Now Kids Can

Launch Their Programs,

But Can't Access Yours!

FAMILY
EDITION

KiD
DESK

®

Windows® 95 User's Guide

KiD

DESK

FAMILY EDITION

For Windows®

KidDesk Family Edition makes using the computer easy, safe, and fun for everyone in the family. It's a menuing program (running both Windows and MS-DOS®-based applications), a hard drive protector, a family communication link, and a productivity tool— all rolled into one.

KID DESK
FAMILY EDITION

For Windows®

Design and Development
Donna Stanger • Scott Clough • Tad Wood
Paul Elseth • Geoffrey Nelson • Bryan Bleil

Art
Barbara Wood • Bonnie Wallace • Bob Cruickshank • David Wright

Windows 95 Version Engineering
Lee Morgan • Stacy Smyth
Bill Zeitler • Elizabeth MacKenzie • Jeff Bienstadt

Windows 95 Version Maintenance
Charlotte Fallarme • Nadim Harfouche

Windows 3.1 Version Engineering
Adonis Corporation

Quality Assurance & Technical Support
Eric Tilleson • Daryl Wood

Guide
Geoffrey Nelson • Mary Latham • Tracee Gorman • Eileen Anderson

Special Thanks to:
Dan Friesen, John Forgard, Holly Gault, Lisa Lewis,
Randy Meyerson, Steve Reddoch, Eric Tilleson, Cristina Vaamonde

Table of Contents

Welcome to KidDesk Family Edition!

Each year, new hardware and software reaches the public. New technology is exciting and empowering, but it raises a new set of concerns: How can inexperienced users quickly become comfortable? How can parents encourage children to use the computer while protecting their own valuable data from accidental damage? Since some applications are not appropriate for all family members, how can parents individualize access to applications—allowing a different assortment of applications to be available to each family member?

KidDesk Family Edition is designed to address these concerns and more. *KidDesk* offers a friendly, independent interface for each member of your family, regardless of computer knowledge (or even reading ability)! A single click on an easily recognized icon runs any application. Eleven fully functional desk accessories (Calendar, Note Pad, Calculator, Address Card File, etc.) are available at the click of a mouse. *KidDesk* even offers Voice Mail and Electronic Mail. These desk-to-desk mail systems are not only a convenient family communication tool, but they can also be used as a stepping stone to prepare your children for the opportunities available through online electronic mail services.

KidDesk protects your data, applications, and documents. Although no security system is foolproof, *KidDesk* keeps curious youngsters and other inexperienced family members from using your applications and accidentally changing or deleting files. *KidDesk* promotes hard drive security while everyone in your family freely and independently uses the applications placed on their own desks.

Because one size never really fits all, *KidDesk* allows you to create a custom computing environment that will meet the individual needs of each family member. Parents can retain unlimited access to Windows and the hard drive. Teenagers can enjoy all of the desk accessories and the easy interface. Young children can be given a simplified environment with limited access to applications and fewer accessories. With *KidDesk*, each family member has a personalized "home base" on the computer.

Edmark's software combines leading-edge technology, proven educational methods, and a sense of joy in using technology to increase productivity and to learn. Listening is a vital part of our development process. We listen to parents, children, teachers—and we also want to listen to you. Please drop us a line, describe your needs, and join us in helping your family use the power of technology to make your computing experiences easy, educational, and enjoyable!

How to Use this Guide

This *User's Guide* introduces you to all the features included in *KidDesk Family Edition* and explains how to set up desks for your family members.

The *KidDesk User's Guide* is divided into three sections:

- **Getting Started** (pages 2-7)
  This section helps you install the program.

- **Step-By-Step Setup** (pages 8-17)
  This section provides you with an overview of *KidDesk* and walks you through basic setup steps, such as creating desks for your family members, putting applications on the desktops, and customizing *KidDesk* for your family.

- **Reference** (pages 18-42)
  Refer to this section for detailed information on all of the *KidDesk* menu commands, for advanced options information, and for an explanation of how to use the Kid Section and the *KidDesk* Accessories.

Now Kids Can Launch Their Programs, But Can't Access Yours!

Windows User's Guide
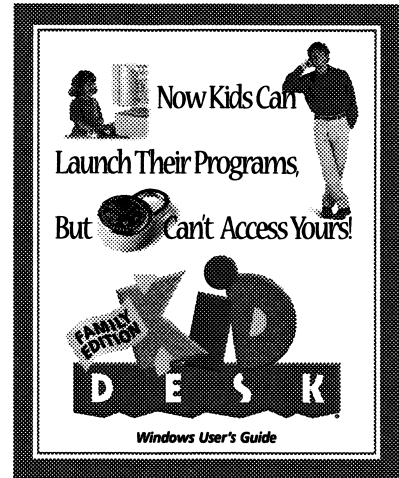
Installation

System Requirements	Optional
- Windows 95	- Windows-compatible printer
- 486 or better	- Edmark TouchWindow®
- Hard disk with 4 MB free	- Microphone
- 8 MB memory (RAM)	
- Super VGA graphics, 640x480, 256 or more colors	
- CD-ROM drive for installation	
- Windows-compatible sound card	

The Installer places a copy of *KidDesk Family Edition* on your hard drive and allows you to set *KidDesk* to run automatically each time Windows is started. After installing the program, you can store your CD-ROM or floppy disks for safekeeping in case you ever need to reinstall the program.

Follow these easy steps to install KidDesk Family Edition on your hard drive:

1. Turn on your computer. If Windows does not start automatically, type **win** at the DOS prompt and press Enter.
2. Insert *KidDesk Family Edition* into your CD-ROM drive.
3. If Windows 95 AutoPlay is enabled when you insert the CD-ROM disc, the Installer will start automatically. If it does not start automatically:
   - Choose *Run* from the Start menu and then type **d:\setup** (where d represents the letter of your CD-ROM or floppy drive) and then click OK.
4. Follow the on-screen instructions.
5. You will be asked to select a *KidDesk* startup method. To set *KidDesk* to run automatically each time Windows is started, select one of the following:
   - "Start *KidDesk* when starting Windows": If you select this option, *KidDesk* runs automatically when you start Windows. When you exit *KidDesk,* you return to Windows. This is the recommended startup method.
   - "Run *KidDesk* as the Windows shell": If you select this option, *KidDesk* replaces Windows as the shell. This option provides the greatest hard drive security; however, you will not be able to access Windows Explorer (your main Windows screen).

Select "Start *KidDesk* manually from Windows" if you do not want *KidDesk* to start automatically each time the computer is turned on.

Reinstalling KidDesk

If you install *KidDesk Family Edition* onto a hard drive that contains a previous version of *KidDesk*, you will be given the option to add the existing desks and applications to the current version.
Note: If you use Custom Installation to install *KidDesk Family Edition* into the same directory as the previous version, the old version will be erased.

Uninstalling KidDesk

If you wish to uninstall KidDesk (remove it from your hard drive), please follow these steps:
1) Use the Start menu to choose "Settings" and then "Control Panel."
2) Double-click "Add/Remove Programs".
3) Click the "Install/Uninstall" tab (if not selected).
4) Select *KidDesk Family Edition* and then click 🔲Add/Remove.

Technical Setup

Use the information on the following pages to ensure worry-free use of *KidDesk Family Edition*. You can also find useful information in the Technical Support and Troubleshooting pages of this guide and the on-screen Help files in the *KidDesk* Adult Section.

GENERAL
KidDesk Family Edition uses your Windows sound, video, and printing setup. If these features do not work in *KidDesk,* check their settings in Windows. Settings for most of the these features are located in the Windows Control Panels.

To locate and open a Control Panel:
1) Use the Start menu to choose "Settings" and then "Control Panel."
2) Double-click the icon for the desired Control Panel. For example, open "Multimedia" to check sound settings or open "Display" to check monitor settings.

SOUND
A Windows-compatible sound card and microphone are required to use the recording features of *KidDesk.* The correct drivers must be installed.

If you do not get an error message while recording in *KidDesk,* but no sound is heard at playback, you may have the microphone level set too low. To change the microphone level:

1) Select Start I Programs I Accessories I Multimedia I Volume Control.
2) From the Options menu, select "Properties".
3) Select "Recording", then click "OK".
4) Move the Microphone Volume slider up.

MEMORY
Running *KidDesk Family Edition* on a system with at least 8 MB of RAM installed is recommended. If you experience "Out of Memory" errors or problems with performance, you can increase available memory by:
- Switching video resolution to 640 x480, 256 colors.
- Freeing up memory used by other applications by quitting other applications before running *KidDesk.*
- Installing more RAM.

Switching Windows Video Resolutions

KidDesk supports 640x480 and higher resolutions. Running in higher resolutions uses more memory, so you may wish to change your display to a 640x480 resolution.

To change your display to a 640x480 resolution:
1) Open the "Display" Control Panel.
2) Click the "Settings" tab.
3) Drag the "Desktop Area" slider to the left.
4) Click ▨▨▨.

· **Note:** You may also wish to note the "Color palette" setting in this Control Panel and change it to "256 Color."

Step-By-Step Setup

Using *Step-By-Step Setup* you will learn how to:

- Start *KidDesk Family Edition*.
- Enter the hidden Adult Section (setup section) of the program.
- Create personalized desks for your family members.
- Put applications on the desks.
- Access the desks and the *KidDesk* Accessories.

Note: Before you begin, you must install *KidDesk Family Edition* on your hard drive (page 4).
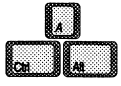
Opening Screen

If *KidDesk* is not already running, start *KidDesk* by using the Start menu and then locating *KidDesk* in the "Programs I Edmark I KidDesk Family Edition" folder. (**Note:** Once you have installed *KidDesk*, the *KidDesk Family Edition* CD-ROM disc or floppy disks are not required to run the program.)

The Opening Screen of *KidDesk* appears.
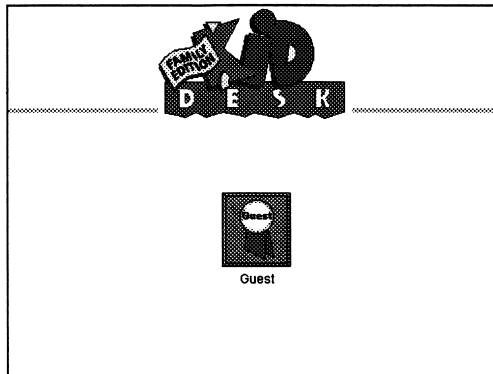
This screen will show the names and icons of the family members you add to *KidDesk* (since none have been added, only a "Guest" icon appears). Before exploring the Kid Section (this Opening Screen and the desks), let's go to the Adult Section to personalize *KidDesk* for your family.

Going to the Adult Section

Enter the Adult Section from anywhere in KidDesk by holding down the Ctrl and Alt keys while you press "A."

The Adult Section Window appears.

Menu Bar ——————————

Kids Card ——————————
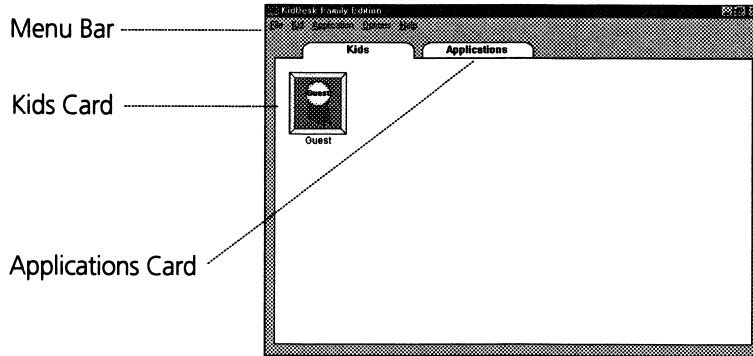
Applications Card

The Kids Card shows all family members who have been added to *KidDesk* (currently just the guest), and the Applications Card shows all Applications that have been added (currently, none). Click the tabs on the cards to switch between them.

To create personalized desks for your family members, there are four main steps:

1) Create a desk for each family member.

2) Put application icons on the desks.

3) Hide some of the applications from some of the desks.

4) Set other options, such as whether exit to Windows is allowed.
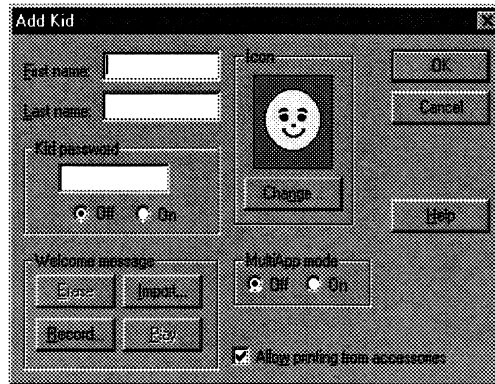
Let's walk through these four steps.

Adding Family Members to KidDesk

From the Kid menu, select *Add Kid*.

The Add Kid dialog box is displayed.

Type the first name of the family member you wish to create a desk for. Then use the TAB key (not the ENTER key) on your keyboard or click in the blank box to move to the "Last Name" field and type a name. **Note:** You may leave the last name blank, if you wish.

Next, decide if you want the desk to be password protected. (If the desk is password protected, the family member must enter a password before entering the desk.) If there are items on a desk that you do not want all family members to access, it is a good idea to protect that desk with a password. Click ◉ **On** if you want the desk to be password protected. You can type a password now or leave it blank to allow the user to set the password the first time the desk is used.

The Add Kid dialog also allows you to record an audio welcome message (page 31) and control MultiApp mode (page 33).

Finally, click ▓▓▓▓ to select an icon for the family member. (Pre-readers can identify their desks by icon instead of by name.) A list of icons is displayed.
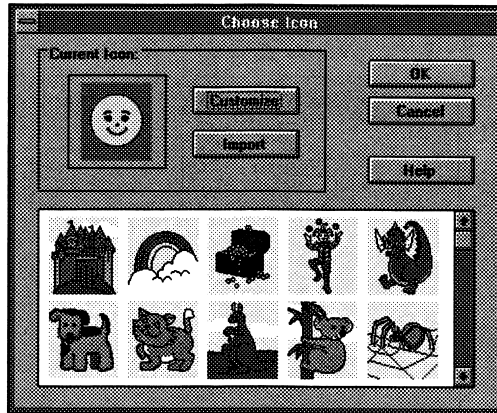
Click the scroll arrows to see more choices; click any picture to select that icon. The icon you select will appear on the Opening Screen and in the Picture Frame on the desk for the family member. Click ▓▓▓▓ to return to the Add Kid dialog box, or:

- Click ▓▓▓▓ if you wish to import a picture from another graphics file to use as the icon (page 33).
- Click ▓▓▓▓ if you wish to draw or edit an icon (page 32).

After you have entered the name, chosen an icon, set the password, and configured the other options for the family member, click ▓▓▓▓ to create a desk. The name and icon you just entered now appear on the Kids Card.

Repeat this process (by choosing the *Add Kid* menu item again) for each family member you wish to add to *KidDesk*.

Once you have created desks for each family member, it's time to put applications on the desks.

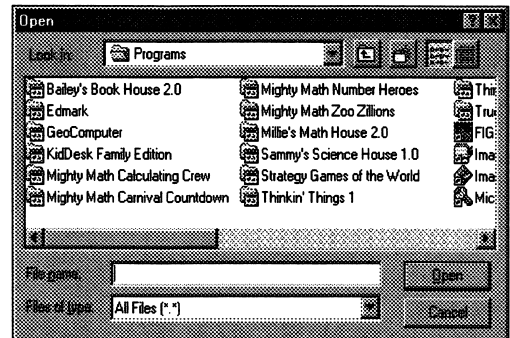# Putting Applications on the Desks

After you have added your family members to *KidDesk*, click the Applications Tab to see the Applications Card. **The Applications Card must be showing to use the Application menu.**

When you add an application to *KidDesk*, you are simply creating an icon in *KidDesk* that allows each family member to launch that application from his or her desk. (You can remove the application from selected desks later.) You are not copying the application or changing it in any way.

There are two ways to add applications to *KidDesk*. For most users, it is easiest to use the *Add Application* feature.

To add an application:

1) From the Application menu, select *Add Application*.

2) A standard Windows 95 dialog box appears, displaying the programs accessible through the Start menu.

3) Double-click an application's folder to find the application icon.

4) Click once on the application icon to select it.

5) Click [Done]. The application icon now appears on the Applications Card.

6) If you wish to make changes to the application's settings in *KidDesk* (for example, changing the application's name to something simpler for your child), click once on the application icon on the Applications Card, then choose *Application Settings* from the Application menu.

A second way to add an application is to drag and drop it from Windows. (**Note:** This feature is not available when *KidDesk* is set to run as the shell.)

To add an application by dragging and dropping:

1) Click the Applications tab.

2) Drag the *KidDesk* Adult Section window until you can see the Windows 95 desktop. To drag the window, click and hold the title bar of the window and drag the mouse.

3) Locate the icon for the application you wish to add to *KidDesk*, then click and drag that icon onto the *KidDesk* Applications Card window.

4) Repeat these steps for each application you wish to add.

Hiding Applications from Some Desks

When you add an application to *KidDesk* (see above), it is automatically placed on all family members' desks. You can hide an application from a specific desk by using the *Limit Applications* menu item.

For example, if you want to place the application *Millie's Math House* on Gabrielle's desk but not on Pat's desk, first add *Millie's* to *KidDesk* using *Add Application* (as described on page 12). This places the application on both Gabrielle's and Pat's desks. Then use *Limit Applications* (see below) to hide *Millie's Math House* from Pat's desk.

First, switch to the Kids Card by clicking the Kids tab. Then, click to select the icon (on the Kids Card) of the family member whose applications you would like to control. Then, select *Limit Applications* from the Kid menu.

The *Limit Applications* dialog box for that family member appears. This dialog box shows all the applications that have been added to *KidDesk*.
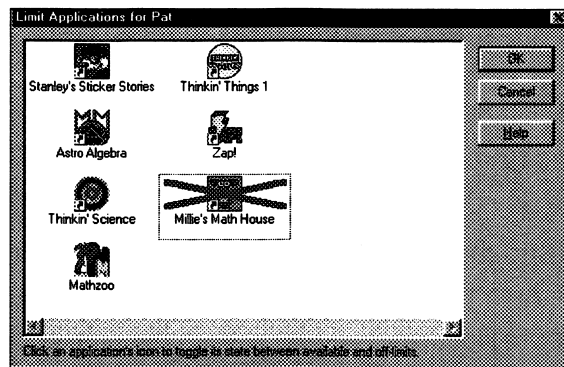

To hide an application from this desk, select the application by clicking its icon. An "X" appears over the icon. To show a previously hidden application, select the application icon again, and the "X" disappears.

When you have finished limiting the applications for this family member (hide as many as you'd like), click ▓▓▓▓. Then repeat the process for other family members (select their icons on the Kids Card and then select *Limit Applications*).

Setting Other Options

KidDesk has many other options for personalizing the program for your family.

One of the most important options is the *Kids' Exit Options*. Select *Kids' Exit Options* from the Options menu. This dialog box allows you to select whether or not family members can exit *KidDesk* from the Kid Section.
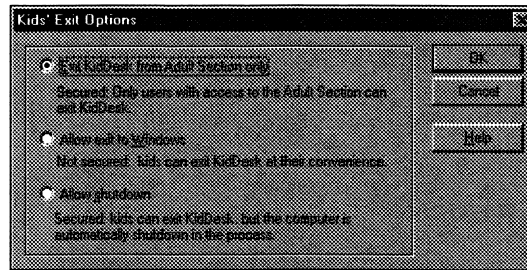
For the greatest security, you should choose "Exit KidDesk from Adult Section only". With this option selected, no Stop Sign appears on the Opening Screen of *KidDesk*, and exit is allowed only by pressing Ctrl-Alt-A to go to the Adult Section and then choosing *Exit* from the File menu.

To place a Stop Sign on the Opening Screen, which allows all family members to exit *KidDesk*, choose one of the following:

- Allow Exit to Windows: Clicking the Stop Sign quits *KidDesk* and returns to Windows Explorer.
- Allow Shutdown: Clicking the Stop Sign shuts down the computer. Choosing this option and also setting your computer to auto-start *KidDesk* (see page 41) creates a secure environment that allows users to start up and shut down the computer without ever accessing Windows.

When you have chosen an option, click [OK].

Note: Many other options are available for personalizing *KidDesk*. Please refer to pages 29–42 for a complete description of all Adult Section settings and options.

Returning to the Kid Section

Now that you have created a desk for each family member and added applications to the desks, it is time to use *KidDesk*! Choose *Return to Kid Section* from the File menu. You are back at the Opening Screen—but now there are icons for your family members!

Click an icon of a family member to go to that desk. The desk for that family member appears. (**Note:** If you have turned on "Kid Password" for that family member, you must enter a password before entering the desk.)

KidDesk Accessories
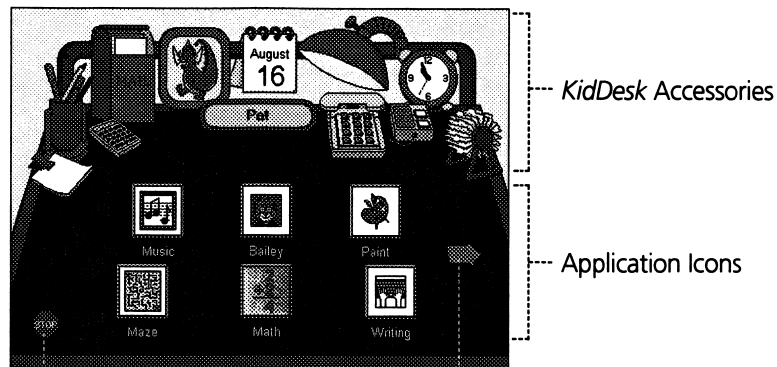
Application Icons

Click to return to the Opening Screen.

Click to see more applications.

The desk has several parts. Across the top of the desk are the *KidDesk* Accessories (Calendar, Calculator, E-Mail, Voice Mail, and more). The Stop Sign at the bottom left of the desk returns you to the Opening Screen, where you can exit *KidDesk* (if exiting from the Kid Section is allowed) or go to another family member's desk. The application icons appear across the main surface of the desk. If more than one deskful of applications has been added, click the arrows to scroll between pages of application icons.

Launching Applications

To start an application, just single-click its icon. The program starts, and you can use it as you normally do. When finished, just exit the application to return automatically to the desk.
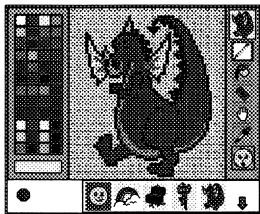
KidDesk Accessories

Finally, explore the *KidDesk* Accessories. Start by clicking the Pencils and Pens. A screen appears that allows you to choose a different style of desk. Click a style that you'd like, or click the arrow to see more choices. Don't worry! The look changes, but the same applications and *KidDesk* Accessories will appear on your new desk.

Then explore the other *KidDesk* Accessories. Here's a brief overview:
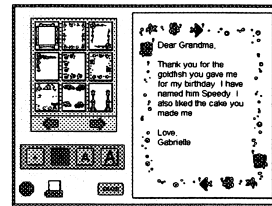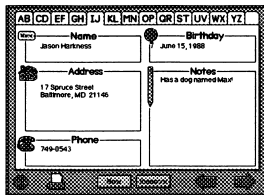
Picture Frame (page 21)
See your icon and select or draw a new one.

Address Card File (page 28)
Store addresses, phone numbers, birthdays, and other important notes.

Phone (Voice Mail) (page 25)
Record voice messages with the Phone and send them to other family members' desks. Use the Answering Machine to listen to incoming messages.

Mailbox (E-Mail) (page 26)
Send written messages to and receive written messages from other family members' desks.

Clock (page 23)
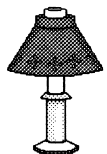See an analog and a digital clock and hear the time spoken.

Lamp (page 22)
Dim or brighten the screen.

Note Pad (page 27)
Write a note, decorate it with a border, and print it out.

Pencils and Pens (page 22)
Select a different style of desk.

Calendar (page 24)
See a monthly calendar and day box. Enter notes or reminder stickers on specific days.
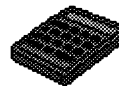
Calculator (page 23)
Use a large, on-screen calculator.

Name Plate (page 21)
Display first name only or first and last names.

You've just learned everything you need to know to get *KidDesk* up and running for your family. For more detailed information and a description of other features and options, please refer to the reference section of the *User's Guide*.

- *KidDesk* Accessories: Pages 21–28.
- Adult Section Menu items: Pages 29–42.
- Adding Applications: Pages 37–38.
- Running Applications: Page 20.

Exiting KidDesk

To exit *KidDesk*, click the Stop Sign on the desk to return to the Opening Screen.

- If the Stop Sign is displayed on the Opening Screen, click it to exit.
- If the Stop Sign is *not* displayed on the Opening Screen, press **CTRL + ALT + A** to enter the Adult Section, then choose *Exit* from the File menu.

REFERENCE SECTION

This section of the *KidDesk* Guide explains how to use all the *KidDesk* features and options:

- Kid Section (pages 18–28): Describes the Opening Screen, the desks, and the *KidDesk* Accessories and tells you how to launch applications.

- Adult Section (pages 29–42): Describes every menu item, all options and customizations available.

For step-by-step instructions on setting up the program, please refer to the *Step-By-Step Setup* section of this Guide (pages 8–17).

Kid Section

Opening Screen

The icon and name of each family member added to *KidDesk* appear on the Opening Screen of the Kid Section. (Before you add your family to *KidDesk,* only the Guest icon appears on this screen. See *Add Kid*, page 31).
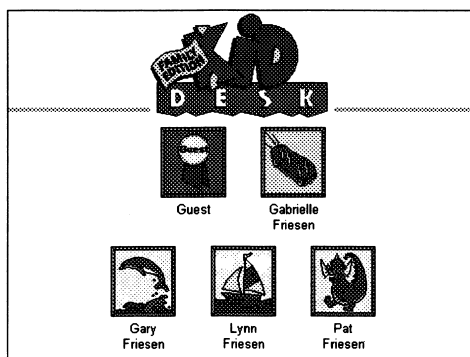
(After you add your family to *KidDesk*.)

You can disable the Guest icon (see *Guest Settings*, page 34); however, you may wish to leave it in so that visiting friends can use *KidDesk* without affecting the other desktops.

To go to the Guest desk or another desk, click the Guest icon or another icon.

To exit KidDesk, click the Stop Sign (if displayed). Use the Options menu of the Adult Section (see *Kids' Exit Options*, page 41) to choose whether or not exit from *KidDesk* is allowed. If no Stop Sign is displayed, enter the Adult Section by pressing **CTRL + ALT + A**, then select *Exit* from the File menu.

Kid Passwords

You can protect each desk with a password (see *Add Kid*, page 31). After clicking an icon on the Opening Screen, the correct password must be entered before going to that desk. **Note:** If you set an Adult Password, that password works as a "master" password, allowing you to enter all desks without knowing each password (see *Adult Password*, page 40). This is especially useful in the case of forgotten passwords.

Setting a Password
If you have not set a password but have turned on the Kid Password for the desk, a password can be set the first time a kid uses that desk.

Changing a Password
To change a password, click the family member's icon on the Opening Screen, then click ![New Password]. Enter the current password and then type a new password.

The Desk

The desk is your family member's "home base" on the computer. From here you can use the *KidDesk* Accessories (Calendar, Phone, etc.), run applications, or return to the Opening Screen.

- To run an application, click its icon.
- To use an accessory, click its icon.
- To return to the Opening Screen, click ![STOP].
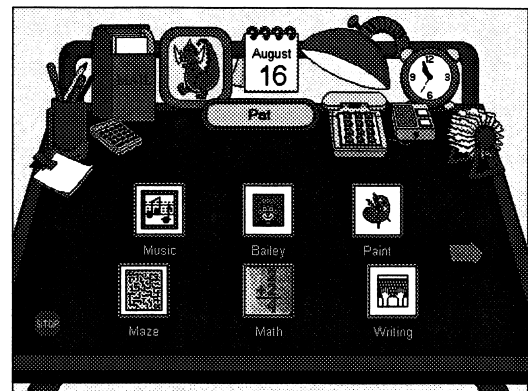
Launching Applications

Your family members can run the applications that appear on their individual desks but are prevented from running any other applications not selected for their use. Add as many applications to the desks as you like (see *Add Application*, page 37). If more than one page of applications has been added, an arrow appears. Click the arrow to see the rest of the applications. (To rearrange the order in which applications appear on the desk, see page 29.)

Running Applications

To run an application, just click the application's icon on the desk. Unless MultiApp mode is on (see below), switching and minimizing applications are not allowed in applications run from *KidDesk*. To return to *KidDesk*, quit the application.

Running Applications on CD-ROM Discs

CD-ROM-based applications are treated like other applications; before they can be launched from a desk, they must be added to *KidDesk*. Click their icons on the desk to run them. **Note:** The application's CD must be inserted into the CD-ROM drive.

MultiApp Mode

For advanced users, set the desk to MultiApp mode (see *Add Kid*, page 31) to allow the family member to run several applications from *KidDesk* at one time. In MultiApp mode, switching and minimizing applications and access to Windows Explorer are allowed. While running an application in MultiApp mode:

- Click the desk (displayed behind the active application's window), or use the Windows Minimize button to minimize the application and automatically return to *KidDesk*. The minimized applications appear as icons under the desk.

- Open another application by clicking its icon on the desk. Restore a minimized application by clicking its icon under the desk.

- Exit the application to quit the application and return to *KidDesk*.

Warning: Family members should always return to *KidDesk* after running an application. Data loss can occur if the computer is turned off before exiting the application and returning to the desk.

The KidDesk Accessories

KidDesk has twelve different desk styles. Each desk offers eleven accessories—Name Plate, Picture Frame, Lamp, Pencils and Pens, Clock, Calculator, Address Card File, Phone and Answering Machine, Calendar, Note Pad, and Mailbox. To use an accessory, just click it!

Each desk can have its own unique set of accessories and features. Use the built-in features of each accessory (described below) or set an accessory to run an application instead of its built-in feature. For example, you might want to set the Calendar to run a date book application and the Note Pad to run a word-processing application (see *KidDesk Accessories*, page 35).

Name Plate

The Name Plate identifies the owner of each desk and displays either the first name only or both the first and last names.

- Click the Name Plate to switch between first name only and both first and last names.
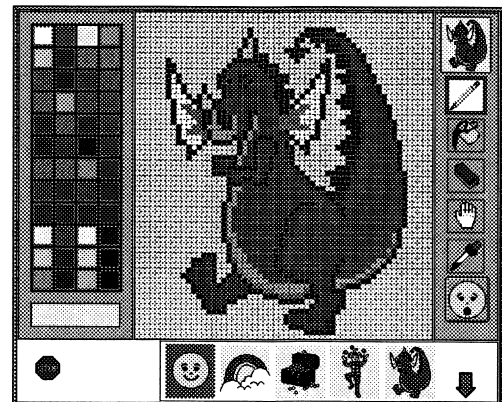
Picture Frame
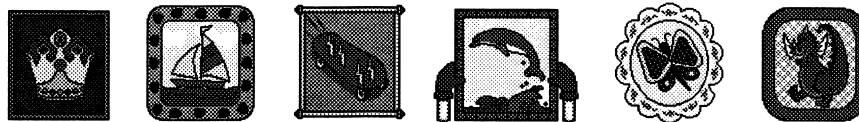
The Picture Frame displays the kid's icon, and allows you to edit, choose, or draw an icon. **Note:** If the icon editor has been turned off from the Adult Section (page 36), the Picture Frame displays the icon, but the icon cannot be changed from the desk.

- Click the Picture Frame to use the icon editor.
- Click the arrows to see more icons.
- Select a new icon by clicking it.
- Customize the icon using the tools and color palette.
- To select a tool, click it.

  Pencil: Draws freehand. Select the pencil and a color from the palette. Drag the pencil to draw with the selected color.

  Paint Bucket: Fills areas with color. Select the paint bucket and a color from the palette, and then click the space you wish to fill.

  Eraser: Erases to white. Drag over the area you wish to erase. Double-click to erase the entire image.
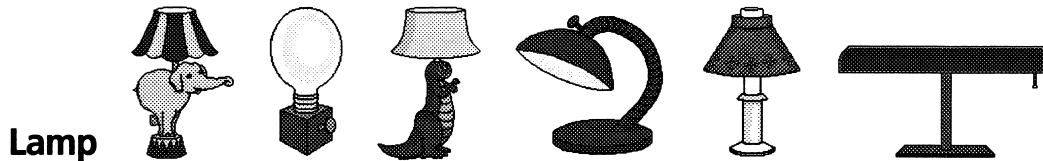
**Hand:** Repositions an image. Drag to move the image in the frame.

Eyedropper: Uses a color from the picture. Select the eyedropper and a color on the picture. Then, select the pencil or paint bucket to use that color.

- Click ⬣STOP to return to the desk.

Lamp

Use the *KidDesk* Lamp to turn down the light on the desk.

- Click the Lamp to dim the screen.

- Click it again to brighten the screen.
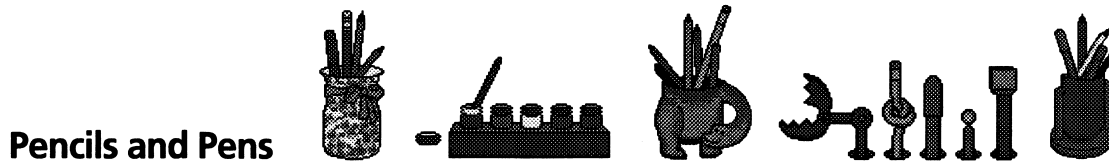
Pencils and Pens

The Pencils and Pens (or Paint) allow you to choose a new style of desk. Although the "look" changes, information specific to the desk (such as name, icon, Address Card File entries, etc.) remains as a part of the new desk.

- Click the Pencils and Pens to see the desk choices.

- Click the arrow to see more desk choices.

- Click ⬣STOP if you decide that you do not want to change desks.

- Click the desk that you want to replace your current desk.
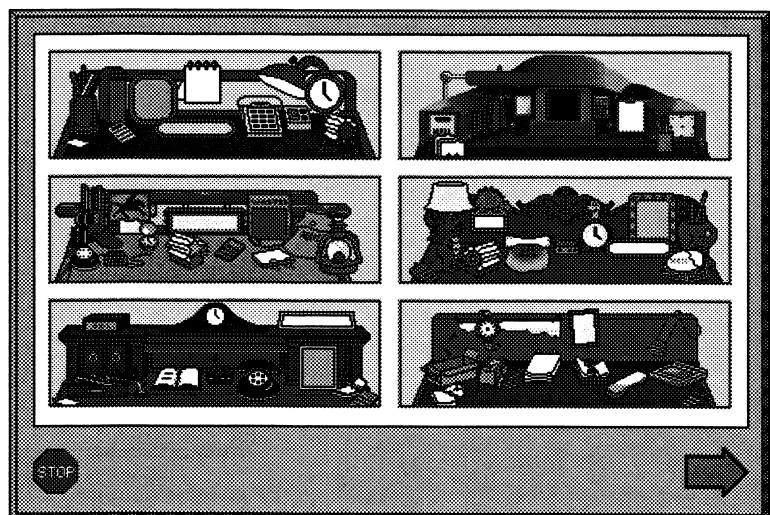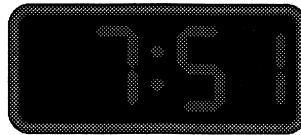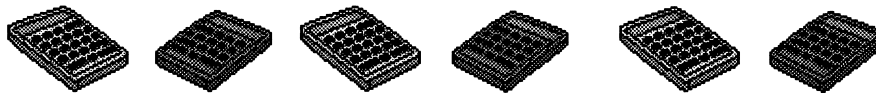
Clock
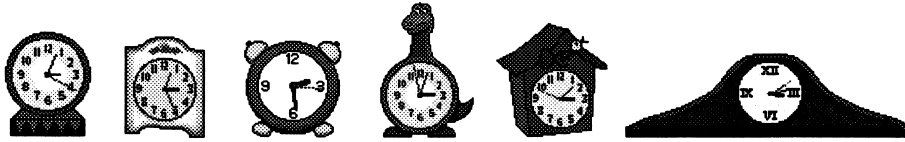
The analog Clock uses hour, minute, and second hands to show the time. You can also see digital and analog clocks simultaneously and hear the time spoken. (The *KidDesk* Clock displays the time set on your computer's internal clock.)

■ Click the Clock to see a digital clock and hear the time spoken.

"The time is seven fifty-one."

Calculator

The Calculator allows you to access the large, on-screen calculator. Use the *KidDesk* Calculator as you would a standard calculator.

■ Click buttons on the Calculator or use your keyboard to operate the Calculator. (Use the C key for Clear; use the / key for ÷; and the * key for X to operate the Calculator from the keyboard.)
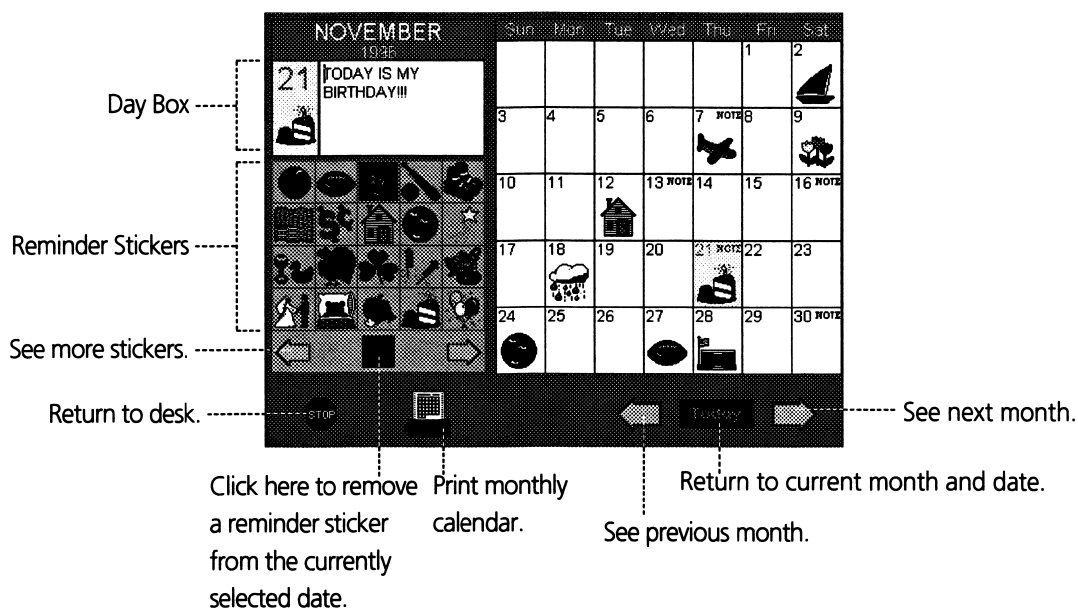
■ Click STOP to return to the desk.
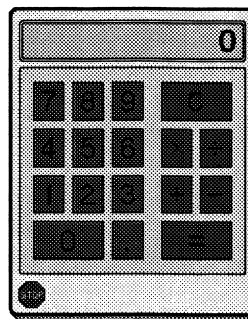
Calendar

The Calendar on the desk shows the current date (as set on your computer's internal clock). Click it to view the calendar for the current month, the previous month, or the following 12 months.

■ Click the Calendar to see the monthly calendar and day box.

Day Box

Reminder Stickers

See more stickers.

Return to desk.

See next month.

Click here to remove a reminder sticker from the currently selected date.

Print monthly calendar.

Return to current month and date.

See previous month.

■ Click a day to select it. You can enter notes or place reminder stickers on that day.

  - To place a reminder sticker, click the sticker. The sticker appears in both the day box and the monthly calendar. To remove it, click the blank yellow reminder sticker. To see more reminder stickers, click the arrow buttons below the stickers.

  - To enter a note in the day box, type it on your keyboard. The monthly calendar will indicate a note has been entered.

■ Click 🖥 to print a monthly calendar. The printed calendar contains all notes (with text) and stickers added to the on-screen calendar. Printing can be turned on or off from the Adult Section.

■ Click 🛑 to return to the desk.

Phone (Send Voice Mail)

The Phone allows you to "call" other desks and leave a voice message. If you do not have sound-input capability, or if "Greetings only" is selected from the Adult Section, Voice Mail is disabled and clicking the Phone plays a variety of greetings.

- Click the Phone to see a list of all *KidDesk* users.

- Click a kid's icon to "call" that desk. **Note:** Choosing "Allow sending to multiple users" in the Adult Section lets you send one message to several desks at once (hold down the Ctrl or Shift key while you click the icons, and then click [Send]).

The Phone rings, and the outgoing message (Answering Machine greeting) from that desk plays. The Record dialog box then appears, allowing you to leave a message.
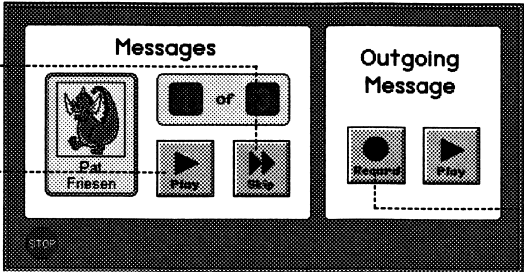
- Click [●] to begin recording.
- Click [■] when finished.
- Click [▶] to hear what you recorded.
- Click [Send] to send the message and return to the desk.

Answering Machine (Receive Voice Mail)

The Answering Machine allows you to listen to incoming messages and record the message others hear when they call your desk. When messages are waiting, a red light flashes. **Note:** If you do not have sound-input capability, or if "Greetings only" is selected in the Adult Section, the Answering Machine does not appear.

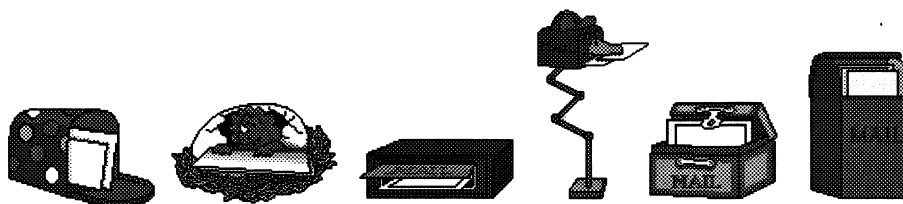- Click the Answering Machine on the desk.

Skip to next message. ---

Hear message. ---

Messages

Outgoing Message

Record outgoing message. This message is played for other *KidDesk* users when they "call" your desk.

- Click [STOP] to return to your desk. You will be asked if the messages you listened to should be erased. (Nine messages can be saved.)

Mailbox (E-Mail)

The Mailbox allows messages to be sent to and received from other family members' desks. Your mailbox on the desk displays letters if unread messages are waiting.

- Click the Mailbox to see the icons of all *KidDesk* users and the icons of any incoming mail.

Click to address message.

Click to read message.

Read mail from:

Gary Friesen
Monday, 10:34 a.m.

Lynn Friesen
Monday, 10:25 a.m.

Gabrielle Friesen
Monday, 10:01 a.m.

Send mail to:

Guest | Gabrielle Friesen | Gary Friesen

Lynn Friesen | Pat Friesen

Return to the desk.

Note: If "Allow sending to multiple users" is checked in the Adult Section, you can send one message to several desks by selecting several icons (hold down the Ctrl key while you click the icons), and then clicking [Send].

Pat-

Good luck in your school play tomorrow! Mom and I are really looking forward to watching. You have worked hard and we know you are going to do a great job. Break a leg!

Love,
Dad

Hey Gabrielle,

Let's suprise Dad tomorrow morning for his birthday. We can make him breakfast. I'll make french toast. You can decorate the tray and make a birthday card.

p.s.- Don't tell!

Reading E-Mail

- Click an icon in the "Read mail from:" box to read the message.
- Click 🖨 to print the message.
- Click 🛑 after you have read the message. You will be asked if you would like to delete the message.
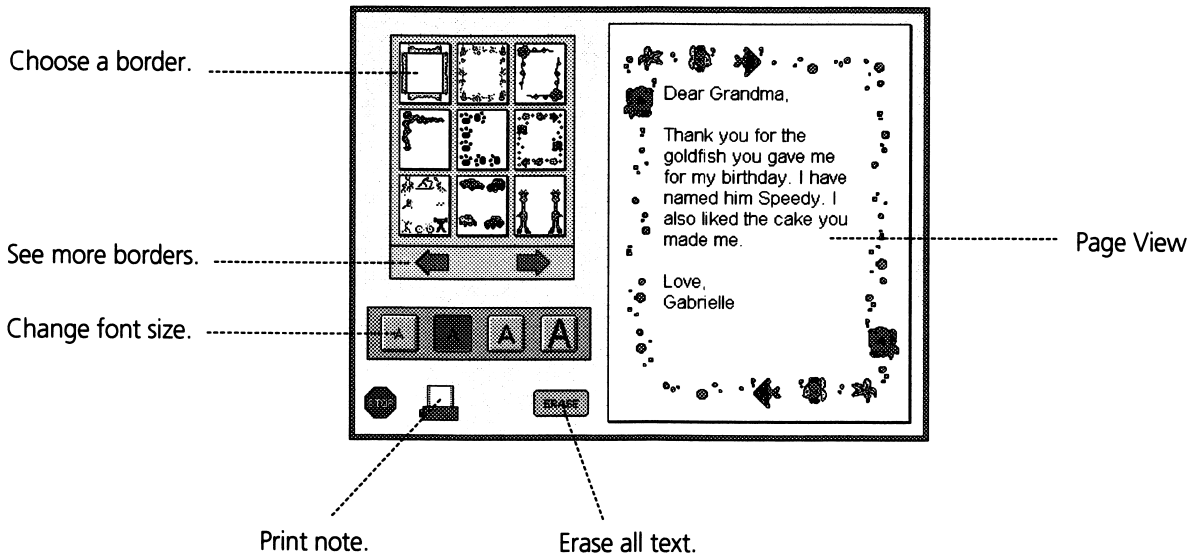
Sending E-Mail

- Click an icon in the "Send mail to:" box to address the message.
- Type your message.
- Click 🖨 to print the message.
- Click ✎ to send the message.
- Click 🛑 to leave without sending a message.

Note Pad

The Note Pad allows you to type, decorate, and print out one-page (8½" x 11") notes. Use the Note Pad to make everything from grocery lists to letters to signs.

■ Click the Note Pad on the desk.

Choose a border. ----------

See more borders. ----------

Change font size. ----------

Print note.

Erase all text.

Page View

Dear Grandma,

Thank you for the goldfish you gave me for my birthday. I have named him Speedy. I also liked the cake you made me.

Love,
Gabrielle

■ Click [printer icon] to print your note and border. The printed page looks just like what is shown in the Page View. Printing can be turned on or off from the Adult Section.

■ Click [STOP] to return to the desk.

Address Card File

The Address Card File allows you to make and organize name/address cards. Each card contains a field for name, address, phone number(s), birthday, and miscellaneous notes.

- Click the Address Card File to see the cards.

To add a new card, either move to a blank card, or click [New]; then type a name. Move from one section of the card to another (for example from the "Name" to "Address" field) by pressing the TAB key on your keyboard or by clicking the next section with your mouse.

As soon as you type a name, the card is filed alphabetically by name. Cards are ordered by the first letter typed in the name field, so you can organize your cards by last name by entering (for example) "Miller, Andrew" or by first name by entering "Andrew Miller."

- Click a tab to see the first card in that group of letters. If no cards have been created for those letters, a blank card is displayed.

- Click the right or left arrow to see the next card or previous card.

- Click [Remove] to delete the card that is displayed.

- Click [printer] to print. Then, click either [Print Card] to print the card displayed or [Print List] to print a list containing the information on all cards. You can turn printing on or off in the Adult Section.

- Click [STOP] to return to the desk and save your new or changed entries.

Adult Section

Enter the Adult Section by holding down the Ctrl and Alt keys while you press "A."
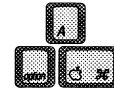
Use the Adult Section to set up personalized desks for your family and to control other *KidDesk* options.

Adult Section Window

The Adult Section window displays the Kids Card or the Applications Card. The Kids Card displays the kids (family members) you have added to *KidDesk*, and the Applications Card displays the applications you have added to *KidDesk*.

■ Click the tabs to switch between the Kids Card and the Applications Card.

After you add your family to *KidDesk:*   After you add applications to *KidDesk:*
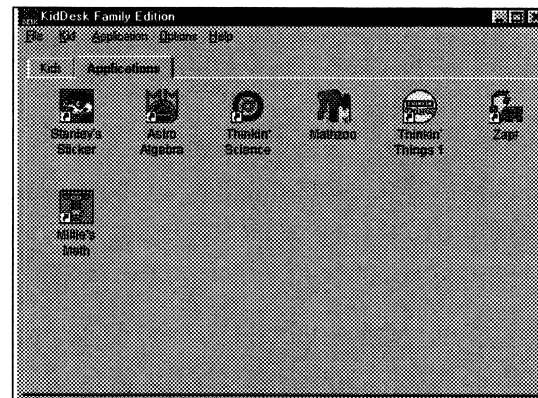
■ When the Kids Card is showing, you can use the *Add Kid* menu item to add your family members to *KidDesk*. Use the other Kid menu items to personalize each family member's desk.

■ When the Applications Card is showing, you can use the Application menu to add applications. To remove an application or to modify its settings, select the application's icon, and then choose an item from the Application menu.

■ Rearrange the order that the applications appear on the desk by dragging and dropping their icons on the Applications Card.

■ The File, Options, and Help menus can be used with either card showing.

| File | Kid | Application | Options | Help |

KidDesk Menu Bar

The *KidDesk* menu bar is the control center of the *KidDesk* Adult Section. Using the five menus (File, Kid, Application, Options, and Help), you can control every aspect of the desks that your family uses.

Many of the *KidDesk* menu items display a dialog box. In a dialog box, you can enter or change information. Click [OK] to save any changes you make and close the dialog box. Click [Cancel] to close the dialog box without saving any changes and to retain the previous settings.

If you have questions regarding the contents of a dialog box, click [Help].

File

| Return to Kid Section |
| Exit |

File Menu

Return to Kid Section: Return to the Opening Screen of the Kid Section.

Exit: Leave *KidDesk*. (If *KidDesk* is running as the shell, slelecting *Exit* shuts down your computer.)

30

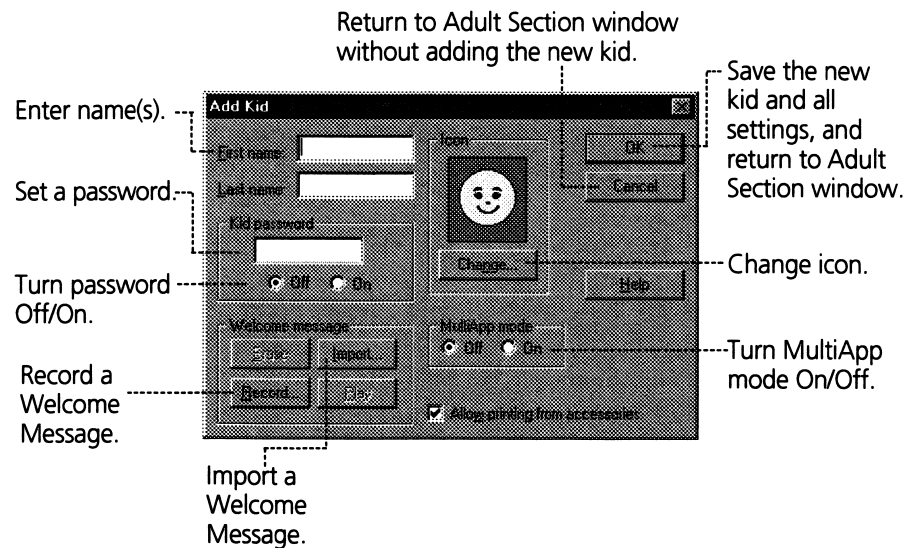| Kid |
| --- |
| **Add Kid** |
| **Kid Settings** |
| **Remove Kid** |
| **Limit Applications** |
| **KidDesk Accessories** |
| **Kid's Documents** |

Kid Menu

Click the "Kids" tab to see the Kids Card (if it is not showing) and to use the Kid menu. **Note:** The word "kid" is used to represent any *KidDesk* user with a desk. Many adults add themselves (as "kids") to *KidDesk*.
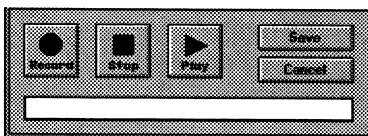
Add Kid

To add a family member to *KidDesk* and create a new desk, choose *Add Kid* from the Kid menu. Use the *Add Kid* dialog box to choose an icon, record or import a Welcome Message, password protect the desk, and enable MultiApp mode.

Return to Adult Section window without adding the new kid.

Enter name(s).

Set a password.

Turn password Off/On.

Record a Welcome Message.

Import a Welcome Message.

Save the new kid and all settings, and return to Adult Section window.

Change icon.

Turn MultiApp mode On/Off.

Kid Password: Click ◉ **On** to password protect the desk. Enter a password in the "Kid Password" box to set one, or leave the box empty to allow the user to set the password.

Welcome Message: Click [Record] from the Add Kid dialog box to record a Welcome Message. The message you record is played each time the desk is entered.

- To begin recording, click [●] . Click [■] when finished.
- To hear what you recorded, click [▶] .
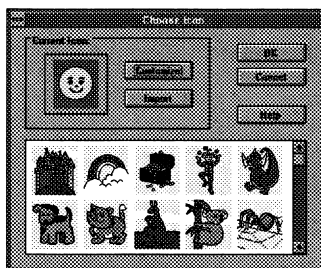- To save your newly recorded message and return to the Add Kid dialog box, click [Save].

Click [Import] from the Add Kid dialog box to import a sound file. You can import most .WAV files.

- Navigate to the drive and directory in which the .WAV file is stored.

- Select the file by clicking it.

- Click [OK].

Choose Icon: Click [Change] from the Add Kid dialog box to choose a new icon.

- To see more icons, use the scroll bar.

- To choose an icon, select it, then click [OK].

Customize Icon: Click [Customize] from the Choose Icon dialog box to create your own icon or to create a customized copy of the icon you have chosen.

- To select a tool, click it.

  Pencil: Draws freehand. Select the pencil and a color from the palette. Drag the pencil to draw with the selected color.

  Paint Bucket: Fills areas with color. Select the paint bucket and a color from the palette, and then click the space you wish to fill.

  Eraser: Erases to white. Drag over the area you wish to erase. Double-click to erase the entire image.

  Hand: Repositions an image. Drag to move the image in the frame.

  Eyedropper: Uses a color from the picture. Select the eyedropper and a color on the picture. Then, select the pencil or paint bucket to use that color.
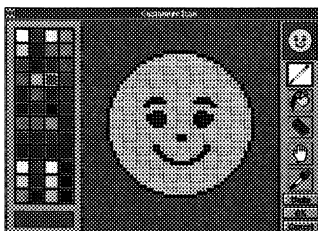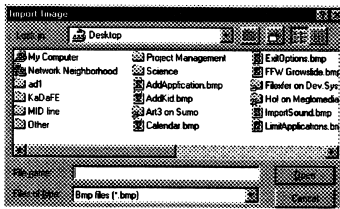
Import Icon: Click ▨▨▨ from the Choose Icon dialog box to import a graphics file. These files may contain scanned pictures, graphics created in a paint program, icons, etc.

- Use the "List files of type" drop-down menu `[*.bmp,*.pcx,*.gif,*.jpg]` ▨ to select which type of files to display.
- Use the "Drive" drop-down menu to select which drive to search.
- Select your file (by clicking it) and then click ▨▨▨ .
- If the file contains a —

  Collection of icons: Click ▨▨▨ or ▨▨▨ to see the icons. Click ▨▨▨ to select the current icon.

  Large image: Click and drag to select the area of the image you want to use as an icon. You have two options:

  1. Fixed Area: Drag the icon-sized box over the area you want to use. Click to select the area.

  2. Variable Area: Drag to draw a box around any part of the picture. The area is reduced or enlarged to fit into the icon frame. If the "Maintain Aspect Ratio" check box is checked, dragging will be restrained (avoiding distortion) to fit the picture into the frame. If the "Maintain Aspect Ratio" check box is unchecked, you can drag freely, but the image may be distorted.

MultiApp Mode: Click ◉ On to enable MultiApp mode for the desk. When MultiApp mode is on, several applications can be open at one time, and minimizing, maximizing, and switching applications are allowed. Minimized applications appear beneath the desk as icons, allowing you to switch rapidly between applications. More experienced users may enjoy the additional freedom allowed in MultiApp mode (see *Launching Applications*, page 20).
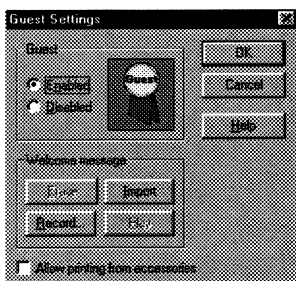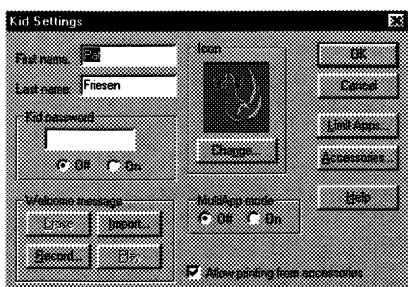
Kid Settings (includes Guest Settings)

Kid Settings: To edit settings (such as name, icon, password, Welcome Message, and scanning) for a family member who already appears on the Kids Card, double-click the icon on the Kids Card; or select the icon on the Kids Card, and then choose *Kid Settings* from the Kid menu.

You will see the Kid Settings dialog box, which functions in the same way as the Add Kid dialog box (page 31).

Guest Settings: To edit the Guest settings, double-click the Guest icon on the Kids Card; or select the Guest icon on the Kids Card, then choose *Kid Settings* from the Kid menu.

- To remove the Guest icon from the Opening Screen of the Kid Section, click ◉ **Disabled**.

- To show the Guest icon on the Opening Screen, click ◉ **Enabled**. You may wish to leave the Guest icon enabled, so that visiting friends can use *KidDesk* without disturbing the Calendar, applications, Address Card File entries, etc., on the other desks.

- To record or import a Welcome Message for the Guest, click **Record** or **Import**.

- To allow guests to print, place a check in the "Allow Printing" box.

Remove Kid

To remove a family member from *KidDesk*, select the icon on the Kids Card, and then choose *Remove Kid* from the Kid menu. The family member's desk is erased, including all Calendar, Note Pad, and Address Card File entries and all Voice Mail and E-Mail messages.
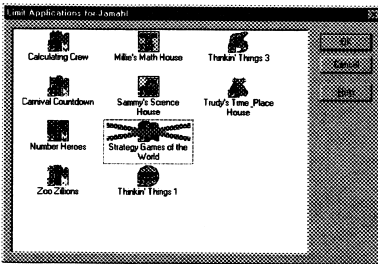
Limit Applications

When you add an application to *KidDesk*, it is automatically placed on all family members' desks (see *Add Application*, page 37). To hide an application from a specific desk, select the kid's icon on the Kids Card, and then choose *Limit Applications* from the Kid menu. (For more information on limiting applications, see page 13.)

KidDesk Accessories

Each desk has its own unique combination of *KidDesk* Accessories. The accessories can perform their *KidDesk* functions (for e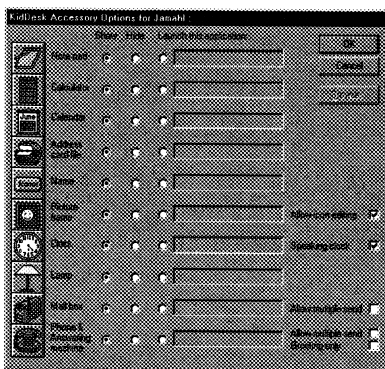xample, the *KidDesk* Calendar) or can be set to run other applications on your hard drive or a CD-ROM (for example, an appointment calendar application).

To place accessories on or to remove accessories from a family member's desk and control the settings for the accessories, select the kid's icon on the Kids Card, then choose *KidDesk Accessories* from the Kid menu.

Most *KidDesk* Accessories have three settings:

Hidden: The accessory is not displayed on the desk and cannot be used.

Showing: The accessory is displayed on the desk and performs its *KidDesk* function (described on pages 21–28).

Run Application/Launch This Application: The accessory is displayed on the desk and runs the indicated application instead of the *KidDesk* function. To specify which application to run, click ▓▓▓▓. You will use the Add Application dialog boxes (page 37) to find and add the application. **Note:** You can edit the command line of the specified application by typing in the "Launch this application" box.

Some of the *KidDesk* Accessories have additional settings:

Picture Frame: Click the "Allow icon editing" check box to turn the icon editor off/on. When the icon editor is on, the kid can click the Picture Frame on the desk to draw or select a new icon. When the icon editor is off, the icon is displayed in the Picture Frame on the desk, but it cannot be changed.

Clock: Click the "Speaking Clock" check box to turn clock speaking off/on. When clock speaking is on (an "x" appears in the check box), the digital clock says the time aloud.

Phone: Click "Allow Single Send" to allow the family member to send audio messages between desks. Click the "Allow multiple send" check box to allow one message to be sent to several desks at once. Click "Greetings only" to disable Voice Mail and play a variety of greetings when the Phone is clicked. **Note:** If "Greetings only" is selected, the Answering Machine is not displayed on the desk.

Mailbox: Click the "Allow multiple send" check box to allow the family member to send one message to several desks at once.

Application

A̲dd Application
Application S̲ettings
R̲emove Application

Application Menu

Click the Applications tab to see the Applications Card (if it is not showing) and to use the Application menu.

Add Application

To add an application to *KidDesk* from your hard drive or a CD-ROM disc, choose *Add Application*. Applications added to *KidDesk* are not copied; adding an application just tells *KidDesk* where to find the application and places the application's icon on all desks. After you add the application to *KidDesk*, you can use *Limit Applications* (page 13) to hide the application from one or more desks.

Caution: Be aware that some applications allow access to Windows and to documents created using other applications.

Use *Add Application* to specify the file that *KidDesk* starts when launching a program from the *KidDesk* desk. Many applications use more than one file, but only one file should be added to *KidDesk* for each application.

There are two ways to add applications to *KidDesk*. For most users, it is easiest to use the Add Application feature. To add an application:

1) Choose Add Application from the Application menu.
2) A standard Windows 95 dialog box appears, displaying the programs accessible through the Start menu.
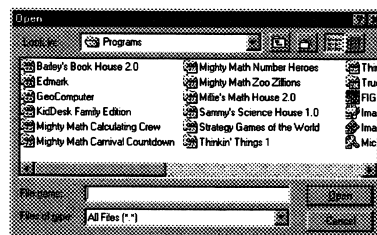
3) Double-click an applications folder to find the application icon.

4) Click once on the application icon to select it.

5) Click ▆▆▆▆. The application icon now appears on the Applications Card.

6) If you wish to make changes to the application's settings in *KidDesk* (for example, changing the application's name to something simpler for your child), click once on the application icon on the Applications Card, then choose Application Settings from the Application menu.

A second way to add an application is to drag and drop it from Windows. (Note: This feature is not available when *KidDesk* is set to run as the shell.) To add an application by dragging and dropping:

1) Drag the *KidDesk* Adult Section window until you can see the Windows 95 desktop. To drag the window, click and hold the title bar of the window and drag the mouse.

2) Use Explorer to find the application you wish to add.

3) Drag the application icon from the Windows 95 window onto the *KidDesk* window.

4) Repeat these steps for each application you wish to add.
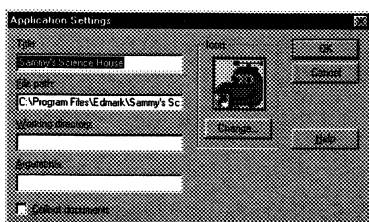
Application Settings

To change an application's settings, double-click the application's icon on the Applications Card; or select the application's icon, and then choose Application Settings from the Application menu.

- To change the name of the application as it appears in *KidDesk*, type the new name in the Title box. The application's original file name will not be changed on the hard drive.

- To add or change command-line parameters, enter them in the "Arguments" box.

- To change the application icon as it appears in *KidDesk*, click [Change] (see *Choose Icon*, *Customize Icon*, and *Import Icon*, pages 32–33). The application's original icon will not be changed on the hard drive.

Remove Application

To remove an application from all desks, select the application's icon on the Applications Card, then choose *Remove Application* from the Application menu. (To hide an application from one desk, use *Limit Applications* from the Kid menu, page 35). **Note:** When you remove an application from *KidDesk,* you do not delete the application on your hard drive or CD-ROM.
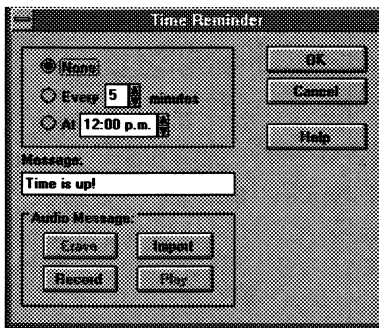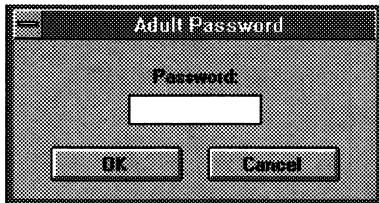
Options Menu

Changes you make using the Options menu are global. **They will affect all family members using KidDesk**.

Adult Password

To add an Adult Password required for entering the Adult Section (in addition to Ctrl-Alt-A), choose *Adult Password*.

- Type the password. You will need it to enter the Adult Section. The Adult Password can also be used to enter any desk if a kid's password is unknown or forgotten. Type the Adult Password when asked for the kid's password.

- To remove or change a password, use the Backspace key to erase the current password, or type a new password.

Time Reminder

To set a written and/or audio Time Reminder for all kids, choose *Time Reminder* from the Options menu. The reminder appears on all desks. This feature is helpful for taking turns or limiting computer time. (The Time Reminder may not be compatible with all applications.)

- To turn the reminder off, click ◉ **None**.

- To set the reminder to appear at a regular interval, click ◉ **Every**. Then, click the arrows to indicate a length of time. The reminder continues to appear at that interval until it is turned off.

- To set the reminder to appear at a specific time of day, click ◉ **At**. Then, click the arrows to set the time.

- To enter a message, type it in the message box.

- To record an audio reminder, click **Record**. You can also import a sound file. (See *Welcome Message*, pages 31–32.)
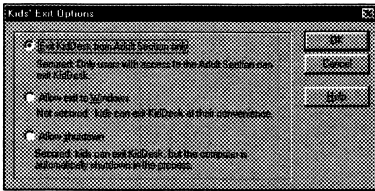
Kids' Exit Options

To control whether family members can exit *KidDesk* and access Windows and the hard drive, choose *Kids' Exit Options* from the Options menu.

Click "Exit KidDesk from Adult Section only," "Allow exit to Windows," or "Allow Shutdown."

If you choose "Exit KidDesk from Adult Section only," no Stop Sign appears on the Opening Screen of the Kid Section. Kids cannot exit KidDesk to directly access the hard drive. If you choose "Allow Shutdown," a Stop Sign appears on the opening screen of the Kid Section. Kids can exit KidDesk, but the computer shuts down automatically.

Caution: If you choose "Allow exit to Windows", kids are able to access the data and applications on the hard drive. For maximum security, choose "Exit KidDesk from Adult Section only" and use *Startup Options* (see below) to set your computer to run KidDesk automatically when it is first turned on.
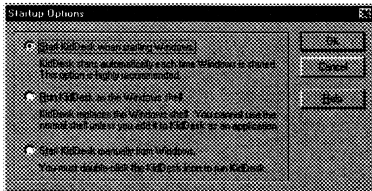
Startup Options

To set the way *KidDesk* starts, choose *Startup Options* from the Options menu.

■ To run *KidDesk* yourself, click "Start KidDesk manually from Windows."

■ To set *KidDesk* to run automatically, choose either:

- "Start KidDesk when starting Windows": *KidDesk* runs as a startup item from Windows. Each time you start Windows, *KidDesk* runs. When you exit *KidDesk*, you return to Windows. This is the recommended startup method.

- "Run KidDesk as the Windows shell": *KidDesk* replaces the Program Manager or Explorer as the shell. Each time you start Windows, *KidDesk* runs.

```
┌─────────────────────────────┐
│ Help                        │
├─────────────────────────────┤
│ Contents                    │
│ Search for Help on...       │
│ How to Use Help             │
├─────────────────────────────┤
│ About KidDesk...            │
└─────────────────────────────┘
```

Help Menu

The Help menu contains on-screen information about most of the Adult Section menu items and features. Use the Help menu to answer questions regarding dialog boxes, icons, buttons, or other unfamiliar terms.

Contents

To see an on-screen glossary of *KidDesk* terms and features, choose *Contents* from the Help menu. You will see an alphabetical list of Help topics.

- To see more topics, use the scroll bar and scroll arrows.

- To see the information for any green, underlined word(s), just click the word(s). You will jump to the information for that topic.

- To go back to the previous topic, click ▧**Back**▧.

- To return to the alphabetical list of terms, click ▧**Contents**▧.

- To display a list of the topics you have seen, click ▧**History**▧. Then, click one of the topics to go to that topic, or close the window to return to the Help text.

For more information about using Help, choose *How to Use Help* from the Help menu.

Troubleshooting

Problem	Possible Cause	Solution
Unable to print calendar.	"Allow Printing" has been turned off.	Click "Allow Printing" in *KidDesk* Accessories dialog box (page 35).
	Windows configured for incorrect printer.	Use the Windows Printers Control Panel to select your printer.
No sound.	No sound device is installed.	Install a Windows-compatible sound device.
Application does not run correctly from *KidDesk*.	Wrong file was added to *KidDesk*.	Use *Add Application* (page 37) to add correct .EXE, .BAT, or .PIF file.
Kid is able to switch from application to Windows.	MultiApp mode is on.	Turn MultiApp mode off in Kid Settings dialog box (page 33).
Application does not appear on kid's desk.	Application has not been added to *KidDesk*.	Add the desired application using *Add Application* from the Application menu (page 37).
	Application has been disabled.	Use *Limit Applications* from the Kid menu to enable the application (page 35).
No Answering Machine appears.	"Voice Mail" is turned off.	Under "Voice Mail," in *KidDesk* Accessories dialog box (pages 35–36), click "Show".
Recorded sounds are inaudible.	Sound card's microphone input level is set too low.	Refer to your sound card's manual for more information. See page 6.
Time Reminder malfunctions while running an application.	Time Reminder is not compatible with all applications.	Use *Time Reminder* from the Options menu to turn off Time Reminder (page 40).
KidDesk does not run automatically when computer is turned on.	Incorrect Startup Option selected.	Select "Run KidDesk as the Windows shell" or "Start KidDesk when starting Windows" (page 41).

Help

Technical Support

KidDesk Family Edition is designed for enjoyable and easy use. If a problem does arise, first consult the Troubleshooting page in this Guide. Please be sure to check the Help file in Adult Options for updated technical information. If you do not find a solution, refer to Customer Information Card included in the binder for Technical Support contact information.