glass bead software

In-Out Board

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Windows Version 2.0

Eric Harris-Braun,
Adam King
&
Lisa Sawin

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http://www.glassbead.com
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Chapter 1: Welcome

Welcome to In-Out Board, the people tracking software for Windows and Macintosh networks that's a snap to install and run. In-Out Board runs on any Windows computer running XP, Windows 2000, or Windows 98 and any Macintosh with either OS X (10.2 and above — runs in Universal Binary on 10.3 and 10.4) or Classic Mac OS (9.2 and above). In-Out Board connects over your TCP/IP network and does not require any system administration or the use of a server. Although In-Out Board works seamlessly between Windows and Macintosh computers, the interface has some platform specific differences. This documentation covers the program for Windows users. A similar manual for Macintosh users is available on our website at http://www.glassbead.com/download/ .

What You Need to Run In-Out Board

In-Out Board requires a TCP/IP network. You do not need to be connected to the Internet for In-Out Board to work, but you must configure a TCP/IP network in your Network Connections control panel.

Trying and Buying In-Out Board

You can download the most recent version of In-Out Board from our web site at www.glassbead.com. In-Out Board will run for 45 days. After this you will need to purchase a license.

In-Out Board is sold on a per-user basis. Registration codes will work for either the Windows or the Mac version. For example, you might buy a fifteen-user license in which case you will be sent a fifteen-user registration code. This code could be used with any combination of Windows or Mac users. If you later need to add four more users to your system, purchase another four-user license from our Web site and you will get a new registration code for nineteen users. Buying a license is easy. Select **Purchase In-Out Board...** from the **Help** menu in In-Out Board and you will be taken to the Web site to purchase. You can also visit us directly at www.glassbead.com/buy.

After purchasing online, you will be sent a valid registration code by e-mail. Enter this code along with your registration name by choosing **Registration...** from the **Edit** menu in In-Out Board. You only need to enter the registration code on one computer — all others will share this license. Note: If you are connecting remote LAN's, you will need to enter the registration code on one computer in each LAN.

Installing In-Out Board

To install In-Out Board for Windows:

1) Launch the IOB2_WinInstaller.exe file (or IOB2_Win98Installer.exe file) that you downloaded from the Glass Bead Software web site.
2) Follow the on-screen instructions.

If you need a copy of the latest installers, you can get it at http://www.glassbead.com/download.

Running In-Out Board

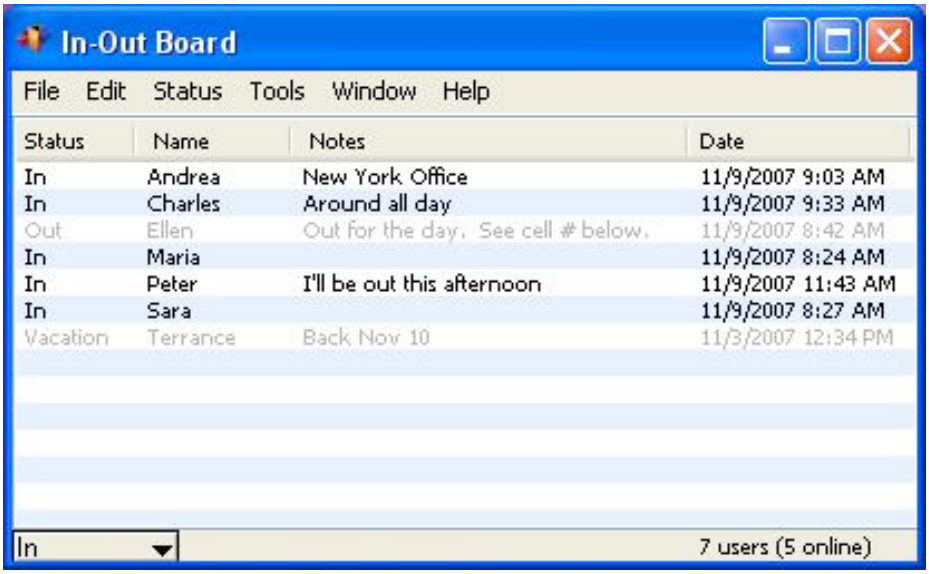
The first time you run In-Out Board, you will be asked for a user name. The name you enter here will be your In-Out Board name and will appear in the In-Out Board user list on every In-Out Board user's computer. You can change your name later.

In-Out Board Documentation

You can download or view this manual in PDF format from In-Out Board's **Help** menu.

Chapter 2: Using In-Out Board

- **The Main Window**



From the main window, you can view the status of all users, examine their notes, and see the last time their status was updated.

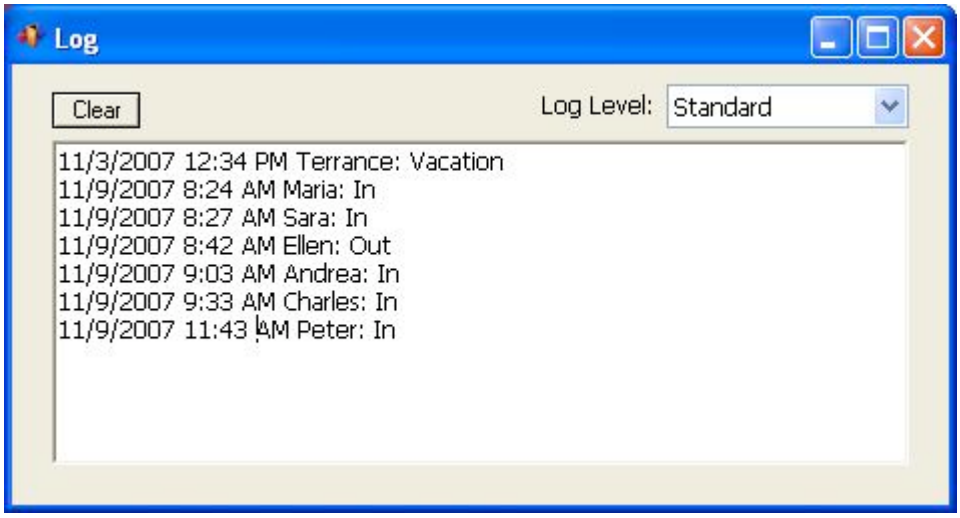
A grey entry indicates that the user has turned off their computer or shut down In-Out Board.

You can quickly change your status from the pop-up triangle at the bottom left of the window. From here you can also set a custom status or change your notes by selecting **Custom...** Select **Edit Status Options...** if you would like to create new status choices.

You can also double-click on your own entry if you would like to edit your own status and notes.

Double-click on another user's entry to view the entire text of their notes. You can also change a user's status or notes if they have allowed you to act as their proxy. In addition, there is a private notes section associated with each user where you can keep your information.

The Log Window



The Log window maintains a record of all changes in users' status. To bring up the Log window, select **Show Log Window...** from the **Window** menu (keyboard shortcut **Ctrl-L**).

To clear out the log, click on the **Clear** button.

The **Standard** log level tracks changes in users' status. Change the Log Level setting to **Off** if you do not want anything recorded and change it to **Detailed** if you want to see all network activity.

Exporting

To export the information in the main window, select **Export...** from the **Tools** menu. The information currently shown in the main window will be exported to a tab delimited file.

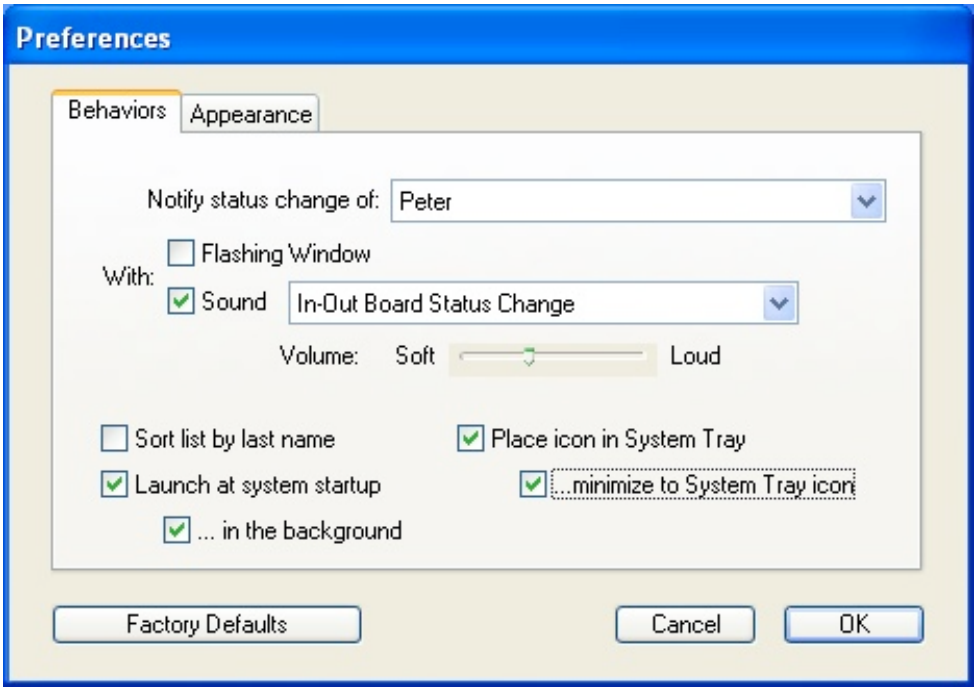
Chapter 3: Customizing In-Out Board

Preferences

To customize how In-Out Board is configured, select **Preferences...** from the **Edit** menu (keyboard shortcut **Ctrl-Y**).

The **Preferences** window is divided into two tabs. Each tab has a **Factory Defaults** button that allows you to return the preferences to their original settings.

Behaviors



Notify status change of:

In-Out Board can signal a change in another user's status. First, pick the user from the pop-up menu.

Messages can be indicated by:

Flashing Window: The In-Out Board window will flash.

Sound: In-Out Board will play the selected sound (at the selected volume).

Sort list by last name

Check this preference if you would like the user list to be sorted by last name.

Launch at system startup

Check this preference if you want to launch In-Out Board automatically when you start up your computer.

… in the background

When launching In-Out Board at start up, you may also want to In-Out Board to bring up its main window. If you do, uncheck this preference.

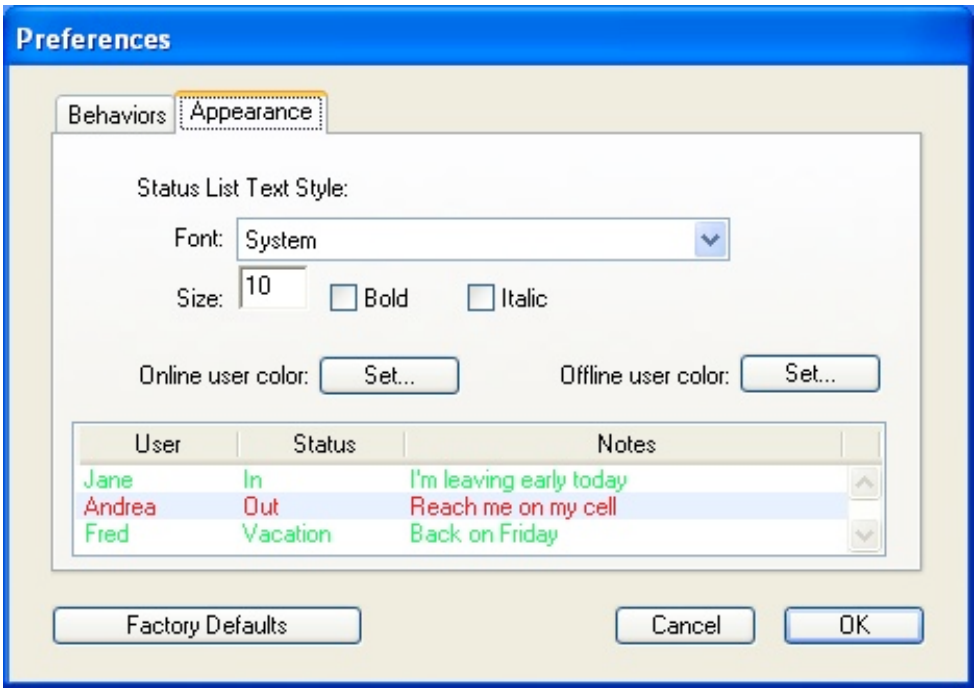
Place icon in System Tray

Check this preference if you want to have In-Out Board accessible from the System Tray.

… minimize to System Tray

When using the System Tray, you can also choose to have the application minimized to the Tray when the main window is minimized.

Appearance



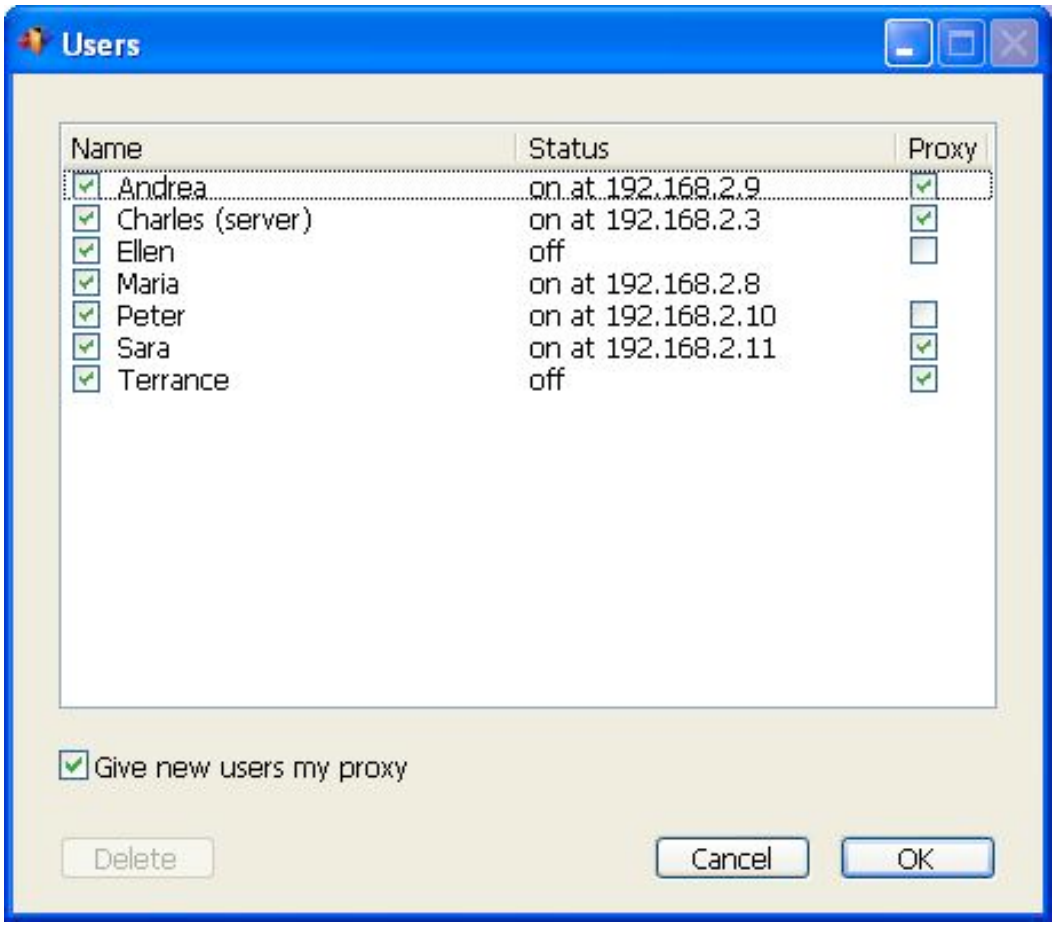
In-Out Board allows you to display text in a variety of fonts and sizes. In addition, you can set the colors to be used to indicate users that are online or offline. Select the font that you want from the **Font:** pop-up menu and then select from the available sizes in the **Size:** pop-up menu. Click on the **Set...** buttons to set the appropriate text color. A sample of the font, size and color will appear in the window below the pop-up menus.

Changing Your User Name

To change your user name, select **Name...** from the **Edit** menu. All user names on the network must be unique.

Users

The users window allows you to hide users from the main window, delete users who are no longer on your network, and view the on-off status of the user's as well as their current IP address. To open the users window, select **Users...** from the **Edit** menu (keyboard shortcut **Ctrl-U**).

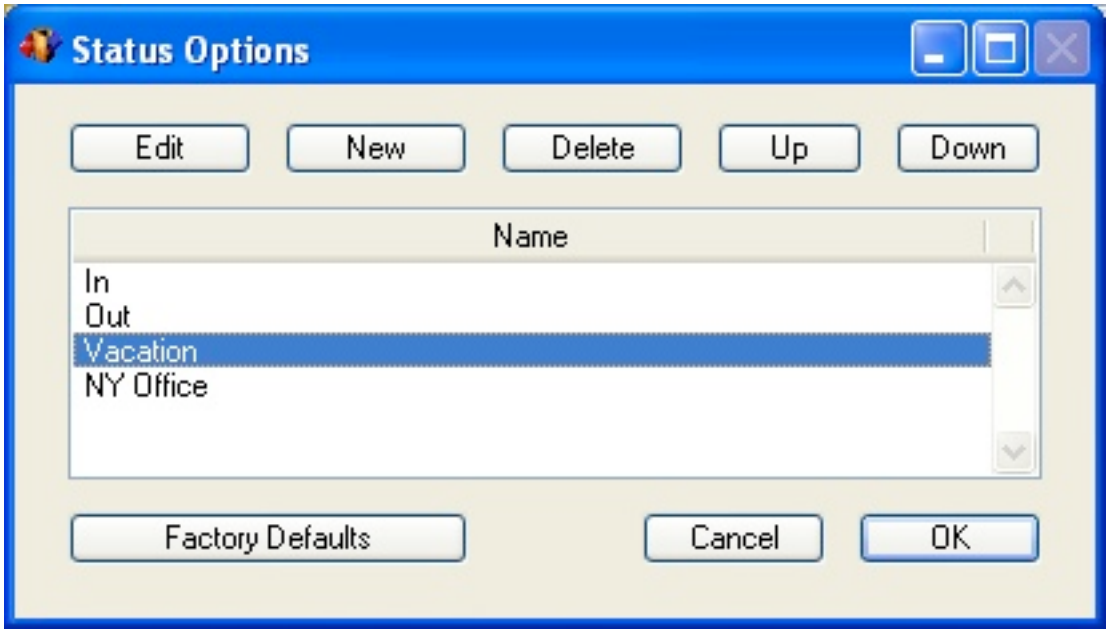


To delete users, select the name(s) of the user(s) and click on the **Delete** button.

If you do not want certain users to be able to change your status and/or notes, then uncheck the proxy checkbox next to that user. If by default you do not want new users to be able to change your status and/or notes, uncheck the **Give new users my proxy** checkbox.

To prevent users from appearing in the main window, simply uncheck the checkbox next to the user's name.

Status Options



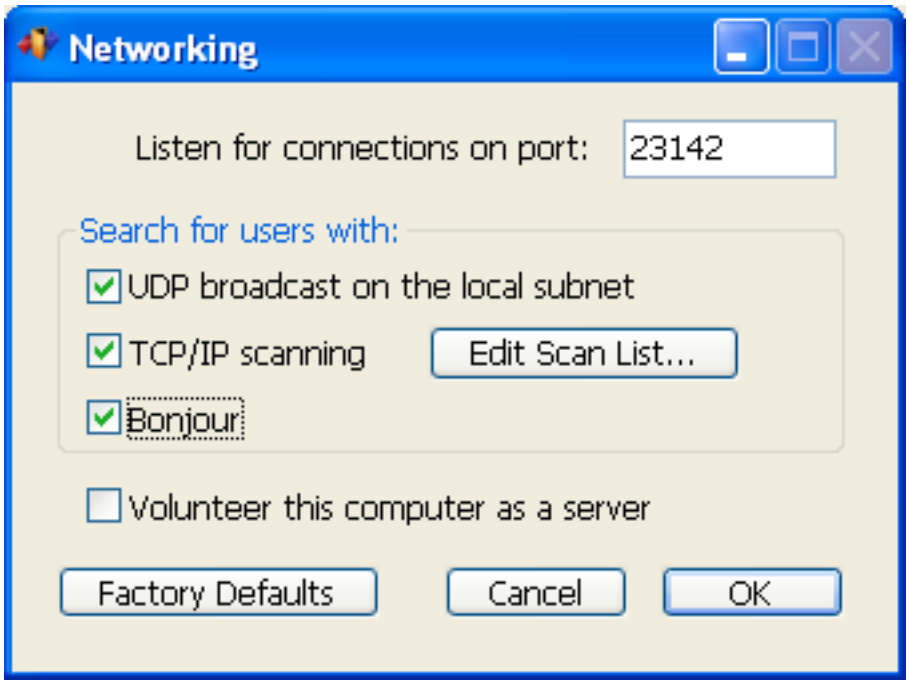
To edit the status list, create a new status option, or delete an existing status option, select **Status Options...** from the **Edit** menu or from the pop-up triangle on the main window. This brings up the Status Options window.

To edit a status option, select it and then click the **Edit** button or double-click on it. This brings up a window in which you can edit the status option. To create a new status option, click the **New** button and then type in the status option. To delete a status option, select the desired option and then click the **Delete** button.

Use the **Up** and **Down** buttons to change the position of a selected status option.

Networking

In-Out Board supports the TCP/IP networking protocol. To edit the networking details, select **Networking...** from the **Edit** menu.



Setting the Port

By default, In-Out Board listens on port number 23142 You may change this setting, but, In-Out Board can only communicate with users who have the same port setting. Note that if you are using a firewall, you will have to allow communication on this port for In-Out Board to work.

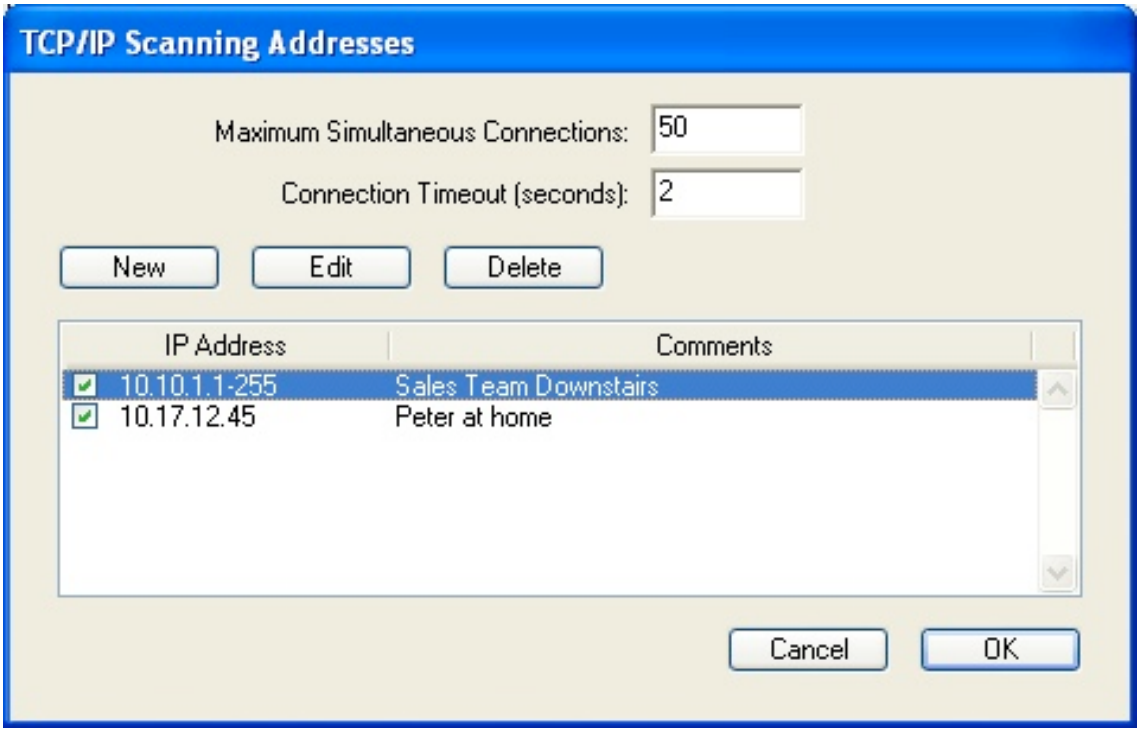
Finding other Users

In-Out Board can discover other In-Out Board users by sending a UDP broadcast over your local network, using Apple's Bonjour technology or by scanning a list of TCP/IP addresses. By default, In-Out Board uses only UDP broadcast.

In-Out Board automatically scans the network to look for other users when it is first launched. To manually initiate a network scan, select **Scan Network** from the **Tools** menu (keyboard shortcut: **Ctrl-K**).

TCP/IP scanning

If you have a more than one subnet on your network or you will be connecting to In-Out Board users over the Internet, you will need to check the TCP/IP scanning checkbox and then enter IP addresses and/or ranges of IP addresses into the TCP/IP scanning list so that In-Out Board can find the users at those IP addresses.



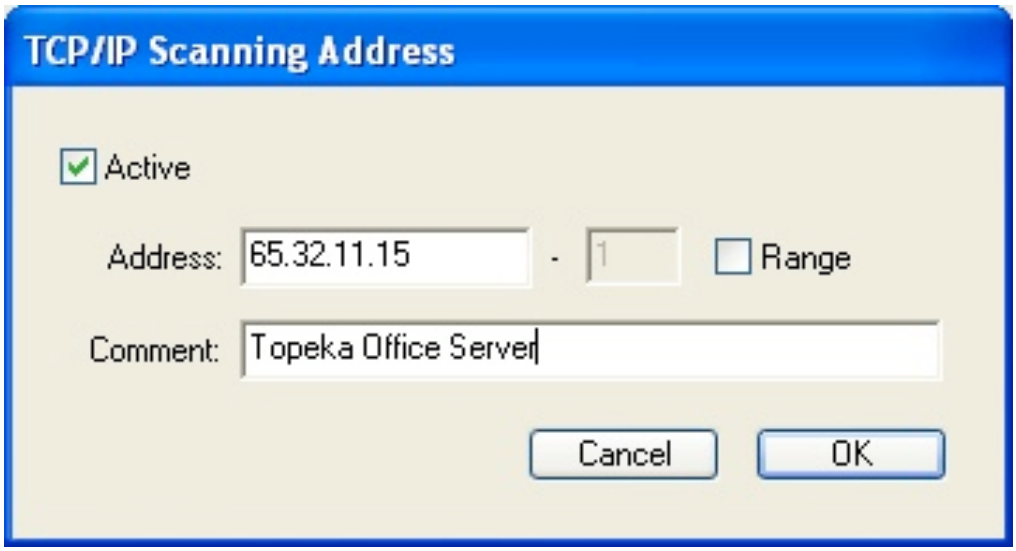
Adding and Editing IP Addresses:

To add an IP address or range of addresses into your scanning list, click the **New** button.

For a single IP address, enter the address and do not click the **Range** checkbox. The comment field is useful for notes regarding the IP address.

For a range of IP addresses, enter the start of the range as the address, click the **Range** checkbox, and then enter the end of the range for the last IP number.

To edit an IP address or range of addresses, select the address(s) and click on the **Edit** button. To delete an entry, select the address(s) and click on the **Delete** button.



Note for firewalls and Network Address Translation (NAT): Many networks are connected to the Internet via cable/DSL modems or firewalls that share a single IP address for the entire LAN. This technique is called Network Address Translation (NAT). If your LAN uses NAT, you can connect your In-Out Board users to external In-Out Board users (or to entire remote In-Out Board networks that are themselves behind a NAT firewall) by following the instructions in the "Using a Server" section below.

Maximum Simultaneous Connections:

When In-Out Board is scanning the TCP/IP list, it will create as many simultaneous connections as it can to speed up the scanning process. If you are using older hardware, you may need to set this value lower.

Connection Timeout:

When In-Out Board is scanning the IP list, it has to know when to give up if it doesn't receive information back. If you are on a fast local area network (LAN) this number can be very small (1 or 2 seconds). If you are trying to connect to somebody over the Internet in a distant country, you'll want to allow at least 10 seconds for a connection.

Using a Server

Volunteer this computer as a server:

You can volunteer a computer to be a Server, that is, to hold status changes for computers that may be off. To do this, simply choose one computer that will always be left on, and check the "Volunteer this computer as a server" check box.

Setting up In-Out Board to connect remote users to a network

You can configure In-Out Board to allow remote users to connect into the network over the Internet. If all of the remote users have a static IP address and the computers on your network have static IP addresses then all you need to do is add in the IP scanning range of your network in to the TCP/IP scanning list of the remote user. If your network is behind a NAT firewall, you will have to volunteer one computer on your network as a server, and make sure that the NAT firewall maps the In-Out Board port number 23142 to the internal IP number of the server. Additionally, if your remote user is behind a NAT firewall you will have to do the same for that NAT firewall. Note that you will manually have to type in your In-Out Board registration number and code in on the remote computer.

Setting up In-Out Board for use on multiple networks

You can use In-Out Board to communicate between multiple networks that are behind network address translation (NAT) firewalls, such as cable and DSL modems and routers. To do this you need to volunteer one computer as a server in each network, and add the static IP address of the other external NAT firewalls into the TCP/IP scanning list of each server. Then set up the NAT firewalls to forward all incoming In-Out Board data (all TCP packets on port 23142 to the internal IP address of the In-Out Board server on its network. To do this you will have to refer to the user manual of your router.

After your firewall has been set up, the In-Out Board servers will then automatically handle passing around the user lists from each network, as well as forwarding messages to the correct server for delivery.

Please note that while registration information will be shared on your office LAN, for security reasons, it will not do so for remote LANs. That means that the registration information will need to be entered on one computer on each LAN that you are trying to connect.

Appendix A: Keyboard Shortcuts

Most commands in In-Out Board have keyboard shortcuts.

General shortcuts:

Ctrl-B — Show/Hide the **In-Out** Board window.

Ctrl-H — Hide In-Out Board.

Ctrl-K — Scan Network for active users.

Ctrl-L — Show/Hide the **Log** window.

Ctrl-M — Minimize the selected window.

Ctrl-Q — Quit In-Out Board.

Ctrl-S — Set a custom status.

Ctrl-T — Open the **Status Options** window.

Ctrl-U — Open the **Users** window.

Ctrl-W — Minimize the selected window.

Ctrl-Y — Open the **Preferences** window.

Ctrl-? — Bring up the help PDF for In-Out Board.

Editing shortcuts

Ctrl-C — Copy the selected piece of text to the clipboard.

Ctrl-V — Paste the current contents of the clipboard.

Ctrl-X — Cut the selected piece of text to the clipboard.

Ctrl-Z — Undo the last thing you did (if possible).

Status shortcuts

Ctrl-1 — Change status to the first listed status.

Ctrl-2 — Change status to the second listed status.

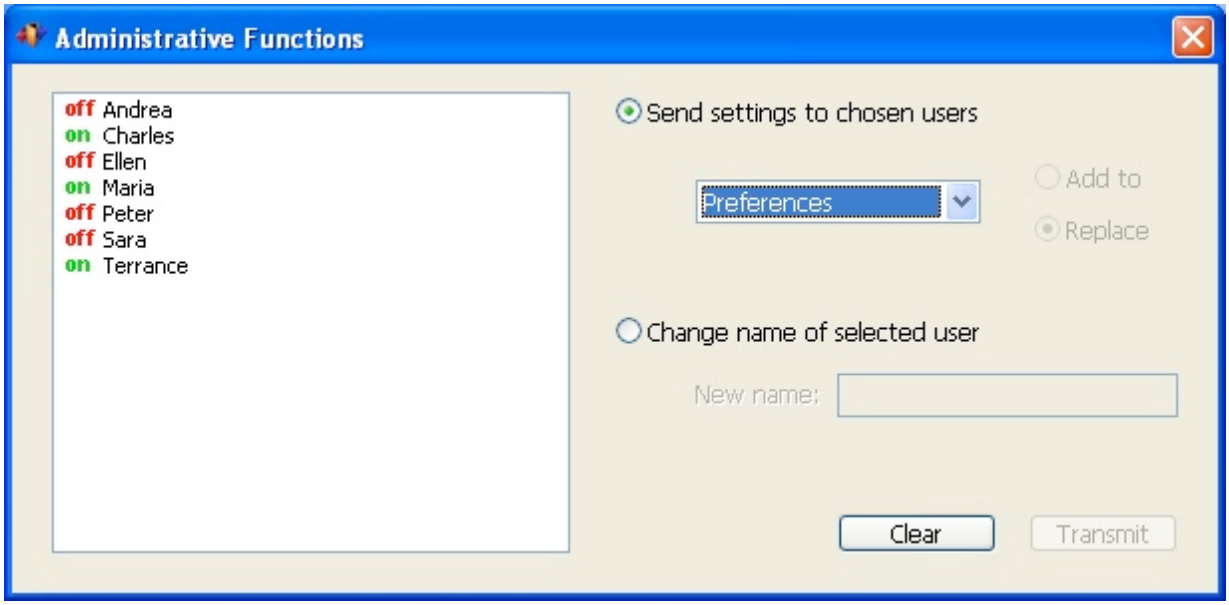
…

Ctrl-9 — Change status to the ninth listed status.

Appendix B: Administration

In-Out Board has an administration tool that lets a privileged user set other users' settings.

To open the administration window, choose **Administration...** from the **Tools** menu. You will be prompted to enter your registration code that you received when you purchased the software. **Administrative Functions** appears as a separate window. Any user may test this feature if the software is in Demo mode.



Transmitting Settings

If you would like to change the settings of other users. first click on the radio button that says "Send settings to chosen users." Now you can select one or multiple users to receive transmitted changes. As usual, use the **Ctrl** key to chose more than one.

From the pop-up, you can choose one of Networking, Preferences, Status Choices or User List. One you have chosen the item that you wish to transmit, click on the transmit button. All users selected in the main window will receive the settings of the selected item based on how they are set in your (the administrator's) In-Out Board.

For Networking, Preferences and the User List, you may only replace the selected users' settings. All of their setting will be updated to reflect your settings.

For Status Choices you can choose to either "Replace" or to "Add to" the users' current settings. If you choose to replace, their Status Choices will get completely overwritten with yours. If you choose to

add, your Status Choices will be added to theirs.

When you are doing selecting the recipients and which settings to transmit, click on the **Transmit** button.

Changes names on the network

If you would like to change the name of another user, click on the radio button that says "Change name of selected user." You may then select one user name from the list. Note that you can only change the name of a user that is currently on.

Enter their new name into text box and then click on the **Transmit** button.

Appendix C: Technical Support

If you are experiencing any problems with In-Out Board that you can't solve, please visit our Web site where you can submit a question and many common questions are answered.

World Wide Web: http://www.glassbead.com/support/

Internet e-mail: support@glassbead.com

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