



Quick Reference Guide

A ten-minute tour gets you started
using your new AOL software

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1. Introduction

Before anything else, it's important to be safe online. AOL® 9.0 Security Edition was designed with that in mind. With the very latest tools for automatically blocking spammers, intruders and scammers, 9.0 Security Edition helps protect you and your family, while safeguarding your personal information and privacy. To all the great features you expect from AOL, new 9.0 Security Edition now adds another: greater peace of mind.

This Quick Reference Guide covers most of the basics you'll want to know about AOL 9.0 Security Edition. It highlights popular features and provides step-by-step instructions for customizing your new software.

About 9.0 Security Edition SE and LE

Not everyone's computer is the same but everyone likes a fast experience online, so we have designed 9.0 Security Edition with your computer in mind.

SE includes all of the latest advanced features. It was automatically installed if your computer has at least 128 megabytes (MB) of RAM.

LE is designed for computers that have less memory. It was automatically installed if your computer has between 32 and 128MB of RAM.

You can tell which version you are using by looking at the blue title bar above the AOL toolbar. (See Section 5 for more information about 9.0 Security Edition LE.)

Using AOL Keywords

Throughout this guide we refer to AOL Keywords. Keywords are shortcuts to online areas.

To use AOL Keywords

1. Select **Keyword** at the top the AOL toolbar or type **CTRL+K** to open the keyword window.
2. Type your keyword.
3. Click **Go**.

Want More Info or Have Questions?

You can always find more information online at **AOL Keyword: Welcome Center**.

Get 24/7 customer service from our staff at **AOL Keyword: Help**.

2. Feel Safer and More Secure Online

E-Mail Anti-Virus Protection: The AOL® service automatically scans every e-mail attachment that you send or receive for known viruses, worms and Trojan horses. This service is available at no extra charge to you and does not require you to upgrade or to download any software.

AOL® Spyware Protection: Unwanted spyware programs, downloaded without your knowledge, could be mucking around with your computer, slowing your performance, disconnecting you from the Internet, capturing your private information and sending it out to people who could potentially steal your identity. AOL Spyware Protection ferrets out spyware, disabling the offenders if you choose.

With 9.0 Security Edition SE, Spyware Protection can automatically scan for possible spyware/adware programs on your computer and then notify you and give you the ability to disable them. You will see when the scan is in progress, and you will also see the results of the scan. The results page lets you disable any possible spyware found, and also provides a Restore feature through the "Allow" button so you can reactivate a program if you choose to.

SpyZapper™ Feature: This new service provides built-in protection for both 9.0 Security Edition SE and LE by scanning your computer in the background for the most harmful spyware offenders whenever you sign on, and then every 15 minutes. When it finds trouble, it "blows the whistle," giving you the opportunity to apply the remedy. The SpyZapper feature makes sure your computer's performance is not impaired by these spyware programs and helps keep your connection to the Internet uninterrupted.

For detailed information on using Spyware Protection, go to **AOL Keyword: Spyware**.

Web Pop-Up Controls: Enhance your Web browsing experience by controlling pop-ups and animated media. Go to **AOL Keyword: Pop-up Controls**, where you can set your controls for pop-ups from Web sites, animated media and AOL special offers:



"Clear My Footprints": As you browse the Web, information about your where you've been is stored on your computer. Clear My Footprints allows you to clear your browsing history in one place, letting you protect your privacy on a shared computer.

To clear your Footprints:

1. Go to **AOL Keyword: Browser Settings**.
2. Select the **Clear My Footprints** tab.
3. Click the **Clear My Footprints** button to automatically clear your browsing history and cache or click **Select Footprints to Clear** to select your individual settings.

Parental Controls: AOL's Parental Controls help provide a safer and higher quality online experience by allowing you to set limits on what your children can see and do online. There are four parental control categories: Kids Only (ages 12 & under), Young Teen (ages 13-15), Mature Teen (ages 16-17), and General (ages 18+). Each age category offers a different level of access to content and interactive features on AOL and the rest of the Internet. You can also control how much time your children spend online with the Online Timer, and receive AOL® Guardian reports that summarize your children's online activity. Find out more at **AOL Keyword: Parental Controls**.



McAfee® VirusScan® Online brought to you by AOL: VirusScan provides comprehensive virus scanning that regularly checks for and eliminates viruses from all the sources on your PC, like e-mail, CD-ROMs, shared music and picture files, and other Internet downloads. VirusScan protects your PC from known viruses with automatic updates every time you sign online, and notifies you when an update has been installed.

McAfee VirusScan is downloaded to your machine automatically when you install 9.0 Security Edition, provided your computer has a minimum of 64MB of RAM and you do not have another anti-virus application running on your PC. McAfee VirusScan must be installed separately. The first time you log on with 9.0 Security Edition, we'll let you know that you're ready to install the software. You can do it then, or at any convenient time thereafter. Visit **AOL Keyword: Virus** for more information.

McAfee® Personal Firewall Express: A firewall, available as a separate download to AOL® for Broadband members, helps to keep you from "getting burned" by hackers who want to access your computer and personal information. Firewall Express places a security barrier between the Internet and your computer. Every time someone tries to probe or attack your computer, you get the who, what, when and where, all in a detailed report with clear follow-up options. To find out more and to install Firewall Express, visit **AOL Keyword: Firewall**.

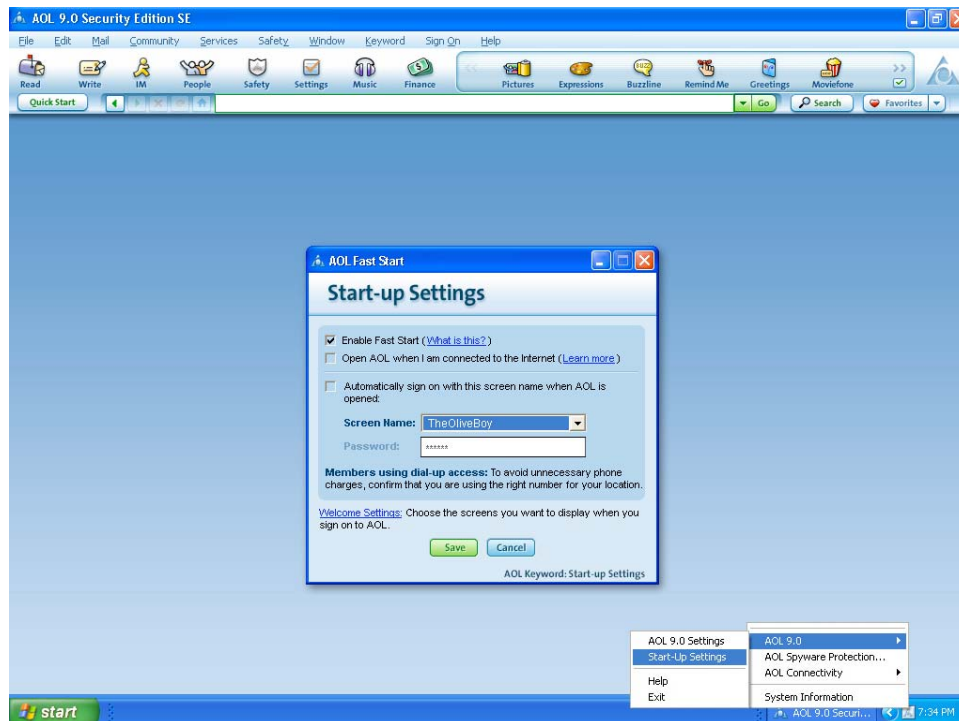
3. Make Things More Trouble-Free

Help Keep Your PC Running Smoothly

Fast Start: Nobody likes to wait -- especially when there's something you want to get done. That's why the latest AOL software was completely rebuilt for speed, with a new, let's-get-moving feature called Fast Start. AOL components are preloaded when your computer starts up, so AOL launches faster when you click the AOL icon. And if you close AOL to go to another application, the software will quietly preload in the background, so you can re-launch AOL quickly anytime.

To adjust your Fast Start settings:

1. Click the AOL icon in the Windows system tray.
2. Select **AOL 9.0**.
3. Select **Start-Up Settings**.
4. Check the **Enable Fast Start** check box.



AOL® Computer Check-Up: Computer Check-Up is a quick diagnostic tool offered to members at no additional charge. It can detect and solve many common problems which may be affecting your AOL experience. The latest version includes the ability to run Computer Check-Up while offline as well as use the built-in scheduler to program Computer Check-Up to scan your computer at designated times.

To access Computer Check-Up, go to **AOL Keyword: Computer Check-Up** and click **Check My Computer** to perform an examination of your computer. You will also be able to download the offline version of the product at **AOL Keyword: Computer Check-Up**.

TopSpeed™ Web Acceleration Technology: TopSpeed Technology helps you get to your favorite Web sites faster by reducing download times when you are using the AOL for Broadband Service.

For most users, TopSpeed Technology will have been automatically installed with the 9.0 Security Edition software. To see if TopSpeed is running on your PC, go to **AOL Keyword: Browser Settings** and look for the check mark in the box next to "Turn on AOL TopSpeed." If the box is not checked, you may need to adjust your firewall settings.

Visit **AOL Keyword: TopSpeed** to find out more about TopSpeed settings.

AOL Settings: AOL Settings let you customize your AOL service experience to better meet your needs.

1. Go to **AOL Keyword: Settings**.
2. Choose to view settings from the By Category or Index tabs.
3. Click the links to customize your AOL Experience for the specific features listed.

AOL® Dialer: The AOL® Connectivity Service (ACS), which provides the online connection to AOL, has been enhanced for even better and more reliable connectivity over both dial-up and high-speed connections.

In addition, ACS now includes a new feature called the Dialer, which allows members to initiate an online connection to the AOL service for Web browsers and other applications such as the AIM® service, without opening the AOL software.

Communicate More Easily

Manage Mail and Search Mail: These features give you access to more powerful and advanced mail management tools.

Manage Mail allows you to see all your mail in one view. The “My Mail Folders” list on the left includes your mail in the New, Old and Sent folders, as well as mail in the Recently Deleted, Saved on AOL and Saved on My PC folders.

Search Mail allows you to find e-mail messages located anywhere. Search for messages by e-mail address, subject, or a combination of both:

1. From the Search Mail tab, click the drop-down menu to select your search criteria.
2. Enter what you are searching for in the input field.
3. Click **Search**, and a list of results will show in the mail listing area.

Saved on AOL: The Saved on AOL folder gives you access to 100MB of permanent storage per screen name on AOL’s servers, rather than on your computer’s hard drive, providing a maximum of 700MB of storage for all seven screen names on your AOL account. You can even create your own subfolders within the Saved on AOL folder.

To save an e-mail message to your Saved on AOL folder:

1. Open your mailbox and click an e-mail message to select it.
2. Click **Save**, located at the bottom of the mailbox window. A menu will display, giving you the option to select either **On AOL** or **On My PC**.
3. Click **On AOL**.
4. If you would like, you can then select a specific subfolder to save to.

You can also drag and drop your mail into your Saved on AOL folder or subfolders:

1. Click and hold the mouse pointer over the e-mail message you wish to move to a different folder.
2. Without releasing the mouse button, drag the mouse pointer to the Saved on AOL folder.
3. When the Saved on AOL folder (or a subfolder) is highlighted, release the mouse button to save the message to that folder.

To create a new subfolder in Saved on AOL:

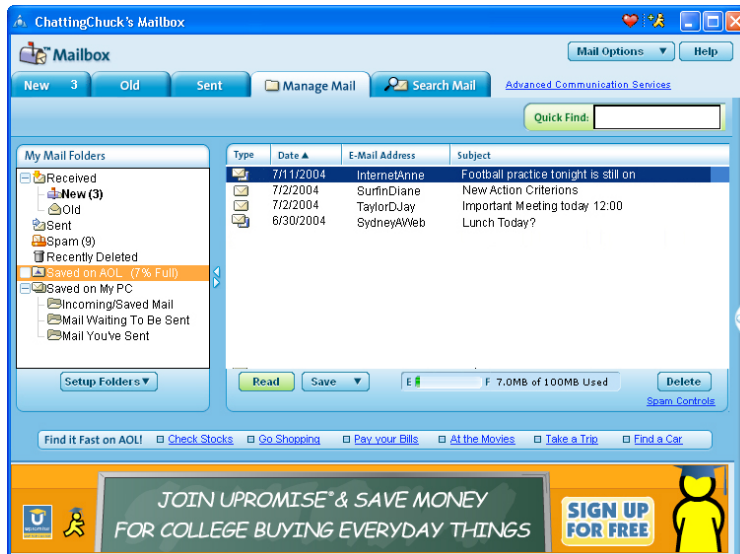
1. Open your mailbox and click the Manage Mail tab.
2. Click **Saved on AOL** from the left side of My Mail Folders.
3. Click **Setup Folders** at the bottom of the mailbox window.
4. Click **Create Folders** and enter a name for the new folder.

With the new subfolder created, you can now add e-mail messages to the folder by using either the Save button or the drag and drop method listed above.

A meter in your Saved on AOL folder will tell you how much of your 100MB of storage has been used. Note: this meter is not available in 9.0 Security Edition LE.

To see how much mail you have Saved on AOL:

1. Open your mailbox and click the Manage Mail tab.
2. Click **Saved on AOL** from the left side of My Mail Folders.



Saved on My PC: Saved on My PC lets you save e-mail messages automatically or manually onto your PC's hard drive. To save an e-mail message to the Saved on My PC folder:

1. Open your mailbox and click an e-mail message to select it.
2. Click **Save**. A menu will display, giving you the option to select either **On AOL** or **On My PC**.
3. Click **On My PC**.
4. If you would like, you can then select a specific subfolder to save to.

As with your mail that you want to save in your Saved on AOL folder, you can drag and drop your mail into your Saved on My PC folders by following the same method described previously and selecting your Saved on My PC folder or subfolder.

To create a new subfolder in Saved on My PC:

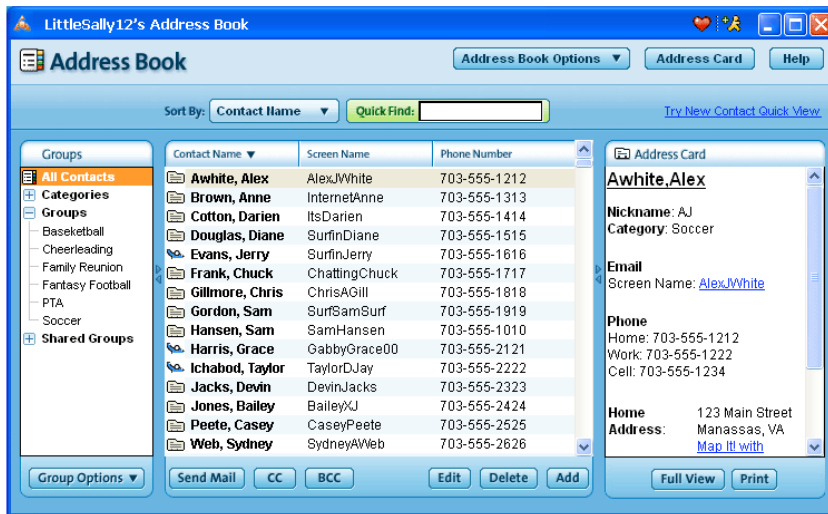
1. Open your mailbox and click the Manage Mail tab.
2. Click **Saved on My PC** from the left side of My Mail Folders.
3. Click **Setup Folders** at the bottom of the window.
4. Click **Create Folders** and enter a name for the new folder.

With the new subfolder created, you can now add e-mail messages to the folder by using either the Save button or the drag and drop method listed above.

Quick Read: Allows you to quickly view mail and compose a reply with Quick Reply without actually opening the mail in a new window. Your monitor needs to be set to a resolution of 1024x768 or higher for this feature.

1. Open your mailbox and click the small arrow on the far right to open the slide-out panel.
2. Double-click on a message to select it.
3. Your message will open in the Quick Read panel to the right (to see the mail full size, either click **Full View** or double-click on the message again).
4. Click **Quick Reply** to reply.
5. Type your reply and click **Send**.

AOL® Address Book: The Address Book puts all of your contacts in one place. Contact management is easier than ever with enhanced search capability and an improved display with a larger, automatically-populated Address Book. Set up yours at **AOL Keyword: Address Book**.



AOL® Address Card: Now Address Card keeps your Address Book up to date automatically. You can share part or all of your Address Book information with the people you want to stay in touch with. Those people can automatically receive changes when your information is updated, and can invite you to subscribe to their Address Cards, too.

To set up your Address Card:

1. Go to **AOL Keyword: Address Card** and click **Create My Address Card** on the introductory window.
2. In the Address Card Setup window, enter your information in the Contact, Home, Work and Details tabs.
3. Click **Save** to submit.
4. Click **Settings** to choose your Send/Receive options.



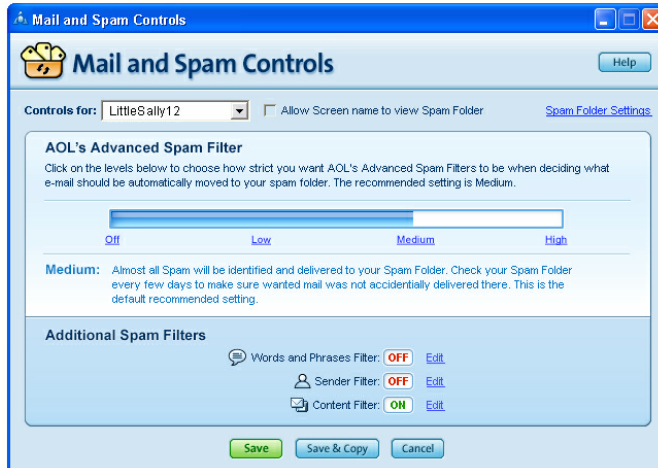
This feature allows you to share address information with those not using AOL as well. You can also accept someone else's Address Card even if you haven't yet set up your own. For additional help using Address Card, visit **AOL Keyword: Address Card Help**.

Contact Quick View: For a quick view of your Address Book using 9.0 Security Edition SE, move your mouse over the Address Book icon found on the Buddy List® window. There you can obtain an alphabetized list of your Address Book entries and go directly to a person's contact information.

Spam Controls: Setting your Spam Controls is now easier than ever.

1. Go to **AOL Keyword: Spam Controls**.
2. Select one of four levels from "Off" to "High."
3. Further filter your incoming mail by word, sender and content.

All mail identified as spam is automatically delivered to the Spam Folder in your mailbox.



AOL's highly effective Spam Controls are also enhanced to give parents greater control. As a parent, you can decide whether to allow your child to view his or her Spam Folder. The Spam Folder is hidden by default for screen names set for Kids Only and Young Teens.

To hide or display the Spam Folder for a specific screen name:

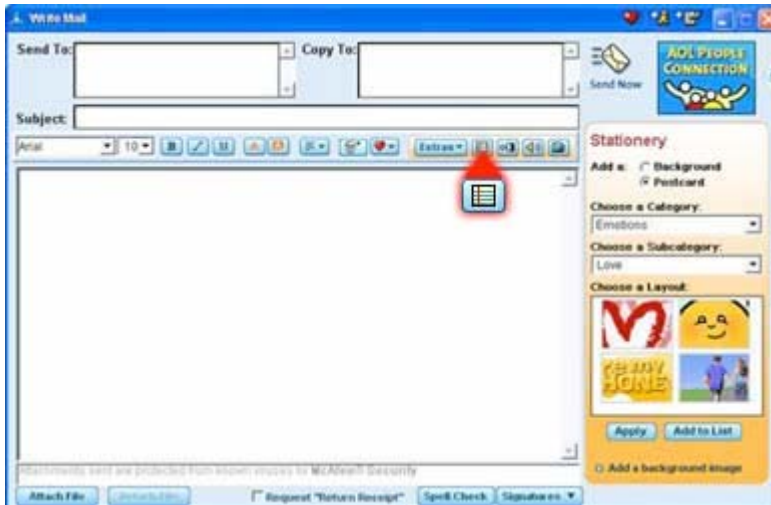
1. Sign onto the AOL service with your master screen name (or other screen name with similar capabilities).
2. Go to **AOL Keyword: Spam Controls**. The Mail and Spam Controls window will display.
3. Select a screen name from the "Controls for" drop-down menu. Then select or clear the checkbox next to "Allow this Screen Name to view contents of the Spam Folder."

Mail Postcards: Now you can dress up e-mails and show your own personal style with Postcards and Picture Album layouts.

Postcards are pre-designed, stylized templates you can use in any e-mail message. You can personalize the Postcard with your own message.

To send Postcards:

1. Click the Stationery icon located on the mail composition toolbar. The Stationery pane will open to the right of the mail window.
2. Select **Postcard**.
3. Browse for postcards using the category and subcategory menus.
4. Select the postcard you want to use and then click **Apply**.

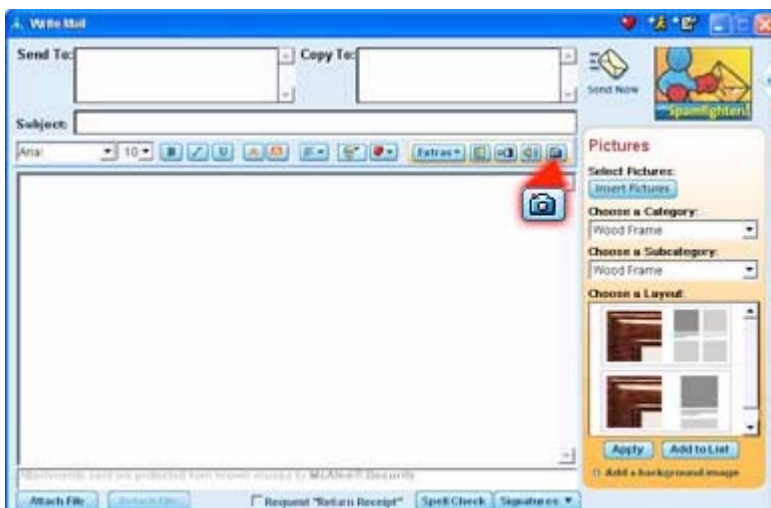


You can also add your favorite postcard to your “Extras” list, by selecting the Extras icon and clicking **Add to List**. The Extras list makes items easier to access when you want to use them again.

Picture Album Layouts: Picture Album layouts allow you to send a collection of pictures in any e-mail with several formatting options, including the ability to add captions.

To add a Picture Album layout:

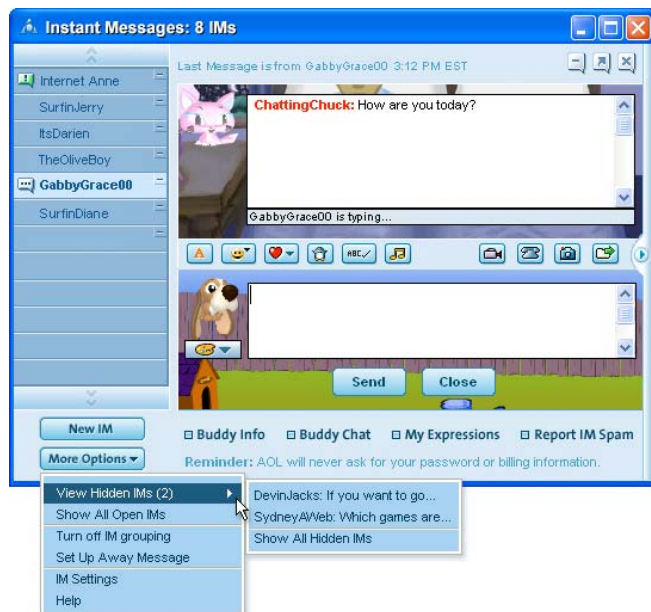
1. Click the camera icon located on the mail composition toolbar. The Pictures pane will open to the right of the mailbox window.
2. Click **Insert Pictures**. You can use pictures stored on your computer or pictures stored on AOL’s You’ve Got Pictures® service.
3. Select the pictures you want to use and then click **Insert**. Make sure to select “Individual Pictures” when you are asked how you want to insert the images.
4. Browse through the category menu for available album layouts. Select the layout you want to use and then click **Apply**.



You may drag and drop pictures in a Picture Layout to change the picture display order. The picture frame or caption moves along with the pictures.

You can also add your favorite Picture Album layout to your “Extras” list in the same manner that you can save your favorite postcard to your “Extras” list, by selecting it and clicking **Add to List**. The Extras list makes items easier to access when you want to use them again.

Grouped Instant Messaging: Grouped IMs offer a great way to manage multiple instant message conversations simultaneously. Now each IM conversation appears as a tab in a single window, making it easy to find, open and navigate instant message conversations. Message waiting indicators let you know when you have received instant messages on tabs that aren't currently being viewed, and you can separate an instant message from the group if you want to view it alone:



Note to members using 9.0 Security Edition LE: Grouped IMs are turned off by default in LE. To turn them on, go to **AOL Keyword: Filtering and Viewing Settings** and click the checkbox next to “Use Grouped IMs to display my IMs.”

Instant Images: You can share digital pictures directly with friends and family in instant messages. Just click the camera icon on your instant message conversation window. Pictures from your computer or any pictures you have on AOL's You've Got Pictures® service are available for easy sharing. The Instant Images feature is not available in 9.0 Security Edition LE.

File Transfers with IM: You can share any number or any size of files without having to upload and download them like you do with e-mail attachments. You can share files by clicking the file folder icon in the instant message conversation window, attaching the file directly in your instant message session, and then sending the file to your friend. The File Transfer with IM feature is not available in 9.0 Security Edition LE.

Live Video Instant Messages: If you and your buddy are both using 9.0 Security Edition SE with Windows XP, and you both have Web video cameras, you can now talk to each other via a live streaming audio/video conversation:

1. Open an instant message conversation window and click the video camera icon.
2. Click **Audio and Video Settings** to adjust picture and sound quality.

If you don't have Windows XP, you can still use a Web cam to record and save video clips. Then use AOL® File Transfer to send video clips to your friends. If you don't have a Web camera, the AOL service provides a library of pre-recorded video clips that express a wide range of feelings and messages. The Live Video IM feature is not available in 9.0 Security Edition LE.

AOL® Talk: Allows you to conduct real-time, one to one voice conversations with other AOL and AIM® users via instant messaging, using a PC microphone or an Internet (USB) phone. For the best voice quality, AOL recommends the use of an AOL Talk phone, available for purchase at **AOL Keyword: Broadband Gear**. The AOL Talk feature is not available in 9.0 Security Edition LE.

Phone and camera icons are displayed to the right of the screen names on your Buddy List window for a quick display of their capabilities. These icons will only show up if your buddy has the capability to use the features. The AOL Talk phone icon will show up if your buddy has the talk phone plugged in. The

camera will show up if your buddy has a Web camera installed. However, even if the icon isn't there, your buddy may be able to use AOL Talk or Live Video IM.

Radio Integration: Allows you to see what station your buddy is listening to on Radio@AOL and makes it easy to tune in and listen to the same station. An indicator showing the station name appears on the instant message window when your buddy is listening to Radio@AOL. Click the "Tune In" link to launch Radio and listen to your buddy's station:



Buddy List® Filter: Have a large Buddy List window and need some help in finding the specific screen name you are looking for? Filtering helps you limit who is shown on your Buddy List window by only showing a specific group that you select. You can also alphabetize your buddies, filter them by Friendly Name (see below), and filter out those buddies who are idle or away:

Friendly Names: Replace the list of screen names on your Buddy List window with your friends' real names. You can even assign your own nicknames. If you have already entered your buddies' names in your Address Book, AOL will use that information as their Friendly Names on your Buddy List. Friendly Names will be shown in quotation marks on your Buddy List so you can distinguish them from screen names. This feature is turned off by default.

To activate Friendly Names:

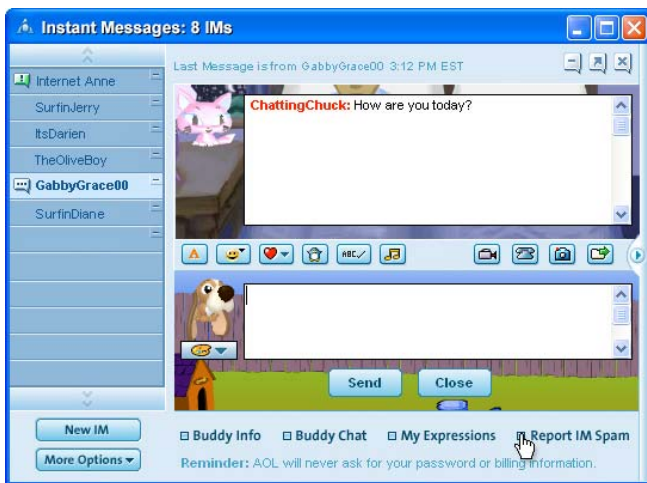
1. Click the drop-down menu next to **Show** on your Buddy List window.
2. Select **Buddy List Settings** and then select **Friendly Names** on the menu.
3. Your buddies' Friendly Names will be displayed on your Buddy List window.



IM Catcher™ Message Organizer: The IM Catcher organizer helps you manage and control all of your incoming instant messages in one simple location. In addition to helping you control unwanted messages by capturing instant messages from senders you may not know, the IM Catcher feature also captures incoming instant messages you receive while your Away Message is on.



Report IM Spam: Suddenly you get an IM from someone you don't know, trying to sell you something you don't want. It's spim, or instant message spam -- the latest aggravation from people who bring you spam. Now AOL makes it easier for you to block spim. The new instant message windows include a "Report IM Spam" button that allows you to block messages from the offending party (if you choose), or take it a step further, and notify AOL of the offender.



AOL® Calendar: 9.0 Security Edition provides you the ability either to maintain a private Calendar, visible only to you, or calendars that you share with friends, family and colleagues.

To begin using your personal Calendar go to **AOL Keyword: Calendar**. Your Calendar displays automatically. Click the Day, Week or Month tab to display the desired view.

To schedule an event::

1. Point to the place on your calendar where you want to schedule the event.
2. Click the left mouse button until *Type here* appears in your calendar.
3. Type the name of your event, and then click **Return**.
4. To view or edit your event details, including times and notes, click the event name in your calendar. Type your changes and click **Save**. (To delete an event, click the name of your event, and then click **Delete**.)



To share an existing Calendar:

1. Go to **AOL Keyword: Calendar**
2. Under the list of Calendars on the left side of the page, click **Sharing**.
3. Select the Calendar you wish to share, then click **Continue**.
4. Enter the screen names of people with whom you wish to share your Calendar, and set their Viewing and Editing options.
5. Click **Save**.
6. Calendar will send an e-mail to the people you selected to inform them that you have shared your Calendar and they can now add your Calendar to their list.



Multiple AOL® Calendars: In addition to sharing your Calendar with friends and family, you can have multiple Calendars under one screen name.

To create an additional calendar for personal or shared use:

1. Go to **AOL Keyword: Calendar**.
2. Under the list of Calendars on the left side of the page, click **Add**.
3. Select **Create a New Calendar**, then click **Continue**.
4. Type the name of your new Calendar. If you want to share it, click the **Sharing** tab, then type the screen names of the people you want to share this Calendar with.
5. Click **Save**.

View any of your Calendars by selecting it from the list on the top left of your Calendar page. View multiple Calendars at the same time by selecting more than one check box.

AOL® Alerts & Reminders: Get Alerts about important news and Reminders about tasks and dates. Have them sent to you via e-mail, instant message, cell phone or pager*. **Visit AOL Keyword: Alerts & Reminders.**

* A text- or Web-enabled phone and wireless service plan is required to receive Alerts or Reminders on your cell phone. Additional charges from your wireless service provider may apply.

Intellisync® for AOL: You can synchronize your Address Book, Calendars and Reminders with Microsoft® Outlook®, Outlook Express (Address Book only), Palm OS® devices, Palm™ Desktop, and Pocket PC devices. It's important to remember to back up your data before you sync.

To sync your data, go to **AOL Keyword: Sync**. You will be prompted to install the software if you haven't already. Once installed, follow the on-screen instructions to synchronize your Address Book and Calendar entries from all of your sources.

AOL Deskbar: The AOL Deskbar makes it easy to access many AOL services, check your e-mail, and search the Web straight from your Microsoft Windows desktop – even when you're not signed onto AOL. The Deskbar provides quick access to AOL Search, links to useful information like maps and yellow pages, plus shows you a real-time count of your AOL e-mail. **AOL Keyword: Deskbar.**

My Routine: My Routine provides faster, easier access to the Web sites and AOL sites you use regularly by making them a one-click feature of your Favorites. If you turn on this feature, My Routine's enhanced logic will remember the things that you have done most recently or do repetitively when you're on AOL. It's the kind of personalization that really makes things easier for you.

To activate My Routine:

1. Click the **Favorites** button on the AOL toolbar.
2. Click **Turn on My Routine**.
3. Select your enhanced history and personalized content settings
4. Click **Save**.

4. Have More Fun Online

In the latest version of the AOL software, the functionality of many popular features, such as Buddy Icons and Desktop themes, has been expanded. However, some of these enhanced features will only work when your PC has at least 128MB of memory (RAM). If your computer has between 32 and 128MB of RAM, you will automatically receive 9.0 Security Edition LE, with certain enhanced features (noted in Section 5) disabled to help you get the best performance from your computer.

Animated Smileys: Smileys have learned some new tricks. Many of them are now animated to get your message across more effectively. Visit **AOL Keyword: Smileys** to select your own smileys.

SuperBuddy™ Icons: SuperBuddy icons are 3-D characters that bring your instant messages to life. Superbuddy Icons are not available in 9.0 Security Edition LE.

To select and customize your SuperBuddy icon:

1. Go to **AOL Keyword: SuperBuddy Icons**.
2. Choose a category, then select a SuperBuddy and click **Apply**.



To customize the words your SuperBuddy icon responds to:

1. Go to **AOL Keyword: SuperBuddy Customization**.
2. From the Text Triggers tab, click on a desired action and then add, remove or modify the existing text triggers associated with that action.
3. Click **Apply** and then click **Save** when you have finished modifying the actions.

To set a SuperBuddy icon auto-response:

1. Go to **AOL Keyword: SuperBuddy Customization** and click the AutoResponse tab.
2. Next to the desired incoming action, click to select a response action from the drop-down menu.



If you would like to replicate the personality a buddy is using, you can snag that person's personality. To snag a friend's personality:

1. During an instant message conversation, click the My Personalities drop-down menu under your buddy icon.
2. Click **Snag My Buddy's Personality**.
3. Check the boxes that you wish to apply as your Personality.
4. Type in a Personality name and click **Save**.

Animated Wallpaper: You can customize your instant message wallpaper with 3-D animations. Animated wallpaper is not available in 9.0 Security Edition LE.

To add Animated Wallpaper to your instant message conversation window, follow these steps:

1. Go to **AOL Keyword: Buddy Wallpaper**.
2. Click the SuperBuddy tab.
3. Choose a category and then click on the desired Animated Wallpaper.
4. Click **Apply** and then click **Save**.



Personalized Sounds: Personalize your AOL Sounds by choosing from a variety of your favorite celebrity voices, adding your name, or selecting a sound from your PC.

To use a celebrity voice:

1. Go to **AOL Keyword: AOL Sounds**.
2. Click the "Change" drop-down menu next to the sound you would like to change.
3. Click **Use a Celebrity Voice**.

To add your name:

1. Go to **AOL Keyword: AOL Sounds**.
2. Click the "Change" drop-down menu next to the sound you would like to change.
3. Click **Add Your Name**.
4. Click on your name.
5. Click **Save**.

To select a sound from your PC:

1. Go to **AOL Keyword: AOL Sounds**.
2. Click the "Change" drop-down menu next to the sound you would like to change.
3. Click **Use a sound on my PC**.
4. Click to select a WAV file from your PC.
5. Click **Open**.

E-Cards: Send online greetings to your friends, family and co-workers using AOL E-Cards. There are over 1,700 cards to choose from!

1. Go to **AOL Keyword: E-Cards**.
2. Choose a card from the categories listed.
3. Click **Personalize & Send**.
4. Type the recipient's e-mail address or click the Address Book icon to the right to select an address.
5. Type your message in the Personalized message area.
6. Click **Preview** to review your card before sending.
7. Click **Send** to send your E-Card.

AOL Toolbar: Now the Toolbar is even easier to use and customize.

Toolbar Carousel: Provides you the ability to customize your Toolbar. You can change the location of icons on the Carousel, add or remove icons, and rename them. Better scrolling capabilities allow you to move through the Carousel from one end to the other at your own speed. Go to **AOL Keyword: Carousel Settings** to personalize your icons.



Toolbar Icons: To add icons to your Toolbar, drag and drop a red Favorite Places heart in the Carousel area. You can find the Favorite Places heart icon on the top right of most windows in the AOL service. You can also add icons to your Toolbar Carousel by going to **AOL Keyword: Add an Icon.**

You've Got Pictures® Service: AOL provides you with a powerful digital photo service that provides easy photo management and sharing with AOL members and non-members alike. You can easily add your photos to e-mail, instant messages, the Member Directory, AOL® Journals, and to your screensaver. Find out more at **AOL Keyword: Pictures.**

Picture Finder: With Picture Finder, you will find everything you need for managing your pictures or for enjoying fine and fun photography:

- **My Picture Finder:** Here you can find and view all the pictures on your PC, as well as upload them to AOL so you can create and share fun online photo albums, order prints and merchandise, or enhance pictures using the Picture Editor. You can also turn your pictures into a personal screensaver for your computer.
- **Digital Camera Center:** If you are still learning about digital cameras and photography, this is the perfect place to see what other members have to say. Get tips and advice, whether you're a beginner or an intermediate user. If you're an expert, share advice with others!
- **Photo Galleries:** Vote for your favorite member Picture of the Week or browse through the many other galleries of AOL member photos. Visit AOL® Visions, where each week you'll find examples of the finest photography on the Web.
- **Learn More:** There are so many things you can do with pictures on AOL and this is the place to learn about them. See quick examples of how you can add pictures to your Member Profile, Journal and more.

Member Directory: You can add pictures to your Member Directory profile.

1. Go to **AOL Keyword: Profile.**
2. Click **Edit Profile** in the Member Directory window.
3. Click the Pictures tab on the left of the window to add pictures to your profile.

5. AOL 9.0 Security Edition LE

The appropriate version of 9.0 Security Edition was automatically installed on your computer based on the amount of its RAM.

If your computer has between 32 and 128MB of RAM you are running **9.0 Security Edition LE**. You can tell which version you are using by looking at the blue title bar above the AOL toolbar.

9.0 Security Edition LE is a “lighter” version of the AOL software for computers that lack the memory required to run certain enhanced AOL features. In the latest version of the AOL software, the functionality of many popular features, such as Buddy Icons and Desktop Themes, has been expanded. However, these enhanced features will only work when your PC has at least 128MB of RAM.

The following features are not available on 9.0 Security Edition LE:

- Live Video Instant Messages
- AOL Talk
- File Transfers with IM
- SuperBuddy™ Icons
- Desktop themes
- Animated IM wallpapers
- Toolbar and Address Book
- QuickView
- Quota Meter
- CD playback support
- Custom flash player
- Fun Mail
- Port Magic