User's Guide

Action Names® Datebook

Complete control over your Schedule, Contacts, and To do List for Palm OS® devices.

www.iambic.com

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Action Names Datebook for the Palm Computing® Platform - An Introduction

This guide describes *iambic Software's* Action Names Datebook for the Palm Computing ® Platform. This software is designed to make it easier for you to schedule and manage your time. Action Names Datebook compliments the native Palm® OS device applications, providing you with an efficient and simple way to view and organize your busy day. Whether you are a professional, business person, or just someone who needs more control of your time, we hope you find Action Names Datebook to be the ideal tool.

Action Names Datebook gives you better control over your schedule

You can now easily view more of your schedule on your handheld device. All your phone calls, meetings and To Dos are shown in a single organized agenda view. You can change the agenda view to review different periods of time. For example, in Action Names Datebook you can quickly switch between single day views, week views, monthly views, or quarter yearly views.

Names, telephone numbers, descriptions, notes, and priorities are just a few of the things that can be reviewed in meaningful detail. The editing in place feature also lets you change your schedule without having to leave the agenda view.

Never miss an important commitment again

You will never miss another crucial commitment because you checked your handheld device date book, but not your to do list or vice versa. Action Names Datebook lets you review all of your important commitments on one easy-to-access screen. There is no need to jump between different screens to see how your to do list fits in with your date book schedule.

Works with the device built-in applications

Action Names Datebook works with the built-in applications including the Palm address book. Every event scheduled with Action Names Datebook will appear in the appropriate application. Events scheduled directly in the date book and to do list will also appear in the Action Names Datebook agenda views. You can also view and edit your contacts directly within Action Names Datebook. The Action Names Datebook Contact List has advanced grouping and filtering capability.

The Action Names Datebook schedule slip lets you schedule any commitment from the Action Names Datebook application without having to open the applicable application. You can schedule meetings, follow-up phone calls, and to dos in rapid succession.

iambic Software strives to make the best business tools possible for Palm® OS devices . We welcome your suggestions and comments. Please email them to support@iambic.com. If you enjoy the program, then by all means please tell your friends and associates.

Getting Started

System Requirements

Action Names Datebook will run on a Palm® OS device running v2.0 or higher of the Palm OS. Action Names Datebook will not operate on the older Pilot 1000 or Pilot 5000 models that have not been upgraded.

Action Names Datebook requires 280 KB of free space on any of these handheld devices. Action Names Datebook can be loaded onto a handheld device from either a Windows PC or Macintosh computer.

Action Names Datebook does not have its own PC conduit or companion application for PC.

Note: You are able to set a preference in Action Names Datebook, so that new Action Names Datebook commitments are stored in a specific format type. There are storage formats for ultimately synchronizing data to Time Matters, ACT! Palm Pilot Link, CompanionLink, and Intellisync.

Installation

If you are upgrading from a previous version of Action Names Datebook, please see the special directions immediately below the Windows/ Mac installation sections.

If your desktop is running Windows 95, 98, ME , NT, or 2000

1. Verify that you have the Palm Desktop or equivalent application installed on your PC that contains the Palm Install Application Tool. Follow the same installation procedures below, but note that the terminology between the different versions of the handheld devices are slightly different. For example, the Install Tool for a Palm III, etc. device is called a Palm Install Tool.

2. Launch the install tool by tapping on Start | Programs | Palm Desktop | Palm Install Tool or double click the Act-Names.prc file.

3. Choose your Palm device User name from the drop down list of the install tool. The install tool will queue the application for installation to your Palm (Palm III, Palm IIIx, etc.) on the next synchronization. If you are not sure of your Palm device User name, tap the HotSync® icon on your Palm device. A screen will appear which says, “Welcome, ‘name’”. This is the name which must appear in the User Name field of the Install Tool. If the correct name is not one of the choices on the drop down list, then you will need to first synchronize the Palm (Palm III, etc.) to establish the name on the User Name list.

4. Locate the Action Names Datebook application on your PC called ActNames.prc by tapping the Add button. Once you locate it, double click it to select it. This will prepare the application to be installed on the Palm (Palm III, etc.) with the next synchronization.

5. Dock your Palm® OS device and press the HotSync® button.

6. Tap on the Applications Launcher. The Application Picker is the silkscreened button with a house icon to the immediate left of the graffiti writing area. The Action Names Datebook icon will probably be the first icon on the screen that now appears. Tap the Action Names Datebook icon to open it.

Action Names Datebook appears as the first icon in alphabetical order on the handheld device.

Figure 1. The Action Names Datebook icon

7. After opening the Action Names Datebook application, please enter your permanent license. To do so, tap the menu button (below the applications icon at the bottom of your Palm device). From the menu that now appears, select Options | About Action Names Datebook. Next, tap the Purchasing button. In the “How do I purchase” screen, tap the Enter License button and enter your license in the next screen.

Note: When you first install Action Names Datebook, you will be able to run it for three days without a permanent license or demo license. To obtain a 30-day demo license, you will need to access this web page: http://www.iambic.com/pilot/actionnames/download.htm.

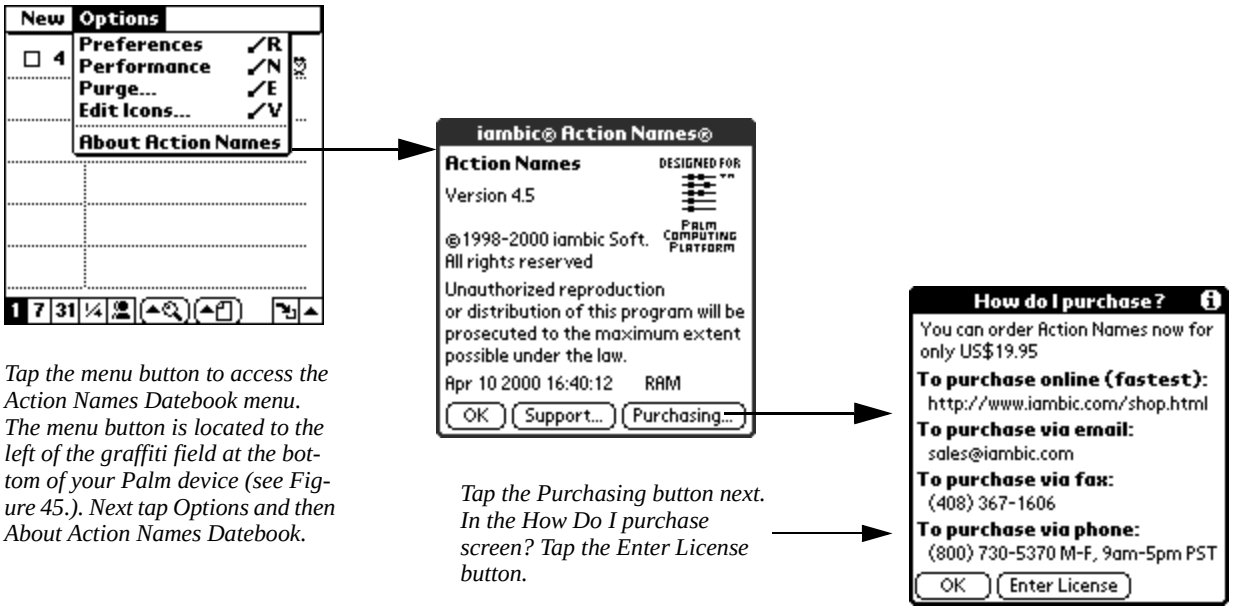


Figure 2. Entering your permanent Action Names Datebook license.

If your desktop is a Mac.

To install the software to your handheld device after the download, please do the following:

1. If you downloaded the software from the iambic Software website, unstuff the file using your stuffit compression software. Next, open HotSync® Manager on your Mac and select Install from the HotSync® Menu.

2. Locate the Action Names Datebook file (ActNames.prc) on your Mac using the Add to List button. Once you locate ActNames.prc., select Open, then Add File.

3. Synchronize your Palm Computing® connected organizer. After synchronizing your handheld device, tap the Applications Launcher. You should see the Action Names Datebook icon in alphabetical order with the other Palm applications. Tap the Action Names Datebook icon to open it.

4. After opening the Action Names Datebook application, please enter your permanent license. To do so, tap the menu button. From the menu that now appears, select Options | About Action Names Datebook. Next, tap the Purchasing button. In the “How do I purchase” screen, tap the Enter License button and enter your license in the next screen (see Figure 2.above).

Note: When you first install Action Names Datebook, you will be able to run it for three days without a permanent license or demo license. To obtain a 30 day demo license, you will need to access this web page: http://www.iambic.com/pilot/actionnames/download.htm.

If you are installing from a previous version of Action Names Datebook:

1. Check the version of Action Names Datebook that you are running. To do this, open Action Names Datebook on your Palm device and tap the menu button at the bottom of your handheld device next to the graffiti field. Next, tap Options from

the menu bar at the top of the screen. Tap About Action Names Datebook, and you will then be presented with a screen that will show you the Action Names Datebook version installed.

If you are running version 3.02 or greater, then just install this version over the current version; you will not have to re-enter your license.

Note: When you upgrade Action Names Datebook, you will lose your preference settings due to the preference structures. To reset these preferences, tap the menu button at the bottom of your handheld device next to the graffiti field. Next, tap Options from the menu bar at the top of the screen and then Preferences. Set your preferences in these screens

2. If you currently have installed Action Names Datebook 3.0 or lower, then please have your license ready. After you have your license ready, install this version of Action Names Datebook over the current installed version. Re-enter your license. You are now ready to enter data in your new, updated Action Names Datebook software application.

If you do not have your old license in an email or written down somewhere, then please send an email to support@iambic.com requesting the license. Please include your name and company name in the email when requesting your license.

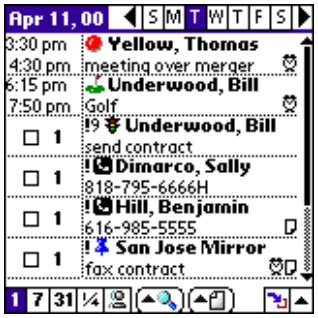
3. If you currently have installed Action Names Datebook 1.07 or lower, then just delete the old version from your Palm device and install the new version. You will need to re-enter your permanent license.

A Word About Color

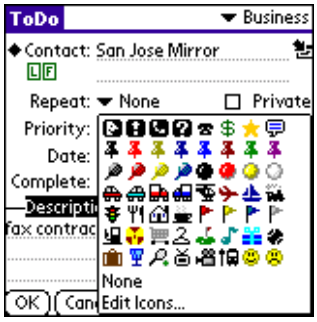
Action Names Datebook now supports color!

Action Names Datebook will have the same capabilities and functions on **either** color or non-color Palm devices, although there will be some slight differences. On the color Palm device, Action Names Datebook will, obviously, support color on the screens.

In addition, Action Names Datebook has a new set of color preferences. By configuring the color preferences, you can add color to contacts and past due events. Additionally, you can select color icons or design your own color icons for your calls, To Dos, and meetings.



Action Names Datebook icons will appear in color, as well as contacts, past due events, and the Action Names Datebook



You can now choose to import a separate Action Names Datebook file that has a set of ready-made icons.

Set colors for contacts and past due events in a special preferences view. Note that this color preference screen will only appear on a color-enabled Palm device.

Figure 3. Color in Action Names Datebook

Separate Action Names Datebook icons file

You can now also install a separate Action Names Datebook file that contains pre-existing icons. If you have a Palm IIIc (color Palm device), install the Action Names Datebook color file (ANIcons-Color.prc). If you have a non-color Palm device, install the Action Names Datebook black and white file.

Important: If you currently have your own self-made icons, then do not install these additional files. These new files will overwrite your self-made icons on your Palm device and you will lose them.

If you have not previously created any Action Names Datebook icons, then install either the Action Names Datebook Black & White icons file (ANIcons-B&W.prc) or the Action Names Datebook color icons file (ANIcons-Color.prc). You can then use these ready-made icons when creating To Dos, calls or meetings.

Scheduling with Action Names Datebook

Action Names Datebook lets you schedule three different types of commitments (meetings, To Dos, and calls) and create new contacts and journal entries.

Meetings

Meetings are commitments to meet or do a certain thing on a particular day. Meetings usually have an associated time but they can also be set with no time; a birthday would be an example of a meeting with no time. Meetings are generally date and time specific. Meetings always appear on the day they are scheduled for and there is no provision for indicating whether a meeting was completed or not. You can set an alarm on a Meeting.

To Dos

To Dos are commitments to do a certain thing in the future. A To Do can be of great importance or a minor detail, and you can mark a to do with a priority between one and five. Action Names Datebook uses the priority ranking when displaying To Dos. To Dos can also have a date which you expect or need to accomplish the To Do task. You can set an alarm on a To Do.

Calls

Calls are a separate category of To Do that Action Names Datebook has created. Calls are reminders to make a phone call. You can set a date for a call, a priority for a call, an alarm for a call, or check whether it has been completed. Action Names Datebook lets you choose a home number, work number, fax number or email address for the call.

Repeating commitments and Redos

You can also create repeating commitments with Action Names Datebook. This is handy if you have a commitment that happens every week at the same time. To schedule a repeating meeting, tap the Repeat field in a Meeting to access the Change Repeat screen. Now select the Repeating time interval, Day, Week, Month, etc., and how many times the commitment repeats and the Ending date

For repeating To Dos and calls, tap the arrow next to Repeat and select either Repeat or Redo. A Repeating commitment will repeat at a specific time until your selected end date. A Redo will only repeat a set time **after the prior commitment (To Do or call) has been completed and checked off**.

Tap the downward pointing arrow next to Repeat to make the To Do either repeat or redo.

By selecting Repeat, you can select how often the commitment repeats, the time interval for repeating and whether the commitment repeats by day or date.

By selecting Redo, you determine the time interval after completion when the commitment will repeat.

Figure 4. Repeating commitments and Redos

Note that you will need to check the Complete box in a To Do or Call for the commitment to repeat or redo.

Alarms in Repeating commitments and Redos

You can set an alarm for each repeating To Do, call or meeting. The time interval entered for the meeting alarm will be the time interval prior to the meeting. For a repeating call or To Do, select Due Date for the alarm, if you want the alarm to go off on the day of the commitment. For a To Do or call redo, select Due Date for the alarm, if you want the alarm to go off on the day of the commitment.

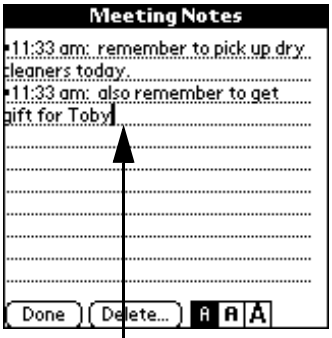
Journal Entry

A journal entry is simply a note to yourself. This journal entry will appear in all the different Action Names Datebook views. This is very handy for creating a note/memo on the fly, **without having to reference or attach it to a specific contact**. Data captured in the Daily Journal is actually stored in a meeting commitment. The data appears in that meeting's note section. To add to the Daily Journal, just tap the Daily Journal's Notes icon in the Daily view. To open up the meeting commitment itself, tap the Daily Journal field.

Note that you can change the Daily Journal to a meeting by tapping the Daily Journal field and fill in the meeting fields (contact name, etc.)

Tip: Daily Journal entries will by synchronized to the Palm Desktop. To edit or change Journal entry on the Palm Desktop, open the Palm Desktop and double-click on the Daily Journal entry. Next, tap the Edit button to open the entry and in the Edit Event dialog box tap the Note Editor icon. Edit the entry and then tap OK. Any changes made on the desktop will be synchronized to Action Names Datebook on the Palm device.

Tap the schedule slip to view the pop-up. Tap Journal entry.



The Journal Entry will let you enter data into a Meeting Note. Tap Done to close and save.

To enter additional data in the Daily Journal tap the note icon at the left. You can also change the Daily Journal into a Meeting by tapping the Daily Journal field. A Meeting commitment will appear. Fill in the other blank fields.

Figure 5. Daily Journal Entry

Contact

Tap Contact from the pop-up to create a new Contact. There are fields for the contact's name, title, company, work and home number, etc.

The Action Names Datebook Schedule Slip

You can create a new call, meeting or to do using the Action Names Datebook schedule slip from any of the five agenda views. Tap the button with the note icon (New button) and choose the type of task you would like to schedule.

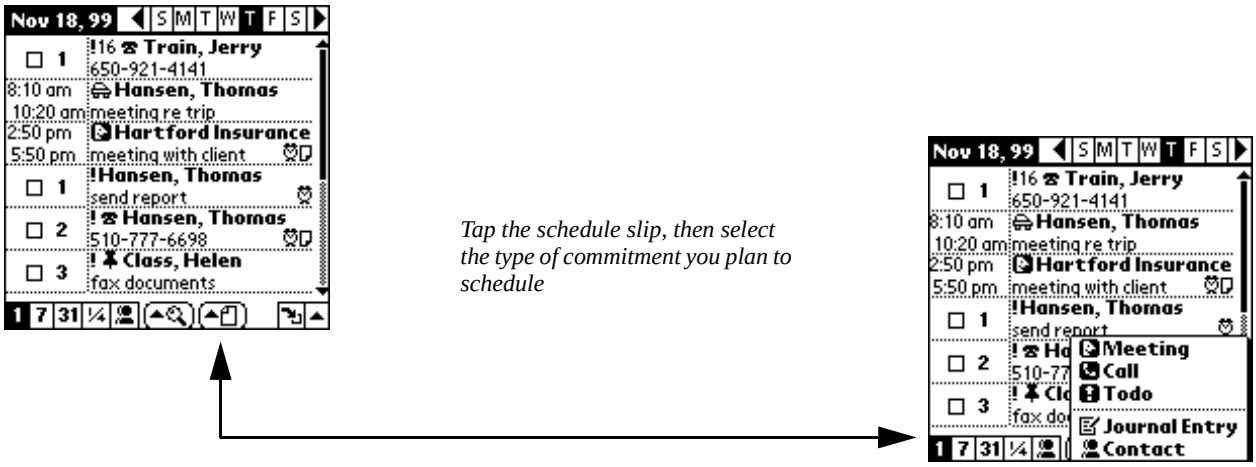


Figure 6. Launching the Action Names Datebook schedule

Creating a New To Do

Select To Do from the pop-up to open a To Do schedule slip. The To Do schedule slip has fields for a contact name (who the To Do is related to), a description of the To Do, and the target date if desired. In addition, there are fields to prioritize the To Do, mark it as completed, repeat or redo the To Do, mark it as private, and file it in a category. You can also set an alarm on a To Do.

To select a contact name from your address book, enter the first letter of the contact and tap the diamond icon to the immediate left of the Contact field. A list of contacts beginning with that letter will appear. Tap the one you want. To schedule the To Do for a specific date, tap on Date field. You will be presented with a date-picker dialog box and you can then choose a Due date from the choices available from this box. You can choose Today, Tomorrow, one week later or No Date. By tapping “Choose Date.”, you will access the Set Due Date Calendar view.

From within Action Names Datebook, you can also create a new To Do from the New menu or use the shortcut command for creating a new To Do, which is a forward-slash drawn bottom to top followed by the letter T (“/” and then T).

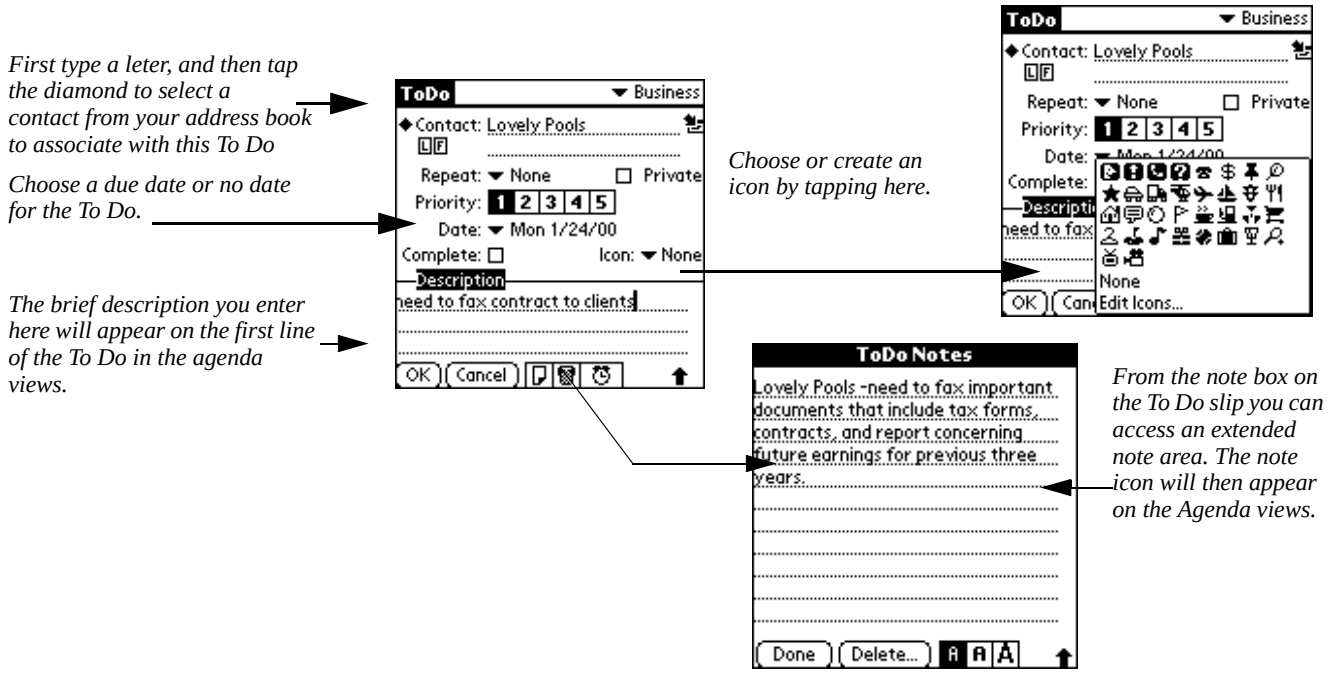


Figure 7. The Action Names Datebook To Do schedule slip and how to access the Notes section and icon options

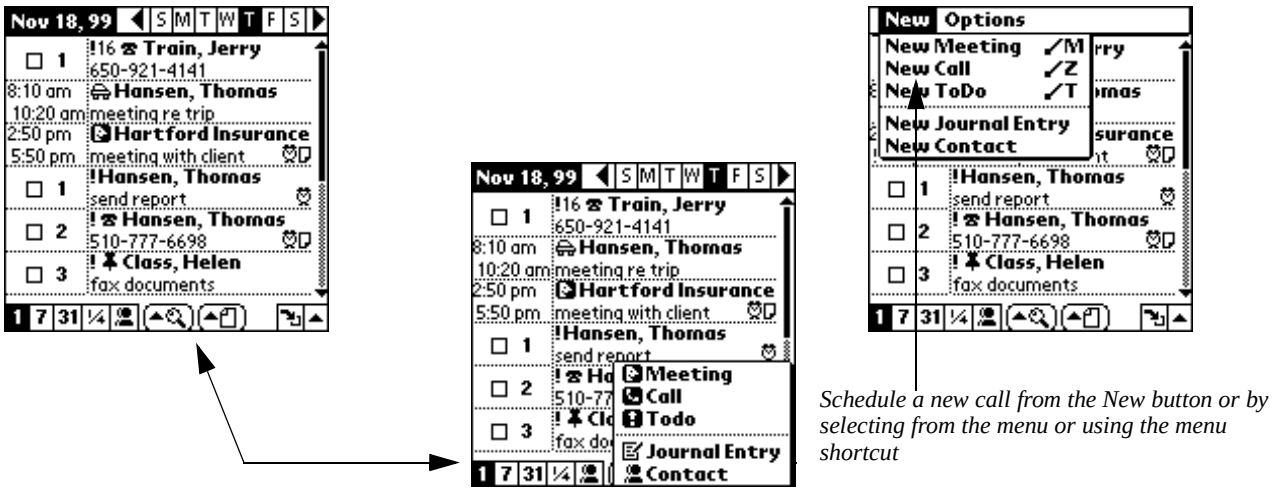
Creating a New Call

Select Call from the pop-up to open a call schedule slip. The call slip has fields for a contact name (who you are going to call), a field for the phone number and brief description of the call, and the target date if desired. In addition, there are fields to prioritize the call and mark it as completed. Calls can not be placed in a category because all calls are stored on the To Do lists in the call category. You can also set an alarm for a call, mark it as private and choose to either redo or repeat the call.

To select a contact name from your address book, enter a letter and then tap the diamond icon to the immediate left of Contact field. A list of current names beginning with that letter will appear. Now, select a name from the list. You can then tap the diamond next to the Phone field in the middle of the screen. You will then be presented with a home number, business number, fax number, and email address. Select the number or email that you wish to record in the call slip.

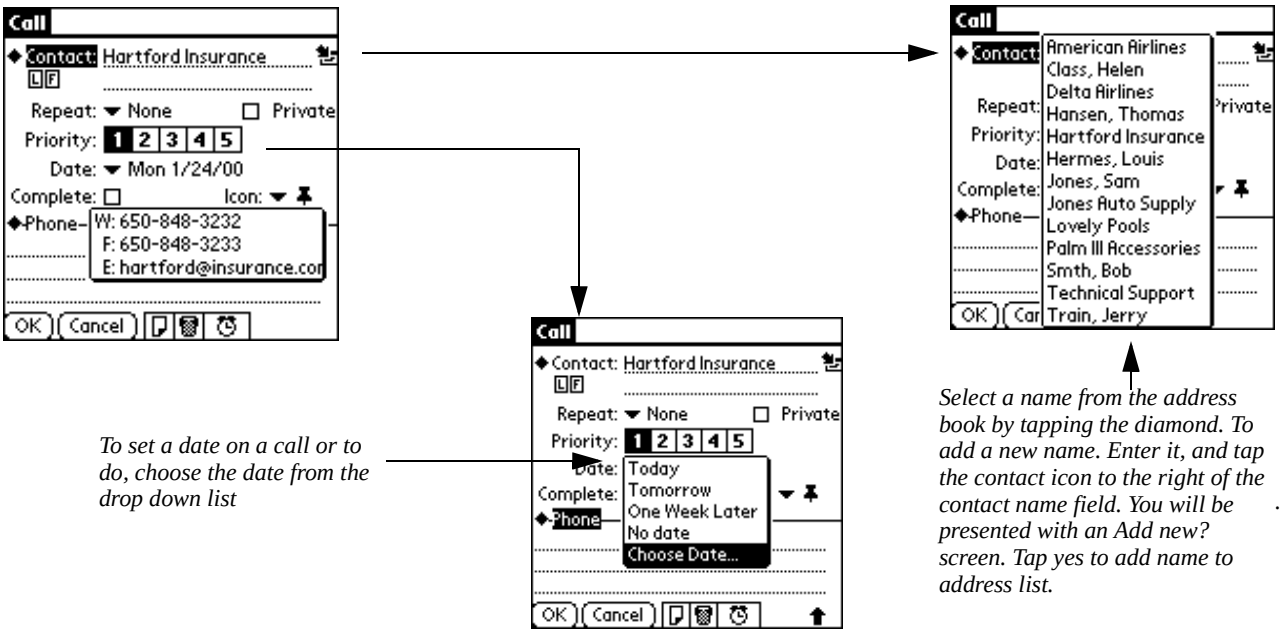
To schedule the call for a specific date, tap the date field. You will be presented with a date-picker dialog box and you can then choose a due date from the choices available. You can choose Today, Tomorrow, one week later or No Date. By tapping “Choose Date”, you will access the Set Date Calendar view.

From within Action Names Datebook, you can also schedule a new call from the New menu or by using the shortcut command for creating a new call which is a forward-slash followed by the letter Z (“/” and then Z).



Schedule a new call from the New button or by selecting from the menu or using the menu shortcut

Figure 8. Schedule a new call using the New button or the menu shortcut



To set a date on a call or to do, choose the date from the drop down list

Select a name from the address book by tapping the diamond. To add a new name. Enter it, and tap the contact icon to the right of the contact name field. You will be presented with an Add new? screen. Tap yes to add name to address list.

Figure 9. Completing a call slip

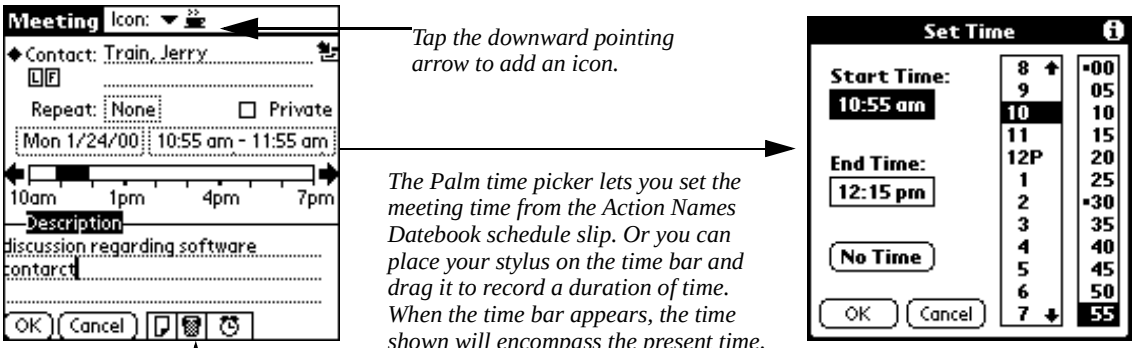
Create a New Meeting

Select Meeting from the pop-up to open a meeting schedule slip. The meeting slip has fields for a contact name (who you are meeting with or who the meeting is related to), and a field for a brief description. You pick the date of the meeting from the date picker and the time from the time picker or time bar. Meetings can be set to repeat over a period of time. The alarm

for the meeting can also be set from the Action Names Datebook schedule slip. The Note button opens an extended note area to attach to the meeting.

To select a contact name from your address book, enter the first letter of the person's name (or last name, or company name depending on how your contact preferences are sorted. See Contact Preferences on page 32 for additional information) and tap the diamond icon to the immediate left of the Contact field, a list of current names that begin with that letter will appear. Select the contact name.

From within Action Names Datebook, you can also schedule a new meeting from the New menu or use the shortcut command for creating a new meeting which is a forward-slash followed by the letter M ("/" and then M)



Tap the downward pointing arrow to add an icon.

The Palm time picker lets you set the meeting time from the Action Names Datebook schedule slip. Or you can place your stylus on the time bar and drag it to record a duration of time. When the time bar appears, the time shown will encompass the present time. For example, if you open up a blank Meeting at 11:30 am, then the time frame shown will be between 7 am and 4 pm.

Tap the note icon to access a screen for you to enter additional notes. Tap the garbage can icon to delete to meeting, tap the alarm icon to set an alarm.

Figure 10. Completing a meeting slip

Creating a New Contact

Action Names Datebook integrates directly with your native Palm Address book. You can open a blank contact and enter data within Action Names Datebook. You can also view your entire Address book within Action Names Datebook.

To create a new contact, tap the New button and select contact. To view your complete contact list, tap the button containing the person icon.

Tap the New button to open a pop-up

From the pop-up tap Contact to create a new contact.

After tapping Contact, you will see this view. Enter a new Contact. By tapping the menu button at the bottom of your Palm device, and selecting Options | Font, you can change the font.

Figure 11. Creating a new contact and viewing contact list.

Within the Action Names Datebook contact list, you can regroup your data. Tap the three-dot triangle next to Name to view a pop-up that permits you to regroup your data. You can group your data by Company, City, State or Country. By tapping the downward pointing arrow next to Number, you can also view a pop-up to select a different data type for viewing in the screen.

To view a different section of the alphabet, either tap the letter group tab at the top of the screen or enter a letter in the Goto field at the bottom right. To view your Contact List by category, tap the downward pointing arrow at the upper right and select a category.

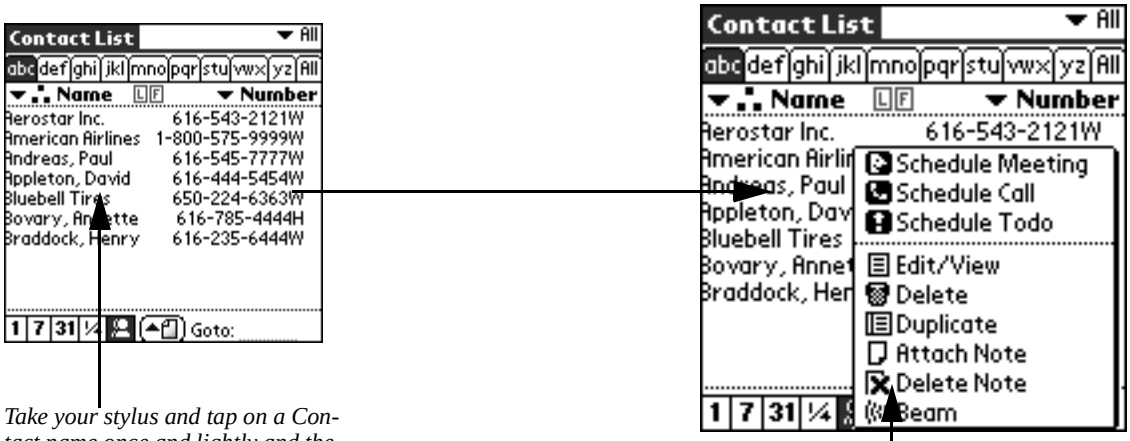
Tap the three-dot triangle to access a pop-up for grouping options.

Tap the downward pointing arrow next to Number to access this pop-up.

Figure 12. Re-grouping data within your Action Names Datebook Contact List

Tap and Hold

Action Names Datebook supports "tap and hold" in the Contact List view. By tapping your stylus on a contact name and holding the stylus down on the screen a helpful pop-up will appear. This pop-up will contain options for working with the selected contact.



Take your stylus and tap on a Contact name once and lightly and the Address View will appear. You can then tap the Edit button to edit the contact information.

If you take your stylus and tap on a Contact name and hold the stylus to the screen, then this pop-up will appear. Select from the options in this pop-up to work with the Contact Name.

Figure 13. Tap and Hold

Repeating events and alarms

You can also create repeating events with Action Names Datebook. This is a handy way to easily set reminders and alarms for events that occur on a regular basis, whether ongoing regular business meetings or recurring personal events (such as soccer practice for your children).

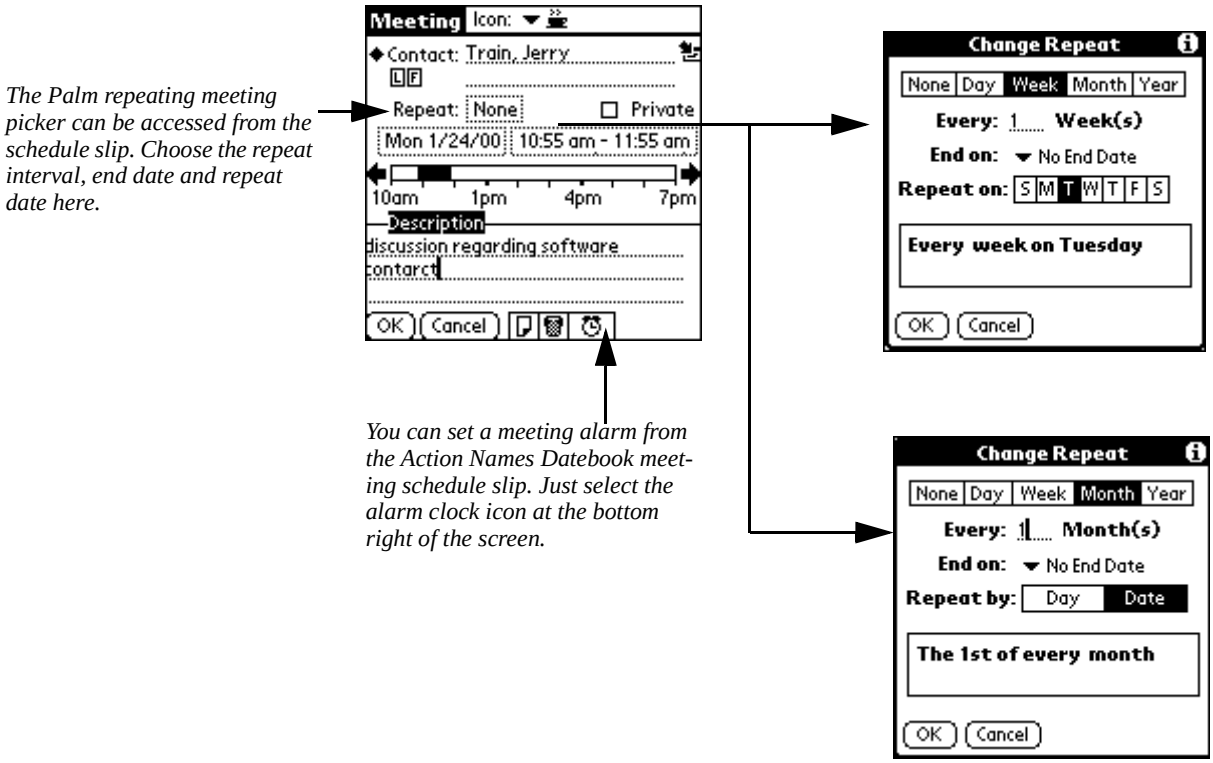


Figure 14. Setting repeating meetings and an alarm from within the Action Names Datebook meeting

The Action Names Datebook Agenda Views

One of the key benefits of Action Names Datebook is being able to see your entire schedule of commitments on one screen. There are four different views that are readily accessed by tapping the numbered buttons at the bottom left of the agenda view.

You can view data in a Single Day (Agenda) view by tapping the push button with the number “1”, a Week view by tapping the push button with the number “7”, a Month view by tapping the push button with the number “31”, and the Quarter view, by tapping the push button with the number “1/4”.

After deciding what time-interval type of view you wish to see (Agenda, Week, Month, etc.), you can view your data in a different format. By tapping the mode button at the far right of the screen(button with the triangle), a pop-up will appear listing other formats. For example, the Single Day (Agenda) view presents data as seen in Figure 15. below, but by tapping the mode button, and then selecting Split, you will see the Single Split-Day view (the top half showing meetings and the bottom half showing To Dos and calls).

Agenda Day (List) View

The agenda day view shows all your scheduled commitments for a selected day in a two line grid format. Past due commitments (calls and To Dos) are shown first. A past due commitment (if there are any) will be recognizable by an exclamation point and date appearing before the contact name. Today’s commitments appear next (a To Do or call due today will just have an exclamation point — no date). Finally, non-dated and future commitments will next appear (no exclamation point).

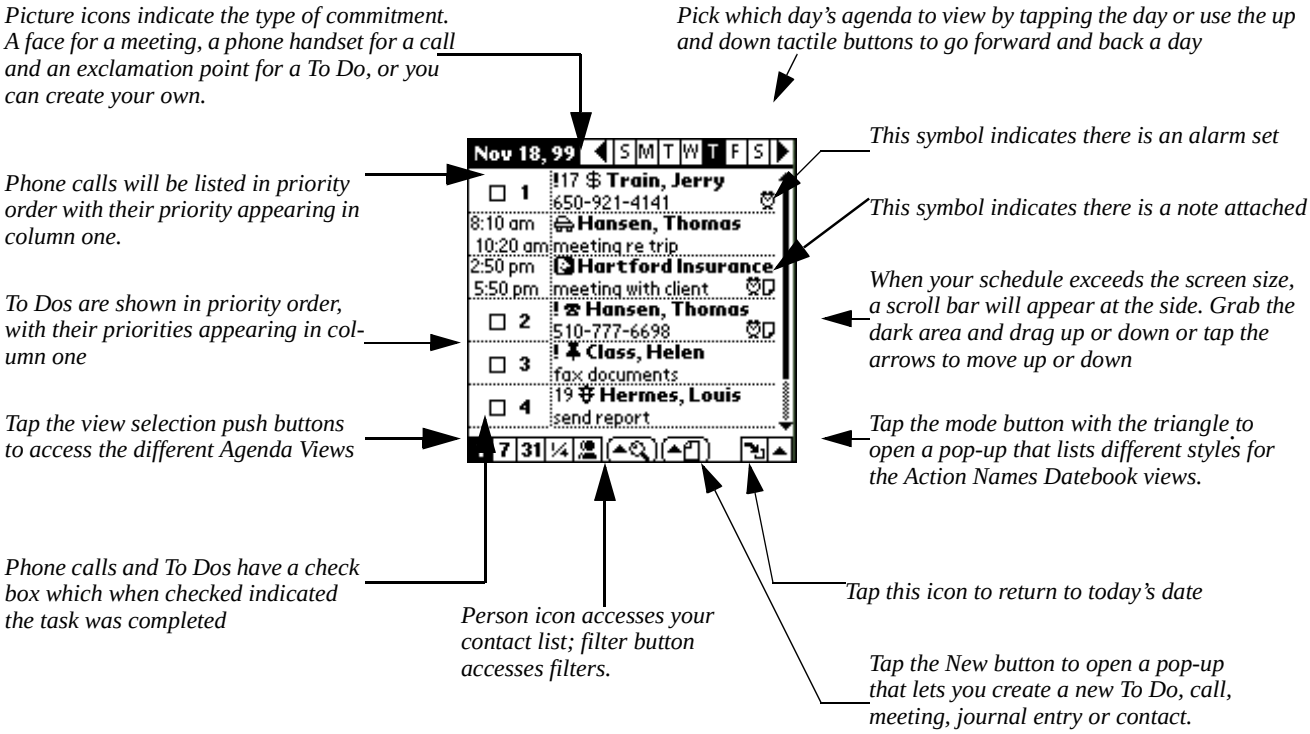


Figure 15. The agenda day view shows all commitments on one list.

Past Due Items

Phone call and to do items that you scheduled for completion prior to the handheld device’s system date (today), that have not yet been checked off as completed will be listed first in this view. A past due call or To Do will have an exclamation point and the due date in front of the contact name. A call or To Do which is scheduled for today will just have an exclamation point, next to the contact name. Note that you don’t have to select a date for your To Do and call items. Past due To Dos and calls will also appear in all other Agenda views.

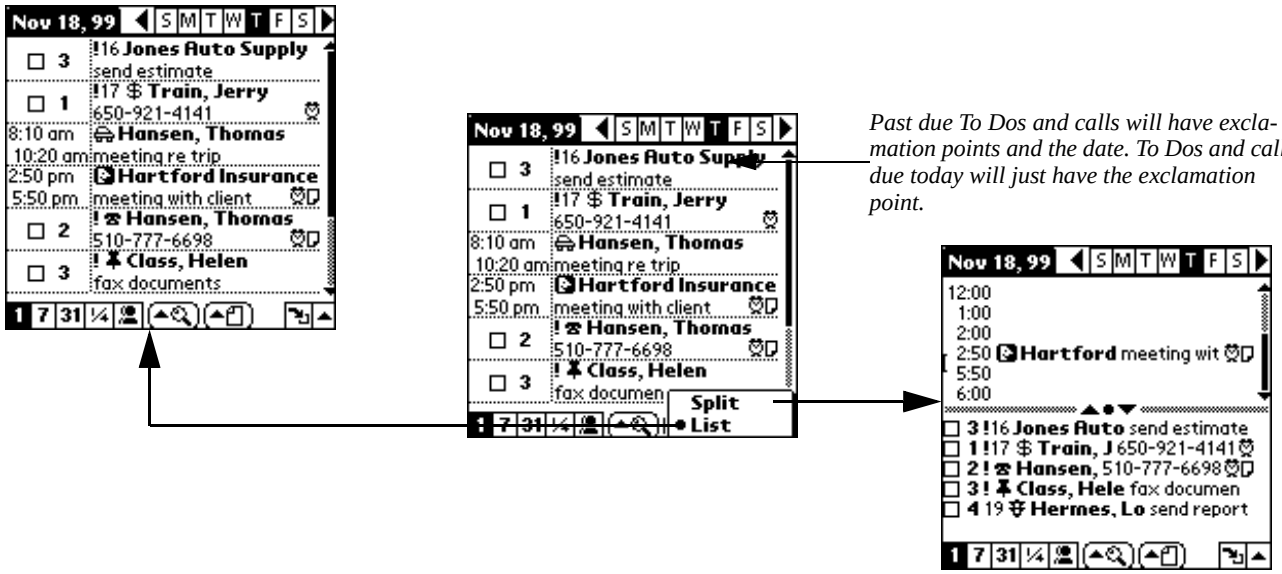


Figure 16. Single day Agenda (List) and Split Agenda view

Future Scheduled Items

Future To Dos and calls will appear in the Agenda views. The date for the scheduled commitment will appear next to the contact name. You can set a preference so that future To Dos and calls will NOT appear in this view. This is done by accessing the Preference screen view. You do this by tapping the menu button. From the Action Names Datebook menu bar that now appears, select Options | Preferences. At the top of the Preferences screen, select To Dos & Calls. Set the preference for Future items in this screen.

Action Names Datebook Columns

Column one in the Single Day agenda view (List) shows the scheduled begin and end time for a meeting. For phone calls and To Dos, the completed check box appears followed by the priority assigned to the task.

Column two of the scheduled item shows the icon indicating the type of task. You can select or create your own icon or modify the icons preloaded with Action Names Datebook (see Edit Icons section, page 35). The associated contact name, if one is chosen appears in bold followed by the description of the scheduled item. Line two of the item shows telephone number of the contact, if the scheduled item is a call. If the scheduled item is a To Do, the first few words from description will appear. If the scheduled event is a meeting, the first few words of the description will appear.

An alarm clock symbol indicates that the meeting, To Do or call has a scheduled alarm and the paper icon indicates a note is attached. You can set alarms for calls, To Dos, and meetings.

Editing Items on the Agenda

You can change key elements of a To Do, call or meeting directly from the Action Names Datebook agenda view. For example, you can change the priority, edit an item's attached note or mark whether an event has been completed in the agenda view. You will not have to tap an icon, then access another screen, make the required change and then return to the previous screen. To change the priority, just tap the number and a pop-up will appear containing a list of priorities. Select the new priority. To change the note, just tap the note icon. The note will then appear on your screen. Make the changes and tap Done. To mark an item as complete, just check that item's checkbox.

Agenda Split View (Calendar/Phone Call and To Do Commitments)

The agenda split view shows a one-day view with the traditional date book view on the top half of the screen and the phone call and to do list on the bottom half. You access this view by tapping the view button with the number "1", then tapping the mode button at the right. From the pop-up, select List

This view shows all your commitments on one screen and also shows you where there are openings in your meeting and appointment schedule.

Each of the two sections has independent scroll bars which are available when the scheduled items exceed the length of the display. The second half shows phone calls in priority order with To Dos in priority order.

Past Due Items

Phone calls and To Do items that you scheduled for completion prior to the handheld device's system date (today) that have not yet been checked off as completed will be listed first in the second section.

Note: You can also set a preference to view completed and checked off items. If these preferences are not set, when you check a To Do or call as completed it will disappear from the screen. You set the preference in the To Dos & Calls Preferences screen (tap the menu button, then select Options | Preferences and select To Dos & Calls)

Future Scheduled Items

Future To Dos and calls will appear in this view. You can also set a preference, so that future To Dos and calls will NOT appear in this view. This is done by accessing the To Do & Calls Preference screen.

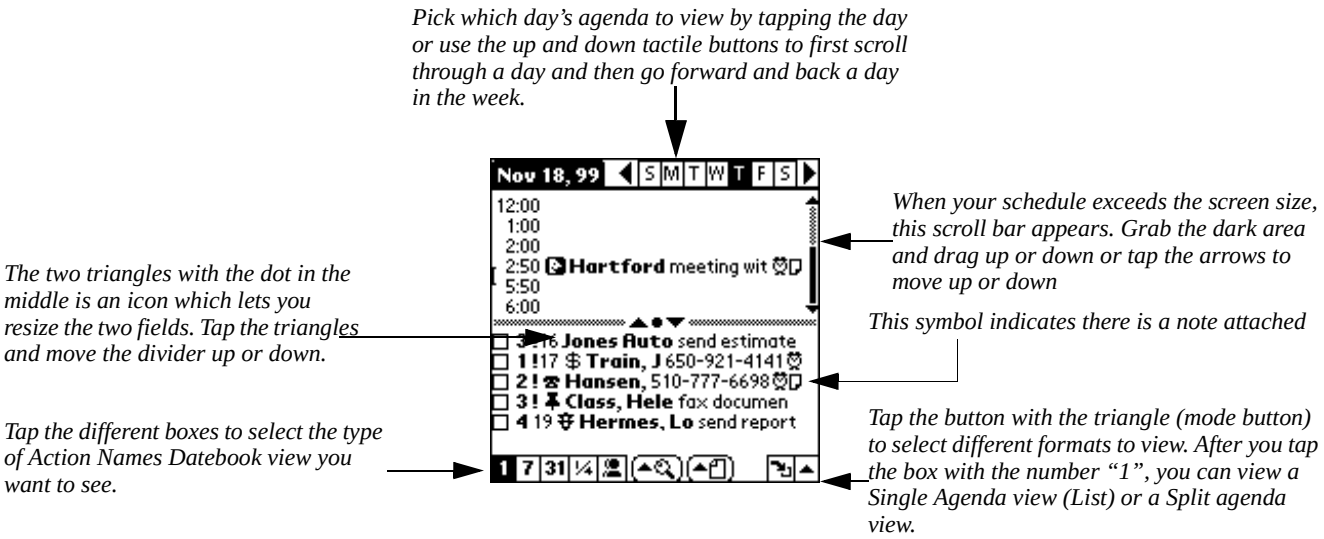


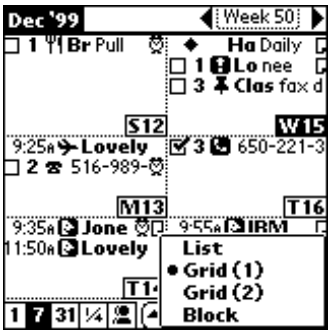
Figure 17. The agenda split view.

Agenda List (Week)View

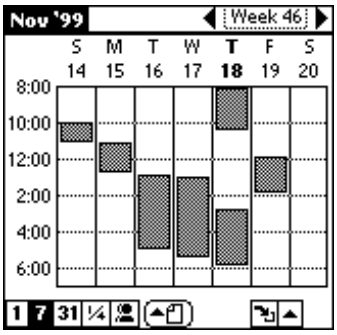
This view shows your schedule for the week starting with either Sunday or Monday depending on what you set as the first day of the week in the handheld device Preferences. Select the push button with the number "7" to access a Week view.

There are four different types of Week views. You can view a Week as a list of commitments (To Dos, calls and meetings); you can also view a Single Week view in Grid format, a double Week view in Grid format, and a Week view in Block format that is similar to the native Palm Datebook view. To view the different week view formats, after tapping the push button with the number '7", tap the mode button at the far right to view a pop-up of choices.

The first week view lists all commitments chronologically. Note the mode button with the triangle at the bottom right, tap it for a pop-up and options for a different view/ format.



By selecting the mode button at the bottom right of the view, you can choose the Grid (1) view. In this view the days of the week are represented by squares on the screen.



Finally, the last week view is similar to the Palm device Datebook view.

Figure 18. Weekly views in Action Names Datebook.

Week Views

In the List Week view, past due To Dos and calls will appear in a Past Due section at the top of the screen. Past due To Dos and calls will also appear in the Grid (1) and Grid (2) views. They will appear on today's date. If there are more commitments for a specific day than room in the square that represents the day, then a downward pointing arrow will appear at the bottom right of the square. Tap the arrow to scroll through the commitments for that day.

Only meetings that are scheduled for the week will appear in the Block week view.

Undated commitments (To Dos and calls) will also appear in the week list view in a separate No Date section. Undated commitments (To Dos and calls) in the two list views, Grid (1) and Grid (2) will appear on today's date.

Drag and Drop Capability

You can quickly move commitments from one day to another in the Grid (1) Week view, the Grid (2) Week view, and the Block Week view, by placing your stylus over the commitment on one day and dragging the commitment across the screen to another day. This is a quick way for you to make immediate adjustments in your calendar.

Agenda Month View

You access this view by tapping the view button with the number "31". The view will open up automatically to the month you were in with the previous screen. You can tell what is scheduled on a particular day by noting the icon on that day.

To view the commitments by the icons that you created, tap the mode button and select Icons from the pop-up.

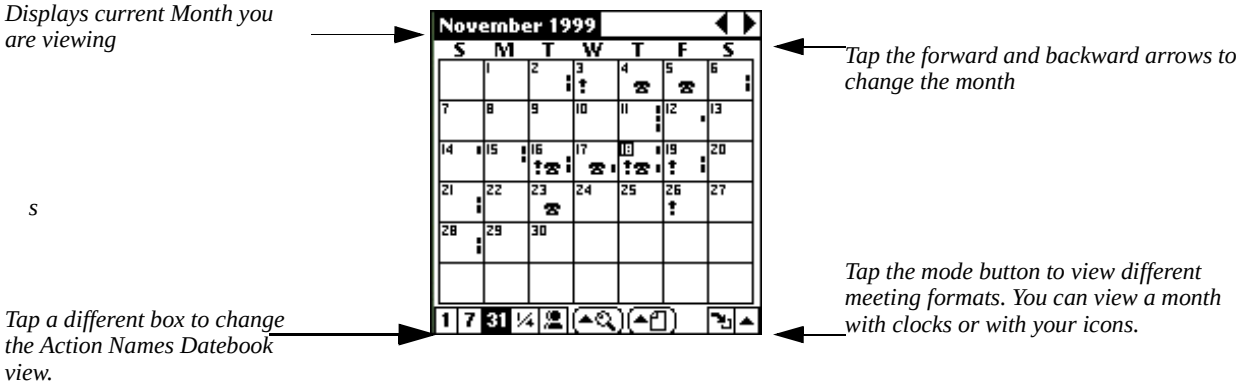


Figure 19. The Month view

Finally, by tapping Clocks from the pop-up, you will see the calendar with am/pm clocks. (see Figure 20.below). The first circle represents the am (morning) portion of a day and the second circle represents the pm (afternoon) portion of a day. Darkened segments of the circles indicate scheduled meetings.

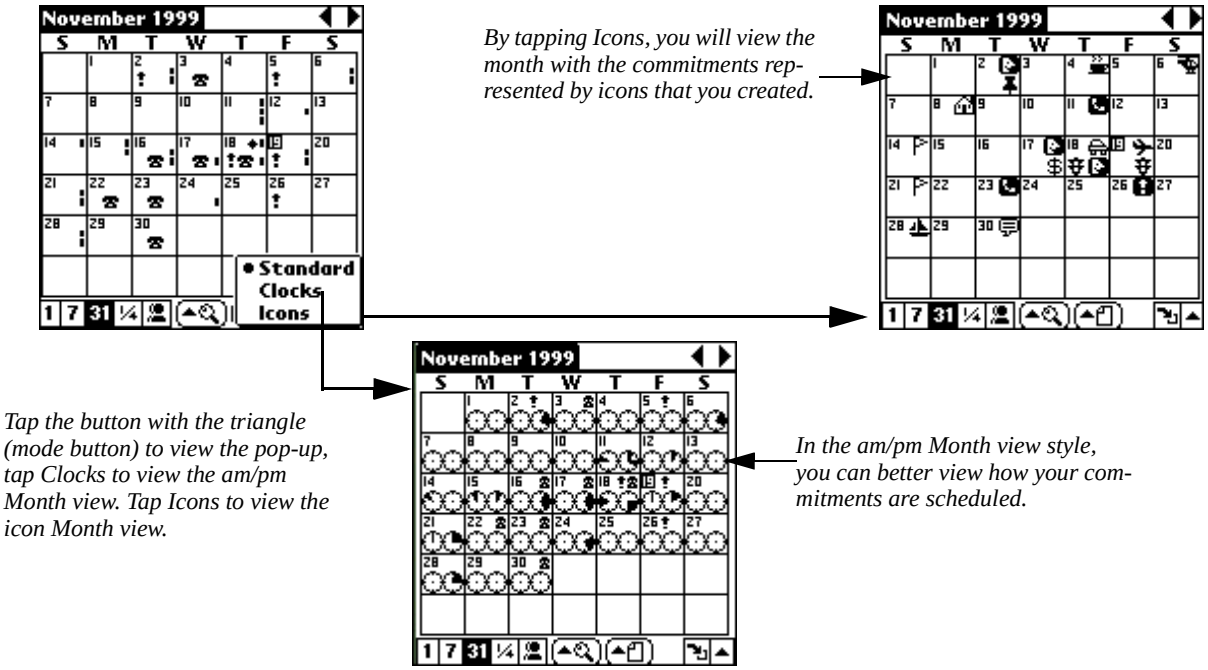


Figure 20. All three Month views

Agenda Quarter View

Action Name also contains a screen view called the Quarter view. To access this view, tap the push button with the “1/4” at the bottom of the screen. The Quarter view will then appear. This view shows you a quarter of the year. You can view January, February and March in one quarter view, then April, May, June in another view, etc.

The final quarter screen in the Agenda Quarter View (at the lower right of the screen) consists of a single-day view screen. Tap any date in any of the months and that day's list of To Dos, calls and meetings will appear. The date will be shown at the top of the list of Action Names Datebook items.

The Quarter view will consist of three separate month views.

Tap a day on this view and you will view the commitments for that day at the bottom right.

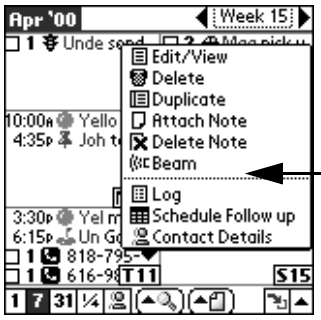
Selecting this button will return you to today's schedule.

Figure 21. The Quarter view

Editing Items directly on the other Agenda views (Split, Weekly, Quarter Yearly views)

You can change key elements of a To Do, call or meeting directly within certain Action Names Datebook views. To do so, take your stylus and place it on the commitment that you want to edit. Hold it down for a second and a pop-up will appear. You are able to edit, delete, duplicate etc. the commitment from this pop-up.

Editing items in place is possible in the following views: Split-Agenda view, Weekly List view, Grid (1) view, Grid (2) view, and Quarter view.



By tapping on an icon in the Grid view, you can open the Editing pop-up. You can then edit or delete the commitment, duplicate it, attach or delete a note, beam the screen, log the commitment, schedule a follow-up or view the contact details.

Figure 22. Editing in Place

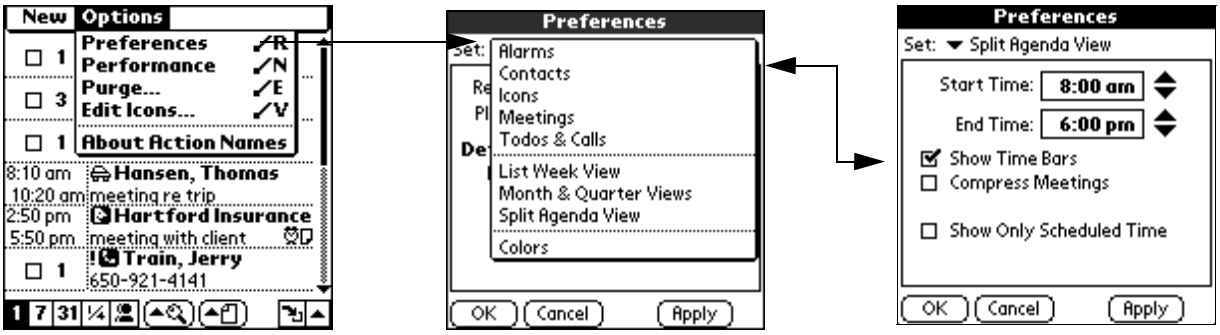
Setting Action Names Datebook View Display Preferences

Action Names Datebook view displays are customizable.

Setting the Begin and End Time-Accessing Preferences

The split screen agenda view shows the appointment/meeting schedule in the top half of the screen. In the uncompressed view, you will see your schedule in one-hour increments, including unscheduled time for the period that begins with your preferred start time and ends with your preferred end time. Any appointments scheduled not on the hour or before or after your selected start and end times will appear in compressed mode. Compressed mode shows only the hours that have a scheduled appointment and not the hours with no scheduled appointments. If you typically make appointments between noon and six, you may want to set your start time at noon and your end time at six. With your preferences set in this manner, you can quickly view your availability for appointments. Of course, any scheduled appointments before or after your start and end times will also display.

To set the begin time, tap the menu button on the handheld device. This will access the menu. Tap the Options menu next to the New menu and choose Preferences. This will open the preferences window shown in the Figure 23. below.



The start and end times selected here will determine the time period for which your full uncompressed schedule will display. In addition, you can select to show time bars and compress meetings, or show only scheduled time.

Figure 23. Choosing a default begin and end time for the day

Regardless of what you have set the start and end time at, you can always use the scroll bars to see earlier and later appointments.

Setting Other Display Options

Your agenda view display preferences can be set by choosing the Options menu and then Preferences. You will then select what commitment display options you want to customize. Select either To Dos & Calls or Meetings, among additional choices (see Figure 24. below).

To Dos & Calls Preferences

In this screen you set preferences for completed items, dated items or to record the completion date.

Show Completed Items

If this box is checked, all To Dos and calls will show on the agenda, including the items that have been checked off as completed. If you would like to hide the completed calls and To Dos, un-check this box.

Show Only Dated (Due) Items

Checking this box will hide To Dos and calls that have no date and only show these items that were scheduled for completion on the day you are viewing. In the day agenda and split agenda views you will also see those call and To Do items that were scheduled for a previous day but were not checked as completed.

Record Completion Date

If this box is checked, then the date you checked off a To Do or phone call as completed will be recorded in the Date field of the completed call or To Do. This will give you a record of when your tasks are completed, otherwise the task will appear as completed in your handheld device with no indication of when it was completed.

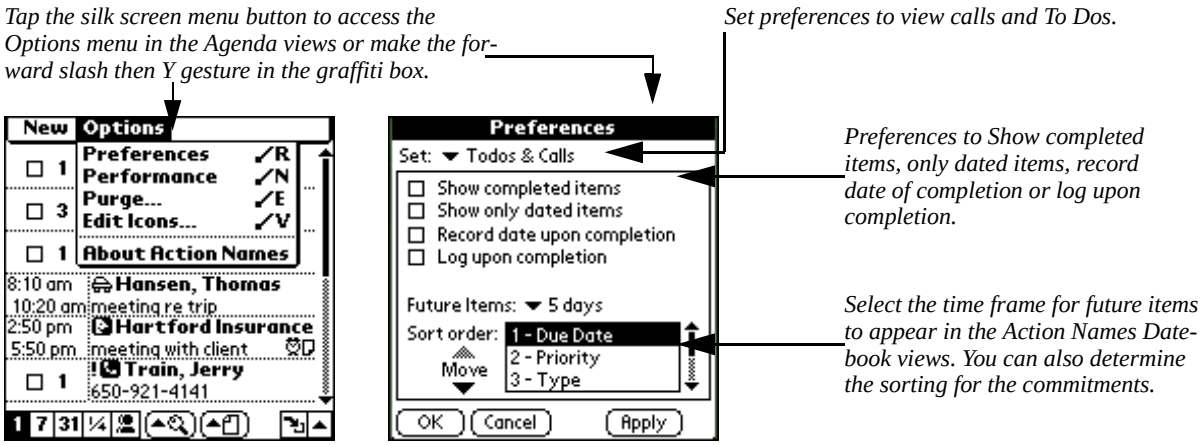


Figure 24. Setting the display options

Log upon completion

If you check this preference, each time you check a To Do or call as completed a record of the item will be entered into the note section of the address contact name.

Future Items

You can filter what future To Dos and calls will appear in the various Action Names Datebook screen views by selecting a timeframe in this Display Option view.

Sort by

You can sort To Dos and calls by due date, priority, type, completed, contact name or icon with the settings in this field.

Meetings Preference

The preference set here will determine default time duration for a meeting and an alarm preset.

List Week View Preferences

If this box is checked, there will be Headers in this view.

Month and Quarter Views

The preference for Month & Quarter views let you view either timed meetings, untimed meetings or both. You also have

the option of setting a preference to view your repeating events.

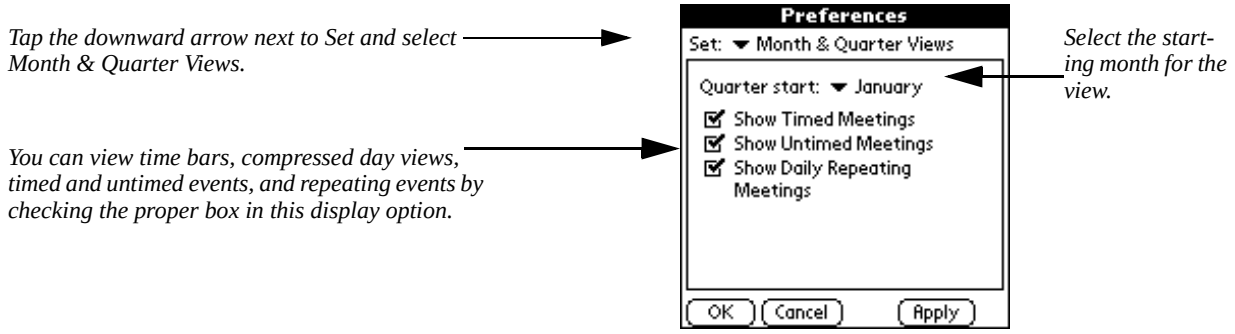


Figure 25. Setting the display options for Meetings

Category

Finally, if you want to filter your agenda views to show a particular category of To Dos, you can do so by tapping the button with the magnifying glass (Filter button). A filter pop-up will appear. Select To Dos and then the filter. Only To Dos are categorized. To edit the category list, open a blank To Do and tap the downward pointing arrow at the upper right screen. You will then be presented with an Edit Categories option.

Note that you can also filter by types, multiple categories and icons too.

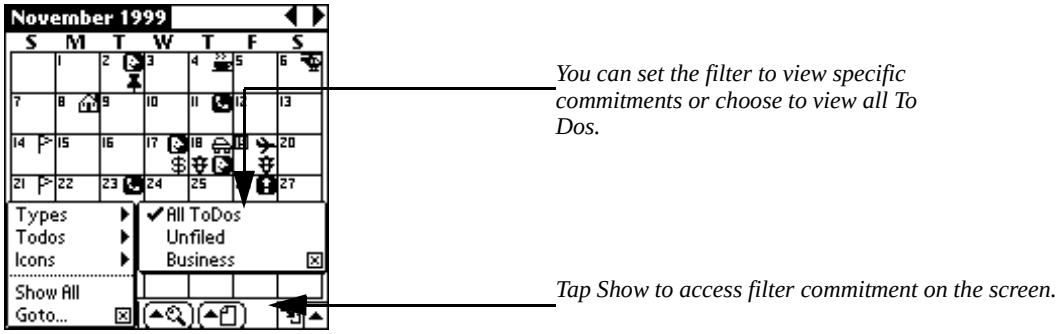


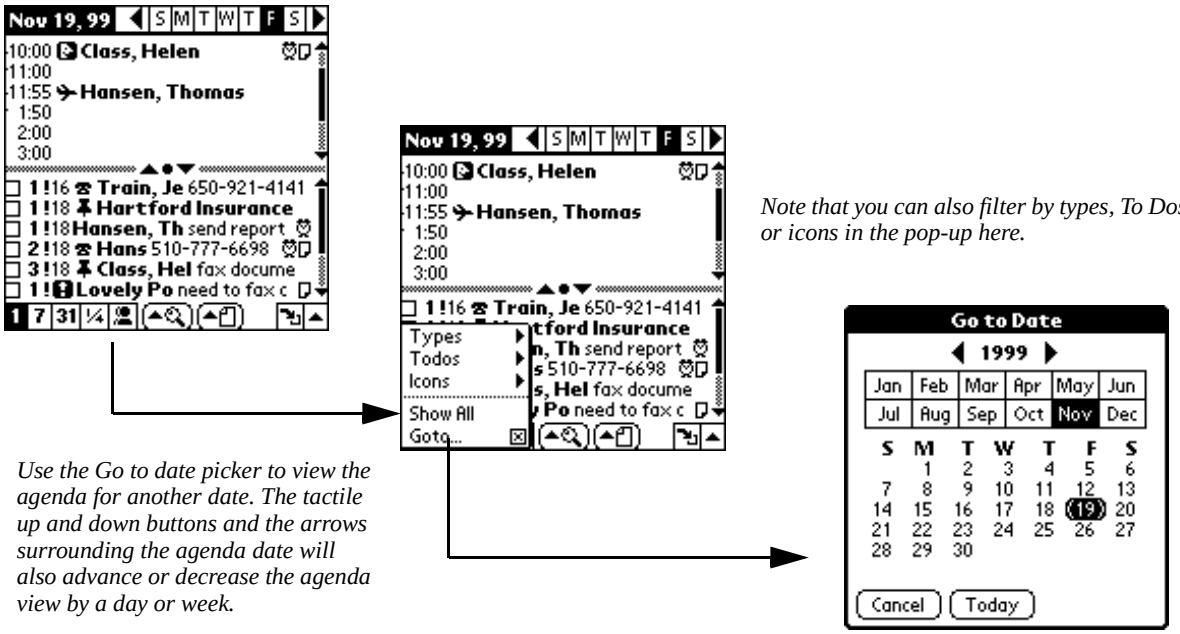
Figure 26. Setting a Category filter in the View Filter

Go to Option and Other Features

Action Names Datebook has several key features which let you quickly navigate through your schedule.

Go to Option

The Agenda single day view, Agenda split day view, Week views, Month view and Quarter view all have a Go to Option. The Go to Option is accessible after you tap the filter button. By tapping this button, a pop-up will appear. You can filter items by types, To Dos or icons. If you tap Go To..., you will access the Go to Date screen. Choose either a day or week to view the agenda for that day or week.



Note that you can also filter by types, To Dos or icons in the pop-up here.

Use the Go to date picker to view the agenda for another date. The tactile up and down buttons and the arrows surrounding the agenda date will also advance or decrease the agenda view by a day or week.

Figure 27. Changing the date of the agenda you are viewing from the Go to button

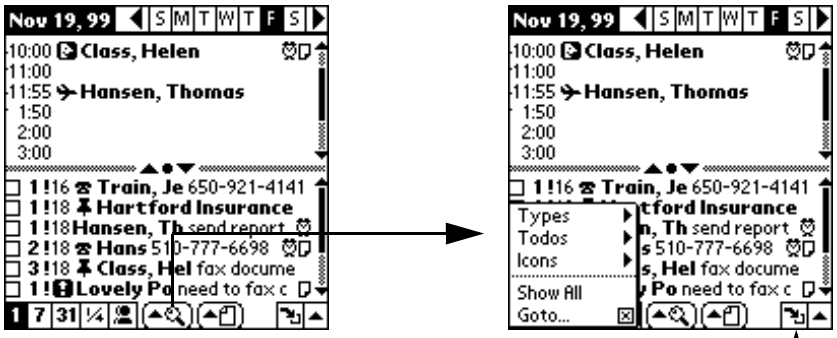
Scroll Bars

Scroll bars will appear whenever there are too many entries to be viewed on one screen. For example, in the Single day view screen, you can only view six entries at a time. Therefore, when you have seven entries for a particular day, a scroll bar will appear. By moving the scroll bar up or down, you can view the additional entries.

You can also use the Palm device hard scroll buttons to scroll up and down on the different Action Names Datebook screens.

Filter button

The filter button will access a pop-up that lets you filter the commitments and categories that appear. For example, after you select this button, you can then choose to view all To Dos, only certain categories of To Dos, only Meetings, or only Calls. You can also select the Go To option to change the date that you are viewing.



Access the filter button to filter the data you view. In this screen, you can set preferences for what types of commitments, icons and categories you want to view.

Tap this button to view the screen for today's date. By tapping the button with the triangle (mode button), you can switch formats of your single day, week,month or quarter-year view.

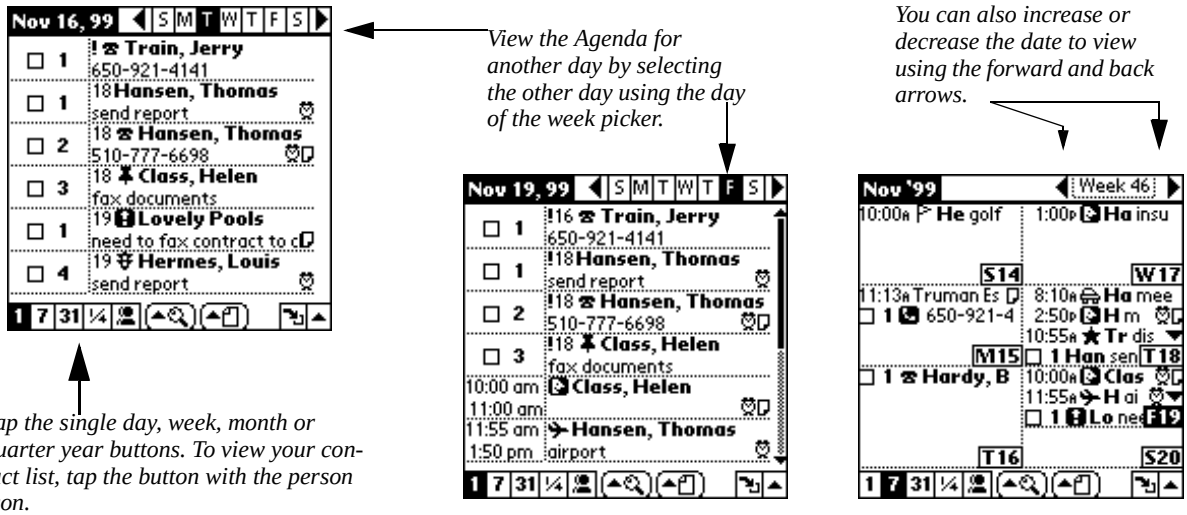
Figure 28. Accessing the filter options from the Filter button

Day-Picker

In the Single day view and Split day view, all of your calls, To Dos and meetings can be viewed. To change the day that you wish to view, just tap that day at the top of the screen. This will bring up the agenda for that day.

Week-Picker

In the Multi-day view, instead of being able to access different days, you are able to access different weeks.



Tap the single day, week, month or quarter year buttons. To view your contact list, tap the button with the person icon.

View the Agenda for another day by selecting the other day using the day of the week picker.

You can also increase or decrease the date to view using the forward and back arrows.

The events in this view can be dragged from one day to another. You can also edit the events in place; just tap and hold you stylus down until the pop-up appears.

Figure 29. Looking at another day using the day of the week picker

Month-Picker and Quarter-Picker

You can also select the month or quarter-year to view by tapping the forward and back arrows at the top right of the view screen.

You can also increase or decrease the month to view using the forward and back arrows.

You can also increase or decrease the quarter year to view using the forward and back arrows.

Select between different month views by tapping the triangle icon

Tap the arrow with the box icon to return to today's date.

Figure 30. Looking at another month or quarter year by tapping the forward and back arrows

Filter the Agenda Reports

In addition to being able to filter out certain information by setting the preferences discussed in "Setting Other Display Options" on page 24, you can also filter out certain commitment types or only show commitments that are of a specific category by tapping the button containing the magnifying glass (filter button) and choosing from the options presented to you.

The filter button appears in all Action Names Datebook views (Agenda views, Week views, Month views and Quarter views). After you tap it, a pop-up will appear. Select the categories of To Do categories that you wish to view, and the type of commitments you wish to view from this dialog box.

You may want to filter types when you have many outstanding To Dos and just want to take a look at your Meetings for the day. Or you have many calls that you need to make and you want to see a list of them. In this later case, you would tap the filter button and in the pop-up, select Types, then uncheck the To Do and the meeting box. Now when you access an Agenda view, the To Dos and meetings are not shown.

Notice that in the second agenda view, the To Dos and calls have been filtered out, hiding them from view. Tap the filter button and recheck the commitments to view then again.

Figure 31. Filtering the agenda view to hide specific types of commitments

Action Names Datebook Menus

Many Action Names Datebook features and functions are accessible through drop-down menus or shortcut commands. There are also several functions in Action Names Datebook that can only be accomplished with a drop down menu or the shortcut command.

After you access the drop-down menu, you can enable the specific Action Names Datebook function by tapping the menu choice or by writing the shortcut command. You can save yourself a great deal of time by learning the shortcut commands, particularly with the editing commands like cut, copy, paste and select all.

There are two different sets of drop-down menus. One set of menus is accessible in the agenda view and is shown below in Figure 32. The second set of drop-down menus are accessible from the schedule slip as shown in Figure 40. on page 36.

Agenda Menus

The Agenda menus let you create new commitments and customize the display of the agendas.

New

These menu choices give you the option of creating a new schedule slip, new contact, or new journal entry. You can also use the Palm shortcut in the graffiti box (the Palm shortcuts are shown at the far left and begin with a back-slash "/"). This has the same effect as tapping the new button and selecting the type of item to be scheduled or created. Additionally, you can also beam either your business card or the existing view in Action Names Datebook.

The New menu lets you schedule new commitments

The Options menu lets you set agenda display prefer-ences,performances, purge items, edit icons, and view the about screen

Figure 32. Menus available in the agenda view

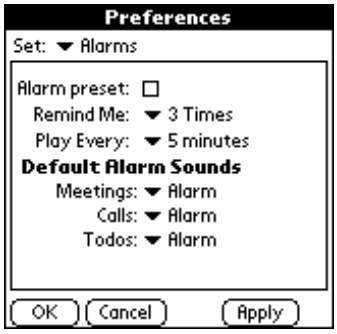
Options

Preferences

In addition to setting the begin and end time to be displayed for the day as discussed in "Setting the Begin and End Time-Accessing Preferences" on page 24, you can also set a default preference for all alarms, contacts, icons, meetings, to dos

and calls. Preferences can also be set for the list week view, month and quarter views, the split agenda view, and color (if you have a Palm color-enabled device).

Select Options and then Preference to set different Action Names Datebook preferences.



Alarm preferences let you preset alarms, set number of times alarm will sound, etc.

Select a different sound for different commitments.

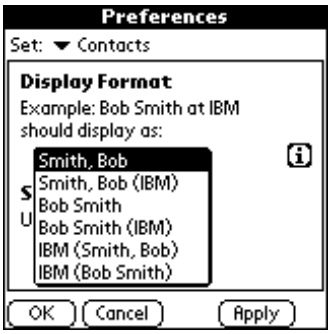
Figure 33. The preference command lets you set different alarm and contact preferences.

Contact Preferences

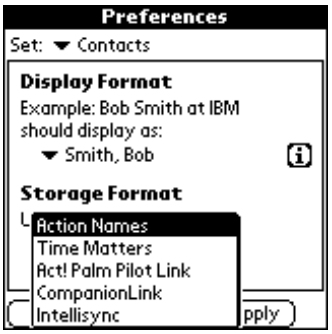
You can set preferences for Contacts in Action Names Datebook. You can set preferences for Display Format and for Storage Format With the Display Format, you can have contact names appear first name, last name or last name, first name or even by company.

The Storage Format option will store new commitments and edited commitments in a specific format. This is necessary if you want to synchronize your Action Names Datebook data into another third party application (Time Matters, ACT!, etc.).

Contacts Preferences let you set the display and storage format, if you use a desktop PC or syncing tool, such as Time Matters, ACT PalmPilot Link, etc.



Select how your contact names are displayed in Action Names Datebook. Note that different Display Formats will affect the look up and also possibly performance.



Select a storage format if you want to sync your data to one of these other applications.

Figure 34. Contact formats

In addition, by selecting a specific Storage Format, you will determine how To Dos, calls and meetings created in Action Names Datebook will appear in the native Palm To Do and Datebook applications (for example, it will determine whether the contact name will appear in brackets or not).

The different Storage Formats are as follows:

Application	Description	Notes
Action Names Date-book	DESCRIPTION [contact]	N/A
ACT!PalmPilot Link	DESCRIPTION [contact}	N/A
Time Matters	[contact] DESCRIPTION	N/A
Companion Link	DESCRIPTION Link: First Last Company: Co. Phone: 555-1212	N/A
Intellisync	DESCRIPTION	Contact name: Name Contact Company: Company

Icon Preferences

By selecting Icons, you can set default icons for your meetings, calls and To Dos. If you do not set a preference here, there will not be any default icons for any commitments that you subsequently create.

Meeting Preferences

For Meetings, you can set a default duration and a preset alarm.

To Dos & Calls Preferences

For To Dos & Calls, there are preferences to show only completed items, dated items, to record the date upon completion, and log upon completion. You can also set a preference for the time frame for viewing items and you can also change the Sort order.

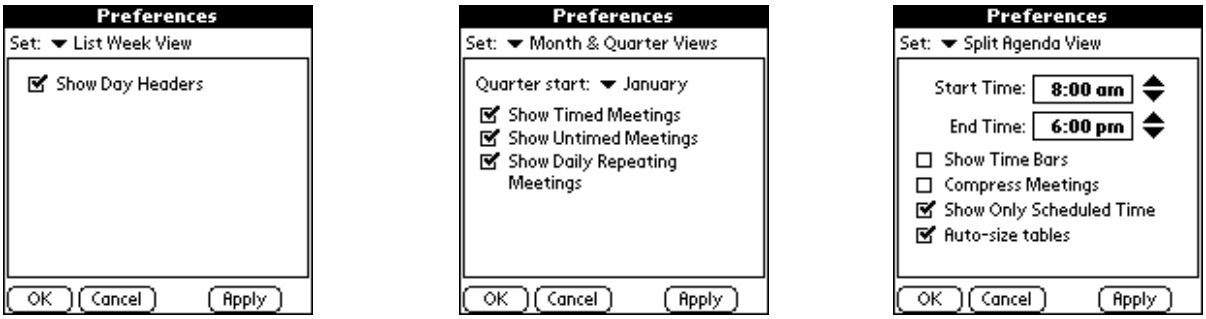
Figure 35. Setting Additional preferences for Icons, Meetings, and To Dos & Calls

Preferences for Week View, Month & Quarter View, and Split Agenda View

You can also set preferences for the List Week View (Show Day Headers), Month & Quarter Views (Show Timed Meetings, Show Untimed Meetings, Show Daily Repeating Meetings) and the Split Agenda View (Show Time Bars, Compress Meetings, Show Only Scheduled Time).

Note: By checking the Show Only Scheduled Time box in the Split Agenda View, an Auto-Size Tables box will appear and be checked. The next time you view your Split Agenda View, the meeting section will be super-compressed for better viewing of your To Dos and calls.

In each of these preference screens, by checking a box you accept that preference.



Note: The Auto-size tables box will only appear, if you check the Show Only Scheduled Time box.

Figure 36. Setting Preferences for the different Action Names Datebook screen views.

Colors

Finally, if you are using a Palm enabled color device, you will have the option to set colors for your contacts, past due commitments and to do categories. The preferences you set here will not appear in the single-day List view, Week block view, or Month views. All other views will support your color preferences.

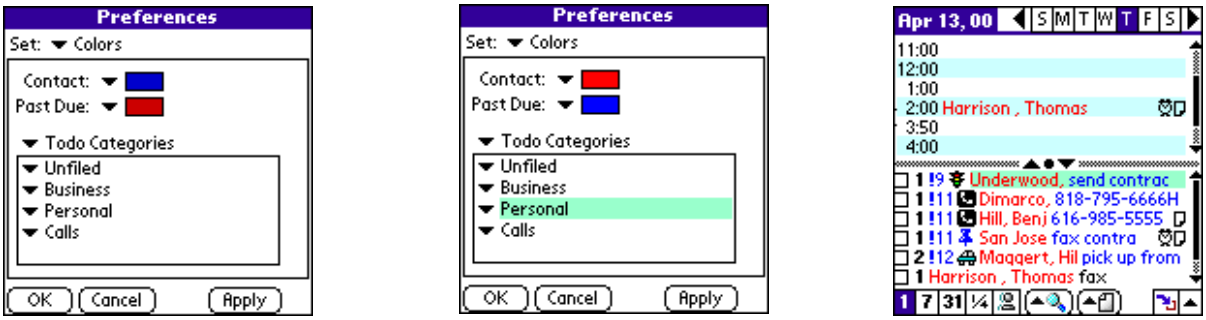


Figure 37. Setting Color Preferences

Performance

The Performance command from the menu bar will show you ways to boost the speed of Action Names Datebook. In the Boosting Performance screen you can Purge Completed To Dos, Leave To Dos in optimal order or leave contacts in first name order. Tap the information icon “i” for additional information about each option.

Purge

The purge function lets you do some housekeeping by deleting data you no longer need. When you purge from the Action Names Datebook application you are choosing to purge *both* meetings/appointments that are older then a selected date *and* calls and To Dos that are marked as completed. You can elect to archive purged data to the Palm Desktop. The Purge

function available in Action Names Datebook is equivalent to selecting purge in the date book to delete meetings/appointments older then a certain date and then opening the To Do list and selecting purge to delete completed To Dos.

Note that you are electing to purge both old meetings/events and completed To Dos and calls. To delete one without the other, use the individual date book and To Do list purge functions

Figure 38. Purging from the Action Names Datebook application

The Action Names Datebook purge function is a time saver; accomplishing the date book and To Do list purge in one action. If you don't feel comfortable with this combined purge, you may want to individually purge old meetings from the built-in date book application and then purge completed to dos from the built-in to do list.

The purge function does not distinguish between commitments scheduled in Action Names Datebook and those scheduled using the handheld device built-in applications. Purging from either Action Names Datebook or the individual date and To Do applications will delete the same data.

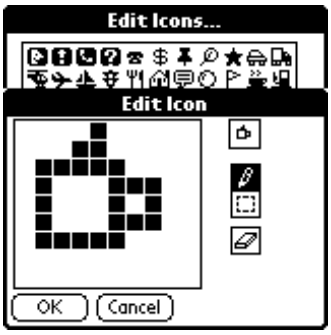
Important: There is no undo for a purge.

Edit icons

The Edit icons option will access a screen containing all of your current Action Names Datebook icons. You can edit a pre-existing icon in this screen, add a new icon, duplicate one or delete one. If Action Names Datebook is installed on a color-enabled Palm device, then you will also be able to create icons in many different colors.

Tap Options | Edit Icons... from the menu bar to view the Edit Icons... screen.

Tap Ok to accept an icon, New to create a new one or edit to re-edit one. The double icon is for duplicating an icon.



When editing an icon, just tap the editing screen with you stylus to add a square, and use the eraser icon to erase.

Figure 39. Editing icons

About

The about box gives you information about the program including the version number, copyright information, and how to contact iambic Software for technical support. If you are upgrading from a time limited demo to a licensed copy of Action Names Datebook, you can access the registration screen through the about box so that you can enter you license key.

Schedule Slip Menus

The second set of drop-down menus are accessible from the schedule slip (see Figure 40. and Figure 41. below). The choices available on these menus help you enter text and edit the slip.

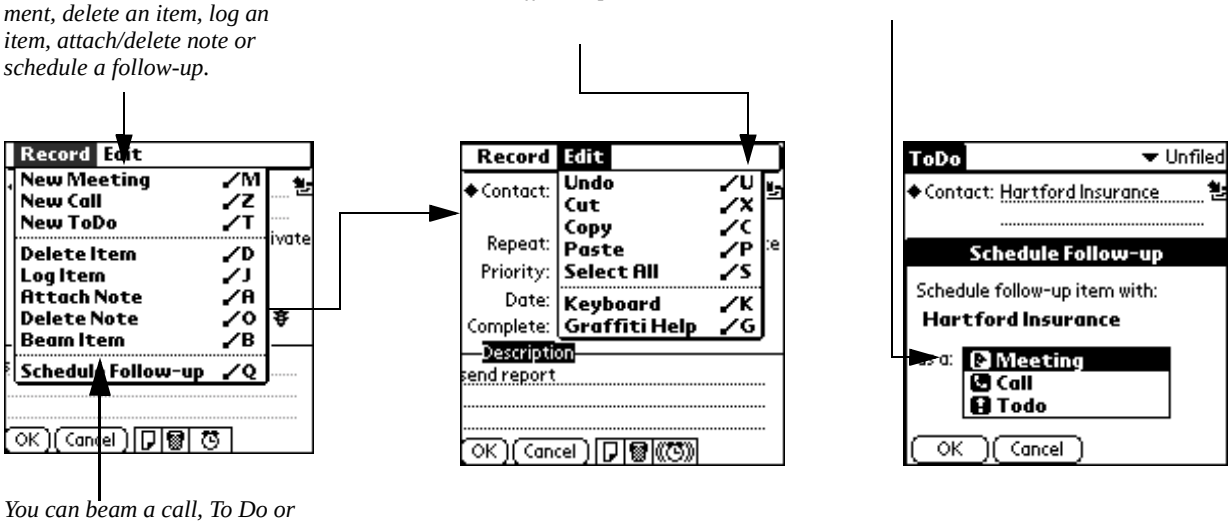
Record

The choices on this edit menu are New Meeting, New Call, New To Do. You can also delete an Item, log an Item, attach or delete a note, beam an item or schedule a follow-up.

.Select Record from the menu bar to view these commands. You can create a new commitment, delete an item, log an item, attach/delete note or schedule a follow-up.

Select Edit to view the standard commands. You can also access a Keyboard here or Graffiti Help.

When you select the Schedule Follow-up command, you will view the screen below.



You can beam a call, To Do or meeting from the drop-down. After beaming, the person who receives the commitment will see a call or To Do first in the native Palm To Do list. A meeting will first appear in the native Palm device Datebook.

Figure 40. Logging an item in call slip

Log Item

Log Item permits you to add the call, To Do, or meeting in the note section of an address name. For example, when you create a call and tap the menu bar icon to access the Menu bar, then select Record and then Log item, a note in that person's address book will be created that has the date, is designated as a call and has the telephone number.

Beam Item

You can beam a call, To Do, or meeting from Action Names Datebook. After beaming, the person who receives the commitment will first see a call or to do in the native Palm device To Do list. A beamed Action Names Datebook meeting will first appear in the native Palm device Address book. The commitment will still appear in Action Names Datebook; the person who receives the commitment will just need to open up Action Names Datebook on his or her Palm device to view the commitment there.

Icons will beam with their commitments only if both the person beaming and the person receiving both have the same icon data sets.For example, if both persons install the Action Names Datebook icon data file, then any commitments created with any of these icons will be beamed.

Edit

The choices on the edit menu in Action Names Datebook are the standard edit menu items available to all handheld device compatible applications (seeFigure 41. below). Here is a brief summary of what these menu choices accomplish.

Undo

Undo will reverse the last step taken. If you inadvertently deleted some text, undo will restore it.

Cut

Cut will delete the highlighted text. The text which was cut will be saved in memory. This text can then be pasted anywhere that accepts text as long as nothing else is cut or copied in the interim.

Copy

Copy works like cut, except the highlighted text is not deleted.

Paste

Paste will place the most recently cut or copied text wherever the insertion point is when the paste command is invoked.

Select All

Select all will highlight all the text located in the field where the cursor is. You can select all and backspace one to delete all the text or use the cut, copy and paste commands on the selected text.

Keyboard

This will access the on-screen keyboard. You can then type into a field at the cursor using the keyboard.

Graffiti

This brings up the graffiti help screen.

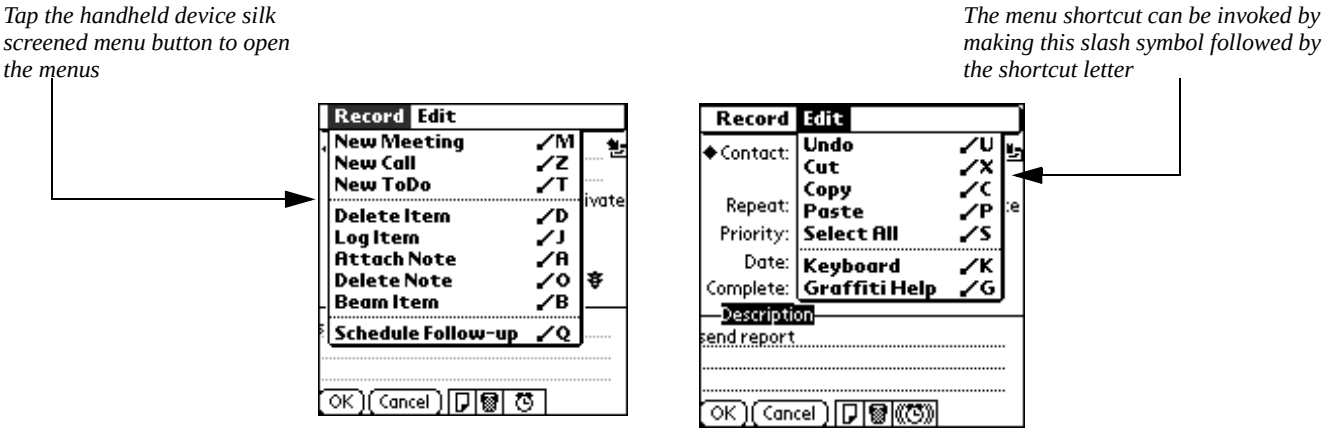


Figure 41. Editing menus available from within the schedule slip

How Action Names Datebook Integrates with the Palm device applications

Where Data is Stored

Action Names Datebook does not create its own data files. The Action Names Datebook agenda views will show all scheduled commitments, including meetings and To Dos entered in the handheld device's Datebook and To do applications, as well as items scheduled using the Action Names Datebook schedule slip. Commitments scheduled using the Action Names Datebook schedule slip get written directly to the handheld device's date book or To Do list.

Since the handheld device does not have a separate application for scheduling phone calls, Action Names Datebook creates a category in the handheld device To Do list called Calls. All phone calls created using the Action Names Datebook schedule slip will be stored as a to do and put in the calls category.

Important: Because Action Names Datebook uses the built-in handheld device applications to store schedule data, it will not interfere with any desktop contact managers or synchronization conduits. You can select a storage format preference, though. This is helpful if you want to synchronize your Action Names Datebook data to either Time Matters, Act! Palm Link, Companion Link, or Intellisync (See the Contact Preferences section on page 32 for additional information).

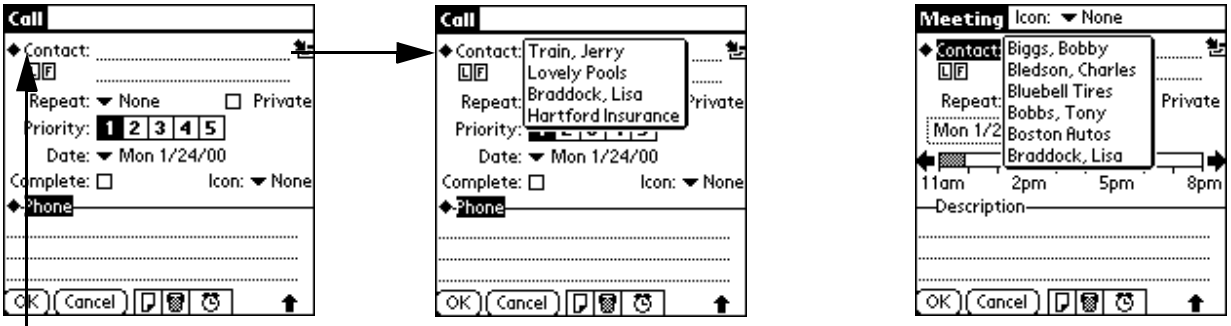
Palm Computing® connected organizer To Do List and Date Book

Both calls and To Dos scheduled using the Action Names Datebook schedule slip will appear on the handheld device To Do list. Items on the To Do list that originated from the Action Names Datebook schedule slip may have the contact name within brackets depending on the Storage Format you selected in the Action Names Datebook Preference screen (See the Options Preference section on pages 35-36 for additional information). Likewise, a phone call may have the phone number first followed by the bracketed name. This is again dependent on the Storage Format you selected in the Action Names Datebook Preference screen.

When you open the handheld Date Book, meetings that originated from the Action Names Datebook schedule slip may have the contact name appear in brackets (again, dependent upon the Storage Format you selected).

Accessing a Contact Name/Embedding a Contact Name in a Scheduled Event

The Action Names Datebook schedule slip has a field for a contact name. When creating a new commitment (call, meeting or to do), if you tap the diamond icon before you enter any data in the contact field a list of your most recently used contacts will appear.



Tap the diamond icon to right of "Contact" and a list of your most recently used contacts appears.

Figure 42. Enter a name in the Contact field

***Enter a first letter for the contact first** and **then** tap the diamond icon, and a list of contacts beginning with that letter appears.*

Action Names Datebook 4.5 also supports Quickfill. If you have many contact names and want to quickly access a specific contact name,enter the first letter of that contact name. Action Names Datebook will then fill in the field with a name beginning with that specific letter.

Note: This is an efficient way to quickly access a contact name from a long list of possible contacts.

If this is not the correct contact name, just continue writing the name until the correct contact name appears.

Note that how this works depends on the contact preferences set in Action Names Datebook. For example, if your contact name preference is set as first name, last name (instead of last name, first name), then you would enter the first letter of the first name (See the Contact Preferences section on page 32 for additional information)

If you are adding a new contact name, tap the icon to the right of the field and fill in the fields in the Address View.

Enter the contact name and then tap the envelope icon, you will see the address view.

This is the Display format code- LF means that you will see your last name and then the first name. There are several display formats available. To set a preference for display, open one of the Action Names Datebook views (List, Grid (1), Month, etc.) and tap the Palm menu button to view the menu bar. Select Options | Preferences and the Set to Contacts.

Once in the Address view, select the Edit button to access the Edit Contact screen.

Instead of tapping the icon to the right, tap the diamond icon to the left to view an alphabetical listing of contacts.

Figure 43. Accessing the Address View

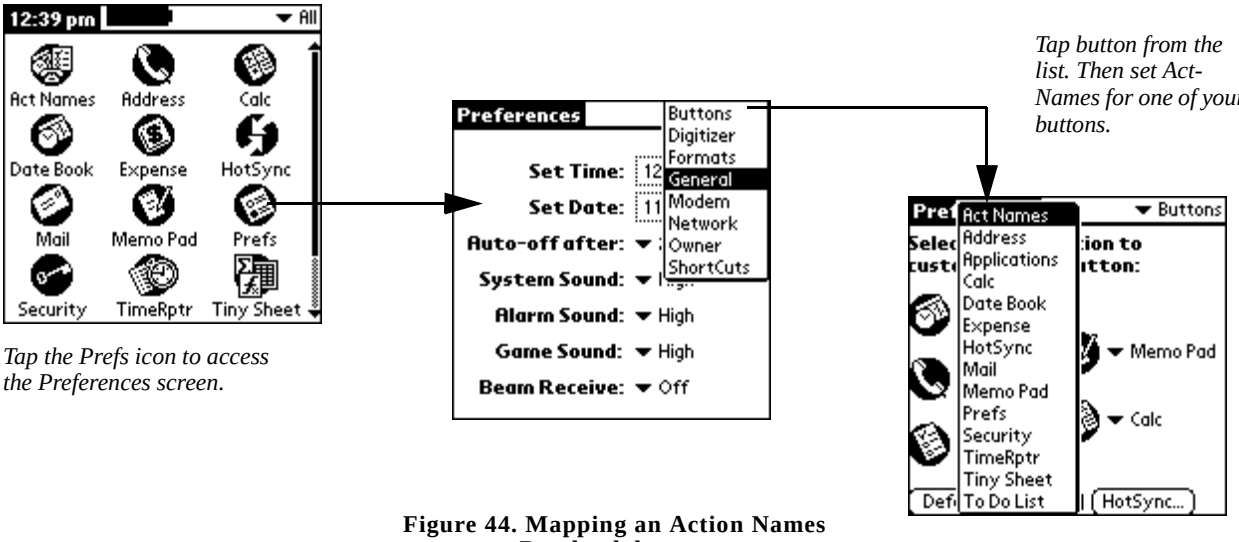
Customizing your Palm device

The Palm Operating System includes options that let you customize your organizer's interface. Following are instructions you can use to make ActionNames more convenient to access.

Mapping the Action Names Datebook Application to the Date Book Button

The four tactile buttons at the base of the handheld device, as well as the calculator button, can be customized to map to the application of your choice. If you find that you consult the Action Names Datebook application more often than the date book or one of the other applications, consider selecting Action Names Datebook as the application that will launch when you press the date book or other tactile buttons.

To customize the buttons, you simply open the "Prefs" application from the Application Picker and select "Buttons" from the top right drop-down list. Each button that can be re-mapped has a drop-down list from which you can select any other application, which resides on your handheld device. If you choose to customize a button, the original application will still be available from the Application Picker.



Tap the Prefs icon to access the Preferences screen.

Tap button from the list. Then set Act-Names for one of your buttons.

Figure 44. Mapping an Action Names Datebook button

Try customizing the buttons. You can always restore them to their original configuration if you find this doesn't work for you.

Using Text Shortcuts

If you find yourself using the same phrases and word combinations over and over again, as frequently happens when you schedule business appointments, you may want to set up a text shortcut for commonly used phrases. To do this, select the "prefs" application from the Application Picker and choose "Shortcuts" from the top right corner drop-down list. Use the new button to add a new shortcut. Pick a series of letters that you will remember to represent the phrase.

You can use your shortcuts in an Action Names Datebook slip. To invoke the shortcut, make a fish on its tail symbol in the graffiti box. (See Graffiti Help if you do not know this symbol.) This symbol tells the system that you are about to input a shortcut. Next, enter the series of shortcut letters. The handheld device will recognize the shortcut and replace the shortcut letters with the phrase for which the shortcut represents. For example if you find yourself using the phrase "initial meeting to plan," you may want to make the shortcut for that "im". Imagine the time you can save by not having to write out the same words over and over again. Please note that the first recognized shortcut will be executed, so that if you have a one letter shortcut that begins with the letter "m" and a two letter shortcut that begins with the letter "m", then the two letter shortcut will never be executed because the one letter shortcut always executes first.

Using the Scroll buttons

You can use the scroll buttons on your Palm device to scroll through the Action Names Datebook views. For example, if you are in the single day list view, press down on the scroll button to view the rest of your commitments for that day. After viewing your commitments for that day, press down on the scroll button again to view the commitments for the next day. You can continue to scroll through your day views in this manner. If you are in the week view, by pressing down on the scroll button you will scroll to the next week view (except for the Week list view, if there is a scroll bar). The month view will scroll from month to month. The quarter view will scroll from day to day.

Scroll bars will appear on the sides of the views when the number of commitments for the time interval exceeds the screen.

Press down on the scroll button to scroll through your commitments (calls, To Dos, meetings) for that day. By continuing to press down on the scroll button, you will then view the next day's commitments. By pressing scroll button in the week view, you will view the next week. By pressing the scroll button in the month view, you will view the next month. By pressing the scroll button in the quarter view, you will move from day to day.

You can tell what view you are in by the darkened box.

*This is the **menu button**. Tap this button to access and view the Action Names Datebook menu bar. The Action Names Datebook menu bar contains a New and Options selection. By tapping either New or Options,*

After you have mapped Action Names Datebook to the hard buttons, they will have additional features. When you press the datebook button, this will turn on your device and launch Action Names Datebook in the most recent view. If you press it again, it will cycle trhrough the different datebook views.

After you have mapped Action Names Datebook to the hard buttons, they will have additional features. When you press the address book button, this will turn on your device and launch Action Names Datebook in the most recent view. Press it again and it will take you to the Action Names Datebook Address view.

Figure 45. Using the Palm buttons

Troubleshooting and Questions

Please check out the Action Names Datebook FAQ located on our website at http://www.iambic.com for a complete and updated listing of questions and answers concerning the software.

1. I have just installed Action Names Datebook to my PalmPilot (Palm III, Palm IIIx, Palm V, Palm VII, etc.) and when I tap the application icon to open the program, I get the message: "Sorry a problem has occurred: Cannot open Datebook DB. Try opening the Datebook application.

If you receive this message, just open the date book application and create an entry. Now close it and attempt again to open the Action Names Datebook application again. You should be able to open the Action Names Datebook application now. This problem should only occur with an un-initialized date book.

2. I am not able to synchronize my Action Names Datebook .prc file to my handheld device.

Check the amount of space in Memory that you have left on your handheld device. Action Names Datebook requires 250 KB of space. Also make sure the handheld device user name is correct when you queue the.prc file using the install tool.

3. How can I quickly access a Contact Name from a long list of Contact Names?

Action Names Datebook 4.5 supports Quickfill. If you have many Contact Names, enter the first letter of your contact name. Action Names Datebook will fill in the field with a name beginning with that specific letter. If this is not the correct contact name, then just continue writing the name until the correct contact name appears.

This QuickFill capability lets you write in a letter in the Contact field, then tap the diamond icon to the left. You will then be presented with a list of Contacts that begin with that specific letter and other contacts in alphabetical order from that specific contact. This is an efficient way to quickly access a contact name from a long list of possible contacts.

Technical Support

The **quickest** way to obtain **immediate** support is to access our iambic Software Technical Support web page (http://supportiambic.com). There is an Automated Technical Support Wizard on this web page. By selecting your product, version of software, handheld device and problem type, you will quickly receive information that will very likely solve the problem that you are experiencing.

Please report any bugs, comments or concerns by email to support@iambic.com.

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