

Quick Reference Help for Icon Hear-It

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Introduction and Miscellaneous Information

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

It runs under Windows Program Manager and Norton Desktop for Windows. 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.

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.
- *10MB 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.

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

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 functions differently from Windows 3.1 Program Manager.

They are:

1. You cannot animate Group Icons.
2. 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.
3. 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 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. Move the Icon Hear-It icon from the Icon Hear-It group to the Startup group.

*Please note, double clicking on the Icon Hear-It icon - whether in the Icon Hear-It group or in some other group - after Icon Hear-It has been started, acts as a toggle between the modes of operation; namely as a new option on the Program Manager Menu line or as a Detached Button Bar Menu.

Changing Icons

To change the current PM or NDW icon to a different icon display:

1. Select the Program Manager icon that you want to change.
2. Start the Change Icon function.
3. Use the original icons that come with Icon Hear-It
OR
Use a library of Icons from your own disk files.
5. Browse through the icon library
6. Select the library icon you want the currently selected icon to display.
7. **Click** on the Close button to return to Program Manager or Norton Desktop.

To change any icon back to its original display:

1. Select the PM or NDW icon you wish to restore.
2. Start 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 Line:

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

1. **Click** on the Change Icon button.

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 PM or NDW icon:

1. **Click** on the PM or NDW icon you wish to change.

This will highlight its name.

*Please note, the current PM or NDW 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



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. Select 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...

i.e. Drive:\Directory\File Name.Extension

then type the full path name in the File Name edit box (upper left box).

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.
 - 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 extensions.

Changing Static Cursors

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

1. Start 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. Browse through the Cursor library and select 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.

To change any cursor back to its original state:

1. Start 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.

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

1. **Click** on the Change Cursor button.

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.



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: 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 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 PM or NDW icon to one of the movies that come with Icon Hear-It:

1. Select the PM or NDW icon that you want to animate.
 2. Start the Animate Icon function.
 3. Select the movie, movie speed and number of frames 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. Select the animated icon that you want to stop.
2. Start 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.

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

1. **Click** on the Animate Icon button.

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

If the movie you wish to play/assign is not showing in the 'Select a Movie' list box, it may be in a different drive/directory path. To set a path from which to choose a movie file:

1. **Double click** on the Drive letter you want to choose in the 'Drives/Dir' list box. The Drive specification letters are at the end of the list. For example to view the directories and files on your C drive, click on the **[-c-]** item. (Notice that the 'Path:' text below the list box changes).
2. **Double click** on the Directory you want to choose in the 'Drives/Dir' list box. If there are valid .MVE and/or .AVI files in that directory, they will display in the 'Select A Movie' list box. (Notice that the Path: text changes each time you select a directory).

To view directories that are further back in the selected path:

1. **Double click** on the **[..]** item at the top of the list box. If there is no item like this, then you are at the root of the drive that you have selected. For instance, if the text after the word Path: is c:\dir1\dir2\dir3, then you are looking at whatever is in subdirectory dir3 in that path. To view what is in dir2, you would double click on the **[..]** list box item. The selected path should now read - c:\dir1\dir2.

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 in the selected path.
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.

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 speed up the run time, the left arrow slows down the run time.

To set the number of frames that the movie plays:

1. **Click** on the right/left arrows of the Frames box to change the number of frames, from 1 frame to a max of 20 frames, that a movie runs. The right arrow will increase the number of play frames, while the left arrow decreases the number of frames to play.

Animating the System Cursor

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

1. Start the Animate Cursor function.
 2. Select 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. Start 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.



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

1. **Click** on the Animate Cursor button.

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 Cartoon

If the cartoon you wish to play/assign is not showing in the 'Select a Cartoon' list box, it may be in a different drive/directory path. To set a path from which to choose an Icon Hear-It movie file:

1. **Double click** on the Drive letter you want to choose in the 'Drives/Dir' list box. The Drive specification letters are at the end of the list. For example to view the directories and files on your C drive, click on the **[-c-]** item. (Notice that the 'Path:' item on top of the Test Animation button changes).
2. **Double click** on the Directory you want to choose in the 'Drives/Dir' list box. If there are valid .MVE and/or .AVI files in that directory, they will display in the 'Select A Cartoon' list box. (Notice that the Path: item on top of the Test Animation button changes).

To view directories that are further back in the selected path:

1. **Double click** on the **[..]** item at the top of the list box. If there is no item like this, then you are at the root of the drive that you have selected. For instance, if the text after the word Path: is c:\dir1\dir2\dir3, then you are looking at whatever is in subdirectory dir3 in that path. To view what is in dir2, you would double click on the **[..]** list box item. The selected path should now read - c:\dir1\dir2.

To select an Icon Hear-It cartoon you want to play:

1. **Click** on the up/down arrows of the 'Select A Cartoon' list box to browse the names of the cartoons in the selected path.
2. **Click** on the desired cartoon name.
3. Set the Cartoon Start time, Stop delay, Direction and Animation Speed.
4. Preview the Cartoon and the Cartoon 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.

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 Cartoon

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.

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 Cartoon

To set the speed at which the Cartoon animates:

1. **Click** on the right/left arrows of the Animation Speed box to change the speed at which the Cartoon 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.

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 a sound or multiple 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. Icons
2. Dialog Boxes
3. Push Buttons
4. Window's Events

You may select how a play list that is assigned to a Windows event will be played every time that event is activated by setting a play list mode.

You may copy and delete sound (WAV) files from one directory to another.

Setting the Play List Play Mode

You may assign multiple sounds (a play list) to any Dialog box or Windows event. You may select how those sounds will be played each time that event is activated - either sequentially, randomly or chained. The first two options play a single sound from the event's play list as that event is activated. Icon Hear-It chooses a sound either randomly or follows the sequential play list order. A chained play list will play all sounds in the play list in sequential order whenever that event is activated.

To set a play list mode:

1. Create a play list.
2. Assign the play list to a dialog box or Windows event.
3. **Click** in the circle in front of the word random, sequential or chained, depending on how you want to play the sound play list for that event.

Copying/Deleting Sound Files to/from Directories

To copy sound files to another directory:

1. Select the sound file that you want to copy.
2. **Click** on the Copy button.

This will bring up a new dialog box. This new box is the Copy dialog box. You use the Copy dialog box to select the new Drive/Directory path that you want to copy the selected sound (WAV) file into.

To set a path:

1. **Click** on the Drive within the Drives list box, you want to copy to.
2. **Double click** on the Directory that you want to copy to.
3. **Click** on the OK button to copy the selected WAV file to the new Drive/Directory path.

To delete a sound (WAV) file from a Drive/Directory path:

1. Select the sound file that you want to delete.
2. **Click** on the Delete button.
3. **Click** on the OK button to delete the selected file from the current Drive/Directory.
OR
Click on the No button to cancel the delete and leave the file intact.

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.

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

1. **Click** on the Sound button.

It is the picture of a Treble Clef 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

i.e. Drive:\Directory\File Name.Extension

then type the full path name in the File Name edit box (middle left box).

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
OR
Click on the WAV file you wish to use
Click on the ADD button
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. Changing sounds attached to Icons:

Without using Tracker

Using Tracker

2. 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(s) 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 PM or NDW 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 of the Attach Sound dialog box.

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 Remove button
OR
Click on the Remove All button to remove all sounds from the play list.
4. **Click** on the Ok or Cancel button to return to Program Manager or Norton Desktop.

Using Sounds with Dialog Boxes

1. Changing sounds attached to Dialog Boxes:

Without using Tracker

Using Tracker

2. Removing sounds attached to Dialog Boxes:

Without using Tracker

Using Tracker

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 to which you want to attach sound(s).

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.

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 Remove button.
OR
Click on the Remove All button to remove all sounds in a play list.
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 icon sounds:

1. Start 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. Select 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 Remove 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 icon.

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. Start 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. Select 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. 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 '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 Remove button.
6. **Click** on the Ok button of the Question Window that comes up to Unassign the sound

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. Attach sound to Push Buttons
2. Adding new Push Buttons and attach sounds
3. Change sounds attached to Push Buttons
4. Remove 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. Start 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. Select 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. Start 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. Select 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. 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 '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 Remove 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 push button.

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 assign/change 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. Add/Change Sounds attached to Window's Events
2. Remove 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. Start 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. Select 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. 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 '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 Remove 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 window event.

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 immediately
2. Say the system time at predefined intervals
3. Play Windows Solitaire(we've added some ways to 'help' you win!).
4. Play Windows Minesweeper with sound.
5. Use the Windows Calculator 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.
-

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

1. **Click** on the Say The Time button.

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.
 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 'Talking Apps' button.

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 'Say Time Opts'.

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

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

1. **Click** on the 'Talking Apps' button.

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 'Solitaire' button.

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

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

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

1. **Click** on the 'Talking Apps' button.

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 'Minesweeper' button.

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

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

1. **Click** on the 'Talking Apps' button.

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 'Calculator' button.

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

You may play various types of Screen Savers: a video list, a slide show, screen breaks, or set up a play list of the regular screen savers you've come to know and love. Video lists are play lists comprised of one or more 'videos (AVI files). Slide shows take bitmaps (BMP files) from anywhere on your system and display them one at a time and in succession. Screen breaks are videos (AVI files) that run against a full screen background. The Screen Savers I've just described are called Video Savers in Icon Hear-It.

To select regular Screen Savers *using Icon Hear-It on the Menu bar*:

1. **Click** on the 'Other Savers' menu item.

To select regular Screen Savers *using the Detachable Button Bar Menu*:

1. Start the Screen Saver function.
 2. **Click** on the 'Other Savers' text.
-

To select Video Screen Savers *using Icon Hear-It on the Menu bar*:

1. **Click** on the 'Video Savers' menu item.

To select Video Savers *using the Detachable Button Bar Menu*:

1. Start the Screen Saver function.
2. **Click** on the 'Video Savers' text.

Regular Screen Savers

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

1. Viewing a Screen Saver.
2. Select a Screen Saver or create a list of Screen Savers.
3. Set the screen's hot and cold spots.
4. Set the time to elapse before the Screen Saver list 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
Delete ALL Screen Savers from the play list.

*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.

Previewing a Screen Saver

To view a Screen Saver:

1. **Click** on the Screen Saver you wish to view in the 'All Screen Savers' list box.
2. **Click** on the 'Test' button.

*Please note, to stop viewing the Screen Saver, move your mouse or hit a key on your keyboard.

Starting Screen Saver

To start the Screen Saver 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 Screen Saver menu item.

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

1. **Click** on the Screen Saver menu item.

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 Screen Savers

1. Adding Screen Savers to a list.
2. Deleting a Screen Saver from a list.
3. Moving a Screen Saver within a list.
4. Setting the mode of play for a Screen Saver play list.

Adding Screen Savers to a List

1. **Click** on the up/down arrows of the 'All Screen Savers' list box to browse the names of the Screen Savers available with Icon Hear-It.
2. **Double click** on the desired Screen Saver name.
OR
Click on the desired Screen Saver name.
Click on the 'Add To List' button at the bottom of the Screen Saver dialog box.

Deleting Screen Savers from a List

1. **Click** on the up/down arrows of the 'Selected Screen Savers' list box to browse the names of the Screen Savers in the play list..
2. **Click** on the Screen Saver that you want to remove from the play list.
3. **Click** on the 'Delete From List' button at the bottom of the Screen Saver dialog box.

Moving Screen Savers Within a List

1. **Click** on the Screen Saver name you want to move in the 'Selected Screen Saver' list.

*Please note, the cursor changes to a white box within a black box to denote that you have captured and are moving an item.

2. **Drag** the captured item to the desired location in the play list.

3. Let go of the left mouse button to drop the captured item to a new location within the list.

*Please note, If you are moving up the play list, the captured Screen Saver (the one you're moving) is inserted ahead of the currently highlighted item. If you are moving down the list, the captured item is inserted after the currently highlighted item.

Setting a Screen Saver's Options

Some Screen Savers come with their own set of specific options (the Setup button on the dialog box), 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 Screen Savers option screens to go through here in this help text. I will go over an option that is important.

Setting a Password on a Screen Saver:

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. DON'T FORGET THE PASSWORD!!** 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.

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. Start the Screen Saver function.
2. Remove ALL of the Screen Savers from the Screen Saver play list.
3. **Click** on the OK button.

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 cold spot.

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.

Setting Screen Saver Play List Mode of Play

To set your play list to play either sequentially or randomly:

To play a list of Screen Savers in sequential list order:

1. Create a list of Screen Savers to play.
 2. **Click** in the circle in front of the word Sequential.
-

To play a list of Screen Savers in a random list order:

1. Create a list of Screen Savers to play.
2. **Click** in the circle in front of the word Random.

Video Screen Savers

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

1. Select the type of Video Saver you want to use.
2. Set the screen's hot and cold spots.
3. Set the time to elapse before the Screen Saver list automatically starts.
4. **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
Delete ALL Screen Savers from the play list.

*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.

Selecting a Video Screen Saver Type

1. Using a Video List as a screen saver.
2. Using a Slide Show as a screen saver.
3. Using Screen Breaks as a screen saver.

Using a Video List as a Screen Saver

You may also use .AVI files as Screen Savers. AVI files are video movies that have been converted into something that a computer system can play.

To use AVI files in the current Screen Savers play list:

1. **Double click** on the file named ' MVS-Play a List of Videos' from the 'All Screen Savers' list box.
2. **Click** on the 'MVS-Play a List of Videos' item in the Selected Screen Savers list box.
3. **Click** on the Setup... button.

This will bring up the 'Configure List of Videos' dialog box. From this box, you may choose one or more AVI files to run as Screen Savers.

4. Create an AVI file play list.
5. Preview an AVI file.
6. Set the Video List options.
7. Copy and Delete files to other Drives/Directories.
8. **Click** on the OK button to accept your selections.

Copy/Delete Video Files to Other Drives/Dir

To copy video files to another directory:

1. **Click** on the video file that you want to copy.
2. **Click** on the Copy button.

This will bring up a new dialog box. This new box is the Copy dialog box. You use the Copy dialog box to select the new Drive/Directory path that you want to copy the selected video file into.

To set a path:

1. **Click** on the Drive within the Drives list box, you want to copy to.
2. **Double click** on the Directory that you want to copy to.
3. **Click** on the OK button to copy the selected video file to the new Drive/Directory path.

To delete a video file from a Drive/Directory path:

1. **Click** on the video file that you want to delete.
2. **Click** on the Delete button.
3. **Click** on the OK button to delete the selected file from the current Drive/Directory.
OR
Click on the No button to cancel the delete and leave the file intact.

Video List Options

There are three options to consider within the 'Configure Video List' dialog box:

1. Enabling sound for an AVI:

- 1.1 **Click** in the box in front of the text 'Enable Sound' in the Options box.

This box acts as a toggle, if there is an X in the box, then sounds recorded with an AVI will play. If the box is empty, then sounds for all AVIs are disabled.

2. Determining the size that AVIs will play:

- 1.1 **Click** in the box in front of the text 'Play Full screen' in the Options box.

3. Setting a Password for the Video List Screen Saver.

- 1.1 Click in the box in front of the text 'Password'.
- 1.2 Click on the 'Set Password' button.
- 1.3 Type in the Old Password for the Screen Saver.
- 1.4 Type in the New Password for the Screen Saver.
- 1.5 Retype the New Password.

Using a Slide Show as a Screen Saver

To use BMP files in the current Screen Savers play list:

1. **Double click** on the file named ' MVS-Slide Show" from the 'All Screen Savers' list box.
2. **Click** on the 'MVS-Slide Show' item in the Selected Screen Savers list box.
3. **Click** on the Setup... button.

This will bring up the 'Configure List of Videos' dialog box. From this box, you may choose one or more BMP files to run as Screen Savers.

4. Create a Slide Show file play list.
5. Preview a BMP file.
6. Set the Slide Show options.
7. Copy and Delete files to other Drives/Directories.
8. **Click** on the OK button to accept your selections.

Slide Show Options

There are three options to consider within the 'Configure Slide Show' dialog box:

1. Determining the size that BMPs will display:

- 1.1 **Click** in the box in front of the text 'Stretch to Fit Screen' in the Options box.

This box acts as a toggle, if there is an X in the box, then all bitmaps within the Slide Show display full screen.

2. Setting the display time for all bitmaps in a Slide Show:

- 1.1 **Click** on the arrows in the 'Change Every X Seconds' box in the Options box.

The left arrow decreases the number of seconds each bitmap displays. The right arrow increases the time in seconds that each bitmap displays.

3. Setting a Password for the Slide Show Screen Saver.

- 1.1 Click in the box in front of the text 'Password'.
- 1.2 Click on the 'Set Password' button.
- 1.3 Type in the Old Password for the Screen Saver.
- 1.4 Type in the New Password for the Screen Saver.
- 1.5 Retype the New Password.

Using Screen Breaks as Screen Savers

To use the Screen Breaks files in the current Screen Savers play list:

1. **Double click** on the file named 'MVS-Screen Breaks' from the 'All Screen Savers' list box.
2. **Click** on the 'MVS-Screen Breaks' item in the Selected Screen Savers list box.
3. **Click** on the Setup... button.

This will bring up the 'Configure Screen Breaks' dialog box. From this box, you may choose one or more Screen Breaks files to run as Screen Savers.

4. **Click** on the Screen Break file that you want to use as a Screen Saver.
5. **Click** on the Ok button to save your selection.

To improve running time performance (or to increase the disk space on your hard drive) you can copy a Screen Break file to and from your CD.

To improve a Screen Break file Run time:

1. **Click** on the 'Copy to AVI Directory'.

This will copy a Screen Break file to the default AVI directory (or any AVI directory that you set up at install time).

To increase your hard drive space once you've copied a Screen Break file from the CD.

1. **Click** on the 'Delete From AVI Directory'.

Creating a Play List

If the movie you wish to play/assign is not showing in the 'Files:' list box, it may be in a different drive/directory path. To set a path from which to choose a movie file:

1. **Double click** on the Drive letter you want to choose in the 'Drives/Dir' list box. The Drive specification letters are at the end of the list. For example to view the directories and files on your C drive, click on the **[-c-]** item. (Notice that the 'Path:' text below the list box changes).
2. **Double click** on the Directory you want to choose in the 'Drives/Dir' list box. If there are valid AVI or BMP (depending on whether you are using Video Lists or Slide Shows) files in that directory, they will display in the 'Files:' list box. (Notice that the Path: text below the list box changes each time you choose a directory).

To view directories that are further back in the selected path:

1. **Double click** on the **[..]** item at the top of the list box. If there is no item like this, then you are at the root of the drive that you have selected. For instance, if the text after the word Path: is c:\dir1\dir2\dir3, then you are looking at whatever is in subdirectory dir3 in that path. To view what is in dir2, you would double click on the **[..]** list box item. The selected path should now read - c:\dir1\dir2.

To add files to a play list:

1. **Double Click** on the AVI or BMP file in the 'Files:' list box that you want to add to your play list.
OR
Click on the AVI or BMP file in the 'Files:' list box.
Click on the Add button.
-

To delete files from a play list:

1. **Click** on the AVI or BMP file in the 'Play List' list box, that you want to remove from the play list.
 2. **Click** on the Remove button.
-

To remove all of the files from a play list:

1. **Click** on the Remove All button.

Previewing a Video Screen Saver

To preview a file.

1. **Click** in the box that is in front of the text 'Preview'. This will set the selected Play List in a preview mode.
2. **Click** on the file you want to view. Simply click on any other file in the Play List to preview another file.

To cancel the preview mode:

1. **Click** in the box that is in front of the text 'Preview'. This will remove the X and put you back into a regular mode.

Wallpaper

To use Wallpaper:

1. Start the Wallpaper function.
 2. Select the Wallpaper and Wallpaper options 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.
 4. Moving Wallpaper files to other Drive/Directory paths.
-

To remove a wallpaper:

1. Start the Wallpaper function.
2. Remove ALL of the Wallpapers from the Wallpaper play list.
3. **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.

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

1. **Click** on the Wallpaper button.

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
i.e. Drive:\Directory\File Name.Extension
then type the full path name in the File Name edit box (middle left box).

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. **Double click** on the top item of the Directory list box (it should be the letter of the drive you selected).
 - 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

Wallpaper options are:

1. Creating a play list for multiple wallpapers.
2. Setting the mode you want the play list to cycle through.
3. Setting the display style for the Wallpaper(s) - either tiled or centered.

Wallpaper Style

To select whether you want this wallpaper to be tiled or centered:

To tile the wallpaper:

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

To center the wallpaper:

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

Creating a Wallpaper Play List

1. Adding Wallpapers to a list.
2. Deleting a Wallpapers from a list.
3. Moving a Wallpaper within a list.

Adding Wallpapers to a List

1. **Select** a Wallpaper that you want to add to the 'Selected Wallpaper' List box.
2. **Double click** on the desired Wallpaper name.
OR
Click on the desired Wallpaper name.
Click on the 'Add' button.

Deleting Wallpaper from a List

1. **Click** on the up/down arrows of the 'Selected Wallpapers' list box to browse the names of the wallpapers in the play list..
 2. **Click** on the Wallpaper that you want to remove from the play list.
 3. **Click** on the 'Remove' button.
-

To remove all of the Selected Wallpapers from the current play list:

1. **Click** on the 'Remove All' button.

Moving Wallpapers Within a List

1. **Click** on the Wallpaper name you want to move in the 'Selected Wallpaper' list.

*Please note, the cursor changes to a white box within a black box to denote that you have captured and are moving an item.

2. **Drag** the captured item to the desired location in the play list.

3. Let go of the left mouse button to drop the captured item to a new location within the list.

*Please note, If you are moving up the play list, the captured wallpaper (the one you're moving) is inserted ahead of the currently highlighted item. If you are moving down the list, the captured wallpaper is inserted after the currently highlighted item.

Setting a Wallpaper Play List Mode of Play

To set your play list to play multiple Wallpapers either sequentially or randomly:

To play a list of Wallpapers in sequential list order:

1. Create a list of Wallpapers to play.
 2. **Click** in the circle in front of the word Sequential.
-

To play a list of Wallpapers in a random list order:

1. Create a list of Wallpapers to play.
2. **Click** in the circle in front of the word Random.

Moving Wallpaper Files to Other Drive/Directory Paths

You can use the wallpaper function to delete .BMP files from or copy to other Drives/Directories.

To copy a .BMP file to another Drive/Directory:

1. **Click** on the file you want to copy in the File list box at the bottom of the Wallpaper dialog box.
2. **Click** on the Copy button.

This will bring up the Copy dialog box.

3. **Click** on the Drive you want in the Drives list box.
4. **Double click** on the Directory in the Directories list box.
5. **Click** on the OK button.

This will return you to the main Wallpaper dialog box.

To delete a BMP file from a directory:

1. **Click** on the BMP file you want to delete in the File list box at the bottom of the Wallpaper dialog box.
2. **Click** on the Delete button.
3. **Click** on the OK button to confirm that you wish to delete the selected file.
OR
Click on the No button to leave the selected file within the current Drive/Directory path.

Options

To set Icon Hear-It Options:

1. Start the Option function.
2. Set 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.
-

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

1. **Click** on the Options button.

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 device options.
-

To disable ALL sounds in the Icon Hear-It session:

1. **Click** on the box in front of the text 'Disable All Icon Hear-It Sounds'.
-

To use foreign languages and different dialects in your Icon Hear-It session:

1. **Click** on the 'Language/Personality Setting' drop down list box.
 2. **Click** on the setting that you want for all sounds.
-

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 Detachable Button Bar. menu, otherwise, the menu displays off of the Program Manager or Norton Desktop menu bar.
-

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 custom cursors 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 you 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.

To turn 'on' a switch :

1. **Click** in the box until a carrot appears.

To turn 'off' a switch:

1. Click in the box until the carrot disappears and the box is empty.

Setting Sound Device Options

To change the PC Speaker Options:

1. Start the options function.
2. **Click** on the PC Speaker Setup 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.

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 Ok. 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	wave 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.

