Microsoft Scenes

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The Microsoft Scenes Dialog Box

Welcome to Microsoft Scenes! Scenes displays full-color images on a variety of systems. To get the most enjoyment from Scenes on your computer, see About Your Display.

The Microsoft Scenes dialog box opens when you run Scenes from Program Manager. If you start Scenes with Windows, the Microsoft Scenes dialog box will open as long as you have not used the Properties command from the File menu to run Scenes minimized.

You can use this dialog box to turn the screen saver and wallpaper on or off, turn the picture title and description on or off, and open other dialog boxes and wizards.

Screen Saver: Select the check box to turn the screen saver on; clear the check box to turn the screen saver off. Even if the Scenes screen saver is turned off, the Scenes wallpaper can still be displayed.

Screen Saver Preview: Displays a picture preview of the next screen saver. If the Screen Saver check box is not selected, the Screen Saver Preview will be black.

Screen Saver Settings: Choose this button to open the Screen Saver Settings dialog box, in which you can customize your screen saver settings. If the button is not available, make sure the Screen Saver check box is selected.

Wallpaper: Select the check box to turn Scenes wallpaper on; clear the check box to turn it off. Even if the Scenes wallpaper is turned off, you can still use the Scenes screen saver.

Current Wallpaper: Displays a picture preview of the current wallpaper. When you install your first Microsoft Scenes collection, the picture preview displays the first picture in the collection. If the Wallpaper check box is not selected, the Current Wallpaper preview will be black.

Choose Wallpaper: Choose this button to open the Choose Wallpaper dialog box, in which you can select a picture to use as wallpaper or browse through the pictures in a collection. If the button is not available, make sure the Wallpaper check box is selected.

Show Picture Titles: Select this check box to display titles of pictures used as wallpaper or as a screen saver.

Show Picture Descriptions: Select this check box to display the Picture Description window of the wallpaper picture.

Scenes Wizards: Choose this button to open the Scenes Wizards dialog box, in which you can select a Scenes wizard to help you create, edit, rename, copy, add, or delete a collection.

OK: Choose this button to close the Microsoft Scenes dialog box, display the Microsoft Scenes icon on your desktop, and run Scenes with the current settings. Clicking the Minimize button is the same as choosing the OK button.

Exit: Choose this button to quit Microsoft Scenes. Your desktop displays as it did before you started Scenes.

Help: Choose this button to display an online Help topic specific to the dialog box. From here, you can go to any other online Help topic, too.

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See Also
Using Scenes as a Screen Saver

Using Scenes as Wallpaper

About Your Display

The Screen Saver Settings Dialog Box

The Screen Saver Settings dialog box opens when you choose the Screen Saver Settings button in the Microsoft Scenes dialog box. You can use the Screen Saver Settings dialog box to customize your screen-saver settings by selecting the collections and transition effects you want to use and setting the timing and QuickStart options.

Collections: Select a Scenes collection or personal collection for the screen saver. When a collection is selected, an icon will appear next to it. You can select as many collections as you want. Scenes will display pictures in sequential order if one collection is selected, or it will display pictures randomly when multiple collections are selected.

Transition Effects: Select the transition effects that Microsoft Scenes will use to change screen-saver pictures. Choices include blinds, boxes, checkerboards, cut (for no effect), dissolve (small bricks), and wipes. You can select from one to as many different effects as you want.

Start Screen Saver After: Specify the number of minutes (1-60) the computer must remain idle before the screen saver automatically starts. To change the time, type a number or click the up arrow (increase) or down arrow (decrease). This number is set to 5 minutes until you change it.

Change Picture Every: Specify the number of minutes (1-60) a screen-saver picture displays on the screen before Microsoft Scenes changes to the next picture in the collection. To change the time, type a number or click the up arrow (increase) or down arrow (decrease). This number is set to 5 minutes until you change it.

Change Wallpaper Picture With Screen Saver: Select this check box if you want the wallpaper picture to change each time the screen saver changes. Clear the check box if you do not want the wallpaper to change.

Enlarge Picture to Full Screen Size: Select this check box if you want Scenes to automatically scale pictures to fill the screen. Scenes can scale pictures automatically to match your system resolution up to 1024 x 768 pixels.

Depending upon the speed of your system, you may notice a delay when exiting Screen Saver mode while Windows loads the new wallpaper picture.   Scenes displays Changing Wallpaper message when this delay occurs.   The delay may be more pronounced when the Enlarge Pictures to Full Screen Size option is selected.   If you wish to return to Windows more quickly upon exiting Screen Saver mode, go to the Screen Saver Settings dialog and turn off the Change Wallpaper Picture With Screen Saver option, or the Enlarge Pictures to Full Screen Size option, or both.

Start Screen Saver By Moving Mouse To Lower Left Corner Of Screen: Select this check box if you want Scenes to start immediately when you position the mouse in the lower-left corner of the screen.

Start Screen Saver By Pressing Ctrl + Shift: Select this check box and choose a letter to use as the keyboard QuickStart. When you press this key combination the screen saver will start immediately. When you start Microsoft Scenes for the first time, the letter is set to S, and the check box is selected.

OK: Choose this button to save your changes to the screen-saver settings and return to the Microsoft Scenes dialog box.

Cancel: Choose this button to return to the Microsoft Scenes dialog box without saving your changes. Choosing the Cancel button does not affect any changes you made to your screen-saver password.

Close: Choose this button to close the Screen Saver Settings dialog when you want to accept a changed password, but do not want to make any other changes in the dialog.

Password: Choose this button to open the Password dialog box, in which you can add or change a password to use to return to Windows from the screen saver.

Help: Choose this button to display an online Help topic specific to this dialog box. From

here, you can go to any other online Help topic, too.

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See Also
Using Scenes as a Screen Saver

The Screen Saver Settings Dialog Box (Control Panel)

You can use the Screen Saver Settings dialog box to customize your screen-saver settings by selecting the collections and transition effects you want to use and setting how often you want your screen-saver picture to change.

To have access to all of the Microsoft Scenes options, such as QuickStart options and Scenes Wizards, run Microsoft Scenes by choosing its icon in the Microsoft Scenes group or another group that you specified at installation.

Collections: Select a Scenes collection or personal collection for the screen saver. When a collection is selected, an icon will appear next to it. You can select as many collections as you want. Scenes will display pictures in sequential order if one collection is selected, or it will display pictures randomly when multiple collections are selected.

Transition Effects: Select the transition effects that Microsoft Scenes will use to change screen-saver pictures. Choices include blinds, boxes, checkerboards, cut (for no effect), dissolve (small bricks), and wipes. You can select from one to as many different effects as you want.

Change Picture Every: Specify the number of minutes (1-60) a screen-saver picture displays on the screen before Microsoft Scenes changes to the next picture. To change the time, type a number or click the up arrow (increase) or down arrow (decrease). This number is set to 5 minutes until you change it. Depending upon the speed of your system, you may notice a delay when exiting Screen Saver mode while Windows loads the new wallpaper picture.   Scenes displays the Changing Wallpaper message when this delay occurs.   The delay may be more pronounced when the Enlarge Pictures To Full Screen Size option is selected.   If you wish to return to Windows more quickly upon exiting Screen Saver mode, go to the Screen Saver Settings dialog and turn off the Change Wallpaper Picture With Screen Saver option, or the Enlarge Pictures to Full Screen Size option, or both.

Change Wallpaper Picture With Screen Saver: Select this check box if you want the wallpaper picture to change each time the screen saver changes. Clear the check box if you do not want the wallpaper to change.

Enlarge Picture to Full Screen Size: Select this check box if you want Scenes to automatically scale pictures to fill the screen. Scenes can scale pictures automatically to match your system resolution up to 1024 x 768 pixels.

OK: Choose this button to save your changes to the screen-saver settings and return to the options in the Desktop dialog box of Control Panel.

Cancel: Choose this button to return to the options in the Desktop dialog box of Control Panel without saving your changes. Choosing the Cancel button does not affect any changes you made to your screen-saver password.

Close: Choose this button to close the Screen Saver Settings dialog when you want to accept a changed password, but do not want to make any other changes in the dialog.

Password: Choose this button to open the Password dialog box, in which you can add or change a password to use to return to Windows from the screen saver.

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See Also
Using Scenes as a Screen Saver

The Change Password Dialog Box

The Change Password dialog box opens when you choose the Password button in the Screen Saver Settings dialog box. You can use the Change Password dialog box to create, change, or remove your screen-saver password.

When a Scenes <u>screen saver</u> displays on your computer screen, a screen-saver password deters any unauthorized person from using your computer. If you don't create a screen-saver password, pressing any key or moving the mouse will return your computer display to Windows.

Old Password: If you are changing your password, type the old password. This option will be dimmed if you are adding a password for the first time.

New Password: Type the new password.

Retype New Password: Type the new password again to verify.

OK: Choose this button to save your new password and return to the Screen Saver Settings dialog box.

Cancel: Choose this button to return to the Screen Saver Settings dialog box without saving your new password.

Help: Choose this button to display an online Help topic specific to the dialog box. From here, you can go to any other online Help topic, too.

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See Also
<u>Adding or Changing a Screen-Saver Password</u>

<u>Removing a Screen-Saver Password</u>

The Choose Wallpaper Dialog Box

The Choose Wallpaper dialog box opens when you choose the Choose Wallpaper button in the Microsoft Scenes dialog box.

You can use the Choose Wallpaper dialog box to select a picture from a <u>personal</u> or <u>Scenes collection</u> to use as <u>wallpaper</u>.

However, if you select the Change Wallpaper Picture With Screen Saver check box in the Screen Saver Settings dialog box, the picture you choose will change the next time the <u>screen saver</u> changes.

Collection: Select the Scenes or personal collection that contains the picture you want to use as wallpaper. If more than one collection is available, clicking the arrow key will display a list of all available collections.

Wallpaper: Displays up to 12 <u>picture previews</u> of the pictures in the selected collection. If the collection has more than 12 pictures, use the scroll bar to see them. You can select a wallpaper by double-clicking a picture, too.

OK: Choose this button to apply the wallpaper selection and return to the Microsoft Scenes dialog box. Pictures from Scenes collections and collections processed by a service bureau − compressed to take up less disk space − take a moment to display.

Cancel: Choose this button to cancel the wallpaper selection and return to the Microsoft Scenes dialog box.

Help: Choose this button to display an online Help topic specific to the dialog box. From here, you can go to any other online Help topic, too.

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See Also
<u>Using Scenes as Wallpaper</u>

The Scenes Wizards Dialog Box

The Scenes Wizards dialog box opens when you click the Scenes Wizards button in the Microsoft Scenes dialog box. You can use this dialog box to choose a wizard to help you perform a particular task.

Personal Collections (the following tasks can be performed for personal collections only):

Create a Collection: Choose this button to start a wizard that will help you create a collection using source pictures from different drives and directories and add it to the Scenes Collection list.

Edit an Existing Collection: Choose this button to open a dialog box in which you can choose to add or remove pictures to or from a collection, edit picture titles and descriptions, or change the order of pictures in a collection.

Rename a Collection: Choose this button to start a wizard that will help you rename an existing collection.

Copy a Collection to Floppy Disk: Choose this button to start a wizard that will help you copy a collection to a floppy disk to share with another Scenes 2.0 user.

Add a Collection to Scenes: Choose this button to start a wizard that will help you add a complete collection − such as a collection given to you by another Scenes 2.0 user − to the Scenes Collection list.

Any Collection (the following task can be performed for a Scenes or a personal collection):

Delete a Collection from Disk: Choose this button to start a wizard that will help you permanently remove a collection from the list of Scenes collections and from your hard disk.

Close: Choose this button to close the Scenes Wizard dialog box and return to the Microsoft Scenes dialog box without choosing a wizard.

Help: Choose this button to display an online Help topic specific to this dialog box. From here, you can go to any other online Help topic, too.

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See Also
What Is a Scenes Wizard?

Navigating Through the Scenes Wizards

Enter a Name for this Collection

Every collection must have a unique name, which Microsoft Scenes will use when listing collections. Type up to 32 characters. The new collection name will not appear on the Scenes Collection list unless you have at least one picture in the collection.

Always use Scenes wizards when you want to rename or move collection files. Do not use File Manager to perform these tasks.

Continue: When you have entered a name for your new collection, choose the Continue button to go to the next wizard dialog box. If your new collection name has already been used, you will be prompted to select another name.

Back: Choose this button to return to the previous dialog box.

Cancel: Choose this button to cancel the wizard and return to the Microsoft Scenes dialog box without saving the new collection name.

Help: Choose this button to open an online Help topic specific to the dialog box.

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See Also
Creating and Adding Your Own Collections

Select a Collection

In this wizard dialog box you can select the collection you want to edit, copy, rename, or delete. If you are editing, copying, or renaming a collection, only personal collections will appear in the Collection list. Scenes collections can be deleted, but they cannot be edited, copied, or renamed.

Collections: Select the collection you want from the list of available collections. Use the scroll bar to see more names if more than five are available.

First Picture in this Collection: Displays a picture preview of the first picture in the selected collection and tells how many pictures that collection contains.

Edit this Collection/Copy this Collection/Rename this Collection/Delete this Collection: Choose the task button to perform the specified task and go to the next dialog box.

Back: Choose the Back button to return to the previous dialog box.

Cancel: Choose the Cancel button to cancel the wizard and return to the Microsoft Scenes dialog box without saving your changes.

Help: Choose the Help button to open an online Help topic specific to the dialog box.

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See Also
Managing Your Collections

Select a Floppy Disk Drive

Use this dialog box to select the floppy disk drive to which you want to copy your collection. All available floppy drives will be listed under Drives. If you have more than one floppy drive, click the down arrow to see all available drives.

Only other Scenes 2.0 users will be able to view the personal collections you copy.

Please note that it is illegal to duplicate and distribute copyrighted images without the express written permission of the copyright holder.

Copy Collection: After you have selected the floppy drive, choose the Copy Collection button to copy the collection and go to the next dialog box. If your collection will not fit on a single floppy disk, Scenes will prompt you to insert another disk.

Back: Choose the Back button to return to the previous dialog box.

Cancel: Choose the Cancel button to cancel the wizard and return to the Microsoft Scenes dialog box without saving your changes.

Help: Choose the Help button to open an online Help topic specific to the dialog box.

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See Also
Managing Your Collections

Collection Not Copied

Scenes was not able to copy your collection to a floppy disk for one of the following reasons:

- You clicked the Stop button and canceled the task.
- The specified directory did not contain a floppy disk.
- The floppy disk was not formatted.
- The floppy disk contained other files.
- The selected drive was not a floppy drive.

Please make sure that you are using a blank, formatted disk and that the disk is completely inserted into the drive.

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See Also
Managing Your Collections

Finished Copying Collection

Your collection was successfully copied to a floppy disk and can now be shared with other Scenes 2.0 users. Scenes 1.0 users will not be able to view this collection because the file format of collections copied with the Copy a Collection to Floppy Disk Wizard is not compatible with Scenes 1.0.

Please note that it is illegal to duplicate and distribute copyrighted images without the express written permission of the copyright holder.

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See Also
Managing Your Collections

Select the Drive and Directory

Use this wizard dialog box to select the drive and directory that contain the collection you are adding.

Please note that it is illegal to duplicate and distribute copyrighted images without the express written permission of the copyright holder.

Drive: Select the drive that contains the collection you are adding. Click the down arrow to view all available drives.

Directories: Select the directory that contains the collection.

First Picture In Collection: Displays a <u>picture preview</u> of the first picture in the collection and tells how many pictures the collection contains.

Add this Collection: Choose this button to add the collection and to go to the next dialog box.

Back: Choose the Back button to return to the previous dialog box.

Cancel: Choose the Cancel button to cancel the wizard and return to the Microsoft Scenes dialog box without saving your changes.

Help: Choose the Help button to open an online Help topic specific to the dialog box.

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See Also
<u>Managing Your Collections</u>

Collection Not Added

Scenes was not able to add your collection for one of the following reasons:

- You clicked the Stop button and canceled the task.
- You do not have enough free disk space to add this collection.
- You selected a floppy drive that did not contain a disk.
- The network connection to the source collection was lost.
- The name of the collection being added is identical to an existing Scenes collection.

See Also
Creating and Adding Your Own Collections

Finished Adding the Collection

The new collection has been added to Scenes. The collection name will now be available in all Scenes Collection lists.

After you have added the collection, pictures from the collection will automatically be displayed by the screen saver, along with pictures from other collections you have selected for display.

If you do not want pictures from this collection to be displayed automatically, cancel the selection in the Screen Saver Settings dialog box.

Please note that it is illegal to duplicate and distribute copyrighted images without the express written permission of the copyright holder.

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See Also
Creating and Adding Your Own Collections

Rename Collection

Type a new name for the collection. The name can be up to 32 characters long. When you change a collection name, the new name will appear in all Collection lists.

Each collection name must be unique. If you type a name that has already been used, Scenes will prompt you to select a new name using the Rename a Collection Wizard.

Rename this Collection: After you have typed a new name for the collection, choose this button to rename the collection and to go to the next dialog box.

Back: Choose the Back button to return to the previous dialog box.

Cancel: Choose the Cancel button to cancel the wizard without renaming the collection.

Help: Choose the Help button to open an online Help topic specific to the dialog box.

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See Also
Managing Your Collections

Finished Renaming Collection

The collection has been renamed. The new collection name will now appear in all Scenes Collection lists.

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See Also
Managing Your Collections

Are You Sure You Want to Delete this Collection?

Choose the Delete button to confirm that you want to permanently delete this collection from your hard disk.

When you create a personal collection, Scenes makes a copy of your original image files to use as a screen saver or as wallpaper. If you delete a personal collection using the Delete a Collection from Disk Wizard, the original image files will not be deleted. As long as you don't manually delete the original files you can use them to recreate your collection, if you want.

Back: Choose the Back button to return to the previous dialog box.

Cancel: Choose the Cancel button to cancel the wizard and return to the Microsoft Scenes dialog box without deleting the collection.

Help: Choose the Help button to open an online Help topic specific to the dialog box.

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See Also
Managing Your Collections

Finished Deleting Collection

The selected personal or Scenes collection has been deleted from your hard disk, and the collection name will no longer appear in any of the Scenes Collection lists.

If you have deleted a personal collection, however, only the collection files created by Scenes when you added or created the collection have been deleted. As long as you still have the original image files on your hard disk, you can recreate your collection any time.

If you have deleted a Scenes collection, you must reinstall the collection using the disks that came with the Scenes package if you decide you want to view the collection again.

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See Also
Managing Your Collections

Choose a Wizard

Use this dialog box to select a wizard to help you add or remove pictures from a <u>personal collection</u> or edit picture titles and descriptions.

You can also use this dialog box to change the order of your pictures. Select a <u>picture preview</u> by clicking it with the mouse. Drag it to a new location and then release the mouse button. The picture preview will drop into place, and the number in the lower-right corner will change to indicate the picture's new location. All changes made using drag-and-drop editing are saved automatically.

Add Pictures to this Collection: Choose this button to start a wizard that will help you add individual pictures to your collection.

Delete Pictures from this Collection: Choose this button to start a wizard that will help you delete pictures from your collection.

Edit Picture Titles and Descriptions: Choose this button to start a wizard that will help you edit the text that appears as titles and descriptions for your pictures.

Close: Choose the Close button to cancel the wizard and return to the Microsoft Scenes dialog box.

Help: Choose the Help button to open an online Help topic specific to the dialog box.

Picture Preview area: Shows picture previews of the first 12 pictures in a collection. Use the scroll bar to see more picture previews if the collection contains more than 12 pictures. The number at the bottom of each picture preview indicates its position in the collection. The picture title of the selected picture displays at the bottom of the Picture Preview area.

> **Note:** Picture titles must first be created for a personal collection before they will appear at the bottom of the Picture Preview area.

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See Also
<u>What Is a Scenes Wizard?</u>

<u>Changing Picture Order or Browsing Through a Collection</u>

Add Pictures

Use this dialog box to add individual pictures or complete directories of pictures to a new or existing collection.

When you add pictures to a collection, Scenes creates a copy of your original source picture to use as a screen saver or wallpaper. Your source picture is not altered in any way.

Scenes supports these popular image formats: TIFF, PCX, GIF, BMP, TGA, DIB, PCD, and JPEG.

Scenes also supports image files of any color depth up to 24-bit. The higher the color depth, the better your images will look when displayed in Scenes.

Drives: Select the drive that contains the picture or pictures you want to add. Click the down arrow to see all available drives.

Directories: Select the directory that contains the picture or pictures you want to add. Use the scroll bar to view more directories and subdirectories.

File Name: Select the file name of the picture you want to add. Only valid image files with any of the following extensions will be displayed in this list: TIF, PCX, GIF, BMP, TGA, DIB, PCD, and JPG.

Add Picture: Choose this button to add the picture to your collection.

Add All: Choose this button to add all pictures in a selected directory to your collection.

Done: Choose this button when you are finished adding pictures to your collection.

Preview: Select the check box if you want to preview pictures before you add them; clear the check box to turn off picture preview.

> **Tip:** When the Preview check box is selected, Scenes must generate a picture preview for each picture. Clearing this check box can speed the process of browsing through directories.

Back: Choose the Back button to return to the previous dialog box.

Cancel: Choose the Cancel button to cancel the wizard and return to the Choose a Wizard dialog box without adding any pictures.

Help: Choose this button to open an online Help topic specific to the dialog box.

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See Also
Creating and Adding Your Own Collections

Managing Your Collections

Remove Picture from Collection

Use this dialog box to remove outdated or unwanted pictures from a collection. Deleting pictures you no longer want is a fast way to free space on your hard disk. Select a picture you want to remove by clicking it with the mouse.

When you remove a picture from a collection, the original source file will not be deleted. You can add the picture to the collection again using the original source file, if you want.

You can delete pictures from a collection without using this wizard by selecting the picture with the mouse and then pressing DELETE.

Remove Picture: Choose the Remove Picture button to delete the selected picture.

Done: Choose the Done button when you have finished deleting pictures. Your changes will be saved and you will return to the Choose a Wizard dialog box.

Back: Choose the Back button to return to the previous dialog box.

Cancel: Choose the Cancel button to cancel the wizard and return to the Choose a Wizard dialog box without removing any pictures.

Help: Choose the Help button to open an online Help topic specific to the dialog box.

See Also
Managing Your Collections

Titles and Descriptions

Use this dialog box to add or edit the text that appears as a picture's <u>title</u> and as description and credits text in the <u>Picture Description window</u>. Select a picture for which you want to add or edit a title or description by clicking it with the mouse.

Title: Type a title for the selected picture. The title can be up to 60 characters long.

Description: Type a description that will appear in the picture's Picture Description window. The description can be up to 1000 characters long.

Credits: Type photo credits or copyright information. The credits can be up to 120 characters long.

Done: Choose the Done button when you are finished adding or editing text to save your changes and return to the Choose a Wizard dialog box.

Back: Choose the Back button to return to the previous dialog box.

Cancel: Choose the Cancel button to cancel the wizard and return to the Choose a Wizard dialog box without saving your changes to titles and descriptions.

Help: Choose the Help button to open an online Help topic specific to the dialog box.

Tip: In Scenes you can use the following key combinations to work quickly with text.

To	Press
Delete selected text and send it to the Clipboard	CTRL+X
Copy text to the Clipboard	CTRL+C
Insert Clipboard contents	CTRL+V
Insert a paragraph break in the Description field	CTRL+ENTER
Move to the next picture while the insertion point remains in the same edit field	F12
Move to the previous picture while the insertion point remains in the same edit field	SHIFT+F12

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See Also
<u>Managing Your Collections</u>

Another screen-saver application is running.

You should run only one screen saver at a time. If you are currently running a Windows-based screen saver, such as those shipped with Microsoft Windows 3.1 or the Microsoft Entertainment Packs, starting Microsoft Scenes will turn off these other screen savers.

However, Microsoft Scenes cannot turn off all screen savers. In general, get in the habit of turning off your current screen saver before running Microsoft Scenes.

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See Also
Using Scenes as a Screen Saver

Picture Description Window

To learn more about a wallpaper picture from a <u>Scenes collection</u>, you can open the <u>Picture Description window</u> containing descriptive text. The window includes, the <u>picture title</u>, and the name of the artist, photographer, or source.

If you have added titles, descriptions, or credits to pictures in your personal collections, you can choose to display a picture description window for them.

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See Also
<u>Adding or Changing Titles and Descriptions in Personal Collections</u>

Add a Collection to Scenes Wizard: A series of step-by-step dialog boxes that walks you through adding a collection to the Microsoft Scenes Collection list. You can add a personal collection from a floppy disk, a fixed drive, or a network device. You can also add a collection from Scenes 1.0.

Add Pictures to this Collection Wizard: A series of step-by-step dialog boxes that walks you through adding new pictures to a personal collection.

Collection: A group of pictures or photographs − either a Microsoft Scenes collection or a personal collection − that you can use as pictures for the Microsoft Scenes screen saver and wallpaper.

Color depth: The number of colors in an image. For example, an 8-bit image contains 256 colors, and a 24-bit image contains 16.5 million colors.

Copy a Collection to Floppy Disk Wizard: A series of step-by-step dialog boxes that walks you through copying a personal collection to a floppy disk. After you copy your collection it's easy to share your pictures with other Scenes 2.0 users.

Create a Collection Wizard: A series of step-by-step dialog boxes that walks you through creating a new personal collection from pictures saved in a compatible file format (BMP, DIB, GIF, JPEG, PCD, PCX, TGA, or TIFF).

Delete a Collection from Disk Wizard: A series of step-by-step dialog boxes that walks you through removing a collection from your hard disk, thereby freeing up space on your hard disk.

Drag and drop: A method for moving pictures. Just click a picture with the mouse, then, while holding down the mouse button, drag it to a new location. When you release the mouse button the picture drops into place.

Edit an Existing Collection Wizard: A series of step-by-step dialog boxes that you can use to add or remove pictures, as well as add or edit titles and descriptions for pictures in a personal collection.

Edit Picture Titles and Descriptions Wizard: A series of step-by-step dialog boxes that walks you through adding or editing titles, descriptions, and photo credits for pictures in your personal collections.

Maximize: To enlarge a window to its maximum size by using the Maximize button (to the right of the title bar) or the Maximize command on the Control menu.

Minimize: To reduce a window to an icon by using the Minimize button (to the right of the title bar) or the Minimize command on the Control menu.

Password: Optional word or words that you type, when prompted, to return to Windows from the screen saver. A password provides security for your system.

Personal collection: A group of your own pictures − either processed by a service bureau or scanned by you and saved to a compatible graphics file format supported by Scenes (BMP, DIB, GIF, JPEG, PCD, PCX, TGA, or TIFF) − that you can use as pictures for the Microsoft Scenes screen saver and wallpaper.

Picture Description window: A window of descriptive text about a picture in a collection available when the picture is used as wallpaper. Double-clicking the title on the wallpaper opens this window. All the pictures in Scenes collections have a Picture Description window. You can add your own text to the Picture Description window for pictures in your personal collections.

Picture preview: A full-color miniature of a picture from a Scenes or personal collection that appears in various Scenes dialog boxes.

Picture title: A short, descriptive title that appears at the top of a picture from a personal or Scenes collection.

QuickStart: A way to start the screen saver immediately by using the mouse or keyboard. With the mouse QuickStart, moving the mouse to the lower-left corner of the screen starts the screen saver. With the keyboard QuickStart, pressing a key combination starts the screen saver. Set the QuickStart in the Screen Saver Settings dialog box.

Remove Pictures from this Collection Wizard: A series of step-by-step dialog boxes that walks you through removing individual pictures from a personal collection.

Rename a Collection Wizard: A series of step-by-step dialog boxes that walks you through choosing a new name for a personal collection.

Scenes collection: A collection of professional photographs or pictures that you can purchase for use with the Microsoft Scenes screen saver and as wallpaper. The seven collections you can purchase − Brain Twister, Undersea, Sierra Club Wildlife, Sierra Club Nature, Sports Extremes, Flight, and Hollywood collections − each contain high-quality images, with a title and a Picture Description window for each picture.

Scenes wizard: A series of dialog boxes to walk you step by step through a procedure or task. To run a Scenes wizard, choose the Scenes Wizards button in the Microsoft Scenes dialog box. This opens the Scenes Wizards dialog box, where you can choose to create, edit, or rename a personal collection, copy a personal collection to a floppy disk, add a complete personal or Scenes 1.0 collection, or delete any collection from your disk.

Screen saver: An image that changes on your computer display while the computer is idle. A screen saver can reduce the wear on your screen and provide security for your system.

Transition effects: Animated effects that Microsoft Scenes uses to change from one screen-saver picture to another. Choices include: blinds, boxes, checkerboards, cut (for no effect), dissolve (small bricks), and wipes.

Wallpaper: An image displayed as a background behind all open windows, dialog boxes, icons, and other desktop items.

Help Basics

You can open Microsoft Scenes Help several ways.

▶ **To open Microsoft Scenes Help from Program Manager**
▣   Double-click the Scenes online Help icon in the Microsoft Scenes group.
This opens the Microsoft Scenes Help window to the Help Contents, where you can select a topic to display more information about Microsoft Scenes.

▶ **To open Microsoft Scenes Help from a Microsoft Scenes dialog box**
▣   Choose the Help button.
 - or -

Press F1.

This takes you to a Help topic specific to the dialog box. From there, you can go to other Help topics by clicking the green text in the See Also section at the bottom of each topic or by clicking the Contents button in the Help button bar to return to the Help Contents window.

If you are new to Help, you can find instructions for such basic Help functions as searching for a specific Help topic, getting more information within a Help topic, and closing Help in the "How to Use Help" Help file.

▶ **To open the "How to Use Help" Help file**
▣   From the Help menu in any Help topic, choose How To Use Help.
 - or -

Press F1 while you have Help open.

▣
See Also
What Is a Scenes Wizard?

Microsoft Scenes Use Restrictions

The software and photographic images contained in the Microsoft Scenes product ("product") are protected by copyright law. Please note that under copyright law the user of this Microsoft Scenes product is prohibited, in addition to other restrictions, from the following:

▶ Copying or distributing the product, or any portion of or specific photographic image contained in the product or the product documentation, including cutting and pasting of any of the photographic images into a document, spreadsheet, or other application.

▶ Using the product on more than a single computer terminal of a network, on a multi-user computer, on a time-sharing system, on an electronic service bureau, or on any other system by which the product could be used by more than a single computer terminal at a time.

▶ Any alteration of the photographic images.

▶ Printing of any of the photographic images, whether in full or any portion thereof.

▶

Before Using Microsoft Scenes

System Requirements

To run Microsoft Scenes and get the best picture display, you will need:

- A PC (386 or higher) with at least 2 MB of available memory and 3 MB of available disk space.
- Microsoft Windows 3.1 (or later).
- Any version of DOS supported by Microsoft Windows 3.1.
- An SVGA display with 256 colors or more.
- The correct driver for your SVGA display.

- Microsoft Mouse or compatible pointing device.

   Note: A 16-color display will work, but it will noticeably restrict the colors in each picture. Only a 256-color display (or more) will show the pictures in full color. A pointing device is required to change the order of pictures within a collection. See Changing Picture Order or Browsing Through a Collection for more information.

See Also
About Your Display

Troubleshooting

About Your Display

To get the best picture quality for Microsoft Scenes, the display setup for your computer should consist of the following:

- A Super VGA (SVGA) graphics card with 256-color (or better) display.
- A display driver that supports 256 colors or more.
- A monitor that supports SVGA display.

If you do not have this display setup, a message at the bottom of the Microsoft Scenes dialog box will alert you to the limitation. You may be able to fix this by adjusting the display colors or display resolution. For more information, see <u>Setting the Display Colors</u> and <u>Setting the Display Resolution</u>.

If you're having problems with the display driver you are using—for example, your colors don't look right, lines appear across a picture, or some elements in the picture don't display—read about Windows Setup in your Windows documentation. If necessary, check with the display-driver vendor to see if you have the most current version of your display driver. For more information, see <u>If You're Having Problems with Your Display Driver</u>.

See Also
<u>Graphics Cards Supported by Windows</u>

Setting the Display Colors

At a minimum, you can use a VGA card that supports 16 colors. However, that card will noticeably limit the colors in each Scenes picture, so what you see on your screen will not match the original colors.

Some SVGA graphics cards with 256 colors or more have both modifiable and fixed color palettes. If you are using one of these cards and a message in the Microsoft Scenes dialog box says that you may be able to make your pictures look better, choose the modifiable color palette. For more information, see the documentation or online Help for your graphics card.

▶

See Also

About Your Display

Graphics Cards Supported by Windows

Setting the Display Resolution

Setting the Display Resolution

You select a display resolution when you select a display driver with the Windows Setup icon in Program Manager. For more information, see your Windows documentation.

You can choose to have your pictures enlarged to fill your screen by selecting the Enlarge Pictures To Full Screen Size check box in the Screen Saver Settings dialog box. When this option is selected the size of the Microsoft Scenes wallpaper or screen saver pictures will be scaled automatically to match your system resolution up to 1024 x 768 pixels.

If you do not select this option, or if your machine is set at a resolution higher than 1024 x 768, your picture may be smaller than full screen and will be framed by the desktop color and pattern you have chosen with the Windows Control Panel.

See Also

About Your Display

Setting the Display Colors

The Screen Saver Settings Dialog Box

Graphics Cards Supported by Windows

To look their best, Microsoft Scenes pictures require a Super VGA (SVGA) graphics card with 256 colors or more.

You may also use any of the following types of graphics cards supported by Microsoft Windows version 3.1, but picture quality and resolution will be less than optimal:

▶ Super VGA (16 color)
▶ VGA (16 color)
▶ IBM 8514/a (16 color)
▶ TIGA (16 color)

▶
See Also
About Your Display

If You're Having Problems with Your Display Driver

Microsoft Support Services

When You Have a Question

Product Support Within the United States and Canada

Product Support Worldwide

Microsoft Support Services

When You Have a Question

If you have a question about Microsoft Scenes, first look in online Help. If you cannot find the answer, contact the Microsoft Support Network.

Outside the United States, contact Microsoft Product Support Services at the Microsoft subsidiary office that serves your area. For information about Microsoft subsidiary offices, see Product Support Worldwide.

The Microsoft Support Network

The Microsoft Support Network offers you a wide range of choices and access to high-quality, responsive technical support. Microsoft recognizes that support needs vary from user to user; the Microsoft Support Network allows you to choose the type of support that best meets your needs, with options ranging from electronic bulletin boards to annual support programs. For information about support services in the United States and Canada, see Product Support Within the United States and Canada.

Services vary outside the United States and Canada. In other locations, contact a local Microsoft subsidiary for information. The Microsoft Support Network is subject to Microsoft's then-current prices, terms, and conditions, and is subject to change without notice.

Microsoft Support Services
Product Support Within the United States and Canada

In the United States and Canada, the following support services are available through the Microsoft Support Network:

[Electronic Services](#)

[Standard Support](#)

[Priority Support](#)

[Text Telephone](#)

[Other Support Options](#)

[Product Training and Consultation](#)

See Also
[Product Support Worldwide](#)

Microsoft Support Services
 Electronic Services

These services are available 24 hours a day, 7 days a week, including holidays.

Microsoft FastTips
Dial (800) 936-4100 on a touch-tone telephone. Receive automated answers to common questions, and access a library of technical notes, all delivered by recording or fax. You can use the following keys on your touch-tone telephone after you reach FastTips:

To	Press
Advance to the next message	*
Repeat the current message	7
Return to the beginning of FastTips	#

CompuServe
Interact with other users and Microsoft support engineers, or access the Microsoft Knowledge Base to get product information. At any ! prompt, type **go microsoft** to access Microsoft forums, or type **go mskb** to access the Microsoft Knowledge Base. For an introductory CompuServe membership kit, call (800) 848-8199, operator 519.

Microsoft Download Service
Access, via modem, the Driver Library and the most current technical notes (1200, 2400, or 9600 baud; no parity; 8 data bits; 1 stop bit).   In the United States, call (206) 936-6735.   In Canada, call (905) 507-3022.

Internet
Access the Driver Library and the Microsoft Knowledge Base. The Microsoft Internet FTP archive host, ftp.microsoft.com, supports anonymous login. When logging in as anonymous, you should type your complete electronic mail name as your password.

▶

See Also
Standard Support

Priority Support

Text Telephone

Other Support Options

Product Training and Consultation

Microsoft Support Services
 Standard Support

In the United States, no-charge support from Microsoft support engineers is available via a toll call between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday, excluding holidays.

In Canada, support engineers are available via a toll call between 8:00 A.M. and 8:00 P.M. Eastern time, Monday through Friday, excluding holidays. Call (905) 568-3503.

When you call, you should be at your computer and have the appropriate product documentation at hand.   Be prepared to give the following information:

▶   The version number of the Microsoft product that you are using.
▶   The type of hardware that you are using.
▶   The exact wording of any messages that appeared on your screen.
▶   A description of what happened and what you were doing when the problem occurred.
▶   A description of how you tried to solve the problem.
▶

 See Also
Electronic Services

Priority Support

Text Telephone

Other Support Options

Product Training and Consultation

Microsoft Support Services
 Priority Support

The Microsoft Support Network offers priority telephone access to Microsoft support engineers 24 hours a day, 7 days a week, excluding holidays.

▶   In the United States, call (900) 555-2000; $2 (U.S.) per minute, $25 (U.S.) maximum. Charges appear on your telephone bill. Not available in Canada.

▶   In the United States, call (800) 936-5700; $25 (U.S.) per incident, billed to your VISA card, MasterCard, or American Express card.   In Canada, call (800) 668-7975; $30 per incident, billed to your VISA card, MasterCard, or American Express card.

▶

See Also

Electronic Services

Standard Support

Text Telephone

Other Support Options

Product Training and Consultation

Microsoft Support Services

Text Telephone

Microsoft text telephone (TT/TDD) services are available for the deaf or hard-of-hearing. In the United States, using a TT/TDD modem, dial (206) 635-4948 between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday, excluding holidays. In Canada, using a TT/TDD modem, dial (905) 568-9641 between 8:00 A.M. and 8:00 P.M. Eastern time, Monday through Friday, excluding holidays.

▶

See Also

Electronic Services

Standard Support

Priority Support

Other Support Options

Product Training and Consultation

Microsoft Support Services
 Other Support Options

The Microsoft Support Network offers annual support plans. For information, in the United States, contact the Microsoft Support Network Sales and Information group at (800) 936-3500 between 6:00 A.M. and 6:00 P.M. Pacific time, Monday through Friday, excluding holidays.   In Canada, call (800) 668-7975 between 8:00 A.M. and 8:00 P.M. Eastern time, Monday through Friday, excluding holidays.

▶

See Also

Electronic Services

Standard Support

Priority Support

Text Telephone

Product Training and Consultation

Product Training and Consultation

Microsoft Solution Providers are independent organizations that provide consulting, integration, customization, development, technical support and training, and other services for Microsoft products. These companies are called Solution Providers because they apply technology and provide services to help solve real-world problems.

In the United States, for more information about the Microsoft Solution Providers program or the Microsoft Solution Provider nearest to you, please call (800) 426-9400 between 6:30 A.M. and 5:30 P.M. Pacific time, Monday through Friday, excluding holidays.   In Canada, call (800) 668-7975 between 8:00 A.M. and 8:00 P.M. Eastern time, Monday through Friday, excluding holidays.

See Also

Electronic Services

Standard Support

Priority Support

Text Telephone

Other Support Options

Product Support Worldwide

If you are outside the United States and have a question about a Microsoft product, first:

▶   Consult the documentation and other printed information included with your product.
▶   Check online Help.
▶   Check the README files that come with your product disks. These files provide general information that became available after the books in the product package were published.
▶   Consult electronic options such as CompuServe forums or bulletin boards, if available.

If you cannot find a solution, you can receive information on how to obtain product support by contacting the Microsoft subsidiary office that serves your country.

The Microsoft Support Network

The Microsoft Support Network, where available, offers you a wide range of choices and access to high quality, responsive technical support.   Microsoft recognizes that support needs vary from user to user; the Microsoft Support Network allows you to choose the type of support that best meets your needs, with options ranging from electronic bulletin boards to annual support programs.

The Microsoft Support Network is subject to Microsoft's then-current prices, terms, and conditions in place in each country at the time the services are used and is subject to change without notice.

Calling a Microsoft Subsidiary Office

When you call, you should be at your computer and have the appropriate product documentation at hand. Be prepared to give the following information:

▶   The version number of Microsoft product that you are using.
▶   The type of hardware that you are using, including network hardware, if applicable.
▶   The operating system that you are using.
▶   The exact wording of any messages that appeared on your screen.
▶   A description of what happened and what you were doing when the problem occurred.
▶   A description of how you tried to solve the problem.

Microsoft subsidiary offices and the countries they serve are listed below.

If there is no Microsoft office in your country, please contact the establishment from which you purchased your Microsoft product.

Area	Telephone Numbers
Germany	Microsoft GmbH Phone: 089 - 3176-0 Telex: (17) 89 83 28 MS GMBH D Fax: 089 - 3176-1000 Information: 089 - 3176 1199 Prices, updates, etc.: 089 - 3176 1199 Bulletin board, device drivers, tech notes : Btx: microsoft# or *610808000# CompuServe: GO MSEURO (Microsoft Central Europe) Technical support: 089 3176 1120
Japan	Microsoft Company Ltd.

Phone: (81) (3) 5454-8000
Fax: (81) (3) 5454-7972

PSS Technical Support Fax: (81) (3) 5454-7955

Customer Service Phone (Version
upgrade/Registration)
Phone: (81) (3) 5454 2305 Fax: (81) (3) 5454-
7952
Channel Marketing (Pre-sales Product Support)
Information Center
Phone: (81) (3) 5454-2300 Fax: (81) (3) 5454
7951

Microsoft Scenes: An Overview

Microsoft Scenes displays full-color photographs or pictures on a computer screen as the screen saver and wallpaper:

▶   Using transition effects, the Microsoft Scenes screen saver changes images one after another while your computer is idle, reducing wear on your screen and providing security for your system by hiding your work-in-progress and offering password protection.

▶   When you work at the Microsoft Windows 3.1 desktop, the Microsoft Scenes wallpaper displays behind all open windows, dialog boxes, icons, and other desktop items.
You can display the same wallpaper picture continuously or change the wallpaper picture each time the screen saver changes.

Each of the new Microsoft Scenes collections − which include Brain Twister, Undersea, Sierra Club Wildlife, Sierra Club Nature, Sports Extremes, Flight, and Hollywood collections − contains high-quality images. You can install just one or all of the collections. In addition, you can personalize your screen saver and wallpaper by creating a Microsoft Scenes personal collection that contains your own pictures.

Each picture in a Microsoft Scenes collection comes with a title that identifies the picture and a Picture Description window with more detailed text about the picture. For a personal collection, you can add your own titles, descriptions, and photo credits.

   Note: You should run only one screen saver at a time. See Using Another Screen Saver Application for more information.

▶

See Also
What Is Microsoft Scenes?

What's New in Microsoft Scenes 2.0?

The new features of Microsoft Scenes 2.0 make it fun and easy to create and view your own pictures on your PC. In addition, you can continue to enjoy your Scenes 1.0 collections with the Scenes 2.0 screen saver application and wallpaper.

Here are some of the new Scenes 2.0 features:

▣   Scenes wizards are greatly expanded and even easier to use. New Scenes wizards make it easy to create, edit, organize, and share your personal collections.

▣   In Scenes 2.0, you can choose to have your pictures enlarged to fill the screen. Scenes can automatically scale your images to match your system resolution. That way your screen-saver pictures always look good, no matter what wallpaper you choose for your desktop.

▣   Scenes 2.0 offers many new collections − Brain Twister, Undersea, Sierra Club Wildlife, Sierra Club Nature, Sports Extremes, Flight, and Hollywood collections. These new, professionally prepared collections make it easy to get started with Scenes.

▣   Pictures display more quickly and the color quality is better than ever.

▣   Scenes 2.0 is compatible with many more file types so that you have more options when selecting pictures to use with Scenes. Scenes now supports BMP, DIB, GIF, JPEG, PCD (Photo-CD), PCX, TGA, and TIFF file formats.

▣   Scenes 2.0 can be run from the Windows Control Panel. This feature gives you one more way to display your pictures on your computer.

▣   You can now choose to turn off Scenes wallpaper. If you don't want to use Scenes wallpaper, you can choose another wallpaper from the Windows Control Panel while still using Scenes as a screen saver.

▣   You can add (and edit) picture descriptions, which appear in the Picture Description window, to pictures in your personal collections. Now, in addition to picture titles, you can add narrative text and photo credits for pictures in your personal collections.

▣

See Also

What Is Microsoft Scenes?

What Is a Screen Saver?

A screen saver is an image that changes on your computer display while the computer is idle. A screen saver can reduce the wear on your screen and provide security for your system.

Microsoft Scenes screen savers are either full-color photographs or full-color pictures. Using transition effects, Microsoft Scenes displays the pictures from a collection, one after the other. If you have multiple collections, Microsoft Scenes will display pictures in sequential order if one collection is selected, or it will display pictures randomly when multiple collections are selected.

You can start the Scenes screen saver automatically by leaving the computer idle or immediately by using a QuickStart.

By moving the mouse or pressing a key, you can return to Windows from the screen saver at any time, and the computer display will appear the same way it did before the screen saver started. (Except, of course, your wallpaper may be different depending on the Scenes Screen Saver Settings you have chosen.)

For extra security for your system, you can assign a password to prevent another user from returning to Windows from the Microsoft Scenes screen saver.

▶

See Also

Using Scenes as a Screen Saver

Using Scenes as Wallpaper

The Screen Saver Settings Dialog Box

What Is Wallpaper?

Wallpaper is an image that stays behind all open windows, dialog boxes, icons, and other desktop items as you work. You can use any of the pictures or photographs in a Microsoft Scenes collection or personal collection as wallpaper.

With Microsoft Scenes, you can display the same wallpaper picture continuously or change the wallpaper picture each time the screen saver changes. If you display titles and the wallpaper is from a Scenes collection, or a personal collection for which you've added descriptions, double-clicking the title will open the Picture Description window.

▶

See Also
Using Scenes as Wallpaper

The Choose Wallpaper Dialog Box

What Is a Collection?

A collection is a group of pictures or photographs that you can use with the Microsoft Scenes screen saver or as wallpaper. Scenes recognizes two types of collections: Microsoft Scenes collections and personal collections.

Microsoft Scenes Collections

Each Microsoft Scenes collection contains many pictures or photographs.   All but the Hollywood Collection (which is black and white) are full color. Each picture or photograph comes with a title and a Picture Description window with details about the picture.

To use a Microsoft Scenes collection, run its Setup program, which installs the collection on your hard disk and adds it to the list of Scenes collections.

Personal Collections

Personal collections can be either a group of your own pictures processed by a service bureau or images you scan yourself and save as a Windows-compatible bitmap file format (Scenes supports BMP, DIB, GIF, JPEG, PCD, PCX, TGA, and TIFF formats). To create a personal collection , step through the Create A Collection Wizard.

To add your personal collection to the list of Scenes collections, step through the Add A Collection To Scenes Wizard. You can also add titles and descriptions to your pictures and modify them at any time.

▶

See Also
Managing Your Collections

What Is Microsoft Scenes?

What Is a Scenes Wizard?

A <u>Scenes wizard</u> uses dialog boxes to walk you step by step through a task. To run a Scenes wizard, choose the Scenes Wizards button in the Microsoft Scenes dialog box. This opens the Scenes Wizards dialog box where you can choose to:

▣ Use the <u>Create a Collection Wizard</u> to create a personal collection using individual image files.

▣ Use the <u>Edit an Existing Collection Wizard</u> to add or remove pictures or add titles and descriptions for your personal collections.

▣ Use the <u>Rename a Collection Wizard</u> to choose a different name for your personal collection.

▣ Use the <u>Copy a Collection to Floppy Disk Wizard</u> to copy your personal collection to share with other Scenes 2.0 users.

▣ Use the <u>Add a Collection to Scenes Wizard</u> to add a complete personal collection and a Scenes 1.0 collection to the list of collections available to Scenes.

▣ Use the <u>Delete a Collection from Disk Wizard</u> to delete Scenes or personal collections from your hard disk.

Note: All work done with wizards is saved automatically.

▣

See Also

<u>Navigating Through the Scenes Wizards</u>

<u>The Scenes Wizards dialog box</u>

Navigating Through the Scenes Wizards

Within most wizards you'll find a task button with descriptive text, such as "Continue" or "Add Picture," to the right of the button. Click the button or press ENTER to perform the described task.

At the bottom of each Scenes wizard dialog box are three more buttons you can use to navigate through the wizard.

To return to the previous step in the wizard
Choose the Back button.

To cancel the Scenes wizard and return to the Microsoft Scenes dialog box
Choose the Cancel button.

To get online Help about the task in the wizard dialog box
Choose the Help button.

See Also
What Is a Scenes Wizard?

Scenes Basics

Running Microsoft Scenes

You can run Microsoft Scenes two ways: automatically when you start Windows or at any time from Program Manager.

▶   If you would like Scenes to start automatically when you start Windows, you can add the Scenes icon to the Startup group in Program Manager. For more information, see <u>Starting Scenes with Windows</u>.

▶   If you choose to start Scenes from Program Manager, you will find the Scenes icon in the Scenes group or in another group that you specified at setup. The Scenes screen saver and wallpaper will not display until you run Scenes. For more information, see <u>Starting Scenes from Program Manager</u>.

When you run Scenes for the first time the Scenes icon displays on the desktop and a Scenes picture will be displayed as wallpaper behind all open windows, dialog boxes, icons, and other desktop items.

   Note: Later, you can turn off Scenes wallpaper if you don't want to use it.

The first time you run Scenes, the screen saver is automatically turned on. If you turn the screen saver off, however, you must turn it on again in the Microsoft Scenes dialog box the next time you want to use it.

▶
This icon on your desktop indicates that Scenes is running.

▶

See Also

<u>Quitting Microsoft Scenes</u>

<u>Using Scenes as a Screen Saver</u>

<u>Using Scenes as Wallpaper</u>

<u>The Microsoft Scenes Dialog Box</u>

Scenes Basics
Starting Scenes with Windows

If you currently start another screen saver with Windows you can start Microsoft Scenes instead.

▶ **To start Scenes with Windows**
1. From Program Manager, open the Startup group.
2. If necessary, delete the icon of any other screen saver.
3. In the Scenes group, select the Scenes icon and move it to the Startup group.

▶

4. With the Scenes icon still selected, choose Properties from the File menu.
5. To run Scenes <u>minimized</u> when you start Windows, select the Run Minimized check box.
   Otherwise, when you start Windows the Microsoft Scenes dialog box will be <u>maximized</u>.
6. Choose the OK button.
   The next time you start Windows, Scenes will start too.

▶

See Also
<u>Starting Scenes from Program Manager</u>

Scenes Basics
Starting Scenes from Program Manager

If you are not starting Microsoft Scenes with Windows, you will find the Scenes icon in the Microsoft Scenes group in Program Manager.

▶ **To run Microsoft Scenes from Program Manager**
 1. To open the Microsoft Scenes dialog box, double-click the Scenes icon.
▣

 2. If you want, you can change the Scenes settings:
▣   Change settings in this dialog box.
▣   Choose a button−Screen Saver Settings, Choose Wallpaper, or Scenes Wizards−to open other dialog boxes and change settings there.
 3. Choose the OK button.

   Tip: Clicking the Minimize button is the same as choosing the OK button.

▣
See Also
Starting Scenes with Windows

The Microsoft Scenes dialog box

Running Scenes from the Control Panel

You can run Microsoft Scenes from the Windows Control Panel, although you will not have access to all the Scenes features, such as wizards, keyboard and mouse QuickStarts, or the Choose Wallpaper dialog box.

▶   **To run the Scenes screen saver from the Windows Control Panel**

1. Double-click the Control Panel icon in Program Manager.
2. Double-click the Desktop icon in the Control Panel to open the Desktop dialog box.
3. Under Screen Saver, in the Name box type Microsoft Scenes 2.0, or select it from the list, and then choose the Setup button to open the Screen Saver Settings dialog box.
4. In the Screen Saver Settings dialog box select the collections, transition effects and timings you want for your screen-saver display.
5. Choose the OK button to return to the Desktop dialog box.
6. Choose the Test button if you want to preview your choices, and then choose the OK button.

▶

See Also

Choosing a Non-Scenes Wallpaper Picture

Running Microsoft Scenes

Quitting Microsoft Scenes

If you decide you don't want to run Microsoft Scenes as the screen saver or wallpaper, you can quit Scenes in several ways.

▶ **To quit Scenes**

▶ In the Microsoft Scenes dialog box, choose the Exit button.

 - or -

In the Microsoft Scenes dialog box, double-click the Control-menu box.

 - or -

From the Control menu, choose the Close command.

 - or -

From the Task List, select Microsoft Scenes, and then choose the End Task button.

When you quit Scenes the Windows Control Panel settings for the screen-saver and wallpaper are returned to the value you were using before starting Scenes.

▶

See Also
Running Microsoft Scenes

Scenes Basics
Displaying Picture Titles

You can display titles at the top of any screen-saver or wallpaper picture in a <u>collection</u>. Each picture in a Microsoft <u>Scenes collection</u> already comes with a title. If you create a <u>personal collection</u>, you can add a title to each picture.

When the title of a wallpaper picture is displayed, you can double click the title to open the <u>Picture Description window</u>.

▶ **To display picture titles**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon in the Windows Program Manager or at the bottom of your screen.
2. Select the Show Picture Titles check box.
3. Choose the OK button.

▶ **To hide picture titles**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon in the Windows Program Manager or at the bottom of your screen.
2. Clear the Show Picture Titles check box.
3. Choose the OK button.

▶

See Also
<u>Opening the Picture Description Window</u>

<u>The Microsoft Scenes Dialog Box</u>

Scenes Basics
Opening the Picture Description Window

To learn more about a wallpaper picture from a Microsoft <u>Scenes collection</u>, you can open the <u>Picture Description window</u> containing descriptive or inspirational text. The window includes the <u>picture title</u>, and the name of the artist, photographer, or source.

    Note: If you have added descriptions to pictures in your personal collections, you can also display them or not, as you choose.

▶   **To display the Picture Description window**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. Select the Show Picture Descriptions check box.
3. Choose the OK button.

   The Picture Description window will be displayed for your current wallpaper picture.

    Tip: You can also open the Picture Description window by double-clicking the wallpaper title.

▶   **To close the Picture Description window**
▶   Choose the Close button.
   - or -
   Double-click the window's Control-menu box.

▶

See Also
<u>Displaying Picture Titles</u>

<u>Adding or Changing Titles and Descriptions in Personal Collections</u>

Scenes Basics

Using Your Scenes 1.0 Collections in Scenes 2.0

You can use your favorite collections from Scenes 1.0 in Scenes 2.0. Use the Add a Collection to Scenes Wizard to convert your 1.0 collections to 2.0 format. The speed of this conversion depends on the speed of your computer and may take a few minutes.

Using Scenes as a Screen Saver

Turning the Screen Saver On and Off

The Microsoft Scenes <u>screen saver</u> can be turned on and off in the Microsoft Scenes dialog box. The first time you run Scenes, the screen saver will be turned on.

While Scenes is running, you can turn off the Scenes screen saver but keep the Scenes wallpaper displayed. A Scenes screen-saver picture will not display until you turn the screen saver on again.

> **Note:** You can also turn the Scenes screen saver on and off from the Windows Control Panel. If you start the screen saver from the Control Panel, Scenes will save your settings, but it will not be able to offer all its features, such as QuickStart options and wizards.

▶ **To start the Scenes screen saver**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. Select the Screen Saver check box.
3. Choose the OK button.

> **Note:** The screen saver will display only after your computer remains idle long enough or you use a <u>QuickStart</u>. When the screen saver first starts, a progress indicator in the lower-right corner of your screen will indicate that Scenes is preparing pictures for display.

▶ **To turn off the Scenes screen saver**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. Clear the Screen Saver check box.
3. Choose the OK button.

▶
See Also
<u>Displaying the Screen Saver</u>

<u>Running Scenes from the Control Panel</u>

<u>The Microsoft Scenes Dialog Box</u>

Customizing Your Screen Saver

Customize your Microsoft Scenes <u>screen saver</u> by:

▶ Setting the number of minutes the computer must remain idle before the screen saver automatically starts.

▶ Choosing as the screen saver one or more <u>collections</u>– a <u>personal collection</u> or a <u>Scenes collection</u>– in the Collection list.

▶ Setting the number of minutes a screen-saver picture stays on the screen before Scenes changes to the next picture in the collection.

▶ Selecting one or more transition effects Scenes will use to change screen-saver pictures.

▶ **To customize your screen saver**

1. To open the Microsoft Scenes dialog box, double-click the Scenes icon.
2. To open the Screen Saver Settings dialog box, choose the Screen Saver Settings button.

   If the Screen Saver Settings button is unavailable, make sure the Screen Saver check box is selected.

3. In the Collections box, select a collection to use with the screen saver application. You can select as many collections as you want. Use the scroll bar to view all the options.

   If you select more than one collection, Scenes will randomly display screen-saver pictures from all selected collections.

4. In the Transition Effects box, select as many effects as you want. Use the scroll bar to view all the options.

   If you select more than one transition effect, Scenes will use the selected effects randomly as it changes screen-saver pictures.

5. In the Start Screen Saver After box, type the number of minutes (1-60) or use the arrows to indicate how long the computer must remain idle before the screen saver automatically starts.

6. In the Change Picture Every box, type a number (1-60) or use the arrows to indicate the number of minutes each screen-saver picture will display.

7. Choose the OK button on all open dialog boxes.

   Tip: You can also use the Screen Saver Settings dialog box to customize your <u>wallpaper</u> settings.

▶

See Also

<u>The Screen Saver Settings Dialog Box</u>

<u>Retaining a Wallpaper Picture</u>

<u>Switching the Wallpaper with the Screen Saver</u>

Displaying the Screen Saver

You can display the Microsoft Scenes <u>screen saver</u> three ways:

- Automatically by leaving the computer idle long enough.
- Immediately by moving the mouse to the lower-left corner of the screen.
- Immediately by typing a key combination.

When you customize your screen saver, you will set the number of minutes the computer must remain idle before the screen saver displays. To use the mouse or keyboard to display the screen saver, you must turn on its <u>QuickStart</u>.

When you display the screen saver, Scenes will change the screen-saver picture immediately. That screen-saver picture will continue to display until Scenes changes to the next picture in the collection− either after the interval you set on the Screen Saver Settings dialog box or when you return to Windows by moving the mouse or using the keyboard.

See Also

<u>Customizing Your Screen Saver</u>

<u>Using the Keyboard QuickStart</u>

<u>Using the Mouse QuickStart</u>

<u>The Screen Saver Settings Dialog Box</u>

Using the Mouse QuickStart

With the mouse QuickStart, you can display the screen saver immediately by moving the mouse to the lower-left corner of the screen.

> **Important:** The mouse QuickStart won't work if MS-DOS is in the active window or full screen. Also, it may be difficult to use the mouse QuickStart if you are using MS Mouse version 9.0 and Screen Wrap is checked.

▶ **To turn on the mouse QuickStart**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. To open the Screen Saver Settings dialog box, choose the Screen Saver Settings button.

   If the Screen Saver Settings button is unavailable, make sure the Screen Saver check box is selected.
3. Under Quick Start, select the Start Screen Saver By Moving Mouse To Lower Left Corner Of Screen check box.
4. Choose the OK button on all open dialog boxes.

▶ **To turn off the mouse QuickStart**
▶ Under Quick Start, clear the Start Screen Saver By Moving Mouse To Lower Left Corner Of Screen check box.

▶
See Also
Displaying the Screen Saver

Using the Keyboard QuickStart

The Screen Saver Settings Dialog Box

 Using the Keyboard QuickStart

With the keyboard QuickStart, you can display the screen saver immediately by typing SHIFT+CTRL+ a letter you specify.

 Note: You cannot use the keyboard QuickStart if:

▶   You are running Microsoft Scenes under Windows NT.
▶   The active window is an MS-DOS window.
▶   **To turn on the keyboard QuickStart**
 1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
 2. To open the Screen Saver Settings dialog box, choose the Screen Saver Settings button.
   If the Screen Saver Settings button is unavailable, make sure the Screen Saver check box is selected.
 3. Under Quick Start, select the Start Screen Saver By Pressing Shift + Ctrl + check box, and then type a letter or select one from the list.
 4. Choose the OK button on all open dialog boxes.

▶   **To turn off the keyboard QuickStart**
▶   Under Quick Start, clear the Start Screen Saver By Pressing Shift + Ctrl + check box.

▶
 See Also
 Displaying the Screen Saver

 Using the Mouse QuickStart

 The Screen Saver Settings Dialog Box

Adding or Changing a Screen-Saver Password

For optional security, you can set a password to prevent another user from using your computer when it is idle. If you don't set a password, pressing any key or moving the mouse will return your computer display to Windows. At any time, you can change your password.

▶   **To add or change your screen-saver password**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Screen Saver Settings button.

   If the Screen Saver Settings button is unavailable, make sure the Screen Saver check box is selected.
3. In the Screen Saver Settings dialog box, choose the Password button to open the Change Password dialog box.

   For added security, everything you type in this dialog box will appear as asterisks on the screen.
4. If the Old Password box is available, type the password you have been using.

   This option will be dimmed if you haven't been using a password.
5. In the New Password box, type up to 20 characters for the new password.
6. In the Retype New Password box, type the new password again, matching the new password exactly.
7. Choose the OK button on all open dialog boxes.

▶

See Also

Removing a Screen-Saver Password

The Change Password Dialog Box

Removing a Screen-Saver Password

If you have set a screen-saver password for Microsoft Scenes, you can remove it. Without a screen-saver password, anyone can use your computer by pressing a key or moving the mouse.

▸ **To remove your screen-saver password**

1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Screen Saver Settings button.

   If the Screen Saver Settings button is unavailable, make sure the Screen Saver check box is selected.
3. In the Screen Saver Settings dialog box, choose the Password button to open the Change Password dialog box.
4. In the Old Password box, type the password you have been using.
5. Choose the OK button.
6. When asked if you want to delete your password, choose the Yes button.
7. Choose the OK button on all open dialog boxes.

▸

See Also

Adding or Changing a Screen-Saver Password

The Change Password Dialog Box

Returning to Windows from the Screen Saver

When you return to Windows from the Microsoft Scenes screen saver, your work appears as it did before the screen saver started.

If you created a screen-saver <u>password</u>, type the password when prompted and choose the OK button. Otherwise, just move the mouse or press any key to return to Windows.

▶

See Also

<u>Displaying the Screen Saver</u>

<u>Adding or Changing a Screen-Saver Password</u>

Using Another Screen Saver Application

You should run only one screen saver at a time. If you are currently running a Windows-based screen saver, such as those shipped with Microsoft Windows 3.1 or the Microsoft Entertainment Packs, starting Microsoft Scenes will turn off these other screen savers.

However, Microsoft Scenes cannot turn off all screen savers. In general, get in the habit of turning off your current screen saver before running Microsoft Scenes.

To use these other screen savers instead of Microsoft Scenes, make sure you quit Microsoft Scenes first. Then you can start the other screen saver as you normally would.

▶

See Also
Using Scenes as a Screen Saver

 ## Choosing a Wallpaper Picture

You can choose any picture or photograph from a Microsoft <u>Scenes collection</u> or a <u>personal collection</u> to use as <u>wallpaper</u>.

▶   **To choose Scenes wallpaper**

1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.

2. Choose the Choose Wallpaper button to open the Choose Wallpaper dialog box.

   If the Choose Wallpaper button is unavailable, make sure the Wallpaper check box is selected.

3. If you have more than one collection installed, from the Collection list select the name of the collection that contains the picture you want to use as wallpaper.

   <u>Picture previews</u> of the first 12 pictures in that collection will appear. If the collection contains more than 12 pictures, use the scroll bar to see more picture previews.

4. Click the picture preview of the picture you want to use as wallpaper, and then choose the OK button.

   Tip: Double-clicking the picture preview is the same as clicking the picture preview and choosing the OK button.

5. Wait a moment while Scenes applies your wallpaper choice.

   Note: Pictures from Scenes collections and those processed by a service bureau are compressed to take up less disk space and therefore take a few moments to display.

6. Choose the OK button to close the Microsoft Scenes dialog box.

   The new wallpaper you selected appears.

▶

See Also

<u>Retaining a Wallpaper Picture</u>

<u>Switching the Wallpaper with the Screen Saver</u>

<u>The Choose Wallpaper Dialog Box</u>

Retaining a Wallpaper Picture

If you want, you can choose one picture from any collection as the <u>wallpaper</u> and stick with that picture even as the <u>screen saver</u> changes. With this setting, the wallpaper never changes unless you choose another picture as wallpaper. When you run Microsoft Scenes for the first time, a Scenes wallpaper picture is displayed and will stay on your desktop until you change it.

▶ **To stick with the same Scenes wallpaper**

1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. Choose the Screen Saver Settings button to open the Screen Saver Settings dialog box.

   If the Screen Saver Settings button is unavailable, make sure the Screen Saver check box is selected.
3. Clear the Change Wallpaper Picture With Screen Saver check box.
4. Choose the OK button.

   The wallpaper picture won't change until you choose another picture to use.

▶

See Also

<u>Switching the Wallpaper with the Screen Saver</u>

<u>Choosing a Wallpaper Picture</u>

<u>The Screen Saver Settings Dialog Box</u>

Switching the Wallpaper with the Screen Saver

You can have Microsoft Scenes use the same picture for the <u>screen saver</u> and <u>wallpaper</u>. Each time the screen-saver picture changes, the wallpaper will change to match.

▶   **To switch the wallpaper with the screen saver**

1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.

2. Choose the Screen Saver Settings button to open the Screen Saver Settings dialog box.

   If the Screen Saver Settings button is unavailable, make sure the Screen Saver check box is selected.

3. Select the Change Wallpaper Picture With Screen Saver check box.

4. Choose the OK button.

   The current wallpaper displays on the desktop.

Depending upon the speed of your system, you may notice a delay when exiting Screen Saver mode while Windows loads the new wallpaper picture.   Scenes displays the Changing Wallpaper message when this delay occurs.   The delay may be more pronounced when the Enlarge Pictures To Full Screen Size option is selected.   If you wish to return to Windows more quickly upon exiting Screen Saver mode, go to the Screen Saver Settings dialog and turn off the Change Wallpaper Picture With Screen Saver option, or the Enlarge Pictures to Full Screen Size option, or both.

▶

See Also

<u>Retaining a Wallpaper Picture</u>

<u>Choosing a Wallpaper Picture</u>

<u>The Screen Saver Settings Dialog Box</u>

Choosing a Non-Scenes Wallpaper Picture

When you are running Microsoft Scenes, you can use a picture from Scenes as the wallpaper. If you are running Scenes but don't want to use a Scenes picture as wallpaper, you can turn off Scenes wallpaper and choose a different wallpaper picture from the Windows Control Panel. For information on choosing a wallpaper from the Windows Control Panel, see your Windows documentation.

▶ **To turn off Scenes wallpaper**
1. To open the Microsoft Scenes dialog box, double-click the Scenes icon.
2. Clear the Wallpaper check box.

▶
See Also
Choosing a Wallpaper Picture

Running Scenes from the Control Panel

The Microsoft Scenes dialog box

Creating Pictures for Your Own Collection

You can personalize your Microsoft Scenes <u>screen saver</u> and <u>wallpaper</u> by creating <u>personal collections</u> with your own pictures. You can prepare picture images for a personal collection in two ways:

▣   Turn Microsoft Scenes into your own personal album with a collection featuring your own photos prepared by a service bureau. Customers in North America may use the "Add Your Own Photos!" order form in the Scenes package. Mail your rolls of 35mm color film or 12 negatives, slides, or prints up to 4" x 6". The pictures will be scanned onto a disk to use with Microsoft Scenes 2.0. Whether you choose a family portrait or a scene from a recent vacation, it's a fun way to personalize your computer screen.

▣   If you have access to a scanner, you can scan your own pictures. Save your scanned pictures to a compatible graphics file format supported by Scenes (BMP, DIB, TIFF, PCX, GIF, TGA, PCD, and JPEG).

When your pictures for a personal collection are ready, use the <u>Create A Collection Wizard</u> to consolidate the pictures into a personal collection and add the personal collection to the Scenes collection list. If you have a complete collection given to you by another Scenes 2.0 user−you can use the <u>Add A Collection To Scenes Wizard</u> to add your complete collection.

It's a good idea to add titles to all your pictures so they will be easy to edit and sort later. You can always add or change titles, descriptions and picture credits by using the <u>Edit Picture Titles and Descriptions Wizard</u>.

Note: When you add a collection, make sure your image files are not stored in the WINDOWS directory. Also, do not use the File Manager to add, remove, or reorder pictures in your collections. See the topics in <u>Managing Your Collections</u> for more information.

▶

See Also

<u>Adding Personal Collections to Scenes</u>

<u>Adding or Changing Titles and Descriptions in Personal Collections</u>

<u>What Is a Collection?</u>

Adding Personal Collections to Scenes

You use the Create A Collection Wizard and the Add A Collection To Scenes Wizard to create and add collections using pictures stored on a floppy disk, a fixed drive, or a network device.

After you have the pictures you want to use for a new personal collection, you can use the Create A Collection Wizard to create the collection and add it to the Microsoft Scenes collection list.

If you want to add an existing personal collection−a collection given to you by another Scenes 2.0 user, for example−use the Add A Collection To Scenes Wizard.

When you add a collection, make sure your image files are not stored in the WINDOWS directory. Also, do not use the File Manager to add, remove, or reorder pictures in your collections. See the topics in Managing Your Collections for more information.

> **Note:** To install new Scenes collections, use the Setup program on the disks included in the package.

▶ **To create a new personal collection**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Scenes Wizards button.
3. In the Scenes Wizards dialog box, click the Create A Collection Wizard button to start the wizard.
4. Follow the instructions on the screen.

> **Note:** You can add up to 250 pictures to each collection. If you want to add more than that you will need to create additional collections. You must have at least one picture in your collection for it to appear in the Collection list.

▶ **To add an existing personal collection**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Scenes Wizards button.
3. In the Scenes Wizards dialog box, click the Add A Collection To Scenes Wizard button.
4. Follow the instructions on the screen.

▶

See Also

Creating Pictures for Your Own Collection

Deleting a Collection from Your Hard Disk

The Scenes Wizards dialog box

Adding and Removing Pictures from Personal Collections

You can use Microsoft Scenes wizards to easily add or remove pictures from your personal collections. Using the Add Pictures To This Collection Wizard, you can add individual pictures or complete directories to personal collections. The Remove Pictures From This Collection Wizard makes it easy to remove pictures you no longer want from your personal collections.

You can add up to 250 pictures to each collection. If you want to add more than that you will need to create additional collections.

> **Note:** Do not use the File Manager to add, remove, or reorder pictures in your collections.

▶ **To add pictures to a personal collection**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Scenes Wizards button.
3. In the Scenes Wizards dialog box, choose the Edit An Existing Collection button.
4. From the Collection list, select the collection to which you want to add pictures.
   Use the scroll bar to see more collection names if more than five collections are available for editing.
5. Choose the Edit This Collection button.
6. Under Options, choose the Add Picture To This Collection button, and then follow the instructions on the screen.

▶ **To remove pictures from a personal collection**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Scenes Wizards button.
3. In the Scenes Wizards dialog box, choose the Edit An Existing Collection button.
4. From the Collection list, select the collection from which you want to remove pictures.
   Use the scroll bar to see more collection names if more than five collections are available for editing.
5. Choose the Edit This Collection button.
6. Under Options, choose the Remove Pictures From This Collection button, and then follow instructions on the screen.

> **Tip:** You can also delete pictures without using the wizard by pressing DELETE to delete the selected picture.

▶
See Also
Changing Picture Order or Browsing Through a Collection

Deleting a Collection from Your Hard Disk

Adding or Changing Titles and Descriptions in Personal Collections

The Scenes Wizards dialog box

Adding or Changing Titles and Descriptions in Personal Collections

With the Microsoft Scenes <u>Edit Picture Titles and Descriptions Wizard</u>, you can add or modify the titles and descriptions for a <u>personal collection</u>. You cannot modify the titles or descriptions for any <u>Scenes collection</u>.

▣   **To add or edit titles and descriptions for a personal collection**

1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Scenes Wizards button.
3. In the Scenes Wizards dialog box, select the Edit An Existing Collection button.
4. From the Collection list, select the collection for which you want to add or edit titles or descriptions.

   Use the scroll bar to see more collection names if more than five collections are available for editing.
5. Choose the Edit This Collection button.
6. Under Options, choose the Edit Picture Titles And Descriptions button, and then follow the instructions on the screen.

Tip: In Scenes you can use the following key combinations to work quickly with text.

To	Press
Delete selected text and send it to the Clipboard	CTRL+X
Copy text to the Clipboard	CTRL+C
Insert Clipboard contents	CTRL+V
Insert a paragraph break in the Description field	CTRL+ENTER
Move to the next picture while the insertion point remains in the same edit field	F12
Move to the previous picture while the insertion point remains in the same edit field	SHIFT+F12

▣

See Also

<u>Displaying Picture Titles</u>

<u>Opening the Picture Description Window</u>

<u>The Scenes Wizards dialog box</u>

Managing Your Collections

Renaming a Collection

The Rename A Collection Wizard provides a quick and easy way to change the name of a personal collection. The names of Microsoft Scenes collections cannot be changed.

▶   **To rename a collection**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Scenes Wizards button.
3. In the Scenes Wizards dialog box, choose the Rename A Collection button.
4. From the Collection list, select the collection you want to rename.

    Use the scroll bar to see more collection names if more than five personal collections are available for editing.
5. Choose the Rename This Collection button.
6. Follow the instructions on the screen.

    After you have renamed the collection, the new collection name will appear on all collection lists.

    Note: Each collection must have a unique name. If you try to rename a collection using a name that has already been used, Scenes will prompt you to choose another name.

▶

See Also

Adding Personal Collections to Scenes

The Scenes Wizards dialog box

Changing Picture Order or Browsing Through a Collection

Any time you want to review or change the order of the pictures in any <u>personal collection</u>, you can do so using Scenes wizards. To change picture order, you can use <u>drag-and-drop</u> editing. All changes made using drag-and-drop editing are saved automatically.

▣   **To change picture order or browse through pictures in a personal collection**
1. To open the Microsoft Scenes dialog box, double-click the Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Scenes Wizard button.
3. In the Scenes Wizards dialog box, choose the Edit An Existing Collection button.
4. From the Collection list, select the name of the collection you want to browse through or reorder.
   Use the scroll bar to see more collection names if more than five collections are available.
5. Choose the Edit This Collection button.
   A dialog box with picture previews of the selected collection appears.
   If the collection contains more than 12 pictures, use the scroll bar to see more picture previews.
6. To change the order of the pictures, select a picture using the mouse, then drag and drop the picture to the new location.

7. When you are satisfied with your picture order, choose the Close button to return to the Microsoft Scenes dialog box.

   Note: To browse through the pictures in a <u>Scenes collection</u>, use the Choose Wallpaper dialog box. Pictures in a Scenes collection cannot be reordered.

▸

See Also
<u>Choosing a Wallpaper Picture</u>

<u>The Choose a Wizard dialog box</u>

<u>The Scenes Wizards dialog box</u>

Copying a Collection to a Floppy Disk

It's easy to share your <u>personal collections</u> with other Microsoft Scenes 2.0 users. First, use the Copy A Collection To Floppy Disk Wizard to copy your collection. Then other Microsoft Scenes 2.0 users can use the Add A Collection To Scenes Wizard to install the complete collection from the floppy disk.

Only personal collections can be copied and shared with others. Copying or distributing any Scenes collection is a violation of copyright law.

> **Note:** The file format of collections copied with the Copy A Collection To Floppy Disk Wizard is not compatible with Scenes 1.0.

▶   **To copy a collection to a floppy disk**
1. To open the Microsoft Scenes dialog box, double-click the Microsoft Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Scenes Wizards button.
3. In the Scenes Wizards dialog box, choose the Copy A Collection To Floppy Disk button.
4. Follow the instructions on the screen.

   If the complete collection does not fit on a single floppy disk, Scenes will prompt you to insert another disk.

▶
See Also

<u>Adding Personal Collections to Scenes</u>

<u>Installing Other Scenes Collections</u>

<u>The Scenes Wizards dialog box</u>

Managing Your Collections

Deleting a Collection from Your Hard Disk

Deleting unwanted, outdated, or infrequently used graphics files is a quick way to free up space on your hard disk. You can use the <u>Delete A Collection From Disk Wizard</u> to remove a Microsoft Scenes collection or a personal collection. If you delete a personal collection, you will not be able to use it until you recreate and add the collection with the Create A Collection Wizard.

If you think you might want to use a collection again, you can make a backup copy using the <u>Copy A Collection To Floppy Disk Wizard</u> and then use the Add A Collection To Scenes Wizard to add it to Scenes again.

Once you delete a Scenes collection you will not be able to use it until you install it again using the Setup program for the collection.

▸ **To remove a collection from Scenes**
1. To open the Microsoft Scenes dialog box, double-click the Scenes icon.
2. In the Microsoft Scenes dialog box, choose the Scenes Wizards button.
3. In the Scenes Wizards dialog box, choose the Delete A Collection From Disk button.
4. Follow the instructions on the screen.

   Note: When you create a personal collection, Scenes makes a copy of your original image files to use as a screen saver or as wallpaper. If you delete a personal collection using the Delete A Collection From Disk Wizard, the original image files will not be deleted. As long as you don't delete the original files, you can use them to recreate your collection later.

▸
See Also

<u>Adding Personal Collections to Scenes</u>

<u>Installing Other Scenes Collections</u>

<u>Adding and Removing Pictures from Personal Collections</u>

<u>Copying a Collection to a Floppy Disk</u>

<u>The Scenes Wizards dialog box</u>

Available Collections

Microsoft Scenes offers many new collections, each with many professionally prepared images:

▶   The Brain Twister Collection, which features baffling images drawn from the world around us, including man-made objects, 3-D stereograms, and the natural world, all of which will challenge the viewer to guess what the subject really is.

▶   The Undersea Collection, which lets you discover the mysteries of the deep, including sharks, tropical fish, and rare coral.

▶   The Sierra Club Wildlife Collection, which celebrate the beauty and diversity of the world's wildlife in their natural habitats.

▶   The Sierra Club Nature Collection, which brings the magnificence of the great North American outdoors to your PC, including the sparkling clarity of a glacial lake to the rugged beauty of a desert sunrise.

For 100 years, Sierra Club members have joined the Club to explore, enjoy, and protect the wild places of this Earth. When you join the Sierra Club, you can contribute in many ways.   You can benefit in many ways, too.

For more information on Sierra Club conservation programs or information on how to join the Sierra Club, please write to: Sierra Club Information, 730 Polk Street, Dept. K.I., San Francisco, California, 94109 U.S.A.

▶   The Sports Extremes Collection, which pits man against nature in extreme sporting situations such as white-water rafting, ice and rock climbing, and sky diving.

▶   The Flight Collection, which takes to the sky with modern-day aircraft, combat and action stills.

▶   The Hollywood Collection, which features some of the brightest stars of the silver screen revered by fans around the world.

▶   Additional Scenes collections will be available soon. Check with your local retailer to see which Scenes collections are available where you live.

▶

See Also
Installing Other Scenes Collections

Installing Other Scenes Collections

Once you purchase one Microsoft Scenes collection, you will probably want to purchase more. To install new Scenes collections you need to use the Setup program on the disks included in the package. The Setup program installs all pictures in the new collection on your hard disk. Once installed, the collection name appears in the list of Microsoft Scenes collections.

> **Note:** You cannot use the Add A Collection To Scenes Wizard to install a new Scenes collection.

▶

See Also

Using Your Scenes 1.0 Collections in Scenes 2.0

Deleting a Collection from Your Hard Disk

Glossary

Add A Collection To Scenes Wizard: A series of step-by-step dialog boxes that walks you through adding a collection to the Microsoft Scenes Collection list. A personal collection can be added from a floppy disk, a fixed drive, or a network device.

Add Pictures To This Collection Wizard: A series of step-by-step dialog boxes that walks you through adding new pictures to a personal collection.

Collection: A group of pictures or photographs − either a Microsoft Scenes collection or a personal collection − that you can use as pictures for the Microsoft Scenes screen saver and wallpaper.

Color depth: The number of colors in an image. For example, an 8-bit image contains 256 colors and a 24-bit image contains 16.5 million colors.

Copy A Collection To Floppy Disk Wizard: A series of step-by-step dialog boxes that walks you through copying a personal collection to a floppy disk. After you copy your collection it's easy to share your pictures with other Scenes 2.0 users.

Create A Collection Wizard: A series of step-by-step dialog boxes that walks you through creating a new personal collection from pictures saved in a compatible file format (BMP, DIB, GIF, JPEG, PCD, PCX, TGA, or TIFF).

Delete A Collection From Disk Wizard: A series of step-by-step dialog boxes that walks you through removing a collection from your hard disk, thereby freeing up space on your hard disk.

Drag and drop: A method for moving pictures. Just click a picture with the mouse, then, while holding down the mouse button, drag it to a new location. When you release the mouse button the picture drops into place.

Edit An Existing Collection Wizard: A series of step-by-step dialog boxes that you can use to add or remove pictures, as well as add or edit titles and descriptions for pictures in a personal collection.

Edit Picture Titles and Descriptions Wizard: A series of step-by-step dialog boxes that walks you through adding or editing the text that appears in picture titles and descriptions for your personal collections.

Maximize: To enlarge a window to its maximum size by using the Maximize button (to the right of the title bar) or the Maximize command on the Control menu.

Minimize: To reduce a window to an icon by using the Minimize button (to the right of the title bar) or the Minimize command on the Control menu.

Password: Optional word or words that you type, when prompted, to return to Windows from the screen saver. A password provides security for your system.

Personal collection: A group of your own pictures − either processed by a service bureau or scanned by you and saved to a compatible graphics file format supported by Scenes (BMP, DIB, GIF, JPEG, PCD, PCX, TGA, or TIFF) − that you can use as pictures for the Microsoft Scenes screen saver and wallpaper.

Picture Description window: A window of descriptive text about a picture in a collection available when the picture is used as wallpaper. Double-clicking the title on the wallpaper opens this window.

Picture preview: A full-color miniature of a picture from a Scenes or personal collection that appears in various Scenes dialog boxes.

Picture title: A short, descriptive title that appears at the top of a picture from a personal or Scenes collection.

QuickStart: A way to start the screen saver immediately by using the mouse or keyboard. With the mouse QuickStart, moving the mouse to the lower-left corner of the screen starts the screen saver. With the keyboard QuickStart, pressing a key combination

starts the screen saver. Set the QuickStart in the Screen Saver Settings dialog box.

Remove Pictures From This Collection Wizard: A series of step-by-step dialog boxes that walks you through removing individual pictures from a personal collection.

Rename A Collection Wizard: A series of step-by-step dialog boxes that walks you through choosing a new name for a personal collection.

Scenes collection: A collection of professional photographs or pictures that you can purchase for use with the Microsoft Scenes screen saver and as wallpaper. The seven collections you can purchase − including Brain Twister, Undersea, Sierra Club Wildlife, Sierra Club Nature, Sports Extremes, Flight, and Hollywood collections − each contain high-quality images, with a title and a Picture Description window for each picture.

Scenes wizard: A series of dialog boxes to walk you step by step through a procedure or task. To run a Scenes wizard, choose the Scenes Wizards button in the Microsoft Scenes dialog box. This opens the Scenes Wizards dialog box, where you can choose to create, edit, or rename a personal collection, copy a personal collection to a floppy disk, add a complete personal or Scenes 1.0 collection, or delete any collection from your disk.

Screen saver: An image that changes on your computer display while the computer is idle. A screen saver can reduce the wear on your screen and provide security for your system.

Transition effects: Animated effects that Microsoft Scenes uses to change from one screen-saver picture to another. Choices include: blinds, boxes, checkerboards, cut (for no effect), dissolve (small bricks), and wipes.

Wallpaper: An image displayed as a background behind all open windows, dialog boxes, icons, and other desktop items.

▶

Troubleshooting

If you encounter problems while running Microsoft Scenes, check the following list of topics for a description and solution.

If the Scenes Screen Saver Cannot be Started

If Not Enough Memory Is Available

If Scenes and Microsoft Mail Are in the Startup Group

If You're Having Problems with Your Display Driver

If You're Running MS-DOS in a Full Screen

If You're Using Communications-Related Applications

If Color Quality Doesn't Improve After Changing Display Drivers

If You Want to Use Scenes 1.0 Collections in Scenes 2.0

If the Screen Saver Cannot be Started

If you receive the error message that the Scenes screen saver could not be started, check whether you have several other applications running.   You may have to exit from some of the applications to free up memory so that the Scenes screen saver can be started.

If you have no other applications running and receive the error message that the Scenes screen saver could not be started, try installing Scenes again from your original setup disks.

Troubleshooting
If Not Enough Memory Is Available

If an error message scrolls across the screen and the screen saver or wallpaper doesn't display, you do not have enough disk space or free random access memory (RAM) to display Scenes pictures.

▶   **To increase available memory**
▶   Close any application you aren't using.
  - or -
Clear the Enlarge Pictures To Full Screen Size check box in the Screen Saver Settings dialog box.

If an error message still displays, see your Windows documentation for more information about optimizing Windows.

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Troubleshooting
If Scenes and Microsoft Mail are in the Startup Group

When you start Windows, it also starts all applications with icons in the Startup group, starting with the icon in the top-left corner of the group. If the Microsoft Mail icon comes before the Scenes icon in the Startup group, you may have to select the Mail Sign In dialog box before you can use Mail. If you will be using Mail with Scenes, you should move the Scenes icon so that it is in the top-left corner of the Startup group.

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Troubleshooting

If You're Having Problems with Your Display Driver

If you are having problems with your display, check with your computer vendor to make sure you have the latest version of the display driver.

▶

Troubleshooting

If You're Running MS-DOS in a Full Screen

Microsoft Scenes behaves like other Windows 3.1 screen savers in that the screen saver will not start if you are running MS-DOS in a full screen. However, you can use the Scenes screen saver by displaying MS-DOS in a window. The Scenes screen saver will operate as it normally would, except that you cannot use the keyboard QuickStart if the DOS window is active.

▶   **To display MS-DOS in a window and run Scenes**

1. If MS-DOS is in a full screen, press ALT+ENTER.

2. To open the Screen Saver Settings dialog box, choose the Screen Saver Settings button.

   If the Screen Saver Settings button is unavailable, make sure the Screen Saver check box is selected.

3. Under Quick Start, select the Start Screen Saver By Moving Mouse To Lower Left Corner Of Screen check box and then choose the OK button.

4. To start the Scenes screen saver, move the mouse to the lower-left screen corner.

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If You're Using Communications-Related Applications

If you anticipate prolonged communications or network-related activities using the COM ports of your computer, such as downloading files from CompuServe, you should turn off the Microsoft Scenes screen saver. Otherwise, when the Scenes screen saver starts, it could interrupt communications activity. Once you are finished, you can turn the Scenes screen saver back on.

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See Also
Turning the Screen Saver On and Off

If Color Quality Doesn't Improve After Changing Display Drivers

If you change your display driver, the Scenes wallpaper picture will display at the previous color quality when you restart Windows. For example, if you are using a 16-color display driver and switch to a 256-color driver, when you restart Windows the wallpaper will still display as it did on the 16-color display driver.

The wallpaper picture will not display at the new color quality until you change the wallpaper:

▶   If you're switching the wallpaper with the screen saver, Scenes will update the picture resolution the next time the wallpaper picture changes.

▶   If you're displaying only one wallpaper all the time, open the Choose Wallpaper dialog box and reselect your same picture.   Scenes will then display the wallpaper picture at the new resolution.

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If You Want to Use Scenes 1.0 Collections in Scenes 2.0

You can use your favorite collections from Microsoft Scenes 1.0 in Scenes 2.0. Use the Add a Collection to Scenes Wizard to convert your 1.0 collections to 2.0 format. The speed of this conversion depends on the speed of your computer and may take a few minutes.

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