Tech Info Library

System 7.5, Version 7.5.3: Installing PowerTalk ReadMe (6/96)

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Revised:        6/28/96
Security:       Everyone


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Article Created: 20 June 1996
Article Reviewed/Updated: 28 June 1996


TOPIC -------------------------------------------------------------

This article is the Read Me for Installing PowerTalk file that comes with System
7.5, Version 7.5.3.


DISCUSSION --------------------------------------------------------

If you have System 7.5 installed and your Macintosh has at least 8 megabytes
(MB) of memory, you can install PowerTalk.

Step 1: Install PowerTalk Software
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IMPORTANT: If At Ease software is installed on your computer, you must turn it
off before you install PowerTalk. For instructions, see the manual that came
with your At Ease software.

1) Quit any open application programs or desk accessories.

2) Locate the PowerTalk folder, and open the folder by double-clicking its
   icon.

3) Open the PowerTalk Installer by double-clicking its icon.

   All PowerTalk files are compressed. The Installer program will expand
   them during installation. Do not drag them to your hard disk.

4) If you see a dialog box asking what you want to install, click
   PowerTalk.

5) When you see the PowerTalk Installer's welcome screen, click Continue.

   The Install PowerTalk dialog box appears.
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6) Make sure that the destination disk indicated on the screen is the one
   on which you want to install PowerTalk.

   If the wrong disk name appears, click the Switch Disk button until the
   correct disk name appears.

7) Click Install.

   The Installer places PowerTalk software on your hard disk. PowerTalk
   software includes system software (installed in your System Folder) and
   application programs (installed in the PowerTalk folder, inside the
   Apple Extras folder on the hard disk).

8) Follow the instructions on the screen.

   On-screen messages report the installation status. It takes a few
   minutes to complete.

9) When the installation is complete, restart your computer.

   If for some reason the installation was not successful, try again.

New icons on your screen

Once your PowerTalk software is installed and you have restarted your computer,
two new icons appear on your screen.

The Mailbox is the place where all correspondence resides. To look at your In
Box or Out Box, you open the Mailbox. (After you set up your system, the word
Mailbox changes to your name.)

The Catalogs icon opens to show all the catalogs to which you have
access—AppleTalk, PowerShare servers, and any other services on your network.

Step 2: Set Up Your System

PowerTalk system software provides different levels of access security. The most
basic safeguard is the key chain access code. Your access code provides access
to all your network servers and services with a single password. Until you set
up and use your access code, your catalog and mail services are locked
(inaccessible).

IMPORTANT: How you set up your system depends on whether you have access to a
server (called the PowerShare server) that manages network communications. If
you are not sure whether or not you have a PowerShare server account, assume
that you do not.

Setting up without a PowerShare server account

PowerTalk does not require the use of a network server. When you set up without
a server account, you can communicate using AppleMail or mail-capable
applications.

If you don't have a PowerShare server account, follow these steps:

1) Choose Unlock Key Chain from the Special menu in the Finder.

   If you wish, you can also open the Mailbox.

   The welcome screen appears.

2) Read the screen and click Proceed.

   A dialog box appears, asking if you have a PowerShare account.

3) Click No.

   A dialog box appears, asking you to set your key chain access code.

4) Type your name and the access code you want to use.

   IMPORTANT: Once your access code is set, you enter it each time your
   computer starts up. You can leave the access code blank, if you do not
   want to use a password.

   Here are some tips for choosing an access code:
   • It should not be your name.
   • It must be at least six characters long. (The longer it is, the
     harder it will be to guess.)
   • Mix upper- and lowercase letters and use numbers, as in "4Me!Only."
   • Make it easy to remember and don't write it down.
   • Keep track of which letters are uppercase—the access code is
     case-sensitive.

5) When a confirmation dialog box appears, type your access code again and
   click OK.

   You can change your access code at any time in the PowerTalk Setup
   control panel.

6) When you see the next confirmation box, click OK.

   As soon as the confirmation box closes, open your Date and Time control
   panel and make sure that the date, time, and time zone are all set
   correctly.

   You now have access to PowerTalk services. The name of your Mailbox
   changes to show that you are its owner.

Setting up with a PowerShare server account. If you have access to a PowerShare
server, follow these steps:

1) Choose Unlock Key Chain from the Special menu in the Finder.

   If you wish, you can also open the Mailbox.

The welcome screen appears.

2) Read the screen and click Proceed.

   A dialog box appears, asking if you have a PowerShare account.

3) Click Yes.

   The computer searches for the PowerShare services available to you.

4) When the navigation dialog box appears, select the PowerShare service
   you want to access and click OK.

   You can also double-click the PowerShare service's name.

   A dialog box appears, asking for account information.

5) Type your name and the password of your PowerShare account as set up by
   your system administrator.

   As a convenience to you, PowerTalk software initially sets your key
   chain access code to be the same as your PowerShare password. (You use
   your access code to open all services.) You can change your key chain
   access code in the PowerTalk Setup control panel.

   IMPORTANT: Changing your key chain access code does not change your
   PowerShare password. You'll need to use your PowerShare password when
   you check your mail from a computer other than your own.

6) When you see the confirmation box, click OK.

   After a moment another confirmation box appears with additional
   information. Click OK.

   You now have access to PowerTalk services. The name of your Mailbox
   changes to show that you are its owner.

Step 3: Name your computer on the network

If you are on an AppleTalk network, the name of your computer appears in the
AppleTalk catalog, and people can send you mail at that "address" without the
need for a PowerShare server. If you name your computer clearly in the Sharing
Setup control panel, people can find your address more easily. Many people use
their own names in naming their computers (for example, "Sarabeth Herman's
Macintosh").

To check the name of your computer, follow these steps:

1) Choose Control Panels from the Apple menu.

2) Open Sharing Setup.

3) Add any missing information, or change the current information by
   selecting and retyping.

   Make sure that the name in the Macintosh Name text field is accurate;
   this information defines your network identity.

   IMPORTANT: If you have more than one computer on the same network, be
   certain that the computer names are different.

4) Close the Sharing Setup control panel by clicking its close box.

   IMPORTANT: If you want to use your AppleTalk catalog and the network,
   be sure that AppleTalk is turned on in the Chooser.

Turning off PowerTalk

To turn off collaboration services for an extended period, click the Off button
in the PowerTalk Setup control panel and restart your computer.

When you choose this option, collaboration services won't be available at all
when you restart the computer. (Your Mailbox and Catalogs will not appear on the
desktop.) You'll use this option when you know that you won't be needing
PowerTalk services and accounts on a particular personal computer for a while.
You may also use it to save memory, since PowerTalk uses no memory when it is
turned off.

To turn PowerTalk back on, open the PowerTalk Setup control panel, and click the
On button. Then restart your computer.

Article Change History:
28 Jun 1996 - Change status at product release.

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Tech Info Library Article Number:20075