In this guided tu-tour-ial, conducted by your friendly (though somewhat sleepy) Beary Blue, you will learn how to use Pronto Family.

(Please note that clicking on the pictures in this guide will not actually make anything happen in the program.)

Let's start at the Front Door.

There are three rooms in this Grand Tour:

a Mail Room for sending and receiving mail

a Studio to compose multimedia messages

a Reading Room to read them.

We'll visit the rooms one by one. Go at your own pace. And enjoy!

Just click on the bear and follow the instructions to use Pronto Family.

A Brief Rap Sheet for Beary Blue

Name: Beary Blue

Height: 6 inches

Weight: 410 pixels

Color: Blue

Occupation: Professional Mail Carrier and Pronto Family Tour Guide

Family: 6,500,000 children throughout the World Wide Web

Hometown: Pronto Family's living room

Hobbies: Singin' the blues...

Associations: Letter Carriers Guild, Department of Bear Labor, Cave Owners Association, Cub Scouts (Den Father)

Favorite Colors: Midnight blue, royal blue, sky blue, any other shade of blue

Favorite Foods: Smoked salmon, various insects, an occasional bowl of chili

Education: B.A. (Bear of Arts) Internet Travel & World Wide Web Studies

Begin using Pronto Family by walking through the front door. Just click on your picture icon or nameplate and you will find yourself in the **Mail Room**.

If there is an envelope next to your picture icon, you have new mail waiting to be read.

Names are placed on the door when Pronto Family is installed. They can be added later from the professional interface.

Click on any item in the picture of the Mail Room to learn how to use it.

{button ,AL(`Changing Your Image;Changing Your Password;Getting Around the Mail Room;Sending and Receiving Your Mail;Reading Your Mail;Receiving Your Mail;Saving & Sorting Your Mail;Throwing Out Your Mail;Using the Address Book',0,`',`(w95sec)')}   How to...

Mailbox

The mailbox holds incoming mail.

When the yellow flag on the mailbox stands up straight, it means you have new mail.

Click an envelope on the [bulletin board](#) to read your mail.

Left yellow scroll arrow

Click to see more messages.

Right yellow scroll arrow

Click to see more messages.

New Message arrow

Click on the New Message arrow to move into the Studio and create a new message.

Exit

Click on the Exit mat to exit the user. You'll end up at the Front Door.

Click on any item in the picture of the Studio to learn how to use it.

{button ,AL(`Adding a Video Message;Adding an Audio Message;Adding Animated Greetings;Addressing the Message;Attaching a File to your Message;Changing the Font Size ;Clearing the Message and Starting Over;Drawing Pictures;Enlarging the Message Screen;Preparing Messages to Send;Printing your message;Sending the Message on its Way;Using the Address Book;Using Your Studio;Writing a Message;Writing a Subject Heading',0,`',`(w95sec)')}   How to...

Click on any item in the picture of the Reading Room to learn how to use it.

{button ,AL(`Answering a Message;Forwarding the Message;Reading Your Messages;Saving the Message;Throwing Out the Message;Using the Reading Room;Viewing Attachments',0,`',`(w95sec)')}   How to...

The Mail Room is the place to keep things neat. See what new mail is waiting for you, and read new messages, too. Here you can throw out the messages that are boring, but keep the ones that are bearing good news. If you want to meet new friends (or bears), use the Mail Room.

In the Mail Room you can edit, add or remove entries in your address book. You can also change your own address. Show the world your style by changing your icon to a fish or a fruit, or whatever else you think is cute. Or change your password, to make sure your messages stay secret.

Mailbox

Clicking the radar dish retrieves new mail and sends mail in the Outbox to the host.

Before you get started, send mail in the Outbox and retrieve any new mail you may have by clicking on the radar dish. You'll connect by phone to your service provider.

When the yellow flag on the mailbox stands up straight, it means you have new mail.

Outbox

Messages that you are sending to family and friends outside your "house", are stored in the Outbox until you send them by clicking the radar dish.

The bulletin board displays messages from your mailbox.

- Mail on the bulletin board with a red tack means it's new and the message is unread.
  Got that? Red means unread.

- An envelope with a green thumbtack means the message has already been read. Green means read.

Each envelope shows the sender's face, name and subject.

In the Pronto Family program, click twice on an envelope on the bulletin board to read what's inside and you will end up in the Reading Room. When you've finished reading, return to the Mail Room or Studio.

Drawers

The chest of drawers stores your messages.

If you think you'd like to save a message for future reading, just drag the envelope to a [drawer](). Then click OK to file your message into any one of the four. Click Cancel if you decide that your note needs not be classified.

Your mail can also be saved when you click on the message on the bulletin board. Four icon drawers and a wastebasket will appear. Just press the desired drawer you want to store the message in and then click OK.

If you click on a drawer where you tucked a message away, the drawer will slide open. Every message the drawer has stored will be posted on the bulletin board.

From there you can read, keep or toss the messages away. Messages that you read, but don't save or else throw out, stay inside the mailbox. If the mailbox is closed, click on it to see what's left inside. Sooner or later, you should decide whether to put them in a drawer or throw them out: that's what sorting's all about.

 The wastebasket disposes of unwanted messages.
If you've read a message and don't want to save it, click the envelope and drag it to the wastebasket in the corner of the Mail Room. Click OK to delete it, or Cancel to put it back up on the bulletin board. Warning: once you delete it, you can't retrieve it!

 You can also throw out mail by clicking the envelope and then clicking the wastebasket icon at the bottom of the bulletin board.

Portrait

The portrait is used to change your picture icon.

1. Click your [portrait](#) on the chest of drawers.
2. Take a look through other faces by clicking on the up and down scroll arrows.

When you decide on your new look, click the OK button. If you decide to stay with your same sweet face, click on the Cancel button.

Password Key

The key is used to change your personal password.

1.   Click the key to change your password.
2.   Type in your old password in the first box.
3.   Click the box under New Password, or press the tab key on your keyboard. Type in a new password.
4.   Then click on the box under Confirm, and type in the password again.

Press OK and your password is changed! If you decide not to change the password now, just click on Cancel and the old password will remain.

Change Password

The Studio is the place to be, to make multimedia messages rapidly! Type a letter, or compose a multimedia clip, short or long. Record your own voice, and maybe shoot a video. Or choose from one of the musical scores already prepared. No matter what the occasion, greeting, or holiday, these beary special cards can help you choose what to say.

Mail Room arrow

Click here to return to the [Mail Room](#).

To prepare a message to send you need to do the following:

1. Address the message.
2. Write a subject heading.
3. Write a message.

You can attach files and Animated Greetings(TM) and create pictures, audio recordings and videos and attach them to your message.

{button ,AL(`Changing the Font Size;Clearing the Message and Starting Over;Enlarging the Message Screen;Printing your message',0,`',`')}   Related Topics

Think of a pal to send a message to. Now you need his or her address. There are four ways to do this:

- Look for the memo pad. If you know your pal's E-mail address, click the empty box next to where you see the word **To**. Type in the address.

- Click the **To** box to open up the address book, so you can find your buddy's name or picture. When you find it, click on that name and then click OK — the address will appear automatically in the **To** box.

- Click the red scroll down arrow to the right of the **To** box. Choose one person from a list of the last six people to whom you wrote.

- Click the address book. Once inside, click a name or picture, then click OK.

Daddy
Daddy@work.com

teacher
teach@school

Commtouch
family@commtouch.co.

Entire Family
all

CANCEL

SUBJECT To write a short description of what your message is about, just click the box next to the Subject box at the top of the memo pad. Type a few words describing the great ideas in your message. When you're done, you can begin to write, film, or draw your news.

To start writing, click the writing paper in the center of the memo pad. If you write a lot, the page will grow, and you'll see an up and down arrow. You can also add and edit the text you've written. You can drag and drop text just like in Microsoft Word.

You can also attach files and add pictures, recorded messages, videos and Animated Greetings(TM).

You can attach any file to your message by clicking on the paper clip in the memo pad. Choose a file in the box that pops up and click the paper clip. An attachment slip appears to the right of the To field.

If you attach a file and then decide not to send it just drag the attachment slip to the wastebasket .

If you want to enlarge the screen area, just click the magnifying glass to make your pad grow. If you want to return to a normal view, click the Crossed Out Magnifying Glass button.

The letters you type can be large or small. Choose from different letter styles by clicking on Aa.

You may want to look at your message on paper before sending it. Click the printer button to print. A pop-up box will appear asking you if you want to print the message. Click OK to go ahead or Cancel if you change your mind.
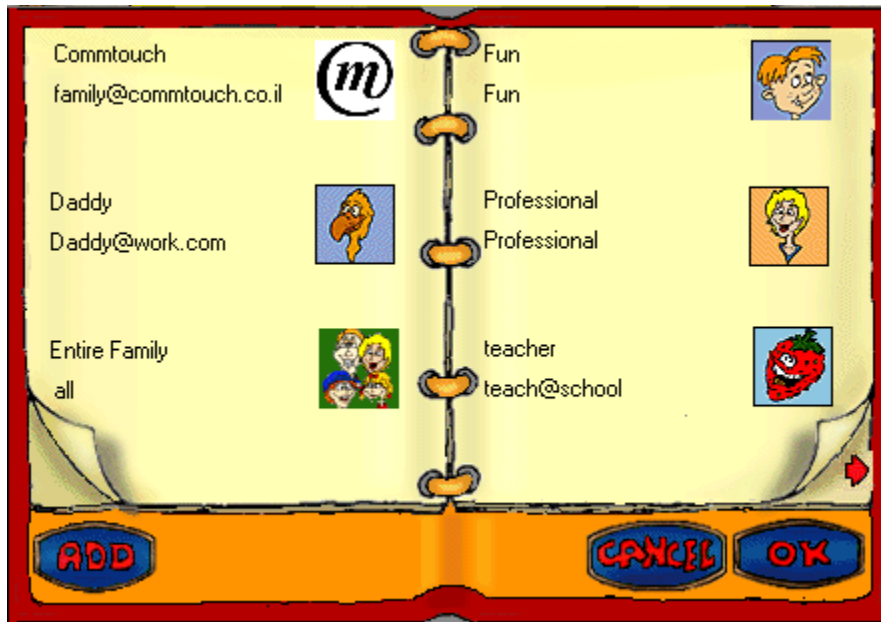
If you're not happy with what you've written, toss out your creation and begin again. Click the wastebasket. Click OK to clear it for good. Click the Cancel button if you're not sure if you should.
If you have attached a file and then decide not to send it, click it and drag it into the wastebasket.

If you want to add a pal to your address book, or if you want to change an address or throw one away, open the Address Book by clicking on it.

The red arrows let you see all the addresses of the people about whom you care. If you have more than six entries, two red arrows, one pointing left and the other right, will appear at the bottom of the page. You can flip back and forth by clicking on the arrows, just to make sure they're there.

When you are done with your address book, click the OK button to close it.

{button ,AL(`Addressing the Message;Updating your Address Book',0,`',`')}   How to...

Commtouch

family@commtouch.co.il

Fun

Fun

Daddy

Daddy@work.com

Professional

Professional

Entire Family

all

teacher

teach@school

ADD

CANCEL   **OK**

Open the Address Book by clicking on it.

Adding a new entry

1. If you make a new friend and want to add his or her E-mail address, click the Add button.
2. Enter the name, address and picture icon of your friend.
3. Click the OK button to add the address, or press Cancel if you change your mind.

Editing an entry

1. Find the person's address in the Address Book, and click their name or face to change their address. The selection will turn to red.
2. Click the Edit button at the bottom of the page. In the box, change the name and address, and if you want, you can even change the face.
3. Click the OK button to make the change stay, or click the Cancel button to make it go away.

Removing an entry

1. Click the name or the icon of someone you want to remove from the book. That person's name and address will then be highlighted in a different color.
2. Click Remove at the bottom of the page.
3. In the pop-up box, click OK to delete the person. Click the Cancel button to cancel.

Remove teacher from the Address Book ?

CANCEL   O.K.

Edit Address :

Name : Daddy

Address : Daddy@work.com

Icon :

CANCEL   O.K.

 Now put your creativity to the test. To begin, click the paintbrush to open the drawing board. Inside the drawing board, you'll find many different artistic tools.

Click on a tool in the picture below to find out how to use it.

{button ,AL(`Adding Icons to Your Library;Attaching a Picture to the Message;Changing Color;Changing your Picture;Creating Shapes with Stencils;Drawing Straight Lines;Erasing Mistakes;Magnifying Your Creation;Paintbrush for Painting;Pasting From Clipboard;Pencil for Drawing;Typing Text in Your Picture',0,`',`(w95sec)')}   How to...

Palette

Choose colors for your picture from the palette.

First use the dotted line square instrument to mark a particular area of your picture then you can change it.

1.   In the drawing board, click the dotted line square .
2.   Go to the drawing board and highlight the area you want to change. Hold the mouse button down. Don't let go until you finish. Now, cut or copy the selected part of your picture.

   To cut a part of your picture, click the scissors.

   To copy a part of your picture, press on the flower cards.

1. [In the drawing board](#), click the pencil .
2. To the left of the palette, you will see different line thicknesses. Choose the one that suits your picture.
3. In the palette, choose the color you want to use and go back to the drawing board.
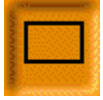4. Click and hold the mouse to draw.

1. [In the drawing board](#), click the paintbrush .
2. To the left of the palette, you will see some dots of different sizes. Choose the one you like most.
3. In the palette, choose the color you want to use by clicking on it, then go back to the drawing board.
4. Click and hold the mouse to paint away.

Change the background color of your picture or the inside color of a stencil.

1. In the drawing board, click the bucket .
2.   Choose the color you want to use, then go back to the drawing board.
3.   Just click on the specific area you want changed and you will see the new color.

1. [In the drawing board](), click either the circle or square stencil.
2.   To the left of the palette, you will see an outline and a filled-in circle or square. Click the shape you prefer to draw.
3.   In the palette, choose the color you want by clicking it.
4.   Keep going back to the drawing board to work on the screen. Hold down the mouse button while you draw the shape.

1. In the drawing board, click the line button .
2.   To the left of the palette, you can choose which line thickness you want to use.
3.   Pick the color you want, then go back to the drawing board.
4.   Click and hold down the mouse button as you draw the length of your line.

1. [In the drawing board](#), click the button with the letter A ![A](data:A).
2.   Move the cursor where you want, and think: "how much space will I need?"
3.   Click and hold the mouse button. Drag the border of the box to define the size of the text area.
4   When you think the area is large enough, let go of the mouse button.
5.   To the left of the palette, you can change the font size and style of letters. First click an arrow and scroll up or down, then click any style and font you want.

6. Click inside the bordered area and begin typing at the cursor.

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 button, and move the mouse.

8. When you finish typing, click any part of the picture outside of the bordered area.

1. Care for a closer look? [In the drawing board](), click the magnifying glass to get a magnificent up-close view of your creation.
2. To the left of the palette, you can choose how close you want to zoom in or out.

1. There's no such thing as a mistake here. <u>In the drawing board</u>, click the Eraser button and, hey! You magically rub your boo-boos away.
2. Click and hold the mouse while moving the cursor to trace the area you want to erase. Before you go to the board, pick how thick you want your eraser to be.

1.   [In the drawing board](#), click the camera.
2.   Bring your cursor to the drawing board.
3.   When a square box appears, move it to the area you want to define as your new icon.
4.   Press the mouse button to highlight that area.
5.   A pop-up box will ask you if you want to save it in your icons library. Click OK to save or Cancel to escape.

You can now use this icon as [your own portrait](#) or as one of [your friends'](#).

 If you copied something to the clipboard, the Paste button <u>in the drawing board</u> is the button to press to bring it into your picture. Just click once, and you will see your copied image appear on the drawing board.

Once you're satisfied, send your picture and message on their way.

In the drawing board, press the Paper Clip to make sure they're attached OK. If you see a rainbow light , that means you did it right. If you want to view the attachment, click on the red staple.

Note: Animated Greetings(TM) can only be added to your message if you have the necessary multimedia devices installed on your PC.

Send an Animated Greeting to your buddies for their birthday, or send Aunt Jane a message for the holidays.

1. Begin by clicking on the Gift Box.

2. The two arrows alongside your picture let you see the preset greeting card selections. Click the arrows to scroll through the collection.

3. To play an Animated Greeting click the Radio. When you want to stop it, just click the Crossed Out Magnifying Glass.

4. When you've chosen a greeting card, click the Paper Clip to attach it to your message. Now you'll see another slip of paper.

   If you want to review the attachment, click on the red staple and you will see the Animated Greeting you chose.

Share your voice with others. Record your favorite music or just talk into the microphone.

1. Click the microphone. A popup box will appear.
2. In the popup box, click the microphone, then speak into your PC's microphone.
3. When you've said or sung all you had to say, click the Stop button.
4. Now click the Radio button to hear the recorder play.
5. When you finish your recording, click the Paper Clip. Your voice is then attached to your written message. A musical note appears, stuck to the right-hand side of the paper .

   If you want to review the attachment, click on the red staple and you will hear your recording.

1. Click on the yellow stand-up <u>video camera</u>. A popup box appears.
2. In the <u>popup box</u>, click the red Video Camera picture button. In front of your PC's camera, just do what you do best.
3. To stop recording, click Stop.
4. Want to see how you look? Click the TV button to replay your clip.
5. Once you have everything recorded, attach your video to your message. Click the Paper Clip, and see a film strip appear on the right side of your message .

   If you want to review the attachment, click on the red staple and you will see your video.
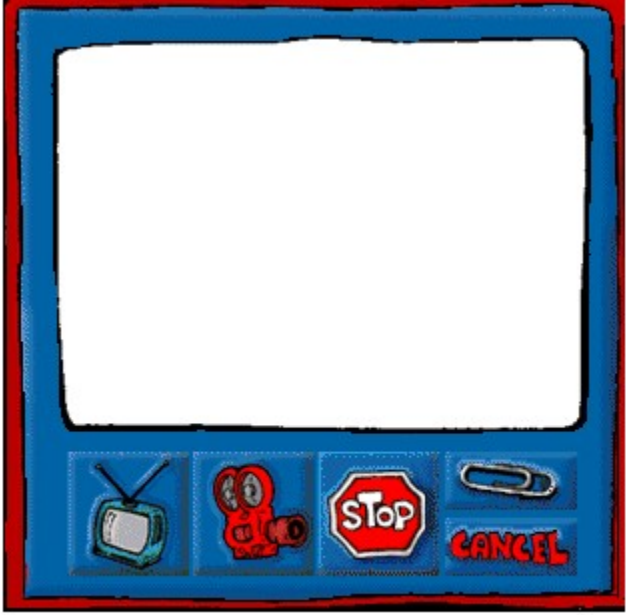
1. When you're sure that your message has come to an end, click the envelope marked Send.
2. Click OK when the box will appear.
3. If you are sending a message to someone outside your "house," a box will appear notifying you that your message has been placed in the Outbox in the Mail Room. When you next click the radar dish in the Mail Room all the contents of Outbox will be sent.

The Reading Room is the place to read the messages that have been sent to you by your family and friends. You can answer messages directly, or send the same message forward to other folks.

After you've read your mail, click on the Mail Room arrow to go back to the Mail Room. If you want to leave Pronto Family altogether, click on the Exit mat.

- The From box tells who sent the message.
- You can see all the messages that are on the bulletin board in the Mail Room by clicking the red scroll arrows. Each time you click, one message disappears and the next one appears.
- The Subject box gives you a clue about what is in the message.
- 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.
- Click the magnifying glass to zoom in for easier reading.
- You can choose to see the letters in larger or smaller sizes by clicking the Aa.
- If you got a musical message, the tune will start when you start reading. To stop the music, click anywhere on the screen.
- URL sites (web sites) are recognized and marked in red underline. Just double-click on a marked address to go directly to it.
- If you want to print the text part of the message you are reading, click on the printer.

Magnifying Glass

Click the magnifying glass to zoom in for easier reading.

Font

You can choose to see the letters in larger or smaller sizes by clicking the Aa.

Printer

If you want to print the text part of the message you are reading, click on the printer.

1. Click the envelope marked My Answer and you will jump to the Studio. Your message will already have the right address on it.
2. Once you're back in the Studio, take a good look. You'll see that "Re" (short for "replying") appears in the subject box. It lets the recipient know what the message is about, and indicates that this is a reply to an earlier message.
3. Compose the message as you wish, then send it on its way.

1. When you click on the envelope marked <u>Pass it on</u>, you send the same message you are reading to someone else. You'll jump automatically to the <u>Studio</u>, and the message will appear on the writing paper. If you're in the mood, <u>add, edit, or delete</u> any part of the message, or just leave it as is.

2. The "Fw" that appears in the Subject box is short for "Forwarded" and tells your friend that this is a forwarded message.

3. You can <u>address the message</u> 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.

Red, green, yellow or blue, you can decide in which drawer in the Mail Room to save the message.

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

Don't Need it? If there's no need to hang onto the message, throw it out into the wastebasket.

 Click the wastebasket. You'll get a second chance to decide whether to delete the message or take another glance. Click the OK button to delete your message for good. Click Cancel if you're not sure you should. Remember, once you delete it, it's gone for good!

With Pronto Family, you get your own songs, movies, pictures and Animated Greetings(TM) as 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:

- The musical note is for audio messages. If you click on this you will hear a recorded message, or maybe get an audio gift.

- The film splice is for a video clip. If you click on this, the clip will be played. While you're watching the video clip, none of the other buttons will work. Just sit back and enjoy the show.

- Rainbow symbols mean there are pictures attached. Take a closer peek by clicking inside the picture frame. To continue reading your message, click on the crossed-out magnifying glass.

- The piano keys are for .mid music files. Music automatically begins to play. Click anywhere to make it stop.

- The multimedia symbol is for Animated Greetings(TM). Click on this to watch your animated greeting.

- The HTML symbol is for HTML attachments.

- The question mark is for other kinds of attachments. If you click the question mark, you can save the attached file in your computer, to be viewed later on. Pick the drive and directory where you want it saved.

Picture Frame

Click in the picture frame to take a closer look at the attached picture. To continue reading your message, click on the crossed-out magnifying glass.