

Magic Cap[®] version 3.0

Using Magic Cap[®]
The Condensed User's Guide

by General Magic, Inc.



General Magic

Using Magic Cap®


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Magic

This manual was developed and written by Wendy Schramm.

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Patent Pending

Portions of the Magic Cap software and the Telescript software are patent pending in the United States and other countries.

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Part I

All About Magic Cap

This user's guide provides step-by-step instructions for the most common Magic Cap™ features. This guide emphasizes communication-related tasks—sending and receiving messages, and accessing the Web—and it provides steps for managing storage space on your communicator. For a comprehensive guide to all the features Magic Cap has to offer, look for the book by General Magic, Inc. entitled *Magic Cap Complete* (Addison-Wesley publishing company: 1995).

Note that this user's guide documents Magic Cap version 3.0 (Rosemary).

Chapter 1 provides an overview of this user's guide and of the Magic Cap software. Chapter 2 teaches you the basic skills you need to get started. After these introductory chapters, the rest of the user's guide provides step-by-step instructions for the most commonly used Magic Cap features.

If you haven't already done so, go through the interactive tutorial, *Getting Started*. The tutorial helps you set up Magic Cap and guides you through the basics so you can begin sending and receiving electronic mail messages right away. To use the tutorial, touch the *getting started* button that appears on your communicator screen. If the button is not on the screen, touch the *Desk* image at the bottom of the screen, and then touch the question mark that appears in the upper left corner of the Desk scene.

An Overview of Magic Cap

Organization of this guide

This guide is divided as follows.

All About Magic Cap introduces the concepts of the Magic Cap software, and gets you started exploring Magic Cap. You'll learn how to navigate in Magic Cap and you'll learn about some basics features.

Staying in Touch explains how to send and receive messages and how to access the Web.

Managing Storage Space and Protecting Your Information provides tips for managing how information is stored in your communicator and all the things you can do to protect that information.

Note: Refer to the guide *Getting Started* for information about setting up your communicator.

Using this guide

Each part of this guide contains step-by-step instructions for the most commonly used Magic Cap features. Each step describes the action you'll take. To the right of most steps are images of the buttons, fields, and objects in Magic Cap that you'll touch, type into, or do something with. Button names and objects that you are instructed to touch appear in *italics*. For example, in the step below, you'll touch the *send* button. Its image is shown to the right of the step.

1 Touch *send* to place your message in the Out box.

Magic Cap sends your message.



In addition to the step-by-step instructions, you will also find useful tips throughout this guide.



Tip: Look for helpful tips in boxes like this one

Tip boxes like this one contain helpful hints, quicker ways of getting places and doing things, creative suggestions, and some generally cool and fun stuff to do.

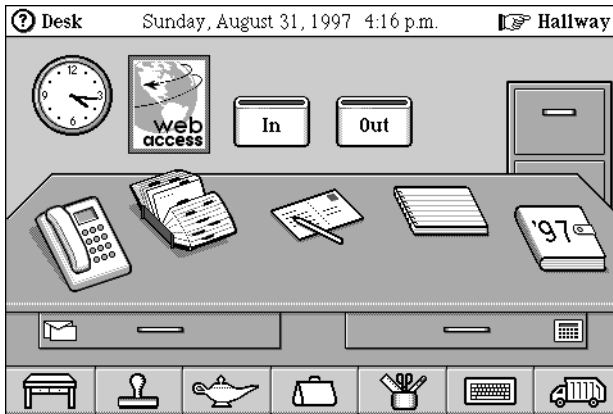
Scenes and places

The geography of the Magic Cap software is modeled on that of the world, with rooms along a Hallway and buildings along a street Downtown. To perform different activities in the world you move from place to place. Similarly, to do different things with your communicator you move among the places in its world.

The way you get from place to place and use the objects you see is by touching them. Use the special pen that came with your communicator or use your finger. Most objects take you somewhere else or do something when you touch them.

There are three main *scenes* in Magic Cap: the Desk, the Hallway, and Downtown. Beyond that, there are scenes for other places in Magic Cap like the Telephone, Datebook, File cabinet, and so on.

The Desk

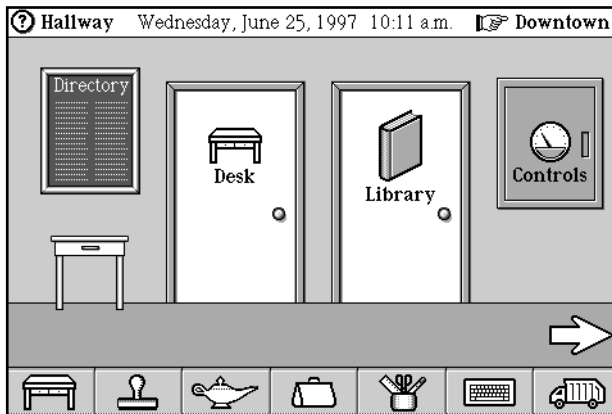


The Desk is the heart of your communicator. From the Desk you can begin virtually any communicator activity. On the Desk are the objects that you'll use most frequently—a Telephone, a Name card file, a blank postcard for creating electronic messages, a Notebook, and a Datebook.

The In box on the wall contains new messages you have received and the Out box contains new messages waiting to be sent. Also on the wall is the Clock, and the web access poster, from which you access the World Wide Web. Behind the Desk is the File cabinet, in which you can file your messages, notebook pages, and other items.

There are two drawers in the Desk; one holds various kinds of stationery used to create messages and the other holds other desk accessories.

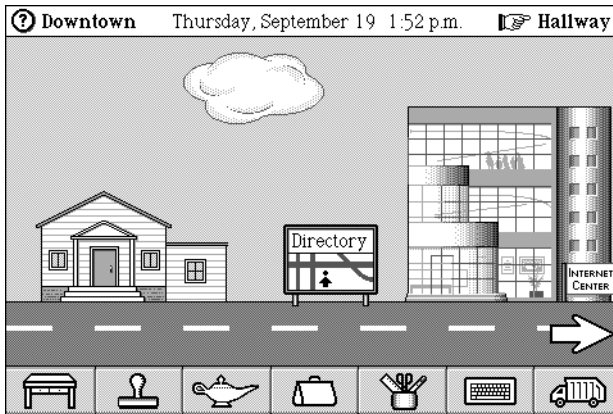
The Hallway



The Hallway provides access to rooms that contain information stored on your communicator, such as games in the Game room and books in the Library. Touch an object in the Hallway to look inside it. For example, touch the door labelled *Desk* to see the Desk. Other doors are labelled Library, Storeroom, Controls, and Game room. There is also a Directory at either end of the Hallway. Touch it and then touch the name of a room you want to enter.

Touch one of the arrows on the Hallway floor, or press down on the Hallway floor and slide to the left or right to navigate through the Hallway.

Downtown

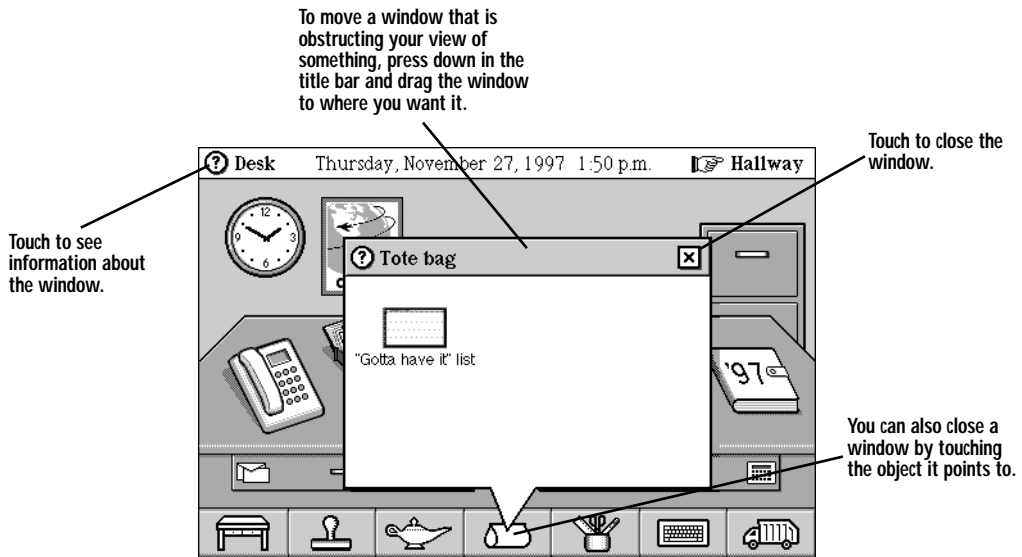


The Downtown buildings and objects represent places that are not contained in your communicator (aside from the house which leads you to the Hallway and the Desk). When you subscribe to a new service or add a Magic Cap-compatible software package to your communicator, it is often represented as a building Downtown. Simply touch a building or object to use it or see what's inside. For information about using the services available in the Internet Center, see the chapter entitled, "Internet Center." If you don't find information in this user's guide about a building you see Downtown, refer to additional documentation that came with your communicator or came with that software package.

Touch one of the arrows on the street to navigate through the Downtown scene. Alternatively, touch one of the *Directories* to see a list of Downtown buildings and then touch one of the names to enter that building.

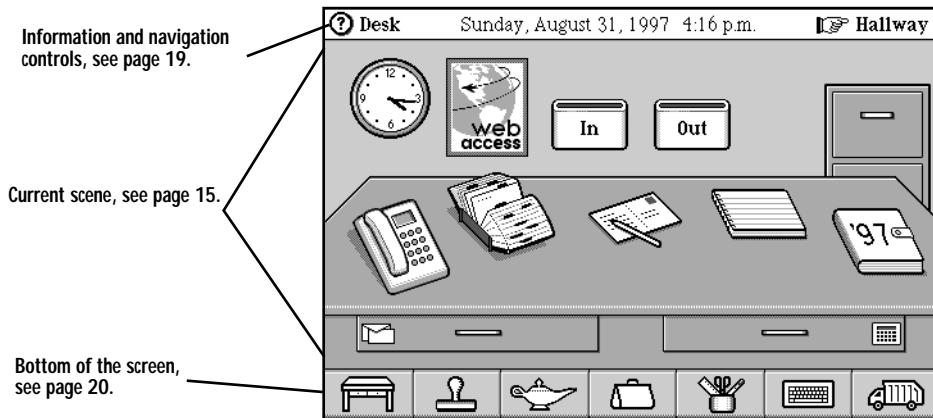
Windows

Some objects you touch don't take you to a different place, they simply open a window in which you can do something. For example, all of the objects at the bottom of your screen display a window when you touch them.

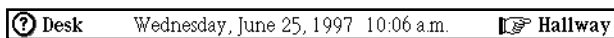


Parts of the screen

The screen of the communicator is divided into three parts. Along the top of the screen is a strip of information about the scene you're seeing. Along the bottom of the screen is a row of buttons that perform certain functions when you touch them. Between these two permanent strips is the current scene, which changes as you navigate through Magic Cap.



The top of the screen



The strip along the top of the screen contains information and navigation controls. Touch the *circled question mark* at the left to read information about where you are. Touch the *battery indicator* in the center to read information about the symbols you might see there. Touch the *pointing hand* at the right to go to a different place or scene.

The date is displayed at the top of the screen. You can also display the current time.

When you are looking at a collection of many things like your Name card file or your messages, arrows appear at the top of the screen so you can go backward and forward through the cards. You will also see an image at the top of the screen when you are connecting to a communication service or when your battery level is low. Touch the image to open its window.

The bottom of the screen



The strip along the bottom of the screen contains seven buttons that help you move around in Magic Cap. You use these buttons to access features for communications, drawing, and typing.



Touch the *Desk* whenever you want to return to the Desk scene.

See “The Desk” on page 15.



Inside the Stamper is a catalog of stamps. Touch the *Stamper* to look through it. Use stamps to decorate and personalize messages, stationery, notebook pages, and name cards, to record brief voice messages, and to direct special handling of messages as they travel to their destinations. Many stamps are available no matter what scene is currently on the screen, and some scenes have additional stamps available that are specially designed for that scene. For example, when you’re filling out a name card in the Name card file, use the Stamper to add stamps for a new telephone number or address. When construction mode is turned on, the Stamper turns into the Magic Hat.



Inside the Magic lamp are a few simple commands that are available everywhere—searching, filing, printing, and faxing are some examples. In certain rooms and places, you’ll see additional commands that are available only from that room or place. For example, the backup command appears in the Magic lamp, but only when you’re in the Storeroom. The Magic lamp also gives shortcuts to many functions and it holds rules about how the communicator behaves. In the Magic lamp you can access the rules for the scene to turn rules on and off, alter existing rules, and create new ones.



The Tote bag is a convenient place to put things so you can move them from place to place. You put an object into the Tote bag by pressing down on the object and sliding it on top of the Tote bag. When the Tote bag becomes highlighted to show that it’s ready to accept an object, let go. The object drops into the Tote bag. To retrieve the last object you dropped into the Tote bag, press down on the Tote bag and drag the object out, then let go. To see everything that’s in the Tote bag, touch it to open it. To move a copy of an object out of the Tote bag, leaving the original, hold down the *option* key as you drag the object out.

Text in the Tote bag appears as a *text coupon*. Text coupons are strings of characters that are created when you cut or copy text or when you type text using the *Labelmaker* of the Keyboard. A text coupon changes to normal text when you drag it on top of a labelled object to rename it, or when you place it with other text—on a message, for example.



The Tool holder contains writing and drawing tools. This is the place to look when you need an eraser, or a crayon or pencil to draw on the screen. Touch the *Tool holder* to open it. Touch one of the arrows at the bottom of the Tools window to look at the different tools that are available. Touch any tool to select it.



Sometimes a picture of a pencil or another tool appears in the place of the Tool holder. This indicates that the tool is activated; when you touch the screen, the tool leaves its mark or performs the action for which it was designed.



The Keyboard is your way of typing text on the communicator. Touch the small image of the *Keyboard* to start using it. Hold down *option* and touch the Keyboard to see the extended keyboard with the Labelmaker. Use the Labelmaker to rename an object that already has a label, such as stationery.



When you want to get rid of something on the screen, press down on it, slide it into the Trash truck, and then let go. The Trash truck slurps up the object and it's gone. To empty the Trash truck, touch it, touch *empty*, and then touch the *x* to close the window. By default, the Trash truck holds up to six objects before it starts discarding objects permanently or until you empty the Trash truck. You can change this default by changing the rule in the Trash truck.

See “Decrease how much the Trash truck holds” on page 194.

Quick reference

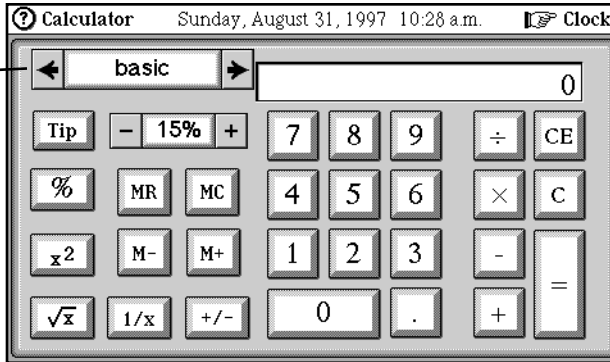
This user's guide details communication-related tasks—sending and receiving messages, and accessing the Web—and it provides steps for managing storage space on your communicator. For a comprehensive guide to all the features Magic Cap has to offer, look for the book by General Magic, Inc. entitled *Magic Cap Complete* (Addison-Wesley publishing company: 1995). That said, here is a quick reference to some other commonly-used scenes in Magic Cap that are not detailed in this guide.

Calculator

Touch the *Calculator* in the right-hand drawer of the Desk to use the Calculator.

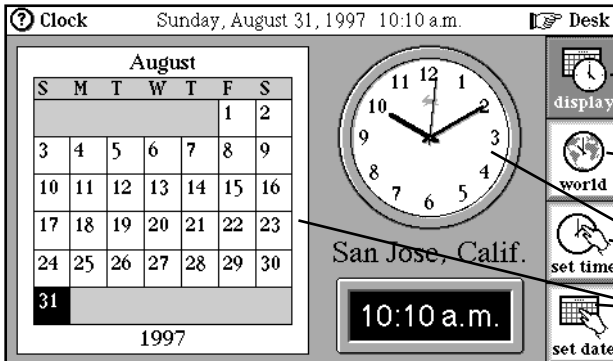


Use this chooser to select one of the other calculator types.



Clock

Touch the *Clock* in the Desk scene to change your communicator's date and time when you travel and to view times around the world.



Touch to display the scene you see here.

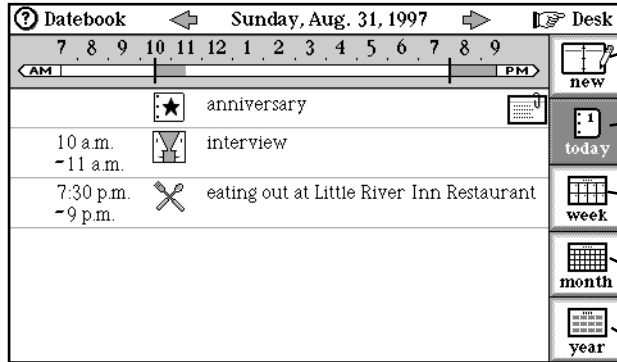
Touch to view times around the world and to change the date and time when you travel.

Touch to change the time.

Touch to change the date.

Datebook

Touch the *Datebook* in the Desk scene to look at your scheduled appointments.



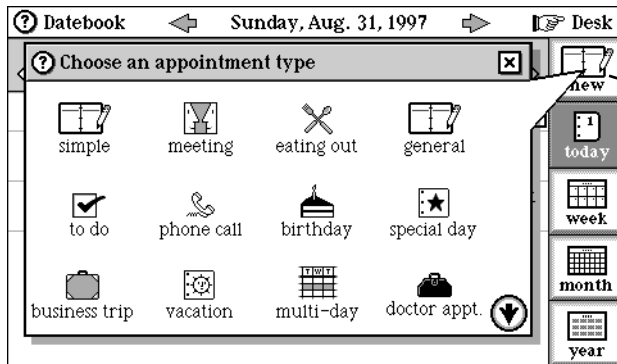
Touch to create a new appointment.

Touch to see appointments scheduled for today.

Touch to see the calendar for the current week.

Touch to see the calendar for the current month.

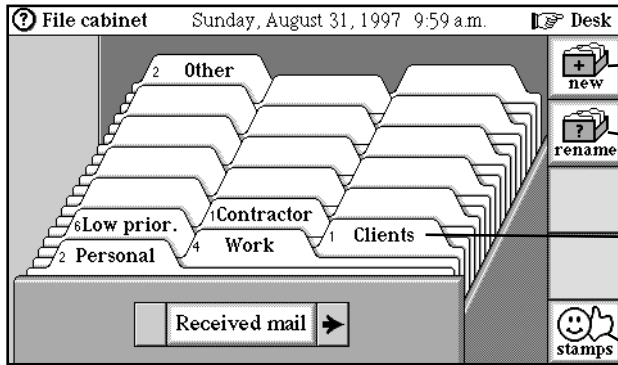
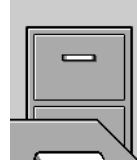
Touch to see the calendar for the current year.



Touch to select from among the available appointment types, or create a new type and drop it onto the Datebook's *new* button to add it.

File cabinet

Touch the *File cabinet* in the Desk scene to look at items you've filed into the File cabinet.



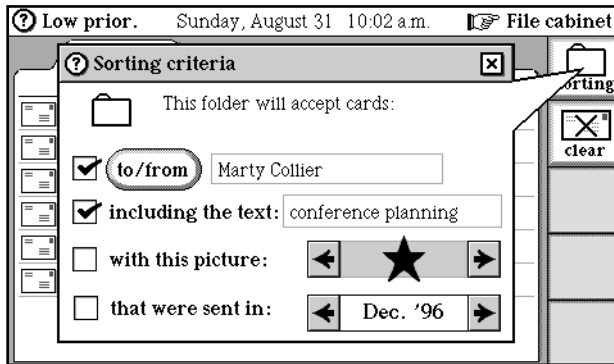
Touch to create a new drawer.

Touch to rename an existing drawer

Touch a folder's tab to view its contents.

Touch to add or remove a stamp that is used as a sorting criterion for filing messages.

Touch a folder to look at its contents and set up its sorting criteria for automatic filing when you use the *file all* button in the In box.

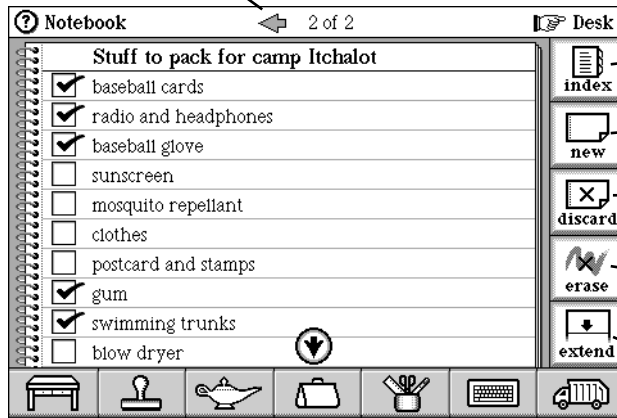


Notebook

Touch the *Notebook* in the Desk scene to create lists and notes to help keep you organized.



Use the arrows to see other notebook pages.



Touch to see an index of notebook pages.

Touch to create a new notebook page.

Touch to discard this notebook page.

Touch to erase writing, text fields, and lines.

Touch to add more space to the bottom of this notebook page.

Parts of the screen

The Basics of Using Magic Cap

This chapter covers the basics of using the Magic Cap software on your communicator. Topics covered include basic navigation and using objects, typing, writing and drawing, using stamps, and rules.

Navigating and using objects

In this section you'll begin to explore the basics of Magic Cap including navigating from place to place, using windows, moving objects, throwing items away, adjusting the volume, printing, and filing.

Go to the Desk

The first scene you see is the Desk. If you're not at the Desk, use the following step to go back to it.

- ▶ **Touch the *Desk* at the bottom left corner of the screen.**



You can always return to the Desk by touching this button. If you ever find that your communicator has lost you in some unfamiliar place, touch the image of the *Desk* to return to the Desk scene.

Go to a different scene or place

Here are a couple of ways to get around in Magic Cap.

- ▶ **Touch the *pointing hand* to go to the scene or place named.** 

The name of the scene you were last at always appears in the top right corner of the screen as shown above.

Note: To see a list of places you've been to recently, hold down *option* and touch the *pointing hand*. In the list that appears, touch the name of the place to which you want to go.

- ▶ **From the Downtown scene, touch the *house* to return to the rooms of the building that represents your house.**

The house is where you go to get to the Desk and Hallway scenes.



- ▶ **Touch a *Directory* to see a list of the buildings Downtown or a list of rooms in the Hallway.**

Touch a name in the list to go to that place.



Go to a favorite place

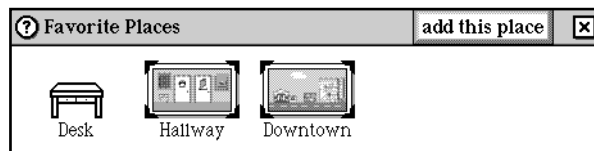
In Magic Cap, you can create shortcuts that enable you to quickly get to the places you frequently visit.

- 1 **Hold down *option* and touch the *Desk*.**

The Favorite Places window opens. It contains images that represent shortcuts to places you frequently visit.



Option-touch the Desk.



Note: From the Desk scene, just touch the image of the Desk without holding down *option*.

- 2 Touch an image in the window to go to its place.



- 3 To add a shortcut to the current place, touch **add this place**.



For example, if you want to create a shortcut to a Notebook page, go to that page, *option*-touch the *Desk* image to open the Favorite Places window, and then touch *add this place*.

Note: An image in the window will flash if a shortcut already exists.

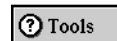
- 4 To remove a shortcut, slide it into the Trash truck.

Get more information about something

- Touch the *circled question mark* in the upper left corner of scene and window names.



The name in the top left corner of the screen is the name of the current scene. When you touch the *circled question mark*, an information window about the scene opens.

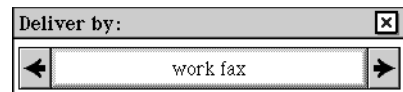


Use the choice boxes

When you can select among several things, a choice box with left and right arrows opens. There are several ways you can select something from one of these windows.

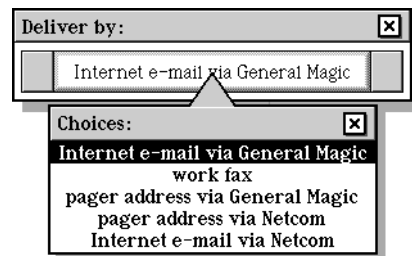
- Touch one of the arrows to see the next or previous item.

Hold down *option* and touch one of the arrows to go to the beginning or end of the list of items.



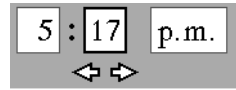
- Touch on the item name that appears between the arrows to open the entire list, then touch the item you want.

When you touch an item from the list, it's highlighted to show that you've selected it.



- ▶ **In a numeric choice box, touch one of the arrows to increase or decrease in increments of 1.**

Hold down *option* and touch one of the arrows to increase or decrease in increments of 10 instead of 1.



- ▶ **In a choice box like the one at the right, touch the plus or minus to increase or decrease in increments of 1.**

Hold down *option* and touch the plus or minus to increase or decrease in increments of 10 instead of 1.



Close a window

This is also referred to as putting a window away or making it disappear. Sometimes a window opens when you touch an object. Many windows disappear by themselves after you take an action, but you can close a window by following this step.

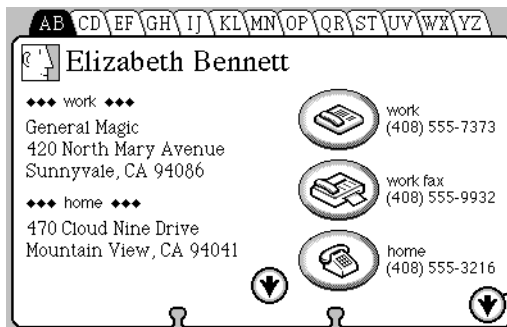
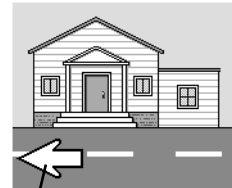
- ▶ **Touch the x in the upper right corner of a window.**
On the Magic Cap Keyboard, the *x* is at the bottom right.



Use arrows to see more

- ▶ **Arrows mean there's more to see.**

Arrows on the Hallway floor and on the Downtown street show that the Hallway and street continue. Arrows on a name card point to additional information on that card. Touch an arrow to show what else is there.



Touch an arrow to see more.

Select an object

- ▶ **When you want an object to do something, touch it with your finger or with the special pen that came with your communicator.**



Most objects on the screen do something or take you somewhere else when you *touch* them. It's like pushing a button.

Note: Be sure to use your finger or the special pen so that you don't damage the screen.

Move an object

- ▶ **Press down on an object, slide it across the screen, and then let go.**



You can move an object just about anywhere on the screen. You can slide it out of your way or move it into a container, such as the Trash truck or the Tote bag.

Try it. On the Desk, touch the *Stamper*. In the window that opens you'll see some of the many different stamps you can use. Touch the *animations* drawer to see the stamps inside. Touch the *cat* in the center of the screen. The cat appears at the scene or place you last were looking at—for example, the Desk. You can move the cat by pressing down on it, sliding it to a new position, and then letting go. If you drop him, don't worry—he always lands on his feet.



See "Use stamps in the Stamper" on page 57.

Throw something away

- ▶ **Press down on the object, slide it into the Trash truck, and then let go.**

Trash truck is empty.



The Trash truck changes to show that there's trash in it.

Trash truck contains objects.



Many scenes in *Magic Cap* have a *discard* button or a *remove* button that you use to throw something away. When you touch one of these buttons, the item on the screen hops into the Trash truck following a confirmation message.



Tip: Discarding something without confirmation

When you touch *discard*, you are throwing an item into the Trash truck. A window opens in which you can confirm that this is what you want to do. To discard something without being asked, hold down *option* and touch *discard*.

Rescue something out of the Trash truck

- ▶ **Press down on the *Trash truck*, slide the object out, and then let go.**

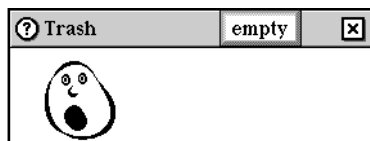
The last thing you threw away appears on your screen.



- ▶ **Or, touch the *Trash truck* to see what's inside, and then slide an object out.**



A window opens showing all the objects in the Trash truck. Slide an object out of the Trash truck to rescue it.



Note: The Trash truck holds up to six objects before it starts getting rid of them permanently. The trash drum sound alerts you that an item in the Trash truck has been permanently removed. To change the criteria for these rules, touch the *Trash truck*, touch the *circled question mark* in the upper left corner of the Trash truck window, and then touch *rules for trash*.

See “Decrease how much the Trash truck holds” on page 194.

Empty the Trash truck

Empty the Trash truck to permanently remove the items in it. You save valuable memory when you get rid of messages, extra pages, and other items that you're not using.

- 1 **Touch the *Trash truck*.**

The Trash window opens.



- 2 **Touch *empty*.**

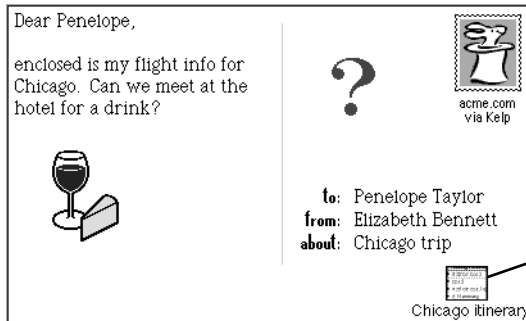


Note: The *empty* button does not appear in the Trash truck window if the Trash truck is already empty.

File an enclosure

Follow these steps to file an enclosure you receive with a message.

- 1 **Touch an enclosure to look at it.**



You can send and receive appointments, notebook pages, software packages, name cards, and even messages enclosed in messages. Enclosures appear as small images, usually in the lower right corner of a message. Touch the image to look at it.

- 2 **To file the enclosure, touch *file*.**

The File window opens.



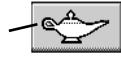
See "File the card or page that's on the screen" on page 35.

Adjust the volume

- 1 **Hold down *option* and touch the *Magic lamp*.**

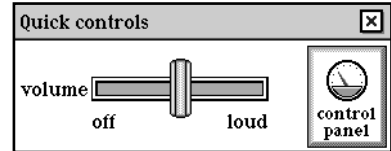
The Quick Controls window appears.

Option-touch
the *Magic
lamp*.



- 2 **Slide the volume bar to adjust the volume.**

Slide the bar all the way to the left to turn the volume off.



Print what's on the screen

Many cards, pages, and screens can be printed from Magic Cap. If you have an optional printer that connects to your communicator, you can print to it. If you have an optional link product, such as MagicXchange™ by Intellilink, that allows you to connect to your personal computer, you can print to a printer attached through your personal computer.

- 1 **With the page or card that you want to print on your screen, touch the *Magic lamp*.**

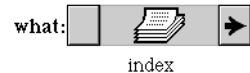


- 2 **Touch *print*.**

The Print window opens.

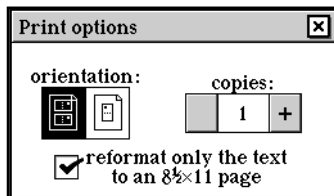


- 3 **Touch one of the arrows until you see the item you want to print.**



- 4 **Touch *options* to see the printing options.**

The Print options window opens.



- 5 To set the page orientation, touch the portrait image or the landscape image.

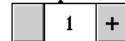
Use portrait orientation (the left button) to print continuously. Use landscape orientation (the right button) to insert a page break after each card or page.

orientation:



- 6 To set the number of copies to print, touch the + or the - to increase or decrease the number.

copies:



- 7 To ensure that the text is reformatted so that it expands to fit on an 8.5 x 11 inch page, be sure the *reformat only the text to an 8 1/2 x 11 page* checkbox contains a checkmark.

reformat only the text to an 8 1/2 x 11 page

What is printed is a text-only message that looks as if it was printed from a computer. Switch this feature off if you want to print the message or notebook page just as it appears on your communicator screen, complete with stamps and a border representing the screen's boundaries.

- 8 Touch *connect* if you are using an optional computer link product and you want to connect to your personal computer and print through it



- 9 Touch *print*.



File the card or page that's on the screen

In addition to messages, you can also file enclosures and most cards and pages.

- 1 With the page or card that you want to file on the screen, touch the *Magic lamp*.

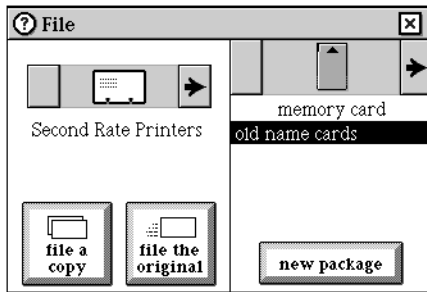


The Commands window opens.

- 2 Touch *file*.



The File window opens.



- 3 Touch one of the arrows until you see the item you want to file.



Second Rate Printers

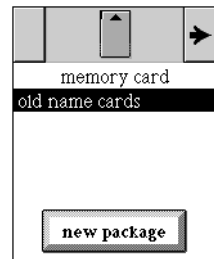
- 4 Touch one of the arrows until you see the place to which you want to file.

You can file to a package on a storage card or in Built-in storage; to a folder in your File cabinet; or to a personal computer if you have an optional computer link product.



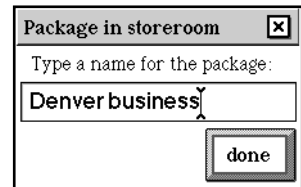
- 5 To file to an existing package on a storage card, touch one of the arrows until you see the name of your storage card, and then select the package name in the list.

To file to a new package on a storage card, touch one of the arrows until you see the name of your storage card, and then touch *new package*.

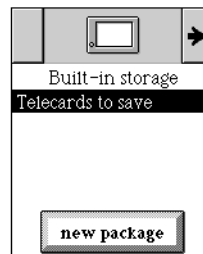


The Package name window opens, in which you can enter a name for the new package.

Type the name for the new package and touch *done*.



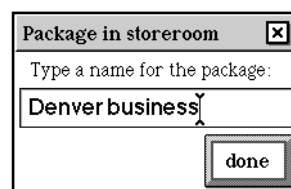
- 6 To file to an existing package in Built-in storage, touch one of the arrows until you see **Built-in storage**, and then select the package name in the list.



To file to a new package in Built-in storage, touch one of the arrows until you see **Built-in storage**, and then touch **new package**.

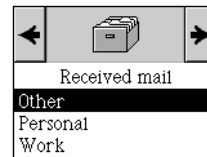
The Package name window opens, in which you can enter a name for the new package.

Type the name for the new package and then touch **done**.



Note: Because the amount of space in Built-in storage is limited, it is recommended that you file items to a storage card instead of to Built-in storage.

- 7 To file to a folder in a drawer of the File cabinet, touch the folder name you want to use; or touch **new folder** to create a new folder, type the name for the folder, and then touch **done**.

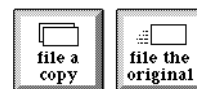


If you want to file in a new file cabinet drawer, you first need to create a new drawer and a folder in that drawer.

See "Name a folder" on page 310.

- 8 Touch either **file a copy** or **file the original**.

When you file a copy of an item, the original item remains and a copy of it is filed. When you file the original, the item is moved to the destination you specify.

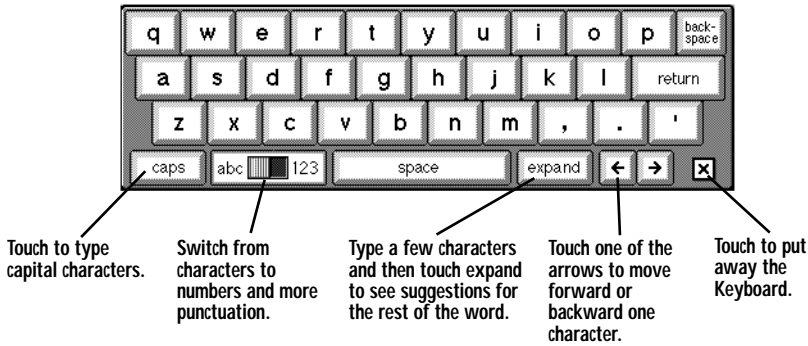


Typing

You can write messages and notes either with the special pen or with your finger, or you can use the communicator Keyboard.

Note: The Magic Cap software can't understand your writing, so you must use the Keyboard to type information that it needs to understand, like name cards, telephone numbers, and the subject of the message.

The Keyboard appears when you touch typed text or when you touch the Keyboard at the bottom of the screen. You can change the keys the Keyboard displays in order to type a variety of characters.



Type and edit text

You can type messages and pages in the Notebook, and fill out different forms. If there's a labelled field to type in, you can touch in the box and then type.

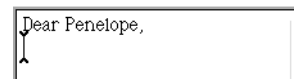
- 1 Touch the **Keyboard** at the bottom of the screen.

The Keyboard expands to fill the lower half of the screen.



Or touch the place on the screen where you want to type.

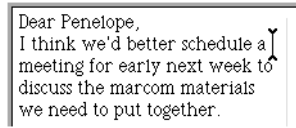
A small vertical *typing point* appears in that place, showing where the typed text will go.



- 2 Touch the keys of the Keyboard to type your text.

- 3 **Touch text on the screen to move the typing point to that spot.**

As you type, your communicator automatically extends the size of the page to fit everything you type. When you are writing, drawing, or using stamps, touch *extend* to add more space to the bottom of the page.



- 4 **Touch one of the arrows to see parts of the page that don't show on the screen.**



- 5 **Touch the left or right arrow on the Keyboard to move the typing point one character at a time.**



- 6 **Select a piece of text—a word or a few words—by pressing down and sliding slowly across the text.**

If the text you want to select extends past what is visible on the screen, Magic Cap will automatically scroll down as you slide downward. Once you have selected the text, the Text Selection window opens in which you can edit the text.

Touch to remove the text you selected so you can type something else in its place.

Touch to change the typeface and size, and whether your typed text is bold, italic, or underlined.

Touch to copy the text you selected and put the copy in your Tote bag so you can put it somewhere else. The original text doesn't change.

Touch to remove the text you selected but not copy it into the Tote bag. Once it is deleted, it is no longer available.

Touch to remove the text you selected and puts it in your Tote bag so you can put it somewhere else. The original text changes.



Tip: Selecting text

You can also select a text block without sliding across the text. Touch at the beginning or end of the text you want to select, then hold down *option* and touch at the other end of the text you want to select. Hold down *option* and touch or slide to extend the selected text.

7 Touch *retype* to replace the selected text.



The selected text disappears and the typing point remains at that spot so you can type the new text.

The tickets for your flight to San Diego are at the A copy of your itinerary is enclosed. I'll

Type the new text.

The tickets for your flight to San Diego are at the travel agent. A copy of your itinerary is enclosed. I'll reschedule your

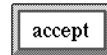
8 Touch *style* to change the way the text looks.

The Text style window opens in which you can change the typeface, size, and style.



Touch a checkbox to select bold, italic, or underline, and then touch *accept*.

style: bold italic underline



You can select more than one style. As you select different attributes for your text, the sample text at the bottom of the Text style window changes so you can see what it will look like.

Once you touch *accept*, the text changes to have the text style attributes you selected.

The tickets for your flight to San Diego are at the **travel agent**. A copy of your itinerary is enclosed. I'll

9 **Touch *copy* to make a copy of the selected text.**

A copy of the text you selected hops into your Tote bag. You can then place this text coupon somewhere else, such as in another message.



See "Position text taken from the Tote bag" on page 41.

10 **Touch *cut* to remove the selected text and place it in the Tote bag.**

The text you selected is removed and hops into your Tote bag so you can move it somewhere else.



11 **Touch *delete* to delete the selected text.**

The text you selected is removed. When you delete text, it is immediately thrown away; it doesn't go into the Tote bag or the Trash truck.



12 **Touch the *x* to put away the Keyboard.**



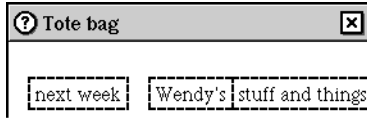
Tip: Using the *expand* button

When you are typing messages, name cards, and similar information, your communicator may suggest how to complete the word that you're typing. For example, if you start typing the name of a city, your communicator shows the rest of the name highlighted in black. You can keep typing, touch *expand* to see another suggestion, or touch *return* to accept the suggestion. You can touch *expand* at any time while typing to see suggestions for completing the word you have begun typing.

Position text taken from the Tote bag

When you copy or cut text using the Text selection window, the text hops into the Tote bag and is stored there as a text coupon until you place it somewhere else. (A *text coupon* is a string of text characters that is created when you cut or copy text or when you type from the Labelmaker of the Keyboard.)

- 1 Touch the *Tote bag* to see what's inside it.



- 2 Press down on the text coupon you want to use and drag it out.

The tickets for your flight to San Diego are at the top. A copy of your itinerary is enclosed. I'll

The text in the Tote bag will go here.

- 3 Position the new text coupon using the typing point behind the text and then let go.

The tickets for your flight to San Diego are at the top. A copy of your itinerary is enclosed. I'll

The new text appears.

Type uppercase letters

Use the *caps* key to type uppercase letters. The *caps* key is highlighted when uppercase mode is on and not highlighted when lowercase mode is on.

- 1 To type a single uppercase letter, touch the *caps* key and then touch the letter key you want.



The *caps* key is highlighted to show that the uppercase keyboard is active. When you type a character, the Keyboard automatically reverts to type lowercase letters.



Tip: Typing a capital letter using the *option* key

Alternatively, you can hold down *option* while typing to type an uppercase letter.

- 2 To type several uppercase letters, hold down *option* and touch the *caps* key.

The *caps* key is highlighted and the Keyboard is locked in uppercase mode.



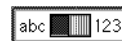
Option-touch caps.

- 3 Touch *caps* again to unlock the Keyboard and return to lowercase.



Type numbers and punctuation

- **To type numbers and most punctuation characters, touch the *abc/123* switch so that it flips to the *123* position.**



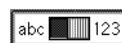
The Keyboard changes to display numbers and punctuation characters until you again touch the *abc/123* switch.

Type symbols and other characters

The Magic Cap keyboard can display additional characters. For example, to type a name like *Françoise*, a word like *al*, or a symbol like *§*, you'll need to use the accents and symbols keyboards. Using the selection box and buttons on the Keyboard, you can change the Keyboard to display three types of keyboards: symbols, accents, and Labelmaker.

- 1 **Hold down *option* and touch the *abc/123* switch.**

The image changes to display arrows in place of the switch.



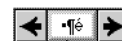
Option -touch the *abc/123* switch.

- 2 **Touch one of the arrows until the symbols keyboard appears.**



- 3 **Type the characters you want.**

- 4 **Hold down *option* and touch the *abc/123* switch to return to the lowercase letters keyboard.**



Option -touch the *abc/123* switch.

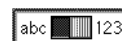
Type accents and other characters

- 1 **Type the character you want on the Keyboard.**



- 2 **Hold down *option* and touch the *abc/123* switch.**

The image changes to display arrows in place of the switch.



Option-touch the *abc/123* switch.

- 3 Touch one of the arrows until the symbols keyboard appears.



- 4 To type a single accent character, hold down *option*.
The Keyboard changes to show the accent characters that are available.

- 5 Touch the accent you want.

- 6 To type several accent characters, touch *accents* in the lower left corner of the Keyboard.



The Keyboard changes to show the accent characters that are available.

- 7 Type the accent you want.



- 8 Hold down *option* and touch the *abc/123* switch to return to the lowercase letters keyboard.



Option -touch the *abc/123* switch.

Use the Labelmaker to rename objects

Use the Labelmaker to rename objects that have labels, such as stationery you create and file drawers in the File cabinet.

- 1 Hold down *option* and touch the *Keyboard*.

The extended keyboard appears with the Labelmaker at the top right.

Option -touch the *Keyboard*.



- 2 Type a label using the *Keyboard*.

The label appears to the left of the Labelmaker.



- 3 Press down on the label, drag it over the object you want to rename, and then let go.

The new label replaces the object's old label. If the object is not in your current scene, drag it into the Tote bag and position it later.

See "Position text taken from the Tote bag" on page 41.

Note: When you position the new label over the object you are renaming, the border around the object fades slightly to indicate that the new label is positioned correctly.

Search for typed text or an image

- 1 **Touch the *Magic lamp*.**
The Commands window opens.

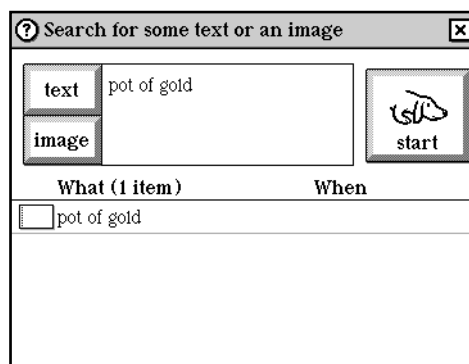


- 2 **Touch *search*.**
The Search window opens.



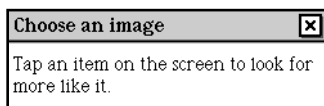
- 3 **To search for text, touch *text* to open the Keyboard, type the text you want to search for, and then touch *start*.**

The search dog sniffs around until she finds an occurrence of the text. These items appear in the search list as they are found. When the search has found all occurrences of the item, the stop button is replaced by the start button.



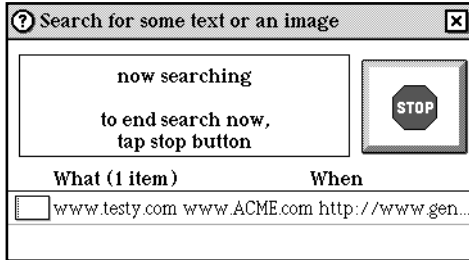
- 4 **To search for an image, touch *image*.**

The window closes and the Choose an image window opens instructing you to touch the image you want to search for.



Note: A copy of the image you want to search for must be in the current scene. If it is not, close the Choose an image window and go to a screen that has the image you want to search for.

- 5 **Touch the image you want to search for.**
The Search window reopens and the search begins.



- 6 **To stop a search while it is in progress, touch stop.**



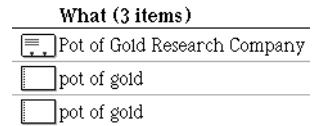
Note: If you try to touch an item in the search list or try to do anything else while the search is in progress, the stop sign will flash until you touch it to stop the search.

- 7 **To continue a search that you have paused, touch start.**



- 8 **To look at an item in the search list, touch it.**

The item appears. If more than one occurrence of an item was found, the search dog waits patiently for your next command.



- 9 **Touch one of the arrows to go to the next item found.**



- 10 **To discontinue looking at the items found, touch the search dog and then touch the x to close the Search window.**

Hot text

Hot text is a feature whereby your communicator tries to interpret text you touch and offer an option appropriate to the text, such as dialing a number or downloading a web page. Your communicator can interpret the following types of text:

- names that are in your Name card file
- electronic mail addresses
- Internet web addresses (URL)
- telephone numbers that are at least 7 digits in length
- dates

If you touch the name of someone you for whom you have a Namecard, a window opens offering to contact that person. If you touch on an electronic mail address, a window opens offering to open a new message addressed to the person at that e-mail address. If touch on an Internet web address (URL), a window opens offering to link you to that web page. If you touch on a telephone number, it offers to dial the number for you. Touching a date offers to go to that day in your Datebook.

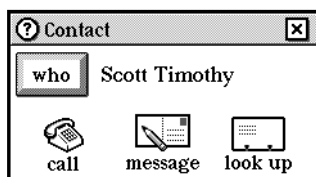
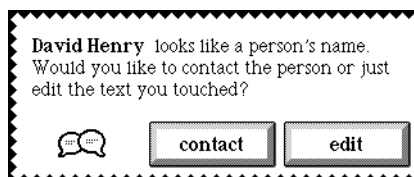
Use hot text

Follow these steps to use the hot text windows.

Note: In any of the hot text windows, touch *edit* to close the window and return to the text.

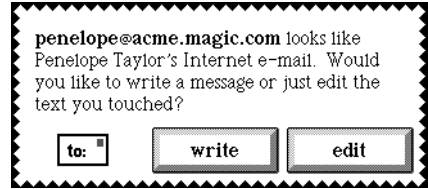
- 1 **When you touch a name, a confirmation window opens in which you can touch *contact* or *edit*.**

The Contact window is shown below. If you want to edit the text, touch *edit* to open the Keyboard.



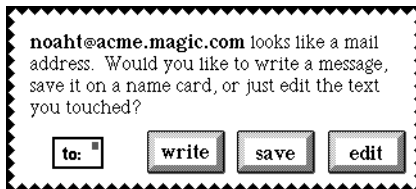
In the Contact window, touch *call* to see the telephone numbers you have for this person, touch *message* to open a new message, or touch *look up* to go to the name card for this person.

- 2 When you touch an electronic mail address, a confirmation window opens in which you can touch *write* to open a new message, or *edit*.



Touch *write* to open a new message addressed to this e-mail address. If you want to edit the text, touch *edit* to open the Keyboard.

Note: If this e-mail address is not found in your Name card file, Magic Cap offers to create a new name card for this person with this e-mail address. In that case, the name card appears with the Name window open so that you can edit the information. If the address is for a company, touch the box next to "this is a company" to change to a company name card.

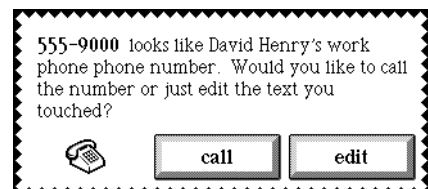


- 3 When you touch a URL address, a confirmation window opens in which you can touch *link* to go to the web page, touch *save* to create a new name card for this address (appears if the URL is not found in the Name card file), or touch *edit* to open the Keyboard and edit the text.

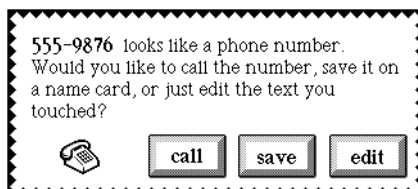


Note: You must have a web browser software package installed on your communicator in order to link to a web page.

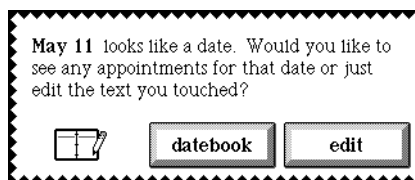
- 4 When you touch a telephone number, a confirmation window opens in which you can touch *call* to dial the number using your communicator, or touch *edit* to open the Keyboard and edit the text.



Note: If this telephone number is not found in your Name card file, Magic Cap offers to create a new name card for this person with this phone number. In that case, the name card appears with the Name window open so you can type a name for the name card.



- 5 **When you touch a date, a confirmation window opens in which you can touch *datebook* to go to that date in the Datebook, or touch edit to open the Keyboard and edit the text.**



Hot text recognizes the following date formats:

today
 tomorrow
 yesterday
 month (as in "February")
 month year (as in "February 1997")
 month day (as in February 2")
 m/dd/yy (as in "2/22/87")



Tip: Disabling the hot text feature

If you disable the hot text feature, the windows that appear when you touch text that the Magic Cap software recognizes no longer appear.

- 1 **In the Library, touch the *Typing & Text* book to open it.**
- 2 **Touch *contents* to look at the table of contents for the book.**
- 3 **Touch *Controls* to go to the text controls page.**
- 4 **Touch the check box for *hot text* to disable the setting.**

If you only want to temporarily disable hot text, simply hold down the option key when touching text Magic Cap would recognize.

Writing and drawing

Use the special pen that came with your communicator to write and draw on the screen. It won't scratch the screen. To write or draw anywhere on a message, select a tool from the Tool holder at the bottom of the screen. There are pencils, text tools for creating a text field you can type in; shapes; lines; and tools that move, copy, and stretch objects in your message.

Write and draw

You can draw and write in many places on the screen, such as the blank area of messages and pages in the Notebook.

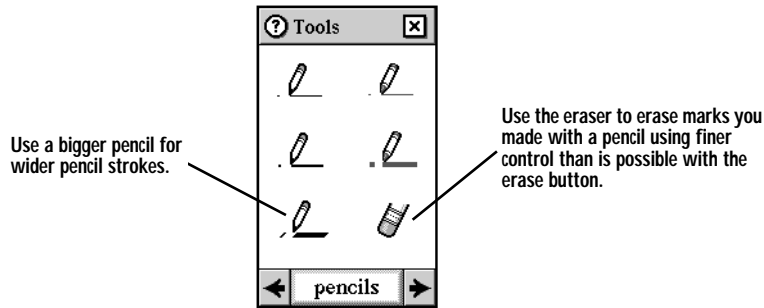
- 1 **If the Tool holder is displayed at the bottom of the screen, touch it and then touch one of the pencils to select it.**



The Tools window opens. If a pencil is displayed in the place of the Tool holder, you can use that pencil or select another one.



The pencil you selected hops into the Tool holder's spot to show that it is the tool currently in use.



2 Use the special pen to write or draw on the screen.

Note: Use the eraser in the Pencils window to erase pencil strokes, or touch *erase* at the right side of the screen to erase the last complete pencil stroke you made.

See “Erase marks you made” on page 55.

Note: To move or copy pencil marks, use the arranging tools.

See “Move, copy, and stretch objects” on page 54.

Erase pencil marks

Use the eraser to erase pencil marks. The eraser does not erase typed text, shapes, or lines made with text field, shape, or line tools.

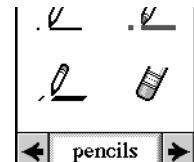
1 Touch the tool at the bottom of the screen.

The Tools window opens. If one of the other tools was previously selected, that tool appears in the Tool holder's place.



2 Touch the eraser.

The eraser hops into the Tool holder's spot.



- 3 **Press down on the screen and slide over the pencil marks you want to erase.**

Slide the eraser over the marks to erase.



The eraser appears as a small square on the screen.

- 4 **Touch the *eraser* tool at the bottom of the screen to select a different tool.**



The eraser only erases pencil strokes. Touch *erase* at the right side of the screen to erase typed text, shapes, or lines. You can touch *erase* to erase the last complete pencil stroke you made.

See “Erase marks you made” on page 55.

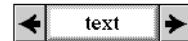
Place text wherever you want on a page

Use the text tool to place a text field anywhere you want on a page. The text tool is handy when you’ve been writing, drawing, or using stamps on a page and you want to type some text at a particular place.

- 1 **Touch the *Tool holder*.**
The Tools window opens.

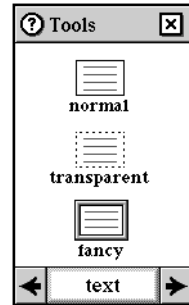
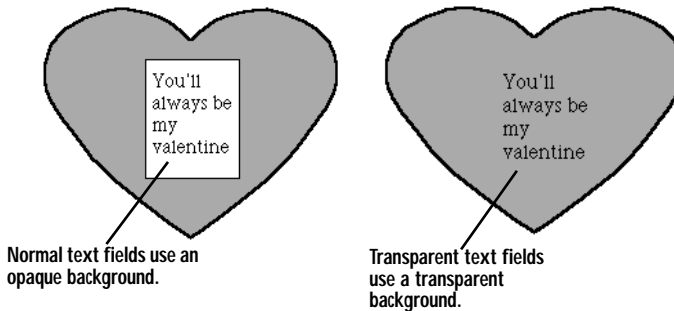


- 2 **Touch one of the arrows at the bottom of the Tools window until you see the text tools.**



3 Touch the type of text field you want to use.

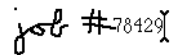
There are three types of text field: normal, transparent, and fancy. *Normal* and *fancy* use a different type of border to surround the text you type in the text field. Both types use an opaque background. *Transparent* text fields use a transparent background.



4 Touch the screen where you want to place the text field.

A typing point appears and the Keyboard is displayed. For the normal and fancy text fields, a box appears as well. For the transparent text field, only the typing point appears.

5 Use the Keyboard to enter text.



Draw shapes and lines

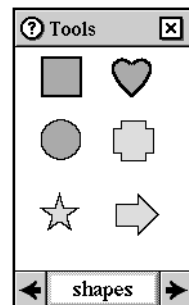
1 Touch the *Tool holder*.

The Tools window opens.



2 To use one of the shape tools, touch one of the arrows at the bottom of the Tools window until you see the shapes tools, and then touch the shape you want to use.

The shape hops into the Tool holder's spot at the bottom of the screen.



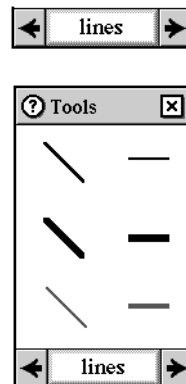
Press down on the screen where you want to place the shape and then slide to stretch the shape to the size that you want it to be.

To move the shape somewhere else on the screen, press down on the shape and drag it where you want it to be.

See “Move, copy, and stretch objects” on page 54.

- To use one of the line tools, touch one of the arrows at the bottom of the Tools window until you see the lines tools, and then touch the line you want to use.**

To draw lines that will slant, use one of the slanted lines.
To draw vertical or horizontal lines, use one of the horizontal lines. The line hops into the Tool holder’s spot at the bottom of the screen.



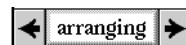
Press down on the screen where you want the line to begin and then slide across to stretch it to the length you want it to be.

- To turn off the current tool, touch its image at the bottom of the screen.**
The Tool holder appears at the bottom of the screen and the Tools window opens.
- Touch the x in the Tools window to close the window.**



Move, copy, and stretch objects

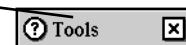
- Touch the *Tool holder*.**
The Tools window opens.
- Touch one of the arrows until you see the arranging tools.**



Tip: Shortcut to the arranging tools

Hold down *option* and touch anywhere in the title bar of the Tools window.

Option-touch the title bar.

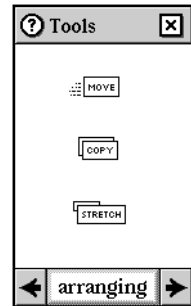


3 Touch the arranging tool you want to use.

Use *move* to move pencil strokes, text fields, shapes, lines, and objects. Press down on the object and drag to reposition it.

Use *copy* to make a copy of an object made with one of the tools. Press down on the object and drag away from it to position the copy.

Use *stretch* to change the size of a text field, shape, or line. Press down on the object and drag away from it to make it larger, or drag toward it to make it smaller.



Note: Some objects, such as large shapes, can be moved without using the move tool. Press down and drag the shape where you want it to be. The move tool makes it easier to move objects like pencil strokes, text fields, small shapes, and lines.

Erase marks you made

While you're preparing a message, writing on a notebook page, adding a note to an appointment, or using a sticky-note, an *erase* button appears at the right side of the screen. Touching *erase* erases writing, text typed in a text field, or lines. To remove enclosures, stamps, or shapes, drag them into the Trash truck.

1 Touch *erase*.

The item being erased is highlighted with a starburst.



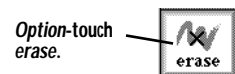
2 To continue erasing, touch *erase* again.

You can keep erasing marks by touching *erase* repeatedly.

Tip: Erasing the entire page

Hold down *option* and touch *erase*.

All writing, drawing, shapes, lines, and text fields are erased, but text you typed remains.



Extend the page

If you're writing or drawing and need more room on the page, you can extend the page and then use the arrows to see parts of the page that don't appear.

- 1 **While you are preparing a message or notebook page, touch *extend*.**

The bottom of the page is extended so you can add more stuff to it.



- 2 **Touch one of the arrows to see the parts of the page that don't show on the current page.**



Tip: Going to the top or bottom of a page or card

Hold down *option* and touch the *up arrow* to see the top of the page or card, or hold down *option* and touch the *down arrow* to see the bottom of the page or card.

Using stamps

Use stamps in your messages to personalize them, to convey emotions, or just to add some fun to a message. Many stamps are useful as well as decorative. The best way to learn what stamps are available is to touch the *Stamper* and go exploring.

The stamps that appear in the Stamper change in certain places. The bottom drawer of stamps is reserved for the current scene. For example, when you're writing a message, special stamps for messages, including one with your signature, appear in the Stamper.

Use stamps in the Stamper

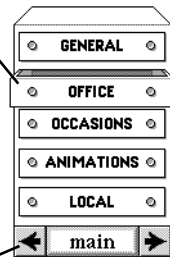
- 1 Touch the **Stamper** at the bottom of the screen.

The Stamps window opens, in which you see the stamps available from the drawer that is open at the right.



The stamps shown are those from the open drawer. Touch another drawer to see the stamps it contains.

- 2 Touch one of the drawers to see the stamps inside it.



- 3 Touch one of the arrows to look forward or backward through the other available drawers.

There are other sets of drawers that contain more stamps.

- 4 Touch the stamp you want to use.

The stamp appears on the screen.



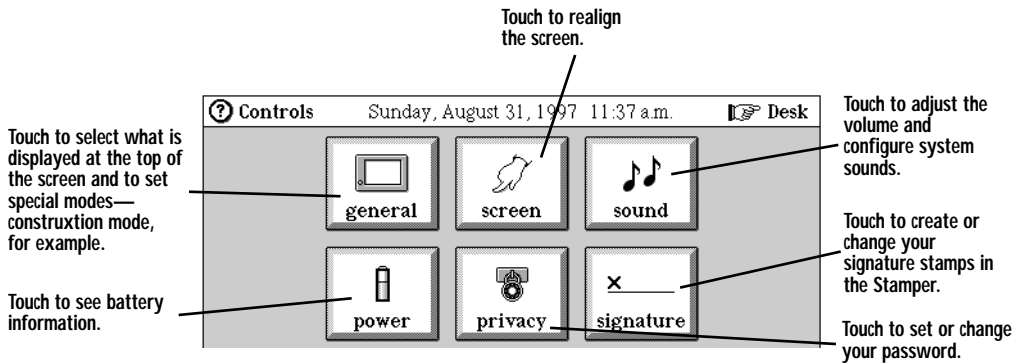
Tip: Selecting more than one stamp at a time

To use more than one stamp, hold down *option* and touch the stamp you want to use. The Stamps window stays open so you can select another stamp.

- 5 To move a stamp somewhere else on a page or in a scene, press down on the stamp, drag it where you want it, and then let go.

Using the Controls panel

The Controls panel allows you to adjust the various settings on your communicator so that you can customize the way it operates.



Use the Controls panel

- 1 In the Hallway, touch **Controls**.
The Controls window opens.
- 2 To select what is displayed at the top of the screen and to switch on construction mode and the more warnings setting, touch **general**.



The General controls appear.

Touch to show the battery level at the top of the screen.

Touch to show the date at the top of the screen.

Touch to show the current time at the top of the screen.

show at top:

- battery level
- today's date
- current time

options:

- more warnings
- construction mode

Touch to switch on or off the confirmation messages that appear before some actions.

Touch to switch on or off construction mode.

Touch the checkbox next to a setting to switch it on or off.

A checkmark indicates a setting is switched on.

3 To realign the touch-sensitive screen, touch *screen*.

Follow the instructions that appear.



4 To adjust the volume of your communicator or to change one of the system sounds, touch *sound*.

The Sound window opens.



Slide the volume bar to adjust the volume.

Touch to see additional sounds.

Sound effects

- contain
- copy
- door
- error
- dismiss
- keyboard
- magic
- ring
- no mail
- swallow
- switch
- touch

To adjust the volume, slide the volume bar.

Slide the bar all the way down to turn the volume off.

To change the sound for one of the sounds listed, drop a sound coupon on the sound.

For example, you can drop a different sound coupon from the Magic Hat in construction mode onto the *send* sound to change the sound you hear each time you send a message or other item from your communicator.

Note: For more information about the Magic Hat and construction mode, refer to the book by General Magic, Inc. entitled *Magic Cap Complete* (Addison-Wesley publishing company: 1995).

5 To see battery information, touch **power**.

The Power window opens.



Shows charge levels of main and backup batteries

batteries: main backup

shut off automatically: after - 5 + minutes idle

even when plugged in

card battery: Wee OK

Shows charge level of storage card battery.

Shows the automatic shut-off settings. See "Changing the automatic shut-off settings" on page 205

6 To set or change your password, touch **privacy**.

The Privacy window opens.



Touch 'set password' to add a security password for your communicator.

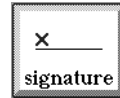
set password

ask password when turning on: once per day

Touch to set a password. See "Setting up passwords" on page 201

- 7 To create and change your signature stamps that appear in the Stamper, touch *signature* .

The Signatures window opens.



Write your informal and formal signatures. See "Setting up passwords" on page 201.

Rules in Magic Cap

Throughout the Magic Cap software there are rules that you can use to customize the way your communicator behaves. There are rules in most scenes in Magic Cap and you can switch them on or off, or you can change the text of the rule so it behaves differently to suit your needs. You can look at the rules for a particular place by touching the *Magic lamp* and then touching *rules* when you are at that place. You can also look at all the rules available from the Rules book in the Library. The rules available for a particular place are described in that section of this guide. This section describes how to switch a rule on or off, how to change the text of a rule, how to discard a rule, and how to use the Rules book in the Library.

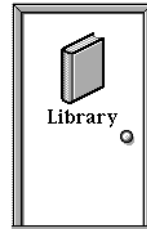
Use the Rules book

Use the Rules book to change many of the rules available in the Magic Cap software. You can also change a particular rule from its scene. Follow these steps to look at the Rules book.

- 1 Touch the *pointing hand* to go to the Hallway.



- 2 Touch the *Library door* to go inside.



- 3 Touch *Rules*.

The book hops off of the shelf and opens.



- 4 Touch *contents*.

The table of contents for the book appears. It lists all the sections of Magic Cap for which there are rules you can change from the Rules book.



- 5 Touch an entry in the table of contents to go to that section of the Rules book.

The book opens to the page for that section.

Contents	
Trash rules	4
File Cabinet rules	6
Storeroom rules	8
Tracking rules	10
Clock rules	12
Datebook rules	14
Messages rules	16
In box rules	18
Out box rules	20
Name cards rules	22

3

- 6 Touch the arrow to see more of the page.

Some sections have more rules than will fit on the page.



Switch a rule on or off

You can look at the rules for a particular place by touching the *Magic lamp* and then touching *rules* when you are at that place.

- In the list of rules, touch the checkbox next to a rule to switch it on or off.

A checkmark appears in the checkbox when the rule is switched on. No checkmark indicates that the rule is switched off.

Change the text of a rule

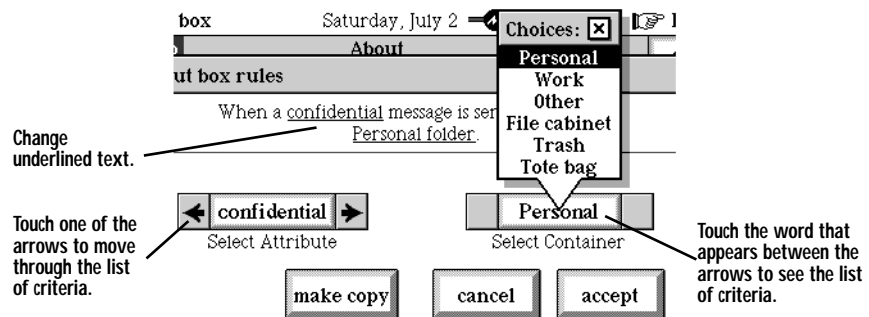
You can look at the rules for a particular place by touching the *Magic lamp* and then touching *rules* when you are at that place.

Note: Rules that don't have any underlined text can only be switched on or off; you can't change or copy them. A checkmark appears in the checkbox next to the rule when it is switched on; no checkmark means that the rule is switched off.

- 1 In the list of rules, touch the rule you want to change.

Be sure to touch on the text of the rule, not the checkbox. Touching the checkbox switches the rule on or off.

The rule is displayed at the top of the window. You can change any underlined text.



- 2 If a selection box appears, touch one of the arrows to move forward or backward through a list of options.

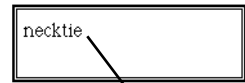


Or touch the word that appears between the arrows to see the entire list and then select the option you want to use.

The text of the rule changes to reflect the new option you selected.

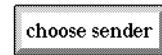
- 3 **If a text field appears, you can change the text used as the criterion in the rule by typing over it. Touch at the end of the text that appears in the text field and then use the Keyboard to type the new text.**

Use the *backspace* key to delete any characters that already appear.



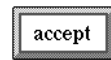
Touch at the end of the text.

- 4 **If a button appears, touch it to see the window, in which you can select a new criterion.**



- 5 **Touch *accept*.**

The new text of the rule appears.



- 6 **Touch the checkbox next to the rule to activate it.**

A checkmark appears in the checkbox when the rule is switched on.



Make a copy of a rule

You would make a copy of a rule if you want to use the same basic rule but have more than one set of criteria. For example, the In box has a rule that tells your communicator to collect messages from a communication service at the same time each day. You might want to make a copy of this rule with instructions to collect at a different time of day so that your communicator automatically collects your messages twice a day.

- 1 **Touch the *Magic lamp*.**

The Commands window opens.



- 2 **Touch *rules*.**

The list of rules for the current scene appears. Touch an arrow to see additional rules that don't fit on the screen.



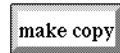
- 3 **Before you make a copy of the rule, first change the rule by touching the rule's text.**

The rule is displayed at the top of the window. You can change any underlined text.

- 4. When a message containing the text "magic" is sent, file it in the Work folder.
- 5. When any other message is sent, file it in the File cabinet.

Touch the rule you want to change.

- 4 **Make your changes to the rule and then touch *make copy*.**

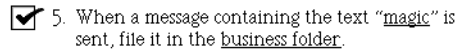


A copy of the rule appears in the list with the changes you made.

See “Change the text of a rule” on page 63.

In general you can make a copy of rules that have two or more changeable criteria. The changeable criteria are underlined. For example, you can change a rule that files a message to a particular place if the message contains a certain phrase. The two criteria are the place the message is filed to and the phrase the message contains.

- 5 **Touch the checkbox next to the rule to switch it on.**



A checkmark appears in the checkbox when the rule is switched on.

Discard a rule

You can discard only the rules that you have created by making a copy of an existing rule and changing its criteria. You can't discard rules that came with your communicator.

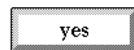
See “Make a copy of a rule” on page 64.

- 1 **In the list of rules, touch the text of the rule that you want to discard and then touch *discard*.**



A window opens in which you can confirm that you want to discard this rule.

- 2 **Touch *yes* to discard the rule.**



Note: The *discard* button does not appear for rules that you can't discard, such as the rules that came with your communicator.



Part II

Staying in Touch

Internet mail, browsing the Web, and other communication features

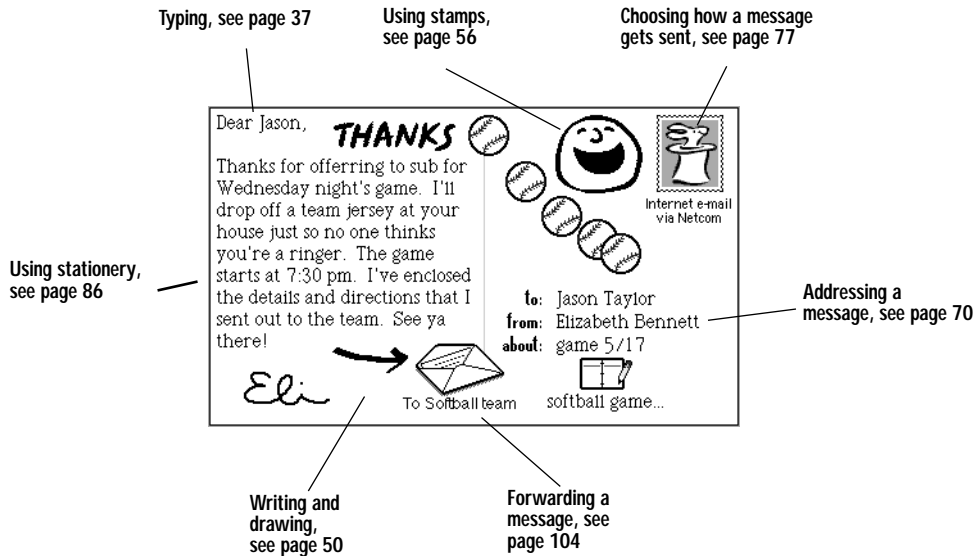
The Magic Cap platform includes the Presto!Mail and Presto!Links software, giving you mobile Internet e-mail access and web browsing in the palm of your hand. With Magic Cap, staying in touch has never been easier. Presto!Mail provides access to standard Internet mail services that support POP3 and SMTP, including access to your current corporate or personal mailboxes at existing Internet Service Providers (ISP) and corporate mail servers. Presto!Links is a full-featured, easy to use graphical web browser designed for personal communicators and for people on the go. Presto!Links supports graphics, text, and forms, and it encompasses many of the same browsing features offered on a desktop computer, such as bookmarks to your favorite URLs, and page caching.

Your communicator is designed to make it easy for you to send and receive messages. All you do is type or write your message, decorate it with stamps, and select the recipient; your communicator takes care of the rest. Your messages travel electronically to their destinations, arriving in a matter of minutes, even to overseas correspondents.

You can send messages to people with other communicators that use the Magic Cap software, to the millions of people who use electronic mail, and to fax machines. With your communicator, you can jot a note, call attention to special subjects, direct delivery with stamps, and send it off whenever you like. Unlike

telephone calls, messages don't require that the recipient be available immediately. You can send a message while your friend is asleep or while your colleague is in a meeting. And you can read incoming messages when it's convenient for you, not just as they come in.

Sending Messages



Creating and sending messages

This section covers the basic information you need to know to create and send a message.

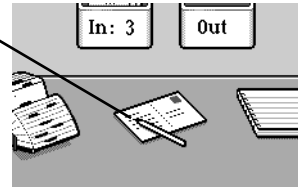
Select the stationery

First you need to select something to write or type your message on. You can either use the stationery that's on the Desk or you can select from one of the other types available in the Stationery drawer, on the left side of the Desk.

See "Using stationery" on page 86.

► **Touch the *pencil and postcard* on the Desk.**

A blank postcard hops out of the Stationery drawer and fills the screen. This postcard is your new message. The Address to window opens, in which you can address your message.



Address a message

The Address to window—a list of the people and companies in your Name card file—appears each time you create a new message. The Name card file is where you keep all of the names, addresses, and telephone numbers of all the people, companies, groups, and services you contact. Select the recipient for your new message from this window.

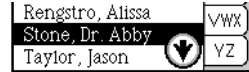
The screenshot shows the 'Address to' window with a list of names and a navigation interface. Annotations point to specific features:

- Touch a name in the list to select that name.** Points to the name 'Co-workers' in the list.
- Touch one of the arrows to move through the list.** Points to the up and down arrow buttons at the bottom of the list.
- Touch new to add a name to the list if the recipient's name doesn't appear.** Points to the 'new' button on the right side of the window.
- Touch the tabs to see names beginning with those letters.** Points to the alphabetical tabs (ABC, DEF, GHI, JKL, MNO, PQR, STU, VWX, YZ) on the right side of the list.

The 'Address to' window contains the following list of names:

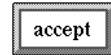
- Abrahms, Bill
- Cooper, Dr. Terry
- Co-workers**
- Edwards, Garrison
- Family**
- Friends**
- General Magic
- Pacific Bell
- Rengstro, Alissa
- Stone, Dr. Abby
- Taylor, Jason
- Taylor, Penelope

- 1 **Touch the name of the person or company to whom you want to address your message.**



The name is highlighted. Touch one of the arrows or lettered tabs to see a different part of the list.

- 2 **Touch *accept*.**



The message is now addressed to the person you selected. To add or replace addressees, or to see the envelope if you are using letter stationery, touch the *address* button.

Note: If the name is not listed in the Address to window, it means that you need to add a name card for this person. Touch *new* and follow the instructions that appear on the screen.



Tip: Addressing a message to more than one person

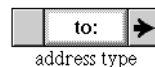
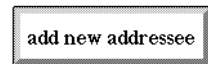
To address your message to more than one person, select a name, hold down *option*, and then touch *accept*. This leaves the Address to window open so you can select another name in the list.



Tip: Adding a cc: or bcc: recipient

There are four address types: *to:*, *cc:* (carbon copy), *bcc:* (blind carbon copy), and *reply to*. The default address type is *to:*. To add a recipient that uses one of the other address types, follow these steps.

- 1 **With a message on the screen, touch *address* at the right side of the screen.**
- 2 **Touch *add new addressee*.**
The Choose a name window opens.
- 3 **Touch one of the arrows in the *address type* control until the address type you want to use appears.**
- 4 **Touch the name of the recipient and then touch *accept*.**



Use the *bcc* address type when you want to send a copy of the message to someone but you don't want other addressees to know they received a copy. The recipient's name won't show up on the addressing portion of the message recipients receive. Use the *reply to* address type to direct the delivery of replies to this message to someone other than yourself.

Remove a name from a list of addressees

- 1 **In the addressing portion of a message, hold down *option* and press down on the name you want to remove.**

If the recipient's name doesn't appear, follow the steps in the tip below to see the entire list of recipients.

to: Alissa Rengstro
Bill Thomas •
and 2 others
from: Penelope Taylor
about: meeting next week

- 2 **Slide the name into the Trash truck and let go.**



Tip: Seeing the entire list of addressees for a message

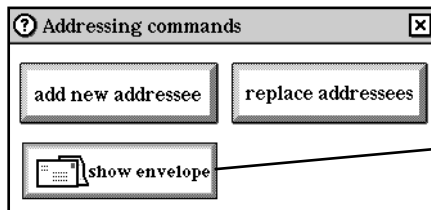
If you are sending a message to more than three people, you see just a partial list of the names. To see the entire list, touch the phrase *and 2 others*.

If a message is addressed to a group, hold down *option* and touch the group name in the addressing portion of the message to see the list of all the members of the group.

Add or change addressees

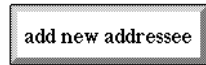
- 1 **With a message on the screen, touch *address* at the right side of the screen.**

The Addressing commands window opens.

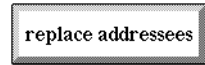


The *show envelope* button appears when you're using stationery that is enclosed in an envelope. Touch this button to see the addressing information.

- 2 To add a recipient, touch *add new addressee*, select a recipient, and then touch *accept*.



- 3 To replace all of the current recipients, touch *replace addressees*, select the new recipient(s), and then touch *accept*.



Put a subject on a message

The subject of a message is what you type in the *about* space. It appears in the list of messages that the recipients of this message will see in their In boxes and allows recipients to automatically file messages by subject.

- 1 With the message on your screen, touch the word *about*.

The Keyboard appears and you see a typing point after the word *about*.

to: Abby Stone
 from: Penelope Taylor
 about: |

- 2 Type the subject of your message and then touch *return* on the Keyboard.



The subject you typed appears in the address portion of the message, and a typing point now appears under the words *Dear Abby* so you can continue typing the text of your message.

to: Abby Stone
 from: Elizabeth Bennett
 about: vacation plans

Type or write your message

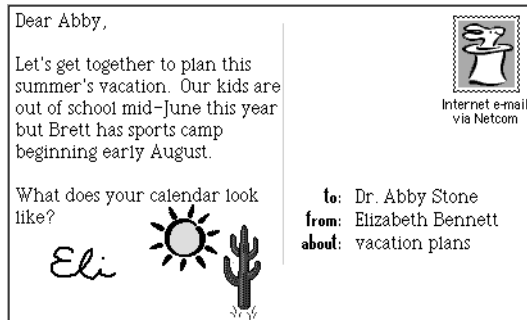
At the bottom of the screen are the Keyboard for typing, tools for writing and drawing, and stamps for decorating and conveying emotion in your messages.

See "Typing" on page 37.
 See "Writing and drawing" on page 50.
 See "Using stamps" on page 56.

Note: Magic Cap encodes its multi-media messages in MIME, the de facto industry standard for message content. Messages sent to other Magic Cap devices decode all of this content so that the entire message is received intact. Typically, messages received by way of other mail readers can decode the typed text, but strip out rich content like stamps, handwriting, styled text, attachments, and drawings. However, some mail readers may be able to decode some of the Magic Cap rich content.

- 1 **Type or write the body of your message under the words “Dear Abbey.”**

The first name of the person to whom you are addressing your message to automatically appears after the word “Dear.” Type or write your message beneath this salutation.



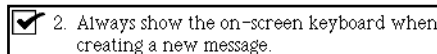
- 2 **Touch the x in the lower right corner of the Keyboard to close the Keyboard.**



Tip: Automatically opening the Keyboard for new messages

By default, the pencil tools are active when you create new messages. Use these steps to instead have the Keyboard automatically open.

- 1 **With a new message open, touch the *Magic lamp*.**
- 2 **Touch *rules*.**
- 3 **Touch the checkbox to switch on the rule about displaying the Keyboard.**



A checkmark indicates that the rule is switched on.

Send a voice recording with a message

Using a sound stamp, you can record a brief audio message to send along in a message. The recipient of your message touches the *sound stamp* to hear what you recorded.

See note on page 73.

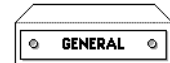
Note: Recorded sound stamps take up a lot of space in a communicator. Also, it takes longer to send and receive messages that contain recorded sound stamps. Use them because they're fun, but be aware that they take up more space.

- 1 **With the message on your screen, touch the *Stamper*.**

The Stamps window opens.



- 2 **Touch the *general drawer*.**



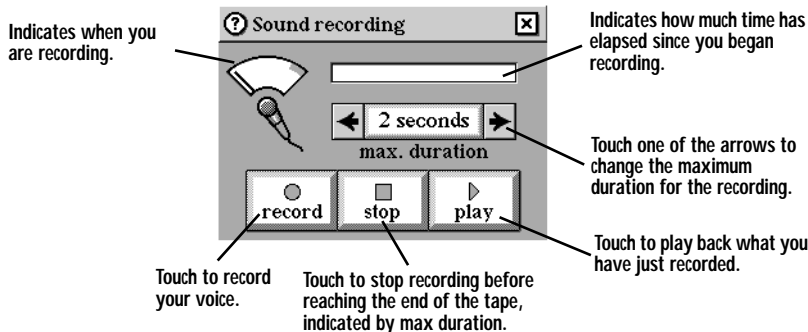
- 3 **Touch the *sound stamp*.**

The stamp appears on your message.



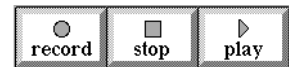
- 4 **Touch the *sound stamp* that is on your message.**

The Sound recording window opens, in which you can set the recording controls.



- 5 **Touch *record* to record your voice.**

Speak into the microphone on your communicator.



Touch *stop* to stop recording before the time is up.

Touch *play* to play back what you have just recorded.

You can record over your voice message by touching *record* again.

- 6 **Touch the x when you are finished recording.**



The sound stamp changes to show that it has a recorded voice message.

- 7 **Touch the *sound stamp* to hear the voice message.**



Send an attachment with a message

Follow these steps to attach a notebook page, a name card, an appointment from your Datebook, or another message along with a message.

See note on page 73.

- 1 **With the item you want to send on your screen, touch the *Magic lamp*.**

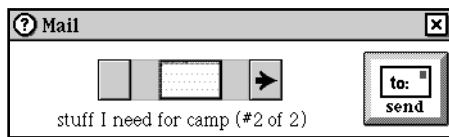


The Commands window opens.

- 2 **Touch *mail*.**



The Mail window opens.



- 3 **If arrows appear, touch one of them to move forward or backward through the list of items you can send from the current scene.**

The item that appears is what was on your screen at the time you touched the Magic lamp.

- 4 **Touch *send*.**

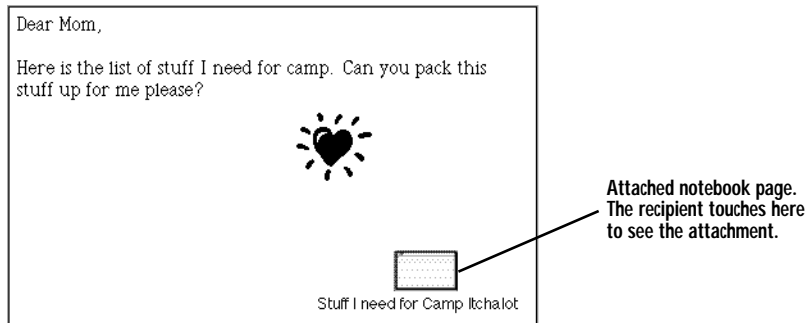
A blank message appears.



- 5 **Select a name in the list and then touch *accept*.**



6 Write or type a message to go along with the attachment.



7 Touch *send*.



Choose a communication service

The *delivery stamp* in the upper right corner of a message or envelope is how you select the delivery method for the selected recipient. If, for example, a recipient has e-mail accounts with more than one service and has a fax machine, you'll use the delivery stamp to select from among these delivery methods. The next time you send a message to this recipient, Magic Cap will use the delivery method you last used.

Note: You need to sign up for a communication service in order to send messages other than by fax or pager.

1 Touch the *delivery stamp* of the message.

The stamp shows which service this message will use.

On letters, the delivery stamp is on the envelope. Touch *address* and then touch *show envelope* to see the delivery stamp.



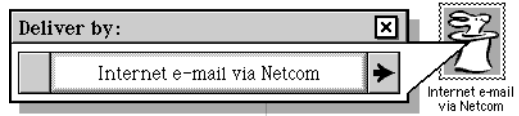
If you are sending the message to more than one person, touch one of the names.

A bullet (•) appears next to the name, and the stamp on the message changes to show how it is being sent.

to: Alissa Rengstro
 Bill Thomas •
 and 2 others
 from: Penelope Taylor
 about: meeting next week

See "Seeing the entire list of addressees for a message" on page 72.

- 2 Touch one of the arrows to choose the method by which you want to send the message.



- 3 Touch the x to close the window.
Text appears below the stamp that tells you how the message is being sent.



Send a message

Once you have created and addressed your message, touch *send* to place it in the Out box so your communicator knows it's ready to be sent.

Note: If you don't want to send your message right away, either disconnect the telephone line before you touch *send* or change the Out box rule about when messages get sent. That way, the messages you create will accumulate in the Out box until you're ready to send them.

See "Out box rules" on page 91.

- Touch *send* at the right side of the screen to send the message.



Note: If the message contains scribbles, drawing, handwriting, stamps, styled text, or attachments, the *send* button's image will change to show that the message contains rich content.



The message hops into your Out box and is sent right away if your communicator has a live phone connection. If it doesn't, the message goes into the Out box and stays there until you connect.

If you subscribe to more than one communication service, a list of services appears so that you can select to which service you will connect.



Tip: Sending messages without collecting new messages

Your communicator normally collects new messages when it sends those in the Out box. However, you can follow the step below to override this feature. You might do this if you want to send your messages but your communicator is too full to hold the new messages that are waiting to be collected.

In the Out box, hold down *option* and touch *mail*.

Option-touch mail.



Note: While your communicator is sending and receiving mail, you can use it to do other things at the same time. Just touch the *x* to close the Communicating window if it is obstructing your view.

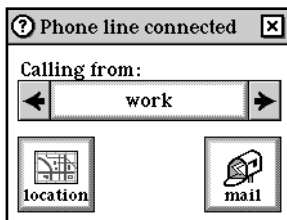
Connect to a telephone line

To send and receive messages, send faxes, and make telephone calls using your communicator, you must establish a live phone connection. The instructions below assume you're using a wireline device and connecting your communicator to the phone line. For instructions about establishing a phone connection using a wireless device, refer to additional documentation that may have come with your communicator or with a subscription to a wireless service.

Each time you establish a live phone connection, a window appears asking you to confirm where you are calling from. Your communicator needs to know where you are so it can dial correctly when trying to reach the communication service, or to telephone someone.

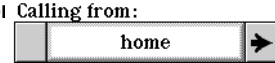
1 Connect to a telephone line.

The Phone line connected window opens.



Note: If you were already connected to a phone line, hold down *option* and touch the *Telephone* to open the Phone line connected window.

- 2 Touch one of the arrows until you see the location you are calling from.



If your dialing location doesn't appear in this list, you can add it by touching *location* and then adding the information for the new location.



See "Add a new dialing location" on page 137.

- 3 Touch *mail* to send and receive your mail.

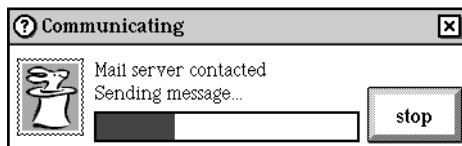


Note: If you're connecting to a phone line for the first time, you won't have any dialing locations set up, so the dialing location will be set to "none." First add a dialing location and then refer back to this section.

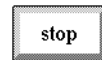
See "Add a new dialing location" on page 137.

Stop! Don't send my message!

Your Out box uses rules to decide when to send messages. Your communicator is initially set up to send each message as soon as you put it in the Out box. If it's set up that way and you have a live phone connection, the Communicating window opens and you hear your communicator begin to dial. You can stop your communicator from sending the message by touching *stop* in this window.



- In the Communicating window, touch *stop*.



The message is not sent. If you leave the message in the Out box, it's sent the next time your communicator connects to the communication service. To remove the message from the Out box so it isn't sent, press down on the *Out box* and slide the message out.

See "Remove a message from the Out box" on page 90.



Caution

Touching the *x* to close the Communicating window doesn't stop the message from being sent. If you accidentally close the window, just touch the tiny image of the postcard at the top of the screen to open the window again and then touch *stop* to stop the message from being sent.



Tip: Changing the rules for sending

The Out box rules allow you to control when messages are sent. For example, you can set your communicator to send messages when a certain number of them have accumulated in the Out box, or right away if the message is stamped urgent. Your communicator can also file messages you are sending according to criteria you set. In the Out box, touch the *Magic lamp* to look at the rules.

See "Out box rules" on page 91.

Different ways to send and receive messages

Because your communicator is designed principally to send and receive messages, there are many different places from which you can send and collect your mail.

From the Desk

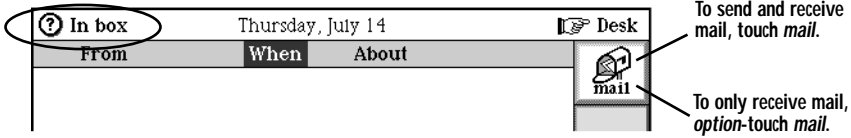
To send and receive mail, hold down *option* and touch the *In box*.



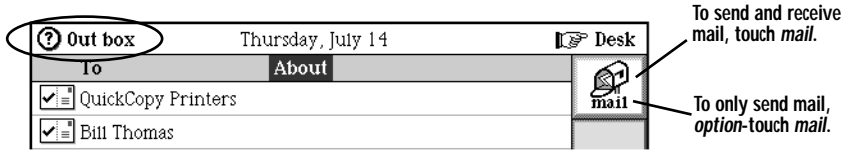
To send and receive mail, hold down *option* and touch the *Out box*.



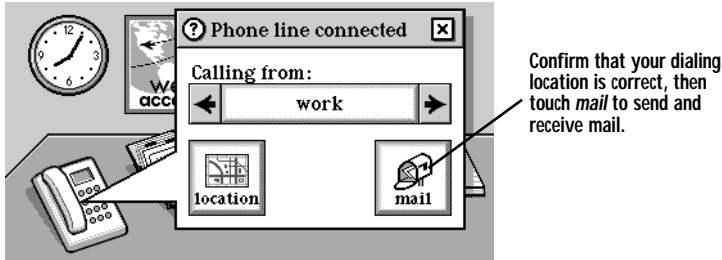
From the In box



From the Out box



From the Phone line connected window



Send a fax

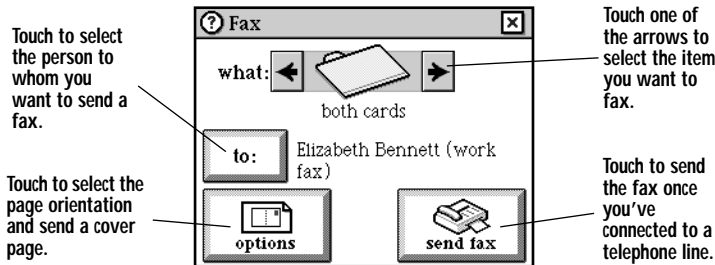
You can fax pages in the Telephone log, Name card file, Notebook, and File cabinet. You can also fax virtually any screen you are looking at.

See also "Receiving a fax" on page 99.

Note: The steps that follow do not describe sending a message to a fax machine. To fax a message, touch the *delivery stamp* and select *fax*.

To send a fax to someone, a fax number must be listed on that person's name card. When you send a fax, the communicator uses the telephone line until the information is transmitted. If the fax machine line is busy, you will have to try again later.

The faxed version will be a piece of paper, so animations, sounds, and similar features won't move or be audible.



- 1 **With the card or page that you want to fax visible on your screen, touch the *Magic lamp*.**



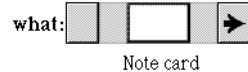
The Commands window opens.

- 2 **Touch *fax*.**



The Fax window opens.

- 3 **If there is more than one item you can send from the current screen, touch one of the arrows until you see the item you want to send.**



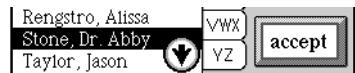
- 4 **Touch *to*.**

The Choose a name window opens, in which you can address the fax.



- 5 **Select a name in the list and then touch *accept*.**

The fax number appears above the *new* button. If a fax number doesn't appear, you'll need to add it to the person's name card.



See "Add information to a name card" on page 128.

If the person to whom you want to fax doesn't appear in the Choose a name window, you can add a name card by touching *new* and following the instructions that appear.

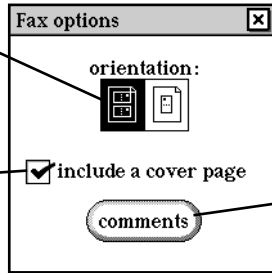
6 To change the faxing options, touch *options*.

The Fax options window opens.



Currently set for portrait orientation. Touch the other image for landscape orientation.

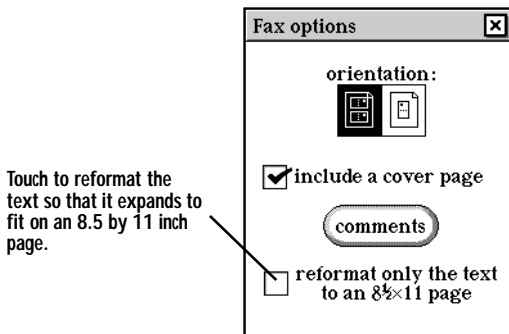
A checkmark indicates that a cover page will be attached. Touch the checkbox to change the setting.



Touch to close the window after you have made your changes.

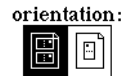
Touch to include typed comments or delivery instructions.

For pages that span more than one screen, like notebook pages, an option for reformatting the page appears in the Fax options window.

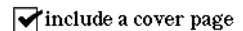


Touch to reformat the text so that it expands to fit on an 8.5 by 11 inch page.

7 To select the orientation, touch the portrait or landscape image.

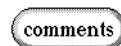


8 To include a cover page, touch the checkbox for *include a cover page*.



The *comments* button appears.

9 Touch *comments* to type the comments or delivery instructions that you want to include on the cover page.



When you have finished typing your comments, touch *x* to close the window and return to the Fax options window. Stamps and scribbles on a cover page will not be faxed.

- 10 **To reformat the text so that it expands to fit on an 8.5 by 11 page, touch the checkbox to switch it on.** reformat only the text to an 8½×11 page

The recipient receives a text-only message that looks as if it was faxed from a computer. Switch this feature off if you want to fax the message or page just as it appears on your communicator screen, complete with stamps and a border representing the screen's boundaries.

Note: This options appears only when you've selected portrait orientation.

- 11 **Touch *x* to close the Fax options window.**



- 12 **Touch *send fax*.**



Beam a page to another communicator

Your Magic Cap communicator can send any card or page on your screen to another Magic Cap communicator by using an invisible infrared beam much like that used by a remote control. For example, you can jot down a quick note on your notebook and beam it to someone near you who has a Magic Cap communicator.

Note: Communicators using Magic Cap version 2.0 will be unable to beam data to communicators that use previous versions of Magic Cap.

- 1 **Point the infrared sensor of one communicator directly at the infrared sensor of the other, less than 5 feet (1.5 m) away.**

The two communicator sensors should be closer if in direct sunlight or bright lights. Be sure that there is nothing obstructing the path between the two sensors.

- 2 **With the card or page that you want to send on your screen, touch the *Magic lamp*.**



The Commands window opens.

- 3 **Touch *beam*.**



Your communicator searches for another communicator within beaming range and places that person's name on the *to* line. If more than one communicator is in range, touch *to* and select the name of the person to send to, then touch *accept*.

- 4 **Touch *send*.**



Using stationery

The postcard-style message that you get by touching the *pencil and postcard* on the Desk is fine for short, simple notes. Your communicator offers many other types of stationery and makes it easy to create your own. Stationery is kept in the left drawer of the Desk. The plain postcard stationery is the default. A copy is sitting on top of the Desk, so it's always handy. Use the *choices* button to change the default text style used for typed text and the default stationery and the stationery used when you reply to messages.

Use different stationery

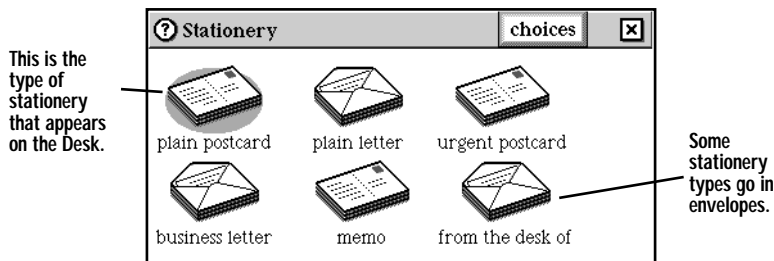
If you would rather not use the plain postcard stationery, you can select a different type from the Stationery drawer. Use the *choices* button to change your default stationery, reply stationery, and text style.

- 1 Touch the **Stationery drawer** at the left side of the Desk.

The Stationery window opens.



- 2 Touch the type of stationery you want to use.



A blank piece of the stationery appears on the screen and then the Address to window opens, in which you can choose a recipient for this message.

See "Address a message" on page 70.

Change the default stationery or default text style

The default stationery is the kind that appears on the Desk. Use the *choices* button to change your default stationery, reply stationery, and text style.

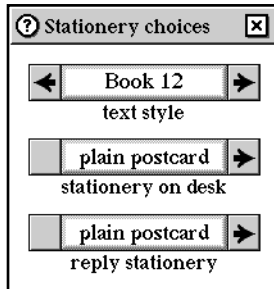
- 1 Touch the **Stationery drawer**.

The Stationery window opens.



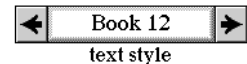
- 2 Touch **choices**.

The Stationery choices window opens.



- 3 To change the default text style used for typed text, touch one of the arrows in the **text style** selection box until you see the text style you want to use.

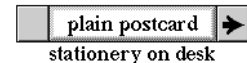
The text style you select is used for text you type on messages.



See note on page 73.

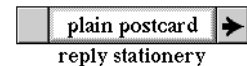
- 4 To change the default stationery, touch one of the arrows in the **stationery on desk** selection box until you see the stationery that you want to use.

The type of stationery you select appears on the Desk.



- 5 To change the stationery that is used when you reply to messages, touch one of the arrows in the **reply stationery** selection box until you see the stationery that you want to use.

The type of stationery you select is used as the default whenever you touch *reply*.



Making new stationery

You can make new stationery by customizing any of the existing types in the Stationery drawer. For example, to create personalized stationery, follow these steps.

- 1 Touch the **Stationery drawer**.

The Stationery window opens.

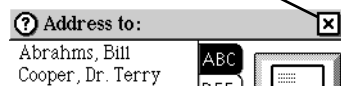


- 2 Touch the **type of stationery that you want to use as a model for your new stationery**.

The Address to window opens.

- 3 Close the **Address to window so that the message is left unaddressed**.

Touch to close the window.



- 4 **Customize your new stationery by using typed text, styled text, handwriting, lines and shapes, and stamps.**

See "Typing" on page 37.
See "Writing and drawing" on page 50.
See "Using stamps" on page 56.

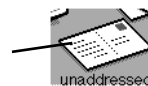
- 5 Touch the **pointing hand** to return to the Desk.

A small image of the stationery appears on the Desk.



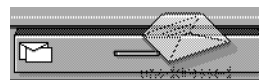
- 6 Hold down **option** and press down on the new stationery.

Option-press down on the new stationery.



- 7 Slide the new stationery over the **Stationery drawer until the drawer opens, and then let go.**

The new stationery (labelled "new") drops into the drawer. It's now available for you to use.



See "Rename a type of stationery" on page 88.

Note: To throw away stationery from the drawer, use the move tool.

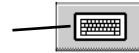
See "Move, copy, and stretch objects" on page 54.

Rename a type of stationery

When you create a new type of stationery, it is labelled "new." To change the name to something more meaningful, follow these steps.

- 1 **Hold down *option* and touch the *Keyboard* to open the Labelmaker.**

Option-touch the Keyboard.



- 2 **Type a new label for the stationery.**



- 3 **Press down on the label and slide it into the Tote bag.**



The picture of the Tote bag expands to show that the label is in it.

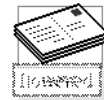
- 4 **Touch the *Stationery drawer*.**

Touch the arrow if the stationery you want to rename is not visible in the window.



- 5 **Press down on the *Tote bag* and slide the label over the current label of the stationery you want to rename.**

When the label is positioned over the stationery, a light colored border appears around the stationery. The new label appears beneath the stationery.



Looking at messages you are sending

By default, there is a rule that tells your communicator to send a message as soon as you put one in the Out box. If your communicator has a live phone connection, it sends the message. If it doesn't, a window appears informing you that a phone line is not connected, and the message stays in the Out box. To prevent messages from being sent before you're ready, you can disconnect the phone line, switch off the rule that sends messages right away, or leave messages on the Desk instead of in the Out box. While a message is still in the Out box or on the Desk, you can look at it and change it before sending it.

See "Out box rules" on page 91.

Look in your Out box

1 On the Desk, touch the *Out box*.

The number on the Out box indicates how many messages you are sending. When you touch the Out box, a list of those messages appears. In the list, the image next to the addressee shows whether the message is a postcard or letter. The subject of the message also appears.

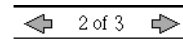


2 Select a message in the list to look at it.

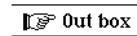
The message appears. You can make changes to it by touching the text of the message.

To	About
<input checked="" type="checkbox"/> International Pen Pals	
<input checked="" type="checkbox"/> Penelope Taylor	list for camp
<input checked="" type="checkbox"/> Nicholas Rose	soccer game

3 Touch one of the arrows at the top of the screen to look forward or backward through the list of messages in your Out box.



4 Touch the *pointing hand* to return to the list of messages in the Out box.



5 Touch *mail* to send messages that are in the Out box.

Any messages that have been sent to you are transferred from your communication service mailbox into your In box, and then outgoing messages are transferred from your Out box to your communication service mailbox.



Remove a message from the Out box

1 Touch the *Out box*.

A list of the messages in the Out box appears.



2 To throw the message away, press down on the image of the message and slide it into the Trash truck.

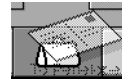
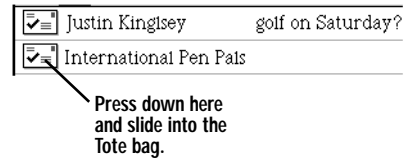


3 To change the message, touch the message to open it, and then touch the text of the message.

A window appears asking you to confirm that you want to change the message.

- 4 **To move the message to the Desk, press down on the image of the message and then slide it into the Tote bag.**

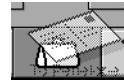
Be sure to press down on the image and not the text to the right of the image.



- 5 **Touch the *Desk*.**



- 6 **Press down on the *Tote bag* and slide the message out onto the Desk.**



- 7 **When you are ready to send the message, touch *send* if it appears, or return to the Desk and drag the message into the Out box.**



Out box rules

The following is a list of rules available in the Out box. Refer to “Rules in Magic Cap” for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, and discarding a rule.

See “Rules in Magic Cap” on page 61.

- 1. Send everything in the out box as soon as it contains at least 1 item(s).

This rule instructs your communicator to send everything in the Out box as soon as it contains at least a certain number of items. You can set this number between 1 and 16. If you switch this rule off, no messages will be sent until you explicitly connect to the communication service by touching *mail* from the Out box, In box, or Phone line connected window. This rule is switched on by default.

- 2. Send everything in the out box as soon as it contains an urgent message.

This rule instructs your communicator to send everything in the Out box as soon as it contains a message that you’ve stamped with an urgent stamp. This rule is switched on by default.

Out box rules

- 3. When a confidential message is sent, file it in the File cabinet.

This rule instructs your communicator to file a message that you've stamped with an urgent, confidential, or low-priority stamp into one of the following containers: into the Personal, Work, or Other folder in the Sent mail drawer (located in the File cabinet); into a particular folder of the File cabinet that you had previously specified when you set up the sorting criteria for the folder; or into the Trash truck or the Tote bag. This rule is switched off by default.

- 4. When a message containing the text "magic" is sent, file it in the Work folder.

Use this rule when you want to file a message whose subject contains a certain key word. The filing options are the same as for rule 3. This rule is switched off by default.

- 5. When any other message is sent, file it in the File cabinet.

This rule instructs your communicator to file messages that don't meet the criteria of the two previous rules (if those rules are switched on) into the container specified. The filing options are the same as for the rules 3 and 4. This rule is switched off by default.

Receiving Messages

When you receive information on your communicator, it comes as an electronic mail message. When you establish a phone connection and collect your messages from a communication service, they go into the In box that sits above the Desk. You can look at your messages by touching the In box and then selecting a message in the list. After you read a message, you can reply to the sender, forward a copy to someone else, or simply throw it away. You can also file messages to the File cabinet, onto a storage card, or to a personal computer. Messages you receive from people who use Magic Cap communicators include all of the typed text, styled text, handwriting, drawings, scribbles, attachments, and stamps that the sender used to create the message.

Note: Magic Cap encodes its multi-media messages in MIME, the de facto industry standard for message content. Messages sent to other Magic Cap devices decode all of this content so that the entire message is received intact. Typically, messages received by way of other mail readers can decode the typed text, but strip out rich content like stamps, handwriting, styled text, attachments, and drawings. However, some mail readers may be able to decode some of the Magic Cap rich content.

This chapter discusses collecting and looking at messages sent to you; replying, forwarding, and discarding those messages; and rules that govern how your communicator handles incoming mail.

Receiving and looking at messages

When you send messages, your communicator also retrieves any messages that have been sent to you. You can connect to the communication service to get your messages at any time by holding down *option* and touching the *In box*, or by touching *mail* in the In box scene.

See "Different ways to send and receive messages" on page 81.

Collect new messages

Follow these step to collect your messages from a communication service. Some communication services allow you to collect your messages at the same time each day using rules.

See "Automatically collect messages" on page 101.

1 Establish a phone connection and then set your calling location.

See "Connect to a telephone line" on page 79.

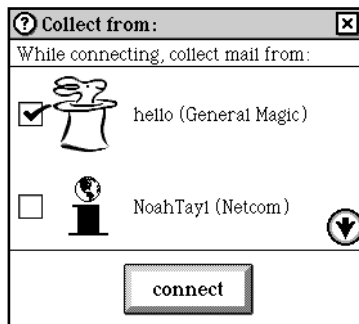
2 On the Desk, touch the *In box*.

The In box scene appears.



3 Touch *mail*.

If you have signed up for more than one communication service, the Collect from window opens, in which you can select one or more communication services from which to collect mail. Selected services are checkmarked. Your communicator dials a separate telephone number to access each service.



The Communicating window appears, in which you can monitor the mail collection process. It displays a status message which indicates how many messages are in your service provider mailbox and how many messages were downloaded to your communicator. Note that by default, messages you have previously downloaded to your communicator are left in your mailbox. So although you may have 20 messages in your mailbox, only new, unread messages are downloaded. To delete messages in your mailbox, see "Get a mailbox report of messages" on page 97.

Touch *cancel* in the Communicating window to cancel the download progress and disconnects from the service provider. If you've requested connection to more than one service provider, touching *cancel* affects the current service provider only.



Tip: Collecting new messages without sending those in the Out box

Your communicator normally sends messages that are in the Out box when it collects new messages. However, you can follow the step below to override this feature.

Hold down *option* and touch *mail*.

Option-touch *mail*.



Look at messages in your In box

- 1 On the Desk, touch the *In box*.

A list of the messages in the In box appears.



- 2 Select the message you want to look at by touching its image in the list.

The message appears.

From	When	About
<input checked="" type="checkbox"/> Minh Tran	11:22 a.m.	
<input checked="" type="checkbox"/> Abby Taylor	11:14 a.m.	
<input type="checkbox"/> Penelope Taylor	11:11 a.m.	



Tip: Extracting name cards from a message

If you have turned off the rules that automatically collect name cards from messages, the *extract name cards* feature allows you to manually extract name cards from a message. With the message on the screen, touch the *Magic lamp* and then touch *extract name cards*.

See "Extract name cards from a message" on page 127.

- 3 Touch the arrow to see any part of the message that doesn't fit on the screen.



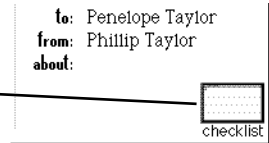
- 4 Touch *show* at the right side of the screen to see the envelope if the message came in one, and then touch *show* again to see the message inside the envelope.



- 5 Touch an attachment to look at it.

These options are available when viewing enclosures: reply, forward, discard, file.

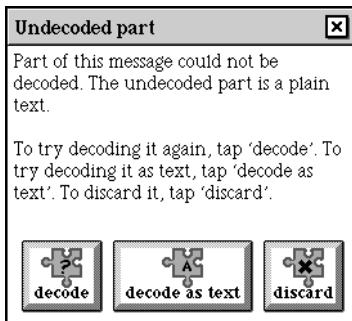
Touch to look at the attachment.



Note: If a message includes an enclosure sent from a non-Magic Cap mail program, and Magic Cap can't "decode" it (convert it to some viewable format), the enclosure displays as a placeholder like the one below.



Touch this placeholder to open the Undecoded part window.

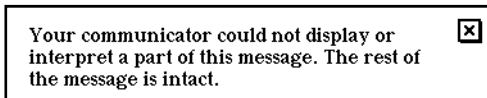


If you have a package from a third-party developer that can decode MIME parts that aren't decoded by Magic Cap, use the *decode* button to decode the object so it can be viewed on your communicator. Otherwise, forward the message along with the enclosure to a computer that can decode it. Touch *decode as text* to convert the enclosure into text that you can view on your communicator. Touch *discard* to discard the undecoded part from your communicator.

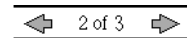
Note: If a message you receive contains part removed image like the one below, it indicates that some part of the message was stripped out because it could not be interpreted. The message may have been corrupted. Ask the sender to resend the message.



Touching the image opens an announcement similar to the one below.



- 6 **Touch one of the arrows at the top of the screen to look forward or backward through the list of messages in your In box.**



Tip: Going to the first or last message in the In box

Hold down *option* and touch one of the arrows to see the first or last item in the In box.

Note: Your communicator has a limited amount of space in which to store information. You can free up space by throwing away things you don't need, like old messages. Once you have read a message, throw it away to free up space in your communicator.

See "Preventing low storage situations" on page 192.

Get a mailbox report of messages

A mailbox report is a way of seeing what messages are waiting to be collected from your communication service mailbox. For each message listed, your options are to collect, delete; or you can just leave it in the provider mailbox.

- 1 **Establish a phone connection and then set your dialing location.**

See "Connect to a telephone line" on page 79.

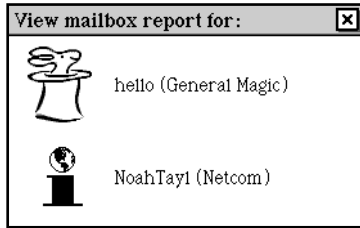
- 2 **Touch the *In* box.**



- 3 **Touch *report*.**

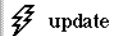


Note: If you are signed up for more than one communication service, the window shown below opens in which you can select which service's mailbox report you want to see. Touch one of the services listed to go to that mailbox report. If you are signed up for one service only, you will not see this window.



The Mailbox report scene appears. It lists the messages currently in your service mailbox. Messages with a checkmark have been previously downloaded to your communicator; messages without a checkmark have not been downloaded. By default, your communicator leaves messages in the service provider mailbox after downloading them to your communicator.

Report for hello (General M... 11/13 4:16 p.m. In box						
	From	About	When	Size	Collect	Delete
<input checked="" type="checkbox"/>	Noah Taylor	WS	12:30 p.m.	0.5K	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	GeromeI Smith	98K Text File en...	12:19 p.m.	81K	<input type="radio"/>	<input type="radio"/>
<input type="checkbox"/>	GeromeI Smith	120+ K enclosed	12:05 p.m.	134K	<input type="radio"/>	<input type="radio"/>
<input checked="" type="checkbox"/>	Steve B. Cister		11:41 a.m.	5K	<input type="radio"/>	<input type="radio"/>

4 messages as of 12:31 p.m. 

- 4 To obtain an updated report, touch *update*.

Your communicator sends your request and updates the mailbox report.



- 5 To collect a message, touch the *Collect* checkbox

	From	About	When	Size	Collect	Delete
<input checked="" type="checkbox"/>	Noah Taylor		10:48 a.m.	0.5K	<input checked="" type="checkbox"/>	<input type="radio"/>

The image of the message changes to show that it will be collected once you touch the *update* button.

- 6 To collect a message and then delete it from the mailbox in one step, touch both the *Collect* and *Delete* checkboxes.

From	About	When	Size	Collect	Delete
 Noah Taylor		10:48 a.m.	0.5K	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

The image of the message changes to show that it will be collected and then deleted from the mailbox once you touch the *update* button.

- 7 To delete a message, touch the *Delete* checkbox.

From	About	When	Size	Collect	Delete
 Noah Taylor		10:48 a.m.	0.5K	<input type="checkbox"/>	<input checked="" type="checkbox"/>

The image of the message changes to show that it will be deleted from the mailbox once you touch the *update* button. Note that if the image of a message does not have a checkmark, you haven't yet read the message so you may want to download it first before deleting it from your mailbox.



Tip: Collecting or deleting all messages in the mailbox at once

In Rosemary, *option*-touch the *Collect* checkbox to select all of the messages in the mailbox report, and then touch *update* to collect them. Similarly, *option*-touch the *Delete* checkbox to select all of the messages in the mailbox report, and then touch *update* to delete them from the mailbox.

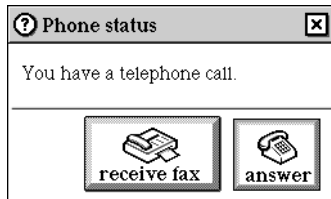
Your communicator collects as many messages as is possible based on the amount of storage available in your communicator and based on the rules settings. Each time you collect messages take any action using a mailbox report, the report is updated automatically.

Receiving a fax

In addition to receiving messages, your communicator can receive faxes. You must have your dialing location set and a phone line connected to your device. When Magic Cap receives an incoming call it will take you through the following steps:

1 Establish a phone connection and set your dialing location.

When your communicator receives the incoming fax, the Phone Status window opens.



2 Touch *receive fax*.

The Receiving fax window opens in which you can view the status of the incoming fax. To cancel before the transmission is complete, touch *cancel*.

The received fax is placed in the In box once it has been transmitted.

3 In the Fax receive scene or in the Desk scene, touch the In box.

The In box scene opens.



4 Select the message you want to look at by touching its image in the list.

The fax stationery appears. It shows who sent the fax and how many pages it includes.

5 Touch one of the images of the pages to look at the fax.

If the sender included a cover page, it will be the first page.

6 To scroll up and down, use the arrows. To scroll horizontally, press down on the screen and slide to move to another area of the screen.

Note: You can see the fax receive scene by touching the *services* button in the Phone scene. The fax receive scene contains the *receive fax now* button and an image of your In box in which received faxes are placed once they are transmitted to your communicator. You can use your communicator to receive faxes from services that allow you to request documents. Use your communicator to dial the service. When you are instructed to press the receive button on your fax machine, use the *receive fax now* button on your communicator to receive the fax.

Automatically collect messages

There are two rules in the In box that instruct your communicator to automatically connect Magicmail and collect your messages. You can connect at the same time every day or you can check at regular intervals during the day.—every hour between 9:00 a.m. and 4:00 p.m., for example. If you subscribe to more than one communication service, you can make a copy of the rule for each one.

1 Touch the *In box*.

A list of the messages in the In box appears.



2 Touch the *Magic lamp*.

The Commands window opens.



3 Touch *rules*.

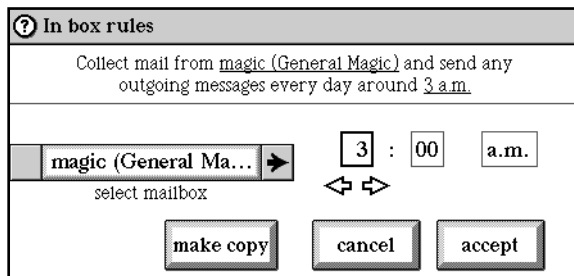
The list of In box rules appears.



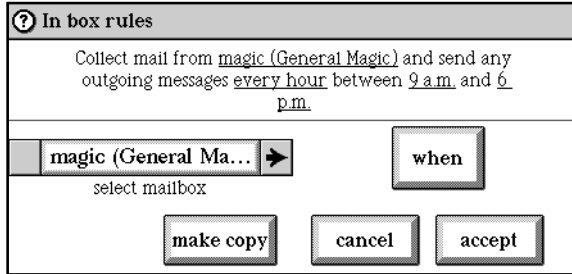
4 To collect messages at the same time every day, touch the text of the rule shown at the right.

- 1. Collect mail from magic (General Magic) and send any outgoing messages every day around 3 a.m.

The rule is displayed at the top of the window. You can change any underlined text.

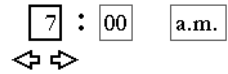


- 5 To collect messages at regular intervals during the day, touch the rule shown at the right.
2. Collect mail from magic (General Magic) and send any outgoing messages every hour between 9 a.m. and 6 p.m.



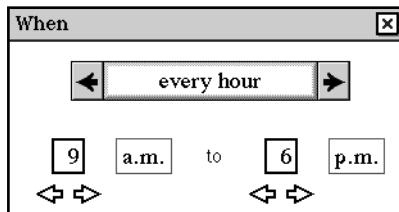
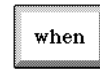
- 6 If you subscribe to more than one communication service, touch one of the arrows in the select mailbox chooser until you see the mailbox you want to use.

- 7 To change the time, touch one of the boxes to select it.



The box becomes highlighted to show that it is selected.

If you are changing the rule that collects messages at regular intervals during the day, you must first touch the *when* button, and then select the interval and time span window that opens.



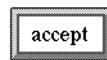
- 8 Touch one of the arrows until you see the time you want to use.



- 9 Touch the *a.m./p.m.* box to change the setting.



- 10 Touch *accept* to save the new settings for the rule. Alternatively, to make a new rule with the changes you have just specified, touch *make copy*.



- 1 1 **Touch the checkbox for the rule to switch it on.**



A checkmark indicates that the rule is switched on.

Reformat the text of an Internet message

Internet messages contain carriage returns to format lines for 80-character terminals. On Magic Cap communicators, these carriage returns are unnecessary and cause the text to be displayed unevenly because the communicator can't usually accommodate 80 characters per line. There are two ways to reformat the text of Internet messages. There is an In box rule that automatically reformats every Internet message you receive, and there is an *format text* command in the Magic lamp that allows you to do reformat a particular message manually. Follow these steps to use the format text command.

See "In box rules" on page 105.

- 1 **With the internet message on your screen, touch the *Magic lamp*.**



The Commands window opens.

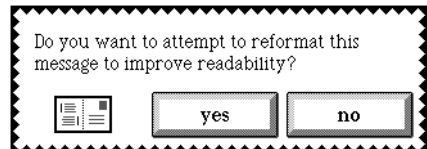
- 2 **Touch *format text*.**

A confirmation window appears.



- 3 **Touch *yes* to format the text.**

The lines of text are reformatted. Carriage returns used for lists and tables are not reformatted.



Reply to a message

Follow these steps to reply to a message you've received.

- 1 **With the message on your screen, touch *reply* at the right side of the screen.**



A blank piece of stationery appears. It is preaddressed and includes a *reply* stamp.

- 2 **Write or type your reply.**
- 3 **Touch the *reply stamp* to return to the original message, if it's still stored on your communicator.**

reply

- 4 **Touch *send* at the right side of the screen to send your reply.**



Tip: **Replying to everyone**

When you touch *reply*, your reply is sent to the originator of the message. To send your reply to everyone on the *to* list and send a carbon copy to everyone on the *cc* list, hold down *option* and touch *reply*.

Forward a message

Follow these steps to forward a copy of a message you received to someone else with an attached message from you.

- 1 **With the message on your screen, touch *forward*.**

The Address to window opens.



- 2 **Select the name of the person to whom you want to forward this message and then touch *accept*.**



See "Addressing a message to more than one person" on page 71.

A page of the default stationery appears on which you can write or type a message. The forwarded message appears as a small image in the lower right corner.

- 3 Write or type a message to be attached with the forwarded message.
- 4 Touch *send* when you're ready to send your message.



Discard a message

Follow these steps to discard one or all messages from your In box once you have collected them. Refer to "Get a mailbox report of messages" on page 97 if you want to delete messages in your mailbox.

Note: The Magic Cap software has rules you can configure to automatically discard messages from your mailbox based on certain criteria. For example, you can set up a rule that discards all messages from a particular sender. Check with your service provider to see if they support these rules.

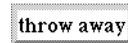
- 1 With the message on your screen, touch *discard*.

A window opens asking you to confirm that you want to throw away the message.



- 2 Touch *throw away*.

The message drops into the Trash truck. Until you empty the Trash truck, or until it has reached its capacity, you can retrieve items from it.



See "Rescue something out of the Trash truck" on page 32.

Tip: Discard all messages in the In box

To discard all messages in the In box, touch *clear* and then touch *yes* to confirm.



In box rules

The following is a list of rules available in the In box. Refer to "Rules in Magic Cap" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See "Rules in Magic Cap" on page 61.

These rules differ from the Presto!Mail rules available in the Internet Center. These rules control how often your communicator checks your mailbox and control what happens to your messages once they are downloaded into your communicator. The rules in the Internet Center provide you controls over the messages while they are still in your ISP mailbox. For example, you can control whether messages are deleted from your mailbox once you've downloaded them, the maximum size of a message you choose to download, and whether you collect messages from a particular sender.

See also "Internet Center rules" on page 169.

- 1. Collect mail from magic (General Magic) and send any outgoing messages every day around 3 a.m.

This rule instructs your communicator to automatically send outgoing mail and collect new mail from the communication service specified at the time you've indicated each day. Your communicator must have a live phone connection at the time specified. If you also want to collect your mail from another communication service, make a copy of this rule and select a different communication service. This rule is switched off by default.

- 2. Collect mail from magic (General Magic) and send any outgoing messages every hour between 9 a.m. and 6 p.m.

This rule instructs your communicator to automatically send outgoing mail and collect new mail from the communication service specified at regular intervals during the day. Your communicator must have a live phone connection at the times specified. If you want to collect your mail from more than one communication service, you can make copies of this rule and indicate a different service for each copy. This rule is switched off by default.

- 3. When a message arrives by way of the Internet, format it to improve its readability.

When you receive an Internet message, your communicator adjusts the auto-wrapping to reformat the message so that it is more readable. This rule is switched on by default.

See "Reformat the text of an Internet message" on page 103.

- 4. When a message from General Magic arrives, play the Shlurp sound.

This rule causes your communicator to play the sound indicated whenever a message from the specified sender arrives. This rule is switched off by default.

- 5. When any message arrives, play the Magic sound.

This rule causes your communicator to play the sound indicated whenever any message arrives. This rule is switched on by default.

- 6. When a confidential message arrives, file it in the Personal folder.

Use this rule to file a message that is stamped with an *urgent*, *confidential*, or *low-priority* stamp into one of the following containers: into the Personal, Work, or Other folder in the Received mail drawer of the File cabinet; into a particular folder of the File cabinet that you had previously specified when you set up the sorting criteria for the folder; or into the Trash truck or the Tote bag. This rule is switched off by default.

- 7. When a message from General Magic arrives, file it in the Work folder.

Use this rule to file messages from the sender indicated into the container you specify. The filing options are the same as for the other rules. This rule is switched off by default.

- 8. When a message with the Smiley stamp arrives, file it in the Trash.

Use this rule to file a message with a particular stamp into the container you specify. The filing options are the same as for the other rules. This rule is switched off by default.

- 9. When a message marked urgent arrives, post an announcement saying "An urgent message arrived!".

This rule instructs your communicator to post the announcement you specify whenever a message with an *urgent*, *confidential*, or *low-priority* stamp arrives. This rule is switched off by default.

- 10. When a message containing the text "necktie" arrives, file it in the Work folder.

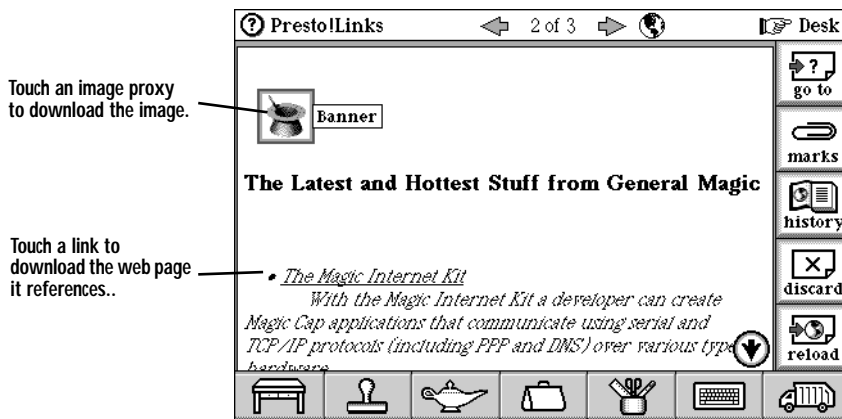
Use this rule to file a message whose subject contains a certain key word. The filing options are the same as for the other rules. This rule is switched off by default.

In box rules

Browsing the Web











Overview of Presto!Links

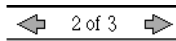
The Presto!Links software works much like web browsers for desktop computers but has special features designed to work specifically with your personal communicator. To start surfing, touch the *web access poster* in the Desk scene.



Note: To use Presto!Links, you must be signed up with an ISP and you must have configured your communicator with the dialup information necessary to connect. Turn to "Select an Internet service provider" on page 22 of *Getting Started* for configuration instructions.

The five buttons on the right side of your screen in the Presto!Links scene help take you where you want to go. Here's what they do:

-  *go to* opens the Go to page window in which you can specify a URL to download
 - Option +  *Option-go to* opens the Request queue window which lists items that are waiting to be retrieved once you connect
 -  *marks* displays URLs that are saved as bookmarks
 -  *history* displays a list of the last 20 downloaded web pages. This default can be changed to accommodate up to 50 pages.
 - Option +  *Option-history* displays an index of downloaded web pages
 -  *discard* throws away the displayed web page
 - Option +  *Option-discard* throws away the displayed web page without confirmation
 -  *reload* refreshes the displayed web page
 - Option +  *Option-reload* loads all images not previously displayed on the page
-  Touch the *globe* at the top of the screen to open the Communicating window. From this window you can check connection status and download progress. While connected, the *hang up* button appears. Touch it to disconnect from the ISP. *Option-touch* the *globe* to return to the Presto!Links scene.



Use the arrows at the top of the screen to view downloaded pages.

Note: Once a connection is established, you can use the existing connection to send and collect messages, and to update a mailbox summary from the ISP to which you are connected.

Using Presto!Links

Connecting to an ISP

If you are connected to a phone line, requesting a web page automatically dials to connect to your ISP if you aren't already connected. Once you are connected to your ISP, subsequent requests for web pages (accomplished by touching the *go to* button and typing a URL or by touching a link to another web page) begin right away.



You'll see this window when you're already connected to an ISP and you touch the *go to* button.

If you are not connected to an ISP, the Go to page window looks like the one shown below.



You'll see this window when you touch the *go to* button but you're not yet connected to an ISP.

The Go to page window contains the checkbox, *go to requested page now*, which you can use to control when you actually connect to your ISP to download a web page. The checkbox is switched on by default and will connect and download the requested page once you touch the *go* button. If you switch the checkbox off, the *connect* and *queue* buttons appear in place of the *go* button.



You'll see this window when you touch the *go to* button but you're not yet connected to an ISP.

To queue the URL shown in the window, touch *queue*. This places the request in the queue for downloading the next time you explicitly connect to your ISP. Note that touching a link that is on another web page, touching a bookmark to a web page, and touching a web page listed in the history index will queue the requests when the *go to requested page now* checkbox is switched off.

See also “Requesting web pages offline” on page 113.

To connect and download the URL shown in the window, touch *connect* in the Go to page window.

Tip: **Selecting an ISP with which to connect**

If you're signed up with more than one ISP, you'll need to choose the ISP with which to connect.

- 1 **In the Presto!Links scene, touch the *Magic lamp*.**



- 2 **Use the Internet provider chooser to select an ISP.**



Download a web page

It's as simple as it looks.

- 1 **In the Desk scene, touch the *web access poster*.**

The Presto!Links scene opens.



- 2 **Plug in a phone line to your communicator and select a dialing location.**

- 3 **To download a web page by typing its URL, touch *go to*.**



The Go to page window opens in which you enter the URL you want to download.

Type the URL, and then touch *go*.



Note: The checkbox labelled *go to requested page now* appears only when you haven't already connected to an ISP.

See "Connecting to an ISP" on page 111.

The Communicating window opens, showing retrieval progress.

Note: Presto!Links supports these protocols: `http://` and `mailto://`. Locations beginning with `ftp://`, `gopher://`, etc. are not supported.

4 To stop receiving a page, touch *cancel* in the Communicating window.

See also "Viewing downloaded web pages" on page 115.

Tip: Downloading Magic Cap packages

You can use Presto!Links instead of Magic Xchange to download packages from the Magic Cap freeware site. You can download as many packages as your communicator's memory allows. Find the site at <http://www.spies.com/MagicCap/>

Requesting web pages offline

You can request as many URLs as you want without connecting to an ISP, memory permitting. Presto!Links stores these requests until you're ready to connect to your ISP. web pages are retrieved in the order requested.

1 Ensure that you are disconnected from the ISP.

You know that you're connected if you see the spinning globe image at the top of the screen. To disconnect, touch the *globe* to open the Communicating window, and then touch *hang up*.

2 In the Presto!Links scene, touch **go to**.

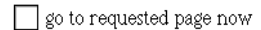
The Go to page window opens showing the last URL requested.



The checkbox labelled *go to requested page now* can be used to control when you actually connect to your ISP. By default it connects and downloads the requested page. If you switch it off, the *connect* and *queue* buttons appear in place of the *go* button.

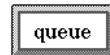
3 Touch the **go to requested page now** checkbox to switch it off.

The window changes to look like this.

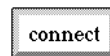


4 For each web page you wish to retrieve, type the URL and touch **queue**.

This places the request in the queue for downloading the next time you explicitly connect to your ISP. Note that touching a link that is on another web page, touching a bookmark to a web page, and touching a web page listed in the history index will queue the requests when the *go to requested page now* checkbox is switched off.



5 To connect and download the URL shown in the window, touch **connect**.



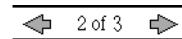
Tip: Reviewing a list of your pending request

Option-touch go to to look at the list of pending requests. Once you establish a connection to your ISP, these requested URLs will be downloaded to your communicator. To remove a URL from the list, simply slide it into the Trash truck.

Viewing downloaded web pages

Once you've downloaded a web page, you can look at while you're connected and downloading other pages, or you can look at it while disconnect from your ISP. The principal difference is that touching on a link to another web page while offline (not connected) will queue your request until you again establish a connection rather than begin the downloading process.

- 1 **Touch the left-right arrows at the top of your screen to view each downloaded page.**



These arrows appear if you have more than one page downloaded.

- 2 **To scroll a page, touch a down arrow or an up arrow, or touch the screen on a text or white space area and slowly slide the page into place.**



Graphics can be moved across the screen horizontally using the same touch-and-slide method.

- 3 **To download a link to another web page, touch it.**

- [Magic Cap for Windows 95](#)

The easiest, all-in-one email, fax, Internet access and personal organizer for Windows 95 is now here.

Links are represented as underlined text, images, or image proxies. If an object on a web page is a link, option-touching it will display the URL in a window entitled, Link information window.

See "Viewing information about a link" on page 117.

If you are connected to an ISP and you touch a link while your pages are downloading, the linked page will be added to the end of your request list if the rule "If more than one web page is requested, queue additional requests for subsequent retrieval" is switched on. If this rule is off, touching a new link will clear all pending requests and begin downloading the linked page.

Note: If a downloaded page shows an image proxy, the rules about downloading images may be turned off. You can view images in any of three ways:

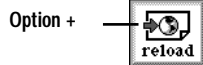
- Turn on the rule “Retrieve images from web pages automatically” to receive images automatically during future downloads.



- View a single image by touching its proxy.



- Load all images on the page by holding down the option key and touching *reload*.



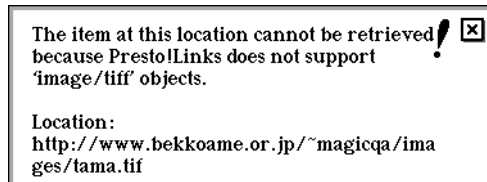
4 To download an image, touch its image proxy.

An image proxy includes a label if one is available. Your communicator connects to your service provider if there is not a connection already established, and then downloads the image. With large images, slide left or right to scroll the image horizontally, or scroll up or down to scroll the image vertically.



If a web page requires a userid and/or password for access, Magic Cap opens a window in which you can enter the authorization information. Until the communicator is powered off, valid authorization information is saved so that you don't have to enter the authorization information more than once.

Note: If the image type is one that can't be downloaded, you'll see the following window. Currently, Magic Cap supports GIFF and JPEG images, and supports HTML 2.0 with the exception of tables.



Following the above announcement, the image proxy is replaced by the “undecipherable image” icon.



- 5 **To refresh a web page, touch *reload*.**

The most current version of the web page is downloaded.



- 6 **Option-touch the web page to view a window that shows the page’s title and URL.**

- 7 **To delete a page, touch *discard*.**



Tip: Filling out a form

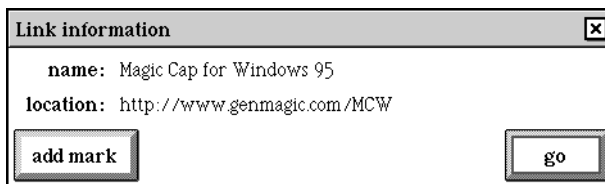
You can fill out forms offline, then connect when you’re ready to submit them. Be sure to turn off the checkbox “*go to requested page now*” when filling out more than one form offline to avoid clearing the form you’re working on.

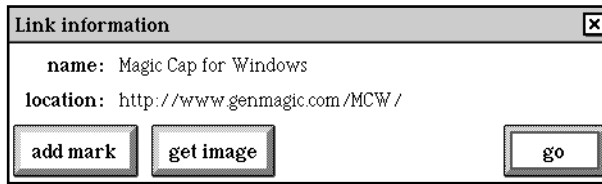
Viewing information about a link

Links to other web pages are represented as underlined text, images, or image proxies. Follow these steps to view information about a link in the Link information window.

- 1 **To view information about a link, option-touch the link.**

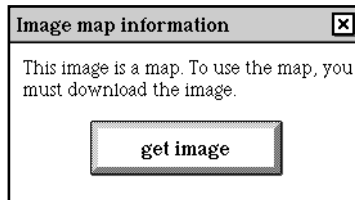
The link might be represented as an image proxy, underlined text, or a downloaded image. Once you option-touch the link, the Link information window opens.



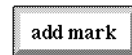


The *get image* button appears in the Link information window if the link is an image proxy.

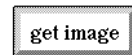
Note: If the image proxy represents an image map, the window shown below opens in place of the Link information window. An image map is an image, that when downloaded, provides links to multiple web pages. Touch *get image* to download the image map.



2 To add a bookmark for this link, touch *add mark* in the Link information window.

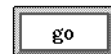


3 To download this image, touch *get image* in the Link information window.



This is the same as touching on the image proxy.

4 To go to the web page that this link represents, touch *go* in the Link information window.



Creating and using bookmarks

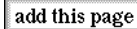
Follow these steps to create a bookmark to a web page.

1 To create a bookmark for a page while its on your screen, touch *marks*.



The Bookmarks window opens.

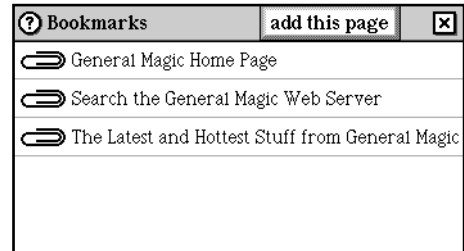
- 2 To add a bookmark for the page, touch **add this page**.



To add a bookmark without opening the Bookmarks window, *option-touch marks*.

- 3 To go to a bookmarked page, select the **book icon** for the page in the Bookmarks window.

If the page is currently cached in memory, the page appears on the screen. Otherwise, the page is downloaded.



Looking at a history of downloaded web pages

The *history* feature opens a window that lists all of the web pages you've downloaded. It's a handy way to revisit a page when you can't remember its URL. Pages are listed by title and date.

- 1 In the Presto!Links scene, touch **history**.

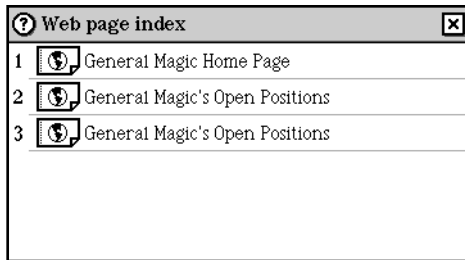
The History window opens listing the last 20 web pages you've downloaded.



History		clear history	✕
Page	Last visited		
The Latest and Hottest Stuff from General ...	7:36 p.m.		
Search the General Magic Web Server	7:37 p.m.		
Magic Cap Related Software Upgrades	7:37 p.m.		
General Magic Home Page	7:36 p.m.		
Developing for Magic Cap and Telescript	7:33 p.m.		

Note: There is a rule that controls how many entries the History window can contain. Twenty is the default, but you can store from 6 to 50 entries.

- 2 **Select a web page in the History window to go to it.**
If the page is currently cached in memory, the page appears on the screen. Otherwise, the page is downloaded if there is a live phone connection or is queued until you do connect.
- 3 **Touch *clear history* in the History window to delete all entries from the list.**
- 4 **To see an index of those web pages currently stored on your communicator, *option-touch history*.**



Touch a web page in the Web page index to go to that page.

Presto!Links rules

Just like in other areas of Magic Cap, Presto!Links has rules that you can customize to control its features. Download web pages with or without graphics, keep downloaded pages or their bookmarks in memory, even enter URLs offline to save until you have a live phone connection. You'll activate many of these features using Presto!Links rules.

The following is a list of rules available in Presto!Links. Refer to "Rules in Magic Cap" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, and discarding a rule.

See "Rules in Magic Cap" on page 61.

- 1. When retrieving a web page, interpret its contents as Universal (UTF-8) characters instead of Western (Latin-1)

This rule instructs your communicator to decode the contents of documents using the selected standard. English language documents use Western (Latin-1) if the rule is switched off; Japanese documents downloaded using an English language version of Presto!Links use Universal (UTF-8) This rule is switched off by default.

- 2. Retrieve images from web pages automatically

This rule controls whether or not images are automatically downloaded. When this rule is switched on, JPEG graphics are downloaded without prompting. If this rule is off, individual images can be downloaded by touching the image's proxy icon, like the one shown below.



- 3. Automatically disconnect after 3 minute(s) of no activity

This rule shuts down the phone connection after the specified amount of time has elapsed. This rule is switched off by default.

- 4. If more than one web page is requested, queue additional requests for subsequent retrieval

When this rule is switched on, touching a link will clear all pending requests and download that page. Turn this rule off to cause the linked page to be added to the end of the request list. This rule is switched on by default.

- 5. Keep the last 5 visited web page(s) in Presto!Links

Use this rule to control the total number of web pages cached in your communicator. Downloading more than the specified number of pages results in overwriting of older cached pages. This rule is switched on by default.

- 6. Warn me before retrieving a web page larger than 10K

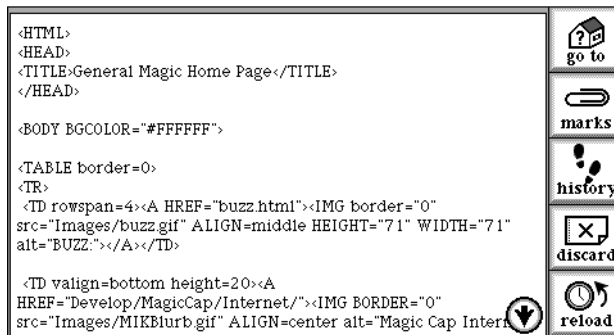
This rule causes your communicator to check a web page's size prior to downloading it and to open a confirmation window if the web page is greater than the specified size. This rule is switched on by default.

- 7. Remember up to 20 pages in the history list. The history list can contain at most 50 pages.

This rule allows you to set how many web pages your communicator remembers. These pages are listed in the History window when you touch the *history* button. The setting range for this rule is 6 to 50. If this rule is switched off, the limit is 50. This rule is switched on by default.

- 8. When retrieving a web page, do not interpret its HTML tags. Show the page as HTML source text instead.

This rule enables you to view the HTML source text for a Web page, as the example below illustrates.



The screenshot shows a web browser interface. On the left, the HTML source code is displayed in a monospaced font. On the right, a vertical toolbar contains several icons: a house icon labeled 'go to', a paperclip icon labeled 'marks', a history icon labeled 'history', a trash can icon labeled 'discard', and a refresh icon labeled 'reload'. The HTML code includes tags for <HTML>, <HEAD>, <TITLE>, <BODY>, <TABLE>, <TR>, <TD>, and .

```
<HTML>
<HEAD>
<TITLE>General Magic Home Page</TITLE>
</HEAD>

<BODY BGCOLOR="#FFFFFF">

<TABLE border=0>
<TR>
<TD rowspan=4><A HREF="buzz.html"><IMG border="0"
src="Images/buzz.gif" ALIGN=middle HEIGHT="71" WIDTH="71"
alt="BUZZ:"></A></TD>

<TD valign=bottom height=20><A
HREF="Develop/MagicCap/Internet/"><IMG BORDER="0"
src="Images/MIKBlurb.gif" ALIGN=center alt="Magic Cap Intern
```

Name Cards

The Name card file is where your communicator keeps the names, addresses, and telephone numbers of all the people, companies, groups, and services that you contact. Your communicator uses the information on name cards to address messages and to telephone people. Touch the Name card file on your Desk to look at your name cards, to enter new name cards and to change any of the information that's already there.

Your Name card file is automatically updated with the senders' current e-mail address each time you receive a message from them. Every time you receive a message, the sender's name card comes with it. The name card is automatically added to your Name card file if you don't already have it, or the name card in your Name card file is updated if the information has changed. When you receive a name card with a message, Magic Cap tries to decide whether it is a new name card or new information that can be added to an existing name card. You are always prompted in the ambiguous case about keeping the two name cards separately or merging them together.

This chapter describes how to use the Name card file to keep track of your contacts, how to enter new name cards, and how to change information that's already there.

Using the Name card file

Your Name card file is arranged alphabetically. There are index cards for each letter pair so that you can easily find the name card you're looking for.

Look at name cards

A name card lists the name and can list any of the following information: home, work, or other addresses; phone numbers such as home, work, fax, pager, car, cellular, and other; web site URLs; e-mail addresses; notes; and stamps that indicate the name card is part of a group.

Adding a name card

- 1 **On the Desk, touch the *Name card file*.**

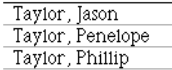
The Name cards window opens.



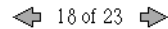
- 2 **Touch a tab to see the index card for the letter pair shown.**



- 3 **Touch a name on the index card to look at that name card.**



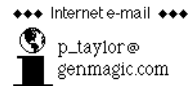
- 4 **Touch one of the arrows to look forward or backward through the name cards and index cards in your Name card file.**



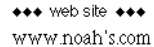
Tip: Using a name card to contact someone

Here are some nifty tricks you can use to contact someone using the name card.

Touch an e-mail address on a name card and Magic Cap offers to open a new message addressed to that e-mail address.



Touch a web site URL on a name card and Magic Cap offers to go to that site if you have a live phone connection.



Touch a phone number on a name card and Magic Cap dials that number if you have a live phone connection.



Adding a name card

Your communicator uses the name cards from your Name card file to address messages and to dial telephone numbers. So you'll want to create name cards for the people and companies with whom you want to communicate. The Name card file is also a handy place to keep all types of contact information about people, much like a business or personal telephone directory.

If you've already received a message from someone, the name card with the e-mail address will already be in the Name card file, so you won't have to create a name card. If you want to send a message or use your communicator to call someone, you'll first need to create a name card that includes the contact information. Creating name cards with

the Magic Cap software is very easy and was designed so that it involves as little typing as possible. You'll use stamps to select the type of information to add to the name card and then type the address, telephone number, or other information.



Tip: Switching off automatic name card collection

By default, Magic Cap extracts the sender's name and e-mail address from messages you receive and either creates a new name card in the Name card file, or updates an existing name card with the latest information. If you don't want Magic Cap to automatically update the Name card file with the name cards, you can switch off the feature.

See "Name card file rules" on page 133.

Create a new name card

Follow these steps to create a new name card.

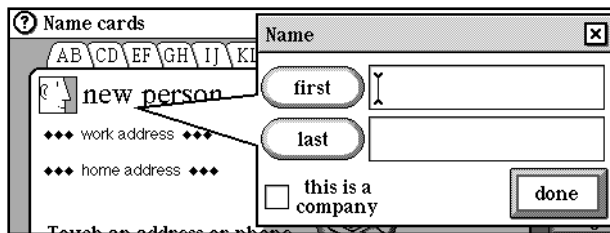
- 1 **On the Desk, touch the *Name card file*.**

The Name cards window opens.



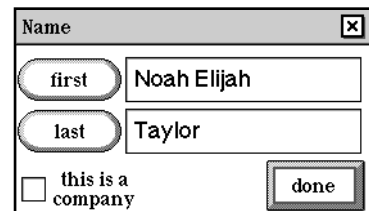
- 2 **Touch *new* near the top right corner of the screen.**

The name card appears with the Name window open and the typing point in the field labelled *first*.




- 3 **To create a name card for a person, type the first name (and middle name, if you wish), touch *return* on the Keyboard, and then type the last name.**

You can also touch *last* to move to the last name field.

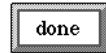


- 4 To create a name card for a company, touch the checkbox labelled *this is a company*, and then type the company name.



- 5 Touch *done*.

The card now shows empty spaces for addresses and telephone numbers.



See “Adding postal addresses, e-mail addresses, and phone numbers” on page 128.

Create a group name card

You can group together any set of names you have in your Name card file by creating a group name card. Once you have created a group, you can send messages to everyone in it by addressing the message to the group’s name. Once you have created the group’s name card, you can add and remove members or look at a name card for any of the members listed.

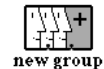
- 1 In the Name card file, touch the *Magic lamp*.

The Commands window opens.

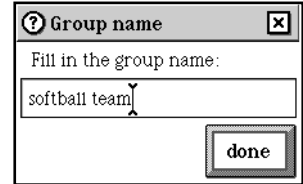


- 2 Touch *new group*.

A group name card appears with the Group name window open.



- 3 Type the group's name and then touch *done*.



- 4 To add someone to the group, touch *add*.
The Choose a name window opens.



- 5 Select a name in the list and then touch *accept*.

To see more of the list, touch a lettered tab.



- 6 To remove someone from a group, select the name you want to remove and then touch *remove*.



Note: The group card is updated when a name card of someone belonging to that group is removed.

- 7 To look at a group member's name card, select the name and then touch *look up*.



Extract name cards from a message

If you have turned off the rules that cause Magic Cap to automatically update your Name card file with the latest contact information it reads from messages, use the following steps when you want to selectively extract name cards from messages you receive and add them to the Name card file.

- 1 With the message on your screen, touch the *Magic lamp*.

The Commands window opens.

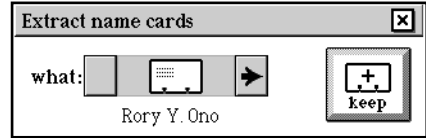


- 2 Touch *extract name cards*.

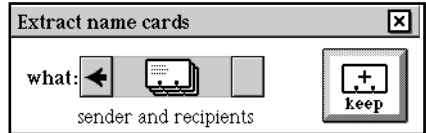
The Extract name cards window opens.



- 3 To keep only the sender's name card, touch *keep*.



- To keep the name cards of the sender and all other recipients of this message, select *sender and recipients* and then touch *keep*.



Adding postal addresses, e-mail addresses, and phone numbers

Use the Stamper to add information to name cards. Add e-mail stamps to a name card of someone to whom you want to send messages. Add phone stamps if you will use your communicator to dial a number, or to have phone numbers handy. If you add a web site stamp to a name card, you can touch it to download that web page directly from the name card instead of going to the Presto!Links scene. And, use the other stamps to add whatever information is relevant and useful.

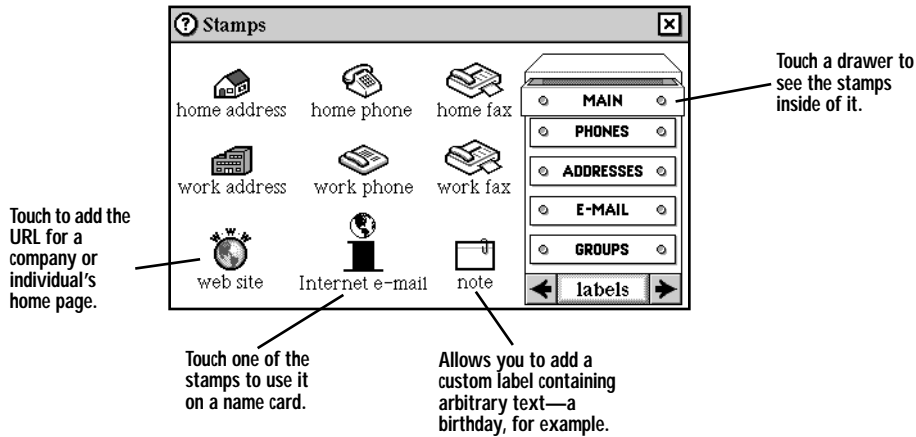
Add information to a name card

Follow these steps to add addresses, phone numbers, and other information to name cards.

- 1 With a name card on your screen, touch the *Stamper*.



The Stamps window opens revealing the stamps available in the drawer labelled *Main*.



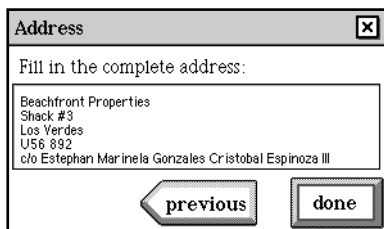
The Main drawer contains the more commonly used stamps for name cards. If you don't find what you need here, select one of the other drawers to see the stamps available in it.

- 2 **Touch one of the stamps to add it to the name card, or touch a different drawer and then select one of the stamps available there.**

The stamp you select hops onto the name card, and a window opens in which you type the information. Depending on the type of stamp, you may see a series of windows into which you will type information to define the stamp.

3 **Type the information requested.**


The information you are asked to provide depends on the type of stamp. For a phone number, you'll select the country and provide the area code and number. For an US or Canadian postal address, you'll select the country and provide the street address, city, state, and zip code. For countries other than the US and Canada, you'll see the window that follows. If you're worried that your address won't fit in that tiny window, just wait. The text will automatically shrink to accommodate long addresses.



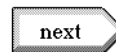
For a web site, you'll enter the URL.

◆◆◆ web site ◆◆◆
<http://www.genmagic.com>

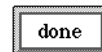
If you are adding information for an e-mail stamp, you'll need the e-mail address of the person or company. Note that if you've already received electronic mail from this person, the name card may already be in your Name card file and will already have the e-mail address on it.

◆◆◆ Internet e-mail ◆◆◆
 noah_taylor@
genmagic.com

4 **Touch *next* if this is the first window in a series.**



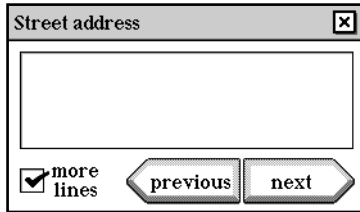
5 **Touch *done*.**





Tip: Adding more lines for a longer address

Use the *more lines* checkbox to add more lines for a longer street address. Touch *more lines*, and the text field expands to give you more space.



Change information on a name card

Follow these steps to change the information on a name card—an address or phone number, for example—and to remove information from a name card.

- 1 **With a name card on your screen, touch *change*.**

The *change* button becomes highlighted to indicate that the change mode is turned on, and borders appear around the items you can change.



- 2 **Touch the item you want to change.**



- 3 **Follow the instructions that appear on the screen to change the information for the selected item.**

- 4 **To remove an item from a name card, slide it into the Trash truck, and then let go.**



- 5 **Touch *change* again to turn off the change mode.**



Discard a name card

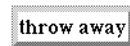
Discard name cards you don't need to free up space on your communicator. Optionally, you can file old name cards to a storage card, or you can move old name cards and other items onto your personal computer using an optional computer link product such as Magic XChange.

See "Preventing low storage situations" on page 192.

- 1 **With a name card on your screen, touch *discard*.**
A window appears asking you to confirm that you want to discard the name card.



- 2 **Touch *throw away*.**
The name card hops into the Trash truck.



Sending a name card

This section describes different ways in which you can send a name card from your Name card file to another Magic Cap user. You can send the name card enclosed in a message, or you can fax or beam it.

Send a name card enclosed in a message

- 1 **With the name card that you want to send on your screen, touch the *Magic lamp*.**
The Commands window opens.



- 2 **Touch *mail*.**
The Mail window opens with a small image of the name card.



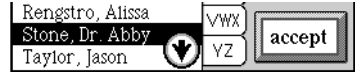
Note: You can send all of your name cards to another Magic Cap user by filing the name cards to a package and then mailing the package.

See "Send a package to someone else" on page 188.

- 3 **Touch *send*.**
The Address to window opens.



- 4 **Select a name in the list to address the message and then touch *accept*.**



A blank message appears with the attached name card in the lower right corner.

- 5 **Write or type a message to go with the attachment.**
- 6 **Touch *send* to send the message with the attached name card.**



Fax a name card

You can fax a copy of a name card, all of your name cards, or a picture of your screen by using the fax button from the Magic lamp.

See “Send a fax” on page 82.

Send a name card by infrared beam

You can send a copy of a name card, all of your name cards, or a picture of your screen by using the data beaming feature from the Magic lamp. Note that only the e-mail address of name cards will be sent; other information on the name card is not sent.

See “Beam a page to another communicator” on page 85.

Name card file rules

The following is a list of rules available in the Name card file. This list represents the rules available for Magic Cap. Refer to “Rules in Magic Cap” for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See “Rules in Magic Cap” on page 61.

- 1. Automatically collect the sender’s name card from each incoming message.

This rule instructs your communicator to automatically collect the sender’s name card only from the messages that you receive. With this rule switched on you will not receive name cards for other recipients of the message. This rule is switched on by default.

- 2. Automatically collect the name cards of all the recipients of incoming messages.

This rule instructs your communicator to automatically collect name cards for all of the recipients of the messages that you receive. This rule is switched off by default.

Note: If you have both of these rules switched off, you can manually extract the name cards from any message you receive by using the *extract name cards* feature.

See "Extract name cards from a message" on page 127.

- 3. Postal address labels by default use the country last used in a postal label.




This rule allows you to control whether you must specify the country for addresses. When switched off, you will always be prompted for the country when entering address information for these stamps: the home address and work address labels that appear on a new name card, the address stamps in the Main drawer of the Stamper. When switched on, Magic Cap no longer prompts for the country first, but instead assumes the country last specified and skips ahead to the country-specific address information.

Telephone

You can use your communicator's Telephone to call someone, or to listen to recorded messages, messages on your answering machine, or voice mail. Using the features on the Telephone of your communicator, you can dial a telephone number simply by touching a name on a list, by touching a speed dial button, or by dialing manually. Your communicator automatically dials the area code and any dial-out prefixes necessary, handles billing, keeps a log of your telephone calls, displays a timer to let you know how long you've been on the Telephone, and even has a place for you to take notes.

Setting up the Telephone

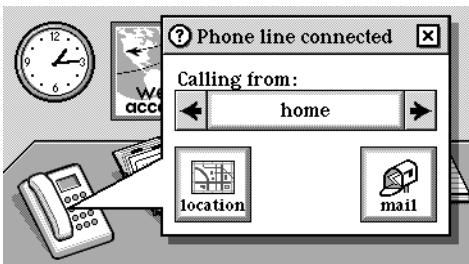
Your communicator needs to know where you're calling from in order to dial numbers correctly. If you take your communicator with you when you travel, you can set up a list of the locations that you call from most frequently so that you can quickly tell your communicator when you've moved from one place to another. Once you add these, they appear each time you connect to a phone line so that you can select your dialing location. The following figure is an example of the dialing location window, in which you set up new dialing locations and change the settings for existing dialing locations.

	Calling from	Country	Area code	Prefix
<input type="radio"/>	 General Magic	+1	(408)	9
<input checked="" type="radio"/>	 home	+1	(415)	
<input type="radio"/>	 Castlerock Bed & B...	+1	(206)	8/9/8

When you touch the checkbox next to a dialing location, it becomes the selected dialing location and your communicator dials out according to the settings for that particular dialing location. To look at and change these settings, select a dialing location by touching its name—*home*, for example. The Dialing location window opens which lists the settings for the selected dialing location.

Specify where you are dialing *za*from

Your communicator automatically dials the correct area code or dial-out prefix for you once you have provided information on the locations you call from most frequently. Each time you connect your communicator to a telephone line, you see the Phone line connected window. Simply select the location from which you are dialing by touching one of the arrows; your communicator does the rest. If your dialing location doesn't appear, touch *location* to add it.



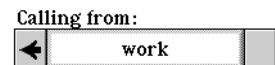
Note: Your communicator uses the telephone line to send and receive messages, to send faxes, to connect to services, and to make telephone calls. To place calls properly, you must set your telephone location. Every time you connect to a telephone line, you must set your dialing location in the Phone line connected window.

1 Connect a telephone line.

The Phone line connected window opens.

Note: You can also hold down *option* and touch the Telephone to open the Phone line connected window.

2 Touch one of the arrows until you see the location from which you are dialing.



If your location is not listed, touch *location* to add a new dialing location.

See "Add a new dialing location" on page 137.

Add a new dialing location

Follow these steps to add a new dialing location.

Note: If you're setting up a dialing location for a country other than the United States, buttons for settings that do not apply (such as area codes) do not appear.

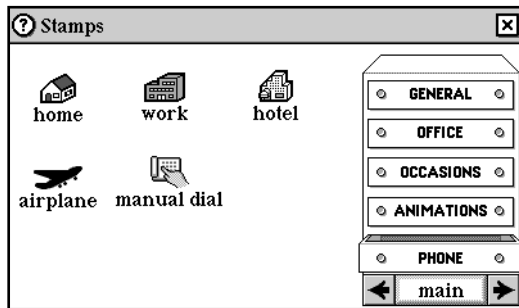
- 1 From the Telephone, touch **location**.

The dialing location setup area of the Telephone appears.



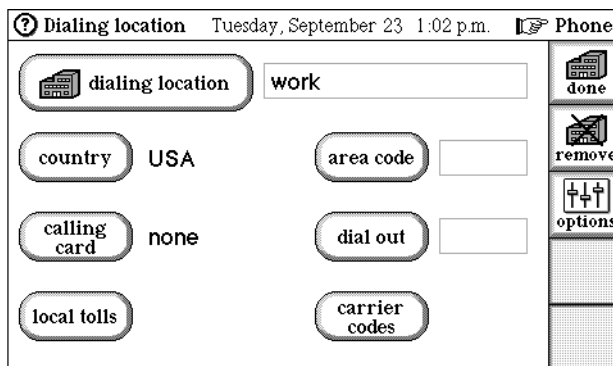
- 2 Touch the **Stamper**.

The Stamps window opens.

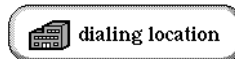


- 3 Touch one of the stamps to add it as a dialing location.

The Dialing location window opens.

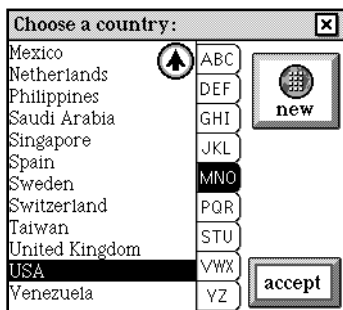
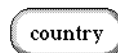


- 4 **Touch *dialing location* and type a description for this dialing location.**



- 5 **To select a country, touch *country*.**

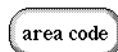
The Choose a country window opens.



- Select a country and then touch *accept*.**

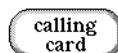
See "Add a new country and its dialing codes" on page 139.

- 6 **Touch *area code* and then type the area code (or city code if this location is outside of the United States) for this dialing location.**



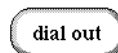
After you've typed the area code, touch the *x* to close the Keyboard.

- 7 **To set up the calling card information so that calls from this location are billed to a calling card, touch *calling card*.**



See "Charging telephone calls" on page 154.

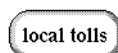
- 8 **To specify the digit that you have to dial to get an outside line from this location, touch *dial out*.**



If you are dialing from work, you may have to dial a digit, such as 9, to get an outside line. If you can dial outside calls directly, leave this space blank.

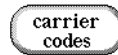
See "Dial 9, or another digit, for an outside line" on page 140.

- 9 **If you must dial a 1 before local numbers that begin with a certain prefix, touch *local tolls*.**



See "Dial 1 before some local calls" on page 142.

- 10 To specify the access codes required before dialing long distance and international numbers, touch *carrier codes*.



See "Select a long distance or international carrier" on page 143.

- 11 To set the dialing options (audible dialing, dialing speed, tone or pulse dialing, and other telephone dialing options), touch *options*.



- 12 Touch *done*.



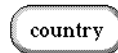
Note: To remove a dialing location from your communicator, touch *location* and then slide the dialing location you want to remove into the Trash truck.

Add a new country and its dialing codes

There are two ways in the Magic Cap software to add a country to the countries list. One way is to go to the Countries book in the Library and add a country or change the dialing code information for countries listed. The other way is to add a new country while you're setting up a dialing location. Follow these steps to add a country and its dialing codes so that the country can be selected as part of a dialing location.

See "Using the Countries book" on page 381.

- 1 In the Dialing location window for a selected dialing location, touch *country*.



The Choose a country window opens.

- 2 Touch *new*.



The Name and country code window opens.

- 3 Type the country name, the code you dial to reach this country from elsewhere, and then touch *next*.

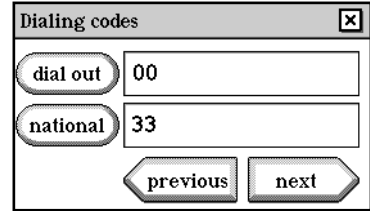
The Dialing codes window opens.

 A window titled "Name and country code" with a close button (X) in the top right corner. It contains two input fields: "name" with the text "Noah's Island" and "code" with the text "64". Below the fields is a "next" button with a right-pointing arrow.

- 4 **Type the code you must enter to dial out of this country in the *dial out* field.**

Type the code to dial before city or area codes inside the country in the *national* field and then touch *next*.

The US direct access window opens.



- 5 **Type the code for dialing directly into the US from this country and then touch *done*.**

The Choose a country window reappears.



- 6 **With the new country selected, touch *accept*.**



Dial 9, or another digit, for an outside line

If you need to dial a digit to get an outside line when you're dialing out, follow these steps

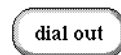
- 1 **From the Telephone, touch *location*.**

The dialing location setup area of the Telephone appears.



- 2 **Select the dialing location you want to change.**

- 3 **Touch *dial out* and type the digit your telephone system accepts to get an outside line from this dialing location.**





Tip: Dialing out from a hotel

If this is a hotel dialing location, when you touch *dial out* the Dial out codes window appears in which you can type in the digits to dial out for local, long distance, and toll free calls from your hotel.

- 4 Touch **x** to close the Keyboard.



- 5 Touch **done** to return to the dialing location setup area of the Telephone.



Turn off call waiting

If you have call waiting on your telephone line, you may want to set it to turn off automatically while your communicator is using the telephone line so that your call won't be disrupted.

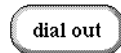
- 1 From the Telephone, touch **location**.

The dialing location setup area of the Telephone appears.



- 2 Select the dialing location you want to change.

- 3 Touch **dial out**.



- 4 Type ***70** (or the code your telephone system accepts to disable call waiting) and then touch **x** to close the Keyboard.



- 5 Touch **done** to return to the dialing location setup area of the Telephone.



Dial 1 before some local calls

In some areas, you must dial 1 before dialing a local number that begins with a certain prefix. Follow these steps to specify those prefixes for which your communicator must first dial a 1.

- 1 **From the Telephone, touch *location*.**

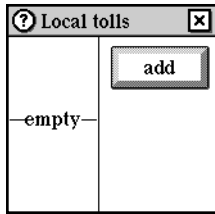
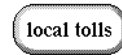
The dialing location setup area of the Telephone appears.



- 2 **Select the dialing location you want to change.**

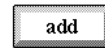
- 3 **Touch *local tolls*.**

The Local tolls window opens.



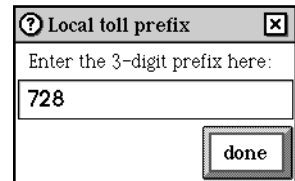
- 4 **Touch *add*.**

The Local toll prefix window opens.



- 5 **Type a prefix and then touch *done*.**

The Local tolls window reappears so that you can add more prefixes. You can also change or remove prefixes from this list by selecting a prefix and then touching the *change* or *remove* button.



- 6 **Touch *x* to close the Local tolls window.**



Note: If you must also dial the area code for calls to these prefixes, touch *options* and switch on the *always dial area code* setting.

Select a long distance or international carrier

To ensure that your long-distance carrier or international carrier is handling your call rather than the carrier associated with the telephone line you are using, follow these steps.

Note: If you get an error when trying to bill a call from your communicator to your calling card or credit card from a dialing location, you may need to switch off this feature. Delete the code so that the field is blank.

- 1 **From the Telephone, touch *location*.**

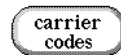
The dialing location setup area of the Telephone appears.



- 2 **Select the dialing location you want to change.**

- 3 **Touch *carrier codes***

The Carrier codes window opens.



 A screenshot of the "Carrier codes" window. The title bar says "Carrier codes" with a close button (X). The text inside reads: "Enter long distance and international carrier codes for this location:". Below this are two input fields: "long distance" and "international". At the bottom, there is a checkbox with the text "don't use international dial out code when using international carrier code".

- 4 **To specify the carrier code for a long distance carrier, type the access code in the long distance field.**

To specify the carrier code for an international carrier, type the access code in the international field.

If your international carrier requires that the international dial out code be omitted when using the international carrier code, touch the checkbox labelled *don't use international dial out code when using international carrier code*.

- 5 **Touch *x* to close the Carrier codes window.**



- 6 **Touch *done* to return to the dialing location setup area of the Telephone.**



Always dial area code

From some dialing locations you may need to always precede the number you are dialing with its area code. Follow these steps to turn on this feature for a dialing location.

- 1 **From the Telephone, touch *location*.**

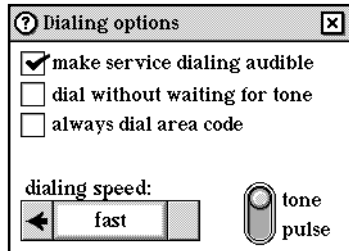
The dialing location setup area of the Telephone appears.



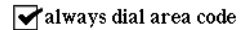
- 2 **Select the dialing location you want to change.**

- 3 **Touch *options*.**

The Dialing options window opens.

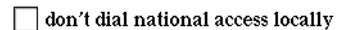


- 4 **Touch the checkbox labelled *always dial area code* to switch it on.**



A checkmark indicates the setting is switched on. When the checkbox is switched on, an additional checkbox labelled *don't dial national access locally* appears.

To disable dialing of a national access number for local numbers, touch the checkbox labelled *don't dial national access locally*.



Switch to tone or pulse dialing

The telephone line you are dialing from uses either tone or pulse dialing. Follow these steps to change this setting.

- 1 **From the Telephone, touch *location*.**

The dialing location setup area of the Telephone appears.



2 Select the dialing location you want to change.

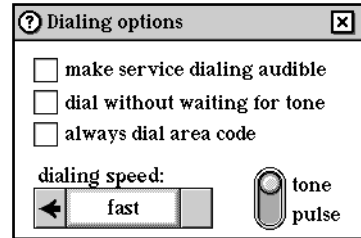
3 Touch *options*.

The Dialing options window opens.



4 Touch the checkbox next to *dial without waiting for tone* to switch it on.

A checkmark indicates the setting is switched on.



5 Touch the *tone/pulse* switch to change the setting.



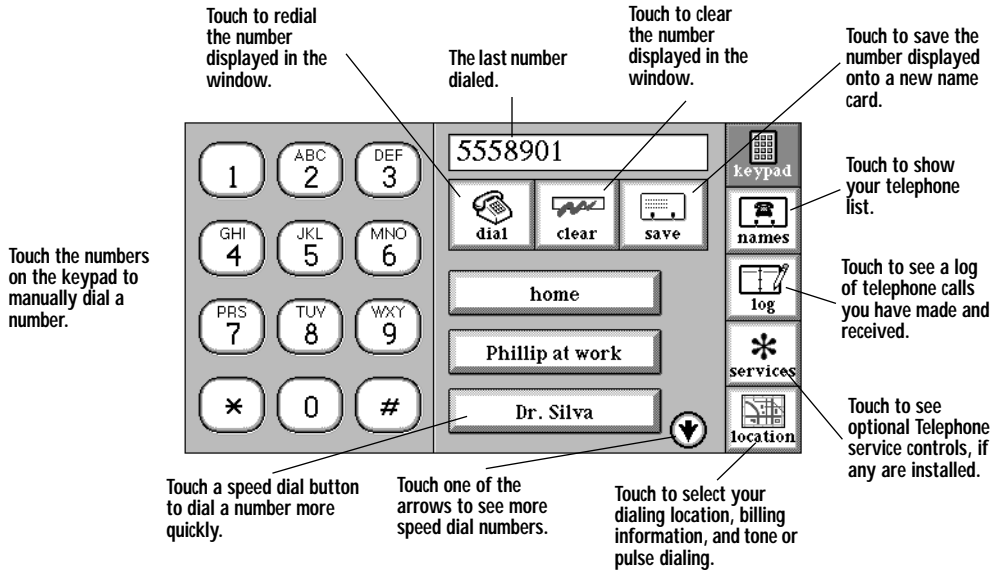
6 Touch **x** to close the Dialing options window.



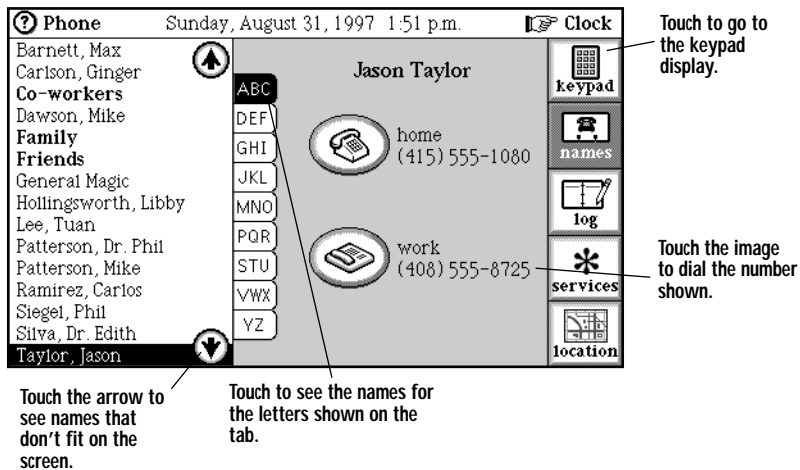
Using the Telephone

There are several ways to call someone using your communicator's Telephone. You can select a name from a list of people or companies that have telephone numbers listed on their name cards; you can program telephone numbers into the speed dial buttons and touch a button to place a call; or you can manually dial a telephone number using the Telephone's keypad. From a name card, you can touch a telephone stamp to dial the number shown. You can also place a call from anywhere in your communicator using the *contact* button in the Magic lamp.

There are two different displays on the communicator's Telephone. Use the on-screen keypad to dial numbers. Touch *keypad* at the right side of the screen to see the keypad display.



The names display shows a list of the people and companies in your Name card file. Touch *names* at the right side of the screen to see the names display. Select a name in the list and then touch one of the numbers listed.



Call someone from the names list

Select a name in the names list and then touch one of the telephone numbers listed.

1 Connect to a telephone line and set your dialing location.

See “Specify where you are dialing zafrom” on page 136.

2 On the Desk, touch the *Telephone*.

The Phone scene appears.



3 Touch *names* at the right side of the screen.

The list of names from your Name card file appears.



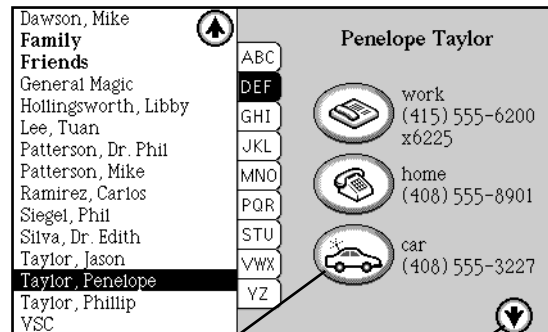
4 Touch the name of the person or company you want to call.

The name is highlighted and the person's telephone numbers are listed.



5 Touch one of the telephone number images to dial the number.

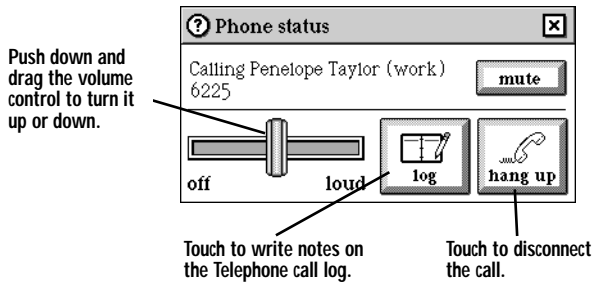
Some people have more telephone numbers than will fit on the screen. Touch the arrow to see more telephone numbers.



Touch the picture next to a telephone number to dial the number.

Touch the arrow to see other numbers in the list.

The Phone status window appears. At the top of the screen, a timer keeps track of the length of your call.



- 6 To take notes and look at the log for a call, touch **log**.

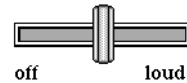


A blank telephone log page appears, in which you can take notes and look at the record of the date, time, and length of your call.

- 7 Touch **hang up** to disconnect the call.



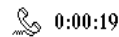
- 8 Slide the volume control to adjust the volume.



Tip: Touching the phone status indicator to hang up

When you touch the *x* to close the Phone status window, a small time indicator appears at the top of the screen to show that you are still on the line.

Touch the indicator at the top of the screen to see the Phone status window and then touch **hang up**.



Or to hang up without confirmation, hold down *option* and touch the indicator.

Dial a telephone number manually

Follow these steps to dial a number using the Telephone keypad.

1 Connect to a telephone line and set your dialing location.

See “Specify where you are dialing zafrom” on page 136.

2 On the Desk, touch the *Telephone*.

The Phone scene appears.



3 Touch *keypad*.

The keypad of the Telephone appears.



4 Touch the keys on the keypad to enter a telephone number.

The number last dialed may appear in the display. The number will be replaced by the new number you enter. If not, touch *clear* to clear the display.

5 Once you have entered a number in the display, touch *dial* to connect to the number.

The Phone status window appears. It displays the number you dialed, a mute button, a volume control, a log button which opens a page on which you can take notes from your phone call, and a button to hang up.



The *dial* button is replaced with the *hang up* button when a call is in progress. Once you hang up from the call, this button is replaced by the *redial* button while the number is in the display.

6 To clear the number currently in the display, touch *clear*.



7 To save the number currently in the display onto a new name card, touch *save*.



Connect to a communication service manually

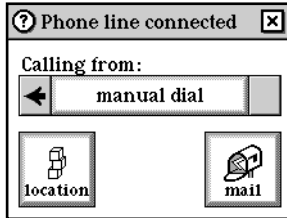
In some situations—some foreign countries, for example—the Magic Cap software cannot dial automatically to access a communication service. In this case, you will have to use the Telephone’s manual dialing feature to send and receive messages and to send faxes. You may also use manual dialing in situations where you need control over the timing of the dialing—dialing out through a switchboard, for example.

- 1 **If you haven't yet done so, set up a new telephone location stamp for manual dialing.**



See "Add a new dialing location" on page 137.

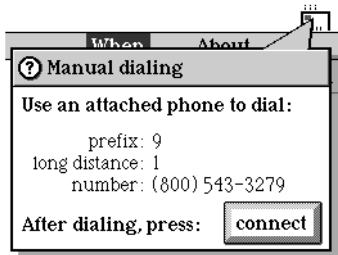
Connect your communicator to the telephone line. The Phone line connected window opens.



- 2 **In the Phone line connected window, select the manual dialing location and then touch *mail*.**



The Manual dialing window opens.



- 3 **Using a telephone connected to the same line as your communicator, dial the digit that gets you an outside line—9, for example—and wait for the connection to be established.**

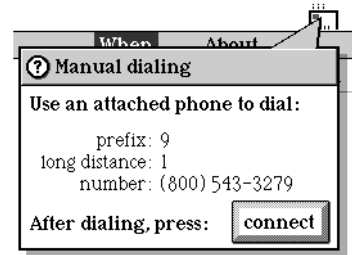
In some situations—calling from some overseas locations, for example—you may need to dial long distance access codes, telephone numbers, or calling card numbers using a regular telephone instead of using your communicator. When you are ready to connect to the communication service, your communicator can take over.

- 4 **If you are dialing from a country other than the United States, dial the access code to use a US long distance telephone company and wait for confirmation of access.**
- 5 **Dial your calling card number and wait for confirmation.**

6 Dial the communication service access number.

This is the telephone number that appears in the Manual dialing window. You can either dial the number manually on the telephone, or you can touch the number in the Manual dialing window.

7 When you hear the modem whistle, touch *connect*.



Call from another country

Your communicator has many built-in features that make it easy to dial from another country. All you do is tell your communicator where you're calling from and who you want to call and it does the rest, appending all appropriate dial-out access codes for you.

You can also change the dialing codes for countries and add new ones.

See "Add a new country and its dialing codes" on page 139.

1 From the Telephone, touch *location*.

The dialing location setup area of the Telephone appears.



2 Touch the *Stamper*.

The Stamps window opens.



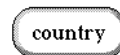
3 Touch a stamp to add a dialing location.

The Dialing location window opens.

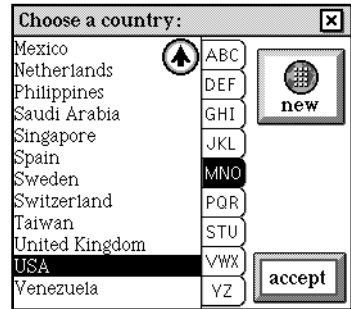


4 Touch *country*.

The Choose a country window opens.



5 **Select a country and touch *accept*.**



Note: If the country you are calling from isn't displayed, follow the steps for adding a new country to the list.

See "Add a new country and its dialing codes" on page 139.

Note: Some international telephone systems use pulse dialing, not tone dialing, so you may need to change the setting when dialing from outside the US.

See "Switch to tone or pulse dialing" on page 144.

Use speed dial

You can store the numbers of people you call frequently in speed dial buttons.

1 **From the Telephone, touch *keypad*.**

The Telephone's keypad appears.



2 **To store a phone number in an unused speed dial button, touch one of the unused speed dial buttons.**



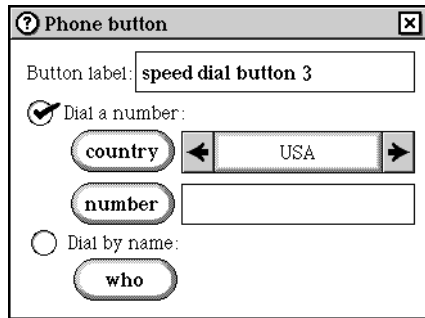
If you have previously stored a number in a speed dial button, touching the button causes your communicator to dial the number. If you haven't yet stored a number in the speed dial button, the Phone button window opens.

Or, to change a speed dial button that already has a number stored in it, hold down *option* and touch the button to reprogram it.

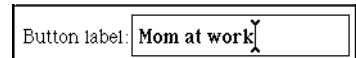


Option-touch a speed dial button to reprogram it.

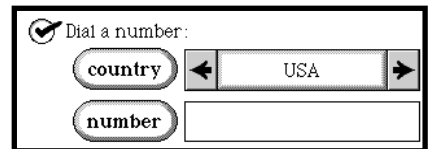
The Phone button window opens.



- 3 Touch the words **Button label** or touch in its field to open the Keyboard, and then type a label for the speed dial button.



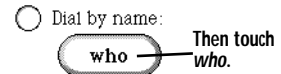
- 4 To type the phone number that the speed dial button will use, ensure that the **Dial a number** checkbox is checked.



Next, use the **country** chooser to select the country for the telephone number and then type the telephone number in the **number** field.

The phone number is now stored in the speed dial button.

- 5 Or, to select a phone number from your Name card file, ensure that the **Dial by name** checkbox is checked.



Next, touch **who** to select a person or company phone number from the Name card file.

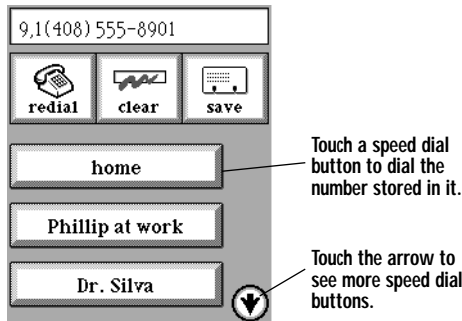
The Choose a name window opens, in which you can select the name of the person or company whose telephone number you want to store in the speed dial button.

Select a name in the list and then touch **accept**.

The phone number is now stored in the speed dial button.



- 6 To use a speed dial button to dial the number stored in it, connect to a telephone line and touch the speed dial button.



The Phone status window opens and your communicator dials the phone number.

Call from an airplane

Follow these steps to create a telephone location stamp for placing calls from airplane telephones.

- 1 From the Telephone, touch *location*.

The dialing location setup area of the Telephone appears.



- 2 Touch the *Stamper*.

The Stamps window opens.



- 3 Touch *airplane*.

A new telephone dialing location is added with an area code of (none). Choose this dialing location when you connect your communicator to an airplane telephone.



Charging telephone calls

Touch *calling card* to add, change, or remove calling cards. You can select different calling cards for different dialing locations. For example, you may want to bill some calls to your corporate credit card and others to your personal calling card.

Select how to pay for a telephone call

- 1 From the Telephone, touch **location**.

The list of your dialing locations appears.



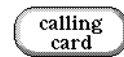
- 2 Touch the **name of the dialing location to which you wish to add a calling card**.

The dialing location setup area of the Telephone appears.



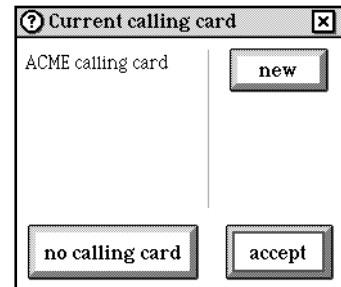
- 3 Touch **calling card**.

The Current calling card window opens.



- 4 Select a calling card and touch **accept**.

Any calls you make from this dialing location are billed by the method selected. If the calling card you want to use doesn't appear in the list, see "Change, add, or remove the information for billing telephone calls" for instructions on adding information for a calling card.



Note: Touch *no calling card* to have calls billed to your telephone.

Change, add, or remove the information for billing telephone calls

Use the following steps to change the information about the credit card or calling card to which your telephone calls are billed, or to add one to the list.

- 1 From the Telephone, touch **location** at the right side of the screen.

The list of your dialing locations appears.

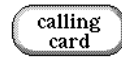


- 2 Touch the **name of the dialing location to which you wish to add a calling card**.

The dialing location setup area of the Telephone appears.



- 3 **Touch *calling card*.**
The Current calling card window opens.



- 4 **To add a new credit card or calling card to the list, touch *new*.**
The Calling card window opens.



Note: If you want to continue adding a new credit card or calling card to the list, continue to the next step. If you want to change the information for one of the cards in the list, skip to step 11. If you want to remove a card from the list, skip to step 13.

- 5 **In the field that appears, type the name of the credit card or calling card you want to add to the list and then touch *next*.**

A dialog box titled "Calling card" with a close button (X) in the top right corner. It contains a text input field with the label "Name the calling card:" and the text "Acme calling card" entered. Below the input field is a button labeled "next".

- 6 **In the field that appears, type the card number and then touch *next*.**

A dialog box titled "Calling card" with a close button (X) in the top right corner. It contains a text input field with the label "Enter card number and PIN:" and the number "408 555 1432 3838" entered. Below the input field are two buttons labeled "previous" and "next".

- 7 **In the field that appears, type the carrier access number (the numbers you enter to access your long-distance carrier) and then touch *next*.**

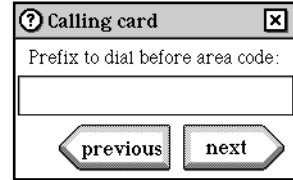
For example, if you are placing a call from a friend's telephone and you want to bill the call to your long-distance carrier, you can enter a carrier access number, like 10288 for AT&T, before you dial the number.

A dialog box titled "Calling card" with a close button (X) in the top right corner. It contains a text input field with the label "Enter carrier access number:" and the number "10288" entered. Below the input field are two buttons labeled "previous" and "next".

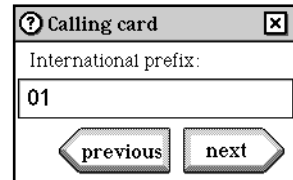
Note: Some dialing locations don't allow you to use a carrier access code, so you have to switch this setting off.

See "Select a long distance or international carrier" on page 143.

- 8 To dial a prefix before the area code of domestic numbers, type the prefix in the field that appears and then touch *next*.

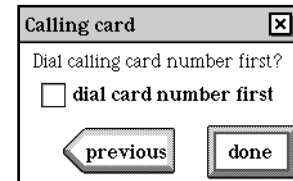


- 9 To dial a prefix before international calls, type the prefix in the field that appears and then touch *next*.



- 10 To dial the calling card number before the telephone number, touch the checkbox next to *dial card number first*.

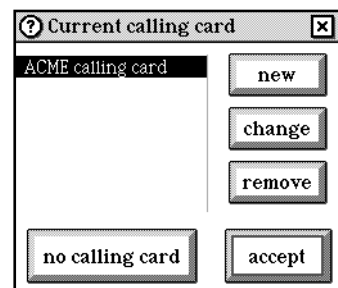
Some calling cards require that you dial the card number and PIN before you dial the telephone number.



You have finished entering all the information for a new calling card. If you want to bill calls from this dialing location to this card, make sure the card is selected and then touch *accept*. You can skip the rest of the steps below.

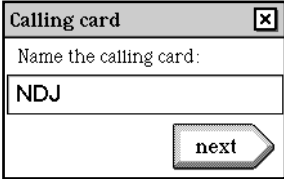
- 11 To change the information for one of the cards in the list, select it and then touch *change*.

The Calling card window opens.



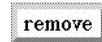
- 12 **In each field that appears, type any changes, touch *next* continue to the next window, and then touch *done*.**

You will be asked to enter the name of the calling card, your card number, the carrier access number, a prefix to dial before an area code, a prefix to dial before international calls, and whether to dial the calling card number first if your carrier requires this.

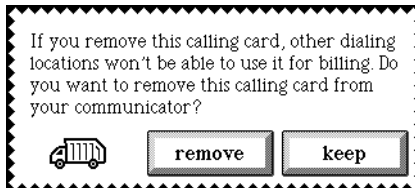
A screenshot of a 'Calling card' window. It has a title bar with a close button (X). Below the title bar is a text input field labeled 'Name the calling card:' containing the text 'NDJ'. At the bottom right of the window is a button with a right-pointing arrow and the text 'next'.

If you want to use this calling card to bill calls made from this dialing location, make sure the card is selected and then touch *accept*. You can skip the rest of the steps below.

- 13 **To remove a credit card or calling card from the list, select it in the Current calling card window and then touch *remove*.**



The following confirmation window opens. Touch *remove* to remove the calling card or touch *keep* if you change your mind.



Telephone rules

The following is a list of rules available in the Telephone. Refer to “Rules in Magic Cap” for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See “Rules in Magic Cap” on page 61.

- 1. Make a log entry for each phone call.

This rule instructs your communicator to create a log entry for each telephone call you make using your communicator. This rule is switched off by default.

- 2. Suggest discarding log entries more than a week old, unless they are marked with a save stamp.

Use this rule to control how long telephone log entries are kept in your communicator. If an entry is older than the rule specifies, a window appears asking you to confirm that the entry can be discarded. This rule is switched on by default.

- 3. When any call is received, display an announcement.

This rule instructs your communicator to display an announcement when a telephone line is connected and a call comes in. This rule is switched on by default.

- 4. When any call is received, play the Ring sound.

This rule instructs your communicator to play the specified sound when a telephone line is connected and a call comes in. This rule is switched on by default.

- 5. When a phone line is connected, confirm your current location.

With this rule switched on, each time you connect a telephone line to your communicator the Phone line connected window appears, in which you can confirm or change your dialing location so that your communicator dials properly. This rule is switched on by default.

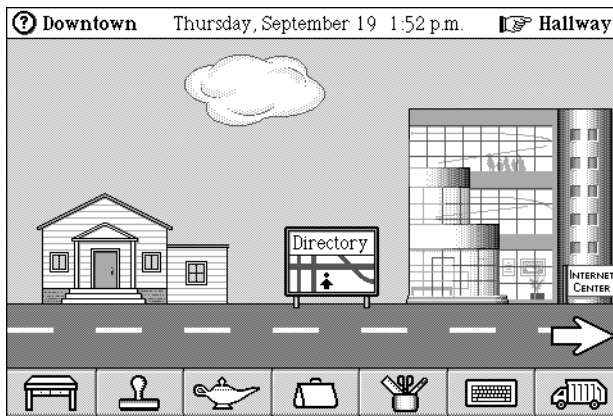
- 6. When the phone rings, pick it up as a fax after 4 rings.

This rule instructs your communicator to answer an incoming telephone call as a fax call after a specified number of rings. This rule is switched off by default.

Telephone rules

Internet Center

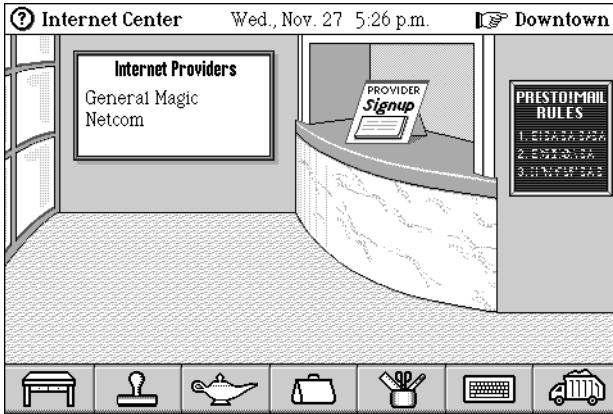
The Internet Center is located Downtown. Use the Internet Center to sign up for an Internet Service Provider (ISP), to add Internet services offered by your provider, and to add or change connection information and other types of information for an ISP. You'll also visit the Internet Center to change the rules that govern your mailbox(es).



Configuring your Internet service

This section contains information about changing the configuration information for your ISP(s) such as adding alternate dialup telephone numbers, and changing your account name and password. If you haven't yet signed up for an Internet Service Provider, the steps for signing up are covered in the guide, *Getting Started*.

In the Internet Center, touch an ISP listed on the Internet Providers sign to look at the configuration information.



Change or add information for an Internet service

The screenshot shows the 'General Magic' Internet Center configuration screen. The title bar indicates 'Sun., Aug. 31 1:01 p.m.' and 'Internet Center'. The main content is a table with the following data:

Service	Description
mailbox (POP)	kelp.genmagic.com (magic)
mailer (SMTP)	kelp.genmagic.com
name server	192.216.16.2
Telnet	kelp.genmagic.com
RLogin	kelp.genmagic.com

On the right side of the table, there are four buttons: 'add service', 'rename', 'remove', and 'look up'. Annotations point to these buttons with the following text:

- 'add service': Touch to rename the Internet provider.
- 'rename': Touch to remove the selected Internet provider from your communicator.
- 'remove': Touch to go to the name card for the selected Internet provider, if one exists.

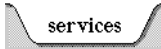
At the bottom of the screen, there are three tabs: 'services', 'connections', and 'locations'. An annotation points to these tabs with the text: 'Touch one of the three tabs to look at the configuration settings.'

Follow these steps to change the configuration information for an Internet service or to add a new one.

- 1 **In the Internet Center, touch the ISP you want to change.**
The Internet Provider window for that provider opens.



2 Touch the **services** tab.



General Magic Sun., Aug. 31 1:01 p.m. Internet Center		
Service	Description	
mailbox (POP)	kelp.genmagic.com (magic)	
mailer (SMTP)	kelp.genmagic.com	
name server	192.216.16.2	
Telnet	kelp.genmagic.com	
RLogin	kelp.genmagic.com	

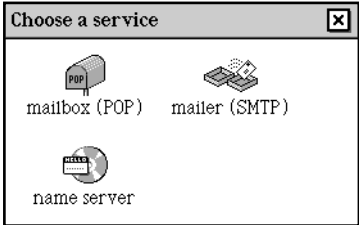
services connections locations

3 To change the information for one of the services listed, touch it. Enter the new information in the edit windows that appear.

See also "Prompt for password" on page 165.

4 To add a new service, touch **add service**.

The Choose a service window opens.



5 Select one of the services in the window to add it.

Enter the new information in the edit windows that appear, and then touch *done* in the last window to save your changes.

6 To remove an Internet service, slide it into the Trash truck.

Change the connection information

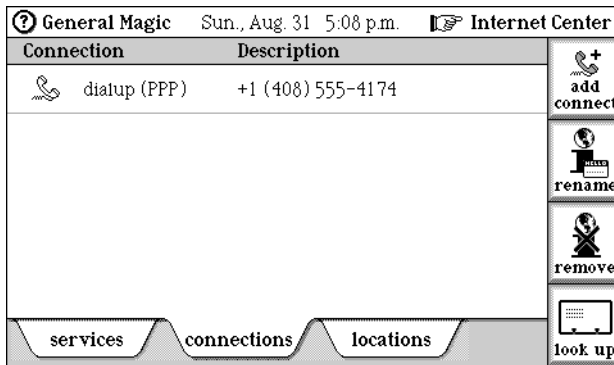
Follow these steps to select additional ways of connecting to your provider, and to change existing connection information.

- 1 In the Internet Center, touch the ISP you want to change.

The Internet Provider window for that provider opens.



- 2 Touch the *connections* tab.



- 3 To change the information for one of the telephone numbers listed, touch it.

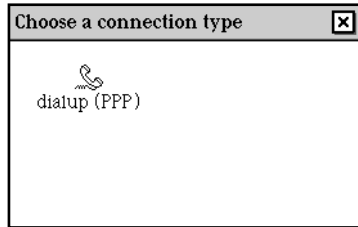
Enter the new information in the edit windows that appear, and then touch *done* in the last window to save your changes.

See also "Prompt for password" on page 165.

- 4 To add a new telephone number that you can use to connect to your service provider, touch *add connect*.



Most service providers offer multiple access numbers for cities nationwide. If you want to connect to your ISP when you travel, ask your ISP for the access numbers you can use from the places you visit so that you can use those local numbers and reduce your telephone charges. Once you touch the *add connect* button, the Choose a connection type window opens. Here's where you enter that information.



Select one of the connection types in the window to add it.

Enter the new information in the edit windows that appear, and then touch *done* in the last window to save your changes.

- 5 **To remove telephone number, slide it into the Trash truck.**

Prompt for password

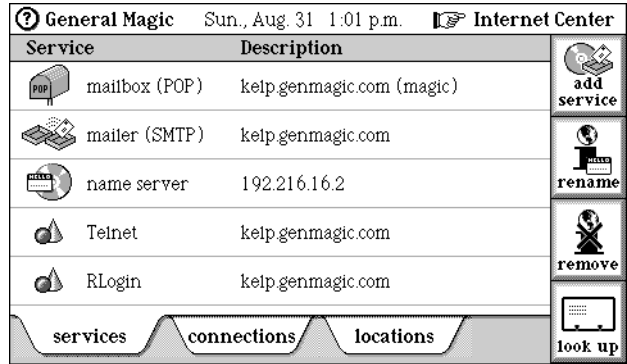
Follow these steps if you prefer to be prompted for your POP mailbox or PPP account name, password, or both, rather than entering that information when you configure your ISP.

- 1 **In the Internet Center, select an ISP.**

The Internet Provider window for that provider opens.

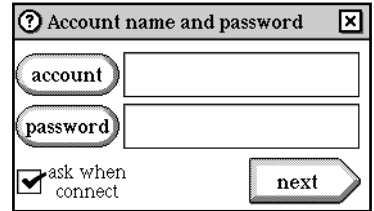


- 2 To change the password prompt setting for your POP mailbox, select the mailbox from the services tab; otherwise, skip ahead to step 5.



- 3 Remove the information that appears in the account and password fields and then touch the *ask when connect* checkbox.

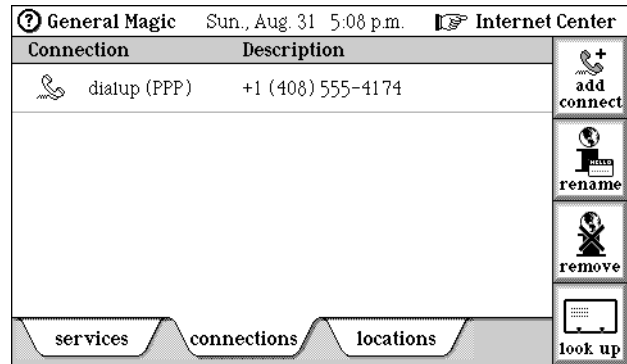
With this setting switched on, you will enter account information when you attempt to connect to your mailbox rather than storing it with the configuration information on your communicator.



- 4 Touch *next* to skip ahead to the next edit window, and then touch *done*.

- 5 To change the password prompt setting for your dialup PPP access, select the telephone number from those listed.

The window entitled, Dialup (PPP) phone number, opens.



- 6 Touch *next* to skip to the next edit step.

The window entitled, Account name and password, opens.

- 7 Remove the information that appears in the account and password fields and then touch the *ask when connect* checkbox.

With this setting switched on, you will enter account information when you attempt to connect to this ISP rather than storing it with the configuration information on your communicator.

- 8 Touch *done*.

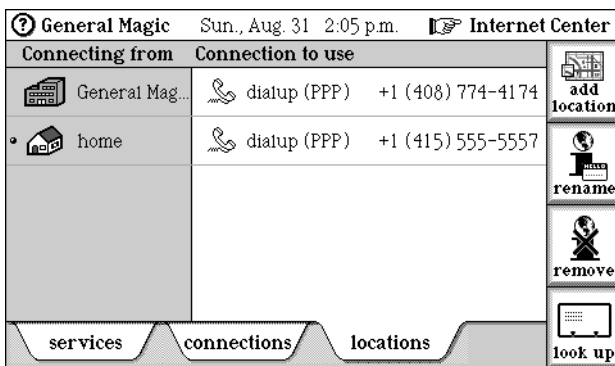
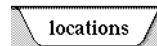
Select a dialup number for a location

If you use your communicator to connect to your service provider from various area codes, you'll want to assign a local access number for additional dialing locations. Refer to the previous steps to add additional access numbers and then follow these steps to select a dialup number for each dialing location.

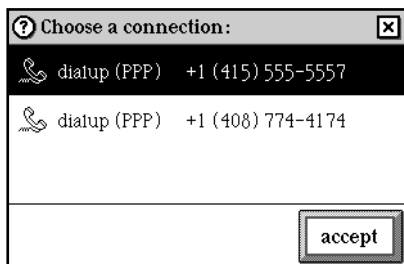
- 1 In the Internet Center, touch the ISP you want to change.

The Internet Provider window for that provider opens.

2 Touch the *locations* tab.



3 To change the access number for one of the locations listed, touch it. The Choose a connection window opens.

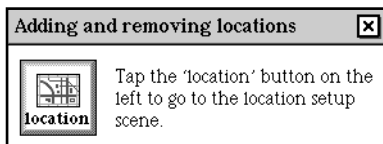


Select an access number in the window and then touch *accept*.

4 To add or remove a new dialing location, touch *add location*.



The Adding and removing locations window opens.



Touch the *location* button in this window to go to the Phone scene where you can add and remove dialing locations.

For instructions about adding and removing dialing locations, refer to "Add a new dialing location" on page 137. Once you've added a dialing location, step back to the Internet Provider scene.

To change the access number for the location you just added, touch it in the locations view.

Enter the new information in the edit windows that appear, and then touch *done* in the last window to save your changes.

Internet Center rules

- ▶ To access the Internet Center rules, touch the Presto!Mail Rules sign in the Internet Center scene.



These are the rules for the Internet Center. Refer to "Rules in Magic Cap" for general instructions on switching a rule off or on, changing the text of a rule, copying a rule, or discarding a rule.

See "Rules in Magic Cap" on page 61.

- 1. Once a message is collected, delete it from the provider mailbox.

When you switch this rule on, your service mailbox retains a copy of messages after you have collected them, so that you have the opportunity to collect them from another device. This rule is switched off by default.

- 2. When done collecting new messages, play the Cheer sound.

Use this rule to control the sound played to signal that new messages have been collected. This rule is switched on by default.

- 3. Play the hass sound when there are no new messages to collect.

Use this rule to control the sound played to signal that there are no new messages to collect from the service mailbox. This rule is switched off by default.

- 4. Don't collect messages larger than 10 K in size.

Use this rule to control whether messages larger than a specified size are downloaded to your communicator. This rule is switched off by default.

- 5. Don't collect messages from foo@bar.com.

This rule allows you to filter messages sent from a selected sender. This rule is switched off by default.

- 6. Don't collect messages about "free gifts".

This rule allows you to filter messages that contain a selected subject in the header of the message. This rule is switched off by default.



Part III

Managing Storage Space and Protecting Your Information

This section covers managing the information you keep in your communicator in order to use the space efficiently and to protect your information. For example, you can move items around in your communicator so that they're stored in a different place, you can make a backup copy of your information, and you can connect other devices, such as a personal computer, to your communicator.

Managing Information

Storage on your communicator

The Built-in storage of your communicator is referred to as *memory*. The amount of memory that your communicator holds varies by model. It's usually enough to hold the name cards, appointments, and messages you need on a day-to-day basis, but it may not be enough to archive your extended schedule, messages, and other information. If you plan to store a lot of information on your communicator, it's important that you manage the space available in order to use it most efficiently and to prevent low storage situations. There are other strategies you can use to prevent running low on Built-in storage. For example, you can periodically discard items you don't need, limit the amount of information your communicator stores automatically, and take advantage of the additional storage space available on storage cards or on a personal computer.

See "Preventing low storage situations" on page 192.

Storeroom

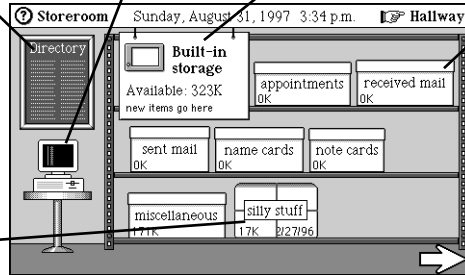
The Directory displays a list of packages and shelves available on which to store things, see page 174.

In the Storeroom, you can connect to your personal computer if you are using an optional link product such as Magic XChange.

Touch the placard to switch on new items go here, see pages 178.

Storage boxes hold information you create, such as name cards and appointments, see page 175.

Packages in Built-in storage and on a storage card hold the information you file to them, see page 175.



Use the arrows to see a different part of the Storeroom, see page 174.

The Storeroom, a room off the Hallway, is designed for viewing and managing the information stored on your communicator. You can discard whole collections of items, transfer items to a storage card, or transfer items to a personal computer through an optional link product such as Magic XChange.

Navigate through the Storeroom

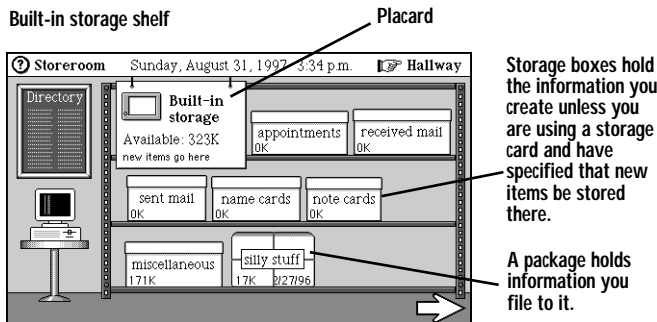
At the far right end of the Storeroom are gauges that show how much Built-in storage you are using. At the far left end of the Storeroom is an image of a personal computer that you can use to connect to your personal computer using an optional link product such as Magic XChange. There are several different ways to navigate in the Storeroom.

- ▶ Touch one of the arrows on the floor of the Storeroom to move backward or forward through the Storeroom.
- ▶ Press down on the Storeroom floor, slide to the right or left, and then let go.
- ▶ Hold down *option* and touch one of the arrows to move to the far left or far right end of the Storeroom.
- ▶ Touch one of the Directories at the far ends of the Storeroom to see a list of shelves. Select one of the names in the list to go to that shelf.

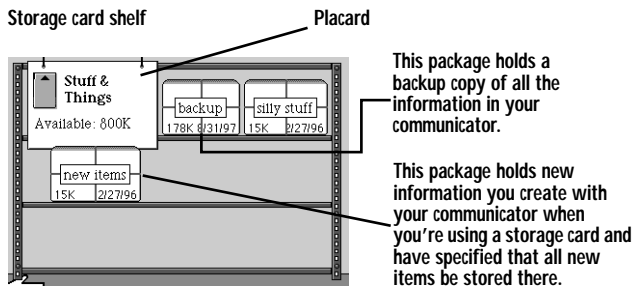
Using Storeroom shelves

The Storeroom is made up of sets of shelves—one for Built-in storage, one for each storage card currently inserted, and one for Built-in packages. Each shelf has a placard that identifies which area of storage it represents, how much space is available, and whether new items are currently being stored there.

Built-in storage shelf



Storage card shelf



Storage boxes and packages



These boxes represent information about the various features of your communicator. Storage boxes are the boxes with lids on them that you see on the Built-in storage shelf. They hold some of the information you create. The storage boxes cannot be thrown

away or removed from the Built-in storage shelf, but you can copy the contents of a storage box, and you can file a copy of an individual item from a storage box to a package on another shelf.

Packages, the boxes that look like they are either open or packed up and tied with twine, hold information you file to them. If you are using a storage card, you may see a package called *new items*. This is the package that holds all new information you create if you have specified that all new information should be automatically stored on the storage card.

See “New items go here” on page 178.

A package is either *packed* or *unpacked*. When a package is packed, the items stored in it are not available for use until you unpack it. For example, if a set of name cards or messages is stored in a package, you will only see the items if the package is unpacked.

See “Unpack a package” on page 186.

Size and date

The numbers at the bottom left corner of each box show how much memory the information in the box takes up. This size is measured in kilobytes (K). If you are using a storage card, your communicator can hold much more information, depending on the size of the storage card.

Some packages are dated in the lower right corner. The date shown is the date the package was created.

Storage cards

Because the amount of space in Built-in storage is limited, it is recommended that you purchase a storage card and use it to store items you want to save rather than storing them in Built-in storage. Storage cards are electronic information holders about the size of thick credit cards. Storage cards offer a place for you to store or back up information contained in your communicator. The amount a card can hold depends on the memory size of the card. When you insert a storage card into your communicator, another shelf is created in the Storeroom, creating more space on your communicator. You can move packages from the Built-in storage shelf to the Storage card shelf in order to free up

space in Built-in storage. You can also move a package from the Storage card shelf to the Built-in storage shelf if you want to remove the storage card from your communicator but you still want access to the information in the package.

See “Store all new items onto a storage card” on page 180.

See “File items from a package to Built-in storage” on page 184.

See “Using storage cards” on page 205.

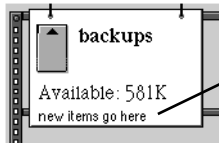
You can also copy all the information stored on your communicator into a package on the Storage card shelf. This is referred to as a *backup* package. If you lose your information or inadvertently discard something, you can easily recover the information, provided you have made a backup.

Managing storage space

Moving things around in the Storeroom really means that you are managing the way your communicator stores information. By moving a package from the Built-in storage shelf to the Storage card shelf, you are freeing up space in Built-in storage so that your communicator can store information there more efficiently.

There are three different places you might store items such as name cards and appointments: in a storage box in Built-in storage, in a package on a storage card, and in a package in Built-in storage. By default, items are stored in their respective storage boxes in Built-in storage. For example, new name cards you create are stored in the name card storage box on the Built-in storage shelf. You can also choose to manually file an item into a package in Built-in storage or on a storage card. Unlike storage boxes, packages are created when you file things to them, can be moved to another shelf, and can be discarded from the Storeroom. Finally, if you have instructed your communicator to store all new items to a storage card, they are stored in a package called *new items*.

New items go here



If *new items go here* appears on the Storage card placard, then all new items you create are stored in a package on the storage card.



If *new items go here* appears on the Built-in storage placard, then all new items you create are stored in Built-in storage.

The words *new items goes here* may appear on either the Built-in storage or the storage card placard. If these words appear on your storage card placard, then any new name cards, notebook pages, and similar items are stored to a new data package called *new items* on the storage card. If these words appear on your Built-in storage placard, new items go into their respective storage boxes in Built-in storage. If you are not using a storage card, new items are stored into the storage boxes in Built-in storage.



Tip: Locating where an item is stored

There's an easy way to tell where an item is stored. With the item on your screen, you may see an image of a package in the upper left corner of the screen. This means that the item is stored in a package in Built-in storage. If you see an image of a storage card, the item is stored in a package on your storage card. If you see no images, the item is stored in its storage box in Built-in storage. Note that packages must be unpacked in order for you to see the items stored in them.

A storage card creates additional space in which you can store your information. If you do have a storage card, you need to decide whether to store all new items to the storage card or just selected items. There are advantages and disadvantages to both approaches—the decision depends on how you use your communicator. The following information is intended to help you decide.

Store new items in Built-in storage

If you use your communicator principally to send and receive messages, and you don't store a lot of information in the Datebook, Notebook, and File cabinet, you may want to store all new items to Built-in storage instead of to a storage card. If you follow the guidelines to prevent low storage situations, the storage in your communicator should be adequate for your needs. However, if you require more space, it's recommended that you use a storage card.

Store all new items in Built-in storage

By default, new items are stored in Built-in storage. If you are using a storage card and have set it up to hold all new items, use the following steps to change the setting so that new items are stored in Built-in storage instead of on a storage card.

- 1 **In the Storeroom, touch one of the arrows until you see the Built-in storage shelf.**



If the words *new items go here* appear on the placard, then all new items are already being stored in Built-in storage.

- 2 **Touch the *Built-in storage* placard.**

The words *new items go here* appear on the placard. Your communicator now places all new information you create into Built-in storage.



Store new items in Built-in storage and some items on a storage card

Another alternative is to store new items such as name cards and appointments in Built-in storage, and file to a storage card those items that you want to save, such as messages, notebook pages, and old name cards to conserve space in Built-in storage. When you want to look at items that you have filed, simply insert the storage card and unpack the package to which you filed the item. This strategy of filing some items to a

storage card also has the advantage of allowing you to use more than one storage card to organize your information. For example, you might keep all your business messages and related information on one storage card and personal information on another.

See “Store new items in Built-in storage” on page 179.

See “File items to a package” on page 181.

Store new items on a storage card

If you store a lot of information in the Datebook, Notebook, and File cabinet, you may want to store all new items to a storage card to conserve space in Built-in storage. All new information, such as new name cards, is stored in one package called *new items*. Keep in mind that to see items you create with your communicator, the storage card must be inserted. If you frequently use the PCMCIA slot of your communicator for more than one card, such as a pager card, you will need to move the items you want to access into Built-in storage when the storage card is not in your communicator. Storing new items to a storage card works best when the storage card remains in the communicator.

See “Store all new items onto a storage card” on page 180.

Note: Backing up your information does not include the *new items* package. To back up the *new items* package and other information stored on a storage card, use an optional link product such as Magic XChange.

Note: Even with new items going onto a storage card, space in Built-in storage is still used for various features in your communicator. For example, items filed to new drawers in the File cabinet, items in the Tote bag, and items in the In box are stored in Built-in storage. Additionally, items created by new packages that you buy may be stored in Built-in storage, even though you have specified that new items be stored on the storage card.

Store all new items onto a storage card

By default, new items are stored in Built-in storage. If you are using a storage card and want to set it up to hold all new items, use the following steps. You may find it is more efficient to store all new items on a storage card so that you have plenty of room in Built-in storage for normal operations.

- 1 **In the Storeroom, touch one of the arrows until you see the Storage card shelf.**

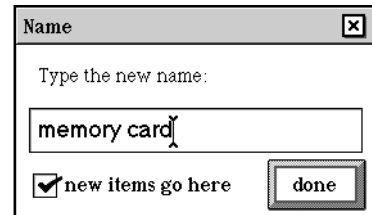


- 2 Touch the *memory card* placard.



- 3 Touch the checkbox next to *new items* to switch it on and then touch *done*.

A checkmark indicates that the setting is switched on and that all new items will be stored on the storage card. No checkmark indicates that the setting is off and that all new items will be stored in Built-in storage.



Reorganizing items in the Storeroom

This section discusses how to file individual items to a package, and how to move or copy packages in the Storeroom.

File items to a package

You can file a name card or similar item you create with your communicator to a package either in Built-in storage or on a storage card or personal computer. You can file one item or all items of the same type using the following steps. Note that filing items to packages is different than filing to the File cabinet. Items filed in the File cabinet go into file folders and remain in Built-in storage.

- 1 With the item you want to file on your screen, touch the *Magic lamp*.



The Commands window opens.

Note: If you see an image of a storage card in the upper left corner of the screen, the item you are looking at is stored on the storage card inserted in your communicator. If you see an image of a package in the upper left corner of the screen, the item you are looking at is stored in a package in Built-in storage.

2 **Touch file.**

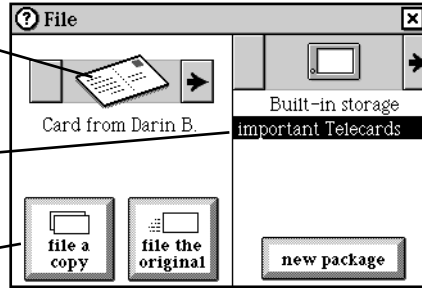
The File window opens.



First, select the item you want to file.

Second, select where to file the item.

Third, choose whether to file a copy of the item or the original.



3 **To file all the items of the same type—for example, all name cards—touch one of the arrows until you see an image of a file folder.**



all 8 cards

4 **First, touch one of the arrows to select where you want the package to reside—you may want the package to be stored on a storage card, for example.**



Select the place where the package will reside.

Note: Because the amount of space in Built-in storage is limited, it is recommended that you file items to a storage card instead of to Built-in storage.

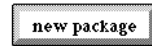
5 **To file to an existing package, select the package name in the list.**



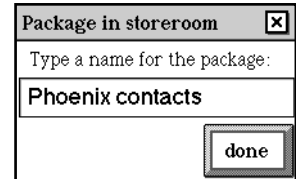
Select a package name in the list to file to an existing package.

6 To file to a new package touch ***new package***.

The Package name window opens, in which you can enter a name for the new package.

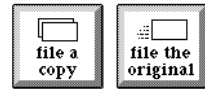


Type the name for the new package and touch ***done***.



7 Touch either ***file a copy*** or ***file the original***.

When you file a copy of an item, the original item remains and a copy of it is filed. When you file the original, the item is moved to the destination you specify.



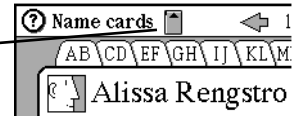
Note: If you file a copy of an item to a package and then unpack the package, both the original and the copy appear in the scene in which you would expect to see them—notebook pages appear in the Notebook, for example. You can tell whether an item is stored in a package in Built-in storage or on a storage card by the symbol that appears at the top left of the screen.

Note: When you file a copy of a name card, the original name card remains in Built-in storage and a copy goes into the package. When you unpack the package in which the name card is stored, it appears in the Name card file followed by a (2) or larger number if there are more than 2 copies of the same name card. Because having multiple name cards for the same person can be confusing, it is not advisable to have multiple copies of the same name card. Instead, merge the information onto one name card. To merge two name cards, touch *change* with the name card you will be discarding on the screen, slide each address or telephone number into the Tote bag, and then slide them back onto the name card on which you want all the information to appear. Then discard the duplicate name card.

File items from a package to Built-in storage

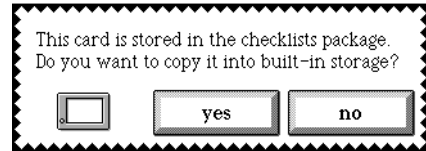
Follow these steps to file an item stored in a package into Built-in storage. Do this to have easier access to an item, or if you need to make the package that contains the item inaccessible. For example, if you need to pack the package in which an item is stored, or if the package is stored on a storage card and you need to remove the storage card, you must first copy the item into Built-in storage in order to have access to it. Items stored in packages are only accessible if the package is unpacked, and items stored on storage cards are only accessible if the package is unpacked and the storage card is inserted into your communicator.

- 1 **With the item you want to copy to Built-in storage on your screen, touch the image that appears at the top of the screen next to the scene name.**



A window opens asking you to confirm that you want to copy the item to Built-in storage.

- 2 **Touch yes to copy the item into Built-in storage.**
A copy of the item is moved into Built-in storage.

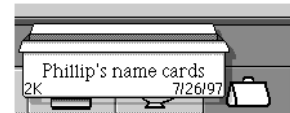


Move a package to another shelf

Follow these steps to move a package to another shelf.

See "Copy a package to another shelf" on page 185.

- 1 **In the Storeroom, press down on the package you want to move and then slide it into the Tote bag.**



- 2 **Touch one of the arrows until you see the set of shelves where you want to place the package.**



- 3 Press down on the *Tote bag* and then slide the package up on the shelf.



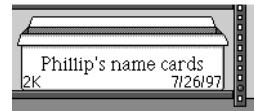
A copy of the package appears on the shelf. To use its contents, you must first unpack it.

See "Unpack a package" on page 186.

- 4 Touch one of the arrows on the *Storeroom floor* until you see the shelf that the original package is on.



- 5 Press down on the software package and slide it into the *Trash truck*.



- 6 Hold down *option* and touch the *Trash truck* to empty the trash.

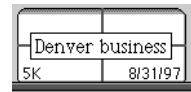
Option -touch the *Trash truck* to empty it.



Copy a package to another shelf

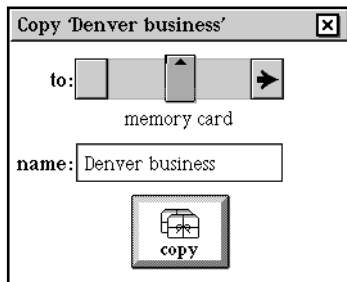
- 1 In the *Storeroom*, touch the package you want to *copy*.

The *Package* scene appears.



- 2 Touch *copy*.

The *Copy package* window opens.



- 3 Touch the *arrow* until you see the shelf to which you want to copy the package.



Built-in storage

- 4 **To change the package name that appears on the copy, touch in the name field and then type the new name.**

name:

- 5 **Touch *copy*.**

A copy of the package appears on the shelf you selected.



Managing packages

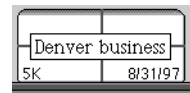
This section describes how to unpack a package, pack up a package, and list a package's contents.

Unpack a package

You must unpack a package before you can use its contents. Some new Magic Cap software packages, new packages that you create when you file items to a package, information you restore from a backup, and packages you copy from other shelves must be unpacked before you can use them. Some packages, like software packages that you buy, may unpack themselves automatically.

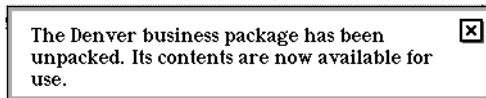
- 1 **In the Storeroom, touch the package you want to unpack.**

The Package scene appears.



- 2 **Touch *unpack*.**

A window similar to the following appears, confirming that the package has been unpacked.



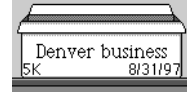
Once you unpack the package, the items it contained appear in the place where they were created. For example, notebook pages appear in the Notebook.

Pack up a package

Once you pack up a package, the items it contains are unavailable and not visible where they normally can be found until you unpack the package. Follow these steps to pack up a package.

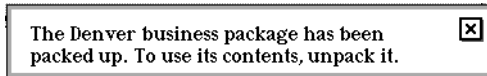
- 1 **In the Storeroom, touch the package you want to pack up.**

The Package scene appears.



- 2 **Touch *pack up*.**

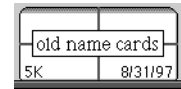
A window similar to the following appears, confirming that the package has been packed up.



Look at the contents of a package

Follow these steps to look at the list of items a package contains. From the Package scene, you can file, view, or discard an individual item in the package, you can unpack or pack up a package, and you can make a copy of the package.

- 1 **In the Storeroom, touch the package you want to look at.**



The Package scene opens listing the items stored in the package.

What	When	Size	
<input type="checkbox"/> Bee Gone Pest Control		<0.1K	unpack
<input type="checkbox"/> Bell Labs		1K	copy
<input type="checkbox"/> Bev's Diner & Filling Station		<0.1K	file
<input type="checkbox"/> Kendall Calloway		<0.1K	
<input type="checkbox"/> Co-workers		0.2K	
<input type="checkbox"/> Alyssa Dorfman		<0.1K	
<input type="checkbox"/> Family		0.2K	
<input type="checkbox"/> Max Frank		<0.1K	
<input type="checkbox"/> Friends		0.2K	discard

The less than sign (<) indicates that this item takes up less than 0.1 K of storage.

- 2 Touch one of the arrows to see more of the list.
- 3 To unpack the package, touch *unpack*; or if it's unpacked already, touch *pack* if you want to pack it up.



- 4 To copy the package to another shelf, touch *copy*.
- 5 To file the entire package, touch *file*, or touch an item and touch *file* to file an individual item from the package.



When you touch an item, two new buttons appear—view and discard.

- 6 To go to the item in its scene, touch *view*.
If the item is in a packed package, a confirmation window opens asking you to first unpack the package. Touch *yes* to unpack the package and view the item.



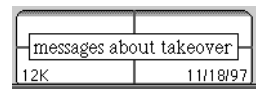
- 7 To throw the item away, touch *discard*.
A confirmation window opens. Touch *yes* to discard the item.



Send a package to someone else

You can send a package through the mail to someone who has a Magic Cap communicator. For example, you might want to send a package that contains messages about a particular subject, or a package of name cards.

- 1 In the Storeroom, touch the package you want to send.
The package hops off the shelf onto the Storeroom floor, and an information window opens.

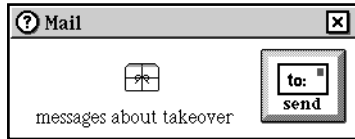


- 2 Touch the *Magic lamp*.
The Commands window opens.



3 **Touch *mail*.**

The Mail window opens.



4 **Touch *send*.**

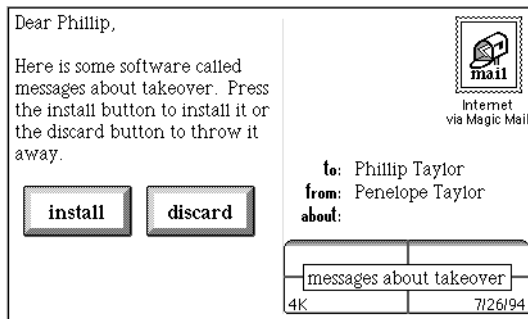
A postcard appears with the Address to window open, in which you can select the person who will receive the package.



5 **Select a name in the list to address the message and then touch *accept*.**

The package is attached to the message as an enclosure. Your communicator uses a special type of stationery that alerts the recipient that a package is enclosed.

6 **Touch *x* to put the Keyboard away.**



Note: If you want to personalize the message, you can change the text by touching it.

7 **Touch *send*.**

When the recipient touches *install*, the enclosed package is automatically installed in the Storeroom.



Note: If you are mailing a software package that you have installed onto your communicator, a chooser appears in the Mail window shown in step 3 above. This allows you to send the package with or without *changes*. The changes include any data you've added to the package. For example, you may have installed a software package to track your personal stock holdings. If you've used the package, it will include your changes. Magic Cap sends the package without changes by default. Use the chooser to change this setting.

Backing up your information

It is strongly recommended that you save a copy of the information stored in your communicator once a day. If something happens to your information or to your communicator, you can restore the information that you have backed up by copying the information back onto your communicator. It's a good idea to back up for the first time soon after you have registered with a communication service. This section explains how to back up all the information on your communicator to a storage card and how to restore the information back onto your communicator, if you ever need to.

Note: Backups require a storage card or an optional link product that allows you to connect to your personal computer.

Back up your information to a storage card

In order to back up your information, you need either a storage card or a personal computer. When you back up the information contained in Built-in storage, your communicator transfers a copy of all of the items you have created onto a storage card. You can also use an optional link product such as Magic XChange to back up your information to a personal computer.

Note: The backup does not copy any information stored on a storage card. To back up a package of information stored on a storage card, you can use an optional link product to copy it either to another storage card or to a personal computer. This is especially important if you are storing all new items automatically to a storage card.

- 1 **If you don't have a storage card inserted into your communicator, turn your communicator off.**

Be sure to turn your communicator off before inserting a storage card to prevent information loss or malfunctions.

2 Insert a storage card and then turn your communicator on.

If the storage card is not yet set up to hold information, your communicator displays a window asking you to confirm that you want to set it up. Touch *set it up*.

3 In the Storeroom, touch the *Magic lamp*.

The Commands window opens.



4 Touch *back up*.

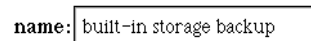
The Back up window opens.



5 Touch one of the arrows until you see the name of the storage card.



6 To change the name for the backup, touch *name* and type a name for the backup.



You can accept the name that appears or type another. This name appears on the backup package when you complete the backup.

7 Touch *back up* to copy the information contained in Built-in storage to the storage card.

A new package with the name you typed appears on the Storage card shelf. It contains all the information in your communicator.



Tip: Replacing a previous backup

If you have a previous backup, you can discard it once the new backup is complete by sliding the old backup package into the Trash truck.

- 1 From the Storage card shelf, press down on the old backup package and slide it into the Trash truck.**
- 2 Hold down *option* and touch the *Trash truck* to empty it.**

Restore a backup from a storage card

Use the following steps to restore the information from a backup package stored on a storage card to your communicator.



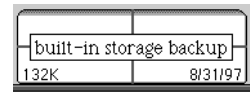
Caution

When you restore the information from a backup package to your communicator, any information you added between the time you did the backup and the time you restore is overwritten, including any software upgrades you have received. If there are items you want to keep, file them to a separate package on a storage card.

See “File items to a package” on page 181.

- 1 **In the Storeroom, touch the backup package from which you want to restore**

You may have more than one backup package. The backup packages are dated in the lower right corner. The backup package scene appears.



- 2 **Touch *restore*.**

A confirmation window opens.



- 3 **Touch *restore* again to confirm that you want to continue.**

The information stored in the backup is copied back onto your communicator.



Preventing low storage situations

This section discusses what you can do to prevent running out of space on your communicator. Your communicator is designed to hold certain kinds of information, such as the messages you're reading and composing, important name cards, and upcoming appointments. Your communicator is designed to be portable, affordable,

and robust enough to hold enough name cards, appointments, and messages to be practical for day-to-day use. But there's not enough space for busy people to archive their extended schedules, messages, and other information.

It is recommended that you purchase a storage card on which to store information you create with your communicator. Storage cards come in various types and sizes—refer to the documentation that came with your communicator for specific information on the types of storage cards your communicator supports. If you use a storage card, refer “New items go here” on page 178 for important information about storing items.

There are strategies you can use to help prevent running low on space. For example, you can periodically discard items you don't need, limit the amount of information you automatically store, and take advantage of the additional storage space available on storage cards or on a personal computer. Following is a list of strategies you can employ to use the space available most efficiently.

Strategies to prevent low storage situations

Following are some guidelines for using your communicator so that you can prevent low storage situations. Refer to the pages indicated for specific instructions.

- ▶ **Throw away old messages, notebook pages, name cards, and similar items you no longer need, and then be sure to empty the Trash truck.**



- ▶ **Discard messages after you have read them. File messages that you want to save to a package on a storage card.**



See “Filing Telecards” on page 314.

- ▶ **Use a storage card to store new packages or information you want to save. You can also use an optional link product such as Magic XChange that allows you to connect to your personal computer and use the storage space there. Refer to the documentation that came with your communicator for recommendations on optional link products that work with your communicator.**



- ▶ **If you routinely receive a lot of messages, request a mailbox report first and then collect your mail in small batches.**



See "Get a mailbox report of messages" on page 97.

- ▶ **Limit how much trash your Trash truck holds.**



See "Decrease how much the Trash truck holds" on page 194.

- ▶ **Turn off automatic name card collection rules once you have accumulated the name cards you want to keep.**

1. Automatically collect name cards

See "Name card file rules" on page 133.

- ▶ **Set your communicator to remind you to discard old appointments, filed items, telephone log entries, and tracking reports.**

3. Suggest discarding appointments

See "File cabinet rules" on page 336.

See "Telephone rules" on page 158.

Decrease how much the Trash truck holds

When you slide something into the Trash truck, the item is stored there until you empty the Trash truck or until it contains more than six items. You can slide an item back out again if you need it. However, items in the Trash truck take up space in memory, so the Trash truck keeps only six items. In the Trash rules window, you can decrease the number of items the Trash truck holds, as well as change the sound you hear that alerts you that an item in the Trash truck has been permanently removed.

- 1 **Touch the *Trash truck* to open it.**



- 2 **Touch the *circled question mark* in the upper left corner of the Trash window.**



- 3 **Touch *rules for trash*.**

The Trash rules window opens.

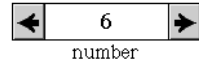


4 **Touch the text of the rule
“Only keep the last 6 items
put in the trash.”**

The Trash rules window opens with the text of the rule at the top. Any underlined text can be changed.

- 1. Only keep the last 6 items put in the trash.
- 2. When an object is discarded permanently, play the Trash drum sound.

5 **Touch one of the arrows until you see the number you want to use.**



The minimum number is 0 and the maximum number is 16. Decrease this number to save memory.

6 **Touch *accept*.**



Note: If you switch this rule off, nothing you throw away in the Trash truck is permanently removed until you manually empty the Trash truck. It is recommended that you not switch this rule off, because doing so can cause your communicator to eventually run out of memory.

Note: To change the sound your communicator makes when an item is permanently discarded, touch the text of the rule “When an object is discarded permanently, play the Trash drum sound.”

Discard suggested items

Touch *suggestions for discarding* to generate a list of items that you might want to discard. When you select an item from this list you can file it somewhere else, view it, or discard it.

1 **In the Storeroom, touch the *Magic lamp*.**

The Commands window opens.



2 **Touch suggestions for discarding.**

The Suggestions for discarding scene opens and items begin appearing in the list as they are found.



Suggestions for discarding			2/29 10:46 a.m.	Storeroom
What	When	Size		
<input type="checkbox"/> dinner	Tue. 3/12	0.2K		
<input type="checkbox"/> user interface council	Wed. 3/13	0.2K		
<input type="checkbox"/> return video	Tue. 4/2	0.2K		
<input type="checkbox"/> haircut at Oz	Wed. 4/3	0.2K		
<input type="checkbox"/> do that thing I keep forg..	Mon. 4/15	0.2K		
<input type="checkbox"/> dinner	Sat. 4/20	0.2K		
<input type="checkbox"/> work out at home	Thu. 4/25	0.2K		
331K of built-in storage available.				

This button appears after the search has been paused. A stop sign appears while the search is in progress. Touch stop to pause the search. Touch more to continue the search.

3 **Touch stop at any time to pause the search.**

The stop button is replaced by a *more* button.



Touch *more* to continue the search.

More items begin appearing in the list.



4 **To file an item, select the item in the list and then touch file.**

The File window opens in which you can file the item somewhere else so it is no longer taking up space in Built-in storage.



See "File the card or page that's on the screen" on page 35.

5 **To look at an item, select the item in the list and then touch view.**

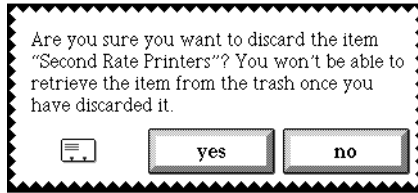
The item appears on your screen. To return to the Suggestions for discarding scene, touch the *pointing hand* in the upper right corner.



- 6 To discard the item, select the item in the list and then touch **discard**.



A confirmation window opens.



Touch **yes** to discard the item or **no** if you want to keep it.



Tip: **Selecting all items in a list**

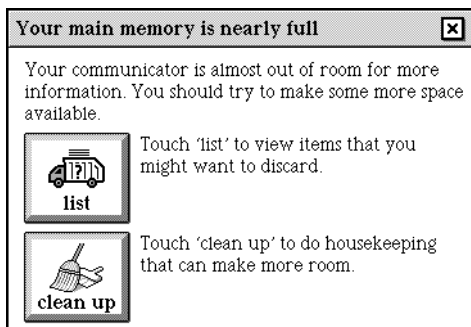
In the Suggestions for discarding scene, you can select or deselect all of the items in the list by *option*-touching any of the checkboxes. If items are selected, *option*-touching a checkbox will deselect everything in the list. This feature also works in the Package contents scene and the Mailbox report scene.

Managing low storage situations

When your communicator begins to run low on memory, you may notice that some operations take longer and the communicator responds more slowly to your touch. If you suspect that you are running low on memory, go to the Storeroom and look at the gauges at the far right end. The Storage indicator shows the amount of space currently used in main memory. If more than half of the available space is used up, you should begin discarding old items that are taking up space, and you should take steps to use the space available more efficiently.

See "Preventing low storage situations" on page 192.

Occasionally you may see an announcement like the one below that the area of your communicator that stores items you create, either Built-in storage or a storage card, is getting full.



Cleaning up is your communicator's way of freeing up space in memory that you can't free up by throwing old items away. Your communicator usually initiates housekeeping when it's most convenient for you. For example, when you switch the power off, you may see a window that informs you that your communicator is going to do some housekeeping and will shut off automatically when it's finished. The following pages discuss initiating a clean up and how to use the low memory and out of memory windows to clean up memory.

Clean up storage

Follow these steps to clean up space in Built-in storage.

- 1 **In the Storeroom, touch the *Magic lamp*.**

The Commands window opens.



- 2 **Touch *suggestions for discarding*.**

The Suggestions for discarding scene appears.



See "Discard suggested items" on page 195.

- 3 **Touch the *Magic lamp*.**


The Commands window opens.



4 **Touch *clean up*.**

A clean-up window opens.



 Now cleaning up so that information will be stored more efficiently. This could take a few minutes.

The clean up may take a couple of minutes. Once it is complete, you see a window that lets you know how much space you've recovered.

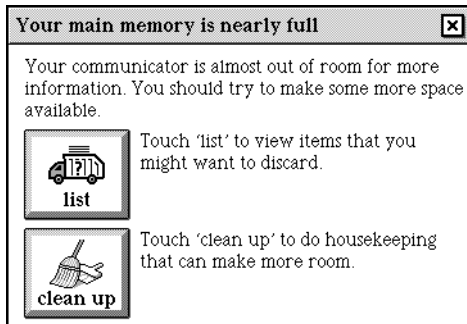


Tip: **Shortcut to the clean-up button**

- 1 **In the Storeroom, touch the *Magic lamp*.**
- 2 **Hold down *option* and touch *suggestions for discarding*.**
The clean-up process starts immediately.

Clean up using the low storage window

When the storage area of your communicator begins to run low on space, you may see a window like the one below. From this window, you can generate a list of items that you may want to discard, or you can clean up space in Built-in storage.



- 1 **Touch *list* to look at a list of items you might want to discard.**

The Suggestions for discarding scene appears. You can also generate a list like this by touching *suggestions for discarding* in the Magic lamp.



See “Discard suggested items” on page 195.

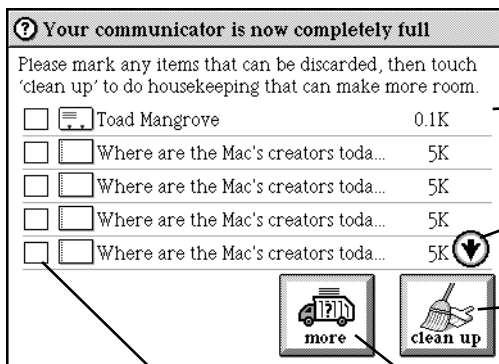
- 2 **Touch *clean up* so that your communicator frees up space in storage.**

A message appears to let you know that your communicator is cleaning up. Once it's done, you'll see a message indicating how much Built-in storage was freed up.



Clean up using the out of storage window

When the storage area of your communicator is completely full, you will see a window that presents a list of items. In this window you can mark the items to be discarded. Your communicator then discards the marked items and cleans up in order to free up space in storage. When you see this window, it means the storage area of communicator is completely full. You cannot put this window away and you must mark items for deletion in order to free up space in storage.



Some items in the list show they will save less than 1K; however, discard these items if you don't need them to save space.

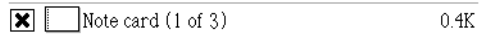
Touch the arrow to see more of the list.

Touch when you have marked the items you want to discard.

Touch a checkbox next to an item. Items with a checkmark will be discarded when you touch clean up.

Touch to search for additional items that might be discarded. This button changes to a stop sign while the list is generated.

- 1 In the window, touch the checkbox next to each item in the list that you want to discard.



A checkmark appears indicating that an item is marked for deletion.

- 2 Touch one of the arrows to move forward or backward through the list.



- 3 Once you have marked all the items you want to discard, touch *clean up* to discard the items and clean up storage.



A clean-up window opens.



Now cleaning up so that information will be stored more efficiently. This could take a few minutes.

The clean up may take a couple of minutes. Once it is complete, you see a window that lets you know how much space you've recovered.

Setting up passwords

You can set a password to protect the information in your communicator while you're not using it. Once you set a password, each time you turn your communicator on you must enter the password. You can set how often password confirmation is required.

A password is only simple protection against casual intrusion and prying eyes. The best security for your communicator and the information in it comes from carrying it with you.

Set or clear a password

- 1 Touch *Hallway*.



- 2 In the Hallway, touch one of the arrows until you see the Controls.



Setting up passwords

3 **Touch *Controls*.**

The Control panels appear.



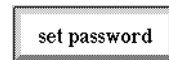
4 **Touch *privacy*.**

The Privacy window opens.



5 **To set a password, touch *set password*.**

The numeric keypad appears.



6 **Enter your password.**

Each digit you type appears as an asterisk. Touch *clear* to clear the password you just typed.

Note: Be sure to write down your password and keep it in a safe place, in case you forget it.

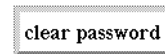
7 **Touch *enter*.**

Enter your password again when prompted to confirm.



8 **To clear your password, touch *clear password*.**

The numeric keypad appears.

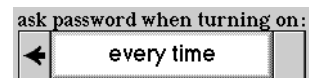


9 **Type your password.**

Your password is cleared.

- 10 **To change how frequently your communicator asks you to confirm your password, touch one of the arrows until you see the setting you want to use.**

Your password is now set.



Using Hardware Features

This section discusses some general information about the hardware on your communicator and discusses how to use the features of the Magic Cap software to check battery levels, use storage cards, connect to a telephone line or an interface cable, and how to realign the touch-screen.

Batteries and power

There are two types of batteries in your communicator, the main battery and the backup battery. Both types must be in place to ensure that your information isn't lost. Storage cards also use batteries. Refer to the user's guide that came with your storage card to change its batteries.

Main battery

The main battery is what powers your communicator. Ideally you should use a rechargeable battery pack and recharge your batteries using the AC power adaptor. You can also use fresh AAA alkaline batteries, although they don't last as long as a rechargeable battery pack. When the main battery level is low, recharge the optional battery pack, connect your communicator to an AC power adaptor and to an AC outlet, or use alkaline batteries. The backup battery preserves your information while you are changing the main battery.

Backup battery

The lithium backup battery preserves your information when the main battery is low and when you remove the main battery to replace it with alkaline batteries. Before you start to use your communicator, place the supplied lithium battery in the backup battery compartment. Note that you should install the main battery first.

Check battery levels

The battery level is displayed at the top of the screen. There is also a complete Control panel for monitoring the battery level in your communicator. Use these steps to check the battery level.

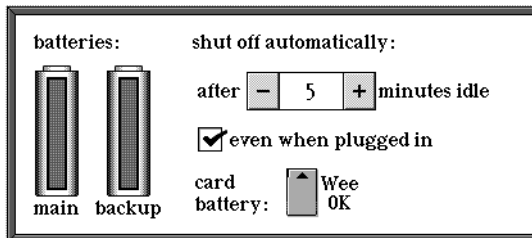
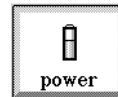
- 1 **From the Hallway, touch *Controls*.**

The Controls appear.



- 2 **Touch *power*.**

An information and settings window opens.



Batteries shows the battery level of the main and backup batteries, and of your storage card if you have one inserted in your communicator. If any of the battery levels is low, replace the batteries. Refer to the guide *Getting Started* to replace the main or backup battery and for instructions about using the AC adaptor and a rechargeable battery pack. Refer to the guide that came with your storage card to replace the storage card battery.

Note: If you use a rechargeable battery pack, you don't have to worry about replacing batteries. When you plug in your AC adaptor, your rechargeable battery pack is recharged while you use your communicator.



Tip: Changing the automatic shut-off settings

To save power, your communicator is set to shut off automatically after it has been idle for 5 minutes. To change this setting, follow these steps.

- 1 **In the Power controls, touch the + to increase the amount of time, or touch the - to decrease the amount of time.** after

-	5	+
---	---	---

 minutes idle

The minimum setting is 1 minute and the maximum setting is 60 minutes.

- 2 **Touch the checkbox next to *even when plugged in* to turn it off or on.** even when plugged in

A checkmark indicates that the setting is switched on. When it is switched on, the communicator will shut off automatically even if it is connected to the AC adaptor.

Using storage cards

This section discusses how to set up a new storage card so that it can hold information from your communicator. For instructions on inserting and removing a storage card, refer to guide *Getting Started* that came with your communicator. For a list of storage cards that are supported for your communicator, contact customer support.

Note: Storage cards formatted on Magic Cap version 1.0 or Magic Cap version 1.5 devices can be used on Rosemary devices although not everything will translate to Rosemary. Storage cards formatted on Rosemary devices cannot be read on Magic Cap version 1.0 or 1.5 devices.

Set up a storage card to hold information

When you insert a new storage card or one that previously held information for another device, you need to set it up to hold information from your communicator.

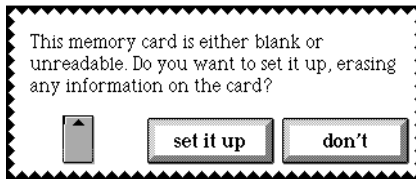
Note: When you set up a storage card for your communicator, any information previously stored on the storage card is lost. If you want to save this information, copy it to another medium or purchase another storage card specifically for your communicator. If you want to translate packages on the storage card so that the information can be used on a Magic Cap 2.0 communicator, refer to "Translating data packages into Rosemary" on page 208.

- 1 **Switch your communicator off.**

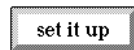
- 2 **Insert the storage card into your communicator.**
- 3 **Switch your communicator on.**

Note: You may notice that it takes your communicator a little longer to turn on after you insert a storage card.

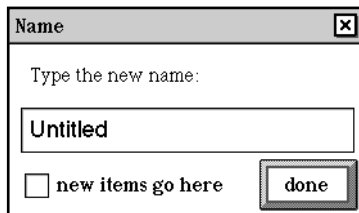
The following window opens.



- 4 **Touch *set it up* to set up the storage card to hold information from your communicator.**

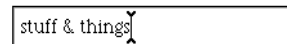


The Name window appears, in which you can type a name for the storage card.

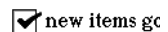


- 5 **Type a name for the storage card.**

Type the new name:

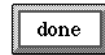


- 6 **If you want to store all new items you create with your communicator on the storage card, touch the checkbox next to *new items*.**



A checkmark indicates that the setting is switched on.

See "New items go here" on page 178.

7 **Touch *done*.**

The storage card is now set up to hold information. A new set of shelves for the storage card appears in the Storeroom. If you switched on *new items go here*, any new datebook appointments, notebook pages, name cards, and similar items go into a package called *new items* on one of these shelves.

Erase everything from a storage card

Use the following steps to erase all information stored on a storage card.

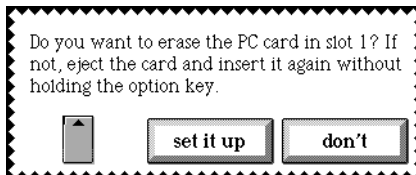


Caution

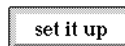
Once you erase everything from a storage card, you can no longer see or use the information that was stored on it.

1 **With your communicator turned on, hold down *option* and insert the storage card.**

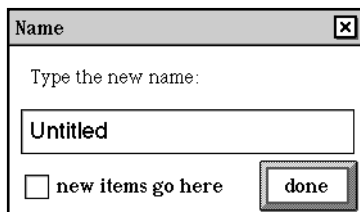
A window opens asking you to confirm that you want to erase the information on the storage card and set it up to hold new information.



- 2 **Touch *set it up* to erase everything currently on the storage card and to set it up to hold information from your communicator.**



The Name window appears, in which you can type a name for the storage card.

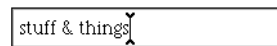


If you don't want to erase the storage card and set it up, touch *don't* in the confirmation window, eject the storage card and then reinsert it.

If you decide not to reformat the storage card, you can skip the rest of the steps below.

- 3 **Type a name for the storage card.**

Type the new name:



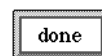
- 4 **If you want to store all new items you create with your communicator on the storage card, touch the checkbox next to *new items go here*.**



A checkmark indicates that the setting is switched on.

See "New items go here" on page 178.

- 5 **Touch *done*.**



The storage card is now set up to hold information. A new set of shelves for the storage card appears in the Storeroom. If you switched on *new items go here*, any new datebook appointments, notebook pages, name cards, and similar items go into a package called *new items* on one of these shelves.

Translating data packages into Rosemary

Follow these steps to translate Magic Cap packages that were created on a communicator that uses a previous version of Magic Cap, Magic Cap 1.0 for example. Once translated into Magic Cap 2.0, you'll be able to access the information in the package.

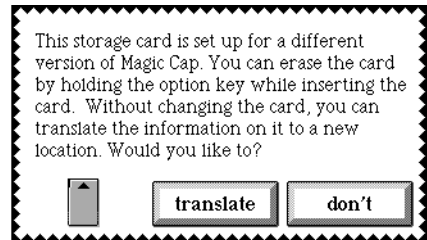
Note: Translating packages on a storage card does not change the package nor does it change the integrity of the storage card. Translating a package copies a translated version of the package onto the Magic Cap 2.0 communicator, leaving the original package intact on the storage card. Your communicator will not be able to recognize the storage card unless you reformat it on the Magic Cap 2.0 communicator.

1 Insert a storage card that holds the packages you want to translate.

A confirmation window opens asking whether you want to convert the data on the storage card to Rosemary format. The storage card is not changed; rather the selected packages are copied to the communicator and in the process are converted to Rosemary format.

2 Touch *translate* in the confirmation window.

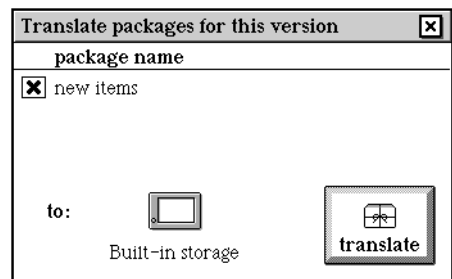
The window entitled, Translate packages for this version, opens. The window lists the packages contained on the storage card that can be translated.



3 Touch a checkbox to select or deselect a package to translate.

4 Select the destination for the translated package, if available.

A chooser appears if there is more than one destination available—another storage card, for example. Otherwise, Built-in storage appears as the only destination option. Once the packages are converted into Rosemary format, they appear in the Storeroom.



5 Touch *translate* to proceed.

The selected packages are translated into Magic Cap 2.0 format and appear in the destination you selected.



Connecting a telephone line

To send and receive messages, your communicator needs to be connected to a phone line. Refer to the user's guide that came with your communicator for instructions on connecting to a phone line.

Notes on connecting to a telephone line

- If your telephone outlet is not a modular type, the phone line won't fit. Contact your telephone company for assistance.
- If your line uses tone dialing, your communicator should be able to dial immediately. If your line only uses pulse dialing, you must set your communicator to the dialing system of your phone line. Your line may use pulse dialing if you have a telephone with a rotary dial, or if you hear a long series of clicking sounds whenever you dial a number. Set the *tone/pulse* dial mode switch in the setup area of the Telephone.

See "Switch to tone or pulse dialing" on page 144.

- The fax modem inside your communicator doesn't work with party lines, cannot be connected to a coin-operated telephone, and may not work with a private branch exchange (PBX).
- If your Telephone doesn't work, there may be a problem with your phone line. Disconnect your communicator to see if the problem goes away. If it doesn't, report the problem either to your local telephone company or to your company's telecommunications staff.
- If the telephone company makes a service call to your office and determines that your communicator is responsible for the problem, the phone company may bill you for the service call. Also, if you don't disconnect your communicator when it is adversely affecting the phone line, the phone company has the right to disconnect your service temporarily until you correct the problem.
- If disconnecting the communicator eliminates the problem, your communicator itself may need service.

Interface cable

Your communicator has a MAGIC PORT connector and TELECOM connector. Use these connectors to connect to a personal computer and to plug in an external keyboard and other accessories. With most accessories, you can plug in several in a row. Refer to the user's guide that came with your accessories for instructions on connecting them.

Interface cable

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