

TeleFinder/User for Windows

TeleFinder/User is the application that connects your PC to a TeleFinder bulletin board system (BBS). TeleFinder/User requires a PC running Windows 3.1 or later. Through your TeleFinder/User-BBS interface, you'll find business services, customer support, as well as "friendly chat." A BBS can also serve as a conference forum, provide electronic mail service, and store files to be transferred. The individual or company operating the BBS (the sysop) determines which services to offer its callers. The Sysop also decides whether the BBS will be open to public use, or kept for private use.

The purpose of this manual is to help you to get up and running as quickly as possible. The following steps outline the procedures for installing and configuring TeleFinder/User.

Installing TeleFinder/User

Install and Open TeleFinder/User.

- In Program Manager, open the "TFWIN.EXE" file by double clicking on it. This installer will automatically create a directory called "TFUWIN" for the actual TeleFinder/User application and files. It will look similar to the following window:



The above windows contains:

Tfuser.exe - this is the TeleFinder/User application

Tfuser.hlp - this file contains help information that is

viewable within TeleFinder/User

sound - a directory that contains sounds for use with TeleFinder/User. The sounds can be removed or replaced with different sounds.

address.dat - this is the address book file. Used within TeleFinder/User.

signat.txt - this is the message signature file. Used within TeleFinder/User.

mdmsetup.dat - this is the modem setups file. Contains a database of modem information.

- Open the TFUSER.EXE application from inside the TFUWIN directory.

Setting up the Connection

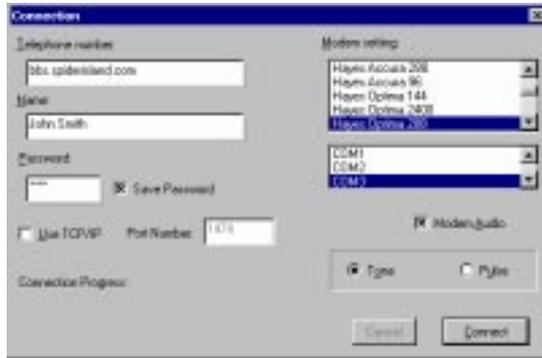
Configure TeleFinder/User with your logon name, password, BBS phone number, and information about your modem.

- Enter your logon name and password into their designated fields.
- If you are connecting with a modem, enter the telephone number of the BBS in the "Telephone number" field. If you are connecting over TCP/IP (the Internet), enter an IP address or domain name in the "Telephone number" field.

Note: If you need to dial "9" to get an outside line, enter it as "9,," (nine followed by two commas. When using calling cards, enter your calling card number in along with the telephone number. You may need to separate the telephone numbers from the calling card number with two or more commas. Each comma tells the modem to pause between the numbers.

- If you are connecting with a modem, turn off the "Use TCP/IP" checkbox. Then select the modem you are using from the list of "Modem Settings". Finally, select the COM port your modem is connected to from the list of COM ports.

- If you are connecting with TCP/IP (the Internet), turn on the “Use TCP/IP” checkbox. Enter an appropriate port number in the “Port Number” field. Normally this is 1474 for a TeleFinder BBS.



- Click in the Connect button to place the call.

Connecting to a TeleFinder BBS

TeleFinder dials the number using your modem and then waits for the BBS Server to answer your call. TeleFinder will automatically make repeated attempts to connect to a busy line. Click in the Cancel button to stop.

You normally see the following messages in the Call Progress portion of the Connection window while TeleFinder is connecting.

Opening the Connection...
 Connection Established...

After the modems connect, TeleFinder logs you on to the bulletin board. This is when the bulletin board checks your name and password. The BBS starts this process. You should see these

messages displayed in the dialer as log on takes place.

Waiting for the host...
Sending name and password...
Waiting for authorization...
Successful connection!

If the log on fails, it is usually because the modems did not make a good connection. Poor connections often result from using the wrong settings. Select the correct modem configuration if necessary.

If your password is incorrect the BBS sends a message saying that your name or password did not match. If necessary, verify the password and try again.

Registering with a BBS

If you are not yet a registered user of the BBS or if your logon name is misspelled, your BBS will send you a message explaining what to do next. If you are already a user of the BBS, correct the name and password in the Connection window and try again. If you are a new user of the BBS, fill in the registration form to request an account.

The image shows a Windows-style dialog box titled "Please Register with the BBS". The dialog contains the following fields and controls:

- Your full name:** John Smith
- Password:** jempass
- Voice Telephone:** 1 714 452 8005
- Street Address:** One Venture, Suite 230
- City, ST:** Irvine, CA
- County, Zip Code:** LGA 92718
- Other:** A large empty text area.
- Buttons:** Cancel and OK.

Icons Received from the BBS

After a successful connection, TeleFinder displays the BBS Desktop window with the icons you have access to. Double-click an icon to open it.



This screen is an example of what users see after connecting to Spider Island Software's BBS. Bold icon names indicate new or recently changed files.

TeleFinder displays file area icons to provide you access to demo, shareware, and public domain software. The Mailbox icon, contains your mail. Additional icons are File, Conference, and Chat Room icons. The BBS system operator chooses the icons and names of BBS areas.

If an auto message was assigned to your account it will be automatically displayed. You can save the document as a text file or print it. The Session Time window shows BBS connection

and time information.

Folder Access Privileges

The icons in the upper left portion of windows describe the access privileges you have within a given folder. The BBS system operator may assign you any combination of Write, Delete, See Files and See Folders access.



The most common access within a "Files" folder is "No Write, No Delete, See Files and See Folders." With these privileges you can download the files contained within that folder but cannot delete files, or add new files to the folder.

Conference areas access is usually : "Write, No Delete, See Files and See Folders." With these privileges you can create new topics within the conference and post your own messages to existing topics.

Session Time Window

You can open the "Session Time" window by selecting the "Session Time" command from the Special menu. This window displays a variety of useful information while your connected to the BBS.



The Session Time window displays the following information.

BBS Node Name - "TeleFinder BBS," this is the name assigned by the BBS operator to the node of the BBS you are connected to. On multi-line BBSes each Node will usually have a different

name.

Time Remaining - This shows how much longer you may be connected for in the current session. Since BBSes have a limited number of modems most system operator impose “per logon” time limits for each user.

Last Logon - This is the time and date of your last connection to the BBS.

Host Time - This is the current time and date for the BBS in its local timezone.

Receiving Files

To receive a file from the BBS, select the file to wish to receive and choose “Download File” from the File menu. To specify where files will be placed when, choose “Set Download Path” from the File menu and select the directory where file transfers will be received.

Sending Files to the BBS

To send a file to the BBS, choose “Upload File” from the File menu and select a file that you wish to send via the file selection window. Files uploaded via this method will go to the private upload area specified by the Sysop.

You can also transfer files directly to a “Files” area when you have “Write” privileges in that area. To do this, choose “Upload to” from the File menu when a file area window is in front that you have Write privileges to.

Using File Information

Select a file icon, then select “Get Info” from the File menu. TeleFinder displays the file’s name, size, and the date it was created and last modified in the “Info” window. A description

of the file and preview picture may also be present.



Click on the “Receive” button to transfer the file to your computer. The file transfer process begins immediately.

Using “By Thumbnail” Folder View

TeleFinder’s “By Thumbnail” view is the best way to browse files that contain textual descriptions and preview pictures.



To use the thumbnail view select the “By Thumbnail” Option from the Windows menu. TeleFinder will then display the file folder as shown above.

Continue to use the file’s icon for drag and drop even while in the “By Thumbnail” view. It is not necessary to switch back to “By Icon” view to start file transfers.

Viewing Graphics

TeleFinder supports graphics viewing both on, and off-line. The types of graphics files supported are: GIF (Graphics Interchange Format), PICT (Macintosh picture format), and JPEG compressed pictures. PICT and JPEG graphics require that QuickTime for Windows be installed on the PC.

Double click on a graphics file icon to view the file while on-line. Use the “View” command from the File menu to open a file from your hard disk. The following is an example of a graphic

that has been viewed online.



Using E-Mail

When mail is waiting the mailbox icon shows a letter sticking out of it. No letter means there are no files in your mailbox. Mail remains in your mailbox until you drag it to the Trash icon to remove it.

Your mailbox can contain messages, files, and folders. You can read the messages by double clicking on their icons.



Your mailbox may contain three special folders; Attachments, Pub, and Web Space.

The "Attachments" folder will contain files that are received accompanying an e-mail message. Attachments can be downloaded from the message itself, or directly from the Attachments folder.

The "Web Space" folder is accessible via the HTTP protocol,

which is used by the World-Wide Web and internal “intranet” networks. See the section “Using the Web Space Folder” for additional information on this folder.

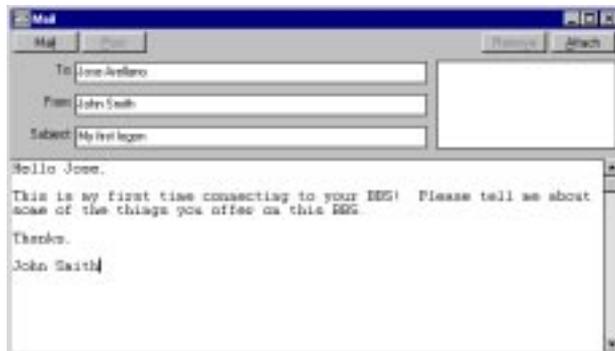
The “Pub” folder contains special files such as your profile and a mail forwarding file. See the section “Using the Pub Folder” for additional information on this folder.

Sending E-Mail

You can use TeleFinder’s e-mail to exchange messages and files between users of the bulletin board system, and through gateways to other mail systems. TeleFinder provides you with a mail form to compose and send messages.

Composing Messages

You can use the mail form to compose messages up to 32K in size. You can also attach files of any size to the message. The mail form uses standard editing commands.



Addressing Messages

Within the BBS, TeleFinder uses your logon name as your e-mail address. Through mail gateways, TeleFinder uses domain addressing in the format “user_name@domain.” Addresses are not case sensitive. You can address a message using any one of the following three methods:

Method 1:

Use the address TeleFinder provides by replying to a message.

- Open mail another user sent to you.
- Click in the message's "Reply" button. TeleFinder will open a properly addressed mail form.

Method 2:

Type a name into the "To" text box.

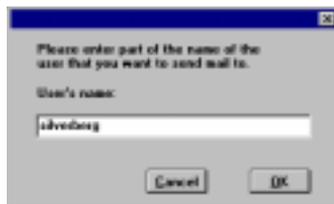
- Type or paste the user's name in the "To" text box.

After addressing the e-mail, compose your message. Then click in the "Mail" button to send the message.

Using Locate a User

Use "Locate a User" to learn the correct names of other users of the BBS.

- Select the "Locate a User" command from the Mail menu. This opens the Locate dialog.



- The enter a part of the user's name in the dialog's text box. Leave it blank for a list of all the BBS users.
- Click in the OK button to begin the search. TeleFinder will display a User List containing all of the matching names.

Addressing to Multiple Users

- Separate each name and/or address by using a comma.



Note: You can freely mix the addresses of users reached via gateways and local BBS user names.

File Attachments

File attachments are a convenient way to send files to other people. You can attach multiple files to your messages. When you Mail the message TeleFinder sends the files to the BBS where they will be processed and distributed.

Files that will be routed through an Internet or Server to Server gateway will be converted to an Internet format before they are transmitted. As a user this process is transparent and automatic, the TeleFinder Server does all the necessary processing and encoding.

The reverse is true when receiving files from a person through a gateway. In this case the TeleFinder Server will convert the attached files from the Internet format back into a usable Macintosh or DOS file.

Attaching Files to a Message

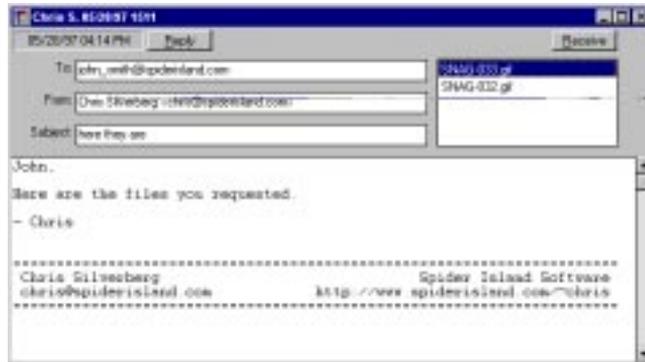
- Click in the “Attach” button on the Mail form. TeleFinder will open the “Open” dialog.
- Use the “Open” dialog to locate and select the file you wish to attach to the message.
- Click in the “Open” button. TeleFinder will add the file to the attachments list.

Removing Attachments

- Select it’s name in the list by clicking on it.
- Hit the “Remove” button.

Receiving a File Attachment

When another person sends you mail that includes attached files TeleFinder will display the file names in the attachments list.



Select the file’s name from the list, then click in the “Receive” button to begin transferring the file to your hard disk.

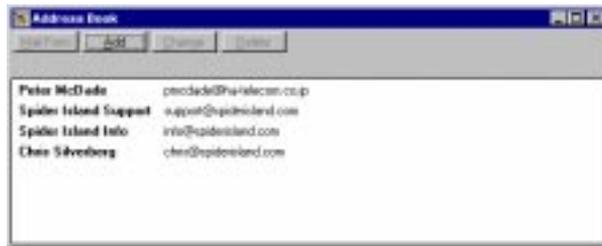
TeleFinder will put a copy of the file into the default receive folder. You can set this using the “Set Receive Path” command

from the File menu.

Maintaining the Address Book

TeleFinder's address book stores a person's e-mail address and, optionally, their names. Follow the instructions below to add a user's name to the Address Book.

- Select the "Address Book" command from the Mail menu. TeleFinder displays the names of the users in your address book in the Addresses window.



- Click in the "Add" button to add a name to the list. TeleFinder opens the "User Address" dialog.



- Enter the e-mail address and name into the dialog's text boxes. You can enter up to 255 characters each the e-mail and name text boxes. The e-mail address field can be multiple addresses, each separated by a comma (,).

- Click in the “OK” button to add the name to the address book.

You need to select a name from the list in the “Addresses” window before you can use the other buttons. They perform the following functions:

- **Mail Form:** Click on this button to open an addressed Mail Form to compose e-mail.
- **Add:** Click on this button to add an entry to the address book.
- **Change:** Use this to change the e-mail address or name.
- **Remove:** Use this to remove a name from your address book.

Using Message Topics

The message viewer window contains buttons to select a message, reply to a message, and remove a message from a topic. You can also print messages, and save messages as text files, using commands in the File menu.

Note: Only the Sysop, topic administrator, or the person who originally posted a message can remove a message from a topic.

Selecting Messages

When you first open a topic, TeleFinder automatically displays a message in the viewer window. TeleFinder selects this message based on the date you last read messages.

You can select a specific message by its number or post date. You can also select messages from a list of message subject headers.



Click in the "Right Arrow" button to view new messages by post date. Click in the "Left Arrow" button to view previous messages in descending order by date. The current message number is shown between the arrows.

Selecting By Number

Use "Select By Number" to select a message by its message number. This method is useful when you want to skip to the end, or start over at the beginning, of a topic.

- Click in the "Go To" button. TeleFinder will open the "Message Number" window.



- Enter the number of the message you want to see in the dialog's text box.
- Click in the "OK" button. TeleFinder will display the message associated with that number in the viewer window.

If the message number that you enter is higher than the number of messages in the topic, TeleFinder will display the topic's last message.

Selecting Messages from a List

Use "Select From List" to view a list of message headers. A message header includes the To, From, Subject, and Post Date information from a message. This method is useful when you want to scan a topic for messages about specific subjects.

- Click in the "Scan" button. TeleFinder will open the "Scan" window the messages from the topic.

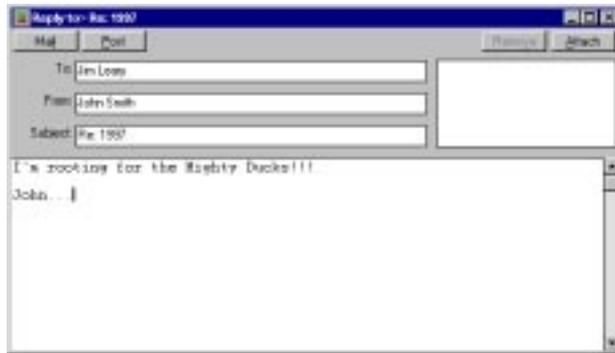


- Select a message header from the list. Then click in the "View Message" button. TeleFinder will then bring the message viewer window to the front, and display that message.

Replying to Messages

Replies to messages can be public or private. TeleFinder sends private replies as e-mail to the user's mailbox. TeleFinder adds public replies as a new message in the topic. You compose both types of replies using the reply window. Follow the steps below to reply to a message.

- Click in the “Reply” button to open a reply window. TeleFinder addresses the reply using information from the message viewer window.



TeleFinder’s Topics also support file attachments. Just click in the “Attach” button to add files to the attachments list.

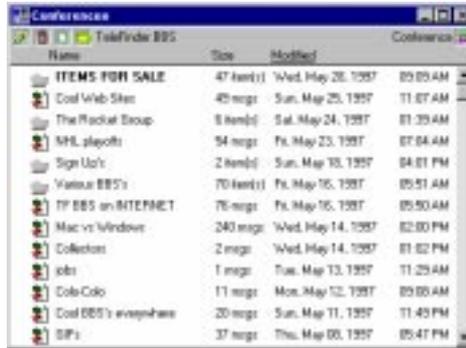
- If necessary, change the “Subject” and “To” fields.
 - To — Use this to address your reply to a different person.
 - Subject — Enter new text to describe the subject of your message here.
- Click in the “Post” button add the message to the topic.
- Click in the “Mail” button to send the message to the addressee’s mailbox.

Creating a New Topic

Users with the appropriate access privileges can create new topics in Conference folders. A user needs to have either the global “Can Make Changes” Sysop privilege, or the “Can create topics” path privilege to be able to create new topics. To create

a new message topic, follow the steps below.

- Bring a conference window to the front of the screen.



- Then select the "Create New Topic" from the Mail menu. This will open a message reply window as shown below.



- Address the message to a specific user, or generically to "ALL."
- Enter a subject name in the subject text box. The name you enter becomes the name of the topic icon in the conference you

are creating the topic in.

- After composing your message click in the "Post" button. TeleFinder then sends the message and creates the topic icon in the conference window.

Using Multi-User Chat

Multi-User chat provides allows users to participate in chat rooms where many users can chat together.



Chat rooms appear in your BBS Desktop window just like other areas of the BBS do. The "Chat Room" icon above shows the default icon for chat rooms. Sysops can assign any icon to a chat room.



This is the chat room window. Messages you enter appear along with the messages from users in the room. You can enter up to 1K of text to send in this window. The "In" and "Out" status lines show you when users enter and leave the room.

To send a message, type text into the window. All typed

characters will appear in the lower half of the window. Click in the “Send” button to send the text. Your message will appear in the upper half of the message, just as other users will see it. Messages typed by other users will also appear in the upper half of the window.

Chatting with the Sysop

Select the “Chat with Sysop” command from the Chat menu to have a private chat with the BBS operator. If the operator is not available, you may receive a message back stating so.



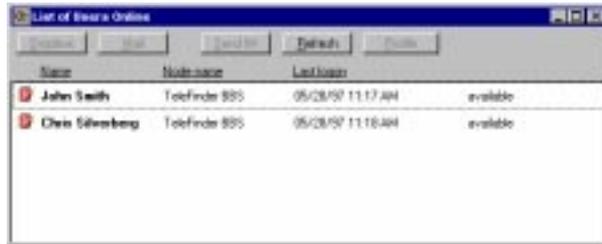
You can use Chat anytime you are on-line, however chat is not possible during file transfers.

To send a message, type text into the window. All typed characters will appear in the lower half of the window. Click in the “Send” button to send the text. Your message will appear in the upper half of the message, just as the Sysop will see it. If the Sysop is available, anything typed by the Sysop will also appear in the upper half of the window.

List of Users On-Line

Select the “List Users On-line” command from the Mail menu

when you are on-line to produce a list like this. This list does not update itself, use the “Refresh” button to get a current listing.



Name	Node name	Last login	Status
John Smith	Toefinder 895	05/28/97 11:17 AM	available
Chin Silversberg	Toefinder 895	05/28/97 11:16 AM	available

- Use the “Dropbox” button to get the dropbox for the selected user.
- Use the “Mail” button to pop open an addressed mail form to the selected user.
- Use the “Send IM” button to open a window that will allow you to chat specifically with a user.
- Use the “Profile” button to open a window displaying information about the user. The user must create a profile for this information to be available. See the “Using the Pub Folder” section for information on how to create a profile.
- Use the “Refresh” button to refresh the listing of users online.

Instant Messages

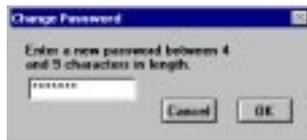
Instant Messages are a way for two users to chat privately without being in a chat room. When you click in the “Instant Message” button, you’ll a chat window that can be used to chat with the selected user. The user will automatically receive your messages, and that user can choose to chat with you, or ignore your messages.



Instant messages can be sent to you as long as you are available for Chat. By default you are. To make yourself unavailable for Chat, deselect the "Available for Chat" option from the Mail menu.

Changing your Password

Select "Change Password" from the Connection menu to change your user password. This option must be performed while connected to the BBS.



The password must be between 4 and 9 characters. Changing the password will change the password that is stored on the BBS. It does not change the password in your settings file, so you must do that the next time you connect to the BBS.

Disconnecting from a BBS

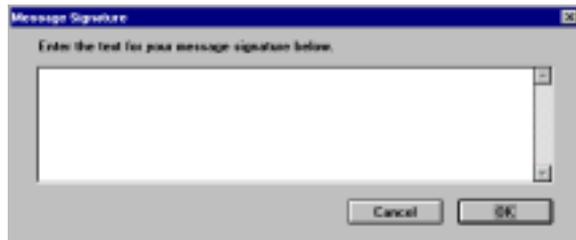
Select "Disconnect" from the Connection menu. This command

logs you off from the BBS, then tells the modem to disconnect from the line.

Message Signature

Use the command “Signature” command from the Mail menu to create a “message signature.” Whenever you create a new message, the contents of the message signature will automatically be inserted into the new message.

This is a convenient feature to keeping a few lines of text such as an email address and a homepage URL so that all messages will contain that information.



Using the Web Space Folder

The “Web Space” folder may automatically appear in your mailbox if the Sysop has configured your account to be able to publish HTML pages. Contents of the Web Space folder are accessible via the HTTP protocol, which is used by the World-Wide Web and “intranet” networks.

To publish a homepage from this folder, upload a valid HTML file with the name “homepage.htm” to the Web Space folder. Graphic files such as GIFs and JPEGs may also be uploaded to this folder.

The URL for the homepage will be based on the hostname of the BBS. For example, at Spider Island, John Smith’s homepage can

be found at http://www.spiderisland.com/~john_smith/homepage.htm. The "homepage.htm" may be usually be omitted, so the URL would be http://www.spiderisland.com/~john_smith/. Check with the Sysop for information on what the default home page should be named.

Using the Pub Folder

The "Pub" folder contains special files such as your "Profile" and a "Forward" file. If this folder does not exist, it can be created by selecting "New Folder" from the File menu. The two files are discussed below:

Profile - A text file called "Profile.txt" may be uploaded to the Pub folder. This text file will be viewable by other users and should be used to describe yourself. Use a text editor such as "Notepad" to create the profile.

The contents of the Profile are accessible when a user selects the "View Profile" button in the List of Users Online window. The contents can also be retrieved on the Internet using the "Finger" protocol if the Sysop allows this feature.

Forward - A text file called "Forward.txt" may be uploaded to the Pub folder. This text file allows you to have your e-mail forwarded to another Internet address. This feature may not be available, so check with your Sysop to determine if this is allowed. The Forward file is a text file that contains e-mail addresses separated by a comma. For example:

chris@spiderisland.com, rusty@spiderisland.com,
jose@spiderisland.com

The Forward file may contain your name listed so that you will receive a copy of the message in your mailbox. If your own name is not included in the Forward file, the e-mail will be forwarded to the destination and not delivered to the BBS.



