# Contents for Winsmile Help

Winsmile is a program that periodically displays text messages.

To learn how to use Help, press F1.

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# Selecting the Text Font

**To select a font for the message display**

    1    Select Font from the Menu Bar.

          The font change is shown in the Sample box.

    2    Select a font from the Font box.

          The font change is shown in the Sample box.

    3    Select a style from the Font Style box.

          The font change is shown in the Sample box.

    4    Select a size from the Size box.

          The font change is shown in the Sample box.

    5    Select OK or press Enter to select the new font, or select Cancel to keep the current font.

# Selecting the Text File

**To select a text file for the message display**

1    Select Files from the Menu Bar.

2    Select Text File from the drop-down menu.

3    Select a text file from the File Name box.

4    Select OK or press Enter to select the text file, or select Cancel to keep the current text file.

# Setting the Timing

**To set the time between messages**

1   Select Time from the Menu Bar.

2   Set the hour, minute, and second in the Time Between Messages box to the desired time.

·   It may be easier to set the time by clicking on the up arrow or down arrow.

3   Select OK or press Enter to select the new time, or select Cancel to keep the currently selected time.

**To set the time each message stays on the screen**

1   Select Time from the Menu Bar.

2   Set the seconds in the Time Message Lasts box to the desired time.

·   It may be easier to set the time by clicking on the up arrow or down arrow.

3   Select OK or press Enter to select the new time, or select Cancel to keep the currently selected time.

**To display messages in order or at random**

1   Select Time from the Menu Bar.

2   Select In Order or At Random from the Sequence box.

3   Select OK or press Enter to select the new ordering or select Cancel to keep the currently selected ordering.

# Setting the Sound

**To select silence, beep, or sound file.**

1   Select Sound from the Menu Bar.

2   Select No Sound, Beep, or Sound File.

    (To be able to select Sound File, your computer must have a sound card and Microsoft "Video for Windows" or the equivalent installed.)

3   Click or press Enter on the main menu Play button to hear the sound.

**To select the beep pitch**

1   Select Sound from the Menu Bar.

2   Select Lo Beep,   Medium Beep, or High Beep.

3   Click or press Enter on the main menu Play button to hear the sound.

**To select the beep duration**

1   Select Sound from the Menu Bar.

2   Select Short Beep, Mid Length Beep, or Long Beep.

3   Click or press Enter on the main menu Play button to hear the sound.

**To select which sound file plays**

(To be able to play a sound file, your computer must have a sound card and Microsoft "Video for Windows" or the equivalent installed.)

1   Select Files from the Menu Bar.

2   Select Sound File from the drop-down menu.

3   Select a sound file from the File Name box.

4   Select Play to hear the file you have selected.

5   Select OK or press Enter to select the listed file, or select Cancel to keep the currently selected sound file.

# Creating Your Own Text File

**In addition to the text files supplied with Winsmile, you can alse use text files that you create with your word processor or text editor.**

1 Use any word processor or text editor program.   Be sure you save your text file as a TEXT or ASCII file.   The filename extension (last three letters after the period) must be .TXT.

2 To make it easier to find your text file from Winsmile, put your text file in the same directory as your Winsmile files.

3 Make each paragraph one long line.   Winsmile will display line breaks when neccessary to make the paragraph fit the display window.

4 Start a new line wherever you want Winsmile to **always** insert a line break.

5 Separate the messages in your text file with a blank line.   A blank line means "end of message".

6 Your text file may contain any number of messages.   If your text file contains only one message, then that message will be the only one that is displayed.

# Running

**When you select** Run **from Winsmile main window, Winsmile is minimized and the run sequence starts.**

1   A message from the selected text file is displayed.   If a sound is selected, then the sound plays.

2   The message remains on the screen for the time selected in **Time Message Lasts** in the Time window.   While the message is on the screen, it can be moved or resized.

3   You can make the message disappear immediately by pressing Enter or clicking on YES!.

4   The message disappears.   Now you may use your computer normally.   Winsmile "sleeps" for the time selected in **Time Between Messages** in the Time Window.

5   When **Time Between Messages** is up, Winsmile goes back to step 1, displaying a different message from the text file.

**To stop the run:** restore the main window by clicking on the icon, and selecting Restore.

### *See Also*

Set the Timing

When a window is minimized, it is replaced by an icon at the bottom of the screen.   Restore it to normal by double-clicking on the icon, or click on the icon and select **Restore**.

# Testing

**When you select** Test **from Winsmile's main window, a message from the selected text file is displayed.   If a sound is selected, then the sound plays.**

- · The message window may be moved via its miniature bar at the top, like any other Windows window.

- · The message window may be resized, like any other Windows window.

- · Winsmile "remembers" the size and position of the message window.   When it is displayed again, it will have the same size and position.

- · When you are satisfied with the test, make the message disappear by pressing Enter or clicking on YES!.

# Registering

**Winsmile is a shareware product.   You are free to make copies of Winsmile and pass them on to your friends for their evaluation.   If you use Winsmile, you are expected to pay a registration fee of $24.95 to Wellsoft.**

**To order Winsmile:**

1    Select Help from the Menu Bar.

2    Select Register.

3    Select Print.

A convienent order form will be printed.   Mail the order form and your check for $24.95 to:

Wellsoft
P.O. Box 2000-250
Mission Viejo, CA
92690

**What is shareware?**

Shareware is a marketing method.   You try shareware before you buy it.   It is not "free" - you are expected to pay for it if you use it.

You are free to give copies of **Winsmile** to your friends for their evaluation.

# Winsmile Main Window

**Select** Test **to test and set your message display.   Select** Run **to minimize the Main Window and start running.**

*See also...*

Test

Run

**Restore command (Control menu)**

Use this command to return the active window to its size and position before you chose the Minimize command.

**Switch to command (application Control menu)**

Use this command to display a list of all open applications.   Use this "Task List" to switch to or close an application on the list.

**Shortcut**

    Keys:        CTRL+ESC

**Dialog Box Options**

When you choose the Switch To command, you will be presented with a dialog box with the following options:

**Task List**

    Select the application you want to switch to or close.

**Switch To**

    Makes the selected application active.

**End Task**

    Closes the selected application.

**Cancel**

    Closes the Task List box.

**Cascade**

    Arranges open applications so they overlap and you can see each title bar.   This option does not affect applications reduced to icons.

**Tile**

    Arranges open applications into windows that do not overlap.   This option does not affect applications reduced to icons.

**Arrange Icons**

Arranges the icons of all minimized applications across the bottom of the screen.

**Move command (Control menu)**

Use this command to display a four-headed arrow so you can move the Winsmile main window with the arrow keys.

**Shortcut**

    Keys:      CTRL+F7

**Minimize command (application Control menu, Title Bar)**

Use this command to reduce the Winsmile main window to an icon.

**Shortcut**

Keys:      ALT+F9

**Close command (Control menus)**

Use this command to close Winsmile.

Double-clicking a Control-menu box is the same as choosing the Close command.

**Shortcuts**

Keys:       ALT+F4 closes Winsmile

**Help Contents command (Help menu)**

Use this command to display the opening screen of Help.   From the opening screen, you can jump to step-by-step instructions for using Winsmile and various types of reference information.

Once you open Help, you can click the Contents button whenever you want to return to the opening screen.

**How to Use Help command (Help menu)**

Use this command for instructions about using Help.

**About Winsmile command (Help menu)**

Use this command to display the copyright notice,   version number and other Winsmile information.

**Exit command (File menu)**

Use this command to end Winsmile.

**Shortcuts**

    Mouse:    Double-click the application's Control menu button.

    Keys:    ALT+F4

**Status Bar**

The status bar is displayed at the bottom of the Winsmile main window.   It describes actions of menu items as you use navigate through menus.   If after viewing the description you don't wish to execute the command, then release the mouse button while the pointer is off the toolbar button.

**Title Bar**

The title bar is located along the top of the main window.   It contains Winsmile's application
    name.

To move the window, drag the title bar.

Winsmile's title bar contains the following elements:

    1    Application Control-menu button

    2    Name of the application (Winsmile)

    3    <u>Minimize</u> button