

My Subjects:

In Taxi you may select the subject areas and specific websites within those areas which you are interested in and would like to appear on your personal Taxi web organiser.

Adding a subject

To add a subject to your list, move the cursor over the box next to the appropriate name and click once. The box will now be ticked. This action will take you directly to the **My Sites Window** where you may select the sites which you would like to include under that subject.

Repeat this process for every subject you would like to select. Click on the **forward arrow** in order to see more subjects, click on the **back arrow** in order to go back over the list. Once you are finished click **OK**. Your selected subjects will now appear on Taxi.

Removing a subject

To remove a subject from your list, move the cursor over the box next to the selected name and click once. The box next to the subject name will now be blank. Repeat this process for every subject you would like to remove. Click on the **forward arrow** in order to see more subjects, click on the **back arrow** in order to go back over the list. Once you are finished click **OK**. Your subjects will now be removed from Taxi.

Adding a site

Move the cursor over the name of the subject where you are interested in adding a site. Click once to go directly to the **My Sites Window**.

Removing a site

Move the cursor over the name of the subject where you are interested in removing a site. Click once to go directly to the **My Sites Window**.

My Sites:

Preferred sites are the Taxi top recommended websites on the World Wide Web, organised in a list that you may choose from to include or remove from your personal Taxi web organiser. The list of available sites in the subject area selected will be listed. Use your mouse to scroll over the site names in order to read the **Site Description** which appears at the bottom of the Window. This will help you make your selection. Those which appear on your Taxi have been ticked in the box next to the name of the site.

Including a site

To include a site simply click on the box next to the desired site. Click on the **forward arrow** in order to see more sites, click on the **back arrow** in order to go back over the list.

To add your own personal site click on **Bookmarks**.

When you have made your selection click **OK**.

Removing a site

To remove a site simply click on the box next to the desired site. Click on the **forward arrow** in order to see more sites, click on the **back arrow** in order to go back over the list.

To remove your own personal site click on **Bookmarks** (You may only remove your personal sites from the Bookmarks Window).

When you have finished click **OK**.

Bookmarks:

Taxi lets you add your favourite websites from the World Wide Web to appear on your Taxi personal organiser.

Adding a site

To add a site, click on **Site Name**. Type in the name of the site you wish to include in the box provided.

Click on the **URL (web site address)** and type in the URL address (it is not imperative to include the “http://” prefix) in the box provided.

Click on **Site Description** and type in the description of the site you would like to include (up to 255 characters), in the box provided.

Click on and select from the drop down **Subject List** the subject area where you would like to include your site.

Click on **Add**. Your site will now feature in the **Site List**.

Click on **OK**.

Deleting a site

To delete a site click on the site you would like to remove in the **Site List**. Click on **Delete**. The site will now have been deleted.

Click on **OK**.

Search site

To search for a site on the Internet, click on **Search**. This will launch your browser and take you to an HTML Taxi page with a list of search engines to help you find your site.

Modify a site

To modify a site, click on the site you would like to modify in the **Site List**. Then click on the appropriate fields and make your changes.

Click **OK**.

Setup Features:

This function allows you to personalise the various settings which will appear on Taxi.

Choosing an Internet browser application

To choose a browser application you have three options: click on **Internet Explorer**, click on **Netscape Navigator**, or click on **Browse** to locate your preferred browser.

Choosing an e-mail application

To choose an email application, click on **Browse** to locate your preferred browser application.

FTP Update Taxi

Updating Taxi means your personal organiser will receive the latest content changes, updates and teasers from Taxi.

You can choose to update Taxi on **log on time** or **automatically** (at a pre-selected time). Select your choice from the drop down list.

You may choose to have Taxi prompt you before updating. To make this selection tick the box next to **prompt before update**.

You may also want to be alerted as to new content. To make this selection tick the box next to **new content alert feature**.

Screensaver mode

This function allows Taxi to pop up like a screensaver after a certain period of computer inactivity.

To choose this function type in the number of minutes after which you would like Taxi to go into screen saver mode in the box next to the text.

Play events sounds

This function will play any audio which accompanies the central viewer content. To choose this function click on the box next to **Play event sounds**.

User Information:

Taxi allows you to add or delete a user to Taxi, (up to 9 different users). The list of users is listed in **Taxi Users**. By clicking on any of the names listed the accompanying individual user information is listed in the right hand column.

Add a New User

Click on **Add New User**. This will take you to the **Taxi Registration Window**.

Delete a User

Click on the user you would like to delete. Click on **Delete User**.

Modifying a User

Click on the user you would like to modify from the **Taxi Users List**. Click on **Modify User**. This will take you to the **Taxi Registration Window**.

Taxi Registration Information:

Taxi asks you to enter your details and particulars in order to fully personalise Taxi for you.

User Name

This is the name which will appear on the **Taxi Plate** (bottom central icon on Taxi).

Password (optional)

This field, which is optional, allows you to include a password for your particular settings.

First Name

This field is for your first name.

Last Name

This field is for your last name.

Postal Address

This field is for your address (flat, street, city)

Postal Code

This field is for your postal code

Country

This field is for your country. To select a country browse down in the drop down list to make your selection.

Year of Birth

This field is for your year of birth. To select your year of birth either click in the space after 19 and type in the appropriate last two digits of your birthday year, or click on the up or down arrow to select the last two digits of your birthday year.

E-mail Address

This field is for your email address. If you don't have one, simply leave it blank. You can always add it later.

How long have you used the Internet?

This field is for your Internet experience. To make your selection browse down in the drop down list.

Occupation

This field is for your occupation. To make your selection browse down in the drop down list.

Business Sector

This field is for your business sector. To make your selection browse down in the drop down list.

Gender

This field is for your gender. To make your selection tick in the appropriate circle.

Status

This field is for your status. To make your selection tick in the appropriate circle.

Where will you use Taxi?

This field is for your access to Taxi. To make your selection tick in the appropriate circle.

Once you have added all the relevant information to the Taxi Registration Form click **OK**.

Modifying a User

To modify a user make the changes in the appropriate fields and then click **OK**.

Password:

This function allows you to user protect your own personal web organiser.

To select a password protected Taxi user click in the box next to **Taxi User** and type in your user name. Click in the box next to **Password** and type in your password (your password will appear as a series of stars/asterixes). Click **OK**.

To add a new user, click on **List of Users**. This will take you to the **Taxi User Information Window**.

Play Content:

This function allows you to control which clips appear in your central viewer.
To select a particular clip select your choice from the drop down list and click **OK**.
To save your clip elsewhere click on **Save**.

Single right clicking with the mouse on the Viewer will display this **Play Content Window** where you can choose which teaser to play next. After playing your selection the Viewer will resume its cycle.

Update Taxi:

Taxi can be updated to deliver the latest personalised content, entertainment, promotions, and advertising. You can choose to update Taxi automatically at a pre-set time of the day, or when you first log onto your computer. Taxi's intelligent update system will ensure that update times are minimised and vary according to your frequency of update. For instance, if you haven't updated for a day then Taxi will take about 2 minutes, if it hasn't been for done for 3 days it might take a minute longer. If you haven't updated in a week it will do a complete update for you.

To update Taxi please select the type of update you would like Taxi to perform and then click **OK**.

Note: You may also change your update settings in the **Setup Features Window**.

New on Taxi:

This Window will be displayed when you Update Taxi. It will let you know what new sites have been added since your last update.

To find out what news sites have been added by subject area click on the subject desired in the **Subject** column. The new sites will then be displayed in **the New** column.

Click on an individual site name to view the Site description.

Double click on an individual site name to visit the site.

Click on **Add site** in order to add the highlighted site to your preferred sites.

Taxi Tools and Functions:

Taxi Light (Top centre icon)

This light indicates which layer of Taxi you are situated on. When the sign “**Taxi**” appears this indicates that you are on the general subject layer of Taxi. When a specific subject name appears (for instance Business) this indicates the specific subject layer of Taxi you are on.

Scroll Right (Top right icon)

This function, when enabled (**green arrow**) indicates that there are more layers to be viewed forward.

Scroll Left (Top left icon)

This function, when enabled (**green arrow**) indicates that there are more layers to be viewed back.

Exit (Bottom left corner icon)

Clicking on this function will allow you to directly exit from Taxi.

Subjects & my newspaper (flat line bottom, second from left)

Clicking on this function will allow you to access the **My Subjects** and **My Sites Windows**, as well as **my newspaper**.

Functions (Arrow, third from left)

Clicking on this function will allow you to access from a drop up list the following windows: **Product Information, User Information, Help, Setup Features**.

User Name/Taxi Plate (Central bottom icon)

This will indicate the name of the current user

Clicking on the current user will bring up a drop up list with a list of the current users, as

well as the **add/ modify/delete user** selection.

To select another user click on your choice from the list provided.

To access the **User Information Window** click on **add/modify/delete user**.

Bookmarks (Right of centre icon)

This function allows to you add a personal site to Taxi by bringing up the **Bookmark Window**.

Update Taxi (Second from right of Centre icon)

This function allows you to update Taxi with its relevant changes in content.

Email (Bottom right corner icon)

This function allows you to call up your email application.

Blank Hotspots

This function allows you to go directly to either the **My Subjects Window** (silver buttons) or **My Sites Window** (metallic colour buttons) where you can add or remove subjects and sites to/from Taxi.

Corner Hotspots

Clicking on these corner advertising hotspots can either provide a teaser in the central viewer or launch your browser to take you to a site.

Site Hotspots

Clicking on a site hotspot will launch your browser and take you to the selected site on the World Wide Web.

Central Interactive Viewer

In the centre of Taxi is a large viewer which is used for the following:

To cycle teasers that have been downloaded. Clicking on a teaser will allow you to hotlink directly to its corresponding URL address.

Single right clicking with the mouse on the Viewer will display the **Play Content Window** where you can choose which teaser to play next. After playing your selection the Viewer will resume its cycle.

Taxi Companion Bar

The Taxi Companion or floater bar appears when you click on a site icon on a subject layer which hotlinks you directly to the website. The floater will then appear as a constant companion to the Internet. On it you will find your subject selections organised to the right side of the floating bar and the **my newspaper** selections to the left.

Click on a subject and this will take you back to the Taxi Subject layer.

Click on a **my newspaper** selection and this will take you directly to the website selected.

my newspaper

Taxi has a daily news service for a number of sites. By selecting the **my newspaper** subject in the **My Subjects Window** you will have access to the latest information feed from a number of pre-selected sites.

System Requirements and Settings for Taxi

- a 486DX 66MHz processor or Pentium with at least 8mb of RAM
- Microsoft Windows 95, or NT Workstation 4.0
- A PC capable of displaying at least 256 colours at SVGA resolutions (preferably 16 bit graphics card or better),
- a hard drive with 8mb of free disk space,
- CD-ROM drive and Internet connection
- Recommended display settings are; Set *colour palette* to at least 65536 colours. Set *desktop area* to 800 x 600 pixels.

