

# License Addendum / Packing List

Keep this addendum with your TOPS Software/Hardware License and Warranty Agreement. This License Addendum/Packing List defines which warranty applies to each piece of software in your product. It also lists the software, documentation and registration/support materials contained in this package. If any of the listed items are missing from your package, contact TOPS Customer Support.

## TOPS Network Bundle for Macintosh

Your product should contain:

### Software:

- One (1) diskette "TOPS File Sharing and Printing for Macintosh v3.0"  
*Single User License*
- One (1) diskette "InBox v3.0 Macintosh Administrator's Disk"  
*Single User License providing 20 mailboxes*
- One (1) diskette "InBox v3.0 Macintosh User's Disk"  
*Multi User License - 20 users*
- One (1) diskette "DataViz MacLinkPlus/TOPS Translators"  
*Refer to DataViz License Agreement*

### Documentation:

- TOPS User's Guide to File Sharing and Printing for Macintosh
- TOPS Administrator's Guide to InBox for Macintosh
- TOPS User's Guide to InBox for Macintosh
- MacLinkPlus/TOPS User's Manual
- TOPS/Macintosh 3.0 Release and Upgrade Notes
- InBox 3.0 Macintosh Administrator's Release Notes
- InBox 3.0 Macintosh User's Release Notes

### Registration / Support Materials:

- TOPS Registration Card
- TOPS Customer Support Guide
- DataViz Registration Card
- This License Addendum / Packing List

***Before you read the documentation...***

# **TOPS/Macintosh 3.0 Release & Upgrade Notes**

The following notes supplement the information provided in the *TOPS User's Guide to File Sharing and Printing for Macintosh Version 3.0*.

The notes are divided into several sections as outlined below. Be sure to read any relevant sections before using your TOPS/Macintosh 3.0 software.

- **New Features**  
Describes the new features of both TOPS networking software and TOPS Spool in TOPS/Macintosh 3.0.
- **Upgrading to Version 3.0**  
Explains how to upgrade TOPS networking software and TOPS Spool to Version 3.0.
- **Problems Fixed**  
Describes the problems in Version 2.1 that are fixed with Version 3.0.
- **Applications Compatibility**  
Specific information about TOPS/Macintosh 3.0 and other software.
- **Known Limitations**  
Important information on the limitations of TOPS networking software and TOPS Spool.

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## New Features

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### TOPS Networking Software

This section covers the new features of:

- TOPS/Macintosh 3.0 networking software
- TOPS Spool 3.0

- **Enhanced Support of Multi-User Applications**

Applications are now supported which take advantage of Apple's shared environment extensions to the Macintosh operating system. These extensions enable multiple users simultaneous access to a single file with improved record locking capability.

Examples of such multi-user applications are FoxBASE+/Mac Multi-User™ (Fox Software, Inc.), Omnis 3 Plus™ and Omnis 5™ (Blyth Software, Ltd.), 4th DIMENSION™ (ACIUS, Inc.), FileMaker® II (Claris™), Great Plains Accounting Series® (Great Plains Software, Inc.) and Inside Out™ (Shana Corporation).

These operating system extensions require that file permissions be observed by the network software strictly according to specification. Certain operations, such as copying open files, that were possible without these permissions may no longer be allowed (see Known Limitations section of these notes).

- **Enhanced Zone and Server Support**

You may now view and gain access to a maximum of 254 zones through the TOPS desk accessory window. The TOPS desk accessory window also now provides access to a maximum of 254 servers per zone.

- **Revised Upgrade Procedure**

Apple recommends against installation into active System files. Therefore, the TOPS distribution disk is now a startup disk for purposes of installing or upgrading the TOPS networking software (TOPS Spool installation and upgrading, however, MUST be done from within the active System Folder of the target disk). Please review and follow the Upgrade procedure described later in these notes.

- **Revised TOPS Icons and User Interface Changes**

In order to achieve a consistent design within the TOPS/Macintosh product, the design of many of the TOPS icons have been changed. The TOPS DA window and help windows are now standard windows, not the calculator DA type. Also, the TOPS cursor has been changed to the standard watch.

- **Revised Shut Down Mechanism**

Options have been added to warn active clients when a server volume is about to be unpublished or the server Macintosh is about to be Shut Down. The clients are given an opportunity to unmount prior to Shut Down. Also, the warning message that appears at the client when the server is busy or network traffic is heavy has been revised to discourage clients from unnecessarily disconnecting from the server.

## **TOPS Spool**

TOPS Spool 3.0 now supports LaserWriter and Laser Prep 6.0 files as well as versions 5.0 and 5.2.

## **Translators**

The TOPS Translators have been replaced by MacLinkPlus/TOPS from DataViz. Please see the separate documentation for a complete description of this significantly enhanced new product.

With MacLinkPlus/TOPS, our customers receive a high quality product with timely application-specific upgrades and support available through DataViz.

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## **Upgrading to Version 3.0**

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TOPS/Macintosh 3.0 is required for complete implementation of Apple's shared environment extensions to the Macintosh operating system, therefore it is recommended that you upgrade your entire network to this version. However, TOPS/Macintosh 3.0 is compatible with TOPS/Macintosh Version 2.1, TOPS/DOS Version 2.0 and later, and TOPS/SUN Version 2.1 and later. TOPS/Macintosh 3.0 requires approximately 150K of RAM and 240K of disk space excluding the files TOPS Spool and Spool Installer.

Only one copy of TOPS/Macintosh Version 3.0 software is needed to upgrade all existing TOPS/Macintosh Version 2.0 (or later) stations on your network. Note, however, that TOPS must be currently installed on those disks intended for upgrade. If you want to upgrade TOPS/Macintosh software versions earlier than 2.0, you must upgrade on a station-by-station basis. Call TOPS Customer Service at (415) 769-8808.

### **Warning**

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If you are UPGRADING an earlier version of TOPS/Macintosh, do not discard your original TOPS disks. They contain your node serialization and will be needed if you reinstall TOPS in the future. Upgrading does not alter the existing identity of the TOPS/Macintosh node. Instructions have been included at the end of this section (page 7) for creating serialized TOPS/Macintosh 3.0 disks from your earlier versions using copies of the upgrade disk.

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The following sections cover upgrading TOPS networking software and TOPS Spool. Each uses its own installation/upgrade utility.

## To Upgrade TOPS Networking Software

1. **Make a working copy of your TOPS/Macintosh 3.0 Disk, if you have not already done so.**  
Put your original away for safekeeping.
2. **Shut Down your Macintosh.**
3. **Insert the TOPS/Macintosh 3.0 working copy into your Macintosh.**
4. **Restart your machine, booting off of the working copy of your TOPS/Macintosh 3.0 disk.**  
See Figure 1.

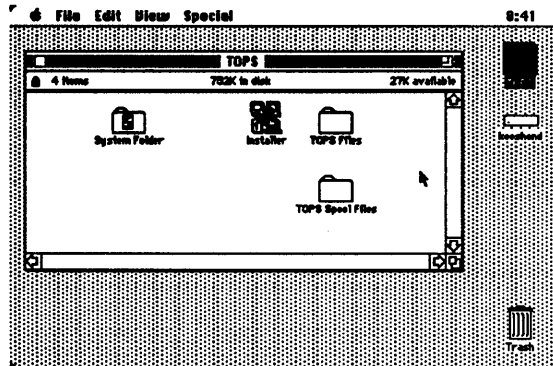


Figure 1. TOPS Installer

5. **Double-click on the Installer.**  
The TOPS installation screen (Figure 2) appears

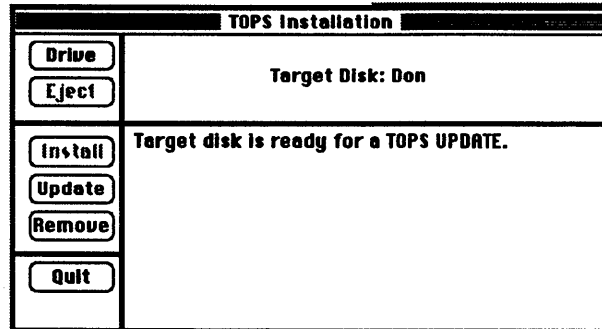
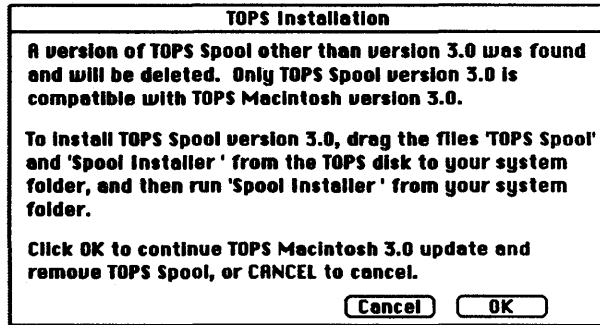


Figure 2. Updating TOPS/Macintosh

6. **Click Update to upgrade TOPS to Version 3.0.**  
If you are currently running a version of TOPS Spool other than Version 3.0, a dialog will appear warning that the old spooler will be deleted See Figure 3. TOPS/Macintosh 3.0 is not compatible with versions of TOPS Spool older than

Version 3.0, and therefore will not install if older versions of TOPS Spool are present.



*Figure 3. TOPS Spool Dialog*

7. **Click OK to delete TOPS Spool and continue TOPS/Macintosh 3.0 upgrade.**

A dialog will appear informing you that TOPS/Macintosh 3.0 has been successfully upgraded.

After you finish upgrading TOPS/Macintosh, turn to the section of these notes that apply to upgrading TOPS Spool and follow the instructions to upgrade to TOPS Spool 3.0.

8. **Click OK to confirm.**
9. **Quit the installer and select Restart from the Special menu to boot from your normal startup disk.**  
The upgrade procedure is complete.

### **Upgrading over the Network**

Since TOPS/Macintosh 3.0 must be upgraded from the active boot disk, you should not upgrade TOPS from a remote machine. You can, however, distribute the upgrade software across the network by publishing the TOPS distribution disk and copying it from the network clients as described below.

1. **Insert TOPS/Macintosh 3.0 disk into your floppy disk drive.**
2. **Publish the entire floppy disk.**
3. **Mount the published volume at each existing TOPS/Macintosh station on the network.**
4. **Insert a blank, 800K formatted disk and copy all the files and folders from the published volume to the blank disk.**

5. **Complete steps 4-9 from the preceding section, "To Upgrade TOPS Networking Software."**  
Repeat this procedure on each Macintosh until all stations are upgraded.
6. **Unpublish the TOPS/Macintosh 3.0 disk on the server and perform the upgrade procedure, as normal, on that machine.**

### **Creating a Serialized TOPS/Macintosh 3.0 Disk from Earlier Versions**

If you are upgrading your existing network from an earlier version of TOPS/Macintosh, you may want to create separate serialized TOPS/Macintosh 3.0 disks for each of your existing nodes. These will be convenient in case you need to reinstall TOPS/Macintosh 3.0 in the future.

1. **Make a backup copy of your TOPS/Macintosh 3.0 upgrade disk.**
2. **Insert the copy into your Macintosh and open the TOPS Files folder.**
3. **Select the TOPS Key file by single clicking on it.**
4. **Select Get Info from the File menu.**
5. **Deselect the Lock checkbox and close the Get Info window.**
6. **Select Eject from the File menu.**
7. **Insert your original TOPS/Macintosh 2.0 or 2.1 disk and open the TOPS Files folder.**
8. **Drag the TOPS Key file to the TOPS Files folder of your TOPS/Macintosh 3.0 disk.**
9. **A dialog will appear asking you if you want to replace items with the same name. Click OK.**
10. **Swap disks as directed.**
11. **Your TOPS/Macintosh 3.0 backup disk is now serialized. We recommend that you mark it to identify the station that it belongs to.**



## To Upgrade TOPS Spool

The upgrade procedure for TOPS Spool differs significantly from the upgrade procedure for TOPS/Macintosh networking software. Be sure to follow the instructions below carefully.

### Warning

Do not upgrade or install TOPS Spool while running under MultiFinder. Restart under Finder before upgrading.

### If you have Suitcase II™ or Master Juggler™

Before upgrading TOPS Spool, remove these applications from the System Folder of the startup disk on which you are upgrading TOPS Spool. Restart your Macintosh. Proceed to upgrade TOPS Spool. Return the applications to the System Folder after upgrade is complete and restart your Macintosh.

**1. Insert the TOPS/Macintosh 3.0 disk and open the TOPS Spool Files folder.**

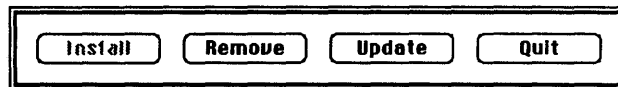
(Do not boot from the distribution disk for TOPS Spool upgrade.)

**2. Copy the TOPS Spool and Spool Installer files from this folder into the System folder on your startup disk or hard drive.**

(If you did not delete the existing Spool Installer during the TOPS/Macintosh 3.0 network software upgrade, the Macintosh will ask you whether you want to replace items of the same names with the selected items. Click on **OK**.)

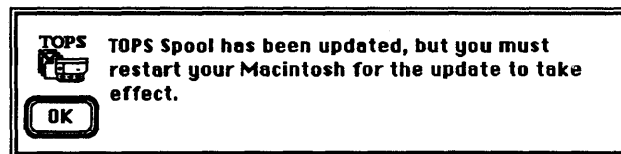
**3. Open the System folder on your startup disk or hard drive, and double-click on Spool Installer.**

**4. Click Update to upgrade TOPS Spool to Version 3.0.**  
See Figure 4.



*Figure 4. Updating TOPS Spool*

In a moment, the upgrade process will be finished. You will then see the screen in Figure 5.



*Figure 5. Update finished*

5. **Click on OK to return to the desktop.**
6. **Select the Restart option from the Special menu.**

**Note**

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Now that TOPS Spool is installed, the Spool Installer file is no longer needed and may be removed from the system folder and thrown away. We suggest that you leave the Spool Installer file in your system folder. This will be convenient in case TOPS Spool needs to be re-installed.

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## **To Upgrade TOPS Translators**

The TOPS Translators have been replaced by the MacLink-Plus/TOPS translators from DataViz. To upgrade your TOPS Translators, simply remove all of the TOPS Translators files from your Macintosh by dragging it to them trash, and refer to the MacLinkPlus/TOPS documentation for installation instructions.

While MacLinkPlus/TOPS is not serialized, it will not run unless TOPS is installed.

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## **Problems Fixed**

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This section describes the problems in TOPS/Macintosh Version 2.1 that are now fixed with TOPS/Macintosh Version 3.0.

## **TOPS Networking Software**

- **HyperCard on Write Protected Volumes**  
HyperCard now works correctly when run from a TOPS/Macintosh volume that has been published with the Write-Protected option, or from a CD-ROM.
- **MPW 3.0 Installer**  
The MPW 3.0 Installer could not be used with TOPS/Macintosh. It is now fully compatible (see Applications Compatibility section for limitations on the use of the MPW 3.0 Dumpobj tool).
- **TOPS and AppleShare 2.0 Client**  
When TOPS/Macintosh and AppleShare client software were loaded on the same Macintosh, some applications (e.g. MacProject II from Claris) would have trouble accessing data from a remote TOPS volume. This has been fixed.
- **Pathname limitations**  
Applications which use "full" pathnames could not access files in deeply nested folders on remote volumes due to a

pathname length limit in TOPS. TOPS/Macintosh 3.0 now supports full 255 character pathnames.

- **4th DIMENSION**  
Several problems with 4th DIMENSION have been fixed, and TOPS/Macintosh is now fully compatible with 4th DIMENSION.
- **FoxBASE+/Mac**  
FoxBASE+/Mac Multiuser could not be used over a TOPS network. TOPS/Macintosh is now fully compatible with FoxBASE.
- **LaserWriter and Laser Prep 6.0**  
TOPS Spool 3.0 now supports LaserWriter and Laser Prep 6.0.

## **TOPS Spool**

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## **Applications Compatibility**

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This section provides information about TOPS/Macintosh 3.0 and its compatibility with other software applications.

## **TOPS Networking Software**

- **Interferon Version 3.0**  
Interferon, a shareware virus detection utility, mistakenly finds TOPS files infected with a "sneak" virus. This information should be disregarded. The software on the TOPS/Macintosh 3.0 disk has been certified virus-free. The author of Interferon has corrected this in the commercial virus detection program Virex® from HJC Software, Inc.
- **MPW 3.0**  
The MPW 3.0 Dumpobj tool, which dumps object code modules, does not work correctly with TOPS/Macintosh 3.0. If this tool is invoked the system may hang.
- **TOPS Terminal**  
The INIT file required for the public domain terminal emulation software TOPS Terminal must load before TOPS. Rename the file TOPS TCP/IP to TCP/IP.
- **Great Plains Accounting Software**  
Users of Great Plains Accounting Software should contact TOPS' or Great Plains' technical support for current information on compatibility with TOPS/Mac 3.0.
- **WriteNow 2.0**  
Users of WriteNow version 2.0 cannot perform a Save As... to the server when the original document is also at the server.

- **Multi-file applications**

The Macintosh operating system is configured to allow a certain number of files to be open at one time. In some cases, especially with multi-user and/or multi-file applications, the number of files allowed to be open must be increased. The System file is always open, as is TOPS, if present. When you open an application another open file is added, and each open document adds another. Some applications, especially databases, maintain a large number of open files.

If there are several simultaneous users the number of open files can grow significantly, especially at the datafile server. When the limit has been reached the user may get an error message from the application such as "Can't find file...", or additional users may be unable to open the application or mount the server. The value for Maximum Number of Open Files resides on the boot sector of the startup disk. To increase this number, use a disk editing utility such as Symantec Utilities for Macintosh™ (SUM) from Symantec Corporation.

- **Incremental Backup Utilities**

Some backup utilities (those which utilize the backup date field of the PBSetCatInfoO input parameter block) will not perform incremental backups of TOPS server volumes.

## **TOPS Spool**

- **PageMaker 3.02 and PageMaker Color Extension**

TOPS Spool 3.0 is compatible with PageMaker 3.0.2. Make sure that you move the file Aldus Prep and the folder APDs from the PageMaker folder to the system folder of the startup disk so that TOPS Spool can find it. TOPS Spool 3.0 will support the PageMaker Color Extension if the Aldus Prep file is converted to a text file using MacLinkPlus/TOPS

- **Excel 2.2**

Most Excel 2.2 documents will print correctly using TOPS Spool 3.0 and LaserWriter drivers 6.0. In a few cases, you may see the error "Stackunderflow: Offending Command Exch", and your document will continue to print repeatedly until you remove it from the TOPS Spool queue using the TOPS Spool desk accessory. The solution to this lies in the LaserWriter 6.0 print window (the window that appears when you select **Print...** from the **File** menu in Excel). There is an option in this window called **Print** which lets you choose between Color/Grayscale and Black&White. The default is always Color/Grayscale. You will need to change the print setting from Color/Grayscale to Black&White each time you print any document that exhibits this behavior.

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## Known Limitations

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### TOPS Networking Software

This section contains information on known limitations of TOPS/Macintosh 3.0 networking software and TOPS Spool.

- **Network performance under MultiFinder**  
Because of the way tasks are scheduled under MultiFinder, network performance is reduced when MultiFinder is active and the desktop is in the foreground, especially at the server. An open Desk Accessory (such as the Alarm Clock) helps optimize task scheduling and thus improves performance. We recommend keeping a Desk Accessory open while running MultiFinder with the desktop in the foreground.
- **Mounting large volumes when running MultiFinder**  
A Macintosh client running MultiFinder may be unable to mount a remote volume containing a large number (approximately 150) of files at the first directory level.
- **Mounting a remote System Folder**  
Clients should avoid mounting a remote System Folder. The TOPS client creates a hidden desktop file when it mounts a remote folder. The System may become confused by this file if it is in the System Folder, with unpredictable results.
- **Publishing entire disks**  
Whenever possible, it is recommended that TOPS servers publish folders rather than entire disks. When publishing an entire disk, both the server and client Macintoshes have access to the root level desktop file. Under some circumstances the client will be able to modify the root level desktop file of the server, which can change the server's view of their own disk. We recommend that all files and folders that are to be made available to the network be placed in a published folder.
- **Volume names**  
Each volume to be published must be given a different name. TOPS only recognizes names of up to 27 characters, although the Macintosh will allow directory names of up to 31 characters.
- **Maximum number of published volumes**  
A maximum of 12 volumes may be published at one time from a single server.
- **Viewing the contents of a volume through the TOPS desk accessory window**  
The number of files displayed through the TOPS desk accessory window is restricted by available memory,

therefore, the contents of very large volumes may appear incomplete. Files are displayed in alphabetical order. A complete list may be viewed by mounting the volume and using the Finder or MultiFinder to view its contents in a desktop directory window.

- **Copying open files**  
The Finder may refuse to copy certain files, particularly the current System, current Finder and any open applications, when TOPS/Macintosh 3.0 is in memory. Files can only be copied when they are not active.
- **Access to files on a PC**  
Some operations may require executing the DOS command SHARE on a PC server before publishing a DOS volume.
- **Mounted volume icon cannot be thrown away**  
When TOPS is loaded under MultiFinder, you will need to quit applications which used files from a remote volume before unmounting the volume.
- **Generic Icons when copying files to remote volumes**  
When a client is viewing the directory window of a remote volume to which a file has been copied, the file's icon may appear as a generic document until the window is closed and then reopened. This will occur if the file's application does not already exist at the server.
- **Network activity light and large screen monitors**  
The network activity light is a tiny one-pixel sized light in the upper left corner of your Macintosh screen that flashes intermittently when your Macintosh is sending or receiving information on the TOPS network. This feature is incompatible with some third party large screen monitors (it can cause the screen to freeze or produce system bombs). Users with large screen monitors can modify TOPS to eliminate this feature if necessary (contact TOPS Technical Support to request Tech Note #1203, *Disabling the Network Activity Light*).
- **Maximum RAM**  
TOPS/Macintosh 3.0 will not operate on machines with more than 8MB of RAM.
- **Desktop Manager**  
This INIT file, designed for use on an AppleShare file server, modifies the file system so that TOPS cannot load. The message: "Can't start TOPS: other software has modified the local file system. Try removing the other software." will appear. You may have this file in your System folder if your Macintosh was ever used as an AppleShare server. If so, remove it.

## **TOPS Spool**

- **Black and White Printing with LaserWriter 6.0**  
If you are using the LaserWriter 6.0 drivers, but are printing to a black and white laser printer, you may notice "dots" in your output where there should be solid color. This is an indication that you need to select the Black&White print option in the LaserWriter 6.0 print window.





***Before you read the documentation...***

# **InBox 3.0.E for Macintosh User's Release Notes**

These Release Notes supplement information in the *User's Guide to InBox for Macintosh*. For information regarding other InBox products, please see the Release Notes for those products.

If you are installing InBox on a floppy disk Macintosh (no hard disk), first read the Floppy Disk Installation instructions (page 12) in this note. Read the rest of this note after you read the manual. If you are installing on a hard disk, read these notes after you read the *User's Guide*. These notes are organized as outlined below.

<b>New Features</b>	<b>page 2</b>
The new features in this release allow you to:	
• Search for addresses (Mailboxes or Distribution Lists)	page 2
• Set how often you are notified of the arrival of new mail	page 9
• Access your mail easily from another Macintosh (public access)	page 10
<b>Supplemental Information</b>	<b>page 12</b>
Additional information not included in the <i>User's Guide to InBox for Macintosh</i> .	
<b>Applications Compatibility</b>	<b>page 16</b>
A list of the applications that have been tested by TOPS and found to be partially compatible or incompatible with InBox 3.0.E user's software for Macintosh.	
<b>Known Limitations of InBox 3.0.E</b>	<b>page 18</b>
A list of known limitations of InBox 3.0.E user's software for Macintosh.	

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## New Features

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This section describes features that are new to this version of InBox and explains how to use them. They provide you additional flexibility and more power as an InBox user.

### InBox Search

The Search feature lets you find an InBox address (Mailbox or Distribution List) when you are unsure of the exact name or location of the address. For example, you might want to send mail to a particular person but you don't know her last name or which Message Center (if you have more than one) contains her Mailbox.

You can use **Search** when you are:

- Sending a message and need to find an address.
- Creating or editing an Address Book and need to find an address to add.

The Search feature is available from both the Address dialog box (for addressing messages), and the Address Book dialog box (for creating Address Books).

The following pages describe how to use **Search** in these two situations.

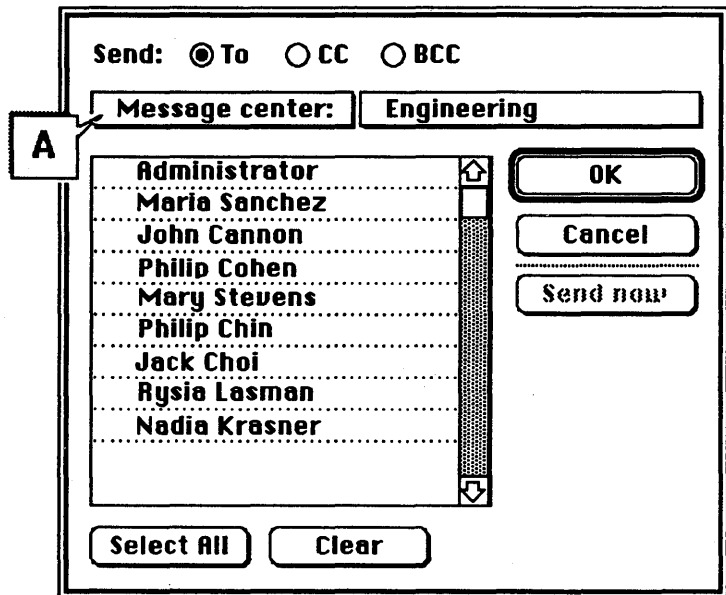
#### **Searching for an address (Mailbox or Distribution List) when sending a message**

The steps below explain how to search for an address (Mailbox or Distribution List) that you need to send a message. This procedure assumes that you have read "Addressing a Message" in *Chapter 4* of your *User's Guide*.

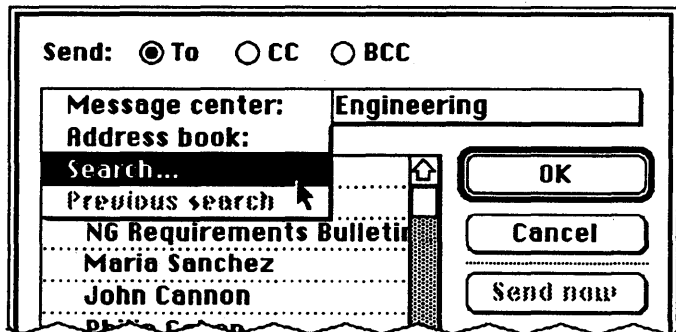
To find an address:

1. **Open or create a message you wish to send.**
2. **Click Address... on the open message window.**  
You see the Address dialog box.

3. Select Search... from the pop-up menu "A".



Place the mouse pointer on "A" and press the mouse button. You see the pop-up menu below. Pull down to **Search...** and release the mouse button.



After you select **Search...**, the Search dialog box is displayed.

**Search for addresses that**  
 **begin with**    **contain**    **end with**  
**the following characters:**  
Rob  
**Find**   **Cancel**   **All users**

**4. If you know what characters the name:**

- begins with, click the **begin with** radio button.
- contains, click the **contain** button.
- ends with, click the **end with** button.

**5. Type the characters for which you want to search.**

Keep in mind that these searches are character specific, but *not* case sensitive. You can search for "Rob" or "rob" and you'll find all the Mailboxes titled Rob, Robb, Robert or Roberta. However, if you're looking for Robert and type "rbrt", it won't be found.

You can also use **Search** to list all the Mailbox names and Distribution Lists in your InBox system. Click once on the "All users" button. "All users" ignores any search criteria. It lists *all* InBox Mailbox names and Distribution Lists.

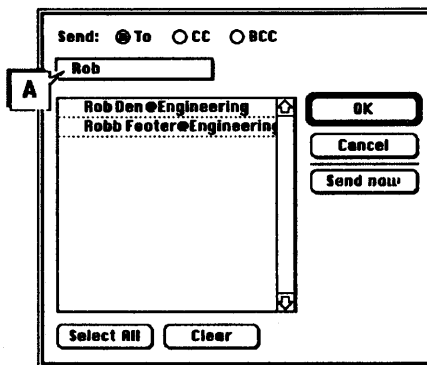
**6. Click Find to start the search.**

A progress box is displayed.

**Searching for "Rob"**  
(Type Command-Period (⌘-. ) to halt)  
Message Centers remaining: 12   Addresses found: 2

The first time InBox searches across multiple Message Centers, it may take some time. Subsequent searches in the same session are much faster.

When the search is complete, the set of characters for which you searched appears in "A" (shown below), and all found addresses are displayed in the address list below it.



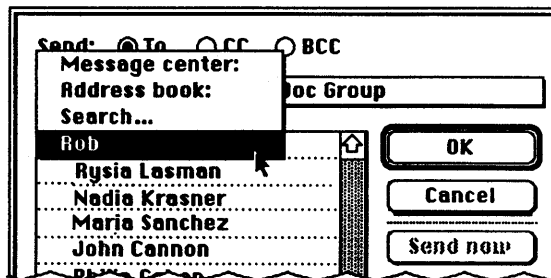
You can select from among these addresses, found through search, as you would any other address list.

**Note:**

If you want to cancel the search, press Command-Period (⌘-). This stops the search and displays the results found until the search was stopped. The word "Partial" is displayed in box "A", shown in the graphic below.

If your search address list has too many addresses to be useful, you can search this list again to further limit it. Suppose, for example, there were 100 "rob" addresses. You can select **Search...** again from the pop-up menu and type "robert."

After performing a search, you can select addresses from other sources (Message Centers or Address Books). You can also return to the list of addresses you have found in your previous search by selecting the name (shown below the **Search...** option) of your previous search.

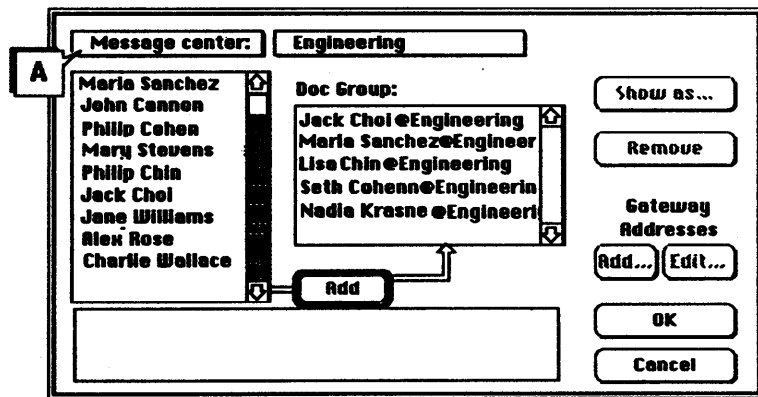


## Searching for an address (Mailbox or Distribution List) for an Address Book

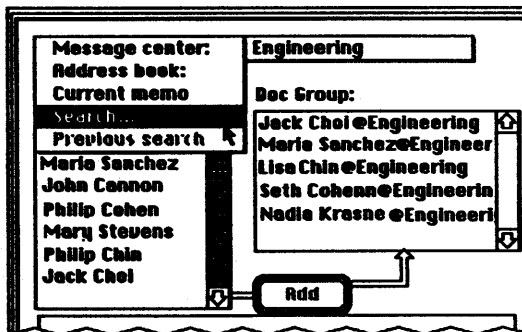
The steps below explain how to search for an address (Mailbox or Distribution List) that you need to create or edit an Address Book. This procedure assumes that you have read "Creating an Address Book" in *Chapter 6* of your *User's Guide*.

To find an address for an Address Book:

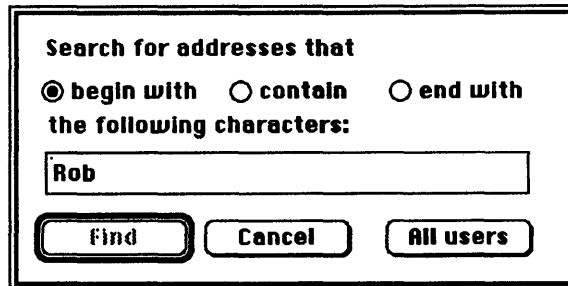
1. Select **Address Book** from the **Customize** menu.
2. Click on **New**, or **Edit**, in the **Address Book's** dialog box.
3. Select **Search...** from the pull-down box "A".



Place the mouse pointer on box "A", press the mouse button, pull-down to **Search...** and release the button. You see the pop-up menu below.



After you select **Search...**, the Search dialog box is displayed.



**Search for addresses that**

**begin with**    **contain**    **end with**

**the following characters:**

Rob

**Find**   **Cancel**   **All users**

**4. If you know what characters the name:**

- begins with, click the **begin with** radio button.
- contains, click the **contain** button.
- ends with, click the **end with** button.

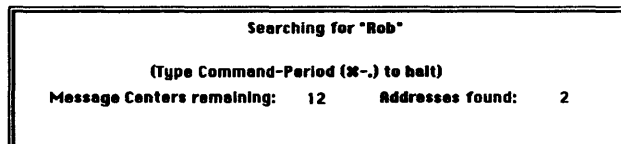
**5. Type the characters for which you want to search.**

Keep in mind that these searches are character specific, but *not* case sensitive. You can search for "Rob" or "rob" and you'll find all the Mailboxes titled Rob, Robb, Robert or Roberta. However, if you're looking for Robert and type "rbrt", it won't be found.

You can also use **Search** to list all the Mailbox names and Distribution Lists in your InBox system. Click once on the "All users" button. "All users" ignores any search criteria. It simply searches for *all* InBox Mailbox names and Distribution Lists.

**6. Click Find to start the search.**

A progress box is displayed.



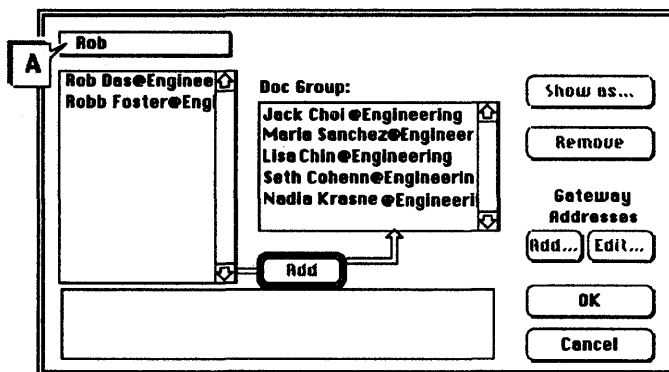
**Searching for "Rob"**

(Type Command-Period (⌘-) to halt)

**Message Centers remaining: 12     Addresses found: 2**

The first time InBox searches across multiple Message Centers, it may take some time. Subsequent searches in the same session are much faster.

When the search is complete, the set of characters for which you searched appears in "A" (shown below) and all found addresses are displayed in the address list below it.



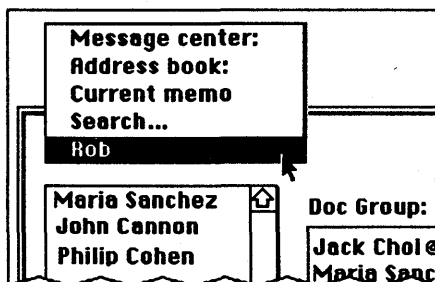
You can add to your Address Book from these addresses, as you would any other address list.

**Note:**

If you want to cancel the search, press Command-Period (⌘-). This stops the search and displays the results found until the search was stopped. The word "Partial" is displayed in "A", shown in the graphic above.

If your search address list has too many addresses to be useful, you can search this list again to further limit it. Suppose, for example, there were 100 "rob" addresses. You can select **Search...** again from the pop-up menu and type "robert."

After performing a search, you can select addresses from other sources (Message Centers or Address Books). You can also return to the list of addresses you have found in your previous search by selecting the name (shown below the **Search...** option) of your previous search.




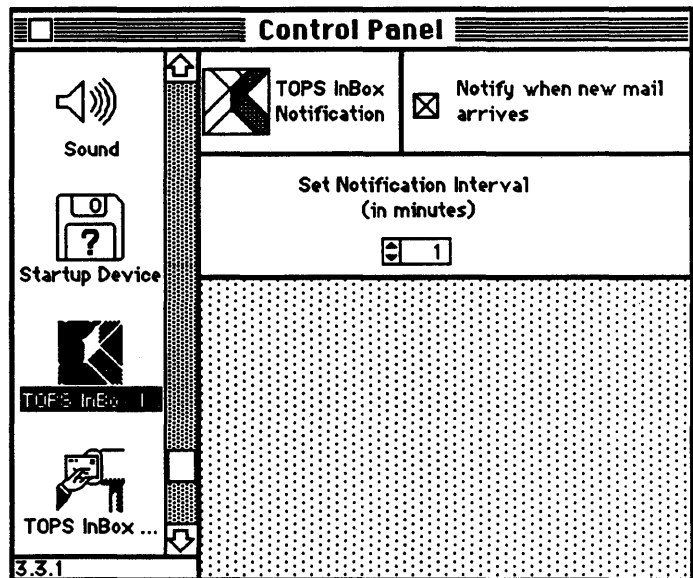


## New Mail Notification Frequency

InBox now lets you set how often InBox will notify you of the arrival of new mail. By default, InBox notifies you once a minute. You can set this notification interval to be anything from 0 to 60 minutes. You can also turn the notification off when you don't expect to receive mail. For example, if you take your Macintosh home, or away from the network, you can turn the notification feature off to avoid delays as InBox checks for new mail.

To set the Notification Interval:

1. **Select Control Panel from the  menu.**
2. **Click on the TOPS InBox Init.**  
You see the InBox Notification settings.



3. **Set the Notification Interval by clicking on the up or down arrows.**

The shorter the interval, the more often you are notified of new mail. However, the more you are notified the more traffic you put on your network. If, when using InBox or when working in another application, you notice delays or a slowdown in response time, try increasing the Notification Interval.

To turn notification off entirely, uncheck the checkbox that is titled "Notify when new mail arrives."

Remember: If you take your Macintosh off the network (such as taking it home) and you notice your machine pausing for a few seconds periodically, turn off the notification until you reconnect to the network.

4. **Close the Control Panel by clicking on the close box.**  
The new Notification Interval takes effect immediately. You don't need to reset your Macintosh.

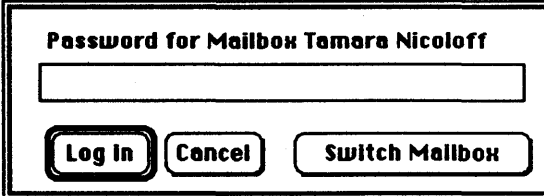
## Public Access

With the public access feature you don't need your own Macintosh to use InBox. You can use any InBox user's Macintosh that is connected to your Message Center to send or read your mail. You don't have to know the other InBox user's password, and you can read or send mail without violating that user's password security.

With this feature, many users can share one Macintosh in a public area. This is especially useful if people work away from their desks but want to continue to read and send mail. For instance, your InBox administrator can set up a Macintosh for this purpose in a meeting room, lunch room, laboratory, or library.

To use this feature, the InBox user software installed on the Macintosh must require a password to access mail. See "Log in with Your Password", *Chapter 2* in the *User's Guide*. If the **Remember Password** option is checked, you will not see the Password dialog box.

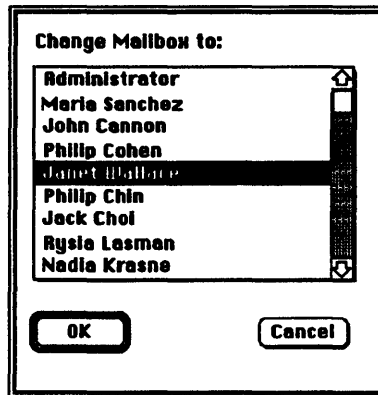
1. **Double-click on the TOPS InBox application.**  
You see the Password dialog box shown below.



The image shows a password dialog box with a title bar that reads "Password for Mailbox Tamara Nicoloff". Below the title bar is a single-line text input field. At the bottom of the dialog box are three buttons: "Log In", "Cancel", and "Switch Mailbox". The "Log In" button is highlighted with a thick border.

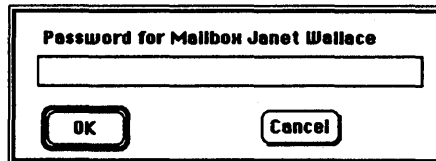
**2. Click on Switch Mailbox.**

You see a list of all the Mailboxes on the Message Center to which the Macintosh is currently connected.



**3. Click on your Mailbox name and click OK.**

**4. Enter your password.**



**5. Click on OK.**

You see the messages in your Mailbox. You are now logged in to your Mailbox. Although you can read and send mail, you cannot use Storage Boxes or your personal Address Books.

**6. When you finish your work, quit InBox.**

When you quit InBox, the next user can repeat the process above. He or she will not see your mail.

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## **Supplemental Information**

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This section contains information that supplements or makes corrections to the *User's Guide to InBox for Macintosh*. It includes information on Floppy Disk Installation, User Interface, Sending Mail, Storage Boxes and Troubleshooting:

### **Floppy Disk Installation**

Below are the instructions for how to create InBox disks for floppy drive Macintoshes. There are three ways: Installing from a Hard Drive to a Floppy Start-Up Disk; Installing on a Dual Floppy drive Macintosh; Installing from a Network File Server.

#### **Note**

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You will be unable to install the InBox Desk Accessory on an InBox floppy start-up disk. There is not enough room on a single disk for the System files and the InBox Desk Accessory.

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#### **Installing from a Hard Drive to a Floppy Start-Up Disk**

1. **Create a start-up disk with a System and Finder on it.**
2. **On a Macintosh with a hard drive, copy all of the files from the InBox User's disk onto the hard drive.**
3. **Eject the InBox User's disk and insert the start-up disk that you have created.**
4. **From the hard drive, launch TOPS InBox Setup.**  
Click on the **Drive** button to change drives to the floppy start-up disk.
5. **Click on the Install button.**  
TOPS InBox Setup will install the TOPS InBox Init into the System Folder on the floppy start-up disk.
6. **Select a location for the rest of the InBox files to reside by using the Drive button.**
7. **Continue as documented in the *User's Guide*.**

#### **Installing on a Dual Floppy Drive Macintosh**

1. **Insert your start-up disk in drive A and turn on the Macintosh.**
2. **Insert the TOPS InBox User's Disk in drive B.**
3. **From drive B, launch TOPS InBox Setup.**

4. **Click on the Install button.**  
TOPS InBox Setup will install the TOPS InBox Init into the System Folder on the floppy start-up disk.
5. **Select a location for the rest of the InBox files by ejecting the start-up disk, and inserting another disk.**  
If the InBox User's Disk is locked, a message will appear saying "Disk is Locked." Click **OK** when you see this message. Setup will now allow you to insert a new disk in drive A.
6. **After several disk swaps, select your Storage Boxes location.**  
Eject the start-up disk from Drive A, and insert the InBox disk you created in Step 5.
7. **Continue as documented in the *User's Guide*.**

### **Installing from a network File Server**

On a single floppy computer, with a file server access (such as TOPS or AppleShare), follow these steps.

1. **Insert the start-up disk in the drive and turn on your Macintosh.**
2. **Mount your network volume(s).**
3. **Eject the start-up disk.**
4. **Insert the InBox User's Disk.**
5. **Copy TOPS InBox Setup, TOPS InBox, TOPS InBox Init and TOPS InBox Help from the InBox User's disk to a folder on the mounted network volume.**
6. **Eject the InBox User's disk.**
7. **Insert the start-up disk.**
8. **Copy the TOPS InBox Init from the network volume into the System Folder of the start-up disk.**
9. **Launch TOPS InBox Setup on the file server volume.**
10. **Click on Log In and Config.**  
Refer to the *User's Guide* for more information about these steps.
11. **Click on Quit.**
12. **Restart your Macintosh**

## **Sending Mail**

- **Importing Graphics**  
You can only import text into InBox messages, you cannot import graphics files.
- **Enclosures with Forwarded Messages**  
Enclosures associated with a forwarded message are forwarded. However, you cannot add additional enclosures to this message.
- **Enclosures when you Reply**  
Enclosures associated with a message are not returned to the original sender when you reply to a message. You can, however, attach your own enclosures to this message.
- **Sorting of Address Books**  
Regardless of the sort order that you have established for viewing Message Center mailbox names, names in Address Books are always sorted alphabetically by first name.

## **Storage Boxes**

- **Erasing Storage Boxes**  
When erasing a Storage Box, you must first delete all messages that are in it, and discard deletions. If you do not, you will get the message "Only empty Storage Boxes can be deleted." There are two ways to discard your deletions. One way is to close the Storage Box. The other way is to select **Discard Deletions** from the **Edit** menu.
- **Locating Storage Boxes**  
If you change the name of the hard drive on your Macintosh, InBox will be unable to locate your Storage Boxes. The next time you log in, InBox will ask you if you want to reselect your Storage Boxes folder.
- **Moving and Copying Messages to Storage Boxes**  
There is a feature not documented in the User's Guide which allows you to drag selected messages into open Storage Boxes. To move a message to a Storage Box, select the message, hold down the mouse button until the mouse pointer turns into a memo icon, and then drag the message to the open Storage Box. To copy a message to a Storage Box, hold down the **Option** key, select the message, hold down the mouse button until the mouse pointer turns into a memo icon, and then drag the message to the open Storage Box.
- **Moving Storage Boxes from One Computer to Another**  
To move a Storage Box to another computer, follow these steps, while InBox is not currently active.
  1. **Copy the source Storage Box onto a floppy disk, or use a network file server.**

2. **Copy the source Storage Box file from the floppy onto the target computer's Storage Boxes Folder.**
3. **Start InBox. You will now see the newly created Storage Box.**

## **User Interface**

- **Changing Time Zones**  
When you change time zones using TOPS InBox Setup, you must restart your Macintosh for the change to take effect.
- **Using Arrow Keys**  
There is a feature not documented in the User's Guide which allows you to use the arrow keys to move through the message list. You can also use the return key to open a highlighted message.

## **Supplemental Troubleshooting Information**

- **You are Unable to See the Message Center**  
If you are unable to see a Mail-Server Message Center, and have previously been able to access the Message Center, or if you are only able to access the Message Center when a few people are using it, ask the InBox administrator to increase the number of active and simultaneous users set in the TOPS InBox Server Init on the Message Center Macintosh.
- **You are Unable to See the Message Center**  
The RAM-based AppleTalk file (Version 52) is included on the Administrator disk for use by Message Centers that are Macintosh Pluses. Without this file a Macintosh Plus running the InBox Administrator or User software will be unable to see the Message Center when the Message Center is local.  
Additionally, if a Mac Plus InBox user on the network has difficulty finding the Message Center the RAM based AppleTalk file may help.
- **"Not Enough CCBs" Error Message**  
If you receive this message, ask the InBox Administrator increase the number of simultaneous and active users set in the TOPS InBox Server Init on the Message Center Macintosh.
- **"The Contents Field will be Truncated" Error Message**  
You may receive this message while opening several messages. This message indicates that you are running low on memory, and may not be able to see the all of the contents of one or more messages.
- **This Message Inexplicably Missing. Sorry.**  
This message may occur when your Macintosh is running low on memory. To alleviate the problem, try closing some of your open messages, use the InBox application instead of the

Desk Accessory, unload other inits, or if using MultiFinder, quit other open applications.

- **Using the LaserWriter 6.0 Drivers**  
If you are using the LaserWriter 6.0 Drivers, and messages are not printing or are taking a long time to print, select black and white printing, instead of the default for color printing.
- **“MCP Not Connected” Error Message**  
If the Message Center disconnects from the network abruptly you may see the message “MCP not connected.” This means that you are no longer connected to the Message Center, and should unmount the Message Center volume.
- **Disconnecting from the Message Center**  
If your Message Center disconnects, or if you disconnect your Macintosh from the network, you may notice that activity such as word processing, may slow periodically. If you are going to be disconnected from a Message Center for long periods of time, it is best to not load the TOPS InBox Init by holding down the Shift key when your Macintosh starts up, since InBox continues to poll the network, trying to reconnect to the Message Center.

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## **Applications Compatibility**

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A number of applications have been tested by TOPS and a few have been found to be incompatible or partially incompatible with InBox 3.0.E. The following notes describe some methods to work around these incompatibilities.

- **FileMaker II Release 1 by Claris**  
FileMaker II at run time allocates all available memory minus approximately 80K. For this reason, FileMaker II and the InBox Desk Accessory are incompatible. The work-around is to use MultiFinder and the InBox application instead of the Desk Accessory.  
  
When using FileMaker in Network mode, if you experience screen refresh problems when you receive visual alerts, turn off video alerts within InBox.
- **Network Helix Version 3.0r1 by Odesta**  
When using Double Helix in Network mode, if you experience screen refresh problems when you receive visual alerts, turn off video alerts within InBox.
- **Shiva Dial-In**  
If you are using Shiva Dial-In software on a Macintosh to connect to a remote InBox Message Center via Shiva NetModem or NetSerial, after you switch to a dial-in connection in the Control Panel, and dial in to the remote net-



work, you will have a short delay before InBox notes the change in the network connection and adjusts for it.

- **Solana Dial-In**  
In configuring the Solana Dial-In software you can place the following three characters into the password prompt <#>. You will then receive a message stating that the remote network will be dialed upon your next restart. At this point, restart you Macintosh and the Solana dial-in software will connect to the remote network. You will be able to see zones in the Chooser and log in to the Message Center.
- **LAN Ranger by Kinetics**  
If you run LAN Ranger, you must restart the Macintosh before using InBox User's software. If you don't restart, your computer may be unable to communicate with the Message Center, may hang, or a System Bomb may occur.
- **Front Desk by Layered**  
Running the InBox Desk Accessory while in Front Desk can cause Front Desk to crash.
- **Full Write 1.0 by Ashton Tate**  
Full Write 1.0 at run time allocates almost all available memory. For this reason, Full Write 1.0 and the InBox Desk Accessory are incompatible. The work-around is to use MultiFinder and the InBox application instead of the Desk Accessory. InBox is fully compatible with Full Write 1.1.
- **AppleShare by Apple**  
If you have TOPS, AppleShare client software, and InBox installed when you start your Macintosh, you will receive the message "Too many open files" when connecting to a File-Server Message Center. InBox will continue to work in this configuration, but you may see this message frequently. To avoid this problem, do not load AppleShare or TOPS with InBox when you start your Macintosh.
- **Pyro! 3.3 by Fifth Generation**  
If you use Pyro! 3.3, the InBox flashing memo icon that indicates that new mail has arrived can still be seen, even when the screen saver is active.
- **Microphone II by Software Ventures**  
InBox is incompatible with Microphone when Microphone is used as a start-up application. The work-around is to launch Microphone manually when using InBox.

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## **Known Limitations of InBox 3.0.E**

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The following list itemizes functionality and features that have not yet been fully implemented in the version of InBox 3.0.E. The following notes describe some methods to work around these limitations.

- **Copying Messages to Another Storage Box**  
If you select all of the messages in a Storage Box and copy them to another Storage Box, the order in which the messages are displayed is reversed, even when using the same sort order.
- **InBox on a Single-Floppy**  
Due to the need to do many disk swaps, it is not recommended to run InBox user software on a single-floppy Macintosh with no hard drive, second floppy, or mounted network volume. Refer to the first section of these *Release Notes* for information on floppy disk installations.
- **InBox Preferences**  
If you must re-install InBox for any reason, your settings (e.g. login name and password) will be saved in the TOPS InBox Preferences file in your System Folder. Settings that aren't saved are **Save File Copies** and **Sort Mailboxes by...** which can be re-selected in the **Customize** menu, under **Set Options**.
- **Saving as Text to the Storage Boxes Folder**  
Do not put anything into your Storage Boxes Folder. If you save message as text, for example, in the Storage Boxes folder, and later create a Storage Box with the same file name, InBox will overwrite the file and replace it with a Storage Box file. You will not receive a message when this happens.

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## **Notes**

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