### .BAF

Bitmap Audio File - the file format used by I Love Lucy Carousel, containing an image and it's associated audio data.

#### .BMP

.bmp files are the native graphic file format for Windows.

Windows directory.		

.SCR files are the actual "modules" or screen saver programs that are launched by Windows when you make a screen saver selection. The I Love Lucy screen saver is a separate stand-alone .SCR file in the

#### .WAV

.wav files are the native audio file format for Windows.

#### Add Images

This is how you select image files to be displayed. Select the desired image under the "Available" column by clicking on it to highlight it. If you want to view the file before selecting it, click "Preview..." for a thumbnail view of the file. Click "Add" to select the file. It will appear under the "Selected" column.

# Adding Media Files

To add sound and video files to the list, click on the Add... button above the media file list. You will see the normal Windows file/directory selection windows. You can choose a directory or subdirectory in the directory window on the right, and select files from the file window on the right. Note that you can add multiple files at once by holding the CNTRL key while clicking on the file you desire to select. After completing your selections, click the Add button again. This will return you back to the normal Personal desktop Window

#### **Applications**

Personal Desktop can be configured to behave differently depending on what application you are using. For example, the system beep in WordPerfect can be different than the system beep in Lotus 123.

To add an application to the application list, select the "Add App..." button. When this application is the currently selected one, all event settings will apply only to this one application. When <Windows> is the current application, the event settings will apply to all applications except those with their own superseding settings.

To disable Personal Desktop for a single application: Add the application to the list using the "Add App..." button Select the "Disabled" checkboxApplications

### Canceling a clip

You can set any key as the "Clip Cancel" key by pushing the "Define" button in the Clip Cancel section of the control panel. Pressing the cancel key while a movie or sound is playing will immediately stop the clip.

#### **Choose Images**

This selection allows you to do several things, functioning as a mini file management utility.

Add Remove Delete File Install File

After completing any configuration operations in "Select Images," click the "OK" button to save your settings and return to the main options window.

#### Clip Files

To add sound or movie files to Personal Desktop, click on the "Add..." button in the Clips section of the control panel and select the file you wish to add. Personal Desktop supports wave audio files (.wav) and Video for Windows movie files (.avi). Note that you can select more than one clip at a time when adding files.

Once a clip has been added to the list, you can attach it to an event as follows: Select an event (such as "Window Move") in the Events section of the control panel.

Place a check mark next to the clip in the Clips section.

You can attach multiple clips to a single event. The clips will play in alphabetic order or, if the "Randomize" checkbox is selected, in random order from among the checked clips.

To change the descriptive name of a clip or the location of where movie files should play, select the clip and then "Setup...".

To find the next selected clip for an event, click the mouse over the check mark button above the clip list. You can also use the ALT+C keyboard combination to push the check mark. If you are working in the clips list, the CTRL+Up Arrow and CTRL+Down Arrow combinations will also move the selection to the previous or next selected clip

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Uninstalling the I Love Lucy Entertainment Utility

Installing Video For Windows

What Are AudioClips?

Setting Up your Sound Driver

**Using A Sound Card** 

The I Love Lucy Screensaver

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#### **Personal Desktop Help Index**

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**Enabling Personal Desktop** 

Adding Media Files

Using the Control Panel

Using the Keystroke Setup Window

Using the Movie Setup Window

Using the Sound Setup Window

Using the Add Clip Window

Using the Add Application Window

In Windows 3.1/3.11 and Win 95, the like sound and Screensavers	ne Control Panel is whe	ere you access various sy	stem level parameters,

#### **Delete File**

This function operates on files listed in either the "Selected" or "Available" columns, and will physically delete selected image files from the drive. If single or multiple files are selected by highlighting, just click the "Delete File" button. A dialog box will pop up to ask if you are sure you want to delete the selected files.

## **Display Options**

#### 1. Delay Between Images

This sets the length of time each still image is displayed on the screen, and the type of transition between images.

#### 2. Transition

This option selects one of the several transition effects between images. Choices include Random, Block Fade, Horizontal Blind, Vertical Blind, Horizontal Wipe, Vertical Wipe, Circular Wipe and Pixel Fade. The Random selection will cycle a different "fade style" for each image.

**Enabling Personal Desktop**You can turn Personal Desktop on and off by clicking Personal Desktop On. This control is a convenient way to temporarily disable Personal Desktop.

#### **Events**

Personal Desktop can play clip files in response to various actions or events. You can configure Personal Desktop to:

Play a clip from a selected group whenever an event occurs

Play a clip from a selected group when an event occurs within a specified application only

Never play clips within a particular application

(and many other combinations!)

Note: If you want a clip to play for all applications, be sure that "<Windows>" is the selected app.

Clips play at the following events:

#### Windows Startup

A clip will play when Personal Desktop is run. Note that this will be at Windows Startup only when Personal Desktop is present in your Startup Group.

#### Windows Exit

A clip will play when Personal Desktop is closed. This will be when Microsoft Windows is closed unless you close Personal Desktop by hand earlier.

#### **Application Startup**

A clip will play whenever a Windows application is started. You can choose specific clips for different applications by adding applications to the Personal Desktop list using the "Add App..." button.

#### Application Exit

A clip will play when a Windows application is exited.

#### Window Move

A clip will play when you move a window.

#### Window Moving

A sound will play while you are moving a window (try a short sound).

#### Window Size

A clip will play when you re-size a window.

#### Window Sizina

A sound will play while you are re-sizing a window (try a short sound).

#### Window Minimize/Maximize

A clip will play when you minimize or maximize an application (using the icons at the top-right corner of a window).

#### Window Restore

A clip will play whenever you restore an application from the iconized state.

#### Critical Stop, Question, Exclamation, Asterisk

These correspond to the same clips as in Window's Sound Control Panel. Certain applications use these clips when an error or notification occurs, or when opening standard dialogs.

#### Chime

A clip will play at :00, :15, :30, and :45 minutes past each hour.

**Hourly Chime Count** 

The selected clip will play once for each hour, at the top of the hour (like a grandfather clock).

#### Keystrokes

You can configure up to 5 special keystrokes that cause clips to play. For example, you can set a clip to play whenever Shift-F1 is hit. To change a keystroke, select the keystroke event and then click on "Keystroke Setup...". Note that certain keystrokes (such as F1) are reserved by Windows, and cannot be used to trigger a clip.

#### **General Information**

The I Love Lucy Entertainment Utility will allow you to customize your PC with these utilities!

- **1.** Personal Desktop a Windows utility that lets you assign sounds to various Windows events. Personal Desktop comes with dozens of high quality AudioClips.
- 2. <u>I Love Lucy Carousel</u> A special edition of Image Carousel, the acclaimed screen saver that features images with sound, and video clips. I Love Lucy Carousel comes with dozens of image files
- 3. Randomizer Assigns new wallpaper to your Windows desktop a new one each time you start!
- **Love Lucy Wallpaper** Over 30 spectacular wallpaper images, for use with Randomizer..
- **5. Chooser** Provides easy access to your screen saver settings.
- 6. Browzer Provides an easy way to audition and transfer audio and video files.

#### **Windows Setup Note**

Only a limited selection of images and sounds will be installed initially, and the CD contains many more sounds and screen saver images which can be installed any time you desire. The CD-ROM is used as a storage medium only, and is not needed for the actual operation of the sounds or screen saver modules.

#### I Love Lucy Carousel

The I Love Lucy Carousel is a special edition of Image Carousel. It displays still images that are accompanied by sounds, as well as video images.

#### **Settings Panel**

This screen saver is the .SCR module which manages and displays the I Love Lucy image (.BAF) files, and the image (.TSS) and .AVI files. These files are stored in a format containing both graphics and audio data, and can only be played through one of the special editions of Image Carousel. It has several customizable user setup options.

- 1. Privacy Protection
- 2. Sound Options
- 3. Display Options
- 4. Image Directory -
- 5. Image archive Options
- 6. Video archive Access

#### Installing the I Love Lucy edition of Image Carousel

- 1. In the Main program group, open up the Control Panel.
- 2. Open the Desktop Icon.
- **3.** Select the <u>.SCR. file</u> you want to run under the Screen Saver option. You can use the Test button to audition .SCR files.
- **4.** Click the Setup button to customize user-selectable options.
- **5.** Set the desired delay time for the screen saver to become active.

#### **Image Directory**

This allows you to change the directory from which Image Carousel reads image files. Normally you will not want to change this, but if you purchase additional products using Image Carousel, and need to store different image files in separate directories, this option allows a quick, easy way to reconfigure.

Image archive Options: <u>Show Entire Archive</u> <u>Choose Images</u> -

#### **Install File**

This option, like the "Delete File" option, is primarily for moving <u>.BAF</u> files back and forth from the CD-ROM drive to the Hard Drive. (On the floppy drive version, all available files are automatically installed to the hard drive.) To move additional image files from the CD-ROM, click "Install." Select the CD-ROM **BAF** directory . The installable files will appear on the left, under the "Files:" column. Highlight the files you want to select and click the "Install" button. The files will be copied from the CD-ROM drive to the images directory on your hard drive.

# Installing additional Media files from the CD for Personal Desktop

The default installation copies several megs of .WAV and .AVI files to your hard drive, depending on what kind of install configuration you select. This enables you to run Personal Desktop and I Love Lucy Carousel without having the CD-ROM in the drive. However, there are lots of additional files on the CD which you can use. For most people, these files would take up an unacceptable amount of hard drive space, so the default installation copies over just a small set of these. Another important consideration is that if you actually assign sounds or videos directly on the CD, then you will have to have the I Love Lucy CD installed every time you turn on your computer. This is probably not a desirable state of affairs for most computer users. For this reason, you should copy desired CD audio and video files to the hard drive before assigning them in Personal Desktop.

If you wish to do so, you can set Personal Desktop video and and sound assignments to any files or directories on your I Love Lucy CD-ROM, but you **must** have the CD-ROM in place. If you assign any CD-ROM videos or sounds, then later remove the CD-ROM they are on, Personal Desktop will not be able to find them, and will give you an error message. You should copy any sound files directly from the CD-ROM into the **PDESK\LUCY directory** and copy Image Carousel image files directly from the CD-ROM into the **PDESK\LUCYIMG** directory on your hard drive. That way you can always be assured that the selected sounds will always be available to Personal Desktop. Files copied from the CD-ROM will have the Read Only attribute set, so if you want to modify them, you'll need to open a Properties box for the files, once they are copied to hard drive, and de-select the Read Only attribute. Note: Auditioning files directly from the CD-ROM should yield satisfactory performance on 2X speed CD-ROM drives. Older, single speed CD-ROM drives may cause degraded performance. If you have a single speed drive, you may want to copy files to your hard drive before auditioning them.

The files on the CD are organized in subdirectories by file types, episode, characters and scenes. This allows you to easily search among the large number of files for specific clips. You can copy files from the CD-ROM drive to the hard drive PDESK subdirectories (PDESK\LUCY or PDESK\LUCYIMG) by using Windows file manager to browse what you like (just double click on a file to audition it.) and just dragging it from the CD-ROM source folder to the appropriate PDESK subdirectory. If you wish, you can even copy an entire directory into PDESK.

Once files are copied to your hard drive, you can use the ADD function in Personal Desktop to add the new sounds to the PDESK sounds list.

(\*PDESK is the name of the hard drive directory where Personal Desktop is installed.) Please refer to the section in this manual entitled "<u>Adding Media Files</u>" for additional information on using the Personal Desktop "<u>ADD</u>" function, or refer to the Personal Desktop on-line help.

(Note: a simple utility called "Browzer" has been placed on the CD-ROM to help audition, select and transfer files from CD-ROM to HD. This utility will automatically copy files to the appropriate PDESK subdirectory, but will prompt for a destination path if you have installed to a different path than the setup defaults. Please note that while Browzer works with Win'95, it does not support long file or path names.)

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# Installing Video for Windows Run-time Software

Before Personal Desktop can play your video files, you will need to have Video for Windows (version 1.1or later) installed, if you have not done so already.

The installer will automatically place a <u>Video for Windows</u> installer icon in your I Love Lucy program group. If you do NOT have Video for Windows installed, just double click the Video for Windows install icon. You can disregard or delete the icon if you already have Video for Windows on your system.

(Win 95 note: Windows 95 has Video for Windows "built in." If you are running Windows 95, normally, it will not be necessary to install Video for Windows.)

You will need to re-start your computer for Video for Windows to become activated.

Installation

General Information

Personal Desktop Installation

Installing additional Audio files from the CD for Personal Desktop

I Love Lucy Carousel Installation

#### **Legal Stuff**

#### **Software License Agreement:**

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#### **Master Switch**

The "PDesk On" checkbox is an easy way to temporarily turn Personal Desktop on and off. You might turn Personal Desktop off when your boss is in the room, for example (unless you have a really cool boss).

# I Love Lucy Carousel

# Running Personal Desktop

You can run Personal Desktop by selecting Run from the Program Manager's File menu and typing **C:** \**PDESK\PDESK** in the dialog.

If Personal Desktop is already running but is minimized, you can double-click on the minimized program icon to open the PDESK screen for editing the settings and assignments.

Personal Desktop displays all of its media files in a single list. If a file has an 'X' in the adjacent checkbox, that file will play when the selected event occurs.

The controls in the Personal Desktop window allow you to enable and disable the program, add and remove media files from its list, check or uncheck media files for a particular event or application, play media files, and select various playback options.

#### **Privacy Protection**

This allows a user to set a password which must then be entered to quit a screen saver. The computer will prompt you for the password if you try to exit the screen saver module. If an incorrect password (or no password) is entered, the screen saver module will resume operation, disallowing access to the Windows Desktop. This provides security and privacy for your computer when you are away from it.

Passwords are global, so whatever password you set for any module becomes the password for all modules with the Password Protected option box checked.

To install the Personal Desktop application and associated data files:

From Windows Program Manager, select File, Run and type D:\INSTALL.EXE. Click OK.

(Note: If your CD-ROM drive is not your D: drive, substitute the appropriate drive letter.)

Install will prompt you for the installation directory. It will create the directory on your specified hard drive and copy the program and selected data files. It will also create a new program group containing the I Love Lucy utility files. It will create some icons in your StartUp program group, if you have one. If you do not, it will create one. This installation program will also copy audioclip and videoclip files into your hard drive.

#### Windows 3.1 - 3.11

In the Windows Control Panel (in the Main Program Group), open the Sound icon and set all Windows events to [NONE]. To do this:

- **1.** Single-click each event in the left column, then in the right column, scroll up to the top of the file list where the [NONE] option appears. Click it to select it. Then move on to the next event
- **2.** When all events have been set to none, be sure to click OK to save your settings before exiting from the Sound Control panel.

This will turn off the default Windows sounds to avoid conflicts with Personal Desktop. **Win 95** 

- 1. Click the Start button.
- 2. Select **Settings** and then select Control Panel in the sub-menu.
- **3.** In the <u>Control Panel</u>, double click the **Sounds** icon.
- **4.** Single-click an event in the event window, then in the Sound drop-down list, scroll up to the top of the file list where the [NONE] option appears. Click it to select it. Then move on to the next event.
- **5.** When all events have been set to none, be sure to click OK to save your settings before exiting from the Sound Control panel.

This will turn off the default Windows sounds to avoid conflicts with Personal Desktop.

#### **Remove Images**

Highlight the files under the "Selected" column that you wish to de-select. Click the "Remove" button, and the files will disappear from the "Selected" column. Please note that this function does not actually delete an image file (unlike the "Delete File" function,) but deselects it only.

#### **Save Settings**

Normally, Personal Desktop automatically saves all setting changes. If you want to experiment with a new setup but don't want your changes to be saved, de-select the "Auto Save" checkbox. You can then save the changes manually using the "Save" button. If you turn "Auto Save" off, don't forget to save your settings before closing Personal Desktop or exiting Windows.

In the years since the first "screen blankers" were programmed to prevent phosphor burn-in, screen saver modules have evolved considerably in both utility and entertainment value. Screen savers can provide privacy and security when a user is away from the computer, as well as a non-distracting diversion from the normal day to day business and computing environment. The I Love Lucy Screensaver offers utility, security, and entertainment.. Better yet, it's a Windows .SCR files, ready to run!

## Setting up your Sound Driver

The Sound Driver is the module where Windows is configured for a specific sound card or device. If you are already using such a device with Windows 3.1 and later, you have probably already installed the appropriate driver. If not, you must do so. Windows 3.1 provides a list of drivers for the most frequently used Sound Devices. If a driver is not included for your sound card, you may need to contact the manufacturer and obtain one. If you already have the correct driver installed, you do not need to reinstall to use your AudioClips.(TM)

To install a particular driver, you need to open the Control Panel, then open the Drivers icon. Select Add. If you are using a Sound Blaster card, you will see the Sound Blaster driver as one of the selections. Select the appropriate driver and install. The installation process may prompt you to insert one of your original Windows disks, so its a good idea to keep them handy.

### **Windows 3.1/3.11**

- 1. In the Main program group, open up Control Panels.
- 2. Open the DeskTop icon.
- **3.** Select the Screen Saver you want to run under the Screen Saver option. (For this product, you should select the I Love Lucy Carousel) You can use the Test button to audition Screen Savers.
- **4.** Click the Setup button to customize user-selectable options.
- **5.** Set the desired delay time for the screen saver to become active.

#### **Win 95**

- 1. Click on the Start button, select Settings, and open up Control Panels.
- 2. Double click on the Display icon
- 3. Select the Screensaver tab.
- **4.** Select the Screen Savers you want to run under the Screen Saver option. You can use the Test button to audition Screen Savers.
- **5.** Click the Setup button to customize user-selectable options.
- **6.** Set the desired delay time for the screen saver to become active.

This checkbox, if checked (or X'd), will automatically "select" all images in the Image directory to be displayed. If not checked, the "Choose Images" option will be active.

### **Sound Options**

Sounds are a lot of fun, and really enhance the impact of a screen saver module, but they can sometimes become intrusive.

The "**Full Sound**" option gives you all sounds continuously, throughout the operation of the screen saver. The "**Limited Sound**" option plays the sounds for a couple of iterations (a minute or two) for the module, then goes silent for the rest of the duration.

The "No Sound" option mutes the module entirely.

The Win 95 <b>Start</b> button appears on the Win 95 taskbar, things, the <b>Settings</b> menu.	allowing eas	y one-click acces	ss to, among	other

**Startup Program Group**This is a special Windows program group which automatically launches any application which has an icon in this program group when Windows is booted up.

### **Tech Support**

If you have a technical support question, here's how to contact us:

- 1. Surf to our Web page and read all of the relevant technical information. Our URL is: http://www.cris.com/~ssi
- **2.** Send us e-mail at: 75361.1544@compuserve.com
- **3.** Call our technical support line: (805) 494-9996 Our technical support analysts are available 8:00 a.m. to 5:30 p.m. Pacific Coast time.

### The Browzer

The "Browzer" (yes, it's spelled with a "Z" on purpose) is a multimedia CD-ROM browse utility which simplifies the process of auditioning and transferring—audio and videoclips quickly and easily. Use the Drive, Directory, and File list boxes to find a—file, then click it to select it. Press the "Audition" button to see or hear the clip. If you find one you like, you can transfer it to your Hard Drive by clicking the "Transfer" button. AVI files will automatically go into the PDESK\LUCYIMG directory, and audioclips will automatically be transferred to the PDESK\LUCY directory. Browzer is on the CD-ROM, so you'll need to make sure it's in the drive before running Browzer.



### The Chooser

This utility simplifies screensaver setup. Instead of going to the Control Panel, you can run Chooser to select and modify any of your screensaver settings.

One important thing to remember: the Chooser is NOT a screensaver "engine." It's not even required to access or configure your screensavers. It's just a shortcut to the regular screensaver configuration screen in Windows.

# **I Love Lucy: The Screen Saver**

Screensaver Introduction
Selecting Screensavers
Universal Screensaver Options
I Love Lucy Description and Special Options

**The Randomizer**The Randomizer assigns new <u>wallpaper</u> to your Windows desktop a new one each time you start!

### **Troubleshooting Questions**

### Q. After I run the setup program, what do I do next?

The setup program will place Personal Desktop and Wallpaper Randomizer icons in your Startup Program Group, so that when you re-start Windows, these programs will run automatically. Upon restarting, you should hear audio, and you should see "Wallpaper" on your desktop. These icons will be duplicated in your "LUCY Entertainment Utility" program group, should you choose to delete them from the Startup group. "Chooser" is just a shortcut to access the SCR settings, and can be used to easily change your Windows screensaver. The setup program will automatically make the I Love Lucy Carousel your currently active screensaver, but should you decide to change that, run the Chooser and ou'll see any Windows screensaver files you may have in the Screensaver drop-down list. Set the entry to "Lucy". Set the delay to determine the length of time desired for the screensaver to kick in, and you can access the I Love Lucy carousel options via the Setup button. These options allow you to customize various things such as the type of transitions between images, the actual selection of images, sound variables and other things. Once you have set these options to your preference, click the OK button. Your preferences will be saved and Chooser will quit.

# Q. How do I keep the Wallpaper Randomizer, or Personal Desktop from running automatically when I start Windows?

To keep any of the I Love Lucy Entertainment utilities from running automatically when Windows starts, delete the icons out of your Startup Program Group.

# Q. How much disk space will it take to install everything from the I Love Lucy Entertainment Utility?

Installing everything would take around 200 megabytes of HD space. The setup program installs a selection of audio and image files, but there are many more on the CD-ROM. There are five basic file types:

- 1. <u>Audio files</u>: These are standard <u>.WAV</u> files, in 8/22 mono format. They are used by Personal Desktop to "attach" sounds to various Windows events. You can use the <u>Browzer</u> to audition these files in the "Audioclp" CD-ROM directory. If you hear one you want to put on your hard drive, use the "Transfer" option. It will copy the selected .WAV file to the PDESK/LUCY directory for you. You will need to use the "<u>ADD</u>" function in Personal Desktop to add the .WAV file to the Personal Desktop Playlist. Refer to the manual or the Personal Desktop Help file for details.
- 2. <u>Wallpaper files</u>: These are standard 256 color Windows <u>.BMP</u> bitmap files. They have been palettized to the default Windows 256 color palette to minimize palette clashes with other applications. The setup program gives options to install a few, or all of these Wallpaper bitmaps into your Windows directory. The "<u>Random Wallpaper</u>" utility uses these files for the Wallpaper displays. If you don't install all of the files in the setup and you wish to add them at a later time, you can always manually copy them from the CD-ROM "Wallpapr" directory into your Windows directory.
- **3.** <u>Image files</u>: These are composite still image/sound (.BAF) files which are displayed by the I Love Lucy Carousel Screen Saver as "Image archives". You can install additional image files from the CD-ROM to your hard drive in a couple of ways:
  - **A.** Just use file manager to manually copy the .BAF files from the CD-ROM images directory to the PDESK\LUCYIMG directory on your hard drive, or...
  - **B.** There is a transfer utility built into the I Love Lucy carousel.
    - This can be accessed from the Chooser, (or by going into the Windows control panel, desktop, screensaver setup for the I Love Lucy carousel .SCR module) The instructions for this are in the on-line manual, but here's a recap:

### Transferring additional .BAF files from CD-ROM to the Hard Drive

- a. Use the Chooser to access Setup for the I Love Lucy Carousel screensaver module.
- **b**. Uncheck the "show entire archive" attribute in the Image archive.
- c. Click the Images button.
- **d.** In the Image archive Select Images window, click the "Install" button.
- e. Use the directory window to set the source path to your CD-ROM \BAF directory.
- f. Select the files (by highlighting) that you wish to transfer.

- g. Click the "install" button. The selected file(s) will be copied from the CD to your hard drive.
- **h.** When finished, be sure to click the "X" back into the "show entire archive" box in the <a href="Image">Image</a> archives. (Unless you want a limited selection of images displayed.)
- **4.** <u>Video files</u>: These files each consist of two components the video .AVI files and the associated graphic (.TSS) file. The setup program presents options to install all of these files, or a basic "footprint" of a few selections, depending on how much hard drive space you have to spare. If you choose a basic install, you can always use the browzer to audition .AVI files and transfer them at a later time.

# Q. I'm using Win'95, but when I try to play video files, I hear sound, but get an error message (but no image) in a video window.

You probably don't have the Cinepak video codec installed. Using the "add new hardware" function in your control panel, select "sound, video and game controllers" and look under the "SuperMatch" entry for the Cinepak codec. Refer to Windows help for additional information.

### Uninstalling the I Love Lucy Entertainment Utility

The installation program will create an uninstall icon in the I Love Lucy program group. Should you desire to delete all of the I Love Lucy Entertainment Utility files, double click this icon.

Each module has customizable user setup options (see Module Descriptions.) Setup options shared by all modules are:

Password protection Sound Options

### **Using the Add Application window**

The Add Application window allows you to browse a disk for application files and add those files to Personal Desktop's application list. This allows you to customize Personal Desktop for specific applications.

To change directories, click on the folder icon (for example, "C:\" or "Windows"). To change drives, click on the "Drive" popup menu.

"Add" adds the selected file to Personal Desktop's application list and makes it the current application.

### Using the Add Clips window

The Add Clips window allows you to browse a disk for sound and movie files, preview those files, and add those files to Personal Desktop's clip list.

To change directories, click on the folder icon (for example, "C:\" or "Windows"). To change drives, click on the "Drive" popup menu.

"Add" adds the selected file(s) to Personal Desktop's clip list.

"Play" can be used for previewing a clip before adding it to Personal Desktop's list.

Personal Desktop supports standard Windows wave (.wav) files and Video for Windows (.avi) files. It does not currently support MIDI files.

### To add multiple files:

Drag the mouse or use the SHIFT key to select a range of files. Use the Control (CTRL) key to select multiple, discontinuous, files.

### **Using the Control Panel**

The Personal Desktop control panel allows you to attach sound and movie files to various system events. You can also use it to temporarily turn off Personal Desktop and set various other options.

For more information, select the section name:

<u>Applications</u> Using the "Applications" drop down and controls

Events Using the "Events" list box and controls

Canceling a clip

Master Switch
Save Settings

Using the "Clip Cancel" key
Using the "PDesk On" checkbox
Using the "Auto Save" option

Clip Files Clip files overview

### Using the Keystroke Setup window

The Keystroke Setup window allows you to define a keystroke combination to: Trigger a movie or sound file Cancel a playing clip

To set a new keystroke combination:
Push the "Define Keystroke" button
Press the desired key combination, optionally using the SHIFT, ALT, and CTRL keys
Push the "OK" button

Pushing the "Clear Keystroke" button deletes any defined keystroke for this event.

To keep any changes, press "OK". Otherwise, press "Cancel".

### **Using the Movie Setup window**

Type in a new description for the movie in the "Description" field. This option is used to give a more appropriate name to a movie than possible with an 8 character filename.

Select where on the screen the movie file should play, or choose "Random" and the computer will choose the location.

Select "Preload Movie" to load the movie into memory before playing the file. This can make the clip appear on the screen faster, at the expense of some additional memory.

When you are finished, select "OK" to keep your changes.

### Using the Sound Setup window

Type a new description for the sound in the "Description" field and select "OK". This option is used to give a more appropriate name to a sound than possible with an 8 character filename.

## Using a sound card

With the explosion of interest in multimedia applications for the PC, many add-on cards which feature enhanced sound capabilities have made their way to the market, and enjoyed considerable popularity. These cards allow you to enjoy high quality audio for games, educational programs, music composition, computer-generated speech and annotation, and multimedia presentations.

The most popular is the Sound Blaster card, which currently enjoys the status of a de facto hardware standard, but a number of new cards with rapidly increasing capabilities and sound quality are being introduced.

Usually, when you purchase a sound card, you will be provided with a Windows 3.1 driver for that card. If you are already using your sound card with Windows, then you probably already have the correct driver installed. If you did not receive a driver for the card, or you did not install one, you will need to do so in order to use your sound card with Windows 3.1. For more information, see "Setting Up Your Sound Driver."

### **Video archive Access**

This option allows you to activate the special Video archive video files. If you don't install all of these files at setup time, you can use the Browzer (see following section) to transfer additional modules. Just select any of the AVI files (from Browzer) in on of the data category directories on the CD. Transferring with Browzer will automatically move them to the appropriate directory on the hard drive.

Video for Windows is the system software that allows Windows to play back video files.

### What are AudioClips?

Sound can be recorded digitally in a process called sampling, then stored and reproduced later by reversing this process and converting this "sample" data back to sound. If you enjoy the clean, high fidelity sound of CDs, then you have already encountered digitized audio. This data can be stored to a computer disk as a file. If your computer is equipped with Windows 3.1, you can actually play back these files directly from your computer or, for even better fidelity, via a sound card like Sound Blaster. AudioClips(TM) are the actual audio data, stored as files, that the PC reads and converts into sound. The sounds in this package were recorded from original soundtrack masters and converted into 8 and 16 bit samples, which were then saved as data files for playback on a sound card. These digital samples can be used with any program which reads Windows 3.1 .WAV files. Within the Windows 3.1 environment, these sounds can even be set to play as you work!

Digitized audio data can use a lot of memory, so our AudioClips(TM) are created in short segments of varying lengths. These are perfect for use in entertainment and presentation applications -- a fun way to spice up those boring memos!

## What is Personal Desktop?

Personal Desktop is a unique "personal multimedia" program that plays sounds and Video for Windows videos in response to system events.

Personal Desktop can play video and sound files at the following times:

- Instead of the normal system beep
- At Windows startup and exit
- Whenever you move, resize, minimize or maximize Windows
- At :00, :15, :30, and :45 past each hour
- Whenever you enter or exit an application
- When a selected key combination is hit
- When certain dialogs are opened

Personal Desktop is a fun way to customize your computer and enter the world of multimedia as well.

**Win 95 limitations:** Personal desktop will work under Win 95, but it does not support long filenames.

### Wallpaper

Wallpaper is a term used to describe the graphic backdrops that can be used for the Windows desktop. Windows allows the use of any bitmap file as a graphic backdrop.

The I Love Lucy Entertainment Utility includes several custom 640 X 480 I Love Lucy wallpaper files, specially designed for your desktop.