AOL ACCESS NUMBERS for dialup modems
1. Click SETUP, EXPERT SETUP, click Location, HOME, ADD NUMBER
2. Type in the AREA code of your Home
3. Select from the list a First choice access phone number and a second choice, if available of numbers
     that are local calling numbers in your location.
    For the modem speed of your modem. Indicate how many times you want it to try the first number
before calling the second number. Also, if you have CALL WAITING on your phone you must select *70.
If you must dial 9 to get an outside line, you must indicate this. You may call the local phone company to
see if this is a local call from your Home or if there will be a long distance charge.
4. After selecting these numbers, click OK.

If you are traveling and have your computer with you, click setup
1. Select Add a Location,give it a name and enter the area code of the area where you are. Select
access numbers with the same area code, call the phone number to confirm if this is really a local call.
You should hear a modem dialing.
1.   Now you may use AOL the same as you did at HOME.
NOTE: You cannot do this on someone else's computer. The program would have to be reinstalled in
your account name. However, you may go online as a guest and go to www.aol.com, click MAIL and
receive or send your email.

FILE CABINET (PFC)
This is your Personal File Cabinet and if you selected the preference Retain all mail, it will contain your
Incoming/saved mail, Sent mail, Mail to be sent, and any additional folders you've created.
1. Mail: The mail you have read, sent, scheduled to be sent later or saved to a folder you created. To
     open any of these simply doubleclick on it. Offline mail will also be stored here, it will not have a
     check beside it so you know it has not been read yet. The PFC should be cleared out and
     compacted periodically.
2. Downloads: are kept in Download Manager under SERVICES.
3. Folders may be created to organize your mail. Such as, business, personal, Jmax. Once created
     you may drag and drop email into these folders to separate.
4. You may not select ALL to delete all mail in PFC because it will not allow deletion of Folders.
5. Compact PFC in AOL 9.0.
     a.Delete all old, sent, recently deleted, downloaded email that you no longer want.
     b. Click MAIL
     c. Click MAIL SETTINGS
     d. Click Manage Saved Mail, select COMPACT, select Compact Now.

STORED PASSWORD
1. Click MY AOL, select PREFERENCES and PASSWORD.
2. Type the password you want stored opposite your name
3. Select if this is a SIGN ON password or a PFC password or both
4. Click OK
When the welcome page comes up all you have to do is click to sign on.
When the password is stored, each time you change your password, you must also change the stored
password or your new password will not be recognized.

MAIL OFFLINE/AUTOMATIC AOL
 Before signing onto AOL you may prefer to write your emails and click to SEND LATER. When you sign
onto AOL, you can send all at once in a few moments and sign off again if you want to keep your time on
AOL to a minimum.
There is a preference for AUTOMATIC AOL in the MAIL. This allows you to set specific times when (if
password is stored)AOL will sign itself online, retrieve any email and place it in your offline mail in the
PFC, send any mail that has been designated SEND LATER, send any uploads. Then it will sign itself
off. You must have the computer turned on and AOL on the screen for it to work. You may click Run Auto
Aol Now at any time and it will sign onto AOL, retrieve the mail and sign off again. You may then Read

Offline Mail and answer it offline clicking Send Later. The next time Auto Aol signs on it will send your answers.

MAIL CONTROL
To control what can be sent to you or your children. OrTo prevent someone from sending you email. First of all you must sign onto AOL in the primary account person's email name. To block email, highlight the person's email name and address on an email you've received from them (to be sure it is totally accurate). Click CTRL + C to copy it to the invisible computer clipboard.

1.Click KEYWORD and type in MAIL CONTROL. Click GO.
2. Click SET UP MAIL CONTROLS
3. Select YOUR OWN email name as the one to EDIT the email controls. Click EDIT
4. Click the 6th block which says, block email from the listed AOL members, Internet domains and addresses.
5. Place your mouse pointer in the box that says ADD and click. Now Press CTRL + V to paste the name & address from the computer clipboard(above) to the ADD box.
6. Click ADD. You will see the address appear in the box below the ADD box.
1.   Click SAVE.
NOTE: For Spam, just click Block and Report. Aol will be notified and a block done.

BUDDYLIST:
1.   Click KEYWORD and type in Buddyview to bring the buddy box on screen.

1.   On the Buddylist, Click SETUP. Here you may add & delete names or create new groups for IM.
2.   To add names, select the group to which you wish to add names, click EDIT. Type in the new name, click SAVE. To remove, highlight the name and click DELETE.
3.   To add a group, click CREATE and give the group a name, etc. CHURCH.
4.   Click BuddyList Preferences. Choose your preferences and SAVE.
5.   Click on SOUND LIBRARY to download .wav(sound) files (Download to Windows\Media folder. You may also select animation for your IMs.
6.   A buddy's name on your buddylist screen means that person is now online. If there is a * by the name, it means they are the last to come online. A parenthesis around the name means they were the last to go offline. A name above list, is a request that you send them the AOL IM.
7.   You can highlight any name listed on your buddylist screen (except those in parenthesis) and invite them to go to a chat room by clicking Buddy Chat , or send them an IM by clicking IM
     You may also create a private chat room by giving the chat room a name and saving it to Favorite Places.
8.   8 & 9 AOL allows you to leave a message when you wish not to respond to Ims.

WINDOW SIZE AND POSITION & MULTI-TASKING
2.   Place cursor on either side frame or top frames to stretch in that direction, as soon as the cursor becomes a double arrow, click, hold and drag in the direction you want it to go.
3.   You may also catch the right bottom corner where the small lines are, click, hold and drag down to enlarge or up to make smaller.
4.   You may click and hold on the Title bar (blue) and move the screen in any direction.
5.   While multi-tasking and working with many open windows, you may click on the grey Title bar to make it the active window(the one up front)
If you resize a window and want it to stay that way when you open again, click WINDOW on the AOL task bar and select REMEMBER SIZE AND POSITION.
EMAIL TASK BAR
1.Change Style, click the down arrow and make selection. Default is Arial.
2. Change font size, click the arrow beside the number and increase or decrease, the default is 10.
3. Change text color, click first A and select color for the printing

4.Change <u>background color</u>, click 2nd A and select color.

5.You may <u>center the text or line up from left margin or right margin</u> using the lined blocks

6.<u>Pictures or text</u> may be inserted directly into the email by clicking the camera and opening the file containing the picture or text.

7.Click the heart to drag a <u>hyperlink of a Favorite Places</u> site into the email.

8.Click <u>ABC to run spell</u> check on your message if you do not have automatic spell check pref. ckd

9.Text: <u>B=bold;I=italics; U=underline</u>

10.Click the <u>pencil icon to create a signature</u> to be sent automatically with each email. Click Set UP signature. Click Create give it a name, then create the signature you wish to send.

11. Stationery: Click the lined icon to select different stationery for your email. Other clipart may be added by clicking CREATE FUN MAIL on the email form.

FIND A LOST FILE OR DOWNLOAD

1. Right click START…FIND…Type into the NAMED box the name of the name of file or download. 2. In the LOOK IN box, place the name of the drive, such as C: or A: (If A: is selected put the disk into the A: drive) If you have more than one hard drive such as C:, D:, E: you may request that all of them be searched by colon and semi-colon between each like this C::D:;E:

All files or downloads with the name listed in the NAMED box will be listed in a box below along with its entire path, such as, C:\MSWorks\MyDocuments\jmax. To open one of these, doubleclick it.

2. The default folder for AOL Downloads is the C:\AOL\Download   folder.

CHANGE COMPUTER EVENT SOUNDS (AOL OR OTHER)

1. Click START…SETTINGS…CONTROL PANEL…doubleclick SOUNDS
2. Scroll down the list of sound events. Highlight any to which you wish to add or change a sound.
3. The sound presently being used will be listed, there will also be a sound icon which you can click to preview the sound.
4. To change, click BROWSE and find the sound (usually in C:\Windows\Media) file you want to use. Click on the file to choose it. It's name will be entered into the box on the sound events screen. You may click to preview and Apply to accept. For each event that has a sound, a sound icon will be placed before it on the events list.

When you have all the events selected just as you like them, you may save this set of sounds as a scheme and name it. Then in the future you may again select this scheme and change all the sound events back to this very scheme of sounds.

CLEAN EMAIL

1.Highlight only the portion of the email that you wish to SAVE, SEND or PRINT, click FORWARD. Now you may save or print this portion, but do not address and click SEND or it will send not only the portion you copied but will also send the entire original message with headers and footers. To SEND only the selected portion click on a Yellow WRITE sheet, place the cursor in the message area, and click CTRL+ V to paste only the portion there. Now you can address and click SEND NOW.

2.When sending to many different people place your own name in the SEND TO box. Put other names in Copy box and place a parenthesis in front of the first name in copy box and after the last name. The recipients will see only your name and their own name.

FORWARD EMAIL

If you receive an email and you wish to forward it with its headers and footers just click FORWARD. Put in the new recipients address, write an additional message if you wish and click SEND NOW. Note: If there is an attachment on the original, <u>it will not be forwarded</u>. To send the attachment you must download it, address a new email and attach the file. You may send copies of this original and the attachment will go with the copies. FREE Juno cannot receive attachments or embedded files., they will be converted to .MIM files and returned to you as undeliverable email.

PICTURES VIA EMAIL

(Do not have to be online to prepare email with pictures)

PICTURES FROM A FILE

1.Address your email.

2. Click the Camera icon on the AOL menu bar, click Insert Picture.
3. Locate the folder on your hard drive where you've stored pictures. Doubleclick it.

SCAN A PICTURE INTO AOL EMAIL
1. Open an email form.
2. Place whatever you want to scan into the email on the scanner - face down.
3. On AOL click EDIT on the control bar at the top of the screen, select CAPTURE PICTURE. A grey box will pop up.
4. Click CAPTURE, the scanner box will pop up.
5. Click Photo and Preview. It will scan the preview. There will be a dotted line around the scan area. Click and pull the dotted line in to crop the picture to scan only that portion you want to send.
6. Click ACCEPT or Scan whichever your scanner has.
7. Click the picture and holding down the mouse button, drag the picture over onto the email form. As you drag it will appear to be a tiny postage stamp on the cursor.
8. Now select to RESIZE or NOT to Resize the picture before sending. It takes less time to download a smaller picture.
You may also send pictures as an attachment to an email. To do this, scan the picture and save it as a file to a folder in your computer.

ATTACH FILE TO EMAIL(AOL)
1) address and write your message
2) Click ATTACHMENT
3) Click ATTACH
4) Click the arrow in the LOOK IN box. Click the C:\drive, click the + beside the C:
5) Scroll down to the folder where the file you wish to attach to the email is saved.
6) Doubleclick the folder, scroll the right side of the page to find the file, click it.
7) A box pops up with the name of that file in the bottom box, click OPEN.
8) The AOL box pops up, click OK . (Click ATTACH again to attach more files)
9) The file name will be listed beside ATTACHMENT on the bottom of your email.
10) Click SEND NOW. The blue line indicates the file is being uploaded.

AUTOMATIC E-MAIL RESPONSE MESSAGE
Click Read on the AOL toolbar.
Click Mail Options, and then click Set Mail Away Message.
On the Mail Away Message Setup window, click On.

1. Choose whether to send a response that indicates only that you are unavailable or a response that indicates you are unavailable and when you will return, and then click OK.
2. Click OK to confirm your away message settings.

AOL RADIO
1. Click the Radio icon on the Aol menu bar.
2. Select the type of music you like, so that it is added to your PRESET preferences
3. To play, just select the music category you want and your AOL radio will go to that channel and play your selected type of music. I love it!
Demo

AOL PICTURE CENTER
1. Click Keyword and type in Pictures. Click GO to go to the AOL PICTURE CENTER.
2. Click MY PICTURES. Your Explore screen will pop up with pictures from your My Pictures folder.
3. Place a check in the boxes at the top right corner of picture to select them for your album.
4. Click CREATE ALBUM
5. Give the Album a name, e.g. MY FLORIDA VACATION 8 15 04

6. Click Continue….click FAST. All the selected pictures will be transferred to your New Album. You may add pictures later or remove them. You may add them from your digital camera.
7. To share the pictures, bring up an email and click the little camera on the email forms' menu bar. Choose INSERT.
8. Your pictures and the list of Albums will appear. Click the particular Album and select particular pictures or click SELECT ALL.
9. Click INSERT. A picture will be embedded on the email.
10. Click Send Album link and a link to your album will be sent allowing them to view all the pictures you selected for their viewing.
11. Send the email.

AOL's Menu Carousel Bar
Go to a web site that you will return to frequently e.g. Click here: AOL Movies: The Rialto Theatre
Click the red heart and drag it up to the carousel. If you get a message that there is not enough room, then you must first remove an icon in order to make room for the Rialto icon.

Video @aol
1. Click Keyword and type in Video. Press GO
2. Select a video you would like to watch, or select MY VIDEOS and select one of the videos that you've already saved to MY VIDEOS.
AOL members with a video camera and XP can communicate by real-time voice and video.

Web popup controls
1. Click Keyword and type in Web popup controls or click Settings and Popups
2. Select Block all popups at web sites or another choice
Click SAVE

Custom Spam Filters
1. Click Settings and Spam Controls
2. Make selections, create word lists
Click SAVE

Welcome Screen
1. Click Settings select Welcome Screen
2. Make choices
Click SAVE

AOL Address Card
1. Click Keyword and type AOL Address Card
2. Complete the card with your information that you wish to share with addresses in your address book.
3. Click Settings and chose to have this address card sent to anyone whose name is added to your address book and/or to allow anyone sending you an AOL address card to have the info automatically added to your address book
Click SAVE

AOL Spyware Protection
1. Click Keyword and type AOL spyware protection
2. Click Spyware
3. To look for spyware on your computer click RUN NOW
4. Click Two better than one to download Ad-Aware and/or Spybot S & D
These should be run at least weekly if you're downloading from the web

AOL Reconnect
You can set a preference to automatically reconnect to the AOL service whenever your connection is interrupted.

Part 1: To set your reconnection preferences for dial up modem

On the Sign On screen, click Sign On Options.

1. In the America Online Setup window:
    - If you have only one location, click Edit Numbers.
    - If you have more than one location, select a location and click Edit Numbers.
2. In the Edit AOL Access Phone Numbers window, click on an access number and click Edit.
3. In the Edit AOL Access Numbers window, click the Automatically redial in the event of an interrupted connection check box to select it. Click the Apply these changes to all America Online access phone numbers check box to make the change for all numbers used.
4. Click OK.
5. In the Edit AOL Access Phone Numbers window, click Next.
6. In the Summary window, click Sign On to AOL Now to sign on immediately, or click Make More Changes to make additional changes.

Notes Depending on your calling plan, additional charges from your telephone company may apply if you reconnect to the AOL service.

- When you are reconnected, you can resume whatever you were doing as if your connection had never been interrupted.
- If the Automatically reconnect me and ignore interruptions when using this connection check box is already selected and you do not want to be automatically reconnected when your connection is interrupted, simply click the box again to deselect this feature.

Part 2: To set your reconnection preferences for broadband
On the Sign On screen, click Sign On Options. In the America Online Setup window, click Expert Setup.

1. In the AOL Expert Setup window, select the location for which you wish to set reconnection options, and click Edit.
2. In the Edit Location window, select Edit Devices and click Next.
3. In the Edit Devices window, click Next.
4. In the Edit Modem window, click the Automatically reconnect me and ignore interruptions when using this Location check box and click Next.
5. If the TCP/IP Connection window appears, click Next; otherwise, proceed to the next step.
6. In the Summary window, click Sign On to AOL Now to sign on immediately, or click Make More Changes to make additional changes.

Notes Depending on your calling plan, additional charges from your telephone company may apply if you reconnect to the AOL service.

If the Automatically reconnect me and ignore interruptions when using this connection check box is already selected and you do not want to be automatically reconnected when your connection is interrupted, simply click the box again to deselect this feature.

AOL Electronic Greetings
1. Click Write to bring up an email form.
2. Click Extras on the email taskbar and select a background, such as Rice Paper
3. Click Stationery icon (tablet) to add stationery or postcard
4. Click the ART icon (paintbrush) to add an animated pic.
5. Click the Sound icon to add a sound.
6. Click the Camera icon to add a pic from your own files.
7. Write your message and click Send now

Clear the AOL Artwork files:
1. Click Keyword and type in Auto Fix
2. Select Other Problems…
3. Follow instructions to run Auto Fix.
4. AOL program must be closed before the Auto Fix will run

NOTE: AOL can open the following types of files:
.art, .avi, .bmp, .eps, .gif, .jpg, .jpeg, .mid, .midi, .mme, .mod, .pcx, .pct, .pict, .scr, .snd, .tif, .wav

AOL Hometown Page
1. Click Keyword and type in AOL Hometown, press Go
2. Create your own hometown page by following simple directions.
3. Example: Jmax Hometown page. http://hometown.aol.com/jmaxpjp2/myhomepage/index.html
4. Click the heart at the top of your page to save it to your favorites. Then you can send the hyperlink to friends and relatives,etc.

AOL Signature
1. Click Signature at the bottom of the email form screen.
2. Click CREATE.
3. Give the signature a name, example JMAX
4. Create the signature using whatever font script and size you prefer.
5. Add any lines to go with the signature.
6. Select the signature which you want to use as your default signature.

AOL Picture Editor
1. Click File…Picture Finder
2. Locate and select the pic by clicking the square at the top left of picture.
3. Select to EDIT Picture, crop, rotate, resize, etc.
4. Make any changes then SAVE the picture with changes or without changes

AOL Official Mail
1. Click Keyword and type in AOL Official Mail
2. Must contain blue envelope, blue border, AOL logo.

AOL GUARDIAN
To receive reports each time your child or visitor signs onto AOL, you must assign a Parental Controls age category of Kids Only, Young Teen, Mature Teen to your child or visitor's screen name.

1. Click AOL Keyword: Parental Controls
2. Click on your child or visitor's screen name
3. Click on Edit AOL Guardian
4. Click on the box next to Send me AOL Guardian reports
5. Click SAVE.

REPLACE AOL COMPVER.BIN AND THE MAIN.IDX FILES
You start up AOL only to see a blank page with only the menu bar at the top. No Welcome and No Mail Waiting to be sent. Damaged copies of the Compver.bin and Main.idx files may cause this problem. Delete the Compver.bin file and replace the Main.idx file from the AOL Backup folder.

1. Exit the AOL program.
2. Rightclick START on the desktop, then click Explore
3. Doubleclick the PROGRAM FILES folder
4. Doubleclick America Online 9.0 folder.
5. On the right screen, rightclick Compver.bin and select Delete.
6. Click Yes to send it to the recycle bin.

7. On the left screen, doubleclick the Backup folder.
8. On the right screen, rightclick Main or Main.idx and select Copy.
9. On the left screen, rightclick the IDB folder and select Paste.
10. Click Yes to over-write the existing Main file.
11. Close Explore
NOTE: Restart your computer. Start AOL and the program will create a new, undamaged Compver.bin file.

REPLACE THE AOL ADAPTER

When you're unable to reach web sites, it may be the AOL Adapter. Uninstall it and reinstall.

1. Click START…Programs…AOL…AOL System Information
2. Click Utilities…Clear Browser Cache
4. Click Uninstall the AOL Adapter
5. Close the AOL System Info and restart your computer. The AOL adapter will be rebuilt automatically when you restart.

NEW AOL FEATURES COMING

I am a beta tester for new AOL features and versions. I've just downloaded the newest version of AOL Security Edition. Here are some of the features you may be able to expect in future AOL versions unless beta testing indicates problems that can't be fixed.

1. Spam Control
2. Web Popup Control
3. Wipe footprints with 1 click
4. Free Spyware
5. Free Anti-Virus
6. Free Firewall

7. Parental Control with report
8. Money Alerts with online banking
9. Free Computer Checkup
10. Free Caller ID
11. Faster Browser
12. Free AOL Bill Pay