
CVW 3.2 Palm Client Quick Reference

Menu

File Menu

<i>Item</i>	<i>Description</i>
Undo	Undo text entry
Cut	Cut selected text to clipboard
Copy	Copy selected text to clipboard
Paste	Paste clipboard text at cursor
Select All	Select all text in current field
Keyboard	Use alternate field input form
Graffiti	Show Graffiti reference

Options Menu

<i>Item</i>	<i>Description</i>
Paste Clipboard	Paste/share clipboard text with others in the current room <i>(The text appears in the scrollbar of each user in the room.)</i>
Clear Scrollback	Erase the entire scrollbar contents from memory (and the screen) <i>(Use this to free up memory or when your scrollbar is too long.)</i>
Disconnect...	Sign out from CVW
About CVW...	Show credits

Additional Buttons

<i>Item</i>	<i>Description</i>
Map (tap room name)	View the rooms/floors in the current CVW building <i>(Tap on a room to go there, or tap the home icon to go home.)</i>
Send	Send your command to the CVW server
Document Browser (folder icon)	Show the documents in the room or in your carrying folder
People Browser (people icon)	Show the users in the room, all online users, or all groups

Textual Communication

<i>To...</i>	<i>Do This...</i>	<i>Example</i>
Say to all users in the room	tap say , then enter text on entry line	say Hello <i>Others in room see...</i> Rob says, "Hello"
Directly say to a person(s) in the room	tap say , then enter person's name in to: field, then enter text on entry line	say to: Deb Hello <i>Others in room see...</i> Rob [to Deb]: Hello
Privately communicate with a person(s) in any room	tap page , then enter person's name in to: field, then enter text on entry line	page to: Dee What time is the meeting? <i>Dee sees...</i> Rob in Conference Room is requesting your attention. He pages, "What time is the meeting?"
Privately send a popup to a person(s) in any room	tap page , then enter person's name in to: field, then enter text on entry line, then tap Popup check-box <i>(When receiver dismisses popup, sender receives acknowledgment in scrollbar.)</i>	page to: Lucy What time is the meeting? <i>Lucy sees (in a popup)...</i> Rob in Conference Room is requesting your attention. He pages, "What time is the meeting?"
Emote to all users in the room (This is a form of nonverbal communication)	tap emote , then enter text on entry line	emote waves. <i>Others in room see...</i> Rob waves.
Entering direct CVW commands	tap the diamond icon, then enter the command on the entry line	look <i>Displays the room's contents in your scrollbar.</i>

Rooms and Navigation

(Room name in title bar indicates user's current room location.)

<i>To...</i>	<i>Do This...</i>
View the rooms/floors available in CVW	Tap on the room name in the title bar (Use the pop-up menu or page up/down buttons to view rooms on other floors.)
Go to your default home room	Tap on the home icon on the map
Move to a different room	Tap on the destination room on the map
Join another user	Find the user with the People Browser (people icon), then tap the Join button

Folders, Notes, Web References, Files, and Whiteboards

Descriptions

<i>Item</i>	<i>Description</i>
Folder	A container for items (Files, Notes, Web References, Whiteboards, Folders)
Note	A simple text document; the Palm client can read and write notes in CVW
Web Reference	A reference to a Web page; the Palm client cannot open web references
File	An imported copy of an external file; the Palm client cannot open files
Whiteboard	A shared (multi-user) whiteboard for displaying and marking up images; the Palm client cannot open whiteboards

Creating Notes

(Item is placed in your Carrying Folder upon creation)

<i>To...</i>	<i>Do This...</i>
Import a note from the Palm memo application	Tap on the Document Browser (folder icon), Choose "Import Memo..." from the Options menu, Select the memo to import from the list, Enter item name in Name field, Optionally make the note unmovable, Tap on "Import" button

Manipulating Folders, Notes, Web References, Files, and Whiteboards

<i>To...</i>	<i>Do This...</i>
Open a Folder or Note	Tap on the Document Browser (folder icon), Select the item, Tap on "Open"
View information about an item	Tap on the Document Browser (folder icon), Select the item, Tap on "Info..."
Drop/place item in current room	Tap on the Document Browser (folder icon), Select the item from your carrying folder, Tap on "Drop"
Take item from room and place it in your Carrying Folder	Tap on the Document Browser (folder icon), Select the item from the room, Tap on "Take"
Delete a Note	Tap on the Document Browser (folder icon), Select the item, Choose "Delete..." from the Options menu, Confirm the deletion <i>(You must be the owner of the Note, or you must be on the permissions list for the Note.)</i>

Sharing Information via the Scrollback

<i>To...</i>	<i>Do This...</i>
Paste/share text with others in a room	Cut or copy the text you wish to share to the clipboard, Choose "Paste Clipboard" from the Options menu <i>(Text will appear in the scrollbar of each user in the room.)</i>

Manipulating the Scrollback

<i>To...</i>	<i>Do This...</i>
Lock the scrollback	The scrollback is automatically locked for a period of time while you are paging through it
Unlock the scrollback	The scrollback is automatically unlocked when you are viewing the bottom of it, or after a brief timeout
Clear the entire scrollback history	Choose "Clear Scrollback" from the Options menu <i>(The entire scrollback is cleared, leaving no scrollback history.)</i>
Export scrollback to a memo	Tap in the scrollback area once to set focus, Choose "Select All" from the Edit menu (or select a portion to export), Choose "Copy" from the Edit menu, Switch to the Memo application (N.B. Palm CVW will terminate), Create a new Memo, Choose "Paste" from the Edit menu

Displaying User Information

<i>To...</i>	<i>Do This...</i>
Display list of all currently connected users	Tap the People Browser (people icon), then select "Online Users" from the pop-up menu <i>(Displays user names; tap on a user to see idle status.)</i>
View information about a specific user	Select the user in the People Browser (people icon), then tap the "Info..." button <i>(Displays full name, description, ID, office number, phone number, email address of the user.)</i>

Other

(Shortcuts for the Command Entry Area)

<i>To...</i>	<i>Do This...</i>
Send a command to CVW	Enter the Graffiti "Return" stroke (a diagonal line from upper right to lower left)
Reply to a page or a directed say	Tap in the to: input field <i>(The name of the most recent person to page or speak to you is automatically placed into the field.)</i>

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