

MAGIC DESK™ I

TYPE AND FILE

Get ready to use one of the most remarkable software programs ever developed. With MAGIC DESK, you don't have to memorize a long list of commands and instructions, because all the commands are PICTURES of commonly used objects. That's right ... PICTURES! Everything works like magic—even your DISK DRIVE and PRINTER are automatically controlled using picture commands.



MAGIC DESK I activates four key items on your MAGIC DESK screen: TYPEWRITER, FILE CABINET, DIGITAL CLOCK and WASTE-BASKET. You can use these items to TYPE AND FILE personal letters, memos, reports, lists, student papers and more. Future cartridges will introduce the calculator, financial journal and other items.

Getting Started

Before you begin, make sure you have these items: MAGIC DESK cartridge, COMMODORE 64 or EXECUTIVE 64 (SX/DX) Computer, Commodore Single Disk Drive, Commodore Printer (or Printer/Plotter), Joystick (or other Desktop Controller). To set up your MAGIC DESK cartridge, just follow these simple steps:

Step 1: Connect your computer to a television set or monitor (see User's Manual), but DON'T TURN ON THE COMPUTER YET! To avoid damaging your software cartridge, always TURN OFF your computer BEFORE connecting or disconnecting a cartridge.

Step 2: INSERT your MAGIC DESK cartridge in the computer's CARTRIDGE SLOT. Make sure it's firmly seated, but don't force it.

Step 3: TURN ON your computer. The MAGIC DESK screen will appear. Adjust the SOUND on your television set/monitor.

Step 4: Connect your COMMODORE DISK DRIVE and COMMODORE PRINTER to the computer (unless you're using an SX64/DX64 Portable with built-in disk drive,

which only requires that you connect the PRINTER).

Step 5: Insert a DISKETTE into the DISK DRIVE. Diskettes already containing information should work normally. A NEW DISKETTE has to be FORMATTED (don't worry ... if you try to file something on a new disk without formatting it first, MAGIC DESK will help you).

Step 6: Connect a JOYSTICK or DESKTOP CONTROLLER (sometimes called a "mouse") to the computer. Be sure to connect it to PORT 2... NOT Port 1.

Troubleshooting Checklist: If you have a problem, turn off the computer, disk drive and printer. Make sure everything's properly connected. Are the cartridge and controller pushed in far enough? All cables connected? Diskette in the drive and paper in the printer? The joystick/controller plugged into PORT 2. If using a COMMODORE MONITOR, make sure the audio-video plugs aren't reversed and the switch on the back of the monitor is properly selected for FRONT/REAR INPUT.

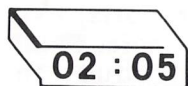
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Moving The Pointing Finger

Use your JOYSTICK or other DESKTOP CONTROLLER to move the animated POINTING FINGER so the tip of the finger is touching the picture of the feature you want to use. Press the ACTION BUTTON on the controller to activate the feature.



Setting The Digital Clock

Setting the DIGITAL CLOCK is one of the first things you should do. The clock is located on top of the FILE CABINET. To set the clock, use your JOYSTICK/CONTROLLER to move the POINTING FINGER to the picture of the clock. Press the ACTION BUTTON. A WHITE SQUARE surrounds the clock which tells you it's ready to be set. Use the numbered keys on the COMPUTER KEYBOARD to enter the time (example: enter 1 2 0 0 for 12 a.m. or p.m.). Press the ACTION BUTTON.

If you don't set the clock when you first turn on MAGIC DESK, it automatically begins keeping time from 00:00. If you set the clock using a 24-hour standard the clock converts the input to the 12-hour equivalent (i.e. 19:30 become 7:30). Overflow settings beyond 2400 are not accepted.



Using The Special "Help Menus"

If you run into trouble or have any questions while using MAGIC DESK, just press the COMMODORE KEY at the lower left corner of the keyboard and a "HELP MENU" will appear. Select the item you need information on, touch it with the POINTING FINGER

and press the ACTION BUTTON. A brief explanation in English will appear. To EXIT from the explanation back to the HELP MENU, press the ACTION BUTTON ONCE. To EXIT back to the original screen you were last working with, press the ACTION BUTTON TWICE.

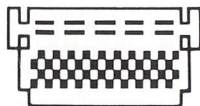


Some errors, like trying to use a printer when it's not turned on or using a new disk which is not "formatted", results in a flashing "international warning" symbol and a diagnostic menu to help you determine what's wrong.



The Wastebasket

Be careful when using the WASTEBASKET because this is used to ERASE a page you've typed which is still in the TYPEWRITER, or a page you've retrieved from the FILE CABINET. Use CAUTION because once you erase something you can't get it back. To ERASE a page, move the POINTING FINGER to the WASTEBASKET and press the ACTION BUTTON. The paper hovers over the WASTEBASKET, giving you a "second chance" if you want to change your mind. PRESS THE ACTION BUTTON A SECOND TIME to erase it... or... if you decide NOT to erase it, simply move the JOYSTICK/CONTROLLER.

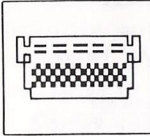


The Magic Desk Typewriter

The MAGIC DESK TYPEWRITER is fully animated and works just like a real typewriter. All entries are made using the computer keyboard.

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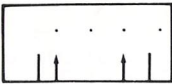


Activating the typewriter:

Move the POINTING FINGER to the TYPEWRITER on the MAGIC DESK and press the ACTION BUTTON. The typewriter screen will appear

with a white box around the typewriter at the bottom of the screen. You can only type on the page while the typewriter is "on" (surrounded by white box).

Moving to another menu item: Press the ACTION BUTTON and the white square disappears, letting you move the POINTING FINGER to another item. You can move back to the typewriter after using another menu item.



Changing page margins:

The page margins are set at 10 and 70 when you activate the typewriter.

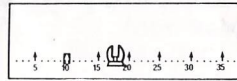
To CHANGE MARGIN SETTINGS move the POINTING FINGER to the MARGIN PICTURE and press the ACTION BUTTON. Use the JOYSTICK/CONTROLLER to set the LEFT MARGIN ARROW, press the ACTION BUTTON to "freeze" the setting, then set the RIGHT MARGIN ARROW. Press the ACTION BUTTON TWICE to return to the screen menu. Use the F1/F2 KEY as a MARGIN RELEASE KEY to type outside the margins.



Setting & clearing tabs:

The F3/F4 FUNCTION KEY acts as a TAB KEY, to move quickly to a preset position on a line. This key moves the carriage to the FAR RIGHT MARGIN (end of line), unless you "SET A TAB". To set a TAB, move the carriage to the position you want and press the F5/F6 FUNCTION KEY. Now when you

press the F3/F4 KEY the carriage moves to that position. To CLEAR A TAB already set, move to the TAB position and press the F7/F8 FUNCTION KEY.



Typing a page:

Your computer keyboard acts like a typewriter key-

board. Each page of paper on your screen corresponds to a sheet of 8½ by 11 inch typing paper (80 spaces across by 66 lines up and down). Each letter, number or punctuation symbol you type appears on your "page", then the carriage moves one space to the left. Typing functions controlled by SPECIAL KEYS include:

RETURN

Move 1 line down and go to beginning of next line

SPACE

Move 1 space to the right

INST
DEL

Erase letter to immediate left of carriage guide (to correct mistakes)

SHIFT

Shift to upper case (capitals and upper case symbols)

SHIFT
LOCK

Locks the keyboard in upper case (for typing all capitals)

RESTORE

RESTORE KEY—Press the RESTORE KEY to take a shortcut back to the "DESK" screen



Displays help menu



Moving around a page: The two CRSR keys let you move up, down and sideways on the page. The SIDEWAYS CRSR moves you RIGHT. If you hold down the SHIFT KEY, it moves you LEFT. The UP/DOWN CRSR moves you down, with the SHIFT KEY, it moves you up.



Choices when you type a page:

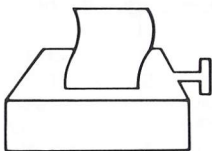
If you type a page and move to another screen without FILING or ERASING that page, a small picture of a TYPED PAGE appears in the upper lefthand

corner of the screen, to remind you there's an unfiled page in your typewriter. Your

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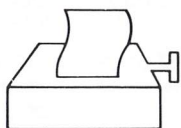
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choices after you've typed a page include: PRINTING THE PAGE using your COMMODORE PRINTER, FILING THE PAGE which is the same as saving the page on a DISKETTE in your COMMODORE DISK DRIVE, or ERASING THE PAGE using the WASTEBASKET.



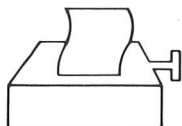
Using The Magic Desk Printer

Your Commodore PRINTER is automatically tied-in to your MAGIC DESK cartridge, so you can easily make copies of the pages you type and file.



Printing pages from the typewriter: To make printouts on paper of a page you've typed using the TYPEWRITER, press

the ACTION BUTTON to exit the typewriter, move the POINTING FINGER to the PRINTER, and press the ACTION BUTTON. The page should print out automatically. If for any reason the printer stalls, turn the printer OFF and ON and try again. If you still have a problem, turn the PRINTER AND DISK DRIVE off and on, and try again.

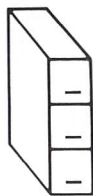


Printing pages from files: To PRINT a page in the FILE CABINET, you first have to move it to the TYPEWRITER. Move to the PAGE LOCATION containing the page you want to PRINT. Touch the SINGLE BLANK PAGE in the menu with the POINTING FINGER and press the ACTION

BUTTON to move the page into the TYPEWRITER. Press the ACTION BUTTON

once, POINT at the PRINTER and press the ACTION BUTTON AGAIN.

The page has been transferred from the file to the typewriter and should print out normally.



Using The Magic Desk File Cabinet

The MAGIC DESK FILE CABINET is automatically connected to your COMMODORE DISK DRIVE, so you can conveniently store the pages you type on standard 5¼ inch floppy diskettes—without having to learn any complicated commands!

The filing process: MAGIC DESK FILING involves 4 simple steps: 1) TYPE A PAGE & LEAVE IT IN THE TYPEWRITER, 2) OPEN A FILE DRAWER, 3) OPEN A FILE FOLDER, 4) CHOOSE A PAGE LOCATION, 5) SAVE THE PAGE ON DISK.



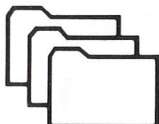
Using a new diskette: NEW DISKETTES need to be FORMATTED, to prepare the diskette to

accept data from your Commodore computer. The MAGIC DESK automatically FORMATS a new disk if you follow these steps: **1** INSERT THE NEW DISKETTE IN YOUR DISK DRIVE AND TURN IT ON, THEN **2** TRY TO OPEN A FILE DRAWER. **3** WHEN THE DIAGNOSTIC "HELP MENU" APPEARS, SIMPLY MOVE THE JOYSTICK/CONTROLLER. **4** TYPE "Y" OR "YES". If you're using a diskette which you've already formatted all operations work normally.

File capacity: The FILE CABINET contains 3 separate FILE DRAWERS, with 10 FILE FOLDERS in each drawer, and 10 PAGE LOCATIONS in each folder. One floppy diskette can store approximately 30 pages of text. You'll probably want to use different diskettes for different subject areas or file topics.

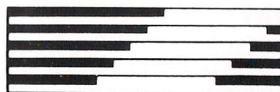
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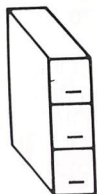


Labeling folders & pages:

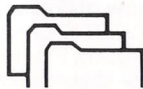
YELLOW FILE FOLDERS and WHITE PAGES can be individually labeled, but you can file a page in a folder or page location without using labels. To type a label, select the FILE FOLDER or PAGE LOCATION and use the computer KEYBOARD to type the label. Later, you can go back and type a new label over the old one, or erase a label by using the INST/DEL KEY.



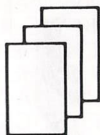
Saving Typed Pages & Viewing Files



Open a file drawer: Go to the opening MAGIC DESK screen. Move the POINTING FINGER to one of the 3 FILE DRAWERS in the FILE CABINET and press the ACTION BUTTON. The DISK DRIVE makes a whirring noise and the yellow FILE FOLDERS appear.



Choose a file folder: Flip back and forth through the yellow files by moving the JOYSTICK/CONTROLLER up or down. The "separated" file is the one you're working with.



Open the file folder: Press the ACTION BUTTON to de-activate the FILE FOLDER screen, then move the POINTING FINGER to the picture of the 3 PAGES and press the ACTION BUTTON. The DISK DRIVE whirs and 10 WHITE PAGES appear.



Choose a page

location: Flip back and forth through the white PAGES

by using the JOYSTICK/CONTROLLER. The "separated" page is the location you're working with.



Save a typed page: If you've typed a page and left it in the TYPEWRITER, a small picture of a TYPED PAGE appears in the upper left corner of your screen.

To file that page in a PAGE LOCATION in a FILE FOLDER, press the ACTION BUTTON and move the POINTING FINGER to the small picture of the DISK. PRESS THE ACTION BUTTON AGAIN and the page that was left in the TYPEWRITER is automatically stored at the page location in the file folder and drawer you've selected.



Viewing a filed page: If you only want to VIEW a page you've filed, repeat the procedures described above, but instead of POINTING at the DISK picture, POINT at the picture of the SINGLE PAGE. The page will be transferred from the FILE to the TYPEWRITER, where you can VIEW IT by moving the CRSR keys on the keyboard, CHANGE IT by retyping all or part of it, or ERASE it by using the WASTEBASKET.

Caution: If you try to save a new typed page in the same location where a page is already stored, the old page will be ERASED and cannot be retrieved.

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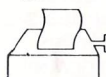
Magic Desk Symbols & What They Mean



Return To Magic Desk



Pointing Finger—used to select picture items



Printer—automatically prints typed page



Disk Drive—appears when drive is operating



Typewriter



Digital Clock



Margin Setting—to set typewriter margins



File Folders



Folders—help menu



File drawer (help menu)



File Cabinet (help menu)



Displays help menu

RESTORE

RESTORE KEY—Press the RESTORE KEY to take a shortcut back to the "DESK" screen



Disk—store a typed page in a file



Wastebasket—to erase a typed page



Single Page—to access a filed document



Typed Page—shows document in typewriter



3 Pages—to access page locations



Error Symbols—when something goes wrong



Exit—to leave help menu

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 **commodore**
COMPUTER

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