

Help ID: Sort order: 0

Title: FirstClass Quick Ref - Client

Category: Quick Refs

Keywords:

Platform:

<< URL:

>> URL:

Custom toolbar
button:

Name:

URL:

Command:

Tooltip:



Contents

FirstClass 7 Quick Reference for the FirstClass client

Contents

[Logging into a server](#)[The FirstClass Desktop](#)[Standard window elements](#)[Standard Desktop objects](#)[Working with messages](#)[Creating a new message](#)[Replying to a message](#)[Forwarding a message](#)[Downloading an attached file](#)[Checking whether a message has been read](#)[Saving addresses for future use](#)[Adding a personal address](#)[Creating a mail list](#)[Files stored in containers](#)[Copying files to containers](#)[Copying files to your computer](#)[Working with calendars](#)[Viewing calendars](#)[Creating a calendar event](#)[Creating a calendar task](#)[Chatting](#)[Responding to a chat invitation](#)[Joining a public chat](#)[Starting a private chat](#)[Keyboard shortcuts](#)

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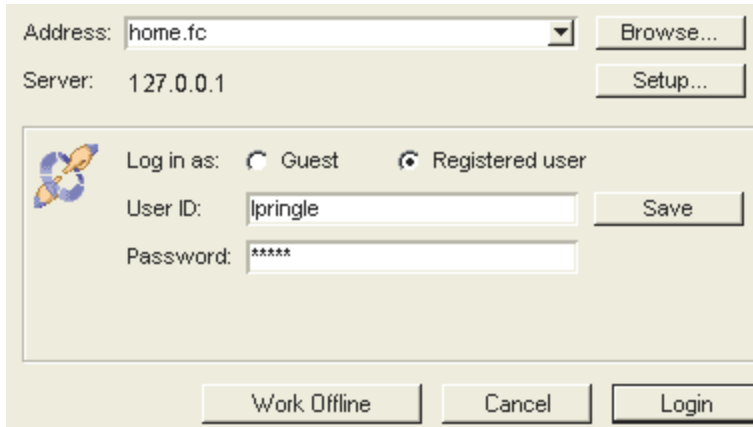
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Logging into a server

This procedure applies to registered users. If you are a guest user, just update "Address" as described here and select "Guest".

- 1 Double-click the FirstClass icon.
- 2 Update the FirstClass Login form.



The screenshot shows a dialog box for logging into a server. At the top, there is a text field for "Address:" containing "home.fc" and a "Browse..." button. Below it is a "Server:" field with "127.0.0.1" and a "Setup..." button. The main area contains a "Log in as:" section with two radio buttons: "Guest" (unselected) and "Registered user" (selected). Below this are two text fields: "User ID:" containing "lpringle" and "Password:" containing "*****". A "Save" button is to the right of the User ID field. At the bottom of the dialog are three buttons: "Work Offline", "Cancel", and "Login".

Address

The settings file for the server to which you want to connect. If the settings file is not listed here, click Browse to search for the file.

Registered user

Make sure this is selected.

User ID

Your user ID on this server.

Password

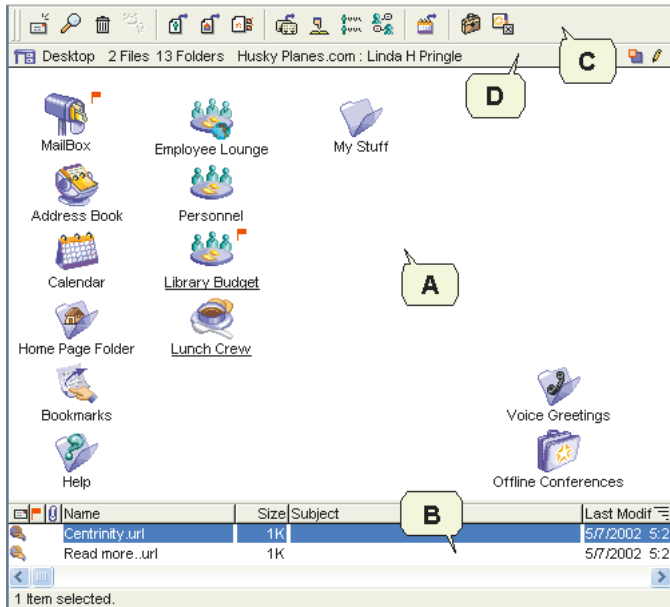
Your password on this server.

- 3 Click Login to open your FirstClass Desktop.

The FirstClass Desktop

Once you are connected to a server, your Desktop on that server opens. Your Desktop may differ from the example below, because your administrator determines which conferences you start with on your Desktop, and the general Desktop appearance.

To open objects on the Desktop, double-click them.



Standard window elements

A - upper pane

This Desktop is split into two [panes](#). The upper pane is shown in Icon view.

B - lower pane

The lower pane is shown in List view, which presents information about each object in columnar format. You can change the sorting and grouping of these objects as described in our online help.

C - toolbar

Each window has its own toolbar. Clicking a toolbar button is the same as choosing the action from the menu. You can customize each toolbar as described in our online help.

D - window summary

This bar shows the window name, summarizes window contents, shows the server and your user name, and indicates [permissions](#) you have in this window.

Standard Desktop objects

Mailbox

Contains all messages sent to you, as well as copies of messages that you created.

Address Book

Contains your personal addresses and [mail lists](#).

Calendar

Your personal calendar.

Home Page Folder

Contains material that you want to display over the web.

Bookmarks

Contains links to objects on your server.

Help

Contains online help. This can also be accessed from the Help menu.

The other objects on our sample Desktop were added by the administrator or the user.

Working with messages

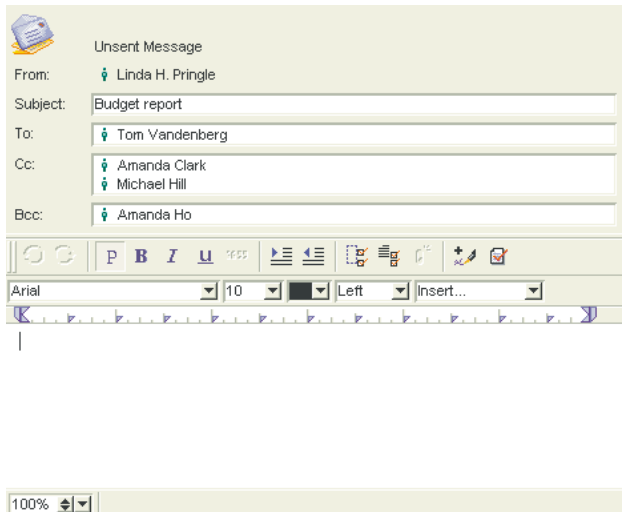
Messages work the same way whether you are in your Mailbox or a conference. An unread message has a red flag beside it. To read a message, double-click it.

Creating a new message

- 1 Choose Message > New Message to use the standard message form.

To use another message form, choose Message > New Message Special, then the appropriate form. If you decide you want to use another form, choose File > Delete with the first form still open.

- 2 Address the message.



Tips for entering recipients' names:

- All users and conferences known to the server (including names you added as personal addresses) are stored in the [Directory](#). To address a message to any user or conference in the Directory, you can type a partial name. When you press Tab or Enter/Return, the whole name is filled in if what you typed is unique in the Directory. Otherwise, the Directory opens with a list of all names that match. Select the name you want, then click To, Cc, or Bcc, or drag the name to the appropriate field.
 - If you are in a conference, your new message is automatically addressed to that conference.
 - You can drag names from other messages or documents to the appropriate field in your message [envelope](#).
- 3 Type the message body in the lower pane of the message form.

You can copy material from other sources, format it, and edit it as described in our online help.

- 4 Attach a file to the message by choosing File > Attach, if desired.

Shortcut

Drag a file to the message envelope. You can also use this method to attach FirstClass objects, such as documents, or files attached to other messages.

- 5 Send the message by choosing Message > Send.

Replying to a message

- 1 Select or open the message.

2 Select any text that you want to quote in your reply.

If you want to quote the entire message in your reply, choose Message > Reply Special > Reply with Quote. If you choose this, you cannot choose any of the directed reply options below. You can only send the reply to your default recipients, or update the envelope manually.

3 Create a reply in one of the following ways:

- choose Message > Reply to create a reply addressed to your default recipients as specified in your mail rules [preferences](#)

For information on setting your reply preferences, see our online help.

- choose Message > Reply Special, then one of the following:

Reply All

Creates a reply addressed to the sender and all other recipients. The sender's name is placed in the "To" field. All other recipients are placed in the "Cc" field.

Reply Sender

Creates a reply addressed to just the sender.

Reply Conference

Creates a reply addressed to just the conference that contains the message.

Reply Original Author

Creates a reply addressed to just the original sender of a forwarded message.

4 Type your reply in the body of the reply message.

5 Send the message.

Forwarding a message

1 Select or open the message.

2 Create a copy of the message (including any attachments) by choosing Message > Forward.

3 Address the message.

4 Make any changes you want to the message body.

5 Send the message.

Downloading an attached file

1 Select the attachment in the message envelope.

2 Choose File > Save Attachment.





3 Select the location on your computer where you want the file to be saved.

Shortcut

Drag the attached file to the desired location.

Checking whether a message has been read

To see the history of a sent message, including who has read it, choose Message > History with the message selected or open.

	What	When	Who
	Created	5/9/2002 11:50 AM	Amanda Ho
	Sent	5/9/2002 11:50 AM	Amanda Ho
	Read	5/9/2002 11:57 AM	Linda H. Pringle
	Reply	5/9/2002 11:57 AM	Linda H. Pringle

Saving addresses for future use

You can add your own addresses and mail lists to the Directory. Only you will see this information in the Directory.

Adding a personal address

- 1 Choose File > New > New Address.
- 2 Update the New Personal Address form.

Name: Matthew J. Ingersoll

General | Business | Personal | Notes | Attachments

Name

First: Matthew Middle: J.

Last: Ingersoll Title: Mr.

Email: matt@huskyplanes.com

Category:

Creating a mail list

- 1 Choose File > New > New Mail List.
- 2 Update the New Personal Mail List form.

Personal Mail List

Name: Book Reviewers

Members: Sara Vandenberg, Roy Summerville, Amanda Ho

Cancel

OK

Files stored in containers

To copy a file to a [container](#) on the server, you can upload or import it. To copy a file from the server to your computer, you can download or export it.

Copying files to containers

To upload or import a file to a container:

- 1 Open the container.
- 2 Choose File > Upload to upload the file, or File > Import > Import Files and Folders to import the file.

Uploaded files retain their file types. Imported files are converted to FirstClass documents when possible.

- 3 Select the file on your computer.

Copying files to your computer

To download or export a file to your computer:

- 1 Select the file.
- 2 Choose File > Download to download the file, or File > Export to export the file.

Both downloading and exporting uploaded files retains their file types. Exporting a FirstClass object converts it to a .rtf file, retaining its formatting.

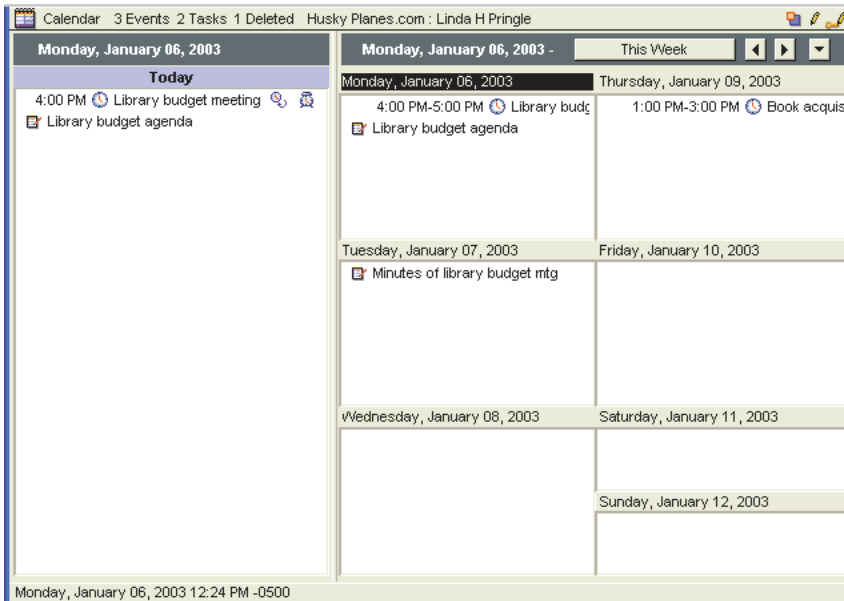
- 3 Select the location on your computer where you want the file copied.

Working with calendars

You can use a personal calendar (which can record both calendar events, such as meetings, and tasks, such as submitting a report), and look at other users' calendars and group calendars. To open your personal calendar, choose File > Open > Calendar. To open another user's calendar, open the [shortcut menu](#) from the user in the Directory, Who's Online list, "To", "Cc", or "Bcc" fields of a message, or the "Participants" field in a chat window, then choose Open User Calendar.

Viewing calendars

You can view a calendar in the same ways as your Mailbox, a conference, or a folder. In addition, there are special calendar views, as in the following example:



To view the active pane of a calendar by month, week, or day, choose View, then the appropriate menu command. View Today List shows a list of all events that take place today, and tasks that start today or are ongoing.

To scroll from one month, week, or day to the next (or previous), click the browse buttons.

To go to the current month, week, or day, click This Month, This Week, or Today.

To go to a specific date, click the popup calendar button



and specify the date.

Overdue tasks are shown in red. Completed tasks have a red line drawn through them.

To view details of an event or task, double-click it. You can also see partial details by hovering the cursor over an event or task.

Creating a calendar event

- 1 Choose File > New > New Event.

Shortcuts

To create an event that starts on a particular day, double-click either the blank space under the day or the date itself, or open the shortcut menu from the day, then choose New Event. In day view, double-click the start time or click the start time and Control-drag (Windows, Linux) or Option-drag (Mac OS, Mac OS X) to the end time.

2 Update the basic event information on the Event tab of the New Calendar Event form.

From: Linda H. Pringle
Description: Library budget meeting
Starts at: Wednesday, May 08, 2002 10:00 AM
Ends at: Wednesday, May 08, 2002 11:00 AM
Time zone: (GMT-5:00) Eastern Time (US & Canada)
Duration: 1 Hour
Location:
Color:
Category: Meetings
Show time as: Busy
Sensitivity: Normal

3 Update the other tabs on this form as required.

To invite participants and/or book resources that are in the Directory, check for conflicts, or reschedule, update the Scheduling tab.

To make the event show up repeatedly on the calendar, update the Repeat tab.

To generate reminders, update the Reminders tab.

4 Attach files or add a message body just as you would for a message, if desired.

You can open an event to change its details. You can also drag an event to a new start date on the calendar, or from one calendar to another.

Creating a calendar task

1 Choose File > New > New Task.

Shortcuts

To create a task that starts today, double-click the blank space in the Today list. To create a task that starts on any other particular day, open the shortcut menu from that day, then choose New Task.

2 Update the basic task information on the Task tab of the New Calendar Task form.

From: Linda H. Pringle
Description: Library budget agenda
Starts at: Wednesday, May 08, 2002 9:00 AM
Due at: Wednesday, May 08, 2002 10:00 AM
Time zone: (GMT-5:00) Eastern Time (US & Canada)
Color:
Category:
Sensitivity: Normal
Priority: Normal
Task state: Not Completed
Completed on: Not Yet Complete

- 3** Update the Reminders tab, if you want to generate reminders for a task with a due date.
- 4** Attach files or add a message body just as you would for a message, if desired.

You can open a task to change its details. To change the task status, choose the appropriate status at "Task state". You can also drag an unopened task to a new start date on the calendar or from one calendar to another, or change its status to Completed by clicking the task icon.

Chatting

A chat is an online conversation among users who are currently connected to a server.

To contribute to a chat, type your comment in the input area of the chat window, then click Send.

Responding to a chat invitation

If you are invited to chat, you will see a chat invitation showing the name of the user who invited you. To decline the chat invitation, click Decline. To join the chat, click Accept. The chat window opens and your name is added to the "Participants" list.



Joining a public chat

A public chat is created by your administrator. It appears as an icon inside a conference or folder. When a public chat has active participants, a red balloon appears beside the icon:



To join the chat, double-click it.

Starting a private chat

- 1 Choose Collaborate > Private Chat.
- 2 Click Invite to invite users to your chat.
- 3 Select the users you want to invite from the Who's Online list.
- 4 Contribute to the chat as you would to any other chat.

Keyboard shortcuts

About this Window

Windows: F1

Approve

Windows/Linux: Ctrl `
Mac OS/Mac OS X: Cmd `

Attach

Windows/Linux: Ctrl T
Mac OS/Mac OS X: Cmd T

Black

Mac OS/Mac OS X: Option Cmd K

Blue

Mac OS/Mac OS X: Option Cmd B

Bold

Windows/Linux: Ctrl Shift B
Mac OS/Mac OS X: Shift Cmd B

Brown

Mac OS/Mac OS X: Option Cmd W

Check Spelling

Windows/Linux: Ctrl Shift L
Mac OS/Mac OS X: Shift Cmd L

Close

Windows/Linux: Ctrl W
Mac OS/Mac OS X: Cmd W

Connect

Windows/Linux: Ctrl K
Mac OS/Mac OS X: Cmd K

Copy

Windows/Linux: Ctrl C
Mac OS/Mac OS X: Cmd C

Cut

Windows/Linux: Ctrl X
Mac OS/Mac OS X: Cmd X

Delete

Windows/Linux: Ctrl D
Mac OS/Mac OS X: Cmd D

Delete the next word

Windows/Linux: Ctrl Delete
Mac OS/Mac OS X: Option Forward Del

Delete the previous word

Windows/Linux: Ctrl Backspace
Mac OS/Mac OS X: Option Delete

Directory

Windows/Linux: Ctrl L
Mac OS/Mac OS X: Cmd L

Disconnect

Windows/Linux: Ctrl K
Mac OS/Mac OS X: Cmd K

Exit

Windows: Alt Shift F4

Find

Windows/Linux: Ctrl F
Mac OS/Mac OS X: Cmd F

Find Next

Windows/Linux: Ctrl G
Mac OS/Mac OS X: Cmd G

Find Previous

Windows: Shift F3
Mac OS/Mac OS X: Shift Cmd G

Format Paragraphs

Windows/Linux: Ctrl Shift M
Mac OS/Mac OS X: Shift Cmd M

Format *selection*

Windows/Linux: Ctrl M
Mac OS/Mac OS X: Cmd M

Forward

Windows/Linux: Ctrl Shift =
Mac OS/Mac OS X: Shift Cmd =

Get Info

Mac OS/Mac OS X: Cmd I

Gray

Mac OS/Mac OS X: Option Cmd E

Green

Mac OS/Mac OS X: Option Cmd G

Help Contents

Windows: Shift F1

Hide Bcc

Windows/Linux: Ctrl B
Mac OS/Mac OS X: Cmd B

History

Windows/Linux: Ctrl H
Mac OS/Mac OS X: Cmd H

Insert Horizontal Line

Windows/Linux: Ctrl Shift H
Mac OS/Mac OS X: Shift Cmd H

Insert Image

Windows/Linux: Ctrl Shift T
Mac OS/Mac OS X: Shift Cmd T

Insert Page Break

Windows/Linux: Shift Enter
Mac OS/Mac OS X: Shift Return

Insert Signature

Windows/Linux: Ctrl Shift S
Mac OS/Mac OS X: Shift Cmd S

Italic

Windows/Linux: Ctrl Shift I
Mac OS/Mac OS X: Shift Cmd I

Larger

Windows/Linux: Ctrl]
Mac OS/Mac OS X: Cmd]

Magenta

Mac OS/Mac OS X: Option Cmd M

Mark as Read/Unread

Windows/Linux: Ctrl -
Mac OS/Mac OS X: Cmd -

Move between panes

Windows/Linux: Ctrl up or down arrow
Mac OS/Mac OS X: Cmd up or down arrow

New Message

Windows/Linux: Ctrl N
Mac OS/Mac OS X: Cmd N

Next in Thread

Windows: F2
Linux: Ctrl /
Mac OS/Mac OS X: Cmd /

Next pane (Explore view)

Windows: F6 or Ctrl Tab
Mac OS/Mac OS X: Cmd up or down arrow

Next Unread

Windows/Linux: Ctrl U
Mac OS/Mac OS X: Cmd U

Open Address Book

Windows/Linux: Ctrl 2
Mac OS/Mac OS X: Cmd 2

Open Bookmarks

Windows/Linux: Ctrl 3
Mac OS/Mac OS X: Cmd 3

Open Calendar

Windows/Linux: Ctrl 6
Mac OS/Mac OS X: Cmd 6

Open Desktop

Windows/Linux: Ctrl 0
Mac OS/Mac OS X: Cmd 0

Open Home Page

Windows/Linux: Ctrl 4
Mac OS/Mac OS X: Cmd 4

Open Mailbox

Windows/Linux: Ctrl 1
Mac OS/Mac OS X: Cmd 1

Open Memos

Windows/Linux: Ctrl 8
Mac OS/Mac OS X: Cmd 8

Open Résumé

Windows/Linux: Ctrl 5
Mac OS/Mac OS X: Cmd 5

Open Selected

Windows/Linux: Ctrl O
Mac OS/Mac OS X: Cmd O

Open Voice Greetings

Windows/Linux: Ctrl 7
Mac OS/Mac OS X: Cmd 7

Orange

Mac OS/Mac OS X: Option Cmd O

Paste

Windows/Linux: Ctrl V
Mac OS/Mac OS X: Cmd V

Paste Special

Windows/Linux: Ctrl Shift V
Mac OS/Mac OS X: Option Cmd V

Permissions

Windows/Linux: Ctrl ;
Mac OS/Mac OS X: Cmd ;

Plain

Windows/Linux: Ctrl Shift P
Mac OS/Mac OS X: Shift Cmd P

Previous in Thread

Windows: Shift F2
Linux: Ctrl Alt /
Mac OS/Mac OS X: Option Cmd /

Print

Windows/Linux: Ctrl P
Mac OS/Mac OS X: Cmd P

Properties

Windows/Linux: Alt Enter

Quit

Linux: Ctrl Q
Mac OS/Mac OS X: Cmd Q

Quoted

Windows/Linux: Ctrl Shift '
Mac OS/Mac OS X: Shift Cmd '

Red

Mac OS/Mac OS X: Option Cmd R

Redo

Windows/Linux: Ctrl Y
Mac OS/Mac OS X: Cmd Y

Replace

Windows/Linux: Ctrl Shift F
Mac OS/Mac OS X: Shift Cmd F

Reply

Windows/Linux: Ctrl R
Mac OS/Mac OS X: Cmd R

Reply with Quote

Windows/Linux: Ctrl '
Mac OS/Mac OS X: Cmd '

Save As

Windows/Linux: Ctrl S
Mac OS/Mac OS X: Cmd S

Scroll one screen at a time (one page at a time in presentation view)

Page Up/Page Down

Select All

Windows/Linux: Ctrl A
Mac OS/Mac OS X: Cmd A

Select all items with a common value

Windows/Linux: Ctrl Shift-click
Mac OS/Mac OS X: Shift Cmd-click

Send

Windows/Linux: Ctrl E
Mac OS/Mac OS X: Cmd E

Send and Close

Windows/Linux: Ctrl Shift E
Mac OS/Mac OS X: Shift Cmd E

Show Bcc

Windows/Linux: Ctrl B
Mac OS/Mac OS X: Cmd B

Show Presentation

Windows: F5
Linux: Ctrl Alt P
Mac OS/Mac OS X: Option Cmd P

Smaller

Windows/Linux: Ctrl [
Mac OS/Mac OS X: Cmd [
>

Smart Zoom

Windows: Ctrl =

Stop activities

Windows/Linux: Ctrl Break
Mac OS/Mac OS X: Cmd .

Underline

Windows/Linux: Ctrl Shift U
Mac OS/Mac OS X: Shift Cmd U

Undo

Windows/Linux: Ctrl Z
Mac OS/Mac OS X: Cmd Z

Upload

Windows/Linux: Ctrl T
Mac OS/Mac OS X: Cmd T

Yellow

Mac OS/Mac OS X: Option Cmd Y

Zoom In (viewer window)

Shift up arrow

Zoom Out (viewer window)

Shift down arrow

Zoom Window

Mac OS/Mac OS X: Cmd =