



MxM

Better than being there

MxM User's Guide

Release 1.2

SAMPLE

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Chapter 1

Introduction

MxM™ is a collaboration tool engineered for groups that work in multiple locations. It is intended to revolutionize the way groups and individuals work in day-to-day operations. This software lets an organization reconstruct their dispersed environment into a virtual model and operate in that model just as in actual life. The difference is that the dispersed locations can work as if they were co-located.

The MxM Model

MxM lets you track the availability of your fellow MxM users and run text chat sessions with any combination of available users, wherever they are located. To aid in tracking participants and events, each session lists the occupants in or connected to it. A log and a session narration tracks transactions in the session as well as who enters and leaves the session.

With the MxM Places license on the system, your administrator can establish a hierarchy of permanent sites for text chats. By establishing levels and picking labels and icons, your administrator can customize this environment for your organization. For example, the environment can represent a building divided into separate floors, divided into rooms. See the "[Places](#)" chapter.

With the MxM Audio license on the system, you can run VOIP (Voice Over IP) conversations in parallel with any text chat.

With the MxM Shared View license on the system, any user can show other users a window onto their computer desktop.

Documentation

The Documentation link located on the MxM page taskbar lets you view MxM manuals, as well as MxM user web help.



Figure 1: MxM Page, Documentation Link on Right

To access the MxM user documentation, or to access the online help for the MxM applications, click the link to select the guide or help you want to view. The manuals are in Portable Document Format (PDF) and HTML format; to view the PDF documentation, you must have Adobe Reader installed. Adobe Reader lets you print copies of the guides that look just as they display on your computer monitor.



Figure 2: MxM Documentation Page

Click on **Manual** to open the PDF version of a guide; click on **Web Help** to view a web version of a guide.

Chapter 2

Logging On

To log on to MxM for normal use:

1. Open your web browser and enter the URL for the MxM portal:
Example: <http://your.server>

Use Microsoft Internet Explorer 7 or higher. MxM uses the Java Runtime Environment, Standard Edition V1.6.0 or higher. If your system does not have this, MxM installs it for you.

The browser displays the MxM home screen.



Figure 3: MxM Home Screen

2. Click on **Collaborate**. The first time you click Collaborate, MxM downloads the application to your machine and puts an icon on your desktop. MxM then displays the Login window.



Figure 4: Login Window

If you check Save password, MxM includes your password (masked) next time you log in.

Check High security if the administrator tells you to. This increases security from TLS to compliant with FIPS 140-2.

3. Enter your username and password. You may also need to supply your authentication source; ask your administrator. Then click **Log on**. If you have checked Show login status, MxM displays the Log On Status window. To close the Log On Status window, click on **OK**. If you prefer not to see the Log On Status window, check Do not show me this display in the future.



Figure 5: Log On Status

MxM displays the main window.

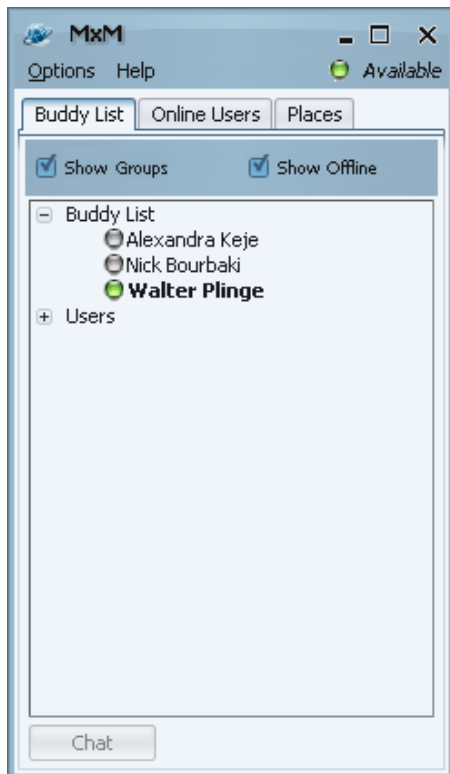


Figure 6: MxM Main Window




From here, you can:

- View the list of other users and their availability.
- View the groups you are in and the other users in those groups.
- Start a chat session with other users.
- View and go to available places.
- View your buddy lists.
- Set Options/Preferences for:
 - Text chat
 - Audio chat, if available
 - Sounds
 - Buddy list membership

To change passwords:

1. Click **Change Password**. MxM opens a Change Password dialog box.
2. Enter your new password, retype it to verify it, then click **Log On** (or **Cancel** if you want to discard the new password).

**Figure 7: Change Password**

Note: The colored box at the end of the New Password field indicates the strength of the password and can be red (very weak) , yellow (weak) , or green (strong) . Use a mixture of letters and numbers, and make the password long enough to be strong.

Note: If you supply an authentication source to log on, you are not allowed to change your password from MxM.

Chapter 3

Main Window

After you log in, MxM displays the main window. This is the point from which you can access all the other MxM functions. From the window, you can start chat sessions, use buddy lists, view the current list of users or the current list of places, and set your user options.

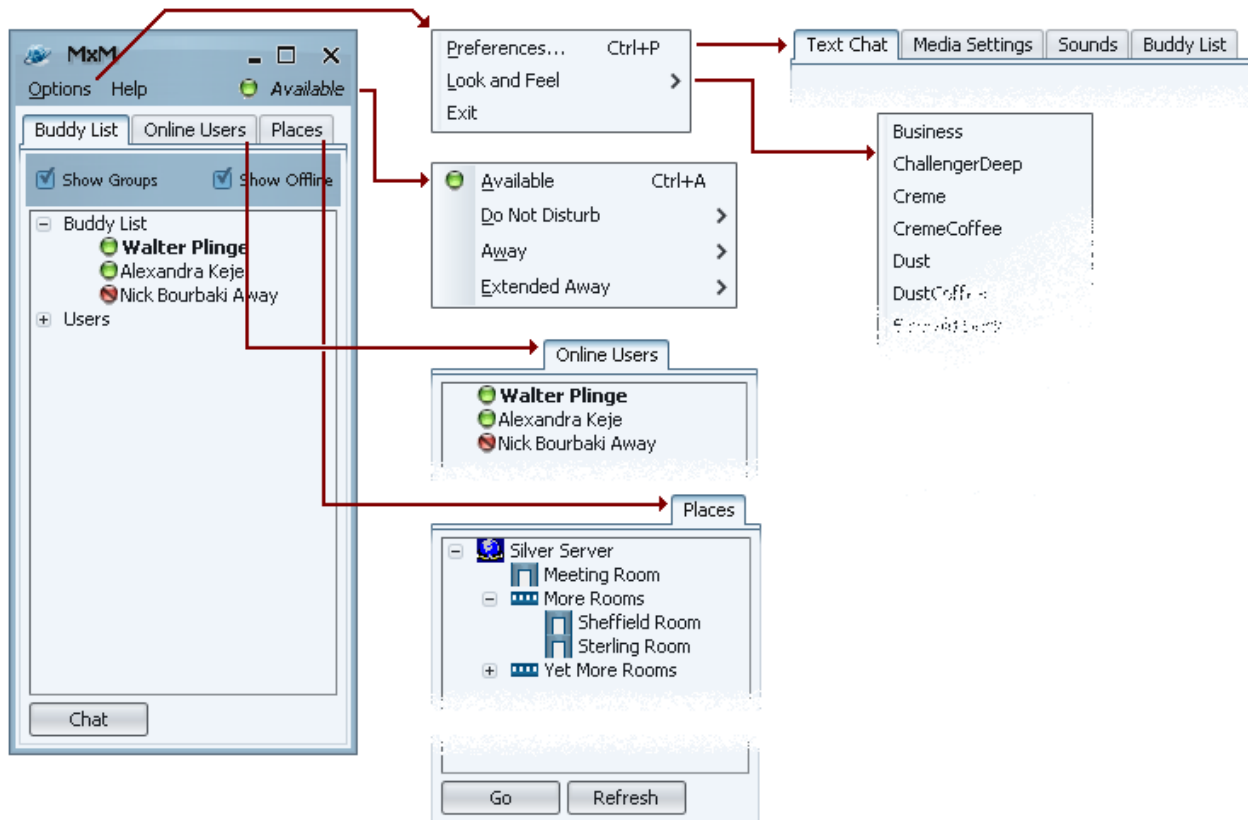


Figure 8: MxM Main Window

Buddy List

This tab displays a list of the people and groups you have put on your buddy list. It displays the user groups you belong to, if you have checked Show Groups at the top of the tab. See the "Buddy Lists" section in the "People" chapter.

Online Users





This tab displays a list of the people currently using MxM on your server. See the "Online Users" section in the "People" chapter.

Places

This tab appears only if your system has an MxM Places license. It displays a list of the places currently defined and permitted for you on your MxM server. See the "PlacesPlaces" chapter.

Current Status

MxM tracks the status of all users. Your own current status appears at the top of the main window, with a color-coded button:

-  **Available** — You are available for chat sessions. This is the default.
-  **Do Not Disturb** — You are logged in but do not wish to join chat sessions.
-  **Away** — You are logged in but not at your computer.
-  **Extended Away** — You are logged in but not at your computer.

When your name appears on users' Online Users list, they see the status you have selected, with the color-coded button and, if the button is red, with your away message if you have selected one.

To change your current status:

1. Click on the status. MxM displays a menu listing the four options for status.
2. Click on the option you want.

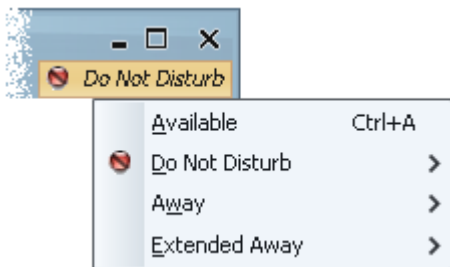


Figure 9: Pulldown Menus for Current Status – Changing Status

To change your current status and select an away message:

1. Click on the status. MxM displays a menu listing the four options for status.
2. Hold your pointer over the option you want. MxM displays a menu listing Custom... and the currently available selection of away messages, with the current choice marked with a check.
3. Click on the option you want.

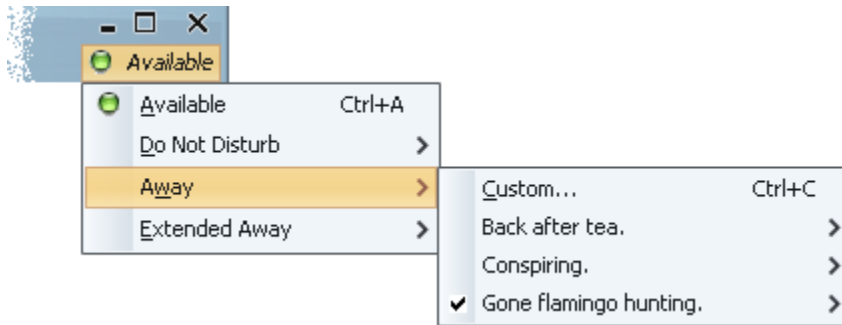


Figure 10: Pulldown Menus for Current Status – Selecting Away Message

To enter a new away message:

1. Click on the status. MxM displays a menu listing the four options for status.
2. Hold your pointer over an option. MxM displays a menu listing Custom... and the currently available selection of away messages, with the current choice marked with a check.
3. Click on **Custom...** The Custom... entry changes into a field containing the message <enter your custom msg here>
4. Enter the text for the new message and press **Enter**.

The menu update with the new message appearing on the list of away messages.

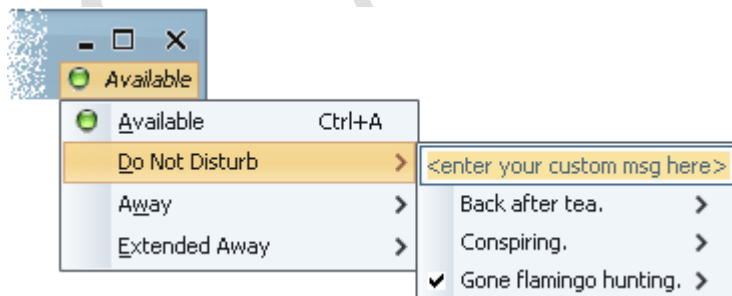


Figure 11: Pulldown Menus for Current Status – Entering Away Message

To edit an away message:

1. Click on the status. MxM displays a menu listing the four options for status.
2. Hold your pointer over an option. MxM displays a menu listing Custom... and the currently available selection of away messages, with the current choice marked with a check.
3. Hold your pointer over the message you want to edit. MxM displays a menu giving you the options Modify... and Delete.
4. To delete the selected away message, click on **Delete**.

To edit the selected away message, click on **Modify...** MxM opens the Custom... field and displays the selected away message. Edit the text and press **Enter**.

The menu update with the revised message on the list of away messages.

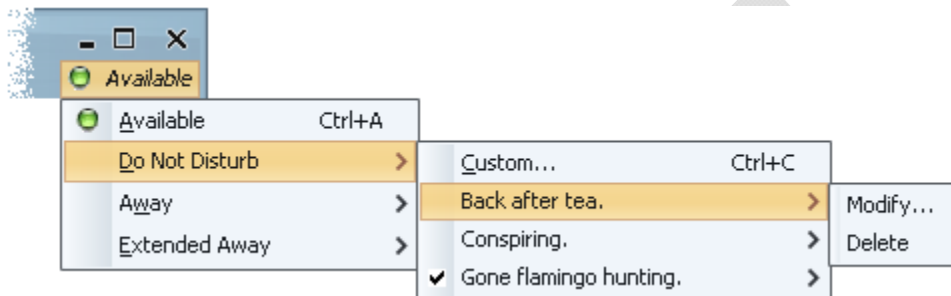


Figure 12: Pulldown Menus for Current Status – Editing Away Message

Chat

To start a chat with another user, select their name from your Buddy List or the Online Users list, then click on the **Chat** button. MxM displays a chat window, showing your invitation to the other user:

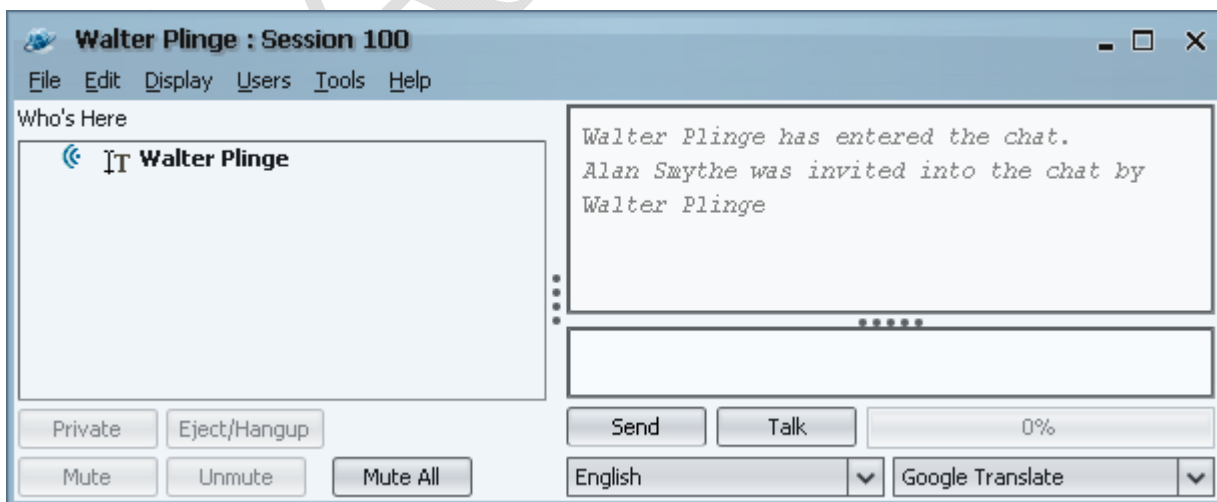


Figure 13: Chat Window from Sent Invitation

You can select several people from your Buddy List or Online Users list, for a multiuser chat session. Hold down the Ctrl key as you click on each name; you can hold down the Shift key to select consecutive names. You can also select a predefined group of people by clicking a group name then clicking **Chat**. See the "

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Buddy List Groups" section in the "People" Chapter.

You can add more users to the chat session later. See the "Users Menu" section later.

When you send an invitation, MxM displays an invitation message to the other user if this option is enabled on their client:

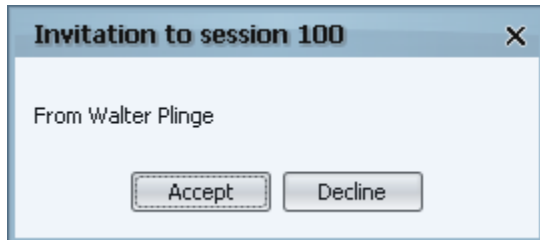


Figure 14: Chat Invitation

If the other user clicks on **Accept**, they enter the chat and see their own version of the chat window:

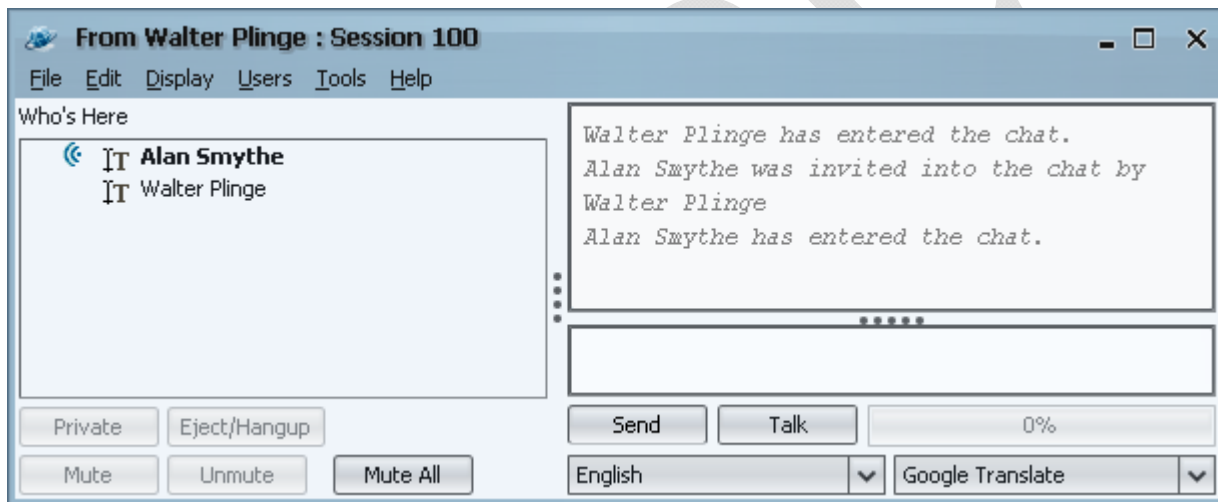


Figure 15: Chat Window for Accepted Invitation

Note: To automatically accept these invitations, select the Options menu, choose Preferences, select the Text Chat tab, then check the **Automatically accept chat invitations** box.

To send text to the other user, click in the text entry pane on the lower right, type your message, then press **Enter** or click on **Send**. Your text appears in the text pane above.

To adjust the sizes of the panes, place your cursor on the bar between them, click and hold, then move the cursor.

The Private button lets you start a new chat session with one of the users in the current session. **To start a private chat**, select the user from the Who's Here pane, then click on **Private**. You and the other user also remain in the original chat session.

To select several people for a multiuser private chat session, hold down the **Ctrl** key as you click on each name; you can hold down the **Shift** key to select consecutive names.

The **Eject** button lets the person who started the chat session remove other users from the session. **To eject a user from a chat**, select the user from the Who's Here pane, then click on **Eject**. This can be useful when the other user has physically left their computer without exiting.

To select several people for ejection, hold down the **Ctrl** key as you click on each name; you can hold down the **Shift** key to select consecutive names.

The following figure shows the chat window and the menus and menu options available in a chat session:

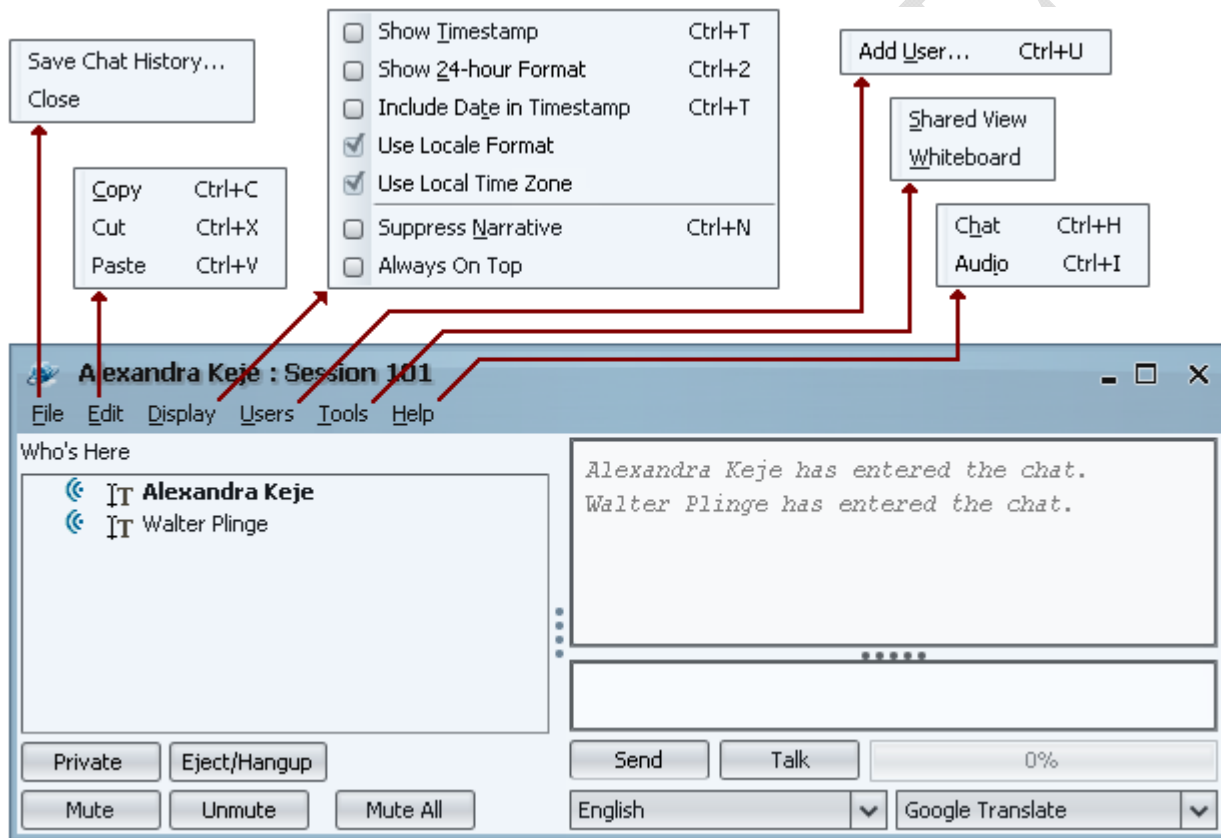


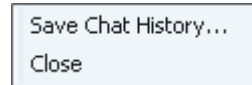
Figure 16: MxM Chat Window

The  icon indicates a user with audio capability. The  icon indicates a user with text chat capability.

For information on the **Talk**, **Mute**, **Unmute**, and **Mute All** buttons and the level meter (), see the "Media" chapter. Media

The chat menus and their options are described in the following sections.

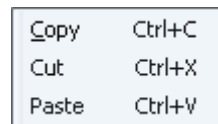
File Menu



This menu has the Save Chat History... and Close options. Save Chat History... lets you store the current chat history (everything that has appeared in the main text pane) in a text file. When you pick this option, MxM opens a dialog box that prompts you for the name and location of the text file.

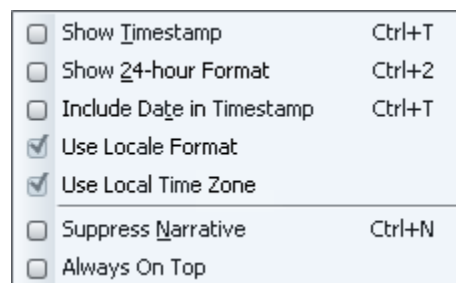
The Close option closes the current chat window.

Edit Menu



This menu has Copy, Cut, and Paste options that let you edit text in the text entry pane, copy text from the main text pane, and move text between the text entry pane and outside document files. You can use Ctrl+C, Ctrl+X, and Ctrl+V for the same functions.

Display Menu



This menu has the following options, controlling the way entries are displayed in the main text pane:

Show Timestamp — Select to include a timestamp for each entry in the chat log.

Use 24-Hour Format — Select to make timestamps express the time in 24-hour format, e.g. 13:00 for 1:00 PM. This option is grayed out if you check Use Locale Format.

Include Date in Timestamp — Select to make timestamps include the date. This option is grayed out if you do not check Show Timestamp.

Use Locale Format — Select to make MxM use the formats for time, date, number, etc., used on the resident system.

Use Local Time Zone — Select to make timestamps express the time in terms of the local time zone.

Suppress Narrative — Select to hide system messages, such as *Walter Plinge has entered the chat.*

Always On Top — Select to make the chat window always be the top MxM window on your screen and so easier to find. (This does not work perfectly if the system has several "always on top" windows.)

You can also control these features through Preferences on the Options menu. Use the Text Chat tab.

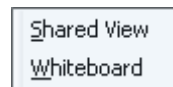
Users Menu



This menu has the following options, controlling access to other users:

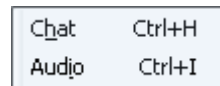
Add User... — Select to add a user to the chat session. The option opens a window displaying current users. Select a user and click **OK**.

Tools Menu



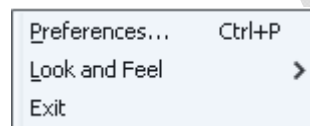
The Tools menu has only the Shared View and Whiteboard options. See the "Shared View" and "Whiteboard" chapters.

Help Menu



The Help menu leads to the online help on Chat or Audio.

Options



The Options menu in the main window has options controlling MxM's behavior for your account.

Preferences...



This option opens a window with tabs for specifying your user preferences.

Text Chat

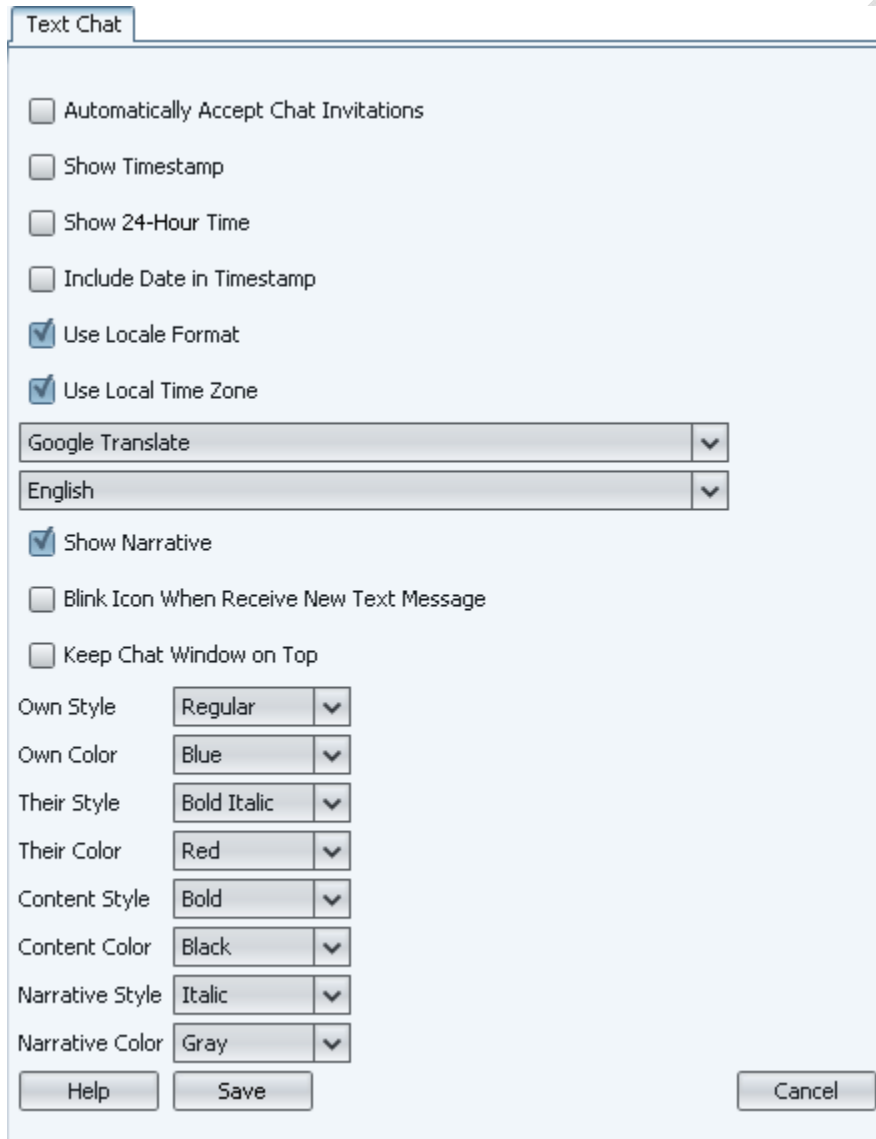


Figure 17: Text Chat Tab

Under this tab, you can select the following:

Automatically Accept Chat Invitations — Select to join a chat session as soon as the invitation is issued, without bothering to click Accept.

Show Timestamp — Select to include a timestamp for each entry in the chat log.

Show 24-Hour Time — Select to make timestamps express the time in 24-hour format, e.g. 13:00 for 1:00 PM.

Include Date in Timestamp — Select to make timestamps include the date.

Use Locale Format — Select to make MxM use the formats for time, date, number, etc., used on the resident system.

Use Local Time Zone — Select to make timestamps express the time in terms of the local time zone.

Translation service — Select Google Translate or WebSphere Translate as the default service for your chat and place windows. << NEW >>

Translation language — Select the language you mean to use in your chat and place windows. Incoming text is translated into this language, as well. << NEW >>

Show Narrative — Select to show system messages, such as *Walter Plinge has entered the chat.*

Blink Icon When Receive New Text Message — Select to make the chat window icon in the desktop taskbar blink when new text appears in the chat session.

Keep Chat Window on Top — Select to make the chat window always be the top MxM window on your screen and so easy to find. (This does not work perfectly if the system has several "always on top" windows.)

Text style and color options — Select to specify the font style and color for your own chat entries, the names and entries of other users, and system messages.

Help — Click for help on the Text Chat tab.

Save — Click to save selections for the next chat session.

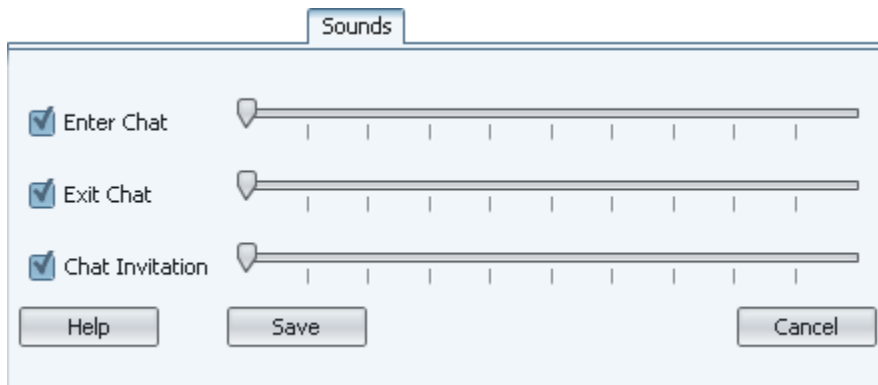
Cancel — Click to close the Preferences window.

You can also control some of these features through the Display menu on the Chat window, but changes made through the Display menu only apply to the current chat session. Changes made here, under the Options menu Text Chat tab, apply to all future chats sessions until your next change.

Media Settings

The Media Setting tab appears in your Preferences window only if you have an MxM Audio license or Shared View license. See the "Media" and "Shared View" chapters.

Sounds



Under this tab, you can specify sounds to signal events in the chat:

Enter Chat — Select to have MxM play a doorbell chime to signal someone entering the chat session. Use the slider to adjust the volume.

Exit Chat — Select to have MxM play a door closing to signal someone leaving the chat session. Use the slider to adjust the volume.

Chat Invitation — Select to have MxM play a telephone ring to signal a chat invitation window opening. Use the slider to adjust the volume.

Help — Click for help on the Sounds tab.

Save — Click to save selections for the next chat session.

Cancel — Click to close the Preferences window.

Buddy List

Under this tab, you can manage your buddy list. See the section "Buddy List Groups" in the "People" chapter.

Look and Feel

This option opens a menu of appearances for MxM windows. Select the one you prefer.

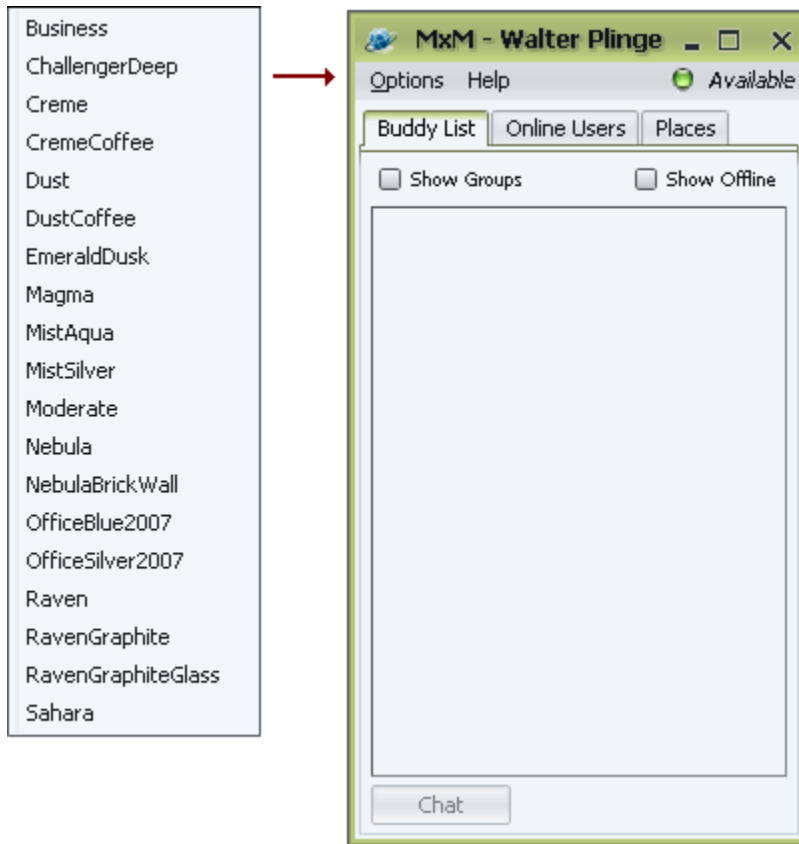


Figure 18: Look and Feel, "Sahara" Option

Chapter 4

People

You can get information on other users in each tab of the main window.

Online Users

To see which people are currently using MxM, look on the Online Users tab. It lists all the people currently using MxM on your server that your permissions allow you to see.



Figure 19: Online Users Tab

Each person is listed by display name, followed by their authentication source in parentheses (such as Rservr in the figure above). If a name has a number in parentheses after it, this means the user has started multiple sessions on MxM; Nick Bourbaki (2) is the second session Nick Bourbaki has started, without logging out from the first session. Each name comes with a colored button indicating the user's status.

To see another person's status, look on the Online Users tab. Their status is displayed next to their name. If they are not listed, they are not online.

To chat with another user, select their name from the Online Users list, then click on the **Chat** button. MxM displays a chat window, showing you already entered in the chat. MxM also displays a similar window to the other user after they accept the invitation to join the chat.

Users that are logged in and available for chat sessions have their names and authentication source listed.

Users that are logged in but unavailable have their names and authentication source listed, and a message, including any individual status message, for Do not disturb, Away, and Extended Away status.

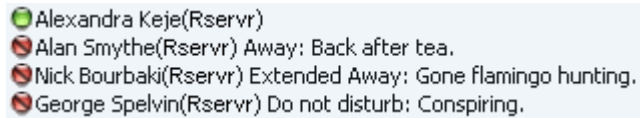


Figure 20: Online Users Status Messages

Places

The Places tab appears only if your system has an MxM Places license. It shows all places available for your use, in a hierarchical list. The number of people in each place is given in parentheses after the place name, e.g. Flamingo Room(3).

To see who is in a place, without entering it, hold your mouse pointer over the place's name on the list. If there are any occupants, their usernames appear in a small display. If the list has been displayed for a long time, click the **Refresh** button first, to get the most current information.

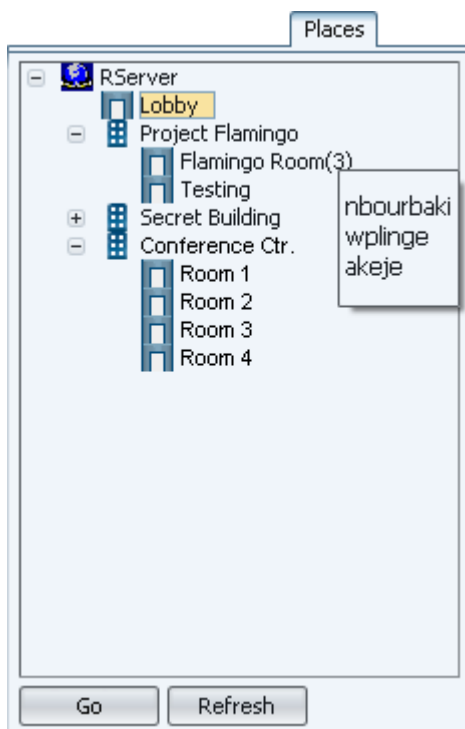


Figure 21: Places Tab with Occupancy Display

Places are basically permanent, named chat sessions. They have the same menus and menu options as chat sessions. When you enter a place, MxM displays a chat window identical to the ones used for private chats, but with the title bar showing the place name and a place icon. People can enter the room without an invitation.

To see another person's authentication server while in a place or chat session with them, hold your pointer over their name in the Who's Here pane. The information appears in a small display.

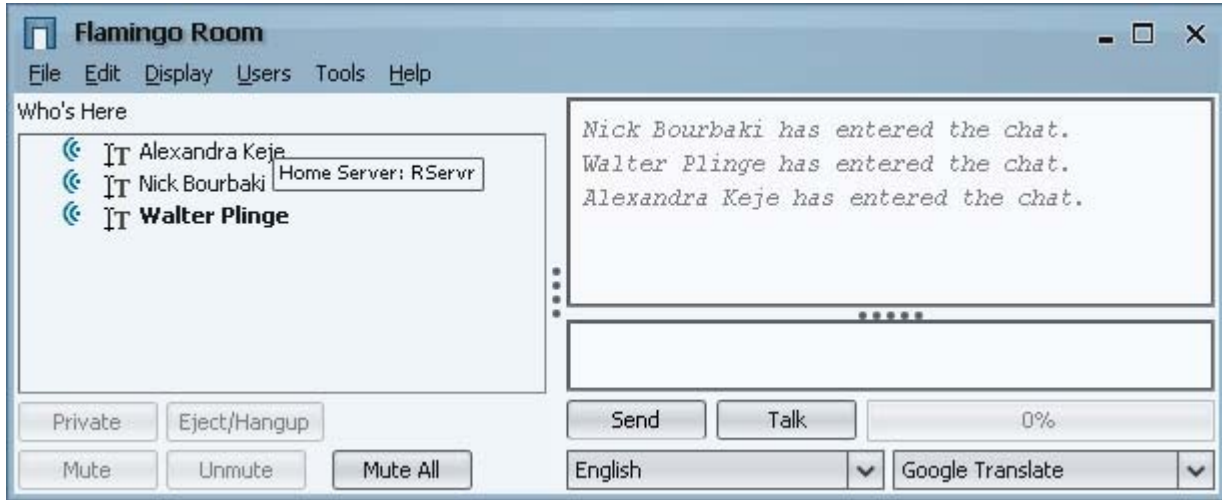


Figure 22: Places Window, with Server Display

Buddy Lists

The Buddy List tab gives you a way to reach frequent contacts more quickly, and to organize them into groups.

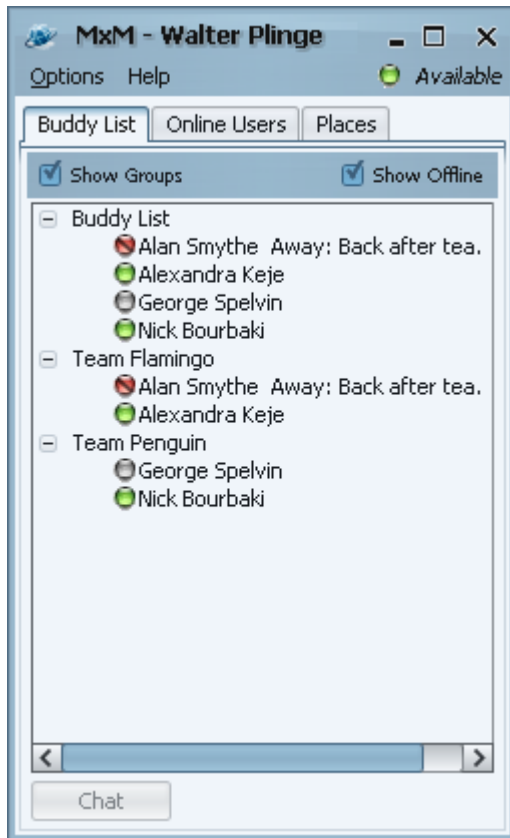





Figure 23: Main Window, Buddy List Tab

To see user groups you belong to, check the Show Groups box above the list pane. The groups you belong to will display in a hierarchical list, with Users at the top. These groups are defined by the administrator; do not confuse them with buddy list groups, which you define for yourself.

To see offline members of your buddy list, check the Show Offline box above the list pane.

- Members that are not logged in, as in the case of George Spelvin in the screen above, have their names listed after a gray button: .
- Buddy List members that are logged in and available for chat sessions, as in the case of Alexandra Keje and Nick Bourbaki, have their names listed after a green button: .
- Members that are logged in but unavailable, as in the case of Alan Smythe, have their names and a message, including any individual status message, listed after a red button: .

To start a chat with someone on your buddy list: select their name, then click on **Chat**.

To start a chat with all members of a group on your buddy list: select the group name, then click on **Chat**. Provided they are logged in, MxM displays a chat window, showing you entered in the chat. MxM also displays a similar window to the other user once they accept the invitation to the chat.

To manage your buddy list, open the Options menu, select Preferences..., then click on the **Buddy List** tab. MxM displays your current buddy list, including any groups on the list.

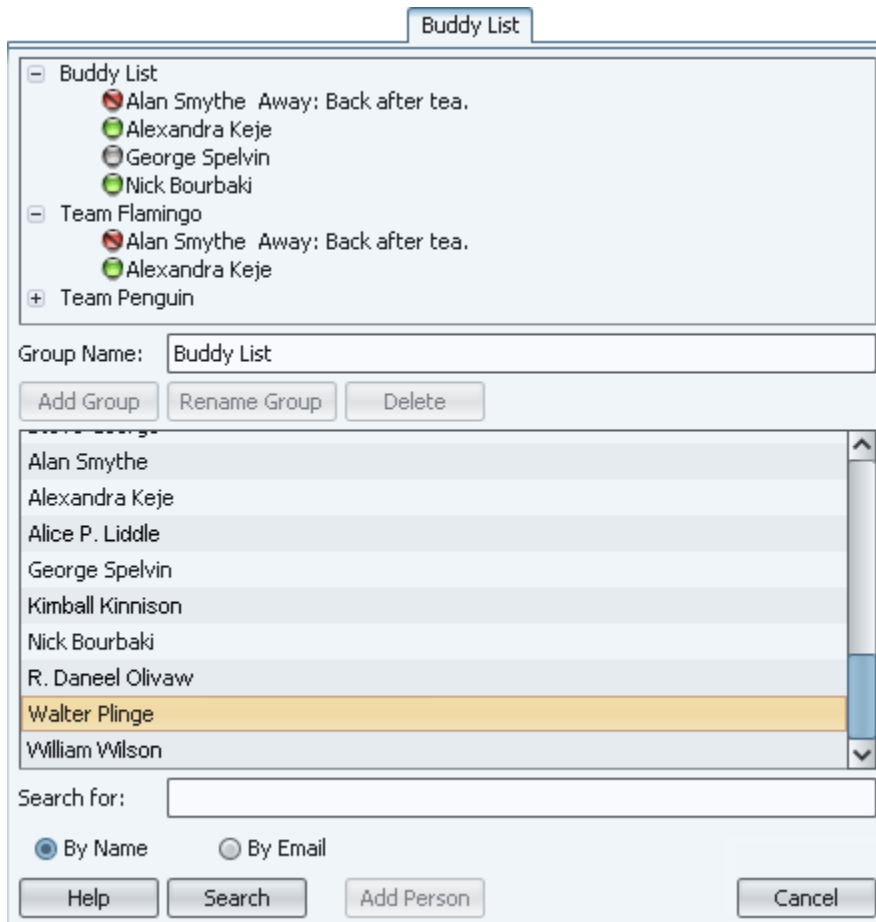


Figure 24: Buddy List Management Tab on Preferences... Menu

Note: The first time you open your buddy list in Preferences..., you have no groups. See the following section, "Buddy List Group," to add groups to the buddy list.

Help — Click for help on the Buddy List tab.

Search — Click to bring up the list of available users on the lower pane. See the next section, "Buddy List Groups."

Add Person — Click to add a selected person to a buddy list group. See the next section, "Buddy List Groups."

Cancel — Click to close the Preferences window.

Buddy List Groups

The buddy list displays groups of users. You can create, modify, and delete these groups to reflect your needs. These buddy list groups are *not* the same as the user groups the Buddy List tab displays if you check the Show Groups box above the list pane of the main window; user groups are defined by the administrator and cannot be modified through the Preferences... option.

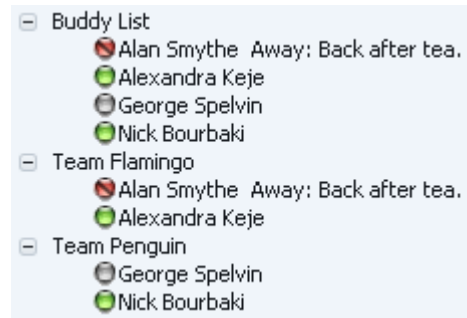


Figure 25: Buddy List Groups

The first time you use the Buddy List tab, you will see Buddy List in the Group Name field. Click **Add Group** to establish Buddy List as a buddy list group.

To add a group to the buddy list:

1. In the Group Name field, enter the name of group you want to add, then click on **Add Group**. MxM adds the new group to the buddy list.
2. The new group starts with no members. Enter members in the group using the Search and Add Person buttons described next.

To add someone to a buddy list group:

1. In the upper pane of the Buddy List tab, click on the group you want to add the new person to.
2. Click on **Search** to bring up the user list on the lower pane, then select the person's name.

If the name is hard to locate, enter it or part of it in the Search field and click on the Search button again. Searching may take a few seconds. To search for someone by their email address or part of it, click on the **By Email** radio button.

To select several people at once, hold down the Ctrl key as you click on each name; you can hold down the Shift key to select consecutive names.

3. Click on **Add Person**. The person's name is added to the buddy list in the upper pane, under the group you have selected. (If you have not selected a group, **Add Person** is unavailable.)

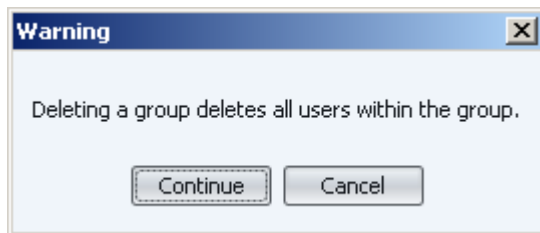
To remove someone from the buddy list, select the person's name from the upper pane and click on **Delete**.

To change a group name:

1. In the upper pane, click on the group you want to rename.
2. In the Group Name field, enter the new name of group.
3. Click on **Rename Group**.

To delete a group:

1. In the upper pane, click on the group you want to remove.
2. Click on **Delete**.
3. MxM displays a warning: deleting the group also deletes all the usernames in the group from your buddy list. If you do not have those users listed elsewhere on your buddy list, you lose them from the buddy list and may have to re-enter them. If you still want to delete the group, click on **Continue**.

**Figure 26: Deleting a Buddy List Group**

Chapter 5

Places

The Places tab appears in your main window only if your system has an MxM Places license.

Places are basically permanent, named chat sessions. They have the same menus and menu options as chat sessions. See the "Chat" section in the "Main Window" chapter.

Places are arranged in a hierarchy, visible in the list shown in the Places tab of the main window.

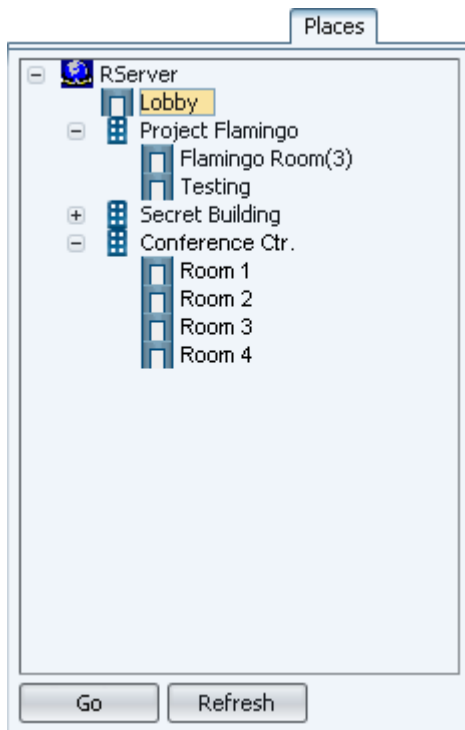


Figure 27: Main Window, Places Tab

The MxM administrator creates the hierarchy of places, customizing the labels and icons to reflect your environment. The examples used in this document are labeled as buildings, floors and rooms.

To go to a place, select its name from the hierarchical list, then double-click on it or click on **Go**. MxM displays the place window, provided you have the permissions necessary to enter that place. This window has the same menus and menu options as a chat session. See the "Chat" section in the "Main Window" chapter.



Figure 28: Place Window

If the MxM administrator has turned on History, you can see and scroll through chat records in the main text pane, going back as many days as the administrator has set for History. If History is off, you only see the records for the current session, starting from when the first person entered the place in the current session.

To keep your own copy of the history, go to the File menu and select **Save Chat History...** The place saves the current history (everything that has appeared in the main text pane) in a text file. When you pick this option, it opens a dialog box that prompts you for the name and location of the text file.

To remove an occupant from a place, the place owner selects their name in the Who's Here display, then clicks the **Eject** button.

Note: *Only* the place owner can eject occupants. You become place owner by having the place assigned to you by the MxM administrator.

To invite someone to a place, go to the Users menu and select Add User... The option opens a window displaying online users whose permissions give them access to the room. Select a user and click **OK**.

To see who is in a place, without entering it, hold your mouse pointer over the place's name on the list. If there are any occupants, their usernames appear in a small display. If the list has been displayed for a long time, click the **Refresh** button first, to get the most current information.

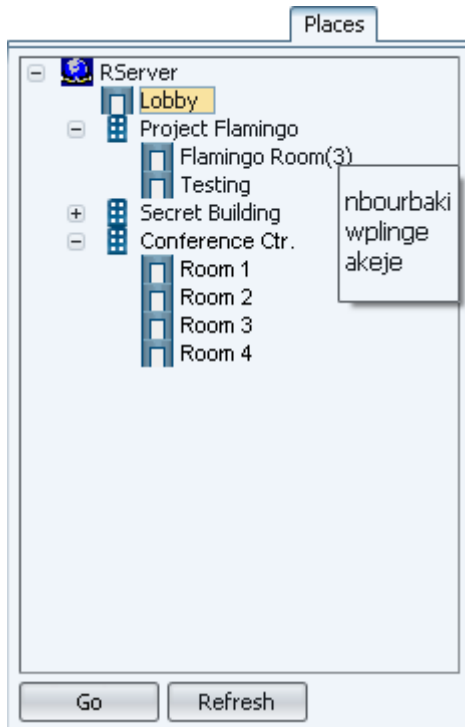


Figure 29: Occupancy Display

Owning Places

Places can have owners assigned by the MxM administrator. The owner of a place has access to the place and can eject other occupants from the place. The administrator controls access for non-owners by assigning privileges.

Chapter 6


Media

To use MxM Audio, you need to have:

- An MxM Audio license on the system.

Audio enabled on your MxM client. (See the section "

- Media Settings Tab," later in this chapter.)
- A headset or speaker and microphone connected to your computer.

You can then carry on a verbal conversation with anyone with whom you are sharing an MxM chat session. Users with audio capability have this icon:  in front of their display names in the Who's Here display of chat sessions and places.

<< **If you have audio trouble, see the Troubleshooting appendix [TBS]** >>

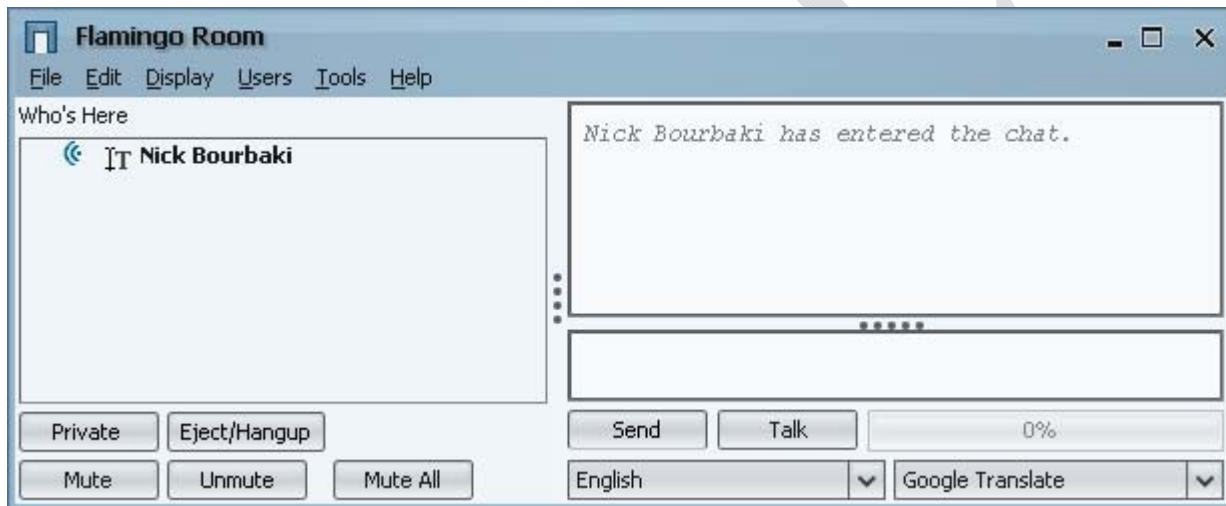




Figure 30: Chat Window Showing Audio Features

The chat window has the following audio features:

Level meter — This bar graph shows how loudly you are speaking, as a percentage of maximum volume. You can turn off this display with the Media Settings tab; by default, it is on.

Talk — Hold this button down to be heard when you speak. Press **Shift** and click on **Talk** to lock it down; click again (without Shift) to unlock it. When the button is down, the  icon changes to .

Mute All / Unmute All — Click this button to turn off all audio from other users. You can still be heard. The button toggles to **Unmute All**; click again to restore audio.

Mute — Click this button to turn off audio from users you have selected from the Who's Here pane.

Unmute — Click this button to restore audio from users you have selected from the Who's Here pane.

To select multiple users in the Who's Here pane, hold down **Ctrl** and click on your selections. Hold down **Shift** for consecutive selection.

<< translation buttons >>

SAMPLE

Media Settings Tab

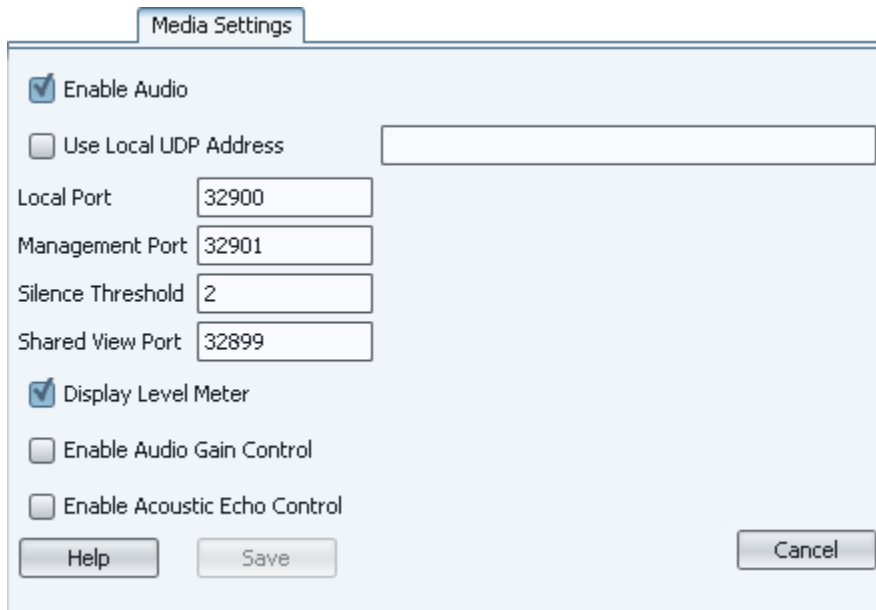


Figure 31: Media Settings Tab

The Media Settings tab appears in your Preferences window only if your system has an MxM Audio license.

Under this tab, you can specify settings for audio chat:

Enable Audio — Select to enable audio chat with other users. The default is Enabled. The setting takes effect the next time you log in to MxM.

Use Local UDP Address — The default is unchecked. Enter the IP address of your local computer if directed to by your MxM administrator. You will need to do this only if your local computer uses multiple network interfaces. The setting takes effect the next time you log in to MxM.

Local Port — Reset this if directed to by your MxM administrator. The setting takes effect the next time you log in to MxM.

Management Port — Reset this if directed to by your MxM administrator. The setting takes effect the next time you log in to MxM.

Silence Threshold — Enter the volume level at which audio stops transmitting. The default value is 2. The more background noise you have, the higher you may want to set it.

Shared View Port — Reset this if directed to by your MxM administrator. The setting takes effect the next time you log in to MxM.

Display Level Meter — Select to display a bar meter at the bottom of the chat session window, showing current volume level.

Enable Auto Gain Control — Select to "flatten" volume, making loud sounds softer and soft sounds louder.

Enable Acoustic Echo Control — Select to suppress echoes. This is generally needed only if your system uses separate speakers and a microphone rather than a headset.

Help — Click to display help on the media settings.

Save — Click to save selections for the next audio chat session. Many settings only take effect the next time you log in to MxM.

Cancel — Click to close the Preferences window.

SAMPLE

Chapter 7

Whiteboard

The Whiteboard tool is a graphics tool that can be viewed and used by all users in a place or chat session.

To open the whiteboard, go to the Tools menu of a place or chat session and select Whiteboard from the menu. MxM displays a blank whiteboard.

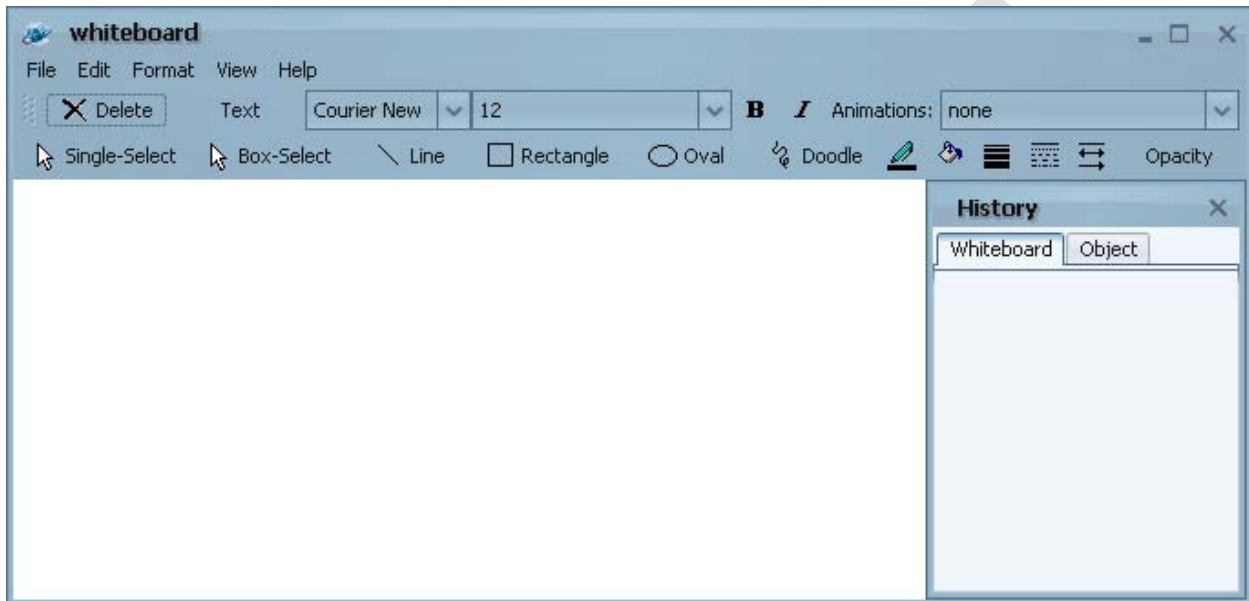
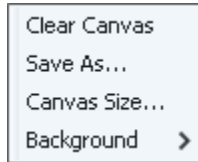


Figure 32: Whiteboard

The whiteboard is visible to everyone in the chat session and usable by them. You can open and close the whiteboard without losing work as long as the chat session continues, or as long as the room remains occupied.

To close the whiteboard, click on the **X** icon in the upper righthand corner, or use the **Close** option on the File menu.

File Menu



The File menu lets you save or import images.

Clear Canvas — Select to remove all objects and any background.

Save As... — Select to open the Save window and save the whiteboard image to a file. Navigate to where you want to save the file, enter a file name, and click on **Save**.

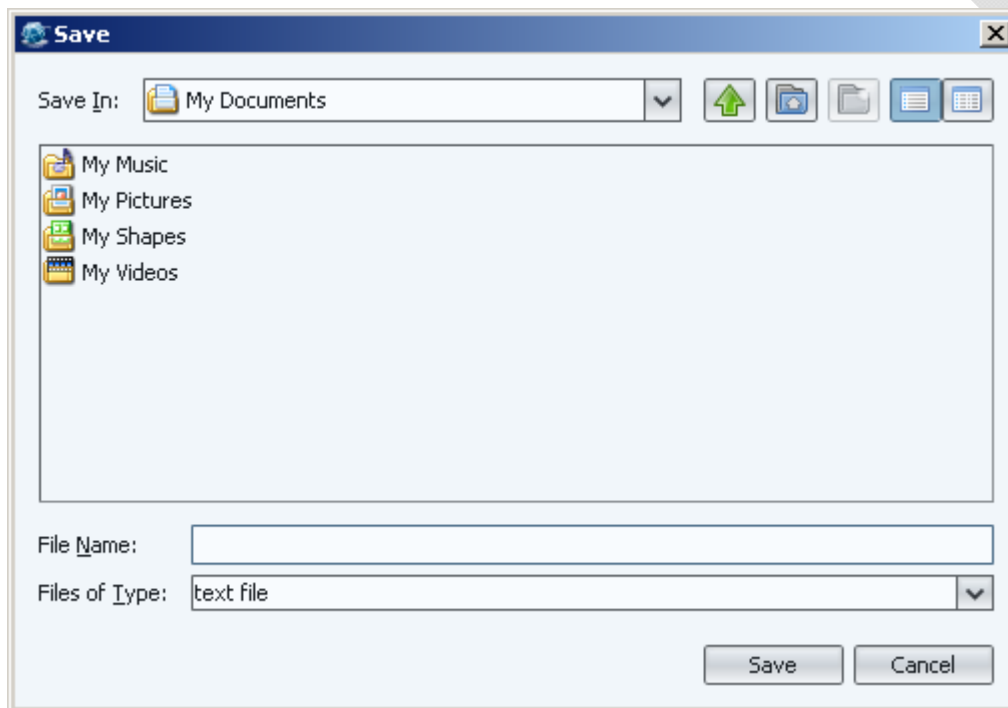


Figure 33: Whiteboard Save Window

Background > — Select to open the background menu:

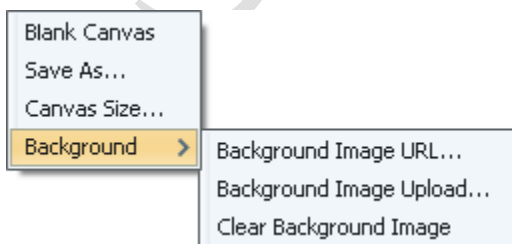


Figure 34: Background Menu

Background Image URL... — Select to open the Input window and choose a background image for the whiteboard. Enter the URL for the image and click on **OK**. The whiteboard displays the specified image in the background; you can then draw on it normally. Supported image types are .gif, .jpg, and .png.

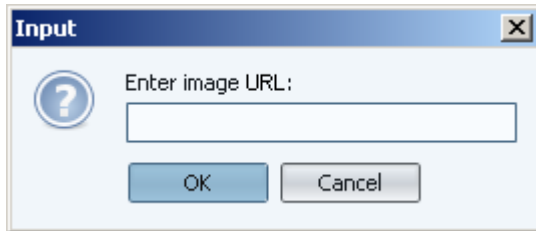


Figure 35: Whiteboard Background URL Input

Background Image Upload... — Select to open the Select window and choose a background image for the whiteboard. Navigate to the image and click on **Select**. The whiteboard displays the specified image in the background; you can then draw on it normally. Supported image types are .gif, .jpg, and .png.

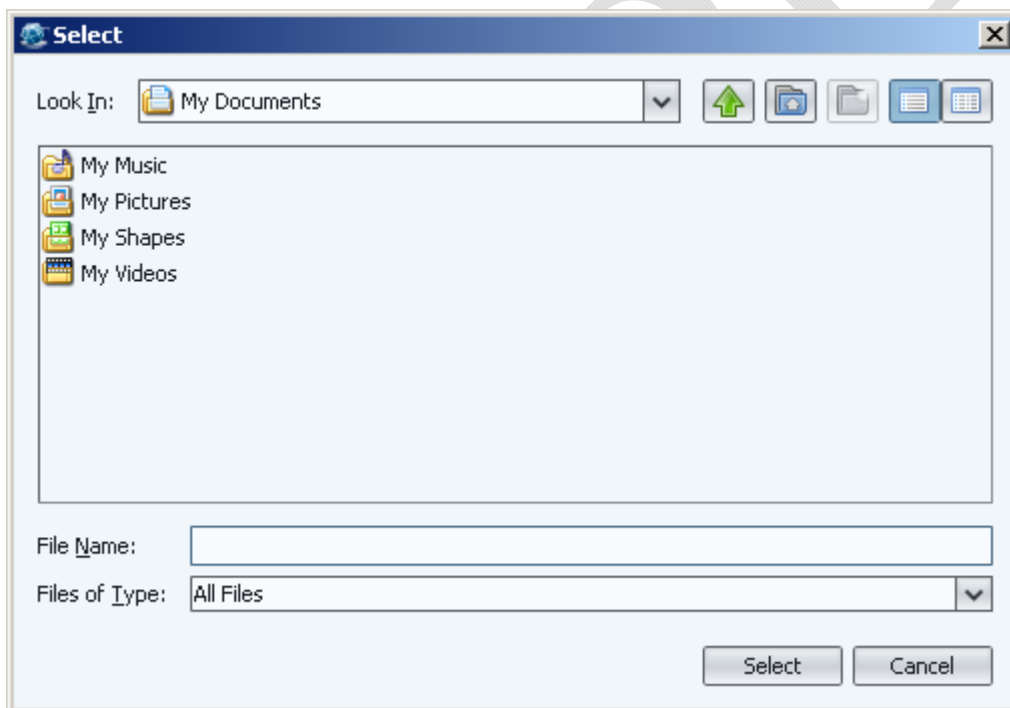


Figure 36: Whiteboard Background Upload Window

Clear Background Image — Select to remove any background image.

Canvas Size... — Select to open the Canvas Size window and choose a size for the canvas, the available drawing area, of the whiteboard. Enter the width and height, in pixels, and click on **OK**. The new canvas size takes effect immediately and is visible to all whiteboard users in the session. The whiteboard deletes any objects not contained in the new dimensions of the canvas. Scroll bars appear when the canvas is larger than the current whiteboard window. << **Move to Canvas Menu, when it shows up.** >>

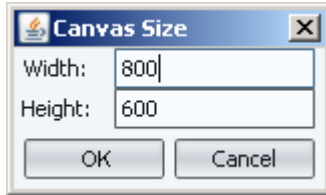
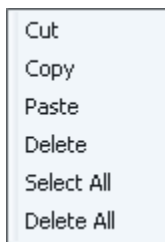


Figure 37: Whiteboard Canvas Size Window

Edit Menu



This menu lets you copy, cut, and paste whiteboard objects.

Cut — Select to move all selected images to the paste area.

Copy — Select to copy all selected images to the paste area.

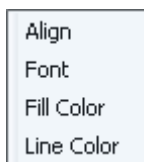
Paste — Select to copy the images in the paste area to the whiteboard.

Delete — Select to remove all selected images.

Select All — Select to mark all images on the whiteboard as selected.

Delete All — Select to remove all images from the whiteboard.


Format Menu




This menu lets you specify general image properties.

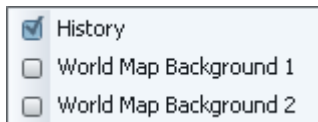
Align — [description](#) << **not working yet** >>

Font — Click to open a font selection window. << **I suppose. Not working yet.** >>

Fill Color — Click to open a color chooser window. You can use this window to select the interior color for shapes drawn on the whiteboard. The default value is nothing, no fill. This menu option works the same as the fill color button . See the "Color Selections" section for more information.

Line Color — Click to open a color chooser window. You can use this window to select the color for straight lines, doodles, and the borders of shapes drawn on the whiteboard. The default value is black. This menu option works the same as the line color button . See the "Color Selections" section for more information.

View Menu



This menu lets you control the general appearance of the whiteboard.

History — Check this box to display the History pane. See the "History Pane" section for more information.

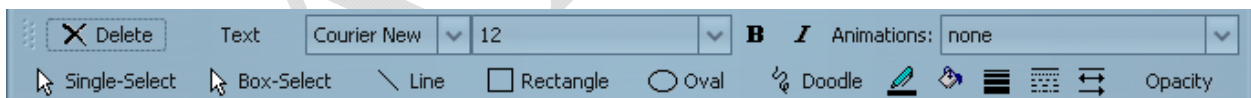
World Map Backgrounds 1 and 2 — Check either of these boxes to select one of the supplied maps as background for the whiteboard. You can then draw on them normally.

Help Menu



Whiteboard — Click for help on the whiteboard.

Drawing Controls



<< **Re-capture when Save shows up.** >>

Save — Click open the Save window and save the whiteboard image to a file. Navigate to where you want to save the file, enter a file name and type, and click on **Save**. << **I suppose. Not working yet.** >>

X Delete — Deletes the currently selected objects from the whiteboard.

Text — Click here, then click and drag on the whiteboard to create a text area, where you can enter text by typing. Click outside the text box to close the box, leaving the text in the picture.

Font selection — Use this pulldown menu to select the font for use in the next text box.

Text size — Use this pulldown menu to select the size of the text in the next text box.

B Bold — Click here to specify the text in the next text box will be bold. Results are not visible until the text box closes.

I Italic — Click here to specify the text in the next text box will be Italic. Results are not visible until the text box closes.

Animations — Use this pulldown menu to select the animation style for the objects you draw next. The available animation options are:

Fade — The object fades out over a few seconds, then return to normal.

Rotate — << **TBS** >>

Scale — << **TBS** >>

Single-Select — Click here to select an object by clicking on it.

Box-Select — Click here to select one or more objects by dragging the pointer to define a box containing them. An object must be completely inside the box to be selected.

Selected objects are marked by a red frame.

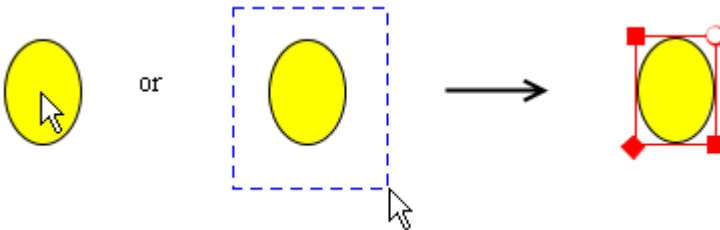




















Figure 38: Single-Select, Box-Select, and Selected Object





Line — Click and hold, then drag the mouse to draw a straight line. Use the line color control , line width control , line style control , arrow style control , and opacity control to choose the style of the line.


Rectangle — Click and hold, then drag the mouse to draw a rectangle. Use the line color control , line width control , and line style control  to select the style of the rectangle's border. Use the fill color control, , and the opacity control to choose the contents of the rectangle.

Oval — Click and hold, then drag the mouse to draw an ellipse. Use the line color control, , line width control , and line style control  to select the style of the ellipse's border. Use the fill color control, , and the opacity control to choose the contents of the ellipse.

Doodle — Click and hold, then drag the mouse to draw a free-form line. Use the line color control , line width control , line style control , and opacity control to select the style of the line.

Line color — Click to open a color chooser window. You can use this window to select the color for straight lines, doodles, and the borders of shapes drawn on the whiteboard. The default color is black. The color of the line at the bottom of the icon shows the current selection:    See the "Color Selections" section for more information.

 **Fill color** — Click to open a color chooser window. You can use this window to select the interior color for shapes drawn on the whiteboard. The default value is nothing, no fill. The color of the line at the bottom of the icon shows the current selection:    See the "Color Selections" section for more information.

 **Line width** — Click to open a menu of line widths, then click on the line width you want. This width applies to doodles and figure borders as well as to straight lines.

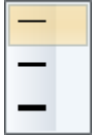


Figure 39: Line Width Menu


 **Line style** — Click to open a menu of line styles, then click on the style you want. This style applies to doodles and figure borders as well as to straight lines.



Figure 40: Line Style Menu

 **Arrow style** — Click to open a menu of arrow styles, then click on the style you want. This style applies only to straight lines.



Figure 41: Arrow Style Menu

Opacity — Click here to display the opacity slider. Click and hold on the slider button, then move it back and forth to control the opacity of selected objects and objects drawn later. Move it all the way to the right for completely opaque, or all the way to the left for completely transparent.



Figure 42: Opacity Control

Mouse Controls

<< There will be a button to click, to enable the following mouse functions. >>

<< There will be an enable of some sort button to replace Ctrl/T. >>

Move Objects

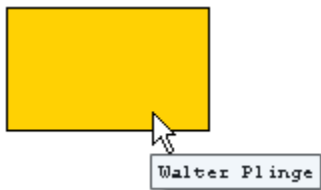
To move an object, select it with Single-Select or Box-Select, then click and drag it.

Move Canvas

To move all objects on the screen, hold down the **Shift** key and the **left** mouse button, then drag the pointer. All objects on the screen move, including background images. Return to the original image with **Ctrl + T**.

Identify Object Makers

To see who drew a particular object, hold the pointer over the object. After a few seconds, the whiteboard displays the drawer's name.



Enlarge Selection

To enlarge a selected area of the whiteboard, hold down the **Ctrl** key and the **left** mouse button, then drag the pointer over the area to be enlarged. When you release, the selected area fills the screen. Return to the original image with **Ctrl + T**.

Zoom In and Out

To zoom in or out, hold down the **Shift** key and the **right** mouse button, then move the point up (to zoom out) or down (to zoom in). The image zooms in or out around the point where you started dragging. Return to the original image with **Ctrl + T**.

Rotate Canvas

To rotate the entire canvas, hold down the **Ctrl** key and **right** mouse button, then move the pointer. The canvas rotates around the center point. Return to the original image with **Ctrl + T**.

History Pane

By default, the whiteboard displays the History pane, on the right side.

To turn the history pane off or on, use the History checkbox on the View menu.

Every time a user adds, deletes, or modifies an object, the History pane displays a thumbnail image of the whiteboard canvas, up to the last five actions. The most recent action is shown at the top. Each thumbnail shows the object as the action left it and user's display name. (Object deletions are shown as crossed-out thumbnails.)

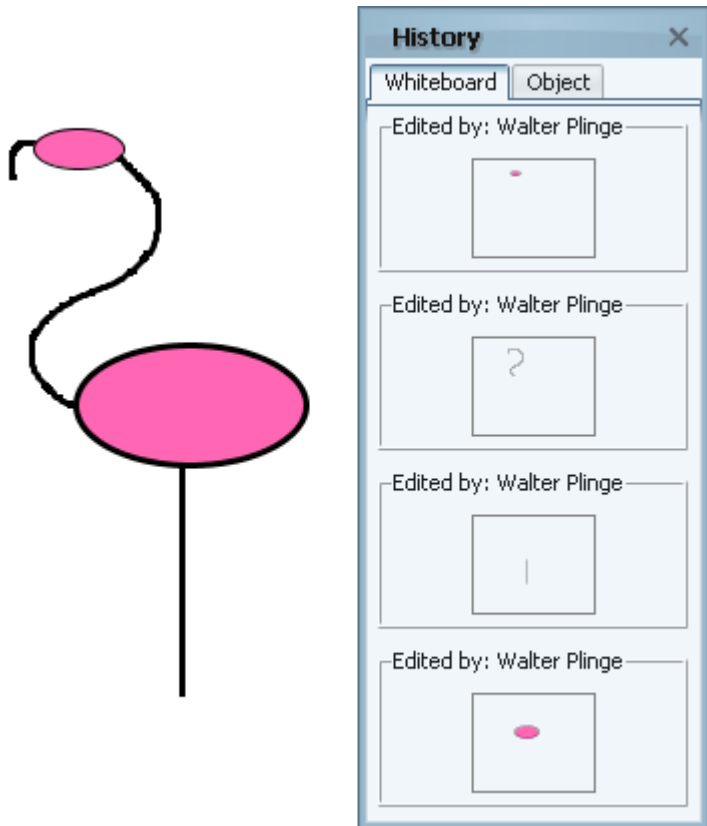


Figure 43: Whiteboard History

You can track the history of all objects on the whiteboard together, on the Whiteboard tab, or the history of an individual object, on the Object tab.

To track the history of an individual object:

1. Select the object and **right-click** it. The whiteboard displays a View Object History box.
2. Click on the **View Object History** box. The History pane switches to the Object tab

To return to the whiteboard history, click on the **Whiteboard** tab in the History pane.

Color Selections

You can pick the colors for lines or fill through a color chooser window.

To open a color chooser window:



1. Click the line color button  or the fill color button . The whiteboard opens a color menu:



Figure 44: Color Menu

2. Click **More Colors...**

Or select the **Line Color** or **Fill Color** options on the Format menu.

There are six styles of color chooser. **To select a style of color chooser**, click on the style's icon at the top of the window.

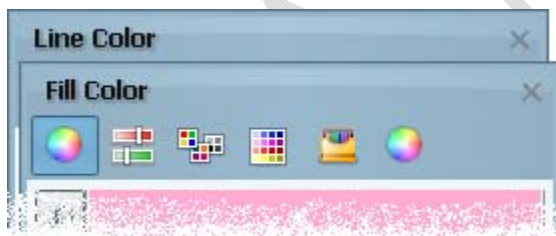


Figure 45: Color Chooser Style Icons

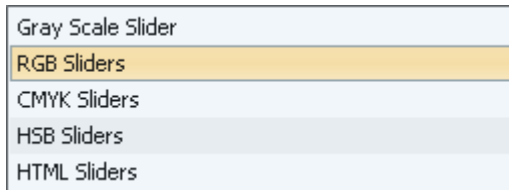
The styles are:



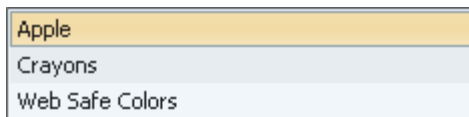
Color wheel — This is the default style of color chooser. Select hue and saturation from the color wheel and use the slider to control brightness.



Color sliders — Select color attributes using the sliders. There are five sets of sliders; select from the pull-down menu. RGB Sliders is the default.



Color palettes — Select a color from one of the palettes. There are three palettes; select from the pull-down menu. Apple is the default.



Color swatches — Select a color from the array of color swatches. If you hold your mouse pointer over a swatch, MxM displays the RGB values for that swatch.





Crayons — Select a color from the crayons pictured in the box. This color chooser has the same colors as the Crayons palette.

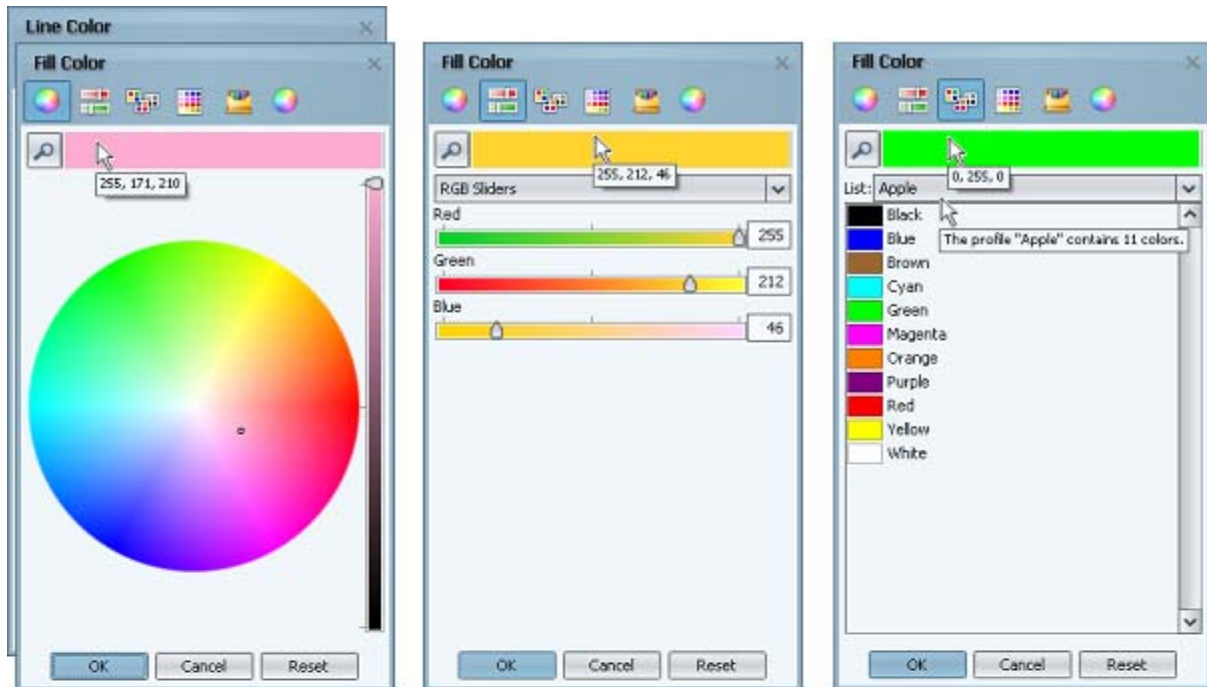


Xoetrope color wheel — Select a color from the color wheel, then adjust saturation and brightness with the sliders on the side. Click on the boxes at the bottom to limit selections to web-safe colors, or to display RGB values in decimal rather than hexadecimal notation.

In all styles, the color chooser shows the current selection in a bar at the top of the window. If you hold your mouse pointer over the bar, MxM displays the RGB values for the selected color.

In all styles, you can use the magnifying glass  to select a color from anywhere on the screen. **To select color by magnifying glass:**

1. Click on its button. Your mouse pointer becomes a magnifying glass , showing an enlarged view of the screen beneath it.
2. Select a pixel anywhere on the screen and click. The whiteboard selects the pixel's color and the mouse pointer returns to its usual state.



Color Wheel

Color Sliders

Color Palettes



Color Swatches

Crayons

Xoetrope Color Wheel

Figure 46: Color Choosers

Chapter 8

Shared View

The Shared View tool lets all the users in a chat session view a section of one user's screen while they have their discussion.

To join a Shared View session, select **Shared View** from the Tools menu in a place or chat session. MxM displays the Shared View window, initially blank.

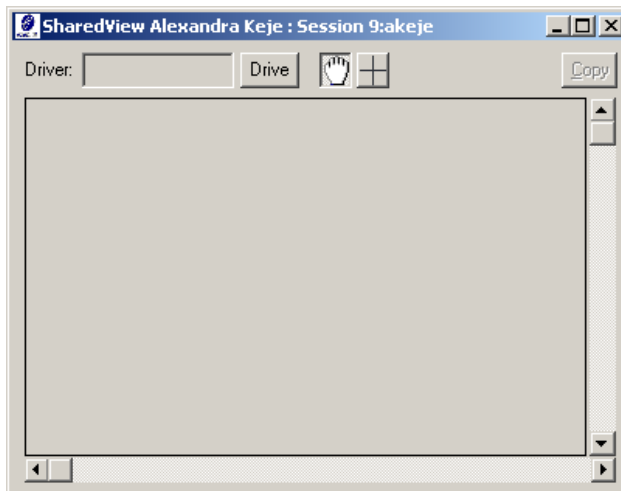


Figure 47: Shared View Window on Opening

To control a Shared View session:

1. Click on **Drive** at the top of the Shared View window. You are now the driver. On your display, the Shared View window is replaced by the driving window, framing part of your screen.

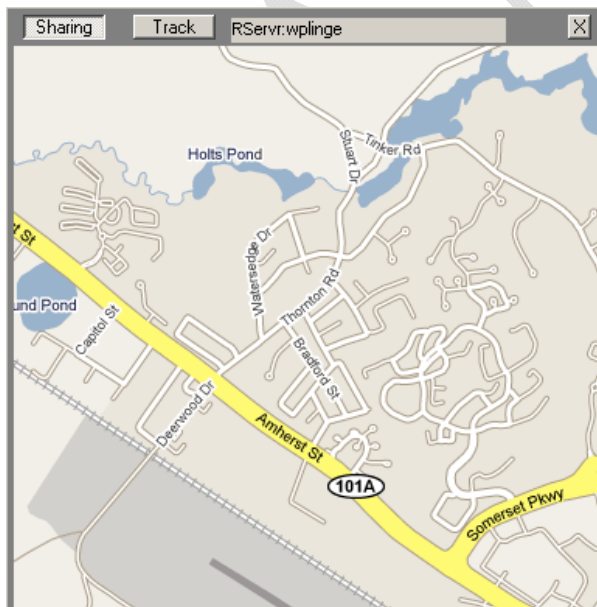


Figure 48: Shared View Driving Window

- Click on **Sharing**, at the top of the driving window. For chat members with Shared View on, the Shared View window shows the contents of your driving window and your username appears in the Driver field. As driver, you can control what the others see in the driving window by moving and re-sizing the frame on your screen. You can move and re-size the frame as you would any other window.

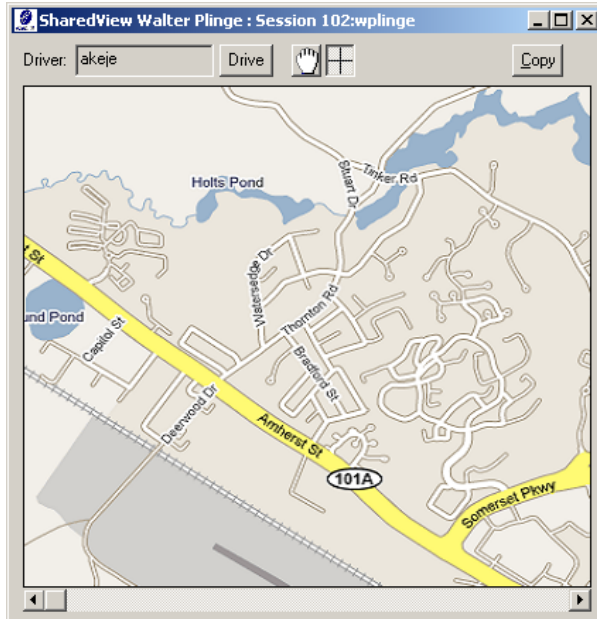



Figure 49: Shared View Window, Watching

As the driver, you can work in the Shared View frame normally. Thus, other users can watch while you use an application, edit a document, and so forth. They can see what you are doing, and, through the continuing chat session, comment or ask questions.

Any user can become driver by clicking on their Drive button. The driver is whoever clicked last. The current driver's username appears in the Driver field at the top of the Shared View window.

Note: You cannot drive the display on another user's computer. When you are driver, you can show part of your display to the other people in the Shared View session.

To leave a Shared View session, click on the  button on the Shared View window. You can re-enter the Shared View session by selected Shared View from the Tools menu again.

Leaving the chat session automatically means leaving the Shared View session, but you can resume the Shared View session if you re-join the chat and select Shared View again.

If the driver leaves the Shared View session while driving, the Shared View window goes blank for all the remaining users, but another user can begin driving, showing sections of their screen to the others.

To take a snapshot in Shared View, click on **Copy** at the top of the Shared View window. The image in the Shared View window is copied to your clipboard.


To display a specific window exactly, when driving:

1. Click on **Tracking** at the top of the driving window. Shared View opens a pulldown menu, listing all the windows currently on the display.
2. Click on the name of the window you want to display. Shared View moves the driving window to fit exactly around the selected window, so that all of it is displayed to the other users.


If you move or re-size the window being tracked, the driving window moves and re-sizes with it.

If you move something over the tracked window, it appears to the other users.

Telepointer Tool

The crosshairs button at the top of the Shared View window, , is the telepointer tool.

To use the telepointer, click on the telepointer button and point to your selected location in the Shared View window. Your mouse pointer displays as crosshairs when it is in the Shared View window and is visible to all users in the Shared View.

To turn off the telepointer, click on the hand icon,  .

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