

While You Were Out Index

The Index lists the Help topics available for While You Were Out. Use the scroll bar to see entries not currently visible in the Help window.

To learn how to use Help, press F1 or choose Using Help from the Help menu.

Keyboard

[Wywo Keys](#)

Commands

[Edit Mode Commands](#)

[Read Mode Commands](#)

[Exit](#)

Procedures

[Sending Phone Messages](#)

[Reading Phone Messages](#)

[Reading New Phone Messages](#)

[Reading Old Phone Messages](#)

[Selecting A User](#)

[Selecting A Message Type](#)

[Clearing the message sheet](#)

[Using Read Passwords](#)

[Selecting A New Password](#)

[Returning to Edit Mode](#)

[Saving a message](#)

[Printing a message](#)

[Deleting a message](#)

[Exiting Wywo](#)

While You Were Out Keys

Use the following keys in WYWO:

Key(s)	Function
Alt+H	WYWO Help.
Alt+S	Send Messages.(Edit mode)
Alt+S	Save Messages.(Read mode)
Alt+R	Read Messages.
Alt+O	Read Old Messages.
Alt+N	Read New Messages.
Alt+E	Erase WYWO Sheet. (Edit mode)
Alt+E	Return To Edit Mode. (Read mode)
Alt+X	Exit WYWO.
Delete	Delete Messages

While You Were Out Keys

Use the following keys in WYWO:

Key(s)	Function
Alt+H	WYWO Help.
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Alt+R	Read Messages.
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Alt+N	Read New Messages.
Alt+E	Erase WYWO Sheet. (Edit mode)
Alt+E	Return To Edit Mode. (Read mode)
Alt+X	Exit WYWO.
Delete	Delete Messages

While You Were Out Commands

Commands

Edit Mode Commands

Read Mode Commands

Exit

While You Were Out Procedures

Procedures

- [Sending Phone Messages](#)
- [Reading Phone Messages](#)
- [Reading New Phone Messages](#)
- [Reading Old Phone Messages](#)
- [Selecting A User](#)
- [Selecting A Message Type](#)
- [Clearing the message sheet](#)
- [Using Read Passwords](#)
- [Selecting A New Password](#)
- [Returning to Edit Mode](#)
- [Saving a message](#)
- [Printing a message](#)
- [Deleting a message](#)
- [Exiting Wywo](#)

Edit Mode Commands

Send

Sends the telephone message currently being edited to the selected user.

Related Topics

[Sending Phone Messages](#)

[Selecting A User](#)

[Selecting A Message Type](#)

Read

Reads telephone messages for the currently selected user.

Related Topics

[Reading Phone Messages](#)

[Selecting A User](#)

Erase

Erases the current telephone message and resets the current date and time.

Related Topics

[Clearing the message sheet](#)

Exit

Exits the While You Were Out program.

Related Topics

[Exiting While You Were Out](#)

Read Mode Commands

Old

Reads old messages that were previously stored.

Related Topics

[Reading Old Messages](#)

New

Reads new messages.

Related Topics

[Reading New Messages](#)

User

Selects a user for reading messages.

Related Topics

[Select a user](#)

Save

Saves a message to an ASCII text file, clipboard, or tprinter.

Related Topics

[Saving a message](#)

[Printing a message](#)

Exit Wywo

Exits While You Were Out and saves any new messages

Sending Phone Messages

To send a phone message:

- 1 Fill in all appropriate fields on the message sheet.
- 2 Click on the Send button.

If no user has been selected to receive the phone message, the user list will drop down. Select a user and click on the Send button again.

Related Topics

[Selecting A User](#)


[Selecting A Message Type](#)

Reading Phone Messages

To read Phone Messages:

- 1 While in Edit mode, click on the Read button.
- 2 If no user is currently active, select a user whose messages are to be read.



- 3 Click on the message selector  to select the message to be read. Clicking on the right side will move forward through the messages while clicking on the left side will move backward through the messages. Messages can also be selected by moving the center slider bar.

Related Topics

[Reading New Phone Messages](#)

[Reading Old Phone Messages](#)

[Selecting A User](#)

[Using Read Passwords](#)

[Selecting A New Password](#)

[Returning to Edit Mode](#)

Reading Old Phone Messages

To read old phone messages:

- 1 While reading new phone message, click on the Old button. The Old button will only be enabled if there are old message to be read.

Related Topics

[Reading New Phone Messages](#)

[Reading Phone Messages](#)

Reading New Phone Messages

To read new phone messages:

- 1 While reading old phone message, click on the New button. The New button will only be enabled if there are old message to be read.

Related Topics

[Reading Old Phone Messages](#)

[Reading Phone Messages](#)

Selecting A Message Type

To select a message type:

- 1 Click on the down arrow in the message type field to reveal the message types.
- 2 Click on the desired message type. Use the scroll bar and up and down arrows to display message types that are not currently visible.

Related Topics

[Sending Phone Messages](#)

Selecting A User

To select a user:

- 1 Click on the down arrow in the To field to reveal the user names.
- 2 Click on the desired user name. Use the scroll bar and up and down arrows to display other user names that are not currently visible.

Related Topics

[Reading Phone Messages](#)

[Sending Phone Messages](#)

Clearing the message sheet

To clear the message sheet:

- 1 Click on the Erase button while in Edit mode.

Using A Read Password

To use a read password:

- 1 If no read password has been established, then [select a new read password](#).
- 2 Enter your pre-selected read password in the Password field and click on the OK button.

If a read password has been pre-selected then the password must be entered in order to read any messages for the specified user.

Related Topics

[Reading Phone Messages](#)

[Selecting A User](#)

[Selecting A New Read Passwords](#)

Selecting A New Read Password

To select a new read password:

- 1 After selecting a user, and entering a read password click on the New button.
- 2 Enter a new read password and clickj on the OK button.

Related Topics

[Reading Phone Messages](#)

[Selecting A User](#)

[Using Read Passwords](#)

Returning To Edit Mode

To return to Edit mode:

- 1 Click on the Edit button while in Read mode.

Related Topics

[Reading Phone Messages](#)

Saving A Message

Saving a message involves saving it to one of three devices...a text file, the clipboard, or the printer.

To save a message:

- 1 While [reading a phone message](#), click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved.
Select the desired device from the menu.

Related Topics

[Saving messages to a text file](#)

[Saving messages to the clipboard](#)

[Printing a message](#)

Saving A Message To A Text File

To save a message to a text file:

- 1 While reading a phone message, click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved. Select **To File** from the menu.
- 3 Enter the desired filename for the text file.

Related Topics

[Saving a message](#)

[Saving messages to the clipboard](#)

[Printing a message](#)

Saving A Message To The Clipboard

To save a message to the clipboard:

- 1 While reading a phone message, click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved. Select **To Clipboard** from the menu.

Related Topics

[Saving messages to a text file](#)

[Saving a message](#)

[Printing a message](#)

Printing A Message

Up to six telephone messages per page can be printed at a time.

To print a message:

- 1 While [reading a phone message](#), click on the Save button.
- 2 A device menu will pop up indicating on which device the message is to be saved. Select **To Printer** from the menu.

Related Topics

[Saving messages to a text file](#)

[Saving messages to the clipboard](#)

[Saving a message](#)

Deleting A Message

To Delete a message:

1 Click on the Delete checkbox or press the Delete key while reading either new or old messages.

The message will be flagged for deletion and will be deleted when exiting WYWO or returning to Edit mode

Related Topics

[Reading Phone Messages](#)

Exiting While You Were Out

To Exit While You Were Out:

- 1 Click on the Exit button in either Edit or Read mode.