

FOREFRONT



Windows 95 & Macintosh
Client Software

ForeFront
RoundTable™ Version 2.0



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Table of Contents



1. Introducing RoundTable	Introducing RoundTable	1-1
	What's New in 2.0?	1-2
	Who Can Use RoundTable?	1-3
	Collaborative Conferencing: What Is It?	1-4
	Customer Support	1-11
2. Getting Started: Installing & Configuring the Client	Installation Overview	2-2
	Upgrading from Version 1.0.	2-3
	Integrating the Client with Your Web Browser	2-4
	Windows 95/NT System Requirements.	2-5
	Installing the Client under Windows 95/NT	2-6
	Configuring Your Web Browser under Windows	2-9
	Macintosh System Requirements.	2-11
	Installing the Client on a Macintosh	2-13
	Configuring Your Web Browser on a Macintosh.	2-14
	Uninstalling the Client under Windows 95/NT	2-16
	Uninstalling the Client on a Macintosh	2-18
3. Attending RoundTable Meetings	Attending Meetings—Overview.	3-2
	Understanding RoundTable Terminology	3-3
	Setting Up Your Personal Information	3-4
	Getting Connected	3-5
	Choosing and Joining a Meeting	3-9
	Understanding the Meeting Display	3-11
	Getting Information on a Meeting.	3-12
	Talking to Other Meeting Participants	3-13
	Drawing on the Canvas.	3-16
	Sharing Text at the Meeting	3-18
	Sharing Files at the Meeting	3-20
	Sharing URLs at the Meeting	3-22
	Sharing Screen Captures	3-25



4. Customizing & Automating RoundTable

Cleaning Up the Canvas	3-26
Setting Up Private Meetings	3-27
Using Transcripts	3-29
Going Home	3-30
Customizing General Preferences	4-2
Setting Font Preferences	4-5
Setting Color and Voice Preferences	4-7
Changing RoundTable's Appearance	4-11
Using Standard Chat Text (Macintosh only)	4-13
Setting Up Standard Actions (Macintosh only)	4-15
Setting Up Emoticons (Macintosh only)	4-17
Saving and Sharing Conference Profiles	4-19



Introducing RoundTable

[Introducing RoundTable](#)

[What's New in 2.0?](#)

[Who Can Use RoundTable?](#)

[Collaborative Conferencing: What Is It?](#)

[Customer Support](#)



Introducing RoundTable

RoundTable is the most compelling environment yet for both business collaboration and social chatting on the Web. RoundTable combines standard text-based chatting with special capabilities that allow you to dynamically share images, documents, URLs, video, audio, and more, in a real-time, free-form workspace.

Using RoundTable, you can share images and documents instantly with all the participants in a meeting. Imagine being able to instantly pass a file to a colleague on another continent. Or think about sharing a real-time, onscreen “canvas” with coworkers around the world, where each of you has the ability to type in new concepts, edit one another’s paragraphs for immediate feedback, and automatically save a transcript of the meeting to document both the discussion path and the final decisions.

RoundTable also offers an easy-to-use environment for social chatting. Joining a RoundTable meeting is as easy as following a link from a Web page. You can join a group already in progress, or set up a private meeting and invite group members interested in a particular aspect of the discussion.



What's New in 2.0?

Server Authentication

RoundTable 2.0 now supports authenticating servers. Requests for access to these servers will pop up a new dialog box requiring the user to enter an appropriate name and password.

Read-Only Canvas

Administrators can set up read-only canvases to present large amounts of information in an attractive, easy-to-access format—while protecting it from unauthorized changes or deletions.

Highlighter Tool

Need to highlight a particular item on the canvas without obscuring it? A new highlighter tool adds transparent color marking of canvas items. In addition, highlighter markings can be changed to pen (opaque) marking, and vice versa.

Easy-To-Save Conference Profiles

RoundTable 2.0 lets *all* users—clients as well as server administrators—easily save a RoundTable Conference Profile as a desktop shortcut to their favorite conference sites and meetings. These compact .RTC files can be distributed via e-mail, diskette, or Web page link for complete portability.

Improved Drawing Tools

A new line tool lets you draw freeform shapes on the canvas. In addition, RoundTable's drawing tools now support colors, and text typed directly on the canvas can be in any font or point size available on your machine.

Progress Indicators

When loading large objects on the canvas, RoundTable 2.0 now displays a progress indicator and provides a Cancel option.



Who Can Use RoundTable?

Business People

RoundTable offers business people a convenient medium for long-distance, multiple-site work groups. Using RoundTable, coworkers across the country or across the world can:

- Pass files “across the table” in real time. Just drag a file from your Windows Explorer or Macintosh Finder onto the RoundTable canvas, and your coworkers can then “pick it up” and drag it onto their hard drives. If you have a permanent meeting set up, you can leave documents “on the table,” for coworkers to pick up later.
- View a proposed marketing piece, organizational chart, or project timeline onscreen. Highlight sections needing changes, or sketch in new ideas.
- Conduct text-based conversations (chat) to discuss important topics with people in many different cities.

Students and Teachers

RoundTable allows academics to create virtual classrooms. Using RoundTable, students and teachers in different cities can:

- Explore the Internet together, exchanging interesting URLs right on the canvas.
- Share the special knowledge and skills of teachers in one city with students in other cities or a rural area.
- Conduct brainstorming and editing sessions in different times and places by leaving a piece of work in a permanent meeting and soliciting comments.

Almost Anyone

Anyone interested in communicating with other modem users and Net surfers can use RoundTable as a meeting place. In the RoundTable conferences, you can:

- Learn more about particular topics in special interest groups where participants exchange information and views.
- Network with others in your industry or area of specialization, learning about the latest developments across the country.
- Chat with diverse people in other cities and countries, easily talking about almost anything!



Collaborative Conferencing: What Is It?

Collaborative conferencing allows people in different parts of the city—or different parts of the world—to work together on their computers as though they were all seated in the same room. But online conferencing makes the process even easier than collaborating in the same room. It's very difficult for a group of people to see the same small computer screen; and it's almost impossible for people viewing a computer screen on an overhead projection to all have access to the keyboard for their input. In an online collaborative conference, however, everyone has their own computer screen and their own keyboard or mouse for making changes. Everyone can get involved, and everyone has “the best seat in the house.”

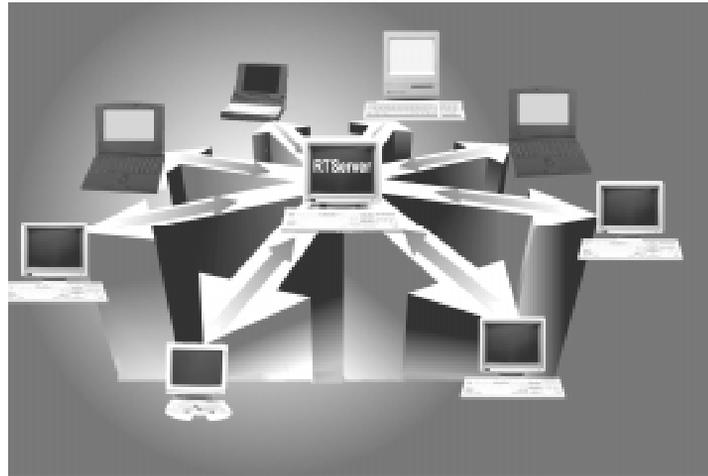
RoundTable's collaborative conferencing occurs within *meetings* which may take on a variety of forms, depending upon how the administrator sets up the meeting, who participates, what their agenda is, etc. But, in general, there are really only three types of meetings: public group (many-to-many), private or person-to-person (one-to-one or few-to-few), and read-only or one-way (one-to-many).

All three types of meetings involve a *conference server* which hosts the meeting. This server must be set up on a Windows NT machine with special RoundTable *server* software and system requirements. The meeting participants use RoundTable's *client* software, which can run under Windows 95, Windows NT, or Macintosh, and which has fairly standard hardware and software requirements.



Group Meetings

- Status:** Public; persistent
- Information Flow:** Omni-directional (all clients to all clients, routed via server)
- Participants:** Anyone with RoundTable client software
- Activities:** Chatting; sketching; sharing of files, URLs, and graphics
- Typical Uses:** Group scheduling & decision-making; quick file transfer; document review; “chat rooms”; online classrooms; help sessions



Group meetings are probably the most common type of RoundTable meeting. Conference servers typically set up a number of group meetings which remain on the meeting list at all times. For example, a computer company site might host Customer Support and Sales Information meetings as well as special meetings on topics such as Education, IRC, and Collaboration Technology. A corporate server might have meetings set up for each department, where employees can easily access their counterparts in other cities. A school server could host meetings for different academic departments and individual classes.



In a group meeting, co-workers, classmates, friends, or families can all participate, more or less at once. Similarly, if several people in the same room all speak at once, you cannot hear anyone clearly; thus, all are participating “more or less at once.” The same limitations apply to a RoundTable meeting, except that RoundTable “holds” the comments onscreen so that you can read them all, once after the other.

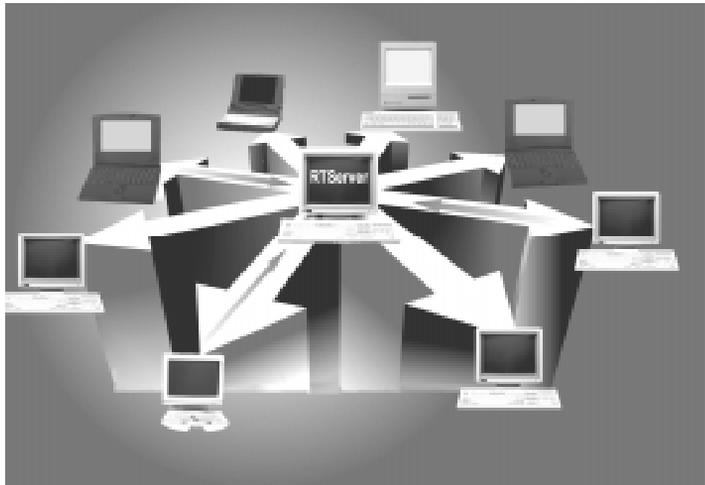
Each participant in a group meeting must be running the RoundTable client software and connect to a computer running the RoundTable server software. To connect to a RoundTable server, you may select a link on a Web page, or you may type a particular IP address into your RoundTable Conference Site dialog box.

Once you connect to a server and join a group meeting, any information you want to share—chat, video clips, computer files, graphics—goes from your client machine to the conference server. The conference server places this information on the “canvas” which is transmitted back out to each individual client machine so all group members can see, edit, or download it to their own machines.



Private or Person-to-Person Meetings

- Status:** Private; transient
- Information Flow:** Bi-directional (invitees to invitees, routed via server)
- Participants:** Meeting creator and invitees only
- Activities:** Private conversations; sharing of confidential documents
- Typical Uses:** “Break-out” sessions; sensitive file transfers; executive sessions; confidential meetings; one-on-one tutorials



Any RoundTable user (or administrator) can set up a private meeting and invite one or more other users to attend. You may wish to set up a private meeting in advance, when you have information to share or need to work out a problem “face-to-face” in a collaborative environment. Or you may set up the meeting on the fly, when it becomes obvious that the larger group meeting is going in one direction, while a few participants would rather discuss a specific point separately.



In any case, even private meetings require one computer to be running RoundTable server software. You could have a private meeting between one person running the client software and one running the server software; but the more usual scenario involves two computers running client software, connecting in a private meeting *through* another computer running the server software.

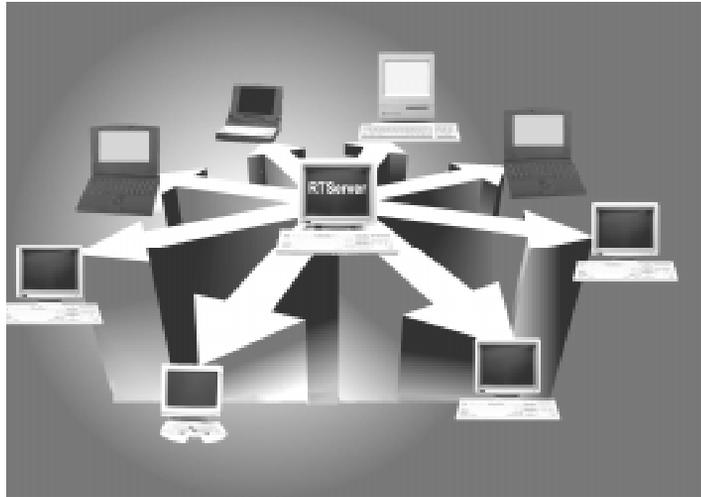
Although a private meeting usually takes place when all parties are online, that's not the only possibility. For example, if you need to get sketches for the company prospectus okayed by colleagues in several states, you can create a private meeting; invite colleagues who need to view the sketches, drop the sketches onto the canvas, and leave. Your colleagues can visit the meeting when it suits them, review the sketches, and sign off on the project. Later that day (or later that week), you return to the meeting, collect the sketches and comments, and compile them into final form—all in time for your deadline, and without “hanging around” online to meet with each of your colleagues. Similar meetings could be set up for semester team projects, ongoing workgroups, or as an alternative to Internet listservs.

Note, however, that one person must remain connected to the private meeting at all times, or the meeting will close down. If you need to leave a meeting open even when there are no participants, but you do not want it available to everyone, get your RoundTable server administrator to set up a password-protected public meeting for you. That way, it will remain on the canvas, but will only be accessible to those persons with passwords.



Read-Only or One-Way Meetings

- Status:** Public or private; persistent
- Information Flow:** Uni-directional (server to client only)
- Participants:** Anyone with the URL and, if desired, a password
- Activities:** Information distribution
- Typical Uses:** Company forms server; class assignments distribution; advertising, public relations, and marketing tool



RoundTable 2.0 also allows read-only meeting canvases for disseminating information which does not require two-way traffic. A company might use a RoundTable one-way broadcast meeting to distribute notices, corporate policies, and forms in a way that is easy for all employees to access from any location, at any time. A class might use a broadcast meeting to post assignments and copies of class handouts.



Only the administrator of the RoundTable conference server can create a broadcast meeting; and only the administrator can add, move, or delete items from the meeting canvas. The clients can view the read-only canvas and make copies of files and URLs to their local machines. They cannot, however, move or delete any items, so that the read-only meeting canvas always remains pristine, with all items available to users.



Customer Support

The first line of support should be this manual and the online Help or Guide file.

Windows 95/NT



Throughout this manual, information that pertains only to Windows systems is marked by a graphic like the one to the left of this paragraph.

Additional assistance is available through a standard Windows Help file. To access the Help file from within the RoundTable client, go to the Help menu and select **Contents**. You can also open the RoundTable Help file on its own by locating the RoundTable folder and double-clicking the file ending in `.HLP`.

Macintosh



Information in this manual that pertains only to Macintosh systems is marked by a graphic like the one to the left of this paragraph.

Additional assistance is available through a standard Macintosh Guide file. Note that you must have Apple Guide installed on your system to use this file. To access the Guide file from within the RoundTable client, go to the Guide menu and choose **RoundTable Guide**. You can only access the file from within the RoundTable client; the Macintosh Guide system does not allow standalone files.

Visit Our Web Site

If you cannot find the information you need in either of these sources, contact us at our Web site. All of the on-line help options are detailed on our Customer Support home page <http://www.ffg.com/support.html>.



Getting Started: Installing & Configuring the Client

[Installation Overview](#)

[Upgrading from Version 1.0](#)

[Integrating the Client with Your Web Browser](#)

[Windows 95/NT System Requirements](#)

[Installing the Client under Windows 95/NT](#)

[Configuring Your Web Browser under Windows](#)

[Macintosh System Requirements](#)

[Installing the Client on a Macintosh](#)

[Configuring Your Web Browser on a Macintosh](#)

[Uninstalling the Client under Windows 95/NT](#)

[Uninstalling the Client on a Macintosh](#)



RoundTable's installation program makes the process of setting up your client software quick and easy. To be certain that everything works optimally, make sure that your system meets the minimum requirements.

Shut Down Other Programs

It is always best to install a program with no other programs running in the background.

- If you are running under Windows 95 or Windows NT, use **Alt-Tab** to switch to each running program in turn and then exit that program.
- If you are running on a Macintosh machine, use the Application menu (in the upper right corner of the screen) to switch to each running program in turn and then exit that program.

Distinguishing Between Macintosh and Windows Instructions

This chapter contains the necessary information for running the RoundTable client software on both Windows and Macintosh machines. In most cases, the instructions are identical on both platforms. However, in some cases there are differences. To help you quickly locate the appropriate instructions for your system, we have used the following visual clues:



Indicates information pertinent only to Windows systems.



Indicates information pertinent only to Macintosh systems.

If you see both graphics together or if there are no icons in that section, the information is substantially the same for both Windows and Macintosh systems.



The paper clip graphic calls your attention to a special note or tip that will make your RoundTable use easier or more productive.



Installation Overview

Once your RoundTable client software is set up, it's easy to log in and join a meeting. But because RoundTable integrates your desktop machine with a conference server and the Internet, it does require just a bit more than copying files.

To set up RoundTable client, you will:

- Install the client software on a Windows or Macintosh machine. see [Installing the Client under Windows 95/NT](#) or [Installing the Client on a Macintosh](#).
- Integrate the client software with your Web browser. See [Configuring Your Web Browser on a Macintosh](#).



Upgrading from Version 1.0

RoundTable 2.0 presents a significant upgrade from previous versions, with increased functionality and enhanced speed. While version 1.0 users should find the interface looks familiar enough to be comfortable, they will discover many new features are now available. However, these enhancements required a substantially different approach to the “hidden” parts of the program, so that, in many ways, RoundTable 2.0 is *not* backwards compatible with RoundTable 1.0.

Dealing with Server/Client Incompatibilities

You can *not* access a RoundTable Conference Site on a 1.0 server site with the RoundTable 2.0 client; nor can you access a RoundTable Conference Site on a 2.0 server site with the RoundTable 1.0 client.

Due to these incompatibilities, we suggest that you do *not* install the version 2.0 software over the 1.0 software. If you want to install the new version over the old version, you must be sure that you will be accessing and accessed by only 2.0 Conference Sites (as in the case of strictly intranet or inter-company sites).

Maintaining Old Preferences

If you have been using a previous version of RoundTable, your preferences will be maintained. This includes such items as voices, colors, and your Personal Info.



Integrating the Client with Your Web Browser

The RoundTable client integrates with your Web browser in three different ways:

- A meeting participant can grab URLs from a Web browser and place them on the canvas. Other participants can then double-click the URL to display it in their own Web browser.
- A user can select a meeting from a list on a Web page. Clicking on a particular meeting from the list launches the RoundTable client software, connects to the conference server hosting the meeting, and opens the meeting canvas.
- A user can join a meeting by double-clicking on an .RTC file which launches RoundTable, connects to the conference server, and joins the meeting.



The first type of integration requires only that the RoundTable client's General Preferences be set to recognize the Web browser on your system. This feature has been tested and found to work with the release (non-beta) versions of Microsoft Internet Explorer and Netscape Navigator. It is likely to work with many other Web browsers as well.

The second type of integration requires the conference administrator to set up a gateway. It also requires that client users set up RoundTable as a helper application with their Web browser.

The third form of integration requires that the operating system associate the RTC file type with RoundTable. This is done automatically in the general installation procedure.

This section discusses how to set the two most popular Web browsers—Microsoft Internet Explorer and Netscape Navigator—to integrate with RoundTable. For information on setting up other browsers, contact the browser manufacturer or your system administrator.



Windows 95/NT System Requirements



To run the RoundTable 2.0 client on a Windows machine, your system must include at least the following:

Item	Requirement
Processor/ Operating System	486-SX or higher class machine running Windows 95™ or Windows NT Workstation 4.0™
RAM	4 MB
Free Hard Drive Space	2 MB
Connection Hardware	14.4 Kb modem with a Winsock-compliant network software product
Internet Connection	A direct TCP/IP connection to the RoundTable server, through the Internet or an Intranet, and unobstructed by a firewall or proxy server
Web Browser	Production version (no betas) of: <ul style="list-style-type: none"> • Internet Explorer™ version 2.0 or higher • Netscape Navigator™ version 2.0 or later • Enhanced Mosaic™ version 2.0 or later • or other SpyGlass SDI standard-compliant Web browser

Recommended System

For best results, we recommend the following enhanced configuration:

- 486DX-33 or higher class machine
- 8 MB RAM
- 4 MB free hard drive space
- At least a 28.8 Kb modem connection to the RoundTable server



Installing the Client under Windows 95/NT

Use this procedure to install your RoundTable client on a Windows machine.

Installing the Program



Step Procedure

1. If you are installing RoundTable from an installation disk or CD-ROM, insert disk 1 or the CD in your floppy or CD drive.

OR

If you have downloaded RoundTable as a .ZIP file, copy your zip file (*.ZIP) into an empty folder (or directory). Double-click on the .ZIP file or open it into the current empty folder from within your zip manager. (If you are using a zip manager, you may have to follow a few extra steps to unzip the file. Consult the zip manager documentation for details.) All program files will be expanded into the current folder (or directory).

OR

If you have downloaded RoundTable as an .EXE file, copy your EXE file into an empty folder (or directory). Double-click on the .EXE file. A dialog box appears, informing you that this will install ForeFront RoundTable and asking if you wish to continue. Click on Yes to continue the installation procedure and start the InstallShield Wizard. Skip Step 2 and go directly to Step 3.



2. Click on your Windows **Start** button, choose **Settings**, and then **Control Panel**. The system displays the Control Panel. Double-click on **Add/Remove Programs**.

When the system displays the Add/Remove Programs dialog with the **Install/Uninstall** tab showing, click **Install**. In the next screen (titled Install **Program From Floppy Disk or CD-ROM**), click **Next** to let Windows 95 find the setup file. If Windows cannot find the `SETUP.EXE` file, use the **Browse** button to navigate to the folder into which you copied and expanded your RoundTable files.

When `A:\SETUP.EXE` (or `SETUP.EXE` preceded by the appropriate path) appears in the **Command line for installation program** text box, click **Finish** to start the Install Shield Wizard.

3. The Install Shield Wizard loads. When the **Welcome** screen appears, you are advised to close down all currently running programs. Use A-T to switch to each running program in turn and then exit that program. Click **Next** to continue the installation process.
4. On the **User Information** screen, type in your name and the name of your company. You must type in a company name. Click **Next** to continue.
5. On the **Setup Type** screen, you have the option of choosing whether you want to install the **Typical**, **Compact**, or a **Custom** set of files. If you choose **Custom**, choose which parts of the RoundTable server to install from the **Select Components** dialog. Click **Next**.

In addition, you may choose the directory in which to install RoundTable. By default, RoundTable installs on your hard drive in `C:\PROGRAM FILES\FOREFRONT\ROUNDTABLE`, where `c:\` is the name of your hard drive. If you want to use the default location, select **Next**. Otherwise, use **Browse** to select the location you want to use for RoundTable, then select **Next**.



6. On the **Select Program Folder** screen, you have the option of choosing the Program Folder in which RoundTable will appear on your **Start** menu. By default, RoundTable appears in its own folder. To add it to an existing folder, click on one of those displayed in the bottom scroll window. To put RoundTable in a new folder, type the desired name in the type text field (where ForeFront RoundTable appears by default). Click **Next** to continue.
7. Review the setup information. If it is correct, click **Next** to start copying files. If you need to make changes, click **Back** to make the changes, and then click **Next** until the program starts copying files.
8. The Setup program copies and installs all necessary files to your hard drive.
9. At the end of the installation process, the Installation Shield Wizard opens the folder in which you installed RoundTable. To run the program, double click on the application icon. RoundTable loads and displays the Welcome screen.
10. If you have never previously registered RoundTable (for example, an earlier version), RoundTable then switches to your Web browser and displays the ForeFront Registration page on the Web. If your Web browser is not running or you do not have a suitable Internet Web site, you may return to the registration process later.
11. Complete the Registration page, then select **submit**. All fields followed by an asterisk (*) *must* be completed. If you want to change your registration at any later time, select **Registration** from the Help menu.

Next Step

After installing the RoundTable client and associating the .RTC extension with the program, be sure to configure your Web browser to use RoundTable as a helper application. See [Configuring Your Web Browser under Windows](#).



Configuring Your Web Browser under Windows



Configuring Netscape Navigator

The procedures below explain how to configure the two most popular Web browsers—Microsoft Internet Explorer and Netscape Navigator—to use your RoundTable client as a helper application. If you are using another Web browser, the procedure should be similar. Contact your system administrator or browser manual for details.

Step Procedure

1. From Navigator's Options menu:
 - If you are using Navigator 2, choose the **Preferences** command.
 - If you are using Navigator 3, choose the **General Preferences** command.
2. In the **Preferences** dialog:
 - If you are using Navigator 2, choose the **Helper Applications** tab.
 - If you are using Navigator 3, choose the **Helpers** tab.
3. Click the **Create New Type** button to set up a new mime type. Set up the following:
 - **MIME** type: *application*
 - **Subtype**: *x-ffgrtconf*
 - **Extension**: *rtc*
 - **Action**: *Launch the Application*
4. You may have to restart Navigator for your changes to take effect.

Carryover for Microsoft Internet Explorer

Normally, you do not need to configure Microsoft Internet Explorer because it is closely integrated into the Windows system, that the general installation procedure which associates RTC files with RoundTable carries over to set up RoundTable as a Helper Application in Internet Explorer. We provide the manual process here in case you should encounter a problem. Note that these instructions do NOT work if RoundTable is already set up as a Helper Application for Internet Explorer.



Configuring Microsoft Internet Explorer

Step Procedure

1. From Internet Explorer's View menu, choose **Options**.
2. In the **Options** dialog:
 - If you are using Internet Explorer 2, choose the **File Types** tab.
 - If you are using Internet Explorer 3, choose the **Programs** tab and then click the **File Types** button (in the **Viewers** section)
3. In the list of **Registered file types**, look for *.rtc*.
 - If you find *.rtc*, select it and click **Edit**.
 - If you do not find *.rtc*, click **New Type**.
4. In the resulting **Edit** or **New Type** dialog, set up the following:
 - **Description of Type:** *RT Profile*
 - **Associated Extension** (in **New Type** only): *.rtc*
 - **Content Type (MIME):** *application/x-ffgrtconf*
 - **Default Extension for Content Type:** *.rtc*
5. If the **Actions** window of the **Edit** or **New Type** dialog lists *Open*:
 - Select *open* and click the **Edit** button
 - Use the **Browse** button to locate your RoundTable file: RoundTable.exe

If you do **not** find *open* in the **Actions** window:

 - Click the **New** button below the **Actions** window.
 - In the **New Action** dialog, type *open* in the **New Action** text field, use the **Browse** button to locate your RoundTable file (RoundTable.exe) . Click **Open**, then **OK** to return to the **Edit** or **New Type** dialog.
6. Click **Close** and **OK** as required to return to the main Internet Explorer window.
7. You may have to restart Internet Explorer for the change to take effect.

Next Step

After you install your RoundTable client and integrate it with your Web browser, go join a meeting! See [Chapter 3, Attending RoundTable Meetings](#).



Macintosh System Requirements



To run the RoundTable client on a Macintosh, you must have at least the following setup:

Item	Requirement
Processor/ Operating System	68020 or higher class machine (includes all Power PC® and Quadra® models) running System 7.1 or higher
RAM	4 MB available to RoundTable
Free Hard Drive Space	4 MB
Connection Hardware	14.4 Kbmodem connection to RoundTable server using Open Transport™1.1 or higher or MacTCP® 2.0.5 or higher
Internet Connection	A direct TCP/IP connection to the RoundTable server, through the Internet or an Intranet, and unobstructed by a firewall or proxy server
Web Browser	Production version (no betas) of: <ul style="list-style-type: none"> • Internet Explorer™ version 2.0 or higher • Netscape Navigator™ version 2.0 or later • Enhanced Mosaic™ version 2.0 or later • other SpyGlass SDI-compliant browser



Recommended System

For best results, we recommend the following enhanced configuration:

- 68040 or higher class machine
- 8 MB RAM available to RoundTable
- System 7.5
- at least a 28.8 Kb modem connection to the RoundTable server



Installing the Client on a Macintosh

Installing the Program



Step Procedure

1. If you are working from an installation disk or CD, insert disk 1 or the CD in the appropriate drive. Double-click **RoundTable Installer**.
If you have downloaded RoundTable as an **.HQX** file, convert the file by dragging it onto your Stuffit Expander™ or similar utility. Double-click the converted **.SEA** file to start the RoundTable Installer.
2. When the RoundTable splash screen appears, click **Continue** to load the License Agreement. Read it and click **Continue** to signify your agreement.
3. On the next screen choose your operating system and how much of the program to load. Installing for a pre-System 7.5 O/S will install the Apple Drag and Drop extensions. Choose the correct option, then click **Install**.
4. In the dialog box that appears, navigate to select the folder in which you want to install RoundTable. Click **Install**.
5. The Setup program copies all necessary files to your hard drive and creates a folder containing RoundTable and related files.
6. When RoundTable notifies you that installation is complete, choose **Quit**. On a pre-System 7.5 system, you may have to restart your machine.
7. If you plan to use Conference Profiles, locate and double-click on a Conference Profile in the Finder. If RoundTable does not open automatically, you should get a dialog asking you to specify the application. Choose RoundTable and, if desired, check the option to always use this combination.

Next Step

After installing the client, configure your Web browser to use RoundTable as a helper application. See [Configuring Your Web Browser on a Macintosh](#).



Configuring Your Web Browser on a Macintosh



The procedures below explain how to configure the two most popular Web browsers—Microsoft Internet Explorer and Netscape Navigator—to use your RoundTable client as a helper application. If you are using another Web browser, the procedure should be similar. Contact your system administrator or browser manual for details.

Configuring Netscape Navigator

Step Procedure

1. From the Options menu choose **General Preferences**, then the **Helpers** tab.
2. Look in the list of helpers for a RoundTable listing
 - If you find the listing, click **Edit** to verify the settings with those in the next step.
 - If you do not find it, click the **New** button to set up a new mime type.
3. Set up or edit the entries to match the following.

If you are using Navigator 3.0:

- **Description:** *RoundTable Conference*
- **MIME type:** *application/x-ffgrtconf*
- **Suffixes:** blank
- **Handled by: / Application:** *RoundTable*
- **File type:** *TEXT*

If you are using Navigator 2.0:

- **MIME type:** *application*
- **Subtype:** *x-ffgrtconf*
- **Extension:** blank
- **Application:** *RoundTable*
- **File type:** *TEXT*
- **Action:** *Launch Application*

4. Click OK as required to close the dialog and return to the main Navigator window. You may have to restart Navigator for your changes to take effect.



Configuring Microsoft Internet Explorer

Step Procedure

1. Go to the Edit menu and choose **Options**.
2. In the **Options** dialog, choose the **Content Advisor** tab.
3. In the list, look for *RoundTable* or *RTC Files*.
 - If you find an entry, select it and click **Edit**.
 - If you do not find an entry, click **Add**.
4. In the top portion of the resulting dialog, set up or edit the entries to match the following.
 - **Description:** *RoundTable*
 - **MIME type:** *application/x-ffgrtconf*
 - **Suffixes:** blank
 - **Encoding:** *TEXT*
5. In the **Handling** section of the dialog:
 - Click on the **Choose** button and locate your copy of RoundTable, then click **Select** to return to the previous dialog box.
 - Verify that the **How to Handle** drop-down list displays the choice: *Use a Helper Application*
 - Type *TEXT* in the **File Type** text box
6. Click **New** and then **OK** as required to return to the main Internet Explorer window.
7. You may have to restart Internet Explorer for the change to take effect.

Next Step

After you install your RoundTable client and integrate it with your Web browser, go join a meeting! See *Chapter 5, Attending RoundTable Meetings*.



Uninstalling the Client under Windows 95/NT



Use the standard Windows **Add/Remove Programs** utility to uninstall RoundTable.

Using Windows 95 Add/Remove Programs

Step Procedure

1. Click on the Windows **Start** button.
2. Select **Settings** and then **Control Panel**.
3. Double-click on the **Add/Remove Programs** icon.
4. Click on RoundTable where it appears on the list in the bottom part of the window.
5. Click on the **Add/Remove** command button. The system displays the **Confirm File Deletion** dialog.
6. If you really want to remove the program, click on **Yes** when the system asks: **Are you sure you want to completely remove the selected application and all its components?**
7. Answer **Yes** when the system asks about removing shared files.
8. When the Uninstall Shield indicates that program removal is complete, click **OK** to close the dialog box.



Conference Profiles

Neither the included uninstall program nor the Windows Add/Remove Programs utility deletes Conference Profiles you have saved in other folders. If you want to remove all Conference Profiles from your hard drive, you must delete the files manually.

Deleting Your Conference Profiles

Step Procedure

1. Open the Windows Explorer.TM (On a standard Windows 95 installation, you can get to Explorer by clicking on the Windows **Start** button and choosing **Programs/Windows Explorer**.)
2. Navigate to folder where you have stored your RoundTable Conference Profiles.
3. Delete the files ending in .RTC.
4. Close Explorer.



Uninstalling the Client on a Macintosh



Uninstalling RoundTable

The RoundTable client is easily removed from your system.

Step Procedure

1. Open your hard drive or the network drive on which you have installed RoundTable.
2. If you really want to remove the program, drag the RoundTable folder containing the executables and database files to the **Trash**.
3. Navigate to your **System Folder**, and then the **Preferences** folder within it. Locate the **RoundTable f** folder and drag it to the **Trash**.
4. If you have saved Conference Profiles on your Desktop or in other folders on your hard drive, you must delete the files separately.

In your Finder, navigate to the location where you have stored your RoundTable Conference Profiles.

Delete the Conference Profiles (files ending in.RTC).





Attending RoundTable Meetings

- Attending Meetings—Overview
- Understanding RoundTable Terminology
- Setting Up Your Personal Information
- Getting Connected
- Choosing and Joining a Meeting
- Understanding the Meeting Display
- Getting Information on a Meeting
- Talking to Other Meeting Participants
- Drawing on the Canvas
- Sharing Text at the Meeting
- Sharing Files at the Meeting
- Sharing URLs at the Meeting
- Sharing Screen Captures
- Cleaning Up the Canvas
- Setting Up Private Meetings
- Using Transcripts
- Going Home



As a meeting participant, you will use the RoundTable client software—a “client” program that runs on your Windows or Macintosh desktop machine and connects to other clients through another machine running the RoundTable Conference “server” software. A server can host one or more meetings, “serving up” images and other information to all the clients who connect to its meetings. The server and clients connect together across the Internet; physically, they may be located anywhere in the world.

Attending a RoundTable meeting is just like attending a “real meeting,” except that all the participants need not be in the same physical location. Some features—such as joining and leaving—are common to all meetings. Others—such as sketching on the canvas or sharing URLs—occur only at some meetings. The diagram on the next page outlines common RoundTable activities. The rest of this chapter tells you how to perform those tasks.

Distinguishing Between Macintosh and Windows Instructions

This chapter contains the necessary information for running the RoundTable client software on both Windows and Macintosh machines. In most cases, the instructions are identical on both platforms. However, in some cases there are differences. To help you locate the appropriate instructions for your system, we have used the following visual clues:



Indicates information pertinent only to Windows systems.



Indicates information pertinent only to Macintosh systems.

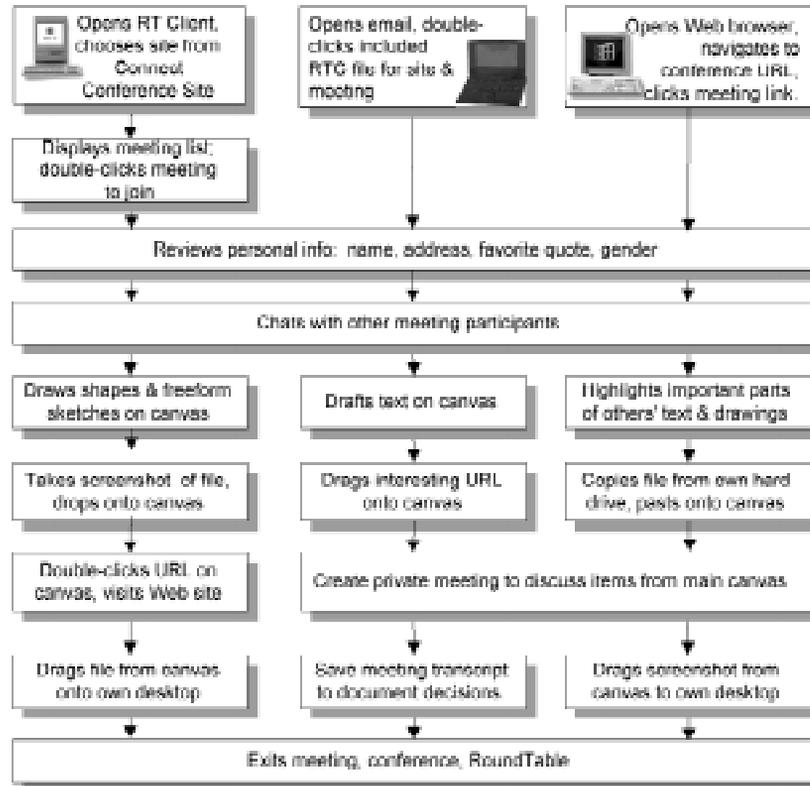
If you see both graphics together or if there are no icons in that section, the information is substantially the same for both Windows and Macintosh systems.



The paper clip graphic calls your attention to a special note or tip that will make your RoundTable use easier or more productive.



Attending Meetings—Overview





Understanding RoundTable Terminology

Before you continue, you should understand a few terms.

Conference Server

A computer running the RoundTable server software that allows the conference administrator to set up various meetings allowing people from all over the world to chat and share information together. As a client, you must connect to a conference server (through a Web page link or your RoundTable client software) before you can join one of its meetings.

Conference Site

The location of the computer running the RoundTable server software. From the client side, the location of the conference is identified just like the location of any other Web page. For example, a *home page* is often located at `http://www.companyname.com`. Their *conference site* might then be located at `http://www.companyname.com/rt/http2conf`.

Client

The RoundTable software application that allows an end user (or meeting participant) to connect to a Conference Server, join a meeting, and interact with other users around the world who are connected to the same Conference Server.



Setting Up Your Personal Information

Before you enter a RoundTable meeting, you may want to set up your personal information; that is, the information that other meeting participants will have about you. Then you can select your meeting and join in.

This section will detail the procedure for setting up your own personal information. For information about choosing your meeting, see [Choosing and Joining a Meeting](#)

Setting Up Your Personal Information

Step Procedure

1. If RoundTable is not already running, launch it and click the **Cancel** button on the splash screen.
2. Go to the Options menu and choose **Setup Personal Info...**
3. Enter as much information in the text fields as you wish to share with the other meeting participants.
 - Press **Tab** to go to the next text field.
 - Press **Shift-Tab** to return to the previous text field.
4. Use the radio buttons to specify your gender, if desired.
5. When you finish entering information, click **OK** to close the dialog.



Getting Connected

You can connect to a RoundTable Conference Server in a number of ways. If you generally connect to one of a small list of conference sites, you will probably connect directly from the RoundTable client through the **Connect** button on the client's opening screen. However, you can also connect directly from a link on a Web page (if the Conference Server has set one up), or you can use a Conference Profile. Once you have connected to a Conference Server and joined a meeting, you can begin chatting with people from all over the world, or you can use the freeform canvas workspace to share information with other meeting participants by dragging images, text, files, or URLs onto the canvas.

Connecting from the RoundTable client

Use this procedure to join meetings at the ForeFront Conference Site, or to connect to any Conference Server where you know the IP address and port number or someone else has set it up for you.

Step Procedure

1. Launch the RoundTable client software:



In Windows, choose it from your Windows **Start** menu (**Programs/ForeFront/RoundTable**, if you have used the default settings) or double-click the `RoundTable.exe` file in Windows Explorer or File Manager (`C:\Program Files\ForeFront\RoundTable\RoundTable.exe`, if you have used the default settings).



On a Macintosh, double-click the **RoundTable** icon in the RoundTable folder, or choose **RoundTable** from the Applications section of your Apple menu (if you have added RoundTable to the list).

2. On RoundTable's **Welcome** screen, click the **Connect** button to display the Connect Conference Site dialog.



3. In the Connect Conference Site dialog, choose or setup the desired site:

To visit a site already listed, choose the Conference Site name from the drop-down **Site** list.

To set up a new site, click the **Setup** button, then the **Add** button in the Conference Sites dialog. In the dialog, type the desired name for the site as its **Label**, the IP address of the machine hosting the RoundTable server as its **Hostname**, and the correct **Port** used by the machine hosting the RoundTable server in the appropriate text boxes. Click **OK**; click on the site to highlight it in the Conference Sites dialog list; and click **OK** again.

To modify and then connect to a currently listed site, click the **Setup** button, then the **Modify** button in the Conference Sites dialog. In the dialog, change any of the settings as necessary and click **OK**. To connect to the modified site, select it in the Conference Sites dialog list and click **OK** again.

4. Back in the Connect Conference Site dialog, type the **Nickname** you wish to use in the meeting.
5. Click **Connect** to join the meeting.

Connecting from a Web Page Link

Use this procedure if you wish to join a meeting that appears as a hot link or button on a Web page.

Step Procedure

1. Make sure your Web browser is configured to use RoundTable as a helper application. For more information, see [Configuring Your Web Browser on a Macintosh](#) or [Configuring Your Web Browser under Windows](#). You may have to restart your Web browser for the changes to take effect.



2. Use your Web browser to navigate to the site with the Web page link. For example, visit ForeFront's Conference site through the link at `http://www.ffg.com`.
3. Locate a link to a conference site you wish to visit or a meeting you wish to join. Click on the link.
4. Your Web browser launches RoundTable and asks for your nickname. If the link is to a conference site, look through the meetings and join one. If the link is directly to a meeting, RoundTable automatically joins the meeting, prompting you for a password, if necessary.

Connecting from a Conference Profile

Use this procedure if someone has sent you a Conference Profile or if you have previously created one. For information on creating Conference Profiles, see [Saving and Sharing Conference Profiles](#).

Step Procedure

1. Locate the desired Conference Profile on your computer.
 - If someone has e-mailed you a Profile, find the name or link in the email message.
 - If you have saved the Profile on your hard drive, use the Windows Explorer or Macintosh Finder to locate the file.
 - If you have created the Profile yourself (or moved it since you received it), you may be able to find it as a shortcut on your Windows desktop or as an alias on a Macintosh.



2. Double-click the **Conference Profile** icon or file name.

TIP: Microsoft Exchange and some other e-mail programs automatically turn filenames in messages into clickable links. If your e-mail program does not do this, you may need to export the link or save it to another file. See your e-mail program manual or online Help for instructions.

3. Your system automatically launches RoundTable.

If you have not saved your nickname as part of the profile, a dialog box appears asking for your nickname. Type the nickname you want to use into the blank text field and click **OK**. RoundTable then launches.

4. If the Profile links to a conference site, you can look through the meetings and join one. If the Profile links directly to a meeting, RoundTable joins the meeting, prompting you for a password, if necessary.

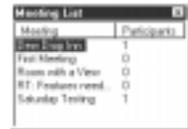


Choosing and Joining a Meeting

When you connect to a RoundTable meeting from a Web page link or a configuration file, you will probably connect directly to a specific meeting. But if you use the RoundTable client to connect to a conference site, you must choose the meeting you wish to attend. Use the procedure below to review the meetings in session at the conference site. In addition, you can examine a list of all conference participants and inspect their personal information to determine who you wish to meet with.

Meeting List

The Meeting List Window displays a list of all meetings at the site and the number of participants attending each meeting. You can join any meeting by double-clicking on the meeting name.



Conference Roster

The Conference Roster Window contains a list of everyone currently connected to the conference site. You can view the Personal Information for any meeting participant by double-clicking their name in the Conference Roster.



Joining through the Meeting List

Step Procedure

1. If RoundTable is **not running**, launch it, click the **Connect** button and choose your Conference Site to display the Meeting List window.

If RoundTable is **running** but the Meeting List is **not displayed**, go to the View menu and select **Meeting List** to display the Meeting List window.

2. The Meeting List window shows all meetings currently in session, together with the number of participants attending each meeting.

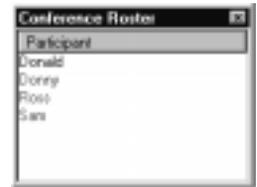


3. If you wish to get information about those currently connected to the site, check the **Conference Roster**. If it is not currently displayed, go to the View menu and select **Conference Roster** to display this list of conference participants.

Examine the Conference Roster window. To get information about a participant, click once to focus on the desired participant. Then go to the Participants menu.

OR

If you are running the RoundTable client on a Windows machine, right-click the participant's name to display a shortcut menu.



4. From either the Participants menu or the Shortcut menu:
 - Choose **List Meetings** to list all the meetings that participant has joined.
 - Choose **Information** to display the Personal Information the participant has submitted.
5. Examine the Meeting List and/or Personal Information windows.

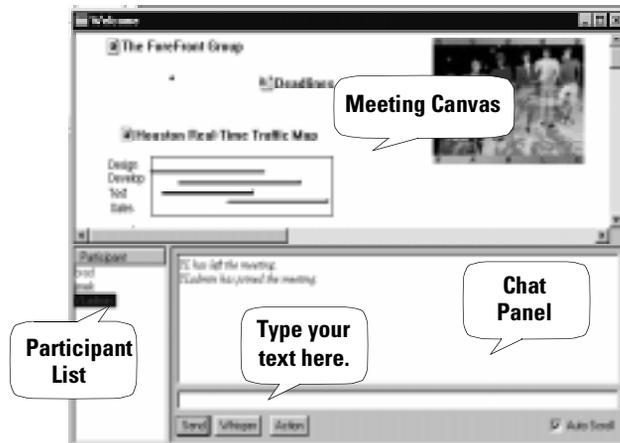
TIP: If you wish to keep a copy of a participant's personal information, click the **Save** button, then specify a folder and filename in which to save the information. Click **OK** to close the windows when you are finished.
6. Use the information you gather to decide what meeting you want to join. In the Meeting List window, double-click the name of the meeting you wish to join.
7. RoundTable connects you to the meeting and loads the meeting canvas. If the meeting canvas is slow to load, you may wish to load images as icons only. To avoid AutoLoading images, go to the Options menu, choose the **Preferences** command, and then the **General** tab. Clear the check box before **Images** under **Auto Load**.





Understanding the Meeting Display

When you join a meeting, RoundTable loads the meeting’s Participant List, Chat Panel, and Meeting Canvas, which displays any files, URLs, or other objects that meeting participants have placed there. The illustration below shows the client program under Windows . The Macintosh client is similar. Once you join a meeting, you can gather information about the meeting and its participants, “listen” to the chat, or join right in. See [Getting Information on a Meeting](#), [Conference Roster](#), and [Talking to Other Meeting Participants](#).



AutoLoading Images

If you have limited bandwidth connection (for example, a 14.4 baud modem) or if you join a meeting with a great number of images, you may prefer to load images only as icons.

- To turn off the AutoLoad option, go to the Options menu, choose **Preferences**, and then the **General** tab. Clear the check box before **Images** under **Auto Load**.
- When you do want to see the images, go to the Canvas menu and choose **Load Images**, or turn the **Auto Load** preference back on.



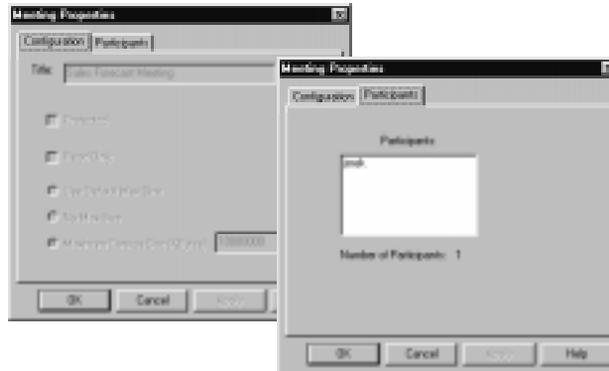
Getting Information on a Meeting

Viewing Meeting Properties

Step Procedure

Each meeting has a Meeting Info dialog which gives details about its configuration and participants. You can view this information only after you join the meeting.

1. Join the desired meeting. For details, see [Choosing and Joining a Meeting](#).
2. In the Meeting List window (*not* in the meeting itself), select the desired meeting. Then go to the Meeting menu and select **Properties**. On a Windows system, you can also right-click the desired meeting and select **Properties** from the shortcut menu.
3. RoundTable displays the Meeting Properties dialog with the Configuration page on top. Unless you have administrator privileges, all choices will be grayed out, indicating you cannot make changes.



4. Click on **Participants** to view the number and names of meeting participants.
5. When you finish reviewing all information, click **OK** to close the dialog.



Talking to Other Meeting Participants

Just like face-to-face meetings, RoundTable meetings most often focus on conversations among the participants. In a RoundTable meeting, you can listen to the conversation, talk (or chat) with all the participants, whisper to only a few meeting members, make gesture (actions) to reinforce your communication, and even ignore certain participants.

Chatting in a Meeting

Step Procedure

1. Look at the **Participant List** to see who is attending the meeting and at the **Chat Panel** to see what they're saying in the current conversation.
2. When you want to join in the conversation, click in the blank text field below the **Chat Panel** and type in your chat text.
3. If you want all meeting participants to see and hear your chat text, press **Enter** (in Windows) or **Return** (on a Macintosh). You can also click **Send**.

Whispering Text

4. **Whisper** if you want only certain meeting participants to see your chat text.
 - Type your text in the blank text field below the **Chat Panel**.
 - In the **Participant List**, select the nicknames of the participants to whom you want to send the message. Use **Ctrl-Click** (in Windows) or **Shift-Click** (on the Macintosh) to select multiple nicknames.
 - When you have selected all desired nicknames, click **Whisper** to send your text.

Sending a Direct Message

5. Send a **Direct Message** if you want only one participant to see your chat text.
 - In the **Participant List**, select the nickname of the desired participant.
 - Go to the Participant menu and choose **Direct Message**.
 - In the dialog that appears, type your message in the upper **Message:** window, then click **OK** to send it..



Sending Actions

- To make a gesture, type the description of the action in the blank text field below the Chat Panel, then click **Action**. On a Macintosh system, you can send actions you have set up in advance by clicking the **Action** button and choosing the desired action from the list. RoundTable displays the text with the actor's name and an action marker. For example, to let the other people know you found someone's remarks humorous, you can type "is rolling on the floor laughing!" and click **Action**. RoundTable displays the following in the Chat Panel:

```
*** Donald is rolling on the floor laughing!"
```

Choosing Colors

- To help you keep track of who says what, you can choose the colors used to display chat text entered by yourself and other participants. To specify the text chat color for just one participant (yourself or someone else):
 - On the **Participant List**, choose the desired participant.
 - Go to the Participant menu and select **Colors...**
 - In Windows*, select a color from the **Basic Colors** displayed or define a custom color. Click **OK** to apply the selection and to close the dialog.
On a Macintosh, select a color from the flyout menu that appears.

To select colors for yourself, the meeting announcer, and other participants at once:

- Go to the Options menu and choose **Preferences**, then the **Colors** tab.
- Use the **Choose Color** buttons to access the **Basic Colors** dialog and select colors for **Me** (yourself), the **Announcer**, and any **New Participant** who joins. The **Random** selection lets RoundTable choose the colors for new participants. Click **OK** to close the **Color** after each choice.
- In the **Preferences** dialog, click **Apply** to activate your choices without leaving the dialog, or **OK** to activate your choices and close the dialog.

Choosing Voices

- If you are using a sound board (on a Windows machine) or have installed PlainTalk (on a Macintosh), you can hear the text in one of RoundTable's voices. To select voices for a single participant:
 - Click on the participant's name in the list of meeting Participants.
 - Go to the Participant menu, choose **Voices**, then select a voice from the list.



To select voices for yourself, the meeting announcer, and other participants at once:

- Go to the Options menu and choose **Preferences**, then the **Voices** tab.
- Use the drop-down list boxes to select voices for **Me** (yourself), the **Announcer**, and any **New Participant** who joins the meeting.
- Click **Apply** to activate your new choices without leaving the dialog. Click **OK** to activate your choices and close the dialog box.

Ignoring Participants

9. As the meeting progresses, you may wish to ignore a participant's contributions. Select the desired nickname from the **Participant List**, go to the Participant menu and choose **Ignore**. You will no longer see or hear that participant's contributions.

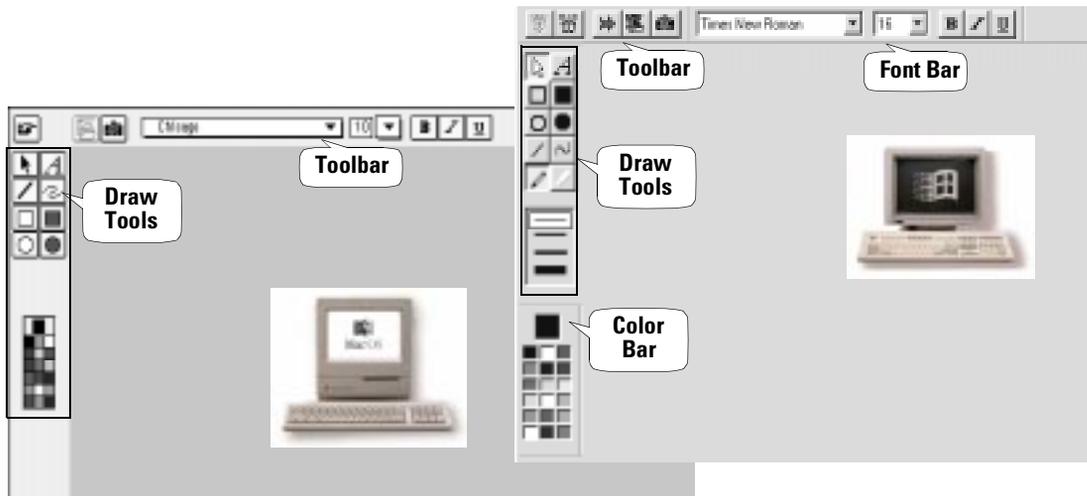


Drawing on the Canvas

When you join a meeting and click on the canvas, RoundTable activates the tools you need for drawing and typing on the meeting canvas. Most of the tools should be familiar to you from other word processors and graphics programs. You can use these tools in various combinations to meet your needs in any given meeting.

Displaying the Tools

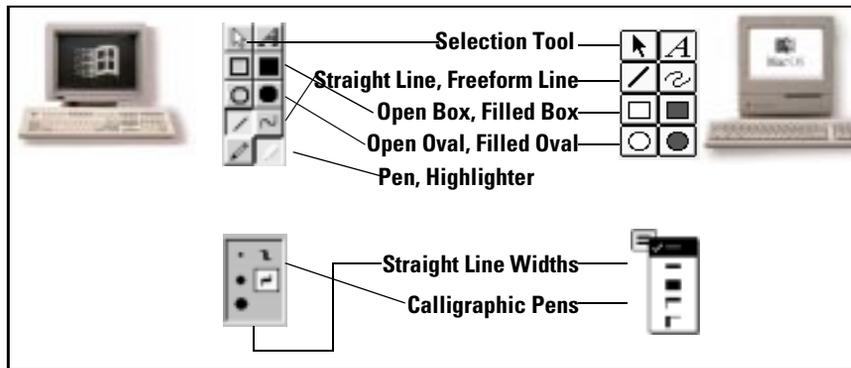
RoundTable makes the canvas tools available only when you have joined a meeting and clicked on the canvas (not in the **Chat Panel**). Once you click on the canvas, however, you can hide or display the various tools by going to the View menu and using the commands matching the labels below. Note that the Macintosh client divides the tools into two groups, while the Windows client divides the tools into four groups.





Sketching on the Canvas Step Procedure

1. Connect to a Conference Site and join a meeting, then click on the meeting canvas approximately where you want to begin sketching.
2. If you want to draw a line, curve, or simple shape, or if you want to highlight an item placed on the canvas, choose the appropriate item from the **Draw Tools**.
 - Use the **Color Bar** to change the color of any drawing tool.
 - Use the **Line Width** box to choose the desired width and style of pen—straight or calligraphic. (This box appears only when you choose one of the line tools or open shape tools.)
 - (*Windows only*) Use the **Pen/Highlighter** tools to change the your drawing from opaque to transparent.



3. Draw on the canvas as desired.
4. To reposition one of your drawing objects, use the **Selection Tool**.
5. To change tools, click on the desired tool and choose the appropriate options.
6. When you are finished sketching, click in the **Chat Panel** to return to your conversations or proceed to use any of RoundTable’s other meeting options.

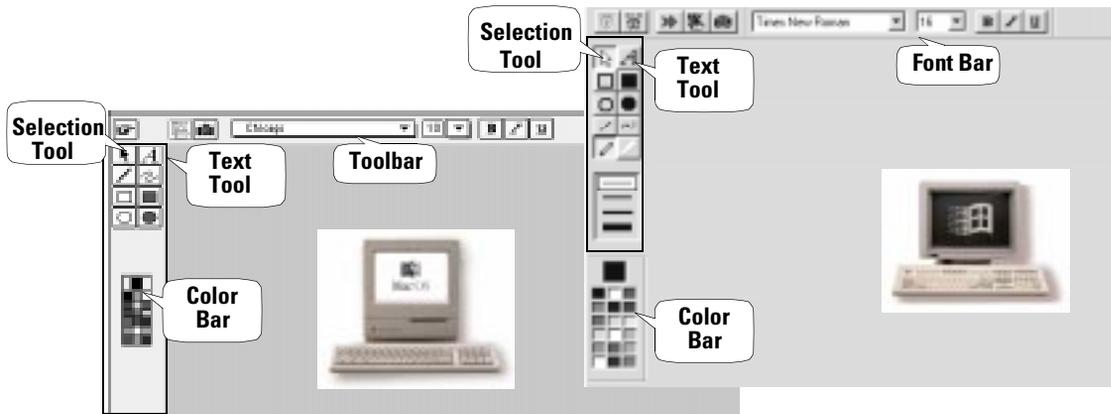


Sharing Text at the Meeting

In addition to typing information into the **Chat Panel** to share with other meeting participants, you may want to type directly on the Meeting Canvas. RoundTable's text tool lets you do this, in any color or font on your system.

Displaying the Tools

RoundTable makes the canvas tools available only when you have joined a meeting and clicked on the canvas (not in the **Chat Panel**).



Typing on the Canvas

Step Procedure

1. Connect to a Conference Site and join a meeting, then click on the meeting canvas approximately where you want to begin typing.
2. Choose the **Text Tool**.
 - Use the **Color Bar** to change the color of your text, if desired.



- Use the drop-down lists on the **Font Bar** (Windows) or **Toolbar** (Macintosh) to choose the font and type size. You may also click on the **B**, **I**, or **U** to make the text bold, italic, or underlined.
3. When you are finished typing, click in the **Chat Panel** to return to your conversations or use any of RoundTable's other meeting options.



Sharing Files at the Meeting

Sometimes you need to share text at a meeting that is too much to type while others are waiting. Or, you may need to share highly formatted forms, spreadsheets, complex graphics—even audio and video clips. Some of these would be very time consuming to create on the meeting canvas; others —such as sound and video clips—would be impossible. But these sorts of information can be shared across the meeting canvas, either by importing them or by simply dragging and dropping the files onto the canvas. There is no limit to the type of files you can share at a meeting, although there may be a limitation to the size of the file. If necessary, check with your conference administrator about the maximum canvas size for your meeting.

Dragging & Dropping Files Step Procedure

1. If necessary, start the RoundTable client, connect to a conference, and then join the desired meeting.
2. Switch to your Windows File Manager or Explorer, or the Macintosh Finder, or otherwise locate the desired file (perhaps as a shortcut or alias on your desktop). Size and position the windows so that you can see both the desired file and the RoundTable meeting canvas.
3. Click on the file to select it. Hold the mouse button down while you drag the file onto the canvas; then release your mouse button.



4. RoundTable copies the file onto the meeting canvas. Other meeting participants can drag the file off to copy it on their own desktops, or double-click the file to open and view it on their local machines.



Note that only one meeting participant can access a file at a time. When someone accesses a file (either to copy or to view), a broken box surrounds the file. No one else can access the file until that user releases it.

Also note that, because of differences in the ways that the Macintosh and Windows display the RoundTable meeting canvas, items placed near the bottom border by a Macintosh-based client may not be visible to Windows-based clients.



Importing Files

Step Procedure

1. If necessary, start the RoundTable client, connect to a conference, and then join the desired meeting.
2. Click on the Meeting Canvas.
3. Go to the Canvas menu and select **Import File**. Navigate to locate the desired file. Click **Open** to import the file onto the canvas.



Note: The size of the files you can import is limited by the meeting's canvas size. The default canvas size is 10 MB, but other sizes can be set by the RoundTable Conference Server administrator. If you need to share large files at a meeting, contact the administrator about setting up a meeting with an unlimited canvas size.

4. RoundTable copies the file onto the meeting canvas. Other meeting participants can drag the file off to copy it on their own desktops, or double-click the file to open and view it on their local machines.



Note: Only one meeting participant can access a file at a time. When someone accesses a file (either to copy or to view), a broken box surrounds the file. No one else can access the file until that user releases it.



Sharing URLs at the Meeting

In today's computer culture, it's only natural that meeting participants would want to share information about the Internet, including URLs. RoundTable makes it as easy to share URLs across the Internet as it is to share files from your desktop computer.

Before You Start

You do not need a Web browser to share URLs in RoundTable. However, if you want to use your Web browser to find the desired URL or to view URLs from other meeting participants, you must have configured RoundTable to use your Web browser. Do this by going to RoundTable's Options menu and selecting **Preferences**, then the **General** tab. In the text field marked **Web Browser**, type the complete path and filename of your Web browser or use the adjacent **Browse** button to locate it. On Macintosh systems, you can also select the **Use Internet Config** option, in which case the **Browse** button will be grayed out and unavailable.

Sharing URLs through a Web Browser

Step Procedure

1. If necessary, start the RoundTable client, connect to a conference, and then join the desired meeting.
2. Open your Web browser and navigate to the desired URL. For maximum ease of use, size and position the windows so that you can see both the desired URL and the RoundTable meeting canvas.
3. Choose any one of the following methods to import the currently viewed URL onto the RoundTable meeting canvas:
 - Click the **Grab URL** icon on the Toolbar.
 - Click on the canvas where you want to place the URL object, then go to the Canvas menu and select **Grab URL**.





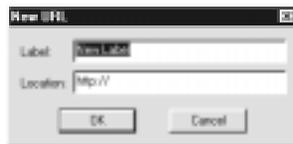
- Click on the **Link** icon in your Web browser and drag it onto the RoundTable canvas.
 - (*Windows only*) Right-click where you want to place the URL object, then choose **Grab URL** from the shortcut menu that appears.
 - In your Web browser, choose **Copy this Link Location** (in Netscape Navigator), **Copy Shortcut** (in Microsoft Internet Explorer) or other similar command. Switch to RoundTable, click on the canvas where you wish to place the URL, then go to the Edit menu and choose **Paste**.
4. RoundTable copies the URL onto the meeting canvas. Other meeting participants can drag the file off to copy it on their own desktops, or double-click the file to open and view it on their local machines.



Note that only one meeting participant can access a URL at a time. When someone accesses a URL (either to copy or to view), a broken box surrounds the file. No one else can access the URL until that user releases it.

Sharing a URL without a Web Browser **Step Procedure**

1. Click on the RoundTable Meeting Canvas in the approximate location where you want to place the URL.
2. From the Canvas menu, select **New URL** to display the New URL dialog.



3. Enter the Label and Location, then click **OK**.



4. RoundTable places the URL on the meeting canvas. Other meeting participants can drag the file off to copy it on their own desktops, or double-click the file to open and view it on their local machines.



Note that only one meeting participant can access a URL at a time. When someone accesses a URL (either to copy or to view), a broken box surrounds the file. No one else can access the URL until that user releases it



Sharing Screen Captures

RoundTable recognizes that meetings may require the exchange of almost any sort of information. That's why the program includes specific options for sharing chat text, URLs, sketches, and almost any kind of file. But what if you need to share information from a file that's in a format the other meeting participants cannot read? For example, a graphic artist may want to share his rendering of the company's annual report cover, but the other meeting participants are mainly accountants who do not have access to sophisticated graphics programs. Or some participants may be working under Windows, while others are on Macintosh machines. In these cases, you can use RoundTable's image grabbing tool to share virtually any information that you can display on your own computer.

Sharing Screen Captures Step Procedure

1. Open the appropriate program(s) and file(s), and arrange the desired information and images on your screen. If you do not have your **General Preferences** set to hide RoundTable when capturing images, you must arrange your screen so that you can see both the RoundTable program and the information you want to capture. (If you do have your **General Preferences** set to hide RoundTable when capturing images, RoundTable will automatically minimize itself when you grab an image.)
2. In RoundTable, click on the **Grab Image** tool OR go to the Canvas menu and choose **Grab Image**.
3. When your cursor turns into a crosshair, click and drag to define the area of the screen you want to capture. Give a second click when you have defined the area.
4. RoundTable captures screen image and places it on the meeting canvas. Other participants can view the image or drag it onto their own desktops to save it to their drives.



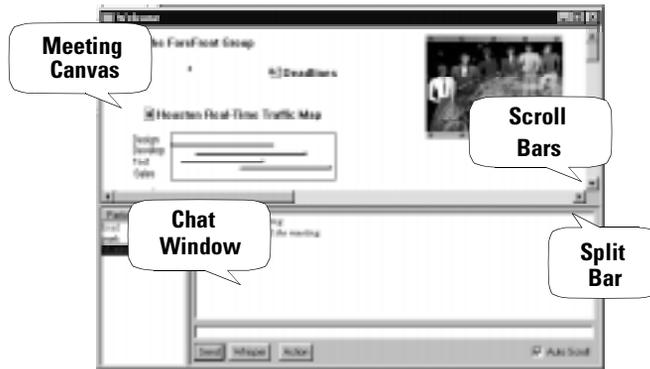


Cleaning Up the Canvas

As the meeting continues and participants add files, URLs, screen captures, and drawings to the meeting canvas, it may become difficult to see things clearly. At any point, a meeting participant can rearrange the items on the canvas.

Arranging Canvas Objects Step Procedure

1. Adjust the meeting canvas to show all of the area you want to work with.
 - Use the split bar to adjust the relative size of canvas and chat windows.
 - Use the scroll bars to reposition the meeting canvas in its window.



2. Use the **Selection** tool to select the item(s) you wish to move.
 - To choose adjacent items, hold down the mouse button and drag a rectangle around the items you want to select.
 - To select multiple items from different parts of the canvas, hold down the **Shift** key and click on each item in turn.
3. To move the selected object(s), click and drag the object(s).
4. To line the selected objects evenly, go to the Canvas menu and choose **Align Objects**. From the fly-out menu choose **Left**, **Right**, **Top**, or **Bottom** to line the items up in the desired orientation.

Aligning Objects



Setting Up Private Meetings

Anyone can create a private meeting at any time that they are connected to a RoundTable Conference Site. Private meetings do not require administrator privileges or a password.

Restrictions

- Private meetings cannot be password protected or made read only.
- Private meetings are “by invitation only”; that is, the user who creates the private meetings invites all desired participants. Other clients connected to the Conference Site cannot join the meeting; in fact, they will not even see it on their Meeting List.
- A private meeting’s canvas size is limited to the maximum canvas size set for that Conference Site by its administrator.
- Private meetings cannot be closed until all participants have left the meeting. Even if the meeting creator leaves the meeting, the meeting remains in session until the last participant has left.
- Private meetings are not persistent. When all meeting participants leave the meeting, RoundTable closes the meeting and deletes it from the Conference Site database.

Creating a Private Meeting

Step Procedure

1. If necessary, start your RoundTable client and connect to the desired Conference Site.

You can do this by going to the File menu and choosing **Connect Conference**; selecting your Conference Site from the **Site** drop-down box and typing the name you want to use in the **Nickname** text field; and clicking **Connect**.
2. Go to the Meeting menu and select **New Private** to display the New Private Meeting dialog.



3. Type the name you want to give the meeting in the **Title** text field.
4. Use the **Add** and **Remove** buttons to select from the current conference **Participants** those you want to **Invite** to your meeting. Click **OK** to finish.
5. RoundTable creates the Meeting Canvas and sends invitations to the conference participants you chose to invite.
6. The meeting cannot be closed until all participants have left. Even if the meeting creator leaves the meeting, the meeting remains in session until the last participant has left.
7. When the last meeting participant leaves, RoundTable closes the meeting.



Using Transcripts

One of the most important parts of attending a meeting is often keep track of what was decided! RoundTable makes this easy with its automatic transcripts.

Saving Transcripts

Step Procedure

1. Start RoundTable, connect to a conference, and join a meeting. Use the Chat Panel and Meeting Canvas as desired.
2. To save objects on the Meeting Canvas, drag them to your local desktop.
3. To save a transcript of all conversations conducted on the Chat Panel, go to the File menu and select **Save Transcript** or **Save Transcript as**.
4. Navigate the dialog box to the location where you wish to save the transcript and enter a name for it. Click **OK** to save the transcript in a basic text format.
5. If the conversation continues and you wish to save more of it, use the **Save Transcript** command to save all the text to the same file, or **Save Transcript As** to save it to a different filename or location.

Opening Transcripts Later

All transcripts are saved in a basic text format. You can use any word processor to open the files, even the Notepad or Wordpad that come on Windows machines, or the Macintosh Simple Text application.



Going Home

Remember that each Conference Site can host more than one meeting, and that RoundTable can connect to a variety of Conference Sites. So:

- If you leave one meeting, you are still connected to the Conference Site and can join another meeting.
- If you disconnect from a Conference Site, you are still in the RoundTable program and can connect to another site.
- If you exit the RoundTable program, you will leave all meetings and disconnect from all Conference Sites

Leaving a Meeting

Step Procedure

1. To leave a meeting, go to the Meeting menu and select **Leave**.
2. RoundTable removes you from the Participant List for that meeting, but keeps you connected to the Conference Site. You may join a different meeting if you want. See [Choosing and Joining a Meeting](#).

Disconnecting from a Conference

Step Procedure

1. To disconnect, go to the File menu and select **Disconnect Conference**.
2. RoundTable disconnects you from the Conference Site but the client software keeps running. You may now connect to a different Conference Site if you want. See [Setting Up Your Personal Information](#).

Exiting RoundTable

Step Procedure

1. To leave all meetings, disconnect from all Conference Sites, and close the program, go to the File menu and choose **Exit**.
2. RoundTable removes you from the Participant List for any meetings, disconnects you from the Conference Site, and closes the program.



Customizing & Automating RoundTable

- Customizing General Preferences
- Setting Font Preferences
- Setting Color and Voice Preferences
- Changing RoundTable's Appearance
- Using Standard Chat Text (Macintosh only)
- Setting Up Standard Actions (Macintosh only)
- Setting Up Emoticons (Macintosh only)
- Saving and Sharing Conference Profiles



RoundTable lets you customize and automate your meeting attendance in a variety of ways.

You can customize how RoundTable appears onscreen by displaying or hiding various screen elements and by setting color, font, and voice preferences.

This chapter also discusses ways you can automate your meeting presence. You can set up special text for quick comments; create standard action descriptions and special emoticons; and even save Conference Profiles that let you instantly connect to a conference.

Distinguishing Between Macintosh and Windows Instructions

This chapter contains the necessary information for running the RoundTable client software on both Windows and Macintosh machines. In most cases, the instructions are identical on both platforms. However, in some cases there are differences. To help you quickly locate the appropriate instructions for your system, we have used the following visual clues:



Indicates information pertinent only to Windows systems.



Indicates information pertinent only to Macintosh systems.

If you see both graphics together or if there are no icons in that section, the information is substantially the same for both Windows and Macintosh systems.



The paper clip graphic calls your attention to a special note or tip that will make your RoundTable use easier or more productive.



Customizing General Preferences

The RoundTable client program includes a number of preferences that allow you to customize the program. The General preferences govern how the program appears at startup as well as specifying file locations.

Web Browser

RoundTable uses the specified Web browser when you tell it to grab the current URL and when you double-click a URL someone else has placed on the canvas.

Default Directory

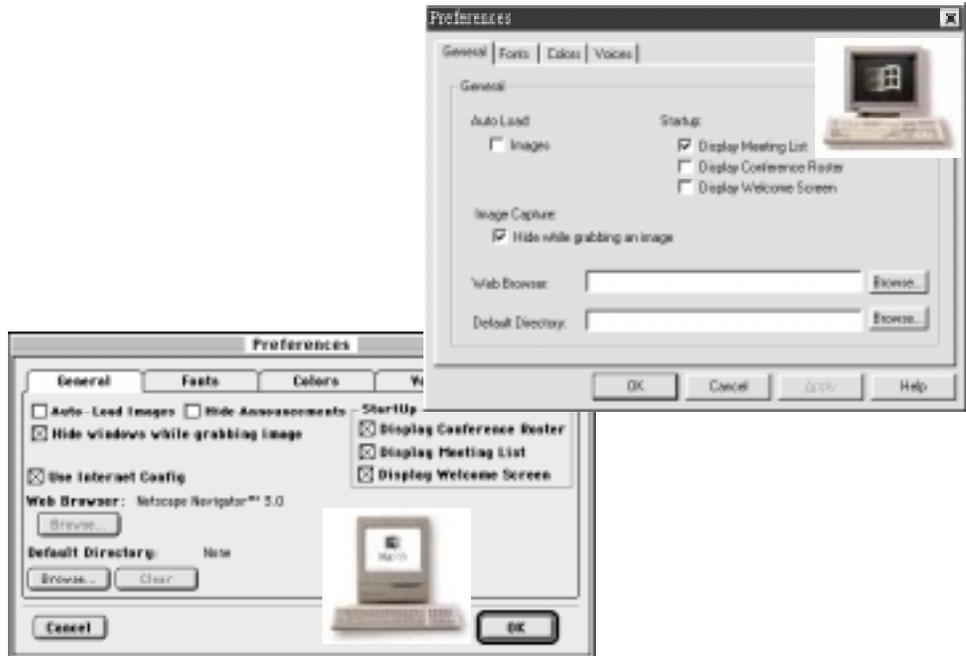
The Default Directory setting specifies the directory RoundTable uses to store temporary files. For example, if you double-click an iconized text object on the canvas, the file will be stored in this directory while you are editing the text



**Customizing
General Preferences**

Step Procedure

1. Go to the Options menu and choose **Preferences...**, then select the **General** tab to display the **General Preferences** dialog.



2. To speed up loading of meeting canvases, disable the automatic loading of images by clearing the checkbox labeled **Auto-Load Images** (Macintosh) or **Images** (Windows). When you join a meeting, images will be represented only by small icons until you explicitly tell RoundTable to load the images.
3. (*Macintosh only*) To keep from viewing comments made by the announcer, clear the checkbox labeled **Hide Announcements**.





4. (*Macintosh only*) To use the Internet Config utility to set your Web browser and connection options, click to place an X in the checkbox labeled **Use Internet Config**.
5. To control the appearance of RoundTable when you first open the program, click or clear the items in the **StartUp** section. You may choose to hide or display the **Conference Roster**, **Meeting List**, and **Welcome Screen**.
6. To automatically minimize the RoundTable window when you use the **Grab Image** tool, mark the checkbox labeled **Hide windows while grabbing image** (Macintosh) or **Hide while grabbing an image** (Windows).
7. To specify the Web browser RoundTable should use, click the **Browse** button nearest the **Web Browser** label and navigate to your browser's location. On a Windows system, you may type in the full path and filename. On Macintosh systems, you can select the **Use Internet Config** option, (the **Browse** button will be grayed out and unavailable).
8. To specify the directory used for storing temporary items (such as canvas text files you are editing), click the **Browse** button nearest to the **Default Directory** label and navigate to the desired location. On a Windows system, you may also type the full path and filename into the text box.
9. If you are finished making changes, click **OK** to close the dialog and save your changes.

If you do not want to save your changes, click **Cancel** to close the dialog and revert to the previous settings.

(*Windows only*) If you want to save your new preferences but not exit the dialog, click **Apply**.

If you want to change other preferences, click on the appropriate tab.

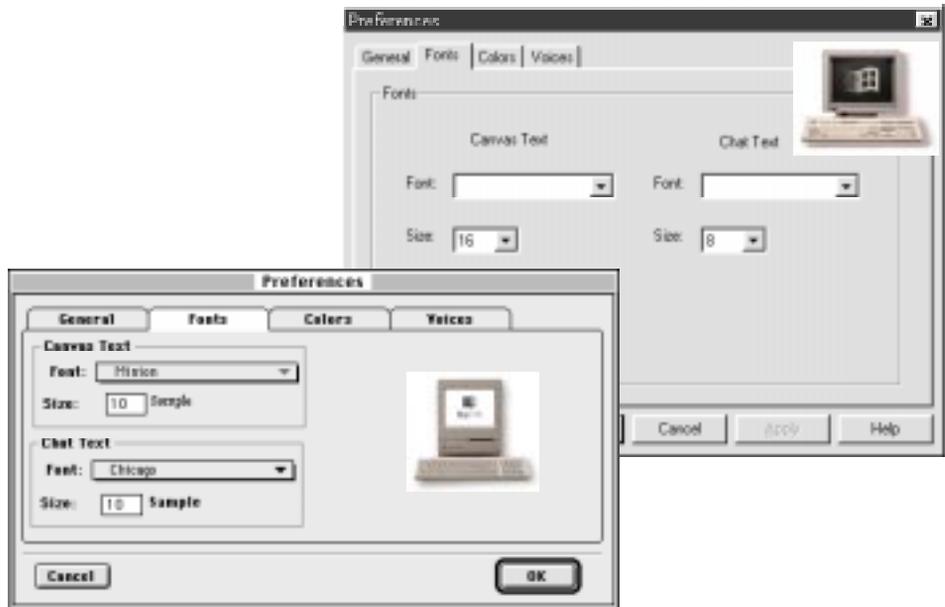


Setting Font Preferences

The choice of font and size can significantly affect the legibility of your onscreen meetings. Given the wide variety of monitor resolutions, lighting conditions, and personal preferences, it is impossible to preset the ideal font for all situations. So RoundTable selects a default font, but gives you the option to set your own choices through the Fonts Preferences dialog.

Setting Font Preferences Step Procedure

1. Go to the Options menu and choose **Preferences...**, then select the **Fonts** tab to display the **Fonts Preferences** dialog.





2. To set the style and size of text which is typed directly on the meeting canvas, use the drop-down list box labeled **Canvas Text** to choose your font and the adjacent **Size** text box (Macintosh) or drop-down list (Windows) to enter the desired size. On the Macintosh, you will see a sample of the font and size next to the **Size** text box.
3. To set the style and size of text which is entered in the chat window, use the drop-down list box labeled **Chat Text** to choose your font and the adjacent **Size** text box (Macintosh) or drop-down list (Windows) to enter the desired size. On the Macintosh, you will see a sample of the font and size next to the **Size** text box.
4. If you are finished making changes, click **OK** to close the dialog and save your changes.

If you do not want to save your changes, click **Cancel** to close the dialog and revert to the previous settings.

(Windows only) If you want to save your new preferences but not exit the dialog, click **Apply**.

If you want to change other preferences, click on the appropriate tab.



Setting Color and Voice Preferences

If you're in a meeting with several participants, it may be difficult to keep track of who is saying what. RoundTable gives you the ability to assign different colors and voices to each participant to help you distinguish among their various comments.

Alternative Approaches

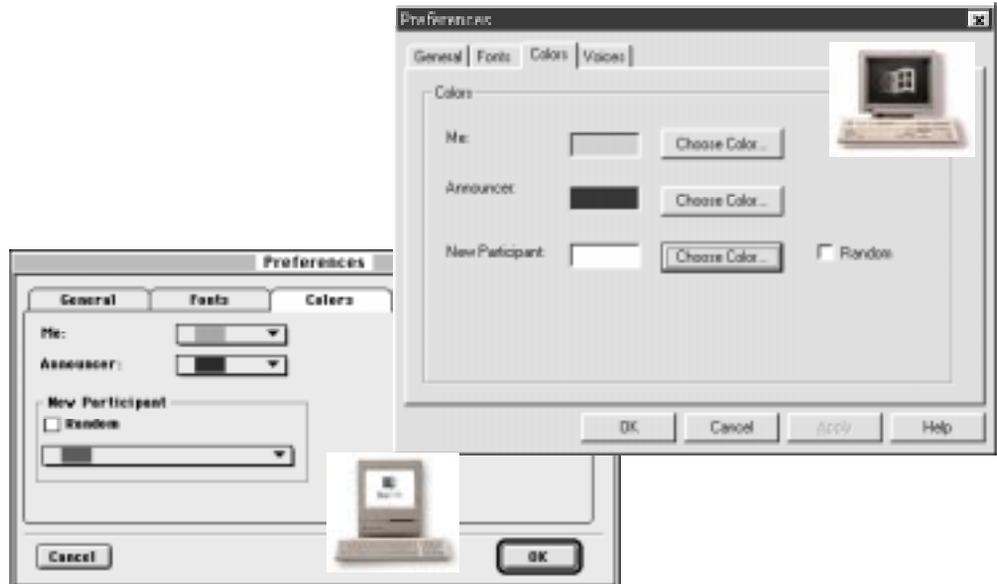


Color and Voice preferences can be set both in the **Preferences** dialog and from the Participants menu. The **Preferences** dialog allows you to make choices for yourself, the announcer, and new participants entering the meeting. The Participants menu allows you to make choices for any participant by selecting their nickname either from the Conference Roster or from a meeting window's Participant list.



Setting Colors & Voices in the Preferences Dialog **Step** **Procedure**

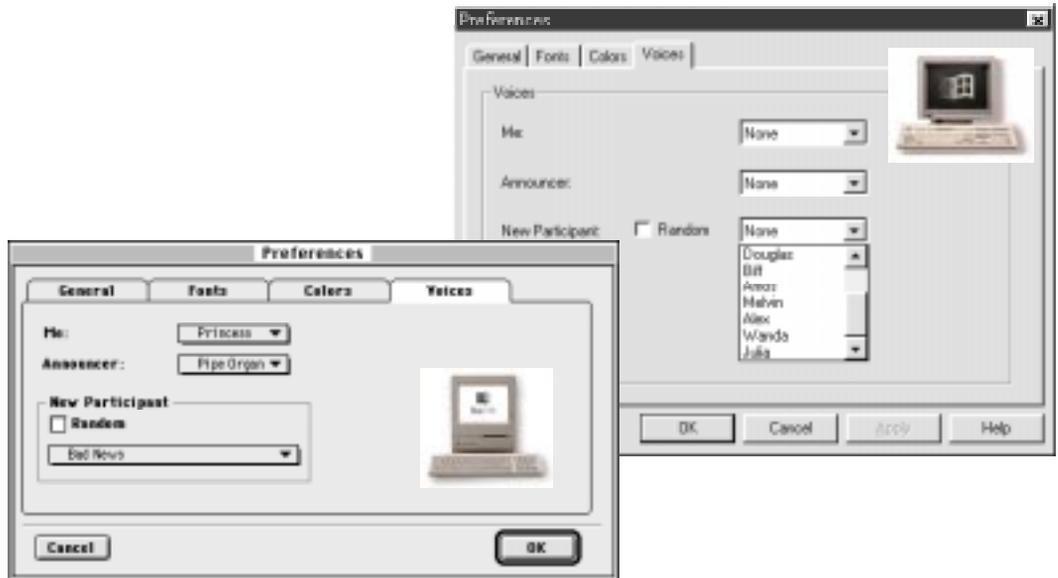
1. Go to the Options menu and choose **Preferences...**, then select the **Colors** tab to display the **Colors Preferences** dialog.



2. Use the drop-down list of colors (Macintosh) or the **Choose Color** button (Windows) to select the color used to display chat text entered by yourself (**Me**), the **Announcer**, and any **New Participant** entering the meeting. If you select the **Random** check box, RoundTable assigns colors to new participants at random.



3. If you are finished, click **OK** to close the dialog and save your changes. Click **Cancel** to close the dialog and revert to the previous settings. (*Windows only*) Click **Apply** to save changes without exiting the dialog. To change **Voice** preferences, click the **Voices** tab to display the dialog box.



4. Use the drop-down lists of voices to select the voice that will be used to present chat text entered by yourself (**Me**), the **Announcer**, and any **New Participant** entering the meeting. If you select the **Random** check box, RoundTable will assign voices to new participants at random.



5. If you are finished, click **OK** to close the dialog and save your changes. Click **Cancel** to close the dialog and revert to the previous settings. (*Windows only*) Click **Apply** to save changes without exiting the dialog. If you want to change any other preferences, click the desired tab to display the appropriate dialog box.

Setting Colors & Voices on the Participants Menu

Step Procedure

1. If necessary, go to the View menu and select **Conference Roster** to display the list of all conference participants. Then select the participant whose color or voice you want to set.

OR

In a meeting, go to the **Participants** list and select the name of the participant whose color or voice you want to set.

2. To set the color of the participant's chat text, go to the Participant menu and choose **Color**, then select the desired color from the flyout menu (Macintosh), or from the **Color** dialog (Windows). In Windows, you may also define a custom color, then click **OK** as necessary to exit the dialogs. On a Macintosh, you can also set the color from the **Conference Roster** window by selecting a participant's nickname, then clicking the **Color** button at the top of the **Conference Roster** window to access the color choices.
3. To set the voice used to present the participant's chat text, go to the Participant menu and choose **Voice**, then select the desired voice from the flyout menu (both platforms). If you choose **None**, that participant's chat text will not be presented aloud.



Changing RoundTable's Appearance

RoundTable offers you a great deal of flexibility in setting up your meeting window. You can decide which screen elements you want to view and adjust the relative sizes of the Meeting Window's canvas and chat panels.

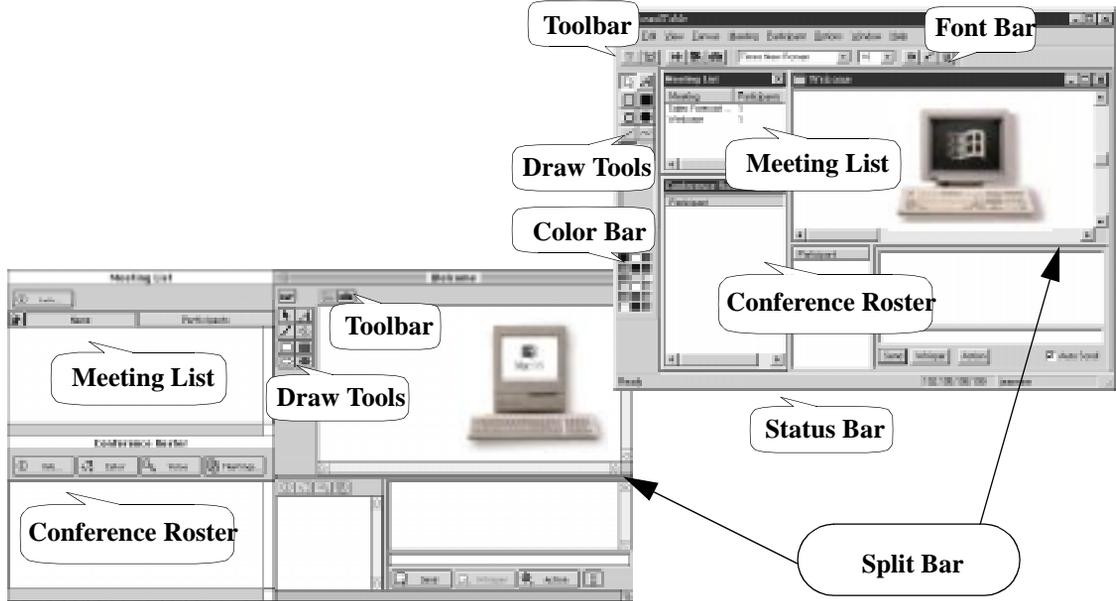
Controlling Screen Elements

Step Procedure

1. Use the illustration below to determine the name of the screen element you want to view or hide.
2. Go to the View menu and select the desired screen element to toggle its display on or off. **Note:** Elements with check marks will be displayed; those without checks will not be displayed.



- Click and drag on the Split Bar to change the relative sizes of the meeting canvas and chat window. **Note:** Your cursor is in the correct location when it changes to a double-headed arrow split by one or two parallel lines.





Using Standard Chat Text (*Macintosh only*)

If you find yourself giving certain explanations or using certain phrases repeatedly, you may want to set up standard chat text which you can add with a mouse click. RoundTable's standard chat text works much like the Glossaries or AutoText entries in word processors: you enter it at length only once; thereafter, you can use a shortcut key or mouse clicks to enter the text quickly. It is useful for such things as a standard greeting, product descriptions, company information, or even your name and email address.

Setting Up Chat Texts

Step Procedure

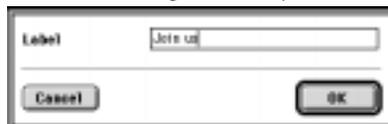
1. Go to the Options menu and choose **Setup Chats** to display the **Setup Chats** dialog box.



2. Click **Add...** to create new text.

OR

Select an existing chat entry from the scroll box and click **Modify** to change the text.





3. In the dialog that appears, type your chat text in the **Label** text box. Click **OK** to close the dialog when you are done.
4. If you want to delete any standard chat texts, select the entry from the scroll box and click **Delete....**
5. If you want to edit any more standard chat texts, repeat the previous steps.

If you are finished editing standard chat texts, click **Done** to return to the main RoundTable program.

Using Standard Chats in a Meeting

Step Procedure

1. If necessary, join a meeting and click to focus on the chat window.
2. If you want to send the standard chat text to all meeting participants, click on the **Send** button at the bottom of the chat window and select the desired text from the drop-down list.

OR

If you want to send the standard chat text to only a few meeting participants, select those participants from the Meeting's Participants list, then click on the **Whisper** button at the bottom of the chat window and select the desired text from the drop-down list.

3. The selected standard chat text appears in the chat window.



Setting Up Standard Actions (*Macintosh only*)

Sometimes you want to describe an action to add emphasis to your text in a meeting. If you find yourself using certain actions repeatedly, you may want to set up standard actions text which you can send with a mouse click. RoundTable sends actions by typing them in the chat window, preceded by two asterisks and the sender's name.

Creating Standard Actions

Step Procedure

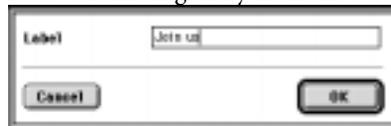
1. Go to the Options menu and choose **Setup Actions** to display the **Setup Actions** dialog box.



2. Click **Add...** to create a new action.

OR

Select an existing entry from the scroll box and click **Modify** to change it.



3. In the dialog that appears, type your action description in the **Label** text box. Click **OK** to close the dialog when you are done.



4. If you want to delete any standard actions, select the entry from the scroll box and click **Delete...**
5. If you want to edit any more standard actions, repeat the previous steps.

If you are finished editing standard actions, click **Done** to return to the main RoundTable program.

Using Standard Actions in a Meeting

- | Step | Procedure |
|------|--|
| 1. | If necessary, join a meeting and click to focus on the chat window. |
| 2. | Click on the Actions button at the bottom of the chat window and select the desired action from the drop-down list. |
| 3. | The action appears in the chat window, preceded by two asterisks and your name. |



Setting Up Emoticons (*Macintosh only*)

As electronic forms of communication have become more popular, a new way to show emotion has evolved. Called an *emoticon* or a *smiley*, it is a iconic representation of a facial expression created from standard punctuation symbols. Setting up an emoticon tells RoundTable what to say when another conference participant types the emoticon as chat text and you have Voices turned on.

Creating Emoticons

Step Procedure

1. Go to the Options menu and choose **Setup Emoticons** to display the **Setup Emoticons** dialog box.



2. Click **Add...** to create a new action.

OR

Select an existing entry from the scroll box and click **Modify** to change it.





3. In the dialog that appears, type your symbol in the **Emoticon** text box. In the **Phrase** text box, type the interpretation of the emoticon. RoundTable will use this phrase whenever you have voices turned on. Click **OK** to close the dialog when you are done.
4. If you want to delete any emoticons, select the entry from the scroll box and click **Delete....**
5. If you want to edit any more emoticons, repeat the previous steps.

If you are finished editing emoticons, click **Done** to return to the main RoundTable program.

Using Emoticons in a Meeting

Step Procedure

1. If necessary, join a meeting and click to focus on the chat window.
2. Type in any chat you wish and add the punctuation symbols for the emoticon.
3. Meeting participants who have their Voices turned on will hear the corresponding descriptive text.
Meeting participants who have their Voices turned off will see the emoticon in the chat window.



Saving and Sharing Conference Profiles

RoundTable Conference Profiles give you a simple but powerful way to save and share all the information you need to join a conference and a meeting. A Conference Profile contains information that describes a conference, including the server IP address, port number, meetings you have joined, and the colors and voices you have assigned to the other participants. You can use a Conference Profile to rejoin a meeting later, or you can send the Conference Profile (*.RTC file) to someone else so that they can easily join the same meeting. You could even put a link to a Conference Profile on a Web page to provide quick access to your conferences and meetings.

Security Precautions

As a security precaution, RoundTable Conference Profiles do not save your password if you are accessing an authenticated server or accessing a meeting as an administrator.

Creating a Conference Profile

Step Procedure

1. Start the RoundTable client, connect to a conference, and, if desired, join a meeting. Set up any colors, voices, or other special options you wish.
2. Go to the File menu and select **Save Conference Profile** or **Save Conference Profile as** to open the **Save** or **Save as** dialog.
3. Navigate to the location where you want to store your Conference Profile and give it a name.
 - If you wish to save your nickname as part of the profile, put an X in the **Include Nickname** (Windows) or **Save Nickname** (Macintosh) check box.
 - (*Macintosh only*) Put an X in the **Save Joined Meetings** check box if you wish to automatically rejoin the current meetings. (The Windows clients automatically saves your currently joined meetings.)
4. Click **Save** to save the Conference Profile.

Sharing Conference Profiles

Conference Profiles can be shared like any other file. Just copy the appropriate *.RTC file to a disk or other transportation mechanism, or place a link to the *.RTC file on a Web page.

Glossary



address	Either an IP Address (the 32-bit address assigned to TCP/IP host computers) or an e-mail address (the name and location address to which all of your electronic mail is sent).
authenticating server	Server which requires that a previously set up username or password be entered before a user is allowed access.
broadcast meeting	also called a <i>one-way meeting</i> . RoundTable meeting with a <i>read-only canvas</i> so that only the server administrator can set up and make changes to the canvas. Users can view or copy canvas items, but cannot make any changes or deletions.
browser (Web browser)	Program that allows the user to find and view information on the World Wide Web (WWW). It generally refers to a Web browser, which translates HTML-coded pages into graphical interfaces on the user's computer.
client	Within the context of RoundTable, the software that gives users access to meetings, but does not allow them to interfere with the operation of the conference server.
conference profile	Small file with an extension of .RTC which contains all the information needed to connect to a RoundTable conference site and meeting. Conference profiles can be used as desktop shortcuts for immediate meeting access; they can also be shared via e-mail or any type of file transfer so that multiple users can quickly access the same meeting.
conference server	Computer running the RoundTable server software with which the conference administrator sets up various meetings, allowing people from all over the world to chat and share information.
conference site	Location of the computer running the RoundTable server software. Identified by an IP address or URL.



-
- console application** Computer program (in this case, usually the RoundTable server software) run from a *DOS instance*.
- dial-up** Commonly used method of accessing the Internet. A dial-up connection uses regular phone lines to connect one computer to another through a modem. Windows 95 includes facilities for implementing Dial-up Networking through a special icon in the Accessories folder.
- DNS** (*Domain Name System*). Database system used to map the meaningful names humans use to refer to machines on the Internet (such as, The ForeFront Group) onto the IP addresses that the computers use to access one another. DNS allows the user to type in a simple, memorable company name which the computer converts into a unique series of numbers.
- domain** Technically, the alphanumeric part of the DNS naming system; it is usually identifiable as a series of words separated by periods (called *dots*). For example, *ffg.com* is pronounced *ffg-dot-com*. In general terms, a domain is a logical region of the Internet and is commonly referred to as a *site*.
- DOS instance** also known as *DOS window*. Window to the command prompt or DOS system opened from within Windows. Gives access to a traditional C-prompt interface.
- e-mail** (*electronic mail*) Method by which computer users can exchange messages over a network. E-mail is probably the most widely used communications tool on the Internet. There are many conventions to e-mail, but most entail “To:”, “From:”, and “Subject:” lines. One of e-mails advantages is its ability to be forwarded and replied to easily.
- e-mail address** Set of names which routes your e-mail to you. By convention, an e-mail address is made up of several parts, separated by periods. The first part of the address, the username, identifies a unique user on a server. The “@” (pronounced “at” in the United States) separates the username from the host name. The host name uniquely identifies the server computer and is the last part of the Internet e-mail address. Large servers, such as those used at universities or large companies sometimes contain multiple parts, called subdomains. Subdomains and the host name are separated by a “.” (pronounced “dot”).



The three-letter suffix in the host name identifies the kind of organization operating the server (some locations use a two-letter geographical suffix). The most common suffixes are: com (commercial), edu (educational), gov (government), mil (military), net (networking), org (non-commercial). Addresses outside of the U.S. sometimes use a two-letter suffix that identifies the country in which the server is located. Some examples are: jp (Japan), nl (The Netherlands), uk (United Kingdom), ca (Canada), tw (Taiwan).

emoticon

Iconic representation of facial expression or emotion created from standard punctuation marks. Also known as a *smiley*.

firewall

Network node used as a boundary, or security device, to prevent Internet traffic from crossing over from one side to another. A firewall may be implemented in a router protecting a company's or institution's server, or it may be a specialized device used for such purposes.

FTP

(File Transfer Protocol) TCP/IP protocol for transferring (copying) from one machine on the Internet to another. Basically, it is the Internet version of the File Copy functions on most desktop platforms. Since FTP evolved on the UNIX platform, its commands for making and changing directories, transferring, copying, moving, and deleting files were originally rather arcane text-based commands typed at a prompt. Fortunately, many graphical applications are now available that make FTP commands as easy as dragging and dropping.

gateway

Within the context of RoundTable, a program which tracks the meetings currently in session on a RoundTable server and presents access to the conference and those meetings in the form of a Web page with clickable links to the meetings.

gopher

Information search and retrieval tool used widely for research. Gopher information is stored hierarchically on computers across the Internet. It uses a simple protocol that allows a client to access information from a multitude of numerous Gopher servers at one time, creating what's known as *gopher space*. The most common search tools in gopher are Veronica and Jughead. Gopher clients exist for most platforms.



group meeting

Public, persistent RoundTable meeting open to anyone with the RoundTable software. Group meetings may also be protected with a password.

home page

Point of entry into a company's, individual's, or institution's set of HTML pages on the World Wide Web. This foundation page is often used as an index with links to other resources on the Web or to other Internet servers.

HTML

(HyperText Markup Language) Standard way to mark text documents to be published on the World Wide Web. HTML code is distinguished by its use of tags surrounded by brackets; for example, <BODY> is the standard tag for beginning the body of any HTML document. HTML code is what you see when you select View Document Source in your browser.

IP

IP stands for Internet Protocol, the second half of the standard TCP/IP package that provides the most fundamental protocols on the Internet. IP defines the unit of information passed across the Internet.

IP address

32-bit address assigned to Internet hosts using TCP/IP.

ISDN

(Integrated Services Digital Network) Access provided by telephone carriers which combines voice and digital (computer) services on a single medium. ISDN connections provide faster access than is available through basic modem connections.

mirror site

Many Web and FTP sites have become so popular that they have acquired "mirror sites" to alleviate congestion. Mirror sites are areas on another computer that "mirror" or contain an exact replica of the directory structure of the files on the overly popular site's computer. If you have trouble getting connected to an FTP site, for example, because of the high amount of traffic, you can usually connect to a mirror site that contains the same information on a different computer. Mirror sites are usually updated once a day.

NNTP

(Network News Transport Protocol) Industry standard protocol for the distribution, inquiry, retrieval, and posting of news articles.



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- one-way meeting** also called a *broadcast meeting*. RoundTable meeting with a *read-only canvas* so that only the server administrator can set up and make changes to the canvas. Users can view or copy canvas items, but cannot make any changes or deletions.
- persistent meeting** RoundTable meeting which remains on the conference server even when no one has joined the meeting. Also known as a *permanent meeting*, in contrast to a *transient meeting*.
- PPP** (*point-to-point protocol*) Protocol that provides a method for transmitting packets over serial point-to-point links. PPP is one of the most popular methods for dial-up connections to the Internet, since it allows you to use other standard protocols (such as IPX, TCP/IP, and Netbeui) over a standard telephone connection, but it can also be used for LAN connections.
- private meeting** Transient RoundTable meeting created “on-the-fly” and open only to the meeting creator and those who are specifically invited to the meeting. Private meetings do not even appear on the Conference Roster of non-invited conference attendees.
- profile** see *conference profile*
- protocol** Language spoken between computers to exchange information. More technically, a protocol is the formal description of formats and rules followed by machines to exchange information. Different protocols are used to exchange different sorts of messages, such as news for newsgroups and FTP for file transfers.
- proxy server** Application which passes information between a browser and the Internet.
- public meeting** Persistent RoundTable meeting open to everyone with RoundTable software. Public meetings may also be protected with a password.
- read-only canvas** RoundTable meeting screen which contains information that users can view and copy but not move, delete, or otherwise change. Read-only canvases are useful for distributing information in an attractive, easy-to-use format while protecting it from unauthorized changes or deletions.



RTC file	File ending with the extension RTC that contains a <i>conference profile</i> .
server	In RoundTable, software that runs on Windows NT or 95 machine and creates the RoundTable conference site. From the server, the conference administrator controls permanent meetings, canvas size, maximum number of users, etc.
SLIP	<i>(Serial Line Internet Protocol)</i> Standard protocol (similar to PPP) which is used to run TCP/IP over serial lines, such as telephone circuits or RS-232 cables. Unlike PPP, however, SLIP does not work on a LAN connections. SLIP is probably the most popular way for dial-up users to access the Internet. In general, Web access requires a SLIP or PPP connection.
T1/T3	Two terms coined by AT&T to describe the types of high-speed connections of hosts to the Internet. A T1 connection transmits a DS-1 formatted digital signal at 1.544 megabits per second. A T3 connection transmits a DS-3 formatted digital signal at 44.746 megabits per second.
TCP	<i>(Transmission Control Protocol)</i> First half of standard TCP/IP package that provides the most fundamental Internet protocols. TCP supplies transport level standards that allow a process on one machine to send data to a process on another machine.
TCP/IP	Standard package that provide the most fundamental protocols on the Internet.
transaction log	RoundTable server-based file which tracks conference transactions. The level of detail ranges from 1 (configuration parameters, version number, time-started, log-ins and log-outs, and errors only) to 5 (which logs every transaction).
transcript	File that saves a copy of all the chat text from a meeting.
transient meeting	RoundTable meeting which closes when the last meeting participant leaves. Typically applies only to <i>private meetings</i> .



URL (*Uniform Resource Locator*) Standard address format used to identify and locate Internet sites. World Wide Web site URLs begin with the prefix `http://` (HyperText Transfer Protocol), generally followed by `www` (World Wide Web). After the standard prefixes, URLs use identifiers for different domains and subsections of domains, each separated by a period (.). The various levels of a site are separated by a forward slash (/); individual home pages are often preceded by a tilde (~).

Web page Page of a document on the World Wide Web.

WWW (*World Wide Web or Web*) Collection of on-line documents housed on Internet servers around the world. The concept of the Web was created by researchers at CERN in Switzerland. Web documents are written or coded in HTML. To access these documents, you must use a Web browser, such as Internet Explorer or Netscape Navigator. When these browsers access (or hit) a page, the server uses the HyperText Transfer Protocol (HTTP) to send the document to your computer.





Symbols

- .EXE file
 - installing from 2-6
- .HQX file
 - installing from 2-13
- .RTC files 2-4, 2-17, 3-7
- .ZIP file
 - installing from 2-6

A

- Access, easy 1-2
- Action 3-14
- Actions
 - setting up standard 4-15
- Actions button 4-16
- Add/Remove Programs 2-16
- Adding gestures 4-16
- Address 3-4
- Adjusting window proportions 3-26
- Advantages 1-4
- Aligning canvas objects 3-26
- Announcer 3-14
- Appearance
 - of program screen 4-11
- Appearance at startup 4-4

- Apple Drag and Drop extensions 2-13
- Arranging canvas objects 3-26
- Assign colors and voices for chat text 4-7
- Authentication, server 1-2
- Auto-Load Images 4-3
- AutoLoading Images 3-11
- AutoLoading images 3-11
- Automatic chat text 4-13
- Automatic meeting minutes 3-29
- AutoText 4-13

B

- Basic Colors 3-14
- Benefits 1-4
- Box tool 3-17
- Broken box
 - surrounding canvas objects 3-21

C

- Calligraphic pen 3-17
- Canvas 1-1
 - cleaning up 3-26
 - dragging files onto 3-20
 - read-only 1-2
 - sketching on 3-17

- typing on 3-18
- Canvas objects
 - saving 3-29
- Capabilites 1-4
- Capabilities 1-1, 1-2, 1-3
- Capture screen image 3-25
- Change standard actions 4-15
- Chat 1-3
 - creating transcripts of 3-29
- Chat fonts 4-5
- Chat Panel 3-11
- Chat text
 - configuring 4-7
 - standard 4-13
- Chatting 1-1, 3-13
- Choosing a meeting 3-9
- Choosing canvas fonts 4-5
- Choosing chat fonts 4-5
- Choosing colors 3-14
- Choosing voices 3-14
- Class assignments, distribution of 1-9
- Cleaning up canvas 3-26
- Client
 - defined 3-3
 - integration with Web browser 2-4



- launching 3-5
- Macintosh
 - requirements 2-11
- Upgrading from 1.0 2-3
- Windows
 - requirements 2-5
- Client Installation
 - Overview 2-2
- Client software 1-4
- Client window 3-11
- Closing private meetings 3-28
- Collaborative conferencing 1-4
- Color
 - for chat text 3-14
 - of chat text 4-10
- Color of text 3-18
- Color preferences 3-14, 4-7
- Coloring chat text 4-10
- Comments
 - setting up standard phrases 4-13
- Company forms server 1-9
- Conference
 - disconnecting from 3-30
- Conference participants 3-9
- Conference profile
 - connecting from 3-7
- Conference Profiles 1-2, 2-4
- Conference profiles 2-13, 2-14, 2-17, 3-5, 4-19
- Conference Roster 3-9
- Conference server 1-4, 1-5, 1-8
- Conference site
 - defined 3-3
 - exiting 3-30
- Conferencing 1-4
- Configuring font preferences 4-5
- Connect button 3-5
- Connect Conference Site dialog 3-6
- Connecting
 - from a Web page 2-4
- Connecting from a Web page 3-6
- Connecting to RoundTable 3-5
- Connection Hardware 2-5, 2-11
- Conventions, Documentation 1-11
- Conversations
 - saving 3-29
- Convrsation 3-13
- Copy Shortcut 3-23
- Copy this Link Location 3-23
- Creating conference profiles 4-19
- Creating emoticons 4-17
- Creating private meeting 3-27
- Creating reusable text 4-13
- Creating standard gestures 4-15
- Crosshair cursor 3-25
- Cursor, crosshair 3-25
- Customer Support 1-11
- Customizing General preferences 4-3
- D**
- Default directory 4-2
- Default Web browser 4-2, 4-4
- Definition
 - client 3-3
 - conference site 3-3
- Deleting
 - Database 2-17
- Describing a conference 4-19
- Descriptive actions 4-15
- Desktop shortcuts 1-2
- Diagram
 - broadcast meeting 1-9
 - information flow 1-5, 1-7, 1-9



- private meeting 1-7
- public meeting 1-5

- Direction of information flow 1-5, 1-7

- Disconnecting from conferences 3-30

- Display
 - canvas fonts 4-5
 - chat fonts 4-5

- Displaying screen elements 4-11

- Distinguishing meeting participants' chat text 4-7

- Documentation
 - Conventions 1-11

- Dragging and dropping files 3-20

- Dragging URLs from Web browser 3-22

- Drawing objects
 - repositioning 3-17

- Drawing tools 3-17

E

- Easy meeting connections 4-19

- Edit standard actions 4-15

- Editing files
 - storage 4-2

- E-mailed links 3-7

- Emoticons 4-17

- Exchange, Microsoft 3-8

- Exiting

- from a conference 3-30

- from a meeting 3-30
- program 3-30

- Explorer, Internet 2-4, 2-9, 3-23

- Explorer, Microsoft Internet 2-15

F

- Features 1-1, 1-2, 1-3

- File drop 1-8

- Files
 - access 3-20
 - dragging and dropping 3-20
 - importing 3-21
 - sharing 1-1, 1-8

- Files size 3-21
- Files.sharing 3-20

- Filled box tool 3-17

- Filled oval tool 3-17

- firewall 2-11

- Font 3-18

- Font bar 3-18

- Font preferences
 - Preferences font 4-5

- ForeFront
 - web site 1-11

- ForeFrontGroup, Web Site 1-11

G

- Gender 3-4

- General preferences 3-11, 3-22, 3-25

- Gestures
 - standard 4-15

- Gesturing 4-16

- Getting Meeting Info 3-12

- Getting meeting information 3-12

- Glossaries 4-13

- Grab Image 3-25, 4-4

- Grab image 3-25

- Grab URL 3-22

- Grab URLs 2-4

H

- Hearing emoticons 4-18

- Helpers 2-14

- Hide Announcements 4-3

- Hide RoundTable 3-25

- Hide while grabbing an image 4-4

- Hide windows while grabbing image 4-4

- Hiding chat text 3-15

- Hiding screen elements 4-11

- Highlighter 3-17

- Highlighter tool 1-2

- Hiliter 3-17

- Home page
 - ForeFront 1-11

- Hostname 3-6



- Hot link
 - Web page 3-6
- I**
- Icons
 - Grab URL 3-22
- Identification 3-4
- Ignoring participants 3-15
- Image, grabbing 3-25
- Images 4-3
 - AutoLoading 3-11
 - auto-loading 3-11
- Importing files 3-21
- Incompatibilities
 - between versions 2-3
- Information 3-10
 - Meeting 3-12
- Information flow 1-7
- Information flow, direction of 1-5
- Information sharing 1-9
 - conversation 1-7
 - files 1-5, 1-7
 - URLs 1-5
- Information, sharing 1-2
 - conversation 1-3
 - files 1-3
 - special interest
 - groups 1-3
 - URLs 1-3
 - Inserting emoticons 4-18
 - Inserting standard actions 4-16
 - Inserting standard chat
 - text 4-14
- Internet address
 - ForeFront 1-11
- Internet Config 3-22, 4-4
- Internet Connection 2-5
- Internet Explorer 2-4, 2-9, 2-15, 3-23
- Invitation-only meetings 3-27
- Invite 3-28
- IP address 3-6
- J**
- Joining a meeting 3-9
- K**
- Keeping track of chat 3-29
- L**
- Launching client 3-5
- Leaving meetings 3-30
- Legend 1-11
- Link
 - in Web browser 3-22
- linking to a conference 4-19
- List Meetings 3-10
- M**
- Macintosh system requirements 2-11
- MacTCP 2-11
- Making private meetings 3-27
- Meeting
 - joining 3-9
 - Meeting canvas 3-11
 - read-only 1-10
 - Meeting creator 3-28
 - Meeting display 3-11
 - Meeting Information 3-12
 - Meeting information 3-12
 - Meeting List 3-9, 3-12
 - Meeting list
 - joining through 3-9
 - Meeting minutes 3-29
 - Meeting participants 3-9
 - Meeting Properties 3-12
 - Meeting properties 3-12
 - Meetings 1-1
 - closing private 3-28
 - group 1-5
 - leaving 3-30
 - one-way 1-4
 - overview 3-2
 - person-to-person 1-7
 - private 1-4, 1-7, 3-27
 - public 1-4, 1-5
 - Microsoft Exchange 3-8
 - Microsoft Internet Explorer 2-4, 2-9, 2-15, 3-23
 - MIME type 2-9, 2-14
 - Minimize program 3-25
 - Minutes of meetings 3-29
 - modem 2-5, 2-11
 - Modify 3-6
 - Modify standard actions 4-15



- Multiple items
 - selecting 3-26
- N**
- Name 3-4
- Navigator, Netscape 2-4, 2-9, 3-23
- Netscape Navigator 2-4, 2-9, 3-23
- Networking 1-3
- New features 1-2
- New Participant 3-14
- New Private 3-27
- New URL 3-23
- Nickname 3-8
- O**
- Objects
 - arranging canvas 3-26
- Open box tool 3-17
- Open oval tool 3-17
- Open Transport 2-11
- Opening screens 4-4
- Opening transcripts 3-29
- Operating System 2-5, 2-11
- Oval tool 3-17
- Overview 2-2
 - attending meetings 3-2
 - Client Installation 2-2
- P**
- Participant List 3-11
- Participant properties
 - 3-12
- Participants
 - Meeting 3-12
- Participants attending meetings 3-9
- Participants' chat text color 4-10
- Participants' voices 4-10
- Password-protected servers 1-2
- Pen tool 3-17
- Persistent meetings 1-5, 1-7
- Personal information 3-9
 - setting up 3-4
- Pointer tool 3-17
- Port 3-6
- Preferences 3-11, 3-14
 - Color 4-7
 - General 3-25, 4-3
 - maintaining from version 1.0 2-3
 - Voice 4-7
 - Web browser 3-22
- Private meetings 1-7, 3-27
 - closing 3-28
- Processor 2-5, 2-11
- Profiles, conference 1-2, 2-13, 2-17, 4-19
- Profiles, conference
 - connecting from 3-7
- Program appearance 4-11
- Properties
 - Meeting 3-12
 - meeting 3-12
- Protected canvases 1-2
- proxy server 2-11
- Public meetings 1-5
- Q**
- Quitting 3-30
- R**
- Random colors and voices 4-9
- Read-only canvas 1-2
- Read-only meeting canvas 1-10
- Recommendations, System 2-5, 2-12
- Reposition drawing objects 3-17
- Requirements, system for Windows client 2-5
- Reusing actions 4-15
- Reusing chat text 4-13
- RoundTable client window 3-11
- RoundTable meetings 1-4
- RT Profile 2-10
- rtc 2-9, 2-10
- RTC files 2-13, 2-14, 4-19
- S**
- Save participant information 3-10
- Saving canvas objects 3-29



- Saving conference profiles 4-19
- Saving transcripts 3-29
- Screen captures
 - sharing 3-25
- Screen elements
 - hiding and displaying 4-11
- Screenshots 3-25
- Select multiple items 3-26
- Selection tool 3-17, 3-18
- Send 3-13
- Sending actions 3-14, 4-16
- Sending emoticons 4-18
- Sending gestures 4-16
- Sending standard chat text 4-14
- Server authentication 1-2
- Server, conference 1-4, 1-5, 1-8
- Server, corporate 1-5
- Server/Client
 - Incompatibilities 2-3
- Setting color and voice preferences 4-7
- Setting font preferences 4-5
- setting preferences 3-22
- Setting startup options 4-4
- Setting up emoticons 4-17
- Setting up personal information 3-4
- Setting up private meetings 3-27
- Setting up standard chat text 4-13
- Setting voices 4-10
- Setup actions 3-14, 4-15
- Setup Chats 4-13
- Setup emoticons 4-17
- Setup site 3-6
- Sharing
 - text 3-18
- Sharing conference sites 4-19
- Sharing files 3-20
- Sharing information without applications 3-25
- Sharing meeting connections 4-19
- Sharing screen captures 3-25
- Sharing URLs 3-22
- Shortcuts to meetings 1-2
- Site
 - setting up new 3-6
- Size of text 4-6
- Smileys 4-17
- Snapshots 3-25
- Social chatting 1-3
- Speaking chat text 4-7
- Speaking emoticons 4-18
- Speaking emotions 4-17
- Special interest groups 1-3
- Speeding Up Meetings 3-11
- Split bar 4-11
- Standard actions 4-15
- Standard chat text 4-13
- Standard comments 4-13
- StartUp 4-4
- Status
 - Meeting 3-12
- Storing temporary items 4-4
- Support 1-11
- System requirements
 - Macintosh client 2-11
 - Windows client 2-5
- T**
- Talking in a meeting 3-13
- TCP/IP 2-5, 2-11
- Technical Support 1-11
- Temporary files 4-2
- Temporary meetings 1-7
- Temporary storage 4-4
- Text
 - reusable 4-13
 - typing on canvas 3-18
- Text size 4-6
- Text tool 3-18
- Toggling screen display 4-11
- Toolbar 3-18
- Tools 3-17
 - highlighter 1-2
 - Pick 3-18
 - Selection 3-18



- Tracking meeting chat 3-29
- Transcripts 3-29
- Transient meetings 1-7
- Turning off chat text 3-15
- Type styles 3-18
- Typing in URLs 3-23
- Typing on the canvas 3-18
- U**
- Uninstalling
 - WebWhacker 2-16
- Upgrading 2-3
- URLs
 - sharing at meeting 3-22
- Use Internet Config 4-4
- Uses
 - business 1-5, 1-7
 - classroom 1-5, 1-7
- Uses for RoundTable
 - brainstorming 1-3
 - business 1-3
 - classroom 1-3
 - social 1-3
- Using conference profiles as links 4-19
- Using emoticons 4-18
- Using standard actions 4-16
- Using standard chat text 4-14
- V**
- Version 1.0
 - Upgrading from 2-3
- View menu 4-11
- Viewing Requirements 2-5
- Voice preferences 3-14, 4-7
- Voices 3-14, 4-17
 - and emoticons 4-18
- Voicing emotions 4-17
- W**
- Web Browser
 - integration with client 2-4
- Web browser 3-22
 - configuring on a Macintosh 2-14
 - connecting to Round-Table from 3-7
 - default 4-2, 4-4
 - Macintosh requirements 2-11
 - sharing URLs through 3-22
- Web page link 3-5, 3-9
- Web page links to conferences 4-19
- Web site 1-11
- Web Site, ForeFront Group 1-11
- Whisper 3-13
- Whispering standard chat text 4-14
- Window sizes
 - adjusting 3-26
- Worldwide conferencing 1-4
- X**
- x-ffgrtconf 2-9, 2-10, 2-14