

Getting Started with TeleFinder™ User



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Spider Island Software

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About TeleFinder/User

TeleFinder/User is a Macintosh application that connects your Macintosh to a TeleFinder bulletin board system (BBS). TeleFinder requires a Macintosh Plus, or higher, and a Hayes-compatible modem. 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 transfer. 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.

TeleFinder provides an easy to use interface to work with files, mail and messages by simply clicking and dragging icons. With System 7.5 TeleFinder uses your Finder desktop to provide easy "drag-and-drop" file transfer. With earlier system software TeleFinder must emulate the Finder desktop to provide drag-and-drop capability. TeleFinder also includes a text editor, address book, and a mail outbox for automating the pickup and delivery of mail.

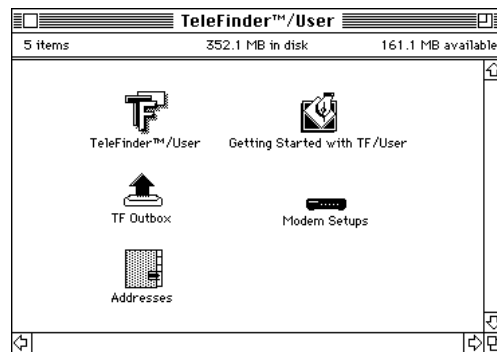
What is this guide for?

This guide helps you get up and running with TeleFinder/User quickly. Getting Started presents a condensed version of the steps you need to take to make a connection to a TeleFinder BBS. It tells you how to transfer files, send mail, and participate in a conference.

Software Installation

The following steps outline the procedures for installing TeleFinder/User.

- With Finder, open the “TeleFinder™/User.sea” file. Then click on the "Continue" button in the opening window.
- Use the “Save” dialog to choose a location to install TeleFinder/User. This creates the “TeleFinder™/User ” folder on your hard disk as shown below.



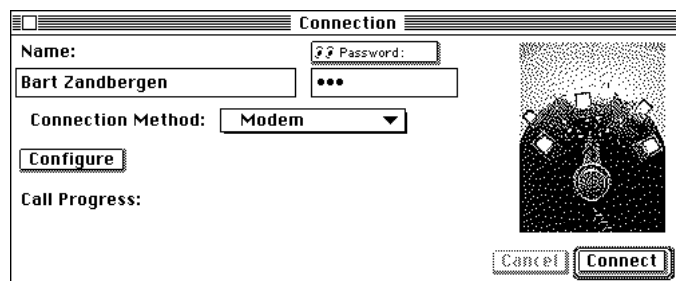
The following sections tell you how to set up and use the software.

Setting up TeleFinder

- Open the TeleFinder™/User application from inside the TeleFinder™/User folder.

Notice that TeleFinder/User automatically opens the Connection window and is ready to configure for your modem.

- Enter your logon name and password as given to you by your BBS system operator. If you have not been given specific logon information to use, just enter your name and register for an account after you connect.



Configure TeleFinder for your Modem

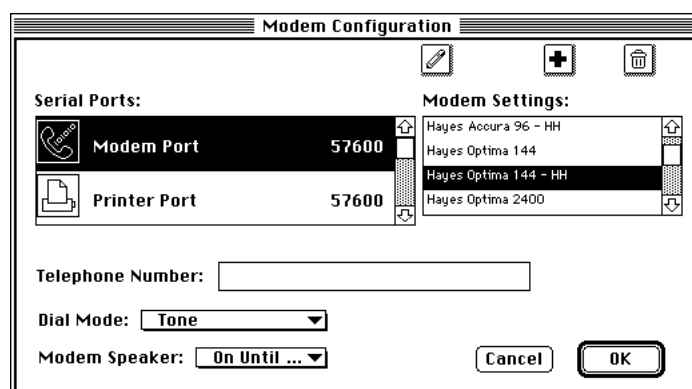
You only need to perform the following steps once.

Choose a Connection Method

- The Connection Method should always be Modem unless your BBS system operator specifically instructs you otherwise.
- Select “Configure” from the Connection window. TeleFinder opens the “Modem Configuration” dialog.

Choose a Serial Port

- Select the serial port your modem is connected to from the serial ports list of the “Modem Configuration” dialog. You can choose from the two built-in ports, or any serial port registered with the communications toolbox.



Select a Modem Setup

The modem setup configures TeleFinder with settings to make your modem work properly.

- Scroll through the Modem Settings list, and click on the name that most closely matches the name of your modem to select it.

Notice that for some modems, there is a standard version and an “HH” version. “HH” stands for “Handshake Hardware” cable. Using a hardware handshake cable permits faster transfers with 9600 bps and faster modems.

You should try the “HH” settings first, and if you are unsuccessful in getting connections switch to the non “HH” settings. The cables that are shipped with high speed modems are generally hardware handshake cables.

Unfortunately, there is no way of knowing, simply by looking at the cable, which type you have. Both the standard and "HH" cables have the same physical appearance.

Enter the Telephone Number

Enter the telephone number of the BBS you want to connect to in the "Telephone Number" text field.

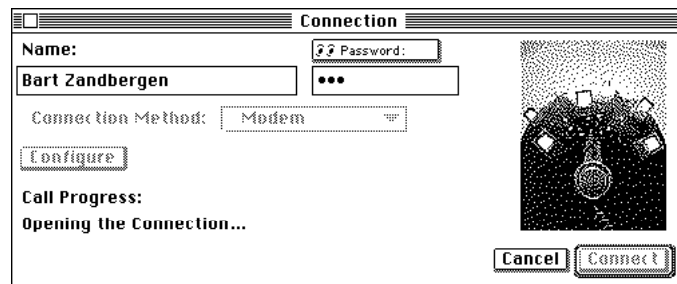
Note: If you need to dial "9" to get an outside line, enter it as "9,," (nine followed by two commas. When using calling cards, enter your calling card number in along with the telephone number. You may need to separate the telephone numbers from the calling card number with two or more commas. Each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

- Click in the "OK" button to save the settings.

Connecting to a TeleFinder BBS

- Click in the Connect button to place the call. See the “Setting up TeleFinder” section if you need instructions for setting the telephone number or choosing a modem configuration.

TeleFinder dials the number using your modem and then waits for the BBS to answer your call. TeleFinder automatically will 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. Correct TeleFinder's modem configuration if necessary. Contact your BBS system operator for assistance if you have problems connecting, or if your modem is not shown in the Modem Setups list.

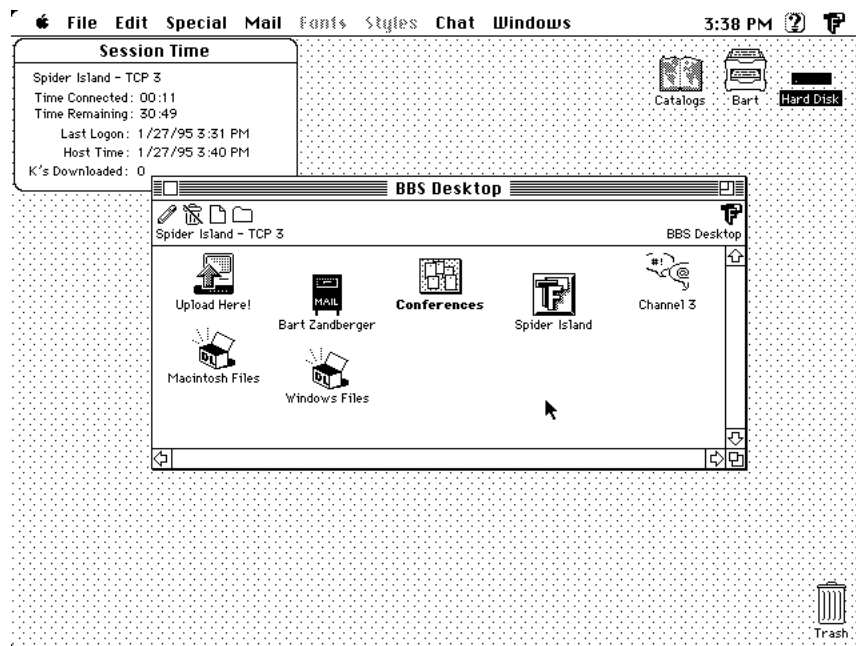
If your password is incorrect the BBS sends a “TeleFinder Message” saying that your name or password did not match. If necessary, verify the password with your BBS system operator or reenter it and try again.

If you are not yet a registered user of your BBS or 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.

Icons received from the Bulletin Board

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

This screen is an example of what users see after connecting to Spider Island Software's support 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. The Conferences icon contains message topics with news, information and public discussions. The Upload Here! icon is used to send files to the BBS. The BBS system operator chooses the icons and names of BBS areas.

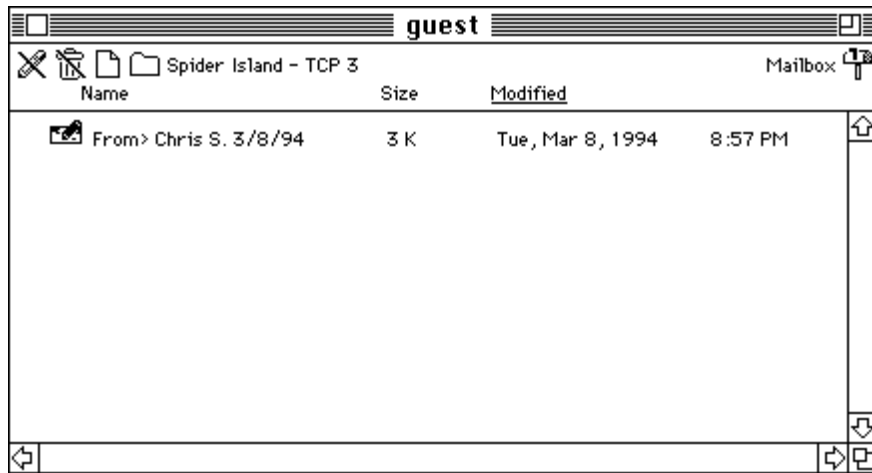
When you connect a "Read Me" document may open on your screen. The system operator of the BBS uses this for special announcements. You can save the document as a text file or print it. The Session Time window shows the connection time, time remaining, last logon time, local time of the BBS, and the total kilobytes (K's) of files that you have downloaded.

Mail is waiting for you



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 both messages and files. You can read the messages by opening their icons. Reply to a message by clicking in its Reply button. This opens a TeleFinder Mail form. Use the Mail form to compose, address, and send your message.



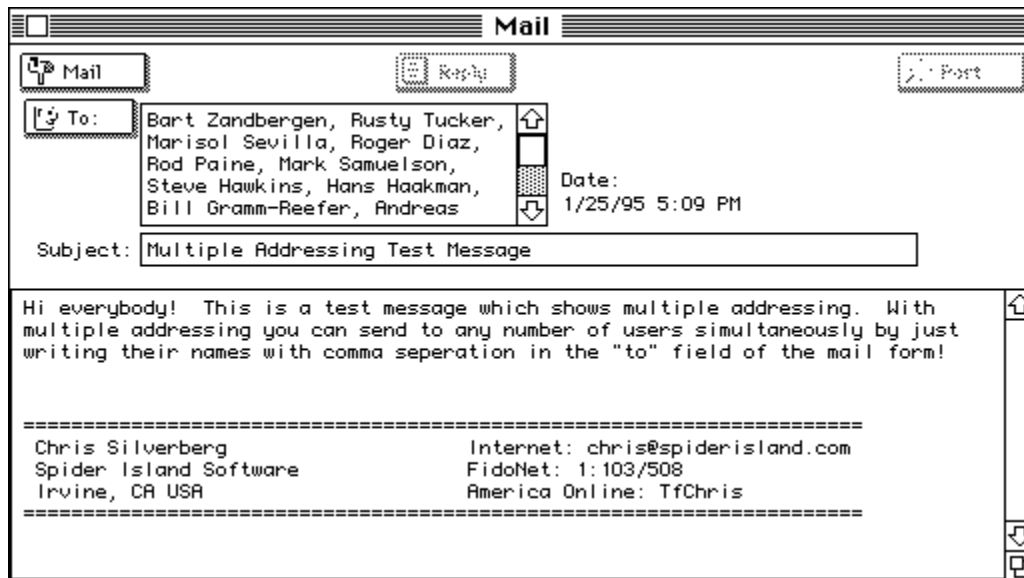
When a file is in your mailbox drag its icon to your disk. This begins the transfer of the file to your Macintosh. After the file transfer is complete, you can open the file with the application used to create it.

Sending Mail

You can use TeleFinder's electronic mail to exchange messages and files between users of the bulletin board system. TeleFinder provides you with a mail form to compose and send text messages.

- Select the "New Mail Form" command from the Mail menu. Click in a message window's Reply button when you want to reply to an existing message.

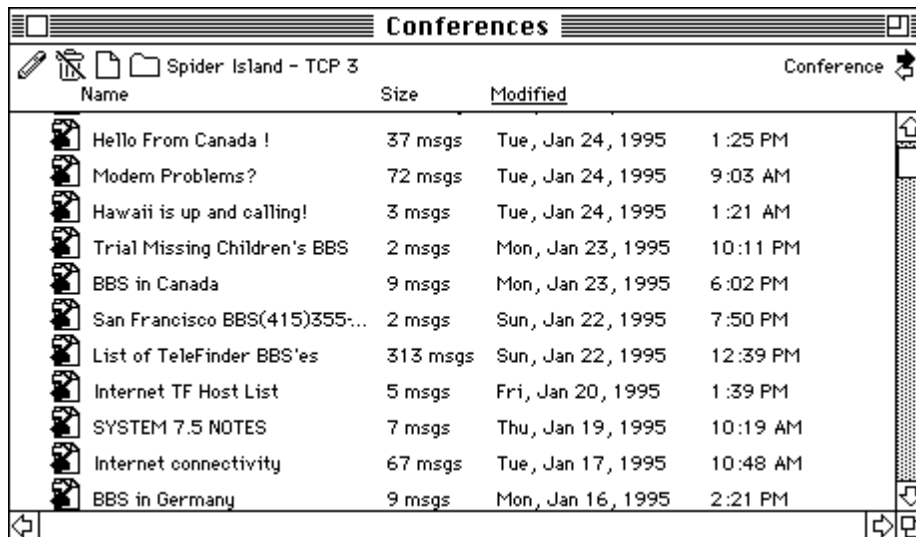
The mail form uses standard Macintosh text editing commands. You can create messages using styled text by selecting commands from the Fonts and Styles menus.



The screenshot shows a Macintosh-style window titled "Mail". At the top, there are three buttons: "Mail" (with a paper plane icon), "Reply" (with a circular arrow icon), and "Port" (with a globe icon). Below these buttons is a "To:" field containing a list of names: Bart Zandbergen, Rusty Tucker, Marisol Sevilla, Roger Diaz, Rod Paine, Mark Samuelson, Steve Hawkins, Hans Haakman, and Bill Gramm-Reefer, Andreas. To the right of the "To:" field is a "Date:" field showing "1/25/95 5:09 PM". Below the "To:" field is a "Subject:" field containing the text "Multiple Addressing Test Message". The main body of the window contains the following text: "Hi everybody! This is a test message which shows multiple addressing. With multiple addressing you can send to any number of users simultaneously by just writing their names with comma seperation in the 'to' field of the mail form!". Below this text is a block of text separated by lines of equals signs, containing contact information for Chris Silverberg: "Chris Silverberg", "Spider Island Software", "Irvine, CA USA", "Internet: chris@spiderisland.com", "FidoNet: 1:103/508", and "America Online: TfChris". On the right side of the window, there are several small icons: a vertical scrollbar, a "Print" icon (a printer), and a "Copy" icon (two overlapping rectangles).

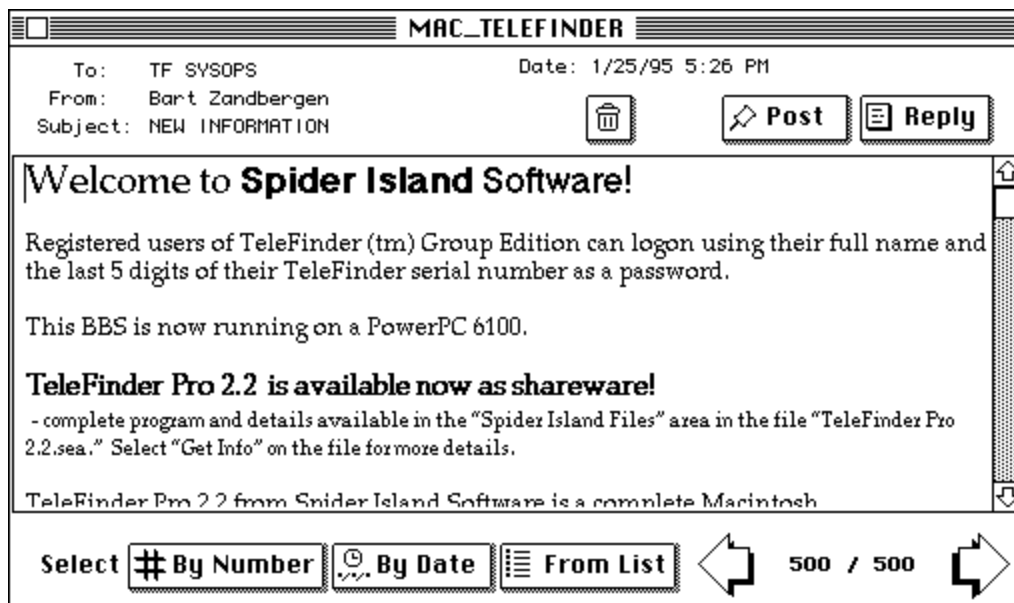
- Address the message one of two ways.
 - Type a user's name in the field next to the To button.
 - You can also click in the To button and select a name from your address book.
- Compose your message.
- Click in the Mail button to send the message.

Conferences and Message Topics



Name	Size	Modified
Hello From Canada !	37 msgs	Tue, Jan 24, 1995 1:25 PM
Modem Problems?	72 msgs	Tue, Jan 24, 1995 9:03 AM
Hawaii is up and calling!	3 msgs	Tue, Jan 24, 1995 1:21 AM
Trial Missing Children's BBS	2 msgs	Mon, Jan 23, 1995 10:11 PM
BBS in Canada	9 msgs	Mon, Jan 23, 1995 6:02 PM
San Francisco BBS(415)355...	2 msgs	Sun, Jan 22, 1995 7:50 PM
List of TeleFinder BBS'es	313 msgs	Sun, Jan 22, 1995 12:39 PM
Internet TF Host List	5 msgs	Fri, Jan 20, 1995 1:39 PM
SYSTEM 7.5 NOTES	7 msgs	Thu, Jan 19, 1995 10:19 AM
Internet connectivity	67 msgs	Tue, Jan 17, 1995 10:48 AM
BBS in Germany	9 msgs	Mon, Jan 16, 1995 2:21 PM

TeleFinder BBSes use conference icons to organize public discussions. You'll find message topic icons, and possibly other conference icons, in a conference. Message Topic icons are two-way containers of public messages. You can post messages to them, and use them to read messages written by others. Users can only create Message Topics in Conference folders.



To: TF SYSOPS Date: 1/25/95 5:26 PM
From: Bart Zandbergen
Subject: NEW INFORMATION

Welcome to Spider Island Software!

Registered users of TeleFinder (tm) Group Edition can logon using their full name and the last 5 digits of their TeleFinder serial number as a password.

This BBS is now running on a PowerPC 6100.

TeleFinder Pro 2.2 is available now as shareware!

- complete program and details available in the "Spider Island Files" area in the file "TeleFinder Pro 2.2.sea." Select "Get Info" on the file for more details.

TeleFinder Pro 2.2 from Spider Island Software is a complete Macintosh

Select **# By Number** **By Date** **From List** 500 / 500

- Click in the Post button to add a question or message to the topic.
- Use the Reply button to add a message to topic using the same subject.
- Use the arrows, By Number, By Date and From List buttons to read different messages in the topic. The "From List" method is useful when you want to scan a topic for message about specific subjects.
- The Trash icon button is active if you are able to remove the message in view.

Transferring Files

TeleFinder/User's file transfer capabilities are powerful and easy to use.

Receiving Files

To receive a file you simply drag the file to wish to receive to your hard drive icon. To receive a file in an area other than the root level of your hard drive, open the hard drive icon first and maneuver to the folder you wish to place the file, and drag the file directly to that folder.

Sending files

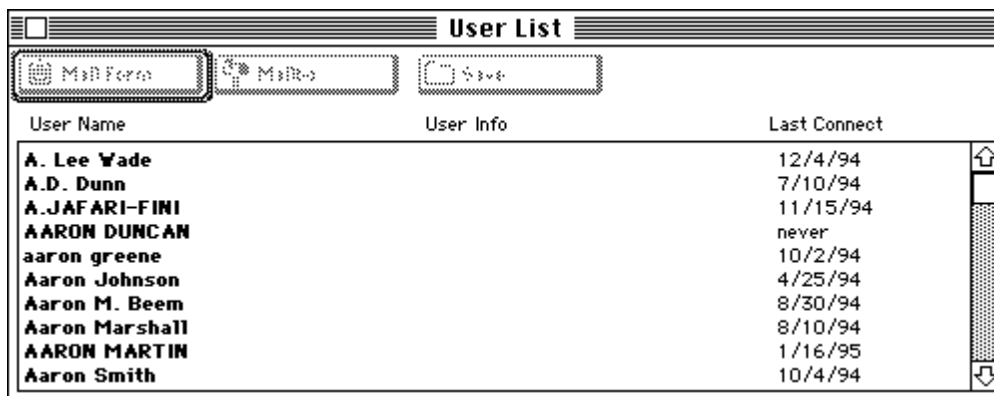
You can send files to the BBS or to another user.

Shown here are the BBS Upload and the drop-box icon for guest mail.



Drag a file's icon to the Upload icon on your screen. That is all that is necessary to begin a file transfer using TeleFinder. After the transfer is complete, there will be an exact copy of the file on the BBS's hard disk. The person who sets up the BBS decides which folder stores the file.

TeleFinder uses drop-box icons to send files to the mailboxes of other users. Select the "Get the Drop-box of..." command from the Mail menu. Then enter the user's name and click in the OK button. Then the BBS sends the user's drop-box icon to your desktop. Drag the icon of the file that you want to send to the user's drop-box. TeleFinder transfers a copy of the file to the user's Mailbox.



The "Locate a User" function is also useful to get a drop-box icon. Select the "Locate a User" command from the Mail menu and enter a small portion of another user's name. TeleFinder then presents a list of users in the Users List window shown above. Select the correct name from the list. Then click in the Mailbox button of the user list window. Click in the Save button to save his name in the address book. You can then use the address book to address mail or get the drop-box icon.

File transfer protocols

TeleFinder supports ZMODEM, XMODEM-CRC, and XMODEM-1K file transfers. Select the file transfer protocol you wish to use from TeleFinder's Special Menu.

ZMODEM file transfers have the advantage of 32-bit error checking and file recovery. If a ZMODEM file transfer fails to

complete, TeleFinder saves the part of the file already received. You can complete the transfer either on another call, or during the same call. Just drag the file to the same location to continue the transfer where it left off. Use ZMODEM (windowed) when you cannot provide proper flow control. Use ZMODEM (streaming) for faster transfers when you are using hardware handshaking.

The XMODEM file transfer protocol does not require flow control and has less overhead than ZMODEM. Use XMODEM when you have small files to transfer, or when you have problems with flow control. XMODEM does not support file recovery.

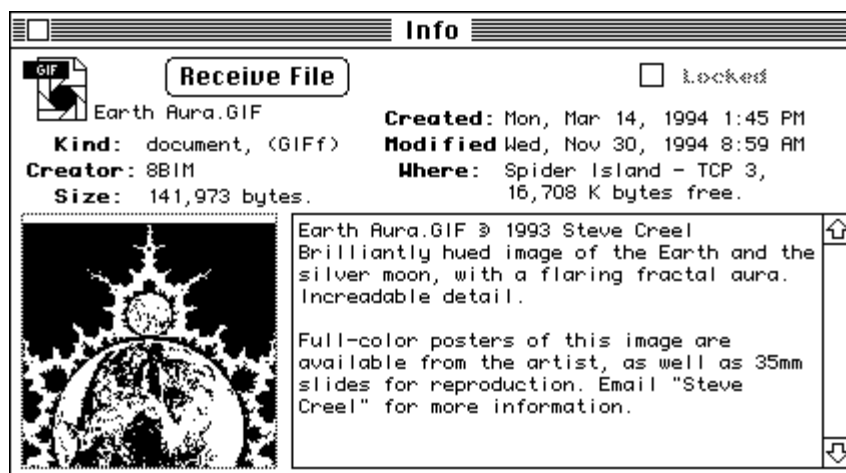
Flow control

Flow control regulates the speed of data transfer between two computers. Flow control is very important with high speed modems and they require a hardware handshake modem cable to work properly.

If you are using a high speed modem with the cable that came with the modem, it probably is a hardware handshake cable. Unfortunately, there is no way of knowing, simply by looking at the cable, which type you have. Both the standard and "HH" cables have the same physical appearance. You can try the "HH" settings first, and if you are unsuccessful in connecting to your BBS switch to the non "HH" settings. You can purchase this cable from Spider Island Software if you don't already have one.

File Information

Select a file's icon then select the "Get Info" command from the File menu. TeleFinder displays the file's name, size, and date information in the Info window. In addition, a description of the file may also be present. You may also be able to add descriptions to files using this window.



Using TeleFinder's "Get Info" command while you are online shows the file description (up to 32K of text) and the thumbnail preview picture if one is available in the file.

Editing file descriptions

File descriptions are editable by users with the appropriate level of access. You need the global "Make Changes" privilege, or both the "write" and "delete" path privileges to be able to edit file descriptions. (note: these are privileges set by the BBS system operator).

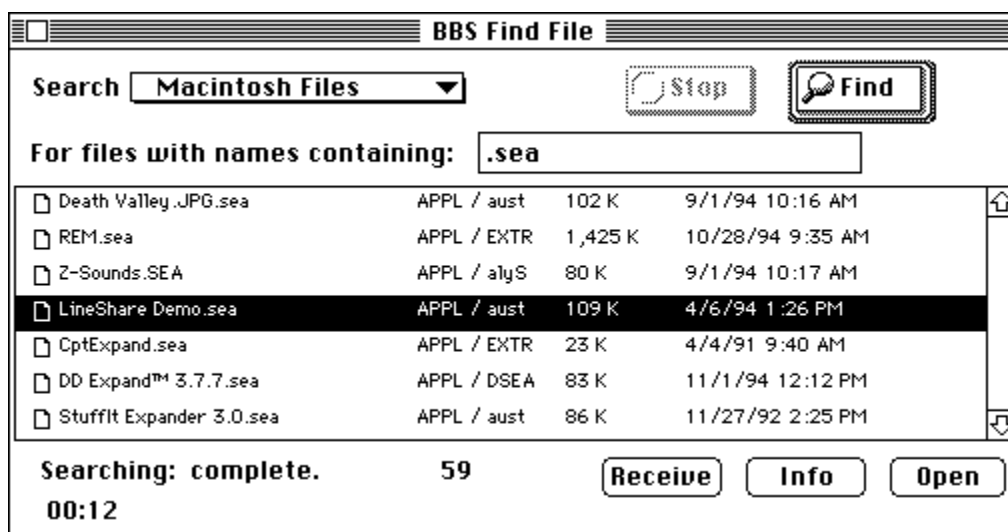
TeleFinder turns the description field into an editable text box when you have sufficient privileges to edit file descriptions. To add or change a description just enter the text into the description text box. Then close the info window while you're still online to save the file's description.

Receiving files

Click in the Receive button to begin the transfer of the file to your Macintosh. TeleFinder will transfer the file into the default Receive Path. Initially this path is to the same folder that TeleFinder is in. Use the "Set Receive Path" command from the File menu to choose a different location to receive files.

BBS Find File

Use BBS Find File to quickly search selected sections of the BBS for a file.

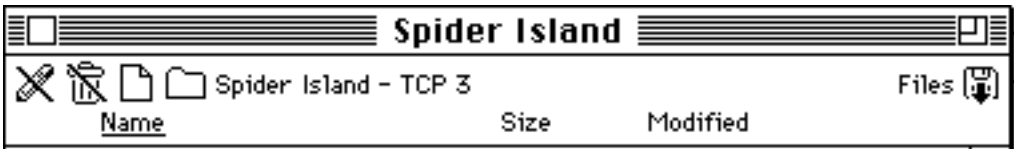


- Select the part of the BBS you want to search from the "Search" pop-up menu. Every BBS icon that you have access to appears in this menu.
- Next enter a part of a file name in the "names containing" edit field.
- Then click in the "Find" button to begin the search. TeleFinder displays the files whose names contain the specified text as it finds matches.

Working with found files

- Click in the Open button to display e-mail, text, graphics and message topics. If TeleFinder cannot display the type of file selected in the list, the Open button will display the Info window.
- Click in the Info button to display the Info window. The Info window shows a description of the file, and thumbnail picture if it is present.
- Click in the Receive button to begin the transfer of the selected file to your Macintosh.

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.

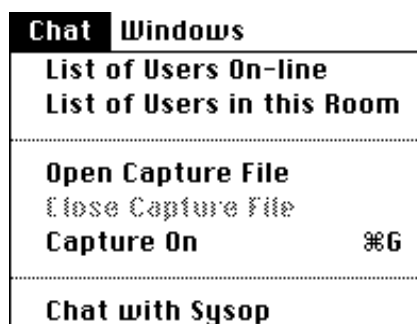
The most common access within a "Files" folder is "No Write, No Delete, See Files and See Folders." With these privileges you can download the files contained within that folder but cannot delete files, or add new files to the folder.

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.

Using Multi-line Chat

Chat provides four functions:

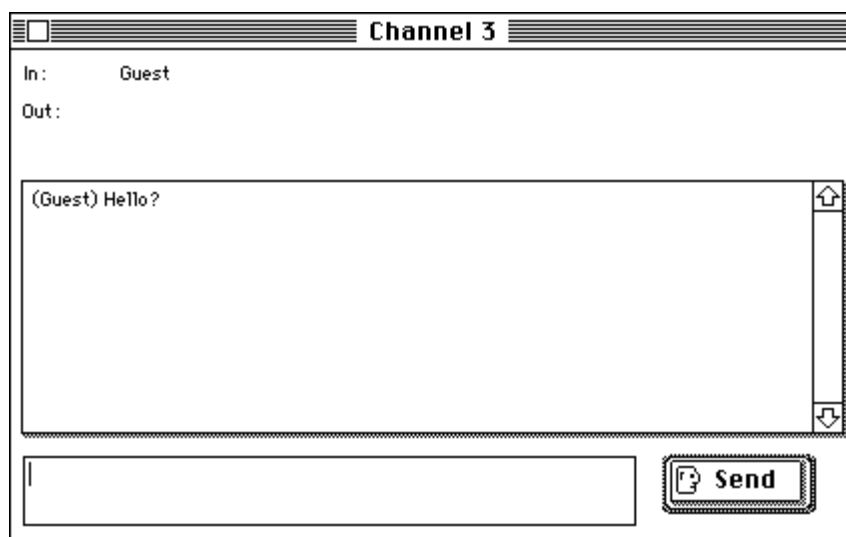
- Chat rooms where many users can chat together.
- Instant messages where you can send messages directly to another user.
- A list of the users currently online.
- A list of the users currently in a chat room.



The Chat commands, and log file commands are grouped together in the Chat menu. The “List of Users On-line” and the “List of Users in this Room” are active only when you connect to a TeleFinder BBS that supports multi-line chat. Multi-line Chat requires TeleFinder Group Edition 3.1 or later and Chat Server software.



Chat rooms appear in the BBS Desktop window just like other areas of the BBS do. The “Channel 3” icon to the left shows the default icon for chat rooms. Sysops can assign any icon to a chat room.



This is a 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.

Select the “List of Users On-line” command when you are online you can produce a list like this. This list does not update itself, so its “Update List” button to get a current listing.

- Use the “Mail Form” button to pop open an addressed mail form to the selected user.
- Use the “Mailbox” button to get the “Drop-box” for the selected user.
- Click in the “Instant Message” button to open the window to enter and send an instant message.

Users Online

Mail Form

Mailbox

Instant Message

Update List

User name	Node name	logon time	status
Guest	Spider Island - TCP 3	5:30 PM	available
Rusty Tucker	Spider Island - TCP 2	5:32 PM	available

Send Instant Message

To: Rusty Tucker

Hi, where are you calling from?

Send

Instant Messages are a quick and easy way to send a short note to another user while they are on-line. They are also useful to send a private note to another user while you are chatting in a chat room. You can enter up to 1K of text to send in this window.

Getting more information

That's all there is to Getting Started! Use this information to connect to your BBS, transfer some files and send mail. Your bulletin board system operator can provide you with more information on the following subjects.

- How to create your own modem settings.
- Details on using the text editor.
- Creating a new topic in a conference window.
- Details on navigating a message thread.
- Trouble Shooting.
- Explanation of the differences in file transfer protocols.
- Locating a user name from the BBS.
- Adding and editing names in the Address Book.
- Using the Mail Outbox to mail files to other users.
- Batch file transfers.

You can reach Spider Island Software by the following means.

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