



How to Use YackPack

YackPack is a Web-based service that helps you stay in touch with people in a group, such as friends, or members of a family, a club or a work team. Using YackPack, you can record your voice and send the recording to one person or a whole group. And you can listen to voice messages that others have sent to you.

YackPack is private, safe, and easy to use. In fact, you can learn to use YackPack in a few minutes.

YackPack does not require any software installation, so your computer stays protected. Also, you can't damage YackPack, so you should feel free to explore features by clicking on whatever you want.

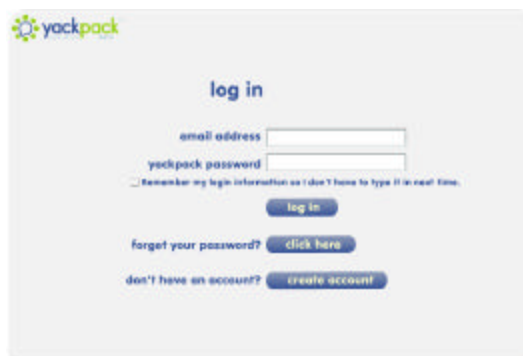
Getting ready to use YackPack

All you need to use YackPack is a computer with Internet access, a Web browser (like Internet Explorer), speakers and a microphone (either built-in or external). To make sure that your speakers and microphone are working properly, go to www.audiohelp.info and follow the instructions.

How to launch YackPack

Launching YackPack is similar to visiting a web page. To use YackPack, do the following:

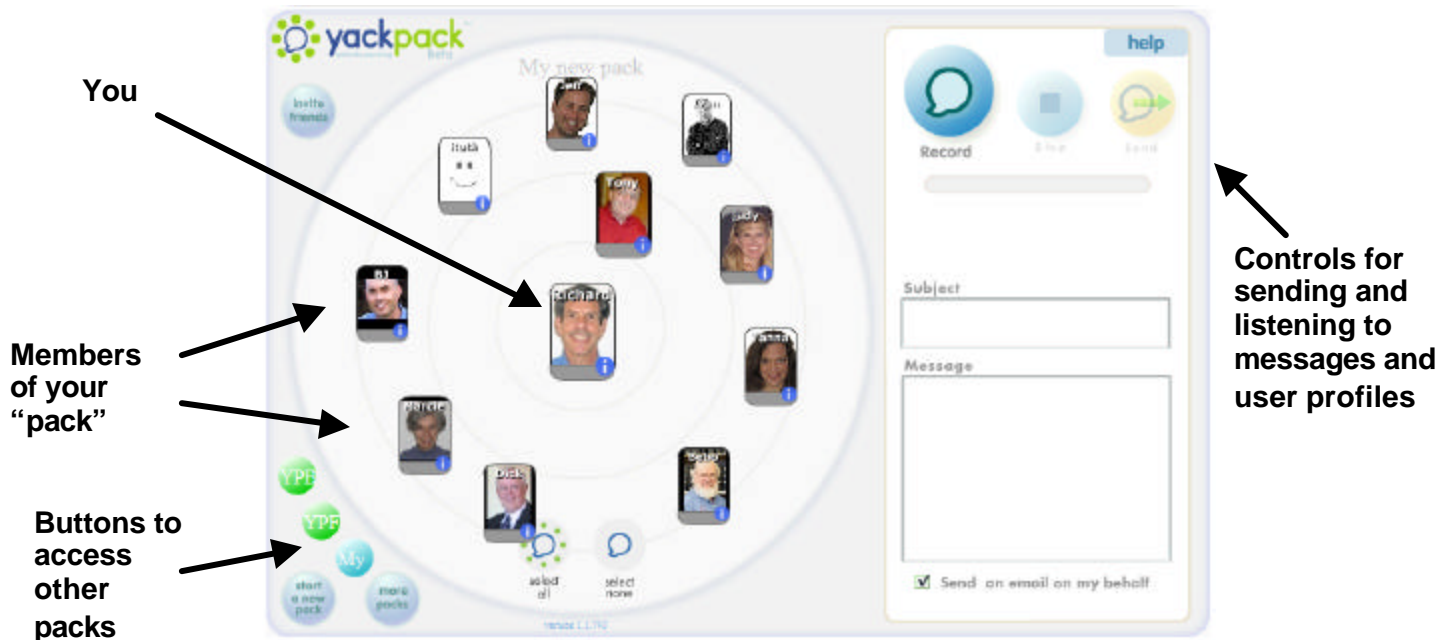
1. Start your Web browser and go to www.yackpack.com/beta.



2. On the login screen, type in your e-mail address and your YackPack password. (If you don't remember your password, click on "Forgot Your Password," and a new password will be emailed to you.)
3. Click Login. Within a few seconds, you should see YackPack on your screen. (If you click on "Remember my login information," you will be automatically logged in for future visits to YackPack.)

Getting around in YackPack

When you launch YackPack, you will see a screen that looks something like this:



Your picture will always be in the center of the circle, and the other people in your group (“buddy icons”) will be around you. You can move these pictures around and arrange them any way you like inside the circle.

Understanding the three buttons

The three main things you can do in YackPack are controlled by clicking on different parts of a buddy icon, then using the controls to the right of the circle:



1. To **send a message** to someone, click on their picture. (The “Talk” box on the right side of the screen provides controls for recording and sending messages.)
2. To **listen to a message** sent to you, you click on the bar under someone’s picture. (The “Listen” box displays a list of your messages and controls for listening to them.)
3. To **get information about someone**, click on the “i” button under their picture. (The “Info” box displays profiles of people in your group.)

Each of these functions is described in more detail below.

How to create and send messages

You can send audio or text messages to anyone in your Pack using YackPack. (To create an audio message, you need a microphone plugged into your computer. See www.audiohelp.info for help.)

To send a simple audio message, do the following:

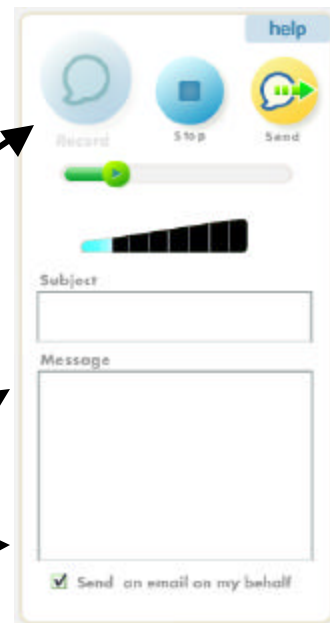
1. Click on the picture of the person you want to receive your message. You can click on more than one picture to send a message to a group of people. A circle will appear around each person you select.
2. Record your message by clicking the **Record** button. Begin talking, singing, or whatever you want to record. The green “slider” bar will move as you record your message.
3. When you’re done recording, click on **Stop**, then click on the **Send** button

You can include a subject line or send text with your audio message by typing in the “Subject” and “Message” boxes.

If the “send an email” button is checked, YackPack will automatically send an email notice to notify the recipient that a Yack has been sent to him or her.



To start a new message, click on an image.



How to listen to messages in YackPack

A green bar underneath someone’s image means you have a new message from that person. A gray bar means there is no new message.

To listen to new or old messages, do the following:

1. Click on the **Message Bar** underneath someone’s photo. This opens an archive of the messages sent between you and that person in the “Listen” box on the right. You’ll see when the message was sent and how long it is.

New messages will be highlighted in green.

2. Just click on a message inside the archive to play that message.
3. After you’ve listened to a message, you can send a reply by clicking on the **Reply** button, then following the steps described above.



Click on the **Message Bar** to see the list of messages from that person.



Click on the message to listen to it.



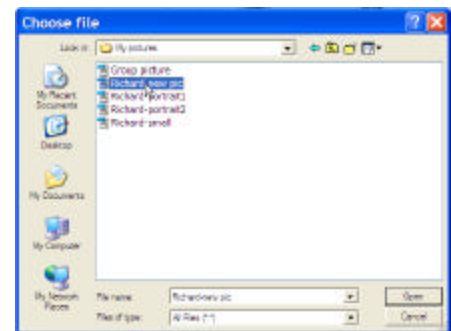
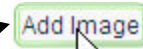
Uploading your picture to YackPack

When you first start using YackPack, you will be represented by a “smiley” icon. But you can replace this with a real photo, which is much friendlier. (To do this you need to have a digital photo of yourself on your computer.)

NOTE: You must use Internet Explorer or Safari (on a Mac) to upload your picture. As of now, the Firefox and Netscape browsers cannot be used for this one purpose (they are ok for all other YackPack functions).

To upload a photo:

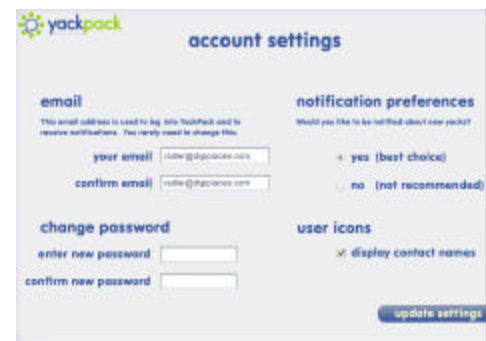
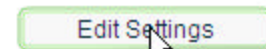
1. Click on the “I” button under your picture, then click on the Add Image button.
2. In the Choose File window, find the picture you want to use and select it.
3. Click on Open at the bottom of this window. Your picture will be uploaded to YackPack. This may take a few seconds or a minute or more depending on the size of the file and the speed of your Internet connection.
4. Once the picture is uploaded you will see it in place of the “smiley” icon. You can replace the picture in YackPack with a different picture by repeating these steps.



Changing your YackPack password and other settings

The Account Settings window gives you access to several choices about how your YackPack account is set up:

1. To access this window, click on the Edit Settings button on the “I” tab.
2. You can use this window to:
 - Change the email address you use to log in and to receive notices from YackPack
 - Change your YackPack password
 - Choose whether you want to receive email notices each time a voice message is sent to you on YackPack
 - Choose whether you want to see the names of Pack members displayed with their icon
3. When you’ve finished making changes to your settings, click on update settings to save the changes and return to YackPack.



Creating a new pack

Once you're a member of YackPack, you can set up additional packs for different groups of people.

1. Click on the **Start a New Pack** button in the lower left corner of the YackPack window.
2. In the **list people** window that comes up, give your new pack a name.
3. Enter the first names and email addresses of the people you want to join your pack. You can invite up to 75 people to join a pack – or you can have a pack with just one other person. You can come back to this screen and invite more people at a later point.
4. When you've finished entering new names, click on **Go to step 2**.
5. The second step is to write a message to the people you are inviting. They will receive this message in an email. Type in a subject, such as "I'm inviting you to my Pack!" and the message text you would like them to receive.
6. When your message is complete, click on **send invitations & go to step 3**.
7. You will see that you have successfully created a new pack. The last step is to enter your new pack and start sending voice messages to the members of your pack.

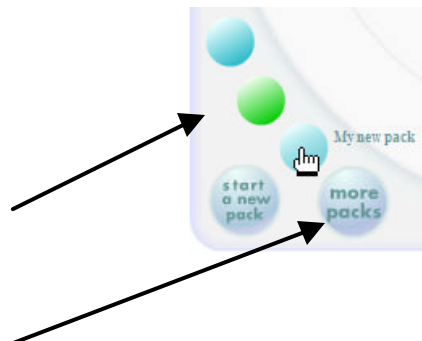


Switching between packs

If you are a member of more than one pack, each pack you belong to will be represented by a button in the lower left corner of the screen. The name of each pack is displayed when you roll your cursor over the buttons.

To switch packs, just click on the pack you want to visit.

(If you belong to more than three packs, clicking on the **more packs** button will display the names of the other packs.)



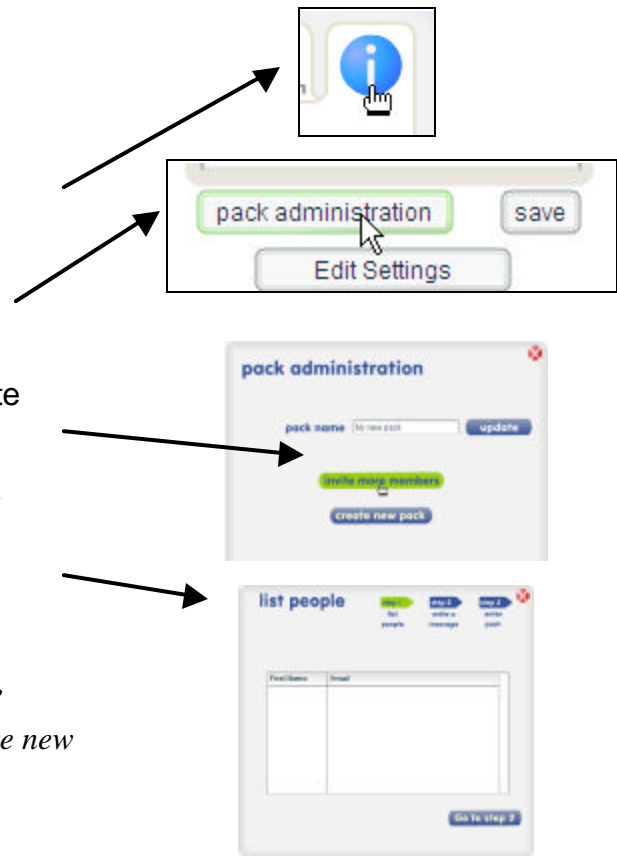
Inviting more people to join a pack

you've created

For any pack you have set up, you can always invite more people to join.

1. To invite others to join, just click on the “i” tab on the right side of the screen.
2. Click on the pack administration button at the bottom of this window.
3. On the Pack Administration window, click on invite more members.
4. This will take you to the “list people” screen where you can enter the names and email addresses of those you want to add to your pack. To complete this process, follow the instructions above on “Creating a New Pack.”

Note: You can also use the “Pack Administration” button to change the name of your pack or to create new packs.



Other things you can do in YackPack

- Click the blue “i” button under someone’s picture to read his or her profile in the “Info” box.
Enter information about yourself that you want to share with others by clicking on the “i” button under your picture, then typing in the “My Info” box, then clicking on Save when you are done.
- Rearrange the images inside the circle by clicking on them and dragging them around.
- Add music into your message by playing music while you record.
- Send a message to yourself.



If you need more help:

- Click on the “Help” button at the top right of the YackPack window.
- Send an e-mail to support@yackpack.com or
- Call YackPack support at 800-687-2149.