

EccoMagic

MagicViews

Gather Information & Take Notes

Introduction:

There used to be a cool program called "NetSnippets" which saved webpages (including graphics) and sort of allowed some kind of outline structure. But it wasn't a real outliner, and very soon, all those web pages got out of hand.

If you can't find your info... you don't have it!

Which problem led to this very special tool. Instantly enter notes and clip information from the screen, the web, Word, Excel, PDFs, E-Mails, etc., and place into an outline where you can access the information, move it around, and **organize it!**

The best, (and maybe only), way to have control of your information is to have it organized. Traditional 'key word search' techniques or crude outline lists don't let you do that. MagicView does.

It is worth skimming over all of the instructions even if the complexity of options seems at first overwhelming. Once you're ready to jump in, conceptual getting started hints are [here](#) and, at the EccoMagic forum there are examples and tutorials that are worth the time to look through and think about. That site is located [here](#). There is also a 'Help overview' [at end of the help text](#) (**Control + End**), and you can press **Alt + X** for the [help index](#) at any time.

If the screen is too small and you're viewing these instructions from within an Ecco sidebar, you can **F1** out of the instructions, resize and **F1** back, or press **F11** to [toggle full screen view](#). You can also press **control + minus** to [reduce the font size](#) (and **control + plus** to [increase it](#)).

Some things you can do with MagicView:

- Use your viewpages as part of your integrated outline, including auto-dating, full labeling and auto-assignments, and with full technical outline control and flexibility.
- Copy from your viewpages directly to outline sub-items, and visa versa.
- Enter notes directly and clip from just about anywhere, including graphics from the screen and quick audio notes.

- Freely attach multimedia files or other objects (JPEG / PNG / GIF / BMP / WAV / WMA / WMF / MP3 / MPEG / AVI / SWF / MP4 / PPT / PDF / DjVu / DOC / XLS / EML / MHT / ETC.), as the viewpage of any item.
- Comfortably save over a billion characters of text and a virtually unlimited amount of graphics in over 30,000 view pages per ecco file.
- Seamlessly secure your text with Microsoft AES 192/256 bit strong encryption (requires XP/Windows 2003 or higher).
- Send your live or saved MagicView page (from any source) directly to your browser or instantly jump to the original source document.
- Save your pages either within ecco or seamlessly in an external disk folder.
- Grab a selection of pages and flip through them all together.
- Share the same note/viewpage between multiple items.
- Share clips among multiple networked users in real time. Clips from the web, Word, Excel, Email, etc., can be viewed and edited on networked systems-- even if the system does not have that software installed.
- Link directly from any viewpages to any other.
- View a page and all of its linked pages together as one.
- Export one item or as much of an outline as you select.
- Export **any/all** view pages **in outline format** to a web browser viewable tree, **seamlessly including viewpage graphics, PDFs, DjVu, MP3s, media files etc.**
- Export timelines with timeline dating.
- Search in Ecco and see a manageable results screen.

While still being able to:

- Append to, export, and print your saved clips.
- Modify, and easily mark up your saved clips, with super easy to use
 - Highlighting,
 - Indexing,
 - Private notes & comments,
 - Cross-page hyperlinking,
 - Outline cut & paste integration,
 - Block math, and
 - Flexible outline numbering.

Hopefully too, MagicView feels at home.

MagicView is fully compatible with your existing Ecco files. For those who have used a NoteEdit/EditNote plugin with "RTF" notes, you can instantly use existing notes by simply renaming the note folder to "MagicView_1" and enabling the RTF option in the File menu. The MagicView notes are not only more compact and much more powerful as notes, but are secure and open the door to true information gathering and organization fit for the information age.

Just like in Ecco's main outline, Control + K opens your text formatting window. Tab indents your outline level. Most every command has a hotkey shortcut. Control + Q is there to instantly insert the date & time, and even the "<" and ">" navigation buttons work exactly like the "Prev" and "Next" buttons in Ecco's form view dialog.

MagicView integrates deeply into the Ecco workflow on many levels. For example, selecting and moving information from MagicView to ecco items is as easy as pressing Control + Alt + C to instantly copy the current MagicView selection as a new Ecco child item.

Using Ecco MagicView you can move around, organize, and access huge blocks of data using very small tag lines. You can have Hundreds of Megs of data, and yet have ecco orderly, responsive, and downright fun to use.

Adding content:

Overview: You can gather information in MagicView in over 30 different ways, including:

- Hotkey Clip directly from anywhere directly into MagicView
- Hotkey Clip directly from web browsers into Ecco
- Clip screen shots directly into MagicView or Ecco
- Dictate Quick Audio Notes
- Cut from anywhere, and Paste into MagicView
- Drag & Drop into MagicView from:
 - Sections of Web pages
 - Selections from thousands of supported programs
 - Entire HTML, RTF, or TXT files (thousands can be added at the same time)
 - Photos
 - Program and data files to create links
 - PDF, DjVu, MHT, EML, and similar file types to create seamless links
 - Multimedia files such as MP3, AVI, MPEG, WMA, WMF, MP4, SWF, WAV, etc., to create live view seamless links
 - Zip files or even disk folders to create 'live' attached folder views
 - and more...
- Attach seamless links to files using a 'Load Disk File' dialog

Additionally, clips and/or clip images and multimedia or other files (on the local computer, network, or the internet) can be:

- seamlessly 'linked' to ecco items,
 - Most file types simply dropped into MagicView (via the 'ItemText' box) are attached as seamless links.
- 'grounded' and stored in a special .web folder linked to the .eco file, or
 - Holding down the shift key when dropping most file types, attaches them as 'grounded' objects, saved locally in the ".web" folder linked to ecco.
 - Alt + G will 'ground' most file types (and images of viewpages).
- stored internally within a .eco file.
 - Holding down the shift + control keys when dropping generally attaches files internally in the ecco file.
 - Native MagicView pages are stored in ecco internally. Control + Shift + G will 'ground' native MV pages and store them in the .web folder (along with the page's images).
 - Most other objects can be moved to internal ecco storage via Control + Shift + G.
 - Internal storage is allowed for files up to about 6 Megs per item, however, it is generally recommended to not to internalize files over 256k or so, (as the data transport time to retrieve the data becomes lengthy). A maximum of about 1.8 Gigs of data can be internally stored in a single .eco file, subject to global pointer availability.

Finally, view pages can be stored unencrypted, or encrypted for a specific user. (An unlimited number of users and password can be used with file encryption).

Adding clips to a MagicView page:

A) From your browser, word processor, spreadsheet, pdf viewer, or other information

source, simply drag & drop a selection into MagicView.

NOTE:

1. Hold down the Ctrl key when copying from word processors such as MS Word. (Otherwise the text is 'moved' to MagicView, instead of just copied over. If this happens, you can press Ctrl + Z in MagicView to restore.)
2. Multiple cells from Excel are as much as possible kept as a table, in most cases, just like they showed up in Excel.
3. In most cases, you can also drag from MagicView directly into Word, Excel, etc.. Please note the same caution applies-- hold the control key down when you release the drag to copy the selection. (Otherwise, you will move, ie. delete in MagicView, the moved selection. If this happens, you can restore the selection in MagicView with Control + Z.)
4. Dragging & Dropping is easy, but does not store the location of web-pages from where you dragged. To save the location of the information, use a direct clip to MagicView, or copy & paste with 'saved URL'.
5. Images on web pages are most often 'links' to images which show the image. Dragging such an 'image' to the MagicView page will drag the link, not the actual image. In other words, in this case the image shown is not saved locally unless you explicitly ground the page (after adding the image(s) to the MagicView page).
6. Similarly, if you drag a web image to the ItemText box, you'll generally see an error message that the image can't be found. That is because the temporary cache used to show the image is temporary.
7. The instructions assume "Magic" mode (button in upper left hand corner). You cannot add or modify a page in "View" mode. (There are other indications as well, the color of the item text line at bottom, is green for Magic mode and red for View mode. "MAGICview" appears in Magic mode, "magicVIEW" in View mode.)

B) Drag & drop graphics, text, PDF, DjVu, and HTML files, as well as disk folders directly into MagicView's ItemText box.

Simply **drag** any graphics, txt, or html file to MagicView's ItemText box while holding down the Control key (or Shift).

Note: do not drag to the MagicView page display area for this feature, drag to the **ItemText box** at the bottom.

- In addition to files, individual graphics images can be dragged directly to the ItemText box from most browsers.
 - If dragged from a web browser the image will be treated itself as a viewpage, just like a PDF, DjVu or similar file dragged from disk.
 - If dragged from a disk file, the image will be treated as an image link added to the viewpage. To manually add an image link for an image on the web, use the **Alt + P** function to insert an image link into a viewpage by pasting the image's URL.
 - A viewpage must be 'grounded' if you desire to save the dropped images locally. You can save all of a view page's images locally by grounding the page (*after you have inserted the images*) and a page can be grounded multiple times if desired.
 - Only a single image from the web can be dropped as a viewpage for any one ecco item, as compared with the magicview screen clip which allows adding multiple images to the same viewpage (and which automatically grounds the clips), or as compared with manually adding the image link, or selecting the images in the browser and clipping that selection.
- Drag & dropped text, rft, emdf, and html files are incorporated into the viewpage text directly when dragged to the viewpage itself, or when the control key is held down when the files are dropped to the ItemText box. Multiple files can be dropped at the same time to the ItemText box.
- Drag & dropped text, rft, emdf, and html files dropped to the ItemText box with the control key not pressed will be added as sub items of the active item. If the shift key is pressed when the items are dropped, the new items will be stored in the .web folder.
- With PDF, DjVu, EML, MHT files, disk folders, etc., holding down the control key has the opposite effect-- the pdf will replace the active page unless the control key (or shift key) are pressed (in which case a new item will be created). The PDF, etc., file will be linked, that is, the file on disk will be displayed but not saved as a part of the viewpage. (You can 'ground' the page to make an extra copy of the file saved as a part of the viewpage in the ".web" directory.) For detailed instructions on adding MHT, EML, PDF or DjVu files, see the 'Adding PDF and DjVu Documents' section below.

- Multiple files, even thousands and of multiple types, can be added at the same time. (You can add up to 30,000 grounded attachments per file, or up to about 1.5 Gigs of internalized files).
- Multiple EML, MHT, PDF and DJVU files will be linked to new subitems but all other graphics files (dragged from disk) are incorporated directly into the viewpage (when added with the control key is held down). You can drag and drop literally hundreds, or even thousands of files at the same time.
- **Note:** If text, rtf, or html files are dragged to the ItemText box without holding down the control key, the files will be added as sub-items using the file's names. You can mass import rtf, text, and html items this way. (When viewing RTF imports, be sure that the 'Use RTF' option is selected in File > Folder Options).

C) Copy, and paste the clip into MagicView

On the Edit menu, you'll find three pasting choices. (You can access the Edit menu by clicking the "Edit" button, by pressing Alt + D, or by right clicking and selecting Edit.)

1. Control + V , paste.
2. Shift + Control + V, paste *and* save clip css and source information.
3. Winkey + Control + V, paste *and* save clip css and source *as a clean, new page*. This will erase any clips or information currently in the active MagicView page.

Note: pasting with clip css and source information may take a moment or two to process (especially with extremely large clips, or clips that require reading other files in order to determine css context).

D) Hotkey Clip directly into MagicView.

In most any program, mark the section you desire to clip, and press **Winkey + F12**.

There are a wide variety of clipping options, and to help keep things relaxed, the 'master' hotkey Winkey + F12 is always available to provide a convenient menu of clipping options. You can also hotkey clip directly:

Winkey + Control + C ('Add Selection to viewpage') to *append* the clipped selection to the *current* MagicView page,

Winkey + Control + Shift + C ('Replace viewpage > with Selection') to *replace* the *current* MagicView page with the clipped selection.

Notes:

1. If you accidentally erase a MagicView page with the Winkey + Control + Shift + C function, if you activate MagicView and press the same key command (Winkey-Control-Shift-C) within about 6 seconds, the page will revert.

2. If you copy from scientific or non-English sources, this clip method may work better than creating a new item from clip text. I.e., First manually create a new ecco item (or use an existing one), and load that item as the current MV page (Alt - Right Click on ">" navigation bar or Winkey + /) and *then* use the Replace viewpage clip. With this method, the language/font setup is established when you first load the blank item, and can be less 'confused' by a clip from non-English source. Some experimentation will reveal the distinctions.

Also note:

There are insertion hotkeys which do the opposite of the Winkey + Control + C and Winkey + Control + Shift + C hotkeys:

Winkey + Control + Insert will insert selected text from the active viewpage into the currently active window.

Winkey + Control + Shift + Insert will insert the full text of the active viewpage into the currently active window.

Winkey + Control + Alt + C ('Replace viewpage > from URL') to *replace* the current MagicView page with the webpage *referenced* in the current selection.

For example, highlighting "google.com" (in any program) and pressing Winkey + Control + Alt + C will replace the active MagicView page contents with the contents of the webpage found at "http://google.com".

Winkey + Alt + C ('Add Selection and Images') to *append* current selection to the current MagicView page, *and*, store any images locally.

Saving Web graphics:

Web and similar clips that include graphics will also include the graphics when pasted. The normal mode for this is to display the graphics *from* the original location. The advantage to this is speed and space-- no space or time is used to download, copy or store the image. This is the best way to clip and view when the information we are after is textual. The text is stored forever, and with very little overhead, the images are initially available as well.

The disadvantage to not storing images locally is that images and locations may change in the future. For images that are more than just convenience, images which themselves are information we want to save, the safest bet is to save a local copy of those images. To clip directly into MagicView *and* to save a local copy of any web page images, use this alternative clip.

Note:

1) Images are saved to a directory located where your .eco file is located, named the exact same as your .eco file, but with ".web" as the directory's extension. Java applets, external scripts, embedded movies, etc. are not stored locally.

2) If you want to store a page's external java applets, etc., use your web browser to save the webpage ("complete") in the appropriate directory, and then browse to the saved file, and clip from that file into your ecco. The page, including scripts, will be a part of your .eco file and always accessible to you-- so long as the directory and source files are accessible.

3) If you relocate your .eco file, move the .web folder as well. If you change the name of your .eco file, you can manually rename the .web folder, or allow MagicView to handle that automatically as part of its error and checksum procedures.

4) Storing images locally requires having an actual file to link them to. In order to use the MagicView image storage feature you must first open an ecco file. (A new ecco session that is not yet saved as a file is not sufficient-- there is no file to link the images to.) Ecco does not need to display an open window, but Ecco must be running, with an actual file open as the active session.

The purpose of MagicView is information gathering, and when photos are actually information (such as diagrams, etc.) it is extremely helpful to be able to clip the photo info as well. However, making a 'backup' of webpages for 'history' is not a helpful way to gather and organize information. **Suggested that you save images when it is really necessary**. Keep in mind that it is the information you are after, not the presentation. (Some web browsers are text only!).

You can also manually localize (save to disk) photos from any web clip, at any time, by pressing **Alt + G** to 'ground' the clip.

ie., if you dragged & dropped a clip you can immediately (or later) use the 'Ground' command to save the clip's images locally. Grounding a file will also localize the 'CSS' style sheets for any webpage..

Keep in mind that grounding is not necessary for text clips or when you've clipped using any 'with images' clip type. Any clip can include images, just that the image's aren't saved locally unless you clip 'with images' or use the Alt + G ground feature.

Keep in mind also that when you attach djvu, Doc, PDF, and similar files (by dragging to the Item Text box) the files are attached to the ecco item, but are not copied to the .web folder. If you want to include the file in the ecco file's .web folder, you can Alt + G ground the page after you have attached the file. Or, *before* attaching the file(s) you can copy them to the ecco file's .web folder (located in same directory as the .eco file, with the same name and the .web extension [you can even create a subdirectory in the .web folder and place the files there]) and then **drag the files from the .web folder** to the Item Text box.

Note: The above clips modify the *active viewpage* attached to whatever Ecco item that viewpage is attached to. These clips are very helpful for building a viewpage from multiple sources. There are other clips for creating **new** viewpages for the clip. (Items clipped directly into Ecco are indicated by five dots following the item text ' ::. '). Options from the standard Winkey + F12 menu which create **new viewpages attached to new Ecco items**:

- **'Selection as New item'** , **'Selection and Images as New item'** , and **'Selection's Page and Images to as New Item'** to *add* the current selection as a viewpage of a *new* Ecco item.
- **'New item from URL'** to *add* a *new* Ecco item with a viewpage of the webpage *referenced* in the current selection.
 - Holding down the "Shift" key when selecting "New from Url" to prevent automatically ground the new clip. (I.e. not to save the clip's images locally).
- **'MHT link item from URL'** to *add* a *new* Ecco item with linked MHT file from the viewpage of the webpage *referenced* in the current selection
 - Holding down the "**C**ontrol" key when selecting this option will save the MHT internally in the Ecco file, instead of as a linked file saved in the ".web" folder.
 - Holding down the "**S**hift" key when selecting this option will allow selecting a location to store the MHT (or EML) file.

E) Hotkey Screen Clips

1) **Winkey + Shift + F12** to capture a **screen clip** directly into MagicView.

- As with 'Grounding' clips, to use the MagicView screen clip feature you must first open an ecco file. (A new ecco session that is not yet saved as a file is not sufficient-- there is no file to link the images to.)
- Ecco does not need to be displayed on your desktop as an open window, but Ecco needs to be running, and the active 'file' needs to be a real file, not a temporary 'Untitled' view.
- How to Clip:
 1. Activate the clipping tool by pressing **Winkey + Shift + F12**.
 2. After activating the tool, move the cursor to the upper left, or lower right corner of the desired clip area.
 3. Press and hold the left mouse button, and select the desired clip area.
 - i. To reset the corner of the clip area you can press and release the control key while still holding down the left mouse button.
 4. Release the mouse button to clip normally to MagicView.
- Your clip will be saved and inserted at the cursor position in MagicView.
- The MagicView window does not need to be open to clip.
- Once clipped, screen shots can be copied and freely pasted in other MagicView pages.

2) **Winkey + Alt + F12** to capture a **screen clip** directly to Ecco.

- Saves the clip at the currently active ecco item.
- The screen clip is stored as an ecco item, not as a viewpage.
- This type of clip is stored directly inside of the ecco file.

You can drag & drop, copy & paste, screen clip, or mark & clip directly into MagicView multiple clips from web browsers, word processors, Excel, etc., etc.

Marking & clipping direct from most web browsers, saves additional information about each clip including the source. When viewing clips captured this way (or captured by clipping directly into ecco), **you can instantly jump to the original page source(s) by pressing Alt + O.**

Drag & drop and screen clipping do not allow later being able to jump back to the original source for webpages, (but drag & drop does still for Word and Excel clips).

So, if you want to capture the *content* of a webpage, drag & drop works great. If you want to capture also the location of a webpage, and be able to use Alt + O to instantly jump to the original clip source(s), use Winkey + Control + C.

Adding web clips directly to ecco:

Overview: You can clip directly from the web to any ecco file. Most web browsers are already supported (Internet Explorer, Firefox, Maxathon, K-Meleon, Opera, etc.), if yours is not, we will add it. With most modern browsers, clips are saved along with the location from which they were clipped.

A) Mark and clip directly into Ecco

- 1) **Winkey + Shift + E** ('Selection to New item') to paste the current selection as a new viewpage attached to a new item in the currently active .eco file.
 - a. Clips are pasted as siblings to the currently active item, unless the item is a TLI (top level item), in which case the clips are pasted as children of

that item.

2) **Winkey + Shift + G** ('Selection and Images to New item') paste the current selection as a new viewpage attached to a new item in the currently active .eco file with any images in the selection saved locally in the .web folder.

- a. If not displayed, MagicView will open automatically to allow review of the page after saving clipped graphics locally ("Grounding" the file). Some web pages will not look nice after grounding. (For example, pages built internally by javascript, etc.).
 - You can explicitly 'ground' any page (ie., save locally the css and graphics attachments) from the File menu, Ground tool. (or use the **Alt + G** shortcut). This applies to pages created by drag & drop, pages previously saved without saving graphics locally, etc.
 - You can load a webpage directly from its source (if clipped with source information) using the File menu, Load Clip Source tool. (If you want to save the page once loaded, be sure to save it, loading a clip source does not automatically re-save the page.)
- b. To paste directly into the "WebMagic Inbox" folder instead of at the currently active item, use **Winkey + ALT + G** from within your web browser. This option is shown from the Winkey + F12 menu ('New in WebMagic Folder > Selection and Images') when a recognized web browser is active.
 - **Winkey + ALT + G** from within Ecco will optionally 'link' a particular file for "WebMagic" clips. Ie., using Winkey + Alt + G from within a web browser, will save to the "WebMagic Inbox" folder in the linked file, regardless as to what file (if any) is currently active in Ecco.
- c. If the page does not display as you desire, (eg., the area copied did not include hidden formatting info, etc.), from MagicView you can press Alt + Shift + O to directly load the page into MagicView from the net. If that looks good, then use Alt + G to ground the new page contents.

Some pages will not allow themselves to be copied by either of these approaches. In that case, use the web browser's built-in "Save As Complete Web Page" or equivalent command to save the page to disk, and then use Alt + Shift + L to load into Magic View.

3) **Winkey + Control + Shift + G** ('Selection's Page & Images to New item') to paste as a new Ecco item with the selected text as the item text, and an attached viewpage of a *fresh reload* of the clipped from webpage page with any graphics saved locally.

a. This clip works well in many cases where you want to clip an 'exact' copy of the original web page.

b. In some cases this clip will not work as 'expected' because a fresh reload of the desired page may result in a different webpage than the page actually clipped from. This can be caused by many issues, such as javascript page redirection, page trapping, security issues with the server, etc.

c. The page may *look* different in 'Magic Mode' than displayed in your browser. 'Viewer' mode more closely duplicates the 'look' of your web browser.

4) **Winkey + Control + ALT + G** ('New in WebMagic Folder > Selection's Page and Images') to paste directly to the 'WebMagic' folder of the active .eco file, a *fresh reload* of the clipped from page with any graphics saved locally.

- I.e. this is the same as 3) Winkey + Control + Shift + G, except it saves to the WebMagic folder instead of at the active ecco item.

B) Mark, position, and paste into Ecco

You can clip from your browser, and then go to Ecco and paste the clip.

How to do it:

1) Mark the desired section in your web browser.

- You can even mark text, graphics, or both.
- You can even mark everything with Control + A.

2) Press **Winkey + Control + E** ('Capture selection') from within the browser.

3) Go to ecco and find where you want to paste the clip. Select (for example, single click) the item.

4) Press **Winkey + Control + E** ('Paste captured clip') again from within Ecco.

- To also save any clipped graphics, paste in Ecco with **Winkey + Control + G** ('Paste clip & Save Images') instead.

Usage Note:

When I find something in my web browser that I want to save, use **Winkey+Control+E to clip it**, then go to ecco, and find where I want to paste it .

Once selected in ecco where to paste, **Winkey+Control+E inserts the clip** immediately below (as a 'sibling") the actively selected item, or as a child if the selected ecco item is a top level item.

When there are multiple clips to paste under the same parent in ecco, use **Winkey+Shift+E to paste directly from the browser into ecco-- at the currently active ecco location**.

To view saved pages, simply use **Winkey + /** .

To view the 'Phonebook' entry page for any item, use **Winkey + Control + /** .

To review saved pages, also use **Winkey + <** and **Winkey + >** (actually "," and "." keys which on my keyboard are also "<" and ">").

F5 also makes flipping back and forth between pages super easy (as does **Alt + <** and **Alt + >**).

C) 'Specialty' Clips

Overview: MagicView provides several 'specialty' clips for gathering information from the web directly to an ecco outline. To use these commands, simply mark the desired portions of any web page, and press the hotkey combination. The clip is inserted in the active ecco file, at the currently active item. (Ecco needs to be running, but does not have to be showing in order to clip.)

1) **Winkey + Shift + Alt + E** the 'most recent clip with history' tool.

- This will replace any existing clip for that item. I.e. this is the one kind of clip that is 'dangerous' in that it will silently erase an item's clip.

Be careful with this feature it *replaces* the clip of the active item with the new clip.

- A text copy of the new clip is also attached as a child of the new clip item.
- This tool allows you to search for something specific (for a specific item), clip it if you think you've found it, and then instantly update if you find that it is something else you really wanted. A history of your clips (as textual sub items) is kept for easy and instant reference.

2) **Winkey + Shift + Control + E** the 'full text' tool.

This will clip a full text version as a child (sub item) with an attached links list.

3) **Winkey + Alt + E** the 'collection' tool.

Clips to a special "WebMagic Inbox" folder instead of adding to the

currently selected location in ecco. This tool allows for clipping now, and sorting out later.

Technical Note:

Clipping directly to Ecco creates auto entries in folders "URL" and "MagicView?", and if an auto date folder is set up in your ecco file, the clip date will be stamped in the autodate folder as well. Also, If the "OnDisk folder" is enabled (Configuration > Advanced Folder Options) auto entries in the folder "MV onDisk" are created for any pages stored in the '.web' folder.

The URL folder contains the web address from which the clip was clipped. After about 10,000 clips, a new folder "URL2" (and then "URL3") is used. (The MagicView install creates a launch tool to allow right-click launching of the URL folders.)

The Webclip? folder is checked if there is a MagicView page associated with that item. Adding a MagicView? column to your view, makes it easy to see and to filter for items with MagicView attachments.

Folders named "Magicview_1" - "Magicview_256", "Magicview_1B" - "MagicviewB_256", and "MagicviewC_1" - "MagicviewC_256" are also created based on the number of viewpages, and maximum viewpage size in any file.

Note: Setting the above folders to 'public' or not in shared/networked ecco files will determine if MagicView pages are shared or private.

If you have clipped more than 15,000 entries to any single ecco file with datestamping enabled, you should rename the datestamp folder, turn off date-stamping for the folder, and create a new auto-date stamp folder for fresh clips. This is important because date folders can only have 16,383 item assignments, and file errors/freezing of file will be generated when that limit is exceeded. (This applies to all items and files, not just MagicView. For more information and tutorial see ["HOW DO I FIX MY OVERFILLED AUTO-DATE FOLDER"](#) in the EccoMagic forums.)

'Exact' HTML content clips:

Overview: Sometimes you may want parts of a webpage that you can't normally copy, such as specialty background color settings, etc. There are several ways to 'capture' exact HTML content with MagicView.

A) Hotkey any URL selection.

- 1) Select a valid URL in *any* program.
 - o For example, most browsers provide an URL edit field. Highlight the URL in that field.
 - o With web pages hidden behind a referrer URL or topframe, the displayed URL most likely will not be the actual URL to the page you desire. (In that case, clip a section of the page, and use the Shift + Alt + O page reload feature.)
- 2) Press **Winkey + Control + Alt + C** ('Replace viewpage > from URL') to replace the content of the currently active viewpage
- 3) Select '**New from URL**' from the **Winkey + F12** menu to save a new viewpage from the selected URL.
 - o Holding down the 'Shift' key when selecting "New from Url", will prevent automatic grounding the URL's page. I.e., so that images will be not be saved locally in the .web folder.
- 4) Select '**MHT link item from URL**' from the **Winkey + F12** menu to save a MHT file of the selected URL.

- Holding down the 'Shift' key when selecting "MHT link item from Url", will prevent automatic grounding of the URL's MHT.
 - Conversely by holding down the 'Control' key and selecting "Cancel" when prompted for the MHT file name, the MHT will be automatically grounded. (In this case the MHT file name will be assigned automatically and you can leave the name box empty).
- Holding down the 'Control' key when selecting "MHT link item from Url" (or holding down the 'Shift' key and selecting "Cancel" when prompted for the MHT file name) will save as a child of the active item the URL's page as an **internal MHT** in the .eco file. If the MHT size is over 6.1 Megabytes the URL's page will not be saved. *This option is best used, if at all, for pages without extensively large graphics or 'flash' content.*
- Holding down the 'Shift' key when selecting "Save" at the same MHT file name dialog will generate an automatic email of the page for direct sending. (Then, simply **click "Forward" to send**). This option works when used alone, or in combination with the other file name modifier key savings options.

B) Drag & Drop raw HTML from the web.

1) Access the raw HTML from your browser.

- Most browsers provide an option to view the HTML 'source', either in the File or Edit menus, or by right clicking on the webpage.
- With framed web pages, you'll likely need to view a frame's source for the actual HTML.

2) Toggle MagicView to rawHTML mode by accessing the option in the View menu, or using the **Alt + R** shortcut hotkey.

- 3) Mark the desired HTML in the browser's source viewer.
- 4) Simply drag and drop the HTML portions you desire into MagicView.
- 5) Toggle out of rawHTML mode (**Alt + R**).

C) Drag & Drop a saved webpage file.

- 1) You can drag & drop .txt and .html files directly into MagicView.

D) Load a webpage directly from a file.

- 1) From the File menu, select "Load New File" to load any .htm or .html file as the active MagicView page.
 - o **Alt + Shift + L** is the hotkey shortcut.

E) Load a clip's original webpage, directly from the Web.

- 1) The clip in the active MagicView page must contain the source information of one or more clips.
 - o All direct to Ecco clips and most MagicView clipping methods include the source information.
- 2) From the File menu, select "Load Clip Source" or use the **Alt + Shift + O** hotkey shortcut.
 - o If the active page contains clips from more than one source, you will be prompted to choose the source you wish to load.

- o If you want to save the page's graphics locally, ground the newly loaded page by choosing "Ground" from the file menu, or the Alt + G shortcut.

Note:

Alt + O opens the original source externally from many source types (eg. a webpage will open in the browser, a Word document will open in Word, etc.) and is used to open the original of all clipped sources outside of MagicView.

whereas

Alt + Shift + O is used only when the original source was a webpage, and replaces the MagicView Page with an exact copy of that webpage.

Add PDF, DJVU, EML, MHT, MP3, AVI, SWF and other documents or multimedia:

Overview: Links to 'Objects' such as EML, MHT, PDF, DJVU, MP3, AVI, SWF, WAV, MPEG, etc. documents and multimedia can be saved to provide seamless viewing with MagicView. The objects can be located anywhere, including any file's .web folder. (Object viewpages can be localized or 'grounded' just like any other MagicView page.)

Setup Note:

1. For objects to be viewed properly in MagicView the default system association for the file type must be properly set in Windows. In most systems the configuration is already properly setup. Typically these associations are set in the "File Types" dialog of different default file handlers. Windows media player, for example, allows setting such associations (to the default media player) via the media players' Tools > Options > File Types dialog.

2. Similarly, the core 'Active-X' modules must be properly installed for viewing documents types such as PDF and DjVu. If your system can properly view these types of pages over the web, your system is most likely already properly configured. If not, you'll need to install the (free) 'Active-X' or browser plug-in provided by the official distributor, e.g, Adobe, LizardTech, etc.

3. For viewing AVI files in MagicView, the appropriate 'codec' needs to be available. If not, you might for example see a black screen instead of the video.

A) Drag & Drop .pdf, .djvu, .mp3, or similar files to the MagicView ItemText box (or Button Strip).

1) You can create an 'empty' MagicView page by clicking on any ecco item (even a new one) and pressing Winkey + / (or *right clicking* on the ">" Navigation button [and selecting 'Load from Active' if View > Navigation Menus is selected]). You can drag & drop to an empty page's ItemText box, or to an existing viewpage's ItemText box (to replace that page's content).

2) If a single file is dropped, that 'object' is made the current MagicView page.

NOTE: Dragging & Dropping a single file does not automatically save the object in your ecco file. You will still need save the page with Control+S or other save operation. If you 'ground' the page "Alt + G" the page will be saved and the dragged file will be copied to the '.web' folder (so long as File > Folder Options > Ground local files is selected).

3) If multiple files are dropped, each 'object' is added as a child item of the currently active ecco item. I.e. With multiple files, each file is automatically saved as a new ecco item.

NOTE: To add an object, drag to the MagicView Button Strip (where the buttons are located), or to the ItemText box, and not to the actual MagicView page area.

B) 'Grounding' PDF/DJVU/EML/MHT/MP3 and other attachment files.

1) Attachments dragged to the 'ItemText Box' initially are merely **linked** to the .eco file. So long as the attachment file is located *at its original location and with its original file name*, everything works fine. To insure access to a *copy* of the attachment, you can manually 'ground' by pressing **Alt + G** while viewing the attachment's viewpage. After grounding, a dedicated copy of the attachment located in the .web folder associated with the .eco file is linked to ecco.

To Ground when adding attachments **hold down the shift key** when dropping the files into the 'ItemText' Box.

2) MagicView allows you to **store attachments *inside* of the .eco file itself**. Unless you have a very particular reason for doing this, **this is not generally recommended**. Your ecco file can quickly get huge this way and searches for folder values start to take a long time. NOTE: Internalized attachments which are extremely large will take up to 30 seconds to load when viewed in ecco. In most cases, grounding is a superior approach to internalization. (The maximum file size that can be internalized is set at 6.1 Megabytes. However, much small files (up to 60k), are more appropriate for effective use internalized.)

To store an attachment inside of ecco, while the attachment is active, select in ecco the item you want to hold the attachment and press **Alt + Shift + G**.

To Internalize attachments when adding them, **hold down the shift and control keys** when dropping the attachments into the 'ItemText' Box

3) You can also **export a MHT version of a viewpage directly into the .eco file**. The MHT attachment include the viewpage's images, java, etc.

(This is not recommended unless you have a very good reason for it. You cannot edit MHT files like you can viewpages, and saving many MHT files can fill ecco with 100s of megs of data). You can save about 1,500 one meg MHT attachments inside of ecco, whereas you can save 30,000 MHT attachments or viewpages stored in the .web folder.

To export a viewpage into Ecco as a MHT attachment, use the File > Export to MHT function, but instead of entering a file to export to **hold down the shift key and click on "Cancel" (Alt + Shift + S)**. The export will then be directly to the .eco file.

Adding Links to other MagicView pages:

Overview: Links to other MagicView pages (in the same file) can be freely added.

Winkey + Control + P to create a link to the currently active item (in the same file as the MagicView page).

- The Link will be added to a text section if selected.
- **Winkey + Alt + P** to insert the link which was 'grabbed' in Ecco by pressing **Winkey + Alt + P** from within Ecco to 'grab' a link to the active ecco item.

NOTE:

- Activate the link just like any other-- Clicking on the link (in 'View' mode) or Alt + Clicking on the link in Magic Mode.
- To view a page *and* all of the page's links, use **File > Load > Load Linked Items** or **Alt + Control + L** . The pages linked to *those pages* can be added to the active page by repeating the command, or pressing again **Alt + Control + L** .
- Links can be manually modified using the **Alt + H** hyperlink shortcut key.

Sharing MagicView pages among items ("Mirroring") :

Overview: MagicView Pages can be shared between ecco items. For example, the viewpage of a phone book entry can be attached to children of multiple project items. Modification of any of the mirrored pages modifies them all.

Winkey + Control + S

Attaches a 'mirror' of the current viewpage to the active ecco item (in the same file).

Also available via the File Menu (File > Save > Mirror at Active).

NOTES:

1) Items to which mirrored pages are attached can be freely deleted. If the master item is deleted so are the mirrors, unless the page's data location is disk storage.

2) MagicView's 'fail safe' page saves (when you for example, open a new viewpage before saving changes to the current page) occur in the background in order to make page loading faster. If you forget to save a mirrored viewpage and then load the same viewpage via another item which shares the mirror, the page initially loaded will be the 'proper' unsaved page. If you then save the modified page (via prompt, or automatically if 'QuickView Autosave' is active) the page you were looking at will be the *prior* version of the mirrored page. This is an issue only where (1) you modify a mirrored viewpage without saving it and (2) immediately view the same viewpage via a different ecco item. In this case, MagicView will automatically update the viewpage when a background save impacts, (or might

impact) upon the page you are currently viewing.

ADVANCED USER NOTE: For advanced users, viewpages can be seamlessly shared among *multiple* ecco files. You may encrypt any or all of the shared pages. This is a powerful but advanced feature and requires a special disk structure for the data file directories. Here is how you do it: (This will make much more sense if you've already spent some time reading the rest of the manual, and after trying different features such as storing pages to disk, using the navigation buttons, etc.)

- a. Use the **File > Folder Options > Cross-File Shared Folders > .web Folder Override** dialog to designate any file's .web folder to be the same as any others'.
- b. Be careful compressing shared .web folders:
 - i. To compact your combined/shared .web folder use the File > Folder Options > Cross-File Shared Folders menu.
 - ii. First 'Compress the shared .web folder' for *each* of the .eco files sharing the data.
 - iii. When you've done that for *all* of the .eco files involved, then "FINALIZE the compression".
 - iv. NOTE: Failure to follow this procedure when compressing shared .web folders will risk data loss.
- c. For extra protection, you can 'Mark .web folders as shared' from the Cross-File Shared Folders menu. This will help MagicView prompt you for possible mis-steps and can help save you from losing data.
- d. For extra safety, no data is actually deleted outright. Data is sent to a 'trashbin' folder in the .web folder, so you can save offline and then delete in safety.
- e. To share a viewpage across multiple ecco files, you must set the page to be stored on disk. Then add the page to any item in any file sharing the .web folder. (eg, open another file sharing the same .web folder, select any item and **RIGHT** click on the LEFT "<" MV navigation tab [if the Navigation menu is active select the 'Mirror at Active' option]. Or, use the EccoMagic! (Classic) 'Copy with folder values" feature to simply copy the ecco item (with folder values) to the new file. This will add the 'mirrored'

cross-file viewpage to the new file.)

- f. A change to the viewpage by any of the shared files will change the viewpage for all. Deleting the item attached to a shared viewpage does not delete the viewpage for other files.
- g. To 'unjoin' files simple copy all of the files (including subdirectories) from the shared .web directory to a new folder. Once done, run for each file "Compress Attachments Folder" from the File > Folder Options menu. That's it. You can delete the trashbin sub folder to save data space/clear unwanted data.
- h. In setting a .web folder override, you can set the folder path to be fixed or relative to the location of the .eco file. If you move an .eco file with a relative folder override, the .web folder is expected to be placed in the same folder structure *relative to* the .eco file.
- i. No data is copied to the new .web folder location when setting up a .web folder override. If you have data in the .web folder when you create a folder override, you must copy the files in the .web folder (and subfolders) to the newly designated folder.

Saving content:

Overview: Unless an autosave interval is explicitly set ([File > Folder Options > Autosave Interval](#)), clipping content to a MagicView page does not automatically save the content. There are helpful options as to where and what to add to the ecco file.

Page Storage Options:

One of the key functions of MagicView is saving view pages directly in Ecco. You can clip over a Gig of data, up to 8 Megs per clip this way. (Most clips stored this way will load faster than other programs which could be used to capture web snippets such as NetSnippets and MyBase).

MagicView also has the optional ability to seamlessly store view pages to disk in the ".web" folder. These pages can be virtually unlimited in size, and stored encrypted or unencrypted (just like other view pages). The size of these pages is not added to your .eco file, but the page content cannot be searched via ecco. As far as MagicView is concerned the chosen location of

viewpage is seamless, and can be freely changed simply by saving a page. (The page is saved based on the page and default settings for storage.)

Per page Storage options

Winkey + P access the page properties dialog allowing instant selection of disk or ecco based storage for the active page. Encryption for the active page can be selected at the same time.

Winkey + O will save the active page to on disk storage (in the .web folder).

Winkey + control + O will save the active page to ecco internal storage.

Global Storage options

Via the **File > Data Location** menu a forced default storage location can be chosen.

- If a forced location is active it will override manual selection of the storage choice for any viewpage.
- **|)** will appear by the Item Text box if forced storage to disk is active.
 - **(||)** will appear if encryption is also set as the default.

Attaching (Saving) to the active Ecco item:

- The following functions operate on the current, actively selected Ecco item.
- Ecco does not need to be displayed in order to attach a MagicView page.

- o The active ecco item may be a different item, or in a different ecco file, than the ecco item the page was originally viewed from.

A) Hotkey

- 1) From within Ecco, or MagicView pressing **Winkey + Shift + /** will attach (Save) the active page to the active ecco item.
 - You can also select "Save at Active" from the File menu, or use the **Control + Shift + S** hotkey shortcut.
 - This is the only way to copy viewpages which are stored on disk (.web folder) to another .eco file. Viewpages stored in ecco can be copied directly to other files using the EccoMagic! (Classic) tool's "Copy with folder values", available [here](#).

B) Mouseclick

- 1) Right click on the left arrow navigation button "  ". When navigation menus are enabled, Alt + Right click will save the page directly.

Saving a item's modified MagicView page:

Overview: When an ecco item's MagicView page is viewed, you can freely modify and then re-save the page, even if you are no longer positioned on the original ecco item, and even if you have changed the active file in ecco. (Re-saving to the original source item requires that the original file be at least still loaded into ecco.)

A) Shortcut Hotkey

Control + S saves the active MagicView page to the item a MagicView page was last viewed from.

a) It does not matter what file or item is active in ecco, so long as the file containing the original item's file is still open (ie. clicking on ecco's lower right "Files" button shows the file in the open file list).

b) When you view any item's MagicView page, or "Save as Active" a MagicView page to any item, that ecco item is linked to the active MagicView screen. Control + S will always save to that item.

Winkey + S saves the active MagicView page and the Ecco file it is attached to.

B) via Menu selection

From the File menu, select "Save".

- Note: Menus can be accessed by
 - Clicking on the menu button (right click for 'quick access menus); or
 - Pressing the menu's Alt key shortcut; or
 - File menu Alt + F
 - Edit menu Alt + D
 - Format menu Alt + T
 - View menu Alt + V
 - Indexing Alt + X
 - Right clicking on the MagicView page.

Attaching pages to multiple ecco items:

If multiple ecco items were viewed together (a 'multiView'), you have the option of saving the multiView, or a modified page to all of the items at once. This is useful, for example, to fill template values over multiple items.

Note:

- Saving (with Control + S or via the menu) will save the current page to all of the items actively loaded.
- If you want to modify a single item in a multiView, use Alt + L to lift individual item for editing, and saving.
- To save a multiView to a new item, use Control + Shift + S, or another 'new item' saving option.

Saving to a new Ecco item:

When a new item is created to hold the active MagicView page, the item text is copied from the "Item Text" box at the bottom of the MagicView window. The active MagicView page can be saved as a new child, or as a new sibling of either (1) the currently active ecco item, or (2) the currently active MagicView page.

1) (Optional) **Set the "Item Text" box text to the desired item text**

Note:

- 1) You can toggle the size of the Text edit area by:
(A) clicking on the "Item Text" label, or

(B) right clicking on the Item Text edit box and selecting "Item box sizing".

2) Control + Shift + I will copy marked text from the MagicView page to the Text edit area.

2) Create a new child or sibling item.

Note:

Use "Save Under Active" to save relative to the current active item in Ecco, or

Use "Save under Viewpage" to save relative to the current MagicView page item.

Select:

"Save as Child" to save as a child or

"Save as Sibling" to save as a sibling.

Available shortcuts include:

Winkey + S

Save MagicView page and Ecco file

Alt + S

Save as Child of current MagicView page

Control + Alt + S

Save as Child of Active Ecco Item

Winkey + Alt + S Save as Sibling to current MagicView page

Winkey + Control + Alt + S Save as Sibling of Active Ecco Item

or, Right Click and select File menu, (or Alt + F File menu).

NOTE: Saving a page as a child or sibling makes the newly saved to item the active MagicView page item, (except when saving siblings of the Viewpage).

Saving Ecco item text content:

Overview: Currently there is no way to save or modify formatting of Ecco item text. For that reason, MagicView is designed to avoid as much as possible any modification of the Ecco item text itself. The following are functions which allow you to create or modify ecco item text from within MagicView.

Copy Text to Child.

Control + Alt + C will copy the text selected in the MagicView Page to a new child of the currently active ecco item.

The '**Contiguous Copy to Child**' option (View > Configuration) enables copying

the selected text as a contiguous block of text.

Important Note:

'Save at child' and 'Copy Text to Child' create a new child at the CURRENTLY SELECTED ITEM IN ECCO, regardless of which file or item the *original* MagicView Page is attached to.

Whereas, 'Copy Text to Item', copies the selected text as the new item text for the item with which the MagicView page is attached to, *regardless of which file or item is currently selected in Ecco.*

Copy to Item Text.

Control + Alt + Shift + C will replace the MagicView page's item's text with:

A) The text selected in the MagicView Pane, or,

B) if the Item Text Line is selected/active in MagicView, the text in the 'Item Text' box.

Winkey + Control + Alt + Shift + C will restore the original item text. Ie., essentially 'undo'.

Note:

'Copy to item Text' will instantly replace the item text of the item to which the MagicView page is attached-- regardless of what file or item is currently displayed or active in Ecco.

You can add/modify the text to an Ecco text item, but ALL the text formatting within the item will be lost. For this reason extensive editing of Ecco text from within MagicView is not recommended.

Text formatting that applies to the first character of the item will be applied to all of the text added/modified by MagicView.

Three dots " :. " at the end of an ecco item indicate the text was copied from the viewpage text.

Copy to Ecco

Control + Winkey + Insert will directly paste the current selection into ecco.

Note: If you hold down the shift key when selecting Copy to Ecco from the copy menu, or if you use the Right Winkey, multiple lined text will be combined on a single line, and a space added to the end of the paste.

Exporting viewpage content:

Overview: You can export, and even directly email viewpage and multi-view content including images and formatting.

Exporting text, formatting and graphics to a single MHT File

To export a viewpage or multi-view to a MHT file, use the File > Export to MHT function, (**Alt + Shift + S**). By selecting a file name ending in ".eml" you can use the same function to export directly .eml email files.

Exporting as email and instantly sending

By selecting a file name and then **holding down the shift key when clicking on "Save" (Alt + Shift + S)**. The export will then be directly to an .eml file, and if supported by your system, an email dialog will be activated. Simply click "Forward" to send the viewpage.

In most email programs the email received will look exactly like the viewpage or multi-view the email was exported from, including graphics and formatting.

Exporting a Group of items

To export all or part of an outline with MagicView pages in a tree outline format, use **File > Export Group (Alt + Shift + Winkey + S)**. Standard MV pages will be exported in MHT format, other document formats (such as pdf, djvu, etc.) will be exported with original file formatting retained.

Simply:

1. Select in Ecco the items desired to be exported. Only items explicitly selected (ie., no *unselected* children, etc.) will be included.
2. From the MagicView pane, select **File > Export Group** or press **Alt + Shift + Winkey + S**.
3. Select a folder location for the export (you can press Shift + click on Cancel to select a folder location based on the system's root structure). The main file export will be to a "MVImages" folder created in the selected export Folder.

Options:

From the Control + F1 configuration menu:

"List Mode" will truncate large item texts to 256 characters.

(Note: Exported item text is otherwise limited to 1024 characters per item. You can add a file "MVExportLength.ini" to the magicview.exe folder specifying a different maximum 'standard mode' length if desired.)

"Export to HTML" will export native MagicView pages as HTML pages with grounded images in one folder per MV page. (Note: Pages which include grounded images clipped from web browser are 'published' for use at a non-portable destination when exported with this option.)

"Export Dating" will add the date value for each item from the *first* date column in the notebook view.

"Export Numbering" will add basic outline numbering to the exported tree.

Notes:

A. Each export session is assigned an unique ID number as part of each export file name, and each exported file is sequentially numbered in original outline order.

B. The file named #####-index.html located in the selected folder is the primary index.

Clicking " • / + " will collapse/restore an item's sub-outline (like double click in Ecco).

Shift + Click will collapse/restore the item's children (like Ecco Control + J).

Holding down the Control key with either of these will apply the action to the remainder of the tree view. (E.g., Shift + Control + Click).

C. The file named #####.html located in the MVImages folder is a secondary index, and may be accessed directly.

D. Exported file names can be manually designated prior to exporting by entering the desired name in a "Name'EM" folder for each or any item.

E. Selections from the Calendar or PhoneBook are not merged into a combined outline-- each new entry is treated as a top level item the same way it appears in the Calendar or Phonebook. Selections from other views are merged into a new outline based on the items' position in the actual outline.

F. To be able to view the exported pages, the viewing browser must be configured to display MHT files (or at least have MS Internet Explorer compatibility mode). To view exported .djvu, .pdf, graphics, video clips, etc., the browser must be Active-X enabled and the appropriate viewing agents must be properly installed. Access to collapsing outline functionality within the tree view requires that Javascript be enabled in the viewing browser.

Encryption:

MagicView uses MicroSoft's AES 192/256 bit strong encryption. This is good if you want military grade encryption, but not so good if you lose your password, or are running older OS such as Windows 2000. (MS AES strong encryption will work only with XP, Windows 2003, etc., and newer OS).

Page encryption is seamless, so that an encrypted page once loaded can be edited and freely resaved encrypted as the original.

Use **File > Encryption > Page Encryption** (or **Winkey + P**) to activate the encryption & storage options for any viewpage.

Pages set as encrypted are encrypted with the currently active user password at the time the page is *first saved*. To change the active user for encryption, use **File > Encryption > Clear Password** to clear the current password. When the page is first saved after choosing to activate encryption for that page, if the active user password has been cleared (or not yet entered) you will be prompted to enter a user name "," password.

If you enter a username followed simply by a comma (",") you will then be prompted for the password but the entered password will be masked so others viewing the screen (or capturing screen images) cannot see the password entered.

The longer the password the more secure. Note: a comma cannot be included in the *user* ID, but **may** be included in the password itself.

Each user ID should usually have a single password. Ie., encrypting different pages with the same user ID but different passwords is possible but not recommended. By using a single user ID/password for each user, the encryption will be seamless-- the user will be prompted one time (when the first encrypted page is viewed or saved) and that user's encrypted pages will be seamlessly viewed and saved until the password expressly cleared or auto-cleared (by entering an interval in seconds when manually clearing the password).

Lost passwords cannot be retrieved. Store them in a safe & secure place (perhaps an encrypted MagicView page).

Important notes:

1. Any localized files (from the file's .web directory) included in encrypted pages are 'exposed'. Neither the local files nor the file names are encrypted. To 'hide' local files included in encrypted pages, simply use links to files in a directory other than the '.web' directory for that ecco file. Ie. *everything* in a secured page is encrypted, *except* for the names of any localized files attached to that page. If you attach files not located in the official .web directory, there is no way for anyone to know that any files are attached to the page, or *where* or what files might be attached.
2. Multiple users can save encrypted pages within the same .eco file, with each user's password being unique.
3. You cannot as a realistic matter recover a lost password. If you need to recover lost data, we can attempt a 'brute force' attack to discover the password and recover your data. Depending upon the length of the password, assuming you used only the characters A-Z in the text of your password, discovery of the password will take several hours to several decades. As the range of possible characters increases, so does the time involved-- exponentially. (Note that as with any protection based on passwords, a short & simple password can be figured out by software 'brute force' attack. Even a longer, more complex password (more than just A-Z used as characters) is likely not beyond the range of a supercomputer.)
4. Please be careful with encryption. If you encrypt and forget your password, even if you pay for data recovery, and a machine set up dedicated to that task, it could take a long time to see your data again. (If you lose a long, complex password, there is no realistic hope to recover your data during our lifetimes.)

5. As with browsing web pages or viewing Word documents, system cache files may contain a copy of the contents viewed. To avoid this, use a cache scrubbing program, and/or, use a program like PGP and save an encrypted version of your notes in MagicView, and use only the PGP secured viewer to decrypt and view. I.e. Since MagicView relies upon Windows to display graphics, etc., normal windows cache locations may contain traces of what was viewed.

Note: Unlike programs like MyBase, MagicView does not save a copy of your pages to disk, nor load them via Microsoft's normal page cached loads. In this respect there is a much higher degree of security, but, memory is not locked against paging, and there could be traces of what you view.

6. Mass Encryption.

- a. Default encryption (for advanced users). It is possible to set up a default template which automatically encrypts. (See more on default templates below.) Simply include "<META EMCRYPT>" after the "<HEAD>" tag in your default template form.
- b. The "Always Encrypt" feature. (File > Encryption menu)
 - i. While activated **ALL** pages are saved encrypted, but the encryption is not 'seamless'. The next time the page is saved or edited it will not be saved encrypted unless manually set to encrypted or the "Always Encrypt" option is enabled at that time. The purpose of this is to avoid data loss-- saving encrypted data without realizing it.
 - ii. If you load an encrypted 'Always Encrypt' page, and save it with Always Encrypt off, the page will save as a normal, unencrypted page. By contrast, a page manually set to "Page Encryption", is 'seamless' and will automatically be re-saved encrypted.
 - iii. An * is displayed next to the Item Text box when default encryption is active.

Navigation Buttons:

The Navigation buttons are multi-function buttons, providing different tools based on click combinations. In addition to the 'combination click' operation of the navigation buttons, if the **View > Navigation Menus** option is selected **right click** (without any click modify key being pressed) on either Navigation Button will activate the navigation menu for that button. Every navigation button function (other than 'load previous' and 'load next'-- the unmodified left click function of each button) can be selected.



Left Click

Load previous item in Ecco file

Right Click

Save page to currently active Ecco item

also via Alt + Right Click

or

Navigation menu when that option active

Shift + Left Click

Add previous item in Ecco file

Control + Left Click

Jump to previous item of a multiView

Alt + Left Click

Move back in page view history

Shift + Right Click

Save page (at original location)

Shift + Control + Left Click

Mirror page at active Ecco item

Control + Right Click

Share page with another MagicView session



Left Click

Load next item in Ecco file

Load active Ecco item

also via Alt + Right Click

Right Click

or

Navigation menu when that option active

Shift + Left Click

Add next item in Ecco file

Control + Left Click

Jump to next item of a multiView

Alt + Left Click

Move forward in page history

Shift + Right Click

Reload page

Shift + Control + Left Click

Insert link to active Ecco item

Control + Right Click

Get page from another MagicView session

Viewing & Editing content

QuickView

Overview: QuickView allows for the quick viewing and editing of the MagicView pages for any ecco item in the active file. The MagicView page of the current Ecco item is automatically displayed in MagicView. QuickView can be activated for all files or a single ecco file. (Remember, you can always manually load view pages for items with Winkey + / or Winkey + Z, or right click on the right navigation button.)

Note: Most pages load quickly, but extremely large pages may take a moment or two to load.

Press **Winkey + Q** to activate QuickView from MagicView or Ecco.

(You can also activate QuickView via the File menu)

Press **Winkey + Shift + Q** to activate QuickView for the active file only.

If you switch files with the QuickView single file option activated, the feature will be paused. In this mode, to activate QuickView when viewing different files, manually toggle the feature.

Quickview single file mode allows you to have each of multiple MagicView sessions linked to a different ecco file. (Activation from within the desired MagicView session by pressing Winkey + Shift + Q insures you are linking the desired session with the active file.)

Note: An alternative multi-session setup that works well also, is to have an 'internal' sidebar session in QuickView mode, and a secondary external session in manual mode.

Press **Winkey + Alt + Q** to toggle QuickView AutoSave.

(Found also on the File > Folder Options menu)

Normally, MagicView will only save changes you make to a page based upon your explicit instruction to do so. Eg., Control + S, Shift right click on the left navigation button, or a confirmation to a 'Save This?' dialog. In AutoSave mode, changes are automatically saved when a new view page is loaded. The feature is convenient, but involves some risk-- all and any changes will be saved without your confirmation.

NOTE: There is an alternative method for QuickView to interface with ecco. For most systems and notepad setups the alternative will work faster than the default. The alternative method does not work on some unique system setups, and so is not the initial default. You can select the alternative method via File > Folder Options > Alternate QV connection. The selection take effect the next time QuickView is activated (so if you changes the setting while QuickView is activated, toggle QuickView on and off once to activate).

Please initially test your QuickView connection method with AutoSave turned OFF, so that there will be no risk of data loss. (Either connection method is a good choice depending upon what works best on your system.)

Also Note: if using the 'slang' extension, do NOT close an untitled ecco file while QuickView is connected to that file. Closing untitled (ie. newly created and yet unsaved ecco session with no actual file in disk) sessions with the slang extension while connected to QuickView can crash your ecco session. Just be sure to turn *off* the QuickView connection before closing any "untitled" file. (You can switch files freely, but do not *close* any untitled file actively connected to QuickView.)

Select **Folders > Options > Phonebook based QV** (or select from the Control + F1 configuration menu) to toggle Phonebook based QuickView mode.

Phonebook based QV mode applies the QuickView in the same way the Phonebook Form works in the Phonebook tab. The MagicView page displayed is for the parent phonebook item (or TLI if none). Unlike normal QV mode, the view page for each parent phonebook item (or TLI) will be displayed *even if it is empty*.

This option allows using QuickView to maintain a master viewpage for each item in the phonebook (or each TLI). Every sub item *can have* its own viewpage, but the page will not be accessed automatically when in

QV Phonebook mode. Instead, the 'master' viewpage is displayed.

QuickView mode does not have to be restarted to toggle the Phonebook based QV option.

Note: the 'Phonebook' viewpage can always be loaded manually via **Winkey + Control + /** .

Instant Zoom

Overview: Instant Zoom allows for the quick zooming and of the MagicView pages from any MagicView site. Instant Zoom can be used while MagicView is in standalone or in 'sidebar' mode.

Press **F11** to toggle Instant Zoom.

For zooming the size of a viewpage, use the "Zoom" slider.

Clicking on "Zoom" will restore the zoom to 100%.

Alt + Z , **Alt + Shift + Z**, and **Alt + Control + Z** (or **Control + minus** and **Control + plus**) will also zoom out, zoom in, zoom at 100%, respectively.

Hotkey viewpage load

1) With the cursor on any ecco item with saved content, press **Winkey + Z** from within

ecco, or **Winkey + /** from within ecco or MagicView to view. You can also simply **double click** on any ecco item with an attached MagicView page.

- A) Double Clicking is enabled with full install. (Executing "MagicViewView.exe" will also restore proper functionality.)
- B) Double Clicking on empty items (ie. items without attached MagicView pages) will not invoke MagicView.
- C) Because double clicking requires Ecco to process the item you click on, items may update slower, even much slower than the 'instant' update of Winkey + / .
- D) You can run MagicViewView.exe from scripts/extended rules to have MagicView open the currently selected item's page.

2) You can also press **Winkey + Alt + /** from within ecco to view the saved content of the active ecco item directly in your default browser.

3) From ecco or from within MagicView, **Winkey + <** and **Winkey + >** will move to the next/previous item in your .eco file and display the saved content (if any).

- A) **Alt + <** and **Alt + >** move back and forward between recently viewed MagicView pages.

History Menu

F5 activates the 'History' menu.

- o You can select one or multiple pages to view.
- o Use **Alt + L** to pull a page from a multiple page view, (multiView borders must be enabled), to edit any selected item, and then press Alt "<" (or click again on the timeline selection panel) to instantly reload the multiple page selection.

This feature is invaluable when working on projects with multiple data pages.

Note: So long as the file is still open in any ecco session, you can view a page from the history menu even if that page is in a file other than the currently active ecco file. (You can also view pages from entirely different ecco sessions opened with EccoMagic's 'Ecco Multiplexer' tool.) When selecting multiple pages to view from the history menu, only pages from the same file as the first selected item will be included.

Multiple clips can be viewed from ecco (or the history menu) at the same time. Just select them, and view.

A) The View - multiView Borders option controls whether the multiView clips are defined by individual item.

B) multiViews can be printed, exported, or 'dragged & dropped into Word, emails, etc.' as reports.

C) When multiView borders are selected, you can:

1) Move back and forth between item sections using **Alt + PageUp** and **Alt + PageDown**.

2) Jump directly to any section using **Alt + Home**.

3) Edit any individual page by pressing **Alt + L**, and then Control +L to jump back.

Viewing Mode

The normal mode for viewing is "Magic" mode.

- A) You can add additional clips (pasting, drag&drop, etc.), add links, add graphics links, etc.
- B) You can also edit, ie. take notes.
- C) If you edit a 'combo' clip and save it, you will be replacing the single (or original) clip with the full combined multi-clip.

An alternative mode is "View" mode.

- A) View mode is useful in two primary ways. First, the page is displayed 99.999% exactly like the page would appear in a standard web browser. Second, you can press on links directly.
- B) To alternate modes you press **F2**, or click on the 'Mode' button.
- C) You can also directly select 'Magic' mode via **Alt + M**, and 'View' mode via **Alt + I**.

NOTE: You can activate links even while in 'Magic' mode, by holding down the "Alt" key while clicking on the link.

NOTE: By default, links are opened in a fresh browser window. It is highly recommended to use the MagicView in this way. If, however, you desire to view linked pages inside MagicView itself (you can instantly save them), in the View Menu there is an option to 'Browse Internally' within MagicView itself.

There is a special "Package" mode for editing linked and internalized Word, Excel, and

similar files.

A) **Alt + F1** toggles Package Edit Mode.

B) Control + S normally saves externally linked packages. For internalized files the extra step of explicitly saving the page is required. (Shift out of Package mode and press Control + S again, or, Click on the "FILE" button and select a save option.) Remember, saving an internal page does not also save the .eco file unless you expressly command it (eg., Winkey + S when not in Package mode).

C) If non-obvious this mode is not available when viewing native MagicView pages.

Indexing / Bookmarking

You can instantly create an index of bookmarks for any page:

A) By using the "Index" button (or **Alt + X**), you can create new index entries.

i) Any highlighted text will be the default bookmark name. If shift is held down when "Add Bookmark" is clicked, the bookmark will be added instantly, with the mark re-selected when the bookmark is accessed.

ii) You can 'instantly' add selected text as a book mark by **Right Clicking** on the Index button (**Index**). I.e. this is the same as left clicking and then selecting Add Bookmark.

iii) Bookmarks are saved with the MagicView page in your ecco file, and will be available whenever that page is accessed, including by other users sharing a networked file.

iv) Adding a ">" prefix to any bookmark name will cause the mark to re-select the text selected at the time of marking, as opposed to just moving to the mark location. (The ">" is not included in the bookmark name).

B) To jump to any bookmark, just click on the bookmark in the indexlist.

C) To search for a bookmark hold down the **control key** when activating the indexlist.

- "Regular Expressions" are allowed for complex searches.
- For simple searches, begin the search criteria with "*". (For example, "*this")
- You search also based on the size of the bookmark name:
 - "< X" for bookmark names shorter than X characters, (Ex. "<4").
 - "> X" for bookmarks longer than X characters, (Ex. ">4").

D) To delete any bookmark, hold the control key down and select that bookmark from the indexlist.

E) To add a hyperlink to any bookmark, select any text and invoke the index list (Alt + X). Hold down the shift key and select any bookmark to add a hyperlink. You can insert a table of contents to all bookmarks in a viewpage by holding down Shift and Control when Selecting "Add Bookmark" from the Index menu.

EM Favorites

Helpful when working with multiView, or page history, **Alt + Shift + Control + V** will mark all items currently displayed in MagicView as EM Favorites, and open the EM Favorites view in ecco.

A) **Alt + Shift + V** toggles the EM Favorites folder setting in ecco for all items in the active MagicView display.

B) You can also directly remove items from the EM Favorites folder in ecco manually, as you would any other folder.

C) For example, try Alt + Shift + Control + V for any item's page, and see the EM Favorites view open. Any item's page can be added or removed from the view from within MagicView by using Alt + Shift + V.

Viewing options

The "View" menu allows selection of many different viewing options, including:

1. Attaching MagicView as an Ecco sidebar or viewpane.

MagicView can be used as an external window, a sidebar to Ecco, or as a view pane *inside* Ecco.

- To toggle Ecco attachment mode, press **Winkey + Control + Z** from within Ecco or MagicView. (**V**iew > **A**s **S**idebar from the MagicView option menus).
- To toggle between sidebar and viewpane modes when attached to Ecco, use the "Internalize" option in the **V**iew menu (**W**inkey + **A**lt + **Z**). The internalize option is only relevant when MagicView is attached to Ecco (**V**iew > **A**s **S**idebar) and determines if MagicView is attached as a sidebar or as an internalized viewpane within Ecco. (This can also be selected per each viewtab individually (Control + Shift + F6), so that for selected tabs MagicView is a sidebar, and for others, an internal viewpane.)

When attached as an internaized viewpane the following applies:

In a single view Ecco notepad, the MagicView sidebar is added over the right side of the notepad. Normally the MagicView pane is set at 50%. To reduce the pane size to 1/3, select the **V**iew > **M**agicView **P**osition > Smaller Frame option.

In a double view notepads, the sidebar is added over the right side of the notepad. You can manually control the size of the MagicView pane by resizing the notepad's left side.

In triple view notepads, the sidebar is added over the lower right corner view of the notepad, and by manually setting the size of that pane, you can exactly control the size of the MagicView window.

Winkey + H to minimize MagicView.

F11 to maximize MagicView.

F6 to toggle a smaller MagicView pane size.

Shift + F6 to toggle a larger MagicView pane size.

Alt + F6 to toggle the default MagicView pane location from right to:

- o left when the pane is 'internalized'
- o bottom when the pane is external

Alt + Shift + F6 to toggle top or bottom pane placement (both in multi-pane views and vertical pane mode).

Winkey + F6 to toggle vertical pane mode (for single and two pane ecco viewpads).

Control + F6 to exclude the current notepad for MagicView 'internal' mode.

Control + Shift + F6 to edit the view exclusion list. "Calendar" = 1, "PhoneBook" = 2, etc. Use the same numbers as used for Alt + Number view change shortcut in Ecco. Enter a list of numbers, eg., "5,6,8".

NOTE: When attached to Ecco, the MagicView "Compact", "Standard", and "Broad" sizing do not apply to the MagicView pane size. Those options apply to MagicView when viewed as an external, stand-alone window. The "Smaller Frame", "Larger Frame", "Left Frame", and "Top Frame" options control sizing when MagicView is attached to Ecco as an internal viewing pane. (**View > MagicView Position**). "Maximize" (**F11**) and "Minimize" (**Winkey + H**) apply in all view modes.

- To move an attached MagicView pane from one Ecco instance to another, press **Winkey + Control + Z** from the Ecco instance you desire to move the pane to. (Using MagicView with multiple Ecco instances requires first applying

the freeware EM patch to ecco32.exe available at the www.EccoTools.com board.)

MagicView will always start as an independant window if another MagicView session is already attached to ecco. Each different session of MagicView will apply its own settings. Be sure to properly setup multiple MV sessions if attached to the same Ecco instance. (For example one MV session on top, another set as bottom, and each Ecco view setup with at least two additional views for placing the MV sessions).

- Advanced control 'tricks':

Note: When resizing panes in Ecco, you'll see the cursor change to a **black** double arrow with a vertical or horizontal bar in the middle. *That* is when you can click to drag & resize panes. If you see a double white arrow, or arrows without the vertical or horizontal bar in the middle-- that is not exactly the right location, move a little bit to find the 'spot'.

- **Making a "MagicView" Tab.** This 'trick' allows you to turn a notepad tab into a MagicView tab. Steps:
 - Add a Tab to ecco (View > Notepads > New Notepad).
 - Then add another. It doesn't matter what folders, best to use fresh, 'empty' ones.
 - 'Grab' the border between the two views and resize them so that you entirely close the right view by moving the bar *all* the way to the right.
 - For advanced users, a side by side calendar that does not have a tab (Ecco's File > Properties > Display) will act as a MagicView pane if accessed via Alt + 1.
- **Two views and External "MagicView".** This allows you to setup specific tabs to have two notepads and no MagicView.

- Add a third notepad to your two view notepad.
 - Drag the third window *almost* all the way closed. But leave a tiny bit of 'edge'.
 - With a little play you'll understand the idea here. A very small, even so small you can't see it but it's still there, 3rd pane will force MagicView to external mode.
 - Note: if you close the 3rd pane by right clicking on its folder tab, you've created a **manually adjustable single pane + MagicView view**. You can control the exact width by adjusting the vertical dividing bar.
 - You can 'grab' the horizontal adjustment bar even if you can't really see it. If you 'close' the 3rd pane, you can 'reopen' by dragging up the bar-- from the very bottom.
- **Single view and External MV.**
 - Create a two view external MV notepad, and adjust the second pane so that it is nearly invisible. You'll need to leave a *tiny* bit more than with the 3rd pane, enough to see a sliver of the edge of the pane's original scroller bar on the right side.
 - A little play with this will make perfect.
 - **Calendar/Phonebook to Right of MV.**
 - Use the View > MagicView Position > Left Frame option.

2. Keeping stand alone MagicView shown always on top.

Toggle "Always on Top" from the View menu, or use the Winkey + S shortcut.

3. Instant MagicView Sizing when used as 'stand-alone' window.

Winkey + M for Compact

Winkey + Control + M for Midsized

Winkey + Shift + M for Larger

F11 for Full screen

Winkey + H for minimized

Play freely with any of the viewing options above or that you'll find in the "View" menu.

NOTES:

1. Very much recommended not to generally use the "Browse Internally" mode. This mode is not relating to the type of MagicView pane, but instead, how links are handled when clicked. While MagicView can technically 'browse' (when clicking on a link in 'View' mode, the linked page is downloaded and can be displayed in MagicView or in a normal browser window) MagicView is not a browser, and not designed to be a browser per-se, and uses only the default protection settings (ie. often NONE depending on your systems' setup) against 'cookies', pop-ups and the like.

2. The **View > Restrict Hotkeys** (or pressing the **Pause** key) option will restrict magicview hotkeys to those issued from within magicview, (or from within Ecco if the magicview pane is a sidebar). If activated, the universal right click feature will function normally. A small marker shows up to the bottom right of "Item Text:" when this mode is activated (the magicview tray icon will also reflect the restricted status). The primary purpose for this option is to allow safely using multiple magicviews in different ecco sessions. By restricting hotkeys in the inactive sessions, you can be sure exactly where hotkey clips are saved. If you want to access an ecco session from an

external magicview while there is another magicview as a sidebar, you can use the universal right click feature, or, standard Alt + functions, or, if desired you can completely restrict the sidebar's hotkeys with View > (Shift +) About. By holding down the shift key when selecting "About" from the View menu, *all* hotkey functions will be frozen until you press "OK" to close the restriction box.

3. There are some known issues regarding integration with the calendar view in relationship to changing the structure of the view while magicview is internalized. If you experience magicview 'flickering' in the calendar view when you add additional views to it, just click to another viewpad and back to the calendar view.

Saving Graphics, formating, etc.

GRAPHICS

Graphics can take up a *HUGE* amount of space, and although the option for saving graphics along with your web clips is integrated into MagicView, the core purpose of the program is information gathering and management.

Images and attachments are normally saved in a special ".web" folder in the same directory as your ".eco" (or ".ecc") file. The folder has the same name as the ecco file, with the extension ".web". You can 'zip' the directory to transfer or share attachments. Clips with saved attachments will work without the .web folder, but you won't see the attached images.

To stop an image while it is downloading, or to cancel the download of an image (including in cases where an image's download gets 'stuck'), press **Control + Alt + F1**.

All of the text from saved clips is stored within your .eco file unless you specify otherwise. MagicView will compress and often clean up some of the 'html code' of saved pages. If you want to archive web pages for "evidence", it is best to have a directory dedicated for that purpose. Just use your browser's built-in save complete web page feature. To add the saved page to ecco (so

you can find it later), view (in your browser) the page you have saved to disk, and clip part (or all) of the content to ecco. So long as the directory you saved the webpage to exists in the same location, or you "Ground" the MagicView pages, they will always show the graphics, etc. when viewed.

MHT formatted clips generally retain formatting and script actions better than normal MV page clips. However, MHT clips do not have the functionality of standard magicview clips. (Some functionality, such as integrated outlining (selecting text and 'copy to child' is retained in MHT clips). You can convert a MHT clip to a normal MV clip by viewing the MHT clip in a browser window (Alt + W), selecting all (from the browser) and clipping to a new MV item, and 'grounding'. (Note that MV clips will typically save more of the 'hidden' images than saving in MHT format clip.)

While the MHT clip option may seem attractive to the 'perfectionist' within us, MV clips are much more functional. If our purpose is information gathering, MV clips are designed for that. If our purpose is saving a 'memorial' of websites past, MHT is there. In extensive studies involving MV, it turns out that those who save large quantities of MHT format clips never, or seldom, actually go back to look at or use them. MagicView will serve you best as an information gathering & organizing tool if you keep your purpose in focus. Clip those key parts which contain the information (text or graphical) that can benefit you, and let the 'fancy' formatting go.

MagicView allows clipping screen shots either into MagicView pages, or directly into Ecco as sub-items.

You can freely copy and paste graphics images within and between MagicView pages. Simply mark the area to copy, Control + C copy, and then Control + V to paste where desired. To copy an image as a 'hard' image that you can paste in *any* program that allows pasting of graphics, **control + right click** on the image, and select "Copy" from the dropdown menu.

Note:

1. The features of EM Screen2Ecco for pasting screen clips into ecco are built-in to MagicView. Press **Winkey + Shift + F12** to activate.
2. When clipping from a disk archive of a web page, to see the graphics, etc. from Ecco, unless the page is "Grounded", the directory folder of the archive must be in exactly the same location when the page is viewed. (Note: Unlike when clipping from a disk archive, when pages have been "Grounded", MagicView's automatically maintained add-on

attachment directory can be anywhere, so long as the ecco file is there as well.)

3. To compress the files in the attachment directory and remove any old attachments that are no longer linked to any item's MagicView page, use the **File > Folder Options > Compress Attachments Folder** tool.

- a. Depending on machine speed and the size of the file, reconciliation can take some time. (A completion message pop-up when done.)
- b. This tool is best use only occasionally. The file where the active MagicView page is located is reconciled. There is usually no benefit internally to the ecco file (although any page fragments will be removed). Each individual file needs to be reconciled separately.
- c. For 'advanced' user's who have setup their disk structure to allow sharing viewpages between ecco files, it is important to remember to use the special compression for shared .web folders. (**File > Folder Options > Cross-File Shared Folders > Compress Shared.web folder for active Ecco file** for every file sharing the folder (be sure you've used option with *all* of the sharing .eco files!) and then **File > Folder Options > Cross-File Shared Folders > FINALIZE compression of shared .web folders**). Remember too, it is not necessary to *ever* compress the attachments folder-- it just saves disk space (and in theory clears memory and space in the .eco file caused by error conditions or system failures, etc., if any).

4. MagicView will normally try very hard to download all graphic images. Sometimes the server or connection is slow, so be patient. In the rare circumstance that MagicView becomes 'locked' in attempting to ground an image (and does not respond even after 20 - 30 seconds), you can 'reboot' MagicView by opening a new MagicView session and holding down the ALT key when you press "OK" on the opening MagicView window. The Advanced Folder Option (**Control + F1**) "Fast unverified image grounding" will ground images *much* faster, but doesn't verify images are actually downloaded nor try very hard to 'grab' files from difficult servers. For most uses, 'Faster unverified image grounding' is the best option.

5. Via the configuration menu (View > Configuration or Control + F1) you can select under "Advanced Folder Options" to use "Fast unverified image grounding". If you use this option note:

A) Unlike verified grounding, in the case of a problem in downloading, missing images will show on the page as missing whereas verified grounding retains the original image reference if the image cannot be grounded.

B) On some systems, it will be normal when using unverified grounding for the images to 'vanish' before your eyes from the viewpage. When the page has finished grounding you can reload the viewpage (Control + L) to restore the view, if necessary.

C) If images still seem to be missing after grounding, you can be sure if you test the viewpage in your default browser (Alt + W). (For example, some images may have been properly grounded but require 'View mode' as opposed to 'Magic mode', to view, etc. Viewing a page in your browser is a quick way to test any page that *appears* to have an issue.)

D) If you have a firewall you will likely need to authorize internet access for "MVHelper" to use unverified grounding.

6. You can easily insert *links* to graphics images in your MagicNotes by dragging & dropping any graphics file.

A) If you want to include the image in the file's .web directory, either:

i) Copy to file to that directory *first*, and then drag & drop into MagicView; or

ii) If the "Ground local files" option is set, Ground the page after the images have been added, and the images will be automatically copied to the file's ".web" directory. (NOTE: Grounding does not copy local files to the .web directory unless the **File > Folder Options > Ground local files** option is selected.)

B) If text is selected at the time you drop an image into MagicView, the image will be inserted immediately prior to the selected text. Otherwise, images are inserted at the beginning of the MagicView page.

C) If you drag a image to the MagicView button sidebar and hold down 'Shift' while releasing, you will be prompted for advanced photo options. You can also modify these options by pressing Alt + P when any image is selected.

D) You can resize images by dragging the edge 'dots' which appear when an image is selected.

E) By right clicking on any image, you can instantly shrink the image to 'thumbnail' size, restore the full size of the image, or view the image in the standard image viewer.

FORMATING

Many modern web pages use special "style sheets" known as CSS, to save the formatting information for the displayed pages. So long as you can access the original site, and so long as the formatting file is available, you will normally see the original formatting in your clip views. However, if you want to make sure that you will always see the original formatting, you can "Localize" the CSS. Simply:

- A) Select the "Localize CSS" command from the edit menu,
- B) Copy a clip into MagicView using shift+Control+V,
- C) Copy a clip from a browser using Winkey + Alt + C, or
- D) Use the "Ground" function.

NOTE: The CSS style information can be larger, sometimes 2-3 times larger, than the actual text you are gathering. In most cases its not necessary to save the CSS style info of a web clip.

Private Notes

Private notes can be added to any view page via **Control + F8** or the Format > Advanced Formatting menu. This feature allows you to add notes and even graphics to any view page while at the same time retaining the option to instantly view or print that page in its original state.

F8 toggles display of the notes.

Shift + F8 toggles display of the note markers.

Note:

1. Moving or deleting any collapsed note asterick pair will move or delete the collapsed note.
2. Hiding private notes does not remove them from the view page. If other users have acces to the viewpage they can toggle display, and, exported pages include a copy of hidden notes in the export.
3. Deletion of collapsed note maker pairs will entirely delete private note.

Searching within Ecco

To search for text within MagicView pages, within Ecco search "entire File" and search "all columns". To search for text within the 'tag lines' search only "Text".

One trick is to use filters as part of your search. You can create a filter for items with some value in the "MagicView?" folder to limit searches exclusively to MagicView pages. You can also use any category tags (folders) as filter/search criteria to search for and/or *select* all the pages tagged with specific folder(s) tags.

You can select tens, even hundreds of MagicView page items, and view them as a single MagicView page. (May take a few moments to load a large number of

pages, or multiple pages that are extremely long-- be patient). You can then, for example, drag and drop your results MagicView page directly into Word, etc.

Recording Audio Notes

MagicView's Audio Note Recorder is designed for making quick audio notes.

Control + F10 instantly starts a new recording.

Shift + F10 pauses.

Control + Shift + F10 finalizes and converts the recording to a MV page.

F10 activates the Audio Note Recorder menu.

PLAY plays from the beginning of the Audio note *unless* clicked while the recording is paused.

You can click on **<<** to Rewind [or press **Control + Alt + F10**] and **>>** to Fast Forward [**Shift + Alt + F10**] .

RECORD inserts new audio from the active audio position. (Record mode can be entered directly from Play mode)

CLEAR empties the active recording.

FINALIZE converts the recording to a MagicView page.

Winkey + F10 can be used to edit and replace an existing Audio Note in the active viewpage.

Note: If the new recording is then finalized, the original Audio Note will be replaced by the newly edited Note. Keep in mind when replacing existing Audio Notes that while the old note is removed when you 'Finalize', the fresh Note is not saved until you explicitly save it.

(Audio Note Recording is also accessible via the main [Edit > Recording](#) menu).

Settings for volume, selection of audio source, etc., are controlled via the Windows audio control.

Other cool stuff...

Control + Left Clicking in "Viewer" mode allows access to an alternate 'browsing style' context menu.

Control + F11 toggles between Ecco and MagicView.

Format & Outline Controls

Alt + T is the shortcut for the Format menu.

"Label Value" can be used to control outline numbering/lettering as well as bullet type.

- "S" or "Square"
- "C" or "Circle"
- "D" or "Disk"

"Label Type" (or **Alt + Shift + N**) can be used to control the type of outline numbering (A,a,1,l, and i).

Alt + a is the shortcut for the Advanced Format menu.

Color Control Controls

Shift + Click on the "Highlight" button will highlight an entire paragraph.

Shift + Click on the "Color" button will likewise apply text color to an entire paragraph.

Click on the ">>" box next to "Highlight" or "Color" to set the highlighter or fontcolors.

Shift + Control + Click on "Highlight" or "Color" buttons will remove any paragraph wide background or font color setting.

Control + Click on "Highlight" to remove text highlighting. (**Alt + Space** removes background and font color on other text selections. Setting the text color to black removes font color.)

Control + Click on color well next to the Highlight and Color buttons, will toggle 'Color Well' mode, making the active color selection large & bright. (Option is provided for those who find it helpful, normally off by default to avoid the distraction of bright colors in the command panel.)

Right Click on the color well next to Highlight will clear the selection's background color, (shift + right click to clear paragraph background color).

Right Click on the color well next to Text will clone the selection's colors (shift + right click to clone paragraph colors).

Note:

Paragraph or 'box' highlighting can be incredibly helpful for highlighting and offsetting information in a clip.

For web pages that don't use paragraphs (even though visually it may look like they do), create your own paragraph by simply pressing **Alt + Control + P** at the desired paragraph start. You can do the same by pressing the "Enter" key where you want the highlight box to appear, then mark the text you want included and drag it to where you created the new line with the "Enter".

Use Shift + Enter to enter 'soft' returns (ie. vs Enter to start a new item/paragraph).

Columns and Tables

Control + F9 will create new columns or a table.

F9 will toggle display of column or table borders.

Function Access Structure

As in ecco, most commands can be launched in multiple ways. In addition to the command's hotkey, most commands can be triggered via the main function menus and the menus' Alt key shortcuts.

Many features which are typical to other Windows programs (such as MS Word), may not have been specifically listed in this documentation. Please see the menus for a full listing of features. For example, you can 'Find & Replace' (**Control + F** or **Edit > Find & Repalce**) text in your pages and clips, and 'Find Next' (**F3**) , etc. Hopefully, use of those basic functions should be self-explanatory.

Hopefully, also, most 'hidden' features are mentioned (Such as the Control + F3 'instant search for selected text' feature, Shift + F3 to continue searching backwards, or options such as holding down the shift key when pressing 'Enter' or clicking "Find" in the Search & Replace dialog to search backwards, and holding down the control key in order to suppress the "Text Not Found, Search from Beginning/End of Page ?" prompt).

Normally you will not be able **to activate links to local files and programs on your own computer unless you send the viewpage page to a browser, or use Alt + Click**. The idea behind requiring this additional step is to protect against clips containing 'dangerous' links or scripts trying to activate programs on your machine. **Alt + Click will allow you to activate links even while in 'Magic' mode**. In 'Magic' mode may need to Alt + double click to activate links on some viewpages. You can also right click on a link and select "Jump to Link".

Misc. 'usage' notes and tips:

Have taken to the practice of sending misc. requested info to friends & family directly from my organized ecco clips. Just select the relevant ecco outline sections, press Winkey + / to load the 'combo view' and then drag & drop the indexed clip into an email.

The only problem with this so far is that I keep getting asked to let them know from *whom* I forwarded the mail. For some reason the info in this format looks like a report someone else wrote up and I was just forwarding on... go figure.

MagicView is an Ecco 'Add-On'-- if you have problems using MagicView, try it with ECCO running! (Although Ecco's window does not need to be open).

If you have upgraded to a registered version of MagicView please examine your default settings (Control + F1). The upgrade version attempts to correctly apply settings from any previous install, but is not always successful.

Block Calc will calculate *ACROSS* each line in the block, and then add the totals together.

All basic math functions work, as do parens. Math functions include:

* 'Times' / 'Divided by'
+ 'Plus' - 'Minus'
^ 'Power of'

and for programming types:

Base16 (0xFF) freely interchangeable with Base10

(Include "#HEX#" in block for Hex result)

<< and >> Bit Shifting

&, !|, and | And, Nor, and Or

Via the File menu, holding down the shift while clicking on "Print" (or pressing "n") will open a HTML print preview pane. (System memory settings may prevent huge multi-page viewpages from displaying in the preview pane.)

When printing (Control + P or File > Print), enable "Print background colors and images" to include highlighting in printout.

Printing to PDF printer drivers works great from Magicview. ("doPDF" is one recommended example of a free PDF print driver allowing magicview printing direct to PDF format).

MagicView is designed to clip from a variety of sources, including web pages from the internet. MagicView will have a hard time initializing or clipping pages if the program's internet access is blocked by firewall programs such as ZoneAlarm.

Try out the F5 'magic history' tool. Note that you can either double click on a single item, -or-, you can select multiple items (shift or control click), and then click on the 'click to open' link at top of history box to open multiple pages at the same time.

(Be sure to move the history box out of the way to see MagicView)

Sometimes web pages will use 'fancy' quotes or other unusual Glyphs. Unless such pages properly identify codepage, MagicView accepts the text literally (because sometimes the aberrant glyphs are intentional, or part of an improperly identified unicode page). In such a case, you'll see something like this-- "under a x€ parent.x€". Instant fix via File > Strip > A aberrant Glyphs (or Winkey + Alt + A). Fixes example text to "under a "parent." ", etc.

Margins, line spacing, etc., can be set by a number of pixels (eg. "7"), by a percentage (eg., "10%" margins or "130%" line height), or by point size (eg., "18pt", ".1in", etc.).

**Alt + ** toggles single and double spacing.

Alt +] allows setting precise margins.

By preceding the margin size with "<" or ">" the individual margin size of the left or right margin can be individually selected.

By preceding the margin size with "v" the verticle spacing can be selected.

Alt + Shift +] allows setting precise verticle spacing.

Preceding the padding value with ">" will apply the same value to both padding and margins.

These options are found on the "Format > Advanced Formatting" menu (or **Alt + A**).

Dragging image files (from the local hard disk *or* the net) will insert the image at the cursor. (Note: images are not copied to the .web folder unless you explicitly ground the viewpage *after* dragging & dropping the images.)

Alt + P allows editing the Images' properties.

Dragging HTML or TXT files will append the html or text to the active MagicView page.

Dragging any other file will create a link to the file for the marked text. If no text is marked, a link will be created at the bottom of the page, with the link's file name as the linked text.

Exporting to MHT (**File > E**xport as MHT) should work fantastically on most systems, and should work better than Explorer's "save as MHT" even on problematic setups. Note:

- With 'grounded' viewpages (Alt + G, 'with images' clips, etc.) the most graphic images will be saved.

- Most images are exported and saved even for non-grounded files.

- Some system setups with older windows DLL files can cause some issues with the MHT export.

- Test exported files on another system before you rely on them.

You can also export to MS Outlook compliant "EML" format. (If outlook/outlook express is installed on your system, you can access .eml files simply by double clicking on them.)

On most systems, you can email viewpages (including graphics & layout) directly from MagicView. Simply hold down the shift key when pressing the "Save" button when exporting and the viewpage will be exported as an EML file and the email send dialog will be activated. Then, simply click on "Forward" to send.

MagicView can store up to 8 megs of data per viewpage *per ecco item*, and a virtually unlimited amount of data per viewpage per ecco item if the data location is set for disk storage.

You can drag literally hundreds of HTM, HTA, HTML and TXT files into a magicview page (drag to Item Text box and hold down shift key) and combine into a single magicview page.

This help file is over 250,000 bytes in size, and hopefully works smoothly on your system. HUGE viewpages of 2, 8, or 10+ megs will work fine, but on most systems some functions will respond **very** slowly. Please be patient. Even basic functions such as Alt-X (index) Winkey-P (page encryption), and others, may respond very, very slowly on multi-megabyte single viewpages.

Also note that on huge, or even large pageview items stored in ecco, you may see ecco 'flicker' when the item is opened, or saved. This is normal, as is the slight 'lag' in loading and saving huge viewpages inside of ecco.

MagicView has a 'not officially supported' function for most Windows 7, Vista and some XP systems. On compatible systems you can vocalize any viewpage selection by pressing **Winkey + Shift + 7**.

To move & gather items with viewpages very much recommended to use the **EccoMagic Hijack!, Hoist, Move, & Gather** tool available [here](#). You can also cut items in Ecco (Ctrl + X), and then paste them at the desired location (Ctrl + V). To attach viewpages to items in other files, simply select the desired item, and select **File > Save > at Active** (or right click on the left navigation button).

MagicView's **tray icon** includes a '**Universal Right Click**' option for those who are mouse oriented. When selected, the right mouse button activates the **Winkey + F12 Clip** menu. By pressing and releasing the right mouse button a second time, the original 'right click menu' of the relevant application will be activated. To turn off the '**Universal Right Click**' right click twice on the tray icon and deselect, or, hold down the '**Escape**' key and right click in any application.

Additional options found by right clicking on the MagicView tray icon include '**Next Right Click**' for a 'single use' universal right click, '**Capture Screen Clip**', and '**Save Ecco & MagicView**' which saves both the current MV page and the .eco file.

Most options can be set directly via the **Control + F1** configuration menu.

"Expert Settings" effect internal ecco data structure and should be used **only** by advanced experts.

"Storage Override" should only be used if you understand exactly what that does and desire that result. Normally, default storage for view pages is inside of ecco, and pages can be designated for disk storage on a page-by-page basis. Setting override

to either disk or ecco will *force all* pages to be stored at that location-- even if manually designated otherwise. To change the *default* data storage location use an appropriate default page template and not the 'override' option.

If you upgrade your version of MagicView, be sure to re-check your configuration settings. Upgrading can cause some confusion with the default settings.

If there is any option or MagicView feature you are unsure of, feel free to ask [here](#).

When getting started with MagicView keep in mind:

MagicView is carefully designed to work with critical data. Data is only overwritten if you do so very intentionally. The start-up defaults will not automatically save changes to view pages unless you issue the command to save.

Also, if your ecco file is not set up to auto-save, MagicView will not save your ecco file (including the MagicView in ecco pages) unless you issue the command to do so.

The purpose of this initial setup is to protect your ecco file so that it cannot be accidentally changed or permanently modified. (Control + S saves the current viewpage, Winkey + S saves viewpage and ecco file together. If you open another viewpage you will be prompted to save changes in the previous, unless the save without prompting option is activated.)

MagicView's default set-up is to 'thumbtack' page views. That is, the page view will not update when you change focus of the ecco outline item, unless you

expressly update (for example Winkey + ?). To activate the quickview mode, you can press Winkey + Q.

MagicView pages are integrated into ecco's outlining functions. So, for example, you are generally much better off marking all the text of a Word file and clipping into a viewpage than just attaching a word document as a page

If you want to to keep word specific formatting such as page footers, etc. you'll need to stick with attaching the document (dragging the .doc file into the Item Text box), and if desired, then pressing Alt+G to 'ground' the file-- include it within the file's .web folder (instead of working with the file from where ever it was dragged, which also works).

MagicView provides control over specifically how, what, and where selections can be clipped. The array of options can seem overwhelming at first. It becomes much more clear once the basic concepts are understood.

> FIRST ASPECT -- WHERE TO CLIP TO <

MagicView can accept clips which:

- (1) Replace the existing viewpage's content,
- (2) Append to the existing viewpage or
- (3) Create an entirely new viewpage (either at the current ecco item selection or into a special webclip folder).

> SECOND ASPECT -- WHAT TO CLIP <

MagicView can clip based on:

- (A) clipping the selection which is currently marked,

(B) clipping the marked selection as the clip title and clipping the entire webpage where the marked text is found, or

(C) clipping the webpage found at the address in the currently selected text.

> THIRD ASPECT -- TO SAVE COPIES OF GRAPHICS OR NOT <

Additionally you can clip:

(i) without making local copies of clipped graphics or

(ii) with saved copies of any graphics in the clipped page/selection.

Becoming familiar with these three aspects and distinct options will significantly clarify the clipping menu (Winkey + F12 or Universal Right Click [activated from right click on MagicView tray icon]).

There are also some specialty 'ecco text' clips providing additional powers, the ability to clip from the screen to MagicView or to Ecco directly, and the ability to 'capture' a webpage clip in order to 'manually' paste it into ecco. If you have a grasp of the three aspects above, and walk through the clip menu, you will quickly master it.

(* THE FOURTH DIMENSION -- PHYSICAL STORAGE OPTIONS *)

Clips (and parts of them) can be stored either inside of the .eco file, or in an external .web folder stored in the same location as the .eco file:

(i) Clips *including graphics* can be stored internally inside Ecco as "MHT" format. One big downside with "MHT format clips is the loss of most MV editing capabilities.

(ii) Modestly sized files, PDFs, graphics, "MHT" format clips, etc., work seamlessly when stored internally in Ecco, and automatically update

with synced ecco's (although they do use up extra memory space and pointers). As the size of internally stored files gets larger, loading time significantly increases. Large (even huge) files, graphics, etc., work seamlessly from the .web folder and can be synced with other users on the network via network folder sync tools.

(iii) For most users storing pages, graphics and files (such as PDF, MHT, DjVu, EML, ZIP, etc.) in the .web folder is the best option. Pages and files can thus be globally searched by desktop search programs, and the .eco file size is kept very small. However, if you want to search for content inside of Ecco, storing pages (although not graphics, and files) inside of ecco is necessary).

(iv) Viewpages stored externally can be seamlessly and securely encrypted. Externally stored graphics, files, MHT pages, etc., can be encrypted by encrypting the files using Windows file encryption or by encrypting the entire .web directory. All internally stored material (view page text, MHT format, graphics, etc.) can be very securely encrypted inside of the .eco file (but viewing the stored materials is not particularly secure and can be 'spied on' if there is active spyware software grabbing screen shots, tracking disk sector changes, etc.).

And, for 'programming types':

You can use the Control + R command to instantly move back and forth between the clip text and the raw HTML and incorporate directly any HTML formatting you desire-- including javascript. Some tiny level of HTML compatibility cleanup is controlled by MagicView. (If you want true 100% control, use an html editor.)

You can use your own page default HTML should you desire. Simple save the html template with the file name "EM_DefaultView.html" in the MagicView program directory. Remember the template gets added to every default note, so best to keep size compact.

You can also set the background color or image for any individual page. By entering "http://..." when prompted for a file name, you can use a file from the

web. If you want the background saved, be sure to Ground the page if using an image from the web, or, use an image from the .web directory. (Copy the image to the file's .web and select that image as the background image). [if the .web directory doesn't exist for your file, just ground any clip with web images, and the directory will be created. Or just manually create the directory, same as the ecco file's name, with the .web extension].

Advanced, control of MagicView's use of ecco folders is also available (although not recommended *except* where no file will have more than 10,000 Magic View pages, in which case the 'Manual Folders' option will give a speed improvement for slower systems).

- 1) The Alternate Folders option allow a second set of web clips for items. You can manually select to force the alternative folder set, or to make that the default for any file. You can also de-selected the alternative folder set, (useful when there are 20,000 - 30,000 clips in a file, and thousands of older clips are then removed).

- 2) The Strict page choice option restricts MagicView's choice of folders to the selected default-- even if it is empty and there is a viewpage saved in the alternative folder. This is something that normally works automatically, but additional functionality is exposed for advanced users.

- 3) The Manual Folders option can provide some speed improvement for slower systems, but should only be used on ecco files with up to 10,000 MagicView pages. Manual Folders mode will work perfect up to about 50% of capacity, about 15,000 pages per file, but will be stuck in manual mode.

NOTE: You are viewing an extensive, yet pre-final version of the help file. Please look at program menus for more options.

© Copr. 2008 - 2009 ISystems. All Rights Reserved.
Patents Pending.

EUA, TERMS, ETC.: We are transmitting or delivering to you a copy of our software, similar to if we were transmitting or delivering to you a copy of a radio show. We own the original program, as an entire work, including but not limited to the coding, text, html, images, graphics, layout, design, and look and feel, all of which are COPYRIGHT by us, and all rights to which are retained by and RESERVED by us. Similarly, the source code including any and all parts which are based on our trade secret or any patented or patent-pending technology, are retained by us, and your right is limited to a right to use the object code distributed to you. You agree not to look under the hood, and to keep fully secret and confidential, even from your own eyes, all internal processes of the program.

We grant you, and only to you, the right to use, for either a single user on as many machines used exclusively by that user, or for a single machine with multiple non-remote users. You may, of course, make reasonable backups of the program, if kept securely by you, and not in such a way that others might have access or the opportunity to copy or steal the program from your backups.

You are authorized to re-transmit or copy the program for your own use, from a fixed media to another fixed media or to local RAM of your machine, in order to use the program in an ordinary fashion. You are not authorized to modify, crack, or hack the program. Application or implementation of any modification, crack, or hack, is a violation of this end user agreement, and a violation of the program's copyright.

To the full extent permitted by law, no warranties are made, and the software is transmitted "as-is". Use of this software has not been tested by us on your individual machine or circumstances, and you acknowledge this and you agree to assume all risk of use. No warranty of fitness for use, and no warranty for merchantability are made by us, and ALL IMPLIED WARRANTIES are, to the extent permitted by law, fully disclaimed by us. To the extent permitted by law, the limitations of remedies for any breach of warranty is limited to replacement of the software, or refund of the purchase price, at our exclusive option.

This product is distributed "AS-IS".

For more Ecco tools and add-ons, visit www.EccoTools.com.

Please share any comments, suggestions, or problems via: Feedback@eccoMAGIC.com.

PLEASE NOTE: THIS HELP FILE IS EXPANSIVE, BUT IS STILL UNDER CONSTRUCTION

Help Overview:

[Introduction](#)

[Adding content to a Viewpage](#)

[Adding clips to a MagicView page](#)

[Adding web clips directly to ecco](#)

['Specialty' Clips](#)['Exact' HTML content clips](#)[Adding PDF and DJVU documents](#)[Adding Links to other MagicView pages](#)[Attaching the active MagicView page to the active Ecco item](#)[Sharing MagicView pages among items \(Mirroring\)](#)[Saving content](#)[Disk/Ecco Page Storage Options](#)[Saving a item's modified MagicView page](#)[Attaching the active MagicView page to a new Ecco item](#)[Copy Text to Child](#)[Copy to Item Text](#)[Exporting viewpage content](#)[Encryption](#)[Navigation Buttons](#)[Viewing & Editing content](#)[Instant Zoom](#)[QuickView](#)[Hotkey viewpage load](#)[History Menu](#)[Index entries](#)

[Viewing options](#)

[Attaching MagicView as an Ecco sidebar or viewpane](#)

[Instant MagicView Sizing](#)

[Saving Graphics, formating, etc.](#)

[Searching within Ecco](#)

['Search and Replace'](#)

[Private Notes](#)

[How to click on hyperlinks in Magic mode](#)

[Block Calc](#)

[Technical options for 'programming types'](#)

[When getting started with MagicView keep in mind](#)