…Hi, I'm Robin B'stard. Here's a quick rundown on how to use the program.
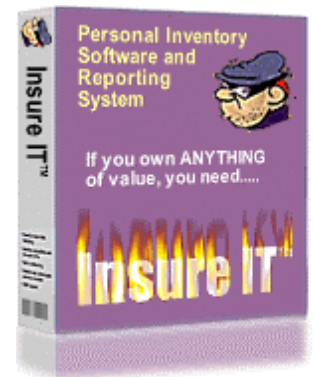
Ideally you should have either have a digital camera or scanner to fully benefit from this programs' extensive facilities, although it's not compulsory - it works fine without them. The Demo has example entries (some with, and some without photo's) and provides a good indication as to exactly what the program does. (You can of course delete all the examples and then enter your own stuff).

The program is simple in concept, but comprehensive in what it does. Because some of the calculations it performs are processor intensive and the fact that it will (may) contain many graphics; we recommend the following *minimum* hardware requirements:

Win95/98/ME or WindowsNT/2000
64meg Ram (96 or 128 would be better)
Pentium 2 or Equivalent (266MHz or better)

The Installer Program installs a folder called **'Insure IT'** in your **Programs** Folder on your C Drive with all the necessary component parts of the program in it. In addition to this: a 'Shortcut' to the program itself and this Read Me file will be installed in your **Start Menu** under **'Programs'**, also in a folder called **'Insure IT'**. It'll probably be at the bottom until you sort it. The program also provides an **Un-install** facility which is available from your 'Add/Remove Programs' Control Panel, should you ever wish to remove it.

The current version of this program is designed to run on a computer whose **screen resolution is 800 X 600**, but if you operate a higher resolution (for example, 1024 x 768), the program will still work but will appear differently on the screen. To adjust for this, click the 'Restore' box on your window (Top right of your screen, middle box) and then manually resize and position the window to where you want it. The next time you open the program it will remember this size and position (Screen resolution settings will **not** affect printed reports).
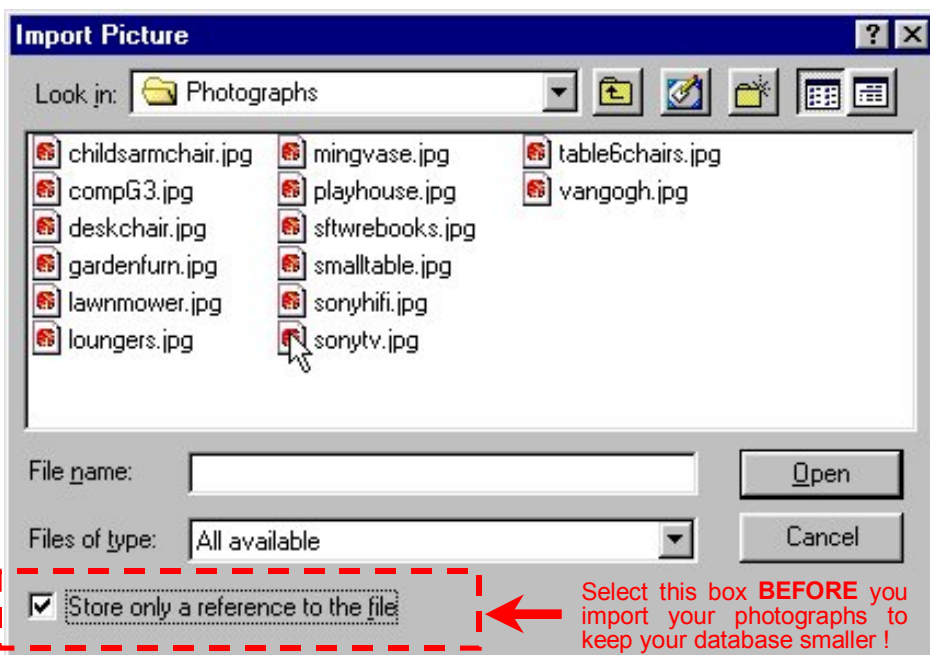
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HOW TO USE THE PROGRAM:

General:

Once installed, the program can be accessed via the Programs folder in your C Drive (Select the **Insure IT** folder and *InsureIT.exe*) or alternatively via the **Programs** folder on the **Start Menu**. The file name is **Insure IT** which is in a folder also called **Insure IT.**

Photos:

Photos should be taken (or scanned) and **saved in JPEG/JPG format** into C:\Program Files\Insure IT*Photographs*. This folder is automatically created for you when you install the program. Ideally, photo's should be saved at 400 X 300 pixels (the size that will be displayed/printed). They should **also** be imported using the '**Store only a reference to the file**' option. The dialogue box on the next page will appear when you select 'Import Photo" on the main screen:

Digital cameras (and scanners) when saving high resolution graphics normally default to *physical sizes* of 1024 X 768 or 1280 X 960 pixels, and whilst this won't majorly affect the workings of the program; graphics saved at *this physical size* have considerably larger *file sizes*; so by the time you've imported 200 photo's, your database (in terms of file size) could be extremely large!

REMEMBER also to save your photographs with file names that reflect what the item is. It can be a real pain when importing (or re-importing) from a list of numbered photos that don't tell you what they're photographs of!

By storing photo's in a folder called 'Photographs'

Select this box **BEFORE** you import your photographs to keep your database smaller !

in the programs' folder (The program automatically installs it for you in- **C:\Program Files\Insure IT\Photographs**) and selecting '*Store only a reference to the file*' when you import them (see above), your database will be **much** smaller in size and run more efficiently. If you forget to select the checkbox, don't worry too much, but don't be surprised if the program runs a bit slower and gets to 100MB+ in size!).

If you ever get the error message showing up in the photograph container box that says something like …"**Could not draw picture file: mingvase.jpg**" , it will be because the jpg file that is being referenced has been deleted (or moved) from it's original location. To stop this ever happening ALWAYS store photographs in **C:\Program Files\Insure IT\Photographs**).

Try to keep your photos in a **4:3** ratio (i.e. 1024 X 768, 600 X 400 or **400 X 300** pixels) as this is the ratio of the frame(s) that holds the photo's in the program. Again, it won't have a major effect if you don't, but the screen displays and printed reports will look a **LOT** better if you do.

The Rest Of It!

The system is **very** simple to use and all buttons are almost *self explanatory*. 10 minutes of 'playing' with the program, using the sample entries should have you proficient in no time! Certain additional facilities are built in (one such example is not immediately allowing you to import a photo into a record that already has one – it will warn you first and ask if you are sure you want to overwrite the existing one!) – all will become apparent as you **use** the program.

New Entries are easy, just click the 'NEW Item' button and enter the appropriate information. Amounts in the 'Value' box are formatted for **whole units** (no cents or pence etc.). If you enter a figure like $250.25 the system will automatically round it (.5 and above will round up, .49 and below will round down.

If you enter a location *different to the one you were viewing* you will notice a *message* and *button* appear at the top of the screen. Just click the button to update the database.

Deleting records can be done individually (from the Main Screen), or you can *do Multiple Deletions* from the List View by selecting the check boxes on the left. **Deleted records are GONE forever** and you'll have to re-enter them; although if you use the *recommended* process of **'Store only a reference to the file'** (see previous page), photographs **are not** deleted, and will still be in your 'Photographs' folder; available for importing again.

The **List View** headings (the underlined bits) if 'clicked', will sort the current list of items you are viewing by the appropriate heading. The 'Preview List Report' (viewed or printed) will reflect the sort order. Individual item reports can be viewed/printed from the 'Full Photo Screen' which is accessed from the Main Screen by clicking the 'Show Full Size' button next to the photograph.

The buttons to the right of each list item will take you to the Main Screen Entry for that item. (This screen will also show other items in the same location in a list on the right). Clicking a line in this list, displays that item.

The Reports Menu is again self explanatory, but bear in mind that the 'Report With Photo's' is *processor and graphics intensive* so may take a few seconds to generate if you've got a slower computer. For obvious reasons, printed reports assume that you use an Inkjet **Colour** Printer.

Giving a copy to a Friend:

Insure IT™ licensing entitles you to provide **ONE** copy of the program to a friend who can also use it. We recommend each of you keep a copy of the others files for the reasons stated below.

Use WinZip (or a similar compression program) to 'zip' the folder called *Insure IT* (**C:\Program Files\Insure IT**); this contains the database itself and all the photographs, If it's of a reasonable size (or you've both got ADSL!) then email it to your friend. Alternatively, put it onto a Zip Disk (Iomega) or 'burn' it to CD. **DON'T FORGET to save updated versions too**, every time you acquire something of value and add it to the database!

IMPORTANT NOTE:- At *the very least*, **MAKE SURE** you have a hard copy, i.e. printed lists (or your own CD or ZIP Disk) of the database **OFF premises**! The whole purpose of this program is to ensure you have the necessary information available in the unfortunate event of having to claim for some catastrophe; if I nick it, where does that leave you? (While you're at it, back up all that other stuff you've been promising yourself you'd do for months (years!) - believe me, one day you'll be glad you did!:-)

Installation Problems:

This program has been tested on many configurations of hardware and variations of Windows. The only problems we have been able to simulate have been related to not ensuring that **ALL** programs are closed before running the installer….particularly Norton antivirus programs. Select: *Ctrl, Alt, Delete* to close any open programs one by one prior to running the installer.

If when you open the file for the first time, you see the dialogue box stating that the *date formats on your machine are not the same as those of the file*; select the '**Yes**' button. This will convert the file to your own system settings and the box will not show again.

Hopefully, you'll never have to use the program for the purpose it was designed…
…but if you do, **YOU'LL BE GLAD YOU DID**, and it'll be the best 6 quid you ever spent!!