


Profiler Help Contents

Use the mouse to choose from the list below. Use the scroll bar to see more entries. To learn how to use Help, press .

Menu Commands

[File Menu Commands](#)

[Users Menu Commands](#)

[Information Menu Commands](#)

[Help Menu Commands](#)

Tasks and Topics

[Add Account Information](#)

[Add Airline Information](#)

[Add a Password](#)

[Add a Profile Information Area](#)

[Add Car Rental Information](#)

[Add Clothing Preferences](#)

[Add Contact Information](#)

[Add Hobby Information](#)

[Add Hotel Information](#)

[Add Personal Information](#)

[Add Profile Information](#)

[Add the Super User Password](#)

[Add Work Information](#)

[Change Account Information](#)

[Change Contact Information](#)

[Change the Current WinMate User](#)

[Change the Super User Password](#)

[Change the User Information](#)

[Change Your Password](#)

[Create a New User](#)

[Delete Account Information](#)

[Delete an Information Area](#)

[Delete Contact Information](#)

[Delete the Current User](#)

[Exit Profiler](#)

[Open a Specific Information Area](#)

[Print Account Information](#)

[Print Contact Information](#)

[Print Information Area](#)

[Print User Data](#)

[Protect Confidential Profile Information](#)

[Select a User](#)

[Select the Current WinMate User](#)

[Switch to Another Application](#)

Menu Commands

This section contains information about the menus and commands in the Profiler application. You use the application's menu commands to perform specific tasks.

[File Menu Commands](#)

[Users Menu Commands](#)

[Information Menu Commands](#)

[Help Menu Commands](#)

Tasks and Topics

This section contains information about the things you can do in Profiler.

- [Add Account Information](#)
- [Add Airline Information](#)
- [Add a Password](#)
- [Add a Profile Information Area](#)
- [Add Car Rental Information](#)
- [Add Clothing Preferences](#)
- [Add Contact Information](#)
- [Add Hobby Information](#)
- [Add Hotel Information](#)
- [Add Personal Information](#)
- [Add Profile Information](#)
- [Add the Super User Password](#)
- [Add Work Information](#)
- [Change Account Information](#)
- [Change Contact Information](#)
- [Change the Current WinMate User](#)
- [Change the Super User Password](#)
- [Change the User Information](#)
- [Change Your Password](#)
- [Create a New User](#)
- [Delete Account Information](#)
- [Delete an Information Area](#)
- [Delete Contact Information](#)
- [Delete the Current User](#)
- [Exit Profiler](#)
- [Open a Specific Information Area](#)
- [Print Account Information](#)
- [Print Contact Information](#)
- [Print Information Area](#)
- [Print User Data](#)
- [Protect Confidential Profile Information](#)
- [Select a User](#)
- [Select the Current WinMate User](#)
- [Switch to Another Application](#)

File Menu Commands

Exit

Exits the Profiler application and returns you to the desktop.

Users Menu Commands

New User

Adds a new user to the Profiler.

Open User

Displays a dialog box so that you can change the user information. With this command, you can change the user's:

- Name
- Gender designation (Male or Female)
- Birthdate information
- Photo icon

Print User

Prints the information in the *User Data* dialog box for the highlighted user.

Sign On User

Selects the current WinMate user.

Set Password

Adds a password for accessing WinMate and Profiler information.

Set Super User Password

Adds the super user password you can use to access all users' protected information.

Delete User

Deletes the currently selected user from the Profiler application.

User Name

Indicates the current user. As you create new users in the Profiler application, each user's name appears on the Users Menu so that you can select it. When a user's icon is highlighted on the Profiler screen, the appropriate user name on the Users Menu is checked.

Information Menu Commands

Add Info Area

Displays a dialog box so that you can add an information area icon to the *Information Areas* page.

Open Info Area

Displays a dialog box containing information for the currently selected information area icon.

Print Info Area

Prints the information in the currently highlighted information area.

Protect Info Area

Protects confidential information in the currently selected information icon.

Delete Info Area

Deletes the currently selected information icon from Profiler's *Information Areas* page.

Personal

Adds your personal address and telephone information.

Contacts

Keeps a "notebook" of people you contact frequently.

Accounts

Keeps a "notebook" of account information.

Work

Adds work information (such as business address and title).

Female Sizes/Male Sizes

Specifies clothing sizes for the current user.

Hobbies

Specifies the types of activities you enjoy as hobbies.

Other Information Areas

Opens the highlighted information area. When you add a new information area, the name appears in the Information Menu so that you can select it.

Help Menu Commands

Contents

Displays the contents for the current application's Help topics.

Keyboard

Displays information about accelerator keys that are available in this application.

Note: The Profiler application does not contain any accelerator key combinations, so there is no topic for this command.

Menu Commands

Displays Help topics about the current application's menus and commands.

Tasks and Topics

Displays Help topics about the current application's tasks and topics.

Using Help

Displays Help topics about using WinMate's online Help.

Tutorial

Accesses WinMate's Profiler Tutorial so that you can learn more about using the Profiler application.

About Profiler

Displays information about the Profiler application.

***About Profiler* Dialog Box**

This information gives you copyright and version number information about the Profiler application. You might need to reference this information if you are talking with a customer service representative.

Choose *OK* to close the *About Profiler* dialog box.

Accounts Dialog Box

Index List Box

- Highlight the name containing the account information you want to change. (If necessary, click on the



or



icon to scroll through the list.)

Account: Field

- Type the name of the account.

Acct. # Field

- Type the account number.

Address: Field

- Type the street address or P. O. box number for the company with which you have an account.

City: Field

- Type the city for the address.

State: Field

- Type the state abbreviation for the address.

Zip: Field

- Type the zip code for the address.

Phone: Field

- Type the telephone number for the company with which you have an account.

Notes: Field

- Type any notes you want to add about this account.

Note: You can edit the information in this field by highlighting and deleting text. You can also click on the



or



icon to scroll through the *Notes:* field.

OK, New, Delete, and Print Buttons

- Choose *OK* to save any changes you have made and return to the Profiler screen.
- Choose *New* to create a new account entry.
- Choose *Delete* to delete the current account entry.
- Choose *Print* to print account information.

Accounts

Use the Account commands to keep current records of your accounts.

[Add Account Information](#)

[Change Account Information](#)

[Delete Account Information](#)

[Print Account Information](#)

Add Account Information

- 1 Double click on the [Accounts](#) icon.
The *Accounts* dialog box appears.
- 2 At the *Account:* prompt, type the name of the account you want to add.
- 3 At the *Acct. #* prompt, type the account number.
- 4 At the *Address:* prompt, type the street address or P. O. box number for the company with which you have an account.
- 5 At the *City:* prompt, type the city for the address.
- 6 At the *State:* prompt, type the state abbreviation for the address.
- 7 At the *Zip:* prompt, type the zip code for the address.
- 8 At the *Phone:* prompt, type the telephone number for the company with which you have an account.
- 9 At the *Notes:* field, type any notes you want to add about this account.
- 10 [Optional] If you want to continue to add or change any information in your accounts notebook, choose *New*.
- 11 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Change Account Information](#)

[Delete Account Information](#)

[Print Account Information](#)

[Protect Confidential Profile Information](#)

Add Airline Information

- 1 Double click on the [Airlines](#) icon.
The *Airline Preferences* dialog box appears.
- 2 At the *1:* prompt, type the name of your first choice for airline service.
- 3 At the *2:* prompt, type the name of your second preferred airline service.
- 4 At the *Meal:* prompt, type the name of your preferred meal when traveling on an airline.
- 5 At the *Class* box, select the appropriate seating class option.
[MORE](#)
- 6 At the *Seating* box, select the appropriate seat option.
[MORE](#)
- 7 At the *Travel Awards* box, type any frequent flyer information you want to note.
- 8 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Protect Confidential Profile Information](#)

Set Password

The *Set Password* commands enables you to add and change passwords.

[Add a Password](#)

[Change your Password](#)

Add a Password

- 1 Click on the user you want to set a password for.
Note: You cannot assign a password to the user called Family.
- 2 If necessary, use the Users Menu's *Sign On User* command to sign on the selected user.
Note: You must sign on as the current user in order for the *Set Password* command to be available for use.
For more information, choose *Help* in the *Confirm Sign-on* dialog box.
- 3 Choose the Users Menu's *Set Password* command.
The *Set Password* dialog box appears.
- 4 At the *Password:* prompt, type the password you want to use to protect specified Profiler information.
- 5 At the *Phone Center PIN:* prompt, type a number that you want to use for your remote personal ID number or security code. You can use this number to access Message Center and Contact Manager information using the telephone. If you want to, you can type another number in this field.
Note: You can type up to three digits in this field.
- 6 Choose *OK*.

Additional Tasks:

- [Add the Super User Password](#)
- [Change the Super User Password](#)
- [Change Your Password](#)
- [Protect Confidential Profile Information](#)
- [Select the Current WinMate User](#)

Set Super User Password

The *Set Super User Password* command enables you to add and change the super user password.

[Add the Super User Password](#)

[Change the Super User Password](#)

Add the Super User Password

- 1 Choose **Set Super User Password** from the Users Menu.

The *Set Super User Password* dialog box is displayed.

- 2 Type the password in the Password field.
- 3 Choose **OK** to add the super user password.

OR

Choose **Cancel** to exit the *Set Super User Password* dialog box without adding the password.

Additional Tasks:

[Add a Password](#)

[Change Your Password](#)

[Change the Super User Password](#)

Change the Super User Password

- 1 Choose **Set Super User Password** from the Users Menu.
The *Change Super User Password* dialog box is displayed.
- 2 Type the old password in the Old Password field.
- 3 Type the new password in the New Password field.
- 4 Choose **OK** to change the super user password.

OR

Choose **Cancel** to exit the *Change Super User Password* dialog box without changing the password.

Additional Tasks:

[Add a Password](#)

[Change Your Password](#)

[Add the Super User Password](#)

Add a Profile Information Area

- 1 Choose the Information Menu's *Add Info Area* command.

OR

Click on the [Add Info Area](#) icon.

The *Add Information Area* dialog box appears.

- 2 Select the title for the information area you want to add.

[MORE](#)

- 3 Choose *Add Area*.

- 4 If necessary, repeat Steps 2-3 until you have added all the information areas you want to add.

- 5 Choose *Done*.

Additional Tasks:

[Delete an Information Area](#)

[Open a Specific Information Area](#)

[Protect Confidential Profile Information](#)

Add Car Rental Information

- 1 Double click on the [Auto](#) icon.
The *Auto Rental Preferences* dialog box appears.
- 2 At the 1. prompt, type the name of your first preferred car rental service.
- 3 At the 2. prompt, type the name of your second preferred car rental service.
- 4 At the *Size* box, select the appropriate car size option.
[MORE](#)
- 5 At the *Style* box, select the appropriate car style option.
[MORE](#)
- 6 At the *Travel Awards* box, type any frequent flyer information you want to note.
- 7 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Protect Confidential Profile Information](#)

Add Clothing Preferences

- 1 Double click on the [Female Sizes](#) or [Male Sizes](#) icon.

The *Male* or *Female Clothing Sizes* dialog box appears.

- 2 Add the clothing sizes that are appropriate for the current user.

Note: If you need additional help to enter the information, choose the *Help* button in the dialog box.

- 3 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Protect Confidential Profile Information](#)

Contacts

Contact commands enable you to keep a current notebook of people you contact frequently.

[Add Contact Information](#)

[Change Contact Information](#)

[Delete Contact Information](#)

[Print Contact Information](#)

Add Contact Information

- 1 Double click on the [Contacts](#) icon.
The *Contacts* dialog box appears.
- 2 At the *First Name*: prompt, type the first name for the person you want to add.
- 3 At the *Last Name*: field, type the last name for the person you want to add.
- 4 At the *Address*: prompt, type the street address or P. O. box number for the contact you want to add.
- 5 At the *City*: prompt, type the city for the address.
- 6 At the *State*: prompt, type the state abbreviation for the address.
- 7 At the *Zip*: prompt, type the zip code for the address.
- 8 At the *Phone*: prompt, type the phone number for the person you're adding.
- 9 At the *Notes*: field, type any notes you want to add about this contact.
- 10 [Optional] If you want to continue to add or change any information in your contacts notebook, choose *New*.
- 11 Choose *OK*.

Additional Tasks:

- [Add a Profile Information Area](#)
- [Change Contact Information](#)
- [Delete Contact Information](#)
- [Print Contact Information](#)
- [Protect Confidential Profile Information](#)

Add Hobby Information

- 1 Double click on the [Hobbies](#) icon.
The *Hobbies* dialog box appears.
- 2 Check (✓) the options that best describe the hobbies the current user enjoys.
[MORE](#)
- 3 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Protect Confidential Profile Information](#)

Add Hotel Information

- 1 Double click on the [Hotels](#) icon.
The *Hotel Preferences* dialog box appears.
- 2 At the 1: prompt, type the name of your first preferred hotel accommodations.
- 3 At the 2: prompt, type the name of your second preferred hotel accommodations.
- 4 If necessary, check () the *Smoking* checkbox if you want to specify smoking as the current user's preference.

[MORE](#)

- 5 If necessary, check () the *First Floor* checkbox if you want to specify the first floor as the current user's room preference.

[MORE](#)

- 6 At the *Bed* box, select the appropriate option.

[MORE](#)

- 7 At the *Travel Awards* box, type any frequent flyer information you want to note.
- 8 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Protect Confidential Profile Information](#)

Add Information Area Dialog Box

- Select the title for the information area you want to add.

If necessary, click on the ▪ or

- icon to scroll through the list, and then highlight the information area you want to select.

Add Area and Done Buttons

- Choose *Add Area* to add the information area you selected.
- Choose *Done* to exit the *Add Information Area* dialog box.

Add Personal Information

- 1 Double click on the [Personal](#) icon.
The *Personal Data* dialog box appears.
- 2 At the *Home Address*: prompt, type the current user's home street address.
- 3 At the *City*: prompt, type the city address information.
- 4 At the *State*: prompt, type the state address information.
- 5 At the *Zip*: prompt, type the zip code for the address.
- 6 At the *Country*: prompt, type the appropriate country for the address.
- 7 At the *Mailing Address*: prompt, type the business or other mailing address for the current user.
- 8 At the *City*: prompt, type the city mailing address information.
- 9 At the *State*: prompt, type the state mailing address information.
- 10 At the *Zip*: prompt, type the state mailing address information.
- 11 At the *Country*: prompt, type the appropriate country for the mailing address.
- 12 At the *Home Phone*: prompt, type the current user's home telephone number.
- 13 At the *Work Phone*: prompt, type the current user's work telephone number.
- 14 At the *Social Security #*: prompt, type the current user's social security number.
- 15 At the *Drivers License*: prompt, type the current user's drivers license number.
- 16 At the *Notes*: field, type any notes you want to add about the current user.
- 17 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Protect Confidential Profile Information](#)

Add Profile Information

Double click on the icon on the *Information Areas* page that represents the information you want to add.

A dialog box appears so that you can add information to the Profiler application.

For step-by-step instructions for adding specific profile information, choose the appropriate topic listed below:

[Add Account Information](#)

[Add Airline Information](#)

[Add Car Rental Information](#)

[Add Clothing Preferences](#)

[Add Contact Information](#)

[Add Hobby Information](#)

[Add Hotel Information](#)

[Add Personal Information](#)

[Add Work Information](#)

Add Work Information

- 1 Double click on the [Work](#) icon.
The *Work Data* dialog box appears.
- 2 At the *Title:* prompt, type the current user's business title.
- 3 At the *Position:* prompt, type the current user's business position.
- 4 At the *Supervisor:* prompt, type the name of the current user's supervisor.
- 5 At the *Employee Id:* prompt, type the current user's employee identification number.
- 6 At the *Company:* prompt, type the name of the company where the current user works.
- 7 At the *Address:* prompt, type the company's street address.
- 8 At the *City:* prompt, type the city address information.
- 9 At the *State:* prompt, type the state address information.
- 10 At the *Zip:* prompt, type the zip code for the company address.
- 11 At the *Work Phone:* prompt, type the work telephone number.
- 12 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Protect Confidential Profile Information](#)

Airline Preferences Dialog Box

1: Field

- Type the name of your first preferred airline service.

2: Field

- Type the name of your second preferred airline service.

Meal Field

- Type the name of your preferred meal when traveling on an airline.

Class Box

- Select *First Class* for the first class flying preference.
- Select *Business Class* for the business class flying preference.
- Select *Coach* for the coach flying preference.

Seating Box

- Select *Window* if you prefer a window seat.
- Select *Middle* if you prefer a middle seat.
- Select *Aisle* if you prefer an aisle seat.

Travel Awards Box

- Type any frequent flyer information you want to note.

OK and Cancel Buttons

- Choose *OK* to save the airline preferences you have specified.
- Choose *Cancel* to exit the *Airline Preferences* dialog box without saving any new information you have specified.

Auto Rental Preferences Dialog Box

1: Field

- Type the name of your first preferred car rental service.

2: Field

- Type the name of your second preferred car rental service.

Size Box

- Select *Compact* if you prefer a compact car.
- Select *Midsize* if you prefer a medium size car.
- Select *Fullsize* if you prefer a full size car.
- Select *Luxury* if you prefer a luxury car.

Style Box

- Select *2 Door* if you prefer using a two-door car.
- Select *4 Door* if you prefer using a four-door car.
- Select *Sporty* if you prefer using a sports car.
- Select *Wagon* if you prefer using a station wagon.
- Select *Van* if you prefer using a van.

Travel Awards Box

- Type any frequent flyer information you want to note.

OK and Cancel Buttons

- Choose *OK* to save the car rental preferences you have specified.
- Choose *Cancel* to exit the *Auto Rental Preferences* dialog box without saving any new information you have specified.

Change Account Information

- 1 Double click on the [Accounts](#) icon.

The *Accounts* dialog box is displayed.

- 2 At the *Index* list box, highlight the name containing the account information you want to change. (If necessary, click on the ▾ or ▸ icon to scroll through the list.)
- 3 At the *Account:* prompt, type the new account name.
- 4 At the *Acct. #* prompt, type the new account number.
- 5 At the *Address:* prompt, type the new street address or P. O. box number for the company with which you have an account.
- 6 At the *City:* prompt, type the new city for the address.
- 7 At the *State:* prompt, type the new state abbreviation for the address.
- 8 At the *Zip:* prompt, type the new state abbreviation for the address.
- 9 At the *Phone:* prompt, type the telephone number for the company with which you have an account.
- 10 At the *Notes:* field, type any new notes about the account.

Note: You can edit the information in this field by highlighting and deleting text. You can also click on the ▾ or ▸

- icon to scroll through the *Notes:* field.
- 11 Choose *OK*.

Additional Tasks:

[Add Account Information](#)

[Add a Profile Information Area](#)

[Delete Account Information](#)

[Print Account Information](#)

[Protect Confidential Profile Information](#)

Change Contact Information

- 1 Double click on the [Contacts](#) icon.
The *Contacts* dialog box appears.
- 2 At the *Index* list box, highlight the name containing the contact information you want to change. (If necessary, click on the ▾ or ▸ icon to scroll through the list.)
- 3 At the *First Name*: prompt, type the new first name for the person.
- 4 At the *Last Name*: prompt, type the new last name for the person.
- 5 At the *Address*: prompt, type the new street address or P. O. box number for the contact.
- 6 At the *City*: prompt, type the new city for the address.
- 7 At the *State*: prompt, type the new state abbreviation for the address.
- 8 At the *Zip*: prompt, type the new zip code for the address.
- 9 At the *Phone*: prompt, type the new phone number for the person.
- 10 At the *Notes*: field, type any notes about the contact.

Note: You can edit the information in this field by highlighting and deleting text. You can also click on the ▾ or ▸

- icon to scroll through the *Notes*: field.
- 11 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Add Contact Information](#)

[Delete Contact Information](#)

[Print Contact Information](#)

[Protect Confidential Profile Information](#)

Change the Current WinMate User

- 1 Click on the [Identify](#) icon.

The *Identify* dialog box appears. The current user name appears in the *Current User:* field.

- 2 Click on the photo icon for the user you want to select.

- 3 Choose *Sign On*.

The *Confirm Sign-on* dialog box appears. The user's full name appears in the *Sign on user:* field.

- 4 Choose *OK*.

The Profiler screen is redisplayed.

Change the User Information

- 1 Select the user for whom you want to change the information.

[MORE](#)

- 2 Choose the Users Menu's *Open User* command.

OR

Click on the [Open User](#) icon

The *User Data* dialog box appears.

- 3 At the *First Name:* prompt, type the current user's new first name.
- 4 At the *Middle Name:* prompt, type the current user's new middle name.
- 5 At the *Last Name:* prompt, type the current user's new last name.
- 6 [Optional] At the *Nickname:* prompt, type the current user's nickname.
- 7 At the *Birthdate:* prompt, type the current user's correct date of birth.
- 8 At the gender box, select the appropriate option.
- 9 At the *Phone Center Answering* box, choose the appropriate option.

[MORE](#)

- 10 To change the current user's photo icon, choose *Face Maker*.

The *FaceMaker* dialog box appears.

- 11 Choose the appropriate buttons to change the picture so that it appears the way you want it in the *Face* box.

[MORE](#)

- 12 Choose *OK* to return to the *User Data* dialog box.

- 13 [Optional] To choose another icon to use for the photo icon, choose *Browse*.

A Graphics Manager screen appears.

Note: If you do not want to select an icon from Graphics Manager, choose *OK* to change the user information as you have specified.

- 14 Select the desired icon from the list on the left side of the screen.

- 15 Choose the File Menu's *Select* command

OR

Click on the [Select](#) icon.

- 16 Choose *OK*.

Additional Tasks:

[Create a New User](#)

[Select a User](#)

Change Your Password

- 1 Click on the user you want to change the password for.

Note: You cannot assign a password to the user called Family.

- 2 If necessary, use the Users Menu's *Sign On User* command to sign on the selected user.

Note: You must sign on as the current user in order for the *Set Password* command to be available for use.

For more information, choose *Help* in the *Confirm Sign-on* dialog box.

- 3 Choose the Users Menu's *Set Password* command.

The *Set Password* dialog box appears.

- 4 At the *Password:* prompt; type the new password.

- 5 At the *Phone Center PIN:* prompt, there is a number that you can use for your remote personal ID number or security code. You can use this number to access information in Message Center and Contact Manager using the telephone. If you want to, you can type another number in this field.

Note: You can type up to three digits in this field.

- 6 Choose *OK*.

Additional Task:

[Add a Password](#)

Confirm Sign-on Dialog Box

- Choose *OK* to sign on the user that appears in the dialog box.
- Choose *Cancel* to exit the *Confirm Sign-on* dialog box without signing on the specified user.

Contacts Dialog Box

Index List Box

- Highlight the name containing the contact information you want to change. (If necessary, click on the
- or
- icon to scroll through the list.)

First Name: Field

- Type the first name for the person.

Last Name: Field

- Type the last name for the person.

Address: Field

- Type the street address or P. O. box number for the contact.

City: Field

- Type the city for the address.

State: Field

- Type the state abbreviation for the address.

Zip: Field

- Type the zip code for the address.

Phone: Field

- Type the phone number for the person you're adding.

Notes: Field

- Type any notes you want to add about this contact.

Note: You can edit the information in this field by highlighting and deleting text. You can also click on the ▪

- or
- icon to scroll through the *Notes*: field.

OK, New, Delete, and Print Buttons

- Choose *OK* to save any changes you have made and return to the Profiler screen.
- Choose *New* to create a new contact entry.
- Choose *Delete* to delete the current contact entry.
- Choose *Print* to print the current contact entry.

Create a New User

- 1 Choose the Users Menu's *New User* command.

OR

Click on the [New User](#) icon.

The *User Data* dialog box appears.

- 2 At the *First Name*: prompt, type the new user's first name.
- 3 At the *Middle Name*: prompt, type the user's middle name.
- 4 At the *Last Name*: prompt, type the user's last name.
- 5 [Optional] At the *Nickname*: prompt, type the current user's nickname.

Note: If you do not enter a nickname, Profiler will automatically use the first name as the nickname.

- 6 At the *Birthdate*: prompt, type the user's date of birth.
- 7 At the gender box, select the appropriate option.
- 8 At the *Phone Center Answering* box, choose the appropriate option.

[MORE](#)

- 9 To design a photo icon for the new user, choose *Face Maker*.

The *FaceMaker* dialog box appears.

- 10 Choose the appropriate buttons to change the picture so that it appears the way you want it in the *Face* box.

[MORE](#)

- 11 Choose *OK* to return to the *User Data* dialog box.
- 12 [Optional] To choose another icon to use for the photo icon, choose *Browse*.

A Graphics Manager screen appears.

Note: If you do not want to select an icon from Graphics Manager, choose *OK*.

- 13 Select the desired icon from the list on the left side of the screen.
- 14 Choose the File Menu's *Select* command.

OR

Click on the [Select](#) icon.

- 15 Choose *OK*.

Additional Tasks:

[Add a Password](#)

[Delete the Current User](#)

Create a New User Dialog Box

- Choose *Create User* to display the [User Data](#) dialog box to create a new user.
- Choose *Cancel* to exit the *Create a New User* dialog box and return to the Profiler screen.

Delete Account Information

- 1 Double click on the [Accounts](#) icon.
The *Accounts* dialog box appears.
- 2 At the *Index* list box, highlight the name for the account information you want to delete. {If necessary, click on the ▀ or ▁ icon to scroll through the list.)
- 3 Choose *Delete*.
The *Profiler* dialog box appears.
- 4 Choose *OK* to return to the *Accounts* dialog box.
- 5 Choose *OK*.

Additional Tasks:

[Add Account Information](#)

[Add a Profile Information Area](#)

[Change Account Information](#)

[Print Account Information](#)

[Protect Confidential Profile Information](#)

Delete an Information Area

- 1 Select the information area you want to delete.
- 2 Choose the Information Menu's *Delete Info Area* command.
The *Profiler* dialog box appears.
- 3 Choose *OK* to confirm the deletion.

Delete Contact Information

- 1 Double click on the [Contacts](#) icon.

The *Contacts* dialog box appears.

- 2 At the *Index* list box, highlight the name for the contact information you want to delete. (If necessary, click on the ▢ or ▢ icon to scroll through the list.)
- 3 Choose *Delete*.

The *Profiler* dialog box appears.

- 4 Choose *OK* to return to the *Contacts* dialog box.
- 5 Choose *OK*.

Additional Tasks:

[Add a Profile Information Area](#)

[Add Contact Information](#)

[Change Contact Information](#)

[Print Contact Information](#)

[Protect Confidential Profile Information](#)

Delete the Current User

- 1 Choose the Users Menu's *Delete User* command.
The *Profiler* dialog box appears.
- 2 Choose *OK* to delete the selected user.

Additional Task:

[Create a New User](#)

Exit Profiler

Choose the File Menu's *Exit* command.

OR

Click on the *Finish* icon.

FaceMaker Dialog Box

Use the options in the *FaceMaker* dialog box to change the current user's photo icon. The picture in the *Face* box changes as you design the photo icon.

- Choose *Skin Color* to change the picture's skin color.
- Choose *Hair* to change the picture's hair style.
- Choose *Eyes* to change the picture's eye shape.
- Choose *Nose* to change the picture's nose.
- Choose *Mouth* to change the picture's mouth.
- Choose *Hair Color* to change the picture's hair color.

OK and Cancel Buttons

- Choose *OK* to save the changes to the photo icon and return to the *User Data* dialog box.
- Choose *Cancel* to exit the *FaceMaker* dialog box without saving any changes to the photo icon and return to the *User Data* dialog box.

Female Clothing Sizes Dialog Box

Dress Box

- 1 At the *Size:* prompt, type the current user's dress size.
- 2 Select the appropriate description for the current user's dress size.

[MORE](#)

Waist: Field

- Type the current user's waist size for pants.

Hips: Field

- Type the current user's hip size for pants.

Inseam: Field

- Type the current user's inseam length for pants.

Hat: Field

- Type the current user's hat size.

Glove: Field

- Type the current user's glove size.

Shoe Box

- 1 At the *Shoe:* prompt, type the current user's shoe size.
- 2 If the current user requires a 1/2 shoe size, check () the *1/2 Size* checkbox.
- 3 Select the appropriate width for the current user's shoe size.

[MORE](#)

Shirt Box

- Select the appropriate t-shirt size.

[MORE](#)

Height: Field

- Type the current user's height.

Weight: Field

- Type the current user's weight.

OK and Cancel Buttons

- Choose *OK* to save the clothing preferences you have specified.
- Choose *Cancel* to exit the *Female Clothing Sizes* dialog box without saving any new information you have specified.

***Get Password* Dialog Box**

***Password:* Field**

- Type the password for the current user.

***OK* and *Cancel* Buttons**

- Choose *OK* to sign on the current user.

Note: If an incorrect password is entered, a message box will appear telling you the password is incorrect.

- Choose *Cancel* to exit the *Get Password* dialog box without specifying a password.

***Hobbies* Dialog Box**

Select the options that best describe the hobbies the current user enjoys.

To unselect one of these options, click on the option you want to unselect, and the ✓ will be removed from the box.

***OK* and *Cancel* Buttons**

- Choose *OK* to save the hobby information you have specified.
- Choose *Cancel* to exit the *Hobbies* dialog box without saving any new information you have specified.

Hotel Preferences Dialog Box

1: Field

- Type the name of your first choice for hotel accommodations.

2: Field

- Type the name of your second preferred hotel accommodations.

***Smoking* Checkbox**

- If necessary, check () the *Smoking* checkbox if you want to specify smoking as the current user's preference. When this option is unchecked, non-smoking is the current user's indicated preference.

***First Floor* Checkbox**

- If necessary, check () the *First Floor* checkbox if you want to specify the first floor as the current user's room preference. When this option is unchecked, first floor is not the current user's indicated preference.

***Bed* Box**

- Select *King* if a king size bed is the current user's preference.
- Select *Queen* if a queen size bed is the current user's preference.
- Select *Double* if a double bed is the current user's preference.

***OK* and *Cancel* Buttons**

- Choose *OK* to save the hotel and room preferences you have specified.
- Choose *Cancel* to exit the *Hotel Preferences* dialog box without saving any new information you have specified.

***Identify* Dialog Box**

- Click on the photo icon for the user you want to select.

***Sign On, Create User, and Cancel* Buttons**

- Choose *Sign On* to sign on the user you selected in the dialog box.
- Choose *Create User* to create another WinMate user.
- Choose *Cancel* to exit the *Identify* dialog box without changing the current WinMate user.

Male Clothing Sizes Dialog Box

Neck: Field

- Type the current user's neck size.

Sleeve: Field

- Type the current user's sleeve length.

Chest: Field

- Type the current user's chest size.

Waist: Field

- Type the current user's waist size.

Inseam: Field

- Type the current user's inseam length.

Hat: Field

- Type the current user's hat size.

Glove: Field

- Type the current user's glove size.

Shoe Box

- 1 At the *Size:* prompt, type the current user's shoe size.
- 2 If the current user requires a 1/2 shoe size, check () the *1/2 Size* checkbox.
- 3 Select the appropriate width for the current user's shoe size.

[MORE](#)

Coat Box

- 1 At the *Size:* prompt, type the current user's sport coat size.
- 2 Select the appropriate length for the current user's sport coat size.

[MORE](#)

Shirt Box

- Select the appropriate t-shirt size.

[MORE](#)

Height: Field

- Type the current user's height.

Weight: Field

- Type the current user's weight.

OK and Cancel Buttons

- Choose *OK* to save the clothing preferences you have specified.
- Choose *Cancel* to exit the *Male Clothing Sizes* dialog box without saving any new information you have specified.

Open a Specific Information Area

To open a specific area using the *Information Areas* icons:

Double click on the information area you want to open.

To open a specific information area using the Information Menu:

- 1 Click on the Information Menu command that represents the information area you want to open.
- 2 Choose the Information Menu's *Open Info Area* command.

Personal Data Dialog Box

Home Address: Field

- Type the current user's home street address.

City: Field

- Type the city address information.

State: Field

- Type the state address information.

Zip: Field

- Type the zip code for the address.

Country: Field

- Type the appropriate country for the address.

Mailing Address: Field

- Type the business or other mailing address for the current user.

City: Field

- Type the city mailing address information.

State: Field

- Type the state mailing address information.

Zip: Field

- Type the zip code for the mailing address.

Country: Field

- Type the appropriate country for the mailing address.

Home Phone: Field

- Type the current user's home telephone number.

Work Phone: Field

- Type the current user's work telephone number.

Social Security #: Field


- Type the current user's social security number.


Drivers License: Field

- Type the current user's drivers license number.

Notes: Field

- Type any notes you want to add about the current user.

Note: You can edit the information in this field by highlighting and deleting text. You can also click on the  or

-  icon to scroll through the *Notes:* field.

OK and Cancel Buttons

- Choose *OK* to save the personal information you have specified.
- Choose *Cancel* to exit the *Personal Data* dialog box without saving any new information you have specified.

Print Account Information

- 1 Double click on the [Accounts](#) icon.
The *Accounts* dialog box appears.
- 2 At the *Index* list box, highlight the name for the account information you want to print. (If necessary, click on the ▢ or ▢ icon to scroll through the list.)
- 3 Choose *Print*.

The *Print Options* dialog box appears.

- 4 Select the option that best describes the information you want to print.

[MORE](#)

- 5 Choose *OK*.

Additional Tasks:

[Add Account Information](#)

[Add a Profile Information Area](#)

[Change Account Information](#)

[Delete Account Information](#)

[Protect Confidential Profile Information](#)

Print Contact Information

- 1 Double click on the [Contacts](#) icon.
The *Contacts* dialog box appears.
- 2 At the *Index* list box, highlight the name for the contact information you want to print. (If necessary, click on the ▢ or ▢ icon to scroll through the list.)
- 3 Choose *Print*.
The *Print Options* dialog box appears.
- 4 Select the option that best describes the information you want to print.

[MORE](#)

- 5 Choose *OK*.

Additional Tasks:


- [Add a Profile Information Area](#)
- [Add Contact Information](#)
- [Change Contact Information](#)
- [Delete Contact Information](#)
- [Protect Confidential Profile Information](#)

Print Dialog Box

Print Range Box

- Choose the *All* button to print all pages.
- Choose the *Selection* button to print the currently selected pages.
- Choose the *Pages* button to print selected pages, and then type the beginning and ending page numbers in the *From:* and *To:* boxes.

Print Quality Prompt

At the *Print Quality:* prompt, click on the  icon, and then select the resolution to use for printing graphics.

Most printers cannot print at resolutions higher than 300 DPI (dots per inch).

Print to File Checkbox

Select the *Print to File* checkbox to print the card to a file.

Copies Field

Type the number of copies that you want to print.

Collate Copies Checkbox

Select the *Collate Copies* checkbox if you want the printed copies of your cards to be collated.

OK, Cancel, and Setup Buttons

- Choose *OK* to continue with the print procedure.
- Choose *Cancel* to exit the *Print* dialog box without changing any print options.
- Choose *Setup* to display the [Print Setup](#) dialog box.

Print Information Area

- 1** Click on the information area icon whose information you want to print.
- 2** Choose the Information Menu's *Print Info Area* command.
The *Print* dialog box appears.
- 3** [Optional] To specify the Print Range:
 - Choose the *All* button to print all pages.
 - Choose the *Selection* button to print the currently selected pages.
 - Choose the *Pages* button to print selected pages, and then type the beginning and ending page numbers in the *From:* and *To:* boxes.
- 4** [Optional] At the *Print Quality:* prompt, highlight the resolution you want to use to print the information.
- 5** At the *Copies:* prompt, type the number of copies you want to print.
- 6** [Optional] If you want to print the information to a file, check () the *Print to File* checkbox.
- 7** If necessary, check () the *Collate Copies* checkbox to collate the pages as you print.
- 8** Choose the appropriate button.

[MORE](#)

Additional Task:

[Print User Data](#)

***Print Options* Dialog Box**

- Select *Print this page only* to print the currently displayed page.
- Select *Print all pages* to print all the information in your "notebook."


***OK* and *Cancel* Buttons**

- Choose *OK* to print the information you have specified.
- Choose *Cancel* to exit the *Print Options* dialog box without printing any information.

Print Setup Dialog Box

Printer Box

- Select *Default Printer* to use the default printer that appears in parentheses below this option.
- Select *Specific Printer* to select a printer other than the default.



If you select *Specific Printer*, click on the  icon to scroll through the list of options, and highlight the printer you want to use.

Orientation Box

- Select *Portrait* to print the information using a vertical page format.
- Select *Landscape* to print the information using a horizontal page format.

Paper Box

Use the options in this box to select the desired paper size and source.

- 1 At the *Size:* box, click on the  icon, and then highlight a specific paper size.
- 2 At the *Source:* box, click on the  icon, and then highlight a specific paper source.

OK, Cancel, and Options Buttons

- Choose *OK* to set up your printer with the specified commands and return to the previous screen.
- Choose *Cancel* to exit the *Print Setup* dialog box without changing the printer setup.
- Choose *Options* to display the *Options* dialog box so that you can specify additional printing options.

Print User Data

- 1 Click on the photo icon whose information you want to print.
- 2 Choose the Users Menu's *Print User* command.
The *Print* dialog box appears.
- 3 [Optional] At the *Print Quality:* prompt, highlight the resolution you want to use to print the information.
- 4 At the *Copies:* prompt, type the number of copies you want to print.
- 5 [Optional] If you want to print the information to a file, check () the *Print to File* checkbox.
- 6 If necessary, check () the *Collate Copies* checkbox to collate the pages as your print.
- 7 Choose the appropriate button.

[MORE](#)

Additional Task:

[Print Information Area](#)

***Profiler* Dialog Box**

- Choose *OK* to delete the selected information.
- Choose *Cancel* to exit the *Profiler* dialog box without deleting any information.

Protect Confidential Profile Information

Note: You must be signed on as the current WinMate user to protect Profiler information.

- 1 Click on the specific information area you want to protect so that only you can change the information.
- 2 Choose the Information Menu's *Protect Info Area* command.

The icon for the information area changes so that a "safe" box appears.

Additional Task:

[Change the Current WinMate User](#)

Select a User

Choose the name of the user you want to select from the Users Menu.

OR

Click on the photo icon for the user you want to select.

Additional Tasks:

[Create a New User](#)

[Select the Current WinMate User](#)

Select the Current WinMate User

- 1 Click on the photo icon for the user you want to select.
- 2 Choose the Users Menu's *Sign On User* command.
The *Confirm Sign-on* dialog box appears.
- 3 Choose the appropriate button.

[MORE](#)

Additional Task:

[Select a User](#)

***Set Password* Dialog Box**

***Password:* Field**

- Type the password you want to use to protect specified Profiler information.

***Phone Center* Field**

- Type the number you want to use for your remote security code. You then have access to information in Message Center and Contact Manager using the telephone.

Note: You can type up to three digits in this field.

***OK* and *Cancel* Buttons**

- Choose *OK* to set the password as you have specified.
- Choose *Cancel* to exit the *Set Password* dialog box without changing the password.

Switch to Another Application

Use this feature to switch to another application without closing the current application.

- 1 Click on the *Pause* icon.

A list of applications that are currently running appears.

- 2 Choose the application you want to open.

Note: If the application you want to run does not appear on the list, choose the desktop from the list, and run the desired application.

User Data Dialog Box

First Name: Field

- Type the user's first name.

Middle Name: Field

- Type the user's middle name.

Last Name: Field

- Type the user's last name.

Nickname: Field

- [Optional] Type the user's nickname.

Note: If you do not enter a nickname, Profiler will automatically use the first name as the nickname.

Birthdate: Field

- Type the user's date of birth.

Gender Option

- Select *Male* if the user is male.
- Select *Female* if the user is female.

Phone Center Answering Box

- Select *Take messages for this user* to have Phone Center take messages for this user.
- Select *Do not take messages for this user* to disable Phone Center's ability to take messages for this user.

OK, Cancel, Face Maker, and Browse Buttons

- Choose *OK* to save the user information you have specified.
- Choose *Cancel* to exit the *User Data* dialog box without saving any new information you have specified.
- Choose [Face Maker](#) to display the *FaceMaker* dialog box so that you can change the photo icon.
- Choose *Browse* to choose another icon to use for the photo icon.

***WinMate Users* Dialog Box**

***Users List* Box**

- Highlight the user you want to select. (If necessary, click on the
- or
- icon to scroll through the list. Then, highlight the desired user.)

***OK and Cancel* Buttons**

- Choose *OK* to select the user you have specified.
- Choose *Cancel* to exit the *WinMate Users* dialog box without selecting a user.

Work Data Dialog Box

Title: Field

- Type the current user's business title.

Position: Field

- Type the current user's business position.

Supervisor: Field

- Type the name of the current user's supervisor.

Employee Id: Field

- Type the current user's employee identification number.

Company: Field

- Type the name of the company where the current user works.

Address: Field

- Type the company's street address.

City: Field

- Type the company's city address information.

State: Field

- Type the company's state address information.

Zip: Field

- Type the zip code for the company address.

Work Phone: Field

- Type the current user's work telephone number.

OK and Cancel Buttons

- Choose *OK* to save the work information you have specified.
- Choose *Cancel* to exit the *Work Data* dialog box without saving any new information you have specified.

Keyboard Short Cut Keys

There are no accelerator key combinations available in the Profiler application.

Encapsulated PostScript (EPS) Files

EPS files allow you to print a file at the highest possible resolution for your printer. These files can also print faster than other graphic files. Some Windows and Non-Windows graphic applications can import these EPS files. See your program's documentation to determine whether this feature is supported.



***Accounts* Icon**

Double click on the *Accounts* icon to specify account information for the current user.



Add Info Area Icon

Click on the Add Info Area icon to add an information area to the Profiler screen.



Airlines Icon

Double click on the *Airlines* icon to display the current user's airline travel preferences.



Auto Icon

Double click on the *Auto* icon to display the current user's rental car preferences.

- **Contacts Icon**

Double click on the *Contacts* icon to specify contact information for the current user.



***Female Sizes* Icon**

Double click on the *Female Sizes* icon to display the current user's clothing sizes and preferences.



***Finish* Icon**

Click on the *Finish* icon to exit the Profiler application and return to the desktop.



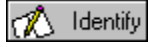
***Hobbies* Icon**

Double click on the *Hobbies* icon to display the current user's hobby information.



***Hotels* Icon**

Double click on the *Hotels* icon to display the current user's travel preferences.



***Identify* Icon**

Click on the *Identify* icon to change the current WinMate user.



***Male Sizes* Icon**

Double click on the *Male Sizes* icon to display the current user's clothing sizes and preferences.



***New User* Icon**

Click on the *New User* icon to create a new user.



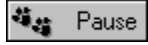
Open Info Area Icon

Click on the Open Info Area Icon to open the currently selected information area.



Open User Icon

Click on the Open User icon to change the current user information.



***Pause* Icon**

Click on the *Pause* icon to switch to another application without closing the current application.



***Personal* Icon**

Double click on the *Personal* icon to display the current user's personal information.



Select Icon

Click on the Select icon to select the desired picture and return to the previous dialog box.



Work

Work Icon

Double click on the *Work* icon to display the current user's business information.

- Select *Take messages for this user* to set up the current user in Phone Center so that messages can be taken for this specific user.
- Select *Do not take messages for this user* to set up the current user so that Phone Center will not take messages for this specific user.

Note: Phone Center can take messages for up to nine people.

Choose the desired user from the Users Menu.

OR

Click on the photo icon for the user you want to select.

- Select *Compact* if you prefer a compact car.
- Select *Midsize* if you prefer a medium size car.
- Select *Fullsize* if you prefer a full size car.
- Select *Luxury* if you prefer a luxury car.

- Choose *OK* to print the information.
- Choose *Cancel* to exit the *Print* dialog box without printing any information.
- Choose *Setup* to display the *Print Setup* dialog box to change your printer setup.

- Select *2 Door* if you prefer using a two-door car.
- Select *4 Door* if you prefer using a four-door car.
- Select *Sporty* if you prefer using a sports car.
- Select *Wagon* if you prefer using a station wagon.
- Select *Van* if you prefer using a van.

- Choose *OK* to make the font substitution and return to the *Advanced Options* dialog box.
- Choose *Cancel* to return to the *Advanced Options* dialog box without making any font substitutions.
- Choose *Default* to use a default table.

Note: If you choose *Default*, you will be asked to confirm the installation of the default fonts.

- Select *First Class* for the first class flying preference.
- Select *Business Class* for the business class flying preference.
- Select *Coach* for the coach flying preference.

- Select *Window* if you prefer a window seat.
- Select *Middle* if you prefer a middle seat.
- Select *Aisle* if you prefer an aisle seat.

- If necessary, click on the ▣ or
- ▣ icon to scroll through the list, and then highlight the appropriate option.

- Select *Narrow* if the current user requires a narrow shoe width.
- Select *Medium* if the current user requires a medium shoe width.
- Select *Wide* if the current user requires a wide shoe width.

- Select *Short* if the current user requires a short sport coat size.
- Select *Regular* if the current user requires a regular sport coat size.
- Select *Long* if the current user requires a long sport coat size.

- Select *Small* if the current user requires a small t-shirt size.
- Select *Medium* if the current user requires a medium t-shirt size.
- Select *Large* if the current user requires a large t-shirt size.
- Select *X-Large* if the current user requires an extra large t-shirt size.

To unselect one of these options, click on the option you want to unselect. The ▪ will be removed from the box.

When the *Smoking* option is unchecked, non-smoking is the current user's indicated preference.

When the *First Floor* option is unchecked, first floor is not the current user's indicated preference.

- Select *King* if a king size bed is the current user's preference.
- Select *Queen* if a queen size bed is the current user's preference.
- Select *Double* if a double size bed is the current user's preference.

- Choose *Skin Color* to change the picture's skin color.
- Choose *Hair* to change the picture's hair style.
- Choose *Eyes* to change the picture's eye shape.
- Choose *Nose* to change the picture's nose.
- Choose *Mouth* to change the picture's mouth.
- Choose *Hair Color* to change the picture's hair color.

- Select *Petite* if the current user wears petite dress sizes.
- Select *Regular* if the current user wears regular dress sizes.
- Select *Tall* if the current user wears tall dress sizes.

- Choose *OK* to sign on the user that appears in the dialog box.
- Choose *Cancel* to exit the *Confirm Sign-on* dialog box without signing on the specified user.

- Select *Print this page only* to print the currently displayed page.
- Select *Print all pages* to print all the information in your "notebook."

