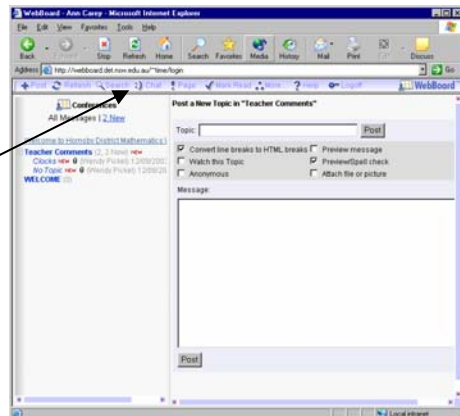


IN THE NICK OF TIME

<http://webboard.det.nsw.edu.au/~time/login>
USING THE CHAT ROOM

Login using your name and password

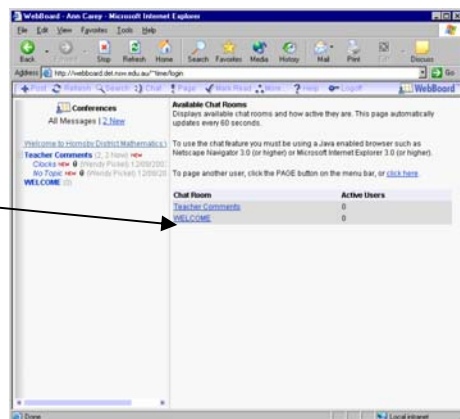
Select Chat from the tool bar



The conferences that have Chat rooms available are then listed on the right hand side of the screen

Click on the conference called

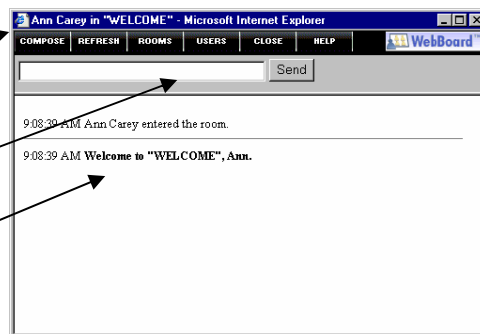
"Chatting with Mr Nick"



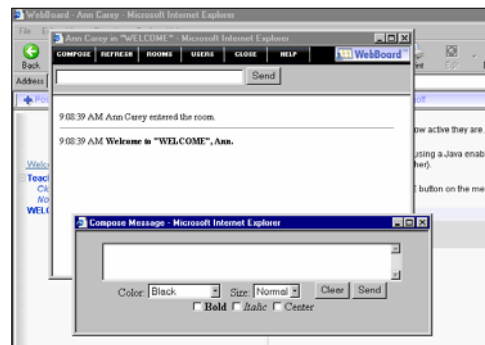
The chat screen now appears.

You can type your message in here and then click the Send button.

The message will now appear here



To **enter a chat message**, type into the text area below the chat menubar and click the send button.



Using The Menubar

The menubar is your "control panel" to WebBoard Chat. The following describes each button and the task it performs

COMPOSE Compose Message

Although you can quickly enter a message in the text area just below the menubar, you can have more control over the look of your message by composing a message with this feature. You can change the color, size and font of your message -- plus you get more space to enter longer messages.



"Smileys" will be translated to in-line GIF images in your message. For example, if you typed:

Wow, that's so exciting!! :o I'm so happy for you! :)
...it would appear as:
Wow, that's so exciting!! 😄 I'm so happy for you! 😄

Use	For
:)	😊
:(😞
:o	😄

REFRESH Refresh Chat Window

This button forces the chat window to refresh. The default refresh rate is 10 seconds. You can turn the chat refresh rate off (0), or change it from 10 to 120 seconds. This button is useful if you turn chat refresh off.

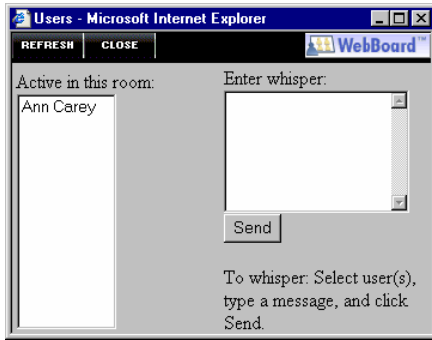


ROOMS Rooms

The Chat Rooms window allows you to move to a different chat room. All rooms you have access to are listed. If a room is active (meaning people are chatting in the room), the name of the chat room name starts with "(A)". An active chat room is a room which has had activity within the last 15 minutes.

To change rooms, select a room, then click the button labelled "Go to Room".

To refresh the rooms, click the button labelled "Refresh". Since a room can become active at any time, you may want to leave this window open and click the button every few minutes.





USERS Users

The chat users button will display a new window on your desktop. It allows you to view a list of active users in the current room. Additionally, you can whisper to a user. A whisper is a private message that only the recipient can see.

Whispering Messages


Whispered messages are shown only to users who you specify. Whispering is useful to privately chat with another user, or to send a quick note to someone else that only they will see.

There are two ways to send a whisper message; by clicking on the whisper icon  next to a user's name in the chat window, or by using the Users window.

The whisper icon  will prompt you for a whisper message. Enter a message, and click the OK button. The message will be sent to only that user.

The Users window will allow you to whisper a message to more than one user. Select one or more of the active users in the room, then enter a message. When you are done, click the SEND button. To refresh the list of active users, click the REFRESH USERS button.

Paging Users

To page a user, click the bell  to the right of their name. The user will receive a note alerting them of your page. This is useful to get a user's attention if they are in the chat room but don't appear to be responding.

Additionally, you can page the System Administrator of the chat system. Just enter "!page" as your message. An audio file will be played on the local machine. If the System Administrator is available, he or she may enter chat mode with you within a minute or two

CLOSE Close Window

This button will close the chat window and end your chat session.