



MAGICKEY™ FLASH CARDS

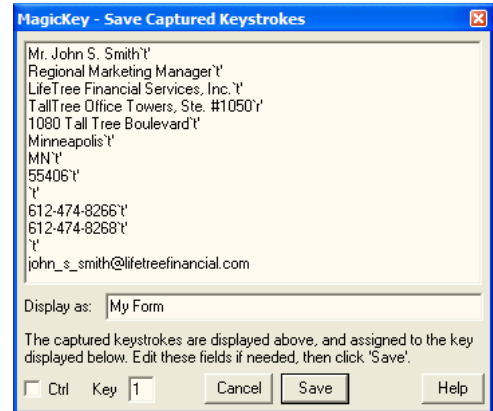
The sheets in this document provide quick step-by-step instructions on using MagicKey™ for common everyday tasks. They show you how to use its basic features immediately without reading the User Manual. These instructions assume default MagicKey™ settings as when freshly installed. Later, you can pick up MagicKey™'s more advanced features as and when needed.

[You may want to print this document to serve as MagicKey™ flash cards](#)


FILL THE SAME FORM (OR SIMILAR FORMS) MULTIPLE TIMES

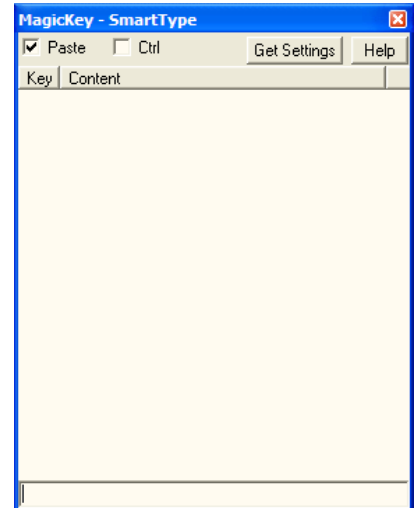
First, capture the information entered into the form the first time you fill it. This is done as follows:

- 1) Right-click  in the Windows taskbar (bottom right of the screen), and select *Start KeyStroke Capture*.
- 2) Fill the form as you normally would. You may use the mouse to scroll around the form, but use to move from one field to the next. If the entries for some field are variable, leave them blank at this point.
- 3) When the entire form has been filled, right-click  in the Windows taskbar and select *End KeyStroke Capture*. The dialog box shown on right appears, showing the captured keystrokes.
- 4) Edit the captured strokes if needed. Note that each field is on a new line, is represented by 't', and by 'r'.
- 5) In the *Display As* field, enter a short name for this set of keystrokes (e.g., **My Form**). Then click .
- 6) Now, enter any variable information that you had left blank in the form.



To subsequently fill another copy of the form, proceed as follows:

- 1) Bring the form up on your screen as you normally do.
- 2) Right-click  in the taskbar, and select *SmartType*. The dialog box shown on right appears, showing **My Form** as the content for key **1**.
- 3) Click **1** in the *Key* column. The cursor changes to \uparrow .
- 4) Click within the first field of the form. MagicKey™ automatically fills the entire form using the captured keystrokes.
- 5) Now, enter any variable information that you had left blank in the form.









This process may now be repeated any number of times to fill more copies of the form.

If you capture additional sets of keystrokes, their content is assigned to key **2**, **3** ... and so on. To play back any set into a form, click its key in the *Key* column of the *SmartType* window shown on right, then click in the first field of the form where those keystrokes are to be entered.

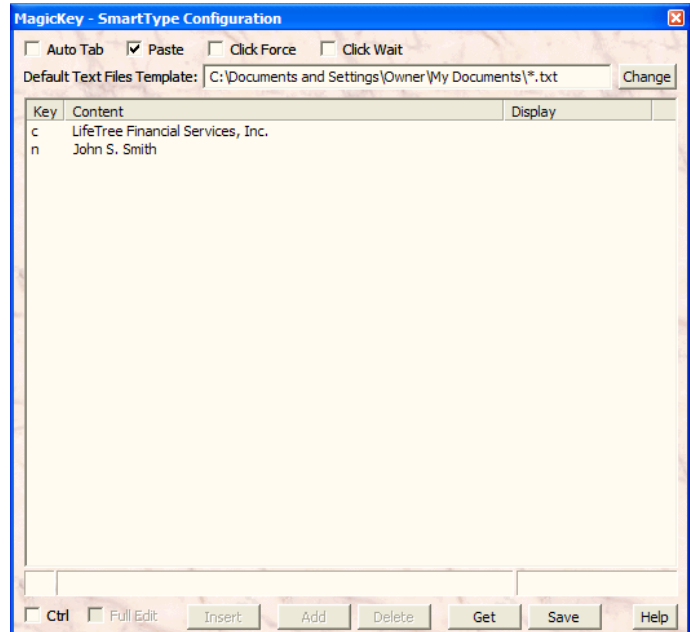
AUTOMATE ENTRY OF FREQUENTLY TYPED TEXT

Text strings like name, phone number, email address, mailing address get typed into all kinds of forms, documents, spreadsheets and applications. Use MagicKey™ to assign “SmartKeys” to each of these text strings, then type them again.






First, define the text strings and their SmartKeys. This is done as follows:

- 1) Right-click  in the Windows taskbar (bottom right of the screen), and select *Configure SmartType*. The dialog box on the right is displayed.
- 2) The cursor is in the *Key* column in the lower left corner of the window. Press the key for the letter you wish to assign (for example,  for email).
- 3) The cursor moves to the *Content* column. Enter your email address and press .
- 4) The cursor moves to the *Display* column. Press .
- 5) Press  (or click **Add**). MagicKey™ assigns  to your email address, and adds it to the list of SmartKeys.

Repeat steps 2 through 5 to assign SmartKeys to all your text strings.

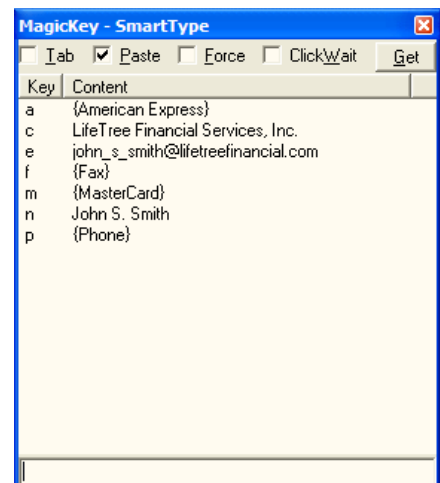


You may now use these SmartKeys to enter the text strings in any form, document, spreadsheet, Windows dialog box or application simply by pressing the appropriate Smartkey. This is done as follows:


- 1) Work normally in your form or application. When it is time to enter predefined text (in this case, email), press   (i.e., hold down  and press ).
- 2) The SmartType window appears as shown on right. Press .





The SmartType window closes, and your email address is automatically entered into your application.

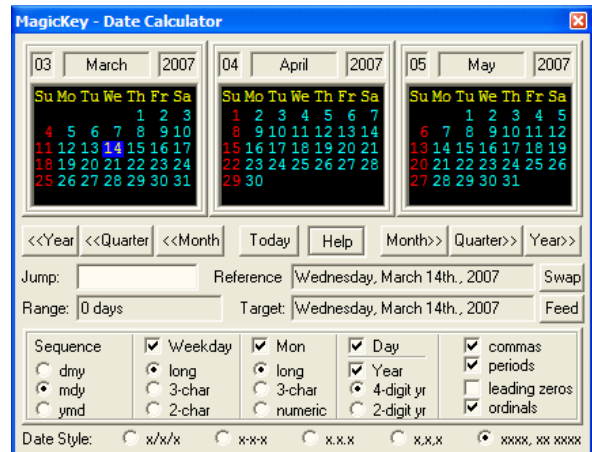
This process may be used for any of the SmartKeys you have defined.




DATE CALCULATIONS


Right-click  in the Windows taskbar (bottom right of the screen), and select *Date Calculator*. The dialog box shown on right appears.

The calendar panels display three consecutive months from today's month. You may scroll these panels by using the arrow keys  or , or by clicking one of the  or  buttons below the panels.



Calculate the target date a certain number of days from today

- 1) In the *Jump* field, enter the number of days from today to the target date (if the target date is in the past, enter a negative number). Press .



The required date is displayed in the *Target* field, and is also highlighted yellow in the calendar panels. Press  to have MagicKey™ type the calculated date into your application; otherwise, close the dialog box.


Calculate the number of days from today to a target date

- 1) Click the target date in the calendar panels, scrolling them if necessary.


The number of days from today to the target date is displayed in the *Range* field (if the target date is in the past, this number is negative).

Calculate the target date a certain number of days from some reference date

- 1) Shift-click (i.e., click while holding down ) the reference date in the calendar panels, scrolling if necessary.
- 2) In the *Jump* field, enter the number of days ahead from the reference date to the target date (if the target date is before the reference date, enter a negative number). Press .


The required date is displayed in the *Target* field, and also highlighted yellow in the calendar panels. Press  to have MagicKey™ type the calculated date into your application; otherwise, close the dialog box.

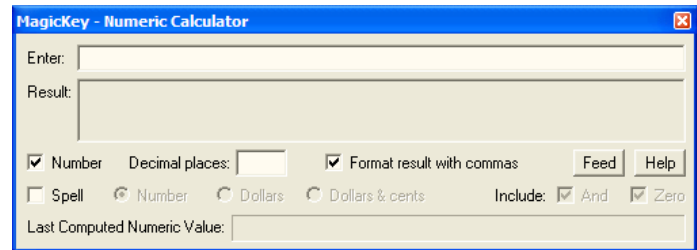
Calculate the number of days between any two dates

- 1) Shift-click (i.e., click while holding down ) the first date in the calendar panels, scrolling if necessary.
- 2) Click the second date in the calendar panels, scrolling if necessary.


The number of days between the two dates is displayed in the *Range* field.


WORKING WITH NUMBERS

Right-click  in the Windows taskbar (bottom right of the screen), and select *Number Calculator*. The dialog box shown on right appears.




Convert Fractions to Decimals

- 1) In the *Decimal Places* field, type in the number of decimal places desired in the result (e.g., **4**).
- 2) In the *Enter* field, type in the whole number plus the fraction (for example, **585 + 17/64**). Press .


The decimal result is displayed in the *Result* field. Press  to have MagicKey™ type it into your application; otherwise, close the dialog box.

Convert Decimals to Fractions

- 1) In the *Decimal Places* field, type a forward slash followed by the desired fraction denominator (e.g., **/64**).
- 2) In the *Enter* field, type in the decimal number you want to convert to a fraction (e.g., **585.265625**). Press .


The result, formatted as a fraction, is displayed in the *Result* field. Press  to have MagicKey™ type it into your application; otherwise, close the dialog box.

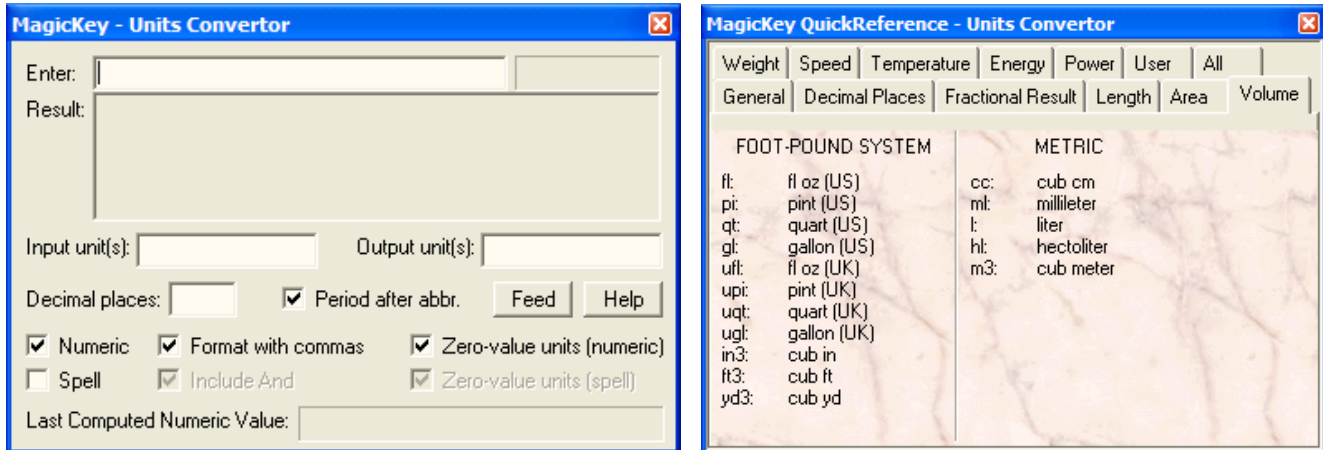
Spell out a dollar amount for check writing or for legal documents

- 1) Uncheck the *Number* checkbox.
- 2) Check the *Spell* checkbox and *Dollars & cents* radio button.
- 3) In the *Enter* field, enter the dollar amount to be spelled out. Press .

The formatted and spelled out result is displayed in the *Result* field. Press  to have MagicKey™ type it into your application; otherwise, close the dialog box.


CONVERTING UNITS OF MEASUREMENT

Right-click  in the Windows taskbar (bottom right of the screen), and select *Units Converter*. The dialog box and QuickReference panel shown below appear.



In the QuickReference window, select the tab for the kind of measurement to convert (e.g., *Volume*), so that you can look up the abbreviations for the units of interest.

Converting between Metric, Imperial and Other Units

- 1) In the *Enter* field, type the quantity and unit you wish to convert, then comma and the destination unit(s). For example, to convert 585 liters to US gallons and pints, type **585 l, gal pt**. Press .

The converted result is displayed in the *Result* field. Press  to have MagicKey™ type it into your application; otherwise, close the dialog box.

Converting Decimal measurements to Sub-Units

- 1) In the *Enter* field, type the quantity and unit you wish to convert, then comma and the destination unit and sub-units. For example, to convert 63.12 gallons to gallons, pints and fl oz., type **63.12 gal, gal pt fl**.

The converted result is displayed in the *Result* field. Press  to have MagicKey™ type it into your application; otherwise, close the dialog box.

Converting Sub-Units to Decimal measurements

- 1) In the *Decimal Places* field, enter the number of decimal places desired in the result.
- 2) In the *Enter* field, type the quantity to be converted with units and sub-units, then comma and the destination unit. For example, to convert 8 gallons, 3 quarts, 5 pints and 7 fl oz. to decimal gallons, type **8 gal 3qt 5pt 7fl, gal**.

The converted result is displayed in the *Result* field. Press  to have MagicKey™ type it into your application; otherwise, close the dialog box.