

# I'M OUT

"The Screen Saver That Works For You"

## Users Manual

I'M OUT  
[Business Version]  
Ver. 1.8

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To order call 1-800-207-7735 (orders only)

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# Before Starting

## Hardware and Software Requirements

To effectively use I'M Out, you'll need:

- Microsoft Windows Version 3.1 or above.
- A personal computer equipped to run Microsoft Windows 3.1 efficiently,
- An 80386 DX CPU or higher
- A minimum of 4 megabytes of RAM
- VGA 256 Color monitor or better
- Mouse
- A Hard Disk with 3mb of free space

Optional:

- Printer (For printing messages)

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## **Software Installation:**

1) Put the I'M OUT disk in the "A" drive. If it goes in the "B" drive, substitute "B" for "A" throughout these instructions.

2) Run Windows and get Program Manager on the screen. In the upper left corner click on the word "FILE" to display the "Files Menu". Then select the Run Option.

3) Type: **A:\SETUP.EXE**

4) Click on the OK button.

5) Follow the instructions that appear on the screen.

*Note: I'M OUT must be installed in a directory on your hard disk. The installation can not create subdirectories. If you wish to install I'M OUT in a subdirectory, first be sure the directory in which the subdirectory is located already exists.*

You may want to make a note of the name of the directory that I'M OUT is being installed in. You'll need to know the name of this directory if you wish to uninstall I'M OUT, or if you wish to install additional image sets.

6) When the installation is complete you can choose to have I'M OUT start up automatically when you run Windows. This will add the following line to your WIN.INI file:

**load = C:\IMOUT\IMOUT.EXE**

If you do not wish the application to load when you start Windows or if you wish to add this line yourself, click on the "NO" button.

Once installed there will be an I'M OUT icon in Program Manager. You can click on this icon to start or set up I'M OUT.

## **Uninstalling (Deleting) the Software**

We always try to think of our customers first and, as a result, the I'M OUT installation utility has very unusual feature. When you install a Windows program, but then decide that you do not want to use it, removing all the files that were installed can be difficult, if not impossible. With I'M OUT we've made it very easy. Of course, we hope that no one ever needs to uninstall I'M OUT (if you do, please send us a note to tell us why--we want to continue to make I'M OUT better), but if you do here's what to do:

- 1) Put the I'M OUT disk in the "A:" drive.
- 2) From Program Manager File Menu select the Run Option.
- 3) Type: **A:\SETUP.EXE**
- 4) Click on the OK button.
- 5) When the setup Install or Uninstall option appears click on the uninstall button.
- 6) Choose the directory where I'M OUT was originally installed.
- 7) **WARNING all files in the directory chosen will be deleted!** If you wish this then press YES.

## **Try-Before-You-Buy Software**

This software is provided to you on a try-before-you-buy basis. This gives you a chance to try it before you pay for it. If you like this software and are using, you need to purchase a registered copy. Information about purchasing a registered copy, and about the big discounts you can get on additional image sets, is available in the ORDER.WRI file. Click on the "Print Order Form" button on the opening screen to print a copy of the ORDER.WRI file.

Unlike store-bought software, please feel free to shareware with other people, and to upload it to BBSes, as long as you do not charge any type of fee. If you wish to charge a fee of any type, please see the VENDOR.DOC file that accompanies this program.

This try-before-you-buy version of I'M OUT comes with two image sets. The FACES image set and the SAMPLES image set. The SAMPLES image set contains samples of some of the images that are available for I'M OUT on CD-ROM. However, because of the limited space on a floppy disk we had to select images that were fairly small in size. A set of sample images from the I'M OUT CD-ROMs is available on a separate try-before-you-buy disk.

## **STARTING *I'M OUT***

There are two ways to start up I'M Out:

- 1) Double Clicking on the I'M Out icon.
- 2) Leaving your computer inactive (i.e. no Mouse clicks or movement, or no keyboard activity for the length of the Auto Activate delay. (You can set the Auto Activate delay). This feature is only available in the registered version.

When I'M OUT starts you'll see an opening screen with information about registering (purchasing a copy) of I'M OUT. This opening screen also shows samples from the three image sets you'll receive when you register I'M OUT. The Fantasy/Science Fiction image set; the Space image set; and the Flowers image set. Each of these image sets includes four images.

Additional images sets, containing 25 images each on CD-ROM, are also available. A sample set of images from these additional image sets is available on a separate try-before-you-buy shareware disk. The additional image sets include an expanded version of the Fantasy/Science Fiction image set; a set of comic book hero images titled "Defenders."; the Out West image set with photographs from the American west; a Science Fiction image set; and a set of ray-traced business images. The Fantasy/Science Fiction image set sells for \$29.95 (your price is \$24.95 when ordered with the I'M OUT software), all others are \$24.95 (\$19.95 when ordered with the I'M OUT software). Please see the ORDER.WRI file for information about ordering these image sets.

## **SETTING UP *I'M OUT***

I'M OUT will display the message you select, across either the top or the bottom the screen, when active as a screen saver. This allows you to leave messages for your children, spouse, family

members or friends. You can select one of the built-in messages or create your own, custom message. Your message will then scroll across the screen when the screen saver images are displayed.

Click on the "OK" button to go to the Main Screen, which will be titled "I'm Out Because..."

## **Setting Up Messages**

At the Main Screen you can select any of the pre-set messages by clicking on the "circle" next to the message you want displayed.

You can also create your own, custom message by clicking on the circle next to "Other". This message can be up to 255 characters long. Type your custom message in the box next to the "Other" circle.

You can also have the date and time you expect to return displayed as a part of your message. Below the words "I'll be back on/at:" are two boxes that are used to select the date and time you expect to be back. Click on the "Date" button to display a calendar. You can then select the month, day, and year you expect to return.

To set the time you expect to return click on either the up or down arrow on the right side of the "Time" box. This will start displaying the time beginning with 8:00 am. Each time you click on either the up or down arrow the time will change by fifteen minutes. The time can only be set in fifteen minute increments.

I'M OUT will automatically add "I'll be back on: " and the date and time you set, to your message. If date and time are left blank, the "I'll be back on:" message will not be added to your message.

Next you can select the image set you'd like to use. The shareware version of I'M OUT comes with two sample image sets: SAMPLES and FACES. The images in these two images sets are simple so as to save disk space, allowing everything to fit on a single floppy disk. A second shareware disk, with high quality sample images from other images sets, is also available. To select a different image set, click on the down arrow on the drop-down list box under the "Image Set:" title. Then click on the image set you wish to use.

The SAMPLES image set contains images from the CD-ROM image sets. The FACES image set contains a set of "happy faces" with odd expressions on the "happy face".

I'M OUT can now be started by clicking on the "START" button.

To exit out of the I'm OUT software, click on the "Exit" button.



## Creating / Modifying Image Sets

You can add to or modify either of the image sets supplied with I'M OUT. You can also create new image sets using images we've supplied, or your own photographs. There are a variety of ways to get your photographs (slides or prints) into your computer. For example, several mail order film processors now will put your pictures on a floppy disk (a mailer is included with the registered version). You can also use a scanner, or have your pictures put on a Kodak Photo CD, or use your video camera to put your pictures into your computer. However you get them into your computer, once you have them there you can include them as images displayed by the I'M OUT screen saver.

The images used by I'M OUT must be in the BMP file format. They may be either 640 X 480 or 1024 X 768, depending on the resolution of your monitor. If, when you use I'M OUT, you only see part of the image, it is too large to be displayed on your monitor. If you see an image that does not fill the screen, then the image can be made larger.

To create a Image Set click on the Create Image Set button on the Main Screen (the screen with the "I'm Out Because..." header). The Create Image Set dialog box will appear. A list of the image files in the current directory will be displayed along the left side of the screen. You can access images in other directories and other drives (such as a CD-ROM drive) using the list boxes just under the "Drives:" heading.

If you like to see what an image looks like, double click on the .BMP filename to display the image in the center area of the screen.

If you are creating a new image set, do the following to add images to the new image set:

- 1) Highlight the bitmap file name by clicking on it.
- 2) Click on the "ADD>>" button. The filename will appear on the right side of the screen in the "Images in Set" list box. You can have a maximum of 50 images in any one image set.

You can see any of the images that have been selected by doubling clicking on the filename on the right side of the screen.

To remove images from the set, click on the filename, on the right side of the screen, for the image you want to remove. Then click on the "<<REMOVE" button.

Once you have selected all the images you want to include in the new image set, click on the SAVE button. You'll then see the standard Windows dialog box for selecting or naming the file to be saved.

*Note: All Image Sets must have the filename extension .WPS to be recognized by I'm Out.*

## Editing Existing Image Sets

You may also open a previously created Image Set by clicking on the "OPEN" button and selecting a Image Set file to view. Use the FIRST, NEXT, PREV, LAST buttons to view the images in any selected image set. If you've already loaded an image set, and wish to create a new image set, or if you want to remove the currently selected image set and start over, click on the "NEW" button.

If you've created a new image set, or modified an existing image set, click on the "SAVE" button. You can then click on the "EXIT" button to return to the Main Screen.

## Setting Your Password

I'M OUT requires that you use a password. Your password ensures that you are the only person who can read your messages. It also prevents people from using your computer when you are not at your desk.

*Note: People can still gain access to your computer by re-booting it. If you need to completely prevent people from using your computer when you are not present, you'll need to use software, designed to keep people out of your computer, that is activated when your computer is booted.*

The I'M OUT software automatically is set to use "IMOUT" as the password until you set the password to something else. If you have children, you may, or may not, want to have a password that everyone in the family knows, depending on how old they are.

To set a new password click on the "SET PASSWORD" button on the Main, "I'm Out Because..." screen. This will display the password entry screen. You can now enter a new password.

**WARNING: DO NOT FORGET YOUR PASSWORD. I'M OUT completely locks you out of Microsoft Windows. If you forget your password you will have to reboot your machine to regain access. Also always remember to save any work in progress prior to leaving your computer, or before starting I'M OUT, just in case you forget your password and need to reboot.** If you do reboot, any messages will be saved to a IMOUT.BAK text file that can be viewed from the I'M Out "Get Message" screen or by using any text editor or word processing software. This file will save the names, phone numbers, messages, etc. of the last people who accessed your computer.

## Options

The Options screen allows you to control how I'M OUT functions.

On the Main Screen click on the "OPTIONS" button. We'll start describing the features on the "Options" screen starting in the upper left corner.

### Screen Saver Button Bar

When the screen saver images are being displayed there will be a button bar that provides the "Leave Message" and "View Messages" options. This bar can be located at the top or bottom of the screen. Click on the appropriate button to select either the top or bottom of the screen.

### Image Delay

The image delay is the amount of time, in seconds, that each image will remain on the screen. Click on the up or down arrows to change this setting. It will change in increments of 15 seconds.

### Auto-Activate Delay

The auto-activate delay is the amount of time, in minutes, that the computer must remain idle (no keyboard input or mouse movements) before I'M OUT automatically activates. *Note: that the auto-activate feature is only available in the registered version.*

## **Default Image Set File**

The image set used by I'M OUT can be selected here.

## **Message Style**

The message style can be set to have the characteristics you want. You can set the color of the lettering (click on the "Color" button). You may find you need to select different colors for the lettering, when different image sets are used. For example, you might want to select a light color for an image set that has dark images; and a dark color for the lettering for an image set that has light images.

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## **Message Speed**

You can adjust the speed at which a message scrolls across the screen. In general speeds of between 10 and 40 work best.

## **Change Font**

The "Change Font" button allows you to select a font style and size from among the fonts you have installed in Windows. Clicking this button displays the standard Windows font selection window.

The maximum font size is limited to 36, for best performance we recommend that you use fonts in the range of 14 - 26 in size.

Note: larger fonts take a longer amount of time to travel across the screen and on slow machines may cause the cursor to be jumpy and slow to respond. On the other hand smaller sized fonts will travel much more quickly across the screen, so you may need to set the speed to a lower number. A general rule-of-thumb is to increase the message speed for large fonts and decrease the message speed for small fonts.

## **Application**

In the "Application" section of the options screen you have the option to pause I'M OUT. If you're using a computer to run a large task, such as indexing a large database--or printing a large document, that does not require you to use the mouse or keyboard, and you do not want the I'M OUT screen saver to come during this time--click on the PAUSE button. Then minimize the I'M OUT software (click on the down arrow in the upper right corner of the I'M OUT Main Screen. This will put the I'M OUT screen saver into the PAUSE mode and it will not activate the screen saver functions.

*Note: You must click on the PAUSE button again to un-pause I'M OUT before the auto-activation feature will work*

The "Start Minimized" check box is used to set I'M OUT to start up in a minimized state when it is set to automatically start when Windows is started.

The "Help Notes" are the little messages that appear when you leave the mouse cursor on a push button or dialog box for more than a few seconds. Click on this check box to remove the "x" and turn off the help messages.

### **Company Name / Message From Name**

Two dialog boxes are located in the bottom half of the Options screen. These boxes are used to set I'M OUT to display your company name, and identify the name of the person (that's you) who is putting the scrolling messages in I'M OUT. These features allow you to personalize your copy of I'M OUT, Please note, however, this information may only be set in the registered version of I'M OUT.

## **The Screen Saver**

The screen saver will scroll your message across the screen and allow others to enter message by clicking on the "LEAVE MESSAGE" button. If you have any messages the "VIEW MESSAGES" button will flash red. I'M OUT can store up to a maximum of 50 messages. After that maximum is reached anyone who tries to leave a message will see a dialog box stating that the message capacity of I'M OUT is full.

## Leaving a Message

To leave a message click on the "LEAVE MESSAGE" button, or push ALT-L, while the I'M OUT screen saver is displaying images. A co-worker (or visitor ) can leave you a message by just typing it into the message area. They can either sign their name in the message area, or fill in the "FROM" box. You can use the TAB key or mouse to move from one box to another. There is also a box that can be used to highlight any action they'd like you to take. For example, if your manager stops by your office while you are in a meeting, they might leave a message that says, "I want to give you a raise. Please stop by my office when you return."

One of the big advantages of I'M OUT is that, unlike post-it notes or scraps of paper, I'M OUT messages are completely private. No one can read them but you.

If the message is urgent, the urgent check box can be selected indicating that this message should take a priority over others.

Even if you're gone all day, or on a two week vacation, others can leave you a message on your PC. With I'M OUT, it will never forget a message, even if there is a power outage. As soon as the visitor presses the SAVE button, the message it will be written to the IMOUT.BAK text file and can be recovered in case of a power outage. This is a text file can be viewed from any text editor or from the VIEW MESSAGES screen.

## Viewing your Messages

When you want to see the messages left for you, or when you want to exit from the screen saver, click on the "VIEW MESSAGES" button. You'll then be asked to enter your password. Once the correct password has been entered you can read your messages.

If you enter the wrong password, you can make two additional attempts to enter the correct password. If, after three attempts, the correct password has not been entered, the software will lock you out from making further password attempts for five minutes. This feature makes it inconvenient for someone who is trying to get into your computer by trying different passwords.

After you have correctly entered your password you can then view your messages. Your first message will be immediately displayed on the View Messages screen. To see the rest of your messages, click on the "NEXT" button until you have read all the messages. The FIRST, NEXT, PREV, and LAST buttons let you browse through your messages. You may save these messages to a text file by clicking on the "SAVE" button. You can open an old message file by clicking on the "OPEN" button. To read the IMOUT.BAK file, enter "IMOUT.BAK" in the filename area of the OPEN dialog box and press OK. If you have a printer connected to your computer, you can print your messages by clicking on the "PRINT" button and clicking on "OK".

You can exit from I'm OUT by clicking on the "EXIT" button. This will minimize I'M OUT so that it is available for later reactivation. Or you can click on the "OK" button and return to the Main Screen. If you wish to return to the screen saver, click on the "RETURN TO SCREEN SAVER" button. *Note: Returning to the screen saver will not delete your messages.*

## Purchasing A Registered Copy of *I'M OUT*

To find out how to purchase a registered copy of I'M OUT, click on the "ORDERING INFORMATION" button on the opening screen. You can print order form by clicking on the "PRINT ORDER FORM BUTTON".

## Ordering Information

This is a trial version of the I'm Out Screen Saver. When you purchase this software you will receive:

- **The latest version without the opening try-before-you-buy notices**
- **The ability to customize the family and user name**
- **The auto-activation feature**
- **Three additional sets of images**
- **Big discounts on additional image sets, when ordered at the same time the I'M OUT software is ordered.**
- **Information about easy ways to get your pictures into your computer for use with I'M OUT.**

You can get your copy of I'M OUT for just \$39.95 from any of the following:

PSG-HomeCraft  
P.O. Box 974  
Tualatin, OR 97062  
USA

Testware  
46 The Avenue, Harrogate  
North Yorks, HG1 4QD  
UNITED KINGDOM



Phone: 503-692-3732  
Orders: 800-207-7735  
Fax: 503-692-0382

Phone: 0423 880471  
Fax: 0423 889728

BroCo Software

Prices are subject to  
Kantoorcomplex 'Birkstaete'  
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of new versions.

Birkstraat 95-97, 3768 HD SOEST  
Postbus 446, 3760 AK SOEST  
Phone: 02155-26650  
Fax: 02155-14012

## **SITE LICENSES**

If you need to use I'M OUT on more than one computer, or on a network, you need a site license. Site licenses give you the right to use I'M OUT on multiple computers. The costs for site licenses are:

One (1) computer: -- site license does not apply  
2-10 computers: \$39.95, plus \$15.00 per computer  
11-25 computers: \$39.95, plus \$14.00 per computer  
26-50 computers: \$39.95, plus \$13.00 per computer  
51-100 computers: \$39.95, plus \$12.00 per computer  
101-500 computers: \$39.95, plus \$9.00 per computer  
501+ computers: \$39.95, plus \$8.00 per computer