TANDY

Sensation!™

WINMATE™

The FCC wants you to know...

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of *FCC Rules*. These limits are designed to provide reasonable protection against harmful radio and TV interference in a residential installation. This equipment generates, uses, and can radiate radio frequency energy and, if not installed in accordance with the instructions, may cause harmful interference to radio communications. There is no guarantee that interference will not occur in a particular installation.

If this equipment does interfere with radio or television reception, which you can tell by turning the equipment off and on, you are encouraged to try to correct the interference. Use one or more of the following measures:

- Reorient or relocate the receiving antenna.
- Increase the distance between the equipment and the radio/TV.
- Connect the equipment to an outlet that is on a different circuit from the one used for the radio/TV.
- Consult the dealer or an experienced radio/TV technician for help.
- Shielded cables must be used with this equipment. If you add or replace any cables, the new cables must have shielding capabilities equal to or higher than those provided by the dealer.

Modifying or tampering with internal components can cause a malfunction and might invalidate the warranty and void your FCC authorization to operate this equipment.

We have designed your modem to conform to federal regulations, so you can connect it to most telephone lines. However, each modem (and each device, such as a telephone, that you connect to the telephone line), draws power from the telephone line. We refer to this power draw as the device's ringer equivalence number, or REN. The REN is shown on the label packed with your modem.

If you are using more than one device on the line, add up all the RENs. If the total is more than five, your telephones might not ring. In rural areas, a total REN of three might impair ringer operation.

Your modem complies with Part 68 of *FCC Rules*. You must, upon request, provide the FCC registration number and the REN to your telephone company. Both numbers are shown on the label packed with the modem.

Note: You must not connect your modem to:

- Coin-operated systems
- Party-line systems
- Most electronic key telephone systems

Modifying or tampering with your modem can cause a malfunction and might invalidate the modem's warranty and void your FCC authorization to operate it. If your modem is not operating as it should, contact your computer dealer for assistance.

Lightning

Your modem has protection circuits, which meet or exceed FCC requirements, to reduce the risk of damage from surges in telephone and power line currents. However, lightning striking near or on these lines can damage the modem.

Lightning damage is uncommon. However, if this concerns you or if you live in an area with frequent and/or severe electrical storms, we suggest that you unplug your electronic equipment during the storms.

The load number (LN) assigned to each terminal device denotes the percentage of the total load to be connected to a telephone loop which is used by the device to prevent overloading. The termination on a loop may consist of any combination of devices, subject only to the requirement that the total of the load numbers of all the devices does not exceed 100. Load Number: 20

The DOC wants you to know...

This digital apparatus does not exceed the Class B limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le Ministère des Communications du Canada vous informe que...

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la Class B prescrites dans le Réglement sur le brouillage radioélectrique édicté par le Ministère des Communications du Canada.

The Canadian Department of Communications label identifies certified equipment. This certification means that the equipment meets certain telecommunications network protective, operational, and safety requirements. The Department does not guarantee the equipment will operate to the user's satisfaction.

Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

Users should ensure, for their own protection, that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

Caution: Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.

About This Manual

Now that you've purchased your Tandy SENSATION computer you are probably anxious to begin using it. Be sure to take the time to carefully read the first chapter, "Getting Started," so that you get your computer set up correctly.

After setting up your computer, you are ready to begin using the multitude of applications provided with your computer's WinMate program. The WinMate's Basics section is an introduction to WinMate, helping you understand what WinMate is and how to use your mouse to move around among and within the applications.

When you have a basic understanding of how WinMate works, you are ready to explore the many WinMate applications. The WinMate's Categories section contains chapters that provide step-by-step instructions on using these various applications.

As you use your computer and see how it works, you'll want to explore the "Upgrading the Computer" section in this manual. This section provides important information on the "inner workings" of your computer. For example, you'll discover what additional options you can add to your computer.

The "Running the Utilities" section contains special utilities to help you maximize your computer's multimedia capabilities.

General Conventions

This manual uses the following conventions to help you understand the text that you are reading:

- Words printed in small bold capital letters represent keys on your computer's keyboard. For example: **ENTER**.

  Groups of keys are printed like this: **SHIFT+F1**. Press and hold the keys in the order shown and then release them together.

- Information that you should type or that is shown on the screen is printed in italics. For example:

  From the desktop, choose the *In Play* category.

- You'll see this hourglass symbol at places in the manual where the information includes technical concepts that you might not be familiar with.

Contents

Getting Started

To begin using your Tandy Sensation computer, all you have to do is unpack it, make a few connections, and turn it on. Software is already installed on the hard drive.

Carefully unpack your computer and check that you have the following items in addition to this guide:

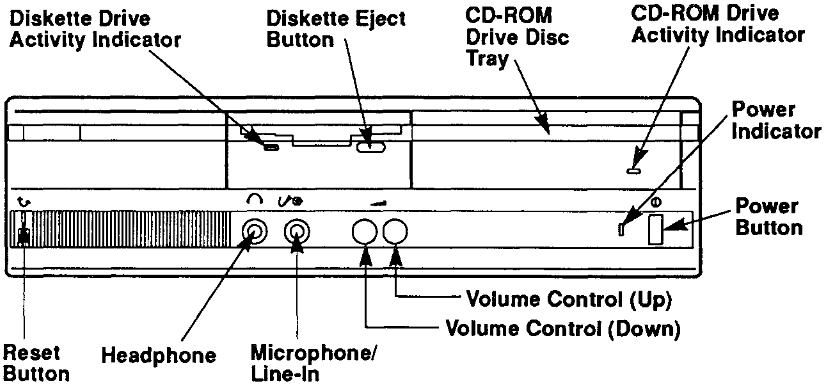
- keyboard, computer, and power cord
- PS/2-style mouse
- MIDI cable
- phone cord
- owner's registration/change of address card
- Startup diskette
- MS-DOS 5.0 documentation
- MS-Windows 3.1 documentation
- System Disc and Data Disc
- other application documentation

Setting Up

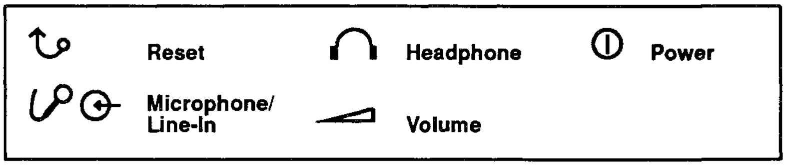
To get started, review the Sensation's controls, indicators, and connectors. Then, follow the instructions for connecting your mouse, keyboard, and other peripherals, or external options, you might have purchased.

The Front Panel

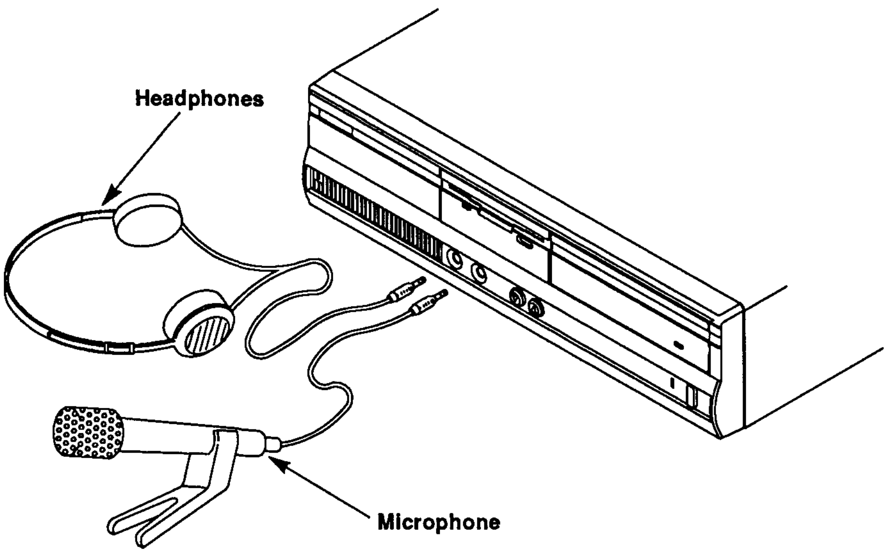
Review the controls, connectors, and indicators on the Tandy Sensation before you set up the computer:



The icons, or pictures, on the front panel serve as reminders of the functions of the connectors and buttons:



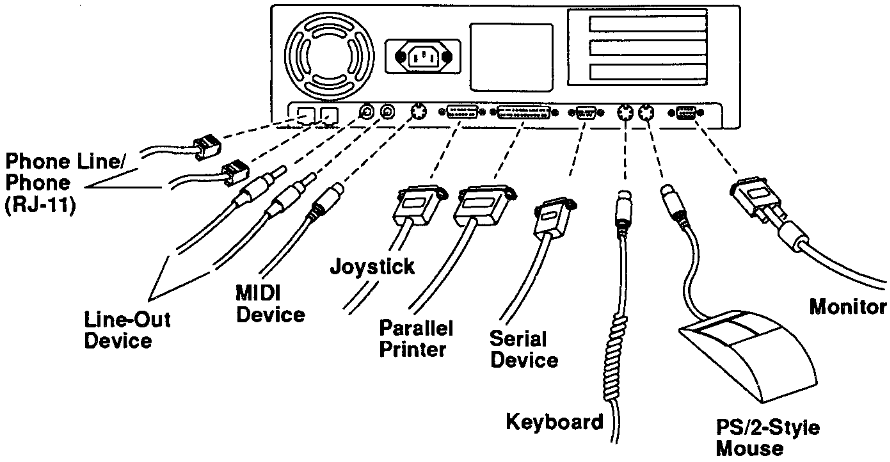
The Sensation outputs sound through the computer speaker behind the front panel unless you connect other output equipment such as headphones or mini speakers. You can connect headphones to enjoy your computer's music features in privacy. You can also connect a microphone to output your voice through the computer. See your computer dealer to select a microphone, headphones, or mini speakers that fit the $^1/_8$-inch connectors on the front panel of the computer. Connect headphones and a microphone as shown:



The microphone connector is also a line-in connector. Connecting a stereo Y-cable to the microphone/line-in connector enables you to attach a line-in device such as a tape deck or CD player.

The Back Panel

Connect the keyboard, mouse, and (optional) monitor as shown:



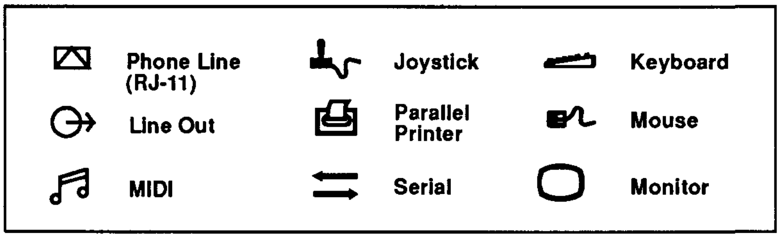
You can also connect the following options as shown in the preceding illustration:

- **parallel and serial devices** — let you connect a parallel device such as a printer and a serial device such as a digitizer.
- **MIDI instruments** — let you play and record using the applications provided with the computer.
- **joysticks** — enable faster, easier action with certain computer games. Attach a joystick Y-connector to use two joysticks for two-player action.
- **phone line** — lets you use FAX/data modem features such as voice mail and send FAX.
- **line-out devices (left and right)** — let you output sound to line-level audio devices such a stereo amplifier. To connect a line-out device, plug a shielded patch cable with phono connectors into the left and right line-out connectors. Then, connect the patch cable to the TAPE or AUX input of a stereo amplifier/receiver.

See your computer dealer for more information about the peripherals you can use with the Sensation.

Note: You can connect a multiple-frequency monitor to use more of the enhanced video modes for higher resolutions. After you review the monitor documentation, refer to "Switch Settings" in the "Adding Options" chapter for information on setting the video switches. If you install an 8414/A-compatible adapter, you can also connect an 8514/A-compatible monitor for even more high-resolution video mode support.

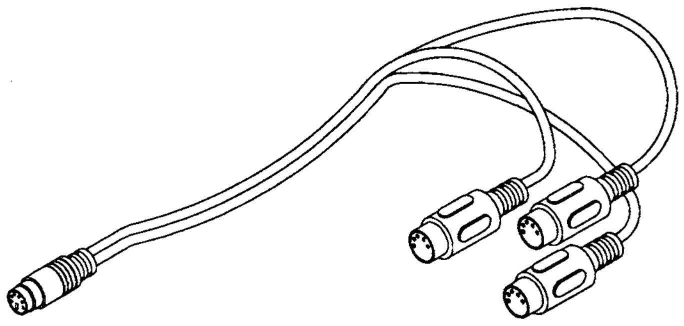
Use the following diagram to identify the icons on the back panel:



Connecting MIDI Instruments

A MIDI cable is included with your computer. To connect a MIDI instrument such as a keyboard:

- Connect one end of the cable to the 6-pin MIDI connector on the back panel of the computer. Refer to the illustration in "The Back Panel."
- Connect the cable labeled MIDI IN to the MIDI OUT connector of the MIDI instrument.



- Connect the cable labeled MIDI OUT to the MIDI IN connector of the instrument.

Note: You can use the THRU connector of the MIDI cable to connect several MIDI instruments.

MIDI Drivers

This information is provided for advanced users.

Optional peripherals such as printers and MIDI keyboards are controlled by *drivers*. A driver is a program that enables a peripheral to work with the computer.

When you use the Sensation's synthesizer features with a MIDI instrument, you can select one the following MIDI driver operation modes:

- Base-level synthesizer (MIDI Channels 13-16; percussion on Channel 16)
- Extended-level synthesizer (MIDI Channels 1-10; percussion on Channel 10)
- General MIDI synthesizer (MIDI Channels 1-16; percussion on Channel 10)

The default mode, base-level synthesizer, works well in most cases. If you need to enhance synthesizer sound, use the following procedure to select one of the other modes.

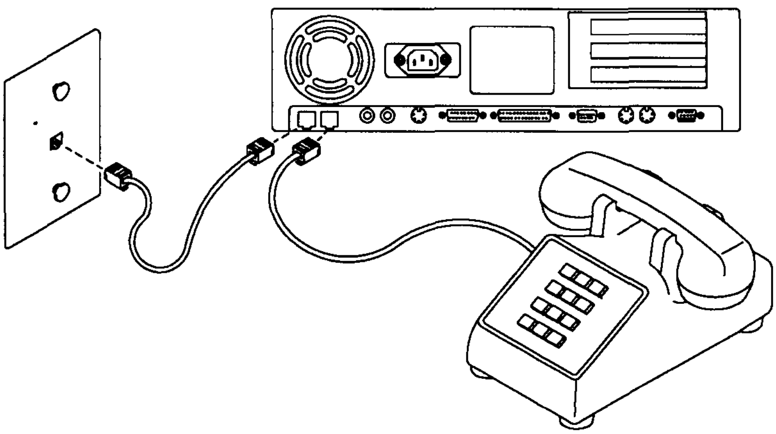
Note: Check your MIDI instrument documentation and Windows documentation for additional MIDI information.

1. From the Windows desktop, access the Main group.
2. Double click on the *Control Panel* icon, then double click on the *Drivers* icon. A list of options is displayed.
3. Select *Tandy Wave/MIDI Synthesizer* and click on *Setup*. A list of driver modes is displayed.
4. Select the base-level, extended-level, or general mode for the MIDI driver.

If necessary, repeat the above steps to select the mode that produces the best synthesizer sound.

Connecting to a Phone Line

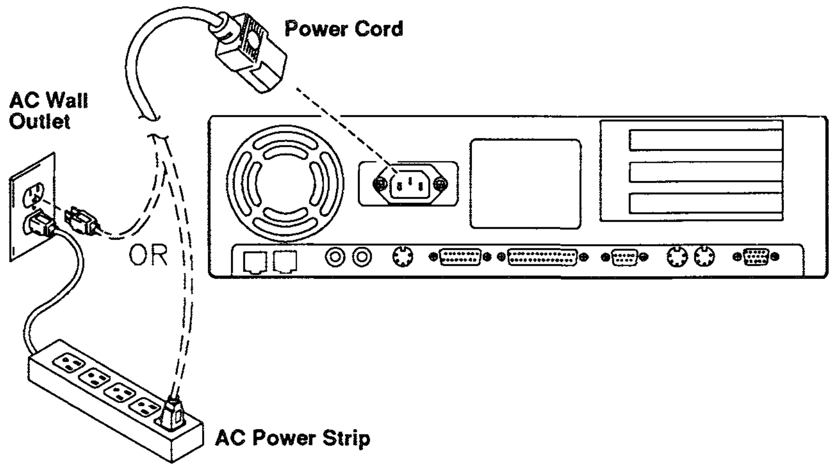
Connect your computer's internal FAX/data modem to a phone line as shown:



Caution: Be careful not to insert the phone line connector into the fan vents.

Connecting the Power Cord

Plug the AC power cord into the back of the computer and then into an easily accessible AC wall outlet, or use a grounded power strip with multiple outlets. The grounded power strip should be plugged into an easily accessible AC wall outlet, as shown:



Caution: The power connection you choose must be grounded. Grounding helps prevent power surges from shorting out electrical components in your computer. To prevent unnecessary stress on the power cable, choose an AC outlet that is easily accessible. Do not use an outlet that powers heavy machinery.

If you replace the power cord or use an extension cord with the computer, use the following guidelines to choose a cord set:

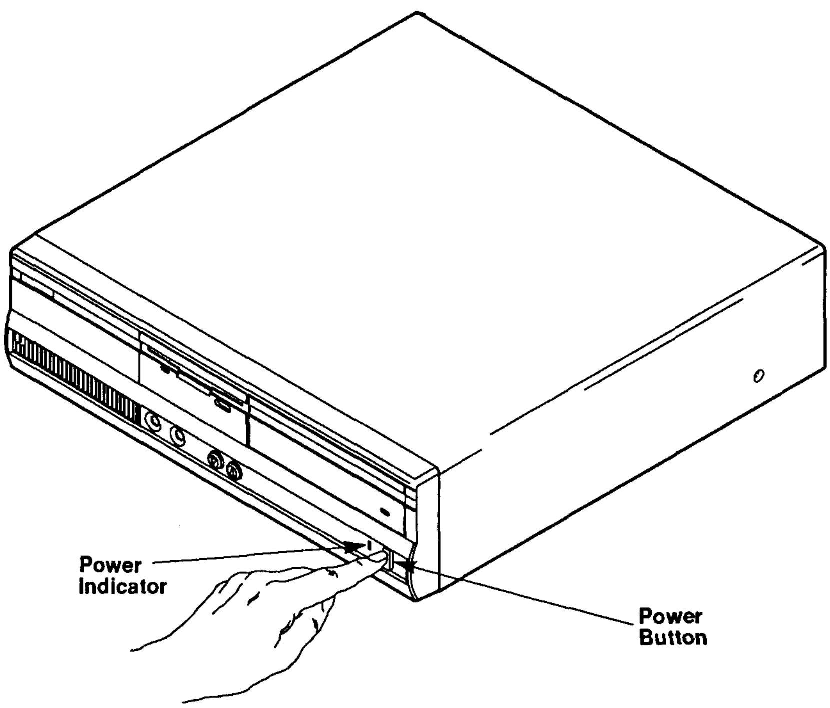
- Cords must be UL- or CSA-listed.
- The cord set must consist of a minimum of 18 AWG, type SVT or SJT three-conductor cord that is a maximum of 15 feet in length.
- Cord must include a parallel blade grounding-type attachment plug rated 10 A, 125V.

Using the Basic System Components

This chapter explains how to use the keyboard, diskette drive, and CD-ROM drive.

Power-On/Power-Off

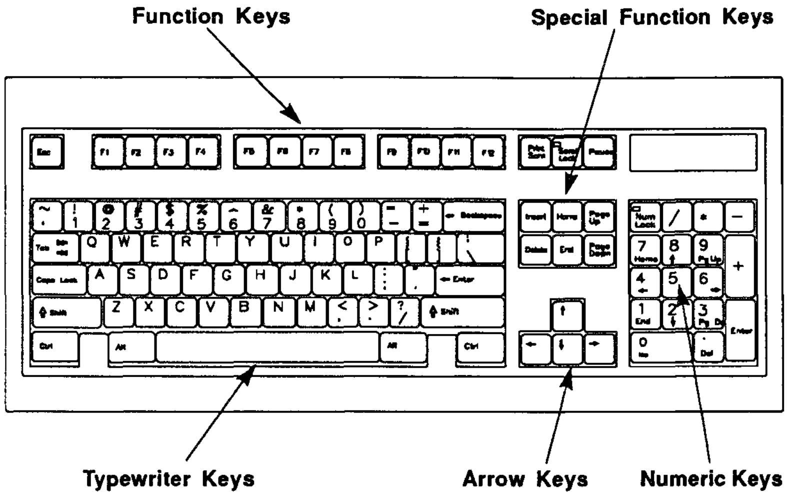
Now you're ready to begin using your Sensation computer. Turn on the computer before turning on peripheral devices, such as a printer. Press the power button on the right side of the computer to turn it on. The power indicator lights when the computer is on.



Caution: To prevent the computer from overheating during operation, make sure there is adequate ventilation around the system unit.

Keyboard Layout

There are several groups of keys on the keyboard included with your computer. Your keyboard is similar to the one in the following illustration:



Use the typewriter keys to enter text. The function keys, arrow keys, and numeric keys work as defined by the applications. Refer to your software documentation to learn more about using keys and key combinations.

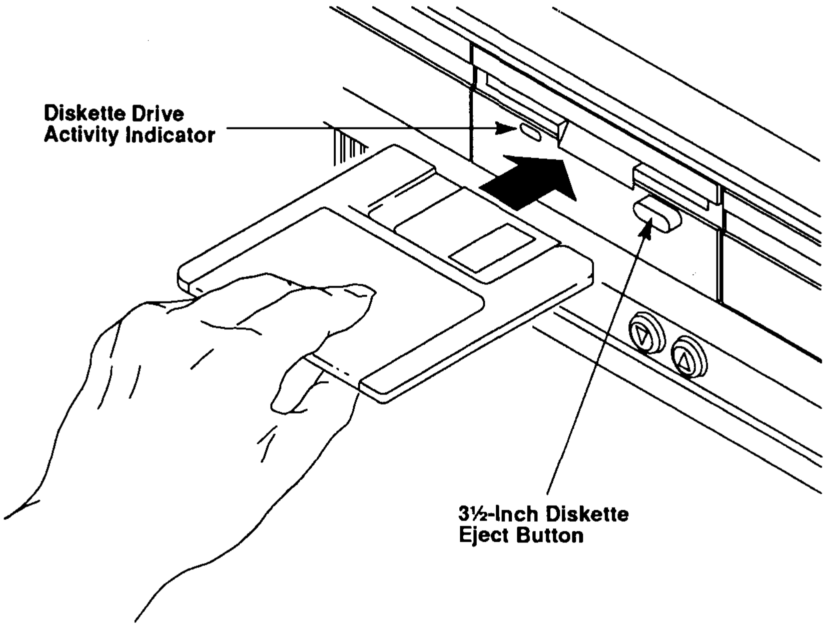
Using the Diskette Drive

Your computer can read and write either 3½-inch, 720KB (standard-capacity) diskettes or the 3½-inch, 1.44MB (high-capacity) diskettes for which its diskette drive is specifically designed.

All diskettes must be formatted by MS-DOS before information can be stored on them. Standard-capacity diskettes must be formatted with special formatting parameters that indicate the diskette capacity. Refer to your MS-DOS documentation for information on these parameters.

To protect information on diskettes from accidental erasure, you can write protect your diskettes. The write-protect tab is a small plastic tab in the upper left corner on the back of the diskette. The diskette can be written to as long as this tab is positioned so that the tab covers the small square opening. To write protect the diskette, use your fingernail or a pointed object to slide the tab so that the opening is visible.

Insert a diskette into the diskette drive as shown:



Check that the diskette drive activity indicator light is off before you remove a diskette from the diskette drive. To remove a diskette, press the diskette eject button. The diskette will slide partially out of the drive; pull it out of the diskette drive, and store it in a safe place.

Using the CD-ROM Drive

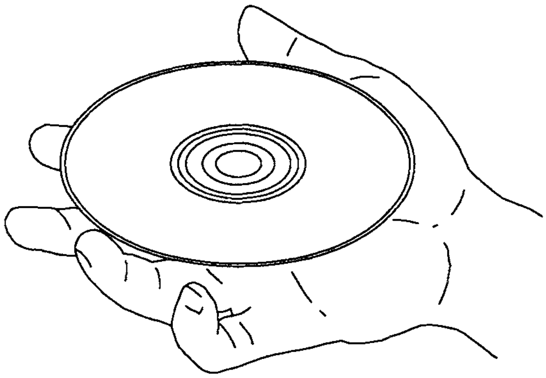
The way the laser beam inside the CD-ROM drive accesses the data on a CD is in some ways similar to the way a record player needle moves across a record.

Compact discs should be cared for in much the same way as records, although they are not as easily damaged. Always store your CDs in the original case.

Maintaining Compact Discs

To maintain your CDs:

- Avoid exposing your discs to direct sunlight and extremes in temperature and humidity.
- Do not use household cleaners to clean your discs. Use a soft, dry, lint-free cloth. Begin at the center of the disc and gently wipe outward, in a series of straight lines.
- Hold discs by the edges. Do not touch the flat surfaces of the disc.
- Do not bend discs.
- Handle discs with clean hands only. Dust, grease and fingerprints can damage discs.

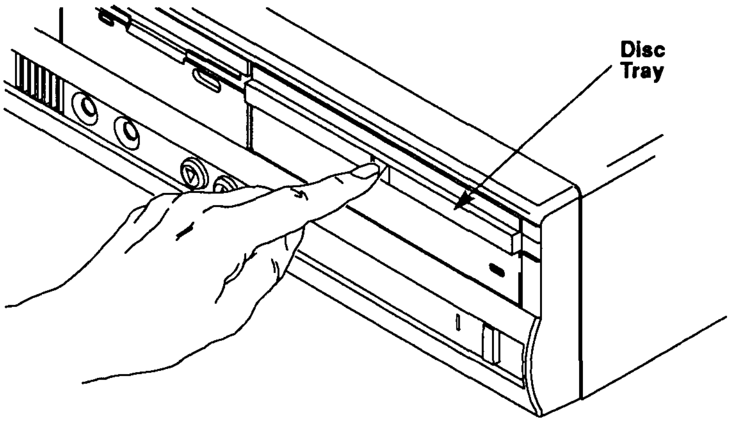


Loading a CD

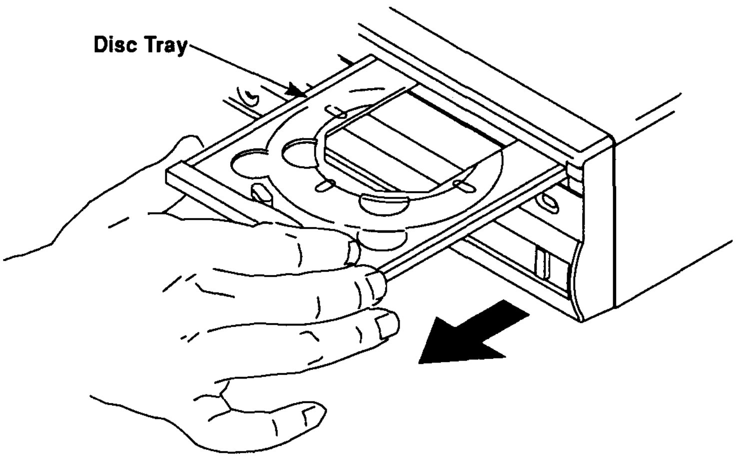
A compact disc can store up to 670MB of data. CDs are read-only storage devices. You can access the data on them, but you cannot save data to them.

To insert a CD into the disc tray:

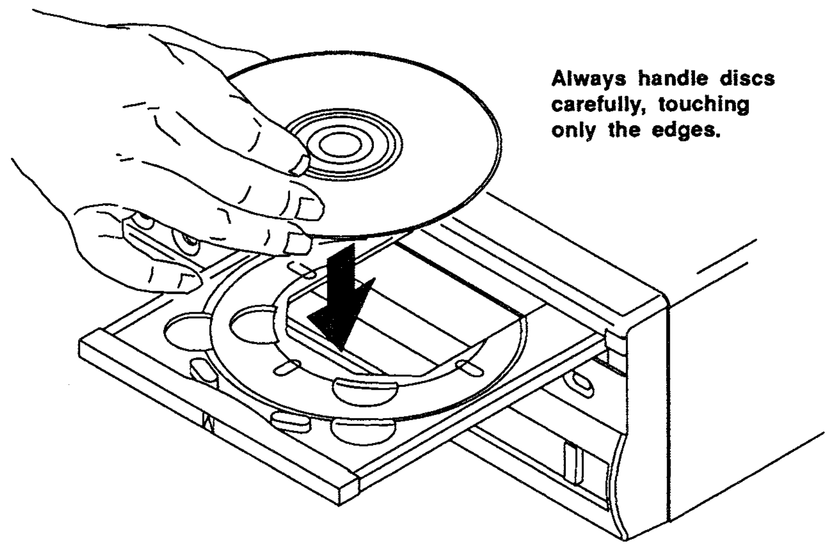
1. Turn on the computer.
2. Open the CD-ROM drive by pressing on the front of the disc tray. The disc tray slides partially out.



3. Grasp the disc tray, and carefully pull until it is fully extended:

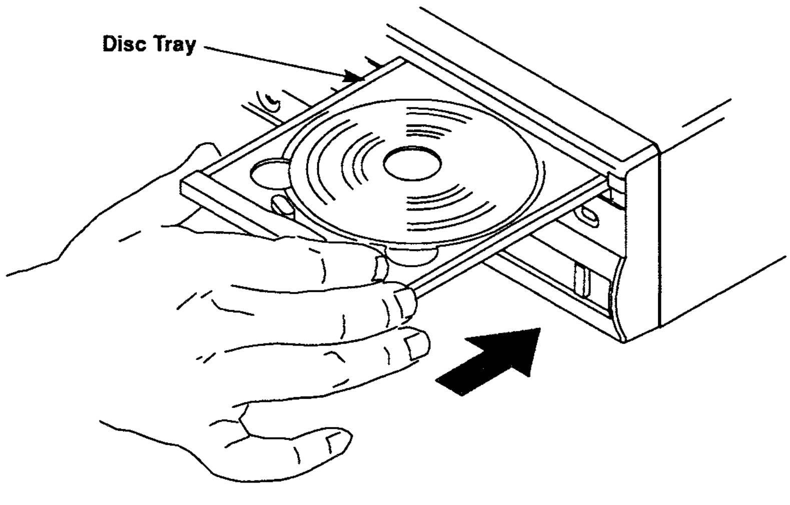


4. Remove the CD from its case, and place the CD into the disc tray with its label facing up:



   Check that the disc is centered in the tray.

5. Slide the disc tray in by pressing on the front of the tray until it clicks into its original position:



You can now use your software to access the information stored on the CD. Refer to the "WinMate's Basics" section for information.

WinMate's Basics

The chapters in this section help you get acquainted with the basic information you need to use WinMate — understanding what WinMate is, using your mouse to move around in the program, getting help when you need it, and more.

How to Use the Chapters in this Section

If you have never used a computer before, you will want to read through all the chapters. But, if you are familiar with computers and a mouse, you probably only need to read "Introducing WinMate," "Getting Around in WinMate," and "Getting Help."

Introducing WinMate

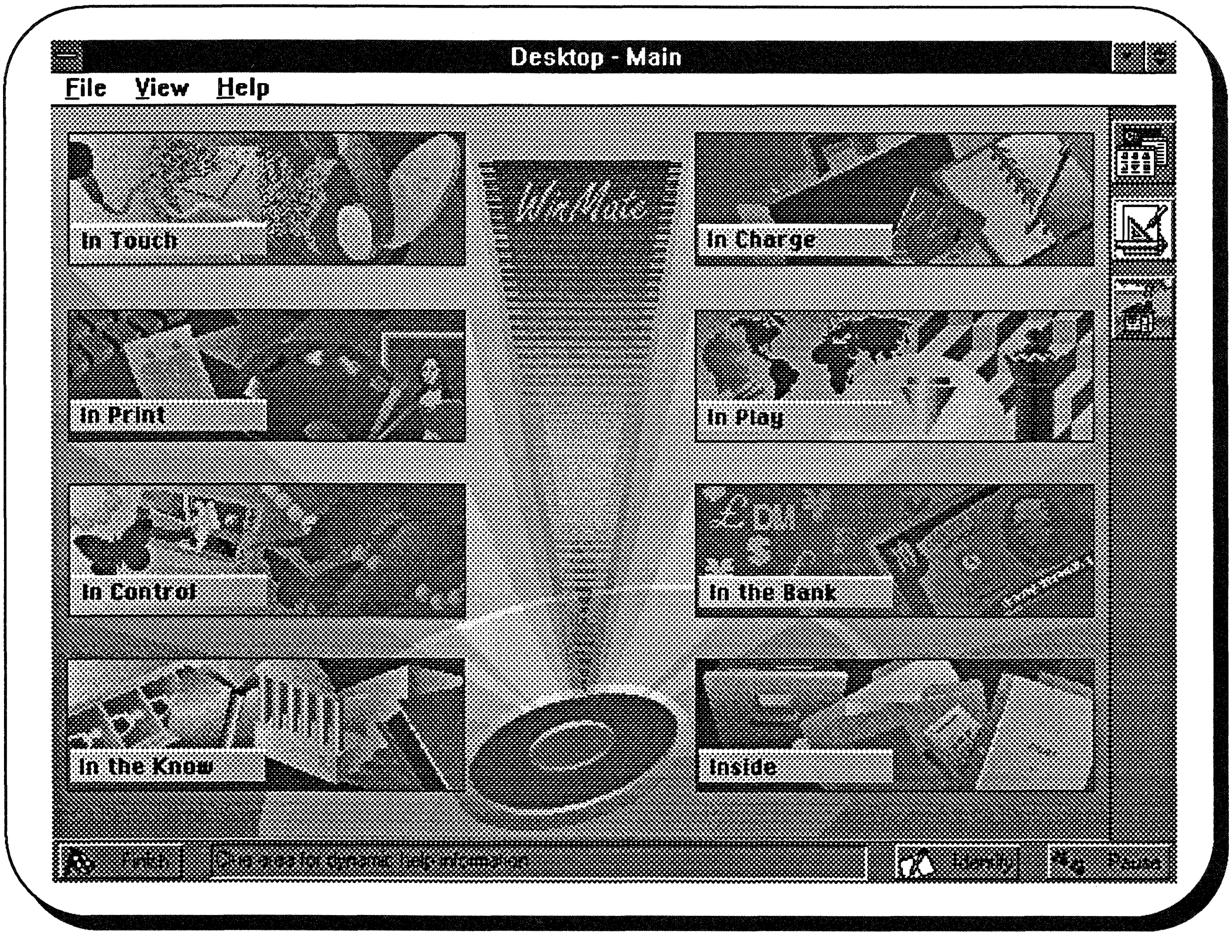
You have just purchased the latest innovation in computer technology. Your computer has the capability to provide you with something you've probably never seen in a home computer before — sound, speech, and animation.

"Okay," you say. "What do I do with these features?" Well, the answer is **WinMate**!

WinMate is an innovative software program that provides a myriad of exciting applications that use these fascinating and fun multimedia features.

But wait — there's more! In addition to Tandy's WinMate program, you also get Microsoft® Windows, today's most popular graphical interface, and Microsoft® Works for Windows, a program that combines word processing, draw, spreadsheet, and database tools.

This sounds like a lot — and it is — but, in this case, more does not mean complicated. WinMate has been designed to combine all the applications in these three programs into one easy-to-use location — your WinMate desktop.



Your WinMate desktop gives you quick access to all the exciting applications that WinMate, Windows, and Works have to offer.

Moving around on the desktop is easy, but you might want to read the "Getting Around in WinMate" chapter in this section for specific information. If you are not familiar with using a mouse, be sure to read the next chapter, "On Your Mouse...," before you proceed.

On Your Mouse...

Your computer comes to you with one of the most valuable features for working with WinMate — a PS/2-style mouse. As you learn to use a mouse, you'll quickly find that it is a very handy tool that speeds up your WinMate tasks.

All you have to do is plug it in and you're ready to go! If you haven't done so yet, simply insert the mouse plug into the indicated place on the back of your computer.

Note: If WinMate is already displayed on the screen when you first plug in your mouse, be sure to exit WinMate and restart the computer before you try to use your mouse. To exit WinMate, press ALT+F and then press the x key.

If you are using a different kind of mouse, you must "set it up" and tell WinMate what kind of mouse you are using. To do this, you'll need to use the Windows Setup program. Be sure to see your Windows documentation for more information.

Making the Mouse Work

Using a mouse, you can move around on the screen by simply "pointing, clicking, and dragging."

Pointing and Clicking

You ***point*** to items on the screen by rolling the mouse around on a flat surface. The mouse pointer (an arrow) moves on the screen, showing you where you are. ***Clicking*** (pressing and quickly releasing) the left mouse button lets you move the **cursor** to where you are pointing.

Note: The cursor lets you know where you are on the screen. Sometimes it's a highlight, and sometimes it's a blinking vertical or horizontal line.

Double clicking (clicking twice in rapid succession) lets you choose the item you are pointing at.

Dragging

Dragging lets you highlight information. To do this, point to where you want to start highlighting and hold down the left mouse button. While holding down the button, move the mouse until you highlight all the information. Then, release the mouse button.

The more you practice using your mouse with WinMate, the easier it is to use. You'll see exactly how the mouse works with WinMate in the next section "Getting Around in WinMate."

We've provided a Techniques Box in this chapter that describes the basic mouse movements. Also, in the illustration that follows, you can see how to move your mouse. You'll soon discover the advantages of using a mouse with WinMate!

Techniques Box

Mouse Basics

To Point: Move the mouse along a table top until the tip of the pointer is where you want it.

To Click: Press and quickly release the left mouse button.

To Double Click: Click the left mouse button twice in rapid succession.

To Drag: Hold down the left button while moving the mouse.

Use the Mouse with Arrow Icons

Arrow icons (, , or) appear in list boxes and other appropriate places in some applications. Click on an arrow icon to move the cursor in the direction of the arrow.

Use the Mouse with Menus

1. Point to the appropriate menu on the menu bar.
2. Click the mouse button.
3. Point to the option you want to choose.
4. Double click the mouse button.

OR

1. Point to the appropriate menu on the menu bar.
2. Hold down the left mouse button, drag the mouse to open the menu, and highlight the desired option.
3. Release the mouse button.

Use the Mouse with Dialog Boxes

- Point to the desired field or button, and click.

If you click on a field that requires you to type information, the cursor appears.

If you click on a button, the button is chosen.

If you click on a box, the box is selected.

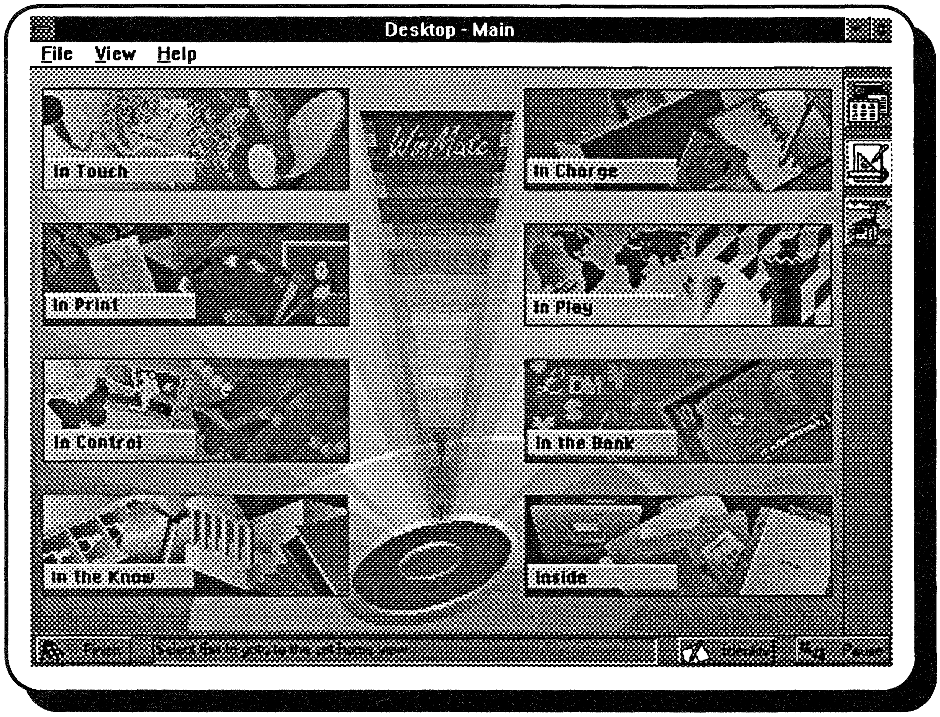
Use the Mouse to Highlight

1. Point to the place you want to begin highlighting.
2. Hold down the left mouse button, and drag the pointer to the end of the information you want to highlight.
3. Release the mouse button.

To remove the highlighting, simply click the mouse button.

Getting Around in WinMate

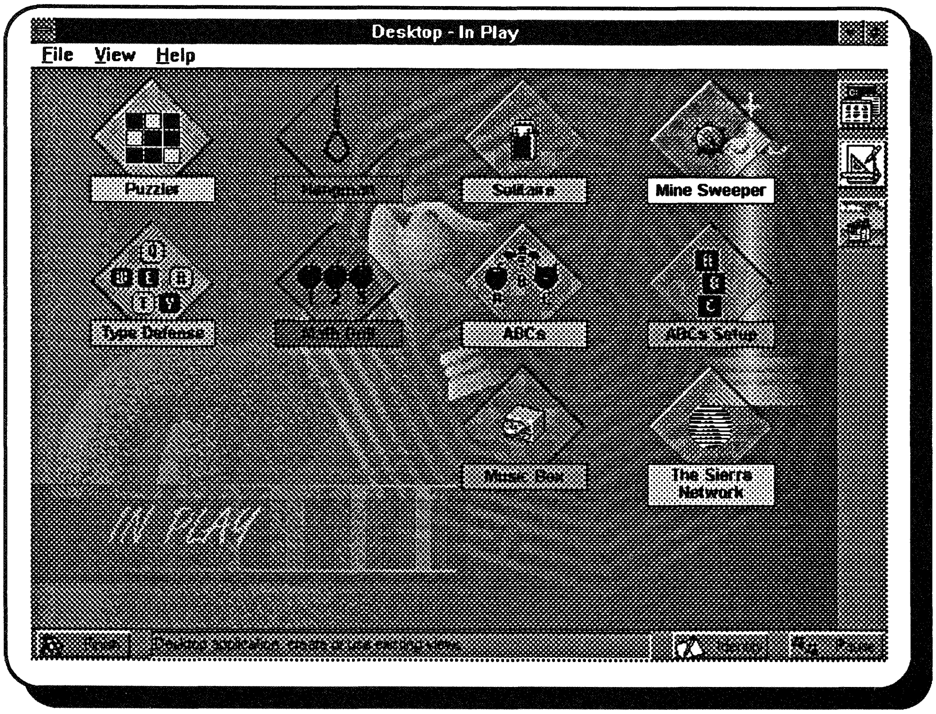
The main WinMate screen is the *desktop*. The desktop is actually a series of screens (or "views") that organizes all of your WinMate applications. Here is what the main desktop view looks like:



Opening WinMate's Doors

The boxes that you see on this main view of the desktop represent different categories of applications. Your WinMate applications are divided into categories so that you can more easily find them. These category boxes are like "doors." When you choose one of these doors by pointing to it and double clicking, you move to another desktop view. This new view gives you a screen of application icons (or possibly additional doors).

For example, if you choose the *In Play* category from the main desktop view, you will see this second view:

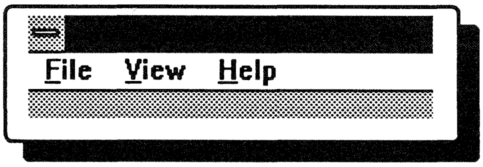


The icons on this screen represent the various applications in the category you chose. When you select an icon (by double clicking on it), the application opens and you can begin using it.

Telling WinMate What You Want To Do

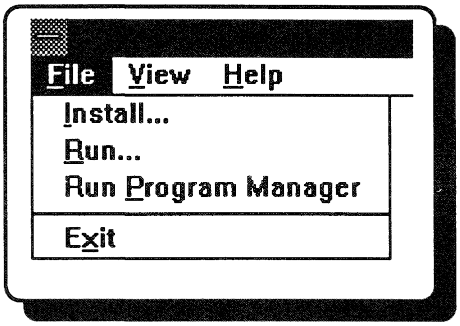
Menus

You'll notice that all your WinMate screens have a *menu bar* near the top of the screen. This menu bar displays the *menus* for that application. The menus let you give specific instructions to the application. For example, here is the menu bar from the desktop's main view.



To open a menu on this menu bar, position the mouse pointer over one of the menu names, and click. The menu opens. Here is what the File Menu looks like:

If you want to close a menu without selecting a command, simply click anywhere outside the menu box.



What you see is a list of *commands*. These commands help you complete specific tasks.

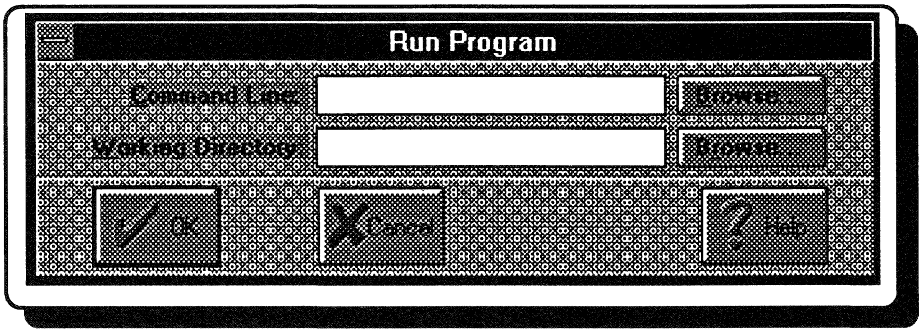
Some menu commands might be shadowed. A shadowed command is one that can't be used right now.

Selecting a command from the menu is as easy as opening the menu. Simply point to the command you want to select, and click. The command is then performed.

Dialog Boxes

Sometimes when you select a command, the application needs some additional information before performing the command. When more information is needed, a *dialog box* appears on the screen. A dialog box simply lets you give the application the additional information that it needs.

Here is an example of a dialog box. This dialog box appears when you choose the *Run* command from the File Menu shown earlier.



Moving around in a dialog box is as simple as pointing and clicking your mouse.

A cursor (or marker) shows you where you are on the screen. Sometimes the cursor is a highlight, and sometimes it appears as a blinking vertical line.

You can put different types of information into a dialog box. Some boxes, like this one, have edit fields where you type information. By pointing to the box and clicking, you move the cursor to the field so that you can begin typing.

Sometimes the dialog box might include buttons that, when you click on them, give you additional choices or information.

Sometimes you will see this arrow icon . Clicking on this icon displays a box of selections that you can choose from. To choose a selection, simply point to it and click.

If there are more selections in a box than you can see at one time, you will see these arrow icons . Clicking on one of these arrow icons will let you scroll through the additional selections in the box so that you can choose one.

You will also see checkboxes in dialog boxes. These boxes are next to options that you can choose. When you click on a checkbox, a check (or x) appears. This indicates that the option is on. To turn off (or unselect) one of these options, simply click on it again, and the mark disappears.

If you have questions about a dialog box, click on the box's *Help* button to get additional information.

When you finish adding information to a dialog box, click on *OK*. The application can then perform the command you selected from the menu.

If you want to exit a dialog box without performing the command you selected, click on *Cancel*.

Task and Navigation Bars

Task Bar

Each WinMate screen has a task bar along the right side. This bar contains icons that let you quickly choose the most common menu tasks by simply clicking on an icon.

Navigation Bar

The bar at the bottom of each WinMate screen is the navigation bar. Here is a description of its four elements:

Finish Button

This button lets you exit the current application and return to the desktop. If you click on this button from the desktop, you exit to MS-DOS.

Clue Area

This area gives you succinct information about various areas on the screen. To access this information, press SHIFT+F1. Your mouse pointer turns into a question mark. As you move this marker around the screen, the information in the clue area changes. To return to your regular mouse cursor, press ESC.

Identify Button

When you click on this button, you are given the option of signing on as a specific WinMate user.

Pause Button

Clicking on this button gives you a list of all applications currently running. You can choose to open one of these applications without closing your current application.

We've covered the basics you need to know about getting around in WinMate. Remember, if you need help, use the Help Menu that appears on the menu bar in every application.

Now you're ready to begin, and there are lots of exciting applications in the WinMate's Categories section for you to explore.

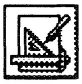
Using the Desktop

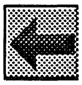
With WinMate's desktop, you can access all the various WinMate applications. In addition, you can design your own desktops so that you can access the WinMate applications you use most frequently with speed and ease.

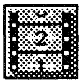
WinMate's desktop is the central point where you can access any WinMate application. WinMate's applications are organized into categories so that it is easier for you to find the applications you want to use. For example, WinMate's games are organized into a category called *In Play.*

When you first access WinMate, what you see is the desktop's main view.

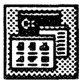
Desktop Icons

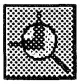

— Design icon

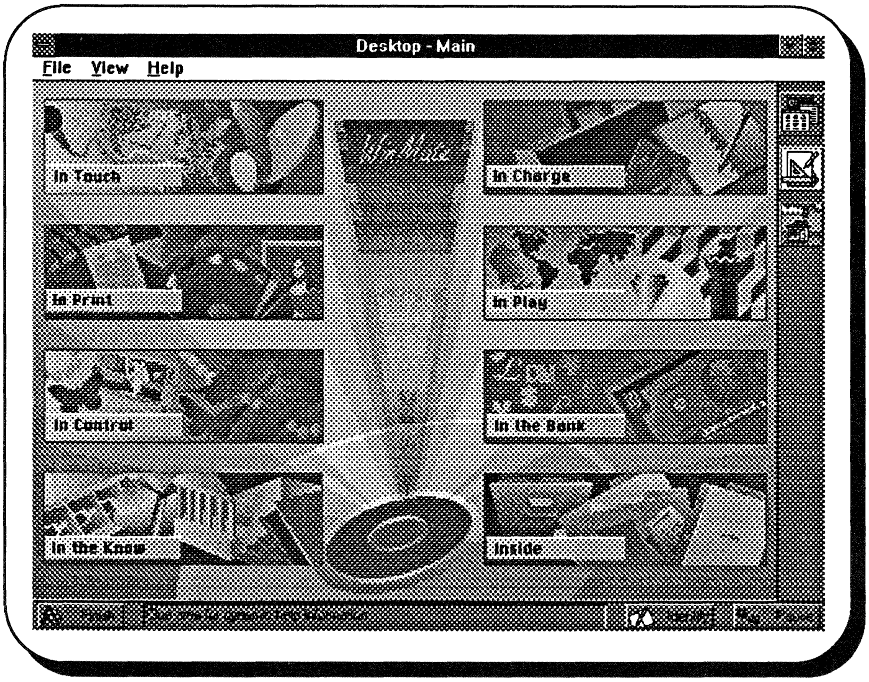

— Exit icon


— Graphics Manager icon


— GoTo icon


— Run Program Manager icon


— Zoom icon



As you can see, WinMate's categories appear on this main view. When you double click on a category (a door), another desktop view is displayed. This new view includes icons so that you can run applications. For example, here is the desktop view you see when you select the *In Charge* category.

When you use a door on the desktop to access another desktop view, you might see another door that takes you to another desktop view.

When you double click on an application icon, WinMate displays the application. For example, if you double click on the *Calendar* icon, the Calendar application is displayed.

Note: For more specific information about getting around in WinMate, be sure to see "Getting Around in WinMate."

Another feature of WinMate's desktop, is that you can customize or design your own desktop views. Using this feature, you can design your own desktop view so that you can access the desktop views or applications that you use most frequently.

In addition, you can also add interactive applications, such as WinMate's Month planner from the Calendar application. When an interactive application is on the desktop, you can add or change information in that application directly from the desktop. This way you are not required to access the application itself to keep up with these items.

Creating a Desktop View

When you create a new desktop view, you can choose an existing view as the basis for your new view.

1. From the desktop, click on the View Menu's *Create* command.

   A Graphics Manager screen appears.

2. From the list on the left side of the screen, select the desktop view you want to use as a basis for your new desktop view.
3. Click on the File Menu's *Select* command.

   OR

   Click on the Select icon.

   Now you can add, delete, or change the view so that it is customized to suit you.

Adding an Application

When you add an application to a desktop view, an icon, representing the application, appears on the desktop. Then, when you double click on that icon from the desktop, the associated application is displayed. To add an application to a desktop view:

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Add Menu's *Program* command.

   The *Program* dialog box appears.

3. At the *Command Line:* prompt, type the appropriate path, including the execute command for the application you want to add.

   Note: To search for a specific path, click on the *Command Line:* field's *Browse* button. For more information, see your Windows documentation.

4. At the *Working Directory:* prompt, type the appropriate directory path for the application you want to add.

   Note: To search for a specific path, click on the *Working Directory:* field's *Browse* button. For more information, click on *Help* in the *Find Directory* dialog box.

5. [Optional] To add a sound, click on the *Sound* button.

   The *Sound Manager* dialog box appears. For more information, click on *Help* in the *Sound Manager* dialog box.

6. [Optional] If you want to change the graphic representation for the application, click on the *Browse* button in the *Current Graphic* box.

   A Graphics Manager screen appears.

7. Select the graphic you want to display from the list on the left side of the screen.
8. Click on the File Menu's *Select* command.

   OR

   Click on the Select icon.

9. Click on *OK*.

You can now move the area where the icon will appear and size it to your liking. For more information about moving and sizing items on the desktop, see "Move an item" and "Size a desktop item" in the Desktop Quick Reference section.

Adding a Door

Doors are items you can place on the desktop that take you to another desktop view. To add a door to a desktop view:

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

   ---

2. Click on the Add Menu's *Door* command.

   A Graphics Manager screen appears.

3. Click on the door (desktop view) you want to add from the list on the left side of the screen.
4. Click on the File Menu's *Select* command.

   OR

   Click on the Select icon.

You can now move, size, or add an illustration to the door you have created. You can also add a text field to identify the desktop view you will access when you double click on the door. When you double click on this door from the desktop, the desktop view you selected will appear.

Additional Desktop Design Features

In addition to adding applications and doors to a desktop view, there are several other features that help you customize your desktop. For example, you might want to add a specific type of pattern or picture to be used as a backdrop for a desktop view. Or, you might want to change the color of the background on the desktop.

You can also draw your own items on the desktop using the options on the Tools Menu. Using the line, ellipse, and rectangle tools, you can draw your own pictures and shapes for desktop items.

For more information about adding these other items on the desktop, be sure to see the appropriate task in the Desktop Quick Reference section, or use WinMate's online help when you are using the desktop.

Desktop Quick Reference

Add a backdrop to a desktop

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Backdrop* command.
3. Click on *Add.*

   A Graphics Manager screen appears.

4. Select the backdrop you want to add from the list on the left side of the screen.
5. Click on the File Menu's *Select* command to return to the design screen.

   OR

   Click on the Select icon to return to the design screen.

Add a door

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Add Menu's *Door* command.

   A Graphics Manager screen appears.

3. Select the view you want to go to from the list on the left side of the screen.
4. Click on the File Menu's *Select* command to return to the design screen.

   OR

   Click on the Select icon.

Add an animation item

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Add Menu's *Animation* command.
3. At the *Animation:* prompt, type the name of the animation file you want to select.

   Note: To search for a specific path, click on the *Animation:* field's *Browse* button. For more information, see your Windows documentation.

4. [Optional] Click on the *Preview* button to see a preview of the animation.
5. Click on *OK.*

   Note: There are some sample animations provided on your compact data disc, courtesy of AUTODESK™, Inc. For more information on AUTODESK's Multimedia products, call 1-800-879-4233.

Add an application to a desktop

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Add Menu's *Program* command.

   The *Program* dialog box appears.

3. At the *Command Line:* prompt, type the appropriate path, including the execute command, for the application you want to add.

   Note: To search for a specific path, click on the *Command Line:* field's *Browse* button. For more information, see your Windows documentation.

4. At the *Working Directory:* prompt, type the appropriate directory path for the application you want to add.

   Note: To search for a specific path, click on the *Working Directory:* field's *Browse* button. For more information, click on *Help* in the *Find Directory* dialog box.

5. [Optional] To add a sound, click on the *Sound* button.

   The *Sound Manager* dialog box appears. For more information, click on *Help* in the *Sound Manager* dialog box.

6. [Optional] If you want to change the graphic representation for the application, click on the *Browse* button in the *Current Graphic* box.

   A Graphics Manager screen appears.

7. Select the graphic you want to display from the list on the left side of the screen.
8. Click on the File Menu's *Select* command.

   OR

   Click on the Select icon.

9. Click on *OK.*

Add an illustration

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Add Menu's *Illustration* command.

   A Graphics Manager screen appears.

3. Select the illustration you want to add from the list on the left side of the screen.

4. Click on the File Menu's *Select* command.

   OR

   Click on the Select icon.

Add text on a desktop view

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Text* command to check it.

3. Using the mouse cursor, point to the place on the design screen where you want to begin typing, and, pressing the left mouse button, drag the box to create the size text field you want.

   The *Text Properties* dialog box appears.

4. At the *Text:* prompt, type the text you want to appear on the desktop.

5. [Optional] If you want the text to appear on a single line, check the *Single Line* option.

6. If necessary, at the *Vertical Justification* box, choose the appropriate option.

7. At the *Horizontal Justification* box, choose the appropriate option.

8. [Optional] If you want to change the text font, click on the *Fonts* button.

   The *Font* dialog box appears.

   For more information about this dialog box, see your Windows documentation.

9. Click on *OK*.

Align items together

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Select* command.

3. Select the objects on the desktop that you want to group together.

4. Click on the Edit Menu's *Group* command.

5. Click on the *Align* command.

   The *Align* dialog box appears.

6. Select the desired alignment.

7. Click on *OK*.

Break a group

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Select* command.

3. Select the group of objects you want to break up.

   Note: To select more than one item, press the mouse button, drag the select box around the items you want to select, and then release the mouse button.

4. Click on the Edit Menu's *Group* command.

5. Click on the *Break group* command.

Change the background color

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Background color* command.

   The *Color* dialog box is displayed.

3. At the *Basic Colors:* or *Custom Colors:* prompt, select the color you want to use for the desktop's screen color.

4. [Optional] At the *Hue:* prompt, highlight the current number, and then type the desired setting.

   Note: Hue is where the color appears along the color spectrum, For example, purple is between blue and red.

5. [Optional] At the *Sat:* prompt, highlight the current number, and then type the desired setting.

   Note: The saturation (Sat) is the purity of a color's hue, moving to the pure color from gray.

6. At the *Lum:* prompt, highlight the current number, and then type the desired setting.

Note: Luminosity (Lum) determines the brightness of a color on a scale from black to white.

7. [Optional] At the *Red:* prompt, highlight the current number, and then type the number for the amount of red you want in the color.

   Note: The lower the number, the lower the amount of red that appears in the color.

8. [Optional] At the *Green:* prompt, highlight the current number, and then type the number for the amount of green you want in the color.

   Note: The lower the number, the lower the amount of green that appears in the color.

9. [Optional] At the *Blue:* prompt, highlight the current number, and then type the number for the amount of blue you want in the color.

   Note: The lower the number, the lower the amount of blue that appears in the color.

10. If you want to add the color to your list of custom colors, click on the *Add to Custom Colors* button.

11. Click on *OK*.

Change the home view

1. From the desktop, display the view you want to select as the home view.

   Note: The home view is the desktop view that appears when you first access WinMate.

2. Click on the View Menu's *Home View* command.

3. Click on the *Set* command.

Change the selected item's properties

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Select the item you want to change.

3. Click on the Edit Menu's *Properties* command.

   A dialog box appears so that you can change the properties for the selected item.

   For more information, click on *Help* in the dialog box that appears.

Change to a specific desktop view

1. From the desktop, click on the View Menu's *Change* command.

   A Graphics Manager screen appears.

2. Select the desired desktop view from the list on the left side of the screen.

3. Click on the File Menu's *Select* command.

   OR

   Click on the Select icon.

Copy information

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Highlight or select the information you want to copy.

3. Click on the Edit Menu's *Copy* command.

Create a new desktop view

1. From the desktop, click on the View Menu's *Create* command.

   A Graphics Manager screen appears.

2. From the list on the left side of the screen, select the desktop view you want to use as a basis for your new desktop view.

3. Click on the File Menu's *Select* command.

   OR

   Click on the Select icon.

Delete a desktop item

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Choose the Tools Menu's *Select* command.

3. Select the item on the desktop you want to delete.

4. Click on the Edit Menu's *Cut* command.

Display a monthly calendar

1. Be sure the design screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Add Menu's *Month* command.

   A monthly calendar appears on the design screen. You can move and size this item just as you would other desktop items.

Display the design screen

- From the desktop, click on the Design icon.

  OR

  From the desktop, click on the View Menu's *Design* command.

Draw items on the desktop

To draw lines on the desktop:

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.
2. Click on the Tools Menu's *Line* command.
3. Move the mouse cursor to the place where you want to begin drawing the line.
4. Press the mouse button and drag the mouse to draw the line to the desired length, and then release the mouse button.

To draw a rectangle:

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.
2. Click on the Tools Menu's *Rectangle* command.
3. Move the mouse cursor to the place where you want to begin drawing a rectangle.
4. Press the mouse button and drag the mouse to draw the rectangle to the desired size, and then release the mouse button.

To draw an ellipse:

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.
2. Click on the Tools Menu's *Ellipse* command.
3. Move the mouse cursor to the place where you want to begin drawing the ellipse.
4. Press the mouse button and drag the mouse to draw the ellipse to the desired size, and then release the mouse button.

Exit Desktop

1. From the desktop, click on the File Menu's *Exit* command.

   OR

   Click on the *Finish* icon.

   If you have changed any desktop information, the *Desktop* dialog box appears. Continue with Step 2.

   If no changes have been made to the desktop, the system prompt appears.
2. Click on the appropriate button.

Go to the home view

1. From the desktop, click on the View Menu's *Home View* command.
2. Click on the *Go To* command.

   OR

   Click on the Go To icon.

Install another program

1. From the desktop, click on the File Menu's *Install* command.

   The *Install* dialog box appears.
2. At the *Install Program:* field, type the appropriate drive designation and setup or install command. (For example, if the program you want to install is located in Drive A: and the installation command is setup, type *a:setup*.)

   Note: To search for a specific path, click on the *Install Program* field's *Browse* button. For more information, see your Windows documentation.
3. Click on *OK*.
4. Follow the prompts on the screen to install the program.

Make a group

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.
2. Click on the Tools Menu's *Select* command.
3. Select the items you want to group together by dragging the select box around them.

   Note: To select more than one item, press the mouse button, drag the select box around the items you want to select, and then release the mouse button.
4. Click on the Edit Menu's *Group* command.
5. Click on the *Make group* command.

Move an item

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Select* command.
3. Click on the item you want to move.
4. Position the mouse cursor inside of the item you want to move, and drag it to the desired location.

To move an item on top of another object:

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Select* command.
3. Click on the item you want to move.
4. Click on the Edit Menu's *Move to Top* command.

To move an object under another object:

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Select* command.
3. Click on the item you want to move.
4. Click on the Edit Menu's *Move to Bottom* command.

Reinsert information

To reinsert (paste) Clipboard information on the current desktop view:

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Edit Menu's *Paste* command.

   The Clipboard information is reinserted on the desktop view.

To reinsert (paste) Clipboard information on another desktop view:

1. Use the View Menu's *Change* command (on the desktop) to display the desktop view where you want to place the information.
2. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

3. Click on the Edit Menu's *Paste* command.

   The Clipboard information is placed on the desktop view.

To reinsert (paste) Clipboard information into another application:

1. Display the desired file in the appropriate application, using that application's *Open* command.
2. Place the cursor where you want to insert the Clipboard information.
3. Click on the Edit Menu's *Paste* command.

   The Clipboard information is inserted at the cursor location or replaces the information you highlighted.

Remove a backdrop from a desktop

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Backdrop* command.
3. Click on the *Remove* command.

Remove information

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Highlight or select the information you want to remove.
3. Click on the Edit Menu's *Cut* command.

   The highlighted information is removed from the desktop view.

Return to the design screen

- From the zoom screen, click on the File Menu's *Exit* command.

  OR

  Click on the Exit icon.

Return to the desktop

- From the design screen, click on the File Menu's *Exit* command.

OR

Click on the Exit icon.

Run an application

To run an application from an icon:

- From the desktop, double click on the icon for the application you want to open.

To run an application from the File Menu:

1. From the desktop, click on the File Menu's *Run* command.

   The *Run Program* dialog box appears.

2. At the *Command Line:* prompt, type the filename for the program you want to run.

   Note: To search for a specific path, click on the *Command Line:* field's *Browse* button. For more information, see your Windows documentation.

3. If necessary, at the *Working Directory:* prompt, type the path (including the directories) for the program you want to run.

   Note: To search for a specific path, click on the *Working Directory:* field's *Browse* button. For more information, click on the *Help* button in the *Find Directory* dialog box.

4. Click on *OK*.

Run Program Manager

- From the desktop, choose the File Menu's *Run Program Manager* command.

  OR

  Click on the Run Program Manager icon.

  The Windows Program Manager appears on the screen.

Select items on the desktop layout

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Select* command.
3. Click on the item you want to select.

   Note: To select more than one item, press the mouse button, drag the select box around the items you want to select, and then release the mouse button.

Set home view to none

1. From the desktop, choose the View Menu's *Home View* command.
2. Click on the *None* command.

Size a desktop item

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Select* command.
3. Select the item you want to size.
4. Using the mouse, point to the handle you want to use to size the selected item.
5. Drag the mouse to adjust the item to the desired size.
6. Release the mouse button.

Specify the home view

1. From the desktop, display the view you want to select as the home view.

   Note: Use the View Menu's *Change* command to select the view you want.

2. Click on the View Menu's *Home View* command.
3. Click on the *Set* command.

Zoom in on an item

1. Be sure the design (or zoom) screen is displayed.

   Note: To display the design screen, simply click on the View Menu's *Design* command, or click on the Design icon.

2. Click on the Tools Menu's *Select* command.
3. Select the item(s) you want to zoom in on.
4. Click on the Edit Menu's *Group* command.
5. Click on the *Zoom* command.

   OR

   Click on the Zoom icon.

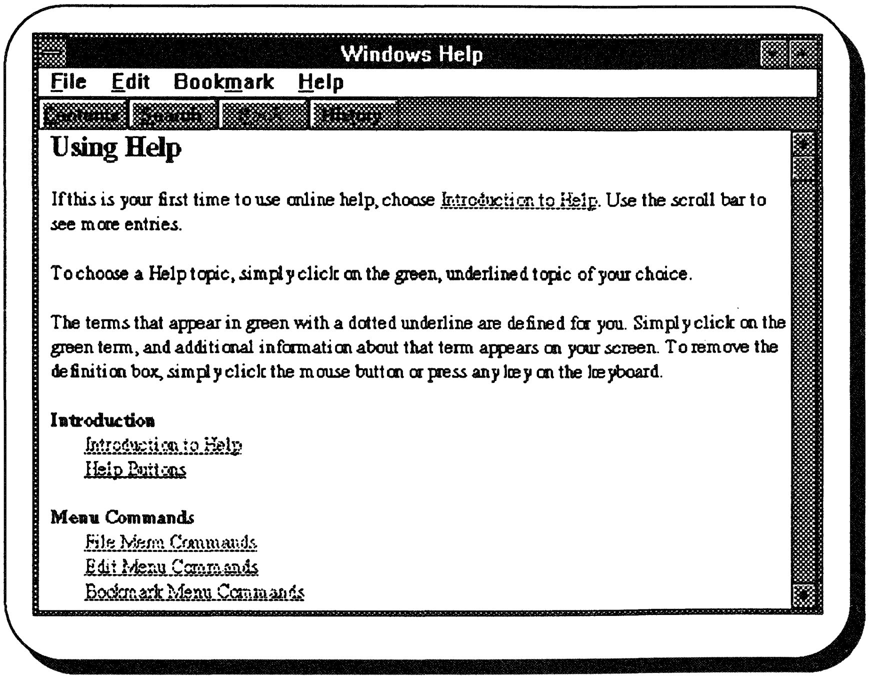
Getting Help

Although WinMate is easy to use, you might occasionally need more specific information while you're in the middle of a certain task. WinMate's online Help is a quick way to find information about any task or menu command. The Help system is built into the software and can be accessed from any application while you're completing any task.

You can get help in an application by pressing the F1 key or by choosing a command from the Help Menu. Or, if you're completing information in a dialog box and you need some extra help, just choose the *Help* button in the dialog box.

When you access Help, you will see a screen similar to the one below.

To get specific help on an area of the screen, you can press SHIFT+F1. Your mouse marker becomes a question mark. You can then move the marker around the screen and click on a specific area. You are taken directly into the most pertinent help information for that particular area of the screen.



You can use the scroll bar on the right side of the Help window to display additional information. Simply click on the up or down arrow icon to scroll through the text.

See those underlined topics that appear green on your screen? When you click on those topics, WinMate displays step by step information for the task or topic you chose.

As you read through some Help topics, you might see specific words or phrases that appear in green with a dotted underline. When you click on these terms, WinMate displays a brief definition or additional information related to the task you are completing. When you're through reading the definition, simply press any key or click the mouse button to remove the definition box and return to the current Help topic.

When you're through using Help, simply choose the File Menu's *Exit* command, or double click on the Control Menu icon.

About the Help Menu

Each application has a Help Menu that appears as the last menu on the menu bar. When you choose a command from the Help Menu, WinMate displays specific information related to that command. The commands available on this menu include:

Contents — Displays a contents page for the current application.

Keyboard — Displays keyboard accelerator keys you can use with the current application.

Menu Commands — Displays a list of topics so that you can get quick information about a specific menu command.

Tasks and Topics — Displays a list of tasks and topics for the current application.

Using Help — Displays information about how to use WinMate's online Help system.

Tutorial — Displays an interactive tutorial for the current application.

About — Displays copyright and version number information for the current application.

Note: Some of these commands will not be available in each application.

Getting Around in Help

The four buttons that appear just below the menu bar in the Help window allow you to get around in Help. In addition to helping you find just the right information for the task you want to complete, these buttons make it easy for you to return to the application's contents page or return to a previously viewed topic.

Contents — Displays the contents for the current Help file.

Search — Displays the *Search* dialog box so that you can find a Help topic using keywords or phrases. For more information about using the Search button, see "Search for a specific topic" in the Help Quick Reference section.

Back — Backs you up through the topics you have already displayed.

History — Displays the *History* dialog box that contains a list of the Help topics you have already viewed. The most recent Help topic appears first in the list.

Sizing the Help Window

One feature of online Help is that you can keep the Help window displayed on the screen while you are working in your application. However, you might find that it is useful to resize the window so that you can see more of the application screen you are using. To adjust the size of the help window:

1. Move the mouse pointer to the edge of the window so that the cursor changes to a double arrow.
2. Drag the mouse to adjust the window to the desired size.

Note: You might also want to resize the application's window using the same method.

Now you can click on the application window to return to the application and still see the information in the Help window.

Note: Remember, you can always use the File Menu's *Print Topic* command, in the Help window, to print the current Help topic. For more information about printing Help topics, see "Print the current Help topic" in the Help Quick Reference section.

Advanced Help Features

As you use Help to complete specific tasks in WinMate, you might want to add your own notes to a Help topic. With the Edit Menu's *Annotate* command, you can add your own notes to the current Help topic. When you use this feature, WinMate places a paperclip icon at the title of the topic. Then, you can click on the paperclip icon to display your note the next time you view the topic.

The bookmark feature in online Help lets you mark your place at a particular Help topic. Using the Bookmark Menu's *Define* command, you can place a bookmark on the current topic. Then, when you access Help again in the current application, you can use the Bookmark Menu to locate the topic you marked.

For more specific information about the annotate and bookmark features, be sure to see the appropriate topics in the Help Quick Reference section.

Tutorials

Another help feature is WinMate's online tutorials. These tutorials, which are provided for several applications, will help you learn the basics that you'll need when using the applications.

You can get to these tutorials in two ways:

- From the desktop, choose the *In the Know* category and then double click on the WinMate Tutorial icon.

  OR

- From within an application, choose the Help Menu's *Tutorial* command. (If your current application does not have a tutorial, there will not be a command on the Help Menu.)

Help Quick Reference

Annotate a Help topic

1. Choose the Edit Menu's *Annotate* command.
2. At the *Annotation:* box, type the note you want to add to the current Help topic.
3. Choose *Save.*

Back up through topics

- Click on the *Back* button at the top of the Help screen.

Change an annotation

1. Click on the paperclip icon beside the current Help topic's title.

   OR

   Click on the Edit Menu's *Annotate* command.
2. If necessary, click on the up or down arrow icon to scroll through the note and make the appropriate changes.
3. Click on *Save.*

Copy Help information

1. Click on the Edit Menu's *Copy* command.
2. Highlight the text from the current Help topic that you want to copy.
3. Click on *Copy.*

Define a bookmark

1. Click on the Bookmark Menu's *Define* command.
2. If necessary, at the *Bookmark Name:* prompt, type the title of the Help topic you want to mark.
3. Click on *OK.*

Delete a bookmark

1. Click on the Bookmark Menu's *Define* command.
2. In the list box below the *Bookmark Name:* field, select the Help topic you want to delete from the bookmark list.
3. Click on *Delete.*
4. Click on *OK.*

Delete an annotation

1. Click on the paperclip icon beside the current Help topic's title.

   OR

   Click on the Edit Menu's *Annotate* command.
2. Click on *Delete.*

Display a list of topics already viewed

1. Click on the *History* button at the top of the Help screen.
2. Double click on the Help topic you want to display.

   Note: To close the *History* dialog box, double click on the Control Menu icon in the upper left corner of the dialog box.

Display the contents

- Click on the *Contents* button at the top of the Help screen.

Exit Help

- Click on the File Menu's *Exit* command.

Go to a specific bookmark

- At the Bookmark Menu, click on the Help topic you want to go to.

Keep Help on top of other screens

- Click on the Help Menu's *Always on Top* command.

When you are ready to turn off the *Always on Top* feature, simply click on the Help Menu's *Always on Top* command again to remove the checkmark.

Move around in Help

- Click on one of the *Help* buttons at the top of the Help screen, or click on one of the green terms or topics.

Open another Help file

1. Click on the File Menu's *Open* command.

2. At the *File Name:* prompt, type the name of the Help file you want to open.

   OR

   Click on the filename in the list box below the *File Name:* prompt.

   Note: If you need to change to a different directory, click on the appropriate directory in the *Directories:* list box.

3. Click on *OK.*

Print the current Help topic

- Click on the File Menu's *Print Topic* command.

Read an annotation

1. Click on the paperclip icon beside the current Help topic's title.

   OR

   Click on the Edit Menu's *Annotate* command.

2. Scroll through the *Annotation:* box to read your note.

3. Click on *Cancel.*

Search for a specific topic

1. Click on the *Search* button at the top of the Help screen.

2. In the first blank field, type a keyword or phrase that relates to the topic you're looking for.

   OR

   Highlight a keyword or phrase that appears in the list.

3. Click on *Show Topics.*

4. Highlight the topic you want to see.

5. Click on *Go To.*

Scroll through a Help topic

- Click on the up or down arrow icon on the right side of the Help screen.

Using WinMate with Microsoft Works

Using WinMate and Microsoft Works, you can combine the power of Works with the "home" innovations of WinMate.

WinMate and Microsoft Works have teamed up to provide you with some new and innovative ways to use Microsoft Works' databases and spreadsheets. Using the pre-designed Microsoft Works templates that come with WinMate, you can sail through everyday tasks such as organizing your addresses and phone numbers, keeping your checkbook, and tracking such things as your investments, household purchases, and collections.

Although these templates are part of Works, you run them directly from WinMate's desktop.

When you choose an application from a category on the desktop that is a template, you go directly into Works, and the appropriate template screen is displayed. You then have full access to all the features of Works.

Getting Started with Works

Most of the templates are very easy to use, and this chapter gives you some very basic information about using Works. If you need additional information, check the Works documentation that came with WinMate. Also, be sure to use the Works Help Menu if you have questions about specific menus or commands.

Accessing aTemplate

The templates are in the *In Control* and *In the Bank* categories. To run a template, choose one of these categories and then double click on a specific template icon.

The *Other Templates* icon gives you a list of additional templates. Scroll through the list, click on a specific template, and click on *OK*.

When you choose a template and it appears on the screen, you can use File Menu's *Open Existing File* command to open a specific template file if you have more than one.

Working with Templates

A template is created in Works as one of three types:

database template (.wdb)

worksheet template (.wks)

word processing template (.wps)

You will find specific information in your Works documentation on how these different types of templates work.

The following explanation gives you a basic look at how to use these different types of templates.

Database Templates (.WDB)

If you are using a database template, you need to know how to add records and scroll through your records.

Adding New Records

If you are entering information on the first record in your template, simply enter the information on the blank template, pressing TAB or SHIFT+TAB to move between fields. When you finish the last field, press TAB again. The next blank record automatically appears.

If you have already entered records in the template, you can click on the button in the lower, left corner of the screen to display the first available blank record at the end of the file.

Scrolling Through the Records

The buttons in the lower, left corner of the screen let you move through the records in your template file.

- Press or to see the next record in the indicated direction.
- Press to display the first record in the file.
- Press to display the first available blank record at the end of the file.

As you scroll through the records, the number of the current record appears on the lower, right portion of the screen.

Worksheet Templates (.WKS)

If you are using a worksheet template, you will be able to add numerical information in specific fields. Follow the directions in each template. When you enter numerical information and then press ENTER or an arrow key, Works automatically makes the necessary calculations for you.

Word Processing Templates (.WPS)

A word processing template lets you type information into a document as you would in any word processing program. The menu commands give you access to such tasks as setting margins, editing your text, searching and replacing text, formatting your document, plus much more.

Creating New Templates

Using the Works templates that you find throughout WinMate will probably give you some ideas for templates that you can create. Remember, the Works program is easily available to you through WinMate.

To access the program itself so that you can create your own templates, choose the Works icon in the Inside category.

You'll soon be putting your creative ideas to work with Works!

WinMate's Categories

WinMate's many applications are grouped into categories on the desktop. This makes it easy to find the applications that you want to use.

WinMate provides you with not only its own original applications, but also access to Microsoft Windows and Microsoft Works. But, you don't need to remember whether an application is in WinMate, Windows, or Works, because when you choose an application from WinMate's desktop, you go directly into that application, regardless of which program it's in.

Using the Chapters in this Section

The WinMate's Categories section is divided into the main desktop categories. Each category includes an introductory page that explains the type of applications you will find in the category. This page also lists the applications available in that category, giving a short description of each. The italicized information at the end of each description tells you where to find documentation for that specific application.

Because WinMate is made up of applications from WinMate, Windows, and Works, your WinMate manual does not include instructions for all the applications that are available to you. The italicized information at the end of each application's description directs you to one of the following sources:

Specific WinMate application chapter — If the application is a WinMate application, you are directed to the specific chapter in this manual.

Using WinMate with Microsoft Works — If the application is actually a Works form, you are directed to the "Using WinMate with Microsoft Works" chapter in the WinMate Basics section. This chapter gives you basic information about Works and how to use it. If you need more specific information, refer to your Works documentation that came with WinMate, or use the Help Menu available in Works.

Windows documentation — If the application is a Windows application, you are directed to refer to the Windows documentation that came with WinMate. You can also use the Help Menu available in Windows.

In Charge

WinMate's *In Charge* category contains applications that help you keep your life organized.

Business Address Book — Keeps track of addresses and phone numbers for your business clients or associates. (*See the Using WinMate with Microsoft Works chapter in the WinMate Basics section.)*

Calendar — Keeps scheduled events, plus lots of extras like a things-to-do list, people to call list, and more. *(See the Calendar chapter in this category.)*

Clock — Displays the current time. *(See your Windows documentation.)*

Micro Kitchen Light — Provides a computerized version of the Betty Crocker Cookbook. (*See the Betty Crocker manual that came with WinMate.*)

Diary — Helps you keep a daily journal. *(See the Diary chapter in this category.)*

Personal Address Book — Keeps track of addresses and phone numbers for your family and friends. (*See the Using WinMate with Microsoft Works chapter in the WinMate Basics section.)*

Phone Book Reader — Lets you access the large directory of 800 telephone numbers stored on CD-ROM. *(See the Phone Book Reader chapter in this category.)*

Travel Planner — Helps you plan your trips, itinerary, expenses, and more. *(See the Travel Planner chapter in this category.)*

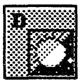
Calendar

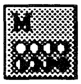
With the Calendar application, you have your own electronic scheduler to keep track of people you need to call, things you need to do, events you have scheduled, and other calendar tasks.

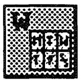
Use the desktop's *In Charge* category to access the Calendar application.

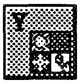
When you open the Calendar application, this is what you see:

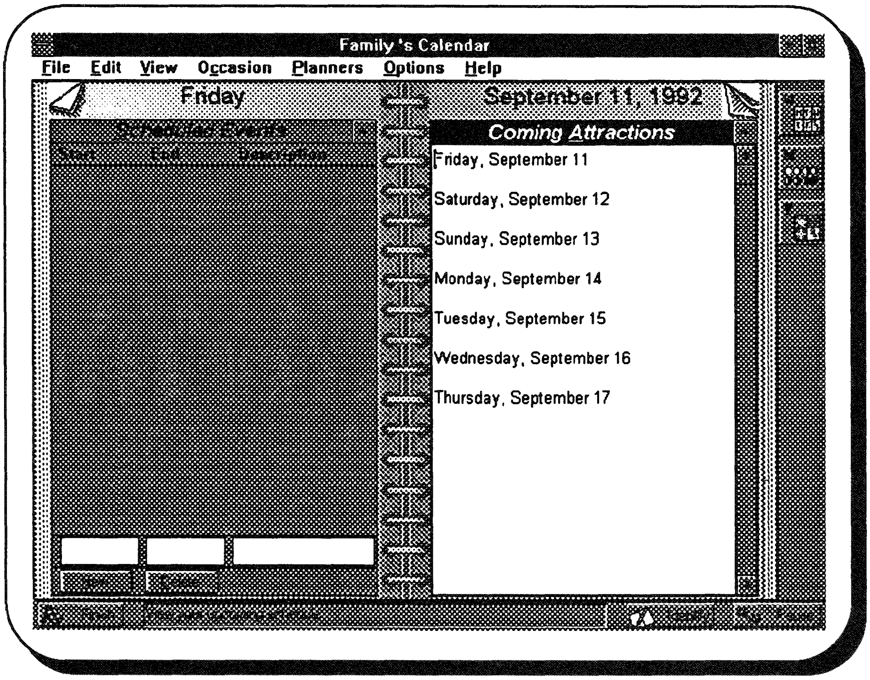
Calendar Icons


— Daily icon


— Monthly icon


— Weekly icon


— Yearly icon



Calendar provides a quick and easy way for you to keep up with schedules, dates you want to remember (such as birthdays and anniversaries), and other task information you might want to keep with your calendar.

WinMate's Calendar is designed like a time management "book" you might carry with you to keep abreast of your activities and scheduled events. Like most calendars that are available, you can design your electronic Calendar so that you can organize task and schedule information to best suit your needs.

Switching Calendar Views

WinMate provides you with individual calendars. When different users are specified in the Profiler application, WinMate also provides a calendar for each user. When you access the Calendar application, the calendar you see is determined by the currently signed on WinMate user.

When you open the Calendar application, the daily calendar view is displayed. You might, however, want to view a weekly, monthly or yearly calendar on different occasions. For example, to change to the weekly calendar view:

- Click on the View Menu's *Weekly* command.

That's all there is to it! If you want to change to another view, simply click on the appropriate command listed on the View Menu.

Calendar's Task Planners

When you first see your Calendar application, you can see the *Scheduled Events* and *Coming Attractions* planners on your screen. These are a couple of the task items available in this application.

The *Scheduled Events* planner can be used to enter and display scheduled activities you have planned. For example, maybe you have a dinner appointment scheduled from 7:00 p.m. to 9:00 p.m. You could enter this information into the *Scheduled Events* planner as a reminder.

The *Coming Attractions* planner lets you see a brief description of things you have planned in the next few days. That way, you can quickly look ahead at your scheduled activities.

Other task planners available in the Calendar application include:

Daily Notes — A place for you to jot quick reminders for the current day.

People to Call — A list you can use so that you'll remember to give specific people a call during the day.

Things to Do — The list that everyone uses to remember those tasks that need to be done each day.

Displaying Calendar's Task Items

You can pick and choose which task items you want to display on your calendar. To see how it's done, display the *People to Call* planner.

- Click on the Planners Menu's *People to Call* command.

If you want to display another task planner on your calendar, simply choose the one you want to display from the Planners Menu.

Adding Information in a Task Item

Once you have a task area displayed on your screen, it's easy to add the information you need. For now, let's add some information in the *People to Call* area you just displayed on your screen.

1. Click on the maximize icon on the *People to Call* area.

   Note: This step is optional. You can still work with the *People to Call* task planner without enlarging it on your screen.

2. If necessary, click on the *New* button.

   The cursor appears in the description field.

3. In the first field, type a reminder message about someone you want to call.
4. In the next field, type the phone number for the person you want to call.
5. Click on the *New* button again to display the message on the screen.
6. When you're ready to reduce the *People to Call* area, click on the minimize icon on the *People to Call* window.

For more information about the other task items in Calendar, be sure to see the Calendar Quick Reference section in this chapter.

Adding an Annual Occasion

Many folks like to keep birthdays and anniversaries marked on their calendar so that they can remember to pick up that special gift or card. To add an annual occasion in Calendar:

1. Click on the Occasion Menu's *Add* command.

   The *Add Annual Occasion* dialog box appears.

2. At the *Date:* prompt, type the date for the occasion (birthday, anniversary, and so on).
3. At the *Description:* prompt, type a brief description of the occasion.
4. Click on *OK*.

   The occasion you have entered appears in the *Coming Attractions* planner on your Calendar.

Calendar Quick Reference

Add an annual occasion

1. Click on the Occasion Menu's *Add* command.

   The *Add Annual Occasion* dialog box appears.

2. At the *Date:* prompt, type the date for the occasion.
3. At the *Description:* prompt, type a brief description of the occasion (birthday, anniversary, and so on).
4. Click on *OK*.

Add notes to Daily Notes

1. Be sure the *Daily Notes* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *Daily Notes* area.
3. If necessary, click on the screen where you want to add the information, and type the information.
4. If necessary, click on the minimize icon to reduce the size of the *Daily Notes* area.

Add scheduled events

1. Be sure the *Scheduled Events* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *Scheduled Events* area.
3. At the start time field, type the beginning time for your scheduled event.
4. At the end time field, type the ending time for your scheduled event.
5. At the description field, type a brief description for the scheduled event.
6. Click on *New*.
7. If necessary, click on the minimize icon to reduce the size of the *Scheduled Events* area.

Add to the People to Call list

1. Be sure the *People to Call* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *People to Call* area.
3. If necessary, click on *New* to move the cursor to the edit field.
4. At the first description field, type the information about the person you want to call.
5. At the next field, type the phone number for the person you need to call.
6. Click on *New*.
7. If necessary, click on the minimize icon to reduce the size of the *People to Call* area.

Add to the Things to Do list

1. Be sure the *Things to Do* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *Things to Do* area.
3. If necessary, click on *New* to move the cursor to the edit field.
4. At the description field, type a description of the task you want to accomplish.
5. Click on *New*.
6. If necessary, click on the minimize icon to reduce the size of the *Things to Do* area.

Change an annual occasion

1. Click on the Occasion Menu's *Change* command.

   The *Change Occasion* dialog box appears.

2. At the *Occasions* box, highlight the annual occasion you want to change.
3. At the *Description:* field, type the new information.
4. Click on *OK*.

Change notes in Daily Notes

1. Be sure the *Daily Notes* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *Daily Notes* area.
3. Highlight the information you want to change, and type the new information.

4. If necessary, click on the minimize icon to reduce the size of the *Daily Notes* area.

Change Scheduled Events

1. Be sure the *Scheduled Events* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *Scheduled Events* area.
3. Click on the event you want to change.
4. At the start time field, retype the beginning time for your scheduled event.
5. At the end time field, retype the ending time for your scheduled event.
6. At the description field, retype a brief description for the scheduled event.
7. Click on *New*.
8. If necessary, click on the minimize icon to reduce the size of the *Scheduled Events* area.

Change the number of days

Use this option to change the number of days you want to appear in the *Coming Attractions* area.

1. Click on the Options Menu's *Number of Days* command.
2. At the *Enter Number of Days* prompt, type the number of days you want to appear in the *Coming Attractions* area.
3. Click on *OK*.

Change the People to Call list

1. Be sure the *People to Call* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *People to Call* area.
3. Click on the item you want to change.
4. At the description field, retype the new information you want to add.
5. At the next field, retype the phone number for the person you need to call.
6. Click on *New*.
7. If necessary, click on the minimize icon to reduce the size of the *People to Call* area.

Change the Things to Do list

1. Be sure the *Things to Do* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *Things to Do* area.
3. Click on the item you want to change.
4. At the description field, type a description of the task you want to accomplish.
5. Click on *New*.
6. If necessary, click on the minimize icon to reduce the size of the *Things to Do* area.

Close the Coming Attractions area

- Click on the Planners Menu's *Coming Attractions* command to uncheck it.

Close the Daily Notes area

- Click on the Planners Menu's *Daily Notes* command to uncheck it.

Close the People to Call area

- Click on the Planners Menu's *People to Call* command to uncheck it.

Close the Scheduled Events area

- Click on the Planner Menu's *Scheduled Events* command to uncheck it.

Close the Things to Do area

- Click on the Planners Menu's *Things to Do* command to uncheck it.

Copy information

1. Highlight the information you want to copy.
2. Click on the Edit Menu's *Copy* command.

   The highlighted information is copied to the Clipboard.

Delete an annual occasion

1. Click on the Occasion Menu's *Delete* command.

   The *Delete Occasion* dialog box appears.
2. At the *Occasions* box, highlight the annual occasion you want to delete.

3. Click on *Delete Occasion.*

Delete from the People to Call list

1. Be sure the *People to Call* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *People to Call* area.
3. Click on the item you want to delete.
4. Click on *Delete.*
5. If necessary, click on the minimize icon to reduce the size of the *People to Call* area.

Delete from the Things to Do list

1. Be sure the *Things to Do* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *Things to Do* area.
3. Click on the item you want to delete.
4. Click on *Delete.*
5. If necessary, click on the minimize icon to reduce the size of the *Things to Do* area.

Delete notes from Daily Notes

1. Be sure the *Daily Notes* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *Daily Notes* area.
3. Highlight the information you want to delete.
4. Press the DELETE key on your keyboard.
5. If necessary, click on the minimize icon to reduce the size of the *Daily Notes* area.

Delete Scheduled Events

1. Be sure the *Scheduled Events* planner is displayed on the calendar.
2. [Optional] Click on the maximize icon to display a larger *Scheduled Events* area.
3. Click on the event you want to delete.
4. Click on *Delete.*
5. If necessary, click on the minimize icon to reduce the size of the *Scheduled Events* area.

Display a daily calendar

- Click on the View Menu's *Daily* command.

  OR

  Click on the Daily icon.

Display a monthly calendar

- Click on the View Menu's *Monthly* command.

  OR

  Click on the Monthly icon.

Display a weekly calendar

- Click on the View Menu's *Weekly* command.

  OR

  Click on the Weekly icon.

Display a yearly calendar

- Click on the View Menu's *Yearly* command.

  OR

  Click on the Yearly icon.

Display Coming Attractions area

- Click on the Planners Menu's *Coming Attractions* command.

Display Daily Notes area

- Click on the Planners Menu's *Daily Notes* command.

Display People to Call area

- Click on the Planners Menu's *People to Call* command.

Display Scheduled Events area

- Click on the Planners Menu's *Scheduled Events* command.

Display the current week's daily notes

- Click on the Planners Menu's *Daily Notes* command.

Display the current week's events

- Click on the Planners Menu's *Weekly Events* command.

Display Things to Do area

- Click on the Planners Menu's *Things to Do* command.

Display today's calendar

- Click on the View Menu's *Today's Date* command.

Exit Calendar

- Click the File Menu's *Exit* command.

  OR

  Click on the *Finish* icon.

Include current day in Coming Attractions planner

- Click on the Options Menu's *Include Today* command.

Print calendar information

1. Click on the File Menu's *Print* command.

   A dialog box appears for printing the type of calendar (daily, weekly, and so on) you have on your screen.

2. Complete the options in the dialog box.

   For more information about the options available, choose *Help* in the dialog box.

   Note: When you print your scheduled events, any annual occasions or personal holidays are also printed.

3. Click on *OK.*

Reinsert information

1. Place the cursor on the calendar where you want to insert the information, or highlight the information you want to replace.
2. Click on the Edit Menu's *Paste* command.

   The Clipboard information is reinserted at the cursor location or replaces the information you highlighted.

Remove current day from Coming Attractions

- Click on the Options Menu's *Include Today* command to uncheck it.

Remove information

1. Highlight the information you want to remove.
2. Click on the Edit Menu's *Cut* command.

   The highlighted information is removed from the calendar.

Set up your printer

1. Click on the File Menu's *Printer Setup* command.
2. [Optional] At the *Printer* box, select the appropriate printer.
3. [Optional] At the *Orientation* box, select the appropriate page format.
4. [Optional] At the *Size:* field, select the appropriate paper size. (Click on the down arrow icon, and then highlight the paper size.)
5. [Optional] At the *Source:* field, select the appropriate paper source for the printer you're using. (Click on the down arrow icon and then highlight the paper source.)
6. To specify additional printing options, such as print reduction or enlargement and the printing area, click on the *Options* button.

   For more information about these advanced printing options, be sure to see Appendix A.

7. Click on *OK.*

Undo your last edit

- Click on the Edit Menu's *Undo* command.

  The last editing task is canceled and the appropriate information is replaced or removed.

View a specific calendar date

1. Click on the View Menu's *Specific Date* command.
2. At the *Enter a date:* prompt, type the date for the calendar you want to view.
3. Click on *OK.*

Diary

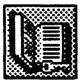
DeskMate's Diary application is a perfect "memory jogger" to help you recall events, conversations and reactions. You can password-protect your diary in the Profiler application so that what you write is <u>for your eyes only</u>.

From the desktop, choose the *In Charge* category and then double click on the Diary icon.

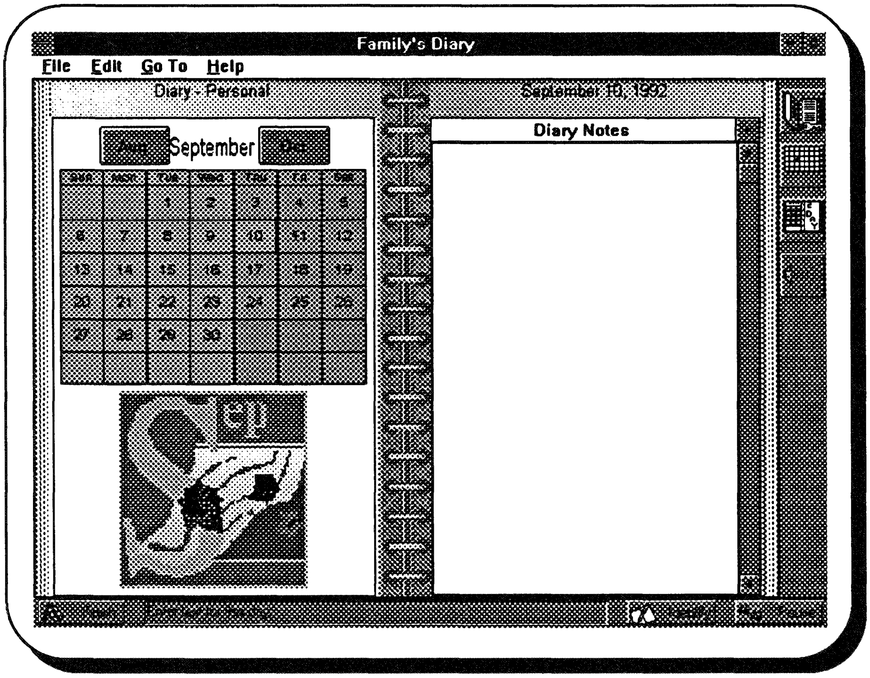
Diary Icons


— Calendar Day icon


— Date icon


— Diary icon


— Speak icon



Diary's screen is arranged so that you can see the current month's calendar and a "page" from your diary. You can change diary pages by simply clicking on the days on the calendar.

Creating a new diary

1. Click on the File Menu's *New* command.

   The *New Diary* dialog box appears.

2. At the *New Diary Name:* field, type the name you would like to give this diary (for example, Personal, Aerobics, Entertainment).

3. Click on the *OK* button.

The name you gave the diary appears on the left page of the diary.

When you want to open a different diary, simply click on the Diary icon, and then choose the name.

Making a Diary entry

When you are ready to make an entry in your diary, click on a specific date on the calendar and then click on the *Diary Notes* area. You're ready to begin typing. As you type, the text automatically wraps to the next line. Click on the maximize icon to see a full-screen view of the *Diary Notes* area. When you are ready to return to the main Diary screen, simply click on the minimize icon.

Diary Quick Reference

Change the month

- Click on the previous month on the calendar.
- Click on the next month on the calendar.

Copy text in a diary

1. Highlight the text you want to copy.
2. Click on the Edit Menu's *Copy* command.

   The information you highlighted is copied onto the Clipboard.

See "Paste text into a diary" for more information.

Create a new Diary

1. Click on the File Menu's *New* command.

   The *New Diary* dialog box appears.
2. At the *New Diary Name:* field, type the name for your new diary.
3. Click on *OK.*

A new diary appears, and the name you chose appears on the left page of the diary.

Delete a diary

1. Click on the File Menu's *Delete* command.
2. Click on the diary you want to delete.
3. Click on the *OK* button.

   A message box appears asking if you are sure that you want to delete the diary.
4. Click on *OK.*

   Note: You cannot delete the current diary.

Enlarge the *Diary Notes* area

- Click on the maximize icon in the top right portion of the *Diary Notes* area to display the notes on a full screen.

  Note: When you are finished, click on the minimize icon in the top right portion of the screen to return to the calendar and *Diary Notes* screen.

Go to a specific date

1. Click on the Go To Menu's *Specific Date* command.

   The *Go to Date* dialog box appears.
2. Type the date you want to see.
3. Click on *OK.*

   The calendar changes, and the *Diary Notes* for that specific date appears.

Go to today's date

- Click on the Go To Menu's *Today* command.

  The *Diary Notes* area for the current date appears.

Make a Diary entry

1. Click on the desired date on the calendar.
2. Click on the *Diary Notes* area.
3. Type the text.

   Note: To see a full-screen view of the *Diary Notes* area, click on the maximize icon. To return to the main Diary screen, click on the minimize icon.

Make the *Diary Notes* speak

1. Display the appropriate *Diary Notes* area.
2. Click on the Edit Menu's *Speak* command.

The *Diary Notes* area you chose is read by the computer.

Open a diary

1. Click on the Diary icon.

   OR

   Click on the File Menu's *Open* command.

   The *Open Diary* dialog box appears.
2. Click on the diary name that you want to open.
3. Click on *OK.*

   The diary you specified appears.

Paste text into a diary

1. Display the *Diary Notes* for the appropriate date.
2. Position the cursor in the *Diary Notes* area where you want to place the information.

3. Click on the Edit Menu's *Paste* command.

   The information you last copied or cut from a diary is copied to the current cursor position.

Print an entry from a diary

1. Click on the File Menu's *Print* command.

   The *Print Diary* dialog box appears.

2. Click on the option that lets you print only the diary notes for the current date or a range of dates.
3. [Optional] Click on the *Blank pages* button if you want to print pages for days that do not have entries.
4. If you chose to print a range of dates, type the starting and ending dates.
5. Click on *OK*.

   The *Print* dialog box appears.

6. Click on *OK*.

Remove text from an entry

1. Highlight the text you want to remove.
2. Click on the Edit Menu's *Cut* command.

The text you highlighted is removed from the diary and placed on the Clipboard.

See "Paste text into a diary" for more information about reinserting text.

Select all Diary text

- Click on the Edit Menu's *Select All* command.

  All text in the current day's *Diary Notes* area is selected.

Set the page margins for printing

1. Click on the File Menu's *Margins* command.
2. Click on either *Inches* or *Centimeters*.
3. Type the appropriate settings.
4. Click on *OK*.

Set up your printer

- Click on the File Menu's *Print Setup* command.

  Refer to Appendix A for information about setting printer options.

Undo an edit procedure

- Click on the Edit Menu's *Undo* command.

  The last edit operation you performed is undone.

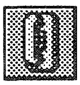
Phone Book Reader

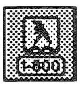
You'll never again have to wonder if a company has an 800 number. You can use the Phone Book Reader to access the AT&T directory of 800 numbers that came with WinMate.

Phone Book Reader is an application that gives you an easy and convenient way to find a number from all the numbers available in the AT&T 800 number directory.

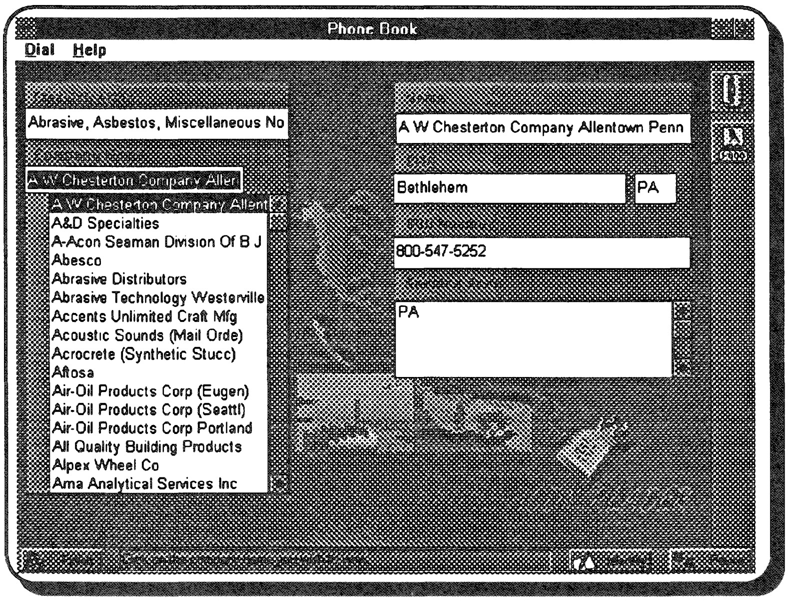
To use this application, choose the desktop's *In Charge* category, and then double click on the *Phone Book Reader* icon. Here is the screen that you will see:

Phone Book Reader Icons


— Call icon



— Classification icon



Accessing a Specific Number

This simple screen lets you divide the 800 directory into specific alphabetic ranges and business classifications so that you can more easily find the number(s) you are looking for.

Follow these steps to find a number:

1. Click on the Dial Menu's *Select Heading* command.

   OR

   Click on the classification icon.

   The *Select Classification Heading* dialog box appears.

Be sure the *Data Disc* is in the CD player when using Phone Book.

2. Scroll through the classification headings, and highlight the appropriate one.
3. Click on *OK*.

   A list of companies in the selected classification appears.

4. Scroll through the list, and highlight the appropriate company.

   The name, address, 800 number, and service area of the selected company appears on the right side of the screen.

The specifics about the company you chose appear in the box on the right side of the screen. This box gives you not only the name and address of the company but also the 800 number and the area that the company services.

Calling an 800 Number

Phone Book Reader will automatically call a number after you have found the correct one.

To use this automatic calling feature, follow these instructions:

1. Access the information about the company you want to call.
2. Click on the Dial Menu's *Prefix* command.

   The *Phone Book* dialog box appears.

3. At the *Dialing Prefix:* field, enter the prefix number that your phone uses.

   Most home phones use the number 1. If you are calling from within a company, you might need to use the number 9 to gain outside access to the phone line.

4. Click on the Dial Menu's *Call* command.

   Your modem automatically dials the number for you.

Phone Book Reader Quick Reference

Access a specific 800 number

1. Click on the Dial Menu's *Select Heading* command.

   OR

   Click on the Classification icon.

   The *Select Classification Heading* dialog box appears.
2. Scroll through the classification headings, and highlight the appropriate one.
3. Click on *OK.*

   A list of companies in the selected classification appears.
4. Scroll through the list, and highlight the appropriate company.

   The name, address, 800 number, and service area for the selected company appear on the right side of the screen.

Call an 800 number

1. Access the information about the company you want to call.

   Be sure your phone prefix number is set correctly.
2. Click on the Dial Menu's *Call* command.

Exit Phone Book Reader

- Click on the Dial Menu's *Exit* command.

  OR

  Click on the *Finish* icon.

Select a company classification

1. Click on the Dial Menu's *Select Heading* command.

   The *Select Classification Heading* dialog box appears.
2. Scroll through the classifications, and highlight the appropriate one.
3. Click on *OK.*

Set your prefix number

1. Click on the Dial Menu's *Prefix* command.

   The *Phone Book* dialog box appears.
2. At the *Dialing Prefix* field, enter the prefix number that your phone uses.

   Most home phones use the number 1. If you are calling from within a company, you might need to use the number 9 to gain outside access to the phone line.

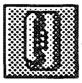
Travel Planner

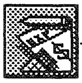
The Travel Planner can help you plan for a trip right from your computer. You can set your itinerary and plan for expenditures. You can even organize your packing so that you know what you need to take for each day. Using WinMate's Travel Planner can help you make your business or strictly-for-pleasure trips much more relaxing and enjoyable.

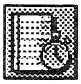
Choose the *In Charge* category from the desktop. Then, double click on the Travel Planner icon to enter the Travel Planner application.

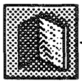
Travel Planner Icons


— Addresses icon

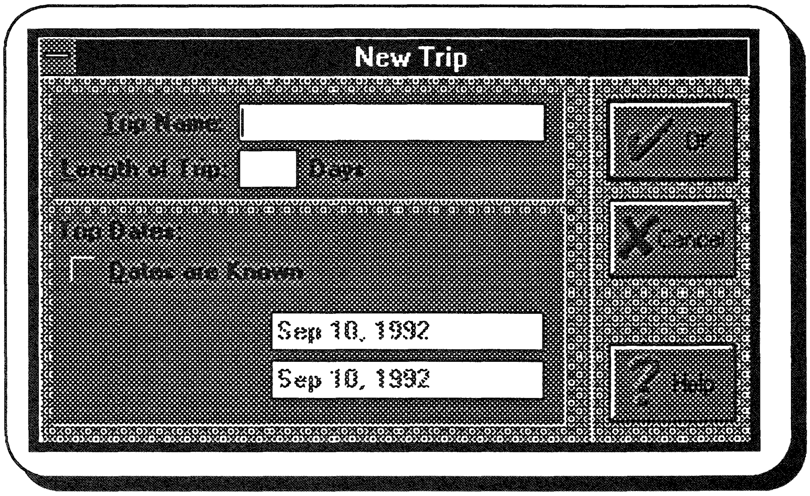

— Call icon


— Expenses icon


— Itinerary icon

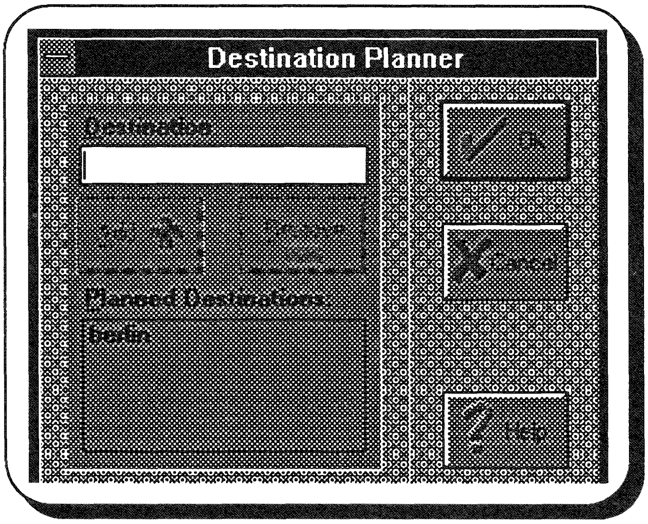

— Journal icon


— Packing List icon



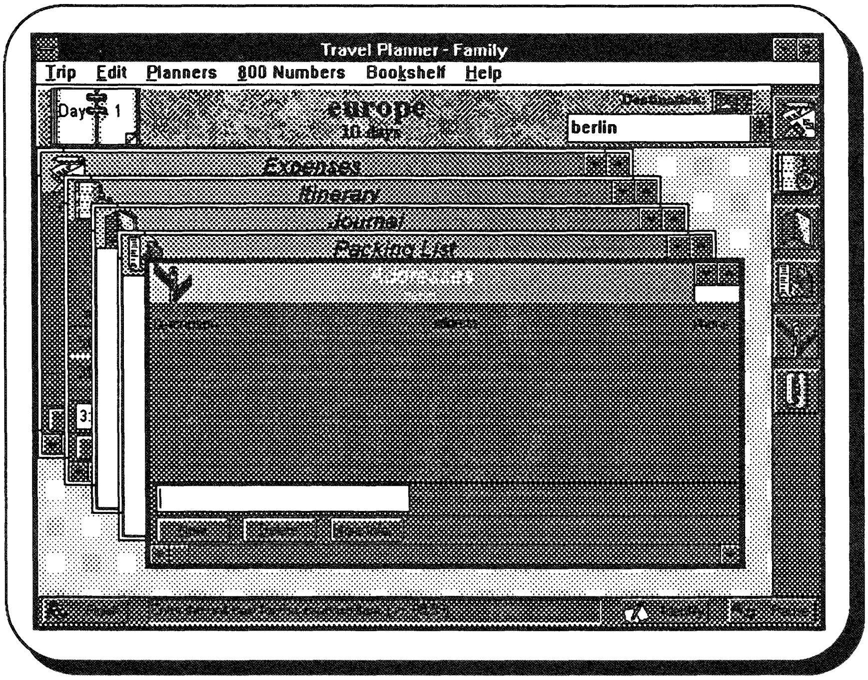
If you have never entered a trip in Travel Planner, you must first enter information about a trip before you see the main Travel Planner screen. Click on the *OK* button when the information is correct.

After you've entered a trip in the *New Trip* dialog box, you see the *Destination Planner* dialog box.



Here, you'll add the various places you'll be visiting on your trip. See "Adding a new trip" in this section for more information about adding trips and destinations to Travel Planner.

Once you've added the destinations, you'll go directly to the main screen.

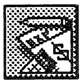


This is an example of a Travel Planner screen. Your screen won't normally look like this one, but we've chosen the Planners Menu's *Cascade* command to display the various categories that you can choose from.

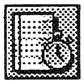
If you have entered multiple trips, you will see the last trip you were planning. (The application stores the trips alphabetically.) See "Open a trip" in the Travel Planner Quick Reference for information about opening another trip in the Travel Planner.

Planning your trip

After you've decided on destinations, you can really begin planning your trip. Travel Planner has five categories, or *Planners*, to help your trip plans progress smoothly and efficiently. You can either choose the appropriate planner from the Planners Menu or choose the icon in the task bar that represents the planner that you want to access.



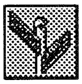
Expenses — Enter travel expense information, a description of the expense and the actual dollar amount.



Itinerary — Enter the time and a brief description of your planned events.

Journal — Keep a record of interesting facts about the trip.

Packing List — Jot down items that you need to remember to take on your trip.



Addresses — Keep names, addresses, and phone numbers of people, lodging, businesses, and so on.

Adding a new trip

1. Click on the Trip Menu's *New* command.

   The *New Trip* dialog box appears.

   Note: If you have not yet entered a trip in the Travel Planner application, the *New Trip* dialog box automatically appears. Follow the steps below to add your first trip to Travel Planner.

   ---

2. Type the name of the trip in the *Trip Name:* field.
3. Type the length of the trip in the *Length of Trip:* field.
4. [Optional] If you know the dates you will begin and end your trip, click on the *Dates are known* checkbox.
5. [Optional] Enter the starting date for your trip in the top field.

   The ending date is automatically calculated for you if you entered an amount for the *Length of Trip:* field. If the date is not correct, you can type another date in the bottom field.

6. Click on the *OK* button when all the information is correct.

   The *Destination Planner* dialog box appears.

7. Type the name of a place you plan to visit at the *Destination:* field.
8. Click on the *Add* button.

   The destination you typed appears in the *Planned Destinations:* box.

9. Repeat Steps 7 and 8 for additional destinations that you will visit on your trip.
10. Click on the *OK* button.

    The name of the trip appears centered on the screen, below the menu bar.

See the Travel Planner Quick Reference to learn how to use Travel Planner's many useful features.

Travel Planner Quick Reference

Add a destination

1. Be sure that the trip for which you want to add the destination is displayed.
2. Click on the Trip Menu's *Destinations* command.

   The *Destination Planner* dialog box appears.
3. Type the planned destination at the *Destination:* field.
4. Click on the *Add* button.

   The destination you entered appears in the Planned Destinations list box.
5. Click on *OK*.

Add a new trip

1. Click on the Trip Menu's *New* command.

   The *New Trip* dialog box appears.
2. Type the name of the trip at the *Trip Name:* field.
3. Type the length of the trip (if known) at the *Length of Trip:* field.
4. [Optional] Click on the *Dates are known* check-box if you know the specific dates of the trip.
5. [Optional] Enter the starting date of your trip at the top field.
6. [Optional] Enter the ending date of your trip in the bottom field.
7. Click on *OK*.

Add more information about a destination

1. Display the appropriate destination.
2. Click on the *Destination:* icon just above the Destinations list box.

   The *More Information About* (*Destination*) dialog box appears.
3. Type the information about the destination that you want to include.
4. Click on *OK* to add the information to Travel Planner.

   Note: Click on the *Speak* button if you want to hear the text you typed.

Call a phone number

1. Click on the 800 Numbers Menu's *Call* command.

   OR

   Click on the Call icon.

   The *Call* dialog box appears.
2. Type the number you want to call in the *Phone Number:* field.
3. Click on *Call.*

   Travel Planner automatically dials the number.

Change a trip name

1. Be sure the trip you want to change is displayed.
2. Click on the Edit Menu's *Trip Name* command.

   The *Edit Trip* dialog box appears.
3. Change the appropriate information.
4. Click on *OK.*

Change the Displayed Date

- Click on the right page of the calendar in the top left portion of the screen to move forward.
- Click on the left page of the calendar in the top left portion of the screen to move backward.

Change trip dates

1. Be sure the trip you want to change is displayed.
2. Click on the Edit Menu's *Trip Dates* command.

   The *Edit Trip* dialog box appears.
3. Change the appropriate information.
4. Click on *OK.*

Display a specific destination

1. Be sure the appropriate trip is displayed.
2. Click on the Destinations list box in the top right portion of the screen.
3. If necessary, scroll to find the correct destination.
4. Click on the desired destination.

Display the almanac

1. Insert the *Data Disc* into your CD ROM player.
2. Click on the Bookshelf Menu's *Almanac* command.
3. Follow the instructions on the screen to see the desired information.

Display the atlas

1. Insert the *Data Disc* into your CD ROM player.
2. Click on the Bookshelf Menu's *Atlas* command.
3. Follow the instructions on the screen to see the desired information.

Display the encyclopedia

1. Insert the *Data Disc* into your CD ROM player.
2. Click on the Bookshelf Menu's *Encyclopedia* command.
3. Follow the instructions on the screen to see the desired information.

Expenses

Display the Expenses window:

- Click on the Planners Menu's *Expenses* command.

  OR

- Click on the Expenses icon.

  The *Expenses* window is displayed.

Add expenses to the ledger:

1. Display the appropriate day of the trip.
2. Type a description of the expense in the *Description of Expense* field.
3. Enter the dollar amount of the expense in the *Cost* field.
4. [Optional] Enter the quantity (number of units) of the expense. (For example, type 2 for two airline tickets.)

   The *Total* field automatically displays the correct amount.
5. Click on the *New* button.

Remove expenses from the ledger:

1. Click on the entry you want to remove from the ledger.
2. Click on the *Delete* button.

Itinerary

Display an itinerary:

- Click on the Planners Menu's *Itinerary* command.

  OR

- Click on the Itinerary icon.

  The *Itinerary* window appears.

Add information to an itinerary:

1. Display the appropriate trip day.
2. Enter the information (*Time* and *Description of Event*) about your itinerary in the spaces provided.
3. Click on the *New* button.

Remove information from an itinerary:

1. Click on the entry you want to remove from the itinerary.
2. Click on *Delete.*

Journal

Display the Journal:

- Click on the Planners Menu's *Journal* command.

  OR

- Click on the Journal icon.

  The *Journal* window is displayed.

Add information to the journal:

1. Display the appropriate trip day.
2. Type the information as you would on a blank sheet of paper.

   Note: You can click on the maximize icon to display a full screen to write on.

Remove information from the Journal:

1. Highlight the information you want to remove.
2. Press DELETE on your keyboard.

Open an existing trip

1. Click on the Trip Menu's *Open* command.

   The *Open Trip* dialog box appears.

2. Click on the name of the trip you want to open.
3. Click on *OK.*

Packing list

Display a packing list:

- Click on the Planners Menu's *Packing List* command.

  OR

- Click on the Packing icon.

  The packing list window appears.

Add items to a packing list:

1. Display the packing list for a specific day.
2. Type the items you want to include.

Remove items from a packing list:

1. Highlight the item(s) on the packing list that you want to delete.
2. Press DELETE on your keyboard.

Print Travel Planner information

1. Click on the Trip Menu's *Print* command.

   The *Print Planners* dialog box appears.

2. Click on the checkbox(es) next to the planner(s) whose information you want to print.
3. Click on the *Current Day* button to print information for the currently displayed trip date.

   OR

   Click on the *All Days* button to print information for the entire trip.

4. Click on the *Print each planner on a separate page* checkbox to print the information about each of the planners you chose on a separate page.
5. If you chose the *All Days* button, you can click on the *Print each day on a separate page* checkbox to print the daily information about each day of the chosen planner(s) on a separate page.
6. Click on the *OK* button when all the information is correct.

Remove a planned destination

1. Be sure to open the appropriate trip.
2. Click on the Trip Menu's *Destinations* command.

   The *Destination Planner* dialog box appears.

3. Click on the location in the *Planned Destinations* box that you want to remove.
4. Click on the *Remove* icon.

   The destination you chose and all the information you gathered for it, is removed from the *Planned Destinations* box.

5. Click on *OK.*

Remove a trip

1. Click on the Trip Menu's *Remove* command.

   The *Remove Trip* dialog box appears.

2. Click on the name of the trip in the *Trips Planned* box that you want to remove.
3. Click on *OK.*

Set up your printer

- Click on the Trip Menu's *Print Setup* command.

  Refer to Appendix A in this manual for information about setting up your printer.

View phone numbers for reservations:

1. Click on the 800 Numbers Menu.
2. Click on the type of numbers you want to see (*Airlines, Car Rental, Lodging, or Railroads*).
3. Scroll through the numbers until you find the one you want.
4. [Optional] To make a call, click on the number you want to call.
5. Click on the 800 Numbers Menu's *Call* command to automatically dial the phone number you chose.

View multiple Travel Planner windows

To overlap selected category windows:

1. Click on the icon for each planner you want to open.
2. Click on the Planners Menu's *Cascade* command.

   The selected category windows appear overlapped on the screen. The most recently opened category is displayed on top.

To display selected categories in smaller windows:

1. Click on the icon for each planner you want to open.
2. Click on the Planners Menu's *Tile* command.

   The selected category windows appear "stacked" on the screen in smaller windows.

In Control

WinMate's *In Control* category contains many special templates that have been created using Microsoft Works. The templates in this category are designed to help you keep information that you might normally store in a card file.

Note: See the "Using WinMate with Microsoft Works" chapter in the WinMate Basics section for information about any of the templates in this category.

Antiques — Keeps a record of antiques, their value, history, etc.

Baseball Cards — Keeps your baseball card collection organized.

Books — Helps you keep an up-to-date list of your books.

Coins — Lets you organize your coin collection.

Football Cards — Keeps your football cards organized.

Jewelry — Helps you keep a list of your jewelry, its value and description.

Movies — Keeps an up-to-date list of all your movies.

Music — Helps you keep an up-to-date list of your music CDs and tapes.

Stamps — Lets you organize your stamp collection.

Wine — Keeps track of your wines, their characteristics and vintages.

Other Templates — Provide a large number of additional Works templates that you can choose from.

Home Inventory — Helps you keep a record of important information about items you purchase for your home.

Common Formulas — Solve everyday problems, such as, calculating miles per gallon and percentage discounts.

Unit Conversions — Converts one type of measurement to another type of measurement.

In Play

WinMate's *In Play* category includes applications that will provide lots of entertainment for your entire family. Regardless of whether you're playing to relax and have fun or playing to learn or enhance your knowledge, you'll enjoy these applications.

ABCs — Helps pre-school children learn letters and sounds. *(See the ABCs chapter in this category.)* (The *ABCs Setup* icon is specifically for parents.)

Hangman — Lets you play this popular word game, and have fun while learning new words. *(See the Hangman chapter in this category.)*

Math Drill — Lets your children increase their math skills while having fun. *(See the Math Drill chapter in this category.)*

Mine Sweeper — Provides a challenging game of luck and strategy as you attempt to walk through a mine field without stepping on a mine. *(See your Windows documentation.)*

Music Box — Lets you play your own CDs while you work. (*See your Windows documentation.*)

Puzzler — Lets you enjoy putting together a puzzle, or challenges you to complete it in record time. *(See the Puzzler chapter in this category.)*

Sierra Network — Gives you access to a number of fun and exciting games. *(See the Sierra Network brochure that came with WinMate.)*

Solitaire — Lets you play this time-honored card game. *(See your Windows documentation.)*

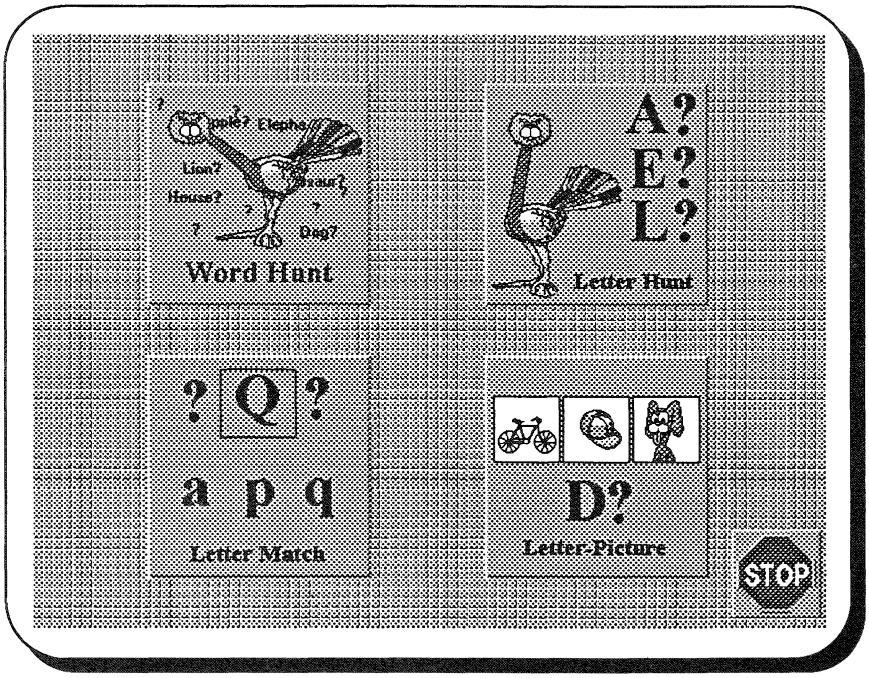
Type Defense — Lets you learn to type while protecting the world's supply of trizagnitrons from invading aliens. *(See the Type Defense chapter in this category.)*

ABCs

WinMate's ABCs application is a fun, easy way for preschoolers to learn the letters of the alphabet, begin to spell, learn word associations, and discover new words.

Use the desktop's *In Play* category to display the In Play application icons. Then, click on the *ABCs* icon to access the application.

When you open the ABCs application, you see:



ABCs is an easy application for preschoolers to use because all of the instructions are spoken for the child. When you're finished with the ABCs game, click on the *STOP* sign to return to the desktop.

Four Ways to Play ABCs

The ABCs application provides four ways for children to learn letters and words. To select a game, simply click on the game button that represents the game you want to play.

Letter Match Game — Lets your child match a lowercase letter to the uppercase letter displayed on the screen.

Letter-Picture Game — Lets your child choose the picture that matches the letter on the screen.

Letter Hunt Game — Lets your child choose the beginning letter for the picture on the screen.

Word Hunt Game — Lets your child choose a word that matches the picture on the screen.

Set up ABCs

It is easy for parents to set up the ABC games for their children.

1. Double click on the *ABCs Setup* icon in the *In Play* category on the desktop.

   The *ABCs Setup* dialog box appears.

2. At the *Number of Questions to Ask* box, type, in the appropriate game fields, the number of questions you want each game to display.

   Note: If you want to display all the questions available, check the *All* option for the appropriate game(s).

3. [Optional] If you want to show a score at the end of each game, check the *Show Score* checkbox.

4. Click on *Save*.

   Note: If you want to reset the game settings to the default settings, click on *Default*, and then click on *Save*.

Hangman

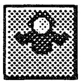
Need a break from your daily routine? Here's a chance to have fun while you improve your vocabulary.

Hangman is a word game that has remained popular for years with young and old alike. We've added a few "bells and whistles" that will surely give you hours of enjoyable, educational entertainment. With WinMate's version of Hangman, you'll enjoy a diversion from the frustrations of your daily routine and hopefully add some words to your vocabulary in the process.

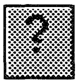
To access Hangman from the desktop, double click on the *In Play* category, and then double click on the Hangman icon.

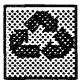
When you select Hangman, this is the first thing you see:

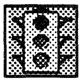
Hangman Icons

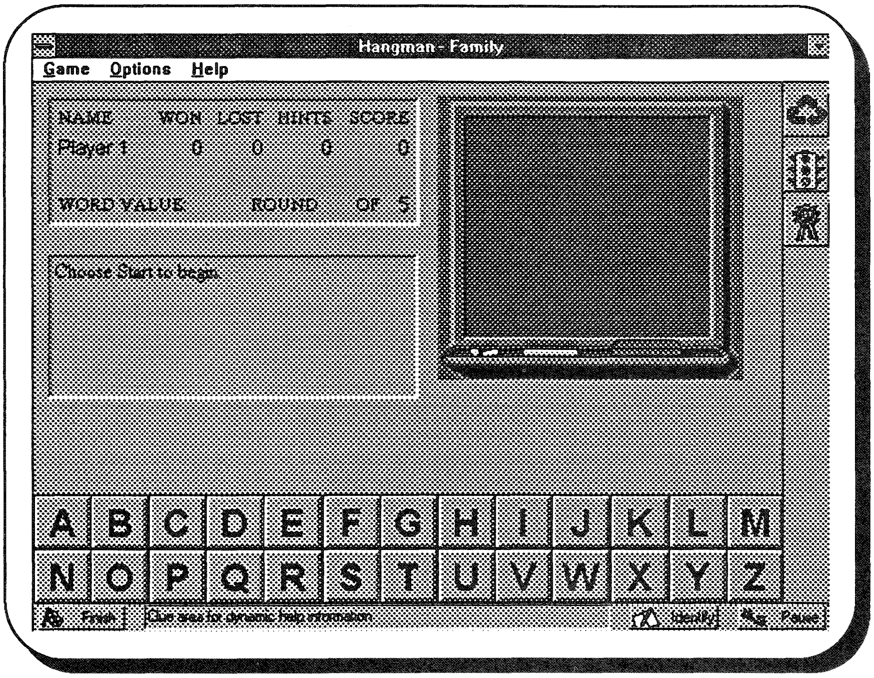

— Give Up icon


— High Scores icon


— Hint icon


— New Game icon


— Start/Stop icon



Defining the components of a game for each player

1. Click on the Game Menu's *New* command.

   The *Game Setup* dialog box appears.

2. At the *Player Name* field, type the first player's name.

3. At the *Word List* field, click on the ▪ icon to see the levels of play, and then click on the level you want to try. The level you select will have a bearing on several factors concerning the playing and scoring of the game:

   Levels 1 and 2 — You see a graphic depicting the word. Hangman prompts you to try a certain letter.

   Levels 3 and 4 — Hangman prompts you with a letter that is NOT in the word.

4. At the *Misses Allowed* field, type the number of guesses you want for each game.

   Note: The maximum number of wrong guesses is 9.

5. At the *Rounds Per Game* field, type the number of words you want to guess for each game.

   Note: The maximum number of words for each round is 12. The minimum number of words for each round is 5.

6. Click on the *OK* button.

To enter information for additional players, simply repeat Steps 2 through 6 for each player.

Selecting your victim

1. To select a victim, click on the Options Menu's *Victim Type* command.

   A menu of the available victims appears.

2. Click on the victim you want to use.

Letting the hangman talk

To hear the hangman's voice, simply click on the Options Menu's *Talk* command.

Challenging the hangman

1. Click on the Game Menu's *Start* command.
2. Click on the first letter you want to guess.

   Be sure to insert your *Data Disc* before starting the game.

   If the letter you choose is one of the letters in the word, it appears in the appropriate box(es) and remains shadowed so that you don't choose it again. If the letter you choose is not in the word, part of the victim appears, and you are one step closer to being hanged!
3. Keep guessing letters until you guess the word or until the drawing is complete.

   Note: You can use the Hint icon to get clues (one letter at a time) to the word puzzle. If you're really stumped, simply click on the Give Up icon to reveal the word in its entirety.

If more than one person is playing the game, the winner is the player who has the highest score. The high score is determined by solving the word while receiving the fewest number of hints. Note that at the top of the screen there is a tally of the number of games won and lost, how many hints were needed per round, and the overall score for each player.

Good luck!

Hangman Quick Reference

Admit you're stumped

- Click on the Give Up icon.

  The entire word is revealed.

Camera! Lights! Action!

- Click on the Options Menu's *Introduction* command.

  Hangman plays the animation skit before each game when *Introduction* is checked.

Can he talk?

- Click on the Options Menu's *Talk* command.

Change the component(s) of the game

- Click on the New icon.

  The *Game Setup* dialog box appears. Enter the information for the player(s) and click on the *OK* button, or click on the Game Menu's *New* command.

Enter a player's name

1. Click on the Games Menu's *New* command.

   The *Game Setup* dialog box appears.

2. At the *Player Name* field, type the name of the player and click on *OK*.

Get a hint

- Click on the Hint icon.

  Depending on the playing level you select, Hangman gives you a hint to help solve the word.

Limit your guesses

1. Click on the Games Menu's *New* command.

   The *Game Setup* dialog box appears.

2. At the *Misses Allowed* field, type the number of guesses you want for each word.

   Note: The maximum number of wrong guesses is 9.

Rounds per game

1. Click on the Games Menu's *New* command.

   The *Game Setup* dialog box appears.

2. At the *Rounds Per Game* field, type the number of words you want to guess for each game.

   Note: The maximum number of words for each round is 12. The minimum number of words for each round is 5.

Say it again Sam

- Click on the Options Menu's *Repeat* command.

Select a victim

1. Click on the Options Menu's *Victim Type* command.

   A submenu of the available victims appears.

2. Click on the name of the victim you want to use.

Select the degree of difficulty

1. Click on the Games Menu's *New* command.

   The *Game Setup* dialog box appears.

2. At the *Word List* field, click on the icon to see the available levels of play.

3. Click on the level you want to use.

The level you choose appears in the *Word List* field. The level also determines the type of hint you receive.

Sounds of the not-so-silent

- Click on the Options Menu's *Sound* command.

Start the game

- Click on the Game Menu's *Start* command, or click on the Start icon.

Stop the game

- Click on the Stop icon.

View the top scores

- Click on the Game Menu's *High Scores* command, or click on the High Score icon.

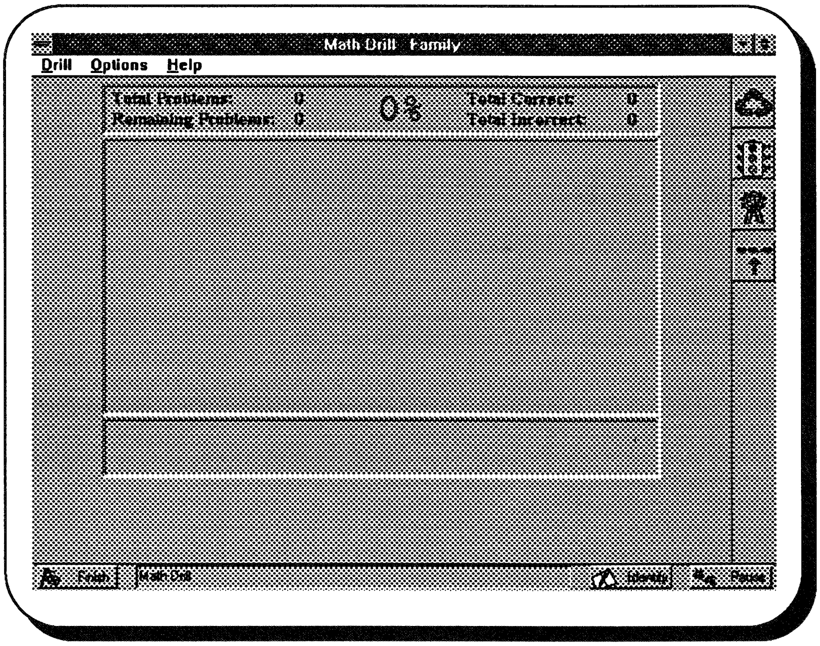
  Your five highest scores and the scores for the top five players appear.

Math Drill

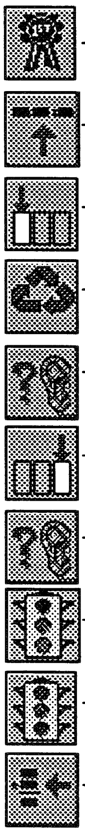
With WinMate's Math Drill, it's easy to set up different math drills that are fun for children as they learn to add, subtract, multiply, and divide.

Use the desktop's *In Play* category to display the In Play application icons. Then double click on the Math Drill icon to access the application.

When you open the Math Drill application, this is what you see:



Math Drill Icons



— High Scores icon

— Horizontal icon

— Left to Right icon

— New icon

— Repeat icon

— Right to Left icon

— Speak icon

— Start icon

— Stop icon

— Vertical icon

The Math Drill application provides many different options for tailoring math drills. You can specify the amount or number of math problems in a drill and the type of problems (addition, subtraction, multiplication, or division).

You can also specify other guidelines such as how many retries will be allowed, and the picture you want displayed when Math Drill shows you pictures along with the math problems. Math Drill can also keep a "history" of each drill so that you can track your child's accuracy and progress.

Math Drill Rules

1. Set up the math drill using the Drill Menu's *New* command.
2. Click on the number buttons below the equation to answer the math problem.

Math Drill tells you if you answered the problem correctly, and the next equation is displayed.

When you finish a math drill, the *Math Drill High Scores* dialog box appears to show you how well you did compared to other drills (if your score makes the high score list). Click on *OK* to exit this dialog box.

Set up a Math Drill

Before you start a math drill, you need to specify the appropriate guidelines.

1. Click on the Drill Menu's *New* command.

   The *Math Drill Setup* dialog box appears.

2. At the *Drill Name:* list box, select the type of math problems you want the math drill to include.
3. At the *Number of Problems:* prompt, type the number of equations you want to appear in the math drill.

   OR

   Click on the up or down arrow icons to increase or decrease the value in the *Number of Problems:* field.

4. At the *Number of Retries:* prompt, type the number of retries you want Math Drill to allow.

   OR

   Click on the up or down arrow icons to increase or decrease the value in the *Number of Retries:* field.

5. At the *Picture List:* prompt, select the picture you want Math Drill to use when displaying pictures with math problems.
6. If you want to customize a drill, click on the *Custom Setup* button.

   The *Custom Drill Setup* dialog box appears. For more information about creating customized math drills, see "Customize a math drill" in the Math Drill Quick Reference section.

7. Click on *OK*.

Start a Math Drill

- Click on the Drill Menu's *Start* command.

  OR

  Click on the Start icon.

Math Drill Quick Reference

Customize a math drill

1. Click on the Drill Menu's *New* command.

   For more information about the other options in the *Math Drill Setup* dialog box, see "Set up a basic math drill."

2. Click on the *Custom Setup* button.

   The *Custom Drill Setup* dialog box appears.

3. Select the type(s) of drill you want to create (*Add, Subtract, Multiply*, or *Divide*).

   Note: If some of the items are checked and you do not want to use them, click on the item you want to uncheck.

4. Starting on the first line that you selected in Step 3, type the smaller value for the first range of numbers you want to use in the drill.

5. In the second *Range* field, type a larger value to complete the first range of numbers you want to use in the math drill.

6. In the third *Range* field, type the smaller value for the second range of numbers you want to include in the math drill.

7. In the fourth *Range* field, type a larger value to complete the second range of numbers to include in the math drill.

8. At the *Custom Drill Name:* prompt, type a name for the math drill you have created.

   Note: You might have to highlight the name that already appears in this field and then type the new name.

9. Click on *Save.*

10. Click on *Quit* to exit the *Custom Drill Setup* dialog box.

11. Click on *OK.*

Display drill statistics

- Choose the Options Menu's *Statistics* command to check it.

  The statistics box is displayed at the top of the screen. As each math problem is completed, the statistics display is updated.

Display horizontal math problems

- Click on the Options Menu's *Horizontal* command.

  OR

  Click on the Horizontal icon.

Display vertical math problems

- Click on the Options Menu's *Vertical* command.

  OR

  Click on the Vertical icon.

Enter an answer

- Click on the appropriate number buttons to enter the answer.

  OR

  Type the numbers using the number keys on your keyboard.

  Note: For multiple digit answers, be sure to enter the answer by typing the highlighted digit first.

Exit Math Drill

1. Click on the File Menu's *Exit* command.

   OR

   Click on the *Finish* icon.

   If you are in the middle of a math drill, the *Confirm Drill Stop* dialog box appears.

   Note: If you are not currently running a math drill, you will exit the Math Drill application and return to the desktop.

2. Click on *Yes.*

Remove a custom math drill

1. Click on the Drill Menu's *New* command.

   The *Math Drill Setup* dialog box appears.

2. Click on the *Custom Setup* button.

   The *Custom Drill Setup* dialog box appears.

3. Click on the name of the custom math drill you want to remove.

4. Click on *Remove.*

   The *Confirm Remove* dialog box appears.

5. Click on *Yes*.
6. Click on *Quit* to exit the *Custom Drill Setup* dialog box.
7. Click on *OK*.

Remove the statistics box

- Click on the Options Menu's *Statistics* command to uncheck it.

Repeat the last math problem

- Click on the Options Menu's *Repeat* command.

  OR

  Click on the Repeat icon.

Rotate the answer sequence

To use the right to left answer sequence:

- Click on the Options Menu's *Right to Left* command.

  OR

  Click on the Right to Left icon.

  For instance, for addition, subtraction, or multiplication you might want to be able to answer the problems from right to left instead of left to right.

To use the left to right answer sequence:

- Click on the Options menu's *Left to Right* command.

  OR

  Click on the Left to Right icon.

  For instance, for division problems you might want to be able to answer the problems from left to right instead of right to left.

Select a custom math drill

To select a math drill that you have already created:

1. Click on the Drill Menu's *New* command.

   The *Math Drill Setup* dialog box appears.
2. Click on the *Custom Setup* button.

   The *Custom Drill Setup* dialog box appears.
3. Click on the name of the custom setup you want to select in the list box on the left side of the dialog box.
4. Click on *Quit* to exit the *Custom Drill Setup* dialog box.
5. At the *Drill Name:* list box on the *Drill Setup* dialog box, scroll to the end of the list and highlight the *Custom Drill* option.
6. Click on *OK*.

Set up a basic math drill

1. Click on the Drill Menu's *New* command.

   The *Math Drill Setup* dialog box appears.
2. At the *Drill Name:* list box, select the type of math problems you want the math drill to include.
3. At the *Number of Problems:* prompt, type the number of equations you want to appear in the math drill.

   OR

   Click on the up or down arrow icons to increase or decrease the value in the *Number of Problems:* field.
4. At the *Number of Retries:* prompt, type the number of retries you want Math Drill to allow.

   OR

   Click on the up or down arrow icons to increase or decrease the value in the *Number of Retries:* field.
5. At the *Picture List:* prompt, select the picture you want Math Drill to use when displaying pictures with the math problems.
6. If you want to customize the drill you have selected, click on the *Custom Setup* button.

   The *Custom Drill Setup* dialog box appears. For more information about creating customized math drills, see "Customize a math drill."
7. Click on *OK*.

Show high scores

1. Click on the Drill Menu's *High Scores* command.

   OR

   Click on the High Scores icon.

   The *Math Drill High Scores* dialog box appears, displaying a list of Math Drill's high scores.
2. If you want to reset the scores to zero, click on *Reset Scores*.

The *Confirm Reset* dialog box appears. Click on *Yes.*

3. Click on *OK.*

Speak a math problem

- Click on the Options Menu's *Speak* command.

  OR

  Click on the Speak icon.

Start a math drill

- Click on the Drill Menu's *Start* command.

  OR

  Click on the Start icon.

Stop a math drill

1. Click on the Drill Menu's *Stop* command.

   OR

   Click on the Stop icon.

2. Click on *Yes.*

Turn off introduction

- Click on the Options Menu's *Introduction* command to uncheck it.

Turn off speaking

- Click on the Options Menu's *Talk* command to uncheck it.

Turn off the sound

- Click on the Options Menu's *Sound* command to uncheck it.

Turn on introduction

- Click on the Options Menu's *Introduction* command to check it.

Turn on speaking

- Click on the Options Menu's *Talk* command to check it. Math Drill then speaks each math problem in the drill.

Turn on the sound

- Click on the Options Menu's *Sound* command.

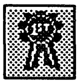
Puzzler

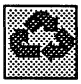
Take a break and build a puzzle using WinMate's Puzzler application. With this game, you can relax and take your time, or you can play a timed game by yourself or with a friend.

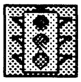
Use the desktop's *In Play* category to display the In Play applications. Then double click on the Puzzler icon to access the application.

When you open the Puzzler application, this is what you see:

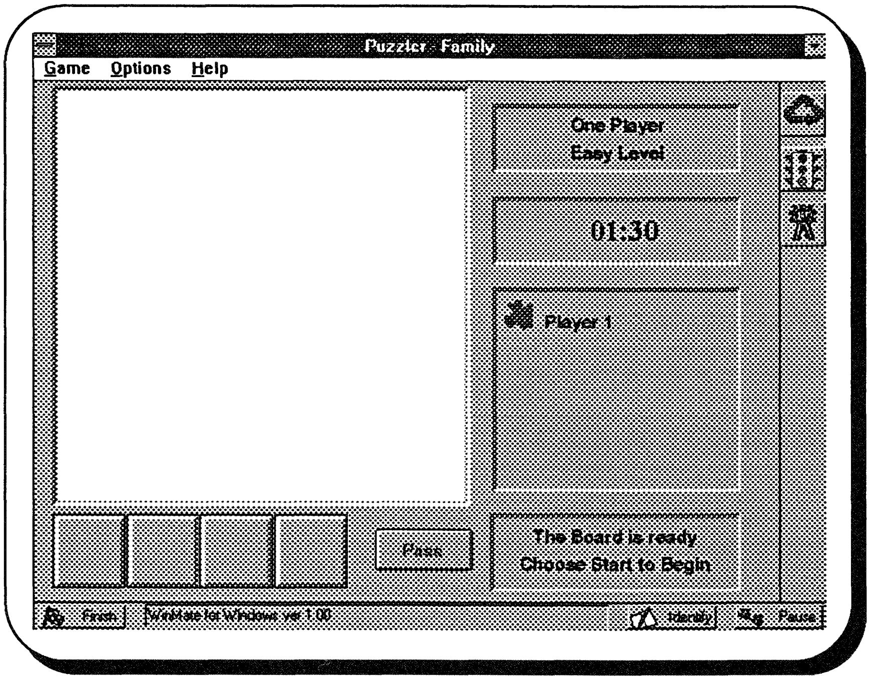
Puzzler Icons


— High Scores icon


— New icon


— Start icon


— Stop icon



Puzzler is a fun jigsaw puzzle game that you can play when you're ready for a break or recreation. The object of the game is simply to complete the puzzle's picture by placing the pieces on the board. You can complete the puzzle by making a game of it or by putting the pieces together just as you would a regular jigsaw puzzle.

Puzzler Rules

The object of the game is to place all the puzzle pieces on the board to complete the picture. You can do this several different ways, for example:

- One player
- Player versus player
- Timed game

If you are playing a timed game, the object is to complete the puzzle in as short a time as possible.

To play the Puzzler game:

1. If necessary, set up the game using the Game Menu's *New* command.
2. Click on the start icon to start the game.
3. Click on the puzzle piece you want to start with.
4. Click on the game board where you want to place the puzzle piece.
5. Repeat Steps 3 and 4 until the puzzle is complete.

Note: If you set up the game to work the puzzle without any time limits, there will be no time constraints on the game.

If you are playing Puzzler against the clock, the final time will be recorded on the high scores table, along with the best game times.

Defining the Puzzler Settings

Before you begin, you might want to specify some of the options for your game.

1. Click on the Game Menu's *New* command.

   OR

   Click on the *New* icon.

   The *Game Setup* dialog box appears.
2. At the *Puzzler Mode* box, click on the mode you want to use.
3. At the *Game Type* box, click on the type of game you want to play.

4. At the *Level* box, click on the desired game level.
5. At the *Player 1 Name:* field, type the first player's name.
6. At the *Player 2 Name:* field, type the second player's name.
7. Click on the *OK* button.

Starting the Game

- Click on the Game Menu's *Start* command.

  OR

  Click on the Start icon.

Puzzler Quick Reference

Define puzzler settings

1. Click on the Game Menu's *New* command.

   OR

   Click on the *New* icon.

   The *Game Setup* dialog box appears.

2. At the *Puzzler Mode* box, click on the mode you want to use.
3. At the *Game Type* box, click on the type of game you want to play.
4. At the *Level* box, click on the desired game level.
5. At the *Player 1 Name:* field, type the first player's name.
6. If necessary, at the *Player 2 Name:* field, type the second player's name.
7. Click on *OK*.

Exit Puzzler

- Click on the File Menu's *Exit* command.

  OR

  Click on the *Finish* icon.

Select a picture

1. Click on the Options Menu's *Select Picture* command.

   A Graphics Manager screen appears.

2. Highlight the name of the picture you want to select on the list.
3. Click on the File Menu's *Select* command.

   OR

   Click on the Select icon.

Select random pictures

- Click on the Options Menu's *Random Pictures* command to check it.

Show high scores

1. Click on the Game Menu's *High Scores* command.

   OR

   Click on the High Scores icon.

   The high scores dialog box appears, displaying a list of Puzzler's high scores.

2. [Optional] Click on *Reset Scores* to reset the scores to zero.

   The *Confirm Reset* dialog box appears. Click on *Yes* to reset the scores.

3. Click on the *OK* button.

Start the game

- Click on the Game Menu's *Start* command.

  OR

  Click on the Start icon.

Stop the current game

1. Click on the Game Menu's *Stop* command.

   OR

   Click on the Stop icon.

2. Click on *Yes*.

Turn off introduction

- Click on the Options Menu's *Introduction* command to uncheck it.

Turn off random pictures

- Click on the Options Menu's *Random Pictures* command to uncheck it.

Turn off sound effects

- Click on the Options Menu's *Sound* command to uncheck it.

Turn off speaking

- Click on the Options Menu's *Talk* command to uncheck it.

Turn on introduction

- Click on the Options Menu's *Introduction* command.

Turn on sound effects

- Click on the Options Menu's *Sound* command to check it.

Turn on speaking

- Click on the Options Menu's *Talk* command.

Type Defense

Learning a new skill can be a lot of fun — especially when you're learning while playing games.

Type Defense is a fascinating arcade-style game that lets you take a break from lessons and sharpen your typing skills. It actually reinforces typing accuracy — you have to type words correctly to get points!

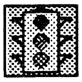
Use the desktop's *In Play* category to display the In Play application icons. Then, double click on the Type Defense icon to access the application.

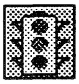
When you open the Type Defense application, here's what you see:

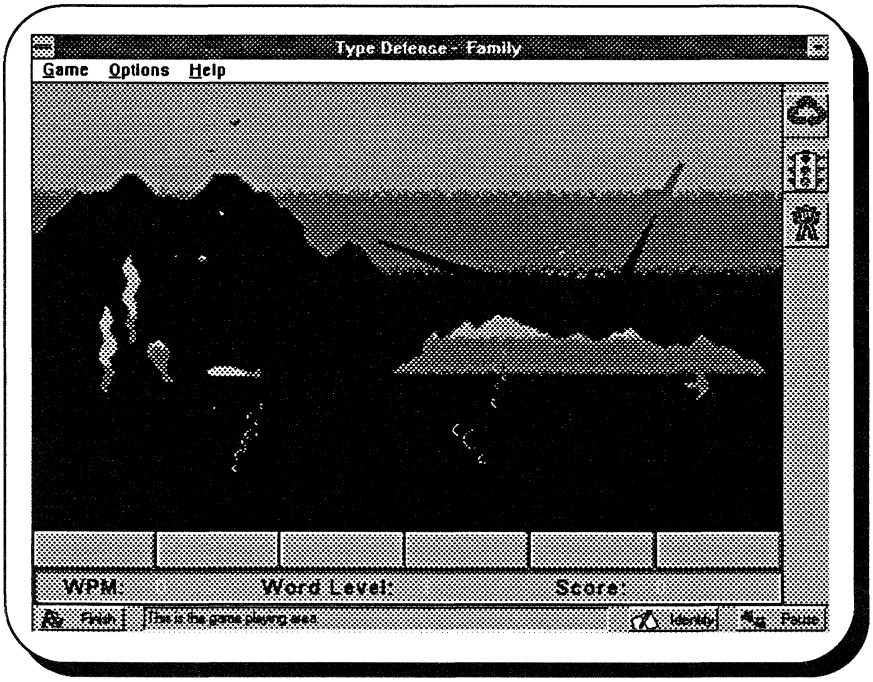
Type Defense Icons


— High Scores icon


— New icon


— Start icon


— Stop icon



Type Defense is a fun, easy game that is an entertaining way to practice typing using all the typing keyboard keys. Whether you practice using only the letter keys or the full keyboard, Type Defense provides a fun challenge while increasing your typing speed and accuracy.

Type Defense Rules

The object of the game is to protect the supply of trizagnitrons from the invading aliens. When you type a word (or sequence of letters) correctly, a bubble carries the aliens back to the mother ship.

Setting up a New Game

Before you can start, you need to tell Type Defense how you want to play the game.

1. Click on the Game Menu's *New* command.

   The *Game Setup* dialog box appears.

2. At the *Word Level* box, click on the right or left arrow to set the word difficulty level.

   Seaman is the lowest setting and *Admiral* is the highest.

3. If you want the word level to automatically advance while you play the game, select the *Auto-Advance* checkbox.
4. At the *Words Per Minute Goal:* prompt, type a value for the number of words per minute you want to type.
5. Click on *OK*.

Starting the Game

1. Click on the Game Menu's *Start* command.

   OR

   Click on the Start icon.

   The *Word Level* dialog box appears.

2. Click on *OK*.

Type Defense Quick Reference

Exit Type Defense

- Click on the File Menu's *Exit* command.

  OR

  Click on the *Finish* icon.

Set up a new game

1. Click on the Game Menu's *New* command.

   The *Game Setup* dialog box appears.
2. At the *Word Level* box, click on the right or left arrow to set the word difficulty level.
3. If you want the word level to automatically advance while you play the game, select the *Auto-Advance* checkbox.
4. At the *Words Per Minute Goal:* prompt, type the number of words per minute you want to type.
5. Click on *OK*.

Show high scores

1. Click on the Game Menu's *High Scores* command.

   OR

   Click the High Scores icon.

   The high score table dialog box appears, displaying a list of Type Defense's high scores.
2. [Optional] Click on the *Reset Scores* to reset the scores in this dialog box.

   The *Reset Personal Best* dialog box appears. Click on *Yes* to reset the scores.
3. Click on the *OK* button.

Start the current game

1. Click on the Game Menu's *Start* command.

   OR

   Click on the Start icon.

   The *Word Level* dialog box appears.
2. Click on *OK*.

   Note: As you complete each word level, the *Confirm Game End* dialog box appears. Click on *Yes* to stop the current game.

Stop the current game

1. Click on the Game Menu's *Stop* command.

   OR

   Click on the Stop icon.
2. Click on *Yes*.

Turn off introduction

- Click on the Options Menu's *Introduction* command to uncheck it.

Turn off sound

- Click on the Options Menu's *Sound* command to uncheck it.

Turn off speaking

- Click on the Options Menu's *Talk* command to uncheck it.

Turn on introduction

- Click on the Options Menu's *Introduction* command to check it.

Turn on sound

- Click on the Options Menu's *Sound* command to check it.

Turn on speaking

- Click on the Options Menu's *Talk* command to check it.

In Print

WinMate's *In Print* category provides applications that let you create and custom design your own special signs, banners, and so on using text, illustrations, and graphics. There is even a library of art so that you don't have to create your own.

Banners — Lets you create banners of almost any length. *(See the Banners chapter in this category.)*

Font Install — Gives you access to additional type fonts.

Graphics Manager — Gives you access to a library of art, from clipart illustrations to creations that you design. *(See the Graphics Manager chapter in this category.)*

Greeting Cards — Lets you create your own cards for any occasion. *(See the Greeting Cards chapter in this category.)*

Name Tags — Lets you design name tags for any type of event. *(See the Name Tags chapter in this category.)*

Notices — Lets you create your own special signs, announcements, bulletins, etc. *(See the Notices chapter in this category.)*

Banners

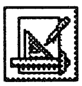
Homecoming weekend wouldn't be homecoming without the "Go Mighty Tigers" banners hanging from the auditorium and cafeteria rafters. This year the booster club is sponsoring a "Show Your Spirit" contest to decorate the entire school. Guess which students are guaranteed to have the most artistic and colorful entries?

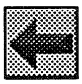
Using the Banners application, you can design and print a banner. Depending on the option(s) you select, you can choose the color and fonts of the text, whether the text will be bold, underlined, and/or italic, and even how to align the text and graphics on the pages.

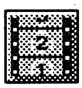
To access the Banners application from the desktop, double click on the *In Print* category and then double click on the Banners icon.

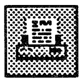
When you access the Banners application, you see the following screen:

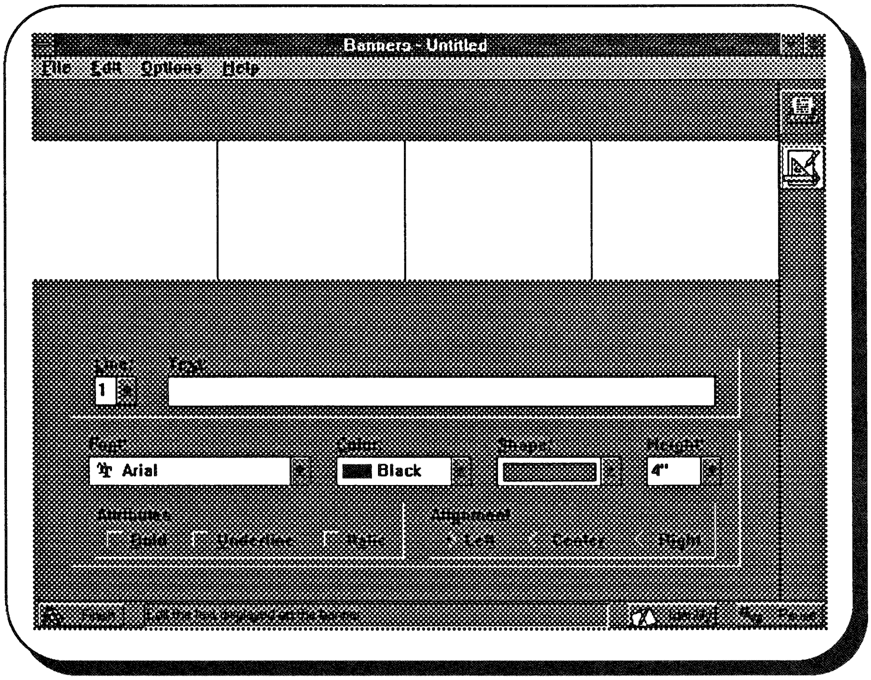
Banners Icons

 — Design icon

 — Exit icon

 — Graphics Manager icon

 — Print icon



Banners' Main Screen

The preceding screen is the main Banners screen. Here you can view any of the banners you create. You also use this screen to add text to your banner. Using the options at the bottom of the screen, you can not only add text, but also change its color, font style, height, and more.

Banners' Design Screen

To access the design mode:

- Choose the Options Menu's *Design Banner* command.

  OR

- Click on the Design icon.

The top of the design screen displays the sample banner, but the text options which were at the bottom of the main screen have been removed. You'll also notice that the menu bar has a new set of menus, and the mouse pointer changes from an arrow to either a hand or drawing pen as you move across the design screen.

Creating a Banner

You will use the design screen to create the layout for your banner. You can move the lines of text that you entered on the main screen; add, change, and move illustrations; and even create your own shapes and graphic designs.

Adding text

1. At the *Line:* prompt on the main screen, click on the ▩ icon to display the lines that are available, and then click on *1* to enter text for the first line.
2. At the *Text:* prompt, type the text for *Line 1*, using 79 or fewer characters.
3. Repeat Steps 1 and 2 to add text for *Line 2*.

Modifying text

1. To change the font of the text, at the *Font:* prompt, scroll through the available fonts, and then click on an applicable font.
2. To change the color of the text, at the *Color:* prompt, scroll through the choices available, and then click on a suitable color.

3. To change the shape of the text, at the *Shapes:* prompt, scroll through the available shapes, and then click on the shape you want to use.
4. To change the height of the text, at the *Height:* prompt, scroll through the available choices, and then click on the appropriate measurement.
5. To add bold, underline, and/or italics to the text, click on the appropriate option(s).
6. To change the alignment of the text on the banner, click on the *Left*, *Right*, or *Center* option.

Adding an illustration

1. At the design screen, click on the Add Menu's *Illustration* command.

   The *Graphics Manager* selector screen appears.

2. To select a picture, highlight the name of the picture in the list box or simply click on the picture. (You might need to use the scroll bar to see the entire list or the pictures that are available.)

   The selector appears around the illustration.

3. Click on the File Menu's *Select* command or click on the Select icon in the task bar to return to the Banners design screen.

   The illustration appears on the design screen.

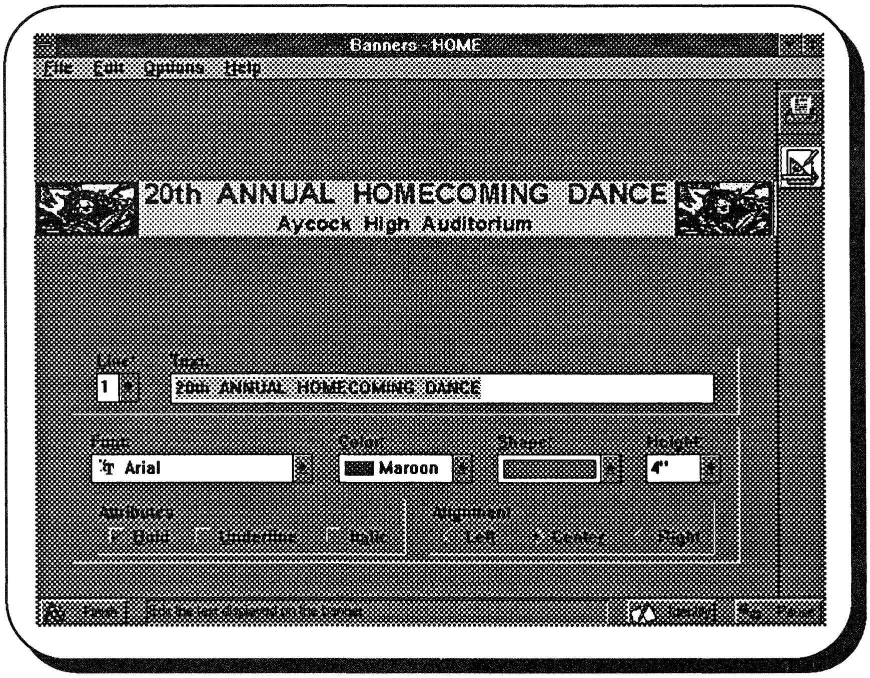
4. To position the illustration on the banner, first, be sure the select border surrounds the illustration. Then, point to the inside of the box, and drag the mouse to move the illustration to the appropriate position.
5. To resize the illustration, be sure the select border surrounds the illustration. Then, point to one of the resize handles, and drag the mouse to stretch the illustration.

Adding decorative shapes and lines

In addition to adding illustrations, you can create decorative shapes and graphics using the Tools Menu's *Line, Ellipse,* and *Rectangle* commands.

See the "Draw an ellipse or circle," "Draw a line," and "Draw a rectangle or square" tasks in the Banners Quick Reference for additional information.

The screen below shows one of the entries from the banners contest. Don't you agree that the students did a fantastic job?



Banners Quick Reference

Add text

1. At the main screen, click on the *Line:* prompt.
2. Click on the ▣ icon to display the lines that are available, and then click on *1* to enter text for the first line.
3. At the *Text:* prompt, type the text for *Line 1*, using 79 or fewer characters.

   Repeat Steps 1 and 2 to add text for *Line 2*.

Align the objects in a group

1. At the design screen, click on the group of objects that you want to align.

   The select border surrounds the objects.
2. Click on the Edit Menu's *Group* command.

   A submenu appears.
3. Click on the *Align* command.

   The *Align* dialog box appears.
4. Click on the appropriate option, indicating how you want to position your objects.
5. Click on *OK*.

Break a group

1. At the design screen, click on the group of objects you no longer want to bundle.

   The select border appears around the objects.
2. Click on the Edit Menu's *Group* command.

   A submenu appears.
3. Click on the *Break group* command.

   The objects are no longer bundled as one group. When you click on any object from the former group, the select border only appears around the selected object.

Change the pattern, color, and line weight of shapes

1. At the design screen, click on the Tools Menu's *Select* command.
2. Click on the line, rectangle, or ellipse you want to modify.

   The select border appears around the shape.
3. Click on the Edit Menu's *Properties* command.

   The *Properties* dialog box appears.
4. To change the width of the line, click on the ▣ at the *Line Style* box, and then click on the appropriate size.
5. To change the line color, click on the *Line Color* button.

   The *Color* dialog box appears.
6. Click on a basic color or mix a custom color, and then click on *OK*.

   Note: If you mix a custom color, be sure to select a custom color box.
7. To change the pattern, click on the ▣ at the *Pattern* box. Then, click on the appropriate pattern.
8. To change the foreground or background color of the shape, click on the appropriate button, and use the *Color* dialog box.
9. Click on *OK*.

Change the size of an illustration

1. At the design screen, click on the Tools Menu's *Select* command.
2. Click on the illustration you want to resize (or select an entire area to resize).

   The select border appears.
3. Position the marker on a resize handle, and drag the mouse to change the size.

Copy an illustration

1. At the design screen, click on the Tools Menu's *Select* command.
2. Click on the illustration you want to copy (or select an entire area).

   The select border appears.
3. Click on the Edit Menu's *Copy* command.

   The illustration you selected is copied onto the Clipboard.

See the "Paste information into a banner" task for more information.

Create a group

1. At the design screen, point to the area above and to the left of the objects you want to group.
2. Drag the mouse to stretch the select box around the appropriate area.

   The select border appears around the objects.
3. Click on the Edit Menu's *Group* command.

   A submenu appears.
4. Click on the *Make group* command.

   The objects in the select box form one group. When you select any object in the group, the entire group is selected.

Create a new banner

1. Click on the File Menu's *New* command.

   The Graphics Manager selector screen appears, displaying a *Blank* banner plus any banners you previously saved.
2. To use the *Blank* format, simply double click on *Blank*. To use a previously saved format, highlight the name of the file in the list box or simply click on the banner. (You might need to use the scroll bar to see the entire list or the banners that are available.)

   The selector appears around the banner.
3. Click on the Select icon or double click on the selected banner to return to Banners.

The format you selected appears on Banners' main screen.

Delete an illustration

1. At the design screen, click on the illustration you want to delete (or select an entire area).

   The select border appears.
2. Press DELETE.

Draw an ellipse or circle

1. At the design screen, click on the Tools Menu's *Ellipse* command.
2. Position the marker where you want to begin your ellipse, and drag the mouse to stretch the ellipse to the desired size.

   To draw a circle, press SHIFT before you position the marker, and then drag the marker.

To change the line weight, color, and pattern of the circle or ellipse, see the "Change the pattern, color, and line weight of shapes" task.

Draw a line

1. At the design screen, click on the Tools Menu's *Line* command.
2. Position the marker where you want to begin your line, and drag the mouse to stretch the line to the desired length.

To change the weight and color of the line, see the "Change the pattern, color, and line weight of shapes" task.

Draw a rectangle or square

1. At the design screen, click on the Tools Menu's *Rectangle* command.
2. Position the marker where you want to begin your rectangle, and drag the mouse to stretch the rectangle to the desired size.

   To draw a square, press SHIFT before you position the marker, and then drag the marker.

To change the weight, color, and pattern of the rectangle or square, see the "Change the pattern, color, and line weight of shapes" task.

Edit the text on the banner

1. At the *Line:* prompt on the main screen, click on the ▦ icon, and then click on the number of the line of the text you want to modify.
2. Type the new text.

Insert an illustration

1. At the design screen, click on the Add Menu's *Illustration* command.

   The *Graphics Manager* selector screen appears. Use the scroll bar to find the illustration you want to use.
2. Click on the illustration.
3. Click on the Select icon.

   OR

Double click on the selected illustration to return to Banners.

The illustration appears on the design screen.

4. Stretch the illustration to the appropriate size using the resize handles, and, if necessary, move the illustration.

See the Graphics Manager chapter for additional information on selecting an illustration. For additional information, see "Change the size of an illustration" and "Move an illustration" in this quick reference section.

Move an illustration

1. At the design screen, click on the Tools Menu's *Select* command.
2. Click on the illustration you want to move (or select an entire area to move).

   The select border appears.
3. Position the marker inside the select border, and drag the mouse to move the illustration to the appropriate position.

Move an illustration to the foreground or background of the banner

1. At the design screen, click on the Tools Menu's *Select* command.
2. Click on the illustration you want to move.

   The select border appears.
3. Using the Edit Menu, click on either the *Move to Bottom* command (to place the illustration in the background under another object or field) or the *Move to Top* command (to place the selected object on top of another object).

   Note: You cannot place an illustration over a field.

Open a previously created banner

1. At the main screen, click on the File Menu's *Open* command.

   The *Graphics Manager* selector screen appears, displaying all the banners you have saved.
2. To select a previously saved banner, highlight the name of the file in the list box or simply click on the banner. (You might need to use the scroll bar to see all the banners that are available.)
3. Click on the Select icon in the task bar, or double click on the selected banner to return to Banners.

   The banner you selected appears on the Banners main screen.

Paste information into a banner

1. Click on the Edit Menu's *Paste* command.

   The information you last copied or cut from a banner appears on the banner.
2. Move the information to the appropriate position on the screen.

Print a banner

1. At the main Banners screen, click on the File Menu's *Print* command.
2. Click on *OK*.

Remove information from the banner

1. At the design screen, click on the Tools Menu's *Select* command.

   The select border appears around the field.
2. Click on the Edit Menu's *Cut* command.

   The information you selected is removed from the banner and placed on the Clipboard.

See "Paste information into the banner" for more information.

Save a banner

1. Click on the File Menu's *Save* command.

   The *Add a Picture to the List* dialog box appears.
2. At the *Name:* prompt, type the name of the banner you want to add to Graphics Manager.
3. At the *Description:* prompt, type a brief statement that you want to appear on the selector screen when you select the banner.
4. At the *Path:* prompt, type the drive, directory, and if necessary, the filename where the banner is (or will be) located.
5. To select the application or picture library, click on the ▾ at the *Type* box. Then, click on the appropriate type.
6. Click on *OK*.

Select an area

1. At the design screen, click on the Tools Menu's *Select* command.
2. Point to a place above and to the left of the area you want to select.
3. Drag the mouse to stretch the select box around the appropriate area.

   The select border appears around the selected area.

Set up your printer

- Click on the File Menu's *Print Setup* command.

  Refer to Appendix A for more information on printer setup.

Specify the numbers of pages

1. At the main screen, click on the Options Menu's *Number of Pages* command.

   A dialog box appears, displaying the current number of pages.

2. Click on either the *Less* or *More* button to decrease or increase the number of pages for the banner.

   The maximum number of pages varies according to your paper size.

Undo your last text edit

- Click on the Edit Menu's *Undo* command.

View a banner with page breaks

- At the main screen, click on the Options Menu's *Show Page Breaks* command.

  When the *Show Page Breaks* command is checked, the banner appears as it will print on perforated paper. If you will not print on perforated paper, simply click on the *Show Pages* command to view the banner without the lines.

View a graphic up close

1. At the design screen, click on the group of objects that you want to view more closely.

   The select border surrounds the group.

2. Click on the Edit Menu's *Group* command.

   A submenu appears.

3. Click on the *Zoom* command.

   The segment of the banner you selected is magnified.

View a portion of a banner

1. Select the portion of the banner you want to enlarge.
2. At the main screen, click on the Options Menu's *View Large* command.

   The banner appears magnified.

To view the banner proportionally as it will appear on paper, simply click on the Options Menu's *View Entire* command.

Graphics Manager

Knowing that no one on the Alumni Committee could draw anything more complex than a basic stickman, let alone create quality art, did you ever wonder where they got the illustrations for the homecoming correspondence? Using the illustrations provided in WinMate's Graphics Manager, the committee was able to add colorful graphics to all the documents created in the Notices, Banners, Cards, and Name Tags applications. Just when everyone thought that the production art costs were going to be sky-high, Graphics Manager saved the day as well as a few dollars!

The Picture Library

Graphics Manager is the "picture library" for WinMate. Using the picture library, you have access to numerous illustrations and graphics specifically designed for the WinMate applications. And because Graphics Manager interacts with most WinMate applications, the picture library also houses the banners, notices, name tags, and cards that you create and save using those applications.

Graphics Manager is so versatile that you can also access other graphics-producing software, allowing you the flexibility to create, modify, and copy additional illustrations to use with WinMate.

Occasionally, you might want to change the icons designated for the applications, or perhaps you would like to redesign or customize WinMate's desktop. Graphics Manager can perform these special tasks and more.

First, let's examine the primary function of Graphics Manager — to view and select illustrations. Then, later in this chapter we'll explore the more specialized tasks that Graphics Manager can perform.

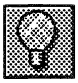
To access the graphics and illustration files, be sure to insert your *Data Disc*.

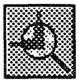
Accessing Graphics Manager

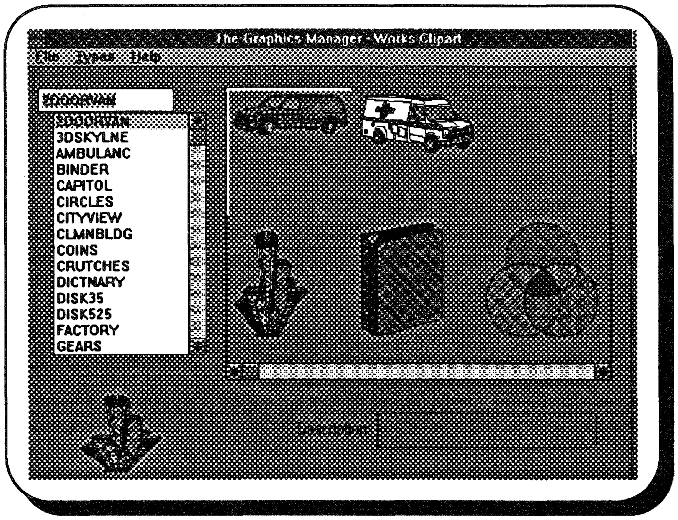
You can access Graphics Manager from the *In Print* category on the desktop; however, you will normally access Graphics Manager from one of the In Print applications such as Notices, Cards, and so on. From within one of these applications, you use the Graphics Manager icon on the design screen to access Graphics Manager. (The Graphics Manager icon looks similar to a strip of film.)

When you access Graphics Manager, you see a screen similar to this one:

Graphics Manager Icons


— Select icon


— Zoom icon



Graphics Manager Selector Screen

This is a Graphics Manager selector screen. Using a selector screen, you can view and select an illustration from numerous graphics. Using this screen you also have the capability to view and select any notice, banner, card, or name tag you have previously created and saved.

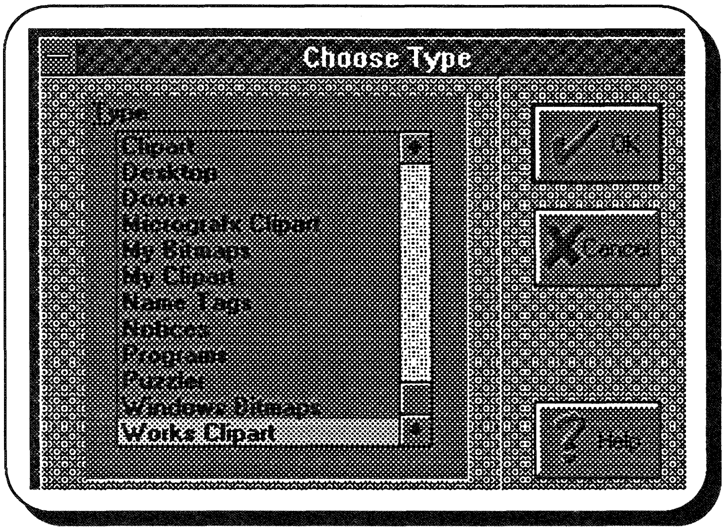
Selecting an illustration

To select an illustration, access Graphics Manager from the application's design screen, and then follow these steps:

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library that contains the illustrations you want to see.



3. Click on *OK*.

   The specified pictures appear, with a list of their names in the list box.

4. To select a picture, highlight the name of the picture in the list box or simply click on the picture. (You might need to use the scroll bar to see all the pictures that are available.)

5. Click on the Select icon in the task bar, or double click on the selected picture.

   The picture appears on the design screen of the application you are currently using.

Selecting a Previously Saved Notice, Banner, Name Tag, or Card

You can also use Graphics Manager to open a notice, banner, name tag, or card you have already created.

1. Access the appropriate application from the *In Print* category on the desktop.

2. Click on the File Menu's *Open* command.

   The Graphics Manager selector screen appears.

3. To select a previously saved file, highlight the name of the file in the list box or simply click on the picture. (You might need to use the scroll bar to see all the pictures that are available.)

   The marker appears around the picture.

4. Click on the Select icon in the task bar, or double click on the picture.

   The picture appears on the main screen of the application you are currently using.

Using Another Graphics Program

Graphics Manager has the capability to copy and insert illustrations and designs from other graphics packages to use with the WinMate applications. You can also modify an illustration from a Graphics Manager selector screen, using another graphics program, and then copy or insert the modified illustration back on the selector screen in Graphics Manager.

Adding an existing illustration

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library that will house the illustration you add.
3. Click on *OK*.

   Graphics Manager's selector screen appears.

4. Click on the File Menu's *Add* command.

   The *Add an Existing Picture to the List* dialog box appears.

5. At the *Name:* prompt, type the name of the illustration you want to add to Graphics Manager.
6. At the *Description:* prompt, type a brief statement that you want to appear on the selector screen when you select the illustration.
7. At the *Path:* prompt, type the drive, directory, and if necessary, the filename where the illustration is (or will be) located.
8. To select another application or picture library, click on the ▦ at the *Type* box. Then, click on the appropriate type.
9. Click on *OK*.

   Graphics Manager adds the illustration to the selector screen currently displayed.

Modifying an illustration

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library whose illustrations you want to see.
3. Click on *OK*.

   The specified pictures appear, with a list of their names in the list box.
4. To select a picture, highlight the name of the picture in the list box or simply click on the picture. (You might need to use the scroll bar to see all the pictures that are available.)

   The marker appears around the picture.
5. Double click on the graphic, or click on the Select icon in the task bar.

   The illustration appears in the graphics program originally used to create the picture.
6. Edit the picture, using the appropriate draw/paint tools.
7. Click on the File Menu's *Exit* or *Save* command to return to Graphics Manager.

   The illustration appears on the Graphics Manager screen, replacing the picture you chose to modify.

For additional information on modifying illustrations using other graphics packages, see the documentation that came with the graphics program.

Graphics Manager's Desktop Capabilities

Just as you can access Graphics Manager from the design screen for the Notices, Banners, Name Tags, and Cards applications, you can also access Graphics Manager from the desktop's design screen. When you do this, Graphics Manager displays all the different desktop views by category.

Using Graphics Manager, you can:

- Customize a category's desktop view by adding or deleting applications
- Redesign the graphics on the desktop view
- Change the icon for a WinMate application

Customizing a category's desktop

Using Graphics Manager, you can change the categories and/or grouping of WinMate's applications on the desktop. For example, if you play the game of Hangman just as often as you use the Banners application, you can include the Hangman icon on your In Print desktop view. Then, instead of accessing two categories, you simply access *In Print* to use both of the applications.

For additional information about adding or deleting applications from a desktop view, see the Desktop chapter.

Redesigning the graphics on the desktop view

Don't you get tired of looking at the same desktop screen every time that you run WinMate? A little extracurricular decorating goes a long way, and WinMate provides lots of options. You can:

- Add animation
- Insert illustrations
- Change the background texture and colors
- Draw your own graphic shapes and designs

You make some of these changes directly from the desktop's design screen. However, if you want to add an illustration or change the background, WinMate automatically accesses Graphics Manager.

For additional information about redesigning your desktop, see the Desktop chapter.

Changing an application icon

Do you ever have a hard time remembering which icon goes with which application? Well, maybe picking your own icon would help. Graphics Manager houses a library of icons, and you can access this library using Graphics Manager's Types Menu's *Choose Type* command.

For additional information about using Graphics Manager to change application icons, see the Desktop chapter.

As you can see, Graphics Manager is a powerful tool and is used by WinMate to store many different types of graphics. Although this application is powerful, the Alumni Committee had no problems using it. Remember, you simply display the type of illustration you want to use, and then select the appropriate picture.

Never again will the committee worry about only being able to draw a stickman. Neither will you!

Graphics Manager Quick Reference

Add a picture from your hard drive to a selector screen

To add a picture that is currently on the hard disk:

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library where you want to add an illustration.
3. Click on *OK*.

   Graphics Manager's selector screen appears.

4. Click on the File Menu's *Add* command.

   The *Add an Existing Picture to the List* dialog box appears.

5. At the *Name:* prompt, type the name of the illustration you want to add to Graphics Manager.
6. At the *Description:* prompt, type a brief statement that you want to appear on the selector screen when you select the illustration.
7. At the *Path:* prompt, type the drive, directory, and if necessary, the filename where the illustration is (or will be) located.
8. At the *Type* box, click on the to select another application or picture library. Then, click on the appropriate type.
9. Click on *OK*.

Graphics Manager adds the illustration to the selector screen currently displayed.

Add new illustrations to an application or picture library

Use this option to copy the graphics from another graphics program into the application or picture library that you create or modify, using the Types Menu's *Create* and *Edit* commands.

1. Click on the Types Menu's *Create* or *Edit* command.

   The *Create New Type* or *Edit Type* dialog box appears. Depending on the command that you are using, follow the steps outlined in the appropriate task discussion. Then, continue with the following steps:

2. Click on the Types Menu's *Auto Fill* command.

   The *Automatic Picture Additions* dialog box appears, with the correct extension for the library or application you chose. The copy all command for the specified application appears. (For example, to copy all the graphics into Notices you would see **.not.*)

3. Add a name for the new illustration(s) before the extension.
4. Click on *OK*.

Graphics Manager fills the selector screen with the new illustrations.

Change the information about a picture

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library that contains the illustration whose information you want to change.
3. Click on *OK*

   Graphics Manager's selector screen appears.

4. Click on the appropriate illustration.
5. Click on the File Menu's *Redefine* command.

   The *Redefine Picture Information* dialog box appears.

6. If necessary, at the *Name:* prompt, type the new name for the picture.
7. If necessary, at the *Description:* prompt, type a brief statement that you want to appear on the selector screen when you select the illustration.
8. If necessary, at the *Path:* prompt, type the drive, directory, and the filename where the illustration is located.
9. Click on *OK*.

Create a new application or picture library

1. Click on the Types Menu's *Create* command.

   The *Create New Type* dialog box appears.

2. At the *Type:* prompt, enter the name of the application or picture library you want to create, using 80 or fewer characters.
3. At the *Ext:* prompt, enter the filename extension for the type you create, using three or fewer characters.
4. At the *Default Path:* prompt, enter the drive, directory, and if necessary, the filename where the illustration(s) is (or will be) located.
5. At the *Editor:* prompt, enter the application or software program that is used to access the picture.
6. At the *Group:* prompt, enter the group name.
7. To change how many graphics appear on the selector screen at one time, enter measurements for the *Horizontal* and *Vertical* fields in the *Minimum Dimension* box.

   The default measurement is 100 for each dimension, which means that Graphics Manager displays six graphics on the screen at one time. The larger the numbers, the fewer pictures that appear on the selector screen at one time.

8. Click on *OK.*

Create a new picture from an existing one

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library whose illustrations you want to see.
3. Click on *OK.*

   Graphics Manager's selector screen appears.

4. Click on the illustration you want to use to create a new picture.
5. Click on the File Menu's *Create From* command.

   The *Add a Picture to the List* dialog box appears.

6. At the *Name:* prompt, type the name you want to assign to the modified illustration.
7. At the *Description:* prompt, type a brief statement that you want to appear on the selector screen when you select the illustration.
8. At the *Path:* prompt, type the drive, directory, and if necessary, the filename of the illustration.
9. At the *Type* box, click on the to select another application or picture library. Then, click on the appropriate type.
10. Click on *OK.*

    The illustration appears in the graphics program used to create it.

11. Edit the picture.
12. Depending on the type of graphics program you use to edit the picture, select the File Menu's *Exit* or *Save* command to return to Graphics Manager.

    The illustration appears on the Graphics Manager screen.

The picture, its name, and a description are added to the current Graphics Manager library. The original picture you used **remains unchanged.**

Delete a picture

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library that contains the illustration that you want to remove from the selector screen.
3. Click on *OK.*

   Graphics Manager's selector screen appears.

4. Click on the File Menu's *Remove* command.

   The *Remove this File?* dialog box appears. The name of the specific illustration appears at the top of the box.

5. **To delete** the file from the hard drive as well as the Graphics Manager selector screen, be sure to **check** the *Delete from disk* option.

   If you **do not want to delete** the file from the hard drive, be sure the option is **unchecked.** To remove the check, simply click on the *Delete from disk?* checkbox.

6. Click on *OK.*

If you chose not to delete the file from the hard disk, the file is simply removed from the selector screen. To add the file back to the selector screen, refer to the "Add a picture from your hard drive to a selector screen" topic.

Delete an application or picture library

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library you want to delete.

3. Click on *OK.*

   If the library or application does not contain any illustrations, you are prompted to be sure that you want to delete the library. Skip to Step 7 to complete the process.

   If there are illustrations in the library or application, the *Type not empty* dialog box appears.

4. Click on *OK.*

5. Click on the File Menu's *Remove* command.

   See the "Delete a picture" task to remove the contents of the library or application. When the illustrations have been removed, continue with the following steps:

6. Click on the Types Menu's *Delete* command.

   You are prompted to be sure that you want to delete the library.

7. Click on *OK.*

Magnify the picture

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library that contains the picture you want to magnify.

3. Click on *OK.*

   Graphics Manager's selector screen appears.

4. Click on the picture.

5. Click on the File Menu's *Enlarge* command.

The picture appears expanded on the screen. To view the picture at its normal size, click on the File Menu's *Exit* command.

Modify a picture

1. Click on the Types Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library that contains the illustration you want to modify.

3. Click on *OK.*

   Graphics Manager's selector screen appears.

4. To select a picture, highlight the name of the picture in the list box or simply click on the picture. (You might need to use the scroll bar to see the entire list of the pictures that are available.)

   The marker appears around the picture.

5. Double click on the graphic or click on the icon in the task bar that depicts the graphics program you will use to edit the picture.

   The illustration appears in the graphics program.

6. Edit the picture, using the appropriate draw/paint tools.

7. Click on the File Menu's *Exit* or *Save* command to return to Graphics Manager.

The modified picture replaces the original picture.

Modify the information about an application or picture library

1. Click on the Types Menu's *Edit* command.

   The *Edit Type* dialog box appears.

2. If necessary, at the *Ext:* prompt, enter a new filename extension, using three or fewer characters.

3. If necessary, at the *Default Path:* prompt, enter a new path for locating the library or application.

4. If necessary, at the *Editor:* prompt, enter the paint/draw software program used to modify the picture.

5. At the *Group:* prompt, enter the group name.

6. To change how many graphics appear on the selector screen at one time, enter new measurements for the *Horizontal* and *Vertical* fields in the *Minimum Dimension* box.

The default measurement is 100 for each dimension, which means that Graphics Manager displays six graphics on the screen at one time. The larger the numbers, the fewer pictures that appear on the selector screen at once.

7. Click on *OK*.

Select a picture

1. At the application's design screen, click on the Add Menu's *Illustration* command or click on the Graphics Manager icon in the task bar.

   Graphics Manager's selector screen appears.

2. To select a picture, highlight the name of the picture in the list box or simply click on the picture. (You might need to use the scroll bar to see the entire list of the pictures that are available.)

   The marker appears around the picture.

3. Click on the File Menu's *Select* command.

   The picture you selected appears on the screen.

Select a specific application or picture library type

1. Click on the Type Menu's *Choose Type* command.

   The *Choose Type* dialog box appears.

2. Click on the application or picture library that contains the illustration(s) you want to use.

3. Click on *OK*.

Greeting Cards

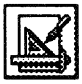
This year the printing budget for the Alumni Ball will be the least of the Homecoming Committee's financial concerns. By using WinMate's Cards application to create the invitations and thank you cards for this major fund raising event, the money saved will be enough to fund an additional scholarship for an incoming freshman. Using Cards is not only fun, but it can be enterprisingly economical, too!

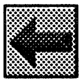
Birthday, anniversary, graduation, baby shower, Valentines, dinner party — if you've got the occasion, we've got the card. WinMate's Cards application is your one-stop shopping companion for all the social correspondence you'll ever need. Simply choose the format, designs, and illustrations in any manner you want to create that special greeting that lets someone know that you're thinking of them.

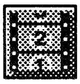
To access the Cards application from the desktop, double click on the *In Print* category, and then double click on the Greeting Cards icon.

When you access Cards, you see the following screen:

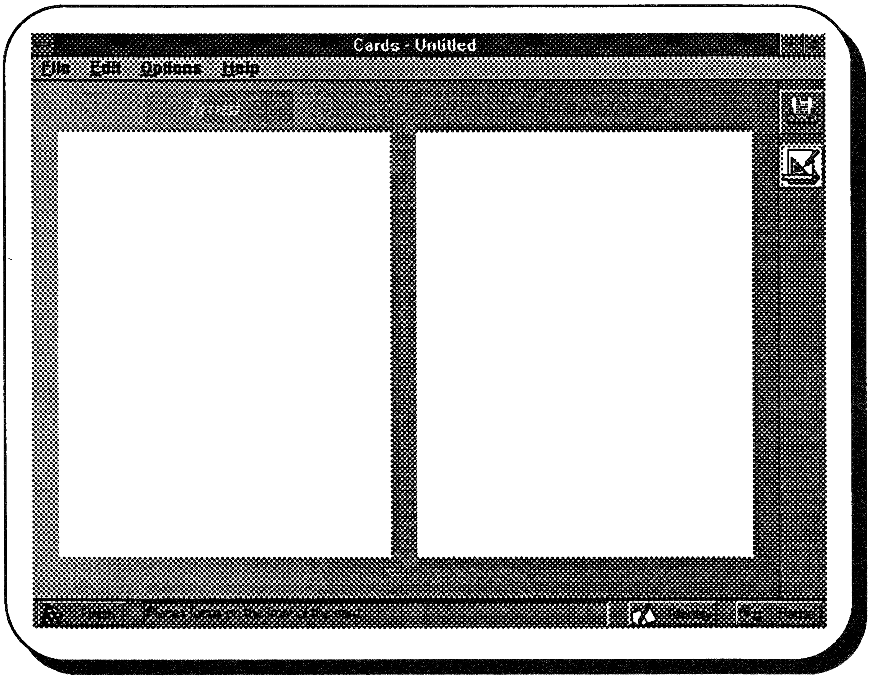
Cards Icons


— Design icon


— Exit icon


— Graphics Manager icon


— Print icon



Cards' Main Screen

This is the main screen of the Cards application. Here you can view the front and inside page of the greeting card. You also use this main screen to add the text.

Before you can use this screen to add text to your card, you must first create a text field. To do this, access the design screen.

Cards' Design Screen

To access the design screen:

- Choose the Options Menu's *Design Card* command.

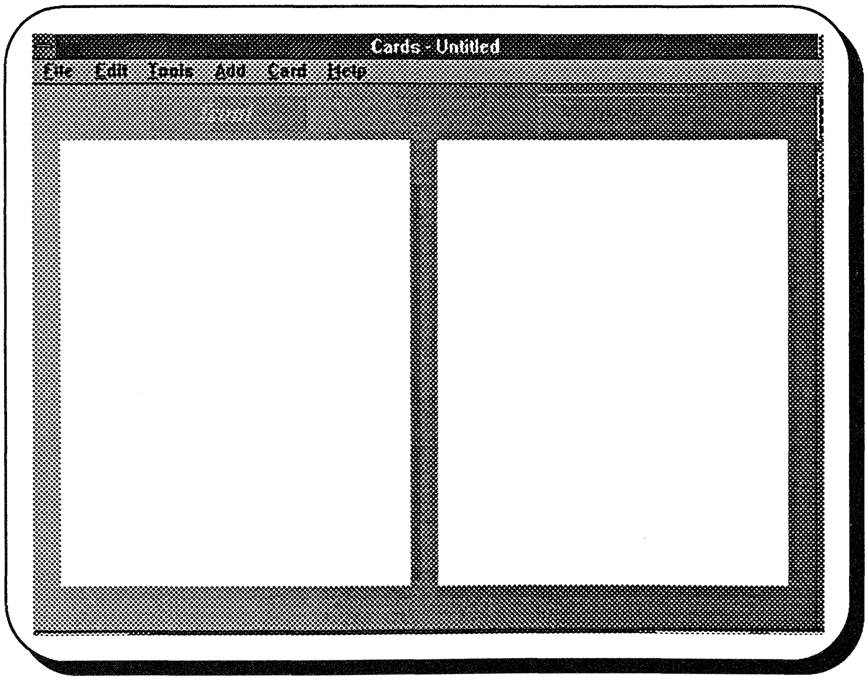
  OR

- Click on the Design icon.

The design screen looks very similar to the main screen, but you'll see a new set of menus on the menu bar. Also, you'll note that the mouse pointer changes from an arrow to either a hand or drawing pen as you move around the design screen.

Creating a Card

The design screen is where you actually create the layout for your card, deciding where text fields and illustrations will be placed. You can not only add illustrations but also modify and reposition them. You can even create your own shapes and graphic designs.



Adding text

1. To indicate which page of the card you want to work with first, at the design screen click on the Card Menu's *Front* or *Inside* command.
2. Click on the Add Menu's *Field* command.

   The text field, surrounded by the select border, appears on the card.
3. To move the field, first, be sure the select border is around the field. Then, position the marker inside the field, and drag the mouse to move the field to the appropriate position.
4. To resize the text field, be sure the select border is around the field. Then, point to one of the resize handles (the squares along the border), and drag the mouse to stretch the field.
5. To enter text in the field, return to the main screen by clicking on the File Menu's *Exit* command (or click on the Exit icon).

   The text field box appears on the main screen. The cursor is in the upper, left corner of the box.

Note: The text field box appears on the screen for position and size purposes. Only the text that you type will actually print on your cards.

---

6. Type the text.

See the "Change the type font, size, and color" task in the Cards Quick Reference for information about changing the font.

Adding an illustration

1. To select which page you want to insert an illustration on at the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Add Menu's *Illustration* command.

   The *Graphics Manager* selector screen appears.
3. To select a picture, highlight the name of the picture in the list box or simply click on the picture. (You might need to use the scroll bar to see the entire list or the pictures that are available.)

   The selector appears around the illustration.
4. Click on the Select icon in the task bar, or double click on the picture to return to the Cards design screen.

   The illustration appears on the design screen.

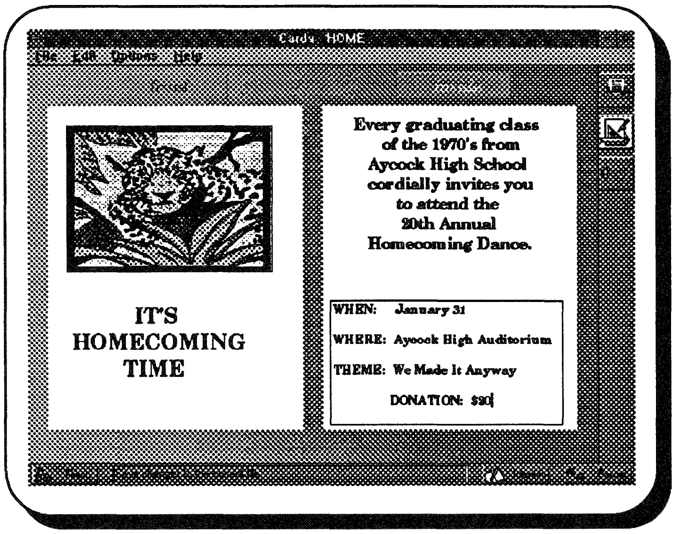
5. To move the illustration on the screen, first, be sure the select border surrounds the illustration. Then, point to the inside of the box, and drag the mouse to move the illustration to the appropriate position.
6. To resize the illustration, be sure the select border surrounds the illustration. Then, point to one of the resize handles, and drag the mouse to stretch the illustration.

Adding decorative shapes and lines

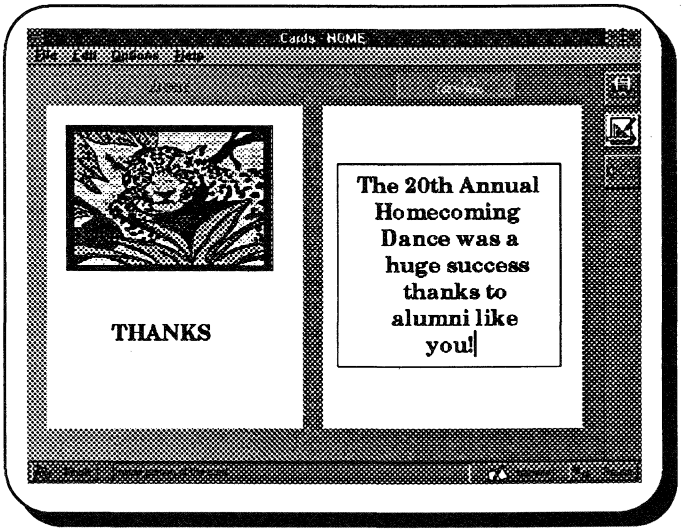
In addition to graphics and text fields, you can create decorative shapes and lines using the Tools Menu's *Line, Ellipse,* and *Rectangle* commands.

See the "Draw an Ellipse or Circle," "Draw a Line," and "Draw a Rectangle or Square" tasks in the Cards Quick Reference for additional information.

The invitations for the Alumni Ball were simply exquisite! The subtle, yet tasteful colors for the graphics and illustration combined with the off-white stationery to produce a really professionally finished product.



After the Committee added the text, graphics and illustration, all they had to do was print, and then fold the paper. Producing the thank you cards was just as easy.



Cards Quick Reference

Add text

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Add Menu's *Field* command.

   A text field appears, surrounded by the select border.
3. To change the size of the field, position the marker on a resize handle, and drag the mouse to stretch the field to the appropriate size.
4. To enter text in the field, return to the main screen by clicking on the File Menu's *Exit* command (or clicking on the Exit icon).

   The text field box appears on the main screen. The cursor is in the upper, left corner of the box.
5. Type the text.

Align the objects in a group

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the group of objects that you want to align.

   The select border appears around the group.
3. Click on the Edit Menu's *Group* command.

   A submenu appears.
4. Click on the *Align* command.

   The *Align* dialog box appears.
5. Click on the appropriate button, indicating how you want to position your group.
6. Click on *OK.*

Break a group

1. At the design screen, click on the group whose objects you no longer want to bundle.

   The select border appears.
2. Click on the Edit Menu's *Group* command.

   A submenu appears.
3. Click on the *Break group* command.

   The objects are no longer bundled as one group. When you click on any object from the former group, the select border only appears around the selected object.

Change the pattern, color, and line weight of shapes

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the shape you want to modify.

   The select border appears around the shape.
3. Click on the Edit Menu's *Properties* command.

   The *Properties* dialog box appears.
4. To change the width of the line, click on at the *Line Style* box, and then click on the appropriate size.
5. To change the line color, click on the *Line Color* button.

   The *Color* dialog box appears.
6. Click on a basic color or mix a custom color, and then click on *OK.*
7. To change the pattern, click on the at the *Pattern* box. Then, click on the appropriate pattern.
8. To change the foreground or background color of the shape, click on the appropriate button, and use the *Color* dialog box.
9. Click on *OK.*

Change the size of a text field or illustration

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the field or illustration you want to resize (or select an entire area to resize).

   The select border appears.
3. Position the marker on a resize handle, and drag the mouse to change the size.

Change the type font, size, and color

1. To change the type font, size, and color, you must first create a text field at the design screen. If you

have more than one text field, be sure to place the cursor in the field you want to modify.

2. At the main screen, click on the Card Menu's *Front* or *Inside* command.
3. At the main screen, click on the Edit Menu's *Properties* command.

   The *Font* dialog box appears.
4. At the *Font:* box, click on the name of the font you want to use, or type the name.
5. At the *Font Style:* box, click on the style that you want to use (*Regular, Italic, or Bold*), or type the name of the style.
6. At the *Size:* box, click on a size.

   The *Sample* box at the bottom of the dialog box displays an example of the font and size you chose.
7. If necessary, at the *Effects:* box, select one or both of the options (*Strikeout* or *Underline*).
8. At the *Color:* box, click on the , and then click on the color you want to use.
9. Click on *OK.*

Copy a field or an illustration

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the field or illustration you want to copy (or select the entire area to copy by choosing the Tools Menu's *Select* command).
3. Click on the Edit Menu's *Copy* command.

   The information you selected is copied onto the Clipboard.

See the "Paste information into a card" task for more information.

Create a group

1. At the design screen, click on the Tools Menu's *Select* command.
2. Point to the area above and to the left of the segment you want to make a group.
3. Drag the mouse to stretch the select box around the appropriate area.

   The select border appears around the selected area.
4. Click on the Edit Menu's *Group* command.

   A submenu appears.
5. Click on the *Make group* command.

   The segment of the card in the select box forms one group. Whenever you select any object in the group, the entire group is selected.

Create a new card

1. Click on the File Menu's *New* command.

   The Graphics Manager selector appears, displaying a *Blank* card plus any cards you previously saved.
2. To use the *Blank* format, simply click on *Blank.* To use a previously saved format, highlight the name of the file in the list box or simply click on the card. (You might need to use the scroll bar to see the entire list or the cards that are available.)

   The selector appears around the card.
3. Click on the Select icon to return to Cards.

The format you selected appears on Cards' main screen.

Delete a field or an illustration

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on a field or illustration you want to delete (or select an entire area).

   The select border appears.
3. Press DELETE.

Draw an ellipse or circle

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Tools Menu's *Ellipse* command.

   To draw a circle, press SHIFT before you position the marker, and then drag the mouse.
3. Position the marker where you want to begin your ellipse and drag the mouse to stretch the ellipse to the desired size.

To change the line weight, color, and pattern of the ellipse or circle, see the "Change the pattern, color, and line weight of shapes" task.

Draw a line

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Tools Menu's *Line* command.
3. Position the marker where you want to begin your line, and drag the mouse to stretch the line to the desired length.

To change the weight and color of the line, see "Change the pattern, color, and line weight of shapes" task.

Draw a rectangle or square

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Tools Menu's *Rectangle* command.

   To draw a square, press SHIFT before you position, then drag the mouse.
3. Position the marker where you want to begin your rectangle, and drag the mouse to stretch the rectangle to the desired size.

To change the weight, color, and pattern of the rectangle or square, see the "Change the pattern, color, and line weight of shapes" task.

Edit the text in the text field

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Type the new text.

   Note: If you have more than one field, at the design screen, click inside the field you want to edit and return to the main screen.

Hear the words in a text field

1. At the main screen, click on the Card Menu's *Front* or *Inside* command.
2. Click inside the text field you want to hear.
3. Click on the Options Menu's *Speak Text* command.

Insert a text field

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Add Menu's *Field* command.

   The text field, surrounded by the select border, appears on the screen.
3. To resize the field, point to one of the resize handles, and drag the mouse to stretch the field.
4. To move the field, point to the middle of the field, and drag the mouse to the appropriate position.

Insert an illustration

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Add Menu's *Illustration* command.

   The *Graphics Manager* selector screen appears. Use the scroll bar to find the illustration you want to use.
3. Click on the illustration.
4. Click on the Select icon.

   The illustration appears on the design screen.
5. Stretch the illustration to the appropriate size using the resize handles, and, if necessary, move the illustration,

See the Graphics Manager chapter for additional information on selecting an illustration. For additional information on resizing the illustration, see "Change the size of a text field or an illustration" in this quick reference section.

Move a field or an illustration

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the field or illustration you want to move (or select an entire area).

   The select border appears.
3. Position the marker inside the select border, and drag the mouse to move the field or illustration to the appropriate position.

Move an illustration to the foreground or background of the card

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the illustration you want to move.

   The select border appears.

3. Using the Edit Menu, click on either the *Move to Bottom* command (to place the object in the background under another object or field) or the *Move to Top* command (to place the selected object on top of another object).

   Note: You cannot place an illustration over a field.

Open a previously created card

1. Click on the File Menu's *Open* command.

   The Graphics Manager selector screen appears, displaying all the cards you have saved.

2. To select a previously saved card, highlight the name of the file in the list box or simply click on the card. (You might need to use the scroll bar to see all the cards that are available.)
3. Click on the Select icon in the task bar, or double click on the card.

   The card you selected appears on the main screen.

Paste information into a card

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Edit Menu's *Paste* command.

   The information you last copied or cut from a card is positioned on the card.

3. Move the information to the appropriate position on the screen.

Print a card

1. From the main screen, click on the File Menu's *Print* command.
2. Click on *OK.*

Remove information from the card

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the field you want to remove.

   The select border appears around the field.

3. Click on the Edit Menu's *Cut* command.

   The information you selected is removed from the card and placed on the Clipboard.

See "Paste information into the card" for more information.

Save a card

1. Click on the File Menu's *Save* command.

   The *Add a Picture to the List* dialog box appears.

2. At the *Name:* prompt, type the name of the card you want to add to Graphics Manager.
3. At the *Description:* prompt, type a brief statement that you want to appear on the selector screen when you select the card.
4. At the *Path:* prompt, type the drive, directory, and if necessary, the filename where the card is (or will be) located.
5. To select the application or picture library, click on the at the *Type* box. Then, click on the appropriate type.
6. Click on *OK.*

Select an area

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Tools Menu's *Select* command.
3. Point to a place above and to the left of the area you want to select.
4. Drag the mouse to stretch the select box around the appropriate area.

   The select border appears around the selected area.

Set up your printer

- Click on the File Menu's *Printer Setup* command.

  Refer to Appendix A for information about setting printer options.

Undo your last text edit

- Click on the Edit Menu's *Undo* command.

View a graphic up close

1. At the design screen, click on the Card Menu's *Front* or *Inside* command.
2. Click on the Tools Menu's *Select* command.
3. Click on the graphic that you want to view up close (or select an entire area).

   The select border surrounds the picture.

4. Click on the Edit Menu's *Group* command.

   A submenu appears.

5. Click on the *Zoom* command.

   The segment of the card you selected is magnified.

Name Tags

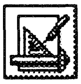
Over two hundred former students have confirmed their reservations for the Alumni Ball. Surely you remember how many people at the last reunion were embarrassed when they didn't recognize Billie Boring because of the mohawk haircut and debonair clothes. Knowing how faces and bodies have a tendency to change over the years, thank goodness for WinMate's Name Tags application. Play it safe — look at the name tag!

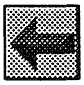
WinMate's Name Tags application lets you produce printer-quality name tags for virtually any occasion. You can print a single name tag or a complete page of name tags. Using the Graphics Manager application, you have the flexibility to add all types of illustrations, providing that professional touch to each name tag.

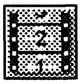
You can access Name Tags from the desktop by double clicking on the *In Print* category and then double clicking on the Name Tags icon.

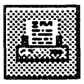
When you access Name Tags, you see the following screen:

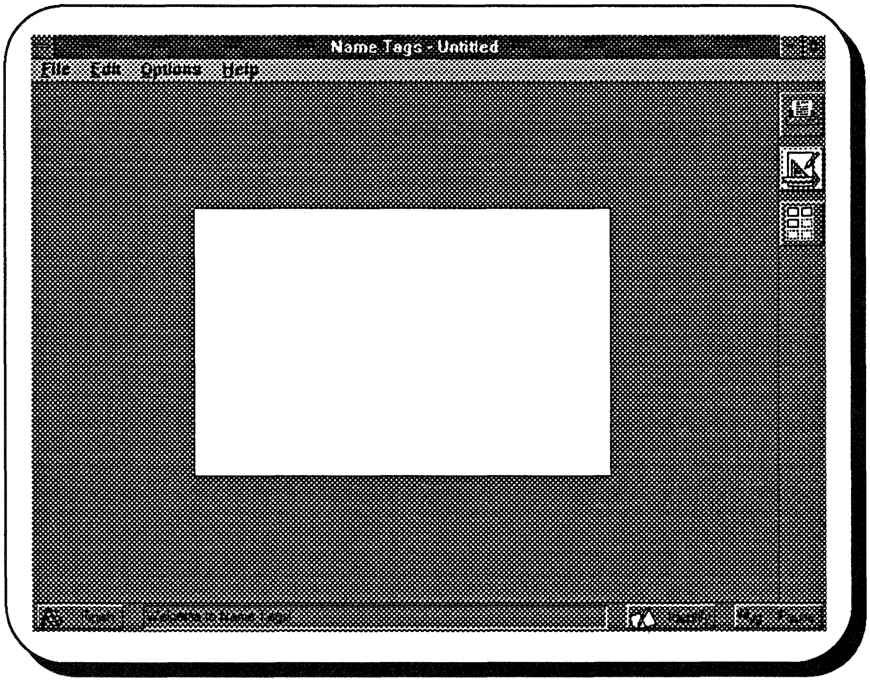
Name Tags Icons


— Design icon


— Exit icon


— Graphics Manager icon


— Print icon



Name Tags' Main Screen

This is your main Name Tags screen. Here you can view any of the name tags that you create. You also use this screen to add and modify the text for your name tag.

Before you can use this screen to add text to your name tag, you must create a text field. To do this, access the design screen.

Name Tags' Design Screen

To access the design screen:

- Choose the Name Tag Menu's *Design Nametag* command.

  OR

- Click on the Design icon.

The design screen looks very similar to the main screen, but you'll see a new set of menus on the menu bar. Also, you'll note that the mouse pointer changes from an arrow to either a hand or drawing pen as you move around the design screen.

Creating a Name Tag

The design screen is where you actually create the layout for your name tag, deciding where text fields and illustrations will be placed. You can not only add illustrations but also modify and reposition them. You can even create your own shapes and graphic designs.

Adding text

1. At the design screen, click on the Add Menu's *Field* command.

   The text field, surrounded by the select border, appears on the sample name tag.

2. To move the field, first, be sure the select border is around the field. Then, position the marker inside the field, and drag the mouse to move the field to the appropriate position.

3. To resize the text field, first, be sure the select border is around the field. Then, point to one of the resize handles (the squares along the border), and drag the mouse to stretch the field.
4. To enter text in the field, return to the main screen by clicking on the File Menu's *Exit* command (or by clicking on the Exit icon).

   The text field box appears on the sample name tag. The cursor is in the upper, left corner of the box.

   Note: The text field box appears on the screen for position and size purposes. Only the text that you type will actually print on your name tag.

5. Type the text.

See the "Change the type font, size, and color" task in the Name Tags Quick Reference for information about changing the font.

Adding an illustration

1. At the design screen, click on the Add Menu's *Illustration* command.

   The *Graphics Manager* selector screen appears.

2. To select a picture, highlight the name of the picture in the list box or simply click on the picture. (You might need to use the scroll bar to see the entire list or the pictures that are available.)

   The selector appears around the illustration.

3. Click on the Select icon in the task bar, or double click on the picture.

   The illustration appears in the upper, left corner of the design screen.

4. To move the illustration, first, be sure the select border surrounds the illustration. Then, point to the inside of the box, and drag the mouse to move the illustration to the appropriate position.
5. To resize the illustration, be sure the select border surrounds the illustration. Then, point to one of the resize handles, and drag the mouse to stretch the illustration.

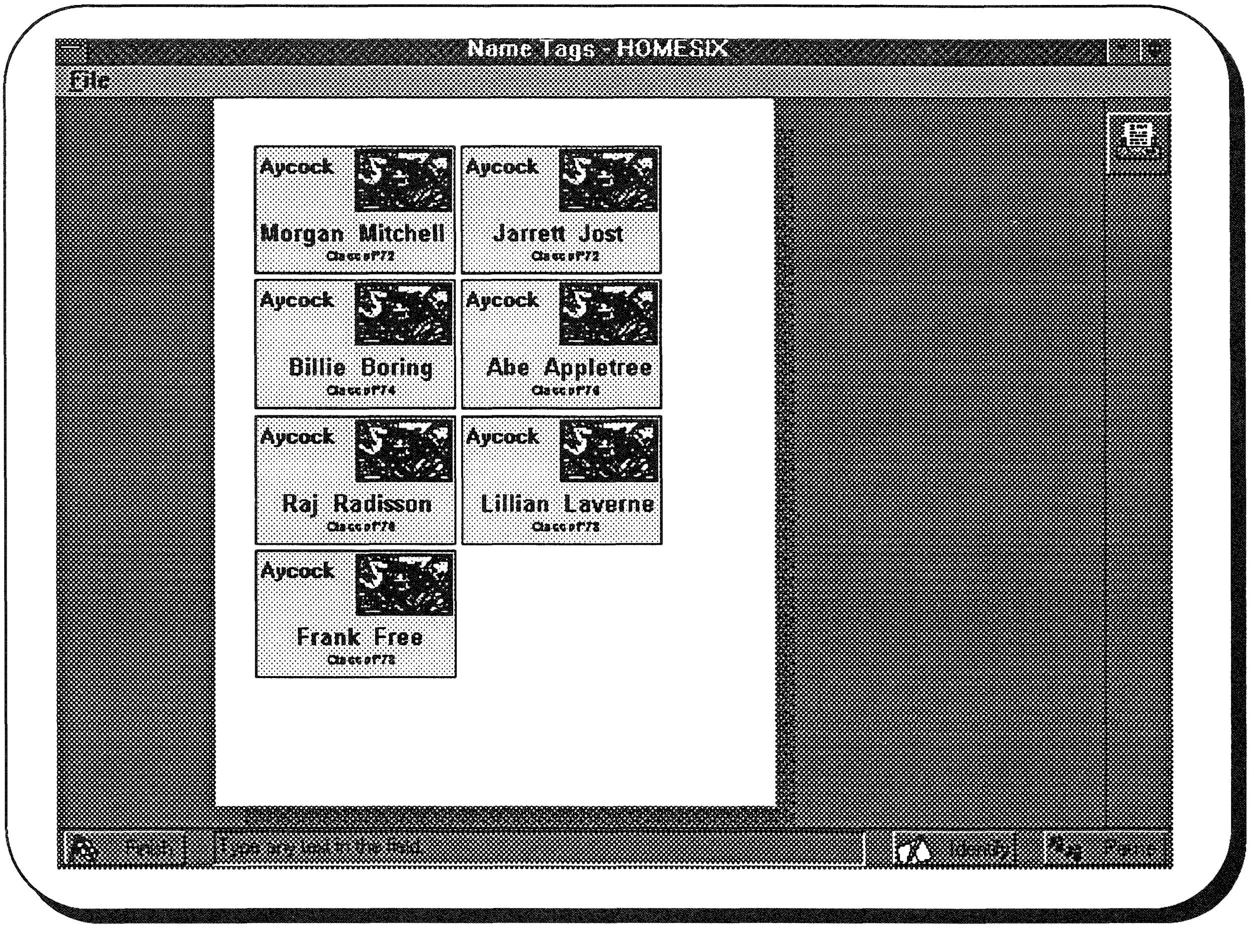
Adding decorative shapes and lines

In addition to graphics and text fields, you can create decorative shapes and lines using the Tools Menu's *Line, Ellipse,* and *Rectangle* commands.

See the "Draw an ellipse or circle," "Draw a line," and "Draw a rectangle or square" tasks in the Name Tags Quick Reference for additional information.

Everyone at the Alumni Ball was especially pleased to see their graduation year printed beneath their name. Those little extras do go a long way!

The following name tags are a brief sampling of what the Name Tags application is capable of producing.



Name Tags Quick Reference

Add text

1. At the design screen, click on the Add Menu's *Field* command.

   A text field appears, surrounded by the select border.

2. To change the size of the field, position the marker on a resize handle, and drag the mouse to stretch the field to the appropriate size.
3. To enter text in the field, return to the main screen by clicking on the File Menu's *Exit* command (or clicking on the Exit icon).

   The text field box appears on the main screen. The cursor is in the upper, left corner of the box.

4. Type the text.

Align the objects in a group

1. At the design screen, click on the group of objects that you want to align.

   The select border surrounds the objects.

2. Click on the Edit Menu's *Group* command.

   A submenu appears.

3. Click on the *Align* command.

   The *Align* dialog box appears.

4. Click on the appropriate option, indicating how you want to position your objects.
5. Click on *OK*.

Break a group

1. At the design screen, click on the group whose objects you no longer want to bundle.

   The select border appears.

2. Click on the Edit Menu's *group* command.

   A submenu appears.

3. Click on the *Break Group* command.

   The objects are no longer bundled as one group. When you click on any object from the former group, the select border only appears around the selected object.

Change the pattern, color, and line weight of shapes

1. At the design screen, click on the shape you want to modify.

   The select border appears around the shape.

2. Click on the Edit Menu's *Properties* command.

   The *Properties* dialog box appears.

3. To change the width of the line, click on ▼ at the *Line Style* box, and then click on the appropriate size.
4. To change the line color, click on the *Line Color* button.

   The *Color* dialog box appears.

5. Click on a basic color or mix a custom color, and then click on *OK*.

   Note: If you mix a custom color, be sure to select a custom color box.

6. To change the pattern, click on the ▼ at the *Pattern* box. Then, click on the appropriate pattern.
7. To change the foreground or background color of the shape, click on the appropriate button, and use the *Color* dialog box.
8. Click on *OK*.

Change the size of a text field or an illustration

1. At the design screen, click on the field or illustration you want to resize (or select an entire area to resize).

   The select border appears.

2. Position the marker on a resize handle, and drag the mouse to change the size.

Change the type font, size, and color

1. At the main screen, click on the Edit Menu's *Properties* command.

   The *Font* dialog box appears.

2. At the *Font:* box, click on the name of the font you want to use, or type the name.

3. At the *Font Style:* box, click on the style that you want to use (*Regular, Italic, or Bold*), or type the name of the style.
4. At the *Size:* box, click on a font size.

   The *Sample* box at the bottom of the dialog box displays an example of the font and size you chose.
5. If necessary, at the *Effects:* box, select one or both of the options (*Strikeout* or *Underline*).
6. At the *Color:* box, click on the , and then click on the color you want to use.
7. Click on *OK.*

Copy a field or an illustration

1. At the design screen, click on the field or illustration you want to copy (or select an entire area).

   The select border appears.
2. Click on the Edit Menu's *Copy* command.

   The information you selected is copied onto the Clipboard.

See the "Paste information into a name tag" task for more information.

Create a group

1. At the design screen, click on the Tools Menu's *Select* command.
2. Point to the area above and to the left of the segment you want to group.
3. Drag the mouse to stretch the select box around the appropriate area.

   The select border appears around the selected area.
4. Click on the Edit Menu's *Group* command.

   A submenu appears to the right of the menu.
5. Click on the *Make Group* command.

   The segment of the notice in the select box forms one group. When you select any object in the group, the entire group is selected.

Create a new name tag

1. Click on the File Menu's *New* command.

   The Graphics Manager selector screen appears, displaying a *Blank* name tag plus any name tags you previously saved.
2. To use the *Blank* format, simply click on *Blank.* To use a previously saved format, highlight the name of the file in the list box or simply click on the name tag. (You might need to use the scroll bar to see all the name tags that are available.)

   The selector appears around the name tag.
3. Click on the Select icon to return to Name Tags.

The format you selected appears on Name Tags' main screen.

Customize pages for printing name tags

1. At the main screen, click on the File Menu's *Page Setup* command.

   The *Name Tag Page Setup* dialog box appears. Several page formats are listed.
2. To create a format other than the ones currently listed, click on the *New* button.

   The *Create New Format* dialog box appears.
3. At the *Format Name:* prompt, type the name of the new format.
4. Click on the *Print Name Tag Edges* box if you want a border around the name tag.
5. At the *Measurement* prompt, click on either *Inches* or *Centimeters.*
6. Type the appropriate size of each name tag in the *Width* and *Height* boxes.
7. Type the appropriate spacing in the *Horizontal* and *Vertical* boxes.
8. Type the number of name tags to print on a page in the *Across* and *Down* boxes.
9. Type measurements in one or more of the *Page Margins* boxes to specify the margins for the printed page.
10. Click on *OK.*

Delete a field or an illustration

1. Click on a field or illustration (or select an entire area) you want to delete.

   The select border appears.

2. Press DELETE.

Delete a name tag

- At the main screen, click on the Options Menu's *Clear Nametag* command.

  The name tag is deleted.

Draw an ellipse or circle

1. At the design screen, click on the Tools Menu's *Ellipse* command.
2. Position the marker where you want to begin your ellipse, and drag the mouse to stretch the circle or ellipse to the desired size.

   To draw a circle, press SHIFT before you position the marker, and then drag the mouse.

To change the line weight, color, and pattern of the ellipse or circle, see the "Change the pattern, color, and line weight of shapes" task.

Draw a line

1. At the design screen, click on the Tools Menu's *Line* command.
2. Position the marker where you want to begin your line, and drag the mouse to stretch the line to the desired length.

To change the weight and color of the line, see "Change the pattern, color, and line weight of shapes" task.

Draw a rectangle or square

1. At the design screen, click on the Tools Menu's *Rectangle* command.
2. Position the marker where you want to begin your rectangle, and drag the mouse to stretch the rectangle to the desired size.

   To draw a square, press SHIFT before you position the marker, and then drag the mouse.

To change the weight, color, and pattern of the rectangle or square, see the "Change the pattern, color, and line weight of shapes" task.

Edit the text in the text field

- At the main screen, simply type the new text.

  Note: If you have more than one text field, at the design screen, click inside the field you want to edit and return to the main screen.

Insert a text field

1. At the design screen, click on the Edit Menu's *Field* command.

   The text field, surrounded by the select border, appears in the middle of the screen.

2. To resize the field, point to one of the resize handles, and drag the mouse to stretch the field.
3. To move the field, point to the middle of the field, and drag the mouse to the appropriate position.

Insert an illustration

1. At the design screen, click on the Edit Menu's *Illustration* command.

   The *Graphics Manager* selector screen appears. Use the scroll bar to find the graphic illustration you want to use.

2. Click on the illustration.
3. Click on the Select icon.

   The illustration appears on the design screen.

4. Stretch the illustration to the appropriate size using the resize handles, and, if necessary, move the illustration.

See the Graphics Manager chapter for additional information on selecting an illustration. For additional information on resizing or moving the illustration, see "Change the size of a text field or an illustration" or "Move a field or an illustration" in this quick reference section.

Move a field or an illustration

1. At the design screen, click on the field or illustration you want to move (or select an entire area to move).

   The select border appears.

2. Position the marker inside the select border, and drag the mouse to move the field or illustration to the appropriate position.

Move an illustration to the foreground or background of the name tag

1. At the design screen, click on the illustration you want to move.

   The select border appears.

2. Using the Edit Menu, click on either the *Move to Bottom* command (to place the object in the background under another object or field) or the *Move to Top* command (to place the selected object on top of another object).

   Note: You cannot place an illustration over a field.

Open a previously created name tag

1. At the main screen, click on the File Menu's *Open* command.

   The Graphics Manager selector screen appears, displaying all the name tags you have saved.

2. To select a previously saved name tag, highlight the name of the file in the list box or simply click on the name tag. (You might need to use the scroll bar to see all the name tags that are available.)

3. Click on the Select icon in the task bar, or double click on the name tag.

   The name tag you selected appears on the Name Tags screen.

Paste information into a name tag

1. Click on the Edit Menu's *Paste* command.

   The information you last copied or cut from a name tag is positioned on the name tag.

2. Move the information to the appropriate position on the screen.

Print a name tag

1. At the main screen, click on the File Menu's *Print* command.

   A submenu appears.

2. Click on the appropriate print option.

   Add to Print Page — Adds the name tag to the page you formatted using the File Menu's *Page Setup* command. If the *Show Page Status* option is selected, the *Print Page* indicator box displays the position of the name tag on the page.

   Print Page — The *Print* dialog box appears, prompting you to proceed with the print procedure.

   Clear Page — The *Clear Print Page* dialog box appears. If you select *Yes*, Name Tags erases the current page of tags. Selecting *No* removes the dialog box from the screen.

   Preview Page — Proportionally displays the name tag(s) as it will appear on paper.

   Show Page Status — When selected, the *Print Page* indicator box displays the position of the name tag on the page.

3. Click on *OK*.

Remove information from the name tag

1. At the design screen, click on the field you want to remove.

   The select border appears around the field.

2. Click on the Edit Menu's *Cut* command.

   The information you selected is removed from the name tag and placed on the Clipboard.

See "Paste information into the name tag" for more information.

Save a name tag

1. Click on the File Menu's *Save* command.

   The *Add a Picture to the List* dialog box appears.

2. At the *Name:* prompt, type the name of the name tag you want to add to Graphics Manager.

3. At the *Description:* prompt, type a brief statement that you want to appear on the selector screen when you select the name tag.

4. At the *Path:* prompt, type the drive, directory, and if necessary, the filename where the name tag is located.

5. To select the application or picture library, click on the ▦ at the *Type* box. Then, click on the appropriate type.
6. Click on *OK*.

Select an area

1. At the design screen, click on the Tools Menu's *Select* command.
2. Point to a place above and to the left of the area you want to select.
3. Drag the mouse to stretch the select box around the appropriate area.

   The select border appears around the selected area.

Set up your printer

- Click on the File Menu's *Printer Setup* command.

  Refer to Appendix A for information about setting printer options.

Undo your last text edit

- Click on the Edit Menu's *Undo* command.

View a name tag up close

1. At the design screen, click on the graphic that you want to view up close (or select an entire area).

   The select border surrounds the illustration.
2. Click on the Edit Menu's *Group* command.

   A submenu appears.
3. Click on the *Zoom* command.

   The segment of the name tag you selected is magnified.

View the name tag

- At the main screen, click on the Options Menu's *View Large* command.

  The name tag appears magnified.

To view the name tag proportionally as it will appear on paper, simply click on the Options Menu's *View Entire* command.

Notices

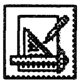
In order for the Alumni Ball to be a colossal success with the younger students as well as the returning graduates, the Homecoming Committee needs lots of publicity. Flyers must be posted around the entire school and throughout the community. Win-Mate's Notices application is just the answer for making attractive, colorful flyers.

The Notices application lets you create full-page bulletins, announcements, personal memos, and signs. You have the flexibility to use text and graphics in virtually any format you choose.

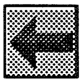
To access the Notices application from the desktop, double click on the *In Print* category, and then double click on the Notices icon.

When you access Notices, you see the following screen:

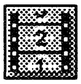
Notices Icons



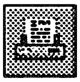
— Design icon



— Exit icon

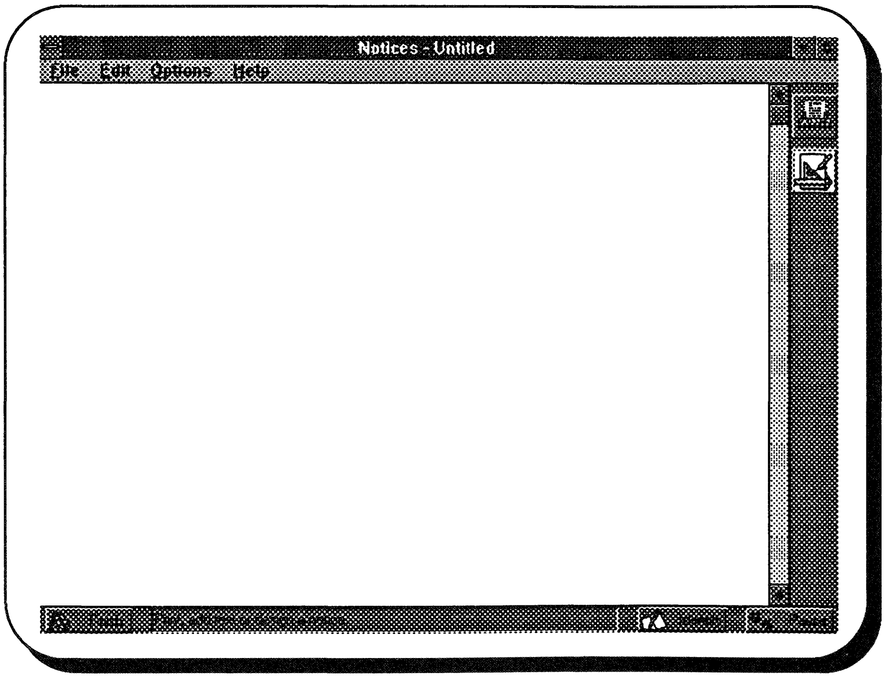


— Graphics Manager icon



— Print icon

— Speak icon



Notices' Main Screen

The screen on the previous page is the main Notices screen. Here you can view any of the notices that you create. You also use this main screen to add text to your notice.

Before you can use this screen to add text to your notice, you must create a text field. To do this, access the design screen.

Notices' Design Screen

To access the design screen:

- Choose the Options Menu's *Design Notice* command.

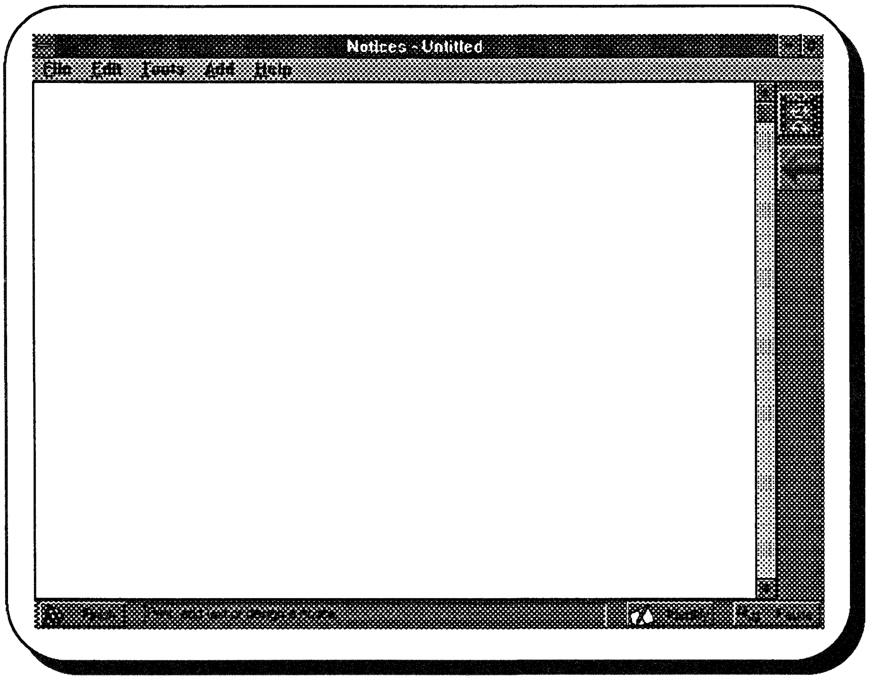
  OR

- Click on the Design icon.

The design screen looks very similar to the main screen, but you'll see a new set of menus on the menu bar. Also, you'll note that the mouse pointer changes from an arrow to either a hand or drawing pen as you move around the design screen.

Creating a Notice

The design screen is where you actually create the layout for your notice, deciding where text fields and illustrations will be placed. You can not only add illustrations but also modify and reposition them. You can even create your own shapes and graphics designs.



Adding text

1. At the design screen, click on the Add Menu's *Field* command.

   The text field, surrounded by the select border, appears on the notice.

2. To move the field, first, be sure the select border is around the field. Then, position the marker inside the field, and drag the mouse to move the field to the appropriate position.
3. To resize the text field, first, be sure the select border is around the field. Then, point to one of the resize handles (the squares along the border), and drag the mouse to stretch the field.
4. To enter text in the field, return to the main screen by clicking on the File Menu's *Exit* command (or clicking on the Exit icon).

   The text field box appears on the main screen. The cursor is in the upper, left corner of the box.

   Note: The text field box appears on the screen for position and size purposes. Only the text that you type will actually print on your notice.

5. Type the text.

See the "Change the type font, size, and color" task in the Notices Quick Reference for information about changing the font.

Adding an illustration

1. At the design screen, click on the Add Menu's *Illustration* command.

   The *Graphics Manager* selector screen appears.

2. To select a picture, highlight the name of the picture in the list box or simply click on the picture. (You might need to use the scroll bar to see the entire list or the pictures that are available.)

   The selector appears around the illustration.

3. Click on the Select icon in the task bar, or double click on the picture to return to the Notices design screen.

   The illustration appears on the design screen.

4. To reposition the illustration, first, be sure the select border surrounds the illustration. Then, point to the inside of the box, and drag the mouse to move the illustration to the appropriate position.

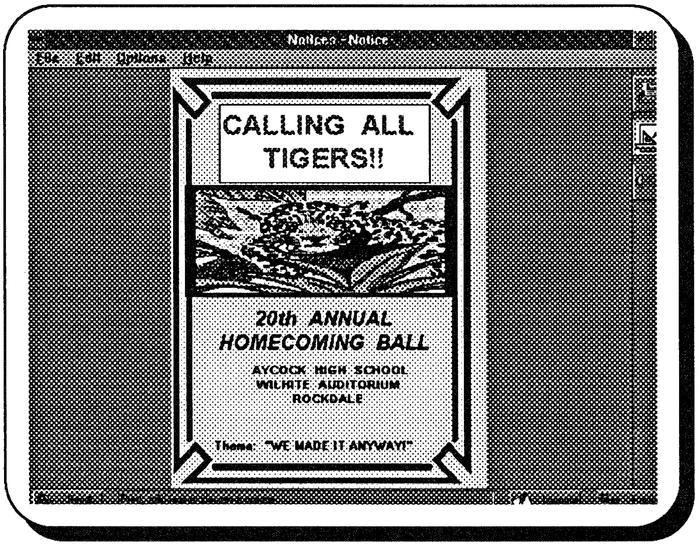
5. To resize the illustration, be sure the select border surround the illustration. Then, point to one of the resize handles, and drag the mouse to stretch the illustration.

Adding decorative shapes and lines

In addition to graphics and text fields, you can create decorative shapes and lines using the Tools Menu's *Line, Ellipse,* and *Rectangle* commands.

See the "Draw an ellipse or circle," "Draw a line," and "Draw a rectangle or square" tasks in the Notices Quick Reference for additional information.

The following is a sample of the notice the Homecoming Committee created for the Alumni Ball. Can you imagine all the possibilities for your notices?



Notices Quick Reference

Add an illustration

1. At the design screen, click on the Add Menu's *Illustration* command.

   The Graphics Manager selector screen appears. Use the scroll bar to find the illustration you want to use.

2. Click on the illustration you want to use.
3. Click on the Select icon.

   The illustration appears on the design screen.

4. Stretch the illustration to the appropriate size using the resize handles, and, if necessary, move the illustration.

See the Graphics Manager chapter for additional information on selecting an illustration. For additional information on resizing or moving the illustration, see "Change the size of a text field or an illustration" or "Move a field or an illustration" in this quick reference section.

Add text

1. At the design screen, click on the Add Menu's *Field* command.

   A text field appears, surrounded by the select border.

2. To change the size of the field, position the marker on a resize handle, and drag the mouse to stretch the field to the appropriate size.
3. To enter text in the field, return to the main screen by clicking on the File Menu's *Exit* command (or clicking on the Exit icon).

   The text field box appears on the main screen. The cursor is in the upper, left corner of the box.

4. Type the text.

Align the objects in a group

1. At the design screen, click on the group of objects that you want to align.

   The select border surrounds the group.

2. Click on the Edit Menu's *Group* command.

   A submenu appears.

3. Click on the *Align* command.

   The *Align* dialog box appears.

4. Click on the appropriate option, indicating how you want to position your group.
5. Click on *OK*.

Break a group

1. At the design screen, click on the group whose objects you no longer want to bundle.

   The select border appears.

2. Click on the Edit Menu's *Group* command.

   A submenu appears.

3. Click on the *Break group* command.

   The objects are no longer bundled as one group. When you click on any object from the former group, the select border appears only around the selected object.

Change the margins

1. At the main screen, click on the File Menu's *Margins* command.

   The *Page Setup* dialog box appears.

2. Type a measurement in one or more of the *Margins* boxes.
3. Click on either *Inches* or *Centimeters*.
4. Click on *OK*.

Change the pattern, color, and line weight of shapes

1. At the design screen, click on the line, rectangle, or ellipse you want to modify.

   The select border appears around the shape.

2. Click on the Edit Menu's *Properties* command.

   The *Properties* dialog box appears.

3. To change the width of the line, click on at the *Line Style* box, and then click on the appropriate size.

4. To change the line color, click on the *Line Color* button.

   The *Color* dialog box appears.

5. Click on a basic color or mix a custom color, and then click on *OK*.

   Note: If you mix a custom color, be sure to select a custom color box.

6. To change the pattern, click on the ▦ at the *Pattern* box. Then, click on the appropriate pattern.

7. To change the foreground or background color of the shape, click on the appropriate button, and use the *Color* dialog box.

8. Click on *OK*.

Change the size

1. At the design screen, click on the field or illustration you want to resize (or select an entire area to resize).

   The select border appears.

2. Position the marker on a resize handle, and drag the mouse to change the size.

Change the type font, size, and color

1. To change the type font, size, and color, you must first create a text field. If you have more than one text field, be sure to place the cursor in the field you want to modify.

2. At the main screen, click on the Edit Menu's *Properties* command.

   The *Font* dialog box appears.

3. At the *Font:* box, click on the name of the font you want to use, or type the name.

4. At the *Font Style:* box, click on the style that you want to use (*Regular, Italic, or Bold*), or type the name of the style.

5. At the *Size:* box, click on a size.

   The *Sample* box at the bottom of the dialog box displays an example of the font and size you chose.

6. If necessary, at the *Effects:* box, select one or both of the options (*Strikeout* or *Underline*).

7. At the *Color:* box, click on the ▦ , and then click on the color you want to use.

8. Click on *OK*.

Copy a field or an illustration

1. At the design screen, click on the field or illustration you want to copy (or select the entire area to copy).

2. Click on the Edit Menu's *Copy* command.

   The information you selected is copied onto the Clipboard.

See the "Paste information into a notice" task for more information.

Create a group

1. At the design screen, click on the Tools Menu's *Select* command.

2. Point to the area above and to the left of the segment you want to group.

3. Drag the mouse to stretch the select box around the appropriate area.

   The select border appears around the selected area.

4. Click on the Edit Menu's *Group* command.

   A submenu appears.

5. Click on the *Make Group* command.

   The segment of the notice in the select box forms one group. When you select any object in the group, the entire group is selected.

Create a new notice

1. Click on the File Menu's *New* command.

   The Graphics Manager selector screen appears, displaying a *Blank* notice, several sample notices, plus any notices you previously saved.

2. To use the *Blank* format, simply click on *Blank*. To use a previously saved format, highlight the name of the file in the list box or simply click on the notice. (You might need to use the scroll bar to see all the notices that are available.)

   The selector appears around the notice.

3. Click on the Exit icon to access Banners.

The format you selected appears on Notices' main screen.

Delete a field or an illustration

1. At the design screen, click on the field or illustration you want to delete (or select an entire area).

   The select border appears.

2. Press DELETE.

Draw an ellipse or circle

1. At the design screen, click on the Tools Menu's *Ellipse* command.
2. Position the marker where you want to begin your ellipse, and drag the mouse to stretch the shape to the desired size.

   To draw a circle, press SHIFT before you position the marker, and then drag the mouse.

To change the line weight, color, and pattern of the circle or ellipse, see the "Change the pattern, color, and line weight of shapes" task.

Draw a line

1. At the design screen, click on the Tools Menu's *Line* command.
2. Position the marker where you want to begin your line, and drag the mouse to stretch the line to the desired length.

To change the weight and color of the line, see "Change the pattern, color, and line weight of shapes" task.

Draw a rectangle or square

1. At the design screen, click on the Tools Menu's *Rectangle or Square command.*
2. Position the marker where you want to begin your rectangle, and drag the mouse to stretch the shape to the desired size.

   To draw a square, press SHIFT before you position the marker, and then drag the mouse.

To change the weight, color, and pattern of the rectangle or square, see the "Change the pattern, color, and line weight of shapes" task.

Edit the text in the text field

- At the main screen, simply type the new text.

Note: If you have more than one text field, at the design screen, click inside the field you want to edit and return to the main screen.

Hear the words in the text field

1. At the main screen, click inside the text field you want to hear.
2. Click on the Options Menu's *Speak Text* command.

   OR

   Click on the Speak icon.

Insert a text field

1. At the design screen, click on the Add Menu's *Field* command.

   The text field, surrounded by the select border, appears in the middle of the screen.

2. To resize the field, point to one of the resize handles, and drag the mouse to stretch the field.
3. To move the field, point to the middle of the field, and drag the mouse to the appropriate position.

Move a field or an illustration

1. At the design screen, click on the field or illustration you want to move (or select an entire area to move).

   The select border appears.

2. Position the marker inside the select border, and drag the mouse to move the field or illustration to the appropriate position.

Move an illustration to the foreground or background of the notice

1. At the design screen, click on the illustration you want to move.

   The select border appears.

2. Using the Edit Menu, click on either the *Move to Bottom* command (to place the object in the background under another object or field) or the *Move to Top* command (to place the selected object on top of another object).

   Note: You cannot place an illustration over a field.

Open a previously created notice

1. At the main screen, click on the File Menu's *Open* command.

   The *Graphics Manager* selector screen appears, displaying all the notices you have saved.

2. To select a previously saved notice, highlight the name of the file in the list box or simply click on the notice. (You might need to use the scroll bar to see all the notices that are available.)

3. Click on the Select icon in the task bar, or double click on the notice.

   The notice you selected appears on the main screen.

Paste information into a notice

1. At the design screen, click on the Edit Menu's *Paste* command.

   The information you last copied or cut from a notice is positioned on the notice.

2. Move the information to the appropriate position on the screen.

Print a notice

1. At the main screen, click on the File Menu's *Print* command.
2. Click on *OK*.

Remove information from the notice

1. At the design screen, click on the field you want to remove.

   The select border appears around the field.

2. Click on the Edit Menu's *Cut* command.

   The information you selected is removed from the notice and placed on the Clipboard.

See "Paste information into the notice" for more information.

Save a notice

1. Click on the File Menu's *Save* command.

   The *Add a picture to the List* dialog box appears.

2. At the *Name:* prompt, type the name of the notice you want to add to Graphics Manager.

3. At the *Description:* prompt, type a brief statement that you want to appear on the selector screen when you select the notice.

4. At the *Path:* prompt, type the drive, directory, and if necessary, the filename where the notice is (or will be) located.

5. To select the application or picture library, click on the ▪ at the *Type* box. Then, click on the appropriate type.

6. Click on *OK*.

Select an area

1. At the design screen, click on the Tools Menu's *Select* command.

2. Point to a place above and to the left of the area you want to select.

3. Drag the mouse to stretch the select box around the appropriate area.

   The select border appears around the selected area.

Set up your printer

- Click on the File Menu's *Printer Setup* command.

  Refer to Appendix A for information about setting printer options.

Undo your last text edit

- Click on the Edit Menu's *Undo* command.

View a notice up close

1. At the design screen, click on the graphic (or select an entire area) that you want to view up close.

   The select border surrounds the illustration.

2. Click on the Edit Menu's *Group* command.

   A submenu appears.

3. Click on the *Zoom* command.

   The segment of the notice you selected is magnified.

View the entire notice

- At the main screen, click on the Options Menu's *View Large* command.

  The notice is magnified.

To view the notice proportionally as it will appear on paper, simply click on the Options Menu's *View Entire* command.

Inside

WinMate's *Inside* category gives you access to all the features, accessories, and tools available in the Microsoft Windows and Microsoft Works programs.

Note: Unless otherwise noted, refer to your Windows documentation for information about these applications.

Card File — Lets you keep track of any information that you might record on an index card.

Microsoft Works — Provides access to the Works program so that you can create templates to handle database or spreadsheet information. *(See the Works documentation that came with WinMate.)*

Notepad — Lets you type notes or memos.

Paintbrush — Lets you create your own artistic and creative drawings.

Windows Calendar — Provides a monthly calendar and daily appointment book.

Write — Gives you access to a full-featured word processing application.

System Tools — Gives you access to even more Windows accessories.

> **Character Map** — Provides you with extended characters and characters in special symbol fonts.
>
> **Clipboard Viewer** — Lets you view the information stored in the temporary Clipboard area.
>
> **Control Panel** — Lets you change your Windows settings for such things as color, fonts, printers, etc.
>
> **File Manager** — Helps you organize your files and directories.
>
> **Macro Recorder** — Lets you record a series of keystrokes or mouse actions.
>
> **Media Player** — Lets you control sound hardware and play multimedia files.

Object Packager — Lets you embed information within another file.

OLE Registration Editor — Lets you place an interactive program on WinMate's desktop.

PIF Editor — Lets you make changes in a program's information file so that you can run a non-Windows application.

Print Manager — Provides options so that you can customize your printer setup.

Sensation Install — Lets you reinstall all the programs on your hard disk if you inadvertently erase it.

Sound Mixer — Lets you control the volume from various input devices.

Sound Recorder — Lets you record, play, and edit sound files.

Windows Setup — Displays information about your current Windows settings.

In the Bank

WinMate's *In the Bank* category contains applications that help you perform everyday financial tasks and also track various types of financial information.

Budget — Creates a budget for your household expenses. *(See the Budget chapter in this category for special information about this Works template.)*

Calculator — Provides an on-screen calculator for making quick mathematical calculations. *(See your Windows documentation.)*

Checkbook Balancer — Helps you balance your checking account each month. *(See the Checkbook Balancer chapter in this category for special information about this Works template.)*

Checkbook Register — Keeps a record of your checks and deposits. *(See the Checkbook Register chapter in this category for special information about this Works template.)*

Financial Calculations — Solves financial problems, such as income planning, annual savings accumulation, and loan payments. *(See the Using WinMate with Microsoft Works chapter in the WinMate Basics section.)*

Investment Calculations — Solves stock and loan problems, such as dividends and amortization. *(See the Using WinMate with Microsoft Works chapter in the WinMate Basics section.)*

Investments Portfolio — Keeps a record of investment accounts and activity. *(See the Using WinMate with Microsoft Works chapter in the WinMate Basics section.)*

Loan Information — Records information about personal or business loans. *(See the Using WinMate with Microsoft Works chapter in the WinMate Basics section.)*

Microsoft Money — Provides you with personal financial management tools. *(See the Microsoft Money documentation that came with WinMate.)*

Stocks — Keeps track of information about stocks you own. *(See the Using WinMate with Microsoft Works chapter in the WinMate Basics section.)*

Budget

Setting up a budget for your household is much easier when you use the Works Budget template.

This application is a Works template, and you can use all the menu commands and other features of Works with Budget.

Be sure to use Works' Help Menu if you need information about a specific menu or command.

When you use Budget, you'll be going back and forth between Checkbook Register and Budget. If you need help with the Checkbook Register template, see that chapter in this category.

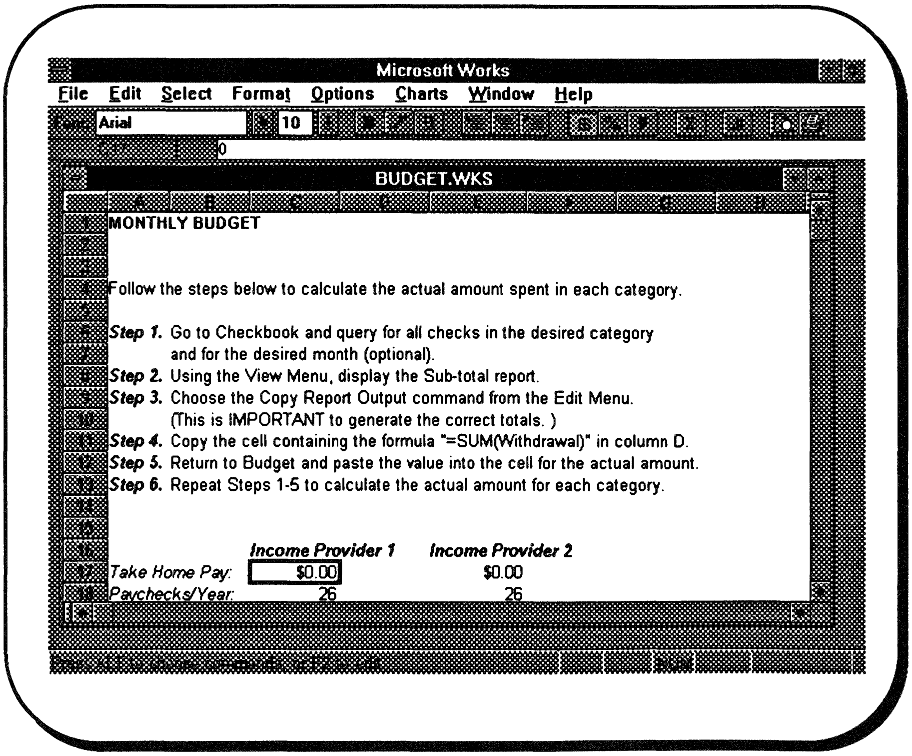
To open the Budget template, choose the *In the Bank* category on the desktop, and then double click on the Budget icon. You see this screen:

To display both Budget and Register on the screen:

1. Open Budget from the desktop.
2. Open Checkbook Register from the File Menu in the Budget template.
3. Choose the *Tile* command from the Windows Menu.

To move between Register and Budget:

- Click on the appropriate window.



Setting up a Budget

Before you can track your expenses, you need to set up a budget. Decide what your own personal budget needs are. Then, you can enter these amounts in the *Budget* column on the template.

After you enter your budget amounts, you'll want to copy this template and create a file for each new month. Then, you can enter your actual monthly expenditures so that you can track your spending.

Calculating the Amount Spent

The steps that you will use to calculate your monthly expenses appear on the screen. These steps are also listed here, along with additional explanation, if necessary.

Step 1. Go to Register and query for all checks in the desired category and for the desired month (optional).

Click on the Register window, and choose *Query* from the View Menu. Enter the following information to query for checks in a specific category during the last 30 days.

1. At *Category*, type the name of a category.
2. At *Date*, type *>now() -30 <now()*.
3. Press ENTER.

See "Query View" in the "Checkbook Register" chapter for more information on querying.

Step 2. Using the View Menu, display the Sub-total report.

In Register, click on the View Menu's *Sub-total* command. The report that you see will only contain the formula used, not the actual amounts. (You will see the actual amounts in the report after you complete Step 5.)

Step 3. Choose the *Copy Report Output* command from the Edit Menu. (This is IMPORTANT to generate the correct totals.)

In Register, choose the *Copy Report Output* command from the Edit Menu.

Step 4. Copy the cell containing the formula *"=SUM (Withdrawal)"* in column D.

Highlight the appropriate cell, and use the Edit Menu's *Copy* command to copy the formula.

Step 5. Return to Budget, and paste the value into the cell for the *Actual* amount.

Click on the Budget window, and position the marker in the appropriate category's *Actual* cell. Then, use the Edit Menu's *Paste* command to paste the report into the cell.

Step 6. Repeat Steps 1-5 to calculate the actual amount for each category.

The total expenses (actual, budget, and difference) are automatically calculated. The actual savings, leftover amount, and the difference between the two are also automatically calculated.

Checkbook Balancer

When used with your Checkbook Register template, Balancer helps you reconcile your monthly bank statement.

This application is a Works template, and you can use all the menu commands and other features of Works with Balancer.

Be sure to use Works' Help Menu if you need information about a specific menu or command.

When you use the Checkbook Balancer template, you'll be going back and forth between the Checkbook Register and Balancer. If you have not used the Register template before, see that chapter in this category.

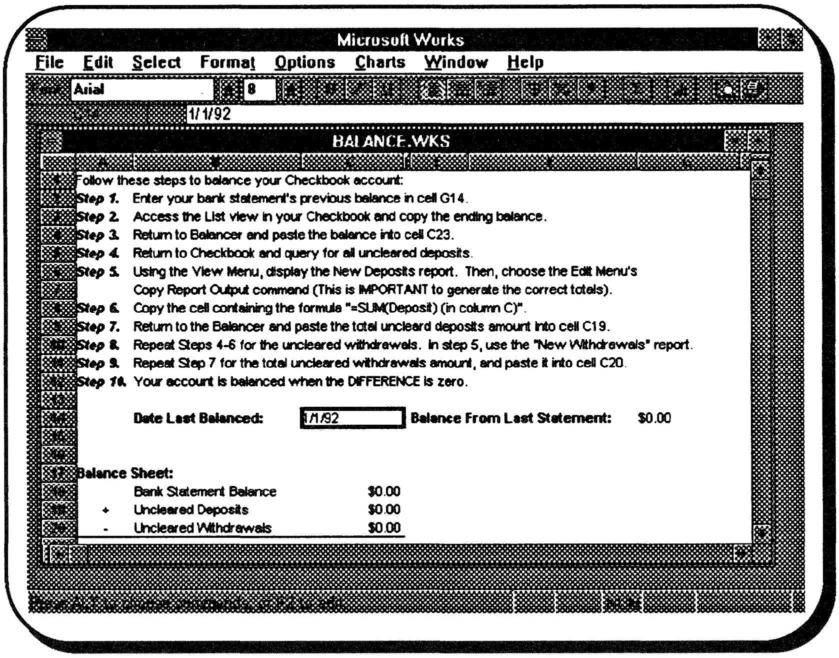
To open the Checkbook Balancer, choose the *In the Bank* category on the desktop. Then, double click on the *Checkbook Balancer* icon. Here's an example of what you will see:

To display both Balancer and Register on the screen:

1. Open Balancer from the desktop.
2. Open Checkbook Register from the File Menu in the Balancer template.
3. Choose the *Tile* command from the Windows Menu.

To move between Register and Balancer:

- Click on the appropriate window.



The steps that you will use to balance your checkbook appear on the template screen. These steps are also shown here, along with additional explanation, if necessary.

Step 1. Enter your bank statement's previous balance in cell G14.

Step 2. Access the *List* view in your Register, and copy the ending balance.

Click on the Register window, and choose *List* from the View Menu. Highlight the ending balance, and use the Edit Menu's *Copy* command to copy that balance.

Step 3. Return to Balancer, and paste the balance into cell C23.

Click on the Balancer window. Position the marker in C23, and use the Edit Menu's *Paste* command to paste the balance into the cell.

Step 4. Return to Register, and query for all uncleared deposits.

Click on the Register window, and choose *Query* from the View Menu. Enter the following information to query for uncleared deposits.

1. At *Deposits*, type *>0*.
2. At *Cleared*, type *no*.
3. Press ENTER.

For more information on how to query for information, see the "Query View" in the Checkbook Register chapter in this category.

Step 5. Using the View Menu, display the *New Deposits* report. Then, choose the Edit Menu's *Copy Report Output* command. (This is IMPORTANT to generate the correct totals.)

While still in Register, click on the View Menu's *New Deposit* command. The report that you see will only contain the formula(s) used, not the actual amounts. (You will see the actual amounts in the report after you complete the next step.) Next, click on the Edit Menu's *Copy Report Output* command.

Step 6. Copy the cell containing the formula *"=SUM(Deposit)(in column C)."*

Highlight the appropriate cell, and use the Edit Menu's *Copy* command to copy the formula. The total amount of the uncleared deposits (New Deposits report) is now on the Clipboard.

Step 7. Return to Balancer, and paste the total uncleared deposits amount into cell C19.

Click on the Balancer window, and position the marker in C19. Use the Edit Menu's *Paste* command to paste the amount into the cell.

Step 8. Repeat Steps 4-6 for the uncleared withdrawals. In Step 5, use the "New Withdrawals" report.

Step 9. Repeat Step 7 for the total uncleared withdrawals amount, and paste it into cell C20.

Step 10. Your account is balanced when the *DIFFERENCE* is zero.

For additional information about using your Balancer template, refer to the Works documentation that came with WinMate.

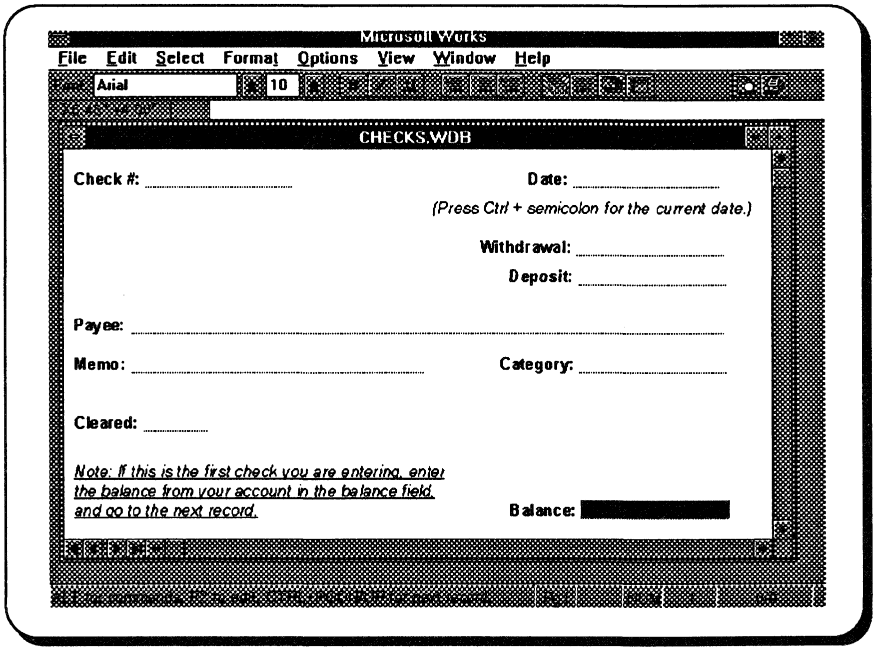
Checkbook Register

Your Checkbook Register template lets you record checks, deposits, fees, interest, and any other credits and debits that you might include in a checkbook ledger.

This application is a Works template, and you can use all the menu commands and other features of Works with Register.

Be sure to use Works' Help Menu if you need information about a specific menu or command.

To open the Checkbook Register template, choose the *In the Bank* category from the desktop, and then double click on the *Checkbook Register* icon. This is the screen you will see:



This screen is the Form view. It is one of three different "ways" to display Register information on the screen. These "ways" are called views. You use these views to enter transactions and search through your transactions. Here is a description of these three views:

Form view — Provides a "check-like" template so that you can enter all of your transactions individually. This view appears each time you open the Register template.

List view — Lets you see all of your transactions together in a spreadsheet format. This view most closely resembles your checkbook register.

Query view — Looks like the Form view. But this view lets you specify specific criteria to be used to search through your transactions. For example, you can search for uncleared checks, checks written for certain types of expenses, and more. With this information, you can limit transactions you see and also use the information to generate a report. When you choose this view, *QUERY* appears in the lower right corner of the screen.

All of these views are available from the Works View Menu.

Using the Views

Form View

The Form view is where you will enter each individual transaction as you would in an ordinary checkbook.

Before you start adding transactions, you need to enter your starting balance. The first record in your file prompts you to enter this figure. After you enter the starting balance and press ENTER, you are ready to begin adding transactions.

Important Note: Be sure to enter your transactions in sequential order (by date and /or check number). The transactions cannot be sorted after you enter them.

Type the necessary information in the appropriate fields, pressing TAB or SHIFT + TAB to move between fields. When the marker is in the last field, press TAB (or ENTER) to display a new, blank record. To move between completed records, use the arrow icons on the bottom, left side of the screen.

Query View

The View Menu's *Query* command displays a screen almost identical to the Form view. The Query screen, however, lets you search for specific transactions that fit your prescribed specifications. For example, you can search by check number, date of transaction, amount, category, and so on. See the "Examples of Queries" box for sample queries you might make.

In addition to simply looking at the results of your query, you can also use this information to generate a report. For more information about generating reports, see "List View" and "Creating Reports" in this chapter.

Examples of Queries

To generate a report for uncleared withdrawals:

Note: This query appears on the Query screen the first time you choose this view.

1. Select the View Menu's *Query* command.
2. At the *Withdrawals* field, type *>0.*
3. At the *Cleared* field, type *no.*

   Note: Be sure all other fields on the template are empty.
4. Press ENTER.

To see the list of transactions that meet your specifications, select the View Menu's *List* command.

To query for a category:

1. Select the View Menu's *Query* command.
2. At the *Category* field, type the name of the category you want to see. For example, to see expenditures for the Grocery category, type *Groceries.*

   Note: Be sure all other fields on the template are empty.
3. Press ENTER.

To see the results, select the View Menu's *List* command.

To query for checks in last 30 days:

1. Select the View Menu's *Query* command.
2. At the *Date* field, type *>now()-30 <now().*

   Note: Be sure all other fields on the template are empty.
3. Press ENTER.

To see the results, select the View Menu's *List* command.

To generate a report for uncleared deposits:

1. Select the View Menu's *Query* command.
2. At the *Deposits* field, type *>0.*
3. At the *Cleared* field, type *no.*

   Note: Be sure all other fields on the template are empty.
4. Press ENTER.

To see the results, select the View Menu's *List* command.

To query for checks written before a specific date:

1. Select the View Menu's *Query* command.
2. At the *Date:* field, type *>(date),* using the format you have used to enter dates on your transactions.

   Note: Be sure all other fields on the template are empty.
3. Press ENTER.

To see the results, select the View Menu's *List* command.

List View

The View Menu's *List* command lets you see your checkbook transactions together in a format similar to a checkbook register. You can limit the transactions you display by first using the Query view to search for specific entries. When you display the results of a query using the List view, you can use certain figures to generate reports, such as uncleared deposits and withdrawals.

Note: You can also use the List view as an alternate way to enter checks and deposits (instead of using the Form view). However, if you use the List view to enter transactions, please note that those transactions do not appear on the Form view.

Creating Reports

The information you collect when querying your transactions can be gathered and used to generate a report. You can either print these reports or use the results in the Budget and Balancer templates.

Report for all Uncleared Withdrawals

After viewing the selected records from a query, choose the Select Menu's *Show All Records* command to return to a view of all records.

1. Query for all uncleared withdrawals. (See the "Examples of Queries" box.)
2. Display the results of the query by selecting the List view.
3. Select the View Menu's *New Withdrawals* command.

   The formula(s) used to calculate the uncleared withdrawals appears.
4. [OPTIONAL] Click on the Print Preview icon to preview the report.
5. Click on the File Menu's *Print* command (or the *Print* button on the Preview screen).

For information on how to use these report results in your Checkbook Balancer template, refer to that chapter.

Report for all Uncleared Deposits

After viewing the selected records from a query, choose the Select Menu's *Show All Records* command to return to a view of all records.

1. Query for all uncleared deposits. (See the "Examples of Queries" box .)
2. Display the results of the query by selecting the List view.
3. Select the View Menu's *New Deposits* command.

   The formula(s) used to calculate the uncleared deposits appears.
4. [OPTIONAL] Click on the Print Preview icon to preview the report.
5. Click on the File Menu's *Print* command (or the *Print* button on the Preview screen).

For information on how to use these report results in your Checkbook Balancer template, refer to that chapter.

For additional information on using this Works template, be sure to refer to your Works documentation that came with WinMate.

In the Know

WinMate's *In the Know* category provides a wealth of educational and resource information from your CD-ROMs.

Note: Use the *Data Disc* CD for access to these applications unless otherwise stated.

Atlas — Provides access to all types of maps.

Bartlett's Quotations — Provides you with a source for famous quotations.

Concise Columbia Encyclopedia — Gives you access to a complete online encyclopedia.

Concise Columbia Quotations — Provides an additional source for famous quotations.

Dictionary — Gives you access to an online dictionary.

MPC Demos — Lets you see some of the special multimedia features available on your computer. (*Use the System Disc CD for access to these demos.*)

Sensation Demos — Lets you see the many special features of your Sensation computer. (*Use the System Disc CD for access to these demos.*)

Thesaurus — Provides you with an online thesaurus for finding synonyms and antonyms.

Windows Tutorial — Helps you learn how to use your Windows programs. (*See your Windows documentation.*)

WinMate Tutorial — Helps you learn about some of your WinMate applications and enjoy the multimedia capabilities of your computer. (*See the Getting Help chapter in the WinMate's Basics section.*)

World Almanac — Provides you with an online almanac, which gives you access to all types of information in many unrelated fields.

In Touch

WinMate's *In Touch* category provides telecommunications applications that let you use your telephone and your computer's modem to access outside sources. The category contains a combination of WinMate and Windows applications, along with several independent online communication packages.

America Online — Lets you access this independent online service. *(See the America Online brochure that came with WinMate.)* (Double click on the *America Online Demo* icon to see what this service has to offer. Be sure to insert the America Online CD into your CD player to view this demo.)

Message Center — Stores messages left through Message Center or Phone Center. *(See the Message Center chapter in this category.)*

Prodigy — Lets you access this independent online service. *(See the Prodigy brochure that came with WinMate.)*

Profiler — Stores specific information about all the WinMate users in your family. *(See the Profiler chapter in this category.)*

Sierra Network — Lets you access this independent game network. *(See the Sierra Network brochure that comes with WinMate.)*

Phone Center — Turns your computer into an answering machine, allowing people to leave messages for you and allowing you to access computer information when you are away from home. *(See the Phone Center chapter in this category.)*

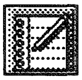
Terminal — Lets you connect your computer to other computers. *(See your Windows documentation.)*

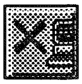
Message Center

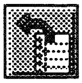
Message Center is a central place to store messages. Use it like a message board to leave messages for other members of the family, or to collect messages being left for you.

Message Center replaces your family's refrigerator-magnet system. Keep this application running and members of your family can quickly leave a message for others or "pick up" their own messages.

Message Center Icons


— Create Message Icon


— Delete Message icon


— Forward Message icon


— Receive Message Icon

Messages that are stored in Message Center include those left by someone using Message Center and also phone messages left for you through Phone Center.

When you leave messages through Message Center, you can:

- Type the message

  OR

- Record the message

When messages are left for you through Phone Center, they are recorded.

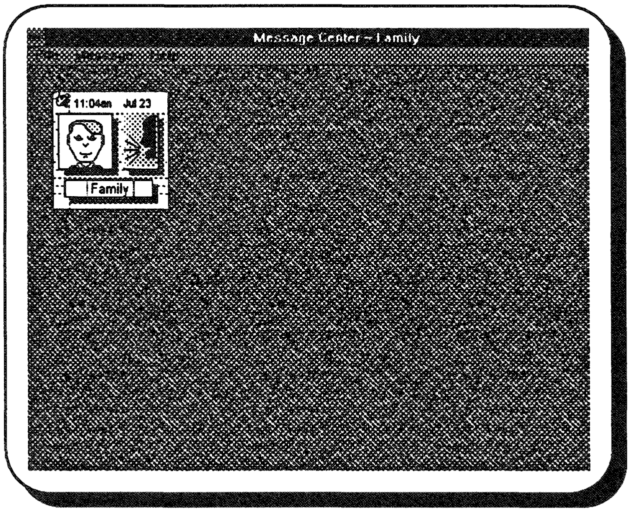
When you get your messages through Message Center, you can:

- See them — if they were typed
- Listen to them — if they are Phone Center phone messages or if they are typed messages, and you want the computer to read them to you.

To leave a note for specific members of the family, those family members must be assigned as WinMate users through the Profiler application.

To open Message Center from the desktop, choose the *In Touch* category and then double click on the *Message Center* icon.

Here's an example of what your screen will look like:



When messages are left either through Message Center or Phone Center, a message icon appears on this screen. The icon indicates if the message is for the entire family or a specific member of the family. The icon also indicates the time and date the message was left.

Leave a Message for a WinMate User

You can leave a text or voice message for a specific WinMate user or for the entire family.

To leave a text message:

1. Click on the Create Message icon, or click on the Message Menu's *Create* command.

   The *Create Message* dialog box appears.

2. At the *To:* prompt, click on the to display the list of users, and then click on the appropriate one.
3. At the *From:* prompt, click on the to display the list of users, and then click on the appropriate one.
4. Click on the *Text* checkbox to leave a text message.
5. Click inside the text field.

   The cursor appears.

6. Type your message.
7. Click on *OK* when you complete the message.

You return to the Message Center screen, and a new icon appears for the message.

To leave a voice message:

1. Click on the Create Message icon, or click on the Message Menu's *Create* command.
2. At the *To:* prompt, click on the ▣ to display the list of users, and then click on the appropriate one.
3. At the *From:* prompt, click on the ▣ to display the list of users, and then click on the appropriate one.
4. Click on the *Voice* checkbox to leave a recorded message.

Note: If you want to leave a voice message, you must have a microphone properly connected to your computer. (See your computer's hardware information for more instructions.)

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5. Click on the *Record* button.

   The recorder appears.

6. Record the greeting by clicking on the record button and then speaking into the microphone.
7. When you finish recording, click on the stop button.
8. You can play back the recording by clicking on the play button. If you are not satisfied with the recording, repeat the recording process.

Note: If you decide you don't want the current recording and you would like to use the previously saved recording, choose *Revert* from the File Menu.

---

9. When you have recorded a greeting you like, choose *Exit* from the File Menu, and the new greeting is saved.
10. Click on the *OK* button in the *Create Message* dialog box.

You return to the Message Center screen, and a new icon appears for the message.

Get Your Messages

1. Double click on the message you want to open, or click on the Message Menu's *Receive* command.

   The *Receive Text Message* dialog box appears.

2. Read the message. If it is a voice message, or if you want to have the message read to you, click on the *Speak* button.

   Note: There are options for forwarding, responding, or having the message spoken. See the Quick Reference section for instructions on using these options.

3. To exit the message box, click on *OK*.

Message Center Quick Reference

Create a text message

1. Click on the Create Message icon or click on the Message Menu's *Create* command.

   The *Create Message* dialog box appears.

2. At the *To:* prompt, click on the down arrow to display the list of users, and then click on the appropriate one.
3. At the *From:* prompt, click on the down arrow to display the list of users, and then click on the appropriate one.
4. Click on the *Text* box to leave a text message.
5. Click inside the text box.

   The cursor appears.

6. Type your message.
7. Click on *OK.*

   You return to the Message Center screen, and a new icon appears for the message.

Create a voice message

1. Click on the Create Message icon.

   OR

   Click on the Message Menu's *Create* command.

   The *Create Message* dialog box appears.

2. At the *To:* prompt, click on the down arrow to display the list of users, and then click on the appropriate one.
3. At the *From:* prompt, click on the down arrow to display the list of users, and then click on the appropriate one.
4. Click on the *Voice* box to leave a recorded message.

   Note: If you want to leave a voice message, you must have a microphone properly connected to your computer. (See your computer's hardware information for more instructions.)

5. Click on the *Record* button.

   The recorder appears.

6. Record the greeting by clicking on the record button and then speaking into the microphone.
7. When you finish recording, click on the stop button.
8. You can play back the recording by clicking on the play button. If you are not satisfied with the recording, repeat the recording process.

   Note: If you decide you don't want the current recording and want to use the previously saved recording, choose *Revert* from the File Menu.

9. When you have recorded a greeting you like, choose *Exit* from the File Menu, and the new greeting is saved.
10. Click on the *OK.*

    You return to the Message Center screen, and a new icon appears for the message.

Delete messages

1. Click on the message you want to delete.

   The message icon is highlighted.

2. Click on the Delete Message icon, or click on the Message Menu's *Delete* command.

   The *Deletion Confirmation* dialog box appears.

3. Click on *OK* to confirm the deletion.

   The message icon is removed from the screen.

Exit Message Center

- Click on the File Menu's *Exit* command.

  OR

  Click on the *Finish* icon.

Forward a message to another user

From the Message Center Screen:

1. Click on the message you want to forward.

   The message icon is highlighted.

2. Click on the Forward Message icon.

   OR

   Click on the Message Menu's *Forward* command.

   The *Forward Message* dialog box appears.

3. At the *To:* prompt, click on the down arrow to display the list of users, and then click on the appropriate one.
4. Click on *OK.*

From the *Receive Text Message* dialog box:

1. Click on the *Forward* button.
2. At the *To:* prompt, click on the down arrow to display the list of users, and then click on the appropriate one.
3. Click on *OK* to forward the message.
4. Click on *OK* to remove the *Receive Text Message dialog box.*

Get your text messages

1. Double click on the message you want to open.

   OR

   Highlight a specific message, and click on the Receive Message icon.

   The *Receive Text Message* dialog box appears.
2. Read the message, or click on *Speak* to have the message read to you.
3. Click on *OK.*

Get your voice messages

1. Double click on the message you want to open.

   OR

   Highlight a specific message, and click on the Receive Message icon.

   The *Receive Voice Message* dialog box appears and automatically plays the message.
2. Click on *OK.*

Listen to your messages

1. Double click on the message you want to hear.

   OR

   Highlight a specific message, and click on the Receive Message icon.

   A dialog box appears.
2. Click on *Speak.*
3. Click on *OK.*

Print a text message

1. Click on the message you want to print.
2. Click on *Print* from the File Menu.
3. Select the appropriate options from the *Print* dialog box.

Respond to a text message

1. At the *Receive Text Message* dialog box, click inside the text box.

   The cursor appears.
2. Type your response.
3. Click on *Send Response.*

   A message box appears.
4. Click on *OK* to remove the message box.
5. Click on *OK.*

   A new message icon appears on the screen.

Respond to a voice message

1. At the *Receive Voice Messages* dialog box, click on the *Send Response* button.

   The recorder appears.
2. Record the message by clicking on the record button, and then speaking into the microphone.
3. When finished, click on the stop button.
4. You can play back the recording by clicking on the play button.
5. Click on the File Menu's *Exit* command.
6. Click on *OK.*

   A new message icon appears on the screen.

Set up your printer

- Click on the File Menu's *Print Setup* command.

  Refer to Appendix A for information about setting printer options.

Profiler

Everyone has different preferences when it comes to using computers. The Profiler application lets you tailor WinMate for each person's own individual preferences.

The Profiler application lets you enter the name of each person (or user) who will be using WinMate. Profiler then keeps track of specific information about each user: custom desktops and personal information such as travel, hobby, and work information.

Use the desktop's *In Touch* category to display the *In Touch* application icons. Then, double click on the *Profiler* icon to access the application.

When you open the Profiler application for the first time, the *Create a New User* dialog box appears. Follow the steps below to create a user and display the Profiler screen.

Note: When you have added a user to Profiler, this dialog box will no longer appear when you open the application. To add subsequent users, see "Create a new user" in the Profiler Quick Reference section.

Press TAB to move the cursor from field to field in a dialog box.

1. Click on the *Create User* button.

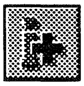
   The *User Data* dialog box appears.
2. At the *First Name:* prompt, type your first name.
3. At the *Middle Name:* prompt, type the middle name.

   Note: You can leave this field blank if you do not have a middle name or initial.
4. At the *Last Name:* prompt, type your last name.
5. [Optional] At the *Nickname:* field, type the current user's nickname.
6. At the *Birthdate:* prompt, type your date of birth.
7. At the gender box, click on the appropriate option.
8. At the *Phone Center Answering* box, click on the appropriate option.
9. Click on the *OK* button.

Your nickname (or first name if a nickname was not entered) appears below a photo icon on a Profiler screen similar to the one that follows:

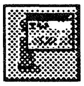
Note: You can customize the photo icon using the Users Menu's *Open User* command. For more information, see "Change user information" in the Profiler Quick Reference section.

Profiler Icons



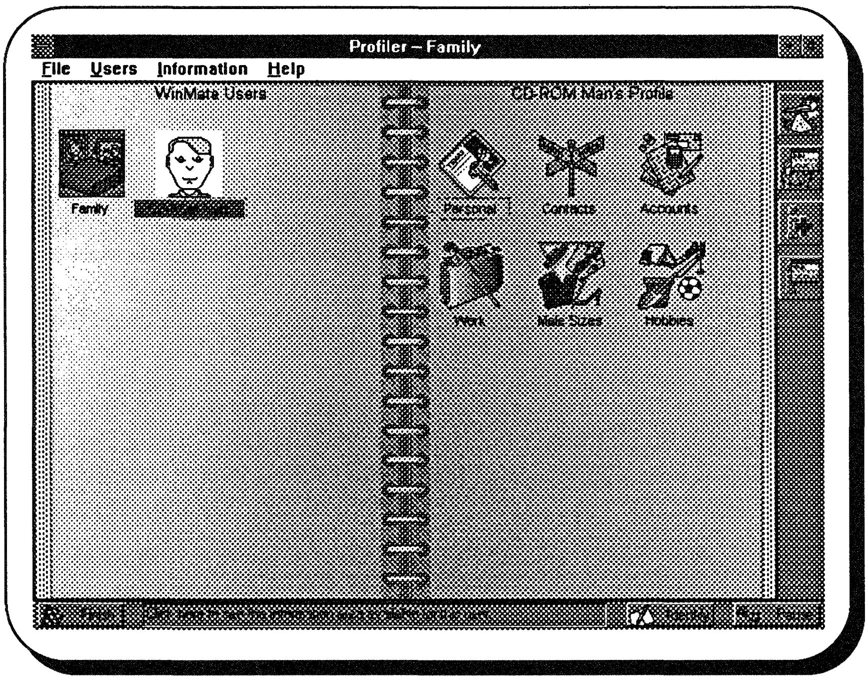
— Add Info Area icon

— New User icon



— Open Info area icon

— Open User icon



Profiler stores specific information about each new user. In addition to the name and birthdate you enter when creating a user, you can also add such information as hotel/rental car preferences and advantage numbers, clothing sizes, and work information (such as address and job title).

Select a User

Select a Profiler User

You can select a user in Profiler by clicking on a name so that it is highlighted on the Profiler screen. You can also click on the user's name on the Users Menu to select a Profiler user. When you select a user using this method, the highlighted user is the current user in Profiler.

Selecting a WinMate User

When you use the Users Menu's *Sign On User* command, the highlighted user on the Profiler screen is specified as the current WinMate user.

For example, if Warren selects his photo icon on the Profiler screen and then uses the *Sign On User* command, he is designated as the current WinMate user. While Warren is the current WinMate user, he can still select (or highlight) another user on the Profiler screen. The user Warren selects on the Profiler screen then becomes the current Profiler user.

Adding a Password

You can add a password so that your WinMate information can only be accessed when someone enters the correct password. To add a password:

1. Click on the user you want to set a password for.
2. Choose the Users Menu's *Sign On User* command.

   The *Confirm Sign-on* dialog box appears.
3. Click on *OK*.
4. Choose the Users Menu's *Set Password* command.

   The *Set Password* dialog box appears.
5. At the *Password:* prompt, type the password you want to use to protect specified Profiler information.
6. At the *Phone Center* prompt, type the number you want to use as the remote security access number in the Phone Center application.

   Note: You can type up to three digits in this field.
7. Click on *OK*.

Adding Profile Information Area

You can add icons to the right page of the Profiler screen — the *Information Areas*. When you add icons here, you can then access these icons so that you can add specific profile information. Let's add the *Hotels* information icon.

1. Click on the Information Menu's *Add Info Area* command.

   The *Add Infomation Area* dialog box appears.

2. Click on *Hotels*.

   You might have to click on the down arrow icon to scroll through the list, and then highlight the *Hotels* icon.

3. Click on *Add Area*.
4. Click on *Done*.

Adding Profile Information

You can add profile information for any of the options shown on the *Information Areas* page. To add information in one of these areas:

1. Double click on the specific icon that represents the type of information you want to add.

   A dialog box appears.

2. Type the appropriate information in the fields.
3. Click on *OK*.

For more specific information, see the appropriate task in the Profiler Quick Reference section.

Protecting Profiler Information

In some instances, you might want to protect specific Profiler information so that it can only be accessed by you, when you are the specified WinMate user. For example, you might want your account information protected so that no one else can see it. To protect specific information:

1. Be sure you have signed yourself on as the current user by using the Users Menu's *Sign On User* command.
2. Click on the specific information area you want to protect.
3. Click on the Information Menu's *Protect Info Area* command.

Note: To unprotect this information, click on the Information Menu's *Protect Info Area* command again.

Use Profiler with WinMate

After you have entered yourself as a user in the Profiler application, and created a password for yourself, you can then select yourself as the current WinMate user each time you use WinMate. WinMate will then protect any information you have entered and protected, such as diary or Profiler information.

On the other hand, if other WinMate users want to check information about you in the Profiler, they can access any information that you have not specified as a protected area. For example, if Austin wants to see Will's clothing size information so that he can buy a gift, Austin could highlight Will in Profiler and then he could select Will's clothing information area. He would be able to see that information unless Will has specified clothing as a protected area.

Profiler Quick Reference

Add account information

1. Double click on the *Accounts* icon.

   The *Accounts* dialog box appears.

2. At the *Account:* prompt, type the name of the account you want to add.
3. At the *Acct. #* prompt, type the account number.
4. At the *Address:* prompt, type the street address or P.O. box number for the company with which you have an account.
5. At the *City:* prompt, type the city for the address.
6. At the *State:* prompt, type the state abbreviation for the address.
7. At the *Zip:* prompt, type the zip code for the address.
8. At the *Phone:* prompt, type the telephone number for the company with which you have an account.
9. At the *Notes:* field, type any notes you want to add about this account.
10. [Optional] If you want to continue to add or change any information in your accounts notebook, click on *New*.
11. Click on *OK*.

Add airline information

1. Double click on the *Airlines* icon.
2. At the *1:* prompt, type the name of your first choice for airline service.
3. At the *2:* prompt, type the name of your second preferred airline service.
4. At the *Meal:* prompt, type the name of your preferred meal when traveling on an airline.
5. At the *Class* box, click on the option that best describes your flying preference.
6. At the *Seating* box, click on the option that best describes your seating preference.
7. At the *Travel Awards* box, type any frequent flyer information you want to note.
8. Click on *OK*.

Add a password

1. Click on the user you want to set a password for.
2. Choose the Users Menu's *Sign On User* command.

   The *Confirm Sign-on* dialog box appears.

3. Click on *OK*.
4. Choose the Users Menu's *Set Password* command.

   The *Set Password* dialog box appears.

5. At the *Password:* prompt, type the password you want to use to protect specified Profiler information.
6. At the *Phone Center* prompt, type the number you want to use as a remote security access number in the Phone Center application.

   Note: You can type up to three digits in this field.

7. Click on *OK*.

Add a Profiler information area

1. Click on the Information Menu's *Add Info Area* command.

   OR

   Click on the Add Info Area icon.

   The *Add Information Area* dialog box appears.

2. Highlight the title for the information area you want to add.
3. Click on *Add Area*.
4. If necessary, repeat Steps 2-3 until you have added all the information areas you want to add.
5. Click on *Done*.

Add car rental information

1. Double click on the *Auto* icon.
2. At the *1:* prompt, type the name of your first choice for car rental service.
3. At the *2:* prompt, type the name of your second preferred car rental service.
4. At the *Size* box, click on the option that best describes your car-size preference.

5. At the *Style* box, click on the option that best describes your car-style preference.
6. At the *Travel Awards* box, type any frequent flyer information you want to note.
7. Click on *OK*.

Add clothing preferences

1. Double click on the *Female Sizes* or *Male Sizes* icon.
2. Add the clothing sizes that are appropriate for the current user.

   If you need help with these options, click on the *Help* button.
3. Click on *OK*.

Add contact information

1. Double click on the *Contacts* icon.

   The *Contacts* dialog box appears.
2. At the *First Name:* prompt, type the first name for the person you want to add.
3. At the *Last Name:* prompt, type the last name for the person you want to add.
4. At the *Address:* prompt, type the street address or P.O. box number for the contact you want to add.
5. At the *City:* prompt, type the city for the address.
6. At the *State:* prompt, type the state abbreviation for the address.
7. At the *Zip:* prompt, type the zip code for the address.
8. At the *Phone:* prompt, type the telphone number for the person you're adding.
9. At the *Notes:* field, type any notes you want to add about this contact.
10. [Optional] If you want to continue to add or change any information in your contacts notebook, click on *New*.
11. Click on *OK*.

Add hobby information

1. Double click on the *Hobbies* icon.
2. Click on the options that best describe the hobbies you enjoy.

   To unselect one of these options, click on the option you want to unselect and the checkmark will be removed from the box.
3. Click on *OK*.

Add hotel information

1. Double click on the *Hotels* icon.
2. At the *1:* prompt, type the name of your first choice for hotel accommodations.
3. At the *2:* prompt, type the name of your second preferred hotel accommodations.
4. Click on the *Smoking* option if you want to specify the smoking section.

   Leaving this option unchecked indicates no smoking as your preference.
5. Click on the *First Floor* option if you want to specify first floor as your room preference.

   When this option is unchecked, first floor is not your indicated preference.
6. At the *Bed* box, click on the option that best describes your bed preference.
7. At the *Travel Awards* box, type the frequent flyer information you want to note.
8. Click on *OK*.

Add personal information

1. Double click on the *Personal* icon.
2. At the *Home Address:* prompt, type the current user's home street address.
3. At the *City:* prompt, type the city address information.
4. At the *State:* prompt, type the state address information.
5. At the *Zip:* prompt, type the zip code for the address.
6. At the *Country:* prompt, type the appropriate country for the address.
7. At the *Mailing Address:* prompt, type the business or other mailing address for the current user.
8. At the *City:* prompt, type the city mailing address information.

9. At the *State:* prompt, type the state mailing address information.
10. At the *Zip:* prompt, type the state mailing address information.
11. At the *Country:* prompt, type the appropriate country for the mailing address.
12. At the *Home Phone:* prompt, type the current user's home telephone number.
13. At the *Work Phone:* prompt, type the current user's work telephone number.
14. At the *Social Security #:* prompt, type the current user's social security number.
15. At the *Drivers License:* prompt, type the current user's drivers license number.
16. At the *Notes:* field, type any notes you want to add about the current user.
17. Click on *OK.*

Add work information

1. Double click on the *Work* icon.
2. At the *Title:* prompt, type the current user's business title.
3. At the *Position:* prompt, type the current user's business position.
4. At the *Supervisor:* prompt, type the name of the current user's supervisor.
5. At the *Employee Id:* prompt, type the current user's employee identification number.
6. At the *Company:* prompt, type the name of the company where the current user works.
7. At the *Address:* prompt, type the company's street address.
8. At the *City:* prompt, type the city address information.
9. At the *State:* prompt, type the state address information.
10. At the *Zip:* prompt, type the zip code for the company address.
11. At the *Work Phone:* prompt, type the work telephone number.
12. Click on *OK.*

Change account information

1. Double click on the *Accounts* icon.

   The *Accounts* dialog box appears.
2. At the *Index* list box, highlight the name containing the account information you want to change. (If necessary, use the scroll bar to scroll through the list.)
3. At the *Account:* prompt, type the new account name.
4. At the *Acct. #* prompt, type the new account number.
5. At the *Address:* prompt, type the new street address or P.O. box number for the company with which you have an account.
6. At the *City:* prompt, type the new city for the address.
7. At the *State:* prompt, type the new state abbreviation for the address.
8. At the *Zip:* prompt, type the new zip code for the address.
9. At the *Phone:* prompt, type the telephone number for the company with which you have an account.
10. At the *Notes:* field, type any new notes about the account.

    Note: You can edit the information in this field by highlighting and deleting text. You can also click on the scroll bar to scroll through the *Notes:* field.
11. Click on *OK.*

Change contact information

1. Double click on the *Contacts* icon.

   The *Contacts* dialog box appears.
2. At the *Index* list box, highlight the name of the contact whose information you want to change. (If necessary, use the scroll bar to scroll through the list.)
3. At the *First Name:* prompt, type the new first name for the person.
4. At the *Last Name:* prompt, type the new last name for the person.
5. At the *Address:* prompt, type the new street address or P.O. box number for the contact.
6. At the *City:* prompt, type the new city for the address.

7. At the *State:* prompt, type the new state abbreviation for the address.
8. At the *Zip:* prompt, type the new zip code for the address.
9. At the *Phone:* prompt, type the new telephone number for the person.
10. At the *Notes:* field, type any notes about the contact.

    Note: You can edit the information in this field by highlighting and deleting text. You can also click on the scroll bar to scroll through the *Notes:* field.

11. Click on *OK.*

Change user information

1. Click on the photo icon to select the user whose information you want to change.
2. Click on the Users Menu's *Open User* command.

    OR

    Click on the Open User icon.

3. Change the name, sex, and birthdate information as necessary.
4. To change the photo icon, click on *Face Maker.*

    The *FaceMaker* dialog box appears.

5. Click on the appropriate buttons to change the picture so that it appears the way you want it in the *Face* box.

    Skin Color — Changes skin color on face.

    Hair — Changes hair style.

    Eyes — Changes eye shape.

    Nose — Changes nose on face.

    Mouth — Changes mouth on face.

    Hair Color — Changes hair color.

6. Click on *OK* to return to the *User Data* dialog box.
7. [Optional] To choose another icon to use for the photo icon, click on *Browse.*

    A Graphics Manager screen appears.

    Note: If you do not want to select an icon from Graphics Manager, choose *OK* to change the user information as you have specified.

8. Select the desired icon from the list on the left side of the screen.

    Note: If necessary, choose another type using the Type Menu's *Choose Type* command. Then, select the desired icon.

9. Click on the File Menu's *Select* command.

    OR

    Click on the Select icon.

10. Click on *OK.*

Change your password

1. Click on the Users Menu's *Set Password* command.
2. At the *Password:* prompt, type the new password.
3. At the *Phone Center* prompt, type the number you want to use as a remote security access number in the Phone Center application.

    Note: You can type up to three digits in this field.

4. Click on *OK.*

Create a new user

1. Click on the Users Menu's *New User* command.

    OR

    Click on the *New User* icon.

2. Add the name, sex, and birthdate information for the new user.
3. At the *Phone Center Answering* box, click on the appropriate option.
4. To create a photo icon for the new user, click on *Face Maker.*

    The *FaceMaker* dialog box appears.

5. Click on the appropriate buttons to change the picture so that it appears the way you want it in the *Face* box.

    Skin Color — Changes skin color on face.

    Hair — Changes hair style.

    Eyes — Changes eye shape.

    Nose —Changes nose on face.

    Mouth — Changes mouth on face.

    Hair Color — Changes hair color.

6. Click on *OK* to return to the *User Data* dialog box.

7. [Optional] To choose another icon to use for the photo icon, click on *Browse*.

   A Graphic Manager screen appears.

   Note: If you do not want to select an icon from Graphics Manager, click on *OK*.
8. Click on the desired icon from the list on the left side of the screen.
9. Click on the File Menu's *Select* command.

   OR

   Click on the Select icon.
10. Click on *OK*.

Delete account information

1. Double click on the *Accounts* icon.

   The *Accounts* dialog box appears.
2. At the *Index* list box, highlight the name for the account information you want to delete. (If necessary, use the scroll bar to scroll through the list.)
3. Click on *Delete*.

   The *Profiler* dialog box appears.
4. Click on *OK* to return to the *Accounts* dialog box.
5. Click on *OK*.

Delete an information area

1. Click on the information area icon you want to delete.
2. Click on the Information Menu's *Delete Info Area* command.
3. Click on *OK* to confirm the deletion.

Delete contact information

1. Double click on the *Contacts* icon.

   The *Contacts* dialog box appears.
2. At the *Index* list box, highlight the name of the contact whose information you want to delete. (If necessary, use the scroll bar to scroll through the list.)
3. Click on *Delete*.

   The *Profiler* dialog box appears.
4. Click on *OK* to return to the *Contacts* dialog box.
5. Click on *OK*.

Delete the current user

1. Be sure the photo icon for the appropriate user is highlighted.
2. Click on the Users Menu's *Delete User* command.
3. Click on *OK* to confirm the deletion.

Exit Profiler

- Click on the File Menu's *Exit* command.

  OR

  Click on the *Finish* icon.

Open a specific information area

To open a specific information area using the *Information Areas* icons:

- Double click on the information area icon you want to open.

To open a specific information area using the Information Menu:

1. Click on the Information Menu command that represents the information area you want to open.
2. Click on the Information Menu's *Open Info Area* command.

Print account information

1. Double click on the *Accounts* icon.

   The *Accounts* dialog box appears.
2. At the *Index* list box, highlight the name for the account information you want to print. (If necessary, use the scroll bar to scroll through the list.)
3. Click on *Print*.

   The *Print Options* dialog box appears.
4. Select the option that best describes the information you want to print.
5. Click on *OK*.

Print contact information

1. Double click on the *Contacts* icon.

   The *Contacts* dialog box appears.

2. At the *Index* list box, highlight the name of the contact whose information you want to print. (If necessary, use the scroll bar to scroll through the list.)
3. Click on *Print*.

   The *Print Options* dialog box appears.
4. Select the option that best describes the information you want to print.
5. Click on *OK*.

Print information area

1. Click on the information area icon whose information you want to print.
2. Click on the Information Menu's *Print Information Area* command.

   The *Print* dialog box appears.
3. [Optional] At the *Print Quality:* prompt, highlight the resolution you want to use to print the information.
4. At the *Copies:* prompt, type the number of copies you want to print.
5. [Optional] If you want to print the information to a file, check the *Print to File* checkbox.
6. If necessary, check the *Collate copies* checkbox to collate the pages as you print.
7. Click on *OK*.

Print user data

1. Click on the appropriate photo icon to print information about the user.
2. Click on the Users Menu's *Print User* command.

   The *Print* dialog box appears.
3. [Optional] At the *Print Quality:* prompt, highlight the resolution you want to use to print the information.
4. At the *Copies:* prompt, type the number of copies you want to print.
5. [Optional] If you want to print the information to a file, check the *Print to File* checkbox.
6. If necessary, check the *Collate copies* checkbox to collate the pages as you print.
7. Click on *OK*.

Protect Profiler information

1. Click on the specific information area icon you want to protect.
2. Click on the Information Menu's *Protect Info Area* command.

   The icon for the information area changes so that a "safe" box appears.

Select a Profiler user

- Click on the photo icon for the user you want to select.

  OR
- Click on the name of the user you want to select from the Users Menu.

Select the current WinMate user

This option lets you select a user as the current WinMate user.

1. Click on the photo icon for the user you want to select.
2. Click on the Users Menu's *Sign On User* command.
3. Click on *OK* to confirm the sign on.

Phone Center

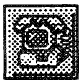
Phone Center can be your telephone communications control center, receiving phone messages and allowing you to access information from your computer while you are away from home.

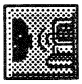
Phone Center lets you use your computer's telephone capabilities in two ways:

- You can set up your computer as a telephone answering system.
- You can set up your computer so that you have remote access to information in the Message Center and Calendar applications from a touch-tone telephone.

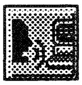
To open the Phone Center application, choose the *In Touch* category from the desktop, and then double click on the Phone Center icon.

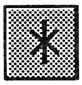
Phone Center Icons

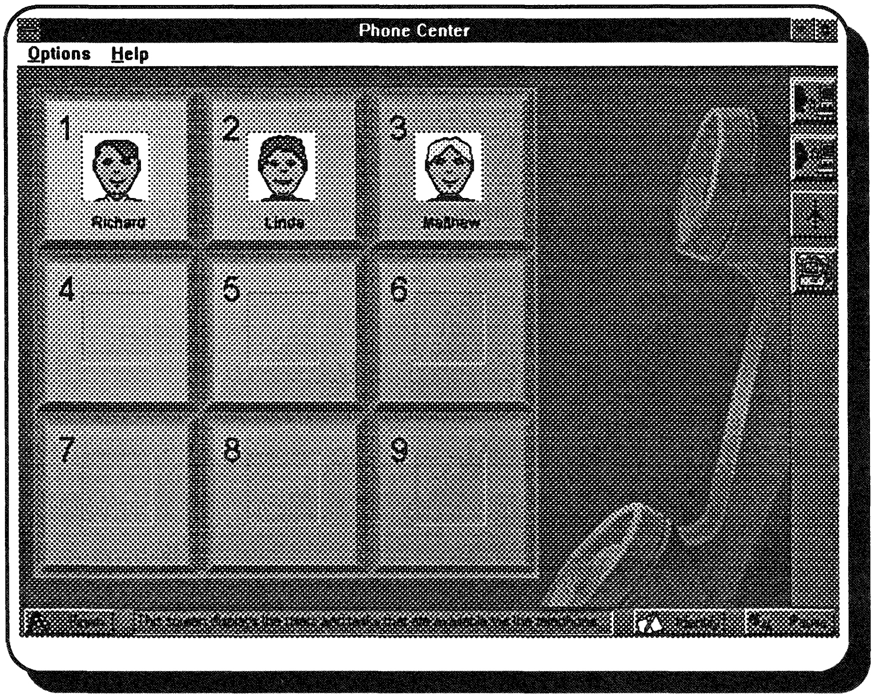
 — Answer Mode Icon

 — Listen to Greeting Icon

 — Pick up icon

 — Record a Greeting Icon

 — Switch Screens Icon



The Phone Center Screens

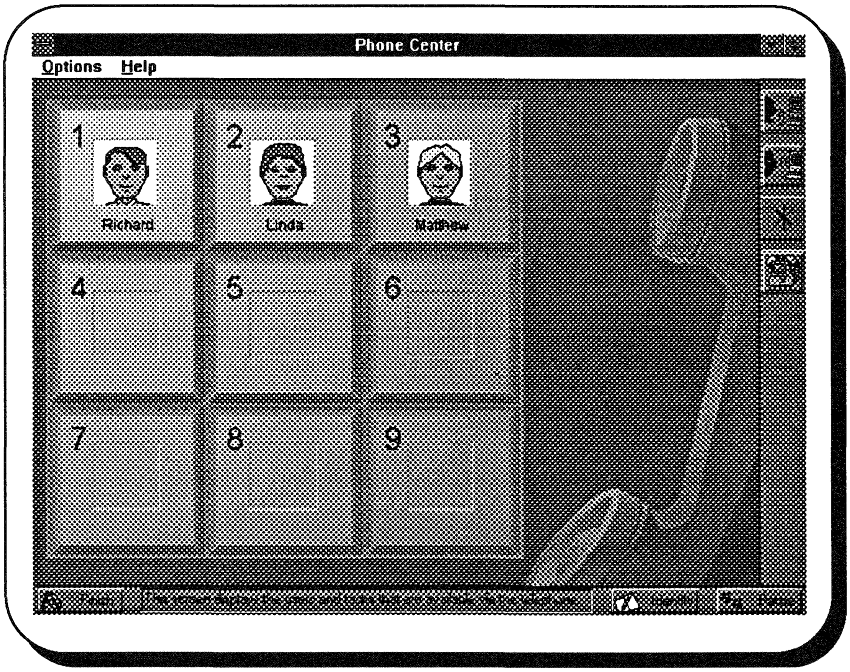
Phone Center has two different screens: the Profile screen and the Task screen.

The Profile Screen

You must set up members of your family as WinMate users through the Profiler application.

This screen, which appears when you first open the application, shows the WinMate users in your family.

Here is an example of what the screen looks like:



From this screen, you can listen to or record your general answering machine greeting. You can also use this screen to assign your WinMate users to a specific telephone key. (WinMate does this for you automatically, but you can change the assignment yourself.)

By assigning your family's WinMate users to a telephone button, you provide a way for callers to leave a message for a specific family member. All you will need to do is record a customized greeting that gives instructions about which button to press.

The Task Screen

To access the Phone Center Task screen (or to simply move between the screens):

- Click on the *Switch screens* command from the Options Menu.

  OR

- Click on the Switch Screens icon in the task bar.

Here is what the Task screen looks like:

This is the screen you will use to set up tasks that you can access from a remote location. Not only can you get your phone messages, but you can also:

- Access any of your WinMate Calendar information, such as scheduled events, things to do, people to call, and so on.
- Access the Message Center application and get messages left for you on the computer by other members of your family.

Using Phone Center as an Answering Machine

When Phone Center serves as an answering system, it answers your telephone with a pre-recorded message (saved as a digital recording on the hard drive). The callers can leave a message, just as they would on any other answering machine. The caller can also choose to leave a message for a specific person.

Phone Center comes with a general answering machine greeting, but you can change this greeting later, if you wish.

Because Phone Center comes with a greeting, the application is ready to use. Simply connect your computer to the phone system and activate Phone Center.

Connecting to the Telephone

Before you use Phone Center, you must connect the computer's modem port into a standard, activated telephone jack. (Like an answering machine, the computer can be accessed by dialing the phone number of the activated phone jack.) See the hardware sections of this manual for more instructions.

Activating Phone Center to Answer the Phone

If you want Phone Center to answer the phone, the Phone Center must be running and be set for answer mode. But, it doesn't have to be the current application on the screen. Instead, you can display it, and then click on the minimize icon so that it continues to run in the background, without interfering with other applications you might be using.

To see what applications are currently running in the background, click on the Pause icon. You can then click on the appropriate application to display it.

To activate Phone Center, do the following:

1. Open Phone Center by choosing the *In Touch* category from the desktop and then double clicking on the Phone Center icon.
2. Click on the Answer Mode icon in the Task bar.

   OR

   Click on the Options Menu's *Answer mode* command.

   Phone Center minimizes itself so that you can run other applications. Phone Center also places a checkmark beside the *Answer mode* command on the Options Menu so that, next time you open that menu, you will see that the answer mode is activated.

As long as you do not remove the answer mode setting (by clicking on the Answer Mode icon again or by selecting *Answer mode* from the Options Menu), Phone Center remains activated. If you reset the computer while Phone Center is activated, Phone Center will automatically reload itself into answer mode when you start WinMate again. If you close Phone Center during a WinMate session, your computer no longer answers your phone, but Phone Center will be in answer mode the next time you open the application.

Note: If your telephone has call waiting, disable that feature as directed by your telephone company or as documented in the consumer information section of your phone book. Call waiting impedes modem operation and should be disabled while your computer's modem is in use.

You can easily change your general greeting. For instructions see "Changing the General Greeting."

Taking a Caller's Message

When a person calls you and Phone Center answers, Phone Center plays a recorded greeting (Hello, sorry we couldn't come to the phone right now...). The caller is then given a chance to leave a message.

There are some specific *answering machine* options that you can set. For example, using the Options Menu's *Settings* command, you can specify how many times the phone should ring before Phone Center answers, the maximum length of a message, and so on. For more information, see "Specify Phone Center's Settings" in the Phone Center Quick Reference section.

Getting Messages with Message Center

When you return home and are ready to get your messages, you will open the Message Center application, where incoming messages are stored as a Family message. For instructions on retrieving your messages, see the Message Center chapter.

Phone Center also has the capability to accept messages for specific WinMate users. To use this feature, see the following section, "Setting Phone Center to Accept Messages for Specific Users," for instructions.

Setting Phone Center to Accept Messages for Specific Users

Phone Center is set up to accept messages for the family as a whole. You can, however, customize Phone Center so that callers can leave messages for the family or one specific WinMate user in the family.

To customize Phone Center to save messages for individual users, be sure to do the following:

- Add WinMate users to Phone Center through Profiler. (Phone Center can handle up to nine users at one time.) These users are automatically added to the Profile screen.
- Change the general greeting so that it includes instructions about which button a caller should press to leave a message for a specific

person. (Use the assigned number key on the Profile screen for each user.)

Changing the General Greeting

When Phone Center answers the telephone, all callers will first hear a general greeting. To change the greeting, do the following:

1. Be sure that a microphone is properly connected to your computer. (See the hardware sections of this manual for more instructions.)
2. Open Phone Center from the desktop by choosing the *In Touch* category and then clicking on the Phone Center icon.
3. The Profile screen appears. (If the Task screen appears instead, click on the Switch Screens icon to switch back.)
4. Click on the Record a Greeting icon or the *Record a greeting* command on the Options Menu.

   A dialog box appears so that you can record the greeting. (If you need assistance using the Recorder, choose the Help Menu.)
5. Record the greeting by clicking on the dialog box's record button and then speaking into the microphone.
6. When you are finished recording, click on the dialog box's stop button.
7. You can play back the recording by clicking on the dialog box's play button. If you are not satisfied with the recording, you can repeat the recording process.

   Note: If you decide you don't want the current recording and you would like to use the previously saved recording, choose *Revert* from the File Menu.

   ---
8. When you have recorded a greeting you like, click on *Exit* from the File Menu, and the new greeting is saved.

Adding the Announcement Feature

The *Announce* command on the Options Menu lets you assign a recorded message to one of the Profile screen keys. So, in addition to being able to leave a message, a caller can also press a key to hear a message different from the greeting. This message can give more information to callers who might, for example, be interested in the family boat that's for sale, or be wondering when the party starts. The announce feature is an easy way to create a secondary greeting.

To activate the announce feature:

1. Be sure that a microphone is properly connected to your computer. (See the hardware sections of this manual for more instructions.)
2. Click on the *Announce* command on the Options Menu.

   The *Announcement* dialog box appears.
3. Activate the announcement feature by clicking on the Announce box.

   A checkmark appears.
4. Click on the *Record* button to record the announcement.

   The Recorder appears.
5. Press the record button, and speak into the microphone.
6. When you are finished recording, click on the dialog box's stop button.
7. You can play back the recording by clicking on the dialog box's play button. If you are not satisfied with the recording, you can repeat the recording process.

   Note: If you decide you don't want the current recording and you would like to use the previously saved recording, choose *Revert* from the File Menu.

   ---
8. When you have recorded a greeting you like, click on *Exit* from the File Menu, and the new announcement is saved.
9. Click on *OK* to close the *Announcement* dialog box.

Phone Center displays the announcement image on the zero key on the Profile screen. Phone Center prompts you to change the general greeting to include the announcement key assignment. To do this, change the greeting as directed in "Changing the General Greeting."

Making the Options Private

You do not need to tell callers about the buttons that can be pressed to leave personal messages and hear specific announcements. You can keep this information private. Callers would hear the general greeting and simply leave a message. Friends and family could be told some or all of the keys to press. Such a system is not completely secure; however, it does offer more privacy.

Using Phone Center for Remote Access to the Computer

When you are away from home, you can call from any touch-tone phone and use a three-digit security code to gain access to information in your computer. You can use Message Center to get your messages, and you can even access the Calendar application to get schedule information.

Defining Your Security Code

You cannot use remote access until you have set up a security code. This code is the PIN (Personal Identification Number) number that you assign to yourself using the Profiler application. The PIN number protects your information from being accessed by other callers.

To assign the PIN number:

1. Select Profiler from the *In Touch* category on the desktop.
2. Select *Open User* from the Users Menu.

   A dialog box appears.
3. Click on *Take messages for this user* to mark the checkbox.
4. Click on *OK*.
5. Click on the Users Menu's *Set Password* command. The *Set Password* dialog box appears.

   Note: You must be signed on as yourself to use this command.
6. At the *Phone Center PIN* field, type up to a three-digit code for your own personal use.
7. Click on *OK*.
8. Exit Profiler by selecting *Exit* from the File Menu.

Setting Up the Task Screen

If you want the capability to remotely access your computer, you need to use Phone Center to set up the type of tasks you want to perform via the telephone. You can set up these tasks on Phone Center's Task screen. To change to the Task screen:

- Click on the Switch Screen icon.

  OR
- Click on the Options Menu's *Switch Screens* command.

The Task Screen displays *tasks*, representing the type of information you can access when you call in. The tasks that you can do are all displayed on the Task screen. If you wish, you can configure this screen to include only the tasks you want to access.

Adding and Removing Tasks

The tasks that you can perform from a remote location include:

- Getting messages
- Accessing your coming attractions list
- Getting your scheduled events
- Accessing your things to do list
- Getting your list of people to call

To add or remove a task on the Task screen, do the following:

1. Open Phone Center by double clicking on the Phone Center icon located in the *In Touch* category.

   The Profile screen appears.

2. Click on the Switch Screen icon to display the Task screen.
3. Click on *Add Task* or *Remove Task* from the Options Menu.

   A dialog box appears.

4. Click on the task you want to add or delete.
5. Click on the *OK* button.

Phone Center prompts you to change your greeting so that the other users in the family will know the correct key assignments when they call in. (See "Change the Task Greeting" in the Phone Center Quick Reference section for more information.)

Getting Messages and Calendar Information

When you call in from a remote location, you can get information through any task you have previously set up on the Task screen. When you access the task, the computer speaks the information to you.

To call and get information:

1. Dial the computer's phone number from a touch-tone telephone.

   The computer answers by playing a pre-recorded message.

2. Press the telephone's * key.

3. Using the telephone's keys, enter your three-digit PIN number, followed by the # key. (You set up your three-digit PIN number in Profiler.)

   You will hear a pre-recorded message that lists the tasks you can do. By pressing the proper telephone key, as described in the message, you can have:

   - Your messages read to you from Message Center
   - Your Scheduled Events read to you from Calendar
   - Coming Attractions read to you from Calendar
   - Your Things to Do list read to you from Calendar
   - Your People to Call list read to you from Calendar

Phone Center Quick Reference

Access information from a remote location

1. Dial the computer's phone number from a touch-tone telephone.

   The computer answers by playing the general greeting.

1. Press the telephone's * key while the general greeting is playing.
2. Using the telephone's keys, enter your three-digit PIN number, followed by the # key.

   You will hear the task greeting.

3. Press the proper telephone key, as described in the message.

Activate Phone Center to answer the phone

1. Open Phone Center by choosing the *In Touch* category from the desktop and then clicking on the *Phone Center* icon.
2. Click on the Answer Mode icon in the Task bar.

   OR

   Click on the Options Menu's *Answer mode* command.

Activate the answer mode

- Click on the Options Menu's *Answer mode* command.

  OR

  Click on the Answer Mode icon.

  Phone Center minimizes itself.

  Note: The status of the Answer Mode setting is saved, even after you turn off your computer.

Add a secondary greeting

1. Select the Options Menu's *Announce* command.

   The *Announcement* dialog box appears.

2. Click on *Announce*, so that a checkmark appears.
3. Click on the *Record* button to record the announcement.

   The Recorder appears.

4. Press the record button, and speak into the microphone.
5. When you are finished recording, click on the dialog box's stop button.
6. You can play back the recording by clicking on the dialog box's play button. If you are not satisfied with the recording, you can repeat the recording process.

   Note: If you decide you don't want the current recording and you would like to use the previously saved recording, choose *Revert* from the File Menu.

7. When you have recorded an announcement you like, click on *Exit* from the File Menu, and the new announcement is saved.
8. Click on *OK* to close the *Announcement* dialog box.

   Note: Phone Center displays the announcement image on the Profile screen. Phone Center prompts you to change the general greeting to include the Announcement key assignment. To do this, change the greeting as directed in "Changing the General Greeting."

Add a task

1. From the Task Screen, click on *Add Task* from the Options Menu.

   A dialog box appears.

2. Click on the task you want to add.
3. Click on *OK*.

Change the general greeting

1. Be sure that a microphone is properly connected to your computer.
2. From the Profile screen, click on the Record a Greeting icon or the *Record a greeting* command on the Options Menu.

   A dialog box appears so that you can record the greeting. (If you need assistance using the Recorder, choose the Help Menu.)

3. Record the greeting by clicking on the dialog box's record button and then speaking into the microphone.
4. When you are finished recording, click on the dialog box's stop button.

5. You can play back the recording by clicking on the dialog box's play button. If you are not satisfied with the recording, you can repeat the recording process.

6. When you have recorded a greeting you like, click on *Exit* from the File Menu, and the new greeting is saved.

Change the order of users

1. From the Profile screen, click on *Change order* from the Options Menu.

   The *Assign Users* dialog box appears.

2. Assign each user a unique key number from 1 through 9.

3. Click on *OK.*

   Note: Phone Center prompts you to change your greeting. Refer to "Change the general greeting" in the Quick Reference.

Change the task greeting

1. Be sure that a microphone is properly connected to your computer.

2. From the Task Screen, click on the Record a Greeting icon.

   OR

   Click on the Options Menu's *Record a greeting* command.

   A dialog box appears that lets you control the recording of the greeting.

3. Click on the dialog box's record button and then speak into the microphone.

4. When you are finished recording, click on the dialog box's stop button.

5. You can play back the recording by clicking on the dialog box's play button. If you are not satisfied with the recording, you can repeat the recording process.

   Choose *Exit* from the File Menu, and the new greeting is saved.

Define your security code

1. Select *Profiler* from the *In Touch* category on the desktop.

2. Select *Open* from the Users Menu.

   A dialog box appears.

3. Click on *Take messages for this user* to mark the checkbox.

4. Click on *OK.*

5. Click on the Users Menu's *Set Password* command.

   The *Set Password* dialog box appears.

   Note: You must be signed on as yourself to use this command.

6. At the *Phone Center* field, type a code of up to three digits for your own personal use.

7. Click on *OK.*

8. Exit Profiler by selecting *Exit* from the File Menu.

Exit Phone Center

- Click on the Options Menu's *Exit* command.

  OR

  Click on the *Finish* icon.

  Note: An Exit dialog box appears when you exit Phone Center while it is in Answer Mode.

  Yes – closes Phone Center, and it no longer answers the phone.

  No – minimizes Phone Center, but it still answers the phone.

Listen to a greeting

- Click on the Listen to Greeting icon.

  OR

  Click on the Options Menu's *Listen to greeting* command.

Remove a task

1. From the Task Screen, click on *Remove Task* from the Options Menu.

   A dialog box appears.

2. Click on the task you want to delete.

   Click on *OK.*

Screening Calls

1. Click on the Options Menu's *Settings* command.

   The *Phone Center Settings* dialog box appears.

2. Click on the *Call Screening* box so that a checkmark appears.

   You will hear callers as they leave their messages.

   Note: If you decide to talk to a caller who is leaving a message, pick up the telephone receiver and then select the Options Menu's *Pick up* command (or click on the *Pick up* icon). You can then talk to the caller. (You cannot access any of the other Phone Center options while Phone Center is taking a caller's message.)

Specify Phone Center's settings

- Click on the Options Menu's *Settings* command.

  The *Phone Center Settings* dialog box appears.

  Answer mode — Sets the number of times the phone rings before Phone Center answers.

  Call Screening — A checkmark indicates that the screen is active, and you will hear callers while they leave their messages.

  Timing, Maximum message length — Sets the maximum length of a message that a caller can leave.

  Sounds — Let you choose the tone that is used to prompt the callers that the greeting is finished and they can now leave a message.

Switch Screens

- Click on the Switch Screens icon.

  OR

  Click on the Options Menu's *Switch screens* command.

Upgrading the Computer

This section contains the information you need to add internal options to the Sensation. (Refer to the "Getting Started" section if you need help connecting external options.) Review the information in the "Solving Problems" section if you have problems after installing options.

Adding Options

Adding internal options to your computer is easy. Read the instructions thoroughly, and make sure that you have the correct tools. Your computer dealer can have options installed for you.

The following list describes some internal options you may want to install:

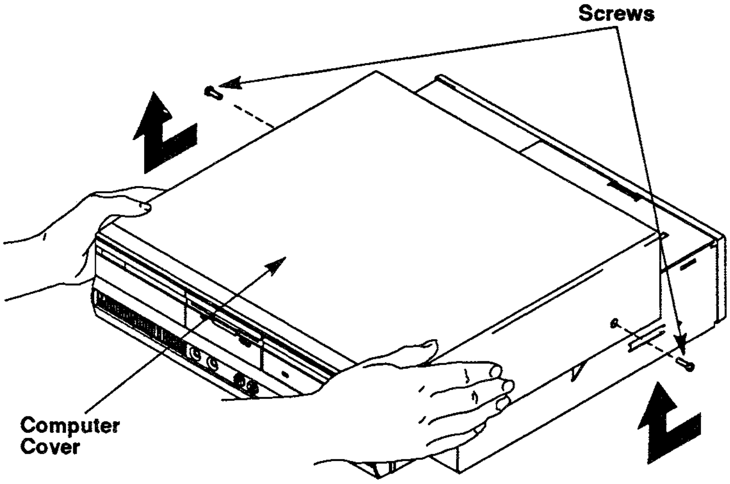
Option	Description
i487 SX processor	Adds math coprocessor circuitry to your computer, enabling faster mathematical processing with many mathematics-intensive applications.
OverDrive processor	Adds math coprocessor circuitry and increases the speed at which information is processed internally.
Additional system memory	Enables you to load multiple applications into memory at one time. Adding memory can enhance the performance of many applications. You can increase your system memory to up to 32MB by installing SIMMs on the main logic board.
Additional video memory	Enables you to use high-resolution video modes such as the 1024 x 768, 256-color mode.
Expansion adapters	Provide special features. For example, a TV expansion adapter enables your computer to receive television signals. You can watch TV programs or video tapes on your computer's monitor.

Opening the Computer

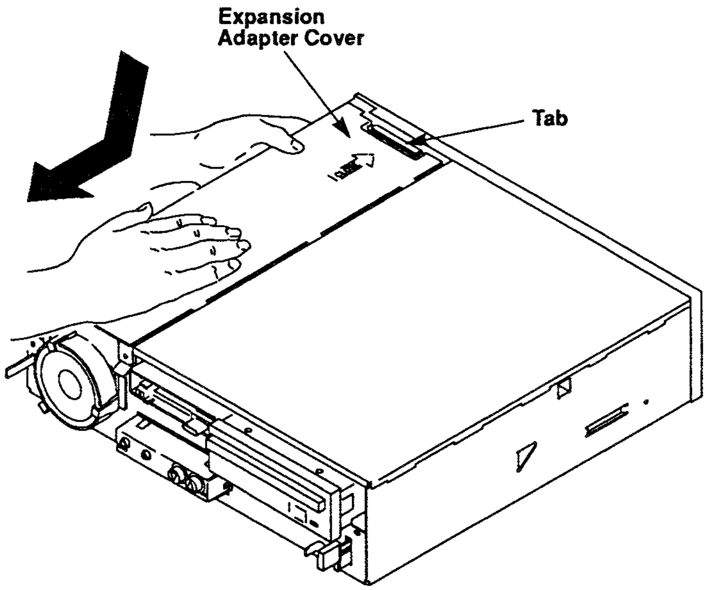
Turn off the computer, and turn off and disconnect the monitor and any other equipment. Disconnect all the cables from the back panel.

Caution: Your body holds static electricity that can damage computers. Touch a grounded metal object to discharge accumulated static electricity.

1. Use a Phillips screwdriver to remove the two screws that secure the cover to the computer. Carefully slide the cover from the computer:



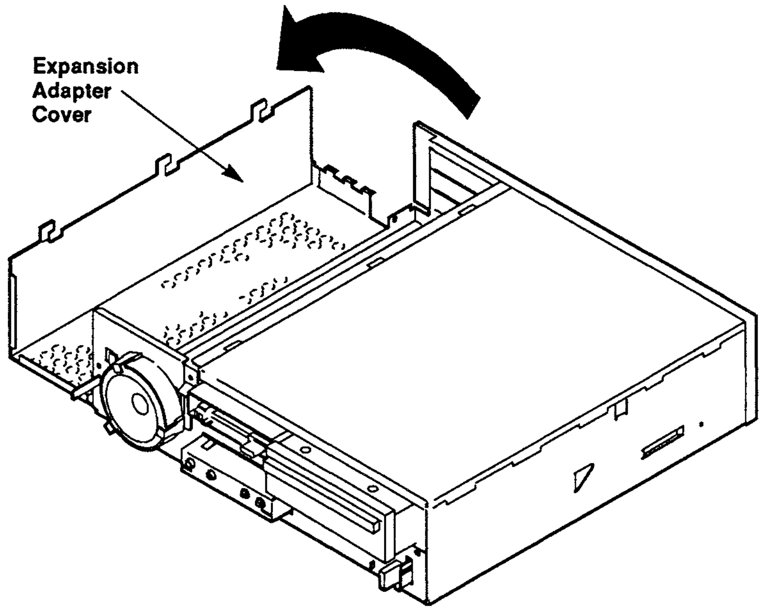
2. Press down on the expansion adapter cover, applying a minimal amount of pressure. Slide it away from the tab, toward the front of the computer:



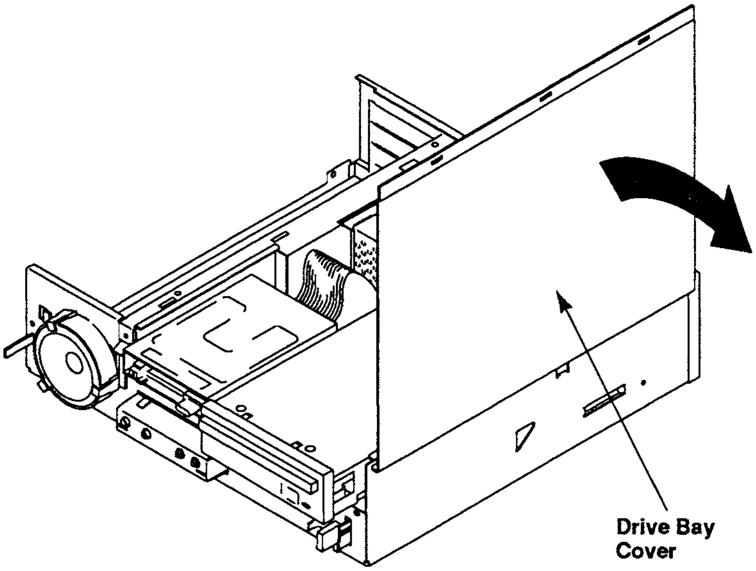
3. Rotate the expansion adapter cover away from the computer, and remove it from the side slots at the bottom of the computer:

If you are installing an expansion adapter or a replacement battery, you can proceed to the appropriate installation section in this chapter after removing the expansion adapter cover.

If you need to set the DIP switches on the main logic board, proceed to "Main Logic Board Layout" for additional instructions after removing the expansion adapter cover.



4. Lift the drive bay cover, and remove it from the side slots at the top of the computer:



Removing the Drive Tray

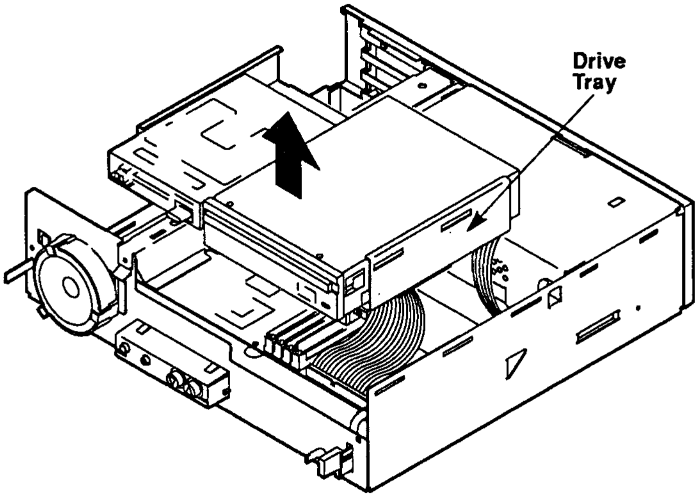
The drive tray contains the diskette drive, the hard drive, and the CD-ROM drive. Remove the drive tray only if you need to perform one of the following tasks:

- install SIMMs in the SIMM sockets
- install an optional i487 SX or OverDrive upgrade processor
- check the connections of cables to the main logic board

Caution: The drives in the drive tray are connected to the main logic board by cables. Handle the drive tray carefully to avoid disconnecting the cables. If you accidentally disconnect a cable, refer to "Main Logic Board Layout." Locate the appropriate connector, and reconnect the cable.

To remove the drive tray:

1. Place both hands under the drive tray. Firmly grasp the drive tray, and lift it:

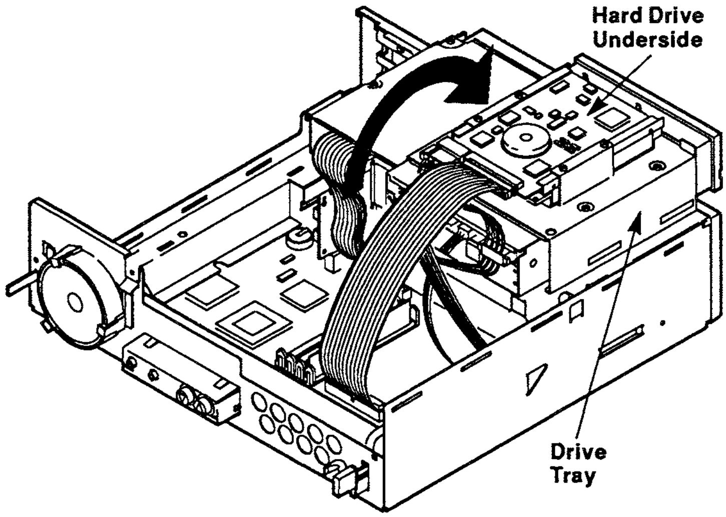


You can disconnect the drive cable from the back of the hard drive for better access to the SIMM sockets, if you wish.

2. Carefully turn the drive tray upside down, and place it on top of the power supply. The underside of the hard drive is exposed.

Caution: Do not touch or otherwise make contact with the components on the underside of the hard drive.

The SIMM sockets on the main logic board are now visible.



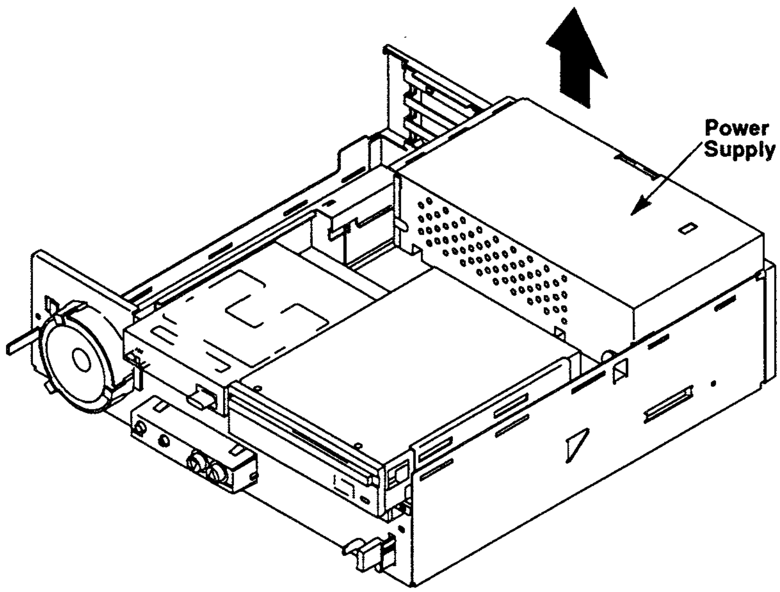
You may need access to components located under the power supply. Proceed to "Removing the Power Supply" if you need to check the audio cable connection or the Synthesizer Interrupt Jumper setting.

Refer to "Closing the Computer" for instructions on how to replace the drive tray.

Removing the Power Supply

Remove the power supply if you need to check the audio cable connection or the Synthesizer Interrupt Jumper setting. These components are located under the power supply.

1. Place both hands under the front of the power supply, and lift the power supply out of the computer as shown:



2. Check the jumper setting and/or the audio cable connection under the power supply.

Note: It is not necessary to disconnect the power supply output cables to adjust the jumper and/or audio cable.

Refer to "Closing the Computer" for instructions on how to replace the power supply.

Main Logic Board Layout

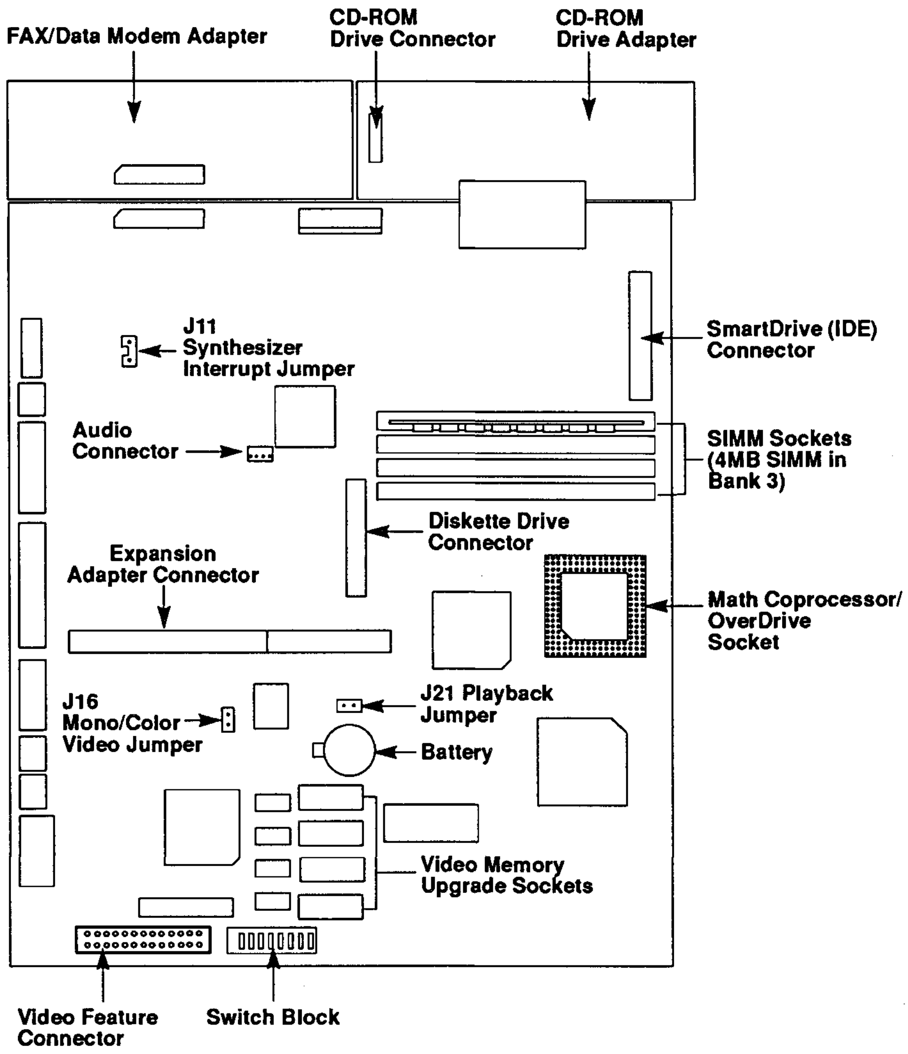
To view the entire main logic board, remove the drive tray and the power supply as described in "Opening the Computer."

The main logic board is the center of activity in your computer. The 25 MHz i486 SX processor and other circuitry on the main logic board direct operations for each device installed in (or attached to) the computer.

Caution: Touch a grounded metal object to discharge static electricity before touching components on the main logic board, a drive, or an expansion adapter.

After installing options, you might need to adjust jumpers and switches or make connections to the main logic board. The following diagram illustrates components you might need to locate:

The CD-ROM drive adapter and the FAX/data modem adapter are shown for your reference only. There is no need to remove or adjust them.



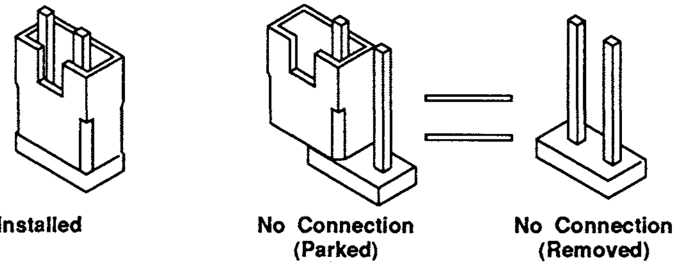
Configuration Settings

The main logic board contains staking pins, jumpers, and switches. The settings of the jumpers and switches adjust your computer's circuitry to accommodate certain input/output sources, video types, or video modes.

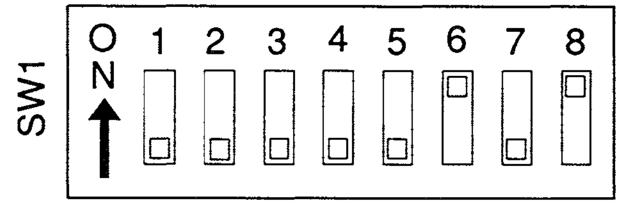
Because the default settings enable jumpers and switches to work with your computer's configuration, you might never need to change the settings of the jumpers and switches.

You can install jumpers onto staking pins or remove them from staking pins. You can set switches to ON or OFF. Setting a jumper or a switch changes your computer configuration as described in the tables in this section.

Jumpers are covers that contain metal contacts. To install a jumper, place it over two adjacent pins to connect or bypass a circuit:



The switch block on the main logic board contains eight switches:



Switch Block SW1 with Switches 1 through 8

Read this section and your option documentation carefully before changing jumper and switch settings. If you are not sure whether you need to change jumper or switch settings, contact your computer dealer.

Jumper Settings

The J16 jumper on your main logic board configures the video circuitry to support a color or monochrome monitor. The J11 and J21 jumpers control the video configuration and the disabling and enabling of two *interrupts* that affect the computer's sound features. An interrupt signals the computer's central processing unit (CPU) when input or output is required.

Before you change the settings of the switches, refer to the "Video Mode Support" section to read about the video modes available.

If you do not have some understanding of interrupts, do not change the settings of Jumpers J11 and J21 or Switch SW7.

Jumper	Setting	Function
J11	Installed	Synthesizer interrupt (IRQ15) enabled
	Parked [1]	Synthesizer interrupt disabled
J16	Installed[2]	Monochrome video enabled
	Removed[1]	Color video enabled
J21	Installed [1]	Waveform playback interrupt (IRQ5) enabled
	Removed	Waveform playback interrupt (IRQ5) disabled

[1] Default (factory) jumper settings. [2] Install to connect a monochrome monitor.

Switch Settings

Use the switches on the main logic board to configure your video circuitry for monitor operation with 800 x 600 and 1024 x 768 resolution video modes. Your applications and monitor must support the video mode you select. Refer to your application documentation and monitor documentation to determine monitor support.

Switch Settings		Function
SW1	**SW2**	
OFF[1]	OFF[1]	800 x 600 resolution with 16 or 256 colors at 56 Hz
OFF	ON	800 x 600 resolution with 16 or 256 colors at 60 Hz
ON	OFF	800 x 600 resolution with 16 or 256 colors at 72 Hz
ON	ON	800 x 600 resolution with 16 or 256 colors at 56 Hz
SW3	**SW4**	
OFF[1]	OFF[1]	1024 x 768 resolution with 16 or 256 colors at 56 Hz, interlaced
OFF	ON	1024 x 768 resolution with 16 or 256 colors at 60 Hz, non-interlaced
ON	OFF	Reserved
ON	ON	Reserved

[1]Default switch setting.

Switch Setting	Function
SW5	
OFF[1,2]	31.5 kHz standard modes (0-13)
ON[2]	40 kHz standard modes (0-13)
SW6	
OFF	Not used
ON[1]	Not used
SW7	
OFF[1]	Disable video interrupt on IRQ9
ON	Enable video interrupt on IRQ9
SW8	
OFF	Disable on-board VGA
ON[1]	Enable on-board VGA
[1] Default switch setting. [2] Refer to "The Video Utilities" chapter for a listing of the standard video modes.	

Interrupts

The connection of devices to the main logic board affects some of the interrupts used by the system. Disconnecting a device from the main logic board can free an interrupt for other uses.

This information is provided for advanced users.

Hardware Controlled Interrupt	Interrupt Status	Device Status
IRQ3	In use Available	Modem connected[1] Modem disconnected
IRQ11	In use Available	CD-ROM drive adapter connected[1] CD-ROM drive adapter disconnected
IRQ14	In use Available	SmartDrive connected[1] SmartDrive disconnected
[1] Default hardware configuration.		

Installing a Processor Upgrade

The i487 SX adds math coprocessor circuitry. The OverDrive processor adds math coprocessor circuitry and increases the computer's internal processing speed. Your computer requires a 25 MHz i487 SX or OverDrive processor. See your computer dealer to purchase either upgrade processor.

In addition to adding math coprocessor circuitry, the OverDrive processor also enhances the overall performance of the computer by increasing the speed at which internal processing occurs.

Math coprocessing circuitry enhances the operation of mathematics-intensive applications. For example, most computer-aided design (CAD) applications run faster after you install a processor upgrade.

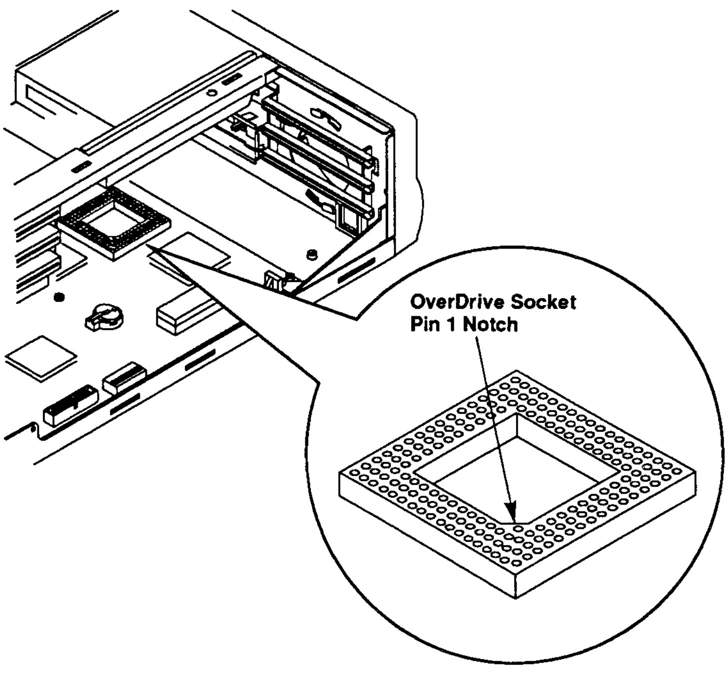
Read this section before installing an upgrade processor in the OverDrive socket.

Caution: Always touch a grounded metal object before handling electrical components.

If you do not feel comfortable installing a processor yourself, your computer dealer can arrange the installation for you.

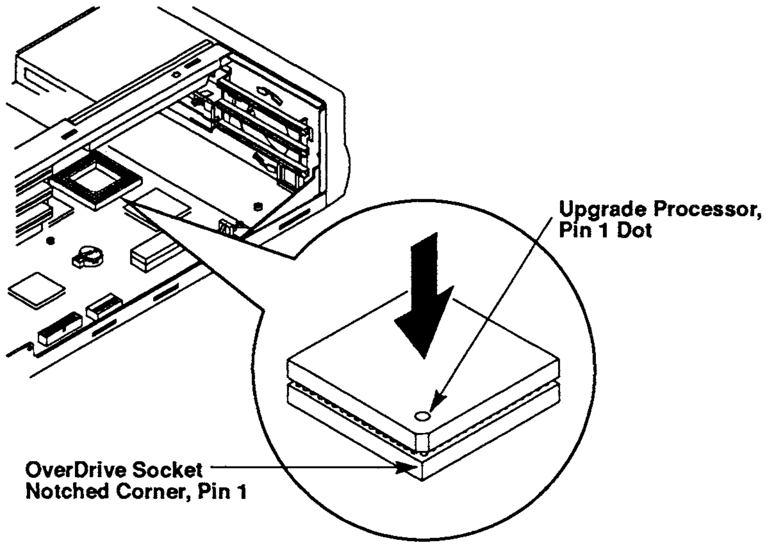
The processor upgrade socket is accessible after you remove the computer cover and the expansion adapter cover. However, for ease of installation, you can also remove the drive tray. Refer to "Opening the Computer" to remove the drive tray.

1. Open the computer as instructed in "Opening the Computer." Refer to "Main Logic Board Layout" to locate the OverDrive socket.
2. Locate Pin 1 of the upgrade processor and Pin 1 of the OverDrive socket. Pin 1 of the upgrade processor is indicated by a notch on one corner. Pin 1 of the OverDrive socket is indicated by a 1 on the main logic board.
3. Orient the upgrade processor so that the notched corner (Pin 1) aligns with the notched corner of the socket:



Caution: Confirm that your processor is correctly aligned before pressing it into the socket. Incorrect installation of the microprocessor can cause electrical damage to the main logic board or the microprocessor. A special extraction tool is required to remove the processor.

4. Taking care not to bend or touch the metal pins, press the processor into the socket:



Refer to "Closing the Computer" for instructions on closing the computer.

Installing Additional System Memory

Your computer has 4MB of memory installed on the main logic board — enough to load several applications into memory at once.

Some applications require a certain amount of memory to operate correctly. Refer to the application documentation for information on memory requirements.

Determining the Memory Upgrade Amount

You can add memory to your computer by inserting SIMMs into the sockets on the main logic board. To access the SIMM sockets, you must remove the drive tray as described in "Opening the Computer."

Decide how much memory you need. Each SIMM socket is considered one bank of memory. Refer to the following table to determine the number and type of SIMMs you need to install:

current

Total Memory Desired	Type of SIMM to install in ...				Number of SIMMs
	Bank 0	Bank 1	Bank 2	Bank 3	
4MB[1]	—	—	—	4MB	1
6MB	2MB	2MB	1MB	1MB	4
8MB	2MB	2MB	2MB	2MB	4
8MB[2]	—	—	4MB	4MB	2
8MB	—	—		8MB	1
10MB	4MB	4MB	1MB	1MB	4
12MB	4MB	4MB	2MB	2MB	4
16MB[2]	4MB	4MB	4MB	4MB	4
16MB	—	—	8MB	8MB	2
18MB	8MB	8MB	1MB	1MB	4
20MB	8MB	8MB	2MB	2MB	4
24MB[2]	8MB	8MB	4MB	4MB	4
32MB	8MB	8MB	8MB	8MB	4

[1] Your computer is shipped with this memory configuration.
[2] These configurations use the 4MB SIMM that is installed by default. Other configurations require you to remove the 4MB SIMM and replace it with another SIMM.

The 4MB of memory included with your computer is provided by a 4MB SIMM located in Bank 3. Your computer requires 80 ns or faster, fast page-mode SIMMs. You can install 1MB, 2MB, 4MB, or 8MB SIMMs in the four SIMM sockets.

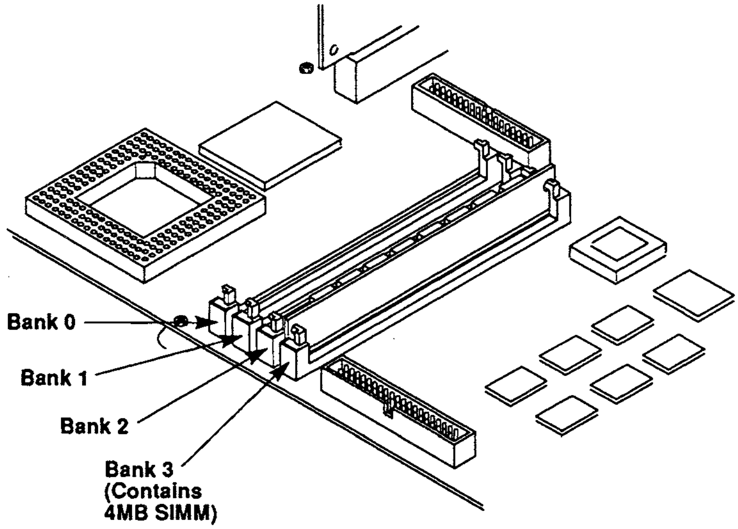
Note: The computer requires SIMMs with 72 pins and a 32- or 36-bit wide data path. For best results, use only the SIMMs recommended by your computer dealer.

Installing SIMMs

To install additional memory, read the instructions included with the SIMM kit and then follow these instructions to install the SIMMs.

Note: If you are not comfortable installing SIMMs yourself, your computer dealer can install them for you.

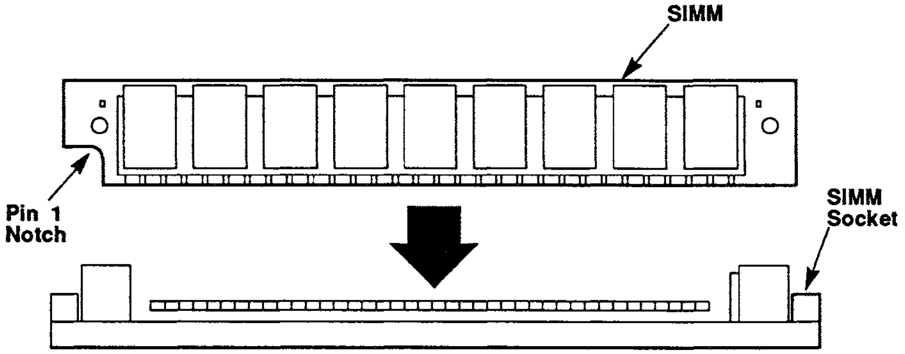
1. Open the computer and remove the drive tray as described in "Opening the Computer."
2. Locate banks 0, 1, 2, and 3 on the main logic board. A 4MB SIMM is already installed in Bank 3:



Caution: Always touch a grounded metal object to discharge static electricity from your body before you touch any circuitry on the main logic board.

3. Remove a SIMM from the antistatic package.
4. Locate Pin 1 of the SIMM socket. A '1' on the main logic board indicates the end of the socket that accepts the notched end of the SIMM.

5. Carefully press one edge of the SIMM into the socket, then the other. One corner of the SIMM is notched so that the SIMM fits only one way in the socket:



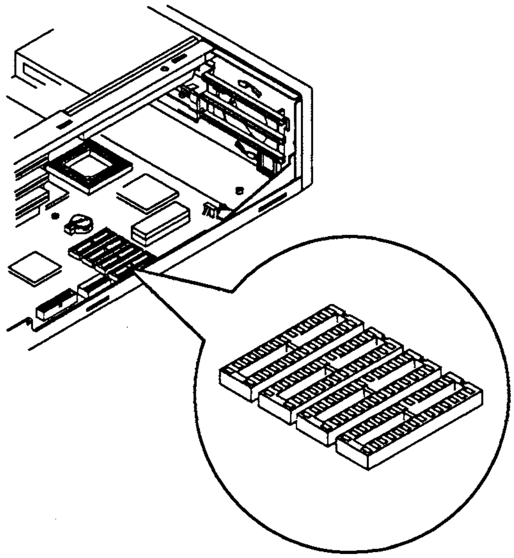
6. Install any other SIMMs in the same manner as the first SIMM.
7. Close the computer. Turn on the computer and monitor. Refer to "Closing the Computer" for instructions.
8. Run the setup utility. Press F2 to to save your changes and restart the computer. (The system recognizes the additional memory you installed.) Refer to "The Setup Utility" section for more information.

Installing Additional Video Memory

Your computer has 512KB of video memory permanently installed on the main logic board. Some programs can use additional video memory to run in high-resolution modes. Install video memory chips if you want to increase the amount of video memory on your computer to 1MB (1024KB).

Note: If you are not comfortable installing the video memory chips, your computer dealer can install them for you.

See your computer dealer to purchase four 20-pin 256 Kb x 4 video memory chips (two upgrade kits) that are rated 70 ns or faster. Use the following illustration to locate the video memory sockets on the main logic board:



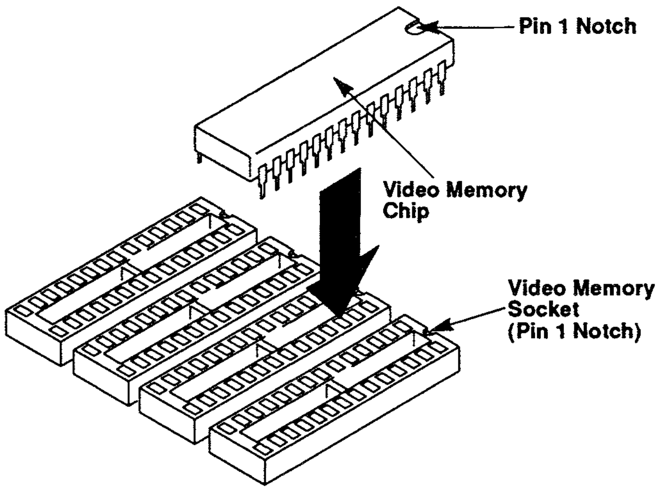
Video Memory Sockets

Caution: Before touching electronic components, always touch a grounded metal object to discharge static electricity from your body.

To install video memory chips:

Caution: Incorrect installation of the video memory chips can damage the chips or your main logic board. Install the chips carefully.

1. Open the computer, and remove the drive tray. Refer to "Opening the Computer" for instructions.
2. Refer to "Main Logic Board Layout" to locate the video memory chip sockets.
3. Remove one chip from the antistatic packaging. Pin 1 of the chip is indicated by a dot and a notch on one end. The main logic board is labeled 1 at the Pin 1 end of the memory chip sockets.
4. Orient the memory chip so that the dot on the notched end of the chip aligns with the notched end of the socket:



   Carefully press the memory chip into the socket. Be sure that the pins of the chip do not bend.

5. Repeat Steps 3 and 4 for the remaining memory chips. Refer to "Closing the Computer" for instructions on closing the computer.
6. Restart the computer. The system automatically recognizes the additional video memory you installed.

Installing an Expansion Adapter

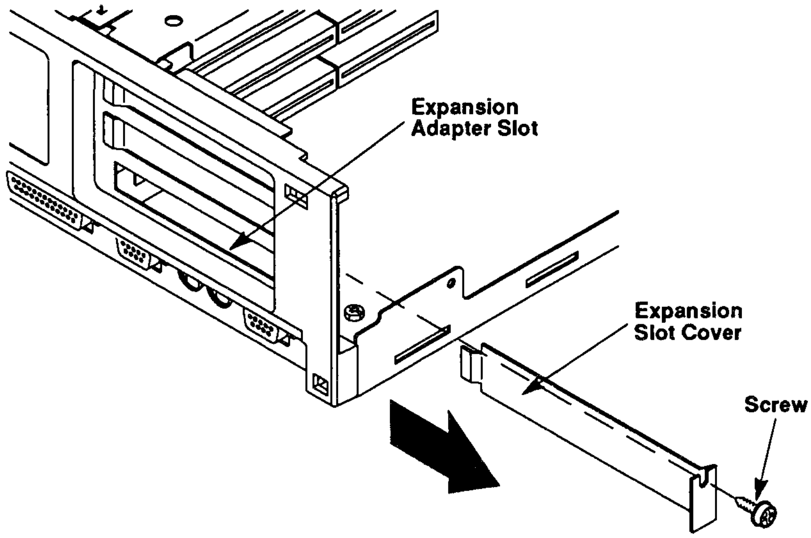
The Sensation computer has three expansion slots for installing expansion adapters. By adding expansion adapters, you can add even more features to your computer.

Note: If you are not comfortable installing an expansion adapter yourself, your computer dealer can install it for you.

Installing an adapter in the Sensation computer is easy. Refer to your expansion adapter documentation for information on preparing the adapter for installation. Then, perform the following steps to install the expansion adapter.

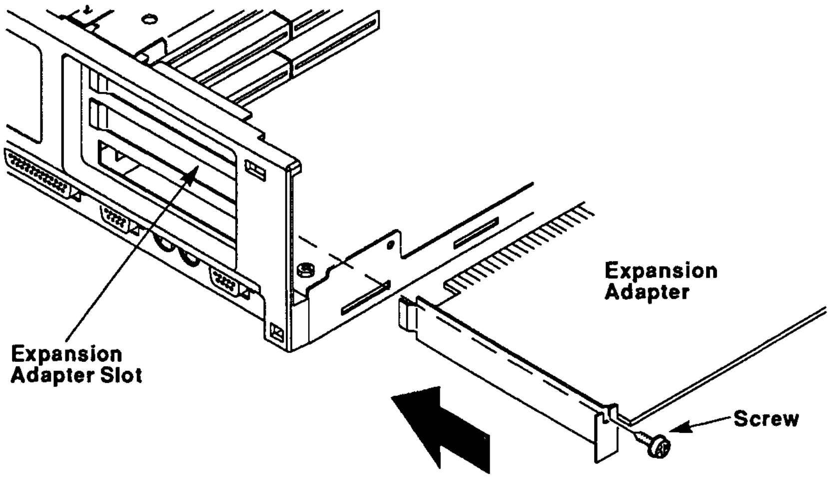
Caution: Touch a grounded metal object before touching the adapter.

1. Open the computer as instructed in "Opening the Computer."
2. Remove the screw from the expansion slot cover at the back of the computer:



3. Slide the slot cover out of the expansion slot. Save the cover; you will need to reinstall it if you later remove the adapter.

4. Align the adapter with the expansion slot on one side and the expansion adapter guide on the other.
5. Press the adapter into the expansion slot and the expansion adapter guide. Be sure the adapter is fully seated in the expansion adapter.



6. Secure the adapter, using the screw removed earlier.
7. Refer to "Closing the Computer" for instructions on closing the computer.
8. Turn on the computer and run the setup utility. Then, press **F2** to ensure that your configuration settings are updated. Refer to "The Setup Utility" section for more information.
9. Restart the computer. The system recognizes the new adapter.

Replacing the Battery

The battery powers the system's clock, enabling it to maintain the time and date when the computer is turned off.

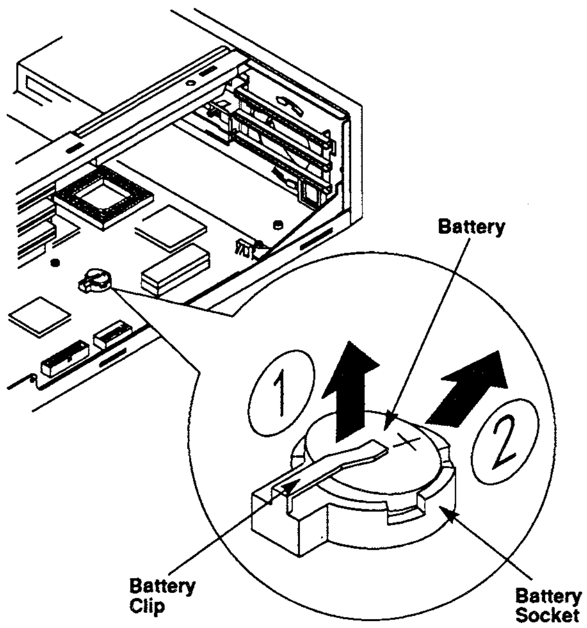
Under normal use, the battery should last at least three years. When the battery fails, the computer will not retain the correct time and date or configuration information.

Warning: Improper handling of the lithium battery can be hazardous. Never recharge, disassemble, or heat the battery above 100°C (212°F). Never solder directly to the battery or expose the contents of the battery to water.
There is danger of explosion if the battery is replaced incorrectly. Replace the battery with another battery of the same type or an equivalent type recommended by the manufacturer. Discard the used battery according to the manufacturer's instructions. Keep the battery away from children.

If an error message prompts you to run the setup utility to set the time, the battery might be weak or dead. You can obtain a replacement battery from your computer dealer.

To replace the battery:

1. Refer to "Main Logic Board Layout" to locate the battery socket.
   PAGE 192
2. Carefully lift the battery clip, and remove the old battery from the socket on the main logic board:



3. Insert the new battery, positive (+) side up.
4. Refer to "Closing the Computer" for instructions on closing the computer. PAGE 206
5. Run the setup utility to enter the correct time and date. Refer to the "The Setup Utility" section for more information.
   PAGE 211

Closing the Computer

After you install options, follow these steps to close the computer:

Caution: Confirm that all cable connections are secure and that the power actuator is properly positioned before closing the computer. Your computer will not operate properly if connectors are loose.
To avoid damaging the switch on the front of the power supply, check that the power actuator is pressed forward before you place the power supply in the computer. The computer will not power on if the power actuator is improperly positioned.

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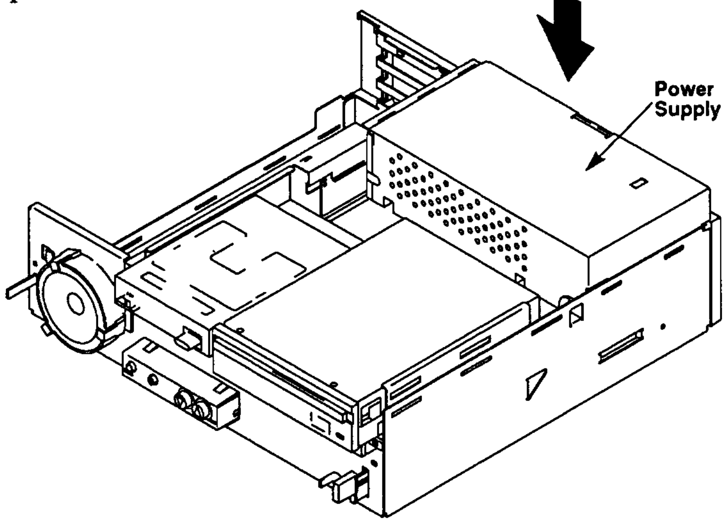
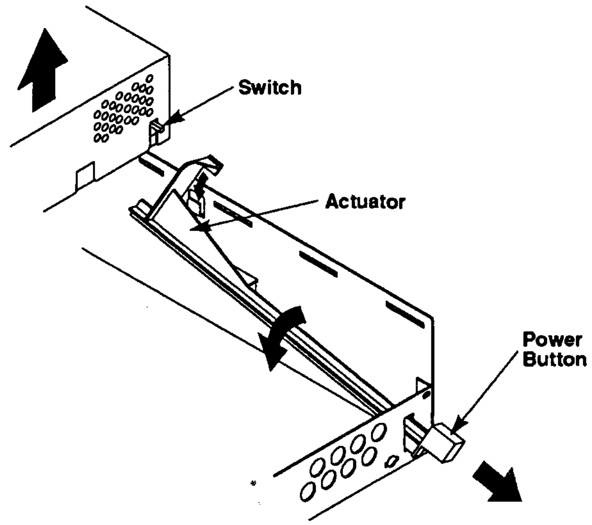
1. If you removed the power supply, carefully place it into the computer as shown:



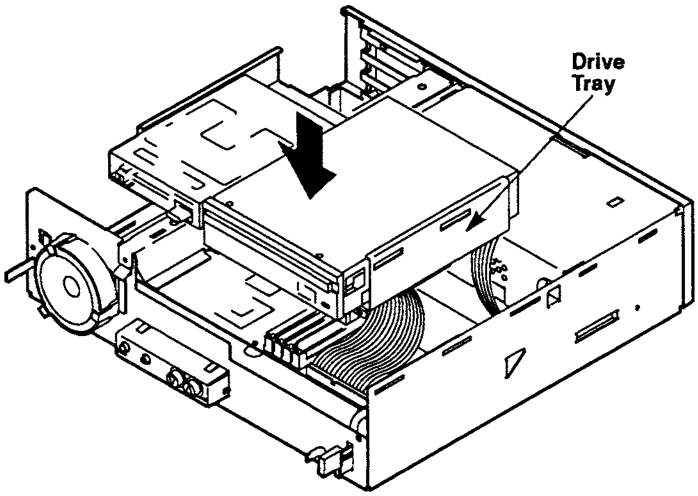
2. Check that the power actuator is properly positioned in the mounting tabs on the right side of the computer:



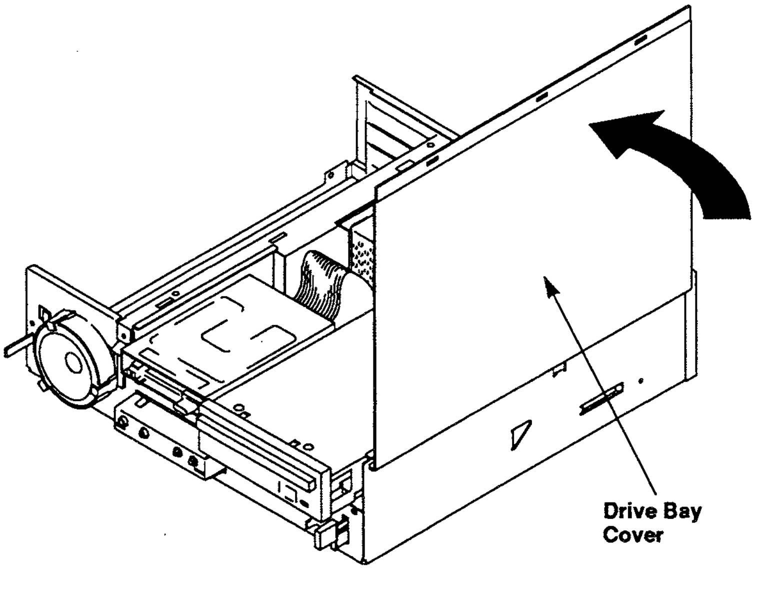
Press and release the power button to confirm that it operates properly.

3. Check that all drive cables are properly connected to the main logic board and to the drives in the drive tray.
4. Locate the alignment flanges on the front of the drive tray. Position the drive tray so that the small flanges on bottom, near the sides of the drive tray fit behind the front edge of the computer. Press the drive tray backward and downward.

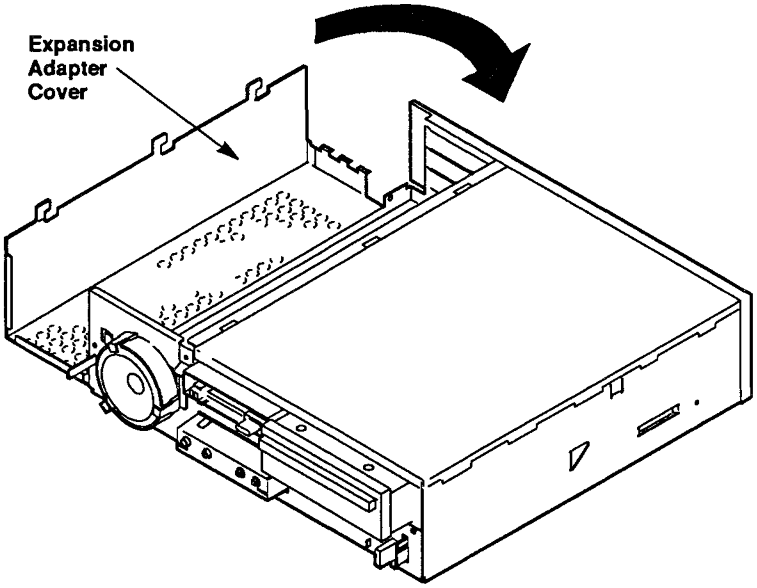
Caution: Pressing directly on the CD-ROM drive or the diskette drive can damage the drives. Press on the drive tray edges to position the drive tray in the computer.



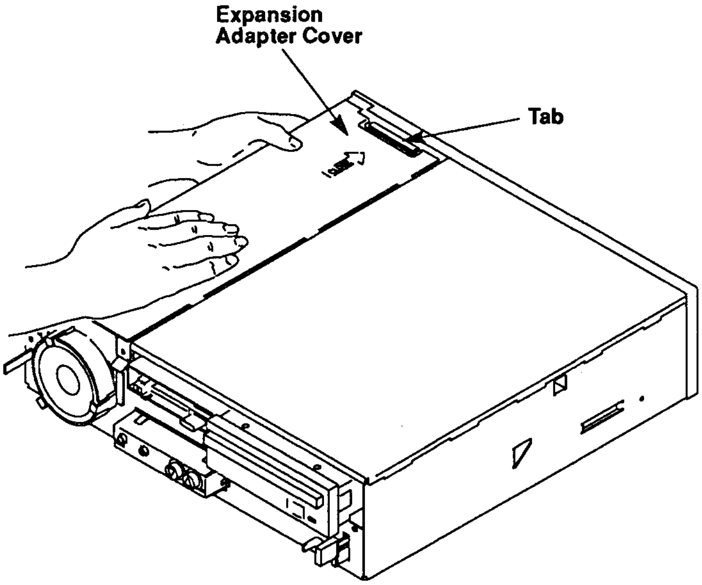
5. Position the drive bay cover in the side slots at the top of the computer. Close the drive bay cover:



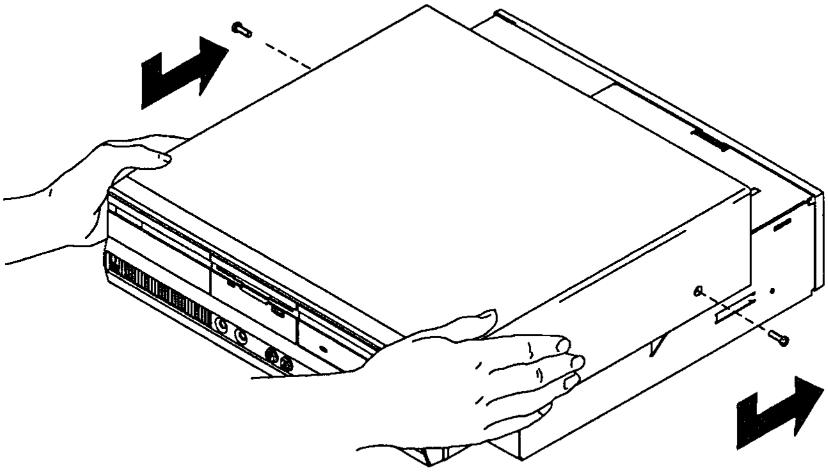
6. Place the expansion adapter cover in the side slots at the bottom of the computer. Close the expansion adapter cover, and insert the expansion adapter cover tabs into the slots in the drive bay cover:



7. Slide the cover backward to secure it under the tab:



8. Position the outer cover on the computer:



Check that the cover is properly positioned. The reset button and other controls must fit properly.

9. Slide the cover onto the computer until it fits into place.
10. Install the two screws in the outer cover.
11. Connect the keyboard, monitor, power cord, mouse, and cables for any other external options. Refer to "Getting Started" if you need help locating the appropriate connectors.
12. Turn on the computer and the monitor to begin using your Sensation.

Running the Utilities

Utilities are programs that enable you to change the way your computer works. Read "The Setup Utility" chapter to learn how your computer stores configuration information. This chapter also explains how to change the configuration when you install or remove options. Read "The Video Utilities" chapter before changing the video mode or video driver. Refer to "The Audio Utilities" chapter to learn how to play audio CDs and adjust volume. The "Memory Management Utilities" chapter defines some basic memory management terms and mentions some of the memory-related utilities included with your applications.

The following conventions differentiate various types of text in this section:

- Options are enclosed in square brackets as shown in the following example:

  Type *tcdp* [/3] and press ENTER to play the third track on the CD.

  Do not type the brackets when entering the command.

- Variable options are enclosed in parentheses as shown in the following example:

  Type *vgamode 132 (xx)* ENTER

  where (*xx*) specifies the number of lines (such as 25, 28, 44, or 50). Do not type the parentheses when entering the command.

The Setup Utility

Use the setup utility to update your system configuration — information such as the types of drives installed, the configuration of the parallel and serial ports, and the amount of memory (RAM) installed.

The computer stores your system configuration in non-volatile memory, known as *battery-backed CMOS*. This memory is battery powered when AC power is removed, so the configuration information is retained when the computer is turned off. Use the setup utility, SETUPMMS, to update the information stored in CMOS RAM.

When to Run the Setup Utility

Run the setup utility included with your computer when you install or remove drives, expansion adapters, a battery, or SIMMs. Also run the setup utility whenever option documentation or an error message instructs you to do so.

If the system detects any differences between the current hardware configuration (the drives installed, for example) and the configuration recorded in CMOS RAM, an error message prompts you to run the setup utility.

How to Run the Setup Utility

Run the setup utility from ROM, from the hard drive, or from the Startup diskette included with your computer.

Running the Setup Utility from ROM

1. Turn on or restart your computer. A series of numbers is displayed as the system memory count begins.
2. Press F2 before the system memory count ends. The setup program screen is displayed after the completion of the system memory count.
3. Use the keys listed at the bottom of the screen to highlight options and make selections. Press F2 to save your changes and restart the computer.

Running the Setup Utility from the Hard Drive

1. Type *c:* and press ENTER to access the hard drive.
2. Change to the directory that contains the SETUPMMS.COM utility file:

   cd \bin

   and press ENTER.
3. Type *setupmms* and press ENTER.

   The setup program screen is displayed.
4. Use the keys listed at the bottom of the screen to highlight options and make selections. Press F2 to save your changes and restart the computer.

Running the Setup Utility from the Startup Diskette

1. Insert the Startup diskette into the diskette drive, and press CTRL+ALT+DEL or the reset button to reset the computer.

   A help screen and the *A>* prompt are displayed.
2. Type *setupmms* and press ENTER.

   The Setup Warning Information screen is displayed if the computer detects a difference in the actual configuration and the information recorded in CMOS RAM. Press any key to continue.

   The setup program screen is displayed.
3. Use the keys listed at the bottom of the screen to highlight options and make selections. Press F2 to save your changes and restart the computer.

The Setup Program Screen

From the setup program screen you can:

- Set the system time and date.
- Configure the ports for serial devices (such as a plotter) or parallel devices (such as a printer). You can disable the serial port or assign it as the primary or the secondary. You can enable or disable the parallel port. You can also specify whether the parallel port uses bidirectional or unidirectional transfer.
- Identify diskette drives and hard drives installed in your computer. The 3½-inch diskette drive is identified as the startup drive, Drive A.
- Update the amount of extended memory installed. The amount of memory displayed is the amount recognized at the last reset.
- Enable or disable multimedia sound.
- Enable or disable the mouse support.
- Adjust the volume of a game sound source.

Use the keys listed on the bottom of the screen to move around on the screen and change options:

- F1 — Displays help information about the highlighted item.
- F2— Stores the information recorded in CMOS RAM and restarts the computer. When you finish updating the system configuration, press F2 to store the new values.
- ESC — Ends the setup utility and exits without updating the information in CMOS RAM.
- CTRL+BRK — Ends the setup utility and resets the computer without updating the information in CMOS RAM.
- **Arrow keys** — Let you move among fields on the screen.
- **Space bar** — Displays the options that can be assigned to a setup parameter. For hard drives, pressing the space bar displays a list of all predefined disk types. For all other fields, pressing the space bar changes the value displayed on the screen.

Changing the Configuration Information

Read the following information carefully before changing any of the options on the setup program screen. Remember to press F2 to update the information after making your selections.

Date and Time

Before changing any other configuration information, enter the correct date and time in the formats (mm/dd/yyyy) and (hh:mm:ss). This information is used by your application programs when storing data files.

Memory

- **Base** — This option displays the amount of base memory in the computer. Base memory is memory below 640KB. It is used by MS-DOS and all MS-DOS applications. Your computer has 640KB of base memory. You cannot change the base memory amount displayed.
- **Extended** — This option displays the amount of extended memory (continuous memory above 1MB) installed in the system. Your system comes with 3072KB of extended memory. The system detects and displays the amounts of base and extended memory during power-on. If the system detects a conflict between the memory amount recorded in the CMOS and the actual memory amount, a memory configuration error is displayed. Run the setup utility and press F2 to correct the conflict.
- **Total** — This option displays the total amount of memory installed in the system.

Options

- **Mouse** — This option enables or disables the PS/2-style mouse. The default setting is *Enabled.* The PS/2-style mouse uses IRQ12 when enabled. You can disable the mouse to free IRQ12 for other uses.
- **Multimedia** — This option enables or disables the multimedia sound circuit. The default setting is *Enabled.*

- **Sound Volume** — This option allows you to set the volume for the Tandy game sound source. The volume levels are 1 through 99, with 1 as the lowest volume and 99 as the highest volume. *OFF* disables the sound. The default setting is *99*.

Hard Drive

The setup utility displays the following hard drive information:

- **C:** — This option lets you specify the kind of hard drive installed as Drive C.

  Some hard drives can be configured by enabling the *AUTO* option, others by selecting a drive type, and still others by selecting type *ANY*. Refer to your hard drive documentation for information before configuring a hard drive.

  When *AUTO* is selected, the system automatically reads the drive configuration information. Not all hard drives can be configured with the *AUTO* option. To configure a drive by selecting a drive type, choose the type that lists drive parameters that closely match those provided in the hard drive documentation. Or, if instructed to do so in the drive documentation, choose the *ANY* option. To configure a drive with the *ANY* option, you must enter drive parameters (the number of heads, the number of cylinders, the number of the precompensation cylinder, the head landing zone, and the number of sectors per track).

- **D:** — This option lets you specify the kind of hard drive installed as Drive D. The computer is shipped with this option set to *NONE*. The available options are the same as those for C:.

Communications

- **Serial Port** — This option lets you configure the serial port. You can disable the serial port or enable it and assign it as primary or secondary.
- **Parallel Port** — This option lets you configure the parallel port. You can disable the parallel port or enable it as LPT1. The default setting is *enabled*; the parallel port uses interrupt 7 (IRQ7) in the default setting. Disabling the parallel port frees IRQ7.
- **Bidirectional** — This option lets you configure the parallel port. You can specify *Y* if the parallel port will be used for input and output or *N* if it will be used for output only.

Diskette Drives

- **A:** — This option specifies that the 3½-inch diskette drive is Drive A.
- **Startup Drive** — This option identifies Drive A as the startup drive. You cannot change the setting.

Interrupt Assignments

This information is provided for advanced users.

Some of the settings you choose when you run setup control how system interrupts are set. The following table lists the interrupts affected by settings for setup options:

Interrupt	Setup Selection
IRQ3 Available	Serial port is primary and modem is not connected
IRQ3 In use	Serial port is secondary
IRQ4 Available	Serial port is secondary or disabled
IRQ4 In use	Serial port is primary[1]
IRQ6 Available	*A:* and *B:* options set to *NONE*
IRQ6 In use	*A:* and *B:* options set to anything other than *NONE*[2]
IRQ7 Available	Parallel port disabled
IRQ7 In use	Parallel port enabled[1]
IRQ12 Available	*Mouse* option disabled
IRQ12 In use	*Mouse* option enabled[1]
IRQ14 Available	*C:* and *D:* options set to *NONE*[3]
IRQ14 In use	*C:* and *D:* options set to anything other than *NONE*[1]

[1] Indicates default setting of the setup option.
[2] A direct memory access (DMA) channel is affected by the setting of the *A:* and *B:* options. Selecting *NONE* for both options frees DMA Channel 2 for other uses.
[3] The IRQ14 interrupt can also be freed by disconnecting hard drives from the main logic board.

The Video Utilities

The video circuitry for your computer is included on the main logic board. Use this chapter to learn how to change the video modes.

The Sensation's VGA-compatible video circuitry features bit block transfer (BITBLT) and a hardware cursor. These features increase the performance speed of Windows and windowing programs by as much as 15 times over standard VGA. Tasks of opening, closing, scrolling, and resizing windows are performed instantly. The on-board video also enhances the display for MS-DOS and non-Windows applications that use a hardware cursor.

The features of the video include:

- hardware cursor and bit block transfer (BITBLT) to accelerate the performance of Windows and windowing programs
- a palette of 262,144 colors with 256 simultaneous colors
- 512KB of video memory
- support for both monochrome and color, fixed- or multiple-frequency VGA analog (interlaced or non-interlaced) monitors
- compatibility with software written for the Hercules Graphics Card and the IBM video standards that precede VGA: Monochrome Display Adapter (MDA), Color/Graphics Adapter (CGA), Multi-Color Graphics ArrayAdapter (MCGA), and Enhanced Graphics Adapter (EGA)
- support for VGA pass-through to an 8514/A-compatible adapter
- support for 8514/A-compatible non-interlaced monitors
- support for extended text modes: 80 columns by 50, 43, 34, or 25 lines; 132 columns by 50, 44, 28, or 25 lines
- enhanced display drivers for many MS-DOS-based applications

Available video modes depend on the monitor frequency. Contact your computer dealer, or refer to this chapter and your monitor documentation for more information.

Supported Video Modes

Your computer is preconfigured to use the highest resolution video mode available with your applications. If you require video modes for additional software applications or for higher screen resolution, you may need to change the mode as instructed in this chapter. Contact your computer dealer if you do not want to change the video mode yourself.

Mode 3 (80-column text) is the default video mode of the video circuitry. In addition to the default, the video circuitry supports the following classes of video modes:

- **Standard VGA modes, EGA modes, and MCGA modes** — Provide resolutions of up to 640 x 480.
- **Super VGA modes** — Provide even higher resolutions and the ability to display more colors simultaneously. Super VGA can also display text 132 columns wide and 25, 28, 44, or 50 lines deep.
- **CGA, Hercules, and MDA modes** — Required by applications designed to run under earlier video standards (CGA, Hercules, and MDA). For example, to run Hercules-compatible software and some CGA-compatible games, you must use a Hercules or a CGA mode. When in a CGA, a Hercules, or an MDA mode, the video circuitry emulates the earlier video standard.

The video mode tables in "Operation" list the supported video modes and resolutions available under each video standard.

Using VGAMODE.EXE

The VGAMODE.EXE utility enables you to select one of the standards or video modes supported by the video circuitry. You can choose options either from a menu or directly from the operating system prompt line.

Caution: Some video standards enable you to change frequencies or switch to higher resolutions. To avoid damaging your monitor or causing it to malfunction, be sure that it supports the frequency selected. Refer to your monitor documentation, or contact your computer dealer.

To copy VGAMODE.EXE from the system to the hard drive, type:

d: ENTER

cd\svgadrvs\dosapps ENTER

install ENTER

Use the arrow keys to select *Utilities* and press ENTER. Select VGAMODE and install the file to C:\BIN.

Selecting Options from the VGAMODE Menu

To access the VGAMODE.EXE menu:

1. Start the computer.
2. Insert the System Disc into Drive D:.
3. Type:

   c:\(path)\vgamode

   where *(path)* is the directory containing VGAMODE.EXE. Then, press ENTER.

4. Use the up and down arrow keys on the keyboard to select the desired video mode from the VGAMODE.EXE menu. Then, press ENTER. To exit, choose *Exit to DOS* and press ENTER.

   Some VGAMODE options will take you to a submenu. Others will be executed immediately and will return you to the MS-DOS prompt without your having to select *Exit to DOS.*

Caution: If the **vga** standard is selected, two menus are available: Set Board Option and Set Extended Modes. Look at the Set Board Option Menu to verify that your monitor will support the extended mode you want to select from the Set Extended Modes Menu. This is particularly important for higher resolutions, which use higher frequencies. Your monitor can malfunction or be damaged if it does not support the higher frequency.

Specifying VGAMODE Options without the Menu

To bypass the VGAMODE.EXE menu, include the desired video options when accessing VGAMODE.EXE. At the MS-DOS prompt or in a batch file, type the command in the form:

c:\bin\vgamode [(options)]

where *(options)* is one or more of the following video options:

- **vga** — Sets the video circuitry to VGA mode (the default configuration for the video circuitry).
- **cga** — Sets the video circuitry to CGA mode. This mode emulates the video capabilities of the IBM Color/Graphics Adapter.
- **mda** — Sets the video circuitry to emulate the Hercules Graphics Card with no graphics memory allocated. In this configuration, the video circuitry is equivalent to IBM's text-only Monochrome Display Adapter.
- **herc0** — Sets the video circuitry to emulate the Hercules Graphics Card with one page of graphics memory allocated. In this configuration, the video circuitry is equivalent to the Hercules Graphics Card in HALF mode.
- **herc1** — Sets the video circuitry to emulate the Hercules Graphics Card with two pages of graphics memory allocated. In this configuration, the video circuitry is equivalent to the Hercules Graphics Card in FULL mode.
- **color** — Sets the video circuitry to color mapping as needed. This setting supports video modes that require color mapping. These include the 132-column color text modes and any other modes that you select by specifying the resolution (for example, 256-color, 640 x 400 graphics).
- **mono** — Sets the video circuitry to monochrome mapping. This setting supports video modes that use monochrome mapping (such as monochrome text mode).
- **56** — Sets the video circuitry to 800 x 600 resolution for 56 Hz operation. Before choosing this option, determine whether your monitor supports this frequency.
- **60** — Sets the video circuitry to 800 x 600 modes for 60 Hz operation. Before choosing this option, determine whether your monitor supports this frequency.

- **72** — Sets the video circuitry to 800 x 600 modes for 72 Hz operation. Before choosing this option, determine whether your monitor supports this frequency.
- **200** — Sets the number of lines used for VGA text modes to 200.
- **350** — Sets the number of lines used for VGA text modes to 350.
- **400** — Sets the number of lines used for VGA text modes (Modes 0-3) to 400 (the standard VGA setting).
- **400256** — Sets the video circuitry to 640 x 400 resolution in 256 colors.
- **480256** — Sets the video circuitry to 640 x 480 resolution in 256 colors.
- **600** — Sets the video circuitry to 800 x 600 resolution in 16 colors if the computer currently is in color mode.
- **768** — Sets the video circuitry to 1024 x 768 resolution in 16 colors.
- **600256** — Sets the video circuitry to 800 x 600 resolution in 256 colors.
- **132***(xx)* — Sets the video circuitry to 132-column color text mode, where *(xx)* specifies the number of lines (25, 28, 44, or 50) to be displayed.

  The resolutions provided by the 132-column modes are not available with monochrome mapping. Therefore, if you have a monochrome monitor, switch the video circuitry to color before using these modes. For example, use the command **vgamode color 13244** to specify 132-column, 44-line text mode.

  Use 132-column color text modes only with application programs that have been designed to take advantage of Super VGA text capabilities.
- **interlace** — Sets 1024 x 768 modes as interlaced.

- **60non-interlace** — Sets 1024 x 768 modes as non-interlaced, 60 Hz. Be sure your monitor supports this frequency.
- **restart** — Locks and reboots the currently selected video mode so that the system re-initializes in the current video mode. Can also be used with any parameter to lock that particular mode.
- **lock** — Locks in the current video configuration as the new default configuration. This option can be used in conjunction with another parameter to lock that particular mode. For example, **vgamode cga lock** enables the video circuitry to remain configured as a color/graphics adapter even after you press CTRL+ALT+DEL. Any specific video mode command, such as **vgamode cga,** unlocks the video circuitry unless you include **lock** in the command.
- **reboot** — Same as **restart.**
- **mode** *(xx)* — Switches the video circuitry to the specified mode, where *(xx)* is the two-digit hexadecimal mode number. (See the tables in "Operation.")

Using VESA.EXE

VESA.EXE is a terminate-and-stay-resident (TSR) program that enables the video circuitry to comply with Video Electronics Standards Association (VESA) Version 1.2, making the video circuitry compatible with VESA drivers. VESA.EXE is an extension of the VGA BIOS video services. Run it before running any VESA-compatible application programs.

To copy VESA.EXE from the System Disc to the hard drive, insert the disc and type:

d: ENTER

cd \svgadrvs\dosapps ENTER

install ENTER

Use the arrow keys to select *Utilities* and press ENTER. Select VESA.EXE and install the file to C:\BIN. You can insert the **vesa** command in AUTOEXEC.BAT instead of typing the command each time you start the application. Refer to your operating system documentation for information on AUTOEXEC.BAT, or contact your computer dealer.

Using an 8514/A-Compatible Video Adapter

You can connect an 8514/A-compatible adapter to the video feature connector on your main logic board. Contact your computer dealer to purchase the required 26-pin pass-through cable.

Mouse Considerations

Changing video standards is often simply a matter of running VGA-MODE and choosing the desired setting. However, if you have an additional mouse driver (for non-Windows applications, for example) that is installed through the CONFIG.SYS file or if the mouse is controlled by a program such as MOUSE.COM, you might need to restart the computer after choosing a video standard. Contact your computer dealer for more information.

Memory Considerations

The VGA-compatible video circuitry uses memory locations A0000-C7FFF for display memory and the extended video BIOS. These are the same locations used by a standard VGA adapter. If an EMS (Expanded Memory Specification) driver or other device currently uses these memory locations, reconfigure the device to use other memory locations. Contact your computer dealer or consult your device documentation to determine the memory locations used. For an EMS (Expanded Memory Specification) adapter, you can usually designate the exclusions when starting the EMS driver.

The video circuitry uses memory locations B0000-B7FFF for monochrome mapping. If your EMS software uses this memory range, either reconfigure the EMS driver or do not switch to monochrome mapping.

Monitor and Software Compatibility

The video circuitry is compatible with software written for the following video standards on color or monochrome VGA analog monitors:

- VGA (Video Graphics Array)
- VESA Super VGA
- MCGA (Multi-Color Graphics Array)
- EGA (Enhanced Graphics Adapter)
- CGA (Color/Graphics Adapter)
- MDA (Monochrome Display Adapter)
- Hercules graphics (Hercules Graphics Card)

To make the video circuitry emulate one of these video standards, use the VGAMODE.EXE utility. Some Super VGA modes require application-specific drivers. Run VESA.EXE before you run an application that uses a VESA-compatible driver.

Operation

The video circuitry, in its default configuration, supports the software pre-installed on your computer, as well as most application software designed for VGA or EGA video support.

Caution: The video circuitry requires a VGA analog color or monochrome monitor. Do not use any other type of monitor.

Connect the monitor to the 15-pin video connector on the back of the computer. Refer to the "Getting Started" section. Consult your monitor documentation for information on horizontal and vertical scan rates and on whether the monitor supports interlaced or non-interlaced operation.

DIP Switch Settings

The DIP switches on the main logic board enable you to configure your video circuitry for operation with other components in the system. Refer to "Main Logic Board Layout" in the "Adding Options" chapter to locate the switches on the main logic board and review the table of switch settings. To access the video DIP switches on the main logic board, you must remove the computer cover and the expansion adapter cover.

Configuring the Video Software

Your video is configured to operate with the applications included with the computer. If you ever install additional applications, refer to the README.TXT files on the System Disc for instructions on using application-specific drivers, or contact your computer dealer. If you need to reinstall software, refer to the "Installing Software" chapter and read the information in the README.TXT file.

1. To display the README.TXT files on the disc, type the following commands at the operating system prompt:

   d: ENTER

   cd \svgadrvs\dosapps ENTER

   readme ENTER

2. To print the README.TXT files, type the following commands at the operating system prompt:

   d: ENTER

   cd \svga\dosapps ENTER

   printme ENTER

Windows Video Driver Information

Your computer is preconfigured to run the 640 x 480, 256-color video driver. Before changing the video driver, refer to your Windows documentation to read about using Windows SETUP to maintain Windows.

Super VGA drivers for Windows are in the Windows directory (MWIN) on the System Disc. Insert the System Disc into the CD-ROM drive before running SETUP to select a video driver.

To run SETUP from MS-DOS, change to the C: \WINDOWS directory, type SETUP, and press ENTER. To run SETUP from Windows, click on the SETUP icon. From SETUP, select an SVGA video driver. When prompted for the Windows 3.1 CD, type the path *d: \mwin* and press ENTER.

Using Additional Application Software

You may want to use application software **in addition to** the software already installed on your computer. Many application software packages include a program that prepares the application for use with your particular hardware. You can reconfigure many applications without reinstalling them. You can also configure applications during installation. Keep these tips in mind for best results:

- To get the best-looking display, select the highest resolution mode available when you install your application software packages.
- Install your software for VGA or EGA if possible, so that the software runs in the video circuitry's default configuration.
- If your software supports a video standard other than EGA or VGA, configure it for the best standard. Run the video utility, and set the emulation mode to match the program.
- If your software does not provide a VGA, a PS/2, or an EGA option and you use an VGA color analog monitor, install the software for color. This is usually the best choice when the video circuitry is set for the default color mode with a color monitor.
- Software that requires a certain video mapping may require you to set the video circuitry to color or monochrome text mode. For example, if the video circuitry is set for color VGA text mode and your software requires monochrome text, you must use the video utility to switch modes.
- The default mapping is color for a color monitor and monochrome for a monochrome monitor.

Contact your computer dealer if you need additional assistance configuring the software applications.

Standard Video Modes

Type[1]	Video Standard	Cols. x Rows	Resolution	Colors	Char. Size	Buffer	Mode (Hex)
T	CGA	40 x 25	320 x 200	16	8 x 8	B8000	0,1[2]
T	EGA	40 x 25	320 x 350	16	8 x 14	B8000	0,1
T	VGA	40 x 25	360 x 400	16	9 x 16	B8000	0,1
T	CGA	80 x 25	640 x 200	16	8 x 8	B8000	2,3[2]
T	EGA	80 x 25	640 x 350	16	8 x 14	B8000	2,3
T	VGA	80 x 25	720 x 400	16	9 x 16	B8000	2,3[3]
T	MDA	80 x 25	720 x 350	mono	9 x 14	B8000	7
T	VGA	80 x 25	720 x 400	mono	9 x 16	B8000	7[4]
G	CGA	40 x 25	320 x 200	4	8 x 8	B8000	4,5[2]
G	EGA	40 x 25	320 x 200	16	8 x 8	A0000	D[2]
G	VGA	40 x 25	320 x 200	256	8 x 8	A0000	13[2]
G	Herc.	80 x 25	720 x 348	mono	9 x 14	B0000	—
G	CGA	80 x 25	640 x 200	2	8 x 8	B8000	6[2]
G	EGA	80 x 25	640 x 200	16	8 x 8	A0000	E[2]
G	EGA	80 x 25	640 x 350	mono	8 x 14	A0000	F
G	EGA	80 x 25	640 x 350	16	8 x 14	A0000	10
G	VGA	80 x 30	640 x 480	2	8 x 16	A0000	11
G	VGA	80 x 30	640 x 480	16	8 x 16	A0000	12

[1]T= text; G = graphics.
[2]All 200-line modes are double-scanned to display 400 lines.
[3]Default mode for color monitors.
[4]Default mode for monochrome monitors.

Super VGA Modes

Type[1]	Resolution	Colors	Cols. x Rows	Buffer	Mode (Hex)	VESA Mode (Hex)
T	720 x 476	16	80 x 34	B8000	41	—
T	640 x 344	16	80 x 43	B8000	67	—
T	640 x 400	16	80 x 50	B8000	66	—
T	1188 x 400	16	132 x 25	B8000	55	109
T	1188 x 448	16	132 x 28	B8000	47	—
T	1188 x 396	16	132 x 44	B8000	54	10A
T	1188 x 396	16	132 x 44	B8000	21	—
T	1056 x 400	16	132 x 50	B8000	69	10B
G	640 x 400	256	80 x 25	A0000	5E	100
G	640 x 480	256	80 x 30	A0000	5F	101
G	640 x 480	32,768	80 x 30	A0000	62	110[3,4]
G	640 x 480	65,536	80 x 30	A0000	—	111[3,4]
G	800 x 600	16	100 x 75	A0000	58, 6A	102
G	800 x 600	256	100 x 75	A0000	5C	103[2]
G	1024 x 768	16	128 x 48	A0000	5D	104
G	1024 x 768	256	128 x 48	A0000	60	105[3]

[1]T= text; G = graphics.
[2]Requires 1MB of video memory if you use a monitor operating at 72 Hz.
[3]Requires 1MB of video memory.
[4]VESA mode requires running VESA.EXE.

MS-DOS Application Drivers

The \SVGADRVS\DOSAPPS subdirectory of the System Disc contains drivers for the following popular MS-DOS-based applications: AutoCAD, AutoShade, Cadvance, Generic CADD, Lotus 1-2-3, Lotus Symphony, P-CAD, VersaCAD, Word, and WordPerfect.

Keep the following information in mind when you install MS-DOS application drivers:

- Install your software applications before you run INSTALL to install the drivers.
- Install the drivers according to the instructions in this manual and any applicable README.TXT files. Specify the full pathname when prompted for the driver. Note that many applications require the driver to be in the same directory as the application.
- Install software for VGA video if possible. This enables your software to run with the video circuitry in its default configuration.
- If your software does not provide a VGA option and you are using a color monitor, try installing the software for color, if available. This usually works with your video circuitry's default mode on color monitors.
- If your software supports a video standard other than VGA, configure the software for the highest available standard. Run VGAMODE.EXE and set the mode to match the program. Refer to "Operation" for information about VGAMODE.EXE.
- If the software does not display the video properly, use VGAMODE.EXE to set the video circuitry to a video standard that supports the software in CGA or Hercules mode.
- Hercules-compatible software and some CGA-compatible games require that the video circuitry be set to the appropriate standard.
- If your are using software that requires a specific video mapping, you might need the to run the VGAMODE utility to set the video circuitry to color or monochrome VGA mode. The default mapping is color for a color monitor and monochrome for a monochrome monitor.
- To get the sharpest display, select the highest resolution mode supported by the application when you configure your software.

- In a normal installation, the driver is decompressed and copied to the directory that you specify. The directory is created if it does not already exist. This process is verified by the following screen messages: *Installing, Reading, Verifying, Writing, Decompressing.*
- Refer to the readme files for additional information about drivers. Place the System Disc into Drive D:. At the *d:* prompt, type *cd\ svgadrvs/dosapps* ENTER to display files. To print readme files, type *printme* and press ENTER from the \SVGADRVS\DOSAPPS subdirectory.

Installing MS-DOS Application Drivers

Follow these general instructions to install an MS-DOS application driver:

1. With the System Disc in the CD-ROM drive, type the following commands at the operating system prompt:

   d: ENTER

   cd \svgadrvs\dosapps ENTER

2. Type:

   install ENTER

   The INSTALL command displays the main menu, listing the software drivers available on the diskette.

3. Use the arrow keys to scroll down and highlight the application driver you wish to install. Press ENTER.
4. Select the driver you wish to install, and follow the instructions on the screen. When finished, INSTALL returns you to the main menu.
5. Install other drivers from the menu, if necessary, or select *Exit Installation Program* to return to the operating system prompt.

Installing OS/2 Drivers

Your computer is shipped with MS-DOS on the hard drive. If you install OS/2, refer to the following video information.

Creating the SVGA Accelerator OS/2 Drivers Diskette

You will need a new 1.44MB diskette to create the OS/2 drivers diskette. Do not format the diskette. The drivers support OS/2 Versions 1.2 and 1.3. Label the diskette SVGA Accelerator Drivers for OS/2 Versions 1.2 and 1.3. To create the diskette:

1. Insert the System Disc into the CD-ROM drive. Then, type *d:* and press ENTER.
2. Type *cd\ svgadrvs* and press ENTER to access the appropriate directory. Then, type *makeos2* and press ENTER.
3. Insert the new, unformatted diskette into Drive A when prompted.

A message is displayed to indicate that the process was successfully completed. Type *reados2* and press ENTER to access the readme file for the OS/2 drivers.

Using the OS/2 Drivers Diskette

The first time you use the OS/2 display drivers and each time you change the DIP switches on the main logic board, perform the following steps to ensure that OS/2 uses a video mode that is compatible with your video circuitry and monitor:

1. Check that the OS/2 Drivers diskette is write enabled. Then, restart your computer with this diskette in Drive A. Follow the instructions on the screen.

   The software records the parameters for your video adapter and monitor selections in the MTABLE.WDC file on the diskette.

2. If OS/2 is not already installed, install it with the standard VGA driver packaged with OS/2.
3. Restart your computer with the OS/2 Installation diskette in the diskette drive. When the first OS/2 screen is displayed, press ESC to enter the OS/2 command interpreter.
4. Change to the \OS2\INSTALL directory on Drive C.

5. Type:

   ddinstal

   and press ENTER. Follow the directions on the screen.

The README.TXT file on the OS/2 Drivers diskette repeats this driver installation procedure and may contain additional information for OS/2 users. Use the OS/2 system editor to display this file.

Video Troubleshooting

The following list describes symptoms and solutions for video problems that may occur:

No display

- The monitor signal cable and/or monitor power cable is not properly plugged in.
- The monitor is not turned on.
- The monitor brightness and/or contrast control is not turned up far enough.
- The switch settings are incorrect. Verify that the switches are set correctly.

F1 SETUP error when you start up your system

- The setup utility was not run. (Refer to "The Setup Utility.")
- The battery in the computer might be dead.

Display rolls horizontally or vertically

- You are using inappropriate software. Verify that you are using the correct software files for your monitor.

Image is offset on monitor

- You need to adjust the monitor centering. Refer to your monitor documentation.

Distorted images or a blank screen when you run your software

- The software is not configured for the current configuration of the video controller. Run VGAMODE.EXE.
- The software is not compatible with the current configuration of the video controller. Use VGAMODE.EXE to set the circuitry to a standard supported by the software.

The Audio Utilities

This chapter explains how to use your computer's audio features. The TCDP audio play program lets you play music on standard audio compact discs. The Tandy Sound Mixer lets you choose an audio source and adjust the volume.

Playing Compact Discs

To play music on CDs, use one of the following methods:

- Use the Music Box icon to play CDs from Windows.
- Enter audio play (**tcdp**) commands at the MS-DOS prompt.
- Or use the audio play program's control panel from MS-DOS.

Note: The first track of some compact discs is reserved for data and cannot be played with the audio play program.

If you need help loading a CD, refer to "Using the CD-ROM Drive" in the "Getting Started" section.

Warning: Set the volume control to mid-range and gradually increase the level to the desired volume. Do not wear the headphones or put your ear close to the computer's speaker while you are setting the volume level.

Playing CDs from Windows

1. Load a CD into the CD-ROM drive.
2. Open the Accessories group and double click on the Music Box icon.
3. Click on the Help button for operating instructions.

Playing CDs with the Audio Play Program

When you run the audio play program from MS-DOS, you can run other programs from the hard drive or the diskette drive. This enables you to use other programs while TCDP plays a CD.

Using the TCDP Control Panel

The control panel displays symbols similar to those on a CD player or a tape player. Click on the symbols to activate and control the operation of the CD-ROM drive.

Note: To use the mouse with the TCDP.EXE program, you must load an MS-DOS mouse driver.

To use the control panel:

1. Access the hard drive and type:

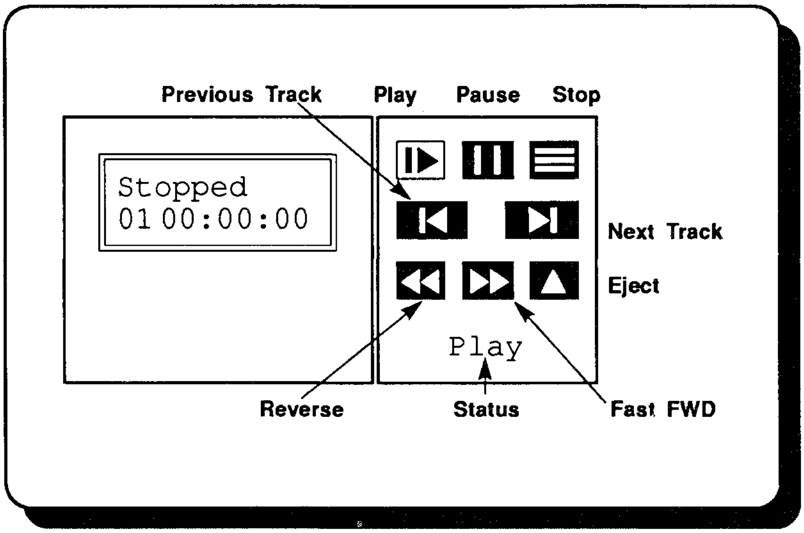
   cd \bin

   and press ENTER to change to the \BIN directory (or another directory that contains TCDP.EXE). Then, type:

   tcdp

   and press ENTER to run the audio play program.

   The control panel is displayed:



2. Use the mouse or the arrow keys to highlight the symbol you want to use. A description of the symbol appears in the lower right corner of the control panel.
3. To activate the highlighted option, press ENTER, press the space bar, or click the mouse button.

   The counter displays the time elapsed for a track.

   To exit the control panel and return to the MS-DOS prompt, press ESC or click the right mouse button. To stop playing the CD, select *STOP* before you exit the control panel.

   The following table lists the symbols and keys that enable you to operate the CD-ROM drive from the control panel.

Select this symbol:	Or press this key:	To select this function:	Which
|▶	—	Play	Plays the track displayed on the counter (the current track) or resumes playing a paused track. The counter displays the current track's elapsed time.
||	P	Pause	Stops playing the current track until you select *Play* or press P again.
≡	S	Stop	Stops playing the CD until you select *Play* or press s again. After you select *Play* or press s, the CD-ROM drive resumes playing at the beginning of the current track.
|◀	B	Previous Track	Plays the previous track and displays the new track number and the elapsed playing time.
▶|	N	Next Track	Plays the next track or (if you are on the last track) the first track.
◀◀	R	Reverse	Replays the previous 15 seconds of the current track and continues playing to the end of the CD. On some CDs, if you select *Reverse* in the last few seconds of a track, the drive might pause. If this occurs, select *Play* to continue playing.
▶▶	F	Fast Forward	Advances past the next 15 seconds of the current track and continues playing to the end of the CD. On some CDs, if you select *Fast Forward* in the first few seconds of a track, the drive might pause. If this occurs, select *Play* to continue playing.
▲	E	Eject	Instructs the drive to stop playing a CD until you select *Play*.

Playing CDs with the TCDP Command Options

To play a CD by entering **tcdp** command options:

1. Load a CD into the CD-ROM drive.
2. Type *cd \bin* and press ENTER to access the directory that contains TCDP.
3. Review the TCDP help to determine which options you want to use. To display the help, type:

   tcdp ?

   and press ENTER.

   The following help information appears:

   Usage: TCDP [+ – s p # ?]

   Options
   + or –   Play next or previous song

   s   Start/stop

   p   Pause/unpause

   #   Start song number #

   ?   This help screen

   If you include no options in the TCDP command, a control panel is displayed that uses these active keys:

   s   Start/stop

   p   Pause/unpause

   f/r   Fast forward/reverse

   n/b   Next song/back one song

   ESC/q   Quit

   arrows   Select buttons

   ENTER/space bar   Active button

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4. After you decide which options to use, type:

   tcdp [/(o)]

   and press ENTER, where *(o)* is one or more of the options you want to use.

The following options are available:

(+) **Play Next Song** — Plays the next higher-numbered track or (if you are on the last track) the first track.

(–) **Play Previous Song** — Plays the next lower-numbered track or (if you are on the first track) the last track.

(#) **Start Song Number #** — Plays the track you specify after you type the command line. For example, type *tcdp 3* and press ENTER to play Track 3. If no other option is selected, the drive plays to the end of the disc.

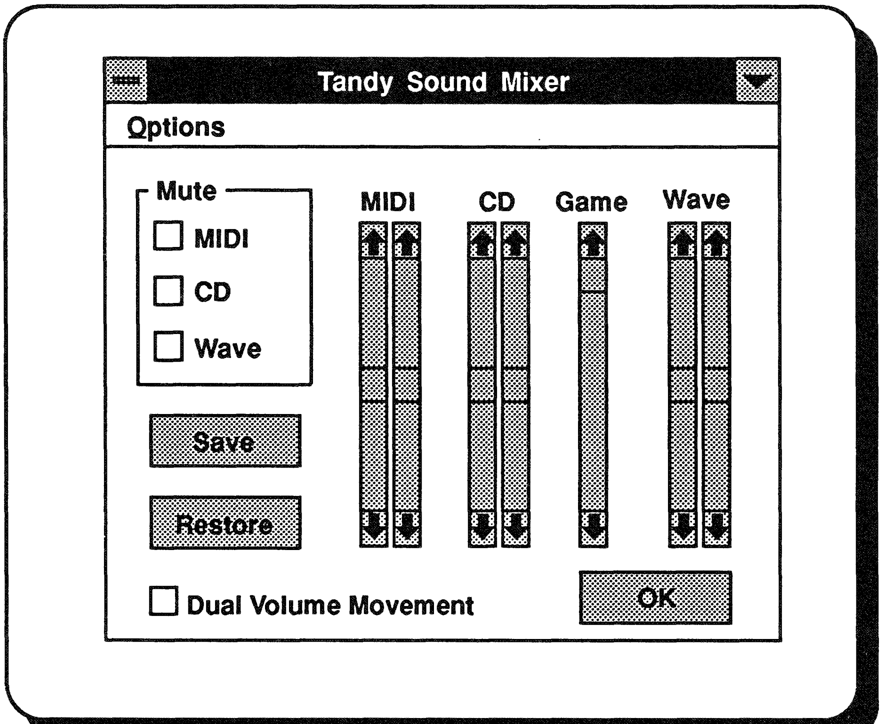
(S) **Start/Stop** — Stops playing a CD until you select this option again or until you use an option to play another track.

(P) **Pause/Unpause** — Stops playing the current track until you select this option again. You can also use *Start Song Number* to exit this option and begin playing a separate track.

The Tandy Sound Mixer

The Tandy Sound Mixer control panel lets you adjust the volume or mute the output of an audio *source*. A source is a device that outputs sound, such as a MIDI instrument, or a sound entity such as a video game or your voice. You can run the Tandy Sound Mixer from Windows or from MS-DOS.

To run the sound mixer from the WinMate desktop, select the *Inside* view. Then, click on *System Tools*. Click on the *Sound Mixer* icon to display the control panel:



The audio sources initially displayed on the control panel are a MIDI device, sound from a compact disc, an MS-DOS game's sound, and a waveform file playback. You can control additional sources by selecting them from the Options Menu.

Review these terms before using the sound mixer control panel:

- **Mute** — controls whether or not sound is output from the selected source. Click on an option in the box at the left to mute a source. Mute settings are not saved when you click on *Save*.
- **Save** — lets you save the current sound levels.
- **Restore** — lets you restore a previously saved sound level.
- **Scroll Bar Sliders** — control the volume for sources. Sliders for four sources can be displayed at once. Select the Options Menu to change the rightmost slider to control another available source.

- **Dual Volume Movement** — Locks the motion of the two scroll bar sliders. When you adjust the volume by moving one of the sliders, the other automatically moves the same amount.
- **Option** — lets you select a sound source for recording and monitoring.
- **OK** — exits the program.

Note: The Game slider controls the volume for games that run from the MS-DOS prompt and use Tandy standard sound.

To use the control panel:

- Click the left mouse button or press the TAB key to move from one option to another.
- Click the left mouse button or press the space bar to activate the control panel.
- Use the mouse, the PAGE UP/PAGE DOWN keys, or the arrow keys to move the scroll bars.
- To save the position of the scroll bar slider and sound source selection, use the mouse or the space bar to select the *Save* button.
- To exit the control panel, use the mouse or the space bar to select the *OK* button.

Volume Sliders

To set the volume, use the mouse, the PAGE UP/PAGE DOWN keys, or the arrow keys to move the scroll bars. Set the volume level at mid-range, and gradually increase the volume to the desired level. If no more than two sources (for example, Wave and MIC) are selected, you can use full volume.

Caution: When three or more sources are selected, do not set the volume to more than $^2/_3$ volume. Increasing the volume above this may surpass the input limits of your amplifier and cause distortion or damage to your speakers.

Mute Box

You can also record the output from the sound source selected with the Windows Sound Recorder. Refer to the Windows documentation for more information.

The Mute box on the sound mixer control panel controls whether or not sound is output from the selected source. To remove the *X* from a checkbox, use the mouse or the space bar. Sound for a source is muted when an *X* appears in the checkbox for that source.

Use the mouse or arrow keys to select the following:

- **MIDI** — controls the sound from the musical instrument digital interface (MIDI).
- **CD** — controls the sound of the CD player.
- **Mic/Line/Phone/Wave** — controls the sound emanating from one of these four available sound sources. *Wave* is displayed by default. Choose *Crossover/Sound Select* from the Options Menu to choose one of the other three sources.

Options Menu

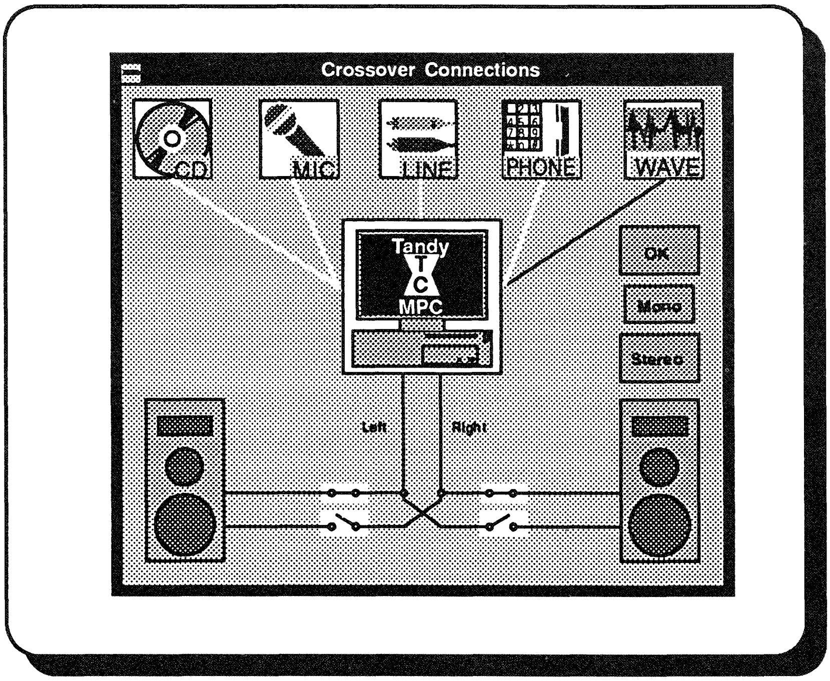
You can select a sound source by choosing *Crossover/Sound Select* from the Options Menu. Use the mouse or the space bar to select the Options Menu. Then, select *Crossover/Sound Select.* The *Crossover Connections* dialog box is displayed. From this point, you can choose a sound source and route the left and right sound channels.

Crossover/Connections

The *Crossover/Connections* dialog box contains 5 sound source icons: *CD*, *Mic*, *Line*, *Phone*, and *Wave*. Selecting an icon connects that source to the mixer system.

To change sound selections:

For convenience, the *Mono* and *Stereo* buttons automatically configure the switch settings to enable monophonic sound (where each speaker gets both right and left sound) or stereo sound (where left channel sound is sent to the left speaker only and right channel sound is sent to the right speaker only).



1. Use the mouse or the TAB key to highlight the desired icon.
2. Use the mouse or the space bar to activate the highlighted option.
3. To exit and return to the sound mixer control panel, click on the *OK* button.

On the main mixer screen, the last Mute checkbox and the rightmost scroll bar pair have the same selected sound source. For example, if you choose *MIC* on the *Crossover/Connections* dialog box, the last checkbox in the Mute box and the rightmost pair of scroll bars will be labeled *Mic* instead of *Wave*.

Crossover Mechanism

Located below the MPC logo in the middle of the *Crossover/Connections* dialog box are two vertical lines. The left line represents the left channel for sound; the right line represents the right channel for sound. Attached to the lines are four "switches" that route the sound to the speakers.

To route the:	To the:	Open the:	And close the:
left channel	left speaker	bottom left switch	top left switch
right channel	left speaker	top left switch	bottom left switch
left channel	right speaker	top right switch	bottom right switch
right channel	right speaker	bottom right switch	top right switch
Opening all four switches disconnects all sound sources from the speakers so that no sound is heard.			

To change the channel routing:

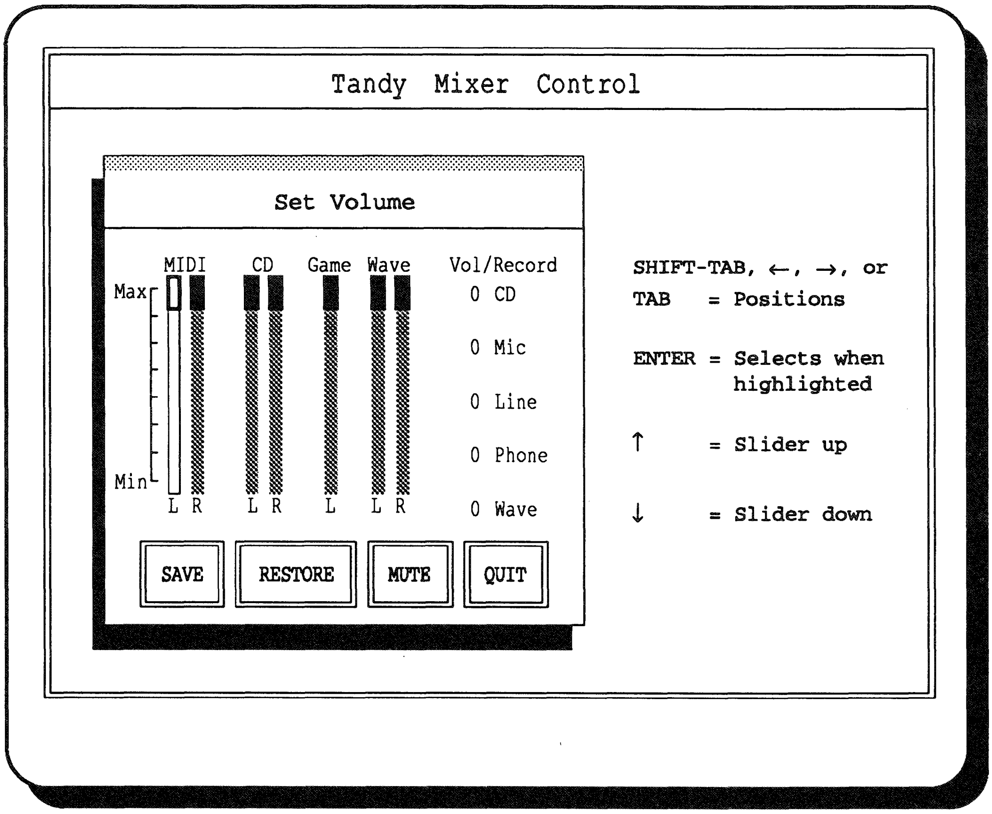
1. Use the mouse or the TAB key to highlight a switch.
2. Press the space bar or click the mouse button to activate the switch.

   Or, click on the *Mono* or *Stereo* button to automatically close switches, enabling mono or stereo sound from the selected sound source.

3. After making your selections, click on the *OK* button to return to the sound mixer control panel.

Running the Sound Mixer from MS-DOS

To run the sound mixer from MS-DOS, access the *c:* prompt. Type *sndmixer* and press ENTER to display the mixer control screen:



To adjust the volume of a source, use the TAB key to select the source. Then, use the arrow keys to increase or decrease volume for the source.

To select additional sound sources for volume adjustment or recording, use the TAB key to make a selection under *Vol/Record.* Press ENTER when your selection is highlighted.

Use the TAB key to select the following options at the bottom of the screen:

- **SAVE** — saves your current volume settings.
- **RESTORE** — restores the settings you saved last.
- **MUTE** — stops the output of sound from sources.
- **QUIT** — exits the mixer control screen.

You can also enter *sndmixer \windows /r* at the *c:* prompt to automatically restore the last saved settings without displaying the mixer control screen.

Memory Management Utilities

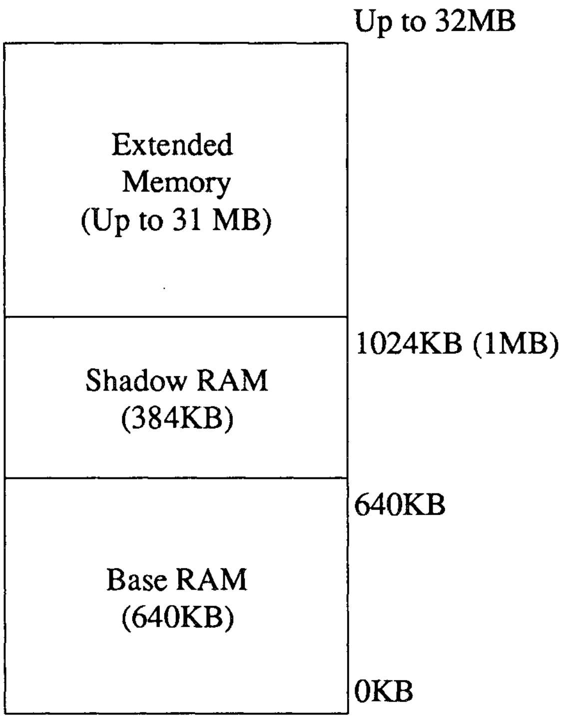
Your application documentation contains some suggestions for optimizing the computer's memory. To learn about memory management utilities, review this chapter, and then review the appropriate chapters in your application documentation.

Some memory management terms are defined below:

Base RAM — Memory below 640KB; used by MS-DOS and all MS-DOS applications.

Shadow RAM — Memory from 640KB to 1024KB (1MB); used by the system BIOS, video BIOS, and other BIOS extensions.

Extended Memory — Contiguous memory above 1MB; can be addressed directly by i486 microprocessors. Often used for software disk caches, RAM disks, and software print spoolers. MS-DOS 5.0 includes an extended memory manager called HIMEM.SYS. Refer to your MS-DOS 5.0 documentation for information about HIMEM.SYS.



Base RAM, Shadow RAM, and Extended Memory

In addition to the three areas of memory illustrated previously, your computer supports the creation of *expanded memory*, or *EMS* memory, from extended memory. EMS memory increases your system's efficiency by paging large sections of memory in and out of an area called a *page frame*. Many application programs are designed to use EMS memory; such programs require the installation of an expanded memory manager driver.

EMM386.EXE is an expanded memory manager driver included with MS-DOS 5.0. Refer to MS-DOS 5.0 documentation for instructions on installing and using EMM386.EXE.

Solving Problems

The information in this section will help you reinstall software onto your hard drive, install applications provided on CD onto the hard drive, and correct problems with the setup of your computer.

Installing Software

The Sensation has many applications pre-installed on the hard drive. You might choose to install some of the applications provided on CD onto your hard drive. If system problems occur later, you might lose some or all of the information on your hard drive. Use the following instructions to install (or reinstall) applications onto your hard drive. If you need to reinstall all the applications on your hard drive, begin by reinstalling MS-DOS.

Refer to "Installation Error Messages," at the end of this chapter if you need more information about an error message displayed during an installation.

Restoring Files after a Hard Drive Failure

If you are unable to restart the computer from the Startup Diskette, contact your computer dealer.

In rare instances, hard drives can fail, losing data and even formatting. If your hard drive becomes unusable after system problems, use the following procedure to begin restoring the original files:

1. Insert the Startup Diskette into Drive A.
2. Restart the computer. A help screen displays the instructions for reinstalling applications.

Proceed to "Reinstalling MS-DOS and the System Utilities" to reinstall or modify the installation of Windows and other applications.

Reinstalling MS-DOS and the System Utilities

To reinstall MS-DOS and the system utilities onto your hard drive:

1. Insert the Startup Diskette into Drive A.
2. Restart the computer.
3. Insert the System Disc into the CD-ROM drive.
4. Type *setupdos* and press ENTER to reinstall MS-DOS and the utilities on the hard drive.

   Press ENTER to accept the default selections for prompts displayed during the installation. MS-DOS is installed in the \DOS directory, and the system utilities are installed in the \BIN directory. The system restarts automatically.

   The **setupdos** command writes new CONFIG.SYS and AUTOEXEC.BAT files onto the hard drive. The previous versions of the files are saved as CONFIG.OLD and AUTOEXEC.OLD.

Installing or Modifying Windows and Applications

After installing MS-DOS and the utilities onto the hard drive, you can:

- restore the original contents of the hard drive
- remove applications from the hard drive
- install one or more of those applications provided on the hard drive originally, or
- install one or more of the applications provided on CD onto the hard drive

Restoring the Original Contents of the Hard Drive

Note: This procedure restores the hard drive contents so that the hard drive is as it was shipped from the factory. If you have customized any applications, you lose that customization. Files with .GRP and .INI extensions will be restored with the default settings. The install program saves any existing .GRP and .INI files in \SAVED directory on the hard drive.

If you accidentally delete (or otherwise lose) the contents of your hard drive, use the following procedure to restore them:

1. Place the Data Disc in the CD-ROM drive.
2. Type *d:* and press ENTER.
3. Type *install* and press ENTER for a list of choices. Type the option number that corresponds to restore hard disk.

The installation takes approximately 30 minutes.

Installing and Removing Applications on the Hard Drive

To install or remove applications included with the computer:

1. If you need to install Windows, insert the System Disc into the CD-ROM drive. Type *d:* and press ENTER to access the System Disc.
2. To install Windows:
   - Type *cd \mwin* and press ENTER to change to the directory containing the Windows software.
   - Type *setup* and press ENTER to install Windows onto the hard drive (Drive C). The system prompts you to make a selection to restart the computer or return to MS-DOS. Return to MS-DOS and restart the computer. Then, run Windows.

If you are reinstalling the Sierra Network, exit Windows. From the MS-DOS prompt, use the copy command to copy the files from the \TSN directory on the System Disc to your hard drive. Then run the installation program for Sierra Network.

3. Remove the System Disc from the CD-ROM drive, if necessary. Place the Data Disc into the CD-ROM drive.
4. Select the Run option of the Windows file menu. Type *winstall* and press ENTER. A dialog box displays the names of applications that you can install from the CD onto the hard drive. Select one or more applications for installation. A message is displayed when installation is complete.

Note: WINSTALL installs applications exactly as they were installed on the hard drive originally. If you want to customize settings while installing an application, run Windows and install the application from the Program Manager using the appropriate disc.

Software Installation Error Messages

Any of the following error messages may be displayed when you install software using the procedures in this chapter:

- If the system detects a conflict between your system configuration and the information recorded using the setup utility, the BIOS error message *Warning, incorrect configuration* is displayed. Run the setup utility to update your configuration settings.
- The message *A problem exists with your CD-ROM installation* might be displayed. Type *c:* and press ENTER to access the hard drive. Check that your CONFIG.SYS file is in the root directory of the hard drive (C:\). Then, type:

  type config.sys

  and press ENTER to confirm that the file contains the following command line:

  devicehigh=\bin\lmsdd250.sys /d:mscd001 /p:340 /i:11 /c:99 /M:6

  If the **devicehigh** command line in your CONFIG.SYS file matches the one above, use the MS-DOS editor to add */v* to the end of the command line. Restart the computer, and record any messages displayed. Contact your computer dealer for assistance with the problems reported.

Troubleshooting

This section provides checklists and other information to help correct problems you might encounter while using your computer. If you experience a problem not described in this section, or if the following suggestions do not correct your problem, call your computer dealer for assistance.

Blank Screen

Are the system cords plugged in securely?

Is the computer turned on?

Is the monitor turned on?

Do you need to adjust monitor brightness and/or contrast?

Are all jumpers and switches set correctly?

No Power-On

Is the power cord connected and plugged in securely?

Is the power actuator positioned properly in its mounting slots?

No Keyboard Action

Is the keyboard cord plugged in securely?

Is the computer turned on?

Audio Feedback

Is a microphone placed too near the computer's speaker or an amplified stereo speaker?

Is the volume of a microphone or speaker set to too high a level?

Setup Problems

Are the system cords plugged in securely?

Are the expansion adapters properly seated?

Are all jumpers and switches set correctly?

Is all hardware information entered with the setup utility correct?

Is the battery properly installed?

If you have a hard drive, is it properly configured?

Did you connect and turn on all peripheral devices before turning on the computer?

Option Not Working

Is the option expansion adapter properly seated?

Are the system cords plugged in securely?

Are all jumpers and switches set correctly?

Did you execute the setup utility after installing the option?

Is all hardware information entered with the setup utility correct?

Are all SIMMs seated securely in the sockets on the main logic board?

Printer Problems

Is the printer cable properly connected?

Is the printer configured as suggested in the printer documentation?

Was the parallel port information entered properly with the setup utility?

Is the printer ready (on-line)?

Are the paper and ribbon positioned properly?

Did you select the proper printer type for the applications you are running? (Refer to the application documentation for instructions.)

CD-ROM Drive Problems

Is there a CD in the drive?

Is the CD-ROM drive connected to CD-ROM drive adapter?

Is the audio cable properly connected to the main logic board?

FAX/Modem Problems

Are the cables properly connected to the phone line connectors?

Is the FAX/Modem adapter properly connected to the main logic board?

Is the *Phone* audio source enabled on the sound mixer control panel?

Computer Viruses

A computer virus is a program intended to destroy systems by corrupting data. Diskettes, networks, and modem transfers can carry viruses. When files from an infected computer are used on another system, the virus spreads.

Problems might occur as soon as the virus invades the system, or the virus might wait for a preset time before becoming active.

Prevention

Viruses spread through contact with other systems via diskettes, modems, and networks. To protect your system:

- Use virus-checking software to scan new diskettes and new files before copying or using them.
- Use only write-protected master copies to make backups. Make copies after you start up with a write-protected diskette.
- Start up by pressing the reset button or the power button, not by pressing CTRL+ALT+DEL.
- Always keep a write-protected copy of a startup diskette. If a virus infects your hard drive, you can still start up with this diskette.
- Keep copies of files on write-protected diskettes.
- Be wary of copied or pirated software.
- Do not assume that legitimate, packaged software is free of viruses.
- Contact your computer dealer, an electronic bulletin board service, or your public library for more information concerning virus protection.

Problem Solving

Virus symptoms can mimic simpler hardware problems, such as those caused by loose cable connections or poor SIMM contacts. Follow the other suggestions in this section before seeking repairs. If you think your computer has a virus, use current virus-scanning programs to detect recent viruses.

Appendix A – Printer Setup

In most instances when you choose the File Menu's *Print Setup* command, you will only need to change the basic print setup options. There might be times, however, that you need to use some of the more advanced features available for printing in WinMate.

To change the basic print setup options:

1. Click on the File Menu's *Print Setup* command.

   The *Print Setup* dialog box appears.

2. [Optional] At the *Printer* box, select the appropriate printer.

   Default Printer — Uses the default printer, which appears in parentheses below the option.

   Specific Printer: — Lets you select a printer other than the default from the list.

   Note: If you select *Specific Printer:*, click on the down arrow icon to scroll through the list of options, and highlight the printer you want to use.

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3. [Optional] At the *Orientation* box, select the appropriate page format.

   Portrait — Prints the information using a vertical page format.

   Landscape — Prints the information using a horizontal page format.

4. [Optional] At the *Size:* field, select the appropriate paper size.

   Click on the down arrow icon, and then highlight the paper size.

5. [Optional] At the *Source:* field, select the appropriate paper source for the printer you're using.

   Click on the down arrow icon, and then highlight the paper source.

6. Click on *OK*.

Now when you choose the File Menu's *Print* option, WinMate prints the information using the setup options you have specified.

To set up your printer using the more advanced options (graphic printers):

1. Follow the instructions in Steps 1-5 on the previous page, and then continue with the steps that follow.
2. To specify additional printing options, click on the *Options* button.
3. At the *Dithering* box, select the option that is best for the type of printing you are doing.

   Note: For more information about these options, click on the *Help* button.

4. At the *Intensity Control* box, adjust the intensity to the desired level for your printer.

   Note: For more information about this option, click on the *Help* button.

5. Click on *OK*.

To set up your printer using the more advanced options (laser printers):

1. Follow the instructions in Steps 1-5 on the previous page, and then continue with the steps that follow.
2. To specify additional printing options, click on the *Options* button.
3. At the *Dithering* box, select the option that is best for the type of printing you are doing.

   Note: For more information about these options, click on the *Help* button.

4. At the *Intensity Control* box, adjust the intensity to the desired level for your printer.

   Note: For more information about this option, click on the *Help* button.

5. [Optional] If you want to print TrueType fonts as graphics, check the *Print TrueType as Graphics* option.

   Note: For more information about this option, click on the *Help* button.

6. Click on *OK*.

To set up your printer using the more advanced options (PostScript printers):

1. Follow the instructions in Steps 1-5 on the previous page, and then continue with the steps that follow.
2. To specify additional printing options, such as print reduction or enlargement and printing area, click on the *Options* button.

3. At the *Print To* box, select the appropriate option.

   Printer — Prints the information to the printer you specified in the *Print Setup* dialog box.

   Encapsulated PostScript File — Prints the information to an encapsulated PostScript (EPS) file.

EPS files allow you to print a file at the highest possible resolution for your printer. These files can also print faster than other graphic files. Some Windows and Non-Windows graphic applications can import these EPS files. See your program's documentation to determine whether this feature is supported.

Note: If you select *Encapsulated PostScript File*, be sure to type the name of the file you want to print in the *Name:* field.

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4. At the *Margins* box, select the appropriate option.

   Default — Sets the printing area 1/4 inch from each side of the paper. Choose this option if you are using a laser printer.

   None — Sets the printing area to the size of the paper. When you select this option, the information will print with the default margins starting from the edge of the paper.

5. At the *Scaling (%)* field, type the number for the percentage you want to reduce or enlarge the print.

   To reduce the print size, type a number below 100. To enlarge the print size, type a number larger than 100.

6. If you are using a color printer, check (*X*) the *Color* checkbox.

7. [Optional] If you want to send header information to the printer each time you print, check (*X*) the *Send Header with Each Job* checkbox.

8. Click on the appropriate button.

   OK — Sets up your printer with the specified options and returns to the *Print Setup* dialog box.

   Cancel — Exits the *Options* dialog box without saving these print settings and returns to the *Print Setup* dialog box.

   Advanced — Displays the *Advanced Options* dialog box so that you can specify advanced font and printing options for the PostScript printer. For more information about this dialog box, see "Advanced Options Dialog Box."

   Send Header —Displays the *Send Header* dialog box so that you can specify where to send the header information. For more information about this dialog box, see "Send Header Dialog Box."

Advanced Options Dialog Box

Use the options in the *Advanced Options* dialog box to specify advanced font and printing information (for postscript printers).

1. At the *Send to Printer as:* prompt, select how the printer driver should send TrueType fonts to your printer.

   Click on the down arrow icon, and then highlight the desired format.

2. [Optional] Check (*X*) the *Use Printer Fonts for All TrueType Fonts* option to print using the closest matching printer fonts in place of the TrueType fonts in your document.

   Note: You can specify another font using the *Use Substitution Table* option.

3. [Optional] Check (*X*) the *Use Substitution Table* option to specify another font to use.

4. If you selected the *Use Substitution Table* option, choose the *Edit Substitution Table* button. If you did not select this option, continue with Step 5.

   a. At the *For TrueType Font:* box, select the TrueType font you want to replace when printing your document.

   b. At the *Use Printer Font:* box, select the printer font you want to use to replace the TrueType font you selected.

   c. Click on the appropriate button.

      OK — Makes the font substitution and returns to the *Advanced Options* dialog box.

      Cancel —Returns to the *Advanced Options* dialog box without making any font substitutions.

      Default — Uses the default table.

5. At the *Virtual Memory (KB)* prompt, type a number (in kilobytes) to specify how much of the printer's virtual memory you want to use.

   Note: The default value, which is shown, is recommended by the printer manufacturer and should work in most cases. If your document contains a lot of different fonts and is not printing correctly, you might try lowering this value.

6. [Optional] Check (*X*) the *Clear Memory per Page* option to clear the printer memory and resend fonts to the printer after printing each page.

   Note: Select this option if your document contains TrueType or soft fonts.

7. At the *Resolution (DPI)* prompt, click on the down arrow icon, and then select the resolution you want to use for printing graphics.

   Note: Most printers cannot print at resolutions higher than 300 DPI (dots per inch).

8. At the *Halftone Frequency* prompt, type the number of lines per inch that you want to use for halftone screens.

   Note: The default value should work in most cases.

9. At the *Halftone Angle* prompt, type the number for the angle pattern that you want to use for halftone screens.

   Note: The default value should work in most cases.

10. [Optional] Check (*X*) the *Negative Image* option to print your document using inverted gray scales.
11. [Optional] Check the *Mirror* option to print a mirror image of your document.
12. [Optional] Check (*X*) the *All Colors to Black* option to print color images in black and white only.
13. [Optional] Check (*X*) the *Compress Bitmaps* option to compress any graphic images in your document before sending them to the printer.
14. Check (*X*) the *Conform to Adobe Document Structuring Convention* option to create a printed document that conforms to Adobe's Document Structuring Conventions.

    Note: Do not select this option if you are creating EPS files.

15. Check (*X*) the *Print PostScript Error Information* option to print out information about any PostScript errors that are encountered while printing your documents.
16. Click on the appropriate button.

    OK — Saves the current advanced print option settings and returns to the *Options* dialog box.

    Cancel — Returns to the *Options* dialog box without changing any of the advanced printing options.

    Defaults — Resets the *Virtual Memory (KB)*, *Resolution (DPI)*, *Halftone Frequency*, and *Halftone Angle* settings to the values recommended by the printer manufacturer.

Send Header Dialog Box

Use the *Send Header* dialog box to specify where you want to send the current document's header information. The *Send Header* dialog box is displayed by clicking on the *Send Header* button in the *Options* dialog box.

1. Select the option that best describes where you want to send the header information.

   Printer — Sends the header information to your printer.

   File — Sends the header information to a specific file.

   Note: If you select *File*, be sure to type the name of the file you want to send the header information to.

   ---

2. Click on the *Send Now* button.

Appendix B – System Capabilities

Your computer delivers IBM PC/XT/AT compatibility in a high-performance environment. Featuring a 25 MHz i486 SX microprocessor, this computer enables you to run popular software and add industry-standard expansion options.

Your Sensation has far more features and capabilities than an ordinary personal computer. As you become familiar with the computer's many features, you'll discover more ways to use the computer. You may decide to take advantage of all the Sensation's capabilities by adding options. The "Adding Options" section lists some of the internal options you can purchase and install. The "Getting Started" section explains connecting some of the external peripherals that you can purchase. Some popular options are listed at the end of this section.

The Sensation's features are listed below:

Feature	Description
25 MHz i486 SX microprocessor	Gives you i486 SX processing power and a 32-bit CPU with a 32-bit data path.
OverDrive socket	Enables you to install the Intel 487 SX or OverDrive processor upgrade on the main logic board. The i487 SX adds math coprocessing circuitry that enables your computer to process mathematical calculations faster. The OverDrive processor adds the math coprocessing circuitry **and** doubles the internal processing speed of the i486 SX.
Industry-Standard Architecture (ISA)	Ensures compatibility with hardware and software for the IBM standard for PC/XT/AT.
101-key enhanced keyboard	Provides easy typing with a standard 101-key layout. Features auto-repeat to reduce multiple keystrokes.
Built-in Smart-Drive support	Enables the connection of a SmartDrive (IDE drive) directly to the main logic board of the computer. This saves an expansion slot because it is not necessary to install a hard drive controller board in one of the expansion slots.

Feature	Description
High-capacity, 3½-inch diskette drive	Enables you to read and write standard-density (720KB) and high-density (1.44MB), 3½-inch diskettes.
Three 16-bit ISA expansion slots	Permit installation of 16-bit adapters. These are full-sized (13-inch) slots.
FAX/data modem adapter	Enables you to send data to and receive data from other modems. The modem also lets you to access on-line information services. The send FAX capability enables you to send FAXes at a rate of 4800 baud. The modem transfers and receives data at a maximum rate of 2400 baud and supports voice mail.
CD-ROM drive	Accesses data on compact discs, enabling you to run programs and play music.
Enhanced multimedia personal computer (MPC) sound	Provides stereo sound featuring 16-bit waveform playback and FM music synthesis. The nine-source audio signal mixer lets you select left and right signal routing and choose from 64 volume levels for a source.
Pre-installed software	Gets you up and running with Windows and multimedia. MS-DOS 5.0, WinMate, Microsoft Windows 3.1 with Multimedia Extensions, and many other useful applications are installed on the hard drive. Read the documentation for each application for information on using the software.
Super VGA video mode support with MPC palette chip	Lets you run your applications in high-resolution video modes such as the 16-color, 1024 x 768 non-interlaced mode. The Sensation's video supports all standard IBM VGA modes and the 256-color, 640 x 400, 640 x 480, and 800 x 600 modes. The VGAMODE utility lets you select video modes. Also included are application-specific drivers that support Super VGA video. The video features bit block transfer and hardware cursor support.
4MB of dynamic random access memory (DRAM)	Enables you to run a variety of software and load several applications in memory at once. A 4MB SIMM is installed in one of the SIMM sockets on the main logic board. Three additional on-board sockets enable you to install more SIMMs to increase system memory.
Setup in ROM	Enables you to run the setup utility to update the computer configuration. Simply press F2 during the system startup to run the setup utility from ROM.
PS/2-style mouse	Enables you to make selections quickly and easily.
Built-in serial port	Saves you the cost of a serial expansion adapter and the use of a 16-bit slot when you connect a serial mouse, an external modem, or other serial device.

Feature	Description
Built-in parallel port	Saves you the cost of a parallel expansion adapter and the use of a 16-bit slot when you connect a parallel printer or other parallel device.
Battery-backed internal clock	Maintains the system date and time when the computer is turned off. The clock's battery also powers the CMOS RAM, which maintains current configuration settings.

Popular Options

Your computer dealer can use the product names and catalog numbers listed below to identify options that will work best with your Sensation:

Product	Catalog Number
MMS-10 Stereo Speaker Amplifier	25-1096
PCTV Adapter	25-1660
Nova 45 Headphones	33-1021
Omni Electret Microphone	33-1060
Video Memory Upgrade Kit[1]	25-1082A
Replacement Battery	23-162

[1]Your computer requires two of the video memory upgrade kits to increase the video memory from 512KB to 1024KB (1MB).

See your computer dealer to get more information about Sensation options.

Appendix C – FAX/Data Modem Commands

This appendix lists all the AT commands recognized by the modem and the Sendfax commands recognized by the FAX. With the exception of the A/ command (repeat last command), each command must be preceded by the letters AT.

Entering a command without a value has the same effect as entering a command with zero (0) as the value. Both forms are given in the following table.

AT Commands

Command	Description
A	Go off-hook in ANSWER mode
A/	Repeat last command
B, B0	CCITT V.22 mode when at 1200 bps; V.21 when at 300 bps
B1	Bell 212A mode when at 1200 bps; Bell 103 mode when at 300 bps
C, C1	Normal TX without carrier
C1	Normal TX carrier switching (responds OK)
D	Dial number that follows D in command line
E, E0	Disable character echo to terminal in command mode
E1	Enable character echo to terminal in command mode
F1	Disable character echo to terminal while on-line (responds OK)
H, H0	Go on-hook (hang up)
H1	Go off-hook
I, I0	Display product ID code
I1	Display checksum on ROM
I2	Display *OK* or *ERROR* on RAM checksum

Command	Description
I3	Display ROM version and date
I4	Configuration
L, L0	Lowest speaker volume
L1	Low speaker volume
L2	Medium speaker volume
L3	High speaker volume
M, M0	Speaker off
M1	Speaker on until Carrier Detect
M2	Speaker always on
M3	Speaker on until Carrier Detect except during dialing
O, O0	Return to on-line DATA mode from on-line COMMAND mode
O1	Go on-line and initiate retrain (2400 bps)
Q, Q0	Display result codes (Quiet disabled)
Q1	Do not display result codes (Quiet enabled)
Q2	Display result codes in ORIGINATE mode only
S(r)=*(n)*	Set register *(r)* to value *(n)*
V, V0	Display result codes in short form (Verbose disabled)
V1	Display full-word result codes (Verbose enabled)
X, X0	Display Smartmodem 300 compatible/CONNECT result code
X1	Ignore dial tone and busy; CONNECT *(nnnn)* result code displayed
X2	Ignores busy; CONNECT *(nnnn)* result code displayed
X3	Modem ignores dialtone, CONNECT *(nnnn)* result code displayed
X4	Recognizes dial tone and busy; CONNECT *(nnnn)* result code displayed
X*(y)*	Send error message, where *(y)*>4
&C, &C0	Carrier always ON
&C1	Carrier Detect follows data carrier
&C2	Carrier Detect follows CCITT timings
&C3	Carrier Detect ON except for 2 to 3 seconds during disconnect
&D, &D0	Ignores DTR

Command	Description
&D1	Go to COMMAND mode on ON-to-OFF transition of DTR
&D2	Hang up and go to COMMAND mode on ON-to-OFF transition of DTR
&D3	Reset on ON-to-OFF transition of DTR
&D4	Deliver all buffered data before disconnecting on ON-to-OFF transition of DTR
&F, &F0	Reset modem and recall Factory Profile 0
&G, &G0	No guard tones
&G1	550 Hz guard tone
&G2	1800 Hz guard tone
&P, &P0	Pulse dial make-break 39%/61%
&P1	Pulse dial make-break 33%/67%
&X, &X0	Display *OK*
&X1	No effect
&X2	No effect

Sendfax Command Set Summary

Command	Description
#B*(n)*	Speed control
(n) = 0	Reserved
(n) = 1	Reserved
(n) = 2	Reserved for V.23
(n) = 3	Reserved for V.23
(n) = 4	Fax Transmission Speed of 2400 baud per second
(n) = 5	Fax Transmission Speed of 4800 baud per second
#E*(n)*	Received from Display Format Selection
(n) = 0	Disable Display of Received HDLC Frames
(n) = 1	Display frame in binary format
(n) = 2	Display frame in 2-digit ASCII Hex format
#F*(n)*	Mode Control
(n) = 0	Return to Normal Modem Mode (300 to 2400 bps)
(n) = 1	Enter FAX mode (4800 bps)
#K*(n)*	DTE Flow Control
(n) = 0	Disable flow control
(n) = 3	Enable flow control
(n) = 4	Enable XON/XOFF flow control
#P*(n)*	Number of pages to be transmitted
(n) = 1 to 255	
#R*(n)*	Resolution control
(n) = 0	Send document with normal resolution
(n) = 1	Send document with fine resolution

This device complies with Part 15 of the *FCC Rules*. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesired operation.

Appendix D – Specifications

System Unit	
Processor	i486 SX, 25 MHz
Bus speed	8.45 MHz
Size	
Height	10.7 cm (4.2 in.)
Width	39.4 cm (15.5 in.)
Length	38.1 cm (15 in.)
Weight	10.4 kg (23 lbs.)
Power Requirements	
Input voltage	120 VAC
Output power	100 watts
Environment	
Operating temperature	10°C to 35°C (50°F to 95°F)
Non-operating temperature	-40°C to 66°C (-40°F to 151°F)
Operating humidity	20% to 80% (non-condensing)
Non-operating humidity	10% to 90% (non-condensing)
Operating altitude	2133.6 m (7000 feet)
FAX/Data Modem	
Modem data rates	300, 1200, and 2400 bps (standard)
Compatibility	Bell 212A and 103 standards, CCITT V.21 bis and V.22 bis (standard), Hayes AT commands
FAX data rates	4800 fallback to 2400 bps
Compatibility	V.27ter
Operating temperature	10°C to 35°C (50°F to 95°F)
Non-operating temperature	-40°C to 66°C (-40°F to 151°F)
Operating humidity	20% to 80%
Non-operating humidity	10% to 90%

CD-ROM Drive

Data Capacity

12 cm disc	553MB (Mode 1) 635MB (Mode 2)

Seek Time

12 cm disc	Average (1/3 stroke) 375 milliseconds Maximum (full stroke) 800 milliseconds
Data Transfer Rate	153.6 KB/sec sustained (Mode 1) 176.4 KB/sec sustained (Mode 2)
Disc Spin-Up Time	2.0 seconds
Error Rate	Less than 10^{-12} (Mode 1) Less than 10^{-9} (Mode 2)
Audio Channels	2

Output Voltage

Line out	1.2 V_{RMS} (10KΩ load)

Frequency Response

(20 Hz to 20 kHz)	± 3 db Line out
Total harmonic distortion	0.05% @ 1 kHz

Power Requirement

+12 V DC	Average 0.8 A Peak 0.3 A
+5 V DC	Average 0.4 A

Temperature

Operating	13°C to 35°C (55°F to 95°F)
Non-operating	-40°C to 60°C (-40°F to 140°F)

Note: The operating temperature is limited by the compact disc, not by the drive.

Humidity

Operating	20% to 80% (non-condensing)
Non-operating	10% to 95% (non-condensing)
Reliability	MTBF 10,000 hours

MIDI Implementation Table

Function		Transmitted	Recognized	Remarks
Basic	Default		1-16	
Channel	Changed		1-16	
	Default		Mode 3	
Mode	Messages		X	
	Altered		X	
Note			0-127	
Number	True Voice		12-96	
	Note On		O	
Velocity	Note Off		O	
After	Keys		X	
Touch	Channel		X	
Pitch			O	
Blend				
Control	7		O	Volume
Change	10		O	Pan
	64		O	Damper Pedal
Program			0-255	
Change	True Number		0-255	
System Exclusive			X	
System	Song Position		X	
	Song Select		X	
Common	Tune Request		X	
System	Clock		X	
Real Time	Commands		X	
	Local On/Off		X	
Aux	All Notes Off		O	
Messages	Active Sensing		X	
	System Reset		X	

Notes

Mode 1: Omni On, Poly	Mode 2: Omni On, Mono	O: Yes
Mode 3: Omni Off, Poly	Mode 4: Omni Off, Mono	X: No

1.44MB Diskette Drive

Unformatted capacity	2.0MB
Formatted capacity	1.44MB
Number of tracks	80 per side
Number of heads	2
Average access time	95 ms
Track-to-track access time	3 ms
Motor starting time	500 ms (700 ms max.)
Rotation speed	300 rpm
Media	3½-inch high-density or standard-density

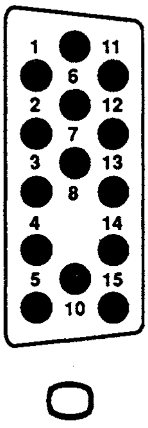
Note: The 1.44MB diskette can read, write, and format standard-density (720KB) diskettes as well as high-density (1.44MB) diskettes. This formatting requires a different set of command parameters. See an MS-DOS reference manual.

Peripheral Interfaces

The following pin assignment lists show the functions assigned to the pins of each connector on the back panel of the computer. Connector illustrations and back panel icons are included.

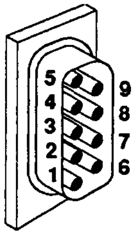
Video Port Pin Assignments

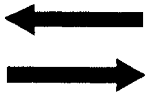
1	Red Video
2	Green Video
3	Blue Video
4	Monitor ID Bit 2 (not used)
5	Ground
6	Red Return (ground)
7	Green Return (ground)
8	Blue Return (ground)
9	Key (no pin)
10	Sync Return (ground)
11	Monitor ID Bit 0 (ground)
12	Monitor ID Bit 1 (ground)
13	Horizontal Sync
14	Vertical Sync
15	Not Used (diagnostic)



RS-232C Serial Port Pin Assignments

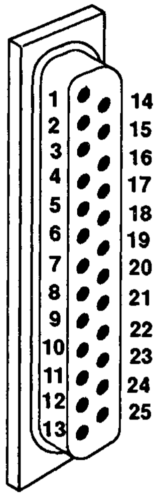
1 Carrier Detect
2 Receive Data
3 Transmit Data
4 Data Terminal Ready
5 Signal Ground
6 Data Set Ready
7 Request To Send
8 Clear To Send
9 Ring Indicator





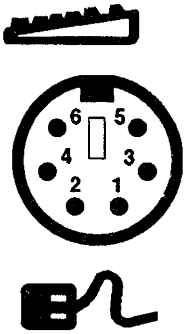
Parallel I/O Port Pin Assignments

1 Strobe
2 Data Bit 0
3 Data Bit 1
4 Data Bit 2
5 Data Bit 3
6 Data Bit 4
7 Data Bit 5
8 Data Bit 6
9 Data Bit 7
10 ACKNOWLEDGE
11 BUSY
12 PAPER END
13 SELECT
14 AUTO FEED
15 ERROR
16 INITIALIZE
17 SELECT IN
18-25 Ground



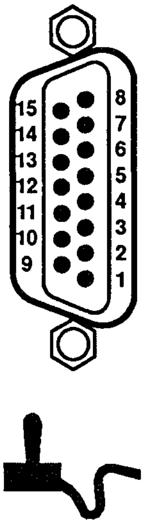
Keyboard and Mouse Connector Pin Assignments

1	Data
2	Reserved
3	Ground
4	+5 Vdc
5	Clock
6	Reserved



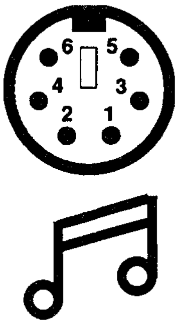
Joystick Connector Pin Assignments

1	+5 Vdc
2	Button 4
3	Position 0
4	Ground
5	Ground
6	Position 1
7	Button 5
8	+5 Vdc
9	+5 Vdc
10	Button 6
11	Position 2
12	Ground
13	Position 3
14	Button 7
15	+5 Vdc

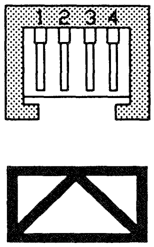


MIDI Connector Pin Assignments

1	MIDI OUT
2	+5 Vdc
3	MIDI THRU
4	MIDI IN K
5	MIDI IN A
6	Ground



Telephone (RJ11) Connector Pin Assignments



1 No connection
2 Ring
3 Tip
4 No connection

Microphone Connector Pin Assignments

1 AGND
2 Mic/line-left
3 Mic/line-right

Headphone Connector Pin Assignments

1 AGND
2 Headphone-left
3 Headphone-right
4 PC speaker
5 PC speaker, switched
6 No connection

Line-Out Connector Pin Assignments

1 AGND
2 Line out - left
3 AGND
4 Line out-right

System Worksheet

Use the following computer system worksheet to record and update information about your system configuration before running the setup utility. Update this list every time you add system memory, video memory, or expansion adapters.

Sensation Computer System

Serial Number ______________________________

Hardware Configuration
Model ______________________________

System Memory

Base ______________________________

Expansion ______________________________

Video Display

Type ______________________________

Model No. ______________________________

Serial No. ______________________________

Video Memory Amount ______________________________

Expansion Board 1

Maker ______________________________

Model No. ______________________________

Serial No. ______________________________

Expansion Board 2

Maker ______________________________

Model No. ______________________________

Serial No. ______________________________

Expansion Board 3

Maker ____________________

Model No. ____________________

Serial No. ____________________

Hard Drive

Capacity ____________________

Type ____________________

Type No. ____________________

Model No. ____________________

Serial No. ____________________

Number of Heads ____________________

Sectors per Track ____________________

Number of Cylinders ____________________

Head Parking Zone ____________________

Defective Tracks ____________________

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