# The Sun Page 3 Screen Saver and Calendar Handbook

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## <u>Contents</u>

- 1. System requirements
- 2. Installation
- 3. Screen Saver
- 4. Calendar

## **<u>1. System Requirements</u>**

A 486SX25, or higher, IBM compatible PC

-MS-Windows 3.1 or 3.11 or Windows 95.

-For best results, use a **mouse**.

-You need approximately **10 MB** free disk space.

-You need a minimum of **4 MB** memory.

-For installation, you need a **CD-ROM** drive.

-A graphics adapter that supports a minimum of **256** colours is required

IF YOU HAVE NOT ALREADY DONE SO, PLEASE READ THE README FILES INSTALLED WITH THIS PROGRAM.

## 2. Installation

## Windows 3.1/3.11

Go into Program Manager.

Click on File . Select RUN, insert the letter of your CD-ROM drive followed by :\set-up. e.g.: d:\setup

Follow the on screen instructions.

## 3. Screen Saver Set-up

When you finish the "set-up" as described above, the screen saver is installed. You must activate the screen saver by selecting the "Desktop" Icon in the "Control Panel". Then choose **PAGE 3** in the screen saver selection box. Refer to your Windows manual for more information on setting up screen savers.

The Screen Saver Set-up allows you to select pictures, change transitions and select transition times. The set-up window is accessed through "Desktop".

Pictures can be removed from and added to your screen saver through the set-up box. Using the drive selection box, select the drive where your Sun Page 3 CD-ROM is located. Available pictures are listed on the left and selected pictures on the right. Highlight the required image from the list and use the add or remove buttons as required. The image highlighted can also be seen in the preview window.

Pictures can be viewed as 256 colour images or as 24 bit True colour images. This is achieved by clicking on the "True Colour" box below the file list.

WARNING. ONLY SELECT TRUE COLOUR IMAGES IF YOU ARE SURE YOU'RE SYSTEM HAS THE ABILITY TO DISPLAY THEM. TRUE COLOUR IMAGES ARE LARGE FILES AND NEED A LOT OF SYSTEM RESOURCES TO DISPLAY.

If your system does have the capability of displaying true colour images, be sure that the video card is set for 32K colours or greater before checking the "True Colour". Failure to do this will result in the system temporarily hanging.

Select transition style and time by clicking on the relevant boxes.

## 4. Calendar

The main features of the calendar are the appointment book and the year planner. With the added bonus of selecting your favourite Page 3 Girls.

To open the calendar double click on the Page 3 Calendar Icon. The calendar will automatically open at the current month with today's date highlighted in yellow. The current date also appears on a button next to the scroll bar. Pressing this button will return you the current date from where ever you are in the calendar.

The scroll bars can be used to scroll through the months.

Monthly reminders can be added in the "Notes" box below the calendar. Click on the "Notes" box, enter your text then press the "Save" Button.

#### Year Planner

The "Year Planner" button opens the year planner for the current year. The year planner uses a unique "Traffic Light" system for highlighting busy days. Based on appointments entered, a green square indicates a day with some appointments, an amber square indicates a day with over half the working day booked and a red box indicates a full day. This indicator is also duplicated on the monthly calendar.

The scroll bar at the bottom of the year planner will move forwards and backwards through the years. As with the calendar, pressing the date button to the left of the scroll bar will return you to the current day.

Double clicking on a day in the year planner will activate the appointment book for that day.

#### Appointment Book

The appointment book can be accessed from the calendar or year planner by double clicking on the day that you wish to enter the appointment. Pressing the "Appointment" button will open the appointment book for the active day (day hi-lighted yellow).

To enter an appointment double click on the time that you want the appointment to start. Enter the details and then press "OK". To adjust the length of the appointment drag the cursor from the start time to the finishing time of the appointment. An alarm will automatically be set.

To edit an existing appointment hi-light the appointment to edit and press the "Edit" button. Alternatively just double click on the appointment.

To delete an appointment highlight the relevant appointment and press the "Delete" button. The appointment must be highlighted from it's start to it's finish time. A warning box will appear asking if you are sure you want to proceed with the delete. Press "Yes" if you are sure, "No" will return you to the appointment book.

To return to the calendar press "Close"

### <u>File</u>

Under File, use Exit to close the calendar and end the calendar program.

### <u>Set-up</u>

Use the Set-up for selecting pictures and choosing alarm sounds.

When the calendar is first installed a default set of pictures is inserted in the calendar. To change these select "Pictures" from the "Set-up" menu. Select the month that you wish to change using the scroll bar and then hi-light the file name you wish to use. A preview of the selected picture will appear in the preview 5

window. Continue this procedure for each month that you wish to change. CAUTION. This is a hot screen.

Files hi-lighted will automatically become the selected month's selection. An audio alarm feature is available to users with a compatible sound card. To activate this feature go to "Alarm Sounds" from the "Set-up" menu. Click on the "Sound card installed" box. Then, using the scroll bar, select the alarm sound required. Pressing "Play" will preview the selected sound. Press "OK" when you have finished.

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