

A ProntoFamily Guided Tour

There are Three Rooms in this Bear's Grand Tour, to teach you what this E-mail's for. There's a room to compose, and a room to read, and of course, the room for mailing with due speed to all your friends around the world, or to that special boy or girl. So take your pick where you will go, sooner or later you're bound to know, everything you really need. So please, proceed, at your own speed. My own speed, frankly, is quite slow, but then again, it's all for show. After all, I hope you care, that I'm a singing dancing bear

But enough about me... How about you? In my guided tu-tour-ial, I'm going to show you how to do your mail. I'm proud to serve as your Family guide, and to take you for a ride you'll never forget, and never regret -- I haven't had a dissatisfied customer yet!

So off we go, yippy I-O!

Creating a Multimedia Message

The Compose Room is the place to be, to make multimedia messages expeditiously!

Whether you want to type a letter, or multimedia clip, short or long, I'll explain it all and sometimes even with a song.

You'll record your own voice, soprano or bear-itone, and maybe use video, too. If you feel like taking someone else's work to use, there are also musical scores to choose. I personally prefer the bear-oque style. No matter what the occasion, greeting, or holiday, my beary special cards can help you choose what to say.

Have I tired you out already with all this rap? You think this is some bear *trap*?

Is that what you really thought? Well, just bear with me, I can teach you all a lot. Or else click on the large purple arrow on the right, there on the top. That will send you to the Mail Room, and stop my rapping. For a while at least, I can go on napping. But if you're ready for some real fun stuff (and I promise you, that won't be tough!), just buckle your seat belt, and hold your hat, and I'll show you where composin's at!

[for the following actions, when the user makes an appropriate action, the bear will say: "Oh yeah" or "Uh-huh!"]

For the wrong answer, the bear will say "No way!" or "unh-unh!"

Addressing the message

Think of a pal to send a message to. Now we need his or her address. There are four cool ways to send things. Just follow me for a quick walk-through.

1. See the memo pad there in the middle? If you know your pal's E-mail address, click on the empty box next to where you see the word "To." Type in the right E-mail address, that's all there is to do. Try it. [Yes: "Oh yeah" or "Uh-huh!"] [No: "No way!" or "unh-unh!"]
2. The second way might be easier. Just start by clicking on the "To" box. That opens up the address book file, so you can find your buddy's name or icon.

After you find your favorite pal, just click on the OK button -- the address will appear automatically in the “To” box. Now you’re free to write: right away!

3. How about another cool way to address your messages, just for fun? Click right on the address book and you’re on the run. It’s on the bottom shelf, down on the left. Once inside, click on a name or icon, then click on the OK to move on.
4. Here’s another idea, don’t say I didn’t tell you. Click on the scroll down arrow, it’s on the right side of the box, and choose your favorite someone from the E-mail box.

Adding a subject heading

Did you ever read the headlines of a paper to learn what’s new? Well, the subject heading gives the same pre-view. So make your subject short and sweet. You know, like your favorite blue bear.

To write your clever subject idea, just click on the box next to the “Subject” box at the top of the memo pad. Type a few words there about the neat ideas you had. When you’re finished with your “headline,” it’s time to write, film, or draw your news. Of course I’ll be there to guide you, and if you’re lucky, sing the blues.

Writing a message

Typing the message

Time for the real fun — writing your message. To start, click on the writing paper in the center of the memo pad. If you’ve got a lot to say, just let your fingers type away. If you write a lot, the page will grow, and on each side you’ll see an up and down arrow. You can add and edit, move up and down, just click on those arrows to move around.

Enlarging the message screen

If you think that typing the message on the small page is tough, I’ll show you how to make the screen big enough. While I go find my magnifying glass, just click on yours to make your pad grow fast. (I wish I could do that to the pad I live in!) When you think it’s time for normal view again, click on the Crossed Out Magnifying Glass butt-in.

Changing the font size

The letter you type can be large or small. There are lots of styles to choose from: cute and short (like me!), or fat and tall. Just click on the AA (say “Aaaah!”) and that letter size will do craazy things. Click again, now once more, and a third time for an encore.

Printing your message

Let's just have a look-see at the message before we send it. Now how will we do that! Click on the printer button to print it out. It figures! Who says bears aren't clever.

Throwing out your message

If you're not happy with what you've just done, toss out your creation and begin again with the fun. Click on the wastebasket in the bottom left of your screen. You'll even get a second chance, to give the message another glance. Want to zap it! I thought you would: Click on the Checkmark to delete it for good. Click on the X button if you're not sure if you should. Remember what this old bear is telling you: once a message is deleted, you can never ever ever retrieve it.

Adding a picture to your message

Now let's put our creative abilities to the test. That means having fun with paintbrushes, pictures, and all the rest. To begin, click on the paint brush bucket , on the left-side bottom shelf: that where we stuck it!

They say a picture's worth a thousand words.... so I'll keep this short.

1. Click and hold down the mouse key, and a picture on the drawing board you will see. Give the cursor a swirl around that big board, and feel how fun E-mail can be. With or without a bear that can rap, painting pictures is a snap.
2. If you want other colors to add, click on the "Paintbrush" button, and other options will appear on the coloring pad. Click on the color that appeals to you, of course if it's for me, I recommend blue.
3. Once your masterpiece is finished, it's back to the drawing board. But don't leave without me, 'cause we've got lots more to see.

Oops, I need an Eraser

1. There's no such thing as a mistake in here. The eraser can fix anything, so have no fear. Click on the Eraser button and, hey! Magically rub your boo-boos away. Yabba-dabba-do!
2. Click and hold down the mouse key, while moving the cursor to trace that embarrassing area you want to erase. If you click once and hold, your eraser will be wide and bold. Hold the mouse key after clicking two times, and a fine eraser will appear with thinner erasure lines. Really fine!

Creating shapes with stencils

It's easy to use the stencils to draw all kinds of shapes. Click on either one of the stencils in the square "Stencil" button, and remember -- if you want rectangles, choose purple or green to make a little circle.

After clicking on a Stencil button, to the drawing board we go. Click and hold the mouse key to start the show. you can move your position while you hold the key, creating the shape that tickles your fancy. When the shape's just right, just release the key. Yippee!

To make shapes in different colors:

1. Click the square button with a picture of a brush.
2. Click any color you want, there's no rush.
3. Click the "Stencil" button, either the purple or the green.
4. Keep going back to the drawing board to keep working on the screen.

Now let's type text in your picture

When you select the Quill Pen, you add printed words to your picture.

1. Click on the button with a Quill Pen and ink (What's a quill? you may whine. Go and ask a porcupine.... on your own time!)
2. Move the cursor where you want, and start to think. How much space will you need for the text or quill pen's ink?
3. Before you begin to move the mouse, click and hold the mouse key. Drag the border of the box to define what the text area size will be.
4. When you think the area is large enough, release the mouse key, and start typing the text you want to see.
5. You'll see a box pop up, close to the top of the board. If you want to change the font size and style of letters, first click an arrow and scroll up or down. Then click on any style and font you want. It's easy--don't say you can't!
6. Click inside the bordered area where you want to have the text. Begin typing the first letter at the cursor and then keep typing the rest.
7. If you run out of space for writing, drag the borders to give yourself room. Just put the cursor on the border line, click and hold the mouse key, and move. Vavoom!
8. When you finish typing, click on any part of the picture outside of the bordered area and hey—it's back to the drawing board.

Let's attach a picture to the message

Once you're fully satisfied, send your picture and message on their way. Just press the Stapler button, to make sure they're attached OK. See how I stuck the rainbow on your paper, directly? That means I attached your creation correctly. (I tell you, it's a bear's life. I don't just give the tours. I do the attachments, too. No wonder I look a little blue!)

We'd better quit

If you forget about adding a picture or just change your mind and, click the X to exit at any point in time.

Adding a musical greeting card to your message

Send a greeting card to your buddies for their birthdays, or send Aunt Jane a message for the holidays. Not only can cards come with stars and moons, but you can add music or even personalized tunes. Begin by clicking on the Gift Box, it's on the bottom shelf, on the left-hand side of the Compose Room.

Cards for all greetings

The two arrows alongside your picture let you see the prepared greeting card selections. Click on any arrow to move forward and backward through my personal collections.

Jazz it up with music

In the box below the picture you'll see the name of a song. Click on the neighboring right and left scroll arrows to choose the tunes you want to send along. If you want to hear a music sample, click on the Radio button. To stop the music, man, just click Stop, the button with the open hand.

Attaching the musical greeting card

Once you choose both a greeting card and music, click on the Stapler button to attach them to your message. See two more slips of paper stuck on the right side of your note? The one with the colors means we attached your greeting, and the one with the keyboard means your music is also along for the ride. But don't leave yet, even cooler stuff is waiting inside. Come on in!

To quit

If you ever change your mind, click the X to quit at any time.

Adding an audio message

Share your voice with others, yours alone or you and your brother's. Record your favorite music, or imitate a bear, just talk into the microphone so your written message **and** your voice can go anywhere—even to your mother's.

Recording and listening to your message

1. Click on the microphone in the middle of the room.
2. Click on the Microphone picture button in the pop-up box, then speak into your PC's microphone: it responds whenever someone talks.
3. When you've said or sung all you had to say, click on the Stop button, and you're on your way.
4. Now click the Radio button to hear the recorder play.

Attaching your recorded message

When you finish your recording, click on that old familiar Stapler button. Yes, that's right, your voice is then attached to your written message. But don't look for any rainbows, 'cause when a recorded message is attached, a musical note appears, stuck to the right-hand side of the paper.

To quit

As always, if you ever change your mind, click on the X button to exit at any time.

Adding a video message

If you have a video setup, now's the time to be really hip and do something that's sure to please. Add to your message a video clip. Say cheese...

Recording and viewing your video clip

1. Begin by clicking on the yellow stand-up video camera, it's toward the left of the Room.
2. In the pop-up box, click on the red Video Camera picture button. In front of your PC's video camera, just do what you do best. Your blue buddy will do all the rest.
3. When you want to end recording, just click Stop. Your Top 40 video's on the way to the top.
4. Want to see if you look silly or cool? Click on the TV button to see your cool self or some silly fool.

Attaching the video clip

You should have everything on film by now. Attach your acting to your message, do I need to tell you how? OK, go ahead, click on the Stapler button, and see a film strip show up on the right side of your message paper. But take it easy on me. All this attaching's hard work.

Adding other images or documents as an attachment to your message

There are sooo many different kinds of attachments to send, like pictures, documents or games to lend. Anything you might want to add, I'll discuss, since we can send everything from here without fuss. Just one thing that you can't attach, don't you dare, this blue bear goes nowhere.

Choosing an attachment

1. Click on the stapler, it's on the top shelf on the left side of the room.
2. A pop-up box will show you a list of drives, directories and files.

3. In the bottom left-hand box there, move the arrow and highlight a disk drive.
That should be the drive where the file is hiding, and if it's the right one, click on your mouse key.
4. In the top left-hand box on the same screen, move the arrow to highlight the directory, it's also where the file is hiding, so if it's the right folder, double-click on the mouse key.
5. In the right-hand box, still in the same screen, you can finally choose the actual file, move the arrow to highlight the file name and then click the mouse key.
6. If you need a sound or video file, remember to highlight the appropriate choice, there's box in this screen just for that, in the box on the lower right-hand side.

Attaching the file

We're almost there, but we have one last step. Click on the Stapler button to attach the file to your message. Now you'll see a slip of paper with a question mark on it, stuck on the right side of your message, which means, well, you did it! Actually, I did all the hard work, but at least someone's having fun!

Reviewing your attachments

If you want to take another look at anything you added to your e-mail caper, click on the appropriate slip of paper stuck on the right side of your message page. If you want you can wait, it get's better with age. (Like me, if I can speak honestly....) Remember, the little slip of paper tells you what's attached – rainbow color for a picture, musical notes for voice files you've latched, a keyboard for musical trips, or a film strip for your video clips.

Send the message on its way

1. When you're sure that your message has come to an end, click on the envelope marked Send.
2. Click on the Checkmark when the box will appear, but if you choose not to send your message yet, never fear, just click on the X button instead.
3. If you are sending a message to someone outside your "house," just click on the satellite dish in the Mail Room with your mouse. You'll connect by phone to your service provider, either that or you'll see the radar blips of a plane or glider.

Reading a Multimedia Message

Shhhh. No talking in here, this is the Reading Room. Here you can read the messages that have been sent to you by your family and friends. You can answer their messages directly or forward them to others who you want to share in your E-mail fun.

After you've read all your mail, click on the large purple arrow in the top right-hand corner of the room, and then I'll send you back to the Mail Room. If you want to exit from this fun, just click on the exit mat and I'll catch you later.

For those of you still hanging out here, I'll tell you straight: reading mail is simple. Just follow my lead and soon you'll know how to read...and forward, and answer your messages.

How to Read

- The box at the top, next to the one marked From, tells you who sent you the message, whether it's your Dad or a chum.
- You can see all the messages you had on the bulletin board in the Mail Room by clicking on the scroll arrows at the top of the pad. Each time you click, one letter disappears and the next letter appears.
- The Subject box gives you a clue about what the sender wants to tell to you.
- When reading your message, click on the scroll arrows to move up or down through the letter. You can also press the up or down arrows on your keyboard. Maybe you'll think that's better.
- Click on the magnifying glass to zoom in for easier reading.
- You can choose to see the letters large or small. There's three styles from cute and short, to fat and tall. Click on the AA and that font size will do crazy things. Click again, now once more, and a third time for an encore.
- If someone sent you a musical greeting, the tune will start when you start reading. To stop the music, just click anywhere on the screen. Ah, yes, silence will prevail again.

Viewing attachments

With ProntoFamily, you get your own songs, movies and pictures through multimedia attachments. Check out five different kinds of entertainment, each distinguished by a little slip of paper next to the message with one of the following symbols in it:

1. The musical note is for audio messages. If you click on this you will hear a recorded message, maybe words, maybe an audio gift, maybe somebody's tapping, or if it's a bear, maybe just rapping.
2. The film splice is for a video clip. Don't be afraid. If you click on this, the clip will be played. While you're watching the video clip, none of the other

buttons will work. What a gyp! Hey, wouldn't you know? Just sit back and enjoy the personalized show. Sorry, this bear don't make popcorn.

3. Rainbow symbols mean there are pictures or greeting cards attached. You see the picture frame in the top left-hand corner of the room? Click on a rainbow and watch the picture change. Every time you click on a different rainbow, you'll see a picture that's not the same. Take a closer peek by clicking inside the picture frame. To continue reading your media message – what a gas! -- click on the crossed-out magnifying glass.
4. The keyboard is for the greeting card music. If you click on the symbol, the music begins. Click anywhere to make it stop too soon. Of course, if you're like me, you might want to dance a jig a little before turning off the tune.
5. The question mark is for other kinds of attachments. If you click on the question mark, you can save the attached file in your computer, to be viewed later on. Choose the drive and directory where you want to save it, I think I already told you how—I assume you have it!

Printing the message

If you want to print the message you are reading, click on the printer. Sorry, but you can only print the written part of the message! Hey, one little blue bear can only do so much!

Answering the message

1. Click on the envelope marked “MY ANSWER.” You'll jump to the Compose Room, arriving there quicker than a dancing bear. Your message will already have the right address on it. But don't give me a dress! Don't you dare! I much prefer to be all bare.
2. If you take a good look you'll see that “Re” appears in the subject box. It stands for “regarding” and hey – it lets the receiver know you have something to say. It's like the subject of the message, man.
3. Compose your message as usual, or unusually, however you wish, then send it. If you don't remember how, that's OK, just go back to “creating a multimedia message” and I'll be glad to tell you again.

Forwarding the message

1. When you click on the envelope marked “PASS IT ON,” you send the same exact message that you are reading to another someone. You'll jump automatically to the Compose Room and there, on the writing paper, will appear the very message you want to share. If you're in the mood, add, edit, or delete any part of message, or just leave it as is. Some things are best left alone. [Yawns!] Hint, hint....
2. The “Fw” that appears in the Subject box is short for “Forwarded” and tells your friend that this is a forwarded message. As opposed to a backward message.

3. You can address the message to anyone by typing in an address, looking it up in the address book, or browsing through a list of the last people you sent mail to. Just click on the scroll down arrow. For all the rapping details, go jump to “addressing the message.”

Saving the message

Red, purple, blue, or green, you can decide which drawer to save the message in. I, of course, prefer blue, but you can take your pick, since saving's easy to do:

1. Click on one of the drawer handles on the left-hand side of the memo pad.
2. In the pop-up box, click on the Checkmark button to store the message, or on the X button to cancel storage.

Don't need it? Throw it away

If there's no need to hang onto the message, throw it out in the wastebasket. But don't you dare throw my messages out! I suggest that a frame is, the best way to keep them, once I'm famous, I'll just sleep then [Yawns again....]

Click on the wastebasket in the bottom left-hand corner. You get a second chance to decide whether to delete the message or take another glance. Click on the Checkmark button to delete your message for good. I'd show you how, but I'm too tired to dance. Click on the X if you're not sure you should. Remember, once you delete it, it's gone for good!

Get Organized

The Mail Room is the place to be tidy and neat. I'll show you around the room, its functions and other fun stuff so you'll be organized — just take a seat. Here, you can see what new mail is waiting for you, and you can even read it, too. You can also throw out the boring messages, but keep the good ones, especially my jokes. Did I tell you the one about the bear who barely knew how to read his mail? Never mind.... Anyway, if you want to meet new friends or other bears, use the Mail Room to connect to the Internet and the place they call the world wide web.

Don't forget that in the Mail Room you can change, or add or erase entries in your address book and even to your own address. Just not mine. Show the world your style by changing your icon to a fish or a fruit, or whatever else you think is cute. Or don't show anyone anything by changing your password, which takes care that your messages stay secret – even from a bear.

To leave the organizing for later and head off to Compose, click on the large purple arrow-- in the top left corner—yes one of those. If you want to exit from ProntoFamily E-mail, click on the exit mat and you're out of there!

Organizing your mail

- When the yellow flag on the mailbox stands up straight, it means you've got new mail, and maybe, some new friends. That's great!
- Mail on the bulletin board with a red tack mean's its new, hey buddy, that's a pretty clever clue. Red means the message is unread.... what was it I just said?
- If an envelope is pinned up with a thumbtack that looks green indicates that message has already been seen.
- If you look closely, you'll see the mail envelopes don't all look the same. Each one has the sender's face, address and name.

Reading your mail

Click twice on the letter to read what's inside, you'll end up in the reading room, you won't be denied. When you've finished reading, to the mail room you can go, just click on that purplish arr-ow.

Saving your mail

If you think you'd like to read a message once again just drag the envelope to a drawer. Then click the Checkmark to file your message into any of the four. Click the X if you decide, that your note need not be classified.

Throwing out your mail

If you're done reading messages and want no more, click the envelope and drag it to the wastebasket, not a drawer. Click on the Checkmark button to delete it, or the X to put it

back up on the bulletin board. Don't forget, once you delete it, you absolutely can't retrieve it.

Sorting your mail

Remember I told you, the mail room is *the* place for organizing. With all kinds of ways to store your messages, E-mail is never agonizing. If you click on a drawer where you tucked a message away, the drawer will slide open and start to post away. It'll put 'em on the bulletin board, every message that that drawer has stored.

Then you can read 'em, keep 'em or toss them away, all with easy clicks, you hear what I say. Messages that you read, but don't save or else throw out, stay inside the mailbox throughout. If the mailbox is closed, click on it to see what's left inside, and at some point or another, you should really decide: either put 'em in a drawer or throw 'em out, that what sorting's all about.

Changing your image

1. Click on your portrait sitting on the chest of drawers. It's the face that only a mother would adore. (I should talk.... My mama loves my mug! [grins wide!])
2. Take a look through other faces by clicking on the left or right scroll key. You might end up as a troll or perhaps a monkey.
3. Or perhaps a mutton. When you decide on your new look, click the Checkmark button. If you miss your old face and decide not to pick a portrait with fur, click on the X button and well, you're the same old you with your same sweet face. The others vanish without a trace!

Changing your password

1. Click on the keys to change your password. Why? Perhaps you'd like to be a spy, or prevent your little brother from spying on your mail. Remember your old password as the proof, that you are you, or we'll think you're not telling us the truth, that's true.
2. This is serious! Type in your old password in the first box. Click on the box under New Password, or press the tab key on your keyboard.
3. Type in a new password, it can be anything at all. No fooling around, or you'll fail!
4. Then click on the box under Confirmation, and type in that secret word again. Slowly, deliberately, seriously.
5. Press OK and the password is changed. If you already forgot it or decide not to change the word now, just click on Cancel and the old password stays the same. OK, that's enough spy business then, let's have some more plain fun again!

Updating your address book

If you want to add a friendly bear or pen pal to your address book, or if you want to make a change or maybe take someone away, in the address book is the way. Click on the Address Book on the shelf's left side of the mail room and its pages open up so wide.

Browsing through the entries

The red arrows in the bottom left or right-hand corners of the open page let you see all the addresses of the people about whom you care . You can flip back and forth by clicking on the arrows, just to make sure they're there. Don't forget your fav'rite bear!

Adding a new entry

1. If you make a new friend and want to add the E-mail address, click on the Add button at the bottom of the page.
2. Enter the name, address and icon of your friend or perhaps, a friendly bear.
3. Click on the Checkmark button if that person should be in your book, but if you don't think you no longer like their looks, click the X – they're off the books!

Editing an entry

1. If you have a friend with a new address, you need to change it in your book. Just find that person's address book place, and click upon their name or face. Their name and address will turn to red. (If you were changing address in public you would too, but enough said! After all, I'm content to be all bare, no wonder that address ain't there!)
2. Click on the Edit button at the bottom of the page. Change the name and address, and if there's a face, you can change it too, but click on that place.
3. Click on the Checkmark button to make the change stay, or click on the X button to make it go away.

Removing an entry

1. Click on the name or the icon of someone you want off the books. That person's name and address will turn from black to red. Don't worry, you won't have long to read their looks!
2. Control your fit of righteous rage, and Click Remove at the bottom of the page.
3. In the pop-up box, click the Checkmark to remove this member, but if you change your mind, please remember, this fellow need not be your ex if bring 'em back by clicking "X."

Exiting the address book

When you are done updating your address book, click on the OK button to make the change and take a good last look. Clicking on Cancel and boom-boom, you'll be back in the mail room.

And with that ends, dear friends, my guided tour. I hope I wasn't such a boor, or a bore... After all, I'm a bear who sings the blues, and when you sing and dance you never lose! So enjoy your Family and your Mail, and you can always mail me with your tale! I promise to answer, in good time, with a furry tail, that's mine. [Beary Blue turns and walks away, his little tail wagging. His e-mail address appears.] Don't forget to send it Bear Mail!

Radar dish

The preliminary software version that we reviewed has no functions attached to this icon, although we imagine it will allow users to send mail through the Internet service provider.