as possible without slowing down the entire network.

**Note:** All file transfers and message text are encrypted before they are sent over the network, preventing someone with a network snooping device or program from capturing any files or text messages.

## Logging Off

Selecting **Logoff** (⌘-L) from the File menu allows a user to exit all Chat Rooms and return to the login screen enabling another user to login.



## User Options

### Text Options from the Menu Bar

The **Font**, **Size** and **Color** menu choices can be selected at any time to change the font, font size, and text color. When the font or size is changed, all text in all rooms immediately changes to reflect the new choice. Changing the text color only affects the text you type in the current Chat Room. All future typing in that room will be displayed in your selected color for all users in that Chat Room with color monitors. Each user controls their own text color. Using text colors is a great method of quickly separating messages from different users.

### Copy and Paste Chat Text

While viewing any room, the text can be copied by highlighting the desired text and selecting **Copy** (⌘-C) from the Edit menu. That text can then be pasted to any application that supports text by selecting **Paste** (⌘-V) from the Edit menu.

### Erasing Chat Text

If a room becomes too cluttered with text or you want to prevent someone from reading a conversation on your monitor, click the **Erase** button. The text in the current Chat Room is cleared.

### The Windows Menu

The **Windows** menu does more than simply list the open windows. The front-most window is indicated by a check mark ( ✓ ) and Chat Rooms with new messages you have not yet read are preceded by a bullet ( ● ). Text can only be typed in the front-most window.

### Saving Chat Room Text

To save a Chat Room discussion, choose **Start Room Capture...** from the File menu. A dialog box opens to allow the log file to be saved. Navigate within the Save dialog and click the **Save** button to begin capture of the discussion. Only future discussion text will be written to the log file.

To stop capturing a discussion, select **Stop Room Capture...** from the File menu. If multiple discussions are being captured to multiple logs, the **Stop Room Capture** command applies to the discussion occurring in the front-most window.

### Printing Room Text

To print the text of the front-most Chat Room window, choose **Print...** from the File menu.

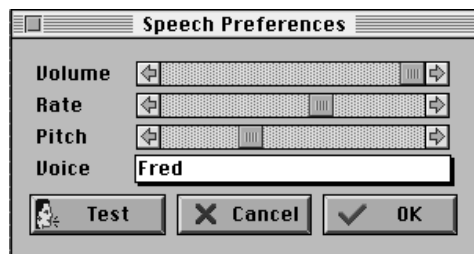


## Speech On/Speech Off

Selecting **Speech On** from the Preferences menu enables synthesized speech. When selected, the menu item toggles to display **Speech Off**. ChatNet supports MacinTalk, PlainTalk, and Apple Speech Manager. When speech is on, messages in the front-most window are spoken in addition to being displayed on the screen.

## Speech Preferences

To access the Speech Preferences dialog box, **Speech On** must be enabled. The scroll bars allow the volume, rate, and pitch of the voice to be changed. Computers using MacinTalk 2, PlainTalk, or Apple Speech Manager can also select what voice to use.



### Volume

The volume scroll bar allows the volume of the voice to be changed. Volume increases as the thumb indicator moves from the left to the right.

### Rate

The rate scroll bar changes the speech rate of the voice. The speech rate increases as the thumb indicator moves from the left to the right.

### Pitch

The pitch scroll bar changes the pitch of the voice. The pitch increases as the thumb indicator moves from the left to the right.

### Voice

The voice pop-up menu allows different voices to be selected. When a voice is selected, the rate and pitch are set to that voice's default settings. Computers without MacinTalk 2, PlainTalk, or Apple Speech Manager revert back to MacinTalk 1 and ignore the voice setting.

**Note:** ChatNet's memory partition may need to be increased to support some voices.

**Test**

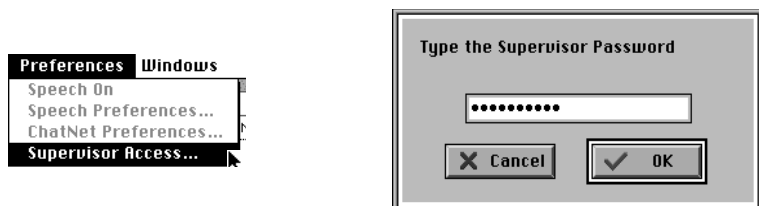
Clicking **Test** will speak the words "These are the current speech preferences" to sample the current speech preferences.

## Supervisor Access

### Supervisor User

Supervisors have complete access to all of ChatNet's features except changing the default preferences. Supervisors are not affected by options in User Preferences.

To become a Supervisor, choose **Supervisor Access...** from the Preferences menu while on the login screen. Type the Supervisor Password (initially set to "supervisor") and click the **OK** button. Enter your name and click the **Login** button and you will login as a Supervisor user.



Supervisors can be identified in Chat Rooms by the brackets (example: **[Supervisor Name]**) surrounding the user name.

### Stealth Users

When the Supervisor password is typed, a new button appears on the login screen. When the **Stealth** option is selected, no announcement of your presence is made in the Chat Rooms and your name does not appear on any user list. ChatNet room discussions can be monitored without the users' knowledge.

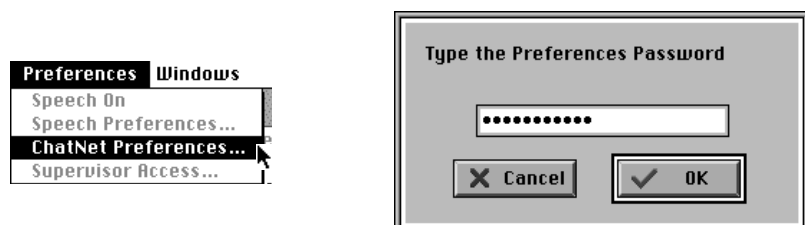
**Note:** Your presence will remain secret until you send a message. A stealth user's name is surrounded by braces (example: **{Stealth Name}**) when a message is sent. However, stealth users still do not appear in any user list.

**Note:** Supervisor users can always see Stealth users.



## Setting Preferences

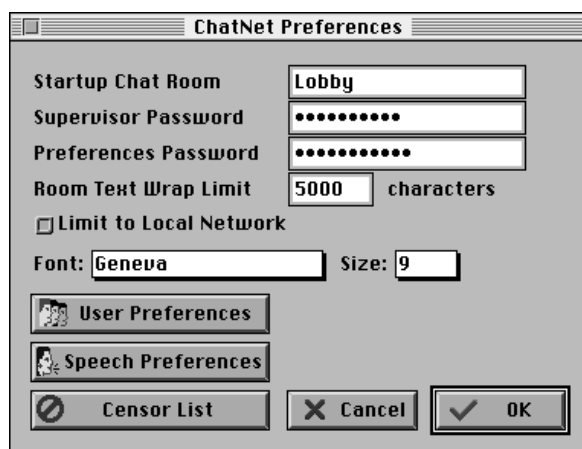
ChatNet's preferences apply to either a single computer or the entire network segment, depending upon the location of ChatNet's data files selected during installation. Only a user with the Supervisor password has access to **ChatNet Preferences...** menu item. Access to **ChatNet Preferences** requires an additional password for security. This password should be carefully protected.



### ChatNet Preferences

Accessing **ChatNet Preferences...** from the Preferences menu requires the Preferences password. Type the Preferences password (initially set to "preferences") and click the **OK** button.

**Note:** The Preferences password should be changed and kept secret even from other Supervisor users. Supervisor users with the Preferences password have the ability to totally change all ChatNet settings. This includes the ability of changing all passwords preventing you from accessing ChatNet Preferences.



### Startup Chat Room

Type the room name for ChatNet's initial public conference room. The initial setting is "Lobby."

**Supervisor Password**

The Supervisor Password allows a supervisor, manager, or teacher to use features not allowed by general users. For example, if the settings under User Preferences do not allow file transfers, someone with the Supervisor Password can still transfer files. Users with only the Supervisor Password can not change any ChatNet preferences. The initial password is "*supervisor.*" Supervisors can become Stealth users.

**Preferences Password**

The Preferences Password allows any of the preferences used by ChatNet to be changed. This password should be kept confidential by the network administrator. Users with the Preferences Password can change any ChatNet preference at any time when they are logged in as Supervisor. The initial password is "*preferences.*"

**Room Text Wrap Limit**

The Room Text Wrap Limit specifies how much text will be maintained in each Chat Room's scrolling window. Once the limit has been reached, the oldest text will be discarded. The initial text wrap limit is 5,000 with a minimum of 2,000 and a maximum of 32,000 characters.

**Limit to Local Network**

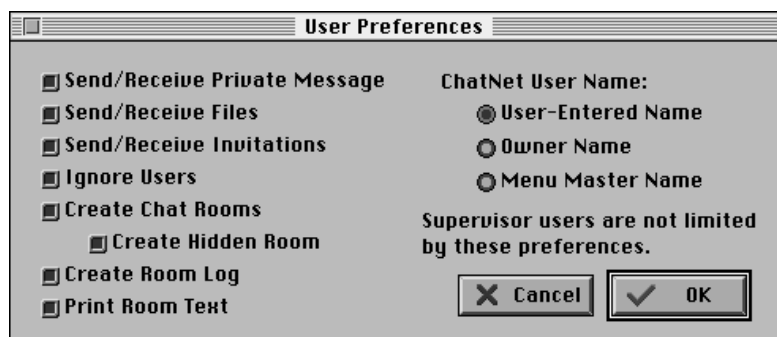
If there are routers or bridges on the network, turning this option on allows discussions, messages, and file transfers to occur only with computers directly connected to your network segment. The initial setting is off.

**Font and Font Size**

Select the font and font size to use as the default for ChatNet. This choice does not prevent a user from changing the font, font size, and text color that they see on their screen. However, changes the user makes will not be saved after logging off. The default font and size are restored at the next user login. The initial font and size settings are Geneva 9.

## User Preferences

The **User Preferences** button accesses the **User Preferences** dialog box. User options are presented providing the administrator total control over what users are able to do within ChatNet. These preference settings do not affect users who login with the Supervisor password. Preference settings stored on Server Volumes will not become active until the current users logoff.



### Send/Receive Private Messages

Allows or disallows users to send and receive private messages. Remember that a private message only exists between two users. This setting does not control whether a users can create a hidden Chat Room. Private messages sent to or from a Supervisor are always allowed, regardless of this setting. The initial setting is on.

### Send/Receive Files

Allows or disallows users to send and receive files. Files sent to or from Supervisors are always allowed. The initial setting is on.

### Send/Receive Invitations

Allows or disallows users to send or receive invitations to public or hidden Chat Rooms. Invitations from Supervisors are always allowed. The initial setting is on.

### Ignore Users

Allows or disallows users to ignore messages from other users. A Supervisor can not be ignored. The initial setting is on.

### Create Chat Rooms

Allows or disallows users to create public Chat Rooms. The initial setting is on.

### Create Hidden Rooms

Allows or disallows users to create hidden Chat Rooms. A user must be able to create public Chat Rooms to be able to create hidden Chat Rooms. The initial setting

is on.

**Create Room Log**

Allows or disallows users to create a file which will contain any new discussion that occurs in the room. The initial setting is on.

**Print Room Text**

Allows or disallows users to print the text of the messages in the current room. The initial setting is on.

**ChatNet User Name**

Determines how user names are set at Login.

Selecting **User Entered Name** allows a user to type in any name they desire. This is useful when users move around frequently, but also allows a user to type a false name. This is the initial default setting for user name login.

Selecting **Owner Name** reads the name recorded in the Owner Name section of the Sharing Setup control panel. This is useful when users remain at the same computer consistently. However, there is no guarantee that another person is not sitting at that computer temporarily.

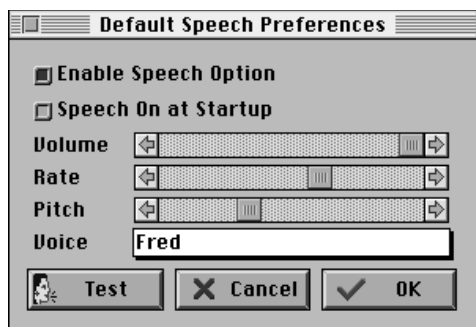
Selecting **Menu Master Name** should only be selected by those also using Electronic Learning System's Menu Master Mac desktop management and security product. With this option, more trust can be placed in the accuracy of the user name and the actual person logged into ChatNet.

**Note:** Do not use this setting if Menu Mater Mac is configured for multiple users to access the same login name. If ChatNet is set as a startup item, when a user logs out of Menu Master Mac, they are also automatically logged out of ChatNet.



## Default Speech Preferences

The **Speech Preferences** button will access the **Default Speech Preferences** dialog box when **Speech On** is enabled. While these settings appear similar to the speech settings available to each user, the changes made become the default settings when users login. The scroll bars allow the volume, rate, and pitch of the voice to be changed. Computers using MacinTalk 2, PlainTalk, or Apple Speech Manager can also select what voice to use.



### Enable Speech Option

Turning on the Enable Speech Option allows access to the Speech On/Speech Off option from the Preferences menu. The initial setting is on.

### Speech On at Startup

Turning on Speech On at Startup automatically turns speech on when ChatNet is launched. The Enable Speech Option must be turned on to set this option. The initial setting is off.

### Volume

The volume scroll bar allows the volume of the voice to be changed. Volume increases as the thumb indicator moves from the left to the right.

### Rate

The rate scroll bar changes the speech rate of the voice. The speech rate increases as the thumb indicator moves from the left to the right.

### Pitch

The pitch scroll bar changes the pitch of the voice. The pitch increases as the thumb indicator moves from the left to the right.

## Voice

The voice pop-up menu allows different voices to be selected. When a voice is selected, the rate and pitch are set to that voice's default settings. Computers without MacinTalk 2, PlainTalk, or Apple Speech Manager revert back to MacinTalk 1 and ignore the voice setting.

**Note:** ChatNet's memory partition may need to be increased to support some voices.

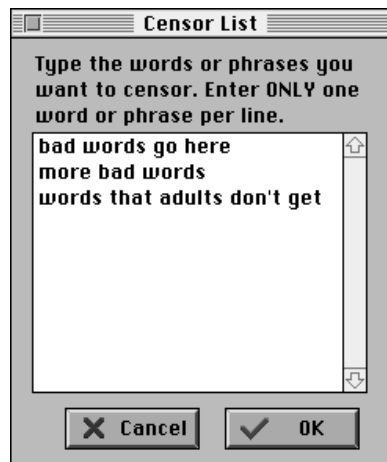
## Test

Clicking **Test** will speak the words "These are the current speech preferences" to sample the current speech preferences.

## Censor List

The **Censor List** button will access the **Censor List** mini editor screen. Words and phrases entered here will not be displayed or spoken. Instead, each letter will be replaced by a bullet (•) character. Enter each word or phrase followed by pressing the **Return** key. Enter **ONLY** one word or phrase per line. Only text that **exactly** matches an item in the censor list, including spaces and punctuation will be overprinted with bullets. Therefore, it is best to divide phrases into their smallest part to achieve the most consistent censor action.

**Note:** Even user names can be censored. If this happens, no one will know who is sending a message.

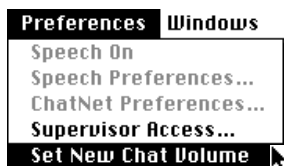


## Changing ChatNet's Data File Location

After initially installing ChatNet, if you decide to switch from individual ChatNet Data Files on each computer to one Data File on a Server, ChatNet's data files must be relocated.



To perform this operation, launch ChatNet. At the login screen, press both the **Shift** and **Option** keys while selecting the **Preferences** menu. A new menu item appears titled **Set New Chat Volume**. Selecting this option displays a dialog box requesting the Preferences password. Once the correct password is typed, the **Choose Volume for ChatNet's Date Files** window is displayed. Select the Server Volume and click the **OK** button.

**Note:** The same procedure can be used to switch from using one Data File on a Server to individual ChatNet Data Files on each computer. When the **Choose Volume for ChatNet's Date Files** window is displayed, select the Startup Volume and click the **OK** button.










## Quick Reference





### Buttons on the Login Window

- |  |  |
|--|--|
|  <b>Login</b> | Enters ChatNet using the current name in the Name box. |
|  <b>Quit</b>  | Quits the ChatNet program.                             |

### Buttons on Chat Room & User Windows

- |  |   |
|--|---|
|  <b>Enter</b>           | Enters the selected Chat Room.                        |
|  <b>Invite</b>          | Invites selected users to join the current Chat Room. |
|  <b>Send File</b>       | Sends a file to the selected user.                    |
|  <b>Private Message</b> | Sends a private message to the selected user.         |
|  <b>Erase</b>           | Erases all text displayed on the current room window. |
|  <b>Users</b>           | Displays a list of users in the current Chat Room.    |
|  <b>Rooms</b>         | Displays a list of all public Chat Rooms.             |
|  <b>Ignore</b>        | Ignores all actions from the selected user.           |
|  <b>Send Message</b>  | Sends the text in the message preview area.           |

### Buttons on Preference Screens

- |   |  |
|---|--|
|  <b>User Preferences</b>   | Opens the User Preferences dialog box.   |
|  <b>Speech Preferences</b> | Opens the Speech Preferences dialog box. |
|  <b>Censor List</b>        | Opens the Censor List editor screen.     |
|  <b>Test</b>               | Tests the current speech settings.       |