

# DOUBLE CLICK

A Monthly Publication of Macintosh Users East (MaUsE)

December, 1992

  
**MaUsE**  
Macintosh Users East

Dear MaUsE Member:

First let me wish you the best of the holiday season, on behalf of the entire MaUsE Executive.

There is no membership meeting nor Double-Click newsletter during the month of December, but there is nonetheless exciting news to pass along. For those of you who were unable to attend our November or October meetings, be advised that our new electronic bulletin board system (BBS) is up and running. This is an entirely new BBS with new software (FirstClass™), new phone number (416-723-5361), and new User ID's, so don't confuse it with our old BBS.

The BBS provides Macintosh computer users with an easy and fun-to-use way of exchanging private electronic mail, posting and responding to messages which all other BBS users can in turn read & reply to, sending and receiving Macintosh files, and uploading and downloading Macintosh shareware and freeware files and applications.

Enclosed is a simple User's Guide for the FirstClass™ software used by the BBS, illustrating its ease of use. To access the BBS, you require a copy of the FirstClass Client software (contact Bruce Cameron - Librarian, Justin Derrick - BBS Administrator, or myself) and you will require a modem. To encourage those of you who do not own a modem to join us online, Ken Holyk of Compute has arranged for a "bulk" purchase of Supra 2400 Baud modems if he can get at least 6 orders (Ken already has 3!). An order form is attached.

Ken's modem offer is a good deal and, to make it even better, the MaUsE BBS "Swat Team" of John Field, Bruce Cameron, and Justin Derrick have offered their services at no charge to the first six people ordering a modem, said services to include attending at your home or place of business to handle the setup, installation, and attachment of your new modem to your existing Macintosh and telephone lines. This service will include both free labour AND any additional wiring/hardware bits required. If you are interested in participating in this bulk order for modems, please contact Ken Holyk at Compute (ph: 433-7033 in Oshawa).

In order to expedite ordering of the modems, please provide Ken with your order and deposit BEFORE CHRISTMAS, 1992. If you are not sure whether Santa may already be getting you a modem, Ken may hold this offer open for a very short time beyond XMAS but needs to get the order in as soon as possible thereafter in order to be fair to those who have already placed their order.

Have a great holiday,  
everyone! See you in 1993!!!!

Jim Foster  
President



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# CONPUTE and MaUse Modem Order Form

## \$150.00

Supra 2400 Baud modem  
includes cable and software

First Name \_\_\_\_\_ Last Name \_\_\_\_\_

Address \_\_\_\_\_

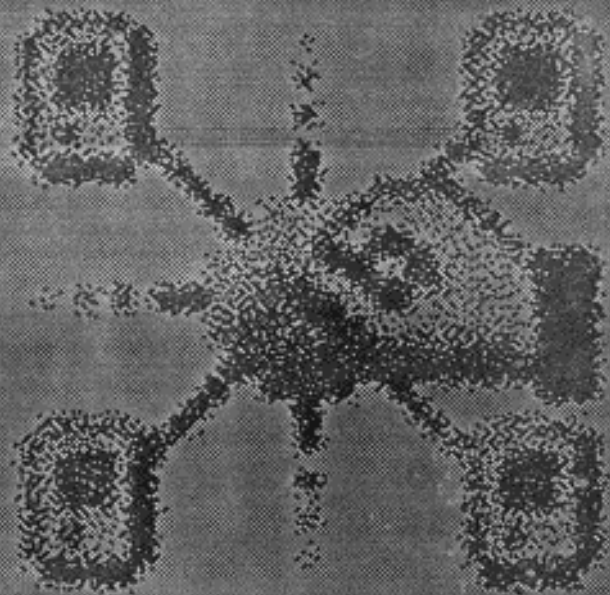
City \_\_\_\_\_ Prov. \_\_\_\_\_

Postal Code \_\_\_\_\_ Telephone Number \_\_\_\_\_

Deposit \$20 \_\_\_\_\_ Quantity \_\_\_\_\_

**FirstClass™**

**User  
Reference  
Guide**



**SoftArc Inc.**

*Global Area Communications*

# Connecting to FirstClass™

FirstClass™ is an easy-to-use communication system for the Macintosh and PC. With FirstClass you may send and receive electronic mail, share files, use electronic conferencing to exchange ideas and participate in on-line chats. Because FirstClass uses the familiar Macintosh graphical user interface, you will find it fast, intuitive and easy to learn.

FirstClass consists of two parts: the *client* (you), and a *server* that you will connect to. To use FirstClass, you will need both a *Settings Document* for the system that you want to connect to and the FirstClass™ Client application. You will also need a connection to the server, either over a modem or an AppleTalk network. Before you can actually use FirstClass, you will need to *log in*, or *connect*, to the server.

## Starting FirstClass

To start FirstClass, open the settings document by double-clicking on it or by clicking on it once and then choosing *Open* from the *File* menu.

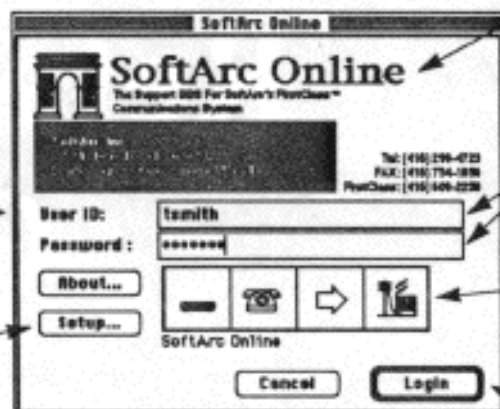


This will start the FirstClass™ Client application and display the Login Form for the system that you are connecting to.



## Setup... button

The settings document contains the details on how to connect to the FirstClass server (the server name, the phone number, etc.). To change any of these details, click on the *Setup* button. You may also use the setup to change the connection type (modem or network) and the modem type.



## Login Logo

This is the logo of the system that you are connecting to.

## User ID and Password

You must have a User ID and password to connect to a FirstClass system. Contact the Administrator for details. On some systems you may also *auto-register* and set up your own User ID.

## Progress Display

As the login progresses, the appropriate step is highlighted. The four steps are initializing, dialing, validation, and connection.

## Login button

To begin the login process, click on the Login button.

You may use the *Setup* button to save your User ID and Password. If you are connecting by modem, you should click on the *Setup* button and then the *Change* button to select the modem type and to set the phone number to call. If you have any difficulties, you should contact your Administrator or look at the connection log, which is displayed by starting the FirstClass Client application with the *Option* and *Command* keys held down.

# The Desktop

Once the connection to the server has completed, your *FirstClass desktop* will be displayed. The FirstClass desktop is the starting point for using FirstClass, just as the Macintosh desktop is the starting point for the Mac. To open any item on the desktop, just double-click on it. To close the desktop either quit or disconnect from the system that you are connected to.

## Window Summary

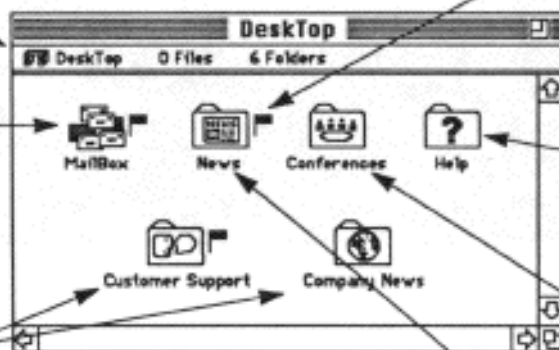
The *window summary* displays the name and type of the window as well as the number of files and folders in the window.

## Your Mailbox

Your *mailbox* contains all of the mail that you have received and sent. To open your mailbox (or any other item in FirstClass) just double-click on the icon.

## Conference Aliases

You may create aliases of conferences you are interested in by selecting the original and choosing *Make Alias* from the *Conference* menu; this will put a copy of the conference icon on your desktop for easy access and so you can see the unread flag when there are new unread items.



## Unread Flag

An unread flag ( ? ) is displayed beside your mailbox or a conference if there are any items inside that you have not read. Note: You may turn the flag off by holding the *Option* key and clicking on the flag.

## Help Folder

The help folder contains complete help on your FirstClass system.

## Conferences Folder

The conferences folder contains all of the public access conferences that your administrator has set up.

## News

News is a special conference that is used for general announcements.

# The File List Window

The file list window is displayed when you open a conference, folder or your mailbox. Generally, the files are shown with one line of information per file. To open any item in a file list, you may double-click on it or you may single-click on it and choose Open from the File menu. When a message is already open, it will be grayed out in the file list.

In this example, one message has been selected and one has been opened. Like the Macintosh Finder, you may also change the viewing mode to display either icons or a sorted list. The upper pane of the window contains folders, the lower pane contains files. FirstClass also supports external folders, which are links to CD-ROMs and hard disks.

## Fill Bar

As the file list is being sent from the server to you, the fill bar will display how much you have received.

## Window Type

The file list may be a conference, a mailbox, or a folder.

## Folders & Conferences

The upper pane of any file list window may contain additional folders and conferences.


## Unread Flag

If you have not yet read an item, there will be an unread flag placed beside its icon.

## Attachment Icon

All messages may have one or more files attached to them. If a message has attachments, an attachment icon will be added to the summary. See the Attachment section for details.

## Message Icon

The standard message icon. A message received via a gateway will have an icon like this: 

## Number of Files

The total number of files in this list. The number of files actually displayed might be less, if you have the "Display Unread Only" preference checked.

## Number of Folders

The total number of folders and or conferences in the list. Folders and conferences will always appear above the split bar.

## Title

The title of the file list window is the name of the conference or folder. The name will also be placed in the View menu.


## Zoom Box

Clicking on this will expand the window so that you can see all of the items or as many will fit on the screen. Clicking again will shrink back to the original size.

## Icon View

The upper pane is an example of viewing by icon. To change use the View menu.

## Split Bar

The split bar divides the window into two panes: The upper pane contains folders and conferences, the lower pane contains messages and files. To move the split bar, place the mouse over the bar and drag after the cursor changes to a cross, like this: 

## Scroll Bar

If the scroll bar is white, then you can see all of items. Clicking in the grey area will move you up or down one screen full.

## Sender

The name of the person who sent the message.

## Size

Size of the message in K, including any attachments.

## Subject

The subject of the message. Blank in an external folder.

## Date

The time and date that the message was delivered.

## Date View

The lower pane is an example of viewing by date. To change use the View menu.



# Operations

You will find that you spend most of your time in FirstClass working with file lists - either your mailbox, a conference, or an external folder. There are several operations that you may perform on a file list in addition to just opening the items in the list. They include:

## Creating New Messages

To create a new message, choose New from the File menu. If you are in a conference, the message will automatically be addressed to the conference. The new messages you create will always be placed in your Mailbox. For more information on addressing and sending messages, see the section on addressing.

## Next & Previous in Thread

All replies within FirstClass become part of a thread, which starts with the first message. When you have a message open or selected, choosing Open Thread from the file menu will open the next message in the thread. You may also use the palette to move through the messages in a thread. As well, threading works within your mailbox.

## Folders & Dragging

Within your Mailbox, you may create folders for filing your mail messages. Just choose New Folder from the File menu, then select the new folder and use the Get Info command to change the name and icon. You may then drag messages into the folder.

## Next & Previous Unread

When you log on to FirstClass, you generally want to read your unread messages. You may quickly open unread items by choosing Open Unread from the File menu or by using the palette. If there are no more items with unread flags, you will be notified with a beep.

## Make Alias

If there is a particular conference you are interested in, you may place an alias of it on your desktop by selecting the conference icon and choosing Make Alias from the Conference menu. You may then reposition the alias on your desktop for maximum convenience.

## History

By choosing History from the Message menu, you can display the history of a message. The history will show when it was composed, when it was sent and who has read it. If it has attachments, it will also indicate who has downloaded them.

## Reply

Replying to a message will create a new message with the To, Cc, and Subject lists filled in. Click in the body to compose the message. In a conference, the reply will be addressed to the conference only; in your mailbox it will be addressed to all recipients of the original message.

## Delete

You may delete messages in your mailbox as well as conference items that you have sent. Select the message and choose Delete from the File menu. If Delete is grayed out, you do not have permission to delete the selected item. You may select multiple items for deletion by shift-clicking.

## Forward

Forwarding a message will create a copy of the message (including any attachments). You may then address the new message, edit the message, and add additional attachments before sending it. Forwarding will be displayed in the history.

# The Message Window

When you open any message in a file list, the message will be displayed in a Message Window. A message window will also be displayed when you create a new message. When you have a message open, you may perform any of the actions available from the file list - reply, forward, delete, history, etc. You may also use the standard Macintosh editing commands, and if the message is unsent you may paste as well. You may also use the threading feature to step through all messages in the thread. If you resize the window, then as you use the threading command subsequent messages will be displayed in the resized window.

## Message Icon

The standard message icon. If the message has been sent via gateway, it will have a gateway message icon, like this:



## From:

The From name is always set to the name of the sender, and cannot be changed.

## Subject:

The subject may be entered by the sender. If the message is a reply to another message, the subject will be prefaced by *Re:*, but may be changed.

## Styled Text

You may change the font, style, size, and color of text in the body by selecting the text and using the Edit menu. If you try and display a message which was composed in a font you do not have, it will be displayed in the system font.

## Date

This is the date that the message was sent. If a message is unsent, this line will read "Unsent".

## Title

The title of a message window is the subject.

## Postmark

When a message is sent, a postmark is placed in the upper right-hand corner.

## Envelope

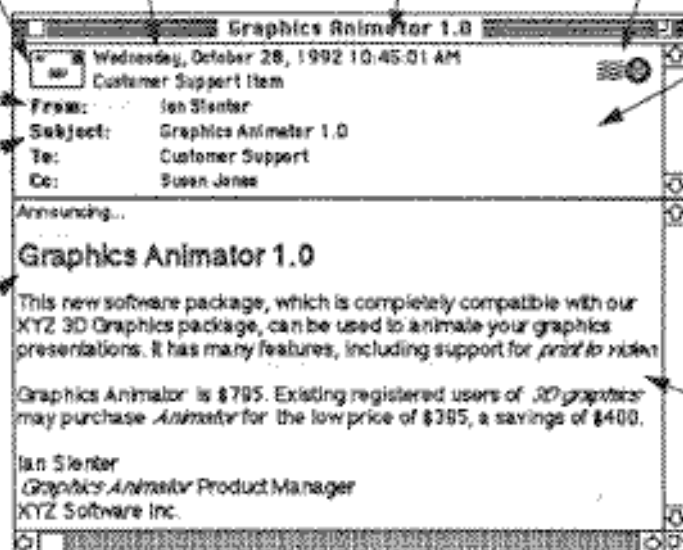
This is the envelope of the message. It contains addressing information, the list of attachments, the postmark, and information on when the message was sent. If the message is a form (such as a phone message form), the form information will be in the envelope.

## Split Bar

The split bar divides the message window into two panes, the envelope and body. Each pane may be scrolled with its own scroll bar. If the scroll bar is white (as in this example) then all of the information is already visible.

## Message Body

This is the body of the message. To enter text in an unsent message, simply click in the body and type. You cannot change text in the body of a sent message.



# Addressing

When you read a message, the To: and Cc: lists will show you which people and conferences the message has been sent to. When you create a new message, you will have to fill these in with the names of the people or conferences that you wish to send the message to. FirstClass will then search its user directory for the names you enter. To fill in the addresses, just click in the To: or Cc: list and enter the name. You don't have to worry about capital letters, and in fact you can even enter a short form (for example jo smi instead of john smith). Here is an example:

1) Enter the name of the user or conference you want to send to:

To: jo smi  
Cc:

2) Press the Return key. FirstClass will search for a matching name.

3) FirstClass will display the matching name in the message:

To: John Smith  
Cc:

If the name you enter matches more than one user (e.g. if you entered the name john), then a window containing all matching names will be displayed. In this example, the matches include all users whose first or last name starts with the word "john".



Select the name you want and close the window. The selected name will be pasted back into the message. You may select multiple names by shift-clicking.



To: John J. Allard  
Cc: John V. Clelland

Double-clicking on a name in a To:, Cc: or From: list, in a directory window, in a chat or in the history window will display the resume for that user. You may edit your own resume by going to your Desktop and choosing Resume from the Edit menu.

# Palette and Session Status

For convenience, FirstClass has a floating palette that provides one-step access to common functions. To display the palette, choose Palette from the View menu. There is also a floating session status window that is displayed when you choose Session Status from the View menu.

## System Name

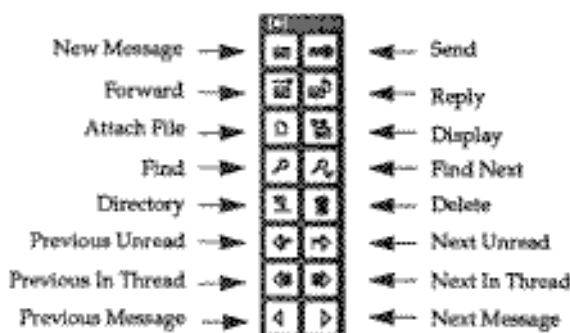
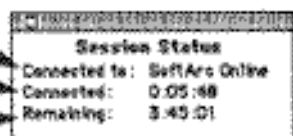
The name of the FirstClass system that you are connected to.

## Connected Time

Duration of the current session.

## Time Remaining

The time you have remaining from your daily time limit. If you exceed your time limit you will have to wait until after midnight to log on again.



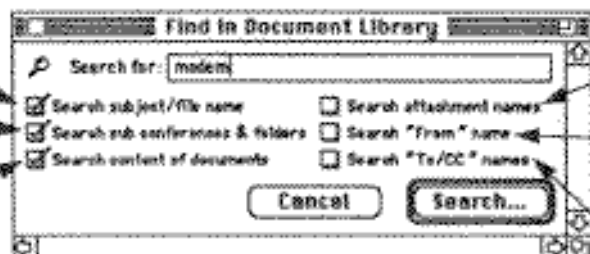
# Find

The Find feature allows you to search the entire FirstClass system for occurrences of specified words. To use the Find feature, open the folder or conference that you want to search and then choose Find from the File menu. A Find window will appear and you enter the word you wish to search for in the Search for box and check the appropriate option boxes. Click on the Search button to start searching every file in the current window. A new window (the hit list window) will be opened and any matching items will be displayed in it. Double-click on an item in the hit list to open it. Selecting an item and choosing Get Info from the File menu will display exactly where the matching item was found. You may use the the next and previous message buttons (on the palette) to move through the hit list, and the Find Next button to highlight the next occurrence of the word within a message.

Checking this box will search all subjects and file names for the word.

Checking this box will search in all of the folders and conferences in the current window, as well as the files.

Checking this box will search the body of all messages and text files for the word.



Checking this box will search the names of all attachments for the word.

Checking this box will search the names in the From: list for the word.

Checking this box will search all of the names in the To: and Cc: lists for the word.

# Chat

The Chat feature allows you to have real-time conversations with multiple users. To start a private chat, choose Private Chat from the Conference menu. To enter a public chat, just double-click on the icon.

## Input Box

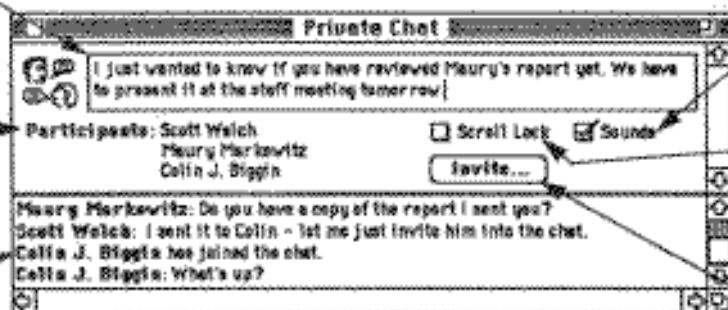
Enter your chat messages here. Press Return to send the message.

## Participants List

List of participants in chat. Double-click on a name for the user's resume.

## Chat Transcript

The chat text appears here as each user enters their message. You will also receive notification when users enter and leave the chat. Use Save As Text... to save a copy of the transcript.



## Sounds

Check to hear sounds when new chat messages are delivered and when a user enters or leaves the chat.

## Scroll Lock

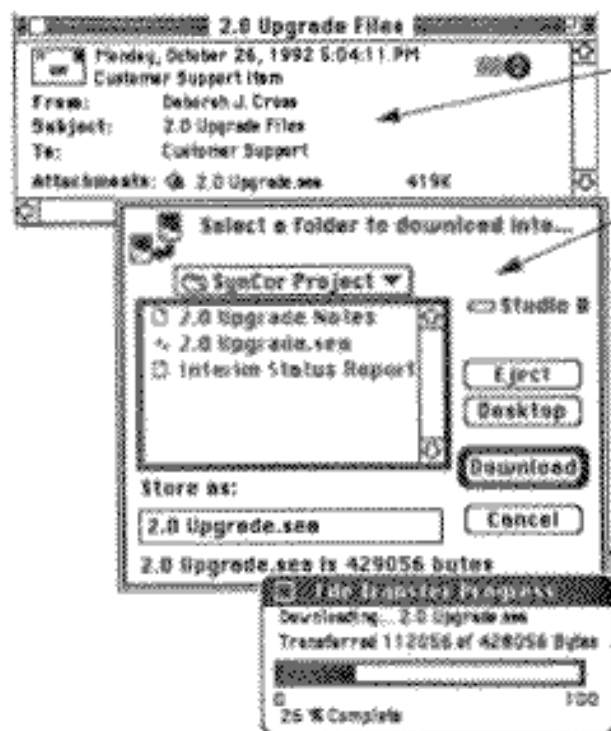
Sometimes messages arrive too fast to read them all. Check to stop scrolling when new lines are received so old messages may be reviewed.

## Invite Button

To invite other users into the chat, click on the invite button. Select the names of the users you wish to invite and then close the window.

# Attachments and File Transfer

Often, you wish to transfer or share files with other users. With FirstClass, this is made easy using the attachment feature. When you compose a message, you may attach any file on your computer to the message, which you then send as usual. When you read a message with attachments, you may transfer any of the attachments to your computer. Since you can continue to use FirstClass even while a file transfer is in progress, the attachments feature is very convenient. One of the most powerful aspects is that attachments work equally well with private mail and with conferences. By sending messages with attachments to conferences, you may easily distribute files to large numbers of users.



## Downloading

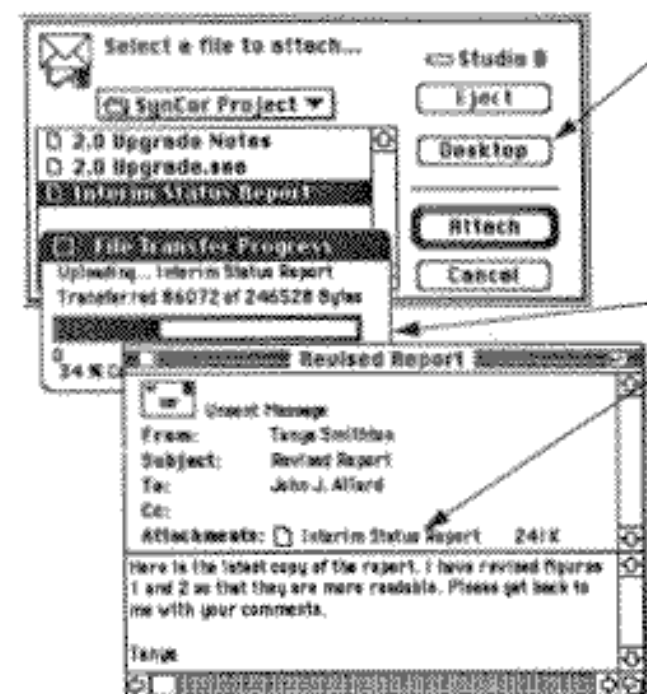
If a message has any files attached, the attachments will be listed in the envelope after the To: and Cc: lists.

To transfer an attachment from the FirstClass server to your computer (or download it) select the attachment and choose Save Attachment from the Message menu (or just double-click on it). This will bring up a dialog that lets you select what folder to download the file to.

Once you have chosen the folder you want the file to appear in, click on the Download button and the file will be transferred from the FirstClass server to your computer. The time required for the transfer will vary depending on the size of the file and the speed of your connection.

While the file is being transferred, the File Transfer Progress window is displayed. You may continue to use all of the features of FirstClass even while a file transfer is in progress. To cancel a transfer, close the progress window. If a file transfer is cancelled before it is finished, you may restart the transfer by downloading to the same file and choosing Replace. Only the remaining data will be transferred.

If the attachment is a picture, text file, or sound you may view it online by selecting it, holding down the Option key, and choosing View Attachment from the Message menu (or just holding down the Option key and double-clicking on it). The attachment will be displayed in a new window. If you want, you may then copy the attachment and save it on your computer.



## Uploading

To send a file to another user or a conference, compose a new message as usual. To add an attachment to the unsent message, choose Attach File from the Message menu. You will be prompted to select the file that you want to attach. Select the file you want to attach and then click on the Attach button to transfer the file from your computer to the server (or upload it). The time required for the transfer will vary depending on the size of the file and the speed of your connection.

While the file is being transferred, the File Transfer Progress window is displayed. You may continue to use all of the features of FirstClass even while the file transfer is in progress. When the transfer completes, the attachment will be listed in the envelope of the message. You may attach as many files as you wish. If you make a mistake, you may delete an attachment by selecting it and then pressing the Delete key.

If you are sending attachments that will be downloaded by users logged on with modems, or if you are using a modem, you should consider using a compression utility such as CompactPro™, Stuffit™, or Disk Doubler™. Compressing files will allow them to be sent faster, thereby reducing the duration of your phone calls.

If a file is only partially uploaded or downloaded, it will have a partial transfer icon ( ). You may restart the transfer again, and if you choose to replace the partially transferred file the transfer will continue from the point the transfer stopped.