

To select any of the help lessons, click with the mouse when you see the  cursor.

**Using Kudo Browser**

Information on using Kudo Browser software to view, copy and select images.

**Kudo Browser Interface**

Click here for an overview of the features found in the Kudo Browser software.

**Menus**

Click on the icon to read descriptions for every menu item.

**Usage Rights and Restrictions**

Information on your rights and restrictions in using the images and information about Expert Software and Imageline.

**Frequently Asked Questions**

Click on the icon for answers to the most commonly asked questions.

**Product Support**

All Expert Software customers in need of product assistance can receive free support Monday through Friday from 9:00 AM to 5:00 PM Eastern Standard Time.


**Font Installer**

Click on this icon for instructions on installing the fonts.

**AT&T WorldNet Service**

Click here to learn how to install AT&T WorldNet(sm) Service.

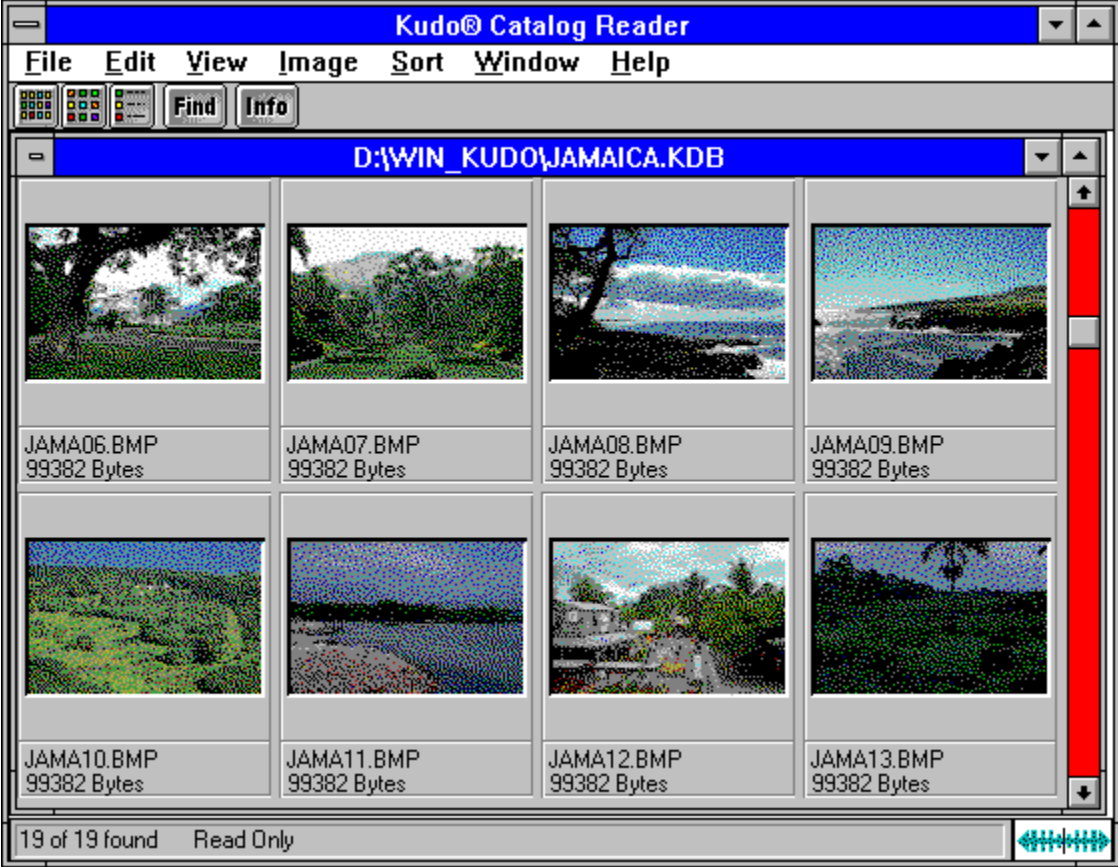
 Expert's Help

 Windows Help

Kudo Browser Interface

To select any of the help lessons, click with the mouse when you see the  cursor.

Kudo allows you to view your image thumbnails in three ways: Gallery, Small Gallery, and List views. This is a typical Kudo Image Browser window. The catalog selected is being displayed in the Gallery View. (Please note: the Kudo Window displayed below is an example and may not reflect your onscreen images.)



Using Kudo Browser

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The Kudo Image Browsers are catalogs of images in various distinct categories. Each category is a separate catalog. Kudo catalogs the image files using thumbnails. Think of a thumbnail as a miniature photo of the image file. It looks like the file, but it's a replica that takes up very little memory. Kudo uses the thumbnail in its catalog and leaves the image file, untouched, in its original form and location. With these compact thumbnails, Kudo catalogs the image files in a convenient, accessible way.

The thumbnails provide a visual reference for each image file. Kudo adds information, such as the original file's name, location, size and file type, to complete the catalog.

Expert recommends that the .WMF file format be used for the following categories:

- Borders
- Cards
- Corners
- Tags


The .WMF file format will produce a clearer resolution and allow optimal resizing capabilities. To use the .WMF images, go to the **D:\content\wmf** directory (where **D** is the letter of your CD-ROM drive).

Note: You must have an application that allows the use of .WMF file types, such as Microsoft Word.

See Also:


- [The Kudo Image Browser Window](#)
- [Menu](#)
- [Sorting](#)
- [Riffle Feature](#)
- [Drag and Drop](#)
- [Keyboard Short Cuts](#)

Menus

To select any of the help lessons, click with the mouse when you see the  cursor.

File Edit View Image Sort Window Help

File Menu

To select any of the help lessons, click with the mouse when you see the  cursor.

<u>F</u> ile	<u>E</u> dit	<u>V</u> iew	<u>I</u> mage	<u>S</u> ort	<u>W</u> indow	<u>H</u> elp
--------------	--------------	--------------	---------------	--------------	----------------	--------------

File	
<u>O</u> pen...	Ctrl+O
<u>C</u> lose	Ctrl+W
<u>P</u> rint...	Ctrl+P
<u>P</u> rinter Setup...	
<u>E</u> xit	Alt+F4

The File menu contains commands for accessing and printing the images.

This option will close the currently open browser file, but will keep the browser program on. To close a browser file and turn the browser program off simultaneously, use the Exit option in the file menu.

This option will give you the standard Windows Open Dialog box. From this box you may open other browser files with the .KDB extension on them.

Use the standard Printer Setup and Print commands to print part or all of your catalog. The Print feature always prints the current selection of thumbnails. For example, to print all thumbnails in a catalog, choose Image-Find All to find everything, then choose File-Print.


To print thumbnails with file name and size only, select the Gallery View prior to printing your catalog. Printing a catalog in Small Gallery View prints the maximum number of thumbnails per page. To print thumbnails with complete information, including file location, select List View and then print the catalog. Printing a catalog in the Gallery View, Small Gallery View and List View buttons allow you to toggle between views. Switch between views by clicking on the view button you prefer. List View provides more text information on images, but prints fewer thumbnails on each page.

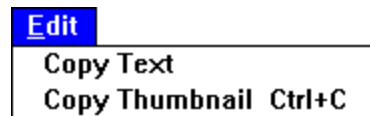
Printer Setup gives options to select available printers and change their options.

1. Select a printer and port.
2. Click on Setup to open the Setup window and choose the print quality, paper orientation and size.
3. From the Setup window, click on Options to choose additional printer specific options.
4. Click on OK on each window to accept the changes.

The Exit command closes the open catalog and then closes Kudo.

Edit Menu

To select any of the help lessons, click with the mouse when you see the  cursor.




The Copy Text option is always grayed-out. Only the Copy Thumbnail option is available.

The Copy Text option is always grayed-out. Only the Copy Thumbnail option is available.

Copy Thumbnail copies the selected thumbnail in the currently active catalog. To retrieve the object from the clipboard, choose Edit-Paste from the menu of the target application.

View Menu

To select any of the help lessons, click with the mouse when you see the  cursor.



View
<u>S</u> mall Gallery Ctrl+S
<u>G</u> allery Ctrl+G
<u>L</u> ist Ctrl+L

The View menu allows you to choose from three viewing options.

The Small Gallery View uses the same layout as Gallery, but with much smaller images, allowing the user to view more images at once. Click on the Info button to view detail about the selected thumbnail.

The Small Gallery View, Gallery View and List View buttons allow you to toggle between views. Switch between views by clicking on the view button you prefer.

The Gallery View uses a grid style layout showing several thumbnails and their file type at once. Click on the Info button to view detail about the selected thumbnail.

The Gallery View, Small Gallery View and List View buttons allow you to toggle between views. Switch between views by clicking on the view button you prefer.

List View uses a vertical layout with fewer thumbnails in the window, but with more information about each file. The list view shows the thumbnails in a vertical column. This program does not provide additional information in the notes section, therefore the second vertical column in the list view will always be empty.

The List View, Gallery View and Small Gallery View buttons allow you to toggle between views. Switch between views by clicking on the view button you prefer.

Image Menu

To select any of the help lessons, click with the mouse when you see the  cursor.



Image	
<u>D</u> isplay Original	Ctrl+E
Get <u>I</u> nf	Ctrl+I
<u>F</u> ind	Ctrl+F
Find <u>A</u> ll	Ctrl+A

The Image menu provides you options on finding, previewing and getting information for your selected thumbnail.

Kudo maintains a link between the thumbnail image in the catalog and the original file. Use the Preview option to preview the original image file in a full-sized window.

1. Select the thumbnail you wish to preview.
2. Choose Image-Display Original.
3. Kudo will find the original image file and display it in a full-sized window.
4. Double-click on the Control menu box (the hyphen-shaped box in the upper left corner of the window) to exit the preview window.

To preview other image files, simply click on their thumbnails while the Image Preview window is open. On some systems Kudo may need help finding the original image. If you see the dialog box (shown below) enter in the correct letter of your CD-ROM drive and click on OK. Kudo will now be able to find the original images.



Get info gives you quick access to a thumbnail's information. This option tells you the file name, volume, size, date created, location and any notes attached to the thumbnail.

Note: Only the name and size will be distinct for each.

To display a thumbnail's information:

1. Select a thumbnail.
2. Choose Image-Get Info.
3. Kudo will display the information in the floating window, Image Information.
4. Double-click on the control menu box (the hyphen-shaped box in the upper left hand corner of the window) to exit the floating window.

Note: if you edit the information in this dialog box, it will not be saved because it is being read from the CD-ROM.


Use the Find feature to search the catalog for thumbnails with specific characteristics. Kudo searches the catalog and displays the thumbnails that were identified in the search. All other thumbnails are hidden from view.

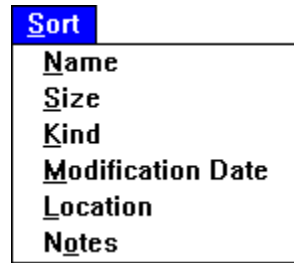
When you select the Find button (or choose Image-Find), Kudo displays the Find Image dialog box.

1. Use the first combo box to tell Kudo which thumbnail characteristic it should search. You can search by name, size, date modified, notes or location. *Note: Only searching by name or size will produce a distinct find.*
2. Use the next combo box menu to tell Kudo how to search the catalog. The selections in this combo box will become available after you make a selection in the first combo box.
3. Use the edit text box to tell Kudo for what words or information to search. Wild card characters such as * or ? are not necessary.
4. Click on Find.

Find All searches for and displays all thumbnails in the active catalog. This feature is also used to restore all thumbnails after a Find operation. Find All is equivalent to executing a Find Everything using the Find button.

Sort Menu

To select any of the help lessons, click with the mouse when you see the  cursor.



The Sort menu allows you to sort thumbnails according to the certain criteria. **Note: Only sorting by name and size will produce a unique sort; all other characteristics are identical for all.**

Sorts by eight character file name.

Sorts by size of the actual image file (bytes).

Alphabetically groups thumbnails by their image type (extension).

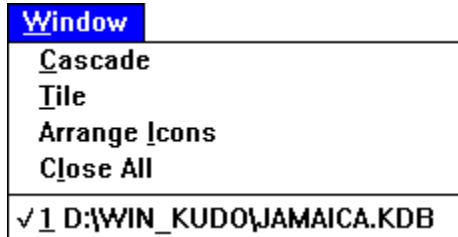
Sorts by date the image file was last modified.

Sorts by image file's location pathname.

Sorts by first word in the Notes Box.

Window Menu

To select any of the help lessons, click with the mouse when you see the  cursor.



The Window menu allows you to manipulate the currently displayed window.

Arranges open windows so that the title bar of each window is visible.

Arranges open windows side by side so that all of them are visible.

Arranges into rows all program-item icons for a selected group.

Closes all open catalogs.

Lists the names of currently open browsers.

Help Menu

To select any of the help lessons, click with the mouse when you see the  cursor.



Help
<u>I</u> ndex
<u>U</u> sing Help
<u>A</u> bout...

The Help allows you to access credits, this help file, and the Windows help file.

Launches this help file.

Launches the Windows Help on Help File.

Launches the Kudo Image Browser About box.

Find Button

Use the Find feature to search the catalog for thumbnails with specific characteristics. Kudo searches the catalog and displays the thumbnails that were identified in the search. All other thumbnails are hidden from view.

When you click on the Find button (or choose **Image-Find**), Kudo displays the **Find Image** dialog box.

1. Use the first combo box to tell Kudo the thumbnail characteristic it should search. You can search by name, size, date modified, notes or location. *Note: Images in a catalog will only have a distinct name and size. All other characteristics are the same for all images.*
2. Use the next combo box menu to tell Kudo how to search the catalog. The selections in this combo box will become available after you make a selection in the first combo box.
3. Use the edit text box to tell Kudo for what words or information to search. Wild card characters such as * or ? are not necessary.
4. Click on Find. *Note: When you exit from the catalog and reopen it, all images in the catalog will be found.*

Info Button

The Info button gives you quick access to a thumbnail's information. This option tells you the file name, volume, size, date, location of file and any notes attached to the thumbnail.

Note: The date, volume and notes will contain the same information for all images.

To display a thumbnail's information:

1. Select a thumbnail by clicking on it.
2. Click on the Info button.
3. Kudo will display the information in a floating window, **Image Information**.
4. To close the window, double-click on the control menu box (the hyphen-shaped box in the upper left corner of the window).

Note: if you edit the information in this dialog box, it will not be saved because it is being read from the CD-ROM.

Riffle Feature

The Riffle feature displays the selected catalog's thumbnails one at a time in the lower right corner of the main window.



Control the Riffle speed and direction by holding down the left mouse button and dragging the control bar from the center to the left or right of the Riffle Control. Kudo will advance through the catalog until you release the control or until it reaches either end of the catalog.

When the mouse button is released or the control bar is returned to the center position, Kudo stops near the thumbnail that you chose and displays the surrounding thumbnails. Your reactions may be slower than Kudo's Riffle feature, so when you release the Riffle control, you may have to select a thumbnail that is a few frames ahead of the one you wanted.

Status Bar

The Status Bar displays the number of thumbnails currently displayed out of the total number of thumbnails contained in the active catalog.

For example, the active catalog contains 100 thumbnails. After executing the Find feature, only 35 thumbnails met the search criteria. The catalog window will only display the 35 found thumbnails and the Status Bar will display "35 of 100 found."

To restore the catalog to the full 100 displayable thumbnails, use either the Find All option from the Image Menu or find "Everything" using the Find button.

Sorting

When you open a catalog, Kudo lists the thumbnails according to when they were added to the catalog. Use the Sort menu to list the thumbnails by file name or size. You can sort the catalog using the same criteria found in the Find feature.

Sort and Find use the same criteria but they affect the catalog differently. With Find, you use the criteria to determine which thumbnails Kudo should display and which it should hide from view. With Sort, you re-arrange the thumbnails that are displayed.

When you close and re-open the catalog, Kudo shows all the thumbnails in their original order.

To sort your catalog:

1. Select a sorting criteria from the Sort menu (name or size).
2. Kudo will automatically re-arrange the thumbnails and display them in their new order.

Note: Only sorting by name or size will produce a unique sort.

[See Also:](#)

- [Sort Menu](#)

Drag and Drop

There are three methods for placing an image from a Kudo Catalog into a document:

1. Drag and Drop; or
2. Copy and Paste; or
3. You can also, of course, note the file name and location and then insert the image from within the target application.

Kudo takes advantage of Windows technology (DDE and OLE 2.0) which allows you to Drag and Drop images onto all popular graphics applications. When you Drag and Drop from your Kudo catalog to an open document, Kudo will find the original image file and place it in the document of selected desktop publishing and other page layout applications, with pinpoint accuracy.

To Drag and Drop a thumbnail to an open document:

1. Select the thumbnail.
2. Hold down the mouse button and drag it to the open document.

To Copy and Paste a thumbnail, refer to [Copy Thumbnail](#).

Drag and Drop can be used from Kudo Image Browser onto the following applications:

- All graphics applications that support Drag and Drop from the File Manager. This includes virtually all leading applications.
- All graphics, desktop publishing, and multimedia applications that are OLE 2.0 clients. OLE 2.0 clients provide pinpoint accuracy when dropping onto a page layout.
- Kudo includes Place Modules for the following applications that are not OLE 2.0 clients, but could benefit from Drag and Drop with pinpoint accuracy:
 - QuarkXPress version 3.12, 3.2 and 3.3
 - Aldus PageMaker version 4.2 and 5.0
 - Microsoft Word version 2.0*
 - Word Perfect 6.0

**Note: For Microsoft Word users, Word will indicate that you can drop the image only when the cursor is over the Word application toolbar or that status bar (along the bottom of the window). When the image is dropped, it will be inserted at the exact location of the Word "I-beam" (insertion point). Release the mouse button and Kudo will find the image and place it into the document.*

Keyboard Short Cuts

File Menu

Print	Ctrl+P
Exit	Alt+F4
Close	Ctrl+W
Open	Ctrl+O

Edit Menu

Copy Thumbnail	Ctrl+C
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View Menu

Small Gallery	Ctrl+S
Gallery	Ctrl+G
List	Ctrl+L

Image Menu

Display Original	Ctrl+E
Get Info	Ctrl+I
Find	Ctrl+F
Find All	Ctrl+A

Help Menu

Index	F1
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See Also:

- [Menu](#)

How to use Expert's Help System

To select any of the help lessons, click with the mouse when you see the  cursor.

Expert help uses a visual system for providing you with information on the different screens and features of this program.



To obtain help on any topic, click on the [Help](#) menu from anywhere in the program or on the



icon. Doing so will bring up the appropriate help topic for the current screen that you are on.



Most of the major screens and dialog boxes in this program are reproduced in miniature form in this help file. As you pass the mouse cursor over the image, the arrow-pointer will change shape to that of a hand



indicating that you can click on that area. (This is called a "hotspot.") For information on any field, button, hotspot, or feature, simply click on the area you are interested in and a pop-up description will appear or it will jump you to that specific topic. Occasionally, you will see the Expert "X" (



) in some portions of the help file preceded by "click here;" it will be a jump to another topic or location in the help file.



The pop-up or jump description may consist of up to 3 parts. They include:

1. Definition and/or general information about the item you have selected.
2. Action to take. Any instructions or options available for the topic.
3. A link (usually in **green**) to a related topic. If further information is available for the item you have selected, the link will take you to the new topic of interest.



Another way of quickly accessing information for a particular topic is through the use of the glossary buttons located in the non-scrolling region at the top of every help screen. Clicking on each letter will provide you with a quick alphabetized index listing in a pop-up box.












Product Support

To select any of the help lessons, click with the mouse when you see the  cursor.

Your purchase of an Expert product includes free product support to help you get the most out of your software. All Expert products are thoroughly tested and come with a **Help** file that, in most cases, will answer many of your questions.

If you are having problems starting or running the program, please feel free to give us a call. We can be reached at (305) 567-9996, Monday through Friday, 9:00AM to 5:00PM EST (Eastern Standard Time).

When you call, you should be at your computer. Be ready to give the Product Support Specialist the following information:

-  The 10-digit program version number from the front of your program CD.
-  The version of DOS that is installed on your computer. (You can determine the version by typing VER at the DOS prompt.)
-  The version of Windows installed on your computer.
-  The type of hardware you are using:
 -  Brand of computer you own
 -  CPU type (386, 486, Pentium)
 -  Video type (EGA, VGA, Super VGA)
 -  Model and type of printer
 -  Model and type of video card (ATI, Speedstar, etc.)
-  The exact wording of any messages that appeared on the screen.
-  What happened and what you were doing when the problem occurred.

We encourage Windows 3.1 (or MS-DOS 6.X) users who need product support to print an MSD report. Have it available for the Product Support Specialist who answers your call. You will find the MSD (Microsoft Diagnostics) program in either the Windows or the DOS directory.

Usage Rights and Restrictions

You may:

- Copy the images from the CD onto your hard drive and use them from that computer.
- Use, copy, modify and publish any of the digitized images contained in the program for use in advertisements; newsletters; public private and business presentations; and other uses provided that the actual images are not being sold. *For example, you can use the image(s) as an embedded image(s) in the program such as a background screen, but **not** as a program file, such as a .PCX or other picture format.*
- Use the images to create calendars, greeting cards, posters or other items which are not intended for sale.
- Use the images as part of a software product, provided the user **does not** have access to the actual image files.

You may not:

- Make copies, film negatives or positives, or magnetic copies of the images of the CD for sale, rental, lease, or transfer to another person or entity, other than the permitted user.
- Use the images to create calendars, greeting cards, posters or other items which are intended for sale. For example, if you created a sports calendar using images found in the CD and intended to distribute and sell these calendars, this would be a violation of the license agreement.
- Distribute any of the images as part of any software product(s), in electronic file formats such as .PCX, .TIFF, .BMP, etc.
- Copy the program(s), or alter, modify or adapt them.
- Copy, decompile, disassemble, modify, translate or create derivative programs based on the applications embedded in the program(s).
- Use or alter, in whole or in part, a digitized image, in any manner for a pornographic use.

Acknowledgments

This program was made with help from the following:

- Imageline, Inc. and
- Imspace Systems Corp. (Kudo® and Kudo Image Browsers® are registered trademarks of Imspace Systems Corp.

Thumbnail

A thumbnail is a small picture of your original file. Thumbnails allow you to preview your image before selecting it. Select a thumbnail by clicking on it. Double-clicking on a thumbnail will open the paint program you have associated with the image extension. If no association exists, nothing will happen.

Image Information

This area displays the file name and size of the original image.

Frequently Asked Questions

Q: How do I import the images into my application?

A: By following the steps necessary for that application, [click here for specific applications](#).

Q: How do I save the text entered under the List View note field?

A: This program was designed to view thumbnail images rather than to create new ones. If the program allowed for the creation of new browsers, then the note field would save notes or information entered in the field.

Q: How come when I double-click on an image nothing happens?

A: Verify that the selected image is being associated with a BMP or PCX extension or any other compatible paint program.

Q: How can I easily edit the image?

A: If you double-click on an image's thumbnail it will be opened in Paintbrush or any other paint program associated with a BMP or PCX extension.

Q: What do I do when I get the error message file not found?

A: To preview other image files, simply click on their thumbnails while the Image Preview window is open. On some systems Kudo may need help finding the original image. If you see the dialog box (shown below) enter in the correct letter of your CD-ROM drive and click on OK. Kudo will now be able to find the original images.



Importing Images to Various Applications

Adobe PageMaker® for Windows

Aldus Persuasion® for Windows

Broderbund Print Shop Deluxe®

Harvard Graphics® for DOS

Harvard Graphics® for Windows

Lotus Ami Pro® 3.0

Microsoft Paintbrush®

Microsoft Powerpoint® 4.0

Microsoft Publisher®

Microsoft Word® 2.0

Microsoft Word® 5.0 for DOS

Microsoft Word® 6.0

Microsoft Works®

Microsoft Works® 3.1

WordPerfect® 5.1

WordPerfect® 6.0

WordPerfect® 6.1

1. Open an existing PageMaker document, or choose New from the File menu.
2. Choose Place from the File menu.
3. In the dialog that appears, change the drive and directory to locate the image.
4. Select the image you want and click OK.
5. Place the cursor anywhere on the document, then click.

If you have any questions, call PageMaker technical support at 206/628-4531.

1. Open an existing Persuasion document, or choose New from the File menu.
2. Choose Slide from the View menu.
3. Choose Place from the File menu.
4. In the dialog that appears, change the drive or directory to locate the ClickArt file.
5. select the image you want and then click OK.
6. Place the cursor in the document, then click.

If you have any questions, call Persuasion technical support at 206/628-4533.

1. Open an existing Harvard Graphics Chart, or create a new chart.
2. Press F6 until the main menu appears.
3. Select draw from the Main Menu.
4. Select the Import Bitmap Icon (it appears as a tree icon on the Tool palette).
5. In the dialog that appears, change the drive and directory to locate the ClickArt directory.
6. Select the image you want.
7. Select OK.

If you have any questions, call Harvard Graphics technical support at 408/988-4005.

1. Create a Harvard Graphics presentation, or open an existing presentation.
2. Choose Import from the File menu.
3. In the dialog that appears, choose a file format from the File format drop-down list.
4. Change the drive and directory to locate the ClickArt file.
5. Select the image you want and click OK.

If you have any questions, call Harvard Graphics technical support at 408/988-4005

1. Open an existing Word document, or create a new document.
2. Select the Library command.
3. Select the Link command.
4. Select the Graphics command.
5. Type the path and ClipArt file name you want to use.
6. Enter the file format.
7. Press ENTER.

If you have any questions, call Word technical support at 206/454-2030.

1. Open an existing WordPerfect 6.0 document, or choose New from the File menu.
2. Choose Figure from the Graphics menu.
3. Type the path and ClickArt file name you want to use.
4. Select OK.
5. To view the image, select Print Preview from the File menu.

If you have any questions, call WordPerfect technical support at 800/541-5096.

1. Open an existing Ami Pro document, or choose New from the File menu.
2. Choose Import Picture from the File menu.
3. Type the path and ClickArt file name you want to use.
4. Select OK.

If you have any questions, call Lotus technical support at 800/831-9679.

1. Open an existing Word 2.0 document, or choose New from the File menu.
2. Choose Picture from the Insert menu.
3. Type the path and ClickArt file name you want to use.
4. Select OK.

If you have any questions, call Word technical support at 206/454-2030.

1. Open an existing Word 6.0 document, or choose New from the File menu.
2. Choose Picture from the Insert menu.
3. Type the path and ClickArt file name you want to use.
4. Select OK.

If you have any questions, call Word technical support at 206/454-2030.

1. Open an existing Publisher document, or choose New from the File menu.
2. Choose Import Picture from the File menu.
3. Type the path and ClickArt file name you want to use.
4. Select OK.

If you have any questions, call Microsoft technical support at 206/454-2030.

1. Open an existing Works document, or choose New from the File menu.
2. Choose Object from the Insert menu.
3. Click on the Create from File radio button option and then click on Browse.
4. Type the path and ClickArt file name you want to use.
5. Select OK.

If you have any questions, call Microsoft technical support at 206/454-2030.

1. Open an existing Works 3.1 document, or choose New from the File menu.
2. Choose Drawing from the Insert menu.
3. Choose Insert Picture from File menu.
4. Type the path and ClickArt file name you want to use.
5. Select OK.

If you have any questions, call Microsoft technical support at 206/454-2030.

1. Choose Open from the File menu.
3. Type the path and ClickArt file name you want to use.
4. Select OK.

If you have any questions, call Microsoft technical support at 206/454-2030.

1. Open an existing Powerpoint 4.0 document, or choose New from the File menu.
2. Choose Picture from the Insert menu.
3. Type the path and ClickArt file name you want to use.
4. Select OK.

If you have any questions, call Microsoft technical support at 206/454-2030.

1. Open an existing Print Shop Deluxe document, or choose New from the File menu.
2. Choose Add from the Object menu.
3. Type the path and ClickArt file name you want to use. (note: This application accepts .BMP, .WMF, .TIF, or EPF file types only.)
4. Select OK.

If you have any questions, call Broderbund technical support at 800/521-6263.

1. Open an existing WordPerfect 5.1 document, or choose New from the File menu.
2. Choose Figure from the Graphics menu.
3. Choose Retrieve and then type the path and ClickArt file name you want to use.
4. Select OK.

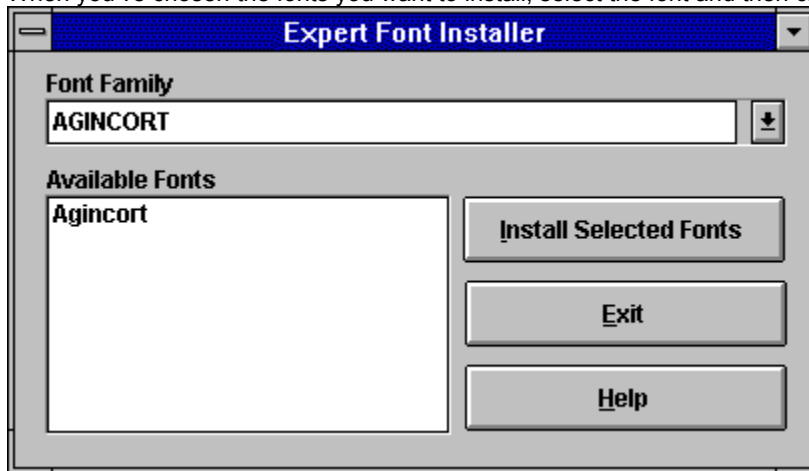
If you have any questions, call WordPerfect technical support at 800/541-5096.

1. Open an existing WordPerfect 6.1 document, or choose New from the File menu.
2. Choose Image from the Graphics menu.
3. Type the path and ClickArt file name you want to use.
4. Select OK.
5. To view the image, select Print Preview from the File menu.

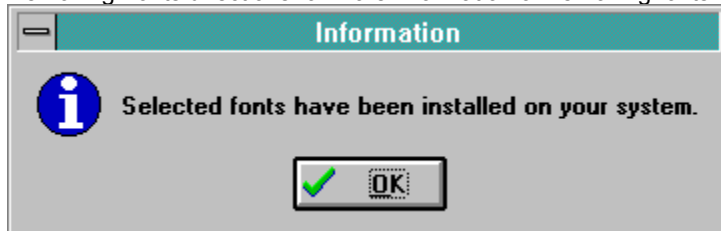
If you have any questions, call WordPerfect technical support at 800/541-5096.

Fonts Installation

This Expert clip art product includes an easy to use font installer. Just click on the drop-down list box and select a Font family. All the fonts available for that family will be displayed in the larger box. When you've chosen the fonts you want to install, select the font and then click on the **Install Selected Font** button.



To make multiple font selections, press the **CTRL** key while you click on the fonts you want to select. Please note: It is recommended that you do NOT have more than 20 fonts installed on your system at one time. Follow the Removing Fonts directions for more information on removing fonts.



[Windows 95 users: After you have installed the fonts, click on the Fonts icon in Control Panel to update the fonts folder. This should make all fonts visible in application.]

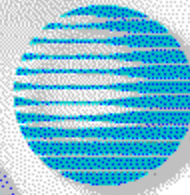
[Click here to choose a font family.](#)

These are the fonts available for the font families. Font families can have from 1 to 10 fonts.

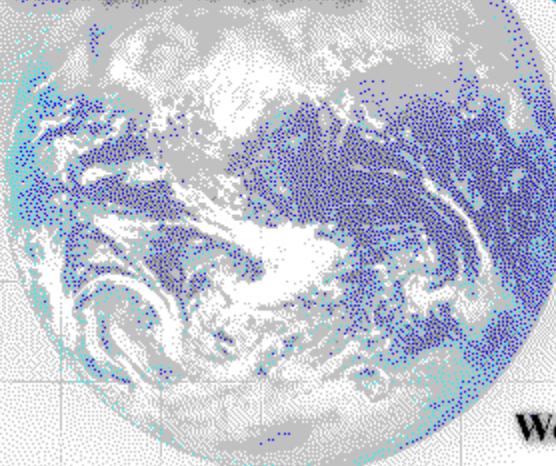
Clicking here will install all the selected fonts to your system.

This exits from the Font Installer.

This launches the help file.



AT&T



**Click here to
learn how to
install AT&T**

WorldNetSM Service.



QuickStart Guide

Click on the following Topics:



[About your computer system](#)



[Installing AT&T WorldNet\(sm\) Service software in Windows 95](#)



[Setting up your account](#)



[Browsing the Internet](#)



[Using your AT&T WorldNet\(sm\) Service software](#)



[Sending and receiving E-mail](#)



[Access telephone numbers](#)



[About AT&T WorldNet\(sm\) Service](#)



[Installing AT&T WorldNet\(sm\) Service software in Windows 3.x](#)



[Completing your registration](#)



[How to get help and advice](#)



[Bookmarks make browsing easy](#)



[Using Netnews](#)



[If you need more help](#)

We're here to help you, 24 hours a day, 7 days a week

Your Expert Software user registration codes are:

*For AT&T Long Distance Subscribers enter: **17MQFM631***

*For AT&T Non-Subscribers: **17MQFM632***

For information on an item, click on it with the mouse when you see the  cursor.

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Welcome!

For information on an item, click on it with the mouse when you see the  cursor.

Thanks for choosing **AT&T WorldNet(sm) Service** — an exciting new world of opportunity, fun, and excitement. Brought to you by the global leader in communications and networking, **AT&T WorldNet(sm) Service** delivers everything you need to make the most of the wealth of experiences you can find on the World Wide Web. Just follow the simple instructions in this booklet, and soon you'll be exploring the Internet as a registered **AT&T WorldNet(sm) Service** member.

About your computer system

Make sure your system meets these minimum requirements:

- IBM compatible 386SX computer (486 recommended)
- 8 mb of RAM (or more for better performance)
- 11 mb of available hard disk space
- VGA card and monitor capable of displaying 256 colors
- 14,400 bps modem connected to an outside phone line
- Microsoft® Windows 95



Windows 95 note: If Dial Up Networking is not installed, have your Windows 95 cd rom or disks handy ([See If you need more help](#)).



About AT&T WorldNet(sm) Service

For information on an item, click on it with the mouse when you see the  cursor.

To register, you must provide the following information:

- Your [registration code](#) (printed on the address label)
- Your credit card number (MasterCard®, Visa®, or American Express® card; charges will appear monthly on your statement)
- An E-mail ID and password of your choice (so you can send and receive electronic mail)
- A security word of your choice (to verify your identity if you update your account information)

During registration, you must select a pricing plan. Hourly and unlimited usage access options are available. After you become a member, you may change your pricing plan by updating your account online, sending an electronic mail message to

wnetbill@attmail.com, or contacting AT&T Customer Care at 1 800 400-1447.

Finally, you must select an access telephone number (the number your modem dials for access to **AT&T WorldNet(sm) Service**). For a complete list of numbers, see [Access telephone numbers](#).

For AT&T Long Distance Subscribers enter: **17MQFM631**
For AT&T Non-Subscribers: **17MQFM632**



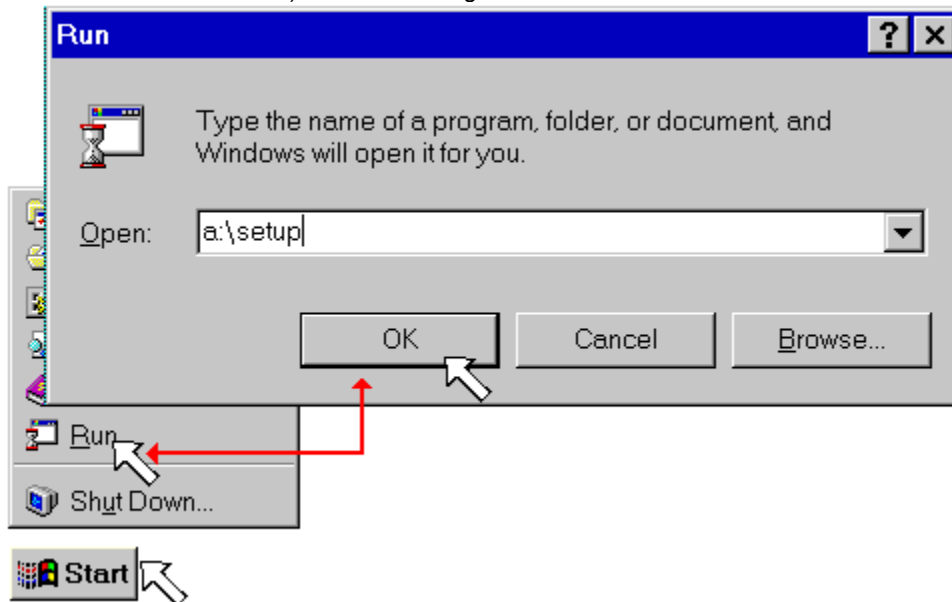
Installing the AT&T WorldNet(sm) Service software

For information on an item, click on it with the mouse when you see the  cursor.

First, make sure your modem is ready to go — that is, it should be turned on (if external) and configured for Windows 95. Make sure Windows 95 is running, and close all open applications and folders, including Dial-Up Networking, on the desktop and taskbar.

cd rom installation: Insert your **AT&T WorldNet(sm) Service** CD-ROM disk. Software installation will begin automatically.

Floppy disk installation: Insert the **AT&T WorldNet(sm) Service** software (Disk 1 of 3) in your drive. Click the *Start* button on the Windows 95 desktop. Click *Run*, then type a:\setup (or change the “a” to a different letter if the software is in another drive). Click *OK* to begin software installation.



If you're already an **AT&T WorldNet(sm) Service** member:

If you're upgrading from an earlier version of **AT&T WorldNet(sm) Service** software, do not install the new software in the same folder. Use the default instead (c:\Program Files\WorldNet).

After you run Setup, see page 36 for instructions on how to complete your upgrade quickly.

If *Dial-Up Networking* is not installed, you will be asked if you want to install it. We recommend that you install it now.

If you need assistance during installation, see the [If You Need More Help](#) section beginning on page 30 for solutions to problems like these:

- If Windows 95 is not configured for your modem.
- If Netscape Navigator 2.0 software is already installed on your computer.



Setting up your account

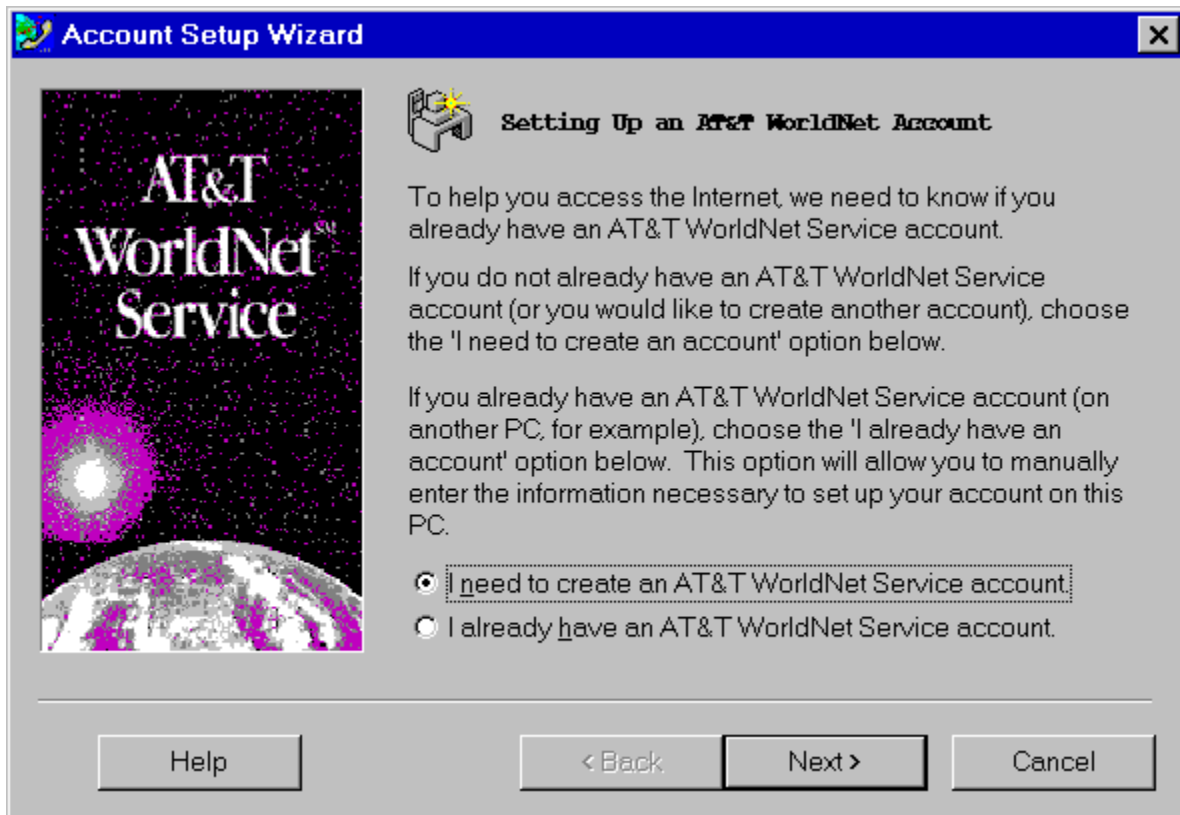
For information on an item, click on it with the mouse when you see the  cursor.

After the software is installed, several icons are displayed in your new folder. To set up your account, double click the account setup icon as shown below. If you see the message "You must log on to your PC before registering," [See "Setting up your account."](#) for further instructions.

Double-click this icon to begin. When the first Account Setup screen appears, click **Next** to continue.



Double Click to
Set Up
Account



At the second screen, select the "create account" option, then click the Next button to continue.

To set up your account you must answer a series of questions about you, your credit card preference, your modem type, and your phone.

At the "Modem Information" screen, click **Next** if a modem name is displayed in the box. If the box is empty, or if the wrong modem is displayed, please go to [If you need More help](#).

 **Account Setup Wizard** X



 **Personal Information**

Name (Business accounts: Name of designated user):

Name of Business (Required for business accounts):

Address 1 (Street):

Address 2 (P.O. Box, Room, Apt. Number):

City: State: Zip:

Click *Next* after you complete each page. Click *Finish* on the last page to transmit your member information to **AT&T** using a private, toll-free number. Your information is kept strictly confidential.

Fill in the blanks on each screen, then click the Next button to continue as you complete each screen.



Completing your registration

For information on an item, click on it with the mouse when you see the  cursor.

The last step in registration is to review and complete the information you entered while setting up your account. If the system finds an error, the screen is redisplayed with a STOP sign to show where you must enter the correct information.

Registration Code Information: Enter your registration code as printed on the top of the address label on your **AT&T WorldNet(sm) Service** Kit. If you do not have a registration code, please call the **AT&T** Customer Care Center on 1 800 400-1447.

During registration you must choose an Account Information security word, an E-mail ID, and an E-mail password.

- If you enter an E-mail ID that is already in use, you'll be asked to enter another one. You can use any form of your name. For example, you might use your initials, or spell out your middle name, to make it unique.
- You should record your E-mail information below for future reference. Do not disclose your password, your security word, or your account information to anyone. Your E-mail ID cannot contain spaces or any special characters except hyphens or periods.
- Your E-mail password is case sensitive; that is, "PassWord" is not the same as "password".

Click *Continue* after you review each page. Click *Finish* at the last page to complete your registration. Afterward, be sure to restart Windows 95 when prompted so your computer is configured properly to run the software. This is a good time to [back up your account information](#).

Please note: If you are disconnected during registration, select the *Double Click to Set Up Account* icon, or symbol, to start over. At the opening screen, choose the *I need to create an **AT&T WorldNet(sm) Service** account* option.

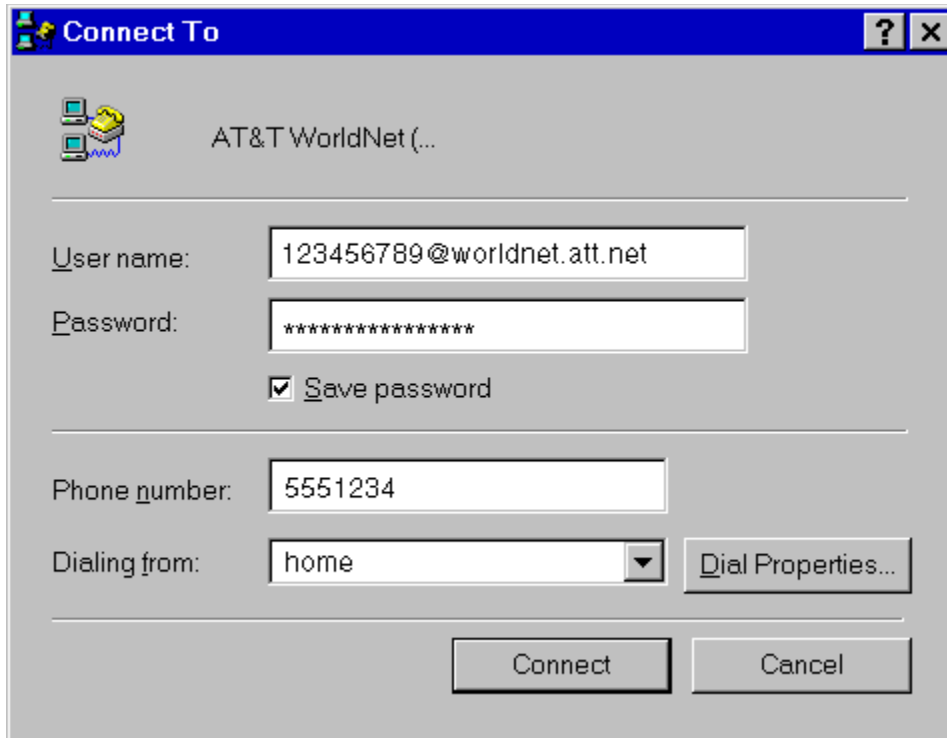


Browsing the Internet


For information on an item, click on it with the mouse when you see the  cursor.

Congratulations! As a new member of the **AT&T WorldNet(sm) Service**, you're ready to explore the wide world of the Internet.

After you've completed registration, you can gain access to the Internet at any time by double-clicking the **AT&T WorldNet(sm) Service** icon on your desktop or in the **AT&T WorldNet(sm) Service** folder.



Connect To [?] [X]

 AT&T WorldNet (...)

User name:

Password:

Save password


Phone number:

Dialing from: [v]

After a moment, you'll see the **AT&T WorldNet(sm) Service** home page on the World Wide Web (www). The simplest way to begin browsing the Internet is to start here, and begin clicking on hyperlinks to explore your options. [Hyperlinks](#) are special words or graphics in a document that contain the address of another document. By clicking on these hyperlinks, you can explore many thousands of sites, services, and information sources across the country and throughout the world.


Do not change your user name or password.

Click Connect to begin

Hyperlinks can be easily identified because your mouse cursor changes (usually to a hand icon ) when passed over any linked word or graphic image.



How to get help and advice

For information on an item, click on it with the mouse when you see the  cursor.

Before you begin exploring the Internet, you might want to take a moment to check two useful sources of information. If you're new to the Internet, click on the New Users hyperlink for a quick explanation of unfamiliar terms and useful advice about exploring the Internet.

The Help menu contains detailed information that may be of use even to more experienced users of the Internet.

If you need help with installation, registration, or use of the software, check the Troubleshooting Guide in the **AT&T WorldNet(sm) Service** folder (see "[If you need more Help](#)").



This is how the **AT&T WorldNet(sm) Service** homepage looks like:



Location:

AT&T WorldNet Member Services Search Directories Newsgroups



Welcome to AT&T WorldNet™ AT HOME / AT WORK

- [Welcome from Tom Evslin](#)
- [New Users Click Here](#)
- [Safe Surfing](#)
- [Access Numbers](#)
- [Service Announcements](#)
- [Press Releases](#)
- [Customer Service](#)

[At Home](#) | [What's New At Home](#) | [What's New At Work](#) | [At Work](#)

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Note: You must click Disconnect to end your connection to [AT&T WorldNet\(sm\) Service](#) (see page 38).


New Users Click Here: New to the Internet? Click here for a quick description of the Internet and tips to make browsing easier.

Help menu

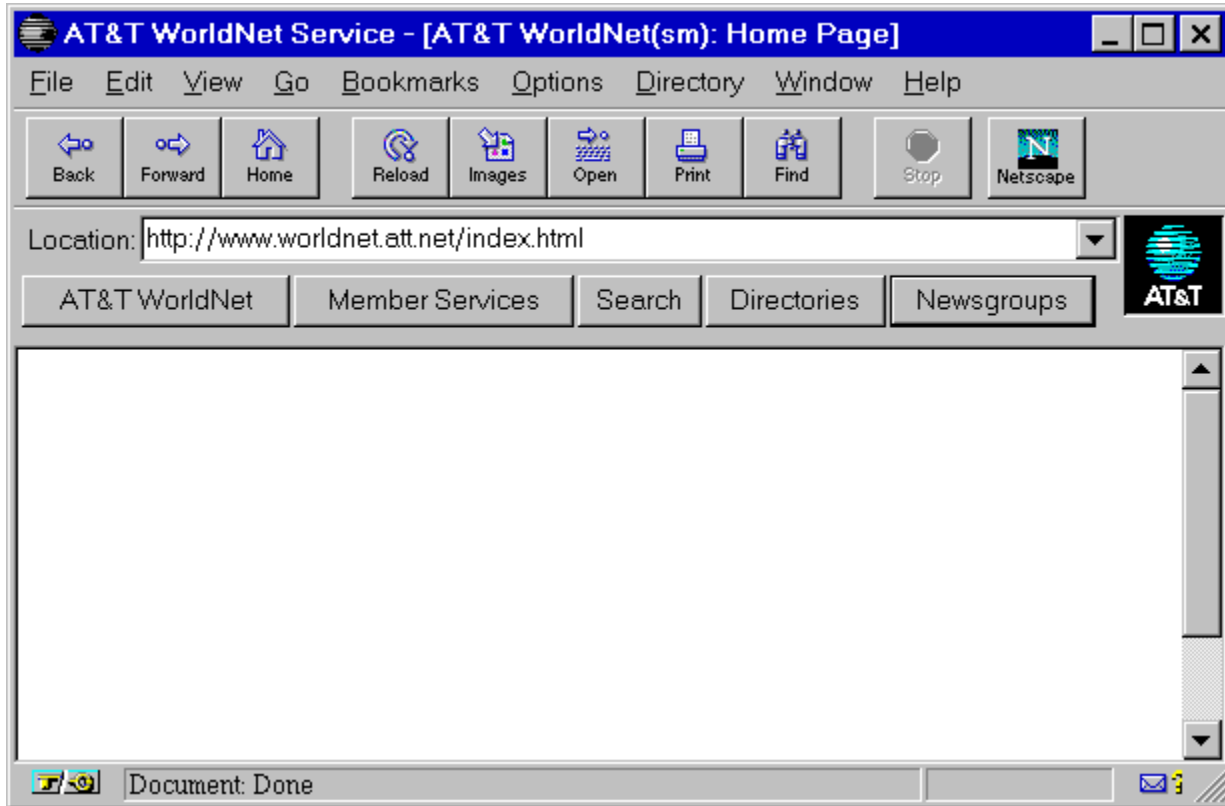
- **About AT&T WorldNet(sm) Service:** Shows software version information.
- **Netscape Navigator Handbook:** A guide to AT&T WorldNet(sm) Service software.
- **Where to Get More Help:** Takes you directly to AT&T WorldNet(sm) Service Member Services for technical support and online help with account, billing, and child safety concerns.



Using your AT&T WorldNet(sm) Service software

For information on an item, click on it with the mouse when you see the  cursor.

The **AT&T WorldNet(sm) Service** software makes Internet browsing fast and simple. For a more detailed description of these and other program features, click the Help menu and select Netscape Navigator Handbook. TIP: While browsing Internet documents, click your right mouse button for quick access to many frequently used features.



To create more room for Internet pages, you can make your document window larger by “hiding” the Toolbar and Directory buttons if you don’t often use them. Click the Options menu to display a list of features you can show or hide.

It's easy to get lost in the worldwide maze of the Internet. No matter where you are, you can always start over by clicking Home to return to **AT&T WorldNet(sm) Service**.

For quick access to AT&T Customer Service, click Help, then select Where to Get More Help.

The Bookmarks menu is a directory you can customize to find your favorite places quickly (see page 18).

Click here to check for new E-mail, or to send a message to someone else (see page 20).

The status line shows the Internet address (URL) of any hyperlink as you pass your mouse cursor over a page displayed in your document window.

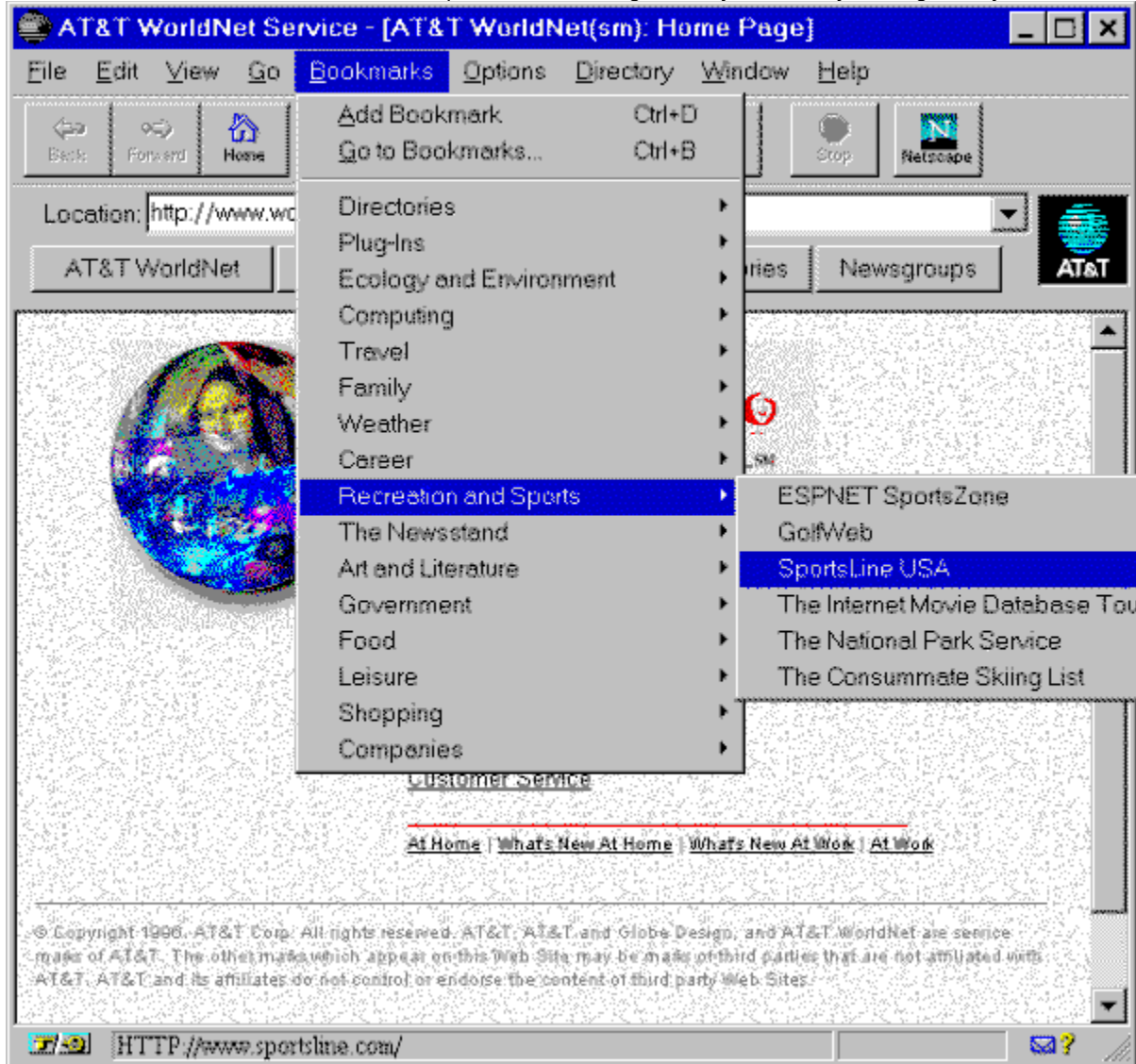
Click the Directories button for a list of Internet resource, personal, and business directories.



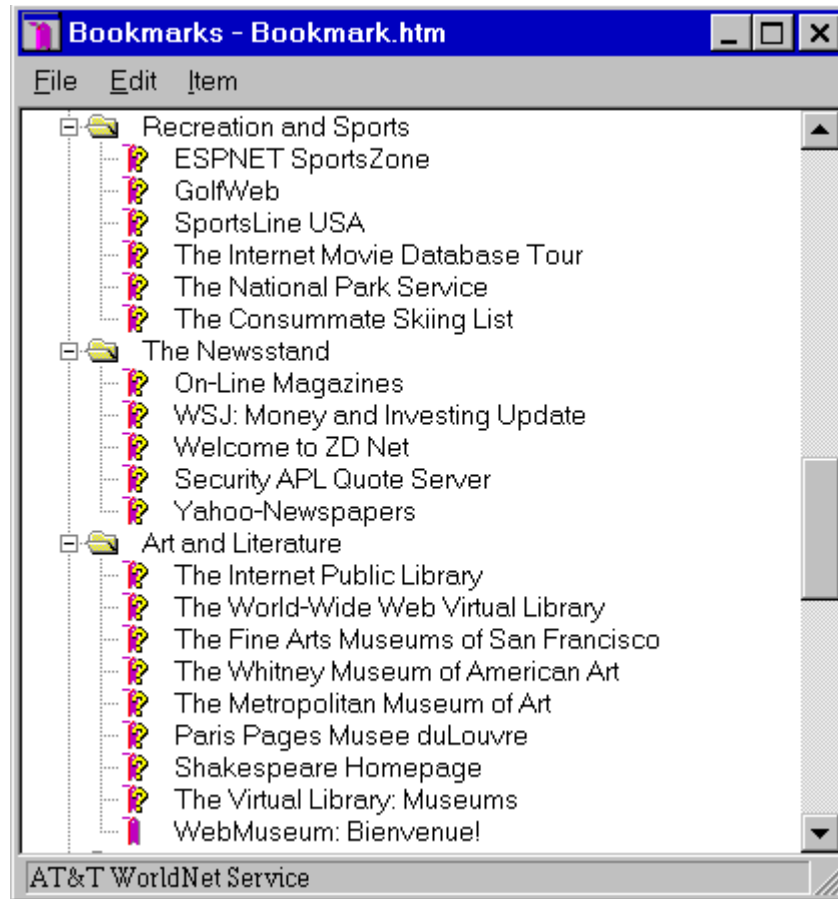
Bookmarks make browsing easy

For information on an item, click on it with the mouse when you see the  cursor.

Bookmarks allow you to keep track of your favorite Internet sites, so you can return to them whenever you want. Click on the Bookmarks menu to see a list of sample sites. You can go directly to a site by clicking on any item in the list.



As you browse the Internet, you can add sites to the list by clicking Bookmarks | Add Bookmark (or just press Ctrl+A on your keyboard). Click Bookmarks | View Bookmarks (or press Ctrl+B) to open a new window showing all bookmarks. You can use the File, Edit, and Item menus to customize your list, by adding or moving categories or specific sites.



Double-click any category to show or hide its contents.




Sending and receiving E-mail

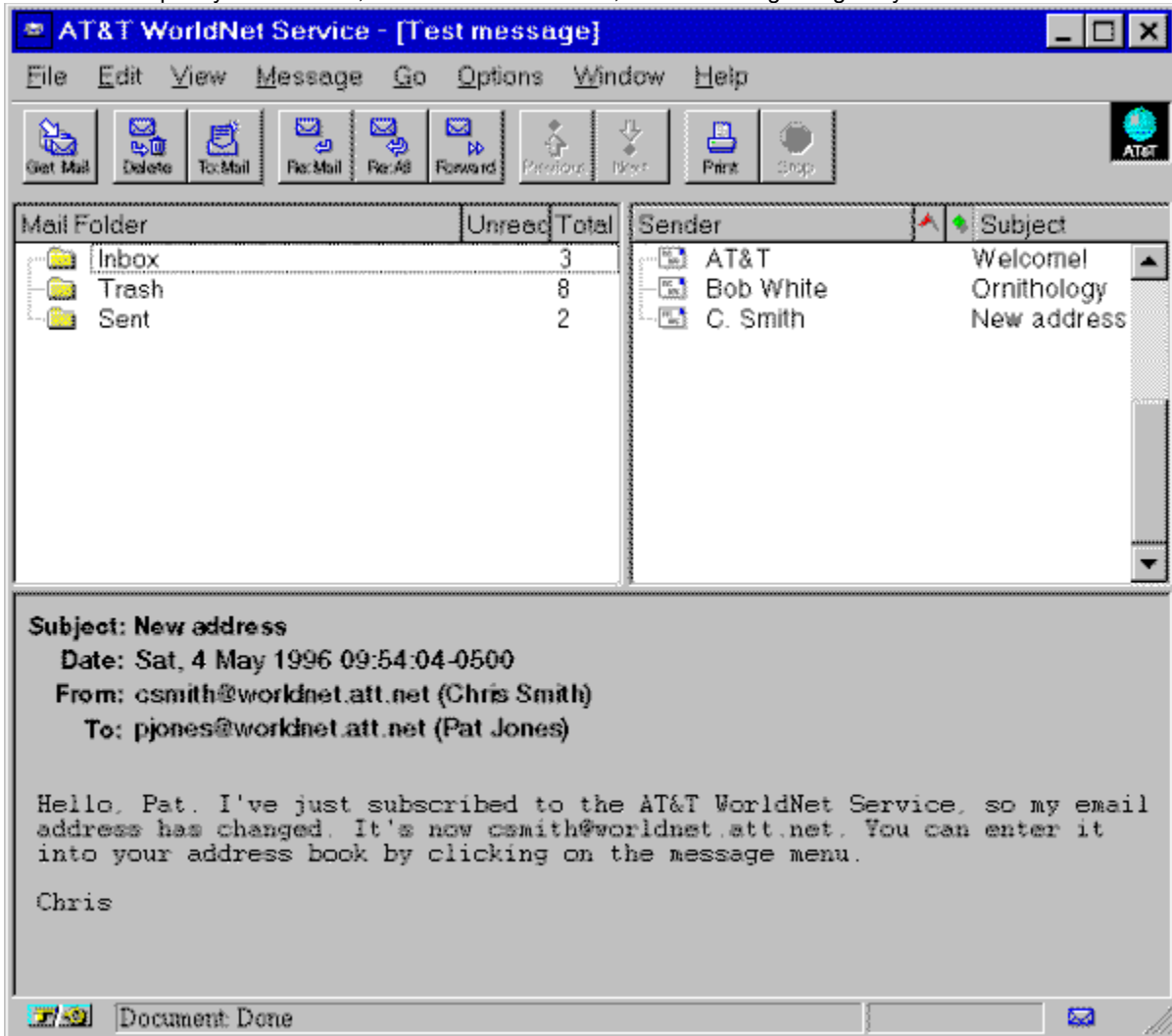
For information on an item, click on it with the mouse when you see the  cursor.

On **AT&T WorldNet(sm) Service**, you can exchange E-mail with anyone in the world who has access to the Internet. To send or receive mail, select Window | **AT&T WorldNet(sm) Service** Mail (or click the E-mail icon at the lower right edge of your screen).

To receive messages, you should let others know your E-mail address. Your address is your E-mail ID followed by **@worldnet.att.net**.

For example, the address of a person using the ID "pjones" would be: **pjones@worldnet.att.net**.

TIP: To check quickly for new mail, click on the  icon, at the lower right edge of your screen.



Check for new mail

Delete displayed message

Compose new message

Reply to sender

Reply to all recipients

Send to another recipient

Print displayed message



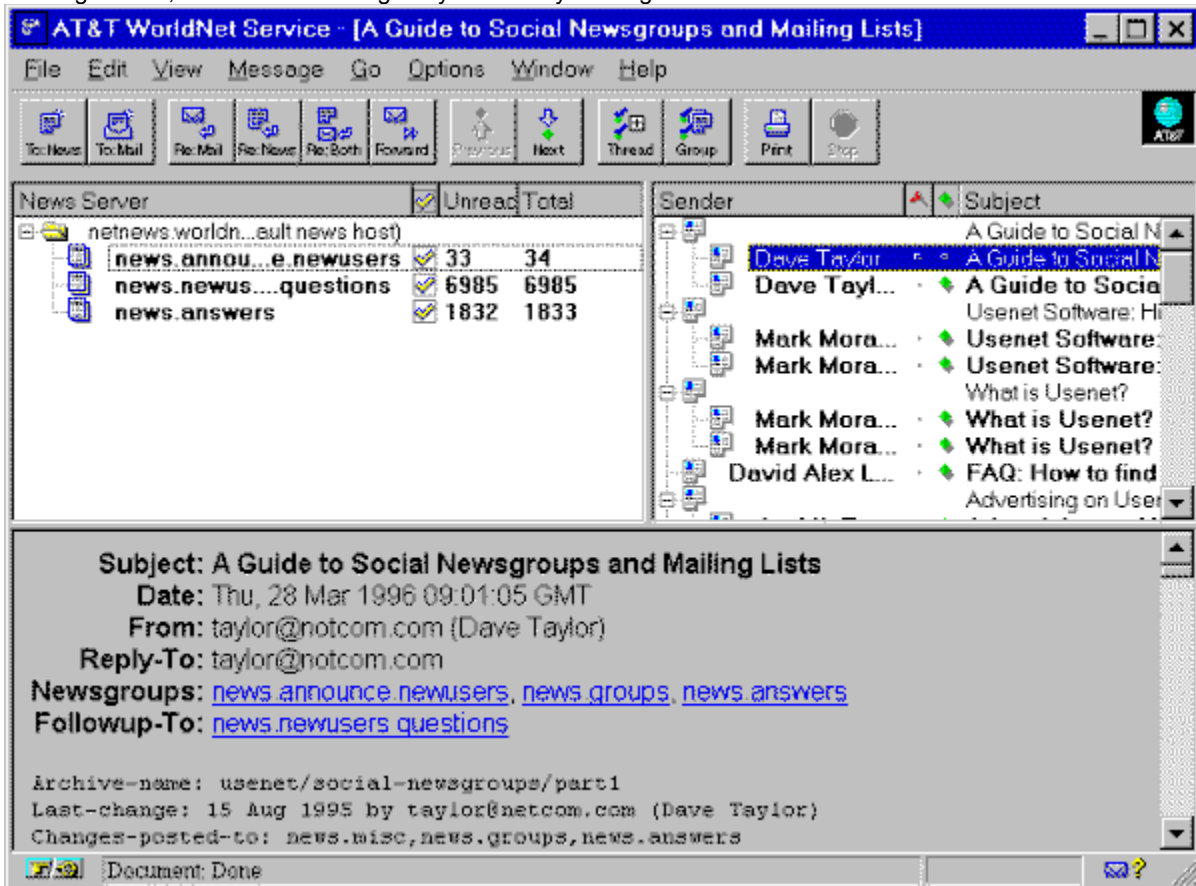
Using Netnews

For information on an item, click on it with the mouse when you see the  cursor.

Netnews works like a global bulletin board, where people all over the world can post, read, and respond to messages organized by topic, or newsgroup.

Click the Newsgroups button to begin using Netnews. The News window will display a sample list of newsgroups. You can view more by clicking Options | Show All Newsgroups. To subscribe to any newsgroup, click the check box next to the group name.

Click on any newsgroup to see the list of messages it contains. You can reply to any message by clicking the Message menu, or submit a message of your own by clicking the File menu.



Click any topic for more detailed information

Compose news message

Compose Email message

Reply by private E-mail

Reply by public message

Reply by mail & message

Send to another recipient

[Go to previous message](#)

[Go to next message](#)



Access telephone numbers

For information on an item, click on it with the mouse when you see the  cursor.

During registration, the **AT&T WorldNet(sm) Service** software suggests an access telephone number for you. If you prefer to use a different one, you can use any number listed here.

If you have selected one of your local phone company's calling plans, you may want to ask them whether the access number you select is covered by the plan.

If none of the numbers listed here are acceptable, ask your local telephone company about optional calling plans in your area that may allow you to use one of the numbers listed here at a reduced rate.

Otherwise, you can use the number 1 800 543-3279 for an additional charge of \$4.50 per hour (about 8 cents per minute). This number can be convenient to use when you're away from home.

To change your access telephone number, right-click your **AT&T WorldNet(sm) Service** connection in the Dial-Up Networking folder. Select Properties, enter the number where indicated, then click OK.

Alabama	Illinois	Minnesota	North Carolina	Tennessee
Arizona	Indiana	Mississippi	North Dakota	Texas
Arkansas	Iowa	Missouri	Ohio	Utah
California	Kansas	Montana	Oklahoma	Vermont
Colorado	Kentucky	Nebraska	Oregon	Virginia
Connecticut	Louisiana	Nevada	Pennsylvania	Washington
Florida	Maine	New Hampshire	Puerto Rico	West Virginia
Georgia	Maryland	New Jersey	Rhode Island	Wisconsin
Hawaii	Massachusetts	New Mexico	South Carolina	Wyoming
Idaho	Michigan	New York	South Dakota	

Questions? Call 1 800 400-1447

We're here to help you, 24 hours a day, 7 days a week

Alabama

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Birmingham	205	327-6520
Huntsville	205	518-2140
Mobile	334	441-9370
Montgomery	334	223-5140

Arizona

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Phoenix	602	340-9248
Tucson	520	770-9006

Arkansas

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Little Rock	501	372-0104

California

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Bakersfield	805	633-3630
Fresno	209	497-7822
Gardena	310	767-5950
Hayward	510	581-0270
Long Beach	310	429-7493
Los Angeles	213	955-5409
Modesto	209	491-3150
Ontario	909	983-8604
Oxnard	805	487-7344
Palm Springs	619	320-9426
Redwood City	415	562-2400

Sacramento	916	498-3020
Salinas	408	771-1150
San Bernardino	909	884-7604
San Diego	619	220-6920
San Francisco	415	296-1275
San Jose	408	494-0910
Santa Ana	714	444-9327
Santa Barbara	805	564-1115
Van Nuys	818	986-0462
Stockton	209	939-3089

Colorado

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Colorado Springs	719	444-0216
Denver	303	572-0522

Connecticut

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Bridgeport	203	696-3940
Danbury	203	207-5430
Hartford	860	244-8200
New Haven	203	777-1942
New London	860	442-9324
Stamford	203	975-2908

Florida

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Daytona Beach	904	257-5990
Fort Myers	941	277-7171
Fort Lauderdale	954	316-1500
Gainesville	352	337-6885
Jacksonville	904	798-3300
Miami	305	375-7600
Ocala	352	690-3059
Orlando	407	245-7802
Panama City	904	913-3400
Pensacola	904	470-0800
Sarasota	941	365-5700
Tallahassee	904	224-2223
Tampa	813	621-1178
West Palm Beach	407	803-4672
Winter Haven	941	295-9500

Georgia

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Albany	912	430-8900
Atlanta	404	221-3620
Augusta	706	821-8700
Columbus	706	321-2070
Macon	912	765-4200
Savannah	912	651-6000

Hawaii

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Honolulu	808	536-8495

Idaho

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
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Boise 208 344-1009

Illinois

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Champaign	217	352-0679
Chicago	312	441-0661
Peoria	309	673-8611
Rockford	815	966-1001
Springfield	217	525-6199

Indiana

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Bloomington	812	334-1115
Evansville	812	424-0104
Fort Wayne	219	422-3476
Indianapolis	317	237-0039
South Bend	219	239-7125

Iowa

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Cedar Rapids	319	362-1910
Davenport	319	322-9333
Des Moines	515	288-2810

Kansas

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Topeka	913	235-1491
Wichita	316	264-1712

Kentucky

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Lexington	606	252-3031
Louisville	502	562-0830

Louisiana

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Baton Rouge	504	336-8400
Lafayette	318	289-1009
New Orleans	504	561-7860
Shreveport	318	675-3000

Maine

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Portland	207	879-9650

Maryland

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Baltimore	410	783-4570
Monrovia	301	865-0717

Massachusetts

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Cambridge	617	621-3400
Lawrence	508	557-0299
Springfield	413	263-6630

Worcester 508 751-4900

Michigan

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Detroit	313	964-3100
Grand Rapids	616	776-2601
Kalamazoo	616	226-9408
Lansing	517	484-7994
Saginaw	517	753-6166

Minnesota

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Minneapolis	612	339-0328
Rochester	507	286-1047

Mississippi

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Gulfport	601	867-9078
Jackson	601	360-2000

Missouri

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Kansas City	816	221-4569
Springfield	417	866-1239
St. Louis	314	534-6483

Montana

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Billings	406	245-1399
Great Falls	406	771-7718

Nebraska

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Omaha	402	341-6863

Nevada

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Las Vegas	702	386-8056
Reno	702	334-4400

New Hampshire

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Manchester	603	627-0300

New Jersey

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Asbury Park	908	493-3030
Fanwood	908	322-2288
Carteret	908	541-2600
Freehold	908	866-0347
Middletown	908	615-0112
Morristown	201	292-9557
New Brunswick	908	418-0357
Newark	201	623-1292
Passaic	201	458-8484

Pleasantville	609	383-0315
Princeton	609	275-0955
Ridgewood	201	251-8561
Rochelle Park	201	291-0121
Trenton	609	581-8100

New Mexico

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Albuquerque	505	242-7070

New York

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Albany	518	447-0459
Binghamton	607	724-9070
Buffalo	716	853-0820
New York	212	528-2420
Plainview	516	249-2948
Poughkeepsie	914	452-0038
Rochester	716	454-1030
Syracuse	315	448-4575
White Plains	914	397-2300

North Carolina

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Asheville	704	232-5200
Charlotte	704	376-2060
Fayetteville	910	678-2036
Greensboro	910	412-5880
Raleigh	919	508-3000
Wilmington	910	350-8800

North Dakota

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Fargo	701	232-4658

Ohio

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Akron	330	374-1400
Canton	330	588-2273
Cincinnati	513	665-9909
Cleveland	216	622-7566
Columbus	614	221-8831
Dayton	513	449-1444
Mansfield	419	522-2308
Toledo	419	243-0147
Youngstown	330	744-7981

Oklahoma

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Oklahoma City	405	270-0039
Tulsa	918	582-0129

Oregon

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Eugene	541	686-0449
Portland	503	221-2174
Salem	503	362-0785

Pennsylvania

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Erie	814	454-6182
Harrisburg	717	236-5884
Philadelphia	215	772-1560
Pittsburgh	412	391-6163
Scranton	717	348-4060
York	717	843-9008

Puerto Rico

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
San Juan	787	725-9622

Rhode Island

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Providence	401	453-9360

South Carolina

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Charleston	803	720-4240
Columbia	803	988-7420
Greenville	864	282-0400
Myrtle Beach	803	626-3834

South Dakota

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Sioux Falls	605	336-3437

Tennessee

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Chattanooga	423	757-8800
Johnson City	423	282-5304
Knoxville	423	521-0100
Memphis	901	543-5400
Nashville	615	401-7570

Texas

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Abilene	915	676-0273
Austin	512	708-0200
Beaumont	409	838-1988
Brownsville	210	546-0121
Corpus Christi	512	883-0280
Dallas	214	826-4651
El Paso	915	577-0400
Fort Worth	817	338-1047
Houston	713	759-6839
Longview	903	753-6390
Lubbock	806	749-0397
Midland	915	683-5510
San Angelo	915	653-0126
San Antonio	210	225-0742
Waco	817	752-4994

Utah

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Salt Lake	801	322-5758

Vermont

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Burlington	802	865-2750

Virginia

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Arlington	703	685-8700
Lynchburg	804	847-0262
Norfolk	804	626-3835
Richmond	804	771-5440
Roanoke	540	342-9185

Washington

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Kennewick	509	735-4400
Olympia	360	709-2460
Seattle	206	382-0108
Spokane	509	456-0421
Tacoma	206	272-3982

West Virginia

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Charleston	304	340-8066

Wisconsin

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Appleton	414	831-4920
Madison	608	282-7944
Milwaukee	414	223-5112

Wyoming

<u>City</u>	<u>Area Code</u>	<u>Telephone Access Number</u>
Cheyenne	307	632-0673



If you need more help

For information on an item, click on it with the mouse when you see the  cursor.



Click the **Troubleshooting Guide** icon in the **AT&T WorldNet(sm) Service** folder for helpful tips and advice about installation, registration, and use of the software. In the Troubleshooting Guide, you'll find complete answers to questions and problems like the ones described in this section.



[Click the button for the next troubleshooting topic](#)

Configuring Windows 95 to work with your modem

1. Click Start on the Windows 95 taskbar.
2. Select Settings, then click Control Panel.
3. Double-click Modems.
4. If your modem is listed under the "General" tab, it has been configured to work properly. If not, click Add, then follow the instructions on screen.

The screenshot shows a Netscape browser window titled "AT&T WorldNet Service". The menu bar includes "File", "Edit", "Bookmark", "Options", and "Help". Below the menu bar is a navigation bar with buttons for "Contents", "Index", "Find", "Back", "Print", "<<", and ">>". The main content area has a yellow background and is titled "TABLE OF CONTENTS". It lists several topics with green underlined links:

- [Installation and Registration](#): an overview of the installation and registration process, including upgrading from an earlier version of the AT&T WorldNet Service software.
- [Special Cases](#): if you have another version of Netscape Navigator software installed on this PC, or this PC is on a LAN, look here.
- [How-to](#): instructions on setting up AT&T WorldNet Service to autodial, uninstalling the software, finding local access numbers, and more.
- [Troubleshooting](#): look here for explanations of error messages, and solutions to many common problems.
- [If You Still Need Help . . .](#) how to get in touch with AT&T WorldNet Service Customer Care.
- [A Brief Glossary of Internet Terminology](#)
- [Index](#)

Questions? Call 1 800 400-1447 *We're here to help you, 24 hours a day, 7 days a week*

Click any topic for more detailed information.

Installing Windows 95 Dial-Up Networking

For information on an item, click on it with the mouse when you see the  cursor.



[Click the button for the next troubleshooting topic](#)

You'll need your Windows 95 cd-rom or disks to install Dial-Up *Networking*.

1. Click Start on the Windows 95 taskbar.
2. Select Settings, then click Control Panel.
3. Double-click Add/Remove Programs.
4. Click the Windows Setup tab.
5. Select Communications (but do not click the check box next to it). Click the Details button.
6. Select the Dial-Up Networking check box, then click OK.
7. On the Windows Setup tab, click OK. When prompted, insert your Windows 95 cd-rom (or disks) to begin software installation.

Note: Do not restart Windows 95 until you have added the TCP/IP protocol (see next page).

After Dial-Up Networking is installed, follow these steps to add the TCP/IP protocol:

1. Click Start on the Windows 95 taskbar.
2. Select Settings, then click Control Panel.
3. Double-click Network.
4. On the Configuration tab, click Add.
5. Double-click Protocol.
6. Select Microsoft from the "Manufacturers" column. Select TCP/IP from the "Network Protocols" column.
7. Click OK. Windows 95 will then install the appropriate software.
8. When prompted, restart Windows 95. You will be prompted to enter a user name and password. Do not click Cancel. Enter your name and an optional password. If you choose not to enter a password, you will be logged in to Windows 95 automatically whenever your computer is restarted. Click OK to continue.

Logging onto Windows 95

For information on an item, click on it with the mouse when you see the  cursor.



[Click the button for the next troubleshooting topic](#)

When you set up your account, you may see this message:

“When using the Internet, Windows 95 requires users to log on to their computers. If you have a logon, please restart the computer and enter it.”

This message means that you are not logged on to Windows 95. To log on, follow these steps:

1. Click *Start* on the Windows 95 taskbar.
2. Select *Shut Down...*
3. Select the option “Close all programs and log on as a different user.” (If this option does not appear, consult the *How-to* section of the *Troubleshooting Guide*, under the heading “How to install the client for Microsoft Networks.”)
4. Click the *Yes* button.

Windows 95 will restart, and you will be prompted to enter a user name and password. Do not click *Cancel*. Enter your name and an optional password. If you choose not to enter a password, you will be logged in to Windows 95 automatically whenever your computer is restarted. Click *OK* to continue.

Netscape Navigator 2.0 software is already installed

For information on an item, click on it with the mouse when you see the  cursor.



[Click the button for the next troubleshooting topic](#)

Please note that special care must be taken if you want to maintain both **AT&T WORLDNET(SM) SERVICE** software and another copy of Netscape Navigator 2.0 on the same computer.

Do not install **AT&T WORLDNET(SM) SERVICE** software in the same folder as your Netscape Navigator software.

The default folder selected during Setup is recommended (c:\Program Files\WorldNet).

After installation, click the *Troubleshooting Guide* icon in the **AT&T WORLDNET(SM) SERVICE** folder to learn which Windows 95 settings are shared between **AT&T WORLDNET(SM) SERVICE** and Netscape Navigator 2.0 software, and to learn how to maintain them. This information can be found in the *Special Cases* section of the guide, under the heading "When You Have More Than One Installation of Netscape Navigator Software 2.0."

Upgrading from an earlier version of AT&T WorldNet(sm) Service software

For information on an item, click on it with the mouse when you see the  cursor.



[Click the button for the next troubleshooting topic](#)

If you've installed an earlier version of **AT&T WORLDNET(SM) SERVICE** software, follow these steps to upgrade your software quickly:

1. Double-click the *Double Click to Set Up Account* icon in your *AT&T WorldNet(sm) Service* folder.
2. Click *Next* on the opening screen.
3. At the "Updating Your Dialing Information" screen, select Yes, then click *Next*.
4. At the "Modem Information" screen, make sure that the correct modem is displayed, then click *Next*. If no modem (or the wrong modem) is displayed, select *Cancel*. If you are asked to restart Windows, select *Restart Later*. Follow the instructions on page 30 to configure Windows 95 for your modem, then return to step 1 on this page.
5. At the "Exploring the Internet" screen, click *Finish* to complete your software upgrade.

When prompted, restart Windows 95 to configure your system properly. Keep your E-mail password handy, since you will have to re-enter it the first time you use E-mail services with your new software.

Dial-Up Networking has lost my password

For information on an item, click on it with the mouse when you see the  cursor.



[Click the button for the next troubleshooting topic](#)

Follow these steps if you see the error message: *“Unable to connect to remote computer. Check your password and then try again.”*

1. Double-click the *Shortcut to AT&T WORLDNET(SM) SERVICE* display your user name (similar to 123456789@worldnet.att.net) and password (*****).
2. Open the *AT&T WORLDNET(SM) SERVICE* folder and double-click on the *Troubleshooting Guide* icon.
3. Click Table of Contents, then click *How To*.
4. Click *Backup your AT&T WORLDNET(SM) SERVICE account information* and follow the instructions on screen. Select *Account Summary Only*.
5. Check the *Connect To* window to make sure the “User Name” field contains the same information as the “Network login name” information in your account summary.
6. Copy the contents of the “Network password” field (in your account summary) to the password field of the *Connect To* window.
7. Make sure there is a check mark in the “Save Password” box.
8. Click *Connect* for access to *AT&T WORLDNET(SM) SERVICE*. (Note that Windows 95 will not save your password until you have used it to log on to the service.)

Telephone line does not disconnect automatically after exiting from the AT&T WorldNet(sm) Service software

For information on an item, click on it with the mouse when you see the  cursor.



[Click the button for the next troubleshooting topic](#)

Closing the **AT&T WORLDNET(SM) SERVICE** software does not automatically disconnect you from the Internet. To close the connection, click *Connected to AT&T WORLDNET(SM) SERVICE* on your Windows 95 taskbar, which opens a connection status window. Click *Disconnect* to close the connection and hang up your phone line. If your connection is idle for 20 minutes, the software will ask you if you want to disconnect from the Internet. To change this time interval:

1. Click your right mouse button on the **AT&T WorldNet(sm) Service** icon (on the Windows 95 desktop).
2. Select *Properties*.
3. To turn the automatic disconnect feature on or off, click the *Auto Disconnect* check box.
4. When the automatic disconnect feature is on, enter the time interval you prefer. The software will disconnect from the Internet after the period of inactivity you select.

Backing up or moving your account information to another PC

For information on an item, click on it with the mouse when you see the  cursor.

Complete instructions on how to back up your account information, or move it to another PC, can be found in the Troubleshooting Guide. To review this information:

1. Double-click the *Troubleshooting Guide* icon in your **AT&T WORLDNET(SM) SERVICE** folder.
2. Click *Table of Contents*.
3. Click *How-to*.
4. Click Back up your **AT&T WORLDNET(SM) SERVICE** account information.

Note: An **AT&T WORLDNET(SM) SERVICE** account may be used on more than one PC only under specific conditions. Click *Terms and Conditions* on the **AT&T WORLDNET(SM) SERVICE** home page to see a copy of your service agreement.

Questions? Call 1 800 400-1447 *We're here to help you, 24 hours a day, 7 days a week*



Windows 3.x Installation

Before you begin

Typically, you will need 30 minutes to install, register and log on to your **AT&T WorldNet(sm) Service** account. Should you require assistance at any point in the process, call **AT&T WorldNet(sm) Service** Customer Care at 1 800 400-1447.

Installation tips

When installing the software, please follow the instructions for set-up. At the end of installation, your computer will restart. Don't forget to click on "RESTART WINDOWS" because you will not be able to register until you have done this.

Once you've installed the disks or CD-ROM, the software will "call" AT&T to register you as a new customer. If you experience a modem problem, try selecting Hayes Compatible. If this does not work, call customer care at 1 800 400-1447.

During the registration process you will be asked to:

- Choose a special "security code" that you will use to verify who you are when you call customer care.
- Tell us whether you are an AT&T Long Distance Service customer so that you can receive the 5 free hours a month usage plan.
- Choose an e-mail address identification that will be your "name" on the Net.
- Choose an e-mail password that you will use to create your **AT&T WorldNet(sm) Service** account.

System Requirements

To run **AT&T WorldNet(sm) Service** you need:

- An IBM-compatible personal computer
- 80386X processor (or better) Microsoft® Windows® 3.1X or Windows 95
- 8MB RAM and 11MB of free hard disk space
- 14.4 bps (or faster) modem and a phone line not connected to a Local Area Network (LAN)

Getting Started

To Install **AT&T WorldNet(sm) Service**, simply:

- Turn on your computer and modem, start Windows, and close all other applications, Microsoft Office™.
- Insert Disk 1 into your floppy disk drive (A or B)
- From the Program Manager, choose File/Run
- Type A:\setup (or B:\setup)
- Choose OK
- Follow the instructions on your screen to register for **AT&T WorldNet(sm) Service**. (During registration, you will be prompted to enter a valid MasterCard, Visa, or American Express Card number. Please read through the **AT&T WorldNet(sm) Service** terms and conditions before you register.

Be sure to check for error messages. In order for your account information to be accepted, you must enter the information fully and correctly.

If you make a mistake and exit the registration process prematurely, all you need to do is click on "Create New Account." Do not click on "Edit Existing Account."

Complete all three stages of registration. A check mark will be displayed next to each stage when you have successfully completed it.

When choosing your **AT&T WorldNet(sm) Service** access telephone number, you will be given several options.

Please choose the one nearest to you.

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