

CVW 4.0 Java Client Quick Reference

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


Menu and Toolbar

(If menu option has a toolbar shortcut, it is displayed in the last column)



File Menu

Item	Description	
New ->	Create a new Folder, Note, Web Reference, Group, Whiteboard in CVW	 New
Import File...	Import an external document into CVW (e.g., Word, PowerPoint, GIF, avi, etc.)	 Import
Save Scrollback...	Save entire text from scrollback area to an external file	
Save Selection...	Save selected text from scrollback area to an external file	
Set Password...	Change your CVW password	
Sync with Server	Synchronize the CVW client with the Document Server (Only needed if experiencing communication problems with Server.)	
Logout	Sign out from CVW	
Exit	Sign out from CVW and exit the CVW client application	

Edit Menu

Item	Description	
Paste Text to Room	Paste/share selected text from any document with others in the current room (The text appears in the scrollback of each user in the room.)	 Text Paste
Paste Web Reference to Room	Paste/share selected web reference with others in the current room (The web reference appears as a hot link in the scrollback of each user in the room.)	 WEB Paste
Find...	Find files, users, room and floors in CVW	 Find
Search Scrollback...	Search the scrollback for text	
Search Again	Repeat the last scrollback search	







Conference Menu

Item	Description	
Audio	Turn audio conferencing on/off (Toolbar button remains depressed while conference mode is on.)	 Audio
Video	Turn video conferencing on/off (Toolbar button remains depressed while conference mode is on.)	 Video






Room Menu

<i>Item</i>	<i>Description</i>
Information...	Display descriptive information about the current room
Permissions...	View permissions of who can manage the current room (e.g, control the room access list, control the room recorder)
Access...	View/modify the access list of who can enter the current room
Set to Home	Set the current room to be your default home room
Admit User...	Temporarily admit a user to the current (locked) room

View Menu

<i>Item</i>	<i>Description</i>	
Carrying Folder	Display your Carrying Folder	 Carry
Toolbar	Displays the toolbar (<i>Select menu item once to display, select again to hide.</i>)	
Users in Room	Display the Users panel to view all users in the current room (<i>Click button once to display, click again to hide.</i>)	 Users
Contents of Room	Display the Room Contents panel to view all items in the current room (<i>Click button once to display, click again to hide.</i>)	 Cont
Status Bar	Displays the status bar, indicating name of CVW server connected to, name of current room user is in, and Document Server communication messages (<i>Select menu item once to display, select again to hide.</i>)	
My Items	Display all items you have created and their current location; Also displays all items to which you have been given edit permissions	
Map	Display the map of the CVW, showing the floors and rooms	 Map
Online Users	Display list of currently connected users	 Online
All Users	Display list of all users that have an account on this server and their current status	
Popups	Bring forward any popup notifications (<i>Button is active, with yellow color, if there are unread popups, otherwise it is gray.</i>)	 Popups
Group Manager	Display Group Manager, listing of all CVW user groups	
Preferences...	Set user preferences including audio and video conference settings, idle message, scrollbar time stamping, save CVW window size and location, highlighting of text communication in scrollbar	
Proxy	Display your proxy window	

Additional Buttons

<i>Item</i>	<i>Description</i>	
Home	Takes you to your default home room	 Home
Idle	Sends default idle message to room (<i>Toolbar button remains depressed while in idle mode.</i>)	 Idle
Scroll Lock	Locks/unlocks scrollbar to temporarily freeze scrollbar in place while reading text (<i>Button remains depressed while in locked mode.</i>)	
Client Minimizer	Minimizes the CVW client to a small window, with only scrollbar area visible (<i>Click button once to minimize, click again to expand.</i>)	
Private Communication Window	Opens a new Command Entry Area for private communication. (<i>Preserves the name(s) in the "To" field.</i>)	

Textual Communication



(Command Entry Area)

<i>To...</i>	<i>Do This...</i>	<i>Example</i>
Say to all users in the room	Select "Say" (Ctrl+S), enter text in message field, with no user name in "To" field	Steve says, "Hello"
Directly say to a person(s) in the room	Select "Say" (Ctrl+S), enter text in message field, enter user name(s) in "To" field	[to Michele, Keith] Deb says, "Hello"
Privately say to a person(s) in any room	Select "Say privately" (Ctrl+Shift+S), enter text in message field, enter user name(s) in "To" field Check the "Beep" box to beep the user's workstation	*[to Deb] Rob says, "What time is the meeting?"
Emote to all users in the room	Select "Emote" (Ctrl+M), enter text in message field, with no user name in "To" field	Michele waves
Directly emote to a person(s) in the room	Select "Emote" (Ctrl+M), enter text in message field, enter user name(s) in "To" field	[to Dee] Lucy waves
Privately emote to a person(s) in any room	Select "Emote privately" (Ctrl+Shift+M), enter text in message field, enter user name(s) in "To" field Check the "Beep" box to beep the user's workstation	*[to Rob] Deb waves
Privately send popup message to a person(s) in any room	Select "Send popup" (Ctrl+Shift+P), enter text in message field, enter user name(s) in "To" field	*[to Steve] Dee sends popup, "Are you there?"



Notes:

- The words "Public" and "Private" in the command entry area denote whether the selected command is public or private to the other users in the room.
- Public text appears as plain text in the command entry area
- Private text appears as bold text in the command entry area
- An asterisk (*) precedes any private communication that appears in the scrollback area.
- The room location of the sender of any private communication is included in parenthesis. Example: *(from Outside) Rob says, "We're on for 3:30, Steve's office."
- To add user names to the "To" field, type the names, or depress the shift key and left mouse click on the user's icon for automatic entry of the names.
- Right mouse clicking on any user's icon will pop up a menu with the above communications options.




Audio Conferencing *(vat, developed by Lawrence Berkeley Labs)*

To...	Do This...
Initiate a private phone conference with another user	Select the "Phone" (Ctrl+Shift+H) option from the command entry menu and enter user name in "To" field or Right mouse on user icon and select "Phone" or Right mouse on user name in Online Users or All Users list and select "Phone"
Turn on audio conferencing and join the conference in the current room	Click on the  Audio toolbar button or Select "Audio" from the Conference menu <i>(Audio button remains depressed while audio mode is enabled. Moving from room to room automatically establishes new conferences with new room participants.)</i>
Turn off audio conferencing	Click on the  Audio toolbar button or Select "Audio" from the Conference menu
View which room members are participating in the audio conference	View the list of names in the left hand column of the audio tool
Use the audio tool to speak with the other conference participants	Click the right mouse button anywhere in the audio tool window while talking ("click to talk")
Adjust speaker or mic volume	Click on slider below speaker or mic icon and drag up to raise volume, drag down to lower volume
Temporarily mute the audio conference	Deselect the "listen" button above the speaker icon
Temporarily mute the audio from a particular individual	Click on the box (to place an "x" in it) to the left of the user's name
Recall who spoke last	View the color indicator in the box to the left of the user's name, black is most recent speaker

Video Conferencing *(vic, developed by Lawrence Berkeley Labs)*

To...	Do This...
Turn on video conferencing and receive video from the current room	Click on the  Video toolbar button or Select "Video" from the Conference menu <i>(Video button remains depressed while video mode is enabled. Moving from room to room automatically establishes new conferences with new room participants.)</i>
Turn off video conferencing and discontinue receiving video from the current room	Click on the  Video toolbar button or Select "Video" from the Conference menu
Send video to other conference participants	Click on the "Transmit" button
Stop sending video, but continue to receive video from other conference participants	Click on the "Release" button
Open a larger video viewing window	Click once on the thumbnail video window







Rooms and Navigation

To...	Do This...
View the rooms/floors available in CVW	Click on the  toolbar button or Select "Map" from the View menu <i>(Use the drop down menu or up/down keyboard arrow keys to view rooms on other floors.)</i>
View information about the current room	Select "Information..." from the Room menu
View room manager permissions for the current room	Select "Permissions..." from the Room menu
View/modify access list of who can enter the current room	Select "Access..." from the Room menu, Select "All Users" list or "Groups" list by clicking on the radio button, Click on name in left column and click on "Add" button to add person/group to access list, Click on name in right user or group column and click on "Remove" button to remove person/group from access list, Click on "Save" button <i>(Only users with room manager permissions can modify the room access list.)</i>
Temporarily admit a user to currently locked room	Select "Admit User..." from the Room menu, Enter the name(s) of the users to admit or Click  button to display Online Users and double click on name to add to list, Enter the time duration the user may stay in the room, Click on "OK" button <i>(Only users on the room access list can admit other users.)</i>
Set current room to default home room	Select "Set to Home" from the Room menu
Go to your default home room	Click on the  toolbar button
Move to a different room	Double-click on the destination room on the map or Select "Go" (Ctrl+G) from the command entry menu, enter the room name in the "To" field
Join another user	Select "Join" (Ctrl+J) from the command entry menu, enter the user name in the field or Right mouse on user name in Online Users or All Users list and select "Join"


Using the Room Recorder

To...	Do This...
Turn on room recorder	Double click on the room recorder in the room or Right mouse click on room recorder, select "On" <i>(The name of the recorder will change to indicate the on status and all users will be notified.)</i> <i>You must have room manager permissions to control the recorder for this room.)</i>
Turn off room recorder	Right mouse click on room recorder, select "Off" <i>(The name of the recorder will change to indicate the off status and all users will be notified.)</i> <i>You must have room manager permissions to control the recorder for this room.)</i>
Make a transcript of current recording session	Right mouse click on room recorder, select "Make Transcript" <i>(Transcript appears as a Note in your Carrying Folder.)</i>

Using Your Proxy

To...	Do This...
Open proxy window	Select "Proxy" from the View menu
Place proxy in a room	Select "Go" (Ctrl+G) from the proxy command entry menu, enter the room name in the "To" field or Select "Join" (Ctrl+J) from the proxy command entry menu, enter the user name in the field <i>(Proxy window must be open.)</i>
Retrieve proxy from room	Select "Close" from the proxy File menu
Switch places with your proxy	Click on the  toolbar icon in the proxy window
View room description of proxy's room	Click on the  toolbar icon in the proxy window
Say to all users in proxy's room	Select "Say" (Ctrl+S), enter text in message field, with no user name in "To" field
Directly say to a person(s) in proxy's room	Select "Say" (Ctrl+S), enter text in message field, enter user name(s) in "To" field
Emote to all users in proxy's room	Select "Emote" (Ctrl+M), enter text in message field, with no user name in "To" field
Directly emote to a person(s) in proxy's room	Select "Emote" (Ctrl+M), enter text in message field, enter user name(s) in "To" field
Send/share a web reference with others in proxy's room	Select and copy the full web reference from Web browser location field or other source, Click on the  toolbar button in proxy window <i>(Web Reference will appear in the scrollbar of each user in the room.)</i>
Paste/share text with others in a room	Select and copy the text from any source, Click on the  toolbar button in the proxy window <i>(Text will appear in the scrollbar of each user in the room.)</i>
Lock the proxy scrollbar	Click on the  scroll lock button <i>(This enables the user to temporarily freeze the scrollbar in place while reading the text. Button will remain depressed while scrollbar is locked.)</i>
Unlock the proxy scrollbar	Click on the  scroll lock button <i>(This resumes text scrolling.)</i>
Clear the entire proxy scrollbar history	Select Ctrl+Shift+L <i>(The entire scrollbar is cleared, leaving no scrollbar history.)</i>
Export proxy scrollbar to a file	Select "Save Scrollback..." from the proxy File menu and use file browser to save file
Export selected proxy scrollbar to a file	Highlight and copy text in proxy scrollbar, Select "Save Selection..." from the proxy File menu and use file browser to save file

Working with Groups

To...	Do This...
Create a new Group	Select "Group Manager" from the View menu, Click on the "New..." button or  Click on the New toolbar button, Select the Group option and click on the "Create" button or Select the Group option from the File -> New menu, Enter group name in "Name" field, Enter optional description in "Description" field, Click on "Save" button
View information about a group	Select "Group Manager" from the View menu, Right mouse click on group, select "Information..."
View a group's members	Select "Group Manager" from the View menu, Right mouse click on group, select "Members..." or Double click on a group.
Add/remove members to a Group	If group is already open, click on "Members..." tab or Select "Group Manager" from the View menu, Right mouse click on group, select "Members..." Select "All Users" list or "Groups" list by clicking on radio button, Click on name in left column and click on "Add" button to add person/group to the members list, Click on name in User or Group column and click on "Remove" button to remove person/group from the members list, Click on "Save" button <i>(You must be the owner of the Group, or you must be on the permissions list for the group.)</i>
View/modify permissions for changing a Group's members	If group is already open, click on "Permissions" tab or Select "Group Manager" from the View menu, Right mouse click on group, select "Permissions..." Select "All Users" list or "Groups" list by clicking on radio button, Click on name in left column and click on "Add" button to add person/group to the permissions list, Click on name in User or Group column and click on "Remove" button to remove person/group from the permissions list, Click on "Save" button <i>(You must be the owner of the Group, or you must be on the permissions list for the group.)</i>
Delete a Group	Select "Group Manager" from the View menu, Right mouse click on group, select "Delete..." <i>(You must be the owner of the Group, or you must be on the permissions list for the group.)</i>





Folders, Notes, Web Refs, Files, Whiteboards

Descriptions

<i>Item</i>	<i>Description</i>
Folder	A container for items (Files, Notes, Web References, Whiteboards, Folders)
Note	A simple text document, resides within CVW
Web References	A reference to a Web page
File	An imported copy of an external file (e.g., Word, PowerPoint, GIF, AVI, etc.)
Whiteboard	A shared (multi-user) whiteboard for displaying and marking up images

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

(Item is placed in your Carrying Folder upon creation)

<i>To...</i>	<i>Do This...</i>
Create a new Folder, Note	<p>Click on the  <small>New</small> toolbar button, Select the Folder or Note option and click on the "Create" button or Select the Folder or Note option from the File -> New menu, Enter item name in Name field, Enter optional description in Description field, Click on "Save" button</p>
Create a new Web Reference	<p>Click on the  <small>New</small> toolbar button, Select the Web Reference option and click on the "Create" button or Select the Web Reference option from the File -> New menu, Enter item name in Name field, Enter optional description in Description field, Enter full Web Reference in "Web Reference Path" field, Click on "Save" button</p>
Create a new Whiteboard	<p>Click on the  <small>New</small> toolbar button, Select the Whiteboard option and click on the "Create" button or Select the Whiteboard option from the File -> New menu, Enter item name in Name field, Enter optional description in Description field, If backdrop image (GIF, JPEG, Plain Text) is on a web page, enter full Web Reference in "Background Image" field, or If backdrop image (GIF, JPEG, Plain Text) is in a file, click on the "Find File..." button, select file, click on "Save" button in File Browser, Click on "Save" button or Right mouse click on GIF or JPEG document in CVW and select "Whiteboard" option, Enter item name in Name field, Enter optional description in Description field, Click on "Save" button</p>
Import a new File	<p>Click on the  <small>Import</small> toolbar button or Select "Import File..." from the File menu, Select file using File Browser, Modify/enter item name in Name field, Enter optional description in Description field, Click on "Save" button</p>

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

To...	Do This...
Open a Folder, Note, Web Reference, File, Whiteboard	Double-click on item or Right mouse click on item, select "Open" <i>(Select "Open for View" for Files.)</i>
View information about an item	Right mouse click on items, select "Information..."
Change the name of an item	Right mouse click on item, select "Information...", Enter new name in "Name" field Click on "Save" button
Lock item in place	Right mouse click on item, select "Information...", Check "Can't be moved" box, Click on "Save" button
View/modify permissions for item	Right mouse click on item, select "Permissions...", Select "All Users" list or "Groups" list by clicking on radio button, Click on name in left column and click on "Add" button to add person/group to access list, Click on name in right user or group column and click on "Remove" button to remove person/group from access list, Click on "Save" button <i>(Add/remove full edit and delete permissions on item. You must be the owner of the item, or you must be on the permissions list for the item.)</i>
Copy item	Right mouse click on item, select "Copy" <i>(Item is placed in your Carrying Folder.)</i>
Create Shortcut	Right mouse click on item, select "Shortcut" <i>(A reference to the original item. Item is placed in your Carrying Folder.)</i>
Drop/place item in current room	Right mouse click on item in your Carrying Folder, select "Drop" or Click on item in your Carrying Folder, drag item into Room contents
Take item from room and place it in your Carrying Folder	Right mouse click on item in room, select "Take" or Click on item in room, drag item into your Carrying Folder
Delete item	Right mouse click on item, select "Delete..." <i>(You must be the owner of the item, or you must be on the permissions list for the item.)</i>
Move item to another location (to another person, into a folder)	Click on item and drag onto user in Users Panel, Online Users or All Users list; onto member of a Group; or onto folder entry in contents

Working with Imported Files

To...	Do This...
Open for viewing	Double-click on item or Right mouse click on item, select "Open for View" <i>(Item cannot be modified.)</i>
Open for editing	Right mouse click on item, select "Open for Edit" <i>(You must be the owner of the item, or you must be on the permissions list for the item. If item is in room, it will be moved to your Carrying Folder.)</i>
Save changes, and enter change comment	Right mouse click on item, select "Save Changes..."
Discard changes made while editing	Right mouse click on item, select "Discard Changes..."
View edit history / Determine who has item checked out	Right mouse click on item, select "Information..."
Synchronize CVW client with Document Server	Select "Sync with Server" from the File menu <i>(Use if experiencing communication problems with Server.)</i>





Working with Whiteboards

Join a Whiteboard session	Double-click on whiteboard or Right mouse click on Whiteboard, select "Open" <i>(User may have multiple whiteboards open and active.)</i>
Apply markings to the Whiteboard image	Select a drawing tool by clicking on tool in tool palette, Select a color by clicking on color in color palette, Apply annotation over image with left mouse button
Undo marking(s)	Select the Undo mine option (Ctrl+Z) from the Whiteboard Edit menu <i>(Repetitive use of this function will remove markings one at a time, in reverse order of application.)</i>
Clear all of your markings	Select the "Clear my markings" option from the Whiteboard Edit menu
Clear all markings	Select the "Clear all markings" option from the Edit menu <i>(Requires full access permissions to the Whiteboard.)</i>
Copy and Paste a marking	Choose the pointer tool from the upper left of the tool palette, Click on marking to select it, Copy and paste a new marking by selecting the "Copy" option (Ctrl+C) from the Edit menu
Move a marking	Choose the pointer tool from the upper left of the tool palette, Click on marking with the left mouse button to select it and drag the marking to the new location before releasing the mouse
Delete a marking	Choose the pointer tool from the upper left of the tool palette, Click on marking with the left mouse button to select it, Select "Delete marking" (Delete key) from the Edit menu
View participants in current Whiteboard session	View names of all current participants (both active and viewing session) in the "Users in WB" list on the left side of the Whiteboard
View name of person who created or last changed marking	Position cursor over marking and view name in the "Changed By" field on the left side of the Whiteboard
Close whiteboard	Select the "Close" option from the Whiteboard File menu <i>(Changes to Whiteboard are saved as they are applied.)</i>



Searching for People, Places, and Things

To...	Do This...
<p>Find a Person in CVW</p>	<p>Select the "Find..." option from the Edit menu, Click on the "People" tab, Confine the search criteria by selecting combination of full name and user name, or any fields that a user provide in their user information (e.g., email, office location, phone, ID, description), Enter the search string in the "Named" field (Search is by partial match and is not case sensitive), Click the "Find" button <i>(Search returns the total number found and a list of all matches, with user name, full name, email address, phone, current room location, idle/activity state. Right mouse click on user in list for Information, Page, Phone, etc.)</i></p>
<p>Find a Room or Floor in CVW</p>	<p>Select the "Find..." option from the Edit menu, Click on the "Places" tab, Confine the search criteria by selecting combination of room name and floor name, Enter the search string in the "Named" field (Search is by partial match and is not case sensitive), Click the "Find" button <i>(Search returns the total number found and a list of all matches, with room name, floor name, floor level.)</i></p>
<p>Find a File (Document, Note, Whiteboard, Folder, Web Reference, or Shortcut) in CVW</p>	<p>Select the "Find..." option from the Edit menu, Click on the "Files" tab, Confine the search criteria by selecting any combination of Documents, Notes, Whiteboards, Folders, and Web References, Enter the search string in the "Named" field (Search is by partial match and is not case sensitive), Click the "Find" button <i>(Search returns the total number found and a list of all matches, with file name, current location, type, owner name, and creation date. Right mouse click on item in list for Page Owner, Join Owner, Visit File.)</i></p>



Sharing Information via the Scrollback

To...	Do This...
Send/share a web reference with others in a room	Select and copy the full web reference from Web browser location field or other source,   toolbar button (Web reference will appear in the scrollback of each user in the room.)
Open a web reference from room scrollback	Double click on web reference in room scrollback (Web browser will open to web page.)
Paste/share text with others in a room	Select and copy the text from any source,   toolbar button (Text will appear in the scrollback of each user in the room.)
Privately paste/share text to a person	Select and copy the text from any source, Right mouse click on user's icon (or user's entry in Online Users or All Users list), select "Paste text to" (Text will appear in the scrollback of the user.)

Manipulating the Scrollback

To...	Do This...
Search scrollback for a text string	Select "Search Scrollback..." from the Edit menu, Enter text string (search is case sensitive) in the dialog box, Click on "Search" button (Text is highlighted in the scrollback in blue. Select "Search Again" from the Edit menu to continue searching for more matches.)
Lock the scrollback	Click on the  scroll lock button (This enables the user to temporarily freeze the scrollback in place while reading the text. Button will remain depressed while scrollback is locked.)
Unlock the scrollback	Click on the  scroll lock button (This resumes text scrolling.)
Copy scrollback text to the clipboard	Highlight text in scrollback area with left mouse button, right mouse click in the scrollback area and select "Copy"
Clear the entire scrollback history	Select Ctrl+Shift+L (The entire scrollback is cleared, leaving no scrollback history.)
Export scrollback to a file	Select "Save Scrollback..." from the File menu and use file browser to save file
Export selected scrollback to a file	Highlight and copy text in scrollback, Select "Save Selection..." from the File menu and use file browser to save file

Displaying and Changing User Information

To...	Do This...
Change your password	Select "Set Password..." from the File menu, Enter the old password and the new password in the appropriate fields, Click on "OK" button
Change your user information	Double-click on your icon or Right mouse click on icon, select "Information..." Enter new information in fields provided, Click on "Save" button
Indicate inactive status	Click on the  toolbar button to display your default idle message or Select "Idle" (Ctrl+I) from the command entry menu, enter the idle message in the field <i>(Idle toolbar will remain depressed to denote idle status. Idle is automatically turned off when you become active again.)</i>
Display list of all currently connected users	Click on the  toolbar button or Select "Online Users" from the View menu <i>(Displays name, location, idle time, idle message.)</i>
Display list of all users	Select "All Users" from the View menu <i>(Displays name, location, idle time.)</i>
View information about a specific user	Double click on user's icon or Right mouse click on user's icon, select "Information..." or Right mouse click on user's entry in Online Users or All Users window, select "Information..." <i>(Displays the icon, full name, description, ID, office number, phone number, email address of the user.)</i>
View connection information for all users	Select "Find user" (Ctrl+F) from the command entry menu, with no name in the field <i>(Displays name, location, idle time, idle message in scrollbar.)</i>
View connection information for a specific user	Select "Find user" (Ctrl+F) from the command entry menu, enter the user name in the field <i>(Displays name, location, idle time, idle state in scrollbar.)</i>

Setting Your Preferences

To...	Do This...
Change audio and video conferencing settings	Select "Preferences..." from the View menu, Select the "Conferencing" tab and enter preference values, Click on the "Save" button
Change audio and video Time to Live network settings	Select "Preferences..." from the View menu, Select the "Conferencing" tab and click on the "Advanced..." button, Enter preference values, Click on the "Save" button
Change font color of text messages in scrollback	Select "Preferences..." from the View menu, Select the "Highlights" tab, Check highlight options and select corresponding color from the drop down menu, Click on "User..." Drag users to icon box and select color to color code text from specific users, Click on the "Save" button <i>(Highlight your name and any text communication directed to you.)</i>
Change the default window display and startup options	Size and position the CVW application windows to desired preference, Select "Preferences..." from the View menu, Select the "Display" tab and click the "Save Location" button, Click on the "Save" button <i>(Startup options and locations set for Main window, Map window, Proxy window, Online users window, and Carrying folder.)</i>
Set the default sizes and locations for audio and video conference windows	Select "Preferences..." from the View menu, Select the "Display" tab, Click on the "Set Location..." button under Audio Conference Tool, Position and size the resulting window and click on the "Save" button, Click on the "Set Location..." button under Video Conference Tool, Position and size the resulting window and click on the "Save" button, Click on the "Save" button in the Preferences dialog
Change default idle message	Select "Preferences..." from the View menu, Select the "Misc" tab and enter the default idle message, Click on the "Save" button <i>(This is the message that is displayed when you click the Idle toolbar button.)</i>
Enable/disable time stamping in scrollback	Select "Preferences..." from the View menu, Select the "Misc" tab and check the "Display time stamp in scrollback every 30 minutes" box, Click on the "Save" button <i>(Time stamp appears in scrollback every 30 minutes.)</i>
Change date display format	Select "Preferences..." from the View menu, Select the "Misc" tab and click "Local Time Zone" or "Greenwich Mean Time", Click on the "OK" button <i>(All time references in CVW will appear in the time zone selected.)</i>

Other

(Editor Keyboard Shortcuts for the Command Entry Area)

<i>To...</i>	<i>Do This...</i>
Display the previous command	Ctrl+P or Ctrl+UP ARROW
Display the next command	Ctrl+N or Ctrl+DOWN ARROW
The following are only if you chose use subset of Emacs-style key bindings in "Misc" tab of Preferences.	
Go to beginning of current line	Ctrl+A
Go to end of current line	Ctrl+E
Move back one character	Ctrl+B
Move forward one character	Ctrl+F
Delete character under cursor	Ctrl+D
Delete from the cursor to the end of the current line and copy into the buffer	Ctrl+K
Paste from the buffer at the current cursor location	Ctrl+Y