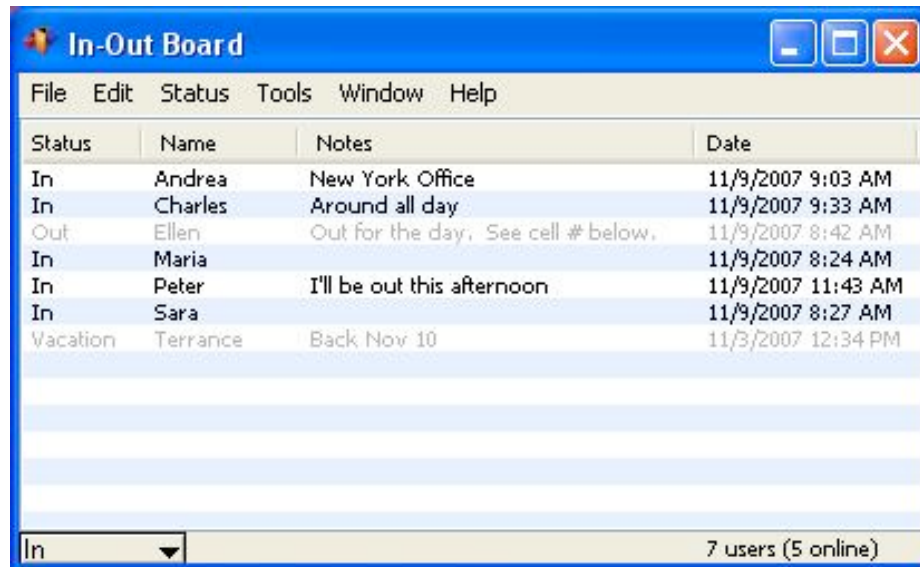


Using the In-Out Board

- **The Main Window**



From the main window, you can view the status of all users, examine their notes, and see the last time their status was updated.

A grey entry indicates that the user has turned off their computer or shut down In-Out Board.

You can quickly change your status from the pop-up triangle at the bottom left of the window. From here you can also set a custom status or change your notes by selecting **Custom...** Select **Edit Status Options...** if you would like to create new status choices.

You can also double-click on your own entry if you would like to edit your own status and notes.

Double-click on another user's entry to view the entire text of their notes. You can also change a user's status or notes if they have allowed you to act as their proxy. In addition, there is a private notes section associated with each user where you can keep your information.

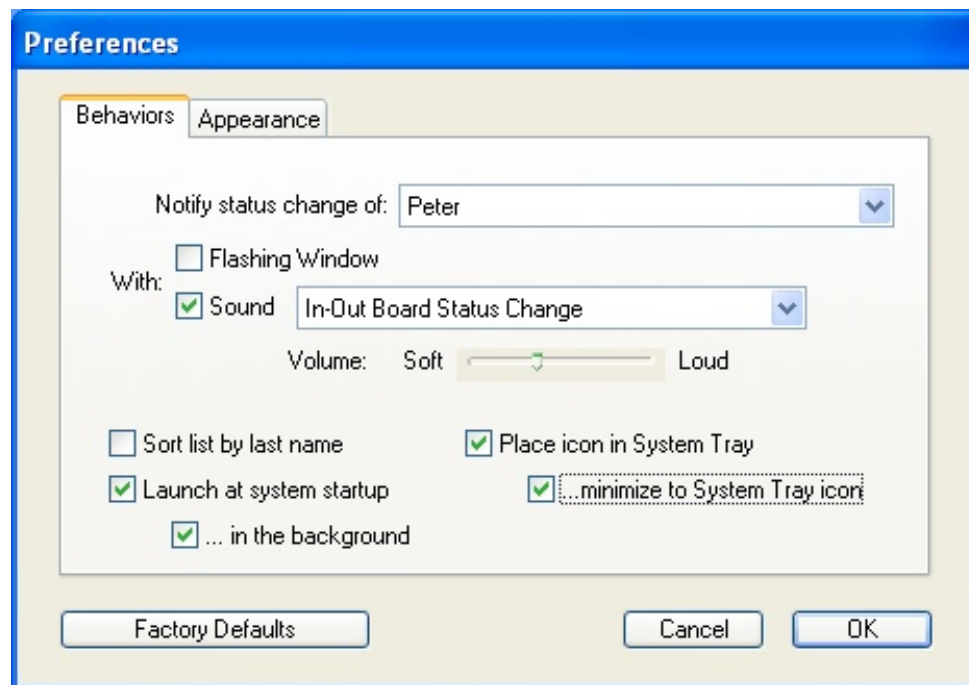
Customizing the In-Out Board

● Preferences

To customize how In-Out Board is configured, select **Preferences...** from the **Edit** menu (keyboard shortcut **Ctrl-Y**).

The **Preferences** window is divided into two tabs. Each tab has a **Factory Defaults** button that allows you to return the preferences to their original settings.

Behaviors



Notify status change of:

In-Out Board can signal a change in another user's status. First, pick the user from the pop-up menu.

Messages can be indicated by:

Flashing Window: The In-Out Board window will flash.

Sound: In-Out Board will play the selected sound (at the selected volume).

Sort list by last name

Check this preference if you would like the user list to be sorted by last name.

Launch at system startup

Check this preference if you want to launch In-Out Board automatically when you start up your computer.

... in the background

When launching In-Out Board at start up, you may also want to In-Out Board to bring up its main window. If you do, uncheck this preference.

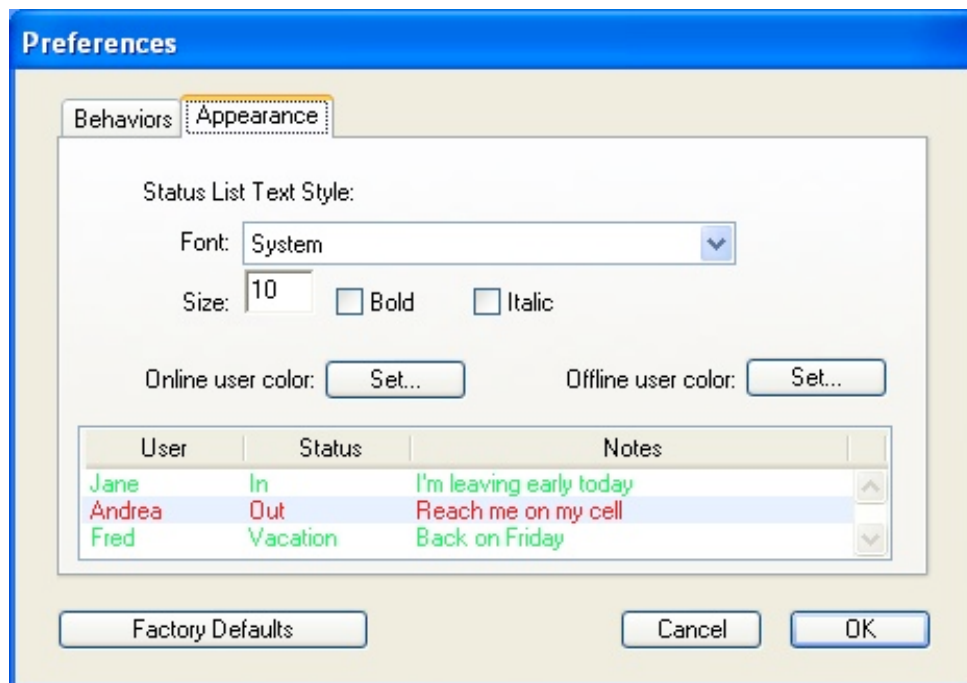
Place icon in System Tray

Check this preference if you want to have In-Out Board accessible from the System Tray.

... minimize to System Tray

When using the System Tray, you can also choose to have the application minimized to the Tray when the main window is minimized.

Appearance

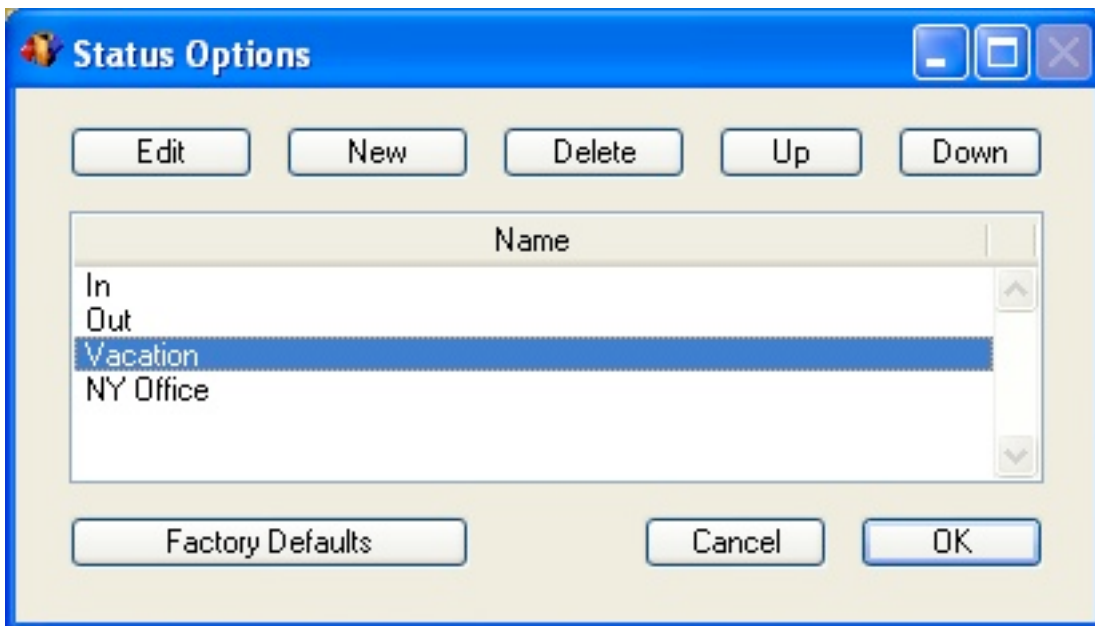


In-Out Board allows you to display text in a variety of fonts and sizes. In addition, you can set the colors to be used to indicate users that are online or offline. Select the font that you want from the **Font:** pop-up menu and then select from the available sizes in the **Size:** pop-up menu. Click on the **Set...** buttons to set the appropriate text color. A sample of the font, size and color will appear in the window below the pop-up menus.

● Changing Your User Name

To change your user name, select **Name...** from the **Edit** menu. All user names on the network must be unique.

● Status Options



To edit the status list, create a new status option, or delete an existing status option, select **Status Options...** from the **Edit** menu or from the pop-up triangle on the main window. This brings up the Status Options window.

To edit a status option, select it and then click the **Edit** button or double-click on it. This brings up a window in which you can edit the status option. To create a new status option, click the **New** button and then type in the status option. To delete a status option, select the desired option and then click the **Delete** button.

Use the **Up** and **Down** buttons to change the position of a selected status option.