Changing CHAT Options

You may customize the look of CHAT.

To Change Options in CHAT:

1. Select **Options, Preferences** from the menu bar in the *CHAT* window. The *Preferences* dialogue box appears.
2. Select the option desired in the *Window style* field and click on the **OK** button.
3. Select **Options, Background Color** from the menu bar in the *CHAT* window. The *Color* dialogue box appears.
4. Select a colour from the *Basic colors:* field and click on the **OK** button.

Using CHAT to Exchange Text

CHAT may be used to exchange or transfer text between two users, either locally or between domains.

To Use CHAT to Exchange Text:

1. Double-click on the **CHAT** icon in the *Accessories* group icon.
2. Select **Conversation, Dial** from the menu bar in the *CHAT* window. The *Select Computer* dialogue box appears.
3. Select a **Computer** from the *Select Computer:* list and click the **OK** button.
4. Commence typing.
5. Press **ALT+TAB** to move to the *Program Manager*.
6. Double-click on the **WordPerfect** icon in the *SIGAPPS (Common)* group.
7. Select **File, Open** from the menu bar in the *WordPerfect* window. The *Open File* dialogue box appears to open the required document.
8. Press **CTRL+HOME** (to go to top of paragraph).
9. Press **SHIFT+DOWN ARROW** (to block selected text).
10. Select **Edit, Copy** from the menu bar in the *WordPerfect* window.
The highlighted text is now copied to the Clipboard in an ASCII format for insertion into your conversation window.
11. Press **ALT+TAB** to return to the *CHAT* window.
12. Press **CTRL+V** or select **Edit, Paste** from the menu bar in the *CHAT* window to paste the Clipboard contents.
The user you are calling will receive your document. They can then in turn do the same.