Quick Reference Help for Icon Hear-It

Introduction and Miscellaneous Information

Icon Hear-It is a package designed to work within the Windows 3.1 operating environment using Program Manager.   It enables you to customize your system icons and cursors and to add sounds to various Windows events and items.

 It also runs under Windows 3.0 Program Manager and <u>Norton Desktop for Windows</u>.   Since the Norton Desktop environment is very different from the Windows 3.1 Program Manager platform, there are specifics to that environment, but the basic functionality remains the same between the two.

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System Requirements

To derive the maximum benefits from Icon Hear-It we recommend the following as minimum system configuration:

        *A 80286, 80386, 80486 or above computer capable of running Windows in Standard or Enhanced mode.
        *At least 2MB of RAM, to provide acceptable Windows performance.
        *3MB of free hard disk space, to allow for the Icon Hear-It program files
        *For acceptable graphics quality use a VGA (or better than VGA) monitor and appropriate driver card.
        *A Windows-compatible mouse or pointing device.

Optional Hardware Requirements

If you choose to purchase a sound board rather than use the normal built-in audio system that comes with your computer, ask your local dealer.

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Registering Icon Hear-It

If you have not already done so, please review the license and limited warranty provisions printed on the diskette envelope.   Then, fill out and return the postcard titled Moon Valley Software Registration Card. Only by registering your product can you be assured of getting timely technical support and product update

The Serial No. of your copy of Icon Hear-It can be obtained by selecting the About Icon Hear-It menu choice from the main menu after you have your software installed on your computer.   information.

Specifics on Norton Desktop

There are specifics related to Norton Desktop due to the fact that it is a shell application to Windows 3.1 therefore, it fuctions differently from Windows 3.1 Program Manager.

They are:

1.   You cannot animate Group Icons.

2.   You cannot save animated icons across system shut-downs.

3.   You can use either the Menu Display or Detachable Button menu option for Icon Hear-It.   If you use the Menu Display option (the menu becomes a drop menu from the command line) you cannot use the Norton Desktop facility that allows you to reconfigure menu lines.   Icon Hear-It was written for the default menu lines.   If you have, or are going to reconfigure any menu lines, simply use the Detachable Button Bar Menu option of displaying Icon Hear-It.

4.   Hearing an icon's sound without using Icon Hear-It sound or Tracker functions.

Hearing Sounds Attached to Icons In Norton Desktop

To hear what sound is attached to an icon *without using the Sound function*:

1.   **Double click** on the Group Icon to open the Group.

2.   **Click** on the icon whose sound you want to hear.   This will make it the current icon, its name will be highlighted.

3.   **Double click** anywhere in the white space of the group window.

The current icon's sound will play.   This is a quick and easy way to see what, if any, sound is a attached to an icon in a group, without having to go through the Sound or Tracker function.

*Please note, if you use the Test button to hear a sound, yet no sound is played, make sure that you have not disabled all Icon Hear-It sounds in the Options function.

Starting Icon Hear-It

To start Icon Hear-It from the *Icon Hear-It Group Window:*

1.   **Double click** on the Icon Hear-It icon.

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To *automatically* start Icon Hear-It at Windows start-up time:

1.   <u>Move</u> the Icon Hear-It icon from the Icon Hear-It group to the Startup group.

*Please note, in either case, you will see a new Menu Item on the Program Manager menu bar called Icon Hear-It next to a picture of the Moon Rabbit. This is your visual confirmation that Icon Hear-It has installed and is now ready to use.

Changing Icons

To change the current <u>PM</u> or <u>NDW</u> icon to a different icon display:

1. <u>Select</u> the Program Manager icon that you want to change.

2. <u>Start</u> the Change Icon function.

3. Use the <u>original icons</u> that come with Icon Hear-It
     OR
  <u>Create</u> a library of Icons from you own files.

5. <u>Browse</u> through the icon library

6. <u>Select</u> the library icon you want your current icon to display.

6. **Click** on the Close button to return to Program Manager or Norton Desktop.

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To change any icon back to its original display:

1. <u>Select</u> the <u>PM</u> or <u>NDW</u> icon you wish to restore.

2. <u>Start</u> the Change Icon function.

3. **Click** on the Restore button

Starting Change Icon

To start the Change Icon function *using the Moon Rabbit* on the Program Manager Menu Bar:

1.   **Click** on the picture of the Moon Rabbit on the Program Manager menu bar.

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To start the Change Icon function *using Icon Hear-It on Menu Bar*:

1.   **Click** on the words 'Icon Hear-It' on the Program Manager menu bar.

2.   **Click** on Change Icon menu item (first menu item).

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To start the Change Icon function *using the Detachable Button Bar Menu*:

1.   **Click** on the first button (going left to right, top to bottom).

It is the picture of the Program Manager window.   At the bottom of the Detachable Button Bar Menu you'll see the text 'Change Icon'.

Selecting a Program Manager or Norton Desktop Icon

To select a <u>PM</u> or <u>NDW</u> icon:

1.   **Click** on the <u>PM</u> or <u>NDW</u> icon you wish to change.

This will highlight its name.

*Please note, the current <u>PM</u> or <u>NDW</u> icon name will appear in the Selected Icon portion (bottom middle) of the Change Icon window.

Browsing the Icon Library

To browse an icon library:

To page *forward* through the icon library:

1.   **Click** on the Next button

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To page *backwards* through the icon library:

1.   **Click** on the Prev button

*Please note, right below the icon library, you will see the words, 'Icons: x of y', where x is the current page number and y is the total number of pages that you may browse through.

Selecting a Library Icon

To select a library icon:

1.   **Move** your cursor from icon to icon.

2.   **Double click** on the library icon you want to select.

*Please note, a black box outlines the current library icon.

Using the Icon Hear-It Icons

To use these icons:

1.   **Click** on the button titled Original.

*Please note, at the top of the Change Icon window, you will see   the words 'Select Icon From : ihearres.dll'.   This is a visual confirmation that you are using the icons that come with Icon Hear-It.

Using Icons in Other Files

To use icons from Other files on your hard disk or on floppy disks:

1.   **Click** on the Use Other button

2.   <u>Select</u> the file containing the icons you wish to use from the Select File window.

If there are icons in the file, they will be displayed as a new icon library.   At the top of the Change Icon window, you will see the words 'Select Icon From :   xxxxxxxx.xxx'.   Where xxxxxxxx.xxx is the file name where the alternate icons you are using are located.

If, on the other hand, there are no icons in the selected file, an Error message box will display stating that there are no icons in the file.

To exit the message box either:

1.   **Hit** Enter
                OR
        Click on the Ok button.

Selecting Files

To select an alternate file from which to choose icons:

If you know the full path name of the file you wish to use...
        ie. Drive:\Directory\File Name.Extension
then type the full path name in the File Name edit box (upper left box).
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If you are not sure of the full file name, follow the directions below:

1.   Select a Drive.

      1.1.   **Click** on the Drives list box

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      1.2.   **Click** on the drive you wish to use.

2.   Select a Directory.

      2.1.   **Click** on the Directory list box

      2.2   **Double click** on the directory you wish to use.

3.   Select a File.

      3.1   **Click** on each of the file names.   The first icon in the selected file will display in the box to the far right of the screen (under the Cancel key).   This is a quick way to assure that the file you want to choose contains valid icons.

      3.2   **Double click** on the EXE/DLL/ICO/ICN file you wish to use.

*Please note, Icon Hear-It will display icons located in all files on your system or on floppy disks with the EXE,DLL,ICO or ICN <u>extensions</u>.

Changing Static Cursors

To change the system, I-Beam or Wait static cursors:

1.   <u>Start</u> the Change Cursor function.

2.   **Click** on the circle in front of the text, 'Arrow', 'I-Beam', or 'Wait', to select the cursor you want to change.

The current form of the chosen cursor will display in the box (bottom left of the window) to the left of the 'Select Cursor To Change'   box.

3.   <u>Browse</u> through the Cursor library and <u>select</u> a custom cursor.

4.   **Click** on the Close button to return to Program Manager or Norton Desktop

*Please note, if you look closely at each of the custom cursors in the cursor library, you'll see a red dot somewhere on or about the cursor.   The red dot denotes the cursor's hot spot.

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To change any cursor back to its original state:

1.   <u>Start</u> the Change Cursor function.

2.   **Click** on the circle in front of the Arrow, I-Beam, or Wait to select the cursor you want to reset.

3.   **Click** on the Restore button.

Starting Change Cursor

To start the   Change Cursor function *using Icon Hear-It on Menu Bar*

1.   **Click** on the words 'Icon Hear-It' on the Program Manager menu bar.

2.   **Click** on Change Cursor menu item (second from the top).

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To start the Change Cursor function *using the Detachable Button Bar Menu*

1.   **Click** on the second button (going left to right, top to bottom).

        It is the picture of the three cursors you can change.   At the bottom of the Detachable Button Bar Menu you'll see the text 'Change Cursor'.

Browsing the Cursor Library

To page *forward* through the cursor library:

1.   **Click** on the Next button.

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To Page *backwards* through the cursor library:

1.   **Click** on the Prev button.

*Please note, right below the Cursor library, you will see the words, 'Cursors: 1 of 2', this means you're on the first of two pages of custom cursors that you may browse.

Selecting a Library Cursor

To select an Icon from the library:

1.   **Move** your cursor from shape to shape.

2.   **Double click** on the library cursor you want to select.

*Please note, a black box outlines the current library cursor.

Animating an Icon

To change the current <u>PM</u> or <u>NDW</u> icon one of the movies that come with Icon Hear-It:

1.   <u>Select</u> the <u>PM</u> or <u>NDW</u> icon that you want to animate.

2.   <u>Start</u> the Animate Icon function.

3.   <u>Select</u> the movie and movie speed   you want to play.

4.   **Click** on the Ok (to accept changes) or Cancel (to discard changes) button to return to Program Manager or Norton Desktop.

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To stop an icon from animating:

1.   <u>Select</u> the animated icon that you want to stop.

2.   <u>Start</u> the Animate Icon function.

3.   **Click** on the Stop Animation button

*Please note, this will reset the Program Manager   or Norton Desktop icon back to its original static icon.

Starting Animate Icon

To start the   Animate Icon function *using Icon Hear-It on Menu Bar*:

1.   **Click** on the words 'Icon Hear-It' on the Program Manager menu bar.

2.   **Click** on the Animate Icon menu item (third from the top).

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To start the Animate Icon function *using the Detachable Button Bar Menu*:

1.   **Click** on the third button (going left to right, top to bottom).

       It is the picture of a movie camera.   At the bottom of the Detachable Button Bar Menu you'll see the text 'Animate Icon'.

Selecting an Icon to Animate

To select the PM or NDW icon you wish to animate:

1.   **Click** on the Program Manager icon you wish to animate.

This will highlight its name.

*Please note, the current Program Manager, or Norton Desktop icon name will appear in the Selected Icon box (top middle) of the Animate Icon window.

Selecting/Previewing a Movie

To select the Icon Hear-It movie you want to play:

1.   **Click** on the up/down arrows of the 'Select Movie' list box to browse the names of the movies that come with Icon Hear-It.

2.   **Click** on the desired movie name.   You will see the selected movie run in the Preview box to the right of the list box.

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To set the speed at which the movie will play:

1.   **Click** on the right/left arrows of the Animation Speed box to change the speed at which the movie runs.   The right arrow will slow the run time, the left arrow speeds up the run time

Animating the System Cursor

To animate the system cursor using one of the Curtoons that come with Icon Hear-It:

1.   <u>Start</u> the Animate Cursor function.

2.   <u>Select</u> the Curtoon and Curtoon options you want your system cursor to use.

3.   **Click** on the Ok (to accept the Curtoon setup and animate the cursor) or Cancel (to discard the Curtoon setup and/or stop the cursor animation) button to return to Program Manager

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To stop the system cursor from animating:

1.   <u>Start</u> the Animate Cursor function.

2.   **Click** on the Cancel/Stop Animation button

This will reset the system cursor back to the static form it was prior to animating the cursor.

*Please note: If you use a screen saver, you must enter a time in the Stop After X Minutes field of the Animate Cursor window, in order for your screen saver to automatically start.   Otherwise the cursor animation will fool your screen saver into thinking you are still working and the screen saver will never initiate.

Starting Animate Cursor

To start the Animate Cursor function *using the Icon Hear-It Menu Bar*:

1.   **Click** on the words 'Icon Hear-It' on the Program Manager menu bar.

2.   **Click** on the Animate Cursor menu item (fourth from the top).

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To start the Animate Cursor function *using the Detachable Button Bar Menu*:

1.   **Click** on the fourth button (going left to right, top to bottom).

        It is the picture of three arrows, pointing different directions, on a strip of film.   At the bottom of the Detachable Button Bar Menu you'll see the text 'Animate Cursor'.

Selecting/Previewing a Curtoon

To select the Icon Hear-It Curtoon you want the system cursor to use:

1.   **Click** on the up/down arrows of the 'Select A Curtoon' list box to browse the names of the Curtoons that come with Icon Hear-It.

2.   **Click** on the desired Curtoon name.

3.   Set the Curtoon Start time, Stop delay, Direction and Animation Speed.

4.   Preview the Curtoon and the Curtoon options you have set.

Setting the Animated Cursor Direction

To set the direction that the cursor will move across the screen:

1.   **Click** *inside* the Direction button (circle with the directional arrow in it) to set the direction that the cursor will move.

*Please note,a left mouse click causes the arrow to move in a clockwise fashion, a right mouse click will cause the directional arrow to move in a counter-clockwise fashion.

Setting the Start Time for a Curtoon

To set the time lapse for the cursor to start animating by *typing in a valid time*:

1.   **Click** behind the number presently in the Start After edit box

2.   **Use the back arrow key** to clear the edit field.

3.   **Type** in a valid number between 0 and 60.

If you have entered in an alpha, a negative, a fraction or a number that is greater than 60, an Error Message Box will pop up stating that the delay time must be a valid number between 0 and 60.

1.   **Click** on the Ok button to leave the Error Message Box.

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To set the time lapse for the cursor to start animating by *using the edit box arrows*:

1.   **Click** on either the up or down arrow attached to the Start After edit box.

The up arrow causes time to increment 1 second, the down arrow decrements the time 1 second.

*Please note, if you have the start time set to 0, the animation speed will automatically set itself to 0 as well.   In this case, your cursor will animate but not move across the screen.

Setting the Stop Time for a Curtoon

To set the Stop After time by *typing in a valid time*:

1.   **Click** behind the number (or the word Off) presently in   the Stop After edit box.

2.   **Use the back arrow key** to clear the edit field.

3.   **Type** in a valid number between 1 and 60 or the text Off.

If you have entered in an alpha other than Off, a negative, or a fraction the Stop Animation time automatically sets itself to Off.   Off means that the cursor will not stop animating until you physically Cancel/Stop Cursor Animation.

If you have entered in a number that is greater than 60, an Error Message Box will pop up stating that the delay time must be a valid number between 0 and 60.

1.   **Click** on the Ok button to leave the Error Message Box.

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To set the time lapse for the cursor to stop animating by *using the edit box arrows*:

1.   **Click** on either the up or down arrow attached to the Stop After edit box.

The up arrow causes time to increment 1 minute, the down arrow decrements the time 1 minute.

Setting the Speed of a Curtoon

To set the speed at which   the Curtoon animates:

1.   **Click** on the right/left arrows of the Animation Speed box to change the speed at which the Curtoon moves across the screen.

*Please note, the right arrow will slow the run time, the left arrow speeds up the run time.   The Animation Speed automatically sets itself to 0% if the Start Time is set to 0.   In this case, your cursor will animate, but it will not move.

Previewing a Curtoon Setup

To preview your Curtoon and Curtoon Setup:

1.   **Click** on the Test Animation button

*Please note, the cursor will begin to animate immediately, as opposed to waiting for the Start Time to elapse.

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To stop the previewing of your Curtoon and Curtoon setup:

1.   **Left mouse click.**

Attach/Change/Remove Sounds

Icon Hear-It allows you to customize your system even further by letting you attach sounds to selected system events such as Dialog Boxes, Push Buttons, selected Window's Events and Icons.

Now, you can attach/change/remove sounds to:

1.   <u>Icons</u>

2.   <u>Dialog Boxes</u>

3.   <u>Push Buttons</u>

4.   <u>Window's Events</u>

Starting Sounds

To start the Sound function *using the Icon Hear-It Menu Bar*:

1.   **Click** on the words 'Icon Hear-It' on the Program Manager menu bar.

2.   **Click** on the Sound menu item (fifth from the top).

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To start the Sound function *using the Detachable Button Bar Menu*:

1.   **Click** on the fifth button (going left to right, top to bottom).

        It is the picture of a Treble Cleft and some notes.   At the bottom of the Detachable Button Bar Menu you'll see the text 'Sound'.

Select a Sound

Icon Hear-It will display all files with the WAV extension located on your hard drive or on floppies.

To select a WAV file:

If you know the full path name of the file you wish to use
　　　ie. Drive:\Directory\File Name.Extension
then type the full path name in the File Name edit box (middle left box).

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If you are not sure of the full file name, follow the directions below:

1.　　Select a Drive:

　　1.1.　　**Click** on the Drives list box

　　1.2.　　**Click** on the drive you wish to use.

2.　　Select a Directory until there are .WAV files displaying in the File Name list box.

　　2.1.　　**Click** on the Directory list box

　　2.2　　**Double click** on the directory you wish to use.

3.　　Select a File.

　　3.1.　　**Double click** on the WAV file you wish to use in the File Name list box

4.　　**Click** on the Test Sound button to preview the sound

*Please note, if you use the Test button to hear a sound, yet no sound is played, make sure that you have not disabled all Icon Hear-It sounds in the Options function.

Using Sounds with Icons

1.   Attaching sounds to Icons

2.   Changing sounds attached to Icons:

        Without using Tracker
        Using Tracker

3.   Removing sounds attached to Icons:

        Without using Tracker
        Using Tracker

Attaching/Changing Icon Sounds

To attach/change sound to an icon:

1.	Select the PM or NDW icon to which you want to attach a sound.

2.	Start the Sound function.

3.	Select the sound you want to attach.

The current icon's name will display in the Selected Icon box.   Directly below the Selected Icon box, that icon's attached sound (if any) will display in the Attached Sound box.

4.	**Click** the Ok button (to accept changes) or the Cancel button (to reject changes) and return to Program Manager or Norton Desktop.

Selecting an Icon for Sound

To select the <u>PM</u> or <u>NDW</u> icon to which you wish to attach sound:

1.   **Click** on the Program Manager or Norton Desktop icon you wish to change.

This will highlight its name.

*Please note, the current Program Manager, or Norton Desktop icon name will appear in the Selected Event box (top left) of the Attach Sound to a Selected Event window.

Removing Sound from an Icon

To remove a sound from an icon:

1.   Select the PM or NDW icon whose sound you want to remove.

2.   Start the Sound function.

The current icon's name will display in the Selected Icon box.   Directly below the Selected Icon box, that icon's attached sound (if any) will display in the Attached Sound box.

3.   **Click** on the Unassign button

4.   **Click** on the Ok or Cancel button to return to Program Manager or Norton Desktop.

Using Sounds with Dialog Boxes

1.	<u>Attaching</u> sounds to Dialog Boxes

2.	Changing sounds attached to Dialog Boxes:

	<u>Without using Tracker</u>
	<u>Using Tracker</u>

3.	Removing sounds attached to Dialog Boxes:

	<u>Without using Tracker</u>
	<u>Using Tracker</u>

Attaching/Changing Dialog Box Sounds

To attach sound to a dialog box:

1.   **Click** on the notes bitmap in the caption bar of the dialog box (right of the system menu dash).

This automatically starts the Attach Sound function.   The current dialog box's name will display in the Selected Dialog box.   Directly below the Selected Dialog box, that dialog's attached sound (if any) will display in the Attached Sound box.

2.   Select the sound you want to attach.

3.   **Click** on the Ok button (to accept changes) or the Cancel button (to reject changes) and return to Program Manager or Norton Desktop.

Removing Sound from a Dialog Box

To remove a sound from a dialog box *using the sound bitmap at the top of the Dialog box*:

1.   **Click** on the notes bitmap in caption bar of the dialog box (right of the system menu dash).

This automatically starts the Attach Sound function.   The current dialog box's name will display in the Selected Dialog box.   Directly below the Selected Dialog box, that dialog's attached sound (if any) will display in the Attached Sound box.

2.   **Click** on the Unassign button.

3.   **Click** on the Ok button (to accept changes) or the Cancel button (to reject changes) and return to Program Manager or Norton Desktop.

Changing Sounds Attached to Icons Using Tracker

To change dialog box sounds:

1.   <u>Start</u> the Sound function.

2.   **Click** on the All Events button.

This starts the Tracker function for managing sounds for all events.

3.   **Click** *in* the circle in front of the text 'Icons'..

All of the icons with attached sounds will display in the list box in the middle of the screen.

4.   **Click** on the icon description name whose sound you want to change.

This will highlight the entire line in the large list box.

5.   **Click** on the Assign button.

This temporarily pops up the Attach Sound window.

6.   <u>Select</u> the new sound you want to assign.

7.   **Click** on the Ok button (to accept changes) or the Cancel button (to discard changes)

The Ok or Cancel button will take you back to the Tracker window.

8.   **Click** on the Close button in the Tracker window to return to Program Manager or Norton Desktop.

*Please note, you can change as many sounds as you like before you click on the Close button to leave the Tracker window.

Removing Sounds Attached to a Icons Using Tracker

To remove sounds attached to icons using Tracker:

1.   Start the Sound function.

2.   **Click** on the All Events button.

This will open the Tracker window.

3.   **Click** *in* the circle in front of the text 'Icons'.

All of the icons with attached sounds will display in the list box in the middle of the screen.

4.   **Click** on the Icon Description name whose sound you want to remove.

This will highlight the entire line in the large list box.

5.   **Click** on the Unassign button.

This will pop up a question box.

6.   **Click** on the Ok button of the Question Window that comes up to Unassign the sound.
               OR
         Click on the No button of the Question window to keep the sound attached to the dialog box.

Clicking on the Yes or No button will pop you back to the Tracker window.

7.   **Click** on the Close button in the Tracker window to return to Program Manager or Norton Desktop.

*Please note, you can remove as many sounds as you like before you click on the Close button to leave the Tracker window.

Changing Sounds Attached to Dialog Boxes Using Tracker

To change dialog box sounds:

1. <u>Start</u> the Sound function.

2. **Click** on the All Events button.

This starts the Tracker function for managing sounds for all events.

3. **Click** *in* the circle in front of the text 'Dialog Boxes'.

All of the Dialog Boxes with attached sounds will display in the list box in the middle of the screen.

4. **Click** on the Dialog Box name whose sound you want to change.

This will highlight the entire line in the large list box.

5. **Click** on the Assign button.

This temporarily pops up the Attach Sound window.

6. <u>Select</u> the new sound you want to assign.

7. **Click** on the Ok button (to accept changes) or the Cancel button (to discard changes).

Clicking on the Ok or Cancel button will pop you back to the Tracker window.

8. **Click** on the Close button in the Tracker window to return to Program Manager or Norton Desktop

*Please note, you can change as many sounds as you like before you click on the Close button to leave the Tracker window.

Removing Sounds Attached to a Dialog Boxes Using Tracker

To remove sounds attached to dialog boxes using Tracker:

1.   <u>Start</u> the Sound function.

2.   **Click** on the All Events button.

This will open the Tracker window.

3.   **Click** *in* the circle in front of the text 'Dialog Boxes'.

The list box in the middle of the screen will display all of the Dialog Boxes with attached sounds.

4.   **Click** on the Dialog Box name whose sound you want to remove.

This will highlight the entire line in the large list box.

5.   **Click** on the Unassign button.

6.   **Click** on the Ok button of the Question Window that comes up to Unassign the sound
                OR
        Click on the No button of the Question window to keep the sound attached to the dialog box.

Clicking on the Yes or No button will pop you back to the Tracker window.

7.   **Click** on the Close button in the Tracker window to return to Program Manager or Norton Desktop.

*Please note, you can remove as many sounds as you like before you click on the Close button to leave the Tracker window.

Using Sounds with Push Buttons

1. <u>Attach</u> sound to Push Buttons

2. <u>Adding</u> new Push Buttons and attach sounds

3. <u>Change</u> sounds attached to Push Buttons

4. <u>Remove</u> sounds attached to Push Buttons and removing user generated Push Buttons

*Please note, the only way to manage sounds attached to Push Buttons, and add new Push Buttons is via the Tracker window.

Attaching/Changing Push Button Sounds

To attach Push Button sounds:

1.   <u>Start</u> the Sound function.

2.   **Click** on the All Events button.

This starts the Tracker function for managing sound for all events.

3.   **Click** in the circle in front of the text 'Push Buttons'.

All of the Push Buttons with attached sounds will display in the list box in the middle of the screen.

4.   **Click** on the Push Button name to which you want to attach a sound.

5.   **Click** on the Assign button.

This temporarily pops up the Attach Sound window.

6.   <u>Select</u> the new sound you want to assign.

7.   **Click** on the Ok button (to accept changes) or the Cancel button ((to discard changes).

The Ok or Cancel button will take you back to the Tracker main screen.

8.   **Click** on the Close button in the Tracker window to return to Program Manager or Norton Desktop.

*Please note, you can attach as many sounds as you like before you click on the Close button to leave the Tracker window.

Adding Push Buttons

To add a Push Button and attach sounds:

1.   <u>Start</u> the Sound function.

2.   **Click** on the All Events button.

This starts the Tracker function for managing all events.

3.   Click in the circle in front of the text 'Push Buttons'.

All of the Push Buttons with attached sounds will display in the list box in the middle of the screen.

4.   **Click** on the <NEW BUTTON> list item.

5.   **Click** on the Assign button.

This temporarily pops up the Attach Sound window.

6.   **Type** in the name of the Push Button you are adding into the Global Push Button edit box at the top left of the screen.   The name must be typed in **EXACTLY** as it appears on the Push Button for the sound to be attached correctly

7.   <u>Select</u> the new sound you want to assign.

8.   **Click** on the Ok button (to accept changes) or the Cancel button (to discard changes).

The Ok or Cancel button will take you back to the Tracker main screen.

9.   **Click** on the Close button in the Tracker window to return to Program Manager or Norton Desktop.

*Please note, you can add as many sounds as you like before you click on the Close button to leave the Tracker window.

Removing Push Buttons and Sounds Attached to Push Buttons

To remove sounds attached to the *supplied* Push Buttons:

1.   <u>Start</u> the Sound function.

2.   **Click** on the All Events button.

This will open the Tracker window.

3.   **Click** in the circle in front of the text 'Push Buttons'.

All of the Push Buttons with attached sounds will display in the list box in the middle of the screen.

4.   **Click** on the Push Button name whose sound you want to remove.

This will highlight the entire line in the large list box.

5.   **Click** on the Unassign button.

This will pop up a question box.

6.   **Click** on the Ok button of the Question Window that comes up to Unassign the sound
                OR
        Click on the No button of the Question window to keep the sound attached to the dialog box

Clicking on the Yes or No button will pop you back to the Tracker screen.

7.   **Click** on the Close button in the Tracker window to return to Program Manager or Norton Desktop.

*Please note, you can remove as many sounds as you like before you click on the Close button to leave the Tracker window.

_____

To remove sounds from *user* generated Push Buttons:

1.   Use the <u>assign/change</u> Push Button instructions.

*Please note, unattaching a user supplied Push Button sound will remove that Push Button from the Tracker list box completely.

Using Sounds with Window's Events

1. <u>Add/Change</u> Sounds attached to Window's Events

2. <u>Remove</u> Sounds attached to Window's Events

*Please note, the only way to manage sounds attached to Push Buttons is via the Tracker window.

Attaching/Changing Sounds to Window's Events

To add/change Window's Events sounds:

1.   <u>Start</u> the Sound function.

2.   **Click** on the All Events button.

This starts the Tracker function for managing all events.

3.   **Click** in the circle in front of the text 'Window's Events'.

All of the Window's Events with attached sounds will display in the list box in the middle of the screen.

4.   **Click** on the Window's Event whose sound you want to change.

This will highlight the entire line in the large list box.

5.   **Click** on the Assign button.

This temporarily pops up the Attach Sound window.

6.   <u>Select</u> the new sound you want to assign.

7.   **Click** on the Ok button (to accept changes) or the Cancel button (to discard changes)

The Ok or Cancel button will take you back to the Tracker main screen.

8.   **Click** on the Close button in the Tracker window to return to Program Manager or Norton Desktop.

*Please note, you can add/change as many sounds as you like before you click on the Close button to leave the Tracker window.

Removing Sounds Attached to Windows Events

1.   <u>Start</u> the Sound function.

2.   **Click** on the All Events button.

This will open the Tracker window.

3.   **Click** *in* the circle in front of the text 'Window's Events'.

All of the Windows Events and their attached sounds will display in the list box in the middle of the screen.

4.   **Click** on the Window's Event name whose sound you want to remove.

This will highlight the entire line in the large list box.

5.   **Click** on the Unassign button.

This will pop up a question box.

6.   **Click** on the Ok button of the Question Window that comes up to Unassign the sound
                OR
        Click on the No button of the Question window to keep the sound attached to the dialog box

Clicking on the Yes or No button will pop you back to the Tracker screen.

7.   **Click** on the Close button in the Tracker window to return to Program Manager or Norton Desktop.

*Please note, you can remove as many sounds as you like before you click on the Close button to leave the Tracker window.

Applications with Sound

Icon Hear-It has added sound to some of your favorite applications that come with Windows.

Now, you can:

1.   Say the system time either <u>immediately</u>

2.   Say the system time at predefined <u>intervals</u>

3.   Play Windows <u>Solitaire</u>(we've added some ways to 'help' you win!).

4.   Play Windows <u>Minesweeper</u> with sound.

5.   Use the Windows <u>Calculator</u> with sound.

Saying the Time Immediately

To say the time Immediately *using the Icon Hear-It Menu Bar*:

1.   **Click** on the Say The Time menu item (sixth item from the top).

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To say the time immediately *using the Detachable Button Menu Bar*:

1.   **Click** on the sixth button (going left to right, top to bottom).

        It is the button with the picture of a clock on it.   At the bottom of the Detachable Button Menu Bar you'll see the text 'Say The Time'.

Setting Time Intervals

To set the intervals in which the time is said *using the Icon Hear-It Menu Bar*:

1.   **Click** on the Fun With Sound menu item (seventh menu item from the top).

2.   **Click** on the 'Say Time Options' text.

_____

To set the intervals in which the time is said *using the Detachable Button Bar Menu*:

1.   Click on the ninth button (going left to right, top to bottom).

        It is the picture of a pair lips.   At the bottom of the Detachable Button Menu, you'll see the text 'Talking Apps'.

2.   **Click** on the second menu button (going left to right, top to bottom).

        It is the picture of lips superimposed on a clock face.   The text box above the new menu buttons will say 'Say Time Options'.

_____

To choose which interval you want:

1.   **Click** *in* the circle of the desired time interval.

2.   **Click** on either the Ok button (to accept changes) or the Cancel button (to reject your changes) to return to Program Manager or Norton Desktop.

Solitaire

To start the Solitaire *using the Icon Hear-It Menu Bar*:

1.   **Click** on the Fun With Sound menu item (seventh menu item from the top).

2.   **Click** on the 'Solitaire' text.

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To start the Talking Applications Solitaire *using the Detachable Button Bar Menu*:

1.   **Click** on the ninth button (going left to right, top to bottom).

        It is the picture of the lips.   At the bottom of the Detachable Button Menu, you'll see the text 'Talking Apps'.

2.   **Click** on the third menu button (going left to right, top to bottom).

        It is the picture of lips superimposed on a deck of cards.   The text box above the new menu buttons will say 'Solitaire'.

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You play this solitaire game the same you you've always played Windows Solitaire, but now, each time you click on the deck to draw cards, you hear what the top card is!

To hear what cards are in the stack under a face up card:

1.   **Right mouse click** on one of the six stacks that have hidden cards.   You'll hear what cards, from the bottom to the top, are hidden in that stack.

_____

To switch the top face up card of a stack with the card underneath it:

1.   Hold down the **Ctrl key, and right mouse click** on the face up stack card you want to switch!

Of course, the above options only work if you have not placed any other face up cards on a stack.

We realize that these little 'help' strategies may not always assure a winning session... but they sure help!

Minesweeper

To start the Minesweeper game *using the Icon Hear-It menu bar*:

1.   **Click** on the Fun With Sound menu item (seventh menu item from the top).

2.   **Click** on the 'Minesweeper' text.

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To start the Minesweeper game *using the Detachable Button Bar Menu*:

1.   **Click** on the ninth button (going left to right, top to bottom).

        It is the picture of the lips.   At the bottom of the Detachable Button Menu, you'll see the text 'Talking Apps'.

2.   **Click** on the fourth menu button (going left to right, top to bottom).

        It is the picture of lips superimposed on an aquatic mine.   The text box above the new menu buttons will say 'Minesweeper'.

Calculator

To start the Calculator *using the Icon Hear-It Menu Bar*:
:
1.   **Click** on the Fun With Sound menu item (seventh menu item from the top).

2.   **Click** on the text 'Calculator'.

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To start the Calculator *using the Detachable Button Bar Menu*:

1.   **Click** on the ninth button (going left to right, top to bottom).

       It is the picture of the lips.   At the bottom of the Detachable Button Menu, you'll see the text 'Talking Apps'.

2.   **Click** on the first menu button (going left to right, top to bottom).

       It is the picture of lips superimposed on a calculator.   The text box above the new menu buttons will say 'Calculator'.

Please note, only the numbers, Clear, Clear Entry, the four mathematical functions (+,-,,\), the equals,and the point have attached sounds.

Screen Savers

To have one of the Screen Savers that come with Icon Hear-It start automatically after a certain period of inactivity on your screen:

1.   Start the Screen Saver function.

2.   Select and preview a Screen Saver.

3.   Set the screen's hot and cold spots.

4.   Set the time to elapse before the screen saver automatically starts.

5.   **Click** on the Ok (to accept the Screen Saver setup) or Cancel (to discard the Screen Saver setup) button to return to Program Manager or Norton Desktop.

_____

To deactivate the Screen Saver:

1.   Use the cold spot corner that you've set up on your screen
                OR
        Use the None option.

*Please note, if you have set up one of the screen savers to run and it does not seem to be starting after a predefined period of screen inactivity, assure that you do not have an animated cursor running.   If you do, you must enter a time in the Stop After X Minutes field of the Animate Cursor function, in order for your cursor to stop and your screen saver to automatically start.   Otherwise the cursor animation will run continuously and fool your screen saver into thinking you are still working and the screen saver will never initiate.

Starting Screen Saver

To start the Screen Saver function *using   he Icon Hear-It Menu Bar*:

1.   **Click** on the words 'Icon Hear-It' on the Program Manager menu bar.

2.   **Click** on the Screen Saver menu item (eighth from the top).

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To start the Screen Saver function *using the Detachable Button Bar Menu*:

1.   **Click** on the seventh button (going left to right, top to bottom).

        It is the picture of a black screen with fireworks in it.   At the bottom of the Detachable Button Bar Menu you'll see the text 'Screen Saver'.

Selecting/Previewing a Screen Saver

To select and Preview a Screen Saver:

1.   **Click** on the up/down arrows of the 'Select Screen Saver' list box to browse the names of the screen savers available with Icon Hear-It.

2.   **Click** on the desired Screen Saver name.

3   **Click** on the <u>Setup</u> button to set options specific to that screen saver.

4.   **Click** on the Test button to preview the selected screen saver.

*Please note, to stop the preview, simply move your mouse once the screen saver is active.

Setting a Screen Saver's Options

Some screen savers come with their own set of specific options, at the very least most allow you to enter a password associated with that screen saver.   It's best to view the setup for a screen saver to assure that you are not failing to set options that screen saver may need to run correctly.

There are too many specific options to go through here in this help text.   I will go over one option that is in most, and is very important.   If you chose to set a password for a screen saver, **be forewarned that while that screen saver is running you will not be able to reenter Windows until you type in the password that you set for that screen saver.** This is a security measure that stops unauthorized people from walking by your system and viewing your screen or tampering with your Windows session.

Setting Hot/Cold Spots

In the Screen Saver Setup window, you will see a Monitor Corner Control box to the upper right of the window.   In it, there are two more boxes, both of which represent   your monitor screen.   In each of these boxes, there are four circles in each of the box's corners.

To set a Screen Saver hot spot:

1.   **Click** on one of the four circles in the Hot Spot box.

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To set a Screen Saver cold spot:

1.   **Click** on one of the four circles in the Cold Spot box.

*Please note,You can set both the hot and cold spot to be in the same corner of your monitor screen.   In this case, the cold spot will take precedence.

Setting the Screen Saver Time Delay

To set the time that will lapse during screen inactivity before a screen saver starts:

By entering a valid time:

1.   **Click** behind the number presently in the Delay edit box.

2.   **Use the back arrow key** to clear the edit field.

3.   **Type** in a valid number between 1 and 99.

If you have entered in an alpha, a negative, a fraction or a number that is greater than 99, an Error Message Box will pop up stating that the delay time must be a valid number between 1 and 99.

1.   **Click** on the Ok button to leave the Error Message Box.

_____

Using the edit box arrows:

1.   **Click** on either the up or down arrow attached to the Delay edit box.

The up arrow causes time to increment 1 minute, the down arrow decrements the time 1 minute.

Stopping a Screen Saver

To stop Screen Savers from running:

1.   <u>Start</u> the Screen Saver function.

Using *(None)*:

2.   **Double click** on the word '(None)' in the Select Screen Saver list box (it is the first choice of the list box).

This deactivates the screen saver option.   No screen saver will initiate during your PC session.

_____

Using the *Cold Spot*:

2.   **Move** your cursor into the corner that you have designated as the <u>cold spot</u>.

This will temporarily deactivate the Screen Saver.   Once you move your mouse again, the Screen Saver will start after an elapsed period of screen inactivity.

Wallpaper

To use Wallpaper:

1.   <u>Start</u> the Wallpaper function.

2.   <u>Select</u> the Wallpaper and Wallpaper <u>options</u> you want to use.

3.   **Click** on the Ok (to accept the Wallpaper setup) or Cancel (to discard the Wallpaper setup) button to return to Program Manager or Norton Desktop.

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To remove a wallpaper:

1.   <u>Start</u> the Wallpaper function.

1.   **Click** on the Select None button.

2.   **Click** on the Ok button (to accept your changes) or the Cancel button (to reject your changes) and return to Program Manager or Norton Desktop.

Starting Wallpaper

To start the Wallpaper function *using Icon Hear-It Menu Bar* :

1.   **Click** on the words 'Icon Hear-It' on the Program Manager menu bar.

2.   **Click** on the Wallpaper menu item (ninth from the top).

_____

To start the Wallpaper function *using the Detachable Button Bar Menu*:

1.   **Click** on the eight button (going left to right, top to bottom).

It is the picture of a man hanging wallpaper.   At the bottom of the Detachable Button Bar Menu you'll see the text 'Wallpaper'.

Selecting Wallpaper

Icon Hear-It will display bitmaps located in all files on your system or on floppies, with the BMP extension.

To select a bitmap as wallpaper:

If you know the full path name of the file you wish to use
      ie. Drive:\Directory\File Name.Extension
then type the full path name in the File Name edit box (middle left box).

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If you are not sure of the full file name, follow the directions below:

1.   Select a Drive:

      1.1.   **Click** on the Drives list box.

      1.2.   **Click** on the drive you wish to use.

2.   Select a Directory until there are .BMP files displaying in the File Name list box.

      2.1.   **Click** on the Directory list box.

      2.2   **Double click** on the directory you wish to use.

3.   Select a File.

      3.1.   **Double click** on the BMP file you wish to use.

4.   **Click** on the Preview button to view the wallpaper.

Wallpaper Options

To select whether you want this wallpaper to be tiled or <u>centered</u>:

To tile the wallpaper:

1.   **Click** on the circle in front of the word 'Tiled'.

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To center the wallpaper:

1.   **Click** on the circle in front of the word 'Centered'.

Options

To set Icon Hear-It Options:

1.   <u>Start</u> the Option function.

2.   <u>Set</u> Icon Hear-It options.

3.   **Click** on the Ok (to accept the Options) or Cancel (to discard the Options) button to return to Program Manager or Norton Desktop.

Starting Options

To start the Options function *using Icon Hear-It Menu Bar* :

1.   **Click** on the words 'Icon Hear-It' on the Program Manager menu bar.

2.   **Click** on the Options... menu item (tenth from the top, it is the first menu item without an accompanying picture).

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To start the Options function *using the Detachable Button Bar Menu*:

1.   **Click** on the tenth button (going left to right, top to bottom).

        It is the picture of a spotlight shining on a stage.   At the bottom of the Detachable Button Bar Menu you'll see the text 'Options'.

Setting Icon Hear-It Options

1.   Setting the sound <u>device</u> options.

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To set your *menu display* options:

1.   **Click** in the circle in front of the text 'Button Window' in the Menu Options area to have the Icon Hear-It menu display as a <u>Detachable Button Bar</u>. menu, otherwise, the menu displays off of the Program Manager or Norton Desktop menu bar.

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To set your *cursor display* options:

1.   **Click** in the box in the Cursor Options area to have the system cursor animate at Icon Hear-It startup time.

2.   **Click** on one, none or all of the boxes in front the Arrow (system), I-Beam or Wait cursors to assure that they display as <u>custom cursors</u> between Windows sessions.

_____

To leave the Options window:

1.   **Click** on the Ok button (to save your options) or the Cancel button (to discard your options) and return to Program Manager or Norton Desktop.

*Please note, all of the box options that your may set in this window are switches, they are either on or off.   Any switch is on if the box in front of its text is highlighted with a carrot.   Any of the circle options in this screen are either/or switches; only one selection is active at a time.   An item is selected if its circle is highlighted red.

To turn 'on' a switch :

1.   **Click** in the box until a carrot (for boxes) or a red dot (for circles) appears.

To turn 'off' a switch:

1.   **Click** in a box until the carrot or red dot disappears .

Setting Sound Device Options

To change the PC Speaker Options:

1.   <u>Start</u> the options function.

2.   **Click** on the <u>PC Speaker Setup</u> button.

*Please note, if you already have a sound driver device installed on your system, Icon Hear-It will automatically install that driver.   In that instance, the PC Speaker Setup button will be inactive (gray).   If you do not have a sound driver device, Icon Hear-It will automatically load the PC Speaker that comes with the product.   In that case, the PC Speaker Setup button will become active (dark lettering on the button instead of gray), and you can use it to change the volume and speaker playback speed.

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To disable *all* sounds during an Icon Hear-It session:

1.   <u>Start</u> the options function.

2.   **Click** in the box in front of the text 'Disable ALL Icon Hear-It sounds"

Speaker Setup

Set the *speaker volume* by:

1.   **Clicking** on left arrow attached to the Volume bar to decrease the sound.

2.   **Clicking** on right arrow attached to the Volume bar to increase the sound.

Set the *playback speed* by:

1.   **Clicking** on left arrow attached to the Volume bar to increase the speed.

2.   **Clicking** on right arrow attached to the Volume bar to decrease the speed.

Preview your speaker options by:

1.   **Click** on the arrow attached to the Sounds drop list box.

2.   **Click** on a system event that has an attached sound (you can attach sounds to system events using the Sound function in Icon Hear-It.

4.   **Click** on the Test button.

To set the sound and speed option to its *default*:

1.   **Click** on the Defaults button.

To *save* your speaker options and return to Program Manager or Norton Desktop:

1.   **Click** on Ok button

To discard your speaker options and return to Program Manager or Norton Desktop:

1.   **Click** on the Cancel button.

Hot Spot

You may use two corners of your monitor's screen as Screen Saver controls.   One will be a hot spot. Whenever you move your mouse to the tip of this corner, the screen saver will immediately start.

Cold Spot

The other will be a cold spot.   Whenever you move your mouse to the tip of this corner, the screen saver will temporarily stop.

You'd use a cold spot during printing for example.   Printing is a system intensive function that has little or no screen activity.   You do not necessarily want the screen saver automatically coming on until you are finished printing.

PM stands for Program Manager

NDW stands for Norton Desktop for Windows

Hot Keys

A Hot key combination uses two keys, the Alt key and some other keyboard key.   It is denoted in a Windows application by an underlined letter.   For instance, the Ok button is often shown as <u>O</u>k.   The hot key combination for this button is Alt plus the O key.

1.   **Hold down** the Alt key

2.   While depressing the Alt key, **hit the key that is specified**.

A tiled wallpaper uses a bitmap image of your choice, and paints multiple instances of that image in a contiguous row ultimately filling the background portion of your screen.

A centered wallpaper uses a bitmap of your choice, and paints only the center of your background screen. This is a useful choice if you have a bitmap that is too large to use as a tiled wallpaper.

An extension is part of a file name.   It is the last three letters of a file name preceded by a dot.   There are standard names for certain file types such as:

.BMP   bitmap
.EXE   executable file
.SCR   screen saver
.WAV   wav form (sound)
.TXT   document

and so on....

This type of a move is also called a drag and drop.

1.   **Click** on the item you want to move.   **Do not release the left mouse key**, keep it held down.

2.   **Move your cursor** while keeping the left mouse key depressed.   You will see the item that you have captured move with your mouse.

3.   **Release** the left mouse key to drop the item in its new location.

Menu Options

There are two ways for the Icon Hear-It menu to display, as an item in the Program Manager menu bar, or as a detached button bar menu.   Program Manager can use either menu, Norton Desktop will automatically and can only use the detached button bar menu.

The Program Manager Menu Bar is denoted by a picture of the Moon Rabbit followed by the text Icon Hear-It.   It is the last item on the Program Manager menu bar.   This is a drop down menu.   Instructions for using each of the menu items are in their respective Help topics.

The detached Button Bar Menu is a block of buttons.   It has a system action key (the dash in the upper left hand corner of every window in Windows), a picture of the Moon Rabbit, and a minimize arrow, across its top.   Instructions for using all of the menu buttons are listed in their respective Help topics.   This menu (or its minimized icon) will always show in front of anything running.

Custom Cursor Option

You can change three of the Window's cursors; the system (arrow), the I-Beam and the Wait using the Change Cursor function of Icon Hear-It.   These changes are immediate and will stay in effect until you; 1) either change the cursors again or 2) shut down Windows.

If you have not clicked on saving the cursors in the options window, and you shut down Windows, your custom cursors will not be saved.   The next time Windows (and Icon Hear-It) start, the cursors will have reset back to the Window default cursors.   If you do turn on the save option for any or all (or none) of the cursors, then the custom cursors that you have set in the Change Cursor function will automatically start when your new Windows (and therefore Icon Hear-It) session begins.