DateBk6

The best, advanced replacement for the built-in Datebook, ToDo and memo applications On all Palm OS compatible devices

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Introduction

Thank you for your interest in DateBk6—advanced software that replaces the built-in Datebook, ToDo and Memo applications in the Palm Organizer and other Palm OS-compatible devices. For most of your use, you will probably not need this manual as there is much useful information in the program itself: any screen that has an 'i' at the top right includes a help screen that you can display by tapping on the 'i'. This manual assumes that you are already familiar with the standard Palm OS Datebook application (if not, you may find it helpful to read up on that first).

The manual is organized into three major sections:

• The primary views—overall description of functionality and preference settings
• Dialogs—details on dialogs that can be invoked from each major view and helpful notes
• Appendices with technical information and comparison of Datebk1 through DateBk6.

More recent information about DateBk6 and answers to Frequently Asked Questions (FAQ's) may be found at: http://www.pimlicosoftware.com/datebk6faq.htm

Install Caution

DateBk6 is a large application as Palm OS applications go, so make sure that you have room to install this application first! In general you should have at least 1Mb of free memory before you attempt to install DateBk6. You can install DateBk6 in Flash ROM using utilities such as FlashPro, but be sure not to copy the DateBk6db preference database into Flash ROM, as that file must be maintained in RAM. You can also copy DateBk6 to an expansion card provided you heed the warning about alarms (see FAQ's for a discussion of this issue). Note that the initial release of DateBk6 includes **two** prc files - both need to be installed.

You may find that you have several hacks or applications that you will no longer use once you start using DateBk6, so the actual "hit" on available space may not be as much as you might initially think. If you don't have space for DateBk6, remember that much of the functionality here is also contained in the smaller DateBk5, DateBk4, DateBk3 and even smaller DateBk2 and DateBk1 (see Appendix D for comparison of features of all these programs).

DateBk6 will run on all Palm Organizers that are running at least V-3.5 of the Palm OS. Certain features may not be available on earlier versions of the OS (an alert will appear if you try and use a function that is not available). If you have a device runnin an OS prior to 3.5, you would need to use DateBk5 or DateBk3.

If you have a very large number of hacks installed, especially hacks that consume a large amount of stack space, it is possible that you may encounter problems when an alarm is triggered. Should this happen, try disabling all hacks and re-test. If it then works, cautiously re-enable hacks to try and determine which hack appears to be causing the greatest difficulty.

Program Installation

DateBk6 installs in the same way as all other Palm Organizer applications. Usually, you need do no more than double-click the DateBk6.prc and DateBk6-resources.prc files on the desktop platform in order to set it up for an install. Then HotSync to transfer them to the Palm Organizer. There may be versions of DateBk6 in other languages—check the DateBk6 web page for details. If you have DateBk5, DateBk4 or DateBk3 installed, you will likely want to remove DateBk3/4/5 (but not the DateBk3/4/5..DB preference database) first.

You will also likely want to install **dbSetup6** which installs time zones, monochrome icons and the Help Database. If you have a color device, you would want to install **icons-DateBk.prc** to setup the color icons (rather than the monochrome icons in dbSetup).

If you are using a non-Roman language such as Japanese, Chinese, Hebrew, Korean, etc., make sure that you go to the Weekly View with text and check the option: Display uses non-Roman Chars or that view and the list view will not display properly due to optimizations for Roman languages.

Application Setup

Usually, you will want to have DateBk6 automatically run instead of the built-in datebook application when you tap the Datebook key. When DateBk6 is first run, it will ask you if you want to re-map the datebook button to run DateBk6. You should answer yes to this question. If you answer no and want to do this later on, Go to the Prefs application from the main icons screen, tap on buttons in the popup list at top right (or preference panel on PalmOne devices) and then tap on DateBk6 in the popup list next to the Datebook icon.

General information on using DateBk6

In many cases, the operation of certain dialogs is fairly obvious and so not every single item is documented in this manual. For those users not fully familiar with the way the Palm OS works, the following description of the various controls and selectors that you will see on the screen should be helpful:

Selector

A selector is like a push-button except that it shows user-selected data such as a date or time. Tap inside the dotted region to bring up a dialog that will allow you to change the value that is displayed here.

Popup Trigger

An inverted triangle designates a popup trigger. To the right of the triangle is the currently selected value from a list of preset values. Tap on the trigger to pop up the list of available selections

Checkbox

A standard checkbox. If checked, the item or statement associated with it is set true, if unchecked, the item is not true.

Select 1   **Select 2**

The Palm OS uses pushbuttons to select items—when selected, the button will be inverted (white text on black background). Pushbuttons may be mutually exclusive (I.e. if you select one, the other button turns off like "radio buttons"), or may allow multiple selection—depending on context.

Apr 2, 2002   ⓘ

If you see an 'i' within a circle at the end of a window title, you can tap on this circle to bring up a help screen. This is the Palm OS help facility and can often provide very useful information regarding the screen you are looking at. Note that you will need to run **dbSetup** to install the Help database in order to see these help messages.

Preference and option settings in DateBk6

DateBk6 is an extremely flexible program with many preference options so you can set up the program to meet your needs. In general, options that only affect a particular view are accessed by switching to that view and then selecting **View Display Options** from the Options menu in that view. Options that affect all views (and potentially the current view) are in the main preference dialog which you can access from the **Preferences** item in the Options menu. All views have these two menu items.

If you need technical assistance on DateBk6

As of the date of this manual, all basic support on DateBk6 is provided through this E-mail address: PimlicoSupport@bigfoot. com. Any questions regarding your electronic order, administrative support, or basic technical support should go to this E-mail address.

If you have a detailed technical question or problem with DateBk6, you may send an E-mail to this Email Address: SWSupport@PimlicoSoftware.com, but any problem reports must be made on a tech support form. There is a copy of the tech support form in the DateBk6 zip archive which you can copy and paste into an E-mail, or you can download a copy of the form from the DateBk6 web page: http://www.PimlicoSoftware.com/DateBk6.htm. Priority will always be given to reports that are submitted properly on that form.

More than 95% of all inquiries regarding technical support are issues that are covered in the FAQ's (Frequently Asked Questions) or this manual, so before sending an E-mail, it would be a good idea to quickly review the DateBk6 FAQ's (http://www.pimlicosoftware.com/datebk6faq.htm to see if this is a known issue as that will provide the fastest resolution to your problem.

Also, if you are encountering an intermittent problem where a Fatal Exception appears, or where the screen is not redrawn properly and are running hacks, it's a good idea to disable all hacks and retest to make sure that this is not some interaction problem with a hack.

Installing additional features and HELP Database

If you plan to use icons or timezones, there is additional data that needs to be installed. To install color icons, you will need to install the icons-DateBk.prc file which contains the color icons. To install monochrome icons (similar to prior versions of DateBk6/DateBk3), time zones or the help database (the 'info tips' which appear when you tap the 'i' in the circle at the top right of most window titles), install the **dbSetup6** program and run it. Then select the option checkboxes for items to install and tap the *Install* button.

Registering (paying for) your DateBk6 program

DateBk6 has a 45-day free trial period. During that trial period the program is fully operational and there are no nag screens so you get a completely accurate idea of what it's like to use DateBk6. At 30 days, you will get one reminder that there are only 15 days of usage left on the program.

At 45 days, certain advanced DateBk6 functions are no longer available on the last half of each month and several nag screens appear. Under no conditions is there any loss of data or problems created by having or using an expired version of DateBk6. All your data is of course in the datebook database and readily accessible by the built-in Datebook application.

DateBk6 is $27.95 and can be registered by going to the **ABOUT dialog** (Tap on menu Button, and select ABOUT from the OPTIONS menu). This dialog will tell you the web site to go to register the product and provides brief instructions on how to purchase the program.

When you purchase DateBk6, you will get an immediate confirmation along with a temporary registration code that will extend the original trial period to 75 days. This will be followed within 24-48 hours or so with an email containing your permanent registration code for the program.

If you do not have web access, you can send $27.95 in cash or check in US Dollars (must be drawn on a USA bank, or have a USA street address on the front) and mail it to:

Pimlico Software, Inc.
2031 Lowery Road
Morganton, GA 30560

Electronic registration is always much faster, efficient and safer than registering by mail and is highly recommended. If you have not used this method before, you should be aware that these eCommerce sites feature encryption to ensure that no data is intercepted by any other party.

Language Availability

See **Appendix D** for a list of languages available as of the date of this manual. There is an on-going project to convert the latest versions into as many languages as is feasible, so check back with the Pimlico Software FAQ's: http://www.pimlicosoftware.com/datebk6faq.htm to see what languages are currently supported.

Upgrading to DateBk6 from DateBk3, DateBk4 or DateBk5

Existing DateBk3/4/5 users can upgrade to DateBk6 for $12.95: Order the *DateBk6 upgrade*, from the DateBk6 web page: http://www.PimlicoSoftware.com/datebk6-paypal.htm

The Gorilla Haven Connection

All the profits from the sale of DateBk3/4/5/6 (and this means virtually all the revenue) is donated to wildlife conservation and in particular, the Dewar Wildlife Trust's **Gorilla Haven** project which supports an AZA certified sanctuary for Western Lowland Gorillas on the Dewar's 324 acres surrounding Paris Mountain in the North Georgia Mountains. You can learn more about this ambitious project from **www.gorilla-haven.org**.

Gorilla Haven is a member of the Gorilla SSP (Species Survival Plan) and the first gorilla arrived in March of 2003. It will be one of the largest set of controlled habitats (if not the largest) in the world for gorillas and will provide a permanent haven for gorillas that do not currently fit into zoo plans (more information on this is available on the Gorilla Haven web site). The Dewar Wildlife Trust also funds various in-situ conservation projects in Africa and contributes to various organizations fighting the bushmeat trade.

The gorilla graphic in the DateBk6 icon is courtesy of Chisato Abe, a Japanese wildlife artist who was kind enough to paint a wonderful picture of our first resident. And did anyone notice that the '6' in that graphic is in the font known as *Gorilla* (!)..

DateBk6 - the Quick Tour

Basic Operation. For the most part, DateBk6 maintains the same look and feel of the built-in applications and follows a lot of the same conventions and screen layouts as the built-in datebook application. In general, if something looks the same as something in the built-in applications, it almost certainly works the same way.

Info Tips. Almost every dialog features an *Info Tip* (Little 'i' in circle at top right of window). Tap on that to get context-sensitive help. You need to install the Help database first with dbSetup.

Extra Views. The extra view buttons at the bottom left bring up a weekly view with text, year// 4month view and a list view. Just tap on the button to bring up that view.

Integrated ToDo's. By default, DateBk6 will display your ToDo's integrated into the main display - remember that ToDo's are only displayed on their due date. Unlike the built-in ToDo application, ToDo's in DateBk6 can have custom alarms, fonts, colors, advances and even repeat just like appointments do.

Colors and Fonts. You can apply foreground and background colors and fonts to individual items - tap on the **Details** button and then on the *Font* selector to bring up a dialog to set those items. OS 3.5 gray scale devices are also supported.

Advances. This is one of DateBk6's most useful features. In the Details dialog, check the Advance box, and DateBk6 will generate a floating, count-down reminder that number of days in advance of the event itself (use it for birthday reminders etc.!).

Custom Alarms. DateBk6 can associate a custom alarm with an event, so a phone call can ring a telephone sound, while a birthday can play Happy Birthday (you will need to use third party alarm collections for the fancier sounds).

Anniversaries. Put a four-digit year number in the description field of a yearly repeat event, and you can tap on the repeat icon to see how old someone is, or what the anniversary number is. Even display a custom list of upcoming birthdays.

Icons. A useful and fun part of DateBk6 involves icons - little graphics that you can attach to appointments or tasks. A separate icon editor (dbIcon+) or the popular freeware Icon Editor **Icon Manager** makes it easy for you to design your own custom icons. Remember to enable the display of icons in the *View Display Options* dialog of each view. DateBk6 supports up to 2,600 icons including both low and high density.

Preferences. DateBk6 features a huge number of preference settings. While these can be a bit overwhelming at first, they do provide the ability to have DateBk6 do almost exactly what you want. The rule is simple - a preference setting that only affects one view is accessed through the *View Display Options* menu item in the **Options** menu in that view. Preferences that affect two or more views are accessed through the Preferences menu item in the **Options** menu of any view. The main Preferences panel has several panels to select the Preference type. A useful *Help* button at the bottom of each panel, tells you about each option in the panel. If you get in a "jam" on Preference settings, there is a *Reset ALL Preferences* option in the **Options** menu of the Preference Panel that will reset everything back to the 'factory default'.

TapAndHold. Several buttons and areas of the screen respond to **TapAndHold** (hold stylus down for 1/4 second or so and then release) and will then invoke a different (but usually related) function. Tap briefly in those cases to invoke the standard function (Example: brief tap on time column brings up time picker dialog - TapAndHold brings up Date Picker).

Categories. DateBk6 features categories like the other built-in applications. You can use this to separate business from personal use or maintain calendars of other users. Be careful not to inadvertently hide the **Unfiled** category, or everything will seem to "disappear" (screen is blank, but items magically re-appear when you try to enter an appointment, or tap on the tiny 'H').

Split Screen. You can view the other three databases in split-screen mode. There is a menu that pops down from the menu icon at top left in the window title bar. Tap that icon and the top selection is *Close Window* so you can quickly close the split-screen window.

Today View. The Today View has a summary of today's upcoming events and has plug-ins to display Email, weather, phases of the moon with many more plug-ins expected since they are easy for developers to write.

Experiment. There is an endless treasure trove of features in DateBk6 (more than 250 improvements over the built-in application). After you get familiar with the application, you will find it very useful to re-read this manual to learn those features that are of specific interest to you. *Happy Calendaring!!*

Menus — General

All views have menus, and many dialogs do too. While learning the program, it is helpful to tap on the menu button to see what additional features are available in that view.

The letter to the right of the menu item indicates a shortcut. You can stroke the graffiti command character (a diagonal stroke from bottom-left to top-right in the graffiti area, followed by that letter to invoke the menu command (if you do not stroke the menu letter within 2 seconds or so, the little window disappears). In the day view, you can tap the menu button twice to bring up the Split-Screen menu and a third time to dismiss the menu.

All views have an **Options** menu which for the most part displays the same set of options:

View Display Options brings up a set of preferences that apply **only** to the currently displayed view.

Preferences brings up the global preference panel that sets preferences that apply throughout DateBk6 (and many include preferences that affect the current view).

Appt/ToDo Categories bring up the main category selection panel that allows you to select one, all or any combination of categories for display.

Depending upon the view, there may be menu items here that are specific to the current view

Security. On OS 3.5 and later systems, this option brings up the security dialog where you can control the display of private events (hidden/masked/displayed).

Select Database allows you to switch between the current datebook database and the history database. In the day view, this option also allows you to merge items.

About DateBk6. This dialog displays the version number and general information. It includes a **Register Software** button which is how you enter your
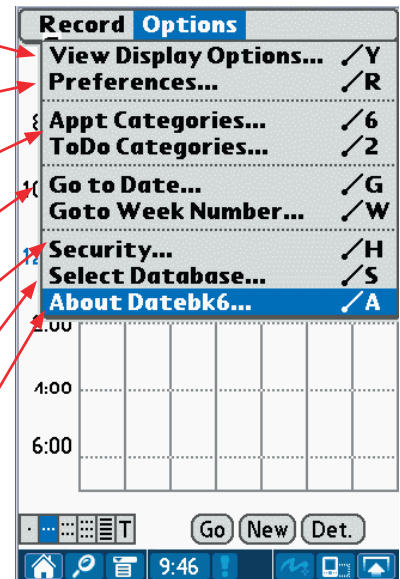
Command Menus On OS 3.5 and later devices, when you stroke the command character, the window itself may display icons at the end - just tap on one of these icons to invoke the appropriate function. The actual icons may change depending upon context.

Brings up Security Dialog so you can change the current display of private events (hidden/masked/displayed).

Beam selected event. If Todo or split-screen item, switches to native database with item selected.

Toggle alarm on selected event. Clear alarm if alarm is set. Otherwise sets alarm to default value. If ToDo, brings up Time Picker dialog to specify alarm time.
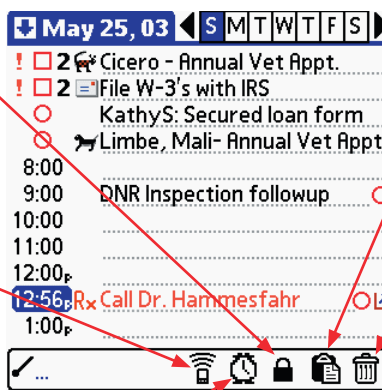
Pastes contents of clipboard at insert pointer position.

Deletes the currently selected item. If **Delete Confirm**, is checked in the *Appts* tab of the main preference panel, a query dialog will appear first to confirm the delete request.

Day View

Tap on the arrow icon to open up or close the split-screen and to display the split-screen menu.

Tiny 'H' indicates one or more hidden items on this day, while 'S' indicates normally hidden items are being shown—tap to toggle or use *Hide/Show All Items* in MISC menu. If unexpected, you may be inadvertently hiding one or more categories.

Tap on Box to check-off a To Do. Completed To Do's can also be hidden (*ToDo* Tab in *Preferences*).

Icons can be optionally displayed (*View Display Options*). Tap and Hold on icon/space to change/add icon. Colors & fonts can be set (*Det* Button/*Font*). Icons have to be installed first (see Installation Notes).

A small 'p' can be optionally displayed (*View Display Options* in Options menu) to mark pm times. Next event or empty time slot will be displayed in red on color devices.

Tap Datebook button to move through each view in sequence. You can choose which views are to be displayed and which view to use when DateBk6 runs (*Views* Tab in *Preferences*).

Tap on one of the six boxes to go that view. To go to today in that view, tap again on the box that corresponds to that view (i.e. tap left box in Day View). Tap and Hold on the Day View Button to popup a selection list of **all** views including startup view and saved views button. Selection of buttons for display can be controlled in *Views* tab of *Preferences*.
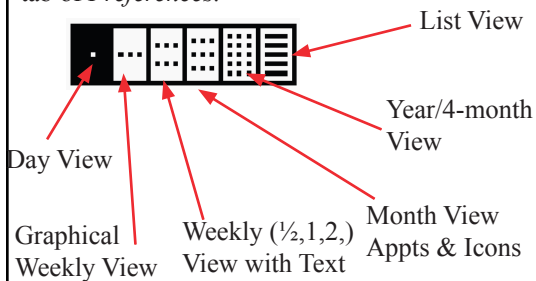
List View

Year/4-month View

Month View Appts & Icons

Day View

Graphical Weekly View

Weekly (½,1,2,) View with Text

~ Flags an undated ToDo (optional). A number in Red or a ! indicates item is past-due. Otherwise, a digit shows # of days in future that ToDo is due (+ = more than 9)

Change priority of To Do by tapping right on the number. (Note: urgency field does not support a popup at this time).

Tap on the Addr/ToDo/Memo buttons to bring up that database in split-screen mode inside DateBk6. Press again to go to full screen, and again to close. See *Views* tab in *Preferences* to disable this feature, if you don't like it.

Tap on the first day when the first day is being displayed, and you will go to the previous day in the previous week. Tap on the last day when the last day is being displayed and you will go the next day in the next week. You can start the week on any day *Date/Time* tab in *Preferences*).

Tap on repeat icon to see how many repeats before/after today or get anniversary information (put 4-digit year in description).

Floating Events are like undated ToDo's but are stored in the appt database and can have repeats like events. Floating events are automatically advanced day by day until checked off.

Link Button allows you to link an event or ToDo to an event, address, memo or ToDo and access the link with a single tap.

Scroll arrows show earlier (up-arrow) or later (down-arrow) appointments.

T Button Brings up Template dialog to quickly insert standard events & ToDo's. TapAndHold to include templates in hidden categories.

Go button brings up Date Picker to move to a new date. TapAndHold on the **Go** button to display quick pick list for displaying a single category.

Det (Details) button brings up dialog where you can change all the attributes of the selected event or ToDo.

New Button can create new appt, ToDo, Addr, Memo, floating event or Daily Journal entry, etc.. It can also pop up a list of all those options (*View Display Options*) including display of next upcoming alarms.

Note: Up/Down buttons can also be set to Scroll up/down and then move to the previous/next day (*View Display Options*).

Day View—with split-screen window open

Tap on down arrow icon to open up split-screen (SS) window and select database, category, preferences for split-screen display, or to close the window.

A tiny 'F' may be displayed here to indicate that this list is filtered by a text string. Tap on the 'F' to remove the filter. You can also remove the filter by tapping on an empty row below the last displayed row (if the filtered list does not fill the screen).

Click and drag the small nub to define how many lines you want to display, or just select Preferences from the Split-Screen (SS) menu.

If there are hidden events, a tiny 'H' will appear here which you can also tap to temporarily display hidden events (at which point, a tiny 'S' appears instead). The area is small and some users may find it hard to tap accurately, which is why you can perform this same function with a menu option: **Hide/Show All Items** in the **Misc** menu.

Tap on the Addr/ToDo/Memo buttons to bring up that database in split-screen mode inside DateBk6. Press again to go to full screen, and again to close.
You can also close that window by double-tapping the SplitScreen menu icon (first tap opens menu, 2nd tap falls on **close window**).

NOTE: the use of these buttons to open up split-screens is a **preference** option in DateBk6 (**Views** tab in the main preference dialog) and is not enabled by default on initial installation.

> **Note on ToDo's:** ToDo's are sorted according to the order of the items in the ToDo Database. Unless otherwise specified, this ordering is determined by the Preference option in the built-in ToDo Application (when you tap on the **SHOW...** button and then select the sort criteria that you want). Otherwise, use the advanced sorting options in the ToDo Sorting section of the main preference panel.

You can set a default font and/or color for categories in the ToDo, Address and Memo databases. See **Category Management—ToDo/Addr/Memo Databases.**
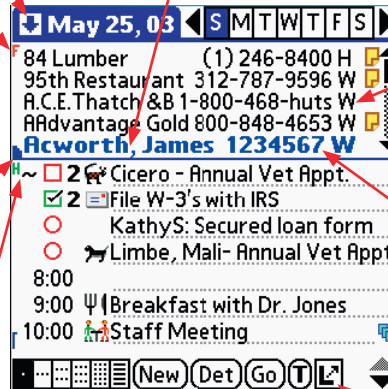
There are options to remove the phone label legend and also the phone number from this display (see **Split** tab in the main Preference Panel.)

Tap once to select, tap twice to display entire record (Address DB), edit memo (memo DB) or change details (ToDo DB).

Link Button allows you to link an event or ToDo to an address, memo or ToDo and access the link with a single tap. Select an appointment or ToDo in the calendar, tap the Link button and then tap on the item you want to link to in the SplitScreen window. See linking for further information.

After you tap on a line in the Split-Screen (SS) window, you can then use the Up/Down buttons to scroll the contents of that window a screen full at a time.

Opening Split Screen for First Time

When you open the split-screen window for the first time, DateBk6 displays the following dialog, to help make sure the user realizes the down-arrow is used to open up a menu that allows you to close the window. This window only appears **once**. If opened by DateBk6 in response to a command, it will always be closed on the next launch of DateBk6 - it only remains open if you manually open the window.
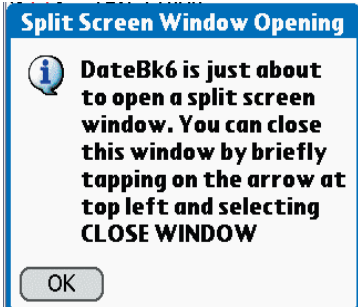
Day View—with split-screen window open
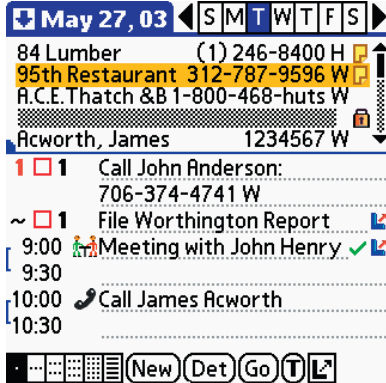
In split-screen mode, if you tap on a highlighted entry (i.e. double-tap an entry), it will bring up the Address Details view which shows all the information regarding an addressbook entry. This view is very similar to the Address Details view in the built-in addressbook application.

Go To button will go to the same view in the Addressbook application so you can modify the entry.

Note button will bring up the Note dialog to either create or edit the attached note for this entry.

D button is displayed on most OS4/OS5 devices and performs a Dial function on many (but not all) handhelds. If supported, it will dial the phone number (and popup a list of all numbers if there is more than one).

Log button will bring up the log dialog so that a date/time-stamped note can be appended to the note field.

ToDo's in split-screen

Tap to left of checkbox to popup this list of rescheduling options

Tap here on priority to popup list of priorities

Tap&Hold on description of a selected item (you must tap on item first to select it) to popup list of command options. This is a configurable list (see Popup List settings in the main preference panel).

Tap here on category name to popup this list of all available categories.
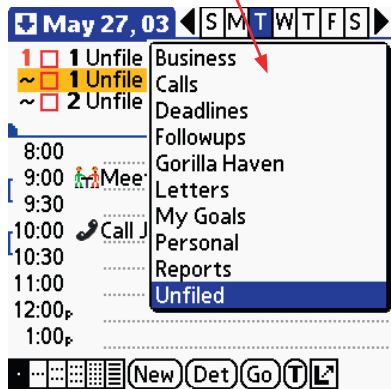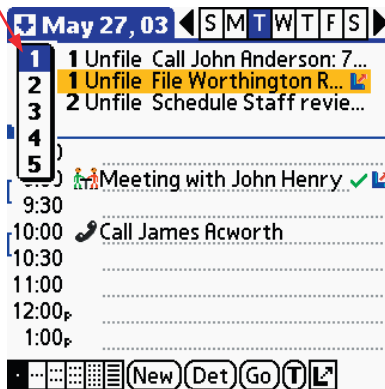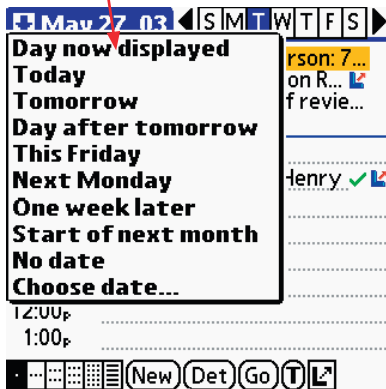
Day View — View Display Options

Show…: If checked, duration bars are displayed in the left margin to show the duration of events and help identify conflicts. If unchecked, they are suppressed (exception: conflicts).

Popup Menus: If checked, popup menus will appear when you TapAndHold on an item in the main appointment table.

Scroll for…: If checked, DateBk6 will automatically scroll the display of **today's** events so the next event is always displayed on the screen.

Default appt…: Sets the default duration for an event. Tap on the selector to specify the default number of hours and minutes. Many people find that zero is a better default than one hour.

New: Defines what the **New** button does in the day view. It can either just create a new item (1st four options) or pop up a list of all available options including access to the Next Alarm etc. Most people find that **All** is the most useful default setting. But remember the list can always be popped up with a Tap&Hold.

This popup list specifies whether ToDo's are to be displayed separately in the **split-screen** window or displayed in **integrated** mode where they appear with appointments in the main display just above untimed appointments.

Scroll time…: If checked, DateBk6 will first scroll the day view up or down, and then when it reaches the start/end of the day, will automatically go to the previous/next day.

View Display Options ℹ️
☑ Compress Day View ☑ Icons
☐ Scroll time then day ☑ p for Pm
☑ Show Time Bars ☑ End Times
☑ Popup Menus ▼ Std. View
☑ Scroll for next event
Maximum display lines: ▼ All
Default appt Duration 0:30
App CreatID: ....
New: ▼ ALL Time Slots: ▼ 1hr
ToDo's: ▼ Integrated ▼ Top
(OK) (Cancel) (Preferences)

Tap on the **Preferences** button to go to the main Preference dialog. Changes that you have made in this dialog will not be lost, but will take affect when you exit out of the main Preference Dialog.

Compress…: If checked, DateBk6 will remove empty time rows to avoid your having to scroll the display. To remove **all** blank time slots, set start time = end time in Date/Time Tab of main Prefs.

Check the **Icons** box to display icons in the daily view.

Check the **Pm** box to display a tiny 'p' after all afternoon times.

End Times…: If unchecked, time slots for the end time of an event are hidden (this is normally checked).

Standard/Small/Tiny View…: this popup list selects one of three display resolutions (OS5 only).

Maximum Display Lines…: This popup list specifies the maximum # of lines to display from the description field (default is **All**).

App CreatID: This is a very **special** option that should only be used by people who know exactly what they are doing. The **NEW** button has a feature to launch a 3rd party app, and this field specifies the Creator ID of the app to launch. The app is then launched with the selected record # in the datebook database and in general would only be used with a DateBk6-aware application to perform some specific function.

Time Slots: Set the default interval for the time slots which is normally one hour. This is most useful for professionals who have client appointments at say 30 or 45 minute intervals or students with classes.

This popup list indicates whether ToDo's in integrated mode are to be displayed.before (**Top**) or after (**Bottom**), or are to be completely hidden (**Hide**). The position of ToDo's in split-screen mode is controlled by a preference option in the **Split** tab of the main Preference dialog.

Graphical Weekly View

Tap here in the icon display area beneath the date to popup a scrolling list of all events/ToDo's on this day.

Starting day of week is specified in Date/Time tab of Preferences (weekly views have their own preference setting. Today is shown in bold.

Icons can be optionally displayed so events can be clearly identified (Options|View Display Options).

Tap on an empty time slot to create a new item (it will switch to the day view).

The time scale on the left can be adjusted from 8 to 24 hours (see View Display Options)

If you tap on two or more adjacent events, a **+** button appears here to allow you to view the details of each event.

[T] Button: This button toggles the display of text on/off (Hi-Rez devices only). The space bar can also be used instead.

Lock button: if locked, items cannot be dragged around on this screen. Tap icon to unlock so items can be moved. Prevents inadvertent Rescheduling of items when locked.

DateBk6 can use custom week numbers where you define the starting week of the year (See *Date/Time* tab, *Preferences*).
Tap on the 'Week 12' and the week number selection dialog appears.

Tap on left arrow to go to prior weeks and right arrow to go to future weeks.

Tap here to go to this day in the daily view.

Icons for untimed events on the day appear here above the grid.

You can tap on an item and drag it to a new day or time. Tap once and a popup window displays the details of the event.

Tap on up/down scroll arrows to look at earlier or later times in the day (or adjust the time scale in the Preferences dialog).

Details button brings up the Details dialog for the most recent event that you tapped on in this view.

Go button brings up the standard Date Picker to select a new week to go to.

New button allows you to create a new appointment in this view. The **Record** menu also has options to create a new floating event, journal or entry from a template.

Jog Dial/Wheel/Navigator: The navigation device can either move by days, or scroll by hours and then by days (*View Display Options*).

Graphical Weekly View display when text is shown. Only available on high resolution devices.
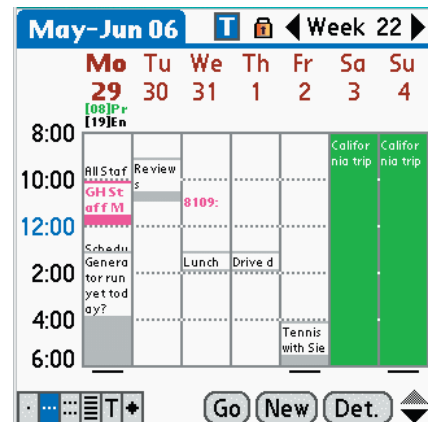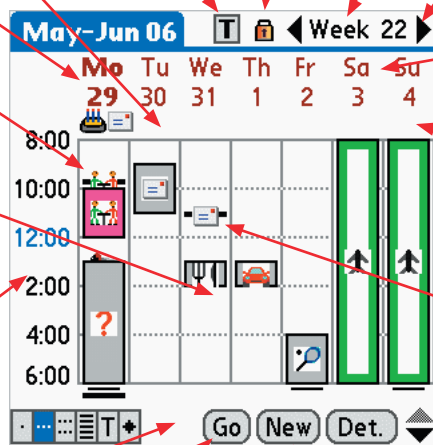
Graphical Weekly View – View Display Options

Check this box to display icons. If you use icons, this view is quite a bit more useful as you can tell at a glance what an item is from the icon.

If this box is checked, all floating events will be hidden. Since these are likely to be tasks and often have no duration, this removes clutter from the display

This option only appears if the Palm device has a jog dial/wheel (Handera, Clie, etc.). If checked, the jog dial will scroll the display up and down by hours rather than moving day by day.

Tap on this popup list to set the number of hours displayed in this view. Fewer hours provides better resolution, but causes more scrolling. Set to 24 to always display the full day with no scrolling.
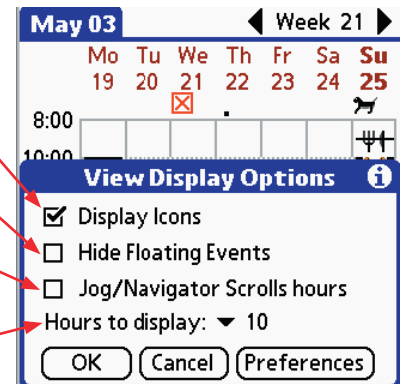
Other Useful Tips

- You can drag and drop items in this view to new days and times.
- If you use this view primarily to view the schedule, you may want to tap the lock icon so it is locked. This will make sure that you do not inadvertently drag an item to a new position on the screen (which would of course reschedule that item).
- Tap on icon above grid (or where icon would be displayed) to pop up list of all items on that day (same popup as in month/year/4-month views).
- To go to the corresponding day in the day view tap on the day number at the top of the column.
- To create a new item, just tap on the new button (new feature in DateBk6).
- Icons and colors make this view far more useful as you can often tell what an appointment is by using them judiciously.
- Due to some technical limitations, it is not always possible to correctly render appointments that have been shifted by timezone adjustments into a different day. In those cases, you should review the actual times in the day view.
- Icons with transparent backgrounds are intentionally displayed with a solid-fill background in this view to make them stand out better from any colored/patterned backgrounds.

Weekly View with Text—One Week View

Starting day of week for the ½, 1 and 2 week views is specified in *Date/Time* tab in *Preferences*. This setting does not affect the global setting for the start of the week for all other views.

Icons can be optionally displayed so events can be clearly identified (*View Display Options*).

Tap on inverted date to go to the Day View with that day selected.

Tap in middle of cell to bring up a details view of appointments on this day.

An option in *View Display Options* can go to the Day View instead when a cell is tapped.

Note: With a Hi-rez device, you may well want to set Small or Tiny View mode so more text is displayed (Options | View Display Options).

Urgency: is not displayed in this view for ToDo's - only the priority is shown. This may be a display option in a future release.

DateBk6 can use custom week numbers where you define the starting week of the year (See *Date/Time* tab in *Preferences).*

Tap on down arrow to bring up next set of events in each day cell. Up arrow indicates earlier items now hidden.

Tap GO button to go to a specific date.

Page display by one week in 1 and 2 week views, and by 3 days in the 3-day view.

Tap on this button to cycle between one-week, two-week and half-week (3-day) views (or press spacebar).

+ Sign indicates that there are more events to display on this day than are shown. Tap on Down arrow button at top of screen to scroll display.

Up/Down buttons page display by 1 week in 1-week view, 2-weeks in 2-week view or 3 days in 3-day view.
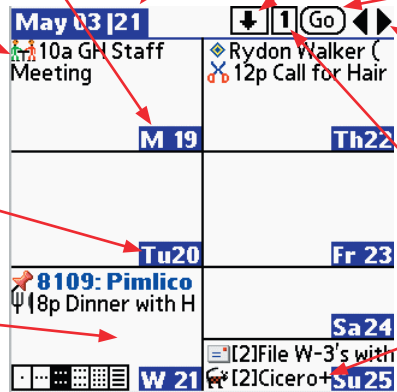
You can check off ToDo's in this view by tapping on the checkbox.

Tap Details button to go to details view with selected item.

Tap New button to create a new event (defaults to start hour of day as defined in Day View's preference dialog).

Tap Done button to return to the main Weekly View. You can also return by tapping anywhere on a blank line (i.e. below the last displayed line and above the buttons).
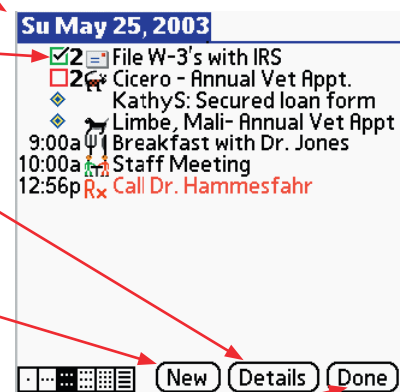
Weekly View with Text—Two & 1/2 Week Views

Two-Week View

Options in these two views are identical to the options in the one week view, except that the **Go** button in the 1/2 week view allows you to select a specific day on which to start the three day display.

1/2 Week View

Other Useful Tips

- To go to the day view, just tap on the inverted date at the bottom right of the cell. Tap in the middle of the cell to go to a compressed, single day view of events and ToDo's (unless you have the **Tap Anywhere -> Day View** option set.
- The current day will blink rapidly for one second and then return to blinking gently. If you do not like the blinking, double-tap the graffiti area (i.e. as you would for the period character) or press the period character on a keyboard device and DateBk6 will then just display today's date in white inside a black frame. The blinking is also controlled by a preference option in the *Views* tab of the main Preference Panel which sets the default action on entry to this view).
- Many people like to have this view be the starting view—to do that, go to the *Views* tab of the main Preference panel and tap on the 2nd weekly view button to the right of the **starting view** legend.
- You can put the text: ~**HIDE**~ into the note field of an event to prevent it from displaying in this view. This also works with the monthly, yearly, today and list views.
- A useful saved view is the 1/2-week (3-day view) with **Today** as the starting day of the week. That provides a nice Today/tomorrow/tomorrow-next view! Set *Today* as the starting day in the **Date/Time** tab of the main Preference Panel.

Weekly View with Text — View Display Options

Wordwrap Single: If checked and there is just one entry in a cell, it is word-wrapped to fill the entire cell. Otherwise just one line is displayed.

Wordwrap All: If checked, all items in this view's details dialog are word-wrapped.

Hide Floating Events: If checked, untimed events are not displayed in this view.

Tap Anywhere: If checked, a tap anywhere in the cell will go to the Day View and this view's details dialog is not used.

Show End Time: If checked, the end time for each event is displayed as well as the start time in this view's details dialog. It does not affect this view's main screen.

Normal View: This popup list allows you to select a small or tiny font for this view's display (only available on hi-rez devices). On low-rez devices, the small option will just kern each character back by one pixel to display more text. Handera devices only have a Small Option.

Check this box to include Daily Journals in the display.

Check this box to display icons in this view.

ToDo's can be displayed first (**Top)**, last (**Bottom)** or can be hidden from this view altogether (**Hide)**.

Hide Priority... if checked will suppress the display of the ToDo priority number.

Tap on this button to bring up the main Preference Panel.

Week Number Selection Dialog

Both the graphical weekly view and all three weekly views with text have an option to **GoTo Week Number** in the **Options** menu of that view.

When this option is selected, a dialog appears allowing you to select any week in the current or next year. Week numbers can either follow the Palm Standard, or be completely custom where you choose which week is week #1 (see **Date/Time** tab in main Preference Panel).

Current week is displayed Bold

Currently displayed week is shown with a frame around it.

Tap on **Next Year** to display week numbers in the next year

Monthly View—Appointment times

DateBk6 can use custom week numbers where you define the starting week of the year (**See** *Date/Time* tab in the main **Preference Panel.** The range of week numbers can be suppressed in that same dialog.

Dotted lines at bottom of cell indicate a daily repeat event and shows the span of the daily repeat event. Color of event applies to dots and time bars and the day number.

Small dot in center of cell indicates an untimed event on this day (also shows color if event was colored).

Bars on left side of day cell cover events up to 12 noon, while events on right side cover events from 12 noon on. There are six positions with the first position on the left being 12a-6a, the second is 7a, the third is 8a, etc. On the right side, it starts at noon and the last slot covers 5p (17:00) to midnight.

Tap **Go** button to go to a specific month.
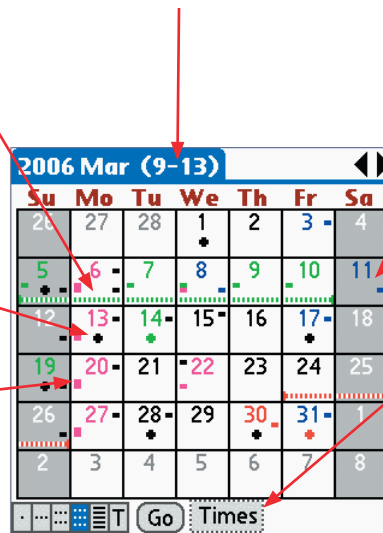
Page display to previous months (left arrow) or future months (right arrow).

Preference option allows you to put light shading under any days of the week. Option affects the Yearly and four-month views too. Only available on color devices.

Tap on this selector to switch from appointment view to the icon, text or free-time view of the month or press the spacebar to cycle between the appt/icon/text views.

Up/Down buttons page display by one month forwards or backwards. The operation of jog dials or Navigator buttons is described in a later section of this manual.

TapAndHold on any day in the calendar ...

and DateBk6 will pop up a list of appointments and ToDo's on that day.

NOTE: if you are looking at the current month, the cell which has today's date will be blinking (rapidly at first then gently)..

NOTE: Tap briefly on any day in the calendar, and you will go to the Day View with that day selected.

Jog Dial: If you have a device with a jog dial (or navigator button) you can use that to select a day in the month and then press the jog dial to pop up the list of items on that day.

The popup will display for a few seconds and then automatically disappear. Tap on the top line of the popup window with the date to immediately dismiss it. A tap outside the popup list dismisses the list and can also simultaneously bring up the day you tap on. Or, tap on an entry in the popup to freeze the popup on the screen so you have time to study it or scroll the list. This will also select an item which you can tap again to go directly to the Day View with that item selected.

The time format is taken from the **Time Format** Preference in the **Date/Time** tab of the main preference dialog. Week Numbers can be added by checking the preference option for week numbers in that same tab. Inclusion of ToDo's is controlled by a preference option in the **ToDo** Tab.
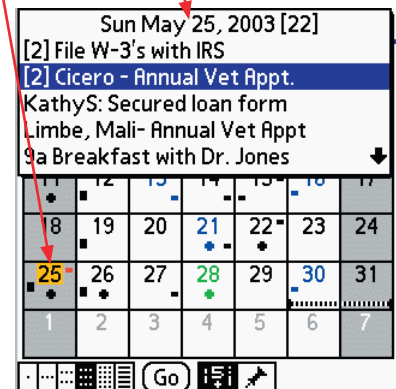
Monthly View—Icon display

Up to three icons can be displayed in each cell. An icon will not be duplicated unless there are no other icons to display. Monochrome Icons will assume the color of the associated event. Devices with extended screens can display up to five icons. If the *Small Icon* option is set (Options | View Display Options), up to twenty icons can be displayed on a day with an extended screen!
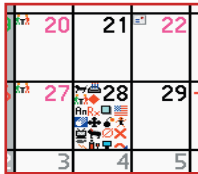
When more than one icon is displayed, icons for repeat events are displayed first followed by icons for non-repeat events.

Note: as with the appointment display of the monthly view, you can TapAndHold on any day cell to pop up a list of all events and ToDo's for that day (see prior page).
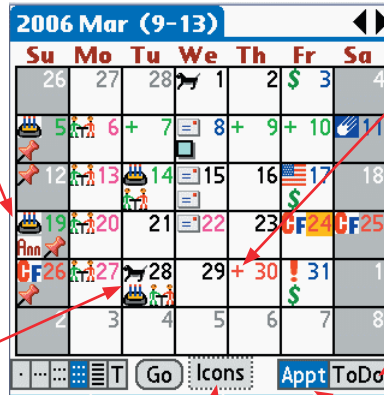
+ Sign indicates one or more events is scheduled on this day but does not have an icon. This + sign is only displayed if there are no events on that day with an icon. You can remove them with a preference option.

Tap on the **ToDo** button to include ToDo's in the display.

Tap on this selector to switch the display to the appointment, text or free-time display or press the spacebar to cycle between the appt/icon/text views.

Tap on the **Appt** button to include appointments in the display.

Monthly View—Text display

This view will display as much as possible of the text of each appointment on the day. It works best in landscape mode on devices with extended screens, and is only available on devices that have high-resolution screens.

Repeat items are shown **before** any non-repeat items for the day. Non-repeat items are displayed in chronological order on the day.

Monthly View—Free Time Display
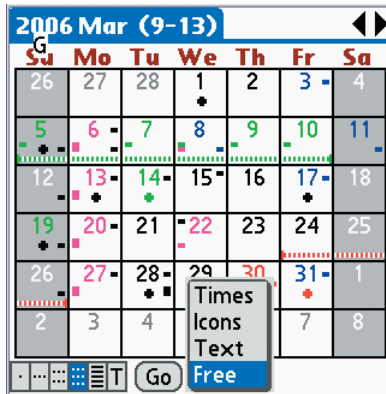
The free time search feature allows you to quickly display the amount of free time on each day of a month. This time can be the sum of all free-time in the day, or the largest block of contiguous free time. This feature is intended for such purposes as finding out the earliest time that you can be available for a 4-hour meeting, or finding out when you can devote more than six hours in one day to a particular task.

It can be useful when working with workgroups which are sharing calendars with DateBk6's beam category feature. With all categories (i.e. the calendars of all individuals in the workgroup), you can quickly determine the earliest date for a meeting where a certain number of hours are needed in a day. Struck events and hidden events are excluded from consideration.

To invoke this feature, you select the **Free** item on the popup selector in the monthly view. When invoked, DateBk6 first displays a dialog to set the parameters for the display:

Minimum Free Time specifies the minimum time (in hours and minutes) that you are searching for..

Between specifies the starting and ending hours that should be included in the search.

Only On These Days specifies the days of the week that should be included in the search

Free Time All In One Block if checked indicates that only the largest block of contiguous time is to be included. Otherwise, the total free time on that day is included.

Show Available Time in All Cells indicates that the available time for a day should be displayed even if it does not meet the minimum required free time.
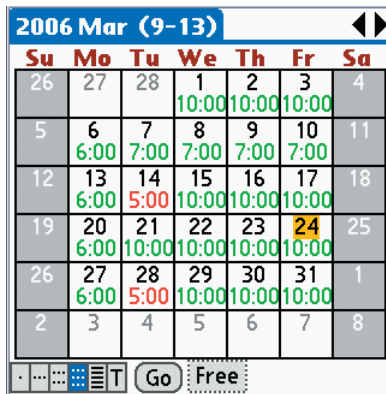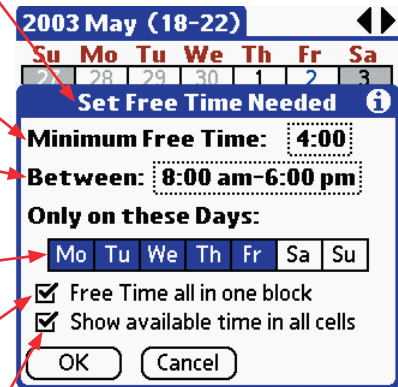
The Free time is then displayed in the monthly view. If you selected **Show Available Time in All Cells**, then every day will have a value. On color devices, days which do not have enough free time to meet the minimum requirements are displayed in Red, while days that do are displayed in green. On gray scale devices, days that do not meet the minimum requirement are displayed in a light gray. On monochrome devices, there is no distinction.

If the currently displayed month does not have a single day that meets the minimum requirements, DateBk6 will scan forward month by month until it finds a month that has at least one day that does meet the minimum requirements. You can stop the search at any time by pressing the stylus down on the screen.

Monthly View — View Display Options

Show Untimed… If checked, untimed appointments are included in the display.

Show Daily… If checked, daily repeating events are displayed with a row of dots across each cell that the item repeats over. Only applies to Appt view, not the Icon view.

Show Category… If checked, icons that are associated with the category or timezone that the event is in will be displayed. If unchecked, only explicitly-assigned icons will be included.

Show +… If checked, a + sign appears on those days that have events but none with icons.

Show days in… if checked, only days in the current month are displayed on the screen.

TapAndHold. If checked, then the meaning of a brief tap and a TapAndHold on a date cell is **reversed:** i.e. TapAndHold works the same way as the 4-month/year view, with a quick tap popping up the list of items, and a TapAndHold going to that day in the day view.

Show Timed… If checked, Timed appointments are included in the display.

View Display Options

Month View:
- ☑ Show Timed Events
- ☑ Show Untimed Events
- ☑ Show Daily Repeating Events
- ☑ Show Category/Timezone icons
- ☑ Show + for events with no icons
- ☐ Show days in current month only
- ☐ TapAndHold like 4mo/yr view
- ☐ Use small version of Icons
- ☐ Hide Floating Events

[OK] [Cancel] [Preferences]
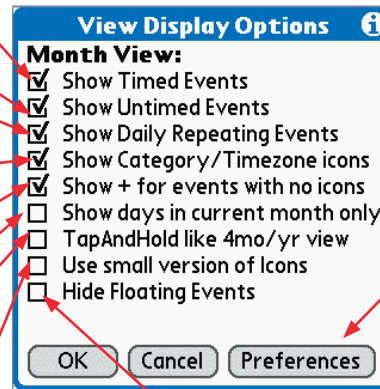
Preferences. Tap here to go to the main Preference Panel.

Hide Floating.... If checked, floating events (which includes floating reminders) are hidden in this view (useful when icons are displayed, so reminders are hidden)

Use Small.... If checked, icons are displayed at ½ size so twice as many icons are displayed in each cell. This option is hidden on low resolution devices. On OS4 devices, you must have low-density versions of your high-density icons.

Note: When displaying day numbers outside of the current month, DateBk6 will **not** display icons or appointment blips on those days.

Other Useful Tips

- To view events and ToDo's for the day, **TapAndHold** on the cell to briefly popup a list of items. Tap the list to hold the list on the screen (you can also scroll the list with the scroll arrows). When the list is displayed, you can tap on an already-selected item to go that item in the Day View. You can reverse the action of a brief tap and a TapAndHold with an option.

- To go to the day view for a specific day, **tap briefly** on the date cell.

- If you have a jog wheel/dial/Navigator button, you can use it to select days and push the button to popup the list of items on that day and push it again to dismiss that list (convenient for one-handed navigation of this view).

- Icons set by category or timezone association are only displayed if you set the preference item to display them.

- Note that there are preference items to control the display of timed and untimed events.

- On color devices, all the markers and dotted lines (and icons if monochrome) will assume the color of the associated event, making it easier to see what items are for.

- To have one daily repeat event that does not show the row of dots without suppressing all daily repeats, make it a weekly repeat that repeats on **every** day of the week—it will have the same effect as a daily repeat, but will not generate the row of dots.

- The day number will inherit the color of the **first** event DateBk6 finds that has color. On occasions you may want to control this feature, so DateBk6 will give **priority** to an event that has a bold or large font. If DateBk6 finds a later event in a bold or large font, its color will override any previously set color. Used carefully, this feature can be extremely helpful in blocking out vacations, or job shifts. Note the 4-month and yearly views also implement this feature.

Yearly View — Full Year Display

Day number of selected day in month is always displayed here. + Means more than one event is present on that day.

Text of first appointment on this day is displayed here.

Left/right arrows move to previous year and next year.

Current month is displayed in red (color devices) or in bold (non-color devices).

A colored item in a bold or large font will cause its color to fill the day cell in the display (useful to mark vacations, special events, etc.).

A black dot or color in a cell indicates that there is an event on that day.

If display is filtered for a specific event icon, that icon is displayed here (tap on icon to change or remove). Otherwise, a light-gray symbol is displayed here which you can tap to bring up the icon-filtering dialog

These Left/right arrows and the up/down buttons move the selected day to the previous or next day. The selected day blinks gently .
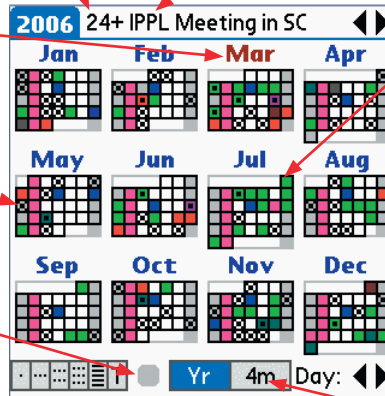
Low Resolution Year View

Tap on this button to switch to the four month view, or press the spacebar to toggle between the two views.

Up/Down buttons move the selected day to the previous or next day. The currently selected day will blink gently.

If enabled in preference setting, you can press the ToDo button to popup the list of today's events and ToDo's (press same button again to dismiss the list).

An extended screen in portrait mode will also include the days of the week in this display.
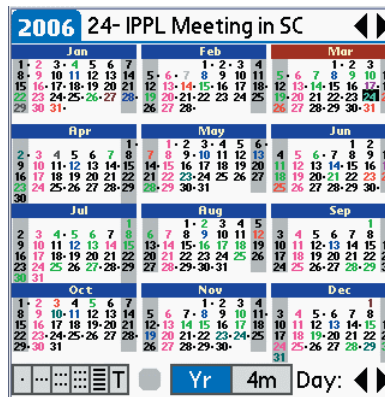
Note: If you prefer the low resolution version of the year view and have a high resolution device, there is a preference setting in the *Advanced Settings* dialog that forces the display of the low resolution version of this view when the DIA is displayed. When the DIA is hidden (expanded screen), the high-resolution version is still used, so you can toggle back and forth by expanding/collapsing the screen with this option set.

High Resolution Year View

Tap on any day in the calendar, or press the ToDo button (if option set) or press jog wheel/dial if available ...and DateBk6 will pop up a list of appointments. The popup will display for a few seconds and then automatically disappear. Tap on the top line of the popup window with the date (or tap anywhere outside the popup) to immediately dismiss it. Or, tap on an entry in the popup to freeze the popup on the screen so you have time to study it or scroll the list. This will also select an item which you can tap again to go directly to the Day View with that item selected.

The time format is taken from the **Time Format** Preference in the **Date/Time** tab of the main preference dialog. Week Numbers can be added by checking the preference option for week numbers in that same tab. Inclusion of ToDo's is controlled by a preference option in the **ToDo** Tab.

Yearly View — Four/Six Month Display

If there is an event on the day, a dot is drawn to the right of the day number. However, if the event is in a bold or large font and is also colored, the day number is drawn in that color instead and **no** dot is drawn unless there is some **other** event on that day as well. So a colored number and no dot, means there was only **one** event on that day.

Current month is displayed in Red (color devices) or in bold text (non-color devices).

Page display to previous months (left arrow) or future months (right arrow).

Tap on header for month and that month will then be positioned at top left in the display.

Tap on this button to switch to the Yearly view .

If you select the preference option for it, the ToDo button will popup the list of today's events and then hide it (simulates the function of a jog device on handhelds that lack it).

With an extended screen, this button will read **6m** and six months will be displayed

These scroll arrows (and the Page up/down buttons) move the selected day to the previous and next day. The currently selected day will blink gently.

Tap on any day in the calendar, or press the ToDO button (if option set) or press jog wheel/dial/Navigator button if available...

...and DateBk6 will pop up a list of appointments and ToDo's on that day.

The popup will display for a few seconds and then automatically disappear. Tap on the top line of the popup window with the date (or tap anywhere outside the popup) to immediately dismiss it. Or, tap on an entry in the popup to freeze the popup on the screen so you have time to study it or scroll the list. This will also select an item which you can tap again to go directly to the Day View with that item selected.

The time format is taken from the **Time Format** Preference in the **Date/Time** tab of the main preference dialog. Week Numbers can be added by checking the preference option for week numbers in that same tab. Inclusion of ToDo's is controlled by a preference option in the **ToDo** Tab.

Yearly/4-month Views — View Display Options

TODO button… If checked, you can use the ToDo button in this view to popup a list of the selected day's events and ToDo's. This makes it possible to navigate the yearly/4-month view just using buttons without touching the stylus. **Note:** you must have the ToDo button enabled in the *Views* tab of the main preference panel (not a hyphen) for this option to be displayed.

Hide Completed… If checked, all items marked as done (floats and events) are excluded from the display.

Hide Untimed… If checked, all untimed events are excluded from the display.

Hide Zero… If checked, all items with zero duration (I.e. a timed event but where the start and end times are the same) are excluded.

Hide Events <… If checked, you can select a cutoff event duration from the popup list, so you can exclude all events that take up less than the designated slot of time.

Hide Daily… If checked, all daily repeat events are excluded from the display.
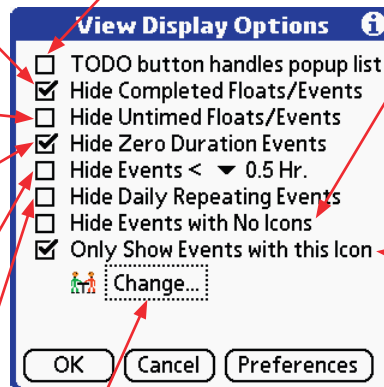
Change… Tap here to change the icon used to filter the display (only displayed if checkbox above checked).

Hide Events with… If checked, all items with no explicitly-assigned icons will be excluded (useful if you attach icons to all important events). Note that an event might display an icon by virtue of a category or time-zone association, but it would still be excluded by this option.

Only Show Events… If checked, you can then tap on the icon selector on the line below to select a specific icon which must be present in order for the event to be displayed. Only events that have this icon **explicitly** assigned to them, or which have **no** icon assigned, but which match that icon based upon a category or time-zone association are included.

Other Useful Tips

- The Year and 4/6 month view is no longer included by default as one of the View Selection Buttons, having been displaced by the new **Today** view. You can access this view with a Tap&Hold on the left-most view button, or go into the **Views** section of the main Preference Panel (Options | Preferences) to swap this view with some other view you rarely use.
- The four month view usually positions the screen so the current month is at the top right, so you get the current month, the prior month and two future months.
- If you used the option to shade certain days in the Monthly View (Color devices only), that shading is also used in the yearly and 4-month views as well. That option is in the *Views* tab of the main Preference Panel.
- As with the monthly view, if you have an appointment that is a font **other than** the standard font **and** which has a color, that color will be used to color the numbers in the 4-month view/Hi-rez year view, or the cell background in the low-rez yearly view. This is very handy for seeing vacation or special days in the entire year at a glance.
- The ToDo button is handy as you can use in conjunction with the up/down buttons to view your schedule without having to pick up the stylus.
- The currently-selected day will blink gently in this view (turn off with preference in *Views* tab of main Preference Panel). You can set the selected day by tapping on any day or using the up/down buttons or the arrows to move the selected day forwards and backwards.
- The custom view feature can be very useful with the year view as it can be used to remember a specific category or icon setting for that view.
- As in all views, tapping on the button corresponding to the current view (year in this case) will put the selected day at today and that day will then start blinking.
- You can put the text: ~**HIDE**~ into the note field of an event to prevent it from displaying in this view. This also works with the second weekly, monthly and list views.

List View

Title line displays the span of dates from the first event to the last event in the list.

Down arrow moves to next page of items in the list. Up arrow moves to the previous page, or if already at starting page, pops up a list of options to go back a day, week, month, or back to a designated date.

Today is displayed in red (color devices) or bold (non-color devices).

Tap on line to display Selection bar which identifies item for use with Details/Delete etc. Bar can be moved up and down with jog dial/wheel/Navigator button. Tap on a selected item to go to the Day View with that item selected.

Tap directly on checkbox of ToDo to mark it as done or active again.

If display is filtered by one or more icons, the first icon is displayed here. You can also tap this area to bring up the icon selection dialog to filter by one icon or remove the filtering.

If the following day is the next day, a horizontal line starts in the text column. Otherwise a line is drawn across the entire screen when one or more days had no events.

Tap **Opt.** button to bring up the preferences dialog for the list view

Tap GO button to go to a specific date.

Tap on this button to bring up the Details dialog for the currently selected item.
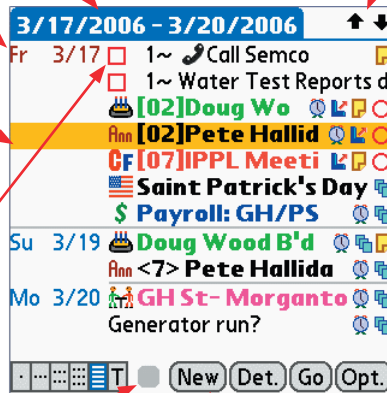
Tap on this button to create a new appointment in this view (or use the options in the Record menu to create new items).

Up/Down buttons go to the previous page or next page of the list in the same manner as the up/down arrows at the top of the screen.

Preference options allow you to display the date, icon, or time of the event.- see **View Display Options**. This display shows just the time but not the day of week or icon. Time format is taken from the **Date/Time** tab in the main preferences dialog. High resolution devices can also display using small (shown here) or tiny fonts.

Note: if available, you can use the jog dial/wheel/Navigator button to select items in this view. Pressing the button will alternate between showing the Details, showing a note (if present) and a link (if present).

If you graffiti the ENTER (return) character that will act like a jog push (so you can view a link, note or the details without a jog dial).
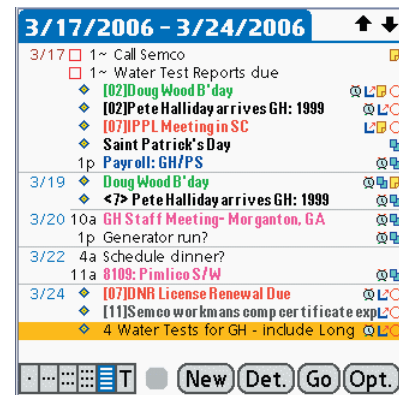
List View — View Display Options

This block of pushbuttons controls what appointments are included in the list view. **All** or **None** display all appointments/floating events or hide them. **Appt** includes just appointments and excludes floating events, while **Float** only includes floating events. **Done** indicates that completed items are to be included (or excluded if this button is not selected). **Alarms** indicates that only items with alarms on them are to be included. **1 Repeat** indicates that only the next occurrence of repeat events are to be included in the display (rather than all occurrences).

This block of pushbuttons specifies how ToDo's are to be included in the list View. Tap on **All** to include all ToDo's, or **None** to hide all ToDo's. Otherwise, you can select **Pending** and/or **Complete** to include unchecked or Checked-off Todo's, and **Dated** or **Undated** to selectively include dated or undated ToDo's. The combination of options below is probably the most common one—it includes all ToDo's except completed ToDo's. Note that unlike other views, these settings **take precedence** over settings in the ToDo preference dialog–if you are hiding completed ToDo's, you can still display them in the list view by selecting the **Complete** pushbutton without affecting that preference setting.

If the **Find** checkbox is checked, a field opens up into which you can type a string of text. Only events that contains this string of text in their description or note fields will be included in the list view. This is a case-**insensitive** match. Note that with a large database, it can take several seconds to build the list as it has to scan every item and perform this test.

Hi-rez devices will display a popup list here which can be used to select the Normal, Small or Tiny mode for this view.

Check this box to include the icon assigned to this event (either explicitly, or through a category or timezone association.

If the **Icon** checkbox is checked, a selector appears that allows you to select an icon (tap on dotted box to select from one to four icons). Only events that have one of these icon(s) **explicitly** assigned to them, or which have **no** icon assigned, but which match that icon based upon a category or timezone association are included.

Check this box to include the time of the event in the list view. The time format is taken from the time format preference option in the second weekly view.

Note: if that time format preference is set to **No Time**, you won't see a time here even if you check this box.

Tap on this selector to set an **end** date for the list view. Normally you don't need to do this, but if you are using a block function and just want to delete or export one month, this allows you to set the display to end on a specific day.

Check this box to include the name of the day of the week in the list view.

Note: As a special feature, if you enter ~**Hide**~ into the Find checkbox, DateBk6 **will** display items with that tag even though such items would be normally hidden.

List View — Multiple Commands

Multiple commands are commands that operate on all the items listed in this view. An important consideration is that **only items that have been displayed will be affected**. This means that if you want to delete **every** single item in the database that meets the selection criteria in the list view, you must **page** through every page of the list view until you reach the end of the list (easy to recognize as the down arrow at top right disappears when you reach the end of the list).

Multiple commands can either operate on the current screen (i.e. everything that is currently on the screen), or everything on the screen **and all prior** screens (this is the **All** option). Multiple commands will display a dialog to allow you to make this selection before invoking the command.

Delete All Items. This command will delete all items currently being displayed. When you invoke this command, the following dialog will appear:

The **Delete All Repeat...** checkbox if checked will cause all repeat events displayed in the range to be deleted even if they have occurrences **outside** of the range. By default, DateBk6 only deletes those repeat events where every instance lies within the range. This setting is cleared every time this dialog appears.

The **Archive** checkbox if checked, will cause the item to be archived to the desktop on the next hotsync.

The **Copy to History DB** checkbox will cause all items to be inserted into the history database (ToDo's will be converted to completed, floating events).

The **Current** button will delete only items on the current page.

The **Include Prior** button will delete all items on this page and all prior pages as well.

The **Current** button will only operate on items on the current page.

The **Include Prior** button will operate on all items on this page and all prior pages as well.

After you select **Current** or **Include Prior**, the command will then be invoked.

For the **Set Icon** command, the standard icon selection dialog will appear. For the **Set Category** command, the standard category selection dialog appears. For the **Beam All** command, no further dialog is needed and beaming commences.

Beam All Events... This command will beam all the appointments that are selected (ToDo's will not be beamed).

Set Category On All... This command will put all the selected appointments in the designated category. If ToDo's are also selected **and** in a category of the same name as the one being moved, they will also be moved into the new category, otherwise an alert will appear telling you that the ToDo's will not have their category changed.

Set Icon on All... This command will assign an explicit icon to all the items that are displayed.

Import vCal Items This command will scan all records in the memopad database looking for one that contains the string: **BEGIN:VCALENDAR**. It will then import all vCal events stored (appointments only) stored in that memopad record. Not all vCal tags are processed, so there may be some issues with the importation of some vCal files.

List View — Multiple Command: Set/Adjust Date/Time

This command can be used to either force a group of items to a specific date or time, or to move all those items by a date and/or time offset (for example: Shift all items to tomorrow but keep the same time, or move all items ahead by four hours).

When this command is first invoked, the dialog appears asking if this option is to be applied to just the **Current** page, or whether it should **Include Prior** screens as well.

Then, a dialog appears so you can specify how you want the events to be affected:

Adjust Date/Time

This pushbutton will **Adjust** the date and/or time settings for all selected items by an offset specified in days, hours and/or minutes.

Check this box to also adjust untimed items. For example, if you are just shifting all timed events forwards by an hour, you might not want to adjust untimed events (See below for more information).

These pushbuttons indicate whether the time adjustment is to made to move items **Forwards** to a future time or **Backwards** to a prior date or time.
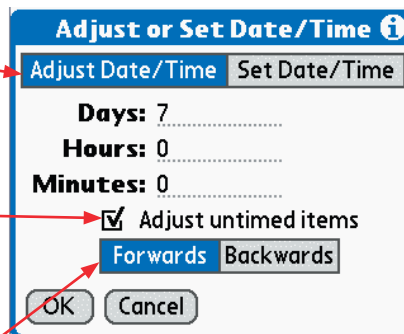
Set Date/Time

When this option is selected, DateBk6 displays a date and a time selector so you can specify an explicit date and time to which all items are to be moved. Just tap the selectors to bring up the standard date and Time selection dialogs

Check this box to also set the time on untimed items.
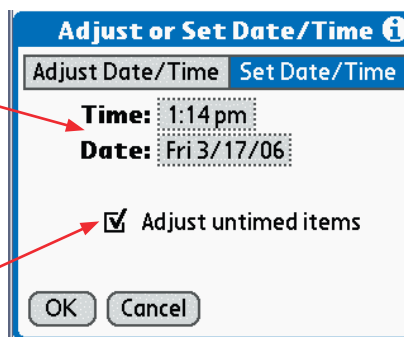
Note: if the time is adjusted on a ToDo, then the alarm time (if present) will be adjusted by the specified time offset or set value.

List View — Multiple Command: Export to MemoPad and Costing...

Export To Memo. The **All Items to MemoPad** option will export all the selected items into a memopad record. From there, it can be conveniently accessed from the desktop. You might use this to create a hard copy of the upcoming events or tasks for the week, or to get a listing of all your Daily Journals, etc.

MemoPad records are limited to either 4096 characters (Traditional Palm OS Memo Database) or 32,768 characters (proprietary Memos database on newer PalmOne devices). If there is too much material to fit in one memo, DateBk6 automatically creates additional memos as needed, and appends an item number after them so they can be kept in sequence.

The MemoPad record is given a title line which looks like this:

Export: 4/3/02 - 4/30/02   or   **Export: 4/3/02 - 4/30/02 --2**

i.e. showing the range of dates for the export. The date range includes **All** the memos, so if DateBk6 has to break it up, they will all have the same date range, but after the ending date, you will see a page number appended as shown on the right.

When this command is invoked, DateBk6 puts up a dialog that allows you to control how the information is to be exported:

If checked, the date of each item is included.

If checked, the start and/or end time of the event is included

If checked, the note text of the item is included.

If checked, the priority of Todo's is included.

If checked, a status checkbox is included for ToDo's.

If checked, the category name for the item is included.

If checked, the duration of the event is included, and a total will also be displayed.

If checked, a blank line will be provided between each entry and/or between each new day.

If checked, the date is put on a line by itself to stand out more clearly.

If checked, the text is wordwrapped so that no line is more than 72 characters long.

You can enter a numeric value here to define a monetary amount associated with each hour of time. A total will be displayed at the end of the memo.

Check **Struck** to include struck items (which are normally excluded).

Tap **Prior+Current** to include all items in the current page **and** all previous pages of the view.

Tap **Current** to just include items in the current page.

This popup list allows you to put all items into one memo (unless DateBk6 runs out of space), or to start a new memo whenever a new day, week or month is started.

List View — Multiple Command: Export to MemoPad and Costing...

Costing Projects, Time Billing, etc.

The export to memo function can be used effectively to compute the total time spend and/or dollar costing for a block of items. In the example to the right, the list view was used with a filter for the string CSL, so that all items containing the text string CSL were listed in the view. It was then exported to a memopad record with the *Duration* checkbox checked, and an hourly rate of $60.00 (the actual currency of course does not matter - you can use any value with up to three places after the decimal point).

In this example, the total duration for all items was 8 1/2 hours and the cost was $510 (i.e. 8.5 * 60 = 510).

You can do the export using the day, week or month options to split the items out into memos that cover a specific period of time. When you do this, each block of time is independently totaled (there is no grand total, however).

You can also set up saved views for this feature, as all the export information and the list string are saved along with the view. That way you could invoke the view, instantly switch to the list view with all the items listed, and all the options would be set correctly when you invoke the **All Items to MemoPad** command.

Special Meta-Tags

DateBk6 supports some special meta-tags in the note field of either appointments or ToDo's that allow more flexibility and control in using this costing feature:

<Add-Time: *hh:mm*>

The <Add-Time: hh:mm> meta tag can include hours and/or minutes in the format (12h 30m or 5:30 etc.). This tag will add that time to the duration of the event (can be useful in setting up fixed templates, etc.). It can be used with a zero-duration event to specify an explicit duration value which will then be used as if the event actually had that duration. So <Add-Time: 4h 30m> would be equivalent to an item which lasted four hours and thirty minutes. This tag can also be used with ToDo's to set a duration for the ToDo (since ToDo's have no duration value).

<add$: *dd.cc*>

This meta tag adds a fixed monetary amount (in form 23.12 or 135,156 or .24 etc.). This is useful for fixed billing items (such as a standard service call fee) and will add the designated value (so <add$: 23.50> would add $23.50 to the total cost).

Other Useful Tips for the List View.

• The horizontal lines in this view signal whether or not days are being skipped. If one or more days are skipped, the horizontal line runs the full width, otherwise the line only extends across the description field of the item.

• The list view is very useful with a text filter as you can get a list of all events that contain a specific string of text (such as sales call, etc.). Filter by "Daily Journal" to review all your daily journals. If you have a large database and few matches, this search may take several seconds.

• The list view with icon is also useful—for example, filter the list view by the birthday icon and you will get a list of all birthdays sorted in chronological order.

• When deleting several items you may want to uncheck the **Confirm Each Deletion** checkbox so it goes faster.

• The time format for this view is set by the **Short Time format** preference option (Date/Time Section of Preferences)

• The list view has separate preferences for ToDo's from the day and second weekly views which can be useful—if you double-tap a ToDo that would not normally display in the day view, DateBk6 will switch from the normal Hide mode to the Show-All mode so the ToDo is visible in the day view (small S appears at top left).

• Tap item once to select—tap description a 2nd time to go to day view , or tap left column to repeat popup date/time display.

• You can put the text: ~**HIDE**~ into the note field of an event to prevent it from displaying in this view. This also works with the second weekly, monthly and yearly views.

Today View

The Today view provides you with a quick overview of today's events, starting with either the next event, or the one currently in progress. That event will **always** be on the very top line of the display, so it's readily visible. After that you can configure the display to show ToDo's, phases of the moon, status of the VersaMail inbox plus what is likely to be an ever-increasing number of third party plug-ins. Shown below is the very nice 4Cast plug-in which displays today's weather on either one or two lines.

The background of the Today view can be in any color, including nice two-color gradient fills as shown below (provided that the device is capable of displaying 16-bit color without problems (PalmOne's T5/TX can display 16-bit color, but the devices have a bug which may prevent its use if you have a large icon collection or other resources open). You can also set up the colors to alternate for each panel (so calendar is one color, ToDo's another color etc.). That can make it easier to identify the different sections if there are a lot of plug-ins.

All unused space in the display after catering to all plug-ins is then allotted to the calendar display which will show up to a week's worth of future appointments.

ToDo's and floating events can be crossed-off directly in this display, and there are menu options in the Record menu to create new appointments or ToDO's (or Daily Journals or entries from Templates). Since the Details dialog is available and includes full editing, you can also make any corrections or changes in this view as well.

Current time is displayed here - and seconds can be optionally displayed as well (*View Display Options*).

The top item here will always be the next or current event, or a note indicating there are no more appointments or no appointments on this day.

Tap on date line to go to the Day View with that day displaying.

A brief tap on an item brings up the Details dialog. A Tap&Hold goes to the day View with that item selected.

Use option in *View Display Options* to control how many ToDo's are displayed in this section. The last line always shows how many ToDo's are due today, how many undated or advanced (if enabled) ToDo's there are (in brackets) and how many are past due.

Current Date is displayed here with day of week in Bold.

Gray down arrow indicates more ToDo's than could be displayed. If you create a saved view named: **ToDoView**, DateBk6 will launch it if you tap this button.

The 4Cast plug-in from ShSh software is displaying today's weather. This is picked up wirelessly or via PC internet connection when hotsynching.

VersaMail plug-in shows status of Inbox (how many in total and how many are unread).
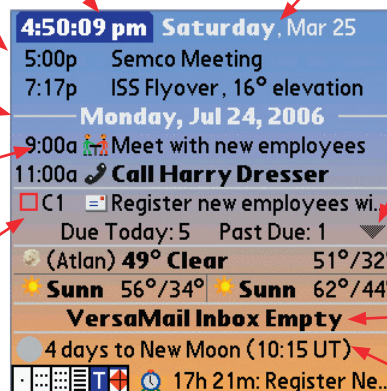
Built-in option displays phases of moon and UT of quarterly event.

Tap on this icon to bring up the DateBk6 Alarm Manager (there is also a menu option that does this for keyboard users).

This line shows how long until the next alarm goes off and part of the description for that item.

Note: There are some known bugs in Palm OS devices which can exhibit problems due to the fact that DateBk6 drives the Today View in 16-bit color mode. Some Palm OS devices (PalmOne handhelds with NVFS or hard drive memory) do not properly handle resources and tapping on the status bar can result in flaky behavior. Some OS/4 and early OS/5 Sony Clie's do not properly implement 16-bit color mode and transparency (a "MSQ.c transparency" type error, or worse, fail to even implement those functions). In those cases, first try the option: **Force 8-bit Color mode** in the Advanced Settings Panel of main preferences. If that fails to resolve the issue,make sure the color mode for the Today View is set to **None**. You can set that option in the Today View without going into the view by selecting **Today View...** in the Display Options menu of the main Preferences.

Today View — View Display Options

Tap on this selector to configure which items appear in the Today View Display (see below for details).

Check this box to include the Week Number of the year in the Today View (in brackets after the date).

Check this box to include floating events in the Today View Display

This popup list allows you to display any number of days from 1-7 in the Today View

This popup list allows you to select the fontsize for the display in the Today View.

If checked, separating lines are drawn between each section of this view, and the color Pushbutton to the right of this checkbox specifies the color in which the lines are to be drawn.

Check this box to include seconds in the Time Display in the Today View.

If checked, any custom colors assigned to items are overridden and replaced with the color specified by the color pushbutton after the *Text* legend.

Check this box to include the Day Number of the year in the Today View (in parentheses after the date or as a number after the week number).

Check this box to include the display of icons in this view.

Check this box to include the display of untimed events in the Today View.

These three pushbuttons select the background type for the Today View.

These two color pushbuttons specify the first and last color to be used either for the alternating background display or for the two-color gradient fill background.

Specifies the color in which the Date lines for the calendar display are to be drawn in.

Check this box to include Todo's in the Today View

Check this box to include Undated ToDo's in the Today View

Tap on any one of the three available plug-in slots to configure a plug-in for installation.

Check this box to include the display of phases of the Moon plus the precise UT (Universal Time) when the moon passses each quarter.

Check this box if you are in the Southern Hemisphere (inverts 1st/last quarter moon phases).
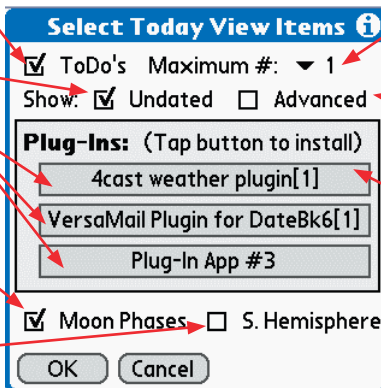
Select the number of ToDo's to display in the Today View. 0 means that only the one-line status display will appear.

Check **Advanced** to include advance ToDo's in the list.

When a plug-in slot is tapped, a popup list appears with a list of all installed plugs-ins on the device. The first option in red is: ***Remove Assigned Plug-in*** so you can use that to remove an installed plug-in.

With the initial release of DateBk6, at least two plug-ins are provided. First is a plug-in for the VersaMail Email software which is fully functional. Second is a 30day trial version of the 4Cast plug-in from ShSh software. Other plug-ins may be included and are expected to become available. To use a plug-in, you must first install the plug-in to your handheld using the standard Palm OS Install Tool. Once installed, it will automatically appear in the popup list when you tap one of the plug-in slots in the above screen.

Note: A malfunctioning third-party plug-in could potentially crash DateBk6 when the Today View is invoked. If the Today view is **also** your startup view, DateBk6 would crash on startup before you could remove the plug-in. In that case, either delete the plug-in using the Palm OS delete command, or delete the DateBk6DB preference database. Or as a special "trick" - set an alarm in the built-in application to go off in five minutes and do a soft reset (so DateBk6 sees the alarm), when the alarm dialog appears in DateBk6, tap on the Edit button and exit the Details dialog in the Day View, then go into Options | Preferences and select *Today View...* from the Display Options Menu, and remove the plug-in .

Appointment Details Dialog

Specify the Timezone for this event. You must install the timezones (i.e. run **dbSetup**) in order to see this line in the dialog. See timezone handling for further details.

Description field of item whose details are being modified.

Quick date reschedule: left arrow goes to previous day, right arrow goes to next day, +7 button moves it forward 7 days. Up/Down buttons will also move the date backwards and forwards.

Scheduled start and end time for event. Tap within dotted region to modify the time.

If not the first occurrence of a repeat event, the start date of the repeat is shown here.

Scheduled start date for event. Tap within dotted region to bring up Date Picker to select new start date.

Tap this button to listen to the currently selected alarm sound for this event.

Tap on checkbox to set an alarm and enter # of minutes, hours or days before event you want alarm to sound. You can also select a custom alarm sound from the popup list that appears when you check the alarm box. You can quickly toggle the alarm setting in the Day View with a menu option or command/4.

If this item is linked, the **L** pushbutton appears. Tap this button to bring up the list of links to view or delete them.

Tap on dotted region to right of **Repeat:** legend to bring up repeat dialog to handle events that repeat daily, weekly, monthly or yearly. See **Repeat Dialog** for details on handling repeat events.

Tap here on this large button to slide over a text-editing panel so you can edit the text of the appointment, and tap again to hide it.

Tap here to set the font or color of this event.

Tap on Advance box to set an advance of from 1-99 days for this event. When advance day arrives, a floating event is created that counts down the days to the event itself.

Tap on Note button to edit, or create a new note for, this event (or tap on note icon in day view).

Tap on private checkbox to mark this as a private event. You can hide all private events from the **security** application.

Specify the category for this event. Newly created events are put in whatever category you define as the creation category in the **Preferences dialog** (default: **Unfiled**) Use categories to separate personal and business calendars, or calendars or other people.

Select **Done** to mark an item complete, or **Struck** to mark as done **and** mark with strikethrough text.

Check this box to make this a **Floating** appointment which will move day by day until checked off.

Tap on Delete button to delete event.

Tap on this button to bring up Icon selection dialog.

Tap on this selector to right of **Location** icon to set or edit the location for this item. This field is only present if you are using a PalmOne device with its proprietary Calendar database instead of the standard Palm OS Datebook database.
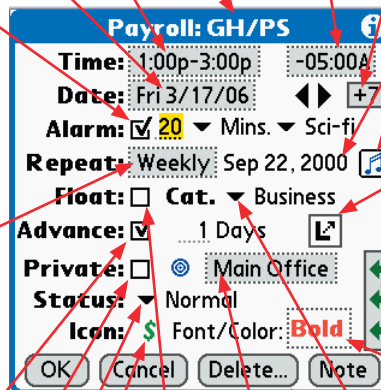
ToDo Details Dialog

Specify the category for this ToDo. Newly created ToDo's are put in whatever category you define as the creation category in the **ToDo Preferences dialog** (default: **Unfiled**) Use categories to separate personal and business calendars, or calendars of other people.

Scheduled due date for ToDo. Tap within dotted region to bring up selection list (Today, tomorrow, this Friday, next Monday....Choose Date) to set date.

Tap on private checkbox to mark this as a private ToDo. You can hide all private ToDo's from the **security** application.

Tap **briefly** on Time Selector to set an alarm and enter the actual time that you want the alarm to sound for this ToDo. You can also select a custom alarm sound from the popup list that appears when you check the alarm box.
TapAndHold on the Alarm Selector and a duration dialog appears so you can set an alarm to go off at the specified HH:MM in the future (as opposed to being at an absolute time of day).

Tap on the repeat selector to set a repeat for this ToDo. When the box is checked, the standard **Repeat** dialog appears where you can set the attributes of the repeat..

When the ToDo is checked off, a copy of the checked-off ToDo is left on that day and the repeat ToDo is rescheduled to the date of the next repeat.

Select the priority for the ToDo in the range of 1 (highest) to 5 (lowest).

Select the urgency for the ToDo in the range A (highest) to D (Lowest) or leave blank.

Edit the text of the ToDo in the 3-line edit window. This is mainly for the split-screen view as you edit ToDo's in place when they are displayed in integrated mode. The display may be only two lines if you have a large font size selected.

Description field of the ToDo whose details are being modified.

Tap here to set font or color of this ToDo. Large/Large bold fonts only appear in day view, integrated display.

Quick date reschedule: left arrow goes to previous day, right arrow goes to next day, +7 button moves it forward 7 days. Up/Down buttons also work.

Tap on checkbox to mark item as done (resets font).

Tap this button to play alarm sound

Tap on this button (shows actual icon or text: 'Icon') to bring up Icon selection dialog.

Tap on Advance field to set an advance of from 0-99 days for this ToDo. This determines when ToDo is first displayed **and** applies to the alarm setting **and** overrides any global advance. Allows you to set a "start date" for a ToDo.

Tap on Note button to edit note of this ToDo (or tap on note icon in day view).

Tap on Delete button to delete ToDo.

Note: when you check off a ToDo, DateBk6 will change the font back to normal, on the grounds that any emphasis that you wanted on that ToDo is no longer needed once it is completed.

Time Selection Dialog

Tap on Start time or end time push-button to indicate what you are setting the time for.

Tap on **Now** to set the current time.

Tap on **No Time** to mark the event as an untimed event.

If the Start Time was selected when the **Duration** button was tapped, the duration is added to the Start Time to compute the End Time. If the End time was selected, then the duration is subtracted from the End Time to compute the new Start Time.

TIP: you can use graffiti (or keyboard) to enter a time—just start stroking the digits of the time—use a/p for am/pm and ENTER to close the dialog. On a 24 hour clock you may need a leading 0 (such as in 01:15).

Date Selection Dialog

Tap briefly on the day to select it and close the dialog. If invoked from a weekly view, an entire week will be highlighted in the main calendar. If invoked from the monthly view, just tapping on the month will select that month and close the dialog.

If you **TapAndHold** on the day, a popup list will appear with all the appointments and ToDo's on that date. This is the same popup list that appears in the month, 4-month and yearly views.

Date Picker can optionally display week numbers (the small numbers in the left margin). **Note**: this feature is not supported on Handera devices.

Note: This is **not** the standard OS Date Picker dialog. However, there is a preference setting in the **Date/Time** tab in the main preference dialog that can use the standard date picker if you prefer (viz. you are using a special hack that hacks at the standard Palm OS Date Picker, like Luach).

Return key (or return graffiti stroke) will move from Start time to end time, and from end time to closing the dialog.

Use left/right arrows to select year, or tap on year in the middle to display a dialog where you can enter the year directly.

Today is displayed with a frame around it. Currently selected day is displayed in reverse.

If you don't need times to the nearest minute, tap on the word '**Minutes'** and you can remove this last column (tap again to restore it).

Use right most column to select a time at an interval other than five minutes.

Tap on **Day** to set start time to starting hour, and end time to ending hour

Select hour—note that left column has morning times and right column has afternoon/evening times.

Hours outside of your start/end time for the day are shaded on color and gray scale devices.

On monochrome devices, hours are shown in a lighter font.

Week Selection: If you have Monday as the start of the week in the weekly view, but Sunday as the global start of the week, tap in the middle of the week so you can be sure of staying on the same week.
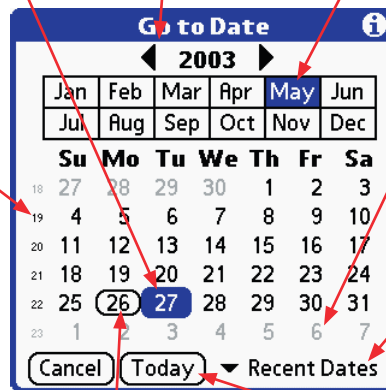
Tap on month to select. Tap on Jan when selected to go to Dec in prior year, or Dec when selected to go to Jan in the next year.

Days outside the current month are displayed in light gray (or lighter font). You can suppress that display (**Date/Time** tab in Preferences).

Tap on popup list to display the last ten dates that you picked in this dialog.

Tap to select Today. **However:** remember that you can go to today in any view by tapping the view button corresponding to the currently displayed view!

Repeat Dialog with Daily Repeat

1 means the event repeats every day. 2 means every **other** day, 3 means every third day, etc.

If event repeats forever, leave this at **No End Date**, otherwise tap on popup trigger and select **Choose Date** to bring up date Picker to specify end date for repeat, or select **# Occurrences** to specify the number of occurrences for the item and DateBk6 will calculate the end date for you. You can also change the date with the arrows and +7 button.

If this is a daily event that runs continuously from the start time on the first day to the end time on the last day, check the **Event spans midnight** button so DateBk6 treats it as a single, continuous event.

If this is a Floating Event or a ToDo, this checkbox displays **Reschedule from Checkoff instead.** If checked, then the next date for the event is computed from the date you marked it complete (today) rather than the originally scheduled date. Use this for things like oil changes and haircuts that need to be done a certain number of days after the last time they were completed rather than on specific dates. The 'Repeat' selector in the 'Item Details' dialog will display the word "interval" to indicate this option. This feature requires that links not be suppressed.

Select repeat interval first by pushing appropriate push-button.

Quick end date reschedule: left arrow goes to previous day, right arrow goes to next day, 7 button moves it forward 7 days. Up/Down buttons will also move the date backwards and forwards.
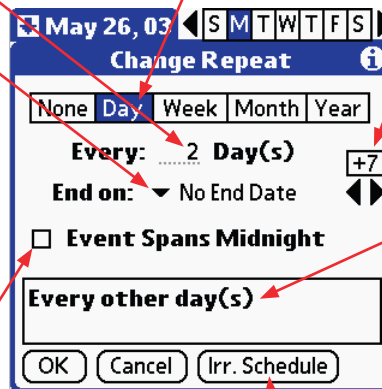
This box shows you how the event will repeat based upon your selected options.

Use this button to set an irregular schedule. DateBk6 will create multiple events, but you can create them very quickly here by just repeatedly tapping on days in the Date Picker dialog until all days have been selected. Then tap the **Done** button in that dialog when you are done. Each instance that is created is linked to the original event so you can quickly retrieve the occurrences in the list view (see **Find Items Linking to this** and the block commands in the list view. DateBk6 will display the selected days in the box just above the buttons. Although there are no scroll bars in that window, you can scroll the display by tapping and dragging on the window.

This command can be used on a non-repeat event to duplicate the effect of the **Copy Item** command with the additional feature of automatically linking the item back to the original event - this can be useful for scheduling followups to an original event.

Note: every time you schedule an event, it is **immediately** created in the database, so if you cancel out of the repeat dialog itself, those prior repeat events will still be there.

Note: DateBk6 creates a copy of the **original** event—it does **not** include any potential attribute changes that may be pending in the Details dialog (but not yet finalized). So make sure the event has all the proper attributes **before** calling up the Details dialog to use this feature.

Note: To have a daily repeat skip weekends (or any other days), make the repeat a weekly repeat (see next section) and then select the days for it to repeat on.

NOTE: If you make a change in the details dialog to a repeat event, you will often be asked if you want the change to apply to **Current** (i.e. **only** the current occurrence), **All** (every occurrence), or **Following** (i.e. the current occurrence and all following occurrences). If you make a change without using the Details dialog, that change will generally affect **All** occurrences of the repeat event (for example: changing an icon or alarm setting from the day view directly). See also the **Make Exception** command which changes an occurrence into a non-repeat event so you can, for example, delete or change just one occurrence of a repetitive meeting.

Repeat Dialog with Weekly, Monthly or Yearly Repeat

The weekly repeat works like the daily repeat. Select the day or days you want the event to repeat on.

Note that you can use the weekly repeat as a kind of daily repeat—for example, to repeat an event daily but skip the weekends, make it a weekly repeat on all days **except** Sat/Sun.

Weekly Repeat

Monthly Repeat Dialog & ToDo's.

There is an obscure issue with monthly repeat ToDo's that repeat on the 29th/30th or 31st days of the month. In order for DateBk6 to be able to reschedule to the explicit day of the month after having scheduled it for an earlier day in a month that had fewer days, it is required that there be an explicit end date on a month which has the correct number of days. For example, if the ToDo repeats on the 31st of the month, then the end date must be on the 31st of a month. Using *No End Date* will not work.

The Monthly repeat can either repeat on a specific day of each month (select the **Date** push-button on the **Repeat by:** line as shown above right) or on a specific day or a week within a month (Select the **Day** push-button as shown below right).

On a Date repeat, the event will appear on the last day of the month if the scheduled day does not appear in that month (viz. repeat on the 31st would appear on June 30th).

The **Day** type repeat handles a meeting on the first Tuesday of each month for example. Use an interval of 12 to handle yearly repeats on a specific week of a specific month.

If you select the fifth week, the repeat is set for the last week of the month. If you select the fourth week in a month that has no fifth week, you will be asked when you exit the **Details** dialog (not the repeat dialog) if you want the repeat on the **4th** or **last** week of the month.

Monthly Repeat

Yearly Repeat

Use the Yearly repeat for events that repeat yearly on a specific day of a specific month. For yearly events that occur based upon the day of the week, use a **monthly** repeat with an **interval of 12** (12mo=1yr). That way you can handle the 2nd Tuesday in February, etc.

Alarm Manager Dialog

The Alarm Manager dialog can be invoked from two views: In the Today View by tapping on the Alarm Icon on the bottom line of the display, or by using the menu option: Alarm Manager in the Record Menu in that view. The second place is in the Day View as one of the options on the popup list invoked when the *New* button is tapped.

It may take several seconds to build the full list of alarms if the database is large. However, you can stop the display at any time by tapping on the screen or pressing a button.

The main list shows up to 50 up and coming alarms set in the calendar database. Tap on any item to select it and tap again to bring it up in the Day View's Details dialog so that changes can be made.

This entry here shows how much time will elapse before the next alarm goes off. This will always refer to the **first** item in the above list.

Tap here to silence all alarms until a specified date and time. When this checkbox is checked, DateBk6 will first bring up the Date Picker dialog so you can specify a Date and then bring up the Time Picker dialog to you can specify a time. All alarms will be silent during this time

Tap on scroll arrows to look at future alarms (up to 50).

Tap this button to kill all future snoozes that have been set. Regular alarms are not affected - only pending snooze alarms are removed.
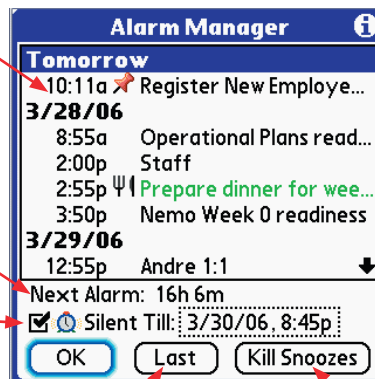
Tap this button to repeat the last alarm that went off. This is very useful if you inadvertently dismissed an alarm, as after doing this you can then snooze it to a future time.

Silencing Alarms

There are several different ways in which alarms can be silenced in DateBk6:

- Using the *Silent Till* feature in the Alarm Manager dialog (see above). This will still result in Alarm Dialogs appearing, but there will be no sound associated with them. If you have selected Vibration or LED flashing, that will still take place.

- Using the Category profile to either silence alarms or ignore them completely. You can set up a Saved View in which all categories are set to *None* for alarms, then no alarm dialog will even appear.

- Using the special **<NoAlarms>** Meta-tag in the note field of an event that has an alarm set on it. In this case, when the alarm goes off for the event, DateBk6 will take the end -time of the event and use that to preset the *Silent Till* feature in the Alarm Manager. This provides a useful way of silencing alarms for an important meeting, or silencing alarms on a regular basis at a specific time (since you can set up an event with a repeat specification). Note that the event **must have** an alarm set on it for this feature to work. However, you can set a custom alarm sound of *None* for this event so even though it has an alarm, no sound will occur (but the dialog would appear).

Alarm and Snooze Alarm Dialog

This is the text of the event or ToDo. A + character separates the note from the description. The description is in bold and the note is in standard font. Any explicitly-assigned color will be displayed (but not colors set by association). If there is a location field that will also be displayed.

Date and time of the event or ToDo.

Tap on **OK** button to acknowledge and dismiss the alarm.

The Edit button will take you directly to the Details dialog of the Day View with the event that tripped the alarm selected. This is especially convenient if you wish to re-schedule the event that tripped the alarm, or delete it. Exception: if there is another pending alarm(s) waiting to sound, an alert will appear and you will have to acknowledge the other pending alarm(s) first. **Note**: The Edit button will not be displayed if the event is a private event and you have private events hidden.

Snooze the event alarm for the designated amount of time. This button's value can be set in the *Alarm* tab of the main Preference dialog

This is the time that the alarm originally went off. It does not get updated if you do not acknowledge the alarm.

Normally you will have the **Now** push-button selected so the snooze time is added to the current time.

However, if you select the **Start** push-button, the snooze time is subtracted from the event's start time to determine the new time for the snooze. Example: you set an alarm to go off 24 hours in advance of an event and now want to snooze it until one hour before the event. Select 1h in the popup list, check this box and then tap the **Snooze** button.

The **End** push-button indicates that you want to snooze before the ending time of the event.

If you want to snooze an alarm for a period other than the default on the bottom right button, select the time from this pop up list and then tap the **Snooze** button below it.

Other allows you to select any 5 minute interval from 5m to 23h55m. **Clock** allows you to pick a specific time of day to snooze the alarm to.

If there are two or more alarms that went off at the same time, an **All** button appears here which you can tap to snooze all alarms.

Note for all Palm OS users: If you run DateBk6 and encounter a problem with doubled alarms coming from the built-in Datebook or Datebook+ application, this usually indicates that the Palm OS is corrupt and that DateBk6 is not getting the proper broadcast which allows it to squash any of those alarms. Also to avoid duplicate alarms, DateBk6 intentionally sets its alarms five seconds ahead of the built-in application, to ensure it gets in there first at which point it will again remove any alarms set by that application.

Menu Options: There is a useful menu option in this dialog. Tap on Window Title or tap the menu button:

Dismiss All Alarms: All pending alarms are dismissed.

Note that if there are two or more pending alarms, this information is displayed in the window title and an **All** button appears beneath the **Snooze** button so you can also snooze all the alarms too.

Preference Panel — General

In all views, there is a **Preference** item in the **Options** menu that brings up a global preference panel that handles preferences that affect two or more views (most of them affect all views). The Preference dialog has multiple sections which are selected by tapping on the title bar to the right of the down-arrow, or by tapping the **More** button.

The twelve sections are:

- **Appts** - items of a general nature, primarily concerned with appointments
- **ToDo's** - items specifically covering the display of ToDo items
- **ToDo Sorting** - items that cover all aspects of sorting/displaying ToDo's.
- **Views** - items covering the views in general (startup, display, buttons, high-lighting, blinking)
- **Alarms** - items covering alarms (defaults, sounds, frequencies)
- **Time Zones** - items covering the Time Zone feature
- **Date/Time** - items covering the display of dates and times (formats, start/end times, start of week, week #'s)
- **Split Screen** - items covering the display of the split-screen window (defaults, size, what displays)
- **BeamRcv** - items covering the reception of beamed events
- **Birthday Settings** - items covering the display of birthdays from the Contacts Database (PalmOne devices only)
- **Popup List Settings** - allows you to specify which commands are included in the context-sensitive popup lists
- **Advanced Settings** - items covering special settings (such as maintaining historic compatibility, device hardware)
- **More Adv. Settings** - another panel like the one above.
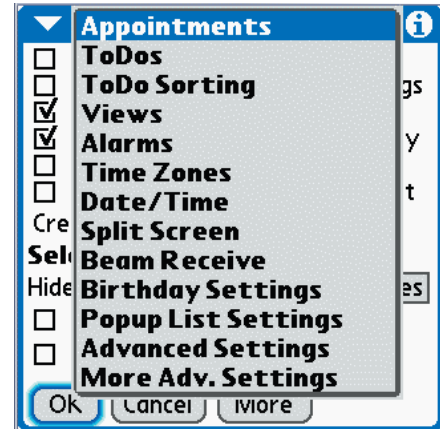
Every panel has an *Info Tip* (the 'i' in the circle), which provides useful information if you have installed the on-line help. All the changes that you make are remembered but not locked in until you **finally exit** out of either a preference panel dialog, a View Display Options dialog, or the category selection.
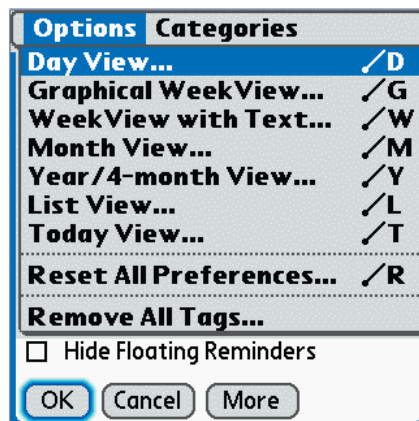
The **Preference** dialog has its own set of menus.

Note: To tap on the title bar to bring up the menu, you need to tap to the **right** of the legend for the menu to appear, otherwise, the popup list of panels appears instead.

First, you can go directly to the View Display Options preference dialog of **any** of the seven major views.

The **Advanced Settings** item allows you to change some preference settings that are primarily concerned with backwards compatibility or providing some functionality that had previously been provided by hacks in earlier versions of the Palm OS (see page that follows the descriptions of these eight tabs for details on this dialog.

The **Reset ALL Preferences** option will reset all the preference settings in DateBk6 back to the "Installation Defaults" - i.e. the values that DateBk6 uses when it is first installed. This option will **not** cause the deletion of nor modify any of your saved views. It will also not cause your registration (if you are a registered user) to be lost. In this way, it is a much safer way to reset the preferences than deleting the DateBk6DB preference database which causes both the registration and the saved views to be lost.

The **Remove All Tags...** is used to remove **all** DateBk6-tags in appointments (the @@### style tags). **Never use this unless you will no longer be using DateBk6!**

The second Menu slot is **Categories** which allows you to directly access the category selection dialog for any one of the four major databases. The **Restore Appt Categories** command will use a backup copy of the category names (taken whenever they change) and will use that to overwrite the current category name table. Use this if the conduit has hiccoughed and destroyed the category name table.
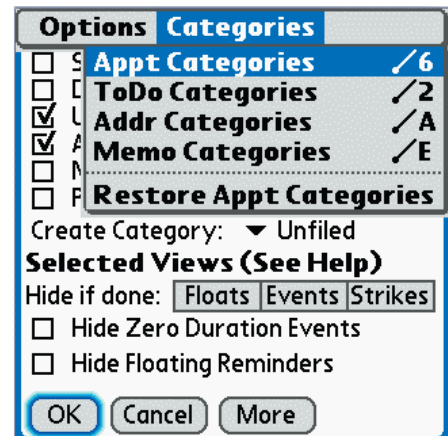
Preference Panel — Appointments Tab

If checked, DateBk6 will sort both the Appointment and ToDo databases after a hotsync. You will need to set this option if you use a 3rd party app to remove the built-in datebook application. It's also helpful with a buggy conduit (Initial versions of Intellisync Lite need to have the database sorted here).

If checked, a confirmation dialog will appear whenever you delete an item.

If checked, the advance created for a timed appointment will be untimed and any alarm will be removed from the advance.

If checked, DateBk6 will move to a new day if you change the date of a selected item, or will force a category to display if you move an item to a hidden category. Note that this affects both appointments **and** ToDo's.

If checked, a non-Roman language is assumed which will cause DateBk6 to turn off certain default optimizations for Roman languages.This primarily affects the second weekly and list views.

If checked, when you make a preference change, DateBk6 will prompt if you want to save that change to your saved views. **Prefs.** refers to Preference changes only.

If checked, DateBk6 will not display a lock icon for private events that are displayed or masked.

If checked, DateBk6 will display a warning when you mark an item private and private events are being displayed

On a Gray scale device **only**, there is a checkbox here **No Grays** which will disable gray scale support (some devices such as Handera are slower and use more battery power in gray scale mode

Cat... if checked indicates that all category changes (visibility only) should display a prompt to allow you to update all your saved views with those changes.

Create Category specified what category all newly created regular and floating events are placed in.

If pushbutton is selected, that item type will be hidden when it is marked as done. This preference only affects the Day and second weekly views.

This button pops up the list of all preference panel options (useful on keyboard devices since popup list is in window and not accessible otherwise).

If checked, floating reminders in the Monthly and both weekly views will be hidden. This does not affect any other view and only **Reminders** are hidden, not all regular floating events.

If checked, events that have no duration will not be displayed **except for** the Day and List views which are not affected by this option.
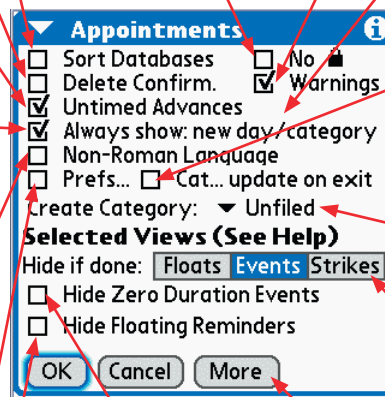
Using non-standard Fonts. If you are using non-standard fonts with a hack like FontHack, you may see some display problems in the second weekly view and list view. In that case you should try selecting the non-Roman Font option as that may cause the font to display better.

Preference Panel —ToDo's

Hide Urgency if checked will not display the urgency attribute for ToDo's.

Hide Category if checked will not display the category name for ToDo's in the split-screen display.

If checked, DateBk6 will remove the Tilde flag from undated ToDo's.

If checked, DateBk6 will display undated ToDo's on all days. If unchecked, undated ToDo's are only displayed in Today's schedule.

If checked, ToDo's that have an advance date will display on all days from the earliest advance date up to and including the due date.

If checked, ToDo's will be included in the popup lists of the month/4-month/year and Date Picker.

If checked, when a ToDo is crossed off it will assume today's date. If not checked, the ToDo retains its original due date regardless of when it was crossed off.

If checked, when a ToDo is crossed off, a Time-Stamped entry is made in the **Daily Journal** entry for that day (creating one if necessary). This preference setting also applies to Floating events that are crossed off (as they are really a type of undated ToDo).

If checked, the priority of ToDo's will not be displayed.

Def. Priority sets the default priority level for the creation of New ToDo's.

Def. Urgency sets the default urgency level for the creation of New ToDo's.

Create Category sets the default category into which all new ToDo's are created.

Advance Display sets a default, global advance for all ToDo's. If you set an explicit advance for a ToDo, it will override the default advance set in this dialog.

You can set an advance of from 0 (none) to 9 days. The + sign means that ToDo's should be advanced to all days prior to the due date. Effectively, this will cause all ToDo's to display in today's calendar, regardless of their future, due date.

Note: The list view has its own set of preferences for hiding and displaying ToDo's and is thus not affected by the preferences for things like hiding undated or completed ToDo's.

Note: the "Always show: new day/category" preference item in the Appts tab (prior page) **also** operates on ToDo's and may be a useful option if you have to reschedule a lot of ToDo's at one time.

Hiding Completed or Undated ToDo's: In DateBk6, completed ToDo's are now hidden in the **ToDo Sorting** Preference panel, as there is now a feature to hide ToDo's based on almost any attribute. This also applies to undated ToDo's which would be handled the same way (just set the **Hide** attribute in the ToDo Sorting panel for that attribute.

Preference Panel —ToDo Sorting

The ToDo Sorting preference panel allows you to sort ToDo's on up to twelve separate attributes. The list on the right side of the dialog specifies the order in which the sort is carried out. In the example below, ToDo's will first be sorted by Urgency in Ascending order. ToDo's that have the same urgency setting will then be sorted by priority and those at the same priority level will then be sorted with Past-due items first, then items due today, then items whose advance date has passed followed by items that are not yet due. If items match on the date setting, they will then be ordered so undated items precede dated items, etc.

Due Soon refers to a Todo whose due date is in the future, but which has an advance which precedes or matches today (for example, a ToDo due a week from now with an 8-day advance setting would be **Due Soon**. **Not Due Yet** refers to ToDo's whose due date is in the future, and whose advance date (if any) is also still in the future.

The **Hide** button is only displayed if it makes sense to hide items based upon the currently selected attribute. For example, it would be hidden if **Priority** were selected as all ToDo's have a priority, so it would make no sense to hide ToDo's based upon priority since it would hide all of them. On the other hand, it makes a lot of sense if the **Completed** attribute is selected as that would then hide all completed ToDo's (something one commonly wants to do).

Sorting by Category compares items alphanumerically by the name of the category the items are in. Sorting by Icon uses either the order of the icon in the icon database (if tracking icons by index position - the default), or by resource ID if the **Track Icons by Resource ID** preference is set in *Advanced Settings*.

Keep in mind that elaborate sorting will slow things down if you have a really large ToDo database. For example, after every hotsync, DateBk6 has to re-sort the database based upon these settings. Note that there is a special flag in Saved Views that determines if the ToDo database has to be re-sorted (because you may have different sort settings in each view). If you don't care that much about the sort order when a particular saved view is being invoked, you can speed things up by setting the preference option to avoid re-sorting the database.

Tap here to move the selected item to the top of the list.

Tap here to move the selected item up by one position in the list.

Tap here to move the selected item down by one position in the list.

Tap here to move the selected item to the bottom of the list.

Select **Ascending** to sort items with this attribute in ascending order.

Select **Descending** to sort items with this attribute in descending order.

If it makes sense to hide items with the currently selected attribute, then the **Hide** button is displayed and can be used to hide all items that have that attribute. For example, to hide completed items, select the **completed** attribute and then tap the **Hide** button.

Tap on item in list to select the attribute you want to modify
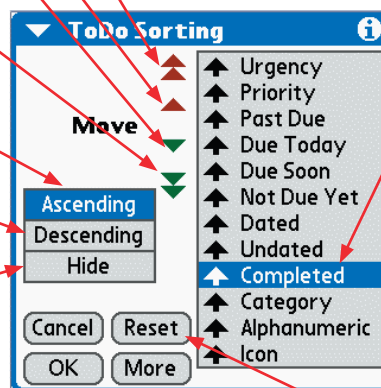
Tap **Reset** button to reset the sort preferences to the standard default.

Preference Panel —Views Tab

DateBk6 starts with the Day View by default, but you can select any one of the seven major views to start with. The circular arrow means return to the last view and last date that was displayed. The diamond means use a saved view with the name **Startup**. **T** is the DateBk6 Today View.

Highlight any **six (or fewer)** buttons in this view to be displayed at the bottom left in every view for navigating between the views. This allows you to remove views you do not use or to display the Saved View button for quicker access to saved views.

Highlight views that the Datebook button will cycle through. If you primarily use just two views, you can just highlight those two views and then toggle conveniently between them.

There are four popup lists (**Date**, **Addr, ToDo** and **Memo**) to specify which of the four hardware buttons at the bottom of the Palm device are associated with that application/database. The buttons are numbered 1-4 from left to right. If you assign a dash (as in *Memo* above), DateBk6 will completely ignore that button. Otherwise, it will use that button to open a split-screen (Addr/ToDo/Memo), or to cycle through the views (Date). If you disable the Datebook button, that button will always launch your startup view with today's date.

If you never plan to use the Split-Screen feature in DateBk6, you should Set **Date** = **1**, but then set the other three popup lists to the dash, so those buttons are ignored by DateBk6.
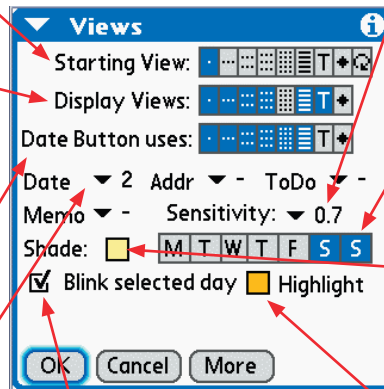
Sensitivity determines how much time should elapse between a double-tap of one of the hardware buttons so that it invokes the native database rather than open up a Split-Screen. If you have difficulty double-tapping, try a longer value in the popup list.

You can provide a background shade for selected days in all views (except the Day View), by highlighting these pushbuttons.

Tap the colored button to change the color used to shade the days selected to the right of this button.

Tap the colored button to change the color of the highlight used in the split window, list view and other places where color is used to signal that an item has been selected.

If checked, today's date will blink in the weekly, monthly, 4-monthly and yearly views. This preference setting defines the **default** action when the view first appears. You can toggle the blink setting locally for that view by double-tapping the graffiti area (as you would write a period - or by pressing the period or spacebar key on a keyboard). However, when you next enter that view, the blink setting would be reset to whatever this preference specifies.

Note: Many new Palm OS devices have the calendar function on the **Second** hardware button and will therefore want to have set **Date** = 2. **Sony UX-40/50 Users** will want to put a '3' into the popup list to use the engraved datebook button. **Tapwave Zodiac** users may want to try different settings here as this device has several buttons.

Preference Panel — Alarms Tab

Normally, this checkbox will be checked as you will want DateBk6 to handle alarms. However, if there is a hack which does not work with DateBk6's alarms, you can uncheck this box so that the built-in date-book application handles alarms. This setting is not recommended if you are using timezones as it will cause some alarms to be missed.

Vibrate/Flash: On OS 4.0 and later and on devices that support this feature, check these boxes to enable these special alarms.

Untimed Alarm: specifies the default time at which the silent alarm on untimed events should sound. You can make an untimed event sound by assigning a custom alarm to the event.

Def. Snooze sets the default time for the big Snooze button in the Alarm dialog (5 min is the normal default value).

Add 24h: This option adds 24 hours to untimed events **IF** there is an advance value. This is more for compatibility with DateBk3 and people who used that function in DateBk3 as the ability to set a default alarm time for untimed events largely supersedes this option. By adding 24 hours, it makes it possible to put an advance on an item **and** have the alarm ring during the day (otherwise the advance would always sound in the prior day.

Sony Clie Users (OS4 only) also have access to the PCM Sound library which contains WAV type sounds. You can convert WAV sounds on the desktop using Sony's desktop sound utility.

Check this box to set a different default alarm preset (default is 5 min) for events. If the box is left checked, alarms are applied to all events. If unchecked, the default preset value you set here will be used but no alarm is applied to the event. This default alarm setting only applies to regular events and **not** to floating events.

Tap on this selector to bring up the **Alarm Sound Selection Dialog** (see below).

Remind Me: If you don't acknowledge an alarm, this popup specifies the number of times that DateBk6 will remind you about the alarm.

Play Every: specifies how much time elapses between reminders when you don't acknowledge an alarm.

Play # times: specifies how many times the alarm sound should be repeated to make it more noticeable. The first alarm is generated **before** the alarm dialog appears while the remaining alarm sounds are generated after the dialog appears. You can stop the repeat alarms from sounding by pressing down on the screen until the alarm stops.

The Alarm Sound Selection is displayed when you tap on the selector legend: *Tap to Select...* and* allows you to select the default sound for appointments and a different sound for ToDo's. You can pick a default sound for when an alarm goes off, after it has been snoozed, and also the reminder sound (which sounds if you do not acknowledge an alarm). This way you can tell just from the sound what kind of alarm is going off. To hear the alarm sound, tap on the button with the musical note symbol - this allows you to change alarms silently.

The first checkbox allows you to use the left two hardware buttons for the dismiss-alarm and snooze-alarm functions (helpful if screen has a hard plastic protector - like the Tungsten or Treo). Normally, the center button of the Tungsten Navigator device is disabled in the alarm dialog and keyguard enabled (Treo600). Checking this box disables keyguard (treo600) and allows the center button to dismiss an alarm. The second checkbox allows alarms on private events to be displayed (they are normally hidden).

Preference Panel — Zones Tab

This panel is covered in the section Time Zone Management.

Preference Panel — Date/Time Tab

Tap on selector to set the new start and end times for the calendar display. Note that you can set these two times to be equal if you want to remove all the blank time slots in the Daily View.

Specifies use of Palm Standard Week #, or a custom week number that you provide (see below for details).

Tap on the popup list to set the short time format used in the weekly view with text, the list view and the popup list.

This popup list sets the default starting day of the week for DateBk6. Note that you can pick **any** day of the week to start on. This affects all views except the weekly views (see below).

This popup list sets the default starting day of the week for the graphical and weekly views with text. Note there is a **Today** option that always starts on today.

Include Wk# if checked, will include week numbers in the Date Picker, the monthly and weekly views and in the popup lists.

Initial Time, if checked will display the time of day briefly whenever you first run DateBk6.

This popup list allows you to use the standard Palm OS Date Picker (**OS Date Dialog**), or the DateBk6 advanced Date Dialog (**DateBk6 Dialog**). **DateBk6 all days** is the DateBk6 Date Picker which also displays out of month days in a light font or light gray.

This popup sets the time delay for the TapAndHold feature. Set it to a value long enough to avoid it triggering when you just mean to briefly tap, or set to **Off** if you don't want to use this feature.

Float Advance…: At the start of each day when you first run DateBk6, you will see a **Scanning** message as DateBk6 performs daily housekeeping (such as moving all floating events to the next day). You can have DateBk6 do this automatically when you are asleep by setting a time here. DateBk6 will then wake up, do the housekeeping and then let the machine automatically power off. If you have a default alarm time for untimed events, you should make this time **precede** that alarm time (so alarms on untimed floating events are seen on the correct day).

Tap on **No Time** button in the time dialog to disable this feature and reset this preference back to **No Time**.

This update/scanning operation will also be performed after each HotSync.

Note on Date Picker popup: If you are using Luach or some other hack that hacks at the Date Picker dialog, you may want to set this to **OS Date Dialog** to use the standard OS Date Picker so the hack will work properly.

Note on Week #: This preference option also affects the graphical weekly view. **Palm std.** uses the same week numbering scheme as the Palm OS. There is an ambiguity in the ISO standard for Week #'s when the week starts on a day other than Monday, so these week numbers may not perfectly agree with what you are used to. **Custom** displays the Date Picker dialog and allows you to pick the starting week of the current year and the following year. Use this option to match your week numbers to some other system, match weeks in a fiscal year, track weeks into a pregnancy, weeks in a special project you are working on, etc.

Preference Panel — Split Tab

Tighter Lines: DateBk6 can display more items in the SS window by using less space between the lines (not recommended for non-Roman languages).

Zip,City: If checked, DateBk6 displays the zip/postal code before the city name (European style).

Addr DB: If, and **ONLY IF** you are using a third party addressbook application that itself sorts the database this way, check this option. Otherwise it will cause *'unnamed'* entries to appear everywhere!

Telephone Number: If checked, DateBk6 includes the telephone number for the contact.

Always open: If checked, DateBk6 will make sure that the addressbook database is always displayed in the split-screen window.

Display Find: If checked, DateBk6 will always open up the Find dialog as soon as the Addr button is pressed.

Focus on SS: If checked, DateBk6 will always put the focus on the split-screen window when opened and select the top line. The Up/Down buttons will then page the split-screen window rather than move from day to day or scroll the calendar. Tap anywhere on the calendar window to have the focus switch back.
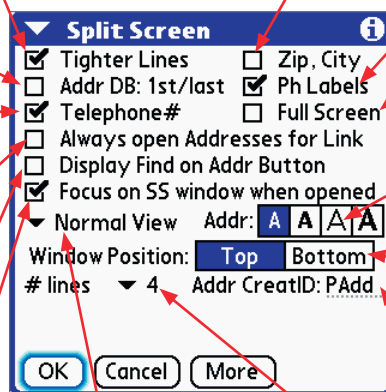
Include Phone Labels: If checked, DateBk6 includes the label associated with a phone number

Full Screen: If checked, DateBk6 just toggles between hidden and full screen display (no partial window).

Font Selection: Specifies the default font to use in the Address Details screen, when 1 record is displayed.

Window Position: Specifies whether the SS window is to be at the Top of the screen (above the appointments), or at the Bottom of the screen.

Addr Creat ID: Specifies the Creator ID of the Addressbook application you are using. 'addr' is the built-in Addressbook See notes

# of lines: Sets the number of lines in the SS window. You can also size the window dynamically by dragging the tiny nub, but some may find it easier to just set it from the popup list in this preference.

View Mode: on high-rez devices, you can also select Small or Tiny mode as well as normal which will display all split-screen items in a smaller font. Only OS5 devices and OS4 devices supporting the Palm High Density mode are supported (OS4 Clie's do not have this support).

Other Useful Tips

- If you don't like using split-screen, make sure that the popup lists for **Addr**, **Memo**, and **ToDo** have a hyphen displayed in the **Views** tab of the main DateBk6 Preference panel (Options | Preferences in any view).
- When the full screen display of a single addressbook item appears, you can tap **anywhere** in that display to dismiss it, or tap **Go To** button to invoke the same screen in the addressbook application to edit the record.
- You can delete items in any database in the SS window—just select the item and then select **Delete** from the Record menu. For other functions, such as beaming, you will need to use the actual ROM application.
- Use DateBk6 to edit the note fields in the Address and Memo databases as you then have the very useful Restore button.
- When displaying ToDo's in the SS window, you can display categories and control the sort order by going into the ROM ToDo application and sorting items there the way you want (DateBk6 will use the same sort order).
- You can do a quick search through the address list by typing in characters of the name (as you can do in the built-in addressbook application). To do this, first tap anywhere in the split-screen window to select a line (so that your subsequent keystrokes are not treated as an attempt to enter a new event—note that there is an option in split-screen preferences to automatically select the top item when you open the window). As you type characters, a small window opens up to display the characters typed, and DateBk6 will attempt to match entries in the database as you type. This will also work with the memo database although it is only useful if you sort the memo database in alphabetical order. If you make a mistake, you can just stroke a backspace character to erase the last character typed in, or stroke a cursor-left (i.e. stroke right-to-left/left-to-right) to clear the window.

Preference Panel — BeamRcv./Import Tab

This preference panel handles new items being entered into the calendar either from beaming or from the vCal import command in the list view.

If **Same as Sender** is selected, all events appear in a category that has the same name as the sender. If there is no such category, the events are put in **Unfiled**.

If **Override Sender** is set, you can then select a category from the popup list below and all beamed/imported events will be forced into that category.

If the **Predelete all events in Category** checkbox is checked, then DateBk6 will pop up a confirmation dialog that, if confirmed, will delete all events in that category prior to receiving new events. A second confirmation dialog will appear if the destination is the **Unfiled** category (just to avoid error!). Events deleted using this feature are **not** archived.

This is handy when categories are being shared on a regular basis. See the section on **Sharing Calendars** for further information.

If the **Remove Icons and Colors** checkbox is checked then explicit icon assignments and colors on incoming events are removed. This often makes sense since Icon collections and color palettes are likely to be different on the two devices so different icons or colors would appear on the beamed event. It's also convenient when sharing calendars and you want **all** events in the other person's calendar to appear with a specific icon in a specific color.
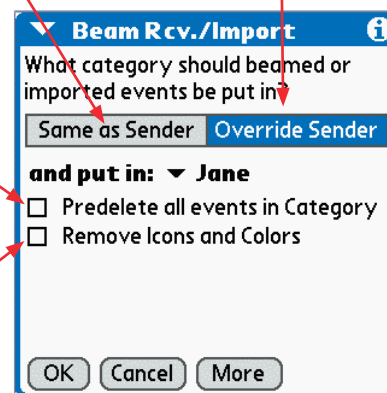
Preference Panel — Birthday Settings

Newer PalmOne devices use all proprietary PIM databases instead of the standard Palm OS databases that have been used on all other Palm OS devices up till now. The reason this is not apparent to most users is that PalmOne provided a substantial patch to the Palm OS to kludge a compatibility solution whereby they provide phantom databases that pretend to be the standard Palm OS PIM databases. This does not work very well (and is just about useless on NVFS devices due to unacceptably slow performance) which is why DateBk6 was modified to also use these proprietary databases directly.

The proprietary Contacts database now has a field to put in Birthday information which is also synched with the Birthday field in the Palm and Outlook desktop applications. A special index database is created by that application, and DateBk6 (like the built-in calendar application) will read this database and then include the birthday record in the calendar.

This preference panel allows you to specify a font and foreground/background color for birthday items and also an icon - that way they can be readily recognized.

Tap on this button to bring up the icon selection dialog to set the default icon to display on birthday items

Tap here to select a default font and/or foreground/background color for birthday items.

Tap on this button to rebuild the birthday index database. Sometimes this database can be corrupt, so if you suddenly don't see any birthday entries, rebuild the database first as that will likely correct the problem.

Check this box to display all birthdays from the Contacts Database (newer PalmOne devices only) even if the birthday is for a contact that is in a category that is currently hidden in DateBk6.

Useful Tips on Birthdays

- If you set the correct starting year for the person's birthday, then DateBk6 will display that person's age (or the anniversary year) in the calendar. You will find it much easier to set that year using DateBk6's date picker because you can tap on the year and then just keyboard the two or four digit-year directly rather than having to press the left arrow 70 times for someone who is 70 years old(!). Just tap on the birthday entry from within DateBk6 and tap on the date in the birthday Details dialog. Note that only years on or after 1904 can be entered. To enter items earlier than that and have the correct anniversary/age show up, you would have to use DateBk6's anniversary feature.

- By default, DateBk6 will display the person's name for the Birthday entry. There may be times you don't want to use the name (for example, you might just want to list a spouse's name, etc.). To handle that, in the note field of the Contacts record, include this special string of text (called a "meta-tag"): <BirthdayName=XXXXXX>, where XXXXXX is the name that you want to appear on the record. So <BirthdayName=Joan Weathers> would result in "Joan Weathers" being used for the birthday entry regardless of what the actual name was on the contacts record. You can specify up to 50 characters in this meta-tag, and it can appear anywhere in the note field for the contact.

- If you experience any problems in using birthdays from the Contacts database, it is suggested that you first rebuild the database to be sure that the birthday index file is valid. There are some known issues in the built-in Contacts application whereby it corrupts this database.

Preference Panel — Popup List Settings

In the Day View (and in split-screen for ToDo's), you can Tap&Hold on the description of an appointment or ToDo to popup a context-sensitive list of options. In DateBk5, this list was hard-wired to some 8 frequently-used items, but in DateBk6, there are now some 30+ items that you can include in these popup lists. You can pick and choose which items you want to appear and also what order they appear in. There are separate lists for appointments and ToDo's.

Note that there are some commands which are **only** available in these popup lists (such as the Dial Phone# command).

Tap on this pushbutton to select the popup list for appointments, or on the **ToDo's** pushbutton to select the list for ToDo's

Tap on an item in this list to select the command that you want to move up or down.

Tap on this button to move the currently selected item to the top of the list.

Tap on this button to move the currently selected item up by one position in the list.

Tap on this button to move the currently selected item down by one position in the list.

Tap on this button to move the currently selected item to the bottom of the list.

This special entry in the list marks the **End** of the popup list. Put this item after the very last command that you want displayed in the list.

Tap on scroll arrows to look at all the commands in the list - there are some thirty+ commands which can be selected.

Tap on this button to reset the currently selected list (Appointments or ToDo's) to the default settings which then match the lists that were used in DateBk5.

Useful Tips on Popup Lists

- Keep in mind that scrolling through a huge long list is not that practical, so there is a benefit to only include commands that you frequently use here.

- If there is only a single item in a popup list, then when you do a Tap&Hold, that function will be invoked directly since there is no need to display a popup list of options. This can be useful to handle a single command that you really use a lot.

- The popup list settings **are** saved as part of saved views, so it is quite reasonable to have different popup lists defined for different saved views, where the functions are arranged optimally for that particular saved view.

- Commands like **Dial Phone#** or **Set Most Recent Date** are only available in these popup lists, so if you ever intend to use such a command, be sure to include it in the list as that will be the only way you can use it..

Preference Panel — Advanced Settings Dialog

If **Jog/Navigator...** is checked, then instead of selecting individual events, the jog/navigator device will just move by screen (usually emulating what the page up and down buttons do in the day, month and list views).

If **Track Icons...** is checked, DateBk6 will access icons by resource ID rather than by index position (Resource ID is an internal flag associated with each item in the file). This has the benefit of allowing icons to be inserted and deleted in the icon file without disturbing existing assignments. See section: Tracking Icons by Resource ID for further details.

If **Suppress links...** is checked, DateBk6 will suppress the normal, automatic linking of exceptions to repeat events and of advances to their target events. Reschedule from checkoff on floating events is not available if this option is selected.

If **Use Low-Rez...** is checked, DateBk6 will display the year view as if on a low-rez device - just using blocks rather than digits (may be preferable on certain color devices whose screens are a bit washed out).

If **Language: Reads...** is checked, DateBk6 will use the presence of extended characters to signal a line in the day view that is right-aligned and ensure that it is colored properly. It does not affect any other views at this time (but may do in the future).

If **Unfiled Category...** is checked, DateBk6 will allow you to hide the **Unfiled** category. This is disabled initially because novices often hide it by mistake and then panic when they don't see any events. If you are making extensive use of categories and are not concerned about hiding the Unfiled category, then this box should be checked.

Force 8-bit Color Mode will force 16-bit color devices to run in 8-bit color mode. This is provided for compatibility reasons. It may be needed on some newer PalmOne devices that have a serious bug with NVFS memory and resources - T5/TX/LifeDrive's can exhibit sluggish or erratic behavior with taps in the system status bar being interpreted as Tap&Hold. Setting this option sidesteps that bug.
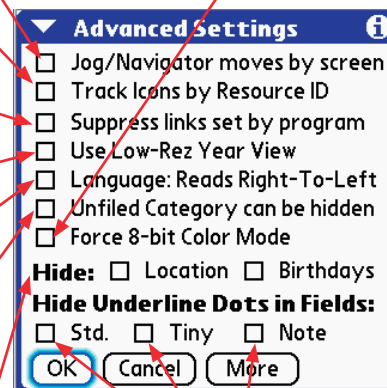
If a **Hide Underline dots...** checkbox is checked, DateBk6 will suppress the normal display of underline dots in the Day View (**Std.**), the Day View in small/tiny mode (**Tiny**) or in any note (**Note**). Hiding underline mode in Notes will affect the editing of notes in all databases and memos.

This is similar to what ClearHack accomplished on OS4 and earlier systems.

If the **Location** or **Birthdays** checkboxes are checked, then the display of those items will be suppressed in all views. Most users would never have any need for these options.

Preference Panel — More Adv. Settings Dialog

Check this box to avoid confirming the telephone number before dialing. Normally when the **Dial Phone #** feature is used (on popup list), DateBk6 normally displays the phone # in a dialog for confirmation. When checked, Datebk6 will dial the number directly without asking for confirmation.

Check this box to use the standard Palm OS copy/paste function in the note field. This would only be checked if you were using a third party system extension that enhanced the standard Copy/Paste function. Otherwise, DateBk6 will use its much larger copy/paste buffer (up to 32k).

Check this box to avoid the use of transparent graphics - you would **only** do this on certain Sony Clie handhelds which have a bug in their graphics routines and cannot properly handle transparent graphics (it would be the Today View that would be compromised).

Check this box to avoid having a Treo SmartPhone unexpectedly turn on when it is constantly moving in and out of a digital network (Device keeps on resetting alarms which requires DateBk6 to normally "come alive". Checking this box **may** increase the frequency of unexpected duplicate alarms

Tap on item in the list to select it. You can then use the up-down arrows to change the order.

Enter delimiting characters here that you use in a phone number and which you also want sent to the dialing routines. For example, if you have a '#' that needs to be sent to the phone, include that character here. If you use spaces or periods to separate the digits of a phone number, include them here, otherwise they will be treated as not being part of the phone number. Only digits and a hyphen are considered to be valid otherwise.
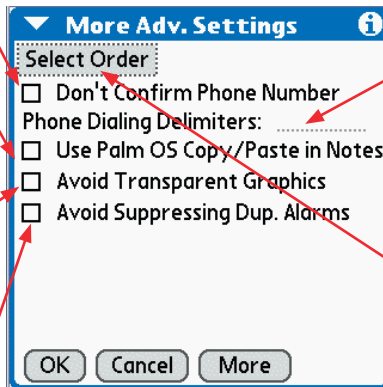
Tap on this selector to set the order in which attributes of an item are displayed upon repeated presses of the **Select** button on a 5-way navigator (or stroking the **Enter** character in graffiti). When this is tapped, a popup list appears:
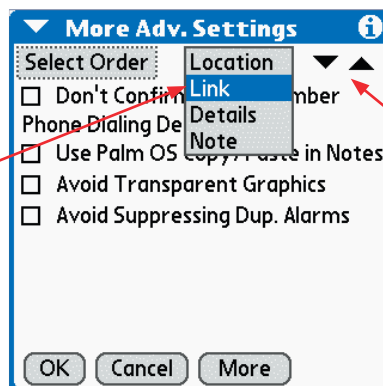
Tap on **up-arrow** button to move item up one position in list. Tap on **down-arrow** to move item down one position in the list

Deleting Events
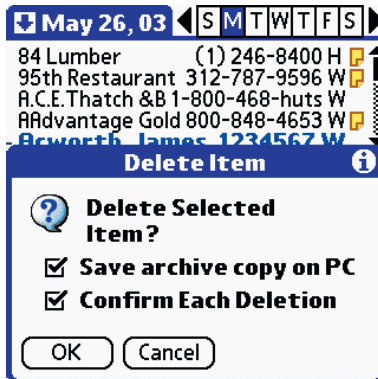
When you issue the delete command on an item, the following dialog appears. The **Save archive copy on PC** option means that this event will be copied to an archive file on your desktop where you can retrieve it later if necessary. This will also allow you to **undelete** the event at a later time. If unchecked, no copy is made of this event, and you will not be able to undelete it.

Confirm each deletion if checked will display an **Are you Sure?** Dialog for each delete. If unchecked, no confirmation is requested. If unchecked, you won't see this dialog again, but you can reset the preference to confirm deletions by going into the **Appt** tab in the main preferences dialog.

If you choose not to display the Delete Confirmation, you will probably want to be sure that the **Save Archive**... checkbox is checked so that you can always undelete anything you delete by mistake.

If you delete a repeat event, the **Exception** dialog appears.

Current deletes just the current instance of the event.

All deletes all occurrences of the repeat event.

Following deletes the current instance and all following instances of the repeat event.

If you want to delete all prior occurrences, just go into the Details dialog instead and change the starting date of the repeat event to the desired day.
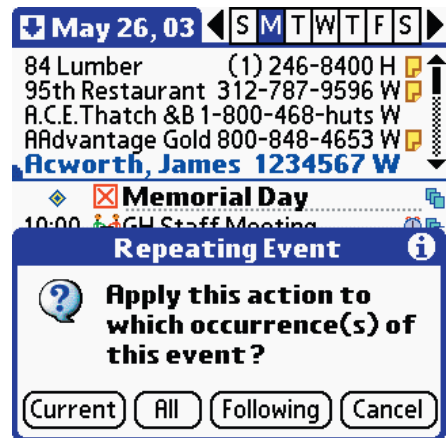
Undeleting Events
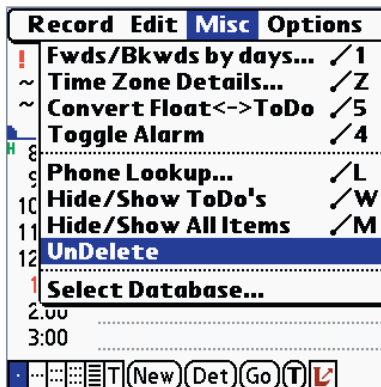
The **Undelete** option in the **Misc** menu of the daily view allows you to recover the most recently deleted item. This **only** works if the item was archived (see above). After undelete is issued, DateBk6 goes to the calendar day where the undeleted item appears so you can see what it is.

You can issue the undelete command repeatedly to undelete items in the reverse order from when you deleted them. Undelete only undeletes items from the **current appointment database** and not events in the history database or ToDo's or items in other databases.

If there is nothing to undelete, a dialog appears informing of you of that fact.

Whenever you do a hotsync, all archived items are removed from the database, so you cannot use Undelete after that point.

Purging events and the History Database

The Purge function is invoked from the **Record** menu of the Day View. When this dialog appears, you can select what events are to be deleted from the Datebook and ToDo databases. **Note:** events are deleted from **visible** categories, so make sure that you have the desired categories visible before invoking the purge function. Then select which items are to be deleted from the ToDo database.

Select **All Events** to purge all events and floats on dates equal to, or prior to, the purge date.

If **All** is not checked, then you can check **Completed Floating Events** and/or **Completed Regular Events** to selectively purge those items.

Only those items in visible categories will be purged. This line tells you if all categories are selected or if only certain categories are selected.

The **Save archive…** if checked, deleted events will be archived (put in a special folder/database on your desktop so you can retrieve it later if you need to).

Check **Save items in History Database** to also save a copy of each purged appointment in the local History Database. If you are also purging ToDo's, the ToDo's will be converted into floating events and then stored in the history database

Tap on the date selector to bring up the date picker so you can choose the date for which all prior items will be purged (this date is set by default to the last day of the month that precedes the prior month).

Check the **Completed** Checkbox to indicate that you want to purge all dated ToDo's on or prior to the purge date. When this option is selected, a second checkbox appears with the label **Undated**. Check this box if you wish to remove all undated, completed ToDo's (only possible if you have an undated ToDo and the **Record Completion Date** option is not checked).

Tap on the **OK** button to actually invoke the purge operation. Nothing will be purged until you tap the **OK** button.

Other Useful Tips:

- You can permanently prevent an item from being purged by putting **<NP>** in the note field of the event.

- Repeat events are only purged if the end date **precedes** the purge date. Note that repeat events do not take up extra room in the database. You can always remove prior occurrences of a repeat event by just changing the start date

- Items are only purged when you tap the **OK** button—this is **not** a background purge operation and nothing will ever be purged unless you tap the **OK** button.

- Purging a lot of entries may take some time. The message *Processing, Please Wait...* will appear while entries are being purged. So if you have a lot of items to purge, don't be surprised if this takes a couple of minutes or so.

- If you invoke the purge operation on the history database, items will be permanently deleted from the history database rather than purged. In that case, you will see no options for ToDo's (since they are not available) and there is also no option to archive items. To just remove deleted records in the history database, purge with a cut-off date of 1-jan-1904 (start date of Palm Calendar) so un-deleted records are left alone.

Purging events and the History Database—Continued

History Database

DateBk6 manages **two** datebook databases—the **current** database and the **history** database. The current datebook database corresponds to the one you normally use and that the built-in datebook application uses and which hotsync synchronizes for you. The **history** database looks just like the regular datebook database (except that it has the name DateBookHistoryDB and a creator ID of CESK). Whenever you exit DateBk6, DateBk6 will always return to the current database and not the history database.
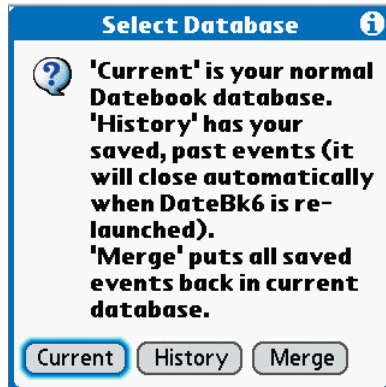
To access the history database, tap on **Select Database** in the MISC. menu. You will then see a dialog with three buttons:

Current—selects the current database
History—selects the history database
Merge—allows you to merge back all items or, if you have an item selected in the day view with the insert pointer, the currently selected item from the History database back into the Current database.

When you look at the history database, the button that is normally labeled **NEW** in the day view is labeled **OLD** as a signal that you are in the history database.
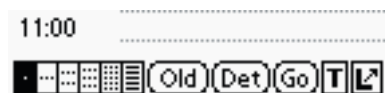
The history database is not synchronized by the regular Palm conduits. However, the database is marked for backup and will be backed up on each hotsync to the backup folder. On a windows platform, this would be: **c:\palm\{HotSyncUser name}\backup**

Setting up a Saved View to access the History Database

If you are upgrading, you may well want to set up a saved view (see section on **Saved Views** for information on how to use this feature) called **History DB** so you can quickly invoke the history database and then return to the current database (DateBk6 does this automatically when it is first run after being installed). To do this, switch to the History database and set things up the way you want (probably hiding all ToDo's, but showing all events and all categories...you may also want to set up the List View since it has a nice search function). Note that there is a special feature in the list view that if you are in the history database and tap on the **OPT.** button, DateBk6 automatically checks the **Find** checkbox in anticipation of entering a search string. You will want to save the view with a fixed date of Jan 1, 1904 so you do not have to select a starting date to search the entire history database. When you exit out of a saved view that was displaying the history database, DateBk6 will automatically restore the date that was being displayed in the prior view.

This makes searching the history database very efficient as you can access it from all views:

· Tap on Saved Views diamond button (or TapAndHold on left most button and select Saved Views).
· Select the **History DB** saved view.
· Tap on **Opt.** button in the list view, and enter text string (Find function is automatically selected for you)
· Scan through the list view with all the matching events to find the one you were looking for.
· Tap on the Saved Views diamond button (or TapAndHold on DayView button) and then tap the **EXIT VIEW** button to return to where you were in the regular Datebook database and also restore the date that was in effect.

Note for "power users": If you do not ever want to modify the history database, you can mark the history database as a read-only database using a file utility like the freeware application FileZ. An option to do this from DateBk6 may appear in a future release.

Marking items as done and struckthrough text

DateBk6 allows you to mark both floating events and appointments as "done". In addition, "done" items can have a struck-through attribute to indicate that although they are no longer pending or active, they were not completed. You can mark an item as done or struckthrough in three different ways, depending on what view you are in:

1. Select the item, go into the Details dialog and mark the item as **Done** or **Struck** in the popup list on the **Type** line. This works in all views.

2. Make a left-to-right stroke (done), or right-to-left stroke (struckthrough) through the time field for the event. The stroke must start and end within the time field and must be made across at least half the width of the field. Start moving the stylus the moment that you press down or it might otherwise be interpreted as a TapAndHold (you might want to increase the TapAndHold time if the popup dialog always pops up when you try this). Only available in the Day View

3. TapAndHold on the item's description and then select **Toggle Done** or **Strikethrough** to mark the item. Only available in the Day View.

Note that the latter two methods will toggle the setting - so if the item is already marked done, it will be marked as not done. Items marked as done can be hidden (see the **Appt** tab in the main Preference dialog). In that case, when you mark the item as done, it will simultaneously disappear from the screen. If it was done in error, you can tap the tiny 'H' at top left or use the **Hide/Show All Items** to temporarily display all items so you can unmark it.

When you mark an item as done, it will lose its font attribute (so an item in a bold font will be returned to a normal font). This is done because font attributes are usually used for emphasis that is no longer needed once an item is completed. Also an item that is struck or marked as done will have any alarm removed.

A regular appointment marked as done

A floating event marked as done

A regular appointment marked as Struckthrough

Graffiti stroke through time field would be made here
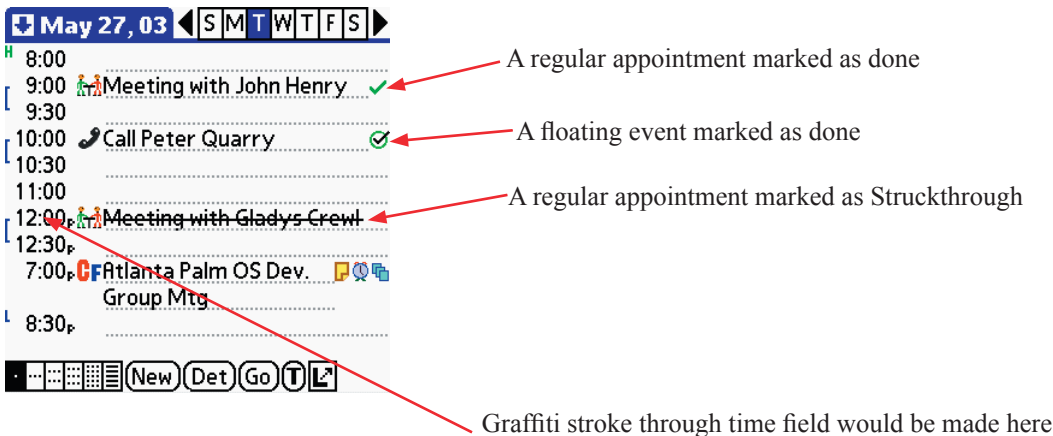
Beaming of Events and Event Categories

To beam an event, select the event to be beamed in the day view by tapping on the description, and then select **Beam Event** from the **Record** menu. The event will then be beamed. You can also beam an event from DateBk6 to a person who does not have DateBk6.

All information about the event is transferred. **Note:** icons, colors, custom alarms, etc. will only match if the receiver has the same definitions. Links embedded in items being beamed will not be valid on the recipient's machine.

If you remove DateBk6, you may need to run dbScan and tap on the **Reset Dtbk Beaming** button to reactivate regular beaming in the built-in Datebook application.

To beam a category, select the **Beam Category** command from the **Options** Menu.

Tap on the selector: **Select Categories to Beam…** and select each category to beam by tapping on the category names. The checkboxes allow you to include items that are normally skipped. Note that you can prevent a specific event from beaming by putting **<NoBeam>** (including the angle brackets) anywhere in the note field of an event.

You can also beam categories to people who do not have DateBk6 (but the category information will of course be lost).

If the receiver is also running DateBk6, they can choose how to handle the beamed events by tapping on the **BeamRcv** tab in the main Preference dialog. For further information, reference the BeamRcv tab in Preference Panel.
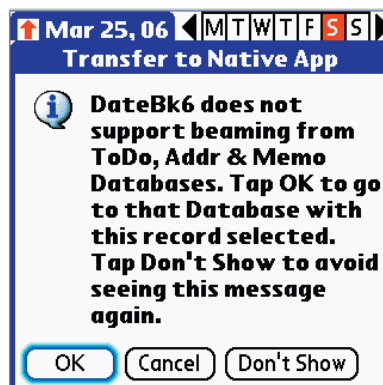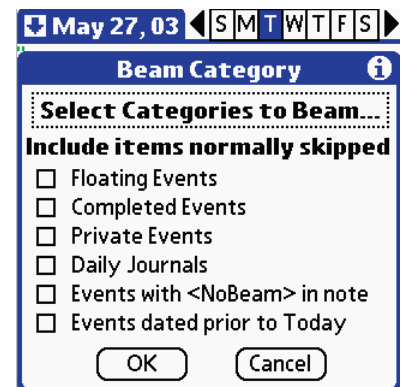
You cannot beam ToDo's, memos, or addressbook items with DateBk6, however, if you invoke the beam command with one of those items selected, DateBk6 will automatically switch to that application with that item selected so you can easily use the built-in application's beam command.

The dialog at left appears the first time you try this, but note there is a **Don't Show** button which can avoid having this dialog appear in the future.

Quick Entry Templates

Templates provide a quick way of entering boilerplate text or any event that you often need to schedule. Basically, you get a quick pick list of those items and only have to tap on the one you want to insert it.

Setting up templates is very simple—just select a commonly used event or ToDo in the day view and select **Save Item as Template** from the **Record** menu. This copies the event to a save area (actually 1-Jan-2020) so it can be subsequently re-used.
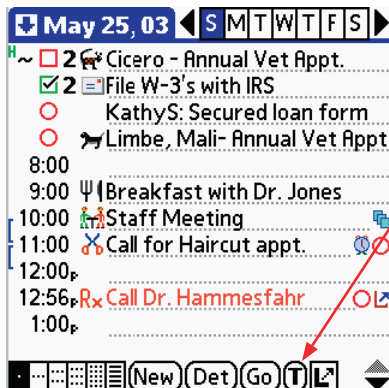
To insert a template, tap on the **T** button, or use the **Insert Template** command in the **Edit** menu or stroke **Command/Q** in graffiti.

Normally, only templates in currently-displayed categories are shown in the Template Selection dialog. However, if you **TapAndHold** on the Template button, templates in **all** categories will be displayed, including any hidden categories.

From the dialog that appears, you **first** select the action tab (normally **insert)** and **then** select the template you want to use by tapping on it. If the template is displayed and you are just going to insert it, it takes just one tap in this dialog as the dialog closes when you select the template. If you had tapped on an empty time slot beforehand, that's the time at which it will be inserted, otherwise it's inserted on the default time of the template itself. If the **Details** button is highlighted, DateBk6 will go straight to the details dialog to make changes to the template attributes. ToDo's are easily recognizable as the priority appears first in brackets (so the first entry here is a ToDo template).

Remind inserts the template as a reminder (this brings up a duration dialog to specify how many hours and minutes from now the event is to be inserted). See next page for further details.

If you need to edit an appointment template, just tap on the **GoTo/Edit** button to go straight to 1-Jan-2020 where the templates are stored (you can then modify any appointment template as you would modify any regular event). You can also just use the Go button and enter the date 1-Jan-2020 to get to the templates. ToDo templates are stored as untimed events.

For ToDo templates, you can edit the description and, if you are **careful**, the note field, but you must enter any note text **before** the ToDo Template Tag (which looks something like [[l1U@]]). For everything else, you should insert the template, edit it **as** a ToDo, and then save it again (deleting the original version too!).

If you have a link in a template, it will ask you if you want to log it when you insert the template. You can prevent that by putting <NoLog> into the note field. You can automatically log to ALL links in the template by putting <LogAll> into the note field.
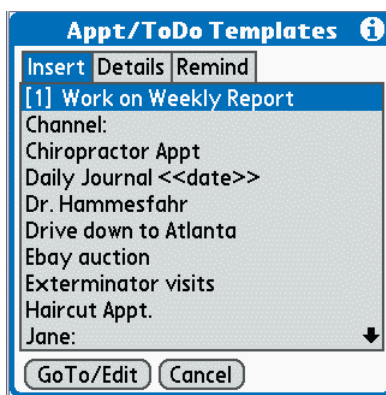
Quick Entry Templates — Continued

Primary Use	Many times, you are entering the same information over and over again: a staff meeting, a doctor appointment. Rather than typing the new event or ToDo from scratch, you can pop up a list of templates and insert one with just a couple of taps.
ToDo Templates	In addition to saving events as templates, you can also save ToDo's. ToDo's are saved on 1-Jan-2020 like events and the ToDo is in fact converted to an untimed event. Special information about the ToDo (priority, category) is encoded in a special tag at the end of the note field of the ToDo (see Appendix for technical information on that format).
	You can use the **Save As Template** menu command on a ToDo selected in the appointment table, or in the SplitScreen Window.
	If a ToDo saved as a template is dated, then it will be inserted on the selected day as a dated item with the date changed to that date. If undated, it is inserted on the selected day as an undated ToDo. If the ToDo being inserted as a template would normally not display because that category was set to hide ToDo's at that priority level, the H/S flag is changed to S so that all events and ToDo's are displayed.
	If you want to edit a template, it is best to insert the template, edit the ToDo and then save it again, deleting the original. If you are careful, you can edit the note field, provided that the template todo tag is kept at the end. The description field can be freely edited. **NOTE:** changing the category or icon for a ToDo template by editing the template itself on 1-jan-2020, will **not** work as that information is actually stored in a special ToDo template tag in the note field.
Using Reminders	The **Reminder** button inserts a template at a future time from 1m to 23h 59m. This can be used whenever you need to remind yourself to do something on the current day some time from the present. Since templates are sorted in alphabetic order, it is quite convenient to set up a template called ' **Reminder'** - i.e. with a leading space so it sorts to the top of the list. This template can also have an alarm set with a zero advance on it. You can only use events for templates. Suppose that you need to remember that a parking meter will expire in two hours. You can now insert this **Reminder** template, select 2h from the duration dialog and you now have an alarm that will go off 2 hours in the future.
Other tips/comments	• DateBk6 will automatically adjust repeat events intelligently: if you save an event that repeats on the 15th of each month and insert it on the 23rd of a month, the repeat is changed to the 23rd, etc. If a weekly repeat repeats on just one day, that day is changed, otherwise, the current day of the week is added into the existing list of days of the week on which it runs. Exception lists to repeat events are always cleared when a template is saved.
	• You can insert comment fields into templates that will be stripped on insertion but which will show up in the template list–just put the comments in pairs of angle brackets: <<this is a comment>> (use two '<' characters, not the guillemot characters!). This is helpful when the start of the description field is not very helpful in seeing what the template is (for example, you might have several templates with the same description but different attributes).
	• To mark a ToDo clearly (it's a bit hard to tell when you tap the **GoTo/Edit** button to modify them as they just look like untimed events), you can use the comment feature: put <<ToDo>> at the start of the description and it will then be obvious if you have to edit it.

Saved Views—Save a View with ALL preferences as a Custom View

Custom Views are **very** powerful, but do require some time to understand. It may be easiest to explain what they are by giving an example of where they would be used.

Suppose for example, that each day you have a list of telephone calls that you have to make. Wouldn't it be nice if you could get a list of **just** those telephone calls you need to make and which is dynamically updated to only show those that you have not yet made today. Now you can accomplish all this with various preference settings. For example, you could put all your telephone calls into a special category called, say **Calls**, and make them all daily repeat floating events, so whenever you cross one off, it will be date/time stamped (using the journal feature option in the ToDo Preferences) and get automatically generated for the next day as well. You might normally want to see crossed-off floats, but in this case, you want to hide them, so you set the HIDE option for Floats in the Appts tab of the main preference panel. And of course, you only want to look at the **Calls** category, and since you don't edit them, you like the cleaner display without underline dots, so you want hide them (Advanced Settings). And perhaps you would like to seem them all in a large bold font to make them easier to read (Options | Appt Categories, tap on [P] button and then the [Font] selector).

When you have changed all these preference settings, you finally end up with a nice looking view that does just what you want. **BUT** it was a lot of effort to make all those changes - too much to really make it worthwhile. But suppose you could **save** all that work and invoke all those changes with just one tap. And just as easily, remove all those changes so you could be back to where you were before? Then it would become very worthwhile! Well, welcome to saved views, as that is precisely what they accomplish for you.

In theory, setting up a saved view is simple: Setup all your preferences so everything appears just the way you want it. Then Tap&Hold on the leftmost view button, select *Custom/Saved Views* from the selection list, tap on the **New** button, enter a name such as "Phone Calls" and tap the OK button.

Now, to invoke that view, again Tap&Hold on that lefmost view button, select *Custom/Saved Views* again, tap on **Phone Calls** in the list, and abracadabra - DateBk6 switches to the view you had selected and automatically applies all the preference settings. To exit from this saved view, repeat the procedure to get to the custom View dialog, but this time tap the **Exit View** button to return to where you were before, automatically removing all the temporary changes to the preferences made by the Saved View. And to make it even easier, you can go into the Views tab of the main Preferences dialog, and unselect your least-used view so you can enable the display of the diamond for custom views. In the example below, the graphical weekly view was omitted to make room for it. This makes it quick and easy to access saved views.

Saved View Button. DateBk6 can also display a user-defined icon instead of the default diamond (See next page).
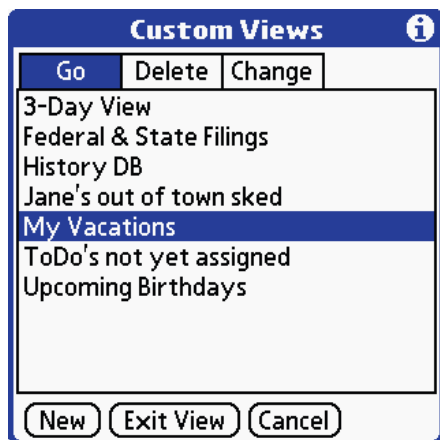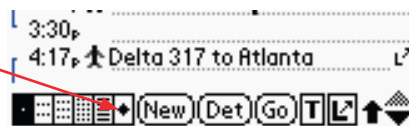
If you do not want to relinquish one of the six view buttons and only use Saved Views on rare occasions, note that you can also access custom views by doing a TapAndHold on the first view button which then brings up the view selection dialog.

To select a custom view, just tap on the view in the list (by default, the **Go** pushbutton is always selected when the dialog is first brought up).

This same dialog can be used to delete or modify previously saved views. In that case, tap **first** on the push-button for **Delete** or **Change**. When you select change first, and then tap a view, that view's preferences are then replaced with all the current preference settings (this is the normal way to update a Saved View).

If you are already in a custom view, the currently selected view will be highlighted, *My Vacations* in this example, and you will also see the **Exit View** button which allows you to return to the settings that were in effect before the saved view was invoked.

When you tap the **New** button, a field opens up where you can enter the name for the new view.

Saved Views — Continued...

Creating or Modifying Saved Views.

To create a new saved view, tap on the **New** button. To modify an existing view, first tap on the **Change** button and then tap on the saved view that you want to modify. DateBk6 will then display the Custom Views Attributes dialog which allows you to set some special attributes for the saved view.

Fixed, if selected will cause DateBk6 to display a Date selector so you can set a specific date that will be set whenever this saved view is invoked.

Ignore, if selected will cause DateBk6 to leave the current date unchanged when this saved view is invoked.

Relative if selected allows you to specify a date offset from today (See below).

Sort ToDo DB, if checked will cause the ToDo Database to be re-sorted whenever this view is invoked **and** there has been a change to the ToDo sort order. Since this may take time on a large database, this option allows you to skip it if the ToDo order is unimportant in this view.

Remove in-saved-view indicator, if checked will cause DateBk6 to 'forget' that it is in a saved view, so the saved view indicator will be turned off after invoking the view, and you will not be able to return to the prior preferences with the **Exit View** button.

Tap the icon selector to set a custom icon to use in place of the default diamond button in the bottom row of Views buttons.

Repeat Schedule. This option allows you to automatically run this saved view on a repeat schedule. Tap on the selector to bring up the standard repeat dialog where you can set up the day(s)/Date(s) on which the view will repeat. You can then set up a repeat start/end time for those days and also a start date for the Saved View.

Enter the name for the view (1-24 characters).

Normally, you will select **Ignore** which means that you will stay on the same date when you invoke the view. However, in some cases you may want to store an absolute date (example: you want to start a list of daily journals starting with Jan 1 of this year), or perhaps a relative Date offset as shown on the next page, where we always want to bring up the weekly view seven days in advance of today's date (so it's always showing **next** week's schedule).

At some future time and in any view, you can just tap on the diamond button to popup the dialog with all the saved custom views. When you select a custom view **all preference settings** and **category settings** are restored that were saved along with the view. DateBk6 then switches to that view.

Warning: if you make changes to your preference settings that you expect to **always** be in effect, remember to set the **Prefs...** and (if wanted) the **Cat... Update on Exit** preference settings in the **Appts** tab of the main preference dialog. This will give you an opportunity to automatically update any or all of your saved views whenever you make a change to the preference settings.

Saved Views — Continued...

Using Relative Date Offsets

Relative date offsets are used in cases where you want to start out at some date relative to today's date. For example, you might have a view that you always want to start with today's date. Or you might have a view that you want to start on the first day of the month that you are currently in. Or perhaps the first day of the **next** month.

To handle this, tap on the Relative Date Pushbutton and several items then appear:

Tap on the **Days** pushbutton to set a relative offset in days, or **Months** to offset in Months. When **Days** are selected, you can then put a numeric value into the field below to indicate an offset from today's date. Zero would mean no offset - namely Today's date. '1' as shown here would mean add 1 to today's date, so this view would always bring up the display with Tomorrow's date selected. -1 would bring up Yesterday's date.

When M**onths** are selected, the date will be set to the first day of the month, and the numeric value below now specifies the offset in Months. So a value of Zero with the **Months** pushbutton selected would mean use the first day of the current month. -1 would mean use the first day of the prior month as the starting date.

The *Adjust List Date* checkbox if checked tells DateBk6 that you want the ending date in the list view to be intelligently adjusted to make sense with the view. For example, if the list end date was set to the last day of the month and the relative date is set by months, DateBk6 will automatically change the ending date to use the last day of the appropriate month.
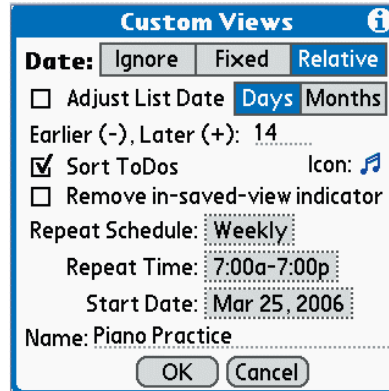
Selecting a Custom Icon

The Saved Views view button uses a diamond symbol by default. However, you can assign a custom icon to that button. This makes it convenient to tell which saved view is in effect when you have a lot of saved views, and especially if they are getting launched automatically by DateBk6 using a repeat specification. Icons are selected from the standard icon set, but there are two special considerations that have to be taken into effect. Because of the way icon resources are assigned, you may find that certain resource numbers are not available and the icon does not appear. If this happens, change the resource ID using a third party Icon Editor like Icon Manager (Freeware) to another number. Using numbers say in the range 2000-2599 would likely eliminate this issue. Second, the bitmap will be truncated to fit on the button, so keep this in mind when you design an icon to use for this purpose. On high resolution screens, you have about 16 pixels wide by 18 pixels high to work with - on low resolution screens, about 8x9 pixels. But you will likely need to experiment around a bit to find the designs that work best.

When a saved view is in effect, the diamond button is inverted, so you can always tell when a custom view is in effect.
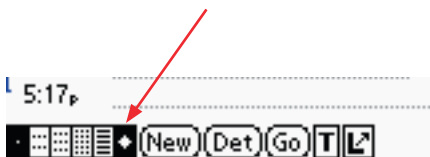
Think about this very carefully: **all preference settings** (with just a very few exceptions, specified in Appendix H) are suddenly switched, along with category settings. This may cause unexpected problems if you are unaware of this fact!

Saved Views — Continued...

Automatically Updating Saved Views.

Because each saved view has its **own** set of saved preferences, a question arises as to what happens when you make a change to your current preference settings. Sometimes you want them to be propagated to all your saved views, sometimes you might want to only update certain saved views, and other times you may not want them to affect any of your saved views. DateBk6 handles this with preference options in the **Appt** tab of the main preference dialog. To update one or more of your saved views whenever you change preferences, check the **Prefs...** checkbox, and if you want to update any category changes (other than through the TapAndHold dialog) then also check the **Cat...** checkbox.

Then, whenever you make a change, a dialog as shown on the right appears. Check the box to update that particular saved view, or tap **ALL** or **None** to quickly change all of them at once. DateBk6 will remember your last set of selections in this dialog when you return to it. **(Default View)** refers to the view currently in effect which is not necessarily in any saved view...

Much of the power of saved views comes from its ability to change virtually all the preference and category settings with a couple of taps. However, this power can also cause a lot of confusion to new users.

In particular, you may add some items or change things after you save a view and find to your surprise that things get set back to the way they were before. From time to time, you may want to review your saved views and update them with that information.

For example, you may add a new category after saving some views. If you invoke that saved view, the view will **not** have that category definition present in it.

The saved view button will stay inverted as long as a custom view is in effect, so you should always be able to restore things back to normal by tapping the diamond button and then tap the **Exit View** button in the Saved Views dialog. The **Exit View** button will take you back to where you last were without a saved view in effect (i.e. if you switch from saved view A to saved view B, then the **Exit View** button will take you back to where you were before you invoked view A).

If you have a problem with a saved view doing something weird, invoke the view, "fix" whatever problem you are seeing and save it again and chances are the problem will go away.

Starting up DateBk6 with a Saved View

Suppose that you want to always have the second weekly view appear using a bold font when you first start up DateBk6, but only when you first startup DateBk6. Is there any way to do that? Yes. Go into the **Views** tab of the main preference panel and select the diamond as the startup view option. The diamond says that DateBk6 should use a saved view with the name **Startup** to be set when launching DateBk6. So set up the preferences the way you want with the second weekly view selected (the "trick" for getting the bold font is to set a default bold font attribute for all your datebook categories) and then save that as a view with the name **Startup.** Now, whenever DateBk6 is launched, your custom weekly view using bold fonts will appear. Tapping on the **Exit View** button will exit out of that view and restore the normal default font attributes for the appointment categories. See also the note about using applets to launch other saved views with the other hardware buttons

Where Saved Views are Stored.

Saved Views are stored as records in the DateBk6DB Preference database. If you delete this database, you will lose all of your saved views. This database is always marked for backup and should be automatically backed up on a regular basis to your C:\PALM\{HotSyncUser name}\BACKUP directory on your desktop by your conduit software.

If you are having a problem with preference settings, you can reset all your preferences to the 'factory default' settings **without** losing your saved views. You do this by selecting the option **Reset ALL Preferences** in the Options menu of the main preference dialog (i.e. the Preference dialog itself has a menu).

There is a limit of 50 saved views that can be stored in this database.

Saved Views — Some examples of how saved views can be useful...

- To return to a view with a specific set of preferences in effect. For example, going to the 3-day view under the 2nd weekly view - normally DateBk6 remembers whichever "sub-view" was last displayed, so you could use a saved view to force it to always display the one you want.

- To view phone calls you need to make. Go to the list view, turn off all appts, turn on all ToDo's, select the PHONE category, turn off icons (you know they're all phones) and save that view.

- Personal vs. Business views. You might have two daily views - one for business with all its configurations of categories and prefs settings, and one for home.

- Vacation view - goes to the yearly view and filters it for a specific icon you attach to vacation days.

- Manager/subordinate view - sets up preferences so your business category is in bold and all your subordinate's categories are displayed in standard font. Also assigns default icons to each subordinate category so you can tell who is who. Also adjusts alarm settings to either suppress alarms for subordinates, or use a different default alarm sound for them.

- Journal View - sets up the list view with a filter for the text "Daily Journal" so just daily journals appear and can be reviewed.

- Shift view - say I work different shifts - I can set up each shift with a default icon and then filter the monthly view with icons to just display the category in which the shifts are recorded, so I get an icon view that JUST shows the different shift schedule.

- Meeting Scheduler View - this view includes my business category AND all my subordinates categories as well and possibly my personal schedule and displays the graphical weekly view, so I can quickly see when EVERYONE is available for a meeting.

- Project Planning view - this view uses the list view to filter by a specific category, icon or text string and includes times so I can view progress and milestones regarding specific projects - I might have say a dozen projects each with its own name that invokes a timeline fir just that one project.

- Personal schedule conflict checker - switches to the month view and displays just important personal events so I can avoid scheduling any business events that conflict with important personal time that has been set aside.

- Task View - goes to list view and ONLY includes incomplete ToDo's and incomplete floating events.

- Weather view - just displays the weather as icons in the monthly view so I can quickly see when it last rained.

- Astronomy - just displays key astronomical events (phases of moon, conjunctions, meteor showers) in the monthly or yearly view.

- Track moods - suffering from occasional depression, you decide to use an icon to flag days on which you felt depressed. This view now shows the entire year filtered by that icon so you can look for patterns in your depression.

- You set up the time slots for every 45 minutes during the week on business, but choose to just use no time slots at all for weekends. Your business view may include placeholders at the start of each 45 -minute slot with an unobtrusive alarm set for 5 minutes so you can wrap up the 45-minute session in preparation for the next one. Saved Views provide a convenient way to make several changes of preference settings with a simple tap.

- Linking View - you like to maintain links and logs for four key subordinates, so you set up a view with the addressbook displayed in split-screen with a filter to just include those four subordinates. That way you can schedule items and quickly link and log them.

- Birthday planner View - invokes the list view just filtered for displaying items that have the birthday icon attached. Does not display icon or times, sets up default font so that my personal category (i.e. personal friends) are displayed in bold, while business acquaintances are displayed in the regular font. With the birth year included, this view also shows how old every one is.

- Out of Town View - invokes the month, year view or 4-month view filtered for my travel category in which I put all events that will put me out of town. The monthly icon view now shows exactly when I am out of town - perhaps with icons that give me a clue as to where I will be, or perhaps whether it is for pleasure or business, etc.

- Credit card view - use template to insert charges, company and item, and special visa icon - then use saved view to list all credit card charges for the past month.

- History View - Selects the history database with all ToDo's hidden, the list view selected, all appointment categories displayed - makes it very easy to search the history database for items (see **Purge and History Database** for further details)

Etc. etc. - there are just so many different uses for this feature and as people experiment, they will find some incredibly useful things that it can do. In many ways, this feature is one of the real "sleepers" in DateBk6!

Launching Applets with Saved Views

Many users find that the split-screen display and ability to work with memos directly in DateBk6 would be even more conve-nient if they could launch DateBk6 with that database in a form suitable for working with. For example, being able to launch DateBk6 with the memo button and having the memos always shown in full screen mode on startup.

This can be accomplished with some mini-applets (provided in the download zip archive) and saved views. To use this feature, you **do** need to create saved views to work with them.
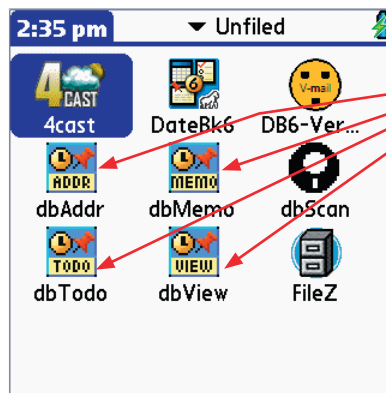
DateBk6 Applets shown in Launcher

When you tap on an applet in the launcher, DateBk6 is launched with a request to startup using a Saved View with the name: **dbAbcd** where 'abcd' are the last four characters of the name of the applet itself, with the first character in upper case and the remainder in lower case. So if you launch an applet with the name dbView, DateBk6 would look for a saved view with the name: **dbView**. If there is no such view, the dialog below appears:

Three applets are provided with the names **dbAddr**, **dbMemo** and **dbTodo** which would normally be used to open up the corresponding database when you launch DateBk6. A fourth applet with the generic name **dbView** can be used for any other purpose to launch DateBk6 with a specific saved view.

To set up a saved view, open up a split-screen with that database displaying (you probably want to put it in Full Screen mode, select the categories you want to display by default, plus any other preferences that make sense), then TapAndHold on the left-most view button and select **Custom/Saved Views** (or tap on Diamond view button if you have that displayed), tap on **New**, enter the name: **dbAddr** (or whatever the last 4 characters are of the view name) and then tap the OK button to save it. You should then be able to launch DateBk6 with that view by tapping on the applet icon. You can also then assign this applet to one of the hardware buttons (Tap on the **Prefs** icon in the main application screen, select **Buttons** from the popup list at top right, and then select the applet name from the popup list next to the button that you want to use to launch that applet.

Note: There are four applets in the zip archive, but you can create more by making copies of them and changing both the name and the Creator ID (using a File Utility such as TomCatalog (aka Z'Catalog) or FileZ). Pimlico Software has reserved **ten** CreatorID's from CES0-CES9 for this use (so you can safely use those creatorID's without any fear of interference with other applications). Filenames must be 4 or more characters long.

DateBk6 uses the **last** four characters of the filename to select the view, so you can actually rename the applets if you wish to distribute them differently in an alpha sort in the main application launch screen.

Font and color selection
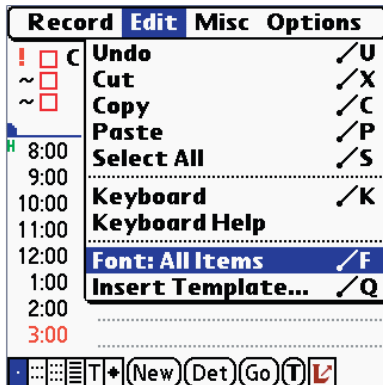
As in the built-in datebook application, you can set a default font for **all** events displayed in the day view by selecting the **Font** command from the **Edit** menu. This dialog will only set a default display font for all entries in the Day View — there is no default color option and this does not affect other views.

DateBk6 also allows you to set a **custom** font for a specific event or ToDo in the details dialog (see event details dialog to right). A selector that reads **Font** (or the name of the font if set), allows you to set just that one event in a specific font. The Font selector also shows you what color is selected for the event (in this case yellow on a blue background).
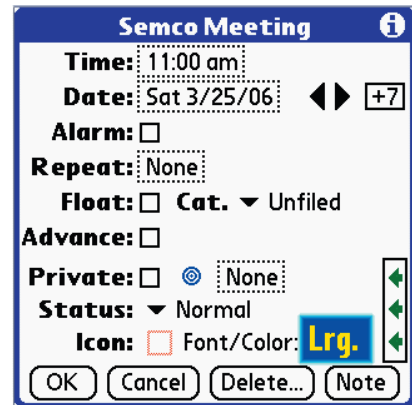
All fonts display in the day view table, but the large and large/bold fonts are just displayed as bold in the SplitScreen window, weekly view with text and list views.

When the FONT selector is tapped, a **Select Font & Color** dialog appears. On OS 3.5 and later color devices, there will be two sets of color swatches allowing you to select from one of 16 colors to apply to the foreground and up to eight colors to apply to the background of the event or ToDo. Underneath is a set of four pushbuttons for the four available fonts on the Palm Organizer. Select the desired font (and color if color device) and tap on the **OK** button to set that font.

In views other than the day view, the Large and Large Bold fonts are displayed as just bold fonts. If you mark an item as Done that had a font attribute, the font attribute will be cleared when you mark it done.
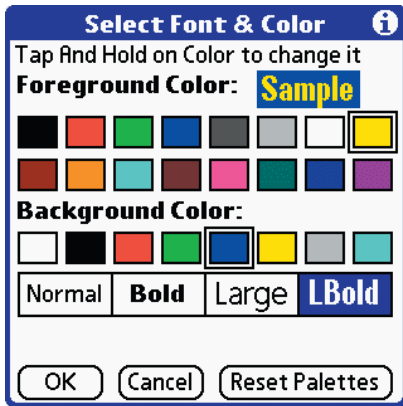
You can change the color selections for the palette by using a **TapAndHold** on the color. When you do that, the standard Palm OS Color Picker appears from which you can select any of up to 255 different colors (image right). Note that you can select a color directly from the palette, or by using separate sliders for the Red, Green and Blue components (tap on the popup list at bottom right and select **RGB**). The first entry in each palette is fixed and can not be changed.

Tap on **Reset Palettes** button to reset all the colors to the standard DateBk6 default settings.
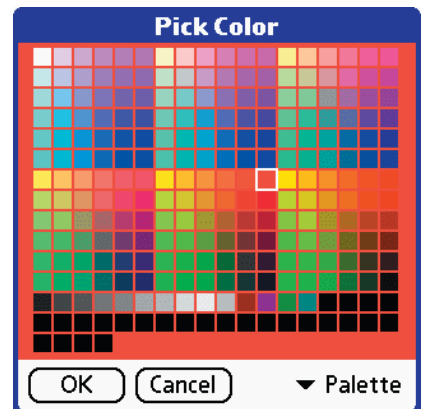
When you edit a color item in the day view, the text will be displayed as black and white, but as soon as you tap elsewhere, the color is re-applied.

If you are using a right-to-left reading language like Hebrew, you will need to set the **Language: Reads Left-To-Right** option in the **Advanced Settings** dialog in order for the color to be applied correctly.

Gray scale Devices: Gray scale devices are treated much like color devices in DateBk6. So instead of 255 colors, you might for example just have 16 or 4 grays to choose from. Apart from that, however, the operation with grays is the same as the operation with colors.

TapAndHold

TapAndHold means that you press the Stylus down on the screen and hold it down until something happens. It is somewhat equivalent to Right-Clicking or Option-Clicking in the Windows and Macintosh environments. The amount of time you have to hold the stylus down is a configurable option (see the **Date/Time** tab in the main Preference dialog) and can be set from 0.1 to 1 second, or turned off altogether if you do not like this feature

TapAndHold here to display the current time and timezone (and also week number and day or year number depending on space available.

TapAndHold on SplitScreen menu icon when split-screen is open to popup quick 1-category selection list for the database that is currently displayed. If Split-Screen is closed, it will popup a quick 1-category selection list for the ToDo Database.

TapAndHold on Template button to popup the template dialog with **all** templates displayed (including templates in currently hidden categories (brief tap only displays templates in displayed categories

TapAndHold here to popup the Icon Selection Dialog (brief tap pops up the Details dialog).

TapAndHold here in the time column to popup the Date Picker dialog (brief tap pops up the Time Picker dialog).

TapAndHold on left most view button to popup the Views Selection Dialog (useful to select views that cannot be accessed by the View buttons (brief tap pops up the DayView).

TapAndHold here to always pop up the selection list even if New button is set to perform just one function.

TapAndHold on the **Go** button to popup a quick, 1-category selection list for categories in the Datebook database (brief tap brings up the Date Picker dialog).
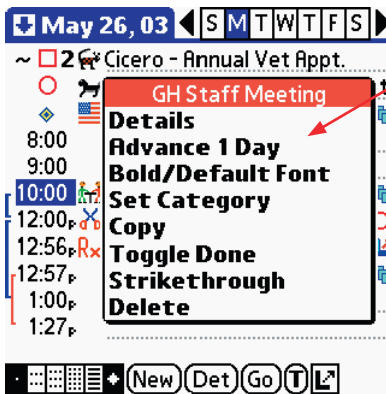
TapAndHold in the description field, and popup these dialogs appropriate for each item type. Note that the top line of the popup list (in red on color devices) has the description field so you can confirm that you tapped on the desired item.

The lists are shown here with the default selections, but you can pick any number of up to 30+ separate commands to display in these lists by going into **Popup List Settings** in the main preference panel.

Miscellaneous menu commands in the Day View

Copy Event Command. This command makes a perfect copy of the currently selected event including the note and all attributes, **except for:**

- if the event was marked as done, that status is now cleared.
- Exception dates for repeat events are removed from the copy.

When you invoke this command, DateBk6 goes straight to the Details dialog so you can make whatever changes are needed for the copy.

Make Exception Command. This command takes the current occurrence of a repeat event and forces it to be an exception to the current repeat. You can then freely modify this occurrence without having any affect on the rest of the repeat event. Note that changes to the description and text by default affect all occurrences. If that is not wanted, use **Make Exception** first to guarantee that the changes are only made to the currently selected occurrence.

By default, DateBk6 will link the exception to the original repeat series (which makes it possible to quickly retrieve all instances of a repeat including those that were "detached" and no longer actually part of the repeat event. If you do not like this automatic linking, there is an option in the *Advanced Settings* dialog to remove it.

Fwds/Bkwds by Days: when this option is selected from the **MISC** menu, the following dialog appears. You can specify a number of days to move forwards or backwards (30 in this case) and also specify whether all days are to be counted or just certain days (in this example, we're moving by 30 **business** days as we're skipping the weekends). This is handy when you need to schedule a follow up appointment in say 60 days from today.

The three numbers at the right top of the dialog are:

- The number of days since Jan 1st in the current year (sometimes, but erroneously referred to as a Julian Day Number).
- The number of days +/- from today that the currently selected day represents. In the example at left, May 30th is four days **after** today (it was May 26th).
- The number of days left to the end of the year.

Miscellaneous menu commands in the Day View
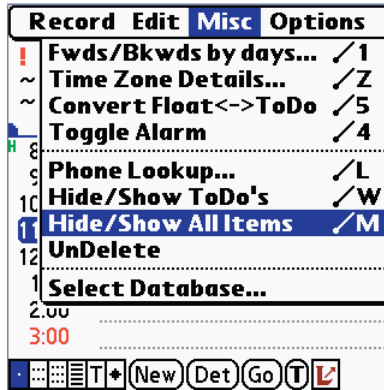
Hide/Show All Items. This menu item provides an alternative method for toggling between the **Hide-Hidden** and **Show-All** conditions. You can tap on the tiny **H** or tiny **S** at the top left of the screen to toggle this condition, but if the digitizer is slightly out of calibration or you find it hard to hit accurately, this menu option provides a convenient alternative.

Note that items are only hidden because you chose to hide them. The most common reason for items to be hidden is that they are in category that is not currently being displayed. In integrated mode, there can be several reason why a ToDo might not be displayed (such as hiding undated or completed ToDo's, etc.).

The most common use of this feature is to quickly unhide all items to reverse an unintended cross-off of an item (when crossed-off items are hidden and thus disappear from the screen).

Toggle Alarm Command. This command provides a quick method of setting or clearing an alarm on an item. Just select the item in the day view and stroke Command/4 or invoke this menu item. If you have a repeat item selected, the alarm applies to **all** occurrences (go into the Details dialog to apply an alarm to just one occurrence).

If you set the alarm on a ToDo with this feature, the time selection dialog appears so you can specify the time of the alarm.
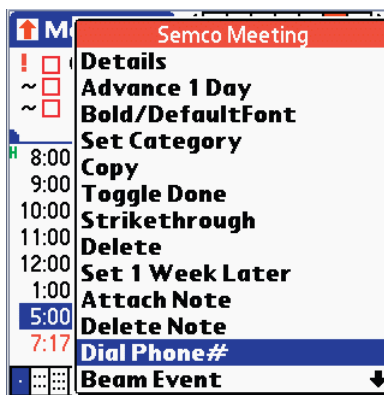
Dial Phone# Command. This command is only available on the popup lists for appointments or ToDo's in the Day View. When invoked, DateBk6 will scan the description, location and note fields (in that order) for something that looks like a phone number. In order to get this command to work properly, it may be necessary to enter some valid delimiters into the *More Adv. Settings* dialog in the main preference panel. Otherwise, DateBk6 will only recognize digits and a hyphen as being part of a valid phone number.

By entering, say a period into that delimiter list, DateBk6 will then consider a period to be part of a valid phone number. If you only use spaces, then the space must be entered into this list. DateBk6 will search for the **first** string of characters that looks like a valid phone number and then present a confirming dialog to the user:

This confirmation dialog can be eliminated if desired with a setting in the *More Adv. Settings* Preference panel.

Dialing phone numbers only works on those Palm OS devices that have implemented the standard Palm OS "Helper" function for dialing phone numbers, and not some proprietary dialing solutions, other than the Samsung phones.
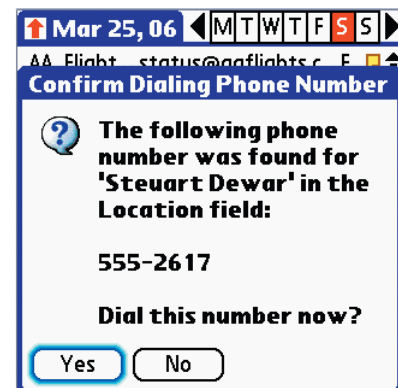
Miscellaneous menu commands in the Day View

Phone Lookup Command. This command is the same command that exists in all the built-in applications and is implemented in an identical manner. It is only available when the insert pointer is in the description or note field of an appointment or ToDo. If some text is selected, that text is used to search through the Addressbook database to try and find a matching entry. The search is much simpler than DateBk6's built-in find/filter function: the search is only made against the start of the name field of the addressbook. If nothing is selected, the addressbook database is displayed from the first entry.
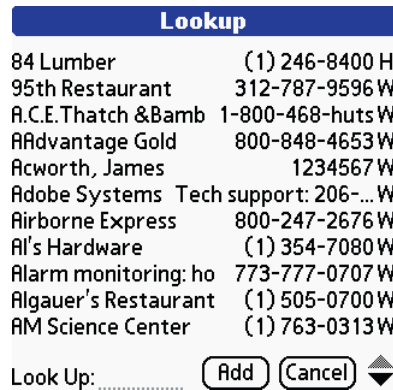
Just tap on an entry from the addressbook list and tap the **Add** button to insert the entry. The information added is hard-wired to be the name/company name field followed by the default phone number.

Note that DateBk6 has an significantly more sophisticated function (**Call/Action**) that is usually far more useful than this function, but since it only takes a couple of lines of code to implement, it was added for compatibility with the other built-in applications.
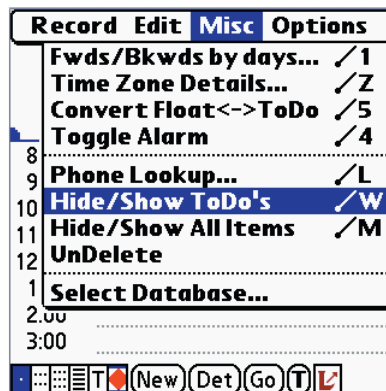
Hide/Show ToDo's provides a quick way of hiding and displaying ToDo's when they are displayed in the integrated view. If you have a lot of ToDo's and prefer the integrated display, it can sometimes be desirable to temporarily hide all the ToDo's.

This menu option functions as a toggle, so it first hides all the ToDo's and then shows them.

Convert Float<->ToDo Command. This command takes the selected event and converts it from an appointment/float to a ToDo or vice-versa. DateBk6 will attempt to convert all attributes, but you should realize that certain attributes will be lost over the conversion (example: ToDo priority, or appt. style repeat).

Also, in order to avoid situations where the event suddenly disappears after the conversion (viz. converting a completed float to a ToDo when completed ToDo's are hidden), DateBk6 forces the display of ALL items and the S flag appears at the top left of the screen.

Daily Journal Feature
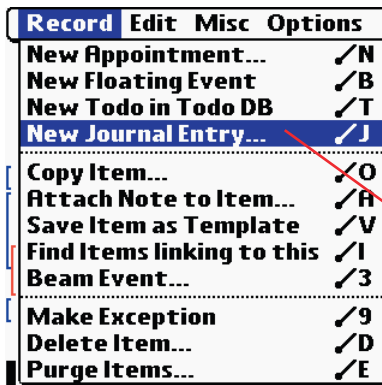
The Daily Journal feature provides a quick and simple method of recording items as they occur during the day. The Daily journal can be invoked from the **New** button, or by the **New Journal Entry (**Command/J**)** menu item.
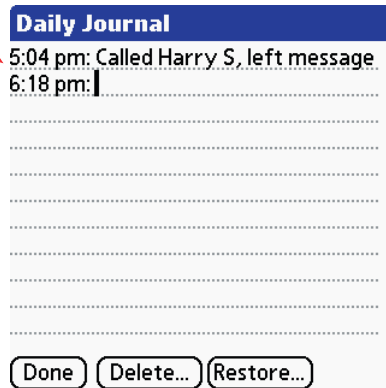
When this command is issued, DateBk6 looks to see if there is an untimed event on the current day with the name **Daily Journal**, and if not, creates that item. It then goes directly to the note view and inserts a time stamp for the current time at the end of the note and positions the cursor ready to enter text. Just enter the journal entry and tap **Done** to enter it. That's all there is to making a journal entry.

If you make a journal private, DateBk6 will not see it and will open up a new journal for you. If you just want to hide the journal but use it, put it in a category that you then mark as hidden (having a 'HIDDEN' category that is always hidden is quite useful for hiding things like that).

Automatic Logging to Daily Journal: DateBk6 has a useful option in the **ToDo's** preference panel: *Log Completion into Journal*. Whenever you cross off a ToDo or Floating event, DateBk6 will make a journal entry automatically (creating the journal if necessary) along with a timestamp.

For example, if you cross off a floating event with the description: Call Jones, you would see an entry like this in the Daily Journal:

2:53 pm: [X] Call Jones

Note: You can set some attributes for the **Daily Journal** entry by creating a template for it—just make the changes you want to the journal (put in a specific category, add an icon, etc.), delete all the text in the note field so it's blank, and then use the **Save as Template** menu command to save it. DateBk6 will then use that template to create new Daily Journals.

One useful attribute is to make it a floating event. That way you have just **one** journal that moves forward day by day and DateBk6 will see it's a floating event and then automatically include the date as well as the time stamp. At any time you can cross it off to start a new journal on the next day.

If you go to the List View, tap on the **Opt.** button and enter **Daily Journal** as the find string, you can get a handy list of all your Daily Journals. You can tap the Note icon at the end of each line to read the journal for that day and tap Done to return. You can also save this view as a custom view.

And DateBk6 can export the entire list to a MemoPad record(s) which may be convenient if you cannot use the Journaler utility.
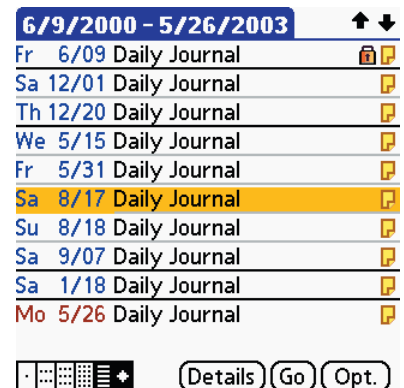
Daily Journal Feature - Journal Extract Utility for Desktop

If you are using the standard Palm OS Desktop software for Windows, you can use a utility program called **Journaler.exe** to extract your journals from the Datebook.dat file into a CSV type text file that you can then import into any database, spreadsheet or Word Processor table. Journaler.exe is in the DateBk6.zip archive (or download from DateBk6 web page: http://www.PimlicoSoftware.com/DateBk6.htm). If you have a newer PalmOne device with its proprietary Calendar database, you will need to export the calendar database as a DBA type file but with the *Datebook Archive* type, in order for Journaler to use it.

Step 1: When the program runs, navigate in the right-hand directory pane to the directory that has your datebook database: C:\Palm\{username}\ datebook, where {username} is your HotSyncUser name.

If the event times are all shifted by some number of hours, enter a bias value here

Step 2: Then select the Datebook.dat file in the left-hand pane

If you are using a non-English version of DateBk6, be sure to select the language in the popup list.

Step 3: Click on the Export button to store the extracted journals in that same directory under the name **datebook.csv**.

Use the **Keyword Delimiters** to enclose a special keyword you define and this will be placed in a separate column in the CSV file.
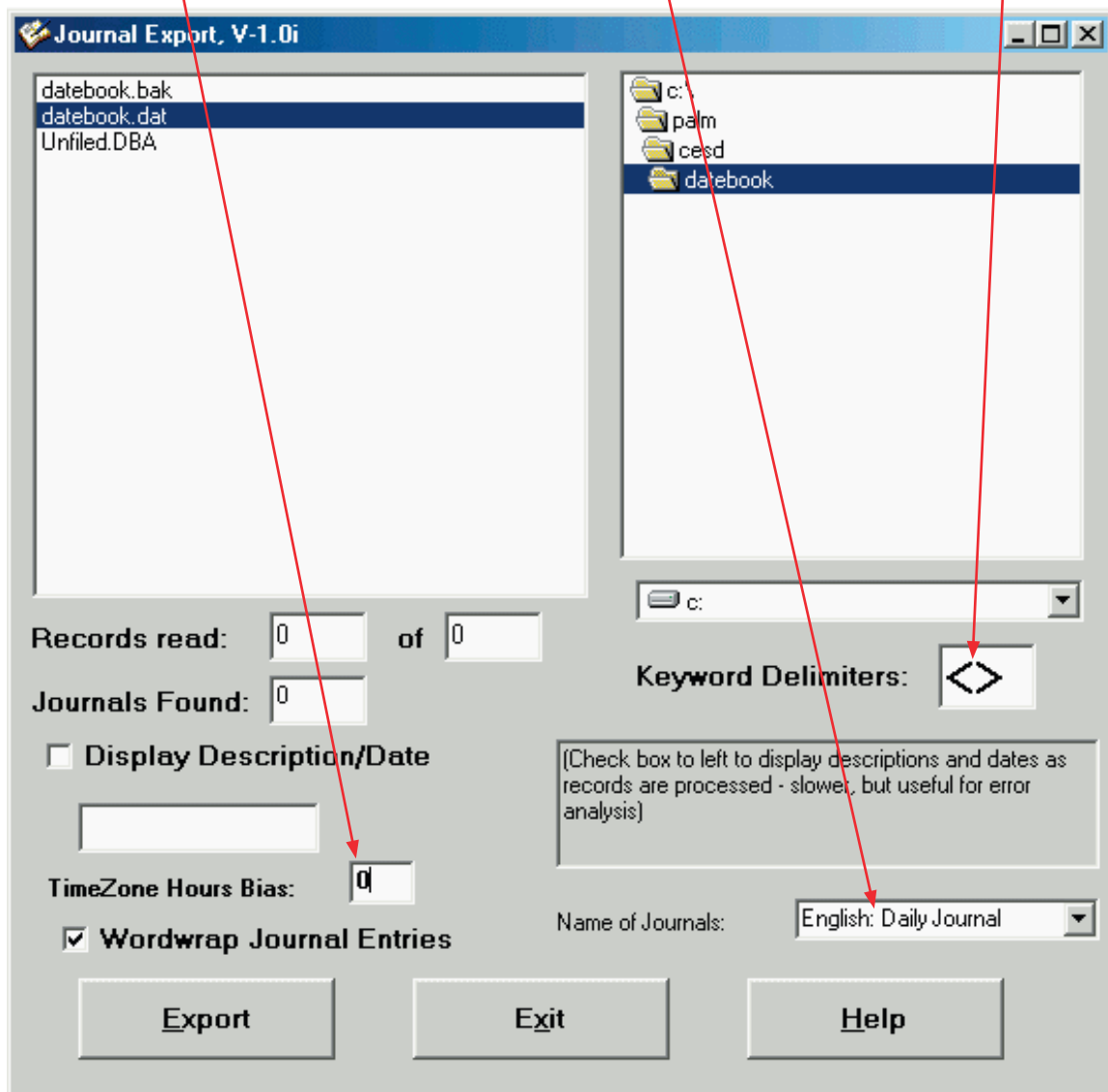
Category Management—Appointment database

DateBk6 supports categories in the Datebook database as in other Palm OS databases. Categories are usually used to separate business and personal events, or to allow other people's calendars (such as a spouse or co-worker) to be managed.

Categories for events and ToDo's can be set in the Details dialog. To manage the appointment or ToDo categories, select **Appt Categories** or **ToDo Categories** from the **Options** Menu.

The **Multiple Select** checkbox allows you to select two or more categories for display (this is unlike most Palm OS databases that only have the choice of one or all).

The **Synchronize** checkbox means that the hide/show status of all categories should be applied (wherever possible) to similarly-named categories in the other three databases. If checked, alarm handling preferences you set will also apply to similarly-named categories in the ToDo database. If you are not using categories in the Datebook, you will likely **not** want to use this feature as you could end up frequently hiding the Unfiled Category.

Tap here to select a default icon to apply to all events in this category .

Tap on name of category to toggle between hiding and displaying the category .

Tap on 'P' to set the profile for this category (see below). For ToDo's this profile dialog will also let you set the priority level at which ToDo's in this category should display .

Tap on **Edit** button to bring up standard Palm OS category dialog to delete, rename or add new categories.

Tap on **All** or **None** button to display or hide all categories.
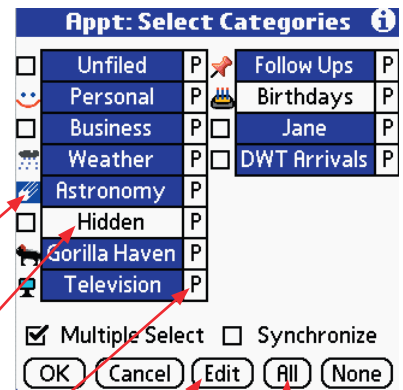
Select one of these three pushbuttons to determine how alarms should be applied to this category if the category is currently visible on the top row, and if hidden on the second button row.
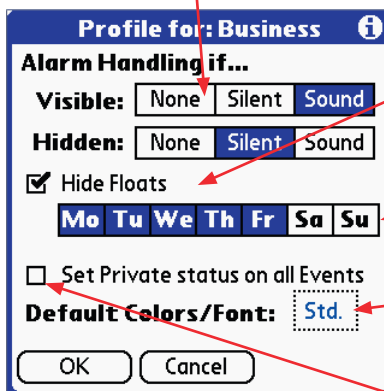
Hide Floats (& Undated ToDo's) means that floating events and Undated Todo's in this category should **not** be displayed on days that are not selected in the pushbuttons below. Note: **"& Undated Todo's"** only appears if the Synchronize checkbox was selected in that prior dialog. Also included under this option are advances on ToDo's in that category, and past-due ToDo's.

In the settings here, Floats in the business category are only displayed Monday-Friday.

The **FONT** selector allows you to specify a default font (and/or color) as a default for all events in this category. For ToDo's you can also set the priority for display in that dialog.

If **All Events: Private** is checked, then all events in this category will be treated as private.

Note: the feature of automatically hiding and displaying categories in DateBk5 is no longer present in DateBk6, because you can now invoke Saved Views on a repeat schedule which allows you to change **all** preference settings, not just the category selections.

Category Management—Appointment database—Continued...

Other Category Menu Items in the Day View Options Menu	• **Category Private/Public...**. This option will set all events in all visible categories to either the **Private** status or to **Public (**non-private) status. A confirming dialog will appear before the action is actually taken, so make sure you have the categories marked visible first that you want to make to be affected by this command. You cannot make items public if you have private events currently hidden (you must go to the Security app and first unhide private events).
	• **Move Category**. When this option is selected you will be prompted to specify the category you want to move events from, and then the category that you are going to move them to. A confirmation dialog then appears to confirm the move.
	• **Beam Category.** This option allows you to beam one or more DateBk6 categories (see page on beaming).
	• **Delete Category**. This option will delete all events in all visible categories. A confirming dialog appears before the deletion takes place. When deleting events in this way, events are **always** archived so you can retrieve them later in the event that you accidentally delete some items you did not mean to.
Mapping Categories with MS Outlook	Mapping categories to desktop PIM: Both Chapura and DataViz have released versions of their conduits which support DateBk6 categories with MS Outlook. Version 3.0 Pro of PocketMirror has support for mapping Outlook calendars to categories in DateBk6—an extremely useful feature for people managing multiple schedules. On the MAC side, both the OSX Palm Desktop and NowUpToDate map categories in the datebook database.
Some ways to use categories for yourself	A typical use of categories is to separate personal from business events. That way you can just look at your personal events on the weekend by hiding all your business events (and vice-versa).
	You might set up separate categories for classes of events—such as astronomical events, sports events, It's often handy to have a **hidden** category in which you put reminders that you never want to see in your calendar (such as a regular 7am wakeup, or a daily reminder to take out the garbage).
Sharing your Calendar with Others	One of the most useful things you can do with categories is share calendars with others. DateBk6's ability to beam categories to other users makes it quite easy to handle this. A simple example with husband and wife should prove useful and can be easily extended to larger groups of people.
	John has two categories: **Unfiled** and **Mary**. Mary has **Unfiled** and **John** categories. Both John and Mary have the **pre-delete all events…** options set in their beam receive preferences (**BeamRcv** tab of main preferences dialog). They also have the **Override Sender** preference set to force all incoming items in the **Unfiled** category into their respective spouse's category (so John has **Unfiled** going to **Mary** and Mary has **Unfiled** going into **John**. From time to time, they just beam their own **Unfiled** category to each other.
	John could also keep a **JohnB** category for his business events, so he would only be sharing his personal events with his wife. John and Mary could also have a **FamilyJ** and a **FamilyM** category which together contains family events: **FamilyJ** is maintained and updated by John and **FamilyM** is maintained and updated by Mary. Alternatively, they could have just one **family** category and be careful about who is allowed to update it and when. Each person can set up their spouse's category with a different icon, font or color and they can also silence alarms, so they only hear **their** alarms go off.

Category Management — ToDo/Addr/Memo Databases

To access the Category Management dialog, open up the database in split-screen mode and tap on the menu icon (down arrow) at the top left:

This pops up the split-screen menu. Tap on **SplitScreen DB Category**. You can also access the database categories from the **Categories** menu in the main Preferences dialog.

ToDo database only: Tap on square box to bring up icon dialog and attach default icon to this ToDo category. Icon. You cannot display icons in the Addr & Memo databases, so these buttons are not present when those two database are being displayed.

Tap on Button with category name to alternate between displaying items in this category and hiding them. In the ToDo database, you will see a number from 0 (hidden) to 5 (display all priorities) or a number in between which specifies the lowest priority ToDo to display in that window.
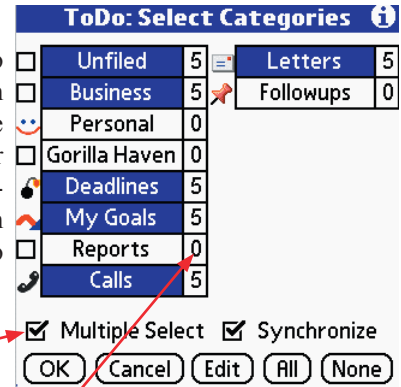
The **Multiple Select** checkbox allows you to select two or more categories for display (this is unlike most Palm OS databases that only have the choice of one or all). If unchecked, only one category can be selected at a time.

The **Synchronize** checkbox means that the hide/show status of all categories should be applied (wherever possible) to similarly-named categories in the other three databases.

Tap on Button with priority number (or **P** with Addr/Memo databases) to bring up dialog for custom Font/Color selection and selective priority display:

Addr & Memo databases look the same as ToDo except there are no icons and the button on the right just has the letter **P** for Preferences.

Select Color for category from popup (Color Devices only).

Select Font for Category. **Note:** this setting only affects items that have the Normal font assigned via the Details dialog as any other explicit font setting overrides the font set by a category association.
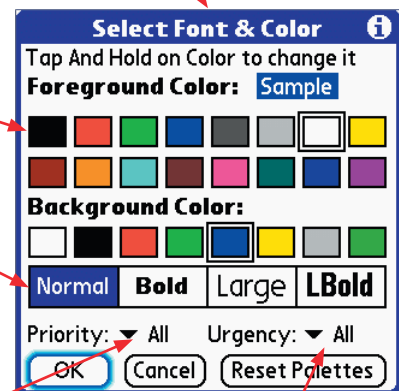
ToDo database only: Set selective range of priority for ToDo's to be displayed in this category. 1-3 means priorities 1, 2 and 3 will be displayed, but 4 & 5 will be hidden.

ToDo database only: Set selective range of urgency for ToDo's to be displayed in this category. A-C means urgencies A, B and C will be displayed, but D or items with no urgency assigned will be hidden.

Time zone Management

DateBk6 features an extremely sophisticated set of features for managing time zones. At this point, there are few desktop calendar programs that have this level of sophistication, so if you intend to use this feature, you will likely want to use your Palm device as the primary reference device, since the desktop you are synching to is not going to be able to display items at their correct, adjusted times. The proprietary calendar application on PalmOne's newer devices does have a feature now to handle timezones, but it is handled very differently from DateBk6. The initial release of DateBk6 does not attempt to reconcile these different ways of handling timezones, but this is an issue that is expected to be addressed in subsequent releases.

The basic concept in DateBk6 is set the current time to the local time where you are, tag all timed appointments with the specific time zone they occur in, and then display the adjusted times of those events so the local time corresponds to the time of the event in its native time zone. So all events are stored at the actual time they will occur at in their assigned timezone.

First you need to install the time zones, which you can do by running the **dbSetup** application. The Time zone information is stored in a memopad record in a specific format (see Appendix **B**: Technical Info-Time zones). If you are an experienced user, you can delete and re-sort the timezones for more convenient access, add new timezones and change or add new Daylight Savings Rules.

Time Zone Management starts with the **Zones** tab in the main Preference dialog. **Current Zone** indicates the time zone you are currently in. **Create Zone** is the default zone into which all new events should be created. **Home Zone** is the timezone in which you reside and the default time zone for all events that have no explicit time zone assigned to them.

The **Synchronize with OS/Other Apps** checkbox should only be checked if you are have an OS 4.0 or later device or are running DateBk6 with a DateBk6-TimeZone aware application. This option may be hidden by DateBk6 if not compatible with your OS version.

If checked, this option will cause two time columns to appear in the day view. The left column is the adjusted time of the event (i.e. the time in your current time zone that corresponds to the time of the event in **its** time zone), and the right shows the native time.

If checked (and it normally should be), alarms on events in other time zones will go off at the **adjusted** time. But on a quick trip where you have not had time to make changes or set up time zones properly, you might want to uncheck it (so you don't get reminded to take out the garbage at 2 am!).

To set a time zone, tap on one of the three selectors in the **Zones** tab. Select the new time zone from the list of time zones. The -/+ column shows the number of hours before(-) or after(+) GMT. The letter after the hour displacement indicates which Daylight Savings Time (DST) rule is in effect for that time zone. The DST begins/ends line near the bottom shows when DST starts & ends.

You can set a default icon for a timezone. This will override any icon set by a category association but will not override an explicitly-assigned icon.

All Time Zones means that the item occurs at the **same** time in all timezones and should never be adjusted (for example, you might always want to take your medicine at 8 am, no matter where you are).
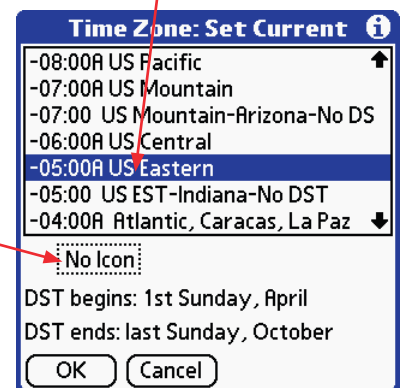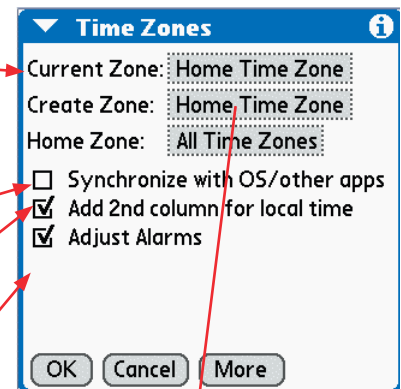
Time zone Management — Continued...
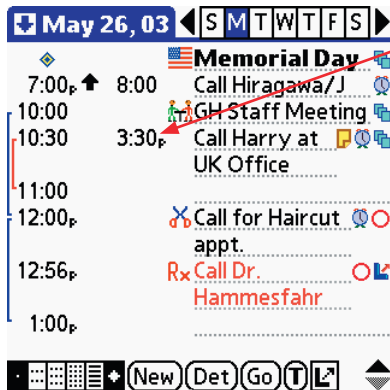
In this schedule, there is a phone call that needs to be made 3:30pm UK time which shows up in our schedule as being at 10:30am our time (EST).

If a time zone change forces an event's date to be different from the local event's date, the event is **still** displayed on the local event's date. The time will be correct and an up or down arrow will signal that the event is actually in a different day. In the example here (Call Hiragawa/J) the phone call will be made from Japan at 8 am on May 27th, but that corresponds to 7 pm on May 26th. Note that the 7 pm time slot will sort ahead of the am time slots in the current day and an up-arrow signals that it actually occurs in the prior day (there are some complex technical reasons why it is not all that feasible to offer the option of displaying it in the prior day's schedule).

In cases like this, you will likely want to set an alarm reminder so you see the alarm on that prior day (since there won't be an entry in the calendar for that day).
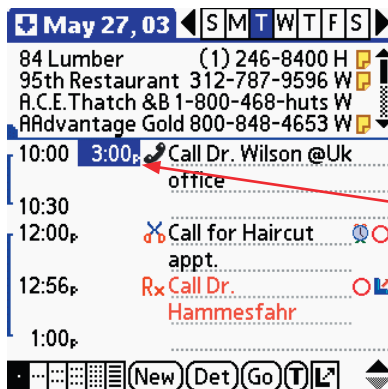
Tap on the time in the second time column or select **Time-Zone Details** from the **Misc** menu to bring up the details of the time for this event
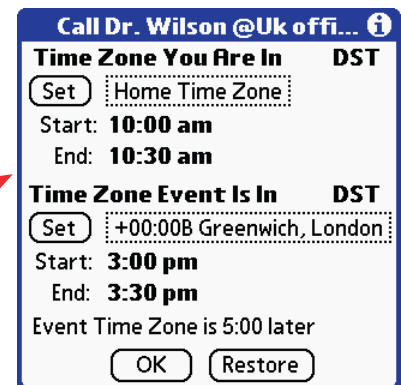
The Timezone details dialog shows you the end time for the event in the native timezone and also clarifies what day the event is on (if it has been shifted into a different day). It also tells you the difference in hours from your current timezone to the timezone of the event (Five hours in this example) and whether Daylight Savings Time (DST) is in effect in each timezone. The time zone selector fields (which display the timezone) can be tapped to temporarily change the timezone. For example, supposing that you need to conference someone in from the Tokyo office but need to know what time that would be for them. Just tap on the top timezone selector and select 09:00 - Tokyo as the timezone. The program will then show you that the phone call would be at 11pm Tokyo time. When you tap the **OK** button, nothing will have been changed.

Alternatively, suppose you decide that you want to move the conference call to Tokyo, you can change the timezone selector to that timezone and tap the **SET** button to permanently make that change. You can still tap the **Restore** button if you want to restore the original timezone back again.

Time zone Management — Continued...

More on Time zones...

- Time Zone handling is a bit tricky to understand at first, so make sure that you study this section carefully before implementing them or you may find alarms going off at odd times, or things not working out the way you expect.

- Start off by going to the **Zones** tab of the main preference dialog and set the **HomeZone** to the time zone that you live in. You will normally never change this setting unless you permanently move to another time zone. This setting defines what zone all events are defaulted to if there is no explicit time zone assigned to them. This eliminates the need to code a default time zone for the majority of the existing events in your datebook database which are likely to be in your home time zone. The **Create Zone** should be initially set to your Home Zone value, but you may wish to change this when you move to another time zone depending upon what you want the default time zone to be that is assigned to newly created events.

- When you travel and move temporarily to another time zone, go the **Zones** tab in the main Preference dialog and select the new time zone under **Current Zone**. You will be prompted to have the system clock automatically adjusted for the new time zone. You would normally have DateBk6 do this (unless perhaps you were testing etc.).

- Events in the Datebook database are always stored in their **local** time zone. This has the advantage that nothing has to be changed in the database when you move to another time zone (since the local time of the event never changes). It has a disadvantage, though, in that times on your desktop for these events will show the local time and not the adjusted time. However, since the desktop would not be able to handle the time zone adjustments anyway (without specifically knowing about how DateBk6 tags time zones), this seems a better solution.

- The Time zone memo pad record can be edited (but carefully!). There is no set order for this data, but we recommend that you put the DST rules first and follow them with the time zones themselves. You may wish to put your most frequently-used time zones first, or just keep them in chronological order as they are now. There is a limit of about 36 entries in this memo file.

- Alarms on ToDo's are treated as being in **All Time Zones** and go off at absolute time—i.e. if you set an alarm for 4 pm, it will go off at 4 pm regardless of what timezone you are in. Use floating events if you need tasks that obey time zone changes.

- If you are synchronizing with Palm OS 4.0 or later, remember that the Palm OS has no support for DST rules. So if DateBk6 takes the Palm OS information, it will use the **first** locale it finds with a matching timezone. If that locale has a DST rule, then DateBk6 ignores the Palm OS DST setting, and uses DateBk6's rule instead. If that locale has no DST rule or is set to be always on, then it will take the DST setting from the Palm OS itself. So if you use this feature, make sure that **your** locale is always the first one listed in any timezone that you use.

- If you **don't** want to use TimeZones, set the Home Time Zone to **All Time Zones**, and the **Current** and **Create** Time zones to **Home Time Zone**.

- This feature does not automatically change the system clock when Daylight Savings Time changes. There are hacks that will do that if you need it, or you can just set two yearly alarms to remind you of that change.

- If you work extensively with different timezones, consider creating some custom icons and attaching them to the main timezones that you use. This will help you identify what timezone events are in without having to call them up or study the time difference between the two columns. Icons attached to a timezone have preference over icons attached to categories, but in turn will be superseded by any explicit icon attached to that event.

- There are some complex technical reasons why it is not really feasible for DateBk6 to handle the display of the graphical weekly view when items have been shifted into a different day by a timezone shift. It is generally recommended that you use that view cautiously if you have events that are shifting into different days.

- Some countries (such as Israel) change the DST rules every year by government decree, so you may want to review the current rules for accuracy in countries that you are travelling to. A web page that discusses these issues is: **http://webexhibits.org/daylightsaving/g.html**

Using Icons in DateBk6

Icons are small graphics that you can attach to appointments or ToDo's or as a default to categories, or timezones. In addition to providing a nice aesthetic touch, they are also very functional. For example, attaching a telephone icon to a ToDo can be used to identify and list all phone calls (filter the list view by the telephone icon and only display ToDo's). In the graphical weekly and monthly views, icons provide a means of identifying at least the class of an event even though the text is not present. In the 4-month/yearly view, filtering by an icon attached to all holidays immediately tags all holidays in those views.

Attaching an icon as a default icon for a category allows all items in that category to display that icon (presuming that no explicit icon has been attached to the item). An icon attached to a timezone, can flag all items in a specific timezone. You will need to enable the display of icons in most views (**Options** menu, **View Display Options,** and tap on the **icon** checkbox.

DateBk6 supports both color icons for color and gray scale devices, and monochrome icons for Black and White devices, or devices running OS 3.3 or earlier. In general you will always want to use color icons if they are supported on your device.

Installing Color Icons. To display color icons in DateBk6, you must first install a color icon collection. There is a default set of color icons in the DateBk6 installation archive under the name **Icons-DATEBK.prc** (for backwards compatibility, Icons-DATEBK5.prc is also valid for the default filename). Just install that file as if it were any standard Palm OS program using the Palm Install Tool. There is a separate icon editor, **dbIcon**+ that you can use to edit simple icon collections, copying and pasting the icons you want into the actual working collection (see separate manual on **dbIcon**). **However**, Pimlico now recommends that users use the popular third party Icon Editor *Icon Manager* as it is now freeware and a more powerful application that handles grayscale icons, more than 255 icons, high density icons etc. A color icon collection can hold up to 2,600 separate icons. DateBk6's color icons use the **identical format** to several other Palm OS applications, so there is a wide selection of third party icons available for your use. DateBk6 can also handle high-density icons that improve the visual quality substantially on high-density screens.

Installing Monochrome Icons. To display monochrome icons in DateBk6, you must first install them with the **dbSetup** application. **dbSetup** installs a default set of 52 icons which is the maximum # of monochrome icons that can be currently used in DateBk6. If you have an OS 3.5 or later gray scale device, you may well want to use the color icons instead.

To attach an icon to an event, you can **TapAndHold** on the spot where the icon would normally be displayed. This is the most direct way to add an icon. Or you can stroke Command/I or select **Attach Icon to Appt.** from the **record** menu. If this is a repeat event, the icon is attached to all occurrences.

Or, you can select the item and tap on the **Details** Button as there is an **Icon** button in the Details dialog. If you do this on a repeat event, you will have the option of just attaching the icon to a single occurrence of the repeat event if you wish.

Tap on down-arrow to access
the last 14 accessed icons

To remove an icon, tap the
Remove button.

Color Icons

Monochrome Icons

To select an icon, tap on the line with the icon to highlight it and then tap the **OK** button, or tap the icon again as tapping any highlighted icon will select that icon and close the dialog.
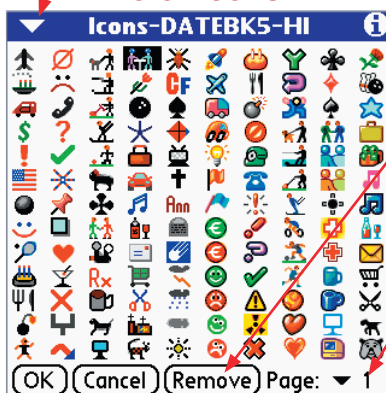
To select other pages (up to 20), tap on the page #.

Using Floating Events in DateBk6

When DateBk3 was first written, it did not handle ToDo's, but instead offered its own flavor of tasks: **Floating Events**. Even after ToDo's were incorporated into DateBk3, many users preferred floating events and even with DateBk6 that now offers alarms, icons, simple repeats etc. on ToDo's, floating events still remain very popular. In fact their popularity was one of the reasons why Handspring insisted on retaining floating events when Pimlico Software licensed a light version of DateBk3 to Handspring for their Datebook+ application.

A floating event is a bit like an Undated Todo in that it has no due date. However, it can be scheduled on an future date, but once today catches up to it, the event then "floats" forwards day by day until checked off. Floating events display a circle instead of a box so they can be readily distinguished from ToDo's. Floating events will appear as regular, untimed events in the Desktop calendar application's datebook database as opposed to ToDo's which are often stored in a separate task list. Floating events also show up in the yearly view while ToDo's do not.

Like a regular event, a floating event can also have a time and an alarm, so floating events can appear at certain hours of the day and have durations—in fact they can have almost all the attributes of a regular event (advances are an exception as you cannot put advances on floating events).

You may choose to ignore floating events, or you may choose to use them instead of ToDo's. A few people use both and take advantage of their differences in how they use them. A menu option makes it easy to convert a float to a ToDo and vice-versa.

Function	Floating Events	ToDo's
Database	Stored in the appointment database	Stored in the ToDo Database
Priority	None—although you can start each event with a digit and a hyphen	Priority from 1 (high) to 5 (low)
Date	Can be dated in future, but then floats with today's date. No concept of past due	Can be dated or undated. If dated, becomes past due when today passes.
Repeats	Shows all future occurrences of the repeat	Shows only the current/next occurrence of the repeat.
Beaming	Can be beamed directly from DateBk6	DateBk6 switches you to the ToDo application to beam
On Desktop	Appears as untimed event in calendar	Appears in desktop task list database
Attributes	Can have time and duration and appear at that time in calendar	Can have time but only to set alarm and still appears in untimed timeslot.
Time zone	Time is adjusted by time zone logic	Time is independent of time zone logic

On the 26th, the **Call for haircut appt.** item is not checked off. So at midnight on the 26th (or whatever the **Float Advance Time** is set to), DateBk6 automatically advances the floating event to the next day
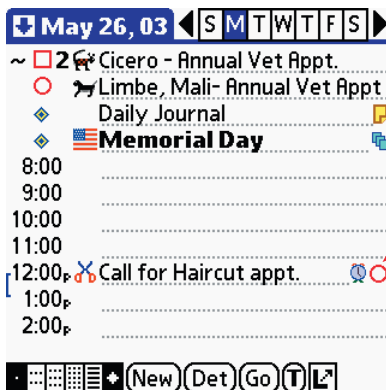
Using Repeat Floating Events in DateBk6

When you put a repeat on a floating event, DateBk6 handles it in a special manner that provides some very useful functionality. A typical repeat event is suitable for something that has to be done on a fixed day at regular intervals (say a Doctor appointment on the first Tuesday of each month). But suppose you have something that needs to be done at regular intervals, but not necessarily on a specific day. For example, you may have to give your dog a worm pill once a month. It's not critical that it be given on a specific day and in fact if you don't get around to doing it on that scheduled day, you really want a reminder that will remind you each day until it gets done.

This is exactly what repeat floating events are designed for. You set up a repeat floating event and when that day comes around, DateBk6 moves the repeat floating event to the next occurrence and leaves behind a non-repeat occurrence that by itself will then float forwards until you check it off.

This also has the advantage that you maintain a record in your calendar of exactly what day you completed the task.

If a repeat event has no further occurrences, it will be deleted (so only set an end date if you expect to have the event eventually disappear).

If you tap directly on the circle in the daily view on a repeat floating event to change its status, DateBk6 creates a non-repeat copy of the repeat event, toggles its status to mark it complete, links it to the repeat event and then advances the start date of the repeat event to the next occurrence. If you want to toggle the status of ALL occurrences of a repeat floating event (clearly not something you would normally do), you must call up the repeat event by tapping on the Details button so you can change the status in the Details dialog and then specify that the change is to be made to all occurrences of the repeat event.

Note that you would not normally want to make a repeat floating event a daily repeat as the separate occurrences created by DateBk6 will start to pile up quickly unless they are diligently checked off each day. Also, if you start a repeat floating event for the current day, no non-repeat occurrence will be created (they are created only at the start of each day or at the floating advance time). You can use the Make Exception command (Record Menu) to quickly make a non-repeat occurrence if you need one, or you can go to the details dialog to mark it done, and then select CURRENT in the exception dialog to just mark today's occurrence as completed.

On occasion, you might want a type of repeat task that repeats at an interval from when it was last checked off as opposed to a fixed schedule (example: you cut your hair every 45 days or so—if you wait 60 days one time, you want to count 45 days from when you last had it cut). For that you use a daily repeat and check the **Reschedule from Checkoff** checkbox.

It's the 16th, and we have a repeat floating event set to start tomorrow on the 17th.

When the 17th arrives, DateBk6 makes a copy of the repeat event on that day. Notice the repeat indicator is gone, and it's linked to the repeat event....

Which was automatically rescheduled to the following week, so it now has a starting date of the 24th.
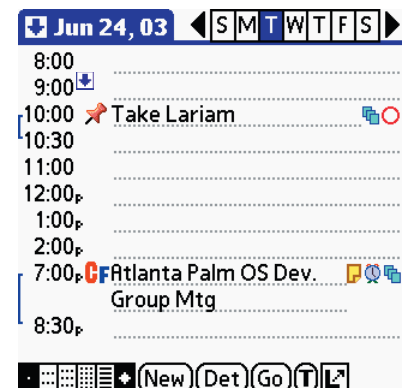
Linking and Contact Management — Overview

DateBk6 includes extensive support for dynamically linking events and ToDo's to other events, Addressbook, MemoPad and ToDo entries. The most common use of this feature would be to link an event to a contact in the addressbook. For example, you might have a doctor appointment and want to link that to the addressbook entry for the doctor. After you link the entry, you can just tap on the link icon to bring up the addressbook entry as shown below.

Tap Here on Link icon to generate this screen

Tap anywhere on the screen above the buttons to dismiss the addressbook display
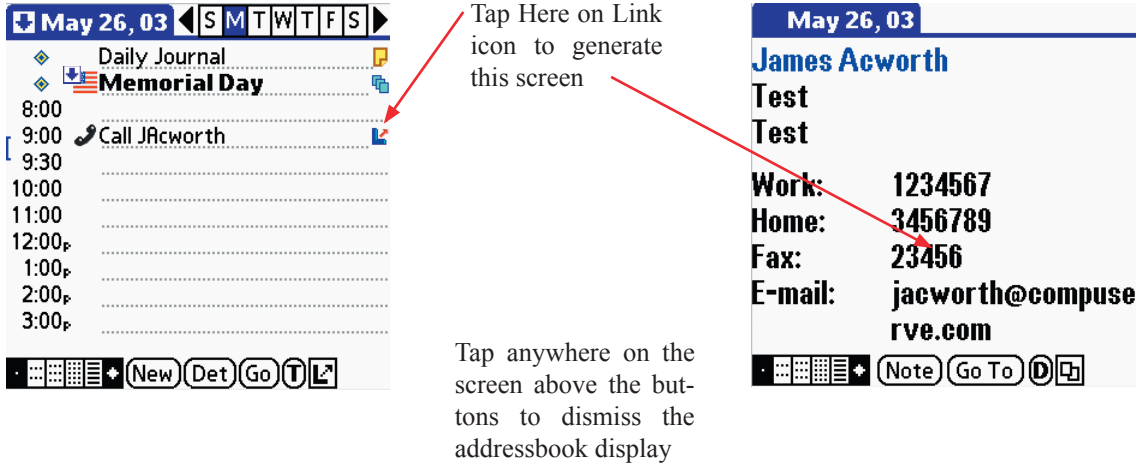
You can link an appointment or ToDo to more than one item in the Appointment Addressbook, Memo and ToDo databases and can also mix them (i.e. you can link an appointment to three addressbook entries and two memos). When you tap on the link button and there is more than one link, DateBk6 pops up a Window with all the links. In the screen at below left, an entry has been linked to several addressbook entries.

Items are displayed in the popup list in the order in which they were linked. You can remove links by going into the details dialog and tapping on the link icon

After tapping on link icon, a popup list appears of all the links. Just tap on the link to bring up screen on right (or tap outside popup list to dismiss it as the popup list may give you the information you need). In the example at left, the first item is a private entry that has been masked.
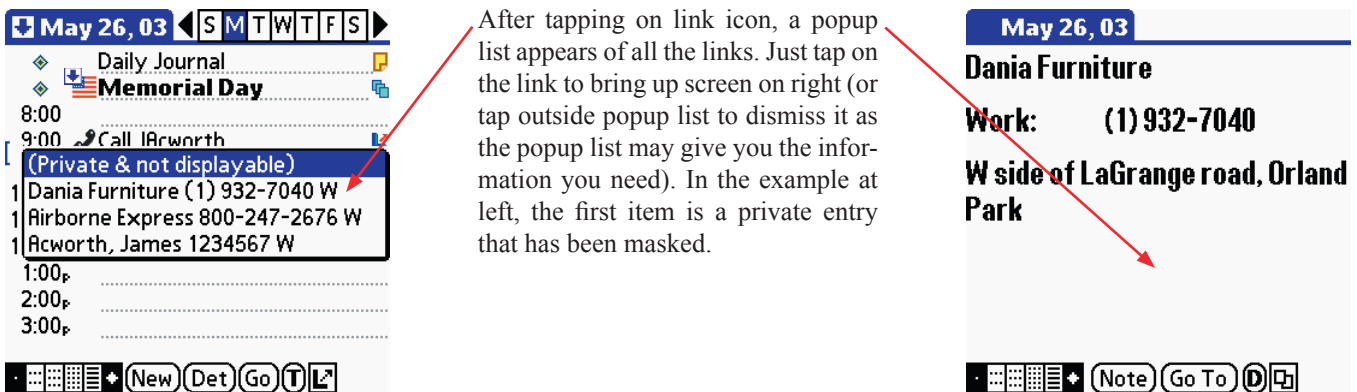
Linking and Contact Management — Setting a link

Setting a link is very simple:

1. Tap on the appointment or ToDo that you want to link.

2. Tap on the Link button.

3. Tap on the item you want to link to, either in the main screen or in the split screen window. If necessary, you can navigate to new days, filter the split-screen view, scroll through it, etc. to locate the item to link to. As long as the link pushbutton remains inverted at the bottom of the screen, DateBk6 is ready to set the link when you tap on an item.

You can tap on the Link pushbutton while highlighted to cancel the link operation.

The screens below show those three steps to set the link for the **Call Peter Quarry** entry:

Tap on the item you want to link (so insert pointer appears).

Then tap on the Link Button. Note that Link button inverts to show it's active.

DateBk6 automatically opens up the split-screen window (there is a preference option in **Split** tab of the main Preference dialog to always open the addressbook database).
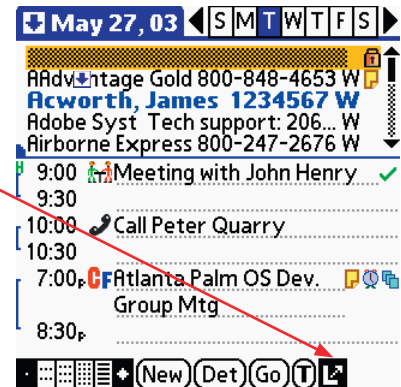
Tap on the entry that you want to link to (James Acworth will be tapped in this example) and the Link Action dialog then opens.
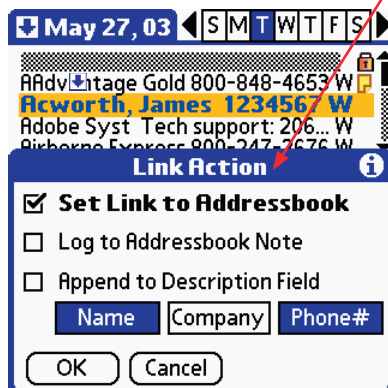
If you are linking to the ToDo or Memo Databases, the entry flashes several times to confirm the link and the link is set. If you are linking to the addressbook database, DateBk6 pops up a dialog with several useful options. The most common action is the one shown here: **Set Link to Addressbook**. If you just tap OK, the link is set and no further action is needed.

If **Log to Addressbook Note** is checked, DateBk6 will popup a dialog that allows you to append a date/time stamped entry with the description field of the appointment record to the end of the note field for the addressbook entry (creating one if necessary). In this case, DateBk6 would insert something like:

4/1/00 1:00p Call Peter Quarry

If **Append to Description Field** is checked, DateBk6 will automatically extract the selected information from the addressbook entry (Name and Phone# in this example here) and append it to the end of the description field. Tap on the three pushbuttons below the checkbox to indicate which fields you would like to have inserted. This is useful if you start off with a blank event and want to have the name inserted. A space will be appended first if the description is not blank and does not end with a space.

Linking and Contact Management — Logging to the Addressbook

The logging feature in DateBk6 provides a powerful method for tracking activities in the calendar and ToDo databases in the note field of an associated Addressbook entry.

This could be used by sales people to track all the activities associated with a particular customer. Or doctors could use it to log appointments and associated activities into a client listing in the Addressbook database.

A typical way to use this feature, is when you tap on the Link icon for an event.

The linked contact then appears in full screen with all the details for the contact.

To log to the note field for this event, tap on the Log Button at the bottom of the screen.
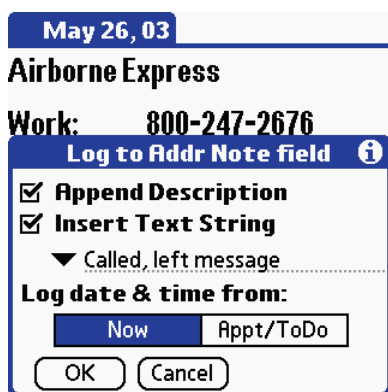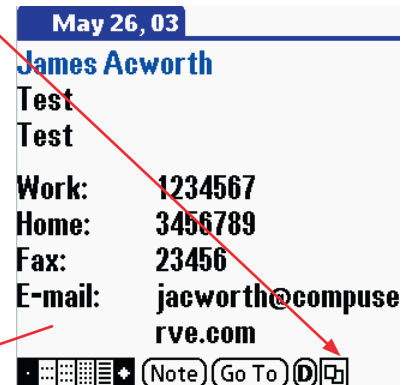
When you tap on the log button, DateBk6 brings up the Log dialog. You have the option to log either the current date and time (**Now** Pushbutton), or log the date and time of the event or ToDo (**Appt/ToDo**). Whichever option you choose here will be remembered in your preferences dialog and automatically set the next time you call up this dialog. **Append Description**, if checked, will include the description field of the item you are logging from.

If the item is untimed, only the date appears. If the item is an undated ToDo, then today's date is inserted instead.

The **Insert Text String** checkbox allows you to insert boilerplate text between the date/time and the description field of the event/ToDo. When this box is checked, a combination popup list and edit field appears. You can either type in a new text string to insert in the field, or tap on the popup list arrow to display a list of the last ten text strings that you used in this dialog.

This popup list can contain useful standard phrases (such as Called, No response, confirmed, etc.). These text items are stored in the preference database.

Linking and Contact Management—Other features

There are several options when linking that make this feature particularly useful and easier to use.
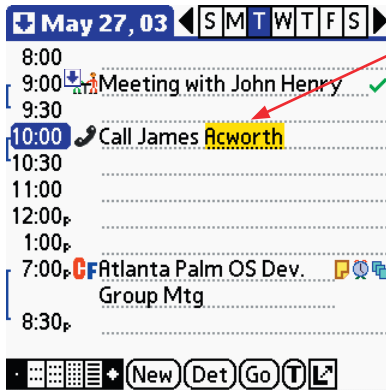
Select a name or part of a name or word in the description field of the event **before** tapping on link button (here we selected *Acworth*)

Now tap on Link button. Split Screen opens and DateBk6 automatically filters the addressbook database for entries that match the selected string: Note the tiny 'F' at the top left which signals that a filter is in effect. In this case we found a match on the name 'Acworth' and another entry with an address in Acworth, GA. Alternatively, after tapping the Link button, you can select **Find/Filter Text** from the SS menu to locate the item you want to link to. You can **not** use the **Recent Items** list to select an item.

Removing a link: You may want to remove a link at some time. In that case, tap on the **Det.** (Details) button in the Day View and then tap on the Link icon in the Details dialog.
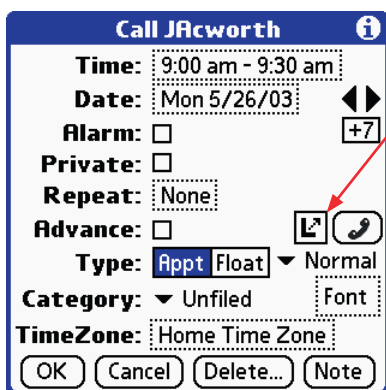
When you tap on the Link icon, a dialog appears that allows you to delete links. Just tap on the link you want to delete and tap the **Delete** button to remove it.
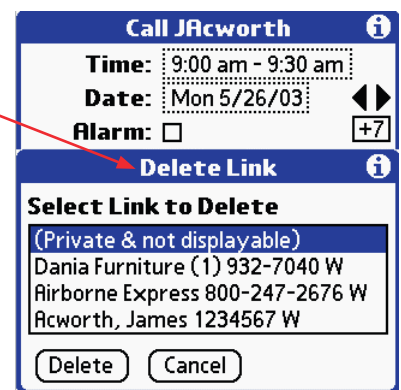
Linking and Contact Management—Other features

Back links - or find items which link *TO* an item
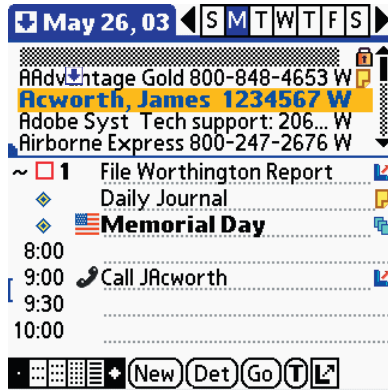
There are times when you want to find all the items that link **TO** a specific item. For example, we might want to find all the appointments that are linked to a particular contact. DateBk6 has a feature to handle this. First, select the item in the split-screen or the main table - it can be in any of the four major databases.

Then select the menu item **Find Items Linking to This** in the Record menu of the Day View. This will then bring up a list in the list view of all items which link to this item. This is done by searching the appointment and ToDo databases to locate links that point to the item. So this search may take a few seconds, especially if the databases are large.
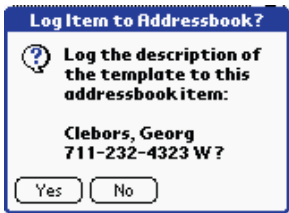
In the display, all items linking to the specified item are then shown. This is the standard list view display, so at this point, you could issue a block command to delete them, export them to a memo, etc.

Other uses of this feature would be to find all the occurrences of an irregular repeat. All instances of a irregular repeat are linked to the first repeat, so if you tap on the link of any one of the irregular repeats, you will be taken to the first instance that all the subsequent copies link to. If you then invoke this command on that first instance, you will get a list of ALL the occurrences of that irregular repeat.

Note: since this is a rather unusual use of the list view, which works by setting a special search string, this find string is automatically cleared when you exit the list view. If you want to save this as a saved view, you will have to save it **in** the list view so you can catch the settings before they are cleared.

Linking and Contact Management—Other features

Linking ToDo's	You can set a link from a ToDo in the SplitScreen window—just tap on the ToDo in the window and tap on the Link button. Note that you can link one ToDo to other ToDo's—that is perfectly legal.
Returning to Date	If you tap on the link icon of an event that links to another event (which then gets displayed), you can quickly return to the original date by going into the Date Picker, as the date of the item you linked from is always put at the top of the **Recent Items List**.
Linking to a private event	If you set a link to a private event and then hide private events, the link remains valid but cannot be invoked. In the popup list, you would see the legend **(Private & not displayable)** instead of the link.
Setting links in templates	A very useful feature of links is the ability to place them in templates. Set a link to an item and then save it as a template. When you insert the template, DateBk6 will ask you if you want to log the description to the addressbook item:
Preference options associated with linking	There are two useful preference options associated with linking—both in the SplitScreen menu's Preference options: • **Always open addresses for link.** If you almost always use the linking feature to link to addresses, you may want to set this option so that DateBk6 automatically opens up the addressbook database when you tap the link button. • **Display Find on Addr Button**. This option is useful if your first action on opening up the addressbook database is to always search for an item.
Useful things to do with links	• You may have a floating event to call someone and want to track every time you call them. Just highlight part of the name in the description and tap the link button—it will then find the link and the link dialog will appear. **Uncheck** the **Set Link to Addressbook** and check the **Log to Addressbook Note** and tap **OK** to add that description to the note field of the addressbook item. That way you have a log of every time you called the person. • Apart from the obvious use of linking to addressbook items, links to memos can be very handy. You might have several appointments used to track a project. All of them could point to a Memo where you keep up to date notes on the project which you can quickly review whenever you see an associated entry in the Datebook. • There is a limit of 4096 characters in a note field (32,768 if using the proprietary PalmOne Memos Database)—but you can link an item to several MemoPad records thereby effectively increasing the space for comments which can still be quickly accessed.
How links are stored	Links are stored at the beginning of the note field of the event or ToDo. A typical link looks something like **[Link A-0002-8E3002]**. You will not see this link in DateBk6 as DateBk6 always hides all tags and links. Make sure that you do not accidentally edit or change this link when editing a note in your desktop or other application, or the link will no longer be valid. If you do end up corrupting a link, DateBk6 will attempt to automatically remove the corrupt link and will advise you of the problem. See Appendix for precise format of a link.
Error Conditions	Linking in DateBk6 does depend upon conduits maintaining the Palm OS UniqueID for each record. If a conduit destroys that information, the links will be broken. This is usually a problem after doing a hard reset with a conduit other than the standard Palm conduits. If you intend to make extensive use of links with a non-Palm conduit, you may want to look at Backup-Buddy from Blue Nomad Software (highly recommended backup utility) which has an option to backup your databases in **native** mode.

Contact Management—Call/Action Templates—Basic

In addition to linking, DateBk6 includes extensive support for dynamically extracting fields from a record in the Addressbook database and creating an event or ToDo from it. Suppose that you often need to insert a task to remind yourself to email someone. You could set up a call template which extracted the name and email address of a contact and then created a ToDo using that information.

DateBk6 contains one 'hard-wired' template to allow you to use this feature without ever setting up any templates. Looking at this simple case first will make it easier to see how this useful feature works. Much of the power of this feature, however, comes from the ability to create custom templates.

Select an item in the addressbook database from the split-screen view.

Then tap on the New button and select Call/Action (if your New button is not programmed to popup the list, note that you can now do a 'TapAndHold' on that button to popup this list).

And a new ToDo is created with the default priority & category, with the word **Call** followed by the name and then the phone number from the selected entry.

Note: Only templates in visible categories will be displayed. However, if you TapAndHold on **Call/Action** in the popup list, DateBk6 will then display call/action templates in all categories.

The name is taken from either the Company name field (if you are sorting your addressbook by company), or by first name/last name (if you are sorting by name). If that name field is blank, then the other name field is selected.

The phone number is the one that is selected as the **show in list** preference for that addressbook record (which is also the phone number displayed in the addressbook list view).

If you have the preference option set to display undated ToDo's and if the template is being inserted on today's date, the ToDo will be undated, otherwise it will be dated with the currently displayed date.

Note: If you tap on a time-slot **before** selecting Call/Action, the addressbook database is displayed to select an item, and when you tap on a record, DateBk6 creates the new ToDo but also sets an alarm on the ToDo at that specified time.
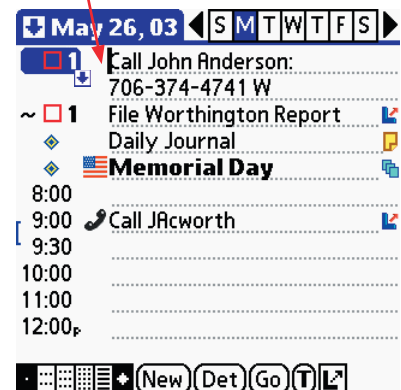
Contact Management—Call/Action Templates—Advanced

In addition to using a hard-wired template, DateBk6 can use standard templates to provide greatly increased flexibility and functionality. Call/Action templates are handled in a manner that is basically identical to regular templates. They are distinguished from regular templates by the presence of the special tag ~~**call** at some point in the description field. A call template can be a ToDo, a floating event or a regular event.

What makes call templates very powerful is that you can extract **any** field from the selected addressbook item and have that field inserted at a specific point in the template text.

Before reading this section, make sure that you have read the section on templates and are familiar with their operation.

If you have just one template defined, it is used as a replacement for the hard-wired template. If you have two or more templates defined, a selection dialog appears which is very similar to the Template dialog and which has all the same options (i.e. you set a reminder, go to the details dialog, etc.).

You specify what field to extract with a special tag that starts with two tilde (~) characters. So the special tag ~~phone will extract the phone number, while ~~company will extract the company name, etc.. A few examples will make this clearer.

Suppose you often need to call people and want to have a floating event with a description field like:

Call John Smith (IRS Enterprises) at 706-632-1454

You can define a floating event with this description:

Call ~~firstname ~~name (~~company) at ~~phone~~call

Then save it as a template. You then invoke this template just as described under the basic operation (select item in addressbook, select Call/Action, or tap on a timeslot first to set an alarm). Note that the ~~call tag must be present to distinguish this from a regular template so it appears in the selection dialog and/or replaces the default, hard-wired template (it can appear anywhere in the description field, but it's probably convenient to put it at the end where it's out of the way).

Handing multiple Call/Action Templates

If you have created two or more call templates , a selection dialog will appear when you select Call/Action.

This dialog is functionally identical to the template dialog. Normally you just tap on the entry in the list that you want to insert. If you want to go directly to the details dialog after inserting the template, tap on **details** tab at the top before you select the item as selecting the item also closes the dialog. You can also insert a call template as a reminder (as you could with a ToDo).

The **GoTo/Edit** button takes you to the template date (Jan 1, 2020) where you can edit the templates (remember, however, the caveat about editing ToDo Templates).

Call templates can look a bit cryptic, so you may want to use the template **comment** feature to document the templates (in the example here, the Email template started out with <<Email to>>, so you know what it is about). Template comments are stripped out when the template is actually inserted.

> **Note:** the ability to extract fields from the currently-selected addressbook item **also** applies to **regular** templates, so you can use this feature in templates inserted via the regular template command.

Select Call Template
Insert | Details | Remind
[1] <<Email to>>~~call~~link
[1] <<Sales Followup>><<call>>~...
<<Letter to>>~~callCall ~~name...

GoTo/Edit   Cancel
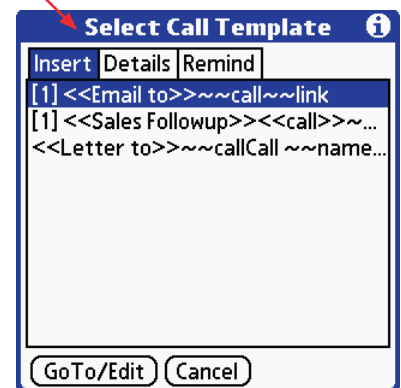
Contact Management—Call/Action Templates—Advanced (cont.)

Call templates can include any of the special call tags from the table below:

Call Tag	Action taken
~~name	Inserts the last name
~~firstname	Inserts the first name
~~company	Inserts the company name
~~sortname	Inserts the most appropriate name. Specifically, this inserts the company name if you are sorting by company and the company name is not null, or inserts both the first name and last name (unless they are both null and the company name is not null).
~~phone	Selects the phone number from the **Show In List** preference setting for this particular record.
~~phone[LABEL]	Selects the phone number that matches LABEL (so ~~phone[fax] gets the Fax#, ~~phone[e-mail] gets the email address, etc.. An alert appears if the requested label is not present in the record. LABEL is not case-sensitive.
~~allphones	Pops up a list of ALL phone number fields so the user can tap on the field they want to insert when the template is selected.
~~link	Indicates that the newly created item should be linked to the addressbook entry. This will also invoke the log dialog (unless it is suppressed with the <NoLog> tag in the note field).
~~call	This tag's only purpose is to identify the item as a Call template rather than a regular template
~~1 through **~~17**	~~ Followed by a one or two digit number in the range 1-17 extracts the corresponding field in the Addressbook database. This is an extra "power-user" feature for those who need this additional functionality
~~0	Last name (equivalent to ~~name)
~~1	First name (equivalent to ~~firstname)
~~2	Company name (equivalent to ~~company)
~~3 through **~~7**	First through fifth phone fields. Since these can be re-assigned by the user, you will generally find it more useful to use ~~allphones, or ~~phone[label] to pull a field of the correct type.
~~8	Address
~~9	City
~~10	State
~~11	Zip
~~12	Country
~~13	Title
~~14 through **~17**	Custom Fields: #1-4
Tags in the Note Field	
<<date>>	Inserts date
<<time>>	Inserts time (padded on right with spaces to fill out 8-character field)
<NoLog>	Prevents the dialog from popping up that asks you if you want to log the item
<LogAll>	Automatically logs to all linked addressbook entries without popping up dialog.

Call/Action & Saved Views—a working example

DateBk6 has many useful tools, but it may not always be apparent to the new user how to assemble those tools to provide a customized solution to their needs. We will provide an example here of how the Call/Action and Saved Views feature can be used to provide a powerful feature that on first glance appears not to be present in DateBk6.

The need: At any time, while viewing the calendar, we want to be able to review all the outstanding telephone calls that we need to make and also enter new telephone calls. We also want to maintain a history of all telephone calls made to a particular client.

Problem: There appears to be nothing in DateBk6 that manages telephone calls as a specific feature.

Solution: Take advantage of Call/Action feature and Saved views to provide a powerful, customized feature that does precisely what we want.

Set up a new category in the ToDo database and call it CALLS. All telephone calls will be placed in this category. Setup the Split-Screen display in the day view with the ToDo database displayed in full screen mode so it fills the entire screen. Select just the CALLS category in the ToDo Database. Hide the category (we know what it is), and hide icons (we know these are telephone calls), but leave priority alone. Set any other preference options you like (i.e. do you want to display or hide completed calls?).

Now save this as a saved view called CALLS. Since you will be using saved views quite a bit, you may first want to set up a view button at the bottom to replace one of the existing six view buttons that you rarely use. Do this by going into PREFERENCES in the OPTIONS menu and under DISPLAY VIEWS unhighlight say the year view and highlight the DIAMOND button. You will now note that the six buttons include the Diamond button for saved views at the end. Note, however, that you can also display ALL views by a TapAndHold on the left-most button. That will popup a list of ALL views in DateBk6 including saved views and any view whose button is not displayed on the bottom.

To save the view that you have set up, tap on the Diamond button, Tap on **New** and give it the name CALLS and tap **OK** to save it.

Now in the future, when you want to review your phone calls, you can simply tap the diamond button, select calls, and your screen fills with all the phone calls that you need to make. When you are done, just tap the diamond button again and tap **Exit View** to return to wherever you were before you invoked the saved view. To enter a new call, you can set up a Call/Action Template.

Suppose that your calls generally look like this:

Call John Smith, 706-555-1212

You can set up a template for this so you don't have to type the person's name and phone number as they are presumably already in your addressbook database. To set up a Call/Action Template, create a new ToDo with the following text in the description field:

~~callCall ~~firstname ~~name, ~~phone~~link

Now select the **Save Item as Template** command in the Record menu. To use this template, just tap on the **New** button and select **Call/Action** from the popup list (if you have the New button just doing one thing, do a TapAndHold to popup the entire option list). DateBk6 will now open up the addressbook database in splitscreen (and may also bring up the Find dialog if you have the option set to do that in the split-screen preference dialog). Select the person in the addressbook item that you are creating the call for (or search for them first using graffiti, or any other available method). DateBk6 will now create a ToDo with the appropriate text, and will automatically link that ToDo to the entry in the Addressbook database.

When you review your list and decide to call that person, tap on the link icon for the ToDo and the details screen appears for the associated contact. At that point you can tap on the Log button to automatically log the date/time you made the phone call into the NOTE field of the contact so you have a historical log of every phone call you made to that person.

Security: Hiding and Masking Records

DateBk6 supports the hiding of private records and also the new feature of masking private records now available in the V-3.5 and later versions of the Palm OS.

You mark a record private by selecting the item, going into the **Details dialog** and checking the **Private** checkbox. What happens next depends upon the system-wide settings for handling private records. This setting can only be changed in the **Security** application (tap on **Applications** silk-screen button and tap on **Security** icon) on pre-V-3.5 OS systems. Starting with the V-3.5 OS, you can access it in several places including a menu item in the **Options** menu. The available settings are:

Show Records   All private records are displayed as if they were normal records.

Hide Records   All private records are hidden and do not appear in any views. They will cause the **H** to appear at the top left though to indicate that there are one or more hidden records.

Mask Records   Versions 3.5 Palm OS and later. This setting means that private records are to display a place-holder for the record, but should not reveal any information about the record other than the time and duration.

Masking Records in the V-3.5 and later Palm OS
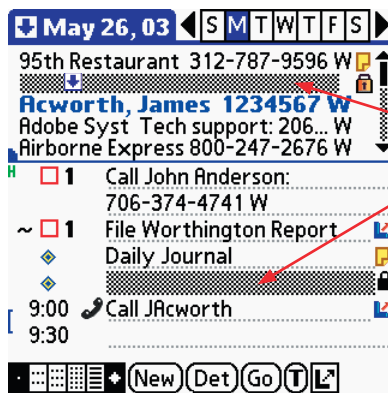
The second Addressbook item in the split-screen window and the second untimed appointment are both masked.

Tap anywhere on the masked item and you will get this dialog:

Enter your system password, and DateBk6 will temporarily unmask that record so you can edit it. When you tap elsewhere on the screen, the record will automatically remask.

There are several places in DateBk6 (Recent Items list, list of links, month/year popup etc.) where DateBk6 will display the legend: **Private & not displayable** instead of a gray rectangle as shown here. If you tap on that link, the **Show Private Records** dialog shown above will appear and if you enter a password, the link will then be displayed.
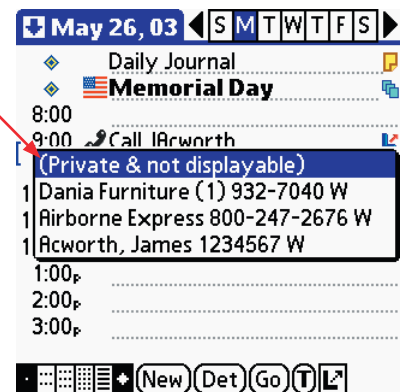
Note: Icons set on private events are only displayed in the weekly and monthly views when private events are being masked. This is an intentional "inconsistency" in how icons are handled.

View Selection Dialog

DateBk6 has a view selection dialog that can be invoked with a TapAndHold on the left-most (Day View) display button

TapAndHold means that you press the stylus down and **hold** it down for a brief moment (about 1/4er second) and then release it. When you do this on the left-most view button in any view, the View Selection Dialog appears.
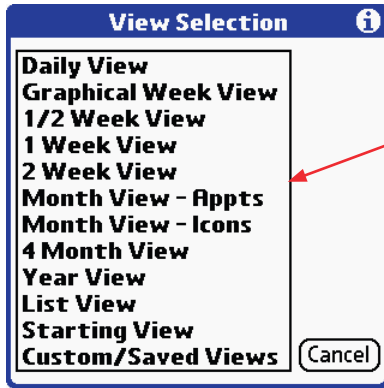
TapAndHold here:

and this dialog appears...
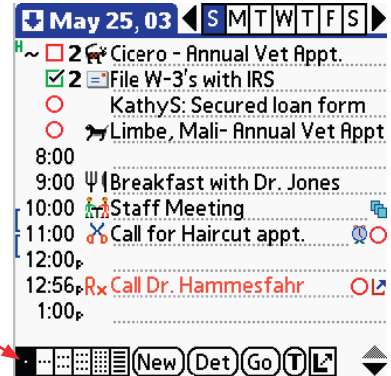
The **View Selection** dialog allows you to not only access all of the six standard views, but also immediately select any of the sub-views directly (there are 3 sub-views in the second weekly view, and two sub-view in the monthly view and 4-month/yearly view.

The **Starting View** is the view that DateBk6 is currently set up to run whenever you start DateBk6. Since this is often considered to be the 'home' view, it is convenient to be able to invoke it without having to exit and restart the program.

Custom/Saved Views allows access to the saved views feature in those cases where the diamond button is not available.

Anniversary Feature

If you tap on the repeat icon in the day view, DateBk6 displays a window briefly at the top of the screen showing you how many occurrences of that repeat event were prior to the occurrence you are tapping on and (if there is an explicit end date) how many occurrences follow that date. If it is a yearly repeat event and if you put a four digit number representing the year, DateBk6 will display the anniversary for you. In the list view and popup lists, such events will always have the years displayed in brackets.

Tap Here on the yearly repeat and get

Tap Here on a regular repeat and get
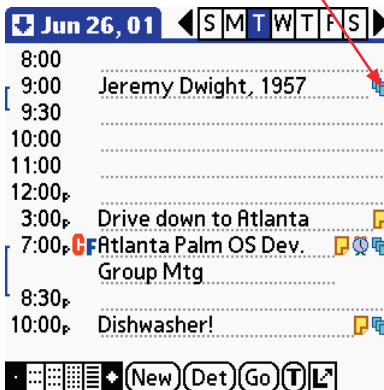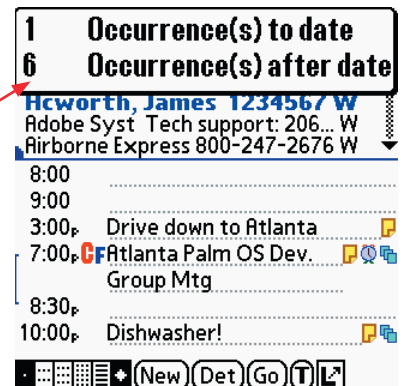
Device-Specific Notes

Tungsten T3

With a Tungsten T3 only, you **must** install the two PRC files in the "For TungstenT3 ONLY!.zip" archive in order for the virtual graffiti feature to work properly. These libraries (AppSlipRotate.prc and StatusBarLib.prc) will override the built-in libraries in ROM and will require that you do a RESET at the end of the hotsync (this is normal and only occurs once when you install these libraries). These libraries were provided by, and their use endorsed by, PalmOne - you may find other third party applications also requiring you to install these same libraries - you only need to do this once.

Tungsten T3/T5/TX/E/E2/Treo-650/LifeDrive, etc.

If you use categories in DateBk6 and are upgrading, then before upgrading to one of these devices and synching for the first time, it's a good idea you make sure that you have two categories defined: Business and Personal. It appears that the T3 looks to see if these are defined and if not, automatically creates them and this can end up shuffling all your categories around.

If you use the new encryption download to encrypt the datebook database, you must uncheck the box for having DateBk6 handling alarms as the Palm OS will otherwise crash when an alarm goes off.

If you use a backup utility, you must use a utility that does not restore the classic PIM databases (most backup utilities have been updated for this, but if not, just make sure you don't restore those four databases (DatebookDB, ToDoDB, MemoDB, AddressDB). Also, if you get **DmWrite Errors** whenever you try and create a new item in DateBk6 (or other third party apps that access the PIM databases), or if the conduit software hangs on the calendar database, run dbScan and select the option to Remove All Deleted Records in order to workaround this bug in the PalmOne DataManager patch.

If DateBK6 is slow to start up or exit, be sure to purge old ToDo's as you may have hundreds or even thousands of completed ToDo's and as soon as they are purged, the performance penalty invoked by the Palmone DM patch software will become negligible.

If you experience erratic or sluggish performance when tapping the status bar (most likely on a TX/T5 or LifeDrive), go into Advanced Settings and check the box to *Force 8-bit Color Mode*. This is a known bug on these devices when 16-bit color mode is in effect and several resources are open. Also, if a TX does not turn back on and requires a soft reset, this is a known bug in the Palm OS on this device (Palm's Media Application exhibits the same issue for example).

Sony UX-40/50/TH55 and other Clie's

Some of the Treo keyboard navigation features work with the UX-50- for example, tapping Ctrl/M twice will bring up the split-screen menu. On UX models, to have the Datebook button cycle through the views, put a '3' in the popup list next to the date legend since the Datebook function is on the third hardware button. Most OS/4 Clie's will generate an error in the Today View if you try and use a gradient or alternate background (use **None**). You may also have to set the *Force 8-bit Color Mode* option.

Garmin iQue-3600

This release supports the collapsible graffiti feature and the rocker switch and button as a "jog dial" so you can select individual items (or set the preference in Advanced Settings to move by screen).

Tapwave Zodiac

This release supports the collapsible graffiti and rotation features on this device. You will need to go into the VIEWS tab of the main DateBk6 Preference panel (Options | Preferences in any view) and set a different default button for Date function (either '3' or '4' will work and map to the left-most and right-most D-pad buttons (respectively).

Treo 600, 650 and Tungsten T5

This release supports the 5-way Navigator dial on these devices in a manner which incorporates features of the PalmOne Tungsten Device's Navigator and the Treo600 5-way dial. With this device, if the insert pointer is in the first character position of a field, Rocker Up/Down will move to the prior and next event on that day. Rocker Up/Down will move upwards and downwards through lines in the field and will move to the next/previous item if moved up on the top line of the field or moved down on the last line of the field.

Note that the Tungsten T5 has no option button, so those features described below that require the use of the option button will not be available on a Tungsten T5.

Device-Specific Notes - Continued (Treo-600, 650 Tungsten T5/TX, etc.)

 If the insert pointer is to the left of the first character and Rocker Left is pressed, Datebk6 moves to the prior day (as it would if the insert pointer were not displayed). If the insert pointer is to the right of the last character and Rocker Right is pressed, DateBk6 moves to the next day. Option/Rocker Left moves to the prior week on the same day of the week and Option/Rocker Right moves to the next week. To move to the next day when the insert pointer is in the left-most character position, press rocker left and then rocker right twice (at that point, no item is selected and rocker right will then continue moving to the next day on each tap).

Rocker Center acts like a push on the jog dial or Navigator button: if nothing is selected (no insert pointer), it moves to today's date. If an item is selected, it toggles between displaying the Details, Note (if present), or Link (if present).

If Scroll Time Then Day is not set, the cursor would normally stop at the end of the day, so if you press Rocker Down under these conditions, the Popup list on the NEW button will appear so you can select from that list to create a new event, ToDo, etc. If you press Rocker Up at the top of the day, the focus moves to the split-screen if it is open.

To get to the controls at the bottom of the screen directly, pressing Rocker Down on an empty screen or at the bottom of the screen when Scroll Time then Day is not set, or by pressing Option/Rocker Down (Option does not need to be held down). Option/Rocker down is implemented at this point in the day view, graphical weekly view and list views.

A rocker up/down in the split-screen that does not move the highlight bar (because the bar is already at the top/bottom of the list), will remove the focus from the split-screen window. If you then press Rocker Down, the focus (insert pointer) is put on the first item on the day, whilst if you press Rocker Up, the focus is put on the last item on the day. Press and hold Shift down while pressing UP/DOWN to move quickly by screen, while still allowing individual items to be selected.

To switch the focus quickly from split-screen to the main table or vice-versa, press the Option button and then Rocker Center (or Hold down the Rocker Center).

The menu button in the day view first brings up the regular menu. Press it a second time to bring up the split-screen menu. Press a third time to close the menu.

To bring up the Saved Views Selection dialog, press **Option/{Period}**. Backspace in that dialog will exit the saved view.

Note Dialog: To page up and down quickly, press the Option key, then rocker up will page up and rocker down will page down as long as only the same key is pressed. Any other key exits this page navigation mode and up/down will then just move the cursor up and down normally.

Option/Backspace will toggle the completion status of an event or ToDo in either the main day table, split-screen display or the list view. If not pressed at the same time, you must press one of the buttons twice (Option-Option-Backspace or Option-Backspace-Backspace). **Option/Return** with an item selected brings up the Icon Selection dialog.

Return in the Details dialog will exit the dialog as if OK had been selected. This works in several other dialogs as well.

Option/Space in the Day View when an item is selected, pops up the context-sensitive list (as if a TapAndHold had been done on the description field of the item).

Set Time Dialog: You do not use navigation to select the hours and minutes here, but rather just key in the time using the numbers (no need to hit option button). Use 'a' or 'p' to select am or pm time after keying in time and use backspace to clear and start over. Enter moves from Start time to End Time and then closes the dialog. So to set the time 3:34pm, after entering the dialog, you would key in 334p{enter}{enter}.

Keyguard is now temporarily disabled for the Alarm dialog when it first appears but only if you check the box in the Sounds & Buttons dialog of the Alarms tab of the main DateBk6 Preference panel (Options | Preferences in any view), so you can silence alarm repetitions by just pressing Left/Right/Up/Down on the Rocker button (or by pressing down on the alarm screen -- at top right where no controls are present). Note that after the Treo shuts off, if you manually power on and the alarm dialog is displayed, keyguard is enabled (as it should be).

In the Address Record Details screen (when you tap on an item in split-screen), the letters 'd', 'n' and 'g' on the Treo keyboard will invoke the DIAL, NOTE and GOTO buttons as a shortcut and key-accessible feature). You can also press Option/Rocker Down to highlight buttons on the bottom row and use rocker left/right to select them and Rocker down to operate the buttons.

Note: to have the Datebook button cycle through the views, you may need to go into the Views tab of the main DateBk6 Preference panel (Options | Preferences in any view) and put a '2' in the popup list next to the date legend.

Note, USA Users: Sprint PCS does not always provide the correct time zone from its network. Until this bug is fixed, uncheck the box: Synchronize with OS/Other Apps in the ZONES tab of the main DateBk6 Preference panel.

Jog Wheel/Dial on Handera330 and Sony Clie handhelds

Both the Handera330 and Sony Clie 6xx/7xx models have a handy jog device which DateBk6 makes great use of. Using just this device, you can select items in the daily view, look at the attached note or link. Or look at the details of an item and reschedule it—all without even taking the stylus out!

There are three controls used by DateBk6: Jog up, Jog down and a Jog press. In the screenshot at right, the Handera330 device is shown, but the documentation applies equally to the Sony Clie 320, 6xx and 7xx series devices.

Jog Up: moves selection to prior item or scrolls/pages so you see items above what is currently displayed

Jog Press: performs some action on the currently selected item

Jog Down: moves selection to next item or scrolls/pages so you see items below what is currently displayed
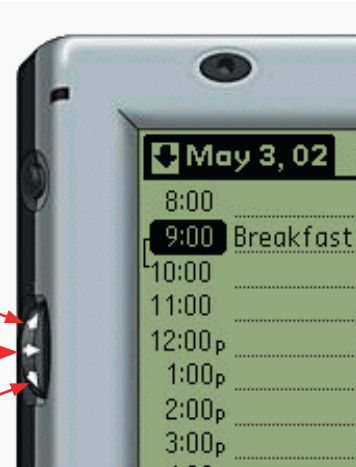
Note: Jog Wheel on Handera330 does not operate popup lists (such as list of links popped up from Day View), while Clie can select items from popup lists (this is an OS feature, not a DateBk6 feature).

Note: If you don't like the jog dial selecting individual items in the day, month, 4-month/year and list views, select **Advanced Settings** in the **Display Options** menu of the main Preference panel and check the box: ***Jog/Navigator moves by screen.***

Quick Summary of Operation:

Day View: selects previous (jog up) or next (jog down) item in current day's schedule by placing the insert pointer at the start of the item. If the first/last item is selected on the day, the jog wheel/dial will move to the prior or next day as required. Jog press alternates between displaying link (if present), note (if present) and details dialog. In the details dialog, jog up/down will move to prior or future dates and jog press will close the dialog, recording those changes. If split screen is open and item is selected in split-screen, selects previous or next item in window, scrolling up and down as necessary. Jog press brings up ToDo link/note/details, address details, or memo as with a selected appointment.

Weekly Views: selects prior week (jog up) or next week (jog down) in display. Jog press goes to today's date. In 3-day view, move to prior/next 3-day display.

Monthly View: selects previous (jog up) or next (jog down) day in current month's schedule by highlighting the entire day. Jog press brings up the daily popup window showing all items on that day. You can then use jog up/down to scroll through the list of items. Jog press again will close the window (although it will close automatically in a few seconds if you do nothing after the window opens).

Year/4mth View: selects previous (jog up) or next (jog down) day in current schedule by highlighting the selected day. Jog press brings up the daily popup window showing all items on that day. You can then use jog up/down to scroll through the list of items. Jog press again will close the window (although it will close automatically in a few seconds if you do nothing after the window opens.

List View: selects previous (jog up) or next (jog down) item in list by highlighting the item. Jog up/down scrolls the list as necessary. If jog up is issued at the start of the list, the standard popup appears to select an earlier date. The Clie's jog dial allows you to select an item (because the Clie provides Palm OS level support for popup lists), but the Handera's jog wheel does not (you have to select an item from that list with the stylus). Jog press alternates between bringing up the link/note/details for the selected event or ToDo.

Navigator Pad on Palm Tungsten handhelds

The Palm Tungsten device introduces a new and handy navigation device which DateBk6 makes great use of. Using just this device, you can select items in the daily view, look at the attached note or link. Or look at the details of an item and reschedule it—all without even taking the stylus out! For the Tungsten T5 - see the section on the Treo-600/650/Tungsten T5.

The navigator button has five functions:

Up: moves selection to prior item or scrolls/pages so you see items above what is currently displayed

Button Push: performs some action on the currently selected item

Left: moves to the previous day/week/month or year
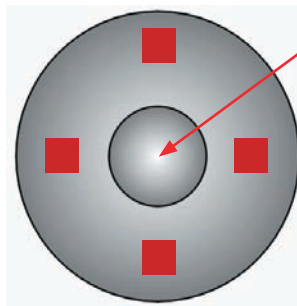
Right: moves to the next day/week/month or year

Tip: Press the Navigator button twice quickly and you will step to the next view (handy if handheld has a cover present).

Down: moves selection to next item or scrolls/pages so you see items below what is currently displayed

Note: Press and **hold** the middle button down to return to the main application/launcher screen.

Quick Summary of Operation:

Day View: moves to prior (**left**) or next (**right**) day or selects previous (**up**) or next (**down**) item in current day's schedule by placing the insert pointer at the start of the item (or moves to previous/next screen if *Jog/Navigator moves by screen* in Advanced Settings is set). If the first/last item is selected on the day, the display will move to the prior or next day as required if *Scroll Time then Day* option is set (otherwise stops at start/end of day). Pushing the button when an item is selected, alternates between displaying link (if present), note (if present) and details dialog. In the details dialog, up/down will move to prior or future dates, left/right will mark an item as Done or not done, and a button push will close the dialog, recording those changes. If no item is selected, pressing the center button moves to today's date.

If split screen is open and item is selected in split-screen, selects previous (**up**) or next (**down**) item in window or scrolls by page (**left/right**). Button push brings up ToDo link/note/details, address details, or memo as with a selected appointment.

Weekly Views: selects prior week(s) (**left**) or next week(s) (**right**) in display. **Up**/**down** scrolls the display in the graphical weekly view up and down by hours. In second weekly view, up/down moves to the prior week regardless of what interval is being displayed. Button push goes to today's date.

Monthly View: selects prior month (**left**) or next month (**right**) in display. Selects previous (**up**) or next (**down**) day in current month's schedule by highlighting the entire day. A button push brings up the daily popup window showing all items on that day. You can then use **up**/**down** to scroll through the list of items. Pushing the button will close the window if just the date (top line) was selected (although it will close automatically in a few seconds if you do nothing after the window opens). A button push with an item selected goes to the day view with that item selected.

Year/4mth View: selects previous screen (**left**) or next screen (**right**). Selects previous (**up**) or next (**down**) day in current schedule by highlighting the selected day. A button push brings up the daily popup window (which operates just as in the Monthly View above).

List View: selects previous screen (**left**) or next screen (**right**), or selects the previous (**up**) or next (**down**) item in list by highlighting it. **Up** issued at the start of the list will popup a list select an earlier starting date. stylus). A button push alternates between bringing up the link/note/details for the selected item.

Support for Handhelds with High Resolution Screens

DateBk6 features extensive support for the high resolution displays in most Sony Clie Handhelds, OS5 devices and certain Palm OS4 devices with high density displays. By default, the smoother high resolution fonts are used in all views. Not all devices can display small and tiny fonts in all views. In particular, OS4 Clie devices have no support for the use of small/fonts in editable fields. The Table below shows what is available:

Device	Day View	Weekly-View	Month View	Year View	List View	Collapsible Graf-fiti supported?
Sony hi-rez Clie's with OS4	No	Small & Tiny Font	Small Icons if low-density versions present	Can display days of month	Small & Tiny Font	Yes on Sony Clie models only
Palm OS4 devices with high-density screen (TungstenW)	Small	Small & Tiny Font	Small Icons if low-density versions present	Can display days of month	Small & Tiny Font	No
All OS5 devices	Small & Tiny font in Day & Split screen	Small & Tiny Font	Small icons (auto-sized from high den-sity if necessary)	Can display days of month	Small & Tiny Font	Yes - on all models
Handera 330	No	Small Font only	No	No	Small Font only	No

The option for small/tiny font display is always in the **View Display Options** item of the **Options** menu in the current view. The only exception is the split-screen display which is covered by the **Split** tab of the main DateBk6 Preference panel (Options | Preferences in any view). Hi-rez devices can use the older "low-rez" style yearly view by setting the appropriate preference in the Advanced Settings dialog.

Screenshots below show what the various displays look like in the Weekly View with text - one of the more useful places to show small and tiny fonts.

In order to provide for the display of the maximum amount of text, the line spacing in some views is very tight, and this can result in a few inevitable cosmetic display issues when combined with background colors as DateBk6 has to "notch" out the background color in order to provide for ascenders on the line below or descenders from the line above. Remember that you can always turn off tight line spacing in order to provide a slightly cleaner aesthetic display if you wish.
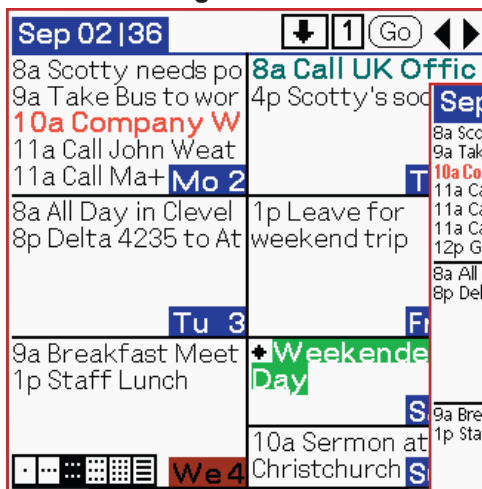
Regular Font / Small Font / Tiny Font
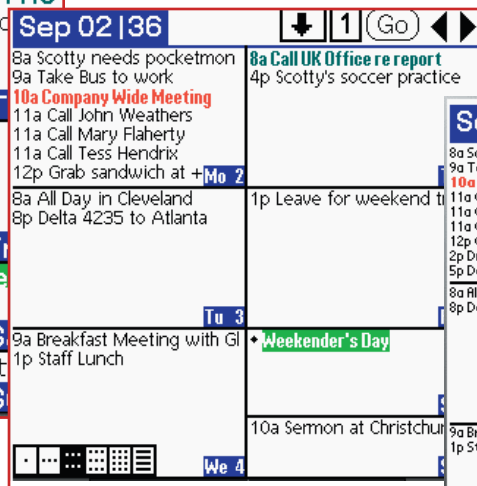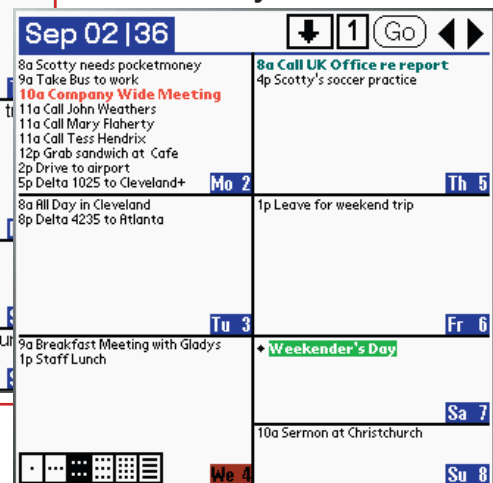
Font handling in the Day View

The Day view is a bit more complicated because of the need to provide backwards compatibility with the font mapping feature that has always been in DateBk and the built-in Datebook application.

Basically, each individual item can be displayed in one of four logical fonts: normal, bold, large and largeBold. The Day view has three view modes: normal, small and tiny. Each mode therefore has four fonts available which correspond to the four logical fonts. Since there are only eight fonts available in all (four fonts in standard size and four fonts at half size), the small view actually overlaps the other two views as shown in the table below:

Font ->	Normal ½	Bold ½	Large ½	LargeBold ½	Normal	Bold	Large	LargeBold
Tiny	Normal	Bold	Large	LargeBold				
Small			Normal	Bold	Large	LargeBold		
Normal					Normal	Bold	Large	LargeBold

For example, if you have an item marked for largeBold and the current mode is Small, the regular size bold font is used to display it. There is a further wrinkle in that the Font command in the EDIT menu allows you to override the normal font and use one of the other three fonts instead. If you do this, DateBk6 considers this to just be a logical font that is re-mapped according to the above table.

Note that the split-screen has a separate view-mode preference from the table that displays items (go to the **Split** tab in the main preference panel to set that). This allows you to keep the main table in normal mode, while displaying the SplitScreen in small or tiny mode.

Sony Clie with Collapsible Graffiti Feature
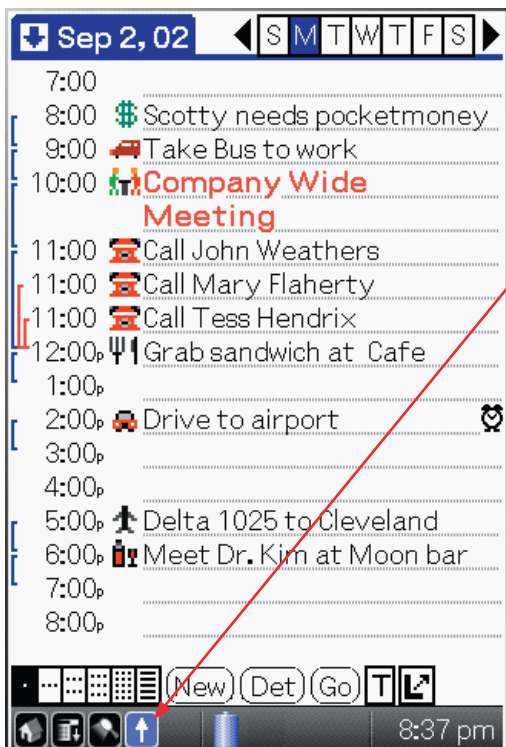
This arrow toggles the display between hiding the graffiti area (as shown here) and displaying it. The arrow is grayed out when not available (usually in dialogs).

Year View (right) on the NR-70 can display the day numbers of an entire year - something that is not possible on smaller, lower resolution displays.

All views support the resizable graffiti area and take advantage of the larger display.
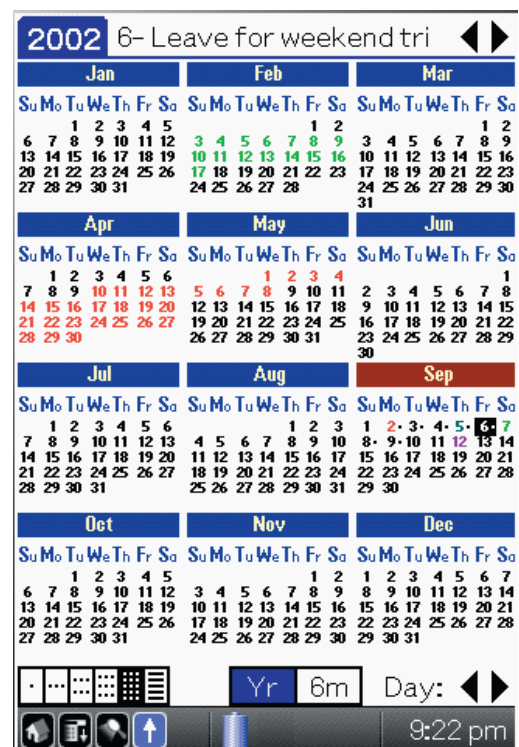
Some miscellaneous Q&A, notes, tips about DateBk6

What time is it?

Just TapAndHold on the title bar in any view and the time will be displayed briefly for about two seconds. If you tap briefly, the menu will appear.

What are Advances for?

In many ways, this may be one of the most useful of all features in DateBk6. What it allows you to do is get an advance warning of an important event in the form of a floating event that appears some number of days before the event and then floats forward in today's schedule as a constant reminder. The description field has [##] where ## tells you how many days off the target event is. When it finally catches up to the target event, it will be automatically removed. You can use advances to remind you about upcoming birthdays or anniversaries (set a 10-day advance on the birthday event itself for example). If you want to postpone a reminder, just edit the floating reminder and change its date (the [##] countdown date will eventually get updated when the event starts floating again). If you delete a reminder, no further reminder will be generated for the event (or for that single occurrence of a repeat event). To recreate an advance, just change the advance setting to another value (and set it back to the original if necessary). If the original event had an icon, that icon will **not** appear on the floating advance—this avoids confusion in the monthly view where you can be sure the icons are always for events and not floating reminders.

Advances are linked to the target event, so if you tap on the Link icon of an advance, you are taken directly to the target event. If you do not like this linking, there is an option in the Advanced Settings dialog (Tap on menu button or highlighted tab in the main DateBk6 preference panel) to suppress this feature.

Advances on tasks work a bit differently but in a similar manner. In that case, the ToDo is displayed in today's schedule as soon as today lies with the number of advance days of the due date. You may find it helpful to think of advances on Tasks as setting a start date for the task, with the actual date field representing the due date for the task.

Why are the APP buttons no longer launching my apps?

DateBk6 has an option to take over control of these buttons (see **VIEWS** tab in main Preference Panel), but instead of disabling the option, note that you can press the app button **twice very quickly** to launch your previously assigned apps. Some new users may find it a bit disturbing at first to have this option set but, after getting familiar with the greater power of DateBk6 split-screens, realize why it is useful.

These App buttons are now **de-selected** by default, so if you want to use the buttons to open split-screens, you will need go into the **Views** tab of the main DateBk6 preference panel and enable those buttons. Opening the address and memo databases in split-screen mode brings some significant benefits beyond the built-in applications:

- You can display any combination of categories; you are not limited to one or all
- You can set a default font or color for specific categories
- You can synchronize datebook categories with the addressbook, so when you switch to BUSINESS, it will switch in all the other databases as well.
- You have a helpful RESTORE button when editing memos and notes of addressbook items
- It fixes two bugs in the ROM Datebook application having to do with the display of text
- It allows you to display more lines of text than the built-in application.
- It has a FILTER so you can just display entries that match a specific string of text occurring in ANY field in the addressbook database
- It has a MOST RECENT list which remembers the last 10 addresses that you have looked up.

How can I speedup the start of DateBk6?

On startup, DateBk6 has to scan the entire ToDo database. Some people never clean up their ToDo database and may have hundreds of completed ToDo's that have never been archived. We suggest that you archive off the older ToDo's to keep your ToDo database smaller. Note that DateBk6 allows you to delete ToDo's that are older than a specified date. Second, run DateBk6 immediately after you do a hotsync, to get the **Scanning** message out of the way. Third, use the Floating Advance Time feature in **Date/Time** tab of main Preference Panel to trigger the scan during the early morning hours when you are asleep - that way you will NOT see it when you power on your Palm Organizer first thing in the day.

If you have a huge number of appointments going back many years, then you can speed up things a lot by purging all those old events into the history database. That way, they are still readily available, but DateBk6 does not have to wade through the entire database every time it is updating the display.

Some miscellaneous Q&A, notes, tips about DateBk6 (Cont.)

Why is there funny stuff (like: ##@@@@@@) in the Note Field?

This is normal if you look at an event on the desktop or in some other application. Information is encoded in the note field to track information for each event (Category, Icon, timezone, float/done, appt spanning midnight, etc.). It is hidden of course in DateBk6. See Format of the tagged note field for further information. This is the ONLY way that DateBk6 can add functionality beyond that provided for in the Datebook database while still maintaining 100% compatibility with the Datebook database and all third party applications that use it.

Note on Find Function

When you do a Find function, Datebook (since it is in ROM and cannot be removed) will also search the database, but if you have DateBk6 open, DateBk6 will always search it first. You can also use the freeware hack: FindIgnoreHack to prevent the built-in datebook app from being searched.

Can DateBk6 run in Rom?

Yes. If you have TRG's FlashBuilder, FlashPro, JackFlash or other Flash utility you can load DateBk6 into Flash Rom. If you do this, make sure that you leave the DateBk6DB preference database in RAM. **Note:** make sure that you do a **soft reset** after moving DateBk6 to flash as the utilities that move applications typically do NOT address the issue that the Palm OS tracks a pending alarm with an absolute memory address to go to and if the application is moved, the palm OS leaps into cyberspace when the alarm goes off and crashes. If you use a utility like JackSprat that actually **removes** the built-in datebook application, remember that you must install dbAlarm in order to be able to hotsync properly (dbAlarm will provide an application with the CreatorID of 'date' that the conduit needs to see to know that it has to hotsync the datebook database.

Warning about changing Time Zone on your PC - Don't do it!!!!

The following note is from the FAQ's on Palm Computing's web site. Read this carefully!

Q: *I do some traveling and I usually change my laptop PC's regional time zone settings according to where I am. I have noticed, however, that whenever I change the time zone on my computer and I check my Date Book on Palm Desktop, several strange things might happen. The times and dates of some of my events will have been shifted strangely, some of my repeating events will have simply disappeared, and there are sometimes discrepancies between the events in the Date Book on my 3Com® connected organizer and the Date Book on Palm? Desktop. What is going on?*

A: Changing the time zone in the Windows Regional Settings on the PC that you synchronize with is not recommended. Doing so can cause unexpected results with your Date Book and To Do List information on both your Palm Desktop software and the organizer that you synchronize with.

Changing the time zone in your Windows Regional Settings to its original setting (that you would normally use your organizer with) should reverse the adverse effects.

When traveling, it is recommended to change the time and date on your 3Com connected organizer to synchronize with your local time zone, and not the time zone in the Regional Settings for your Windows computer.

Custom Week Numbers

As mentioned under the preference settings for the second weekly view, there is a preference setting in that view that allows you to set any week as the first week of the year. This week number will be displayed in both weekly views. The custom week number is only displayed for the current year and the following year - not in past or years beyond the following year (since there is too much ambiguity as to how such week numbers should be calculated in other years).

Special Note: The Palm OS appears to adhere to the ISO specification for Week Numbers (the first week of the year is the first week in the year that contains a Thursday). However, there is ambiguity if the week starts on Sunday since the ISO standard also mandates that Monday is the start of the week. The Psion, for example treats the ISO specification as meaning the first week has 4 or more days of that week. As a result, the Psion series PDA's have week numbers that differ by 1 from the Palm OS in certain years. Note that the initial setting for the title can be set as a preference item. You may wish to use week numbers that match your fiscal year, or have week 1 mark the start of the academic year, etc.

Some miscellaneous Q&A, notes, tips about DateBk6 (Cont.)

Why does colored text appear black when you edit it on a color device?

This is normal. The Palm OS cannot actually display user-defined colors in edit fields and therefore displays it in black while you edit. The field is automatically recolored when you exit the field. This is actually helpful on occasion: if you have chosen a very light gray or white for the text, it makes it possible to clearly read the text you are editing.

Appointments that span midnight or last more than 24 hours

DateBk6 handles appointments that cross midnight and which last more than 24 hours. To enter an event that lasts less than 24 hours and which spans midnight, simply enter the start and end time. Since the end time will be **before** the start time, DateBk6 automatically assumes that it will be an event that spans midnight. Such events are actually set up as **daily repeat events** although DateBk6 does not treat it like a repeat event when it comes to making changes—such changes are always applied to the entire event and there is no option for splitting off occurrences.

If the event lasts more than 24 hours, you will need to go into the **Repeat** dialog (from **Details)** and mark the event as a daily repeat event, setting the **Event Spans Midnight** checkbox. Then set the start time to the starting time of the event on the start day and the ending time to the end time on the end day. If you change the time of an event spanning midnight in such a way as it might no longer span midnight, DateBk6 will ask you if the event is to span one or two days (Example: your event starts at 1pm and ends at 10am—you then change 10am to 3pm—DateBk6 needs to know whether that 3pm is now 3pm on the same day or the next day).

Notes on appointments spanning midnight:

- only DateBk6 knows about this special event format, so when you view an event spanning midnight on your desktop, it will typically not display at the correct time. The desktop application is most likely to display it as daily repeat event with the same start time on each day.

- because appointments spanning midnight are stored as a special type of repeat event, they can not themselves be made to repeat. You cannot, for example, have an appointment spanning midnight repeat every Tuesday. In that case, your best bet is to use the **Irr. Schedule** button in the repeat dialog to quickly copy the event to those days.

- there are some complex display issues in the graphical weekly view when handling appointments spanning midnight that have also been shifted into a different day due to being in a different timezone.

Untimed Event Sort order

DateBk6 sorts all untimed events at the start of the day and separates them into groups, sorting them alphabetically within each group. The sort order of all events is as follows:

Todo's (default sort if you have not set a custom sort in the ToDo Sorting preference panel)

Past Due ToDo's sorted by priority and within priority, alphabetically.
Undated ToDo's and ToDo's due today sorted by priority and within priority, alphabetically.
Advance preview of ToDo's sorted first by date order, then by priority and then alphabetically.
Completed ToDo's, sorted first by priority and then alphabetically.

UnTimed Events

Floating events, sorted alphabetically.
Done Events, sorted alphabetically.
Untimed events, sorted alphabetically.

Timed Events

Sorted by start time, then by end time, then alphabetically.

How are Memos sorted?

DateBk6 obeys the preference option that you set in the MemoPad application itself for sorting: memos can be sorted either manually, or alphabetically. If sorted manually, you will need to go into the Memopad application to move memos around should you wish, as DateBk6 does not presently have any support for manually adjusting the orders of memos.

Some miscellaneous Q&A, notes, tips about DateBk6 (Cont.)

Left-handed Users

If you are a left-handed user and would like some accommodations made, it is suggested that you use **both LeftHack** and **Lefty** to ensure the proper screen display. Lefty tells DateBk6 that this is a left-handed user at which point some special changes are made in the day view to get it to display properly (notably moving the scroll bar to the left-side of the screen and moving the entire display over a few pixels to make room for it). However, in the initial release of DateBk6, no other changes are made. To have scroll bars moved over in the note dialog, etc., use the popular LeftHack program. Future versions of DateBk6 may eliminate the need for LeftHack by making all screen changes internally.

Why do my preference settings (or registration) keep on disappearing?

Your preference settings and registration are stored in the main system preferences which are associated with the DateBk6DB preference database. If for some reason that database is deleted, then the preferences in the system preference database are removed and everything will reset to its default values and DateBk6 will no longer registered.

If you are just losing preference settings in a particular view or some, but not all preference settings are lost/changed, by far the most likely cause is the use of custom views. Remember that when you invoke or save a custom view, **all your preference settings including settings for other views are also saved and restored**. It is important to pause and reflect on the implications of that statement. It is both the most powerful feature of Saved Views and at the same time the one that leads to the most confusion, so make sure that you understand the implications of using saved views before making extensive use of them.

What do I need linking for?

Linking will be most useful for people who have several regular accounts or customers that they contact and who need to track those contacts. Each task or event associated with that contact should be linked to the contact. It is then easy to log events to the note field of the contact in the addressbook database. For example, when you complete a ToDo that is linked, before checking it off, tap on the link, tap on the Log button and then tap the screen to dismiss it and then check off the ToDo. You will then get a date/time stamped record of when that task was completed in the contact's note field. When you next need to contact that person or account, you can quickly review the entire history of that account. Sales people would find this especially useful.

But also check out the Call/Action feature as that provides a quick way of inserting information into the event/ToDo description itself.

Anniversary Feature

If you tap on the repeat icon in the day view, DateBk6 displays a window briefly at the top of the screen showing you how many occurrences of that repeat event were prior to the occurrence you are tapping on and (if there is an explicit end date) how many occurrences follow that date. If it is a yearly repeat event and if you put a four digit number representing the year, DateBk6 will display the anniversary for you.

For example, if you have a yearly repeat event with: *John Smith, 1944* then when you tap on the repeat icon on that occurrence in 1999, DateBk6 will display: 55 Years so you know how old the person is on that year. In the list View, such events will always have the years displayed in angle brackets, so in the above example, you would see: <55>John Smith, 1944 displayed. You can even generate a list view filtering for the birthday icon or birthday category, or even using the text "birthday" and quickly see how old everyone is who is listed in your datebook database as shown on the right.

Also, make sure you take a good look at the **Advance** feature—you can set an advance on an anniversary to trigger say 10 days in advance of the event and that floating event will float forwards day by day as a reminder!

Note that if you have your birthdays stored in the contacts database, you will also now want to set the correct year for those birthdays in order for DateBk6 to properly display the person's age as it does with its own Anniversary Feature. Note that the enhanced Date Picker dialog in DateBk6 allows you to tap on the year and quickly key in the two-digit year, so you don't have to tap the scroll buttons dozens of times to get to the correct year.

Some miscellaneous Q&A, notes, tips about DateBk6 (Cont.)

Completed Events

A normal event in DateBk6 can be marked as complete by checking the **Done** checkbox in the details dialog. Such events then display a checkmark (but no box or circle) in the place where the circle of a floating event would normally be displayed. Events marked as done can be hidden separately from completed floating events. However, they are not purged by the option to purge Done events which applies strictly to completed, floating events (although a future version of DateBk6 may well add a separate preference item for this).

There is also a nice short-hand for marking an event as done: if you make a deliberate horizontal stroke across the time field column of the event, you will toggle its status from a normal event to a completed event and back again. Think of this stroke as crossing off an event. Tap and hold the stylus down on the time field and then slide the stylus at least 5 pixels from left-to-right (or right-to-left to mark as struckthrough) so that the stylus comes up in the time field and that will perform this action. It may take a few practice swipes to get the knack of exactly what you need to do, but after that becomes quite natural.

Event Conflicts

In the Day view, if events overlap other events, the time bars will be indented and the second and all subsequent time bars will be displayed in red on color devices to draw your attention to the conflict.

Also, the time bars will **always** be displayed if there is a conflict on the current day, even if the preference setting specifies that the time bars should be hidden. Note: if you have end-times hidden, the timebar display may not accurately show when the events end).

What does the Restore button do in notes?

The **Restore** button restores the original contents of the note. Regardless of how many editing changes you make and regardless of the Palm OS warning about not being able to Undo some action, you can **always** restore the original contents of the note by tapping on the **Restore** button. This is especially valuable since there is no cancel button in the NOTE dialog and an accidental deletion could otherwise be a serious problem.

Running other 3rd Party Addressbook Applications

DateBk6 normally uses the built-in Addressbook application. However if you are using other 3rd party addressbook applications, you can have DateBk6 launch those applications instead. Bring up the **Split** tab of the main Preference panel (**Options | Preferences**) and look at the bottom right for the option: **Addr CreatID:**. The value of this items should be the four-character Creator ID for the application ('addr' is the built-in addressbook application). To find the Creator ID, either ask the author of the application, or install the useful freeware utility, FileZ (available from www.PalmGear.com and other Palm software archives) which will display the Creator ID for all installed applications under the third column labeled **Creat**). Only programs of type 'application' are supported—not hacks (like PopupNames although PopupNames has a stub application called: **startupnames** which you can launch from DateBk6 that in turn will pop up PopupNames).

Also, note that DateBk6 has a preference option to tell it that the addressbook database is sorted by first name and then last name. The built-in addressbook cannot sort it this way, but some other third party addressbook applications can. You should match this preference setting so that the split-screen display is still correct.

Creating new ToDo's—how the dates are handled

When you create a new ToDo, DateBk6 handles the date as follows:

1. If the date is in the future, then the item is dated.

2. If the date is today, and undated ToDo's are being displayed, the item will be undated. Otherwise, it will have today's date set on it.

3. If the date is in the past when the ToDo is being created, then the date is advanced to today and handled as in 2. Above

4. If the item is created in a category that is not currently visible because category synchronization is in effect and you have marked the appointment category with the same name as not being displayable on the current day, then the ToDo is assigned an explicit date of today (so it will display).

Some miscellaneous Q&A, notes, tips about DateBk6 (Cont.)

Managing Undated and Dated ToDo's

Dated ToDo's are scheduled for a specific day and will only display on that day . When that due date passes, the ToDo will be displayed in today's view and marked with an exclamation mark. An undated ToDo always appears in today's view and there is no concept of it being past-due (since there is no date associated). An alarm set on an undated ToDo will sound each day.

Many users may find it useful to record a task as undated until a date can be assigned to the task. In that case, DateBk6 has some specific features that make it convenient to review your undated ToDo's and assign them. To set up DateBk6 conveniently, select the option **Show Undated ToDo's on all days** in the ToDo preferences dialog. When this option is selected, undated ToDo's (and past-due ToDo's) will appear on **every** day that you look at in the daily view. Undated ToDo's always display a tilde (~) in front of the checkbox to identify the ToDo as being undated (so you can easily tell which ToDo's are undated and which one's have already been assigned).

This allows you to go to a day, review the tasks assigned to that day, and then assign one or more of your undated tasks to that day. To assign the undated ToDo to the currently displayed day, there is a quick shortcut: just tap on the tilde to the left of the checkbox. This brings up a task reschedule dialog:
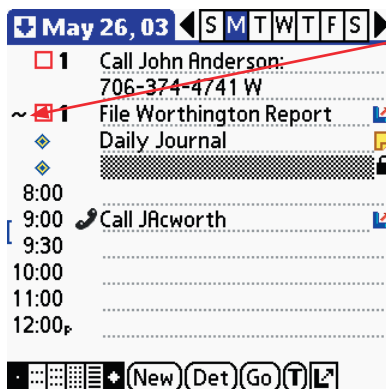
Tap here on the tilde (~) to the left of the checkbox...

...to popup this list where you can conveniently assign a date to the ToDo.

Note that you can use this selection box with **dated** todo's as well as the tilde does not need to be present to display this dialog (just tap to the left of the checkbox).
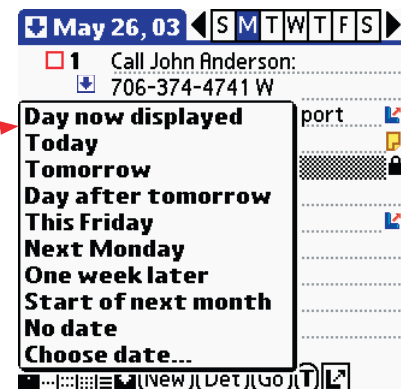
One other addition to this approach is to set this preference option in a saved view (along with whatever other options are appropriate for this task), so it can be easily invoked when needed. That way you only have undated ToDo's displayed on all days when you are actually in the process of assigning undated ToDo's to specific days.

Tracking Icons by Resource ID

Tracking icons by resource ID allows you to move icons around without losing their assignment within DateBk6. If you are upgrading and are currently using icons, you *MUST* follow this procedure using the third party icon editor, **IconMgr** (available at most Palm software archives), in order to use this feature:

* Go into IconMgr and use the **RENUMBER ALL ICON IDs** option
* Save the database
* Exit out of IconMgr
* Launch DateBk6
* Go into Options | Preferences, tap on menu button, select ADVANCED SETTINGS from Display Options Dialog and check the box TRACK ICONS BY RESOURCE ID (Remember to save this to all your saved views and startup view!!!!!!)
* EXIT OUT OF DATEBK6
* Re-launch Datek6

Also, note that if you track icons by Resource ID, you must ensure that all resource ID #'s lie in the range 0-2599. Any icons number 2,600 or higher will display in DateBk6 as the null icon (a red box with an X inside).

Some miscellaneous Q&A, notes, tips about DateBk6 (Cont.)

What limitations are there in DateBk6?

Unless otherwise specified, the limits are the same one's that are in the built-in datebook application:

- Maximum number of Events in the Datebook Database: 50,000
- Number of Events that can be displayed on a single day in the day view: 200
- Maximum length of text in a description: 256 characters
- Maximum length of text in a note: 4000 characters
- Maximum # of snooze alarms: 20
- Maximum # of custom views: 50
- Maximum # of links in a single event/ToDo: 50
- Maximum # of templates: 200
- Maximum # of icons: 2,600
- Maximum # of Timezone entries: 96
- Maximum # of Locales per Timezone: 4

Maximum advance on appointments and ToDo's: 99 days

Advances on ToDo's

The ToDo preference dialog allows you to set a global advance on all ToDo's. However, if you set an advance on a specific ToDo in the details dialog, it will override the global advance. In particular, you can set an advance of 0 to remove the global advance altogether—a zero in the advance field is **different** from the field being empty, since an empty field implies that the global advance is to be applied.

Now that I've loaded DateBk6, can I get rid of the regular Datebook application?

No — or at least not unless you are a power user. The built-in datebook application is stored in ROM (Read Only Memory) and cannot therefore be removed. The only downside is that when you do a Find, the built-in datebook application will also insist on searching the same database, but no harm is done by that. Note that if you start the search while DateBk6 is running, DateBk6 will ALWAYS search the Datebook database before the built-in datebook application.

There are now some utilities that will allow you to remove the built-in datebook application (a popular one is called **JackSprat**. If you do this, you **must** install a stub application with the creator ID of 'date' or the datebook database will not hotsync properly. You can also use **dbAlarm** for that purpose if you wish. In general, it is recommended that novices not attempt this procedure as if you mess it up, you can potentially end up with a Flash Rom that is corrupt in which case the unit may not even recover after a hard-reset.

Is there a way to find all appointments and ToDo's that link to a specific addressbook item (i.e. a reverse link)?

Yes - that's what the ***Find all items that link to this*** item in the **Record** menu of the day view does. Just invoke this menu item with an appointment or ToDo selected, and DateBk6 will provide a list in the list view of all items in the database that link to that item. This can be very useful in finding all the occurrences of an irregular repeat event (which are linked together) or to find all items that link to a contact in the addressbook database.

How can I get an event to appear on the last day of every month?

A bit tricky - you have to start the event on a month that has 31 days in order to guarantee that. If necessary, enter it a few months early and delete the early occurrences to prevent it from displaying before the first actual month it is to appear. The rule is that if a monthly repeat event repeats on a day greater than the current day and the current day is the last day of the month, the event will be displayed anyway.

Entering the time for an event

An undocumented feature of the V-2 and V-3 Datebook applications (which of course is also in DateBk6) is that you can use graffiti strokes to quickly enter a time for a new event, provided that no event is currently selected. The program is smart enough to think about what you are typing to make the best guess, so on a 12-hour clock, a '1' is first interpreted as 1pm, but if you type another '1' that is treated as 11am. If you type a '13' (on a 12hr clock), that must be 1:30p etc. Many users find this by far the most efficient way to enter a new timed event. Stroke a backspace to remove all the digits you have already typed.

Some miscellaneous Q&A, notes, tips about DateBk6 (Cont.)

What is really going on with the tiny 'H' and 'S' at top left in the Day View?

DateBk6 has the ability to hide certain items from view. It only hides items if **you** tell DateBk6 to hide them. The most common example is a category that you normally do not want displayed (such as a personal category when you are at work and vice-versa). You might also decide to hide all completed floating events or completed ToDo's.

If this is not expected or wanted, go into **Options** | **Appt Categories** and tap the [**ALL**] button to display all categories.

If DateBk6 finds that there are one or more events on the currently displayed date that are not displaying because of your preference settings, it puts a tiny 'H' up at the top left to alert you to the fact that there are some items on that day that are not being displayed.

If you tap the tiny 'H' (or stroke Command/M which may be easier) it will change to an 'S' and all items normally hidden will now be displayed. There is one exception to this rule: If you have private items that are hidden, those items will remain hidden and the 'H' will stay at 'H' to tell you that some items are **still** hidden (you will need to change the security level to display those private events).

One other exception is that if you choose to hide ALL ToDo's, DateBk6 will not put up the 'H' just because you have a ToDo scheduled for that day—it assumes that if you want to hide all ToDo's, that you would not be interested in knowing that a particular ToDo was due on that day.

The 'S' does not necessarily mean that there are events that will be hidden if you change it back to an 'H' - for example, if there was just one hidden floating event that you uncheck, the 'S' will not immediately disappear. The 'S' is removed when you tap on any view button at the bottom of the screen, including the day view button.

Why would I ever need this H/S feature?

Suppose that you are hiding completed ToDo's and accidentally check off the wrong ToDo. With this feature, recovery is simple: tap on the H to display all items and uncheck the ToDo. Without this feature, you would have to (1) tap on the menu button, (2) tap on Options, (3) tap on ToDo Preferences, (4) uncheck the box for hiding ToDo's, (5) tap on the OK button, (6) Uncheck the Todo, (7) tap on the menu button, (8) tap on Options, (9) tap on ToDo Preferences, (10) recheck the box for hiding ToDo's, (11) Tap on the OK Button.

Is there some way I can better back up my data?

Yes! Obviously the desktop provides a backup to your handheld, but what if a hotsync goes bad? If you hotsync a second time after a bad hotsync, you can end up inadvertently and irretrievably losing data on **both** platforms. So you should backup your data elsewhere as a precaution. There are four strategies that you can employ:

1. Use a backup program like BackupBuddy (**www.bluenomad.com**) which backs up all your data to your desktop (an excellent program available at all Palm Shareware archives).

2. Use a backup utility that copies vital information into Flash memory of your Palm device (presuming that your Palm device has flash memory which not all do). Some devices have backup utilities that will backup to secondary storage on the device (such as CF, SD or MemoryStick).

3. Make sure that the folder that contains your data (typically C:\PALM\{HotSyncUser name} on windows desktops) is included in your routine backup procedures so you can restore it from backup storage.

Make regular backups to some other directory on your hard drive. For example, you can create a very simple **palm.bat** file in the Notepad.exe editor with this text (instead of 'GEORGE' - use the folder name that corresponds to your HotSyncUser name):
XCOPY C:\PALM\GEORGE*.* C:\PALM-BACKUP /I t/Y /E

Then place a SHORTCUT to this file in your STARTUP folder under PROGRAMS (or use the Scheduler feature to run it at certain times). Now every time you boot up windows, you will automatically make a backup of your desktop's HotSyncUser name folder that has all your data in the folder **c:\palm-backup**. For a bit more elegance, right click that shortcut you created, select **properties** and change the default under the "Run" line from **Normal Window** to **Minimized** so you don't see the MS/DOS screen appear when it runs. **Note:** if your directory path includes any spaces, you will need to put quotes around the full path: **XCOPY "C:\PROGRAM FILES\PALM\GEORGE*.*" C:\PALM-BACKUP /I/Y/E**

dbScan—database integrity checker

dbScan is a program that checks the integrity of the datebook database and allows you to remove events that are corrupt. Download dbScan to your palm organizer as you would any standard third party Palm program.

-1- Run **dbScan** from the main application screen. If you have a history database, you will see this dialog appear first. Select the database you want to scan.

-2- Tap on the **Start Scan** button to begin scanning the datebook database.

-3- If an error is found (see screen below right), the program shows it and then asks you what you want to do. In most cases, you should have dbScan simply remove the corrupt record (tap **Continue**, and then **Yes** in the next dialog that appears.). In this case, all occurrences of a repeat event were deleted which means that the event basically "disappeared" (a relatively benign error).

-4- If there are no errors, you see this dialog at the end:
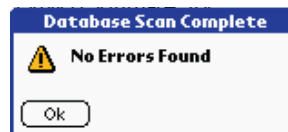
-5- When finished, you should set the datebook conduit to have the Palm Organizer overwrite the desktop for the next hotsync, so the removed records are not automatically restored by the desktop application.
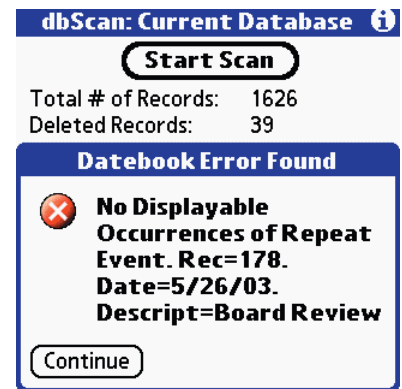
INIT Shortcuts. **Do not use this option unless you know exactly what you are doing!!** This option will completely remove **all** Shortcuts including useful system shortcuts. If you also delete the file: Graffiti_ShortCuts_.PRC (there may be several files with differing numbers of underlines—you want to delete all of them) you can then force the Palm OS to re-initialize all the shortcuts. In particular, this will allow you to get the Dot-8 shortcut (toggle backlight) into your organizer without having to do a hard reset.

Clean up Shortcuts. There is a bug in all versions of the Palm prior to OS 3.3 that causes the addition of three graffiti shortcuts (.t, .s and .I) every single time you do a soft reset on the machine. In time, the database can get completely clogged with hundreds (even thousands!) of these duplicate shortcuts. The symptom that most people notice is that it takes an inordinate amount of time to bring up the dialog so shortcuts can be entered or modified. Tap on this button to clean up the shortcuts from time to time. This problem was fixed in the 3.3 OS release.

Reset DtBk Beaming. There is a bug in the Palm OS that beam re-associations are not reset after a soft reset and no method of resetting them is provided by the Palm OS. You will **only** need this function if you have tested DateBk6, **and** used the beam feature **and** now intend to no longer use DateBk6 **and** intend to use the beam feature in the Datebook application. If you are in that position, you may need to use this option to make sure that your machine will receive beamed Datebook events properly.

dbScan—database integrity checker (Cont.)

dbScan also has several utility features in its menus which are covered below.

Rebuild AppInfoBlock will write a clean AppInfoBlock in the Datebook Database. This is where category names are stored, so if you see the application crash when you try and access categories, or you see "garbage" for the category names, try using this option.

Clear Float/Done BitFlags - This would only be used if you had previously used DateBk3/DateBk4 or Datebook+ on a Handspring or Treo-600 device **and** were migrating to a newer PalmOne device with its proprietary PIM databases **and** you were seeing some weird things happening with the Location field (such as garbage values) or were experiencing unexpected crashes.

Check ToDo/TasksDB - This item performs some (but by no means comprehensive) checks on the ToDo and Tasks databases and verifies that the PalmOne DM Patch software is properly mirroring these databases.

Remove All Deleted Records - This item removes all deleted records in all four PIM databases. Use this option when the PalmOne conduit hangs on a PIM database (esp. the calendar database). This is a known bug in the PalmOne DM Patch software, and the only way to work around it is to remove the deleted records that the DM patch was stumbling over.
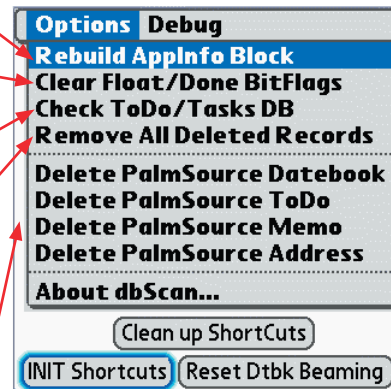
Delete PalmSource .... - These menu items remove the PalmSource Mirror databases on PalmOne devices that feature the proprietary PIM databases instead of the standard Palm OS databases. This will **not** affect your data in those proprietary databases. In general these items would only be used under direction of Pimlico Tech Support. A typical use would be if you had no applications accessing the standard palm OS databases but then installed an app that did (at which point your data would always be mirrored into those other database) and then removed that app and also wanted to stop the PalmOne DM patch from mirroring data.

These **Debug** menu items are only used in diagnostic situations. When a record is modified in a database, the PalmOS sets the 'dirty' flag on the record so the conduit software knows that the record has been modified.

If a record has its dirty flag set and yet the conduit software does not sync the record to the desktop, this is a clear indication of a bug in the conduit software. This feature was used to uncover bugs in the first releases of PalmOne's conduit software that was failing to properly sync ToDo records to the desktop (if you are experiencing this problem, download the fixed conduits from the PalmOne website).

Appendix A — Monochrome Icon Record Format

The graphics for the monthly icons are stored in a memo record that must begin with the text DATEBK3{eol} in capitals, where {eol} represents the End of line character. The ZIP archive contains a memo record with some suggested graphics. This is then followed by 26 lines of Hexadecimal codes that describe the icon, one icon per line. The first line sets the icon for #a, the second for #b etc. Each line has the format:

#a{Description}={hexadecimal string}
#b{Description}={hexadecimal string}
#c{Description}=0000000000000000
#d{Description}={hexadecimal string}

...

No letters may be skipped, but you can have a line that has no icon as shown for #c above. Use caution editing this memo record. Obviously, if the format is corrupted, the icon display will not be available and an error alert will be displayed. The {Description}field has a 1-24 character description of the icon which is terminated by the equals sign. If the {Description} field is omitted, the legend 'Icon x' will be displayed instead (where 'x' is the associated character for the icon).

The hexadecimal string consists of 16 hexadecimal characters. These define the 8x8 bitmap graphic with the first hex character specifying the left nibble for row 1, then the right nibble for row 1, then the left nibble for line 2, right nibble for line 2, as shown below:

```
01
23
45
67
89
AB
CD
EF
```

For example, an small airplane could be described as: **18183C7EDB183C5A** which would correspond to the following bitmap:

```
...xx...     18
...xx...     18
..xxxx..     3c
.xxxxxx.     7e
xx.xx.xx     db
...xx...     18
..xxxx..     3c
.x.xx.x.     5a
```

For the hexadecimal characters, remember that:

Bits	#
....	0
...x	1
..x.	2
..xx	3
.x..	4
.x.x	5
.xx.	6
.xxx	7
x...	8
x..x	9
x.x.	A
x.xx	B
xx..	C
xx.x	D
xxx.	E
xxxx	F

Valentine Heart:

```
.xx..xx.     66
x..xx..x     99
x......x     81
x......x     81
x......x     81
.x....x.     42
..x..x..     24
...xx...     18
```

Icon Collections. Since icon collections are constantly changing and moving, we suggest that you look on the Pimlico Web site FAQ's for information on where icon collections can be obtained from:

http://www.pimlicosoftware.com/datebk6faq.htm

Appendix B — TimeZone Record Format

All the time zone information used by DateBk6 is contained in a memo record which must be installed for this feature to be usable. As with the icon bitmaps, you can use the **dbSetup** application to install this record. Edit this memo record with extreme care. It is not practical for DateBk6 to protect against all possible end conditions from a mangled memo record. The format of this file is as follows:

```
Line 1:      WORLD TIMEZONES
Lines 2-27: {period}{Letter}{space}WDMM{Space}WDMM{optional space}{description{eol}
```

Daylight Savings Time Rules. Up to 26 lines may be defined here, or the rules may be omitted completely. Each rule starts with a period followed by a letter from A-Z to identify the rule followed by a space and then a date specification in the form WDMM, where W is the week of the month: '1' for 1st, '2' for 2nd, '3' for 3rd, '4' for 4th, or 'L' for last (must be in upper case), D is the Day of the week: 1=Sunday, 2=Monday, 3=Tuesday...7=Saturday, and MM is the month: 01=January, 02-February, ...12=December. The first WDMM specifies the day on which Daylight Savings normally takes effect. In the US, for example, this would normally be: 1104 (1st Sunday in April), and in the UK: L103 (Last Sunday in March). The second WDMM specifies the day on which Daylight Savings normally ends (US and UK, normally: L110 - last Sunday in October). After the second WDMM can be an optional description of the time zone rule. If the first character of the description is an asterisk (*), then the changeover time for DST is considered to be 1:00am (EU standard) as opposed to 2am (USA Standard).

DST rules differ very widely - some parts of the world do not have DST, some have DST rules that are changed each year, others may elect DST on a town by town basis.

The standard WORLD TIMEZONES memo record supplied in the DateBk6.zip archive includes some of the more common DST rules in effect.

The letters for the rules can be any order and any letter from A-Z may be used (i.e. it would be ok to just have a B and M rule for example).

```
Remaining lines: {+ or -}HH:MM{optional DST Rule}{optional space}{description}{eol}
```

The first character must be a '-' for times later than GMT (i.e. West of Greenwich) or a '+' for times earlier than GMT (i.e. East of Greenwich). This is followed by the displacement in hours and minutes in fixed format (use leading zero's for 1-digit hours). The minutes must be 00, 15, 30 or 45 as time zones only have a resolution down to 15 minutes (which takes care of all currently defined time zones in the world).

After the time is optionally a single character from A-Z or an @ which identifies the DST rule that applies to this time-zone (actually this locale - as there can be four locales for each time zone). If a space immediately follows the time, then Daylight Savings Time is ignored. An @ indicates that DST is ALWAYS on in this time zone. This should be used with care as it will apply to all dates displayed.

After that is an optional space and a description. The description can be anything. The default file provided with DateBk6 lists some common countries and cities in that time zone.

The entries need not be in any order except that in V-5.1, two locales in the same time zone must be contiguous (this restriction does not exist in V-5.4). So you can freely edit the file provided that the lines present in the file follow the above format. In particular you can sort the file so commonly used time zones appear first and edit it to include cities or countries that you personally visit, etc. There is a limit of 96 entries in this database.

A typical memo record might look like this:
```
WORLD TIMEZONES
.A 1104 L110 1st Sun Apr->Last Sun in Oct
.B L103 L110 *W Europe
.C 1705 L409 *E Europe
.D L103 1109 Israel
.E L103 L509 Moscow
.F L112 1104 Australia
-12:00 Kwajalein, Eniwetok
-11:00 Samoa, Midway Islands
-10:00 Hawaii
-09:00 Alaska
-08:00A US Pacific
-07:00A US Mountain
-06:00A US Central
-05:00A US Eastern
-04:00 Atlantic, Caracas, La Paz
-03:30 Newfoundland
-03:00 Buenos Aires, Brasilia
-02:00 MidAtlantic
-01:00 Azores, Cape Verde Is.
+00:00B Greenwich, London, Lisbon, Dublin
+01:00B West Europe, Paris, Rome, Berlin
...
```
Note: comments are allowed in this memo record by beginning the comment line with a semicolon.

Appendix C — Tagged Note Field Formats

The Note field tag is only present on those events which need to have information encoded (i.e. have an icon, a time-zone, floating status etc.). If the tag is present, it ALWAYS appears at the very START of the note field with two # signs, followed by exactly 17 characters, followed by a linefeed character. This way the tag appears on the first line of a note in the regular built-in datebook application or desktop applications. Note: this format started out simply, but over the years has become rather obtuse due to the requirement of maintaining backwards compatibility, so don't be surprised to find bits scattered!!

Bytes 1-2 # Two ## signal an encoded note field.

Byte 3 f/c/@/d/x/X f - floating event, c - completed floating event, @ - regular event, d - done event, x—crossed-off regular event, X—crossed-off floating event. Capital F is now used for float to avoid conflict with Handspring Datebook+, but lower case 'f' will still be read by DateBk6.

Byte 4 b/l/L/@ b - custom font for event, @ - regular font, b-bold, l-large, L-large/bold.

Byte 5 01AA BBBB... The binary category # 0-15 is stored in the low nibble (BBBB). So '@' is Unfiled, 'A' is the second category, etc. 'AA' are the 0000 0000 1100 0000 bits of the binary icon #.

Byte 6 01AA AAAA... The low order six bits of the binary icon# in the range 0-63 is stored in AA AAAA. The first icon is numbered 1 (0 means no explicit icon).

Byte 7 @/D or s/w - daily repeat event spans midnight, @/D - does not span midnight or not a daily repeat event. If type is float, 's' or 'w' means this is a regenerative type daily repeating float event. If D or w, then we are selecting locales 3 & 4 of the timezone in byte 8 (i.e. the value 0x04 is set).

Byte 8 01AABBBB - BBBB is high nibble of 8-bit value that specifies the Time zone that the event is in. 00 indicates Default Time Zone, 01 indicates ALL time zones. Each Time zone supports two locales (for differing DST rules), so 02 and 03 are for GMT -12:00, 04/05 for GMT -11:45, 06/07 for GMT -11:30 etc. Note that these are not two hexadecimal digits, but rather two characters whose low 4 bits provide the hexadecimal code (i.e. AA would represent 11 in hexadecimal, AB would be 12, All Time Zones (01) would be encoded as @A, etc.). AA represent the 0000 0011 0000 0000 bits of the binary icon #.

Byte 9 - 01AA BBBB - BBBB is the low nibble of the 8-bit value that specifies the Time Zone that the event is in. AA represent the 0000 1100 0000 0000 bits of the binary icon #. Note that timezone value is 8-bits here **plus** 256 if the value of Byte 7 is D or w (this is the 0x04 bit).

Byte 10 - 01AA AABC - ignoring the low 2 bits: 'l' if a link is present in the note field, '@' if not. The C bit of this byte provides the **high** order bit of the background color (see byte 19 for low order bits). The B bit is the Sound library select: 0 = use standard MIDI library, 1 = use alternate library (such as the Sony PCM Sound library).

Bytes 11-14 - low 6 bits of each byte comprise a 24-digit number which is the advance value field. For the target event, the low 8 bits hold the number of days in advance of the target event that the advance notice is to be created, and the high 16-bits is a DateType specifying the last date that was used to generate the advance (this is needed on repeat events to know which occurrence has been processed). For the advance notice itself, the high 16-bits have the date of the target event (as a DateType) and the low 8 bits are always zero.

Bytes 15-18 - low 6-bits of each byte comprise a 24-bit number which is the unique ID of a custom alarm sound for this event.

Byte 19 - 01AA BBBB—Color index for event - BBBB is the binary number from 1-16 to select the foreground color from palette. AA is the two **low** order bits of the background color (see byte 10 for the high order bit).

Byte 20 - linefeedChr.

Format of Link Field: [Link A-0002-008E3002]

Char 1-6 [Link{space}
Char 7 - 'A' for link to Addressbook, 'M' for memo, 'T' for ToDo's and 'C' for Calendar (Datebook)
Char 8 - Hyphen
Char 9-12 - Four hexadecimal digits representing record number in that database for the linked-to item.
Char 13 - Hyphen
Char 14-21] - Eight hexadecimal digits representing the UniqueID in that database for the linked-to item
Char 22 -]

Appendix C — Tagged Note Field Formats

ToDo Note Field Tag

The Note field tag is only present on those ToDo's which need to have information encoded (i.e. have an icon, an alarm, custom color, etc.). If the tag is present, it **always** appears at the very **start** of the note field with a [, followed by exactly 18 characters, followed by a closing bracket. This way the tag appears on the first line of a note in the regular built-in datebook application or desktop applications. Unlike the appointment tag, DateBk6 does not hide this tag from view when the note is called up. This makes it easier to edit this tag in a desktop application as the values for alarms and advances are clearly understood.

Byte 1 - [

Byte 2-3 - Advance in days as two decimal, Ascii digits. If there is no advance, both these characters are hyphens.

Byte 4 - Hyphen plus 0-63 value as CABCCC where 'A' is a 1 if the custom alarm sound is in the alternate alarm library (viz PCM Sounds on Clie), 'B' is high order color bit, and C..CCC is the 0x027 bits of the icon number divided by 53,

Bytes 5-6 - Hours for alarm time as two decimal, Ascii digits. If there is no alarm set, these digits will be 99.

Byte 7 - Colon (syntax checking for this field requires this to be here).

Bytes 8-9 - Minutes for alarm time as two decimal, Ascii digits. If there is no alarm set, these digits will be 99.

Byte 10 - The icon number modulo 53. If the result is 0, a space is used instead. If the result is less than or equal to 26, then that value, less 1, is added to the code for an 'A'. Otherwise, that code, less 27 is added to a lower case 'a'. (looks weird, but this was needed for backwards compatibility with Datebk3, etc.).

Bytes 11 - Custom Font for ToDo: **s**-Standard, **b**-bold, **l**-large, **L**-Large Bold, with the low order three bits representing the icon value divided by 53 right-shifted 3 bit positions (i.e. subtract out Ascii code for s/b/l or L, then take low 3 bits of result and left-shift 3 bit positions and mask with 0x18 - then multiply by 53 and add to the icon value stored in bits 4 & 10).

Bytes 12-14 (older style repeat) - Three Ascii, decimal digits that represent the repeat count for the ToDo in the range 0 (no repeat) up to 999 days. (this is the older, DateBk4 style repeat). **However**, if byte 12 is an ascii 'R' - this signals that this ToDo has a complex repeat in which case additional bytes are added to the tag to handle it. If byte 12 is an ascii 'I", then this is a daily repeat but of the **interval** type where the item will be rescheduled that number of days from the cross-off date (as opposed to the originally scheduled date).

Bytes 13-14 - Low order nibbles provide the high nibble and low nibble respectively of the **repeatType.**

Byte 15-18 - Low 6-bits of each byte comprise a 24-bit number which is the unique ID of a custom alarm sound for this event.

Byte 19 - low 6-bits of color index for event added to asci code for '@'. Low four bits are the foreground color, high three bits (the highest bit comes from Byte 4). If there is no color, this byte has the code for space-band: ' '.

Byte 20 -] if the tagged note has no repeat or just a simple, DateBk4-style daily repeat.

Bytes 20-23 - Low order nibbles provide the 16-bit value for the **repeatEndDate** (as a DateType). Hexadecimal value of ABCD (A is byte 20, B is byte 21, C is byte 22 and D is byte 23).

Bytes 24-25 - Low order nibbles provide the high nibble and low nibble respectively of the **repeatFrequency**.

Bytes 26-27 - Low order nibbles provide the high nibble and low nibble respectively of the **repeatOn field**.

Bytes 28-29 - Low order nibbles provide the high nibble and low nibble respectively of the **repeatStartOfWeek**.

Byte 30 - The urgency value for the ToDo as a letter A, B, C or D, or a space if there is no urgency assigned.

Bytes 31 -]

ToDo Template Note Field Tag -- ToDo templates have a short tag at the end of the note field like: [[I4UCB]]

Char 1-2 [[

Char 3 - 'F' if ToDo is Finished (I.e. completed/done), or 'I' for incomplete.

Char 4 - Priority of ToDo as a digit from 1-5.

Char 5 - 'U' if the ToDo is undated, 'D' if it is dated.

Char 6 - Ascii code of '@' plus the binary category # @=unfiled, A=cat #1, etc.

Char 7 - Urgency of ToDo as either space or A/B/C/D.

Char 8-9]]   (**Note:** 8-char tags from DateBk5 that had no urgency field can also be read by DateBk6)

Appendix D — Comparison of Features from DateBk1 to DateBk6

Datebook+ is a light version of DateBk3 licensed to HandSpring. Features are **not** similarly implemented in all versions (i.e. DateBk6's snooze alarm handling is far more powerful than DateBk2, although marked: Yes).

Feature	Datebook+	DateBk3	DateBk4	DateBk5	DateBk6
Program size:	191k	265k	450k	750k	950k
Floating Events	Yes + repeats	Yes + repeats	Yes + repeats	Yes + repeats +regenerative	Yes + repeats +regenerative
Times to 1 min.	No	Yes	Yes	Yes	Yes
1-2 Weekly view with text	Yes	Yes (1/2 week in V-3.1)	Yes + 1/2 week view	Yes + 1/2 week view	Yes + 1/2 week view and supports day shading
Icons	No	Yes-52-all views	Yes-52-all views	Yes-2,600 color icons -all views + High Density	Yes-2,600 color icons -all views + High Density
Templates	Yes-Appts	Yes-Appts	Yes-Appts & ToDo's	Yes-Appts & ToDo's	Yes-Appts & ToDo's
Yearly View	Yes	Yes	Yes + 4-month View	Yes + 4-month View + Hi-rez	Yes + 4-month View + Hi-rez
Today View	No	No	No	No	Yes
Categories	No	Yes	Yes	Yes	Yes
TimeZones	No	Yes	Yes	Yes	Yes
Daily Journal	Yes	Yes	Yes	Yes	Yes with templates & logging
Snooze alarms	Yes	Yes	Yes	Yes + snooze from start/end, to absolute time	Yes + snooze from start/end, to absolute time. Also with Alarm Manager.
Linking	No	No	Yes	Yes + linking to appts + find	Yes + linking to appts + find
Custom Fonts	No	Std./Bold only	Yes	Yes	Yes
Colors	No	No	Yes	Yes + background colors	Yes + background colors
Custom Alarms	Alarm/snooze/ Remind	Alarm/Snooze/ Remind	Custom by event or ToDo	Custom by event or ToDo	Custom by event or ToDo
Appts spanning midnight	No	Yes	Yes	Yes	Yes. Also provides some support for proprietary PIM Calendar database method
Anniversary	No	No	Yes	Yes	Yes & supports birthdays in proprietary Contacts Database
Advances	Global, ToDo's only	Global, ToDo's only	Custom: events + ToDo's	Custom: events + ToDo's	Custom: events + ToDo's
Reminders	No	Yes	Yes	Yes	Yes - and reminders can optionally go past event
Custom Week#	No	Yes	Yes-2yr	Yes-2yr	Yes-2yr
Category Mgmt	No	No	Yes	Yes	Yes

Appendix D — Comparison of Features—Cont.

Feature	Datebook+	DateBk3	DateBk4	DateBk5	DateBk6
ToDo's shown by priority	Yes, 1 setting for all categories	Yes, 16-2 for each category	Yes, 16-1 for each category	Yes, 16-1 for each category	Yes, 16-1 for each category, plus advanced ToDo Sorting
Repeat ToDo's	No	No	Simple daily repeat	Scheduled & Regenerative	Scheduled & Regenerative
Saved Views	No	No	Yes	Yes + autoupdate	Yes + autoupdate and repeats
SplitScreen (ToDo/Addr/Memo)	No	No	Yes	Yes	Yes
Beaming	Only in Treo 90's	Events only (in 3.1)	Yes: events and categories	Yes + beaming from List View	Yes + beaming from List View
Palm OS compatibility	N/A (in ROM)	All Versions	All Versions except V-1 Pilot	All Versions except V-1 Pilot	All versions running OS 3.5 or later
Display upcoming Alarms	No	Yes	Yes	Yes	Yes - includes Alarm Manager to show ALL upcoming alarms in scrollable list
Popup Lists in Yr/Mo/4-Mo	No	No	Yes	Yes + in date picker dialog	Yes + in date picker dialog
Call/Action	No	No	Yes	Yes	Yes
Convert Todo<—>Float	No	No	Yes	Yes	Yes
OS 4.0 support	Yes - Treo 90	No	Yes	Yes + OS5.0	Yes + OS6.0
Jog Dial/ Navigator support	No	No	Yes jog dial/wheel	Yes Jog dial/Wheel Navigator	Yes Jog dial/Wheel Navigator
High-Resolution	No	No	Yes - Weekly Views	Yes - all Views and Hi-Res+	Yes - all Views and Hi-Res+
Max Appts/day	100	100	200	200	200
Masked Records	Yes	No	Yes	Yes	Yes
Gray scale	No	No	No	Yes	Yes
Block Functions	No	No	No	Yes	Yes + Date/time adjusting
Free-Time find	No	No	No	Yes	Yes
StrikeThrough	No	No	No	Yes	Yes
History DB	No	No	Yes	Yes+ToDo conversion	Yes+ToDo conversion
Context-sensitive popup Lists	No	No	No	Yes	Yes and user-configurable

Appendix E — Launching DateBk6 From Another Application

It may be useful to be able to launch DateBk6 with a specific record selected, or to go to a specific day. To do this, launch DateBk6 with the standard GoTo launch code and parameters set up as if you were launching from the global find (this is documented in the Palm OS documentation).

The special additions available/required in DateBk6 are:

- You must specify the LocalID and CardNo for the database as DateBk6 is unusual in that it manages both the datebook and ToDo databases and must know which database you want. In theory, a well-written program would do this **anyway**, but since most Palm programs only handle one database, many programmers tend to omit this information.

- To go to a specific date without selecting a record, set goToParams->recordNum to 0xFFFF and put the date as a DateType in the low 16-bits of goToParams->matchCustom (to be safe: mask off the high 16 bits).

- To go to a specific record by specifying its unique ID, put the 24-bit unique ID value into the goToParams->customMatch field and then set the 0x1000000 bit.

You can specify the form/view to bring up by placing the binary index (n the range 0-7) of the form in goToParams->matchFieldNum:

0—Day View Description
1—Day View Note
2—Day View Details dialog
3—Graphical Weekly View
4—Text Weekly View
5—Monthly View
6—Yearly View
7—List View

Appendix F — Launching other 3rd Party Applications from DateBk6

DateBk6 has a feature that enables it to launch other third party applications directly and also pass record number and date information. Most likely this would be used with a third party application that needed to know what day or appointment record you were looking at prior to launching the application.

Note: This feature is not likely to be very useful unless the third party application was specifically designed to utilize this feature.

The first step for using this feature is to set the Palm Creator ID of the third party application in DateBk6. Go to **View Display Options** in the Options menu of the Day View and enter the Creator ID in the field following the legend: **App CreatID:**

If you do not know what the CreatorID is, ask the author of the application, or download a freeware utility like Z'Catalog which will list the creator ID's for all applications you have installed on your device.

To run the third party application, select the record (if necessary) or display the desired date and then tap on **Launch App.** in the popup list on the **New** button in the Day View.

Technical Information for 3rd. party developers wishing to support this feature

Your application will be launched by DateBk6 with a standard **sysAppLaunchCmdGoTo** launch code. So this will look to your application as if you were launched by a global find which you may well already have code to support.

All the parameters will be set up as you would expect with these additions:

- If there was an appointment selected in DateBk6, its record number will be placed in the params->recordNum argument. If there was no record selected, then a record number of 0 (zero) will be passed. If the user had ToDo's displayed in integrated mode, they can pass a ToDo record as well by this method (in that case the record number is biased by 50000 (decimal). So record #0 in the ToDo database would be passed as 50000.

- If a record number of zero is passed, this means that either the first selected record was record number 0 (not all that likely, but possible), **or** the request is to provide the date that was being viewed in DateBk6. If the latter is true, then there will be a non-zero value in the low 16-bits of the **params->matchCustom** argument. If the low 16-bits are all 0, then this was a request to look at record #0. So if the record number is 0 and the low 16-bits of the matchCustom parameter are non-zero, you can then pull a **DateType** structure from that low 16 bits:

```
DateType      dateWanted;           // Date passed from DateBk6
int           recordNum;            // Record # passed from DateBk6
int           dataBase;             // 0 for DateBook, 1 for ToDo

if (params->recordNum == 0 && (params->matchCustom & 0xFFFF) != 0 )
      dateWanted = (DateType) (params->matchCustom & 0xFFFF);
else
{
      recordNum = params->recordNum;
      DataBase = 0;                     // Assume datebook database to start with
      if ( recordNum > 50000 )          // Check for ToDo record being passed
      {
            recordNum -= 50000;       // Strip out bias
            DataBase = 1;             // and flag for the ToDo Database
      }
}
```

Appendix G — Timezone Inter-operation with other applications

The Palm OS has always had a system preference for the timezone setting (**prefMinutesWestOfGMT)**. However, until Palm V-4.0, this preference setting has not been used by the Palm OS, nor has any significant use been made of it by other third party applications.

So in DateBk6, there is now a preference setting in the dialog that appears in the **Zones** tab of the main preference panel with the label: **Synchronize with OS/other apps.** If this box is checked, DateBk6 assumes that other applications including the Palm OS (versions 4.0 or later) may use and set this Palm OS system preference setting.

V-4.0 of the Palm OS has some rudimentary timezone support. However, it is not as comprehensive as DateBk6, so there may be some issues when you change timezones in the Palm OS rather than DateBk6. In particular, DST is just a simple setting thatis either on or off. There is no provision for handling al the various DST rules as DateBk6 does. If you make the change in DateBk6, the Palm OS will always be properly updated. If you make the change in the Palm OS, and you have more than one locale for a given timezones, DateBk6 will pick the **first** locale that appears to match. However, there is no guarantee that the Daylight Savings Time (DST) rule will be correct.

The system preference setting that is puzzlingly labeled as **prefMinutesWestOfGMT** is the one used by DateBk6. The high order 16 bits of the UInt32 have the Daylight Savings offset value (which is always going to be either 0 or 60). In addition, the value 0x100 (i.e. 0x1000000 for the whole 32-bit value) is added if the timezone has a DST rule.

The low order 16 bits of the UInt32 have a 16-bit signed quantity (Int16) which represents the number of minutes **East** of GMT for the current timezone (yes, this value is **East** of GMT which corresponds to the normal direction and sign for representing GMT offset values). Note that this is a **signed** value, so -01:00 is represented as -60 and not as 1,380.

Other Timezone aware applications need only set this system preference setting when they exit and take the value there when they start up. A value-check should be performed to ensure that there are not garbage values in that field. Also, applications should consider the possibility that they might be RUNNING when this change is made—I.e. it is legal for a time-zone aware application to change the time of day AND set the system preference setting. So on a time-change, a running application should also ensure that the possibly updated timezone information is not accidentally overwritten.

Silverware's **TravelTracker** application, available from: **http://www.silverware.com** is designed to work in conjunction with DateBk6, so you can change the timezone in either application and have the other application aware of the change.

Appendix H — Saved Views

Preferences that are global across saved views

Most preferences are saved and restored when you enter and exit out of saved views. However, for some preferences it makes little or no sense to do that, and so some preference items are considered to be "global" across all saved views. The list below shows which Preference items fall into this category:

DateBk6HandlesAlarms	Whether DateBk6 handles alarms or built-in datebook does
AdvanceFloatingEventsTime	Time at which the floating advance occurs
CurrentTimeZone	The current timezone that you are in
CreateTimeZone	The timezone to be used for creating new events
DefaultTimeZone	The home time zone
SortAfterHotSync	Specifies whether or not the databases are to be sorted after a hotsync
ButtonPressDelay	The delay on pressing App buttons to invoke native apps
TimeZoneIsGlobal	Specifies whether or not DateBk6 synchronizes timezone with OS/Apps
UntimedAlarmTime	Time at which alarms on untimed events goes off
NumberOfViewButtons	Specifies which View buttons are displayed at bottom left
RecentItemListSize	List of most recent items accessed in addressbook
RecentMemos	List of most recent items accessed in Memo database
LogTextList	List of text items for the logging list
RecentDates	List of recently accessed dates for the Date Picker dialog
Recent Icon List	List of 14 most recently accessed icons
FirstNameThenLastName	Specifies that addressbook database is sorted first, then last
WarningOnHidingUnfiledCategoryIssued	Warning on hiding unfiled category is suppressed
AdvancesAreUntimed	Specifies that advances on timed events are to be untimed
UpdatePrefsSavedViews	Update/No-Update on Saved Views on Preference change
SavedViews0to31	Remember which saved views were last updated
SavedViews32to63	(as above)
UseStandardDateDialog	Specifies whether DateBk6 or Palm OS Date Picker dialog is used
LastGlobalPreferenceDialog	Remembers which tab in Preferences dialog was last displayed
HideTimeOnStartup	Specifies whether or not current time briefly displays in Title on startup
UpdateCatsSavedViews	Specifies whether or not saved views are updated on category changes
TapAndHoldDelay	Delay for TapAndHold to have affect
NoPopupMenus	TapAndHold on items in Day View pops up menus
DontFixupDots	Avoids having DateBk6 fix up dots (for use with a 'no-dots hack)
WarningOnBeamNonApptIssued	Whether warning on beaming of a ToDo/Memo/Addr is suppressed
AlarmSnoozeListDefault	Remembers the last setting in the snooze alarm popup list
DateHardwareButton	These four buttons determine how DateBk6 manages the four hardware buttons
AddrHardwareButton	
ToDoHardwareButton	
MemoHardwareButton	
DaysInCurrentMonthOnly	If set, the date picker only displays days in the current month
MonthDaysInCurrentMonthOnly	If set, the monthly view only displays days in the current month
MonthlyTapAndHold	TapAndHold in monthly view works like 4-month/year view
SplitScreenAlreadyOpened	If set, avoids information dialog about how to close the split-screen
SkipConfirmingLinks	If set, avoids requesting confirmation when setting link to appointment
TrackIconsByResourceID	If set, icons in color icon collection are tracked by resource ID
RightToLeftReadingLanguage	If set, DateBk6 assumes right-to-left reading language in effect
UnfiledCategoryCanBeHidden	If set, DateBk6 allows user to hide the **unfiled** category
RecordCompletionDate	If set, DateBk6 applies today's date to a ToDo when it is marked done
Force8BitColorMode	If set, DateBk6 runs in 8-bit color mode, not 16-bit (Sony Clie/TX etc. pblms)
UntimedAlarmAdd24H	If set, DateBk6 adds 24 hours to all untimed alarms (end of day rather than start)
UseStandardCopyPasteInNoteField	If set, DateBk6 uses standard palm OS Copy/Paste in Note fields
DisplayBirthdaysInAllCategories	If set, DateBk6 displays birthdays in ALL categories (including hidden)
AvoidTransparency	If set, DateBk6 avoids using transparent graphics (Sony Clie bug)
DateBk6SuppressesAlarms	If set, DateBk6 avoids strategy that can cause Treos to turn on unexpectedly

Where saved views are saved

The current set of active preferences for DateBk6 is stored in the system preference database (Saved_Preferences(.prc) and associated with a creator ID of CESE. So if you delete the DateBk6DB preference database, that will also remove the current set of active preferences from the system preference database because this Database has a Creator ID of CESE and whenever you delete a database in the Palm OS, all databases with the same Creator ID are removed at the same time.

Saved views, however, are actually stored as records in the DateBk6DB preference database. So if you delete the DateBk6DB preference database with a file utility, your saved views will disappear, but the current set of active preferences will be retained (since they are in the system preference database).

There is some merit in saving your current set of active preferences as a saved view, just so you have a separate backup copy that you can restore from if the system preferences get overwritten for some reason. To do this, just launch DateBk6, and bring up the saved view dialog (either by tapping on diamond view button if displayed, or by doing a TapAndHold on the DayView button and then selecting Custom/Saved Views in the View Selection Dialog). Tap on **New** button, type in a name such as: ViewSave and check the box: **Remove In-Saved-View Indicator** so that when you restore your regular preferences, you are no longer in a saved view.

Appendix I — Integration with other Third Party Applications

DateBk6 includes some special accomodations for other third party applications. This appendix describes that functionality.

PhoneMagic - www.phonemagic.com

PhoneMagic is a replacement for the built-in addressbook application on Palm OS devices:

 DateBk6 includes several features designed to provide a tighter level of integration with this application than would normally be present. To enable this support, you must put the creator ID of PhoneMagic (**PTpm**) into the AddrCreatID field of the **Split** tab of the main DateBk6 preference panel (Options | Preferences in any view). If you want to use the *Launch App* feature on the **New** button, you also need to put this same creator ID into the AppCreatID field of the Day View's **View Display Options** dialog.

Integration with PhoneMagic includes:

- Tapping the {New} button, and selecting Address in DateBk6 will open a new record in PhoneMagic.
- Tapping the Link button will always pop-up PhoneMagic if you set the DateBk6 preference ALWAYS OPEN ADDRESSES FOR LINK in the SPLIT tab of the main DateBk6 Preference panel (Options | Preferences in any view). You can then use PhoneMagic's Smart Lookup or Stylus Free lookup to select the record to be linked to. Once you lookup the record, and open it, tap the {Insert} button, and you will be returned to DateBk6 in order to complete the creation of the link. If you do not set the ALWAYS OPEN ADDRESSES FOR LINK option, then PhoneMagic will only be launched for linking if the split-screen window is closed when you tap the Link pushbutton - this allows you to open the split-screen first and then set links to memos, appointments or ToDo's while still being able to launch PhoneMagic to set a link (by closing the split-screen window first).
- If you have a link to the Address book in an event, and you tap on the Link icon of the event, it will open the record in PhoneMagic.
- Tapping the {New} button and selecting Call/Action in DateBk6 will pop-up PhoneMagic, and let you select a record using PhoneMagic's Smart Lookup or Stylus Free lookup. Tap the {Insert} button on the record in order to use the selected record for the Call/Action.
- When selecting "Find Items linking to this" from the Record menu in DateBk6, if nothing is selected in the split-screen and the insert pointer is not in an appointment or Todo, then PhoneMagic will be popped up, and can be used to lookup and select the item to be searched for.
- If PhoneMagic is launched when DateBk6 is running, and you exit PhoneMagic by pressing the {OK} button, you will return to DateBk6 in the place that you were when you launched PhoneMagic. If you exit PhoneMagic by pressing the Date Book button to launch DateBk6, you will also return to DateBk6 where you left off.
- When a DateBk6 Alarm rings, if the event had a link to the Address Book, and PhoneMagic is installed, there will be a {Link} button displayed on the alarm screen. Tapping the {Link} button will open the record in PhoneMagic.

PhoneMagic features that accomodate DateBk6:

- When "Inserting an Event" into the Date Book from PhoneMagic, if DateBk6 is installed on the device, a DateBk6-style link will automatically be inserted into the event.
- When "Inserting an Event" into the Date Book from PhoneMagic, if DateBk6 is installed on the device, you will be able to select the category of the event to be inserted. If the category of the selected record exists in DateBk6, that category will be the selected category for the event that will be inserted. If the category doesn't exist in DateBk6, then "Unfiled" will be the default category. The dropdown can be tapped to select a different category.

TAKEphOne - www.shsh.com

TAKEphOne is an addressbook enhancement that features a dialer that handles virtually all palm OS devices. So even if a device uses a proprietary method of dialing, TAKEphONE can handle the dialing requirements.

To enable this support, you only need to install the TAKEphONE application which is instantly detected by Datebk6. The [D] (dial) button will then always appear in the Address Details View, and you can tap that button to launch TAKEphONE's dialing routine. TAKEphOne features:

- **Find/Create/Edit** contacts fast & easy
- **No-stylus** ("One-hand" or "Finger") operation
- **Dial** using Cellular (IR or Bluetooth) / SmartPhones (Kyocera, Samsung,Handspring) / Other devices
- Start **SMS & Email** (messages to contacts from within TAKEphONE

Appendix I — Index of Meta-Tags in DateBk6

Meta-Tags are special text strings which can be inserted in the description or note field (most meta-tags are only valid if in the note field) that perform some function. These are usually "power-user" type features that could not justify having some displayed preference option which would clutter up the preference dialogs still further, or confuse some users. Unless otherwise specified, these tags can only be used in the Note field of a record.

Meta-Tag	Function or Meaning
\<NK\>	**NoKill.** If present, on a floating reminder, the reminder will not be automatically killed when it catches up to its target event. Instead, it will continue to float forwards along with an indication of how many days have elapsed since the event actually occurred.
\<NP\>	**NoPurge.** If present, and this item would otherwise be a candidate to be deleted with the purge command, it will **not** be purged. Use this to retain important old events that you always want to keep in your calendar.
~HIDE~	**Hide from display.** If present, this item will not be displayed in the Today, weekly, monthly, yearly or list views. It will only appear in the Day View.
\<NoAlarms\>	**No Alarm Sound.** If present, and used on an item that has an alarm, all future alarms will be silenced until the end time of this event.
\<BirthdayName=??\>	**Use Birthday Name.** This meta-tag is used only in the note field of a Contacts Record. When present, DateBk6 will use this name (after the equals sign), instead of the first/last name from the Contacts record.
\<NoLog\>	**No Logging.** This meta-tag is used only in the note field of a template record. When present, it tells DateBk6 that if this template normally links to an item, no dialog should appear asking the user if they want to log to the associated contacts record.
\<LogAll\>	**Log to All Links.** This meta-tag is used only in the note field of a template record. When present, it tells DateBk6 that if this template normally links to an item, then DateBk6 should automatically log to all linked entries for this template.
\<\<date\>\>	**Insert current Date.** This meta-tag is used only in the note field of a template record. When present, it is replaced with the current date in the short date format.
\<\<time\>\>	**Insert Current Time.** This meta-tag is used only in the note field of a template record. When present, it is replaced with the current time in the short time format.
\<Add-Time: hh:mm\>	**Add to Duration.** This meta-tag is used to add a specific value in hours and minutes to the current duration of an event (or to specify the duration of a ToDo or zero-duration event). It is used with the *All Items to MemoPad* feature when costing is being used.
\<Add$: dd.cc\>	**Add Monetary Value.** This meta-tag is used to add a specific monetary value for the associated event. It is used with the *All Items to MemoPad* feature when costing is being used.

Appendix J — Creating Tagged Notes in Outlook

You may well be aware that if you PERFECTLY copy a tag from a note field in Outlook or the Palm Desktop to a new event, that new event WILL get precisely the same custom attributes when displayed in DateBk6 (for things like icon, advance, colors, float etc. etc.).

This can be sone somewhat more efficiently in Outlook by writing a macro. The instructions below tell you how to do this. Note that you can do a similar thing with a macro program in the desktop application that can insert keystrokes.

Create an event in DateBk6 and set the attributes that you want to regularly use. For example, you might have a macro that sets a large bold font with white text on a red background as that stands out well.

Another macro which is listed below sets a custom alarm sound for an event (this was provides a way to have untimed events sound an alarm (as normaly they are silent). Then Hotsync to get the event to Outlook, so you can look at it.

Run Outlook and select Macros from the Tool menu. Note that if you have set macros at the highest protection level, you will have to drop it at least to Medium to run a macro - this will query you each time but is safer. LOWER will not query you, but will also run macros without questioning you which obviously has the potential to be more risky.

Select TOOLS | MACRO | MACROS or press ALT/F8 and type in a name for your macro, such as: UntimedAlarm, and then tap the CREATE button to create the macro.

You will see that Outlook created this for you:

Sub UntimedAlarm()

End Sub

Now just put in a statement like the one below. %W is ALT/W and gets you instantly to the SHOW TIME AS field, and then {TAB} gets you to the note field. Right after that is the actual tag (##@@@@@@@@@@@@@@CjZ@ in this example). This is then followed by %J, which jumps you back to the subject field so you can enter the subject of the untimed event.

Sub UntimedAlarm()

   SendKeys "%W{TAB}##@@@@@@@@@@@@@@CjZ@%J", -1

End Sub

Then press ALT/Q to return to Outlook with the macro saved.

To use this macro, create a new calendar event and before you do anything else, just press ALT/F8 and tap on the UntimedAlarm (or whatever name you gave to the macro) to insert that text. You can then enter the description normally as the insert pointer is positioned back in the subject field.

And of course, that macro can do lots of other things as well, such as enter any boilerplate text, etc. etc.