# QuickCards

for Windows

**The Multimedia Card Shop
in Your Computer**

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# 1 INTRODUCTION

Greetings! Welcome to Connectix QuickCards™, The Multimedia Card Shop in Your Computer. QuickCards is a new concept in communicating via computer, or rather, a new spin on an old way of communicating—the greeting card. The QuickCards Card Shop allows you to:

■ Shop for an appropriate greeting to send from your computer desktop

■ Personalize the selected card with a Movie or Snapshot (using the Connectix QuickCam™ or other video input device) and text with messages

■ Save a self-contained multimedia greeting card on floppy disk for playback on the recipient's Macintosh or Windows-based PC

No more driving to the local greeting card shop every time you want to send a card. Simply use QuickCards to send your friend or relative a QuickCard instead. We've even included a few custom labels to help get you started; you supply the disk and the creativity, QuickCards supplies the rest.

# 2 SYSTEM REQUIREMENTS

## Requirements for Creating a QuickCard

You need the following hardware and software to create QuickCards:

### Hardware Requirements

- 4 MB of RAM minimum, but you will get better performance with 8MB

- 386, 486, or Pentium processor

- CD-ROM drive

- 4 MB of hard disk space for temporary files,

- Additional hard disk space required:

  4 MB for a partial installation (no cards)

  about 80 MB for a full installation (all cards installed on your disk)

- QuickCam or other input device (for adding stills and movies)

Other optional hardware you might want:

- sound card, external speakers, and a microphone

- SVGA card

### Software Requirements

- Windows 3.1, WFW 3.11, or Windows 95

- Video for Windows

# Requirements for Playing a QuickCard

You need the following hardware and software to play back QuickCards on Windows and Macintosh computers:

## Windows Playback

**Required:**

- A 386 (or faster) machine running Windows 3.1 or later

- VGA display or better

- 4 MBs RAM

- 1.44 MB 3.5" floppy drive

**Desired:**

- Video for Windows

- Speakers for playing the card's audio (sound card required)

## Macintosh Playback

**Required:**

- Any Macintosh II class machine or faster running System 7.0 or later

- Color or grayscale monitor capable of displaying 640x480 pixels in 256 colors or grays (13" or larger)

- 3 MBs RAM available

- 1.44 MB 3.5" floppy drive

- PC Exchange - A system extension which allows a Mac to read DOS-formatted floppy disks

**Desired:**

- 68040 or PowerPC-based machine

- Apple QuickTime 1.6.1 or later

# 3 GETTING STARTED

You must decide whether you wish to run QuickCards from the CD or from your hard drive. Running it from the CD takes less disk space, while running QuickCards from the hard drive provides better performance. There are three install options: Normal Install, Full Install, and Minimal Install.

## Normal Install

The default or Normal Install installs the QuickCards application, the program files, and a QuickCards data alias folder, which points back to the QuickCards CD-ROM. This installation requires approximately 10MBs of hard disk space.

1 Put the QuickCards CD-ROM in your drive (Windows 95 machines supporting auto.run will proceed automatically to step 3, below).

2 Select Run from the Program Manager and enter D:\setup (if your CD-ROM drive is configured as the D drive, otherwise enter the letter your CD-ROM drive uses), or just double-click the set.exe file in the setup directory on the CD.

3 Select Normal Install and hit Return.

4 Restart Windows

# Custom Install

There are two other Install options:

## Minimal Install

This option installs the bare minimum on your hard drive and requires that you launch the application from your CD-ROM. This install only adds the program files, and fonts required by QuickCards. This install requires approximately 5 MBs of hard disk space.

## Full Install

This option installs the entire application, system enhancements, and all of the QuickCards onto your hard drive. This install results in the greatest performance, but requires nearly 70MBs of hard disk space. (This install also takes awhile- if you really want to install all 70Mbs, we suggest that you go make yourself a sandwich or something to pass the time.!)

*Note: Normal Install is the preferred Install option, as it will allow you to add future versions of Quick-Cards into the Card Shop without having to do a complete reinstall. Using this option, QuickCards organizes and remembers all your QuickCards, no matter from which volume they originated.*

In addition to installing and configuring your computer for QuickCards, you should—if you have not done so already—install your QuickCam hardware and software as instructed in your QuickCam User Guide. Please consult your QuickCam User Guide for further clarification and configuration suggestions.

You need at least 4 MBs of application RAM available to create QuickCards. (People receiving your QuickCards will also need about 4MBs of RAM to view your QuickCard.)

# 4 SHOPPING FOR A CARD

Launch QuickCards by double-clicking the QuickCards icon on your CD-ROM or hard drive (depending upon where you installed it).

Mike

You will find yourself whisked into the QuickCards Card Shop, a virtual card shop that looks like your local card shop or stationary store. You will also meet Mike, your own personal Card Shopper. Mike assists you throughout your QuickCards experience, from finding the right card category, selecting and personalizing your card, to saving your card for the MacOS or Windows.

Card Category

Scroll Button

Mike

The first thing to do is to choose a card. First, choose a category in the Card Shop that is appropriate for your occasion, just as you would in your local card store.

- To browse or scroll through the available categories in QuickCards, click on the left and right arrow buttons which are located just above the Card Shop display racks. Click on any category sign in the rack to choose it. You can also use the Tab key to move from category to category, from left to right across your screen. Use the Shift and Tab keys together (Shift-Tab) to move right to left. You can also choose a category by selecting one from the Cards menu.

- To choose a card, click on its picture in the top portion of the Card Shop screen. The card you choose will have a blinking background. After you have chosen a card, click on the Preview or Personalize button. Double-clicking with the left mouse button on a card's picture takes you immediately to the preview process.

Typically, you browse to find the right category, preview the cards in that category, choose a card, and then personalize it. That's it. Three simple steps and you're ready to mail off a customized multimedia greeting card!

If you have trouble remembering what to do once you are in the Card Shop, Mike will offer you friendly reminders.

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To quit QuickCards at any time, click the Exit Card Shop button, or choose Exit from the File menu.



## Card Categories

The categories to choose from in QuickCards Volume One are:

- Birthday
- Christmas
- Congratulations
- Engagement
- Get Well
- Hanukkah
- Invitations

- Missing You
- New Address
- New Baby
- Romantic (General)
- Thank You
- Valentine's Day

All fourteen categories contain at least two choices, most have many more. Check the Appendix at the end of this manual for a list of all the available cards in each category. That list also tells you which cards allow you to add stills or video. Cards in the All Occasion category are "blank cards" that can be used for any occasion.

## Previewing Cards

Once you have selected the appropriate category for your card, the top portion of the display shows the thumbnails of each card in that category.
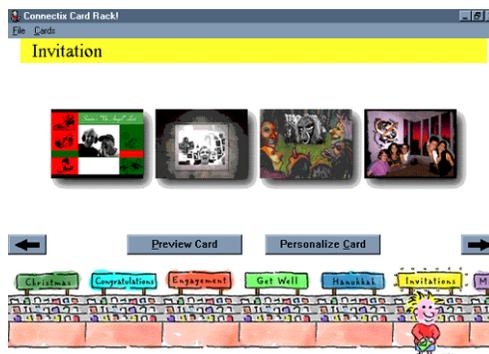


To select a particular card, move the cursor right over the card thumbnail with the mouse and click, or use the arrow keys on the keyboard to move amongst the cards in the category. The selected card highlights with a blinking drop shadow. Once you have found a card that looks interesting, preview it to check it out!

To preview your selected card, you can double-click on the card thumbnail or click the Preview Card button above the category racks. You can also select Look at Card from the Cards Menu.



Previewing a QuickCard blacks out your monitor, then shows a progress bar as the QuickCard loads into RAM and prepares your computer for playback. After a few moments, the card begins to play using prerecorded personalization (see, we had fun with QuickCards, too!).

*Note: At any time when you are previewing a QuickCard, you may cancel that preview clicking in the black area outside the card. Doing so returns you back to the Card Shop.*

Some cards will prompt you to interact with them, such as clicking on something in the card. Go ahead, just follow the prompts.

Once you have previewed the selected card you will see a final credit screen for your QuickCard.

This final screen provides credit information about each QuickCard as well as allowing the viewer the option to either "Play It Again!" or indicate that he or she is "Done." Clicking "Play It Again!" does just that; clicking "Done" returns you to the Card Shop where you can preview other cards or personalize the one you just previewed.

Once you are satisfied you've picked the appropriate QuickCard, you're ready to personalize your own.

# 5 PERSONALIZING A QUICKCARD

Browsing through the QuickCards Card Shop and Previewing cards is fun, personalizing your cards is what QuickCards is really all about. To personalize a QuickCard, click the Personalize Card button or select Make Card from the Cards Menu once you have selected a card, or simply double-click the right mouse button.

Personalize Card

Don't worry, personalizing a card doesn't mean you have to be a graphic artist or spend a lot of time creating and moving things around. You only need to personalize the text message, and either a still image or a video. Clicking on Personalize Card brings up the Personalizer, featuring Mike and his helpful suggestions. Pay attention to him—the kid has good ideas!

Edit Item

Send them a personal message... complete with sound & Motion!

Change    Play
Next Item
Previous Item
Return to Cardshop
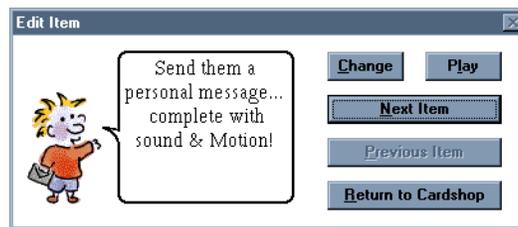
The Personalizer is a floating window, which means you can move it anywhere on the screen you like. You can move it out of the way if it is blocking something you need to see.

- To hide the Personalizer completely, or select Hide Mike from the File Menu.

- To bring the Personalizer back, select Show Mike from the File Menu.

Mike will prompt you whenever you need to record a movie, take a snapshot, or type in text, although it will usually be obvious what you need to do. Once you have personalized a section of your QuickCard, click Next Item (or press the Tab key) to move to the next section to be personalized. You do not have to personalize a section prior to moving to the next category. Use the Previous Item button (or press the Shift and Tab keys simultaneously) to return to a previous section to make changes or to review what you have done.

## Adding Text to Your QuickCard

Adding text to your QuickCard is easy. The font, typeface size, and color are predetermined for each QuickCard, so all you have to do is type away. If you are unsure where to type, look to Mike for guidance.

## Adding or Changing a Movie or Snapshot

Each QuickCard can be personalized with either a movie or snapshot (but not both). If the QuickCard contains a snapshot, it will have Change and Choose buttons. If the QuickCard contains a movie, it will have Change and Play buttons.

### To Add a Snapshot:

- To add a snapshot, click Change. When you are ready for the camera, click Take.

- To add a previously saved picture, click Choose.

- If you want to change the snapshot, re-click Change or Choose to start over.

### To Add a Movie:

- To add a movie, click Change.

- To begin recording a new movie, click Record. QuickCards will record a movie until you click the Stop button. If you don't click Stop, QuickCards will stop recording when the movie reaches a predetermined size. This makes sure that the whole QuickCard will fit on a floppy disk. To review your movie, click Play.

- To open and import a previously saved Video for Windows movie, click Choose.

- If you want to change the movie, click Change or Choose to start over.

Once you are satisfied with your movie or snapshot, simply click Next Item to move on.

## Saving Your QuickCard

Mike will let you know when your QuickCard has been personalized and is ready to save. The Personalizer will have buttons reading Preview Your Card, Save Mac, and Save Win.
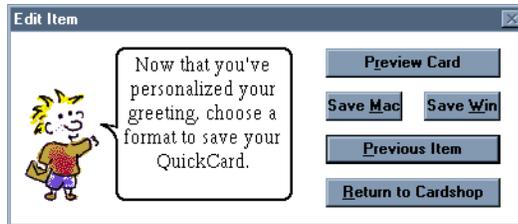
Make sure you are satisfied with your QuickCard by clicking Preview Your Card from the Personalizer, or select Preview from the Cards Menu. Your QuickCard is saved to a temporary file to allow you to preview it.

*Note: Previewing DOES NOT save your QuickCard as a finished QuickCard. You must click either the* Save Mac *or* Save Win *button, or select* Save *from the* File *menu.*

Once you approve your QuickCard, save it as a Mac QuickCard for your friend with a Macintosh, or as a Windows QuickCard for your friend with Windows. To save in either format, simply click on the appropriate button. QuickCards prompts you to name your card. The Playback engine for whichever format you have selected will be embedded into your QuickCard. Whichever you select, you have now created a stand alone multimedia greeting—a QuickCard! The icon for a stand-alone card is a monitor displaying Mike.



After saving your QuickCard, you have the option of saving additional copies for either platform. You can also change one or more sections of your cards by clicking Previous Item. Change part or all of your QuickCard and personalize it for many different people!

*Note: If you are making multiple copies of a QuickCard, it is easier and faster to save them to your hard disk than to copy them to a floppy disk. If you are saving a Mac QuickCard, you must save it to a floppy disk.*

To return to the Card Shop at any time while you are personalizing a card, click Return to Card Shop. If you have not saved the card you are personalizing, you will be asked to save it. Don't worry — as long as you save your card, you can always return to it later!

## Making Changes to a QuickCard that You Have Saved

Once you have saved a QuickCard, you can still make changes to it, even if it is from a previous session! To open a card that you have saved, choose Open from the File menu. In the dialog that appears, select the QuickCard you wish to change, and click Open. You can then change

any or all of the items in the card. Once you have finished, make sure you save the card to preserve your changes. Remember, as long as you save your card, you can always come back to it later and change it as much as you like!

# 6 SENDING YOUR QUICKCARD

You can put your QuickCard on a floppy disk and send it through the mail, or you can send it using e-mail.

## Sending a QuickCard

### Sending on a Floppy Disk

QuickCards have been designed so that they fit on a single 1.4 MB floppy disk, even when personalized with a Movie or Snapshots. To send a QuickCard on a floppy to your friend, simply copy your QuickCard onto a formatted floppy disk. Add a QuickCards Disk Label/ Gift Tag and you are ready to mail your disk, or deliver it yourself!. You can also save directly to a floppy from within QuickCards.

### Via E-Mail

You can easily send a QuickCard as an enclosure via email within your LAN, or on most commercial services, such as America OnLine, CompuServe, or Prodigy to another account on the same commercial service. Sending directly via the Internet is not as easy. Consult with your network administrator or Internet service provider to see what they recommend for transferring files of approximately 1-1.5 MBs.

Receiving a QuickCard is as much fun as making the QuickCard—take the time to ensure you have created your card for the correct machine type (Mac or Windows) and that it will be delivered in a manner in which your recipient can truly enjoy it. We hope enjoy QuickCards as much as we did making it for you. Happy QuickCarding!

# What QuickCard Recipients do to See Your Card

## Windows users

**1** Insert the disk (or save the email enclosure).

**2** Select Run from the Program Manager and either enter A:QCARD or use the browse function to point to the QCARD.EXE file (of course, "QCARD" is replaced with whatever you named your card. Click the OK button to start.

If the card recipient does not have QuickTime (Macintosh) or Video for Windows (Windows) installed, movies will play back as sound with a still picture only. Run-time versions of both can be downloaded from many on-line services. If a recipient does not have the appropriate hardware to run a QuickCard, they will be informed of this when they try to run the card. As long as they have 8 MBs of RAM and a recent Macintosh or PC, they should be able to play the cards you create.

## Macintosh users

**1** Insert the disk (or save the email enclosure).

**2** Double-click on the QuickCard icon, which is titled "Double-Click Me!"

*Note: Feel free to photocopy and distribute this page with your QuickCards as instructions for your recipients.*

# **7** QUICKCARD INVENTORY

## Cards With a Snapshot

### Birthday

- Hey Handsome
- Party Science *
- Too Late *
- Birthday Note
- Happy Birthday

### Christmas

- Cool Yule
- The Gift
- Christmas Note

### Engagement

- Hand in Hand

### Get Well

- Bounce Back
- You're Missed *

### Hanukkah

- Hanukkah Note

## Invitations

- Christmas Party *
- Dragnet *
- Halloween Party *
- Wild Time *

## Missing You

- Missing You *
- This Picture

## New Address

- I've Moved

## New Baby

- Baby Album*

## Romantic

- Egg Factory *
- Sports Fan
- Thinking of You
- Warm All Over

## Thank You

- Splash! *

## Valentine's Day

- Be My Valentine *
- Life's a Gamble
- Sneak Preview *
- Valentine Note

## All Occasion

- Pictures Letter *
- Pictures Note

*Note: Cards marked with an asterisk* (*) *have more than one snapshot.*

# Cards With Movies

### Birthday
- Light Up the Room
- Birthday Letter

### Christmas
- Celebrate the Holidays
- Christmas Letter
- Times Square

### Congratulations
- Congratulations!
- Special Award

### Engagement Note
- Engagement Note

### Get Well
- Get Well Note

### Hanukkah
- Festival of Lights
- Hanukkah Letter

### New Baby
- Baby Announcement
- New Baby Letter

### Romantic
- Juke Box
- Madame Helga

### Thank You
- Thank You Note

### Valentine's Day
- Valentine Letter

### All Occasion
- Video Letter
- Video Postcards 1-10
- Long Video Letter

# 8 FREQUENTLY ASKED QUESTIONS

**Q** *I'm trying to personalize a QuickCard and instead of getting my picture, the video box is showing a bunch of lines and other garbage. What's going on here?*

   **A** Your QuickCam (or other video source) is probably just not hooked up correctly. Check Video Settings under the Controls menu to make sure the right video source is selected. If your problem(s) persist, double-check your QuickCam User's Guide or the documentation included with your video device.

**Q** *I recorded a movie into a QuickCard, but it didn't get any sound. What's going on here?*

   **A** You probably either have the wrong microphone selected or simply have the volume turned down on the microphone. To fix this in Windows 3.1, open the Main program group and double-click Control Panel. In the Control Panel, double-click Sound Mapper, where you can select the right microphone or adjust the volume. If you are using Windows 95, choose Settings, then Control Panel. In the Control Panel, double-click Multimedia. In the Multimedia Properties dialog that appears, choose the Audio tab to make any changes you need.

**Q** *Can I add a movie or snapshot that I recorded a few days ago?*

   **A** Yes, you can import any snapshot or movie as long as they conform to a few parameters. Snapshots must be BMP format; movies must be Video For Windows (.AVI) format. These are the default formats used by the QuickCam. Simply select Choose instead of Change from the Personalizer and you will be given a standard Windows Open File Menu. You then open a file as you would in any other Windows application. (Note: Importing files from sources other than a QuickCam may make your QuickCard too big to fit on a single 1.44 MB floppy, although the QuickCard will still work.)

**Q** *I've found the perfect QuickCard, but it has a snapshot in it instead of a movie. Can I record a movie into a card that is set up as a snapshot or vice versa?*

   **A** Unfortunately, no.

**Q** *How do I tell if my QuickCard is ready to send as a stand-alone card?*

   **A** If you have saved your QuickCard, the icon of the QuickCard will resemble a monitor, with Mike, the QuickCard's guy, displayed on the monitor's screen. (Mac QuickCards will have a second, text file that contains the name you assigned to your QuickCard.)

**Q** *Is there anyway to tell whether my finished QuickCard is for Mac or Windows?*

   **A** Yes. Windows QuickCards have an eight character (maximum) name, followed by .exe. Mac cards are named "Double-Click Me." The icon for a Windows QuickCard says PC in the lower right corner.

**Q** *I want to make a QuickCard for a friend with a Mac. I understand they need PC Exchange to read my disk. What is this and where can they get it?*

   **A** PC Exchange is an Apple system control panel which allows a Mac to read and format PC floppy disks. It is included in System 7.5 or can be purchased as an Apple product from your local computer store.

**Q** *I tried to send a QuickCard over the Internet but when it got to my friend she couldn't read it. Any suggestions?*

   **A** Yes. Due to various networking gateways and protocols, large files sent across the Internet can get messed up. We recommend compressing or encapsulating any files — not just QuickCards — by using the binHex method on the Mac or UUencode or ZIP on the PC. Please check with your network sys admin for more info on these methods. These are not Connectix specific, nor are they directly supported by Connectix Technical Support.

**Q** *I saved a finished QuickCard, but now I realized I made a mistake. Is there a way to go back and edit a card?*

   **A** Yes. You can either drag your finished QuickCard on top of the QuickCards icon or simply select Open from the file menu. Then edit away!

# 9 SUPPORT AND SALES

In the unlikely event that you have a problem related to QuickCards, please read this section.

## Contacting Connectix Support

If you have questions or problems with QuickCards, you may contact us by telephone, by fax or via electronic mail. Please indicate at the beginning of your communication if you need Customer Service or Technical Support.

■ Customer Service handles all non-technical questions, including warranty issues and product replacement.

■ Technical Support answers questions regarding the functionality of your software.

## ■ However, please try the following first before contacting Connectix:

**1** **Read this manual.** It may only take a few moments to get the answers you need.

**2** Check the "Read Me" file on the QuickCards disk for the latest information on known problems and solutions.

**3** Write down the events that lead to the problem. Have you changed anything in your computer recently?

Have the following available when you contact Technical Support:

- Registration number—on the Registration Card

- Software version number—on the installer

- Macintosh model—located in "About Progam Manager"

- Apple System software version—in "About Program Manager"

Connectix Technical Support can be contacted at the following addresses:

| Online Service | Mail Address | Forum Location |
|---|---|---|
| AppleLink | CONNECTIX.TS | Third Parties, A-C |
| America On-Line | Connectix | Keyword = Connectix |
| CompuServe | 75300, 1546 | Go CONNECTIX |
| eWorld | RAM Doubler | Shortcut = Connectix |
| Internet | support@connectix.com | |
| FAX | 415.571.5195 | |
| Phone | 415.571.5100 | |

## Contacting Connectix Sales

Contact Connectix Sales for more information about QuickCards volume sales (site license, 50-user, and 10-user packs) or other Connectix products.

| | | |
|---|---|---|
| Internet | sales@connectix.com | |
| FAX | 415.571.5195 | |
| Phone | 800.950.5880 or 415.571.5100 | |

## Contacting Connectix Support in Europe

| Country | Telephone Number |
|---|---|
| Germany | 0130-823887 (toll-free) |
| France | 05-917943 (toll-free) |
| Britain | 0800-966199 (toll-free) |
| Holland | 20-5814384 |

For all other European countries, dial +31-20-5814385. This number is in Holland, however information will be provided in English.

## European Addresses

**Mail:** SEI, Attn: Connectix, Orlyplein 85, 1043 DS Amsterdam, The Netherlands

**FAX:** Fax questions to: +31-20 581 4380

**Internet:** For e-mail use the internet address: CONNECTX@NL.SYKES.COM