

EXPERT BRAND
SOFTWARE

HOLIDAY

Clip Art



Online User's Guide



Holiday Clip Art

Credits

Online Manual First Edition: April 1996

Product Manager: Susan Azpurua

Quality Assurance: George Moneo, Patty Fuquen, James H. Smith IV, Randy Abdool, Rick Haylock

Documentation Layout: Rebecca A. Ergen

Documentation Editor: Mia Leonin

Development Art Department: Greg Lampkin, Omar Rodriguez, Jr., Glen Milan, Enrique Saldarriaga, Noel Fung

0848760402.1.0

Copyrights and Trademarks

Program © 1996 Expert Software, Inc. Clip Art Images © 1996 by Imageline, Inc. Portions © 1996 Imspace Systems, Corporation. Font production by SWFTE, International. Documentation © 1996 Expert Software, Inc. All Rights Reserved.

Kudo® is a registered trademark of Imspace Systems Corp. Holiday Clip Art, Expert Brand logo and Expert Software are trademarks of Expert Software, Inc. Windows and Microsoft are registered trademarks of Microsoft Corp. All other Trademarks are acknowledged.



Usage Rights and Restrictions

You may:

Copy the CDs on one computer hard drive and use the images on 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 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.

Use the images to create calendars, greeting cards, posters or other items which are intended for sale. For example, if you create a sports calendar using images found in the photo CD and intend to distribute and sell these calendars, this is a violation of the license agreement.



Usage Rights and Restrictions (Cont'd)

You may not:

Make copies, film negatives or positives, magnetic copies of the images of the CDs for sale, rental, lease, or transfer to another person or entity, other than the permitted user.

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), 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 pornographic use.



Additional Information

The following categories are listed in the Kudo Browser:

- **Borders**
- **Calendar**
- **Cards**
- **Corners**
- **Events**
- **Family**
- **Holiday**
- **Leisure**
- **Misc.**
- **Objects**
- **Ocassion**
- **Tags**



Expert Software recommends that the .WMF format is utilized for clearer resolution and optimal resizing capabilities. To use the .WMF images, go to the **d:\content\wmf** directory (where **d:** is the drive letter of your CD-ROM).

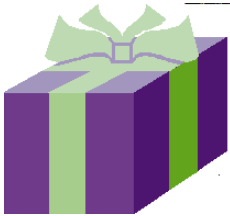
Note: you must have a .WMF filter or an application that is able to open a .WMF format file to view these images.

Learn registration procedures, installation instructions, and how to get started using Kudo Catalog Reader.



Program Overview

Welcome to Expert's Image Collection!



— This collection contains numerous images which can be used in a variety of documents. This online manual contains instructions for using the images in a variety of programs as well as how to use the Kudo Catalog Reader to print and preview the images before placing them into a document. This chapter covers registration procedures, installation instructions, and how to get started using the Kudo Catalog Reader.

Registration

By registering, Expert Software, Inc. can keep you informed of the latest changes and improvements to this product, as well as information on our other products. Sending in your registration card also allows you to receive free product support.

In order to register this product, you must first run the Expert Setup program.

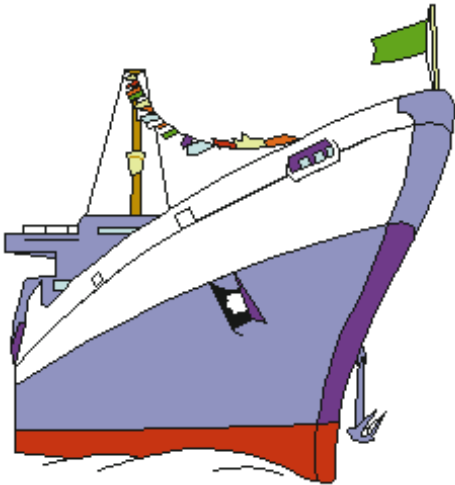
For Windows® 95 users:

1. Insert the Expert CD into your CD-ROM drive. From the Taskbar, click on the **Start** button. Point to and click on the **Run** command.
2. Type **d:\expert\setup** (where **d:** is the letter of your CD-ROM drive) and then click on the **OK** button.
3. Follow the prompts to complete the installation. Fill out, print and send the online registration card to Expert Software, Inc.



For Windows® 3.1 users:

1. Insert the Expert CD into your CD-ROM drive. From Program Manager, choose **File-Run**.
2. Type **d:\expert\setup** (where **d:** is the letter of your CD-ROM drive) and then click on the **OK** button.
3. Follow the prompts to complete the installation. Fill out, print and send the online registration card to Expert Software, Inc.



Mail to: *Expert Software, Inc.*
 P.O. Box 144506
 Coral Gables, FL 33114-9796

Fax it to: *(305) 569-1350*

Starting the Online Catalog

When you register the program, the Online Catalog will be installed. To access the Online Catalog which allows you to preview other exciting Expert products:

Windows® 95 users

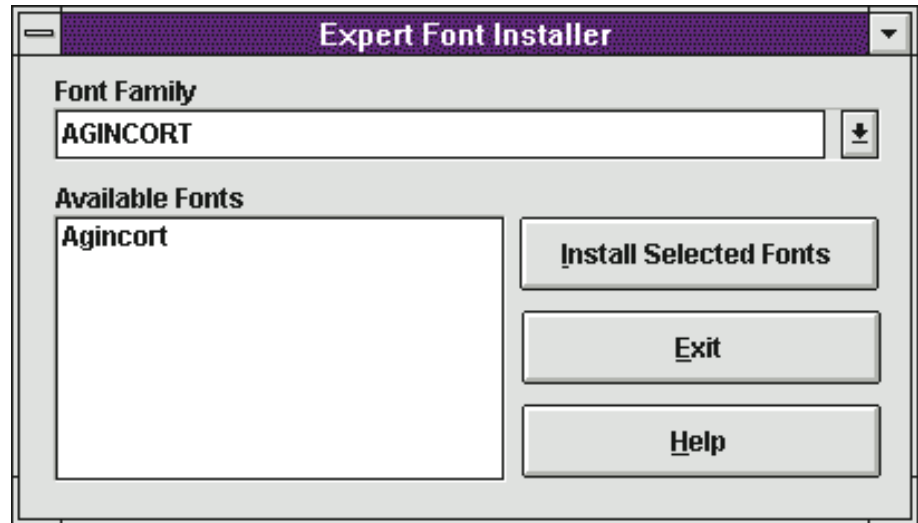
Insert the Expert CD into your CD-ROM drive. On the Taskbar, click on the **Start** button, point to the Programs folder and the Expert Software folder and finally, point to and click on **Expert Online Catalog**.

Windows® 3.1 users

Insert the Expert CD into your CD-ROM drive. Locate the Expert Software program group and maximize or double-click on the Expert Software icon. Once it opens, double-click on the **Expert Online Catalog** icon.

Installing TrueType Fonts in Microsoft® Windows®

1. Place the Expert CD into your CD-ROM drive. From Microsoft® Windows® Program Manager, double-click on the **Holiday Clip Art Fonts** icon located in the **Expert Software** program group. The Fonts dialog box will appear.
2. Click on the drop-down list box and select a Font family. All the fonts for that family are displayed in the larger box.
3. After highlighting the desired fonts, click on the **Install Selected Fonts** button.
4. To make multiple font selections, press the **CTRL** key while you click on the desired fonts.
5. After installing the desired fonts, this window appears to



confirm your selection. Click on the **OK** button.



Note: it is recommended that you do not have more than 20 fonts installed on your system at one time. For Win 95 users, after installing the fonts, click on the Fonts icon in the Control Panel to update the fonts folder. All fonts will be visible in the application.

Installing TrueType Fonts in Macintosh®

1. Quit all running applications
2. Insert the CD into the CD-ROM drive.
3. Double-click on the MAC TrueType® Folder.
- 4 Shift-click on each desired font and drag it onto the Systems/Fonts Folder.

Please note: all other commands are identical for Macintosh and Windows users.

Terminology used in this manual

Please note, Note, Hint, or Tip: Additional or background information on a command or procedure.

Choose File—Open: Choose a command from the applicable menu item. In this case, the command means to go to the File menu and select the Open command.

1, 2, 3, etc.: Sequential steps that are numbered in order of execution. Start with step 1 and proceed through the next step in order to complete the procedure being described.

Drag & Drop: Press and hold the mouse button, then drag or move the mouse. Release the button when the movement is finished.



Control Menu Box: The hyphen-shaped icon is located in the upper left corner of dialog boxes and windows. By double-clicking on the icon, you will close the current application. This functions as if you had pressed the **ALT** key and the **F4** key at the same time.

The screenshot shows the 'Kudo CD Publisher' application window with the following components and annotations:

- 1**: Points to the application icon in the title bar.
- 2**: Points to the 'File' menu.
- 3**: Points to the 'Edit' menu.
- 4**: Points to the 'View' menu.
- 5**: Points to the 'Image' menu.
- 6**: Points to the 'Sort' menu.
- 7**: Points to the 'Find' button in the toolbar.
- 8**: Points to the 'Info' button in the toolbar.
- 10**: Points to the status bar at the bottom of the window.
- 9**: Points to the scrollbar on the right side of the image grid.

File Name	Size (Bytes)
BEAR.WMF	8972 Bytes
BULL.WMF	1692 Bytes
CANGOOSE.WMF	1718 Bytes
CARIBOU.WMF	47012 Bytes
CAT.WMF	9308 Bytes
DOG2.WMF	9158 Bytes
FLAMINGO.WMF	1448 Bytes
HORSE2.WMF	11482 Bytes

13 of 13 found Read Only

Using Kudo Catalog Reader

The Kudo Catalog Reader enables you to open catalogs of images in various distinct categories. Each category is a separate catalog. The Kudo Image Browser 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.

The Kudo Catalog Reader Window

Kudo allows you to view image thumbnails in three ways: gallery, small gallery, and list views. This is a typical Kudo Catalog Reader window. The catalog selected is being displayed in the Gallery View.

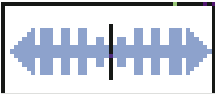
Please note: *the Kudo Catalog Reader displayed is an example and may not reflect your onscreen images or the categories available on your CD-ROM.*

- 1. Small Gallery View Button** - The Small Gallery View uses the same layout as Gallery, but with much smaller images. This allows the user to view more images at once.
- 2. Gallery View Button** - The Gallery View uses a grid-style layout showing several thumbnails and their file type and size at once. Click on the **Info** button to view more detail about the selected thumbnail.
- 3. List View Button** - List View uses a vertical layout with fewer thumbnails in the window, but with a notes section for each file. The List View displays the thumbnails in a vertical column and the blank notes section in a second vertical column.
- 4. 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.
- 5. Info Button** - The **Info** button gives you quick access to a thumbnail's information. This option tells you the filename, volume, size, date, location of file and any notes attached to the thumbnail. **Note:** *the date, volume and notes will most likely contain the same information for all images. Also, the notes section is blank for the images in the catalog.*

- 6. Menu Bar** - The menu commands allow you to access all the main program features.
- 7. 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 once.

To open a full-screen preview of the image, choose **Image—Display Original**. To open the thumbnail into a Paint program such as Microsoft Paint, double-click on the thumbnail. **Note:** *this will only work if the thumbnail image format (.BMP, .PCX, .TIFF, .WMF, etc.) has been associated with the Paint program application.*

- 8. Image Information** - This area displays the file name and size of the original image. **Note:** *this area is only visible in the Gallery View.*



- 9. Riffle Feature** - The Riffle feature displays the selected catalog's thumbnails one at a time in the lower right corner of the main window. To control the Riffle speed and direction, hold down the left mouse button and drag the control bar from the center to the left or right of the Riffle Control. Kudo advances 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 choose 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 want.

- 10. 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 13 thumbnails which is displayed as "13 of 13 found." After executing the Find feature for all images whose name contains the letter "B" for example, only 3 thumbnails meet the search criteria. The Kudo Browser window only displays the 3 found thumbnails and the Status Bar displays "3 of 13 found."

Use either the **Find All** option from the **Image** menu or find "Everything" using the **Find** button.

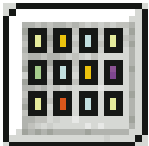
***Please note:** the "Read Only" message on the status bar indicates that the images in the catalog cannot be modified.*

This chapter details the tools accessed from the Kudo Catalog Reader's toolbar.



Tools/Toolbars

Small Gallery View button



The Small Gallery View uses the same layout as Gallery, but with much smaller images, allowing the user to view more images at once. The filename is not displayed in this view. Click on the **Info** button to view detail about the selected thumbnail. This command can be activated by choosing **View—Small Gallery**.

a e e



The Gallery View uses a grid-style layout showing several thumbnails and their file type and size at once. Click on the **Info** button to view detail about the selected thumbnail. This command can also be activated by choosing **View—Gallery**.

e



List View uses a vertical layout with fewer thumbnails in the window than the Gallery View and a blank notes section. The List View shows the thumbnails in the first vertical column and the blank notes section in a second vertical column. Simply click on one of the three View buttons to toggle to the view desired. This command can also be activated by choosing **View—List**.

Please note: the information in the List View cannot be edited because the information resides on the CD not on your hard drive. In other words, the catalog is Read Only.



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 which thumbnail characteristic it should search. You can search by name, size, date modified, notes or location. **Note:** *images in a catalog only have a distinct name and size, all other characteristics are the same.*
2. Use the next combo box to tell Kudo how to search the catalog. The selections in this combo box will appear after you make a selection in the first combo box.
3. The Edit Text box tells Kudo what words or information to search for. Wild Card characters such as * or ? are not necessary. Enter or type text into this box.
4. Click on the **Find** button. **Note:** *when you exit from the catalog and reopen it, all images in the catalog will be found.*

Note: To revert to all images in the category, choose **Image—Find All**.

Info button



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

Note: The date, volume and notes may contain the same information for all images. The notes section may also be blank.

To display a thumbnail's information:

1. Highlight a thumbnail by clicking on it.
2. Click on the Info button.
3. Kudo displays the information in a floating window called 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).



Hint 1: to view the image information on another image without having to close the floating window and reopen it, simply click on another thumbnail.

Hint 2: none of the information in this dialog box may be changed because the catalog is Read Only.

This section of the Online Manual describes the functions of the menu commands.



Menus

File Menu

File	
Open...	Ctrl+O
Close	Ctrl+W
Print...	Ctrl+P
Printer Setup...	
Exit	Alt+F4

The File menu contains the commands for opening, closing, printing, printer setup and exiting from the Kudo Reader.

Open (Ctrl+O)

To open another Kudo Catalog within the current Kudo Reader, choose **File—Open**. This option displays the Open dialog box. Select the CD-ROM drive and open the win_kudo directory. Select one of the .kdb (Kudo Database files) listed and then click on the **OK** button. The selected catalog opens in the same screen as the current catalog. See the Window menu for additional screen display options.

Close (Ctrl+W)

To close the currently selected catalog, choose **File—Close**. This option allows you to save memory and close a catalog without exiting from the Kudo Catalog Reader.

Print (Ctrl+P)

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.

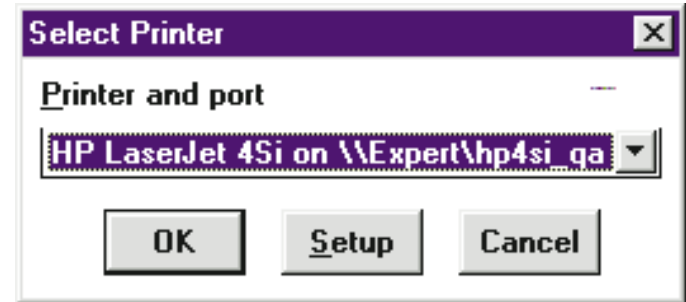
To switch between views, click on the View button you prefer before printing a catalog in the Gallery View, Small Gallery View or List View.

Printer Setup

Printer Setup allows you to select available printers and change their options.

After choosing the menu command:

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



Exit (Alt+F4)

The Exit command closes all open catalogs and then closes the Kudo Catalog Reader.

Edit Menu

Edit

Copy Text

Copy Thumbnail Ctrl+C

The Edit menu contains one grayed-out, inaccessible command called Copy Text. Copy Text is unavailable because all of the catalogs are Read Only. Only the Copy Thumbnail option is accessible.

Copy Thumbnail (Ctrl+C)

Copy Thumbnail copies the selected thumbnail in the currently active catalog to the Clipboard viewer. Once an object has been copied to the clipboard, it is simple to Paste the image into another application. ***Please note: The actual image, not the thumbnail will be copied to the clipboard.***

To retrieve the object from the clipboard, choose **Edit—Paste** from the menu of the target application.

View Menu

View

Small Gallery Ctrl+S

Gallery Ctrl+G

List Ctrl+L

The View menu allows you to choose from three viewing options: Gallery View, Small Gallery View and List View.

***Note:** The grayed out option is the active one.*

Small Gallery (Ctrl+S)

The Small Gallery View uses the same layout as Gallery, but with much smaller images, allowing the user to view more images at once. The filename will not be displayed in this view. Click on the **Info** button to view detail about the selected thumbnail. This command can also be activated by clicking on the **Small Gallery View** button.

Gallery (Ctrl+G)

The Gallery View uses a grid-style layout showing several thumbnails and their file type at once. This command can also be activated by clicking on the **Gallery View** button.

List View (Ctrl+L)

List View uses a vertical layout with fewer thumbnails in the window and a blank notes section appears next to the thumbnail. The list view shows the thumbnails in the first vertical column and the notes section in a second vertical column. This command can also be activated by clicking on the **List View** button.

***Please note:** the information in the List View cannot be edited because the information resides on the CD not on your hard drive. In other words, the catalog is Read Only.*

Image Menu

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

Display Original (Ctrl+E)

Kudo maintains a link between the thumbnail image in the catalog and the original file. Use the Display Original 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 finds 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 Display Original Image window is open.

Note: if the Find Image window appears, place the letter of your CD-ROM drive in the text field and then press the return key.

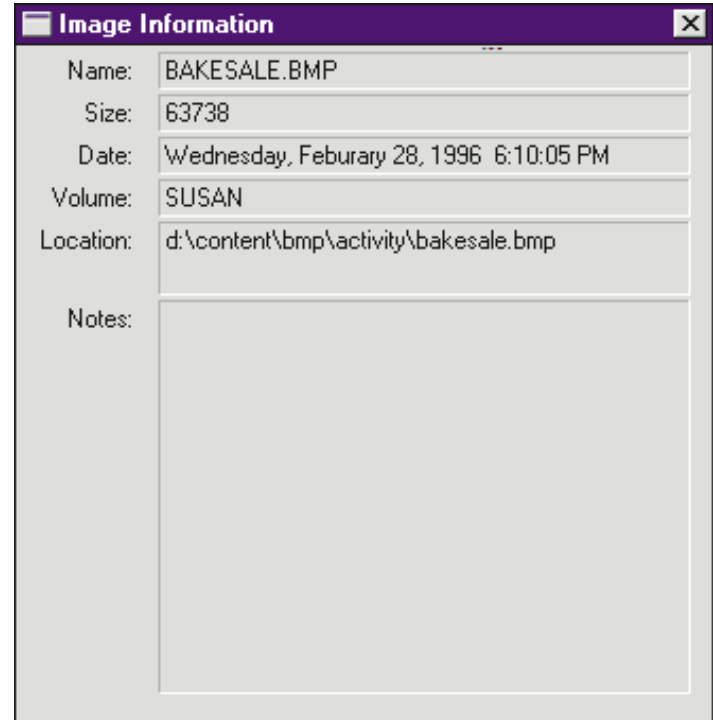
Image

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

Get Info (Ctrl+L)

Get Info gives you quick access to a thumbnail's information. This option tells you the filename, volume, size, date created, location and any notes attached to the thumbnail. This option can also be activated by clicking on the **Info** button. ***Note:** Usually, only the name and size are distinct for each thumbnail. This information cannot be changed as it resides on the CD, not on your hard drive.* 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 called Image Information.
4. Double-click on the Control Menu box (the hyphen-shaped box in the upper left corner of the window) to exit the floating window.



Find (Ctrl+F)

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:** a distinct find may not be available for all of the above characteristics.*

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 which words or information to search. Wild Card characters such as * or ? are not necessary. Enter or type text into this box.
4. Click on the **Find** button.

Find All (Ctrl+A)

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 the equivalent of executing a Find Everything by clicking on the **Find** button.

Sort Menu

Sort

Name

Size

Kind

Modification Date

Location

Notes

The Sort menu allows you to sort thumbnails according to the following criteria:

Name sorts by an eight character file name.

Size sorts by the actual image file size (bytes).

Kind sorts thumbnails alphabetically by their image type (extension).

Modification Date sorts by the date the image file was last modified.

Location sorts by the image file's location (pathname).

Notes sorts by the first word in the notes box.

To start a sort, simply choose one of the six commands in the menu and the program will automatically start sorting the images in the order of the chosen command. **Note:** *only sorting by name and size produces a unique sort. In most of our products, all other characteristics are identical for all images in the Kudo Catalogs.*

Window Menu



The Window menu allows you to manipulate the currently displayed window with the following standard Windows options:

Cascade arranges open windows so that the title bar of each window is visible

Tile arranges open windows side-by-side so that all of them are visible.

Arrange Icons arranges all program-item icons for a selected group into rows.

Close All closes all open catalogs.

Document List lists the names of all currently open browsers.

***Note:** these options are only useful if you have more than one Kudo *.kdb opened at one time. [Click here to jump to the Open command in the File menu for further information.](#)*

Help Menu



The Help menu allows you to launch an online help file containing instructions on how to use this program as well as credits for this program.

Index launches Expert's Online Help file.

Using Help launches the Windows Help on Help file.

About launches the Kudo Catalog Reader About box.

Learn how to place the clip art images while using Kudo. Tips for inserting the images in various applications are also covered in this section.



Tutorial

Placing Images Via Kudo

Through the Kudo Reader, users are able to preview the images as well as place them into other applications. There are two methods for placing an image from a Kudo Catalog into a document:

1. Copy and Paste
2. Drag and Drop



Copy and Paste

1. Choose **Edit—Copy Thumbnail** to copy the selected thumbnail in the currently active catalog to the Clipboard Viewer.
***Note:** once an object has been copied to the clipboard, it is simple to Paste the image into another application. The actual image, not the thumbnail, is copied to the clipboard.*
2. To retrieve the object from the clipboard, choose **Edit—Paste** from the menu of the target application.

Drag and Drop

Kudo takes advantage of Windows technology (DDE and OLE 2.0) which allows you to Drag and Drop images into 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. Open the Target Document and open the Kudo Reader. Size both applications, so that they can both be seen on the screen.
2. Select the thumbnail to be moved to the target document.
3. Hold down the mouse button and drag the image to the open document. The cursor will change when you are able to drop it onto the document. If an "X" appears on the cursor, you cannot drop the thumbnail onto the target document.

The following applications support Drag and Drop:

- All graphics applications 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

Adobe® PageMaker® version 4.2 and 5.0

Microsoft Word® version 2.0*
WordPerfect® 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 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.*

Using the Images in Various Applications

The following programs are covered in this section: Aldus PageMaker, Harvard Graphics, Microsoft Word, Word Pad, Write and WordPerfect. Please see the manufacturers' user guides for more detailed information on using the images with other programs.

Microsoft® Write (Windows® 3.1)

1. Open or create a Write document.
2. Choose **Edit-Insert Object**.
- 3 Select Bitmap image in the Drop-down menu.

If you have any questions, call Microsoft Windows support.

Microsoft® Word Pad (Windows® 95)

1. Open or create a Word Pad document.
2. Choose **Insert–Object**.
3. Select Bitmap image in the Drop-down menu.

If you have any questions, call Microsoft Windows support.

Microsoft® Word® 6.0 and 7.0

1. Open an existing Word document.
2. Choose **Insert–Picture**.
3. In the dialog box that appears, change the drive and directory to locate the image. All of the images for the Kudo Catalogs are located on the Expert CD.
4. Select the image you want to use and click on the **OK** button.
5. Place the cursor anywhere on the document.

If you have any questions, call Microsoft Word support.

QuarkXPress® 3.1–3.3

1. Open an existing QuarkXPress document.
2. Select the desired picture box tool from the toolbox.
3. Create a picture frame by dragging and dropping the mouse in the desired size and area of the page.
4. Choose **File—Get Picture**.
5. In the dialog box that appears, change the drive and directory to locate the image. All of the images for the Kudo Catalogs are located on the Expert CD.
6. Select the image you want to use and click on the **OK** button.
7. Place the cursor anywhere on the document.

If you have any questions, call QuarkXPress technical support.

WordPerfect® 6.0

1. Open an existing WordPerfect document.
2. Choose **Graphic—Figure—Retrieve**.
3. In the dialog box that appears, change the drive and directory to locate the image. All of the images for the Kudo Catalogs are located on the Expert CD.
4. Select the image you want to use and click on the **OK** button.
5. Place the cursor anywhere on the document.

If you have any questions, call WordPerfect support.

Adobe® PageMaker® for Windows

1. Open an existing PageMaker document or choose **File—New**.
 2. Choose **File—Place**.
 3. In the dialog box that appears, change the drive and directory to locate the image. All of the images for the Kudo Catalogs are located on the Expert CD.
 4. Select the image you want to use and click on the **OK** button.
 5. Place the cursor anywhere on the document, then click.
- If you have any questions, call PageMaker technical support.*

Harvard Graphics® for Windows

1. Create a Harvard Graphics presentation or open an existing presentation.
 2. Choose **File—Import**.
 3. In the dialog box that appears, choose a file format from the File Format drop-down list.
 4. Change the drive and directory to locate the Kudo Catalog image file category on the CD.
 5. Select the image you want and click on the **OK** button.
- If you have any questions, call Harvard Graphics technical support.*

This is a general section on possible situations that may arise while using the Kudo Catalog Reader. Frequently asked user questions are also included.



Frequently Asked Questions

Using a Kudo Catalog Reader



Q: The thumbnails look poor in quality. What can I do to improve the way they appear?

A: You probably are using a 8-bit video driver (256 colors). Like viewing Apple Quicktime movies or MS AVI movies, the more colors displayed, the smoother and clearer the image will be. Set your video card for a higher color display 16-bits or higher (32K, 64K, or 16.7M colors). Changing video color modes requires you to restart Windows. Don't forget to save your work first.





Q: When I double-click on a thumbnail, nothing happens or I get a "no launch extension found for this file" message. What should I do?

A: You do not have an application associated with this image or media type. Windows 3.x and NT use the File Manager to set associations while Windows 95 uses the Explorer disk drive menus.

*In Windows 3.x or NT, you will need to open File Manager. Then, choose **File—Associate**. In the dialog box which appears, enter in a new extension (or modify an old one) and assign it to an application.*

*In Windows 95, open the Explorer and choose the **View—Options**. In the Options dialog box, select the File Types tab. Pick an image file type and click on the **Edit** button to modify the application that is linked to this extension.*

Note: *please consult your Window's operating system manuals for additional information and help*



Q: I am having problems printing my catalogs. What can I do?

A: You probably have an incompatible printer driver installed. Try to install a more generic printer driver (a driver that has a larger printer group support - consult your printer documentation). Kudo applications direct calls to standard Windows

printer drivers. If you are using a laser printer, try using the HP LaserJet II printer driver; most printers support it. For Dot Matrix printers, a common driver is the Epson FX-80 or LQ-80.



Q: My thumbnail will not drag and drop into my application. What is happening?

A: In order to drag and drop thumbnails into other applications, the application must be OLE 2.0 compliant. If the application you are trying to drag and drop into is not OLE 2.0 compliant or Kudo does not have a Place Module for it, it may not work. Many applications can still receive information via drag and drop, but may only be able to access them through a specific location on the screen. This area is the application Title bar (i.e. Microsoft Word, Corel DRAW!, Pagemaker, etc.) at the top of the program. You can tell that you are allowed to drop a thumbnail onto an application when the cursor turns into a box with an arrow.



Q: Nothing happens when I drag and drop a thumbnail into a PageMaker or QuarkXPress document. What am I doing wrong?

A: When an image type is not supported by the target application, the application tends to ignore it (or do other unpleasant things; i.e. you can drag and drop into Excel, but Excel will try to open the image file as a worksheet and it will fill all the

data cells with junk). Check the kind of thumbnail you are using; it must be an image type supported by the version of Pagemaker or QuarkXPress you have installed on your computer.



Q: Why are there grayed-out commands?

A: The Kudo Catalog Reader provided on the CD is a Read Only version of Kudo Publisher. It only contains those commands needed for using the catalog reader.



Q: Why doesn't the Kudo Catalog Reader save any of the text changes I made?

A: The Kudo Catalog Reader provided on the CD is a Read Only version of Kudo Publisher. It only contains those commands needed for using the catalog reader.



Q: What should I do when I get the Find Image dialog box after choosing Image—Display Original?

A: Place the letter of your CD-ROM drive in the text field and then press the Enter key. This dialog appears when the Kudo Catalog Reader is not sure where the original CD images are located.



Q: Are there any shortcuts for the menu commands?

A: The following list contains all Keyboard Short Cuts for the program.

File Menu

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

Edit Menu

Copy Thumbnail	Ctrl+C
----------------	--------

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



Index

About	Find All	Kudo Catalog Reader	Size
Adobe PageMaker for Windows	Find Button	License Statement	Small Gallery View
Arrange Icons	Frequently Asked Questions	List View	Small Gallery View Button
Cascade	Gallery View	List View Button	Sort Menu
Close	Gallery View Button	Location Notes	Status Bar
Close All	Get Info	Menu Bar	Thumbnail
Copy and Paste	Harvard Graphics for Windows	Microsoft Word 6.0 and 7.0	Thumbnails Gallery
Copy Thumbnail	Help Menu	Microsoft Word Pad	Tile
Copyrights and Trademarks	Image Information	Microsoft Write	Tutorial
Credits	Index	Modification Date	Using Help
Display Original	Info Button	Name	Using Kudo Catalog Reader
Document List	Installing TrueType Fonts in Microsoft Windows 3.1	Print	Using the Images in Various Applications
Drag and Drop	Installing TrueType Fonts in Microsoft Windows 95	Printer Setup	View Menu
Edit Menu	Kind	Printing Catalogs	Window Menu
Exit		Product Support	WordPerfect 6.0
File Menu		QuarkXPress 3.1-3.3	
Find		Riffle Feature	
		Shortcuts	

Expert Software License Statement

This software is protected by both United States Copyright Law and International Treaty provisions. Expert Software, Inc. grants you this license and your continued use confirms your agreement. Therefore, you must treat the software “just like a book,” with the following single exception: Expert Software, Inc. authorizes you to make archival copies of the software for the sole purpose of backing up your software and protecting your investment from loss.

By saying “just like a book,” Expert Software, Inc. means, for example, that the software may be used by any number of people and may be freely moved from one computer to another, so long as there is no possibility of being used at one location while it’s being used in another. This is just like a book that cannot be read by two different people in two different places at the same time; neither can this software be used by two different people in two different places at the same time.

This agreement shall be construed, interpreted, and governed by the laws of the state of Florida and shall inure to the benefit of Expert Software, Inc. its successors, administrators, heirs, and assigns.

Limited Warranty

Limited warranty on product disks. To the original buyer only, Expert Software, Inc. warrants the disk or disks on which this product is recorded to be free of defects in material and workmanship under normal use for a period of 90 days from the purchase date. Any implied warranties of merchantability or fitness for a particular purpose are limited in duration to the period of 90 days from the date of purchase. Your sole and exclusive remedy in the event of a defect in material or workmanship under normal use is expressly limited to replacement of the defective item.

This warranty gives you specific legal rights, and you might also have other rights which vary from state to state.

No warranty on product software or User’s Guide. Even though Expert Software, Inc. has tested the software and User’s Guide and reviewed their contents, Expert Software, Inc. and its distributors and dealers make no warranties, either expressed or implied, with respect to the fitness for a particular purpose. The software and User’s Guide are distributed solely on an as is basis. The entire risk as to their quality and performance is with you. Should either the software or User’s Guide or both prove defective, you (and not Expert Software, Inc. and its distributors and dealers) assume the entire cost of all necessary servicing, repair, or correction. Expert Software, Inc. and its distributors and dealer will not be liable for direct, indirect, incidental, or consequential damages resulting from any defects in the software or User’s Guide, even if they have been advised of the possibility of such damages.

Some states do not allow limitations on how long an implied warranty lasts or the exclusion or limitation of incidental or consequential damages, so the above limitations or exclusions might not apply to you.

Copyright

© 1996 Expert Software, Inc. All Rights Reserved. All Rights Reserved Worldwide. The user’s guide and the software described in it are copyrighted with all rights reserved. The user’s guide or software may not be copied in whole or part, without written consent of Expert Software, Inc. You may not sell, rent, lease or transfer copies of the user’s guide or software in any other way without the prior written consent of Expert Software, Inc.

Trademarks

Expert Software and the Expert brand logo are trademarks of Expert Software, Inc. Microsoft and Windows are registered trademarks of Microsoft Corp. Macintosh is a registered trademark of Apple Computer Inc. All other trademarks are acknowledged.

Expert Product Support Policy

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 user's guide and/or help file. In most cases, the answer to many of your questions are in this guide and/or the help file.

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 10-digit program version number from the front of your program disk or back of the CD jewel case, as well as the following information:

If you have a Macintosh-compatible computer:

- Please have the model, system software version and amount of memory available.

If you have Windows- or MS-DOS-compatible computer:

- 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:
 1. The brand of computer you own,
 2. CPU type (80386, 80486, Pentium),
 3. Video type (EGA, VGA, Super VGA),
 4. Model and type of video card, and
 5. Model and type of printer.
- 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® (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.

In case of defective disks

If the disk or disks should fail within 90 days of purchase, please return the original disk with proof of purchase for FREE replacement. After 90 days from date of purchase, please include \$9.50 for replacement. You can obtain a replacement disk of the program by returning the defective copy, and your proof of purchase to Expert Software, Inc. Attention: Customer Service, P.O. Box 144506, Coral Gables, FL 3114-4506.



AT&T WorldNetsm Service

QuickStart Guide 2.0

 Windows® 95 Edition

 Windows® 3.1 Edition



Your Expert Software user registration codes are:

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

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

Copyright © 1996 AT&T CORP. All rights reserved. AT&T WORLDNETSM SERVICE is a service mark of AT&T. Microsoft, Windows, and Windows 95 are trademarks of Microsoft Corporation. Netscape, Netscape Navigator, and the Netscape Navigator Included logo are trademarks of Netscape Communications Corp.

Information in this booklet is current as of 5/17/96 and is subject to change. Your use of the AT&T WORLDNETSM SERVICE software is subject to the Netscape Navigator end-user license agreement included in the software. Your use of AT&T WORLDNETSM SERVICE is subject to the AT&T WORLDNETSM SERVICE Agreement, which is available for review during the registration process and within the Customer Service section of the AT&T WORLDNETSM SERVICE web site, as that agreement may be modified by AT&T from time to time.

AT&T

WorldNet Service

QuickStart Guide 2.0

About your computer system	4
About AT&T WORLDNET SM Service.....	5
Installing the AT&T WORLDNET SM software	6
Setting up your account	8
Completing your registration	10
Browsing the Internet	12
How to get help and advice	14
Using your AT&T WORLDNET SM software	16
Bookmarks make browsing easy	18
Sending and receiving E-mail	20
Using Netnews	22
Access telephone numbers.....	24
If you need more help.....	30

Questions? Call **1 800 400-1447**

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



Welcome!

Thanks for choosing AT&T WORLDNETSM Service — an exciting new world of opportunity, fun, and excitement.

Brought to you by the global leader in communications and networking, AT&T WORLDNETSM 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 WORLDNETSM 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 page 32).

About AT&T WorldNetSM Service

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 WORLDNETSM SERVICE). For a complete list of numbers, see page 24.

Installing the AT&T WorldNetSM Service software

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.

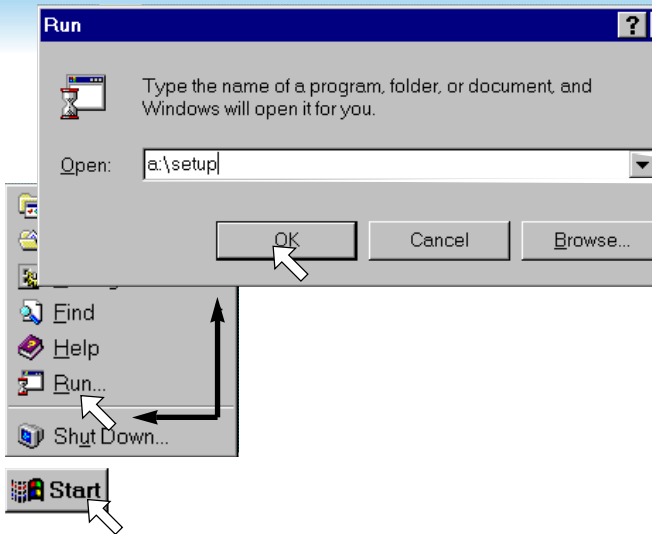
CD ROM installation: Insert your AT&T WORLDNETSM SERVICE CD-ROM disk. Software installation will begin automatically.

Floppy disk installation: Insert the AT&T WORLDNETSM SERVICE software (Disk 1 of 3) in your drive. Click the **Start** button on the Windows 95 desktop (see next page). 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 *Dial-Up Networking* is not installed, you will be asked if you want to install it. We recommend that you install it now. To install it later, see page 32.

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, see page 30.
- If Netscape Navigator 2.0 software is already installed on your computer, see page 35.



If you're already an AT&T WORLDNETSM SERVICE member:

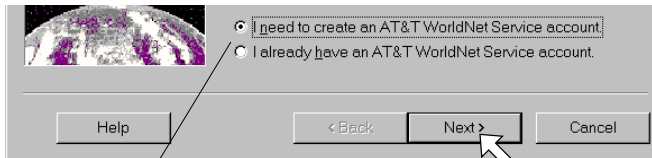
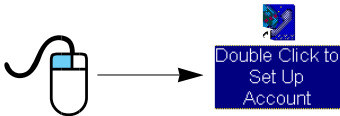
If you're upgrading from an earlier version of AT&T WORLDNETSM SERVICE software, do not install the new software in the same folder. Use the default instead (c:\Program Files\WorldNet).

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

Setting up your account

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 page 34.

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

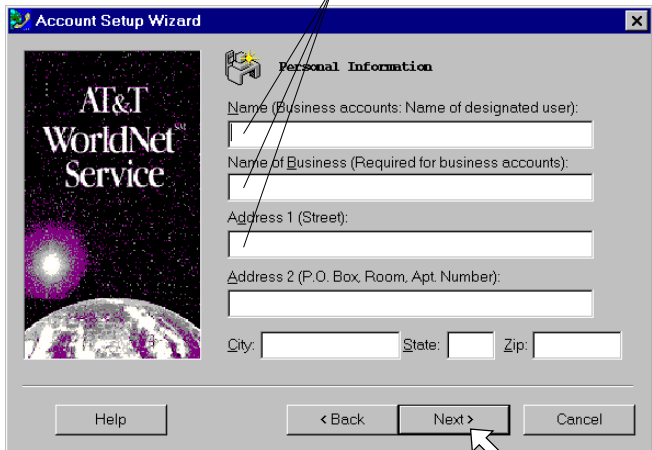


At the second screen, select the “create account” option, then click the **Next** button to continue.

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 turn to page 30 for help.

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



The screenshot shows a window titled "Account Setup Wizard" with a close button (X) in the top right corner. On the left side, there is a graphic with the text "AT&T WorldNet Service" over a background of a starry space scene with a planet. The main area is titled "Personal Information" and contains several input fields: "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:", and "Zip:". At the bottom, there are four buttons: "Help", "< Back", "Next >", and "Cancel". A white arrow points to the "Next >" button. Three lines from the text above point to the input fields for Name, Business, and Address 1.

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.

Completing your registration

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 WorldNetSM** Service Kit. If you do not have a registration code, please call the AT&T Customer Care Center on 1 800 400-1447.

Registration Code:

Enter the 9-character registration code printed on the address label of your **AT&T WORLDNETSM SERVICE** software package

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 can 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 _____

(this word 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. See page 39 for further 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 WorldNetSM Service account*** option.

Browsing the Internet

Congratulations! As a new member of the AT&T WORLDNETSM 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 WORLDNETSM Service icon on your desktop or in the AT&T WORLDNETSM Service folder.



DO NOT CHANGE
your user name
or password.

The "Connect To" dialog box is shown with the following fields and options:

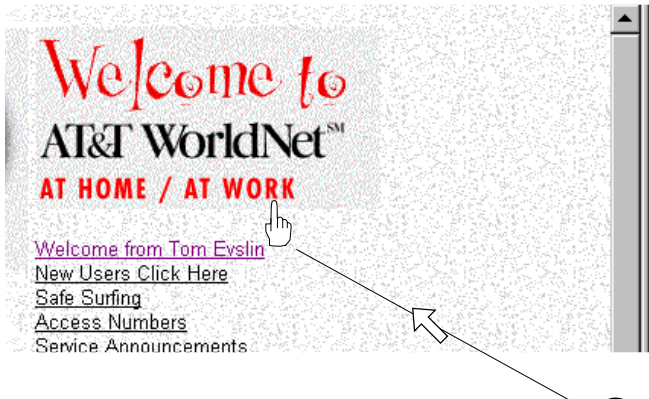
- Title bar: **Connect To** (with help and close buttons)
- Icon: AT&T WorldNet (...)
- User name: 123456789@worldnet.att.net
- Password: *****
- Save password
- Phone number: 5551234
- Dialing from: home (dropdown menu)
- Buttons: **Connect** and **Cancel** (with a "Dial Properties..." button next to the dropdown)

A white mouse cursor is pointing at the **Connect** button.

Click **Connect**
to begin

After a moment, you'll see the AT&T WORLDNETSM 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.



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

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 WORLDNETSM SERVICE folder (see page 30).

Note: You must click *Disconnect* to end your connection to AT&T WORLDNETSM Service (see page 38).





Help menu

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

New Users Click Here

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

Using your AT&T WorldNetSM Service software

The AT&T WORLDNETSM 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**.

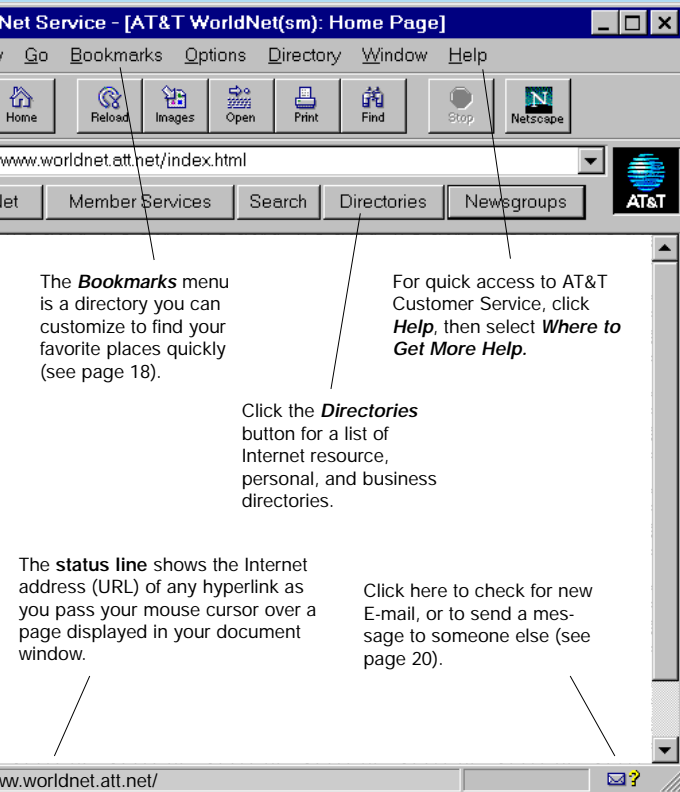
To create more room for Internet pages, you can make your document window larger by "hiding" the Toolbar and Directory buttons if you don't often use them. Click the **Options** menu to display a list of features you can show or hide.

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 WORLDNETSM Service.



TIP: While browsing Internet documents, click your **right** mouse button for quick access to many frequently used features.





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

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

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

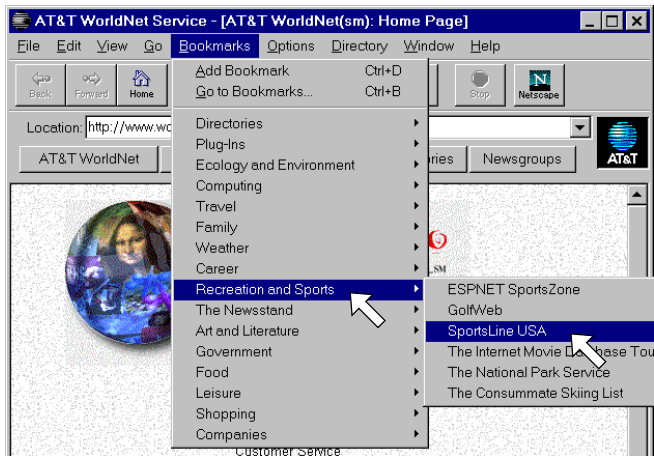
The **status line** shows the Internet address (URL) of any hyperlink as you pass your mouse cursor over a page displayed in your document window.

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

Bookmarks make browsing easy

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.



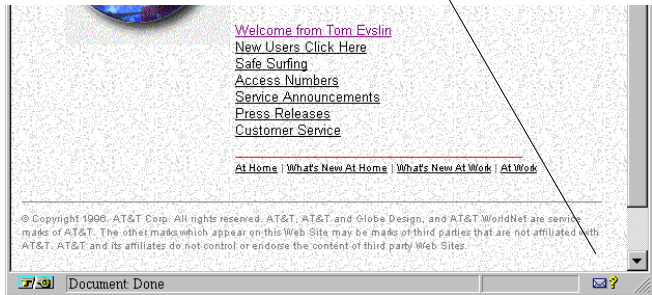
Sending and receiving E-mail

On AT&T WORLDNETSM 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 WorldNetSM 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 envelope icon, at the lower right edge of your screen.



AT&T WorldNet Service - [Test message]

File Edit View Message Go Options Window Help

Get Mail Delete To: Mail Re: Mail Re: All Forward Previous Next Print Stop

Mail Folder	Unread	Total	Sender	Subject
Inbox		3	AT&T	Welcome
Trash		8	Bob White	Ornitology
Sent		2	C. Smith	New address

Subject: New address
Date: Sat, 4 May 1996 09:54:04-0500
From: csmith@worldnet.att.net (Chris Smith)
To: pjones@worldnet.att.net (Pat Jones)

Hello, Pat. I've just subscribed to the AT&T WorldNet Service, so my e address has changed. It's now csmith@worldnet.att.net. You can enter i into your address book by clicking on the message menu.

Chris

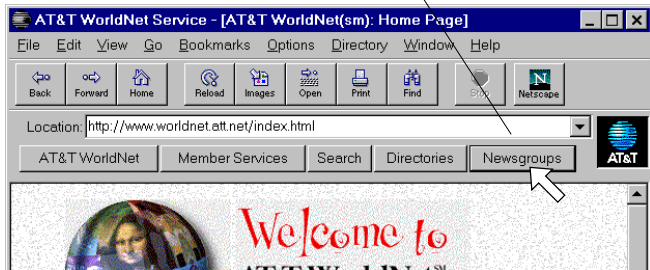
Using Netnews

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 ***News*** button to begin using Netnews. The News window will display a sample list of newsgroups. You can view more by clicking ***Options / Show All News*** 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 here to open your Newsgroups window



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

AT&T WorldNet Service - [A Guide to Social Newsgroups a

File Edit View Message Go Options Window Help

To: News To: Mail Re: Mail Re: News Re: Both Forward Previous Next Thread Group

News Server	Unreac	Total	Sender
netnews.worldn...ault news host)			
news.annou...e.newusers	33	34	
news.newus....questions	6985	6985	
news.answers	1832	1833	

Subject: A Guide to Social Newsgroups and Mailin
Date: Thu, 28 Mar 1996 09:01:05 GMT
From: taylor@netcom.com (Dave Taylor)

Access telephone numbers

During registration, the AT&T WORLDNETSM 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 WORLDNETSM SERVICE connection in the *Dial-Up Networking* folder. Select *Properties*, enter the number where indicated, then click *OK*.

Questions? Call 1 800 400-1447

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



Alabama

Birmingham	205	327-6520
Huntsville	205	518-2140
Mobile	334	441-9370
Montgomery	334	223-5140

Arizona

Phoenix	602	340-9248
Tucson	520	770-9006

Arkansas

Little Rock	501	372-0104
-------------------	-----	----------

California

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

Colorado Springs ..	719	444-0216
Denver	303	572-0522

Connecticut

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

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

Access telephone numbers (continued)

Georgia

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

Honolulu.....	808	536-8495
---------------	-----	----------

Idaho

Boise.....	208	344-1009
------------	-----	----------

Illinois

Champaign.....	217	352-0679
Chicago.....	312	441-0661
Peoria.....	309	673-8611
Rockford.....	815	966-1001
Springfield.....	217	525-6199

Indiana

Bloomington.....	812	334-1115
Evansville.....	812	424-0104
Fort Wayne.....	219	422-3476
Indianapolis.....	317	237-0039
South Bend.....	219	239-7125

Iowa

Cedar Rapids.....	319	362-1910
Davenport.....	319	322-9333
Des Moines.....	515	288-2810

Kansas

Topeka.....	913	235-1491
Wichita.....	316	264-1712

Kentucky

Lexington.....	606	252-3031
Louisville.....	502	562-0830

Louisiana

Baton Rouge.....	504	336-8400
Lafayette.....	318	289-1009
New Orleans.....	504	561-7860
Shreveport.....	318	675-3000

Maine

Portland.....	207	879-9650
---------------	-----	----------

Maryland

Baltimore.....	410	783-4570
Monrovia.....	301	865-0717

Massachusetts

Cambridge	617	621-3400
Lawrence	508	557-0299
Springfield	413	263-6630
Worcester	508	751-4900

Michigan

Detroit	313	964-3100
Grand Rapids	616	776-2601
Kalamazoo	616	226-9408
Lansing	517	484-7994
Saginaw	517	753-6166

Minnesota

Minneapolis	612	339-0328
Rochester	507	286-1047

Mississippi

Gulfport	601	867-9078
Jackson	601	360-2000

Missouri

Kansas City	816	221-4569
Springfield	417	866-1239
St. Louis	314	534-6483

Montana

Billings	406	245-1399
Great Falls	406	771-7718

Nebraska

Omaha	402	341-6863
-------------	-----	----------

Nevada

Las Vegas	702	386-8056
Reno	702	334-4400

New Hampshire

Manchester	603	627-0300
------------------	-----	----------

New Jersey

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

Albuquerque	505	242-7070
-------------------	-----	----------

Access telephone numbers (continued)

New York

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

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

Fargo.....	701	232-4658
------------	-----	----------

Ohio

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

Oklahoma City	405	270-0039
Tulsa	918	582-0129

Oregon

Eugene	541	686-0449
Portland	503	221-2174
Salem	503	362-0785

Pennsylvania

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

San Juan.....	787	725-9622
---------------	-----	----------

Rhode Island

Providence	401	453-9360
------------------	-----	----------

South Carolina

Charleston	803	720-4240
Columbia	803	988-7420
Greenville	864	282-0400
Myrtle Beach.....	803	626-3834

South Dakota

Sioux Falls605 336-3437

Tennessee

Chattanooga423 757-8800

Johnson City.....423 282-5304

Knoxville423 521-0100

Memphis901 543-5400

Nashville615 401-7570

Texas

Abilene915 676-0273

Austin512 708-0200

Beaumont409 838-1988

Brownsville210 546-0121

Corpus Christi.....512 883-0280

Dallas214 826-4651

El Paso915 577-0400

Fort Worth.....817 338-1047

Houston713 759-6839

Longview903 753-6390

Lubbock806 749-0397

Midland915 683-5510

San Angelo915 653-0126

San Antonio210 225-0742

Waco.....817 752-4994

Utah

Salt Lake801 322-5758

Vermont

Burlington802 865-2750

Virginia

Arlington703 685-8700

Lynchburg.....804 847-0262

Norfolk804 626-3835

Richmond804 771-5440

Roanoke540 342-9185

Washington

Kennewick509 735-4400

Olympia360 709-2460

Seattle.....206 382-0108

Spokane509 456-0421

Tacoma206 272-3982

West Virginia

Charleston304 340-8066

Wisconsin

Appleton414 831-4920

Madison608 282-7944

Milwaukee.....414 223-5112

Wyoming

Cheyenne307 632-0673



Troubleshooting
Guide

Click the *Troubleshooting Guide* icon in the AT&T WORLDNETSM 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.

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.

Questions? Call 1 800 400-1447

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



AT&T WorldNet Service [_] [□] [×]

File Edit Bookmark Options Help

Contents Index Find Back Print << >>

TABLE OF CONTENTS

- [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](#)

Click any topic for
more detailed
information



If you need more help (continued)

Installing Windows 95 Dial-Up Networking

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.

If you need more help (continued)

Logging onto Windows 95

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

Do not install **AT&T WORLDNETSM 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 WORLDNETSM SERVICE Services** folder to learn which Windows 95 settings are shared between **AT&T WORLDNETSM 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.”

If you need more help (continued)

Upgrading from an earlier version of AT&T WORLDNETSM SERVICE software

If you've installed an earlier version of AT&T WORLDNETSM 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 WorldNetSM 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

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 WorldNetSM Service*** icon to display your user name (similar to 123456789@worldnet.att.net) and password (*****).
- 2 Open the ***AT&T WorldNetSM 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 WorldNetSM 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 WORLDNETSM Service. (Note that Windows 95 will not save your password until you have used it to log on to the service.)

If you need more help (continued)

Telephone line does not disconnect automatically after exiting from the **AT&T WORLDNETSM SERVICE** software

Closing the **AT&T WORLDNETSM Service** software does not automatically disconnect you from the Internet.

To close the connection, click ***Connected to AT&T WorldNetSM 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 WorldNetSM 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

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 WorldNetSM Service* folder.
- 2 Click *Table of Contents*.
- 3 Click *How-to*.
- 4 Click *Back up your AT&T WorldNetSM Service account information*.

Note: An AT&T WORLDNETSM Service account may be used on more than one PC only under specific conditions. Click *Terms and Conditions* on the AT&T WORLDNETSM 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 Users:

Before you begin

Typically, you will need 30 minutes to install, register and log on to your AT&T WorldNetSM Service account. Should you require assistance at any point in the process, call AT&T WorldNetSM 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 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 WorldNetSM Service account.

System Requirements

To run AT&T WorldNetSM 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 WorldNetSM Service, simply:

- Turn on your computer and modem, start Windows, and close all other applications, Microsoft OfficeTM.
- 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 WorldNetSM Service. (During registration, you will be prompted to enter a valid MasterCard, Visa, or American Express Card number. Please read through the AT&T WorldNetSM 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 WorldNetSM Service access telephone number, you will be given several options. Please choose the one nearest to you.

© 1996 AT&T All Rights Reserved. AT&T WorldNetSM Service is a service mark of AT&T corp. Netscape Navigator logos, Netscape Navigator, and Netscape are trademarks of Netscape Communications Corporation.

AT&T
WorldNet
Service

